



# **PARKS, RECREATION AND SPORT COMMITTEE MEETING**

## **AGENDA**

**18 JANUARY 2017**

*Your attendance is required at a meeting of the Parks, Recreation and Sport Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 18 January 2017 commencing at 12.30pm 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**  
10 January 2017

Next Meeting Date: 15.02.17

**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.

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**1 OPENING**

**2 PRESENT**

Members Present:

Councillor C R Rutherford (Chairperson)  
The Mayor, Councillor M F Strelow  
Councillor R A Swadling  
Councillor N K Fisher  
Councillor C E Smith  
Councillor M D Wickerson

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Parks, Recreation and Sport Committee held 7 December 2016

**5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA**

## **6 BUSINESS OUTSTANDING**

### **6.1 BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

**File No:** 10097  
**Attachments:** 1. Business Outstanding Table  
**Authorising Officer:** Evan Pardon - Chief Executive Officer  
**Author:** Evan Pardon - Chief Executive Officer

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#### **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, Recreation and Sport Committee is presented for Councillors' information.*

#### **OFFICER'S RECOMMENDATION**

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

# **BUSINESS OUTSTANDING TABLE FOR PARKS, RECREATION AND SPORT COMMITTEE**

## **Business Outstanding Table**

**Meeting Date: 18 January 2017**

**Attachment No: 1**

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
20 July 2016	Third Party Signage on Parkland Policy	THAT Council not adopt the Signage Policy and instead ask for a fact sheet to be established to allow signage of an acceptable size and format to be installed to allow fundraising for our sporting organisations.	Sophia Czarkowski	03/08/2016	Final version has been sent to Michael Rowe for approval.
07 December 2016	Final concept for Mount Morgan Streetscape	THAT Council endorses the final concept design plan for the Mount Morgan Streetscape.	Brett Nicholls	21/12/2016	Liaising with Ergon to secure final offer to relocate power underground. Finalising detailed landscape design. Preparing tender documents for civil design and construct works.
07 December 2016	Request for tenure from Full Draw Field Archers Inc	<p>THAT Council will not support a freehold lease with the Full Draw Field Archers Inc. over the subject land due to the following:</p> <ol style="list-style-type: none"> <li>1. Unsuitability of land</li> <li>2. Constraints due to Unexploded Ordnance, Access and Planning Scheme requirements; and</li> </ol> <p>THAT Council offer to work with the Club to find another location for their proposed activity.</p>	Brett Nicholls	21/12/2016	Meeting with Full Draw Field Archers to discuss tenure scheduled for 11 Jan 2017.



## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## 8 OFFICERS' REPORTS

### 8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - NOVEMBER AND DECEMBER 2016

**File No:** 1464

**Attachments:** 1. Parks and Open Space Monthly Operations Report - November and December 2016

**Authorising Officer:** Michael Rowe - General Manager Community Services

**Author:** Margaret Barrett - Manager Parks

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#### SUMMARY

*This report provides information on the activities and services of Parks and Open Space Section for the months of November and December 2016.*

#### OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Section for November and December 2016 be received.

#### COMMENTARY

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

1. Park Visitor Services
  - Kershaw Gardens
  - Rockhampton Botanic Gardens
  - Rockhampton Zoo
  - Cemeteries
2. Park Operations
  - Park and Landscape Maintenance
  - Street & Park Tree management
  - Public Amenity and Cleansing
3. Park Planning and Projects
  - Sport and Recreation
    - Sport and Education Services
    - Aquatic Facilities
  - Park Facilities construction and maintenance
  - Planning and Design
4. Parks Administration and Management
  - Park bookings
  - Customer Service
  - Policy development and service levels review

The attached report contains information on the activities and services of these areas for November and December 2016.

# **PARKS AND OPEN SPACE OPERATIONS REPORT - NOVEMBER AND DECEMBER 2016**

## **Parks and Open Space Monthly Operations Report - November and December 2016**

**Meeting Date: 18 January 2017**

**Attachment No: 1**

**MONTHLY OPERATIONS REPORT**  
**PARKS AND OPEN SPACE SECTION**  
**Period Ended 30 November and 31 December 2016**

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**VARIATIONS, ISSUES AND INNOVATIONS**

***Innovations***

Nil

***Improvements / Deterioration in Levels of Services or Cost Drivers***

## 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:

## November 2016

	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			
			Received	Completed												
Cemeteries - Complaint	0	0	0	0	0	0	0	0.00	8	<div></div>	0.00	<div></div>	18.67	<div></div>	10.67	0.00
Cemeteries - General Enquiry	1	1	2	2	0	0	0	7.79	2	<div></div>	2.50	<div></div>	3.38	<div></div>	2.80	1.29
Sport & Recreation - General Enquiry	0	0	1	1	0	0	0	73.27	10	<div></div>	2.00	<div></div>	10.50	<div></div>	10.35	6.05
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	<div></div>	0.00	<div></div>	0.00	<div></div>	11.67	0.00
Tree and Stump Removal - Request	19	16	44	23	24	0	0	12.00	50	<div></div>	4.52	<div></div>	11.50	<div></div>	14.79	12.63
Parks General - Request	34	27	75	53	29	8	0	37.64	10	<div></div>	3.95	<div></div>	8.78	<div></div>	9.67	4.90
Tree Trimming - Request	26	21	71	57	19	0	0	10.53	40	<div></div>	3.93	<div></div>	3.61	<div></div>	7.39	6.03
Council Owned Swimming Pools - General Enquiry	0	0	2	2	0	0	0	0.00	10	<div></div>	4.50	<div></div>	2.86	<div></div>	2.60	2.60

## December 2016

	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
			Received	Completed									
Cemeteries - Complaint	0	0	0	0	0	0	0	0.00	8	<div><div></div></div> 0.00	<div><div></div></div> 23.50	<div><div></div></div> 10.67	0.00
Cemeteries - General Enquiry	0	0	0	0	0	0	0	0.65	2	<div><div></div></div> 0.00	<div><div></div></div> 3.58	<div><div></div></div> 2.95	1.38
Sport & Recreation - General Enquiry	0	0	1	1	0	0	0	59.93	10	<div><div></div></div> 1.00	<div><div></div></div> 11.21	<div><div></div></div> 10.33	6.05
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	<div><div></div></div> 0.00	<div><div></div></div> 0.00	<div><div></div></div> 11.67	0.00
Tree and Stump Removal - Request	26	22	20	9	14	0	0	12.00	50	<div><div></div></div> 4.11	<div><div></div></div> 11.40	<div><div></div></div> 14.95	13.57
Parks General - Request	21	14	51	33	25	8	0	48.35	10	<div><div></div></div> 1.06	<div><div></div></div> 8.22	<div><div></div></div> 9.72	4.88
Tree Trimming - Request	17	16	79	61	19	0	0	7.84	40	<div><div></div></div> 1.52	<div><div></div></div> 3.49	<div><div></div></div> 7.02	5.76
Council Owned Swimming Pools - General Enquiry	0	0	1	0	1	0	0	0.00	10	<div><div></div></div> 0.00	<div><div></div></div> 2.86	<div><div></div></div> 2.60	3.27

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

### ***Safety Statistics***

The safety statistics for the reporting period are:

	SECOND QUARTER		
	Oct	Nov	Dec
<b>Number of Lost Time Injuries</b>	3	2	0
<b>Number of Days Lost Due to Injury</b>	0	5	0
<b>Total Number of Incidents Reported</b>	7	7	5
<b>Number of Incomplete Hazard Inspections</b>	1	1	0

### ***Risk Management Summary***

Potential 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.	30/11/16	20	Procedure Manual review/ update is continuing.  Budget approval for further construction deferred to 2016-17  On-going
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.	30/09/16	95	Council approved Bushfire Management Plan.  MoU to be executed by QPWS and Council.
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation;	Low 7	1. Review, and submit Street Tree Policy & Procedure.  2. Programmed	30/04/16	60	Policy review/ update commenced

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Completed	Comments
negative financial impact.		maintenance works to be implemented to full capacity.  3. Ergon Service Level Agreement is to be in place and implemented.			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.	30/06/17	80	Botanical Collection Management Strategy for Botanic Gardens drafted.
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).	30/04/17	70	Scoping for review of Open Space Strategy commenced
Integrity of land-fill caps, where Council is now using the space for public use (eg parks), is impacted through an event occurring causing exposure of toxins, hazards etc (eg TC Marcia causing tree fall and erosion) resulting in public health and safety; financial and environmental repercussions	Moderate 7	1. Continuous review and updating of Site Management Plan  2. Site remediation priorities to be determined, planned and implemented	30/06/17	15	

**Legislative Compliance & Standards**

Legislative Compliance Matter	Due Date	% Completed	Comments
BioSecurity Qld (Zoo) Three year license renewed in 2016 Update <i>Declared Pest Permit</i> animals to new <i>Wildlife Exhibitor Licence</i> Self-audit and reporting	May 2019 October 2016 As required	Completed Completed	Exhibition Permit issued 21/12/2016. Valid to Oct. 2019
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"> <li>Applications lodged/ pending</li> <li>Applications approved</li> </ul>	Restoration of Landscape – North/South Axis (Rockhampton Botanic Gardens) Removal of damaged mature <i>Agathis australis</i> (Kauri Pine) – Rockhampton Botanic Gardens 2 (as listed above)		
Land Act Land Management Plans			

**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
PC	Practical Completion
C	Works Complete

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
<b>PARKS CAPITAL WORKS PROGRAM</b>					
Upgrade field surface			WIP	70,000	64,407
Comment: Works underway at Saleyards Park to address field condition issues.					
Cedric Archer Reserve			WIP	1,553,599	392,247
Comment: Touch of Paradise detail designs received, initial estimates exceed balance of budget available; priorities to be determined for delivery..					
Mt Archer activation plan implementation			WIP	305,000	49,932
Comment: Building Our Regions Round 2 submission successful. Identifying and securing approvals required for future works. Priority on delivering works associated with First Turkey and detailed designs of Fraser Park.					



Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Playground Equipment renewal program			WIP	86,895	103,185
Comment: Renewing playground equipment at end of life. Playground equipment replacement scheduled for Pearson Family Park, John Ritter Park, Leichhardt Park and Athelstane Park.					
Mount Morgan streetscape improvements			WIP	230,000	9,614
Comment: Landscape detailed design and staging of works finalised. Commonwealth Government has allocated funds from Stronger Communities Program for the refurbishment and relocation of the Mafeking Bell. EOI submission successful for further funding under the Local Government Grants and Subsidy Program (LGGSP) of \$348,000. Liaising with Ergon regarding relocating power underground.					
Playground Shade Construction Program			WIP	118,500	80,610
Comment: Works complete; exception of shade structure still to be ordered and installed at Joseph Harrison Park.					
Parkhurst (Olive St) – planning, design and development			WIP	60,000	18,850
Comment: Feasibility for development of proposed multi-sport precinct at Olive St is underway.					
Gracemere Cemetery			WIP	135,099	6,604
Comment: Ashes Garden works scheduled.					
Redevelopment 42 <sup>nd</sup> Battalion Memorial Pool	July 2015	Nov 2016	WIP	2,182,490	2,373,156
Comment: Contract works on wet deck and new treatment plant, equipment and reticulation underway. Project received funding from LGGSP over two years – 2015-16 and 2016-17. Liaising with contractor to complete delayed works.					
BBQ Renewal Program			WIP	64,000	8,071
Comment: Renewing parks barbeques at end of life: RBG near lagoon; Leanne Hinchliffe Memorial Lions Park ordered and scheduled for installation early in 2017; and Johnson Park to be costed.					
Rockhampton Botanic Gardens – pathways			C	175,440	103,262
Comment: Works programmed for 2016-17 complete.					
Zoo – renewal of internal pathways			NYC	20,000	
Comment:					
Botanic Gardens – Japanese Garden pond restoration			NYC	30,000	

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
Comment: Work to be scoped.					
Victoria Park – drainage (trampoline/ gym/ bowls)	Oct 2016	Nov 2016	C	100,000	139,564
Comment: Construction completed					
Div 6 Parks Project			WIP	15,000	8,369
Comment: Improvements for Col Brown Park - plants being procured and determining timing.					
Div 7 Queens Park Mosaic	Oct 2016		WIP	50,000	3,000
Comment: Artist installed mosaic and Parks to tile border					
Div 7 Kershaw Gardens swings				20,000	
Comment: Allocation is directed at swing as part of playground redevelopment; will be delivered as part of this overall package.					
Div 10 – Stage 2 Frenchmans Creek			WIP	22,268	6,438
Comment: Replanting and maintenance of creek bank vegetation					
Div 2 – Revegetation of Frenchmans Creek				20,000	
Comment: Works will continue from allocation in 2015-16 (Div 10 – Stage 2 Frenchmans Creek)					
Irrigation Renewal	Sept 2016		WIP	474,000	124,425
Comment: Works complete at Stenlake Park. Irrigation installation and associated field upgrade completed at Webber park.					
Tables – Picnic Renewal Program			WIP	60,000	16,389
Comment: Works complete in Leanne Hinchliffe Memorial Park, underway in Jack Allenby Park, along Yeppen Lagoon Walkway and Yewdale Park.					
Fencing / Gates / Bollards Renewal Program			WIP	69,400	
Comment: Works programmed for Bolton Park, boundary between Botanic Gardens and golf course. Duthie Park carpark completed.					
Footpaths Renewal	Oct 2016	Oct 2016	C	25,500	18,838
Comment: Works completed at Ted Price Park, estimates exceed the budget; adjustments will be made in Revised budget.					
TCM: Zoo aviary	Oct 2016	Jan 2017	WIP	358,427	358,427
Comment: Restoration and repair of cyclone damage in Rockhampton Zoo. Construction commenced December 2016. Estimated program of 3 months.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
TCM – RBG Road/ Pathways/ bridges and car-parks			WIP	344,983	15,130
Comment: Work currently being scoped.					
TCM RBG - Fernery & Visitor Centre entry			WIP	266,466	9,279
Comment: Restoration and repair of cyclone damage in Parks.					
TCM – Kershaw remediation/ restoration	Apr 2015		WIP	7,290,799	2,752,831
Comment: Restoration and repair of cyclone damage in Parks. Funding approved under Special NDRRA Category for clean-up costs.					
Botanic Gardens strategic framework			WIP	51,000	
Comment: Scope for this in final draft.					
Major Project seed funding – improved sport facilities			WIP	400,000	400,000
Comment: Drafting agreement for approved Council funding allocated to RHA for artificial playing surface.					
Div 3 Shade Sail Elizabeth Park and Play equipment			C	30,000	27,375
Comment: Works completed					
Div 5 Zoo Improvements			WIP	142,500	28,954
Comment: \$70,000 of this allocation is included in the budget for new aviaries. Construction commenced December 2016. Estimated program of 3 months.					
Div 1 Parks Improvement in Div 1 (Currajong Park and others)			WIP	70,000	
Comment: Dog Off Leash Area in Eddie Baker Park approved. Works being scheduled. Estimates sought for shade structure for German Street Park playground.					
Div 2 Playground equipment			NYC	15,000	
Comment: Councillor to advise on priority for this allocation.					
Enhancement Program for (new) Local Parks			WIP	89,656	14,798
Comment: Works to upgrade Central Park.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP	245,000	
Comment: Procurement underway for additional equipment for Operational maintenance.					

Project	Start Date	Expected Completion Date	Status	Budget	YTD actual (inc committals)
RBG Cenotaph switchboards and irrigation	May 2016	Aug 2016	C	70,000	46,366
Comment: Works completed.					
Yeppen Roundabout		Oct 2016	C	12,645	18,603
Comment: Works completed.					

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

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$90,000	\$34,034	38%	Works completed on next stage of Gladstone Road
Open Space Strategy revision	\$60,000	\$58,400	97%	Sport Parks Active Recreation and Community Strategy (SPARC) underway.
Tree renewals/ planting	\$90,000	\$9,079	10%	Tree replacements in Gracemere and Yaamba Road
Project	Explanation			
Policy Reviews: <ul style="list-style-type: none"> <li>Street Tree Policy</li> </ul>	Current version being reviewed and updated; work to commence on Procedure.			

**Kershaw Gardens**

Parts of Kershaw Gardens remain closed to the public. Council has endorsed the design elements and staging plan for construction of the earthworks, services and embellishments in the Central Precinct. Tenders issued for "Civil Works" and "Redevelopment (Construction)" in late December.

Approximately 50% of the Gardens are available for public access.

Contract for removal of old railway station building awarded with works to commence in mid-January and scheduled to be completed by end of January.

Works in the ephemeral wetland to commence in early January to remove silt and re-line selected ponds to improve water retention, establish better connectivity between the ponds (during overflow events) and create new controlled discharge points into the receiving environment (Moore's Creek).

### Regional Cemeteries

Minor earthworks have been completed at Rockhampton Memorial Gardens around Citron and Pomegranate Groves where the batters have been extended to allow for improved maintenance practices.

Mt Morgan Aboriginal Corporation is continuing with the *History Restored* project at Mount Morgan Cemetery which seeks to identify and restore particular grave sites (including the installation of Grave Covers where agreed with family members).

All regional cemeteries were serviced in readiness for the expected increase in visitation over the Christmas – New Year period.

### Tenure Renewal

78 agreements due to expire prior to 30 June 2018 are currently being progressed:

- 21 are completed.
- 19 are waiting on the Club to return/finalise documentation.
- 12 are waiting on Council including approvals or updated plans.
- 26 have not yet expired, however, the renewal process has commenced

### 2017 Sports and Health Expo

Sporting clubs, health service providers, gyms, personal trainers and sport retailers will again be invited to attend the CQ Health 2017 Sports and Health Expo. Planning for the Expo is underway with the following event particulars being set:

Event Date: Sunday 12 February 2017  
Event Time: 9am to 1:30pm  
Location: Robert Schwarten Indoor and Outdoor Pavilions  
Registrations to date: 41

#### Confirmed Sponsorship:

Naming Rights: CQ Health and Hospital Service  
Major Sponsor: Channel Seven, SSS Events, Seven Central Queensland  
Event Sponsor: Get Logo'd, CQ Day & Night Chemmart Pharmacy  
Stage Sponsor: 4RO  
Amusement Ride Sponsor: Fun Time Amusements

### 2017 Arts in the Park

Arts in the Park aims to increase visitor usage and recreation experiences within the Rockhampton Botanic Gardens. Commencing as a collaboration between Council and Creative Capricorn, and now offered by Council, sessions will be held every Saturday between 1pm and 3pm and are free for participants.

The first semester of the 2017 Arts in the Park program has been scheduled and will see 25 sessions held between 7 January and 24 June 2017.

### National Tree Day

Schools Tree Day – 28 July 2017

National Tree Day – 30 July 2017

Planning is underway for both events with meeting scheduled in January to determine sites.

Relocation – Rockhampton Hockey Association

Application for Material Change of Use Development Assessment lodged on 17 November 2016, for option siting the facility approximately between Norman Road and McMillan Avenue. Communication strategy developed with public notification period from 9 January to 20 February 2017.

### **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.

**November 2016**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
Pool Operator reporting (Rec'd by 7 <sup>th</sup> of Month)	On-time	Achieved
Tenure Renewals – Resolved in the current financial year	78	19 (FYTD)
Playground Inspections completed (month of November)	14	14

<b>Progressive Measures / Indicators</b>	<b>Previous Period</b>	<b>Current Period</b>
Pool Patronage (previous period is same month last year) 42nd Battalion Memorial Pool remains closed due to pool refurbishment	28,858	27,334
Burials (previous period is same month last year)	7	11
Ashes Interments (previous period is same month last year)	5	5
Chapel/ other Services (previous period is same month last year)	3	7
Zoo visitors (previous period is same month last year) Counter malfunctioned over 9 days during period	7,695	7,282
Zoo donations (previous period is same month last year)	\$599.40	\$777.85
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	37 / 237	58 / 399
Volunteer Participation (hours) – Zoo (previous period is same month last year)	552	390
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	66	0

**December 2016**

<b>Service Delivery Standard</b>	<b>Target</b>	<b>Current Performance</b>
Pool Operator reporting (Rec'd by 7 <sup>th</sup> of Month)	On-time	Achieved
Tenure Renewals – Resolved in the current financial year	78	21 (FYTD)
Playground Inspections completed (month of December)	14	14

Progressive Measures / Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year) 42nd Battalion Memorial Pool remains closed due to pool refurbishment	27,740	25,842
Burials (previous period is same month last year)	8	14
Ashes Interments (previous period is same month last year)	4	10
Chapel/ other Services (previous period is same month last year)	3	3
Zoo visitors (previous period is same month last year) Counter malfunctioned over 9 days during period	13,689	14,748
Zoo donations (previous period is same month last year)	\$1,132.25	\$1,199.30
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	24 / 261	64/463
Volunteer Participation (hours) – Zoo (previous period is same month last year)	444	381
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	52	0

## FINANCIAL MATTERS

As at period ended 31 December 2016 – 50% of year elapsed.

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	YTD Actual \$	Commit + Actual \$	Variance %	On target 50% of Year Gone
<b>PARKS</b>							
<i><u>Parks Operations</u></i>							
Revenues	(47,000)	(2,126,404)	0	(480,494)	(480,494)	23%	✗
Expenses	5,193,007	4,950,241	92,808	2,238,805	2,331,613	45%	✓
Transfer / Overhead Allocation	1,446,238	1,446,238	0	703,190	703,190	49%	✓
<b>Total Unit: Parks Operations</b>	<b>6,592,245</b>	<b>4,270,075</b>	<b>92,808</b>	<b>2,461,501</b>	<b>2,554,309</b>	<b>58%</b>	<b>✗</b>
<i><u>Parks Planning &amp; Projects</u></i>							
Revenues	(160,000)	(160,000)	0	(78,985)	(78,985)	49%	✗
Expenses	2,695,244	2,646,851	781,702	1,427,813	2,209,515	54%	✗
Transfer / Overhead Allocation	481,546	481,546	0	251,741	251,741	52%	✗
<b>Total Unit: Parks Planning &amp; Projects</b>	<b>3,016,790</b>	<b>2,968,397</b>	<b>781,702</b>	<b>1,600,569</b>	<b>2,382,271</b>	<b>54%</b>	<b>✗</b>
<i><u>Parks Management</u></i>							
Revenues	(55,900)	(45,900)	0	(16,590)	(16,590)	36%	✗
Expenses	5,330,359	5,225,441	12,823	2,208,983	2,221,806	42%	✓
Transfer / Overhead Allocation	64,608	64,608	0	33,433	33,433	52%	✗
<b>Total Unit: Parks Management</b>	<b>5,339,066</b>	<b>5,244,148</b>	<b>12,823</b>	<b>2,225,826</b>	<b>2,238,649</b>	<b>42%</b>	<b>✓</b>
<i><u>Parks Visitor Services</u></i>							
Revenues	(292,020)	(292,020)	0	(231,215)	(231,215)	79%	✓
Expenses	4,520,847	4,349,241	111,904	2,026,661	2,138,565	47%	✓
Transfer / Overhead Allocation	494,841	494,841	0	217,275	217,275	44%	✓
<b>Total Unit: Parks Visitor Services</b>	<b>4,723,668</b>	<b>4,552,062</b>	<b>111,904</b>	<b>2,012,721</b>	<b>2,124,625</b>	<b>44%</b>	<b>✓</b>
<b>Grand Total:</b>	<b>19,671,770</b>	<b>17,034,682</b>	<b>999,237</b>	<b>8,300,617</b>	<b>9,299,854</b>	<b>49%</b>	<b>✓</b>



**8.2 POLICY - TREE MANAGEMENT**

**File No:** 2488, 11979  
**Attachments:** 1. Current Street Tree Policy  
2. Draft Tree Management Policy  
**Authorising Officer:** Michael Rowe - General Manager Community Services  
**Author:** Margaret Barrett - Manager Parks

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**SUMMARY**

*Council's Street Tree policy is overdue for review. This report includes a revised and updated policy for Council review and approval.*

**OFFICER'S RECOMMENDATION**

THAT the Tree Management Policy be adopted.

**COMMENTARY**

The current Street Tree policy was approved by Council in April 2009, with a review date of April 2011. The policy has been reviewed in the context of legislative and Australian standards, comparisons with policy approaches employed by other Councils. The draft has been reviewed by internal stakeholders to ensure no conflict with practices and requirements of other parts of Council.

The policy presents the approach to planting, managing and maintaining trees planted in streets and in parks and is based on the premise of 'right tree species for the right location', while still improving/ increasing tree and shade cover and greening of the region.

As a result of the review the title has been changed to indicate coverage beyond 'street'; that is the policy is drafted to apply to trees within public land (road reserves, streets, parks and reserves) and is intended to have no effect on trees on private property.

In order to provide comparison, the current Street tree Policy is at Attachment 1 and the recommended draft Tree Management Policy is at Attachment 2.

A procedure will be developed based on the approved Policy for approval by the General Manager Community Services.

**CORPORATE/OPERATIONAL PLAN**

Corporate Plan 2012-2017 | Living Learning & Leisure | Parks & Open Spaces

*Ensure botanical collections are maintained and developed.*

*Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces.*

# **POLICY - TREE MANAGEMENT**

## **Current Street Tree Policy**

**Meeting Date: 18 January 2017**

**Attachment No: 1**

**POLICY NO. POL.C3.1****STREET TREE POLICY****1. Policy Scope:**

Council desires to deal consistently and fairly with maintenance, planting, removal and renewal of trees within the Region to improve and preserve the Region's streetscapes.

**2. Policy Purpose:**

To enhance the visual appeal and character of the Rockhampton Region by establishing and maintaining appropriate vegetation along all public roads within the Region and, where practicable, to provide shade and a climate moderating canopy of large trees.

**3. Policy Reference (eg Legislation, related documents):**

The Local Government Act as amended  
The Land Act as amended  
The Transport Infrastructure Act as amended  
Street Tree Management Plan  
Capricorn Municipal Design Guidelines

**4. Policy Definitions:**

N/A

**5. Policy Context:****5.1 OBJECTIVES****5.1.1 On all road reserves throughout the Region:**

- (a) To ensure that vegetation is managed in an efficient manner.
- (b) To ensure reasonable visibility and safe sight distance is maintained at driveways, entrances, exits, intersections and junctions.
- (c) To establish healthy vegetation of suitable species characterised by long-lived single stemmed trees.
- (d) To minimise the potential for vegetation to cause damage to persons, property or infrastructure.
- (e) To ensure vegetation does not hinder free pedestrian movement.
- (f) To preserve existing vegetation to the greatest practicable extent.

**5.1.2 On Medians and Traffic Management Devices:**

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- (a) To establish appropriate landscaping in accordance with Infrastructure Group advice and associated guidelines.

## **5.2 TREE OWNERSHIP**

- 5.2.1** All vegetation established on a road reserve (a road reserve shall be defined as any land for the time being is reserved and set apart or deemed to be reserved and set apart under the Land Act 1962 for the purposes of a road in the Land Act 1962) regardless of its origin becomes the property of the Rockhampton Regional Council and is subject to the provisions of Council's By-laws, the Street Tree Policy and the Street Tree Management Plan.
- 5.2.2** Existing Council By-laws 480 Chapter 15 and 81B Chapter 3 relate to this Policy (Attachments 3 and 4).
- 5.2.3** Council will update its By-laws relating to trees and trees in road reserves and footpaths to give effect to this Policy.

## **5.3 STREET TREE MANAGEMENT PLAN**

- 5.3.1** Council will develop a Street Tree Management Plan which:
  - (a) identifies, records and registers species, number and location of existing trees.
  - (b) establishes and maintains a register of historic or significant trees.
  - (c) establishes an ongoing tree planting program.
  - (d) determines species suitable for use as street trees in particular circumstances and particular sections of the Region.
  - (e) determines preferred planting styles to be undertaken in particular sections of the Region to create or enhance a distinct district character as adopted by Council.
  - (f) monitors the health and condition of street trees, identifies problem species, and determines maintenance requirements.
  - (g) identifies standards and procedures to be adopted to achieve these objectives.
  - (h) is subject to periodic review.
- 5.3.2** The Street Tree Management Plan as adopted by Council and altered from time to time forms part of this Policy.
- 5.3.3** No alterations to the Street Tree Management Plan shall be made except by approval of Council.

## **5.4 SPACING**

- 5.4.1** Dependent on site and safety considerations at the discretion of the Council, Council aims to establish with the general intent of:
  - (a) A minimum of one (1) tree per standard building allotment or spaced at about twenty (20) metre intervals.
  - (b) A maximum of four (4) trees per standard building allotment or spaced at about five (5) metre intervals.

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5.4.2 Additional plantings will not be permitted unless such plantings do not impede free pedestrian movement or visibility at driveways, entrances or intersections as per Objective 5.1.1 (b).

5.4.3 Maximum or minimum tree spacing requirements will not apply to approved landscaping projects or as approved in the Street Tree Management Plan.

5.4.4 Trees to be offset at least one (1) metre from side property boundaries and from back of kerb.

## **5.5 TREE PLANTING**

5.5.1 All tree plantings shall be carried out by Council staff or if by others, shall be by written permission of the Council.

5.5.2 Council has developed a tree species list which is outlined in the Capricorn Municipal Design Guidelines. Only species listed may be utilised for planting.

5.5.3 All new plantings shall conform to the standards specified in the Street Tree Management Plan, Capricorn Municipal Design Guidelines and any other specific requirements of the Plan.

5.5.4 Council aims to provide adequate maintenance of new trees to ensure optimal survival and growth during at least the first three years, with specific emphasis on watering, weed and pest control and pruning to ensure healthy, single-stemmed specimens.

5.5.5 In reconfiguration of lot projects or other development projects Council may require the subdivider to lodge funds as a condition of approval to cover the planting of Street trees within the subdivision. These trees shall be planted by Council once substantial development has occurred. Alternatively, Council may require the developer to undertake street tree planting in accordance with Council's Policy and to the satisfaction of the Council. Such trees planted in these projects will be subject to a defect liability period as set out in the Capricorn Municipal Design Guidelines.

5.5.6 In reconfiguration of lot projects or other development projects where trees are planted in response to a specific request or condition of approval, Council expects adequate water to be paid for and provided for the tree by the resident, proprietor or developer concerned.

## **5.6 PROTECTION OF ESTABLISHED TREES**

5.6.1 Wherever road, kerb and channelling, or other infrastructure developments or reconstruction may affect the integrity of an existing tree the Council shall determine in the planning stages with due regard to safety, engineering, horticultural, arboriculture requirements appropriate measures to:

- (a) protect the health and longevity of the tree, or
- (b) have the tree removed.

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**5.6.2 Application for Development Approval**

- (i) An accurate footprint, including trunk diameter (at 1.2m from ground level) and canopy spread of all existing street trees adjacent to the property concerned are to be shown on plans submitted with applications.
- (ii) All Development approvals (for material change of use, reconfiguration of lot and operational works) shall include conditions that existing trees are not interfered with or removed without the prior written approval of the Council. Valuations of trees considered at risk will be carried out by the Council and forwarded to Council's Planning and Development Services prior to the issue of a Development Approval. The holder of the Development Approval shall be responsible for damage to or removal of any tree.
- (iii) Where no reasonable alternative exists, trees required to be removed shall be subject to compensation as described in Section 5.8.

**5.6.3 Pruning**

- (i) Council aims to carry out pruning regularly to ensure trees remain in a healthy, sound, and aesthetically pleasing condition and to ensure safe passage and visibility for motor vehicles and pedestrians as specified in Attachment 1.
- (ii) All pruning of trees shall be undertaken only by Council's Recreation Services staff, or by other Council staff in consultation with Recreation Services staff or by persons authorised in writing by the Council.
- (iii) Minor pruning which can be reasonably carried out using secateurs only may be undertaken by residents or proprietors without Council's written permission.
- (iv) Pruning, which in the opinion of the Council that is or will be detrimental to the long term health, amenity and longevity of the tree or the integrity of the streetscape, shall not be undertaken or permitted.

**5.6.4** Except for emergent works, any other works required to be undertaken on or in the immediate vicinity of trees shall be done only after prior consultation with the Council or delegated officer.

**5.7 TREE REMOVALS**

**5.7.1** No tree may be removed from a road reserve or other land which Council is the trustee or principal maintenance provider without Council's written approval.

**5.7.2** Consideration will be given to written applications for the removal of trees fully outlining reasons for the request.

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**5.7.3** Trees may be removed at Council's expense in the following circumstances:

- (a) A report has been prepared by a qualified and experienced Officer.
- (b) Tree is dead or dying and in the opinion of the Council cannot practicably be saved.
- (c) Tree presents a serious safety problem which cannot be alleviated by pruning.
- (d) Tree is an unapproved private planting in an inappropriate position.
- (e) Tree is a species planted by the Council or is an inherited tree which is an unsuitable species or is in an unsuitable position.
- (f) Tree is causing obvious damage to either public or private property or in the opinion of the Council has a significant potential to cause such damage in the future.

**5.7.4** The Council is duly authorised to remove trees in particular circumstances as set out in Attachment 2 without further reference to Council. These circumstances may be reviewed and altered from time to time by Council decision.

**5.7.5** Council may authorise the removal of a tree in other circumstances subject to the tree removal being carried out by a property owner, contractor or Council, but not at the expense of Council. In such circumstances, compensation shall be payable to Council in addition to removal costs.

## **5.8 COMPENSATION**

**5.8.1** Compensation shall be payable to Council for the loss of a street tree or other tree on land which Council is trustee in the following circumstances:

- (a) Loss, death or damage requiring removal as a result of a motor vehicle incident, vandalism, wilful destruction including poisoning or unauthorised removal where the person responsible has been identified.
- (b) Tree is required to be removed as part of a development application with compensation to be payable prior to the issue of a Development Approval.
- (c) Tree pruning or removal is required to enable a building or other structure to be moved on or off a site.
- (d) Tree pruning or removal is required to provide a secondary access to property where one already exists.
- (e) Tree removal is required for any other purpose not in accordance with this Policy (e.g. to preserve private views).

**5.8.2** Compensation payable shall be assessed in accordance with the Australian Institute of Horticulture, Incorporated System for Assessing the Monetary Value of Amenity Trees – Attachment 5.

**5.8.3** Actual cost of removal shall be payable in addition to the assessed compensation with the exception of removals duly authorised and carried out by other than Council staff.

**5.8.4** It is not intended that compensation be payable, if in its discretion Council determines not to claim, or be payable by other Council Departments, for the removal of any tree as a result of infrastructure developments.

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**5.9 SHRUBS AND SHRUB LIKE TREES**

- 5.9.1** Council considers that any shrubs and shrublike trees that cannot meet visibility and pedestrian safety requirements are unsuitable under normal circumstances for use on a footpath.
- 5.9.2** After consultation with the resident, the Council is authorised without further reference to remove any shrub or shrublike tree which presents a serious visibility problem or impedes free pedestrian movement on a footpath.

**5.10 TREES IN CARRIAGEWAYS**

- 5.10.1** Council undertakes, where possible, to establish or re-establish avenues of suitable trees within the carriageway, i.e. between kerb and channel and traffic lanes of wide road reserves.
- 5.10.2** Planting in carriageways will be undertaken in accordance with the Capricorn Municipal Design Guidelines and included in the Street Tree Management Plan.
- 5.10.3** During road reconstruction the cost of protecting existing trees located within carriageways is to be included in the project costing, which should also include the re-establishment of trees presently missing from existing avenues of trees.
- 5.10.4** Cost of establishing new avenues of trees within carriageways is the responsibility of Recreational Services.

**5.11 ERGON ENERGY**

- 5.11.1** Council and Ergon Energy will develop joint standards of pruning and maintenance acceptable to both organisations.
- 5.11.2** Pruning by Ergon Energy staff or contractors will at all times be conducted in accordance with the joint standards developed and specified in the Street Tree Management Plan.
- 5.11.3** Council and Ergon Energy will work together to ensure the objectives and Policies of both organisations are met by the most economic means for the benefit of the community as a whole.

**6. Policy Evaluation Process:**

This policy is to be reviewed when any of the following occurs:

- 1) The related policy reference information is amended or replaced.
- 2) Inconsistencies are identified between this policy and the related policy reference information.
- 3) Other circumstances as determined from time to time by the Council.

Notwithstanding the above, this policy is to be reviewed at intervals of no more than two years.

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**7. Responsibilities:**

Sponsor	Chief Executive Officer, Rockhampton Regional Council
Business Owner	General Manager, Community and Customer Services
Policy Implementation	Strategic Manager, Recreation Services
Policy Compliance	Reform and Innovation

**8. Changes to Policy:**

This policy is to remain in force until otherwise determined by the Council.

**ALASTAIR DAWSON**  
**CHIEF EXECUTIVE OFFICER**

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**ATTACHMENT 1****1. PRUNING - SPECIFIC REQUIREMENTS****1.1 Main Roads/Arterial Roads**

Pruning to be carried out to ensure visibility at driveways and safe passage of large vehicles as specified in the Capricorn Municipal Design Guidelines, with the general intent of:

- Vertical clearance 4.8 metres for a minimum distance of 4 metres from the centre line or a minimum distance of 4 metres from the outside lane delineation on multilane roads.

**1.2 Residential Streets**

Pruning to be carried out to ensure visibility at driveways and passage of large vehicles down the centre of the roadway as specified in the Capricorn Municipal Design Guidelines, with a general intent of:

- Vertical clearance 4.8 metres for a minimum distance of 4 metres with a minimum of 2 metres to either side of the centre line of the road.

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**ATTACHMENT 2**

**Council is duly authorised to remove trees in particular circumstances as set out below:**

1. Tree is dead or dying.
2. Tree has an obvious health problem whether caused by drought, disease or damage by natural or human causes and in the opinion of the Council cannot practicably be saved.
3. Tree presents a serious (immediate) safety problem that cannot be eliminated by pruning.
4. Tree is a Coconut Palm in a road reserve within built up areas, with the exception of high profile tourist and foreshore areas where Council deems them to be an important and appropriate component of landscape.
5. Tree is a Palm species planted directly under overhead wires.
6. Tree is planted directly under overhead wires in such a position that the tree will never attain its natural growth habit and will require constant pruning to keep it clear of wires.
7. Any tree/shrub whose growth habit blocks pedestrian movement of the footpath or presents a serious visibility hazard to motorists or pedestrians at an intersection, driveway or pedestrian crossing which cannot reasonably be alleviated by pruning.
8. Tree/shrub is an oleander or bougainvillea in an unsuitable position.
9. Tree/shrub is declared weed or environmental weed as described by the relevant state government agencies.
10. Tree is a Royal Palm (*Roystonea spp.*) in road reserves in built up areas, with the exception of high profile tourist areas, main roads and main arterial roads, where Council deems them to be an important and appropriate component of landscape.

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**ATTACHMENT 3****By-Law of Rockhampton Regional Council  
By-Law 480 Chapter 15**

No person, without the permission of the Council, unless empowered by statute so to do, shall dig or make or cause to be dug or made, any opening or cutting or erect or place any post, pillar, bridge, crossing, or other fixture or erection of any description in or upon any reserve; nor dig or remove, or cause to be dug or removed, any turf, sand, clay, soil, or other material in or from any reserve; nor injure, fell, or remove any trees, timber, or firewood.

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**ATTACHMENT 4****By-Law of Rockhampton Regional Council  
By-Law 81B Chapter 3**

1. The Council may authorise any person or body, on such terms and conditions as it may see fit, to plant trees in any road and erect tree guards to protect the same, provided that the public traffic is not thereby unduly obstructed.
2.
  - 2.1 The Council may, on such terms and conditions as it may see fit, grant a permit to the owner or occupier of any parcel of land, to form, cultivate, plant and maintain a garden bed or beds or ornamental shrubs, in or upon the foot way of the road on to which his land abuts, immediately in front of his land; or in any case where there is no kerbed foot way, then in or upon that part of the road on to which the land abuts, which the Council considers would normally be constituted a foot way, if kerbed. Provided however, that no permit shall be granted for a garden bed or for shrubs which, in the opinion of the Council, would or would be likely to obstruct or impede unduly the use of the foot way by the public for pedestrian traffic.
  - 2.2 Unless otherwise stated in the permit, the following conditions shall be implied in every permit granted under the By-Law, in addition to any conditions specified in the permit, that is to say:
    - (a) The Council may specify the plants or shrubs to be grown, or prescribe any plant or shrubs, or otherwise limit what may be grown.
    - (b) No plants or shrubs shall be grown which are or likely to be of injurious nature; such for instance as thorny or prickly growths, or growths having poisonous or deleterious flowers or seeds, or seed pods which might scatter dangerous seeds.
    - (c) The permit holder shall at all times keep and maintain every garden bed or shrub under his control neat and tidy.
    - (d) The Council may at any time call for the removal of any plant or shrub which it thinks should be removed.
    - (e) The Council may at any time by notice alter or modify the terms and conditions of the permit.
    - (f) The Council may at any time cancel or withdraw the permit, and may require any garden bed to be discontinued and any plant or plants to be removed.
  - 2.3 Whilst the permit remains in force, the plant and shrubs grown by the permit holder pursuant thereto shall be and remain his property.

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## ATTACHMENT 5

## Australian Institute of Horticulture, System for Assigning a Monetary Value to Amenity Trees Form.

AUSTRALIAN INSTITUTE OF HORTICULTURE  
SYSTEM FOR ASSIGNING A MONETARY VALUE TO AMENITY TREES

ELEMENT	VALUES					UNIT VALUE	COST
	0	1	2	3	4		
Occurrence	N/A	VERY COMMON	COMMON	INFREQUENT	RARE		
Historical Association	N/A	PERSONAL	DISTRICT	STATE	COUNTRY		
Location	N/A	LARGE TRACT	RESERVE	SMALL GROUP STREET	SOLITARY		
Form & Vigour	DEFECTIVE OR SEVERELY DAMAGED	POOR	FAIR	GOOD	EXCELLENT		
Live Crown Size (Area)	NIL	SMALL 1 to 35	MEDIUM 36 to 150	LARGE 151 to 350	EXCEPTIONAL 351+		
Radius & Height(m2)							
Life Expectancy	NIL	1 to 10	11 to 25	26 to 50	50+		
VALUES FOR EACH ELEMENT TO BE MULTIPLIED TOGETHER							
Total Compensation = Total unit value factor					\$14.50 x		
Plus Estimated Removal Costs							
TOTAL						\$	

ADDRESS OF TREE .....

.....

.....

DATE OF INSPECTION .....

SIGNATURE .....

ADOPTED/APPROVED:  
AMENDED:  
DUE FOR REVISION:  
REVOKED/SUPERSEDED:  
GROUP:  
SECTION:

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Recreation Services

Policy No: POL.C3.1/Page 12

# **POLICY - TREE MANAGEMENT**

## **Draft Tree Management Policy**

**Meeting Date: 18 January 2017**

**Attachment No: 2**



## TREE MANAGEMENT POLICY (ADMINISTRATIVE POLICY)

### 1 Scope:

This policy applies to trees located in urban and suburban parts of the Region and in the public realm under Rockhampton Regional Council's control.

This policy excludes trees on private properties.

### 2 Purpose:

To ensure a consistent and transparent approach to planting, maintenance, preservation, removal and replacement of trees within the public realm.

### 3 Related Documents:

#### Primary

Nil

#### Secondary

*Land Act 1994*

*Neighbourhood Disputes (Dividing Fences & Trees) Act 2011*

*Transport Infrastructure Act 1994*

Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Australian Standard AS 4373-2007 – Pruning of Amenity Trees

Australian Standards AS 4970-2009 – Protection of Trees on Development Sites

Capricorn Municipal Design Guidelines

Road Planning and Design Manual – 2<sup>nd</sup> edition (Department of Transport and Main Roads)

Rockhampton Region Planning Scheme 2015 – SC6.13 Landscape Design and Street Trees Planning Scheme Policy

### 4 Policy Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Road	As per section 59(2) of the <i>Local Government Act 2009</i> : (a) An area of land that is dedicated to public use as a road; or (b) An area of land that – (i) Is developed for, or has as one of its main uses, the driving or riding of motor vehicles; and (ii) Is open to, or used by, the public; or (c) A footpath or bicycle path; or (d) A bridge, culvert, ford, tunnel or viaduct
Park	An area primarily for recreational use and managed by Council.
Public realm	Collective term including park, reserve, road and public areas or spaces.

#### Corporate Improvement and Strategy use only

Adopted/Approved: Draft  
Version:  
Reviewed Date:

Department: Community Services  
Section: Parks  
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Reserve	An area primarily for recreational use and managed by Council on behalf of the State of Queensland.
Significant Tree	Trees that are rare, culturally or naturally important and add to the overall landscape of an area.

## 5 Policy Statement:

The urban tree population provides a range of social, economic and environmental benefits. This policy seeks to maximise these benefits for our community by ensuring appropriate planting and industry best practice maintenance, preservation, removal and replacement of trees.

Priorities for the Region will be the:

- Establishment of healthy vegetation (including suitable species characterised by long-lived single stemmed trees); and
- Preservation of existing vegetation to the greatest practicable extent.

Council's maintenance, planting, removal, replacement and renewal activities on trees will be guided by the Australian Standard AS4373-2007 (as amended) Pruning of Amenity Trees.

### 5.1 Objectives

- Protect significant tree plantings across the Region, consistent with their historical, botanical, landscape, habitat, ecological, cultural or traditional values;
- Improve biodiversity and 'greening' of streets by increasing the number of trees planted, including native and sub-tropical species;
- Improve landscape, streetscape and pedestrian amenity through inclusion of trees as integral to streetscape and landscape design;
- Sustainably manage trees through appropriate species selection, planting location and maintenance; and
- Increase the range of tree species across the Region and retain continuity of species in avenue planting.

### 5.2 Planting

Council is responsible for all tree planting in the public realm. Written permission of Council can be provided to others. Tree planting programs, involving members of the community may be supported and/or organised by Council.

The success of tree planting will be dependent on the selection of the appropriate tree species. The following site specific factors will be considered when selecting the appropriate tree species:

- Planting location (street, park, reserve or other public space), purpose and proximity to infrastructure;
- Available root and crown growing space;
- Site geomorphology and soil structure;
- Height, form and texture of existing site vegetation;
- Character and style of surrounding built environment;
- Required amenity, landscape theme and palette; and
- Suitability of proposed species (including resilience to drought, flood and fire; minimal maintenance liabilities; and low weed, pest and nuisance potential).

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### 5.2.1 Street Tree Planting

Planting of trees in streets and roads will:

- Encourage high quality vistas and promote subtropical boulevards along arterial roads and major entry roads, including feature tree species iconic to the Region's landscape;
- Contribute to local streetscape quality, stormwater management and footpath shade cover;
- Be guided by existing canopy cover density, missing links, and resident requests;
- Favour whole-street plantings or blocks within streets in preference to individual plantings (this is more efficient for establishment and ongoing maintenance); and
- Result in clear trunked, small to medium shade tree species in residential streets in order to minimise nuisance.

### 5.2.2 Park and Reserve Tree Planting

Planting of trees in parks or reserves will:

- Align with any existing historical theme plantings and designs so that timely tree succession is implemented;
- Promote shade and amenity at picnic nodes, pathways, spectator areas, playgrounds and in carparks;
- Offer opportunities for education and to showcase colourful tree species;
- Use the placement and grouping of trees to minimise maintenance and risk exposure; and
- Enhance and protect habitats and waterways.

## 5.3 Maintenance

Maintenance of trees (which includes inspection and pruning) will be conducted to ensure long term health, performance and aesthetics. Tree maintenance will be conducted by Council, following a requested inspection or through the scheduled program, and will be undertaken to:

- Maintain appropriate form and function of trees;
- Remove overhanging branches and under-prune low growing branches considered hazardous to pedestrian or vehicular traffic, buildings or structures;
- Rejuvenate vigour, reduce crown density or to redistribute growth to lateral branches; or
- Remove dead, dying or pest infected limbs and branches.

Ergon will be responsible for tree maintenance, being those associated with power transmission lines and specific easements.

## 5.4 Removal and Replacement

There will be instances when tree retention may not be desirable, feasible or reasonable, owing to the condition, location or species of the tree/s, its implications for development on an abutting site and/or the achievement of other Council objectives.

Council will be responsible for the removal of trees in streets and parks.

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Requests for the removal of street trees will be assessed in an objective and professional manner. Council will explore all feasible options for resolving issues associated with trees in order to maximise the possibility of their retention.

Trees that are removed will be replaced on a ratio of two trees replaced for every one removed.

Council will remove trees in the following circumstances:

- The tree has been determined as diseased beyond remedial treatment or structurally weak and cannot be managed through recognised Arboricultural methods;
- The tree presents a public safety risk; or
- The tree is an inappropriate specimen (amenity, species, size) for the location.

Council will not remove trees in the following circumstances:

- The tree obscures or potentially obscures views;
- The tree species planted is disliked;
- The tree variety causes nuisance by way of leaf, fruit, bark shedding or other natural processes;
- The tree causes allergy or health problems, without medical confirmation of these problems;
- The tree shades private gardens, solar panels, solar hot water installations or similar; or
- The tree is determined to have biodiversity values, such as a hollow, breeding place or 'habitat' tree.

## 5.5 Significant Trees

Trees can be classed as significant for many reasons including their historical, social, environmental or cultural attributes. Once a tree satisfies one or more of the criteria, it will be included on Council's Register of Significant Trees.

### 5.5.1 Criteria

Significant trees may include individual trees or groups of trees and must satisfy one of the following:

- **Historical Value** – memorial trees for lives lost in defence service, documented ceremonial trees, trees planted by global leaders, or trees that can be linked to the Region's early botanical planters, settlement or documented local history;
- **Botanical Value** – rare, endangered species or vulnerable species with educational value;
- **Landscape Value** - a local landmark or feature tree, significant in size, form and spread in a regional context and contributes to the scenic character of the location or setting;
- **Natural/ Habitat/ Ecological Value** – the tree contributes to soil stability, shade and water table management; provides habitat to rare and endangered native fauna as well as the provision of food for wildlife or provides a desirable genetic seed source; or
- **Cultural or Traditional Value** – the tree has a specific link with cultural traditions or stories.

### 5.5.2 Management

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Council will ensure appropriate management of significant trees through:

- Minimising the removal of established trees and only undertake removal where remedial action is no longer viable;
- Ensuring same species is used as the replacement for existing significant senescent trees over time and as a minimum use a species with similar character including, mature height, foliage texture, colour and flowering character. This will be achieved, where possible, through propagation from the parent plant; and
- Including a staged remedial and removal program over a suitable time period to minimise the impacts of replacement on the local planting character.

**6 Review Timelines:**

This policy will be reviewed when any of the following occur:

- 6.1. The related information is amended or replaced; or
- 6.2. Other circumstances as determined from time to time by CEO.

**7 Responsibilities:**

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Implementation	Manager Parks
Policy Compliance	Corporate Improvement and Strategy

**EVAN PARDON**  
**CHIEF EXECUTIVE OFFICER**

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**8.3 REQUEST FOR LEASE EXTENSION FOR GRACEMERE BOWLS CLUB INC****File No:** 7461**Attachments:** 1. Request for extension of lease term for Gracemere Bowls Club Inc**Authorising Officer:** Margaret Barrett - Manager Parks  
Michael Rowe - General Manager Community Services**Author:** Sophia Czarkowski - Sports and Education Supervisor

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**SUMMARY**

*Gracemere Bowls Club Inc is seeking an extension to the Club's lease term from five (5) years to ten (10) years in recognition of the significant financial investment the Club has made to its facilities.*

**OFFICER'S RECOMMENDATION**

THAT Council approves the new lease with the Gracemere Bowls Club Inc to be five (5) years, with an option of a further five (5) years.

**COMMENTARY**

Gracemere Bowls Club Inc (the 'Club') is located at 47 Capricorn Street, Gracemere (being part of Lot 1 on LN2815) and forms part of the Cedric Archer Park sporting precinct. This section of land is freehold tenure owned by Council. The Club has 47 members and holds a Freehold Lease over its facility. The Freehold Lease expired on 31 December 2016 and the renewal is being finalised.

The following organisations also utilise other parts of the Cedric Archer Park sporting precinct:

- Gracemere Lakes Golf Club – Freehold Lease expires 31/12/2017
- Gracemere Croquet Club - Trustee Lease expires 31/12/2018
- Gracemere Men's Shed – Trustee Lease expires 30/04/2018
- Gracemere Junior Rugby League – Trustee Lease expires 31/12/2019
- Gracemere Hack and Pony Club – Freehold Lease expired 30/06/2016 (renewal underway)
- Rockhampton Radio Control Car Club – Trustee Lease expires 31/10/2017

**BACKGROUND**

Gracemere Bowls Club has invested \$175,000 over the last eighteen months in improvements to its facilities including the construction of a new clubhouse to improve its services to the community.

In recognition of this investment and the Club's commitment to continue investing in its facilities, it is seeking an extension to the proposed lease term from five (5) years to ten (10) years (refer to the attached request). This would extend the expiry date of the proposed Freehold Lease from 30 June 2021 to 30 June 2026.

Options available to Council in considering this request:

1. Offering a Freehold Lease of ten (10) years
2. Offering a Freehold Lease of five (5) years with an option of a further five (5) years.

**CONCLUSION**

Gracemere Bowls Club is seeking an extension to the term of its lease in recognition of the significant financial contribution the Club has made to its facilities.

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# **REQUEST FOR LEASE EXTENSION FOR GRACEMERE BOWLS CLUB INC**

## **Request for extension of lease term for Gracemere Bowls Club Inc**

**Meeting Date: 18 January 2017**

**Attachment No: 1**



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**GRACEMERE BOWLS CLUB Inc.****P.O. Box 47, Gracemere Qld 4702**ABN: 43 813 087 452  
gracemerebowls2@bigpond.com

Club Contact

Secretary: Nick Jones Ph. 49333146

Ph 07 4933 2626 / Fax 07 4933 4555

Chairman: John Newman Ph. 49331316

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Hi Michelle,

I am writing on behalf of the Gracemere Bowls Club Inc. to see if we can renew our Lease with Council for a Ten(10) year period, instead of the current Five(5) year period.

We are spending a lot of money on the improvement of the facility and would like to continue to do so. In the past 18 months, we have built a new Clubhouse and made improvements to the Green, to the value of \$175,000.

It would be good to have a long term plan, but with only a 5 year lease, we have to consider the shorter term agreement with the Council.

A 10 year lease would be a good time span to maintain and continue our improvements. Having this facility to hold various functions and enjoy bowls, would benefit the whole Gracemere Community.

A lot of Clubs visit our Bowl, and we would like to continue with the friendship and hospitality of the other Clubs. This can only promote the good working relationship we have with Council.

I hope this proposal will be considered favourably. You can contact me any time to discuss the proposal on 49333146.

(Nick Jones – President & Secretary)

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**8.4 REQUEST FOR LEASE EXTENSION FOR ROCKHAMPTON NETBALL ASSOCIATION**

**File No:** 4180

**Attachments:** 1. Letter from Rockhampton Netball Association requesting extension to tenure

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

**Author:** Sophia Czarkowski - Sports and Education Supervisor

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**SUMMARY**

*Rockhampton Netball Association is seeking an extension to the Club's lease term from five (5) years to twelve (12) years in recognition of the significant financial investment the Club makes to its facilities.*

**OFFICER'S RECOMMENDATION**

THAT Council approve the request from Rockhampton Netball Association to extend the term of its Trustee Lease from five (5) years to twelve (12) years.

**COMMENTARY**

Rockhampton Netball Association (RNA) is located at Jardine Park, 82-88 Wandal Road, Wandal (being part of Lot 254 on CP816790) and holds a Trustee Lease (expires 30 June 2017) over its building and hard courts and a Trustee Permit (expired 30 June 2016) over the grass courts, both agreements are currently being renewed. The Trustee Permit will be renewed for a term of three (3) years, being the maximum term for this tenure under the *Land Act 1994* (Qld). The association has 14 member clubs and over 1,600 registered players with additional users attributed to school sport (approximately 180 teams).

Jardine Park is also used by Southside United Sports Club Inc who hold a Trustee Lease over its change rooms and canteen and a Trustee Permit over the playing fields both agreements expired on 30 June 2014. New agreements have been forwarded to Southside United Sports Club Inc for execution.

**BACKGROUND**

RNA invests considerable money into the maintenance and upkeep of its facilities, specifically the hard courts. Several courts require rebuilding and the work has been quoted at over \$250,000.

In recognition of the investments previously made as well as the required financial investment RNA is seeking an extension of its Trustee Lease period from five (5) years to twelve (12) years (refer to the attached request). This would extend the expiry date from 30 June 2022 to 30 June 2029.

**CONCLUSION**

RNA is seeking an extension to the term of its Trustee Lease in recognition of the ongoing financial investments it makes into its facilities.



# **REQUEST FOR LEASE EXTENSION FOR ROCKHAMPTON NETBALL ASSOCIATION**

**Letter from Rockhampton Netball  
Association requesting extension to  
tenure**

**Meeting Date: 18 January 2017**

**Attachment No: 1**

**President:**  
Kylie Dwyer  
**Acting Secretary:**  
Leesa Friske  
**Treasurer:**  
Julie-Ann Thackeray



Rockhampton Netball Association  
P.O. Box 427  
Rockhampton 4700  
Ph: (07) 49221043 Fax: (07) 49221813  
Email: [rockynetball@bigpond.com](mailto:rockynetball@bigpond.com)  
Website: <http://www.rockhampton.qld.netball.com.au/>  
President: [managementna@gmail.com](mailto:managementna@gmail.com)

## ROCKHAMPTON NETBALL ASSOCIATION INC.

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28 November 2016

Rockhampton Regional Council  
[PropertyInsurance@rrc.qld.gov.au](mailto:PropertyInsurance@rrc.qld.gov.au)

Dear Rockhampton Regional Council,

Re: Rockhampton Netball Association, Reserve Lease:  
82-88 Wandal Road, Wandal (your Ref: LEA/18)

Thank you for the recent invitation to renew our Lease for a further 5 years from 30 June 2017. We would like to request a longer term Lease of 12 years.

Recently, RNA have outlaid significant funds to resurface the front 6 courts and upgrade lighting at the courts. We are also planning to rebuild several of the rear courts, at an anticipated cost of more than \$250,000. With this Capital Works investment in the infrastructure at Jardine Park, we are hoping for a longer term of secured tenancy to protect our return on this investment for our members.

Yours sincerely,

Kylie Dwyer  
President, RNA Management Committee

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*Rockhampton Netball – Planning for the future*

## **9 NOTICES OF MOTION**

Nil

## **10 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.*

## **11 CLOSURE OF MEETING**