



PARKS & RECREATION COMMITTEE MEETING

AGENDA

2 SEPTEMBER 2014

Your attendance is required at a meeting of the Parks & Recreation Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 2 September 2014 commencing at 9.00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. R.", is positioned above the printed name of the Chief Executive Officer.

CHIEF EXECUTIVE OFFICER
28 August 2014

Next Meeting Date: 30.09.14

Please note:

In accordance with the *Local Government Regulation 2012*, please be advised that all discussion held during the meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, staff member or a member of the public.

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT	1
3	APOLOGIES AND LEAVE OF ABSENCE	1
4	CONFIRMATION OF MINUTES.....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....	1
6	BUSINESS OUTSTANDING	2
6.1	BUSINESS OUTSTANDING TABLE FOR PARKS AND RECREATION COMMITTEE	2
7	PUBLIC FORUMS/DEPUTATIONS	5
	NIL	5
8	OFFICERS' REPORTS.....	6
8.1	JULY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT	6
8.2	COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT - AUGUST 2014 - PARKS AND RECREATION COMMITTEE	9
8.3	REQUEST FROM AUSTRALIAN AIR LEAGUE TO SURRENDER LEASE AND TRANSFER OWNERSHIP OF ITS BUILDING TO AUSTRALIAN FEDERATION OF TOTALLY AND PERMANENTLY INCAPACITATED EX-SERVICE MEN AND WOMEN.....	13
9	STRATEGIC REPORTS.....	19
9.1	PARKS AND OPEN SPACE MONTHLY REPORT - JULY 2014.....	19
10	NOTICES OF MOTION.....	31
	NIL	31
11	URGENT BUSINESS/QUESTIONS	32
12	CLOSURE OF MEETING	33

1 OPENING

2 PRESENT

Members Present:

Councillor C R Rutherford (Chairperson)
Acting Mayor, Councillor A P Williams
Councillor R A Swadling
Councillor N K Fisher

In Attendance:

Mr E Pardon – Chief Executive Officer
Mr M Rowe – General Manager Community Services

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence for the meeting was previously granted to Mayor Margaret Strelow
Councillor Stephen Schwarten tendered his apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Parks & Recreation Committee held 5 August 2014

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR PARKS AND RECREATION COMMITTEE

File No: 10097

Attachments: 1. Business Outstanding Table for Parks and Recreation Committee

Responsible Officer: Ross Cheesman - Acting Chief Executive Officer

Author: Ross Cheesman - Acting Chief Executive Officer

SUMMARY

The Business Outstanding table is used as a tool to monitor outstanding items resolved at previous Council or Committee Meetings. The current Business Outstanding table for the Parks and Recreation Committee is presented for Councillors information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Parks and Recreation Committee be received.

BUSINESS OUTSTANDING TABLE FOR PARKS AND RECREATION COMMITTEE

Business Outstanding Table for Parks and Recreation Committee

Meeting Date: 2 September 2014

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 June 2014	Progress Report - Jardine Park Detention Basin Backflow Prevention Device	THAT: (a) the progress report on the Jardine Park Detention Basin Backflow Prevention device be received (b) the outstanding actions detailed in the report needed to come to a final recommendation be implemented as a high priority (c) the allocated funding to perform the valve installation works be carried forward in the 2014/15 capital works budget, and (d) a final report be presented to the August 2014 Performance and Service Committee meeting	Martin Crow	17/06/2014	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 JULY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT

File No: 1484

Attachments: 1. Facilities Capital Progress Report for July 2014

Responsible Officer: Cheryl Haughton - Manager Community Services
Michael Rowe - General Manager Community Services

Author: Sharon Sommerville - Coordinator Facilities

SUMMARY

This report provides information on progress during July 2014 with Parks and Recreation capital projects being undertaken by the Facilities Unit.

OFFICER'S RECOMMENDATION

THAT the July Progress Report from the Facilities Unit in relation to Parks and Recreation capital projects be received.

JULY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT

Facilities Capital Progress Report for July 2014

Meeting Date: 2 September 2014

Attachment No: 1

Adopted Budget	Project Title	YTD Actual	Actuals	Committals	Total Committals	% Complete	Comment Period
\$ 50,000	943056	[R] Amenities Program Renew and Upgrade	\$ 62	\$ -	\$ 62		Not yet scoped
\$ 100,000	943086	[U] Heritage Village Hydrant System-Upgrade	\$ -	\$ -	\$ -		On hold until FRW install ring main
\$ 75,000	1033806	[R] Rton Riverfront Promenade & Lookout	\$ -	\$ -	\$ -		Painting scoped and quote, waiting on parks for scope
\$ 30,000	1033807	[R] Ann Street Residence - defects	\$ 8,864	\$ 21,065	\$ 29,929	\$ 70	Works in progress
\$ 35,500	1033809	[R] Botanic Gardens (Garage & Wshop Site	\$ 354	\$ 14,330	\$ 14,684		Works in progress
\$ 32,000	1033810	[R] Botanic Gardens Kiosk Defect Rectifi	\$ -	\$ -	\$ -		Not yet scoped
\$ 59,500	1033842	[U] Botanic gardens - Amenities & Lunchroom	\$ 1,209	\$ 23,512	\$ 24,721	\$ 60	Works in progress
\$ 382,000			\$ 10,489	\$ 58,907	\$ 69,396		

**8.2 COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT - AUGUST 2014
- PARKS AND RECREATION COMMITTEE**

File No: 1464
Attachments: 1. Parks and Recreation Community Services
Capital Works - August 2014
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Andrew Collins - Special Projects Officer

SUMMARY

Project summary report for Capital Projects currently being delivered by Community Services Department on behalf of the Parks and Open Spaces section.

OFFICER'S RECOMMENDATION

THAT the Community Services Capital Works monthly report for August 2014 for Parks and Recreation be 'received'.

COMMENTARY

The attached is an update of projects currently being delivered for Committee's information. Full confidential Monthly Reports are produced by the Special Projects Officer for each project and are available on request.

COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT - AUGUST 2014 - PARKS AND RECREATION COMMITTEE

Parks and Recreation Community Services Capital Works - August 2014

Meeting Date: 2 September 2014

Attachment No: 1

Project Title	2014/2015 Approved Budget (carry budgets assumed)	Total Committed Cost	Project Status	% Complete	Comment Period
Southside Memorial Pool Redevelopment	\$3,262,092	\$2,508,559 (cost of Wet Play yet to be committed)	Work In Progress	82%	<ul style="list-style-type: none"> o New 25m pool now under defects liability o Amenities block – <ul style="list-style-type: none"> o All complete PC granted 15 August 2014 o Café / Entry building <ul style="list-style-type: none"> o Ceiling and soffit sub frame installed o Counter installed to Kiosk / reception o Patio slabs poured o LTS <ul style="list-style-type: none"> o Roof and insulation completed o Soffit and western walls sheeted o Structural steel installed for overhead doors o Tiles to LTS pool 98% complete o Plant installed for LTS & WPA o Wet Play Area <ul style="list-style-type: none"> o Ring beam and bulk excavation completed o Equipment fixtures and under slab hydraulics completed o Reinforcement steel placed and tied for first section. To be poured late August o Balance tank formed and reinforced to be poured late August. o Dive Pool <ul style="list-style-type: none"> o The repairs to the dive tower platform now underway. 5m platform has been reconstructed. o 10m platform to have some minor repairs. Site Works <ul style="list-style-type: none"> o Irrigation system installed and top soil laid between 25m pool and Amenities. Turf to be laid late August – Early September.
Zoo Redevelopment – New Animal Enclosures	\$153,601	\$132,393	Work in Progress	Otters 10%	<ul style="list-style-type: none"> Crocs <ul style="list-style-type: none"> o New croc ponds reached practical completion on the 5 June 2014. Otters <ul style="list-style-type: none"> o D&C contract awarded o Work commenced on selective site clearing o Pool shell formed and reinforced to be poured week of 25 August 2014
Kershaw Garden – Stage II upgrade	\$600,000	\$229,560	Planning & procurement	5%	<ul style="list-style-type: none"> Tender documentation has been compiled with tenders called for the following : <ul style="list-style-type: none"> o Supply & Delivery of electric BBQ. Ordered.

					<ul style="list-style-type: none"> ○ Supply & Installation of Electronic interactive playground. Equipment ordered. 12 weeks manufacture ○ Supply & Delivery of new picnic shelters, tables and restroom. To be awarded ○ Site survey to be completed early September ○ Site documentation being procured
Cedric Archer Reserve - Development of town sport and recreation precinct	\$300,000		Scope development		Project control group meeting held on 22 July to define scope. District playground items procured (siting to be confirmed)
Lighting Bridge	\$200,000	\$14,950	Design in progress	5%	Start up meeting held between CITE LUM and RRC. Design concept work under way. Preliminary design expected mid September.

8.3 REQUEST FROM AUSTRALIAN AIR LEAGUE TO SURRENDER LEASE AND TRANSFER OWNERSHIP OF ITS BUILDING TO AUSTRALIAN FEDERATION OF TOTALLY AND PERMANENTLY INCAPACITATED EX-SERVICE MEN AND WOMEN

File No: 1464

Attachments:

1. Letter from Australian Air League regarding transfer of building ownership
2. Map of Athelstane Park, Melbourne Street

Authorising Officer: Margaret Barrett - Manager Parks
Michael Rowe - General Manager Community Services

Author: Sophia Czarkowski - Sports & Education Officer

SUMMARY

Australian Air League has requested permission from Council to transfer ownership of its building to the Australian Federation of Totally and Permanently Incapacitated Ex Servicemen and Women (TPI Association) for a nominal amount of money. As part of this process Council will need to accept the surrender of the Lease between it and Australian Air League and enter into a new Lease Agreement with the TPI Association.

OFFICER'S RECOMMENDATION

THAT Council:

1. Grant permission to Australian Air League to surrender its Lease with Rockhampton Regional Council
2. Grant permission to Australian Air League to transfer ownership of its building at Athelstane Park, Melbourne Street (being part Lot 101 RP603267) to the Australian Federation of Totally and Permanently Incapacitated Ex Servicemen and Women for the nominal amount of \$1.00
3. Grant permission for Rockhampton Regional Council to enter into a new Lease with Australian Federation of Totally and Permanently Incapacitated Ex Servicemen and Women for a period of five (5) years
4. Australian Federation of Totally and Permanently Incapacitated Ex Servicemen and Women will cover Council's reasonable legal fees (if applicable).
5. The date of the Assignment of the Building Ownership, Surrender of Lease, and Commencement of the new Lease is to be the same.

COMMENTARY

The Australian Air League (herein "AAL") building is located at Athelstane Park, Melbourne Street, West Rockhampton (being part Lot 101 RP603267). The AAL owns the building and is responsible for all building maintenance.

The building is located on Council-owned land and there are no other formal users of the park.

BACKGROUND

AAL's Lease expired on 30 June 2014 at which time Council contacted the Club regarding options for renewal or exercising its options (1 x 5 year period). The AAL advised Council it was unsure of its future operations due to declining membership numbers. Council Officers advised that it would allow its Lease to become periodic (month to month), whilst the future operations were discussed.

On 10 April 2014, AAL contacted Council with a request to transfer ownership of its building to the Australian Federation of Totally and Permanently Incapacitated Ex Servicemen and Women (herein "TPI Association") for a nominal fee.

TPI Association has advised that the association has 65 financial members, with financial membership being restricted to a returned veteran receiving a Veteran Affairs Pension – Special (formerly TPI). TPI Association proposes to use the building everyday and ensure community access to its building through the creation of a “men’s shed” with open membership.

TPI Association have advised that it is aware of and considered the costs associated with the ongoing maintenance of the building and future renovations required due to the building’s age. It will further provide AAL access to suitable storage areas within the building for AAL equipment.

Surrender of AAL’s Lease:

AAL accepts that the existing Lease between AAL and Rockhampton Regional Council will be surrendered.

AAL will still be liable for all terms and conditions of the lease prior to the surrender date. For example, AAL may have breached the agreement and Council was not aware of this, Council can hold AAL liable.

It will be proposed that a clause be inserted into the Agreement for Sale of the building between AAL and TPI Association that does not release AAL from any liabilities prior to the date of sale.

Issue of a new Lease to TPI Association:

Council will enter into a new Lease with TPI Association as consistent with current leasing practices and the Association will be bound by the conditions identified in the Lease and must fulfil its obligations under the Agreement.

Under Council's standard practices the Lease will be issued for a period of five (5) years and will be charged in accordance with Council's Schedule of Fees and Charges for a 'Building Site Leased by an Organisation', currently \$600 per annum. TPI Association will be responsible for all 'outgoings', reasonable legal fees and any other items required or identified in the Lease, for example, cost of public liability insurance, food licences etc.

**REQUEST FROM AUSTRALIAN AIR
LEAGUE TO SURRENDER LEASE AND
TRANSFER OWNERSHIP OF ITS
BUILDING TO AUSTRALIAN
FEDERATION OF TOTALLY AND
PERMANENTLY INCAPACITATED EX-
SERVICE MEN AND WOMEN**

**Letter from Australian Air League
regarding transfer of building
ownership**

Meeting Date: 2 September 2014

Attachment No: 1



ATTENTION SOPHIA
PARKS & GARDEN
Australian
Air League

Australian Air League Inc.
ABN 66 585 094 960

Address all Correspondence to:

PO Box 1226

Narre Warren Vic 3805

Telephone: 03 9705 0758

Facsimile: 03 9705 0753

Mobile: 0412 102 213

Email: chiefcomr@airleague.com.au

COPY

Saturday, 12 July 2014 9.05

Mr. C. Bartkus,
Secretary,
The Australian Federation of Totally and Permanently Incapacitated
Ex Servicemen and Women (Queensland Branch) Inc.
Central Queensland Social Centre,
PO Box 514
ROCKHAMPTON, QLD, 4700.

Dear Mr Bartkus,

ROCKHAMPTON REGIONAL COUNCIL	
File No: 7984	Doc No:
Links:	
Action Office: Czarkowski, S	
22 JUL 2014	
Task to:	2.
3.	4.
QDAN: 249 v. 7	Ref: 12.6.1
Box No:	Yrs: 7

We thank your Association for the letter dated 17th March 2014 to Mr Allan Burgess, our Executive Commissioner for Queensland. We note your kind offer to purchase our building and the offer of \$2,000 which in the circumstances we cannot accept for the reasons outlined in your letter.

The League would confirm our advice that we are prepared to sell the building for the nominal sum of one (1) dollar and to transfer the lease to your Organisation on the basis that should the League resume operations in Rockhampton at any time in the future your Organisation would allow us use of the hall on mutually agreeable terms. In addition the League be allowed to keep an office in the building where any League assets will be stored for a period of time whilst we investigate the future potential to resume operations.

Bob Holmes has kept us up to date with negotiations between the League, your Association and the Rockhampton City Council.

We appreciate the efforts of Bob, you and the TPI Association to move this matter towards a resolution and also understand that these negotiations with Council take time.

We look forward to Bob keeping us informed of progress and until the transfer is approved by the Council we will continue to maintain insurance on the building

Yours faithfully,

Ian S Rickards
Chief Commissioner and Chief Executive Officer

Cc: Mr Bob Holmes
Mr Allan Burgess, Executive Commissioner, Australian Air League Inc., Queensland Group

Training tomorrow's pilots... today.
www.airleague.com.au

**REQUEST FROM AUSTRALIAN AIR
LEAGUE TO SURRENDER LEASE AND
TRANSFER OWNERSHIP OF ITS
BUILDING TO AUSTRALIAN
FEDERATION OF TOTALLY AND
PERMANENTLY INCAPACITATED EX-
SERVICE MEN AND WOMEN**

**Map of Athelstane Park,
Melbourne Street**

Meeting Date: 2 September 2014

Attachment No: 2



9 STRATEGIC REPORTS

9.1 PARKS AND OPEN SPACE MONTHLY REPORT - JULY 2014

File No: 1464

Attachments: 1. Parks and Open Space Monthly Report - July 2014

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Margaret Barrett - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space unit for the month of July 2014.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Unit for July 2014 be received.

COMMENTARY

The Parks and Open Space Unit is responsible for the following areas:

1. Park Recreation Services
 - Kershaw Gardens
 - Rockhampton Botanic Gardens
 - Rockhampton Zoo
 - Cemeteries
 - Sport and Education
 - Sport and Education Services
 - Healthy Communities Initiative
 - Swimming Pools
2. Park Operations

The attached report contains information on the activities and services of these areas for July 2014.

PARKS AND OPEN SPACE MONTHLY REPORT - JULY 2014

Parks and Open Space Monthly Report - July 2014

Meeting Date: 2 September 2014

Attachment No: 1

MONTHLY OPERATIONS REPORT
PARKS AND OPEN SPACE SECTION
Period Ended 31 July 2014

VARIATIONS, ISSUES AND INNOVATIONS

Innovations

Recreation Connection (RECON) is aimed at connecting adults through physical activity. Mission One, an amazing race style event, was held on 27 July 2014 at the Rockhampton Botanic Gardens. Twelve teams (60 people) participated in the event which saw a series of intellectual and physical challenges completed by participants. The mission took participants from the Ann Street entrance to the lagoon and to the tropical fruit garden with home base being located beside the Japanese Gardens. All participants thoroughly enjoyed the event and were keen to see more activities of this nature.

Improvements / Deterioration in Levels of Services or Cost Drivers

Nil

LINKAGES TO OPERATIONAL PLAN

1. COMPLIANCE WITH CUSTOMER SERVICE REQUESTS

The response times for completing the predominant customer requests in the reporting period for Parks are as below:

	Balance B/F	Completed in Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	Under Long Term Investigation	Avg W/O Issue Time (days) 12 months	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed									
Cemeteries - Complaint	1	1	0	0	0	0	0	0.00	8	● 0.00	● 2.00	● 3.67	1.00
Cemeteries - General Enquiry	0	0	2	2	0	0	0	0.00	2	● 0.50	● 1.00	● 1.21	0.45
Sport & Recreation - General Enquiry	2	2	0	0	0	0	0	108.22	10	● 0.00	● 11.50	● 18.04	2.94
Parks Booking - Request	0	0	10	7	3	0	0	0.01	5	● 1.00	● 2.30	● 5.62	0.67
Tree and Stump Removal - Request	44	33	70	36	45	0	0	27.84	50	● 3.64	● 14.54	● 18.25	14.69
Parks General - Request	26	20	59	36	29	0	0	27.08	10	● 2.86	● 7.41	● 9.16	6.23
Tree Trimming - Request	33	24	74	48	35	0	0	69.78	40	● 4.38	● 11.00	● 12.42	10.13
Swimming Pools - General Enquiry	0	0	0	0	0	0	0	0.00	10	● 0.00	● 0.00	● 2.50	2.50

Over the Counter transactions (not included in above table)

CEMETERIES TELEPHONE AND COUNTER ENQUIRIES										
QUERY	TELEPHONE					COUNTER				
	<5 MINS	5-15 MINS	15- 30 MINS	>30 MINS	TOTAL EXCHANGES	<5 MINS	5-15 MINS	15- 30 MINS	>30 MINS	TOTAL ENQUIRIES
Plaques/Memorials	40	11	8		59	5	1	1		7
Family History	12	6		1	19					0
Complaints					0					0
Funeral/Services	47	8	4	1	60	5				5
Other	20	2	1		23	3	1			4
TOTAL CALLS/ ENQUIRIES	119	27	13	2	161	13	2	1		16

2. COMPLIANCE WITH STATUTORY AND REGULATORY REQUIREMENTS INCLUDING SAFETY, RISK AND OTHER LEGISLATIVE MATTERS

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	Aug	Sept
Number of Lost Time Injuries	4		
Number of Days Lost Due to Injury	22		
Total Number of Incidents Reported	7		
Number of Incomplete Hazard Inspections	3		

Risk Management Summary

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Animal housing at the Zoo does not meet the required standard (inclusive of; animal husbandry, record keeping, staffing & asset renewal) resulting in: Loss of zoo licences / closure of facility; Injury or death to an animal; Negative public perception; Staff turnover; Injury or death to zookeepers.	Moderate 6	1. Documented procedures rolling review. 2. Develop, implement, and annually review development plan (linkage to budget required) to upgrade exhibitions and achieve implementation of the approved/ ultimate zoo master plan. 3. Staff to monitor and contribute to review/formation of industry guidelines standards.	30/06/14	10	<i>Procedure Manual</i> review/ update is underway Budget approval for further construction deferred to 2016-17 On-going
1. UniCEM (cemetery business system) no longer supported. Vendor advised RRC of cessation of business July 2012. 2. Critical/ vital records not kept in appropriate storage conditions. 3. Poor/ unreliable network connections.	Moderate 5	Seek funds through budget to purchase, install and transfer data to new/ alternative database for storage and management of cemetery records.	30/11/14	50	Contractor appointed and work underway (IT managing delivery). Current network connection best available option for site at present time.

Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
Lack of a holistic fire mitigation plan for the region detailing responsibilities within Council.	High 4	Manager Parks to finalise development and implementation of a regional fire mitigation strategy in collaboration with state government agencies and property owners.	31/12/14	30	Regional strategy development commenced
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.	Low 7	1. Review, update and submit Street and Parks Tree Master Plan for approval to implement. 2. Programmed maintenance works to be implemented to full capacity. 3. Ergon Service Level Agreement is to be in place and implemented.	31/12/15	60	Policy review/ update commenced Programs drafted, implementation commenced; to be monitored.
Loss of significant/ historic/ iconic botanical collections resulting in negative publicity and loss of: reputation; region's "green" status; iconic material; and research opportunities.	Moderate 6	1. Review, update and implement existing land & conservation management & succession plans. 2. Complete the identification of the current collection as part of the succession plan.	2021	40	Nearing completion of Succession Strategy for Botanic Gardens. GPS still to be completed for some plantings plus indexing of all.
Inadequate/ inappropriate open space does not meet the community's requirements/ expectations resulting in lack of: standardised infrastructure charges; consistency and quality of the asset including land; lack of benchmark for Council/ developer Standards; unwanted contributed assets; leading to reputational damage; social problems and; financial impacts.	Moderate 5	1. Develop & implement a Parks Infrastructure Strategy for conditioning of new development. 2. Develop a local parks contribution policy. 3. Complete & implement Landscape Guidelines (as part of CMDG). 4. Open Space Strategy to be reviewed and implemented (inc service levels).	31/12/16	70	

Legislative Compliance & Standards

Legislative Compliance Matter	Due Date	% Completed	Comments
BioSecurity Qld (Zoo) Three year license renewed in 2013 Self-audit and reporting	May 2016 As required		Current. Existing breach (freshwater crocodile enclosure) will be resolved once crocodiles are moved to new enclosure.
Births, Deaths & Marriages (Cemeteries) Burials reporting	Within 7 days of burial	100%	
Heritage Act (Various sites) General exemption certificate applications <ul style="list-style-type: none"> Applications lodged Applications approved Applications pending 	Lodged – Rockhampton City Hall landscape restoration		

3. ACHIEVEMENT OF CAPITAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Detailed project scoping, estimating and procurement proceeding as appropriate.

The following abbreviations have been used within the table below:

WIP	Work in progress
NYC	Not yet commenced

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (inc committals)
PARKS CAPITAL WORKS PROGRAM					
Playground Shade Construction – No 7 Dam, Mt Morgan			WIP	100,000 130,000	129,818
Comment: Quotes exceed the budget, will be managed within overall capital allocation and adjusted at October Revised					
Enhancement Program for (new) Local Parks			NYC	88,000	
Comment:					
Irrigation Renewal Program			WIP	80,000	
Comment: Program of works for Saleyards Park drafted, estimates to be updated, will be delivered in conjunction with sportsfield works at this site					
Riverside Parks - upgrade			NYC	75,000	

Project	Start Date	Expected Completion Date	Status	Budget Estimate	YTD actual (inc committals)
Comment:					
Cedric Archer Reserve -			WIP	300,000	
Comment: Financial report still to show the carry-over from 2013-14 for development of playground. Councillors' visit to site has confirmed approximate location.					
Kershaw Gardens Still upgrade			WIP	600,000	1,088
Comment: Procurement underway for playground, BBQ's, shelters and amenities.					
Drain Repair – Southside Cemetery			WIP	95,000	
Comment: Design completed, details and estimates to be confirmed					
Upgrade Sportsfield surfaces			WIP	130,000	
Comment: Program of works for Saleyards Park drafted; estimates to be updated; consultation with tenant clubs to confirm scope and timing.					
Rockhampton Botanic Gardens – pathways			WIP	305,000	16,452
Comment:					
Animal Enclosures			WIP	655,8960	523,572
Comment:..					
Plant & Equipment - Parks			WIP	76,000	
Comment: Orders placed with Fleet Services. Partially complete with mower trailer delivered and in use.					

4. ACHIEVEMENT OF OPERATIONAL PROJECTS WITHIN ADOPTED BUDGET AND APPROVED TIMEFRAME

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Yaamba Road median restoration	\$ 65,747	\$ 59,000	89	Works programmed to commence 10 August
Town Hall Landscape				Exemption certificate application lodged. Funding application lodged for Anzac 2015 Town Hall commemorative ceremony
Regional Fire Management Strategy	\$ 30,000	\$ 29,780	99	First draft of StI report received.
Australian White Ibis control – Botanic Gardens	\$ 30,000	\$ 34,980	117	The ibis are coming into their breeding season and starting to inhabit the trees in the Gardens again. Ecosure fortnightly nest removal has re-commenced.

Policy Reviews:	
• Street Tree Policy	Current version being reviewed and overall scope for revised policy drafted
• Naming of Parks	Current version being reviewed
• Fitzroy River rowing course install and removal	Current version being reviewed, revisions will be informed by recent experiences
Kershaw Gardens Horticultural Displays	Expansion of Grevillea Hill underway with site preparation nearing completion and plants ordered. Expected completion mid-September. The Highway embankment between People's Forest and Knight Street car park has been prepared for planting, and scheduled to be completed by end of September.

Rockhampton Zoo

The zoo has been host to two American Veterinary interns throughout the month, each on six week placements. They have been a great asset during their time here.

A call for help was posted on the Zoo's Facebook site asking for skilled handymen/ women to assist in building some enrichment items for the zoo animals. There has been a positive response to date with the PCYC Men's Shed already working on a fake termite mound and another gentleman building some puzzle feeders for the chimpanzees.

Events

National Children's Tree planting day – Rockhampton Regional schools were invited to receive an allocation of free plants from the Council's Nursery. 14 Schools took up this offer and 20 plants per school were allocated (280 plants).

National Tree Day was held at Fred Thorsen Park, Gracemere on Sunday 27 July. This park site was prepared and dripper irrigation installed (where possible) and on the day, with participants completing the planting, with 24 people registering to plant. Approximately 160 plants were planted on the day.

Tours

Numerous international tour groups (America, Japan and the UK) enjoyed special keeper presentations and close encounters with Koalas, snakes, kangaroos and wombats. Positive feedback was received from these groups with some making donations to the zoo.

5 other tours or 'Zoo Animal' lessons were delivered to a total of 130 children and 24 adults/teachers attending for school or vacation care activities.

Memorial Gardens

A section of the creek near the Babies Memorial was widened and deepened to better enhance the water flow.

North Rockhampton Cemetery

Three revamped park benches of varying sizes have been installed along the boulevard. NEATO participants assisted Cemeteries staff with the revamp/ installation along with general grounds maintenance.

Below is one of the recently installed chairs.

South Rockhampton Cemetery

The long awaited site map of the cemetery has finally been installed. This has been positioned so that it is accessible from all entry points.

Gracemere Cemetery

NEATO participants were given a change of scene when they assisted Cemeteries staff fix the dilapidated wooden fence. It is hoped vandalism will cease now that this work has been done.



Tenure Renewal

Currently Council is following up on 58 outstanding tenure renewals. Of those 58:

- 45% - Council requires information from the Lessee/ Licensee/ Permittee (e.g. paperwork, signed agreements etc)
- 25% - New tenure documents are currently being prepared
- 30% - being investigated

Healthy Communities Initiative

The HCI, KickStartCQ – Cook It! Move! Do It! Project Coordinator continues to focus on strategies aimed at achieving sustainability of programs, presently six (6) programs will continue post the cessation of Federal funding:

- Heart Moves - \$3 per participant per session
 - Free room hire from Good Life Health Clubs has enabled this program to continue at low cost.
- Fit 360 (formally Move Fit and Men's Sessions) - \$5 per participant per session
 - The Move Fit and Men's Sessions will be merged and three sessions per week will be offered to participants at CrossFitCq. Free room hire and storage from CrossFitCQ has minimised the costs associated with this program.
- Yeppoon Seniors Fitness Sessions (formally Move Fit) - \$2 per participant per session
 - A funding program from Livingstone Shire Council will allow this program to continue operating at low cost
- Heart Foundation Walking – Free
 - Established Heart Foundation Walking Groups will continue at Stockland and Rockhampton Botanic Gardens
- CQUni Sports Centre - \$35 per participant per month
 - CQUni Sports Centre is offering KiskStartCQ participants a discounted membership rate for twelve months, participants will be required to pay \$35 per month. The usual costs for members is \$600 per annum or \$50 per month.

5. DELIVERY OF SERVICES AND ACTIVITIES IN ACCORDANCE WITH COUNCIL'S ADOPTED SERVICE LEVELS

These service levels are not formally adopted but are operational standards to show overall progress across the Parks section.

Service Delivery Standard	Target	Current Performance
Pool Operator reporting (Rec'd by 7 th of Month)	On-time	Achieved
Tenure Renewals – Resolved	10/mth	0 (FYTD)

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	1,441	1,516
Healthy Communities Initiative – Registrations (previous period is previous month)	731	735
Burials (previous period is same month last year)	7	7
Ashes Interments (previous period is same month last year)	2	3
Zoo guided tours – School/ outside school care/ other		8
Volunteer Participation – Memorial Gardens		44 hours

FINANCIAL MATTERS

As at period ended 31 July 2014 – 8.3% of year elapsed.

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 8.3% of Year Gone
COMMUNITY SERVICES							
PARKS							
<i><u>Parks Administration</u></i>							
Revenues	(83,500)	0	0	(980)	(980)	1%	✗
Expenses	3,734,408	0	9,008	105,112	114,120	3%	✓
Transfer / Overhead Allocation	82,290	0	0	3,518	3,518	4%	✓
Total Unit: Parks Administration	3,733,198	0	9,008	107,650	116,658	3%	✓
<i><u>Recreation Services</u></i>							
Revenues	(507,316)	0	0	(46,333)	(46,333)	9%	✓
Expenses	3,269,812	0	196,175	343,830	540,005	17%	✗
Transfer / Overhead Allocation	266,344	0	0	35,969	35,969	14%	✗
Total Unit: Recreation Services	3,028,840	0	196,175	333,465	529,641	17%	✗
<i><u>Parks Operations</u></i>							
Revenues	(54,000)	0	0	0	0	0%	✗
Expenses	8,440,845	0	233,855	547,264	781,119	9%	✗
Transfer / Overhead Allocation	1,829,925	0	0	153,459	153,459	8%	✗
Total Unit: Parks Operations	10,216,770	0	233,855	700,723	934,578	9%	✗
Total Section: PARKS	16,978,808	0	439,039	1,141,839	1,580,878	9%	✗
Total Department: COMMUNITY SERVICES	39,708,313	0	2,471,469	1,840,140	4,311,609	11%	✗
Grand Total:	39,708,313	0	2,471,469	1,840,140	4,311,609	11%	✗

10 NOTICES OF MOTION

Nil

11 URGENT BUSINESS/QUESTIONS

Urgent Business is a provision in the Agenda for members to raise questions or matters of a genuinely urgent or emergent nature, that are not a change to Council Policy and can not be delayed until the next scheduled Council or Committee Meeting

12 CLOSURE OF MEETING