



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

16 AUGUST 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 16 August 2017 commencing at 12.30pm for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
8 August 2017

Next Meeting Date: 20.09.17

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 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

Councillor Swadling has tendered her apology and will not be in attendance.

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 19 July 2017

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

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: 16 August 2017

Attachment No: 1

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
16 November 2016	Tree Planting Program for Rockhampton Region	THAT officers prepare a discussion paper on a strategy for tree planting throughout the Rockhampton Region.	Michael Rowe	30/11/2016	
15 March 2017	Cemeteries Policy: Supplementary Report	THAT: <ol style="list-style-type: none"> 1. The supplementary report on the Cemeteries Policy be received; 2. A further report be prepared on the impacts and implications of a Cemetery Maintenance Trust for the Gracemere Cemetery; and 3. A further report be presented in regard to the reservation and pre-purchase of burial plots at Gracemere Cemetery. 	Vincent Morrice	31/08/2017	
19 April 2017	Springers Lagoon Gracemere	THAT Council stabilises the area and enhances the site as a nature-based recreation area as outlined in option 3 of the report as the management and maintenance plan for Springers Lagoon, with consideration to be given to a road closure limiting access through the area.	Christine Bell	04/12/2017	Funding allocated (\$70K, FY2017/18). Project delivery in progress.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
19 July 2017	Application: Qld Centenary of Anzac Lasting Legacies Grants Program - Rockhampton War Memorial	THAT Council prepare a submission for lodgement to the Queensland Centenary of Anzac Grants Program seeking funding to support the restoration and enhancement works (commemorative walk and interpretive signage) for consideration at Council's Parks, Recreation and Sport Committee November 2017 meeting.	Vincent Morrice	02/08/2017	
19 July 2017	Proposed dog off leash area in Koongal	THAT Council approve that the area of All Blacks Park, Koongal outlined in this report be advertised as a future dog off leash area.	Brett Nicholls	02/08/2017	Views of internal departments being canvassed. Liaised with Cr Williams re securing non-objection from All Blacks. Once this is achieved, notification by public notices, website and on-site signage will commence.
19 July 2017	Formalising the Planting Palette for the Rockhampton Region	THAT this matter be considered in a Council forum following the next Parks, Recreation and Sport Committee meeting.	Christine Bell	02/11/2017	Planting Palette subject to further internal consultation and revision. Councillor workshop scheduled for Oct 2017.

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
19 July 2017	Freehold Lease and Trustee Lease renewals for Parks until 30 June 2019	THAT a further report on leases due for renewal be prepared identifying those leases which would benefit from and be suitable for a longer term lease.	Sophia Czarkowski	02/08/2017	
19 July 2017	Council Freehold Property in Normanby Street	THAT a report on options surrounding Council freehold property in Normanby Street be brought back to the Committee.	Michael Rowe	02/08/2017	

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 PARKS AND OPEN SPACE OPERATIONS REPORT - JULY 2017

File No: 1464

Attachments: 1. Parks Monthly Report July 2017

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Blake Hunton - Manager Parks

SUMMARY

This report provides information on the activities and services of Parks and Open Space Section for July 2017.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of Parks and Open Space Section for July 2017 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 maintenance
 - Planning, Design and Project delivery
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 July 2017.

PARKS AND OPEN SPACE OPERATIONS REPORT - JULY 2017

Parks Monthly Report July 2017

Meeting Date: 16 August 2017

Attachment No: 1



Monthly Operations Report

Parks

July 2017

1. Highlights

The new Manager Parks, Blake Hunton commenced 24 July

There were a few notable occurrences during the reporting period including the efforts by all relevant Council staff but especially the Parks staff in preparing for the River Festival and also another very successful National Tree Day was conducted.

2. Innovations, Improvements and Variations

3. Customer Service Requests

Response times for completing customer requests in this reporting period for July 2017 are;

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	On Hold	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	0	0	0	0	0	0	0	0.00	8	●	0.00	●	0.00	●	4.00	0.00
Cemeteries - General Enquiry	0	0	2	2	0	0	0	0.65	14	●	0.00	●	0.30	●	2.83	1.25
Sport & Recreation - General Enquiry	5	4	3	0	4	0	0	4.06	10	●	0.00	●	5.70	●	7.14	5.50
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	0.00	5	●	0.00	●	1.00	●	0.67	0.67
Tree and Stump Removal - Request	21	12	40	18	31	1	0	1.77	50	●	3.78	●	12.65	●	12.19	11.12
Parks General - Request	48	31	108	76	49	8	0	77.58	10	●	2.06	●	7.72	●	8.50	4.45
Tree Trimming - Request	14	10	90	75	19	0	0	15.56	40	●	1.67	●	4.32	●	4.30	3.84
Council Owned Swimming Pools - General Enquiry	0	0	1	0	1	0	0	0.00	10	●	0.00	●	0.00	●	7.11	3.67

4. Service Delivery

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Pool Operator reporting (Rec'd by 7 th of Month)	On time	Achieved	Operational
Tenure Renewals – Resolved in the current financial year	70	1	Operational
Playground Inspections completed (month of July)	14	14	Operational

Progressive Measures/Indicators	Previous Period	Current Period
Pool Patronage (previous period is same month last year)	4,428	4,734
Burials (previous period is same month last year)	16	14
Ashes Interments (previous period is same month last year)	3	6
Chapel/ other Services (previous period is same month last year)	4	4
Zoo visitors (previous period is same month last year)	27,457	14,110
Zoo donations (previous period is same month last year)	\$2,078.38	\$1,702.75
Parks bookings (number of events and celebrations in month / FYTD) (previous period is same month last year)	74 / 74	80 / 80
Volunteer Participation (hours) – Zoo (previous period is same month last year)	292	313
Volunteer Participation (hours) – Regional Cemeteries (previous period is same month last year)	90	0
Arts in the Park participants (previous period is same month last year)	96	76

5. Legislative Compliance and Standards (including Risk and Safety)

Safety Statistics

The safety statistics for the reporting period are:

	FIRST QUARTER		
	July	August	September
Number of Lost Time Injuries	Will be included next month – Stats not to hand at time of preparing the report.		
Number of Days Lost Due to Injury			
Total Number of Incidents Report			
Number of Incomplete Hazard Inspections			

Risk Management Summary

Potential Risk	Current Risk Rating	Future Control & Risk Treatment Plans	Due Date	% Complete	Comments
Animal housing at the Zoo does not meet the required standard (inclusive of; animal husbandry, record keeping, staffing & asset renewal) resulting in: <ul style="list-style-type: none"> Loss of zoo licences / closure of facility; Injury or death to an animal; Negative public perception; Staff turnover; Injury or death to zookeepers. 	Mod 6	1. Documented procedures rolling review. 2. Annually review development options, links to budget to upgrade exhibits as required. 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
Tree fails resulting in: injury/death; damage to property; damage to Council's reputation; negative financial impact.	Low 7	1. Prepare Procedure to align with adopted Policy. 2. Programmed maintenance works to be implemented to full capacity.	30/04/16	70	Tree Management Policy adopted, work proceeding on Procedure to support. Programs drafted, implementation

		3. Ergon Service Level Agreement is to be in place and implemented.			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.	Mod 6	1. Review, update and implement existing 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.	Mod 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	Sport, Parks, Active Recreation and community (SPARC) Strategy currently in preparation.
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	Mod 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 timeframes

Item	Due Date	Compliant? (Yes/No)	Status
BioSecurity Qld (Zoo) <i>Wildlife Exhibitor Licence</i> <i>Exhibition Permit</i> Self-audit and reporting	May 2019 October 2019 As required		
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/pending • Applications approved 			
Land Act (Land Management Plans)			

6. Operational Plan Targets by Section

The following Operational Plan actions and targets are required to be reported to Council on a monthly basis. This data will also form part of the Operational Plan quarterly report to Council:

Operational Plan Ref	Action	Target	Status
1.1.1.1	Operate, maintain and repair infrastructure as detailed in the annual maintenance programs	Delivery of the annual operating budget to 95%	Underway and on target (BN/DM)
1.1.1.2	Deliver the annual capital works program	Budget expenditure greater than 95%	Project Managers assigned. Refer to Section 7 Parks Capital Works Program below (BN)
1.1.3.4	Develop and Implement a strategic plan for the Region's open space, parks and streetscapes that improves amenity and encourages / increases physical activity and builds communities	SPARC adopted by Council by 31 December 2017	Draft strategy pending finalisation by consultant. Councillor workshop booked for 3 October (BN/CB)
		Implement development actions in accordance with SPARC objectives and guidelines	Pending Council adoption of SPARC (BN/CB)
1.2.1.2	Manage and maintain major parks, aquatic centres and sports facilities	All parks and facilities managed in accordance with management plans and contractual agreements	Management plans and contractual agreements under ongoing monitoring (BN/SC)
1.2.1.6	Facilitate Works for Queensland projects	Completion of projects in accordance with schedule	Project Managers assigned. Refer to Section 7 Parks Works for Queensland Funded Projects below (BN/TO/SP)
1.4.3.4	Support community and volunteer organisations in the delivery of sport and recreation activities	Increase number of organisations supported	To be developed (BN/SC)
2.1.2.3	Work with the Region's sporting associations to develop opportunities and attract sports competition events to the Region	One or more new events attracted	To be developed (BN/SC)
		Increased utilisation of the Region's sport facilities	To be developed (BN/SC)
3.1.4.1	Improve landscape design and delivery within parks and streetscapes to provide diversity of vegetation cover	Planting in accordance with the Streetscape Design Manual	Planting Pallette considered by Parks Sport and Recreation Committee. Councillor workshop booked for 3 October (BN/CB)
1.2.1.4	Provide quality regional cemeteries to provide	Cemeteries have high community	No complaints received during the

Operational Plan Ref	Action	Target	Status
	<i>burial and memorialisation services</i>	<i>satisfaction with service provided resulting in less than five complaints annually</i>	<i>reporting period.</i>
1.2.1.5	<i>Continued implementation of the Kershaw Gardens Restoration and Redevelopment Project</i>	<i>Completion of planned works as scheduled by 30 June 2018</i>	<i>Project on track.</i>
1.4.1.1	<i>Increase utilisation through a range of entertainment, education and recreation events in parks</i>	<i>Undertake usage surveys of four parks per year</i>	
1.4.3.2	<i>Engage volunteers to assist with activities in the zoo and selected major parks</i>	<i>Increase in number of volunteers by 10%</i>	<i>Volunteer numbers have been maintained and further work done on Adopt-a-Park approaches.</i>
1.6.2.2	<i>Operate and manage the Rockhampton Botanic Gardens</i>	<i>Rockhampton Botanic Gardens opened in accordance with operating hours and managed in accordance with Strategic Master Plan</i>	<i>Operations maintained and Master Plan being developed.</i>
1.6.3.1	<i>Deliver and support local events and celebrations</i>	<i>Conduct the Anzac Day dawn and civic ceremonies</i>	<i>As per bookings.</i>
2.2.3.1	<i>Support programs that encourage residents to transition away from social support options</i>	<i>Consider options in budget planning to support employment programs in 2018/19</i>	<i>Parks are utilising Jobs Queensland, Works for Queensland and working with Capricorn Correctional Centre to place labour assistance.</i>
4.1.1.1	<i>Provide timely and accurate responses to requests</i>	<i>In accordance with unit's customer service standards or adopted service levels</i>	<i>Timeframes met.</i>
4.1.1.2	<i>Provide effective delivery of Council services</i>	<i>In accordance with unit's customer service standards and service levels</i>	<i>Some minor issues with sporting field surfaces and these are being addressed.</i>
5.2.1.1	<i>Comply with legislative requirements</i>	<i>Updates to be presented to Council in sectional monthly reports</i>	<i>Legislative obligations are being met.</i>
5.2.1.4	<i>Operational risks are monitored and managed in</i>	<i>Risk registers are presented to Council on a quarterly basis</i>	<i>All activities are undertaken having regard for both corporate and</i>

Operational Plan Ref	Action	Target	Status
	<i>accordance with legislative requirements</i>		<i>operational risks.</i>
5.2.1.8	<i>Monitor and review non-compliance of legislative requirements</i>	<i>Report on legislative non-compliance included in sectional reports presented to Council on a monthly basis</i>	<i>Target met.</i>
5.3.1.1	<i>Workforce planning is reviewed to ensure that resourcing levels meet business needs in accordance with budget allocations</i>	<i>Review workforce requirements in accordance with budget schedule</i>	<i>As a matter of course in operational planning.</i>
5.3.2.1	<i>Continually review operational expenditure</i>	<i>Identify at least one operational saving per section of responsibility</i>	<i>Budget control is foremost in planning programs.</i>
5.4.2.6	<i>Pursue improved processes through all levels of Council</i>	<i>Identify at least two improved processes per section of responsibility</i>	<i>Currently reviewing a number of activities to improve service delivery.</i>

7. Capital Projects

As at period ended **31 July 2017** – **8.32%** of year elapsed

Project	Planned Start Date	Planned End Date	Status	Budget Estimate	YTD actual (incl committals)
PARKS CAPITAL WORKS PROGRAM					
Cedric Archer Reserve (BN/SH)	2016	2018	WIP	1,553,599	1,392,720
Comment: Contract awarded. Currently securing necessary approvals.					
Gracemere Cemetery Ashes Garden (BN/MR)	2016	Nov 2017	WIP	140,000	55,736
Comment: Large trees planted. Stage two works settled and scheduled.					
Botanic Gardens strategic framework	Feb 2017	June 2017	WIP	51,000	22,680
Comment: Underway. Project inception meeting held. First draft expected mid-August.					
Purchase replacement Fitzroy River Rowing Course (BN/SC)	2016	Aug 2017	WIP	0	0
Comment: Funded in 16/17. Installation of course scheduled for 10 / 11 August.					
Mt Archer Activation Master Plan implementation (BN/TO)	2016	June 2018	WIP	548,130	180,402
Comment: First Turkey Mountain Bike Trails to be completed by October with maintenance period thereafter. First Turkey composting toilet block installed. QPWS funding of \$450,000 to transfer to Council in August. Finalising detail design and engineering specifications for Elevated Boardwalk to enable tendering in August. Native plant species to be disturbed by construction to be reclaimed in August.					

ASSET RENEWAL PROGRAMMED WORKS					
Upgrade field surface		June 2017	C		
Comment: Works completed at Saleyards Park to address field condition issues.					
Playground Equipment renewal program (BN/DR)	July 2017	June 2018	NYC	105,000	0
Comment: Scope of works to be settled.					
Mount Morgan Streetscape Improvements (BN/TO)	May 2015	Dec 2017	WIP	1,932,736	1,918,489
Comment: Commonwealth and State Government funding allocated of \$378,000 (Stronger Communities & Local Government Grants and Subsidy Program (LGGSP)). FRW completed water main diversion. Underground electrical and communication infrastructure installed. Concrete works commencing in August					
Playground Shade Construction Program (BN/DR)	June 2017	July 2018	Unfunded	0	0
Comment: No budget allocated for 17/18 works.					
Replace soft shade with hard shade cover (BN/DO)	June 2017	July 2018	NYC	50,000	0
Comment: Scope of works to be settled.					
Irrigation Renewal	Sept 2016		WIP	300,000	193,780
Comment: ITQ in evaluation for works at Newman Oval. Contract for design of RBG System awarded. Works complete at Stenlake Park and Webber Park.					

Tables – Picnic Renewal Program (BN/DR)	June 2017	July 2018	NYC	10,200	0
Comment: Scope of works to be settled.					
BBQ Renewal Program (BN/DR)	June 2017	July 2018	NYC	15,300	0
Comment: Scope of works to be settled.					
Fencing / Gates / Bollards Renewal Program (BN/DR)	June 2017	July 2018	NYC	10,200	0
Comment: Scope of works to be settled.					
Footpaths Renewal Program (BN/DR)	June 2017	July 2018	NYC	50,000	0
Comment: Scope of works to be settled.					
Rockhampton Botanic Gardens – pathways			C	101,558	101,558
Comment: Works programmed for 2016-17 complete.					
Zoo – renewal of internal pathways			WIP	20,000	
Comment: Works completed.					
RBG Cenotaph switchboards and irrigation	May 2016	Aug 2016	C	33,689	46,366
Comment: Works completed.					
Botanic Gardens – Japanese Garden pond restoration (BN/SP)	June 2017	July 2018	NYC	30,000	0

Comment: Work being scoped.					
Enhancement Program for (new) Local Parks (BN/DR)	June 2017	July 2018	Unfunded	0	10,199
Comment: No budget allocated for 17/18 works.					
DIVISIONAL COUNCILLOR ALLOCATIONS					
Div 1 Parks Improvement in Div 1 (BN/DR)	June 2017	July 2018	NYC	32,800	0
Comment: Scope of works to be settled.					
Div 2 Playground equipment (BN/CB)	June 2017	July 2018	WIP	3,000	3,000
Comment: Councillor allocated funding to installation of seating for Pilbeam Drive. Three slabs installed. Two seats to be installed in August and one seat in September.					
Div 2 – Revegetation of Frenchmans Creek	July 2017	June 2018	NYC	15,000	492
Comment: Works continuing from 2015/16 allocation for National Tree Day.					
Div 2 – Janet Pajolas Park	July 2017	June 2018	NYC	TBC	0
Comment: Pathway, bollards, irrigation, fruit trees connecting Special School to Meals on Wheels					
Div 3 – Koongal DOLA (BN)	July 2017	June 2018	WIP	30,000	0
Comment: Internal views being sought. Public notification to commence in late August once All Blacks non-objection secured.					
Div 5 Zoo Improvements			WIP		29,033

Comment: \$70,000 of this allocation is included in the budget for new aviaries. Construction commenced December 2016. Original estimated program of 3 months exceeded. Nearing completion and currently being fitted out.					
Div 6 Parks Project		Apr 2017	WIP	15,000	8,409
Comment: Improvements for Col Brown Park - plants procured and works scheduled for June.					
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.					

TC MARCIA RESTORATION WORKS					
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. Original estimated program of 3 months exceeded. Nearing completion and currently being fitted out.					
TCM – RBG Road / Pathways / bridges and car-parks		June 2017	WIP	344,983	15,222
Comment: Tender awarded with commencement of construction to commence August 2017.					
TCM RBG - Fernery & Visitor Centre entry			WIP	3,466	21,649
Comment: Restoration and repair of cyclone damage in Parks. Concept design in final draft, progressing to detailed design.					
TCM – Kershaw remediation/ restoration	Apr 2015		WIP	2,474,429	3,115,069
Comment: Restoration and repair of cyclone damage in Parks. Funding approved under Special NDRRA Category for clean-up costs. Operational Works approval					

issued. Tenders for Civil works and redevelopment awarded. Site possession by contractor 09 June. Dilapidation survey completed. Site works underway.					
Parks – Plant & Equipment	Aug 2016	Apr 2017	WIP		
Comment: Procurement continuing for additional equipment for Operational maintenance.					
WORKS FOR QUEENSLAND FUNDED PROJECTS					
Cedric Archer Reserve – Water Play (BN/SH)	2016	Nov 2017	WIP	1,397,464	1,371,507
Comment: Construction commenced 19 June. Concrete works currently being completed.					
Mt Archer Activation Master Plan implementation (BN/TO)	2016	Nov 2017	WIP	300,000	See above
Comment: See above.					
Mount Morgan Streetscape Improvements (BN/TO)	2016	Nov 2017	WIP	750,812	See above
Comment: See above.					
Hockey – new artificial surface (BN/TO)	2016	Nov 2017	WIP	4,061,969	277,390
Comment: Tender closed for civil construction and turf. Tender pricing has come in substantially greater than available funding. Council to consider options in August.					
42 nd Battalion Memorial Pool – water slides (BN/SH)	2017	Nov 2017	WIP	1,385,536	1,373,949
Comment: Site works commenced 19 June.					

Zoo Works (BN/SP)	2017	Nov 2017	WIP	300,000	1,841
Comment: Croc pond to lagoon road path designed, to be scoped then contractor engaged. Otters to south gate path design to be finalised in August. Dingo enclosure being redesigned. Drink fountain options being determined, including roofing structure. Sourcing estimates for shade for crocodiles and viewers.					

8. Operational Projects

As at period ended 31 July – 8.32% of year elapsed

Project	Revised Budget	Actual (incl. committals)	% budget committed	Explanation
Median restoration	\$75,000	\$693	1%	Program being finalised and awaiting commencement.
Tree renewals/ planting	\$90,000	\$21,131	23%	

Kershaw Gardens

Local company JM Kelly Builders have been awarded the two contracts (Civil Works and Redevelopment Works) for Kershaw Gardens. Possession of site was effected on Friday 9 June. The initial works package encompasses the civil works required to ready the site for the construction of the new infrastructure, play elements, park furniture and landscaping. The construction site area has been fenced to allow for safe conduct of the works.

A “walking loop” remains available around the northern area of the Gardens.

Rockhampton Botanic Gardens

Works have progressed on restoration of the North/ South Axis. Extensive mulching of beds ongoing.

Rockhampton Zoo

Fitout (landscaping and installation of perching *etc.*) of aviaries significantly advance. Introduction of the birds will commence during August.

A special hosted tour was conducted for the cast of *Spiegel Zelt*.

Regional Cemeteries

Conduct of burial and interment services were carried out as arranged. Maintenance was conducted across all areas as required. Construction of the new Ashes Garden proceeding in line with approved plan.

Tenure Renewal

70 agreements due to expire prior to 30 June 2019 are currently being progressed:

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

National Tree Day

Schools Tree Day – 28 July 2017

15 schools participated in the National Tree Planting Day for schools.

National Tree Day – 30 July 2017

Four sites were well attended.

1. Frenchville Road / Frenchman's Creek had 104 participants.
2. Blackall Street area had 40 participants.
3. Platen Street, Gracemere had many participants.
4. Number 7 Dam, Mount Morgan had 16 participants.

Tropicana

Tropicana will be held on Saturday 7 October 2017 at Rockhampton Botanic Gardens.

Marketing:

- A marketing plan has been completed and advertising has commenced including preparation of radio and television advertising.

Sponsorship:

- Sponsorship prospectuses have been distributed and officers are in negotiations with a number of potential sponsors.
- The following sponsors have been secured:
 - CQUniversity – Marquee Sponsor
 - Southern Cross Austereo – Media Sponsor

Activities and events:

- A call for site holders and food vendors has been released.
- Council officers are finalizing the program of events for the day, including workshops, demonstrations and presentations.

Site holders:

- Eight site holder registrations have been received
 - Businesses - 1
 - Not For Profit / Local Government - 1
 - Food Vendor – 6.

Spring Garden Spectacular

The annual garden competition opened for entries on 30 June 2017.

Marketing:

- A marketing plan has been completed and advertising has commenced.

Sponsorship:

- Sponsorship prospectuses have been distributed and officers are in negotiations with a number of potential sponsors.
- The following sponsors have been secured:
 - CQUniversity – Marquee Sponsor
 - Southern Cross Austereo – Media Sponsor.

Entries:

- 26 category entries have been received from 10 unique addresses.

Bus Tour:

- Planning for the bus tour is underway.

Arts in the Park on Holidays:

Arts in the Park on Holidays were hosted throughout the June/July school holidays and were well attended with 337 participants engaged over the 10 sessions.

9. Budget

Financial performance as expected for the reporting period – the higher than anticipated percentage of budget expended to date reflects some large commitments in the capital program.



End of Month General Ledger - (Operating Only) - COMMUNITY SERVICES

For period July only

Report Run: 04-Aug-2017 11:05:18 Excludes Nat Accs: 2802,2914,2917,2924

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	Actuals for 01 \$	Commit + Actual \$	Target 8.32%
COMMUNITY SERVICES						
PARKS						
<u>Parks Operations</u>						
Revenues	(1,045,000)	0	0	(2,757)	(2,757)	0.3%
Expenses	5,393,892	0	161,103	349,549	510,652	9.5%
Transfer / Overhead Allocation	1,491,553	0	1,751	138,319	140,069	9.4%
Total Unit: Parks Operations	5,840,445	0	162,854	485,111	647,965	11.1%
<u>Parks Planning & Projects</u>						
Revenues	(124,030)	0	0	31,100	31,100	-25.1%
Expenses	2,812,628	0	1,907,801	206,420	2,114,221	75.2%
Transfer / Overhead Allocation	500,905	0	493	35,503	35,996	7.2%
Total Unit: Parks Planning & Projects	3,189,504	0	1,908,294	273,023	2,181,317	68.4%
<u>Parks Management</u>						
Revenues	(421,500)	0	0	(12,043)	(12,043)	2.9%
Expenses	5,435,438	0	44,906	233,247	278,153	5.1%
Transfer / Overhead Allocation	66,922	0	116	(792)	(676)	-1.0%
Total Unit: Parks Management	5,080,861	0	45,022	220,412	265,434	5.2%
<u>Parks Visitor Services</u>						
Revenues	(351,250)	0	0	(29,315)	(29,315)	8.3%
Expenses	4,354,879	0	190,886	293,840	484,726	11.1%
Transfer / Overhead Allocation	505,486	0	471	36,044	36,515	7.2%
Total Unit: Parks Visitor Services	4,509,116	0	191,358	300,569	491,927	10.9%
Total Section: PARKS	18,619,925	0	2,307,528	1,279,115	3,586,644	19.3%

10. Section Statistics

Not applicable to Parks

11. Whole of Council Statistics

Not applicable to Parks

8.2 THE CATHEDRAL COLLEGE DEVELOPMENT OF KETTLE PARK

File No:	374
Attachments:	1. Plans for the development of Kettle Park
Authorising Officer:	Blake Hunton - Manager Parks Michael Rowe - General Manager Community Services
Author:	Sophia Czarkowski - Sports and Education Supervisor
Previous Items:	9.5.4 - The Cathedral College request for support for development of Kettle Park - Parks, Recreation and Sport Committee - 16 Nov 2016 12.30 pm

SUMMARY

On 16 November 2016 the Parks, Recreation and Sport Committee considered a request from The Cathedral College Rockhampton (TCC), trading as Roman Catholic Trust Corporation Diocese of Rockhampton. Council committed to provide in principle approval to enter into a tenure agreement for 20 years over Kettle Park, 12 Elizabeth Street, Allenstown (being Lot 450 R2665).

OFFICER'S RECOMMENDATION**THAT**

1. Council enter into a Trustee Lease with The Cathedral College Rockhampton, trading as Roman Catholic Trust Corporation Diocese of Rockhampton for a period of 20 years as outlined in the report; and
2. Council accede to the demolition of the clubhouse as the asset is no longer required and is surplus to the requirements of the proposed tenant and that such demolition is carried out by The Cathedral College Rockhampton; and
3. Council accede to the demolition of the amenities block as the asset is no longer required and is surplus to the requirements of the proposed tenant and that such demolition is carried out by The Cathedral College Rockhampton; and
4. Council dispose of the following assets to The Cathedral College Rockhampton:
 - (a) Shade shelter and seating structures Numbers 1, 2, 3, 4 and 5; and
 - (b) Park lighting and associated switchboards; and
 - (c) Park furniture and fixtures including park benches and tap; and
 - (d) Disused underground irrigation and water tanks; and
 - (e) Cricket pitches and practice nets; and
 - (f) Bollards and gates.

COMMENTARYHistory:

Kettle Park is the former home of Rockhampton Cricket Inc (RCI) which reportedly leased the land directly from the Queensland Government until 2004 when the Club requested Council take control of the land and its maintenance. On 15 November 2010 Council resolved to take control of the land and issue RCI with a Permit to Occupy. In 2010, RCI formally contacted Council and advised that it intended to relinquish its interest in Kettle Park.

At the time of relinquishment RCI requested permission to use the park for its annual country carnival; however, the park has not been used for this purpose since approximately 2013.

RCI has indicated that over the coming months it will be reviewing its future strategic plan to ensure that junior cricket is sufficiently catered for within the Region. The plan, which RCI is yet to commence, would not rule out future use of Kettle Park, however, discussions have occurred with Council identifying other parcels of land RCI is also interested in.

Site Characteristics:

Kettle Park is accessed via Elizabeth Street (off Gladstone Road), Allenstown and is situated in close proximity to residential and commercial properties. It is a large flat park that is approximately 54,000m² in size.

Current Use:

At present there is no formal use of this land.

BACKGROUND

The Cathedral College Rockhampton (TCC), trading as Roman Catholic Trust Corporation Diocese of Rockhampton, currently has 1,125 students. It estimates its College Community is approximately 5,000 (including staff and parents).

TCC has a demonstrated history of forming community partnerships to allow community groups and organisations access to its facilities. It provides community members with access to its hall, classrooms, pools, multi-purpose centre and school oval and has recently developed the new \$800,000 multipurpose courts at Bolton Park for school and community use.

TCC contacted Council in mid-2016 regarding its proposed development of Kettle Park and sought Council's support of the project and in principle approval to enter into a tenure agreement with TCC prior to the school making any financial commitments or investments in the preparation of plans. Council provided in principle approval to enter into a Trustee Lease for a period of 20 years.

Proposed plans:

TCC has provided Council with its proposed development of Kettle Park which will see the provision of three (3) grass fields, a grass athletics track, a new building with amenities, car parking and field lighting. It proposes to retain and add to perimeter shade trees and to retain the five (5) covered seating areas.

TCC proposes to use the park between 7:30am and 5pm Monday to Friday and 12pm to 5pm on Saturdays, the park would be open to the community at all other times.

Through the Trustee Lease conditions TCC would be responsible for obtaining approval from the custodian of the land for all improvement works including but not limited to the replacement of bollards/fencing, installation of park furniture and installation of field lighting.

Tenure:

Council initially provided in principle approval to enter into a 20 year Trustee Lease and it is recommended that the Trustee Lease be issued under the following terms and conditions:

Commencement Date: 1 September 2017

Expiry Date: 30 June 2037

Rental Fee: Building Site Fee (\$600p.a.)

3 x grass fields (nil p.a.)

Special Conditions: The Trustee Lessee owns all infrastructure on the premises and is responsible for all maintenance

The Trustee Lessee is responsible for all grounds maintenance including mowing, irrigation and upkeep of the surrounds

The Trustee Lessee is responsible for payment of all utility charges (water connection, sewerage, waste, fire levy).

The Trustee will supply a water usage allowance of 25,000kL per annum for irrigation purposes. Water usage in excess of this allowance or usage associated with the building(s) will be at the Trustee Lessee's expense.

At all times when the Premises is not in use by the Trustee Lessee, the Trustee Lessee must ensure that members of the community have access to the Premises for Recreation purposes.

Planning Advice:

Kettle Park is located within the Sport and Recreation Zone and the proposal (as presented by TCC) is defined as an 'Outdoor Sport and Recreation' use. A Code Assessable Material Change of Use (MCU) is required for the proposal under the *Rockhampton Regional Planning Scheme 2015*.

The park is triggered by Low, High and Extreme flooding, with the majority of the site being Extreme Flooding, therefore TCC will need to address the Flood Prone Land Code as part of the MCU application.

TCC representatives, Calibre Consulting, lodged the MCU application in May 2017 and Council Officers are proposing to issue a decision notice in early August.

Asset Disposal:

There are a number of assets currently located at Kettle Park which are owned and maintained by Council. It is proposed that the clubhouse and amenities block be demolished by TCC due to their poor conditions. Both buildings are not currently used by a club or the community and have been inundated a number of times through flooding.

Based on the last inspection of the site the assets scored poorly based on age, condition and operational value (scoring 30/100). The criteria for these scores is based on importance, community relationship to the facility, environmental or cultural heritage value, level of use, cost to repair and defects.

TCC are proposing to replace the existing buildings with a new fit for purpose building that is more resilient to flooding and accommodates a range of uses that support sport and recreation.

The disposal of the remaining assets to TCC results in Council having no maintenance responsibilities on site. The maintenance of the assets including shade structures, park furniture and cricket pitches etcetera would become the responsibility of The Cathedral College through the proposed special conditions.

BUDGET IMPLICATIONS

TCC has not requested any financial support from Council at this time. The disposal of the assets through demolition and through disposal to TCC will result in a budget saving to Council. Over the last two (2) financial years just under \$7,000 of critical maintenance has been conducted on the assets at Kettle Park.

Currently there is over \$30,000 worth of additional asset work required, however, this has not been budgeted or programed as the site is unused.

CONCLUSION

The development of Kettle Park will provide a quality sporting facility for the school and for the community.

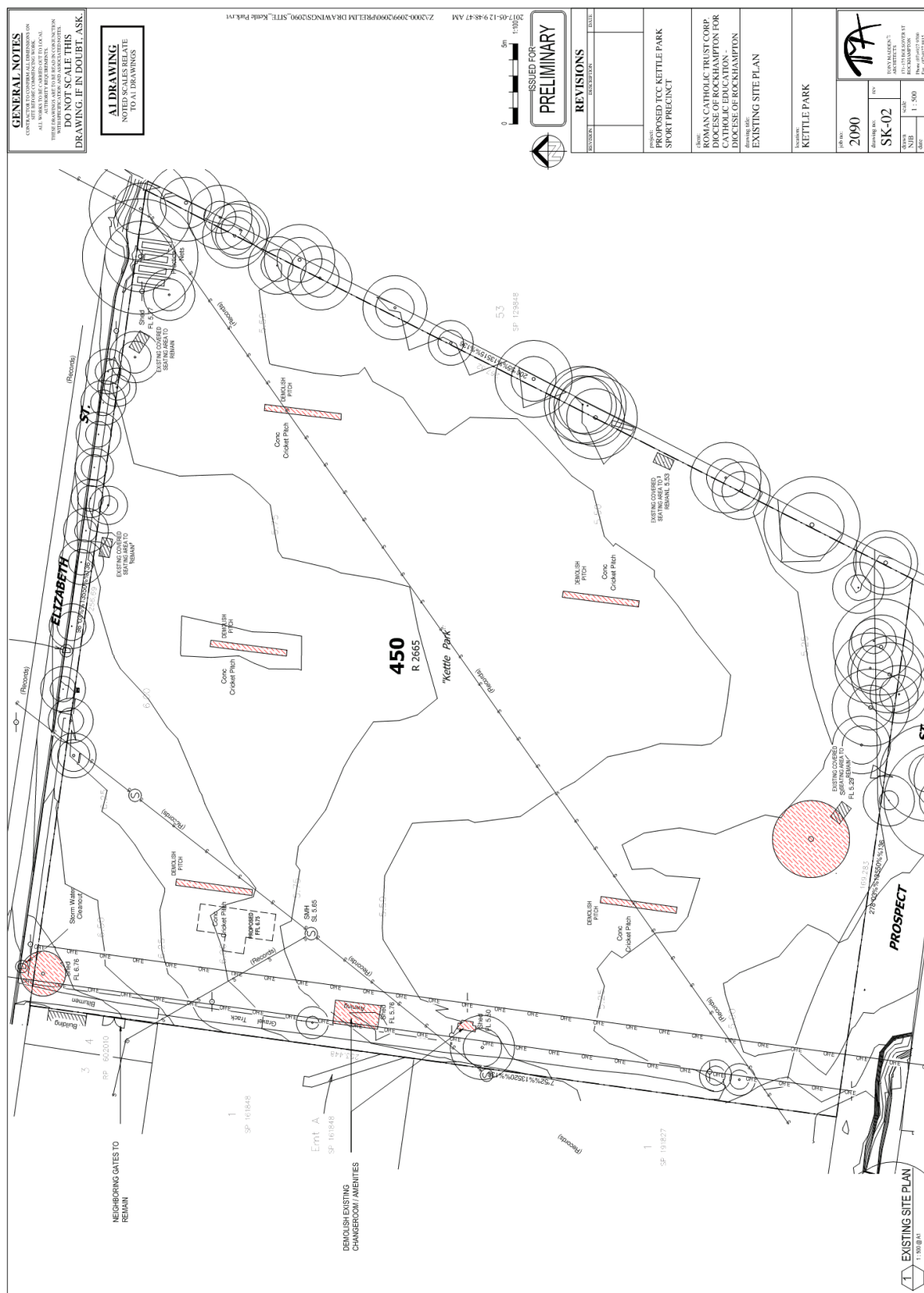
THE CATHEDRAL COLLEGE DEVELOPMENT OF KETTLE PARK

Plans for the development of Kettle Park

Meeting Date: 16 August 2017

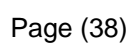
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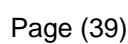
drawing box	TV	
SK-01	scale	
drawn NJB		TONY MAIER ARCHITECTS 171-175 RIVER STREET ROCKHAMPTON Phone (813) 402-7900 Fax (813) 402-7815
date FEB 17		











8.3 APPLICATION FOR WORKS IN PARKS AND PUBLIC AREAS: ROTARY CLUB OF ROCKHAMPTON

File No:	11979
Attachments:	<ol style="list-style-type: none">1. Report to Parks, Recreation and Sport Committee April 20172. Standard Conditions3. Application: Rotary Club of Rockhampton4. Location Map
Authorising Officer:	Michael Rowe - General Manager Community Services
Author:	Vincent Morrice - Coordinator Park and Visitor Services
Previous Items:	9.3.5 - Works in Parks and Public Areas (including "Adopt a Park") - Parks, Recreation and Sport Committee - 19 Apr 2017 12.30 pm

SUMMARY

The Rotary Club of Rockhampton has lodged a Works in Parks and Public Areas Application Form nominating proposed works and other undertakings in Rigarsford Park and Ollie Smith Park. Bill Crane Park is also mentioned as a "possible extension" to the proposal.

OFFICER'S RECOMMENDATION

THAT

- I. the Works in Parks and Public Areas Application Form submitted by the Rotary Club of Rockhampton not be approved as it is not consistent with the intended scope of activities; and
- II. Council Officers continue to work with the club to frame an application aligned with the scope and intent of typical "Adopt a Park" activities outlined in the April 2017 report to Council.

COMMENTARY

In April 2017 Council introduced approved a *Works in Parks and Public Areas Application Form* and accompanying *Standard Conditions*. The application submitted by the Rotary Club of Rockhampton is the first to be considered under the adopted framework.

The Rotary Club of Rockhampton (RCoR) proposes activities and other undertakings in relation to Rigarsford Park and Ollie Smith Park. Bill Crane Park is also mentioned as a "possible extension" to the proposal.

The April 2017 report suggested that factors to be considered by Council Officers when making recommendations on the proposed works include:

- Designation or Classification of Park/ Public Space
- Tenure of Land (e.g. Reserve, Freehold, USL)
- Need for and relevance of proposed activities
- Impact upon existing use/ patrons
- Evidence of community support and/or need
- Nature of proposing entity (e.g. Incorporated Association, social group)
- Duration of proposed arrangement
- Where creation of assets or embellishments is proposed, do these fit with the Desired Standard of Service for Park\Public Place and comply with relevant

codes and legislation, e.g. disability discrimination, playground standards, building code etc.

- Impact upon usability and maintainability
- Financial impact on Council
 - Recurrent expenditure (utilities, maintenance)
 - Whole of Life cost (for contributed assets)
- Form of acknowledgement and recognition requested/ required

The scope of the application goes well beyond that envisaged and addressed in the April 2017 report. RCoR propose to establish a “joint management committee” with Council and use that vehicle to undertake a range of activities including community engagement, engagement with service providers and the development of grant applications.

The applicant lists the following as “potential examples of such joint activities”:

- .1 using volunteer labour to address the bindi eye issues across the parks,
- .2 making the current seating around the area more usable,
- .3 developing an approach to improve the usability of the gym and play equipment and the existing open area building (rotunda) located to the north of the existing development on Elphinstone Street,
- .4 developing more usable resources close to the various entry points to this park area,
- .5 establishing a specific volunteer body (including residents adjoining the park lands)
- .6 working with a number of schools
- .7 developing a series of specific events for community use of the park lands
- .8 establishing collaboration with relevant hobby, social, fitness, youth and ageing groups to conduct events, and
- .9 working with our resources and those of RRC to develop a 'community owned' plan for the park area. This may include the development of an enclosed dog leash-free area, an arboretum, designed vegetation areas for instruction, enjoyment and play, a series of water features, a fruit tree area, one or more community gardens, more fitness areas, a formalised 'clean up' approach involving volunteers, a plan to formally and informally engage with residents abutting the park lands for a uniform approach to developing the park lands adjacent to their properties.

Although the intent of the RCoR is to be applauded there is little scope to consider this as an application for Works in Parks and Public areas based upon the information submitted. There are inherent dangers in Council engaging with the community in the manner outlined in the RCoR application. Predominate amongst these is the likelihood of creating an expectation of embellishments and/or a level of service which is not realistic, deliverable or sustainable.

BACKGROUND

In April 2017 Council approved a *Works in Parks and Public Areas Application Form* and accompanying *Standard Conditions*. The application submitted by the Rotary Club of Rockhampton is the first to be considered under the adopted framework.

Senior Officers of Council, along with the Chair of the Parks, Recreation and Sport Committee, met with representatives of RCoR during July to seek first-hand information about their proposal.

PREVIOUS DECISIONS

April 2017

THAT Council:

1. Approve the introduction of the activities outlined in the report; and
2. Approve the use of the form and agreement as outlined subject to amendment of reporting period.

BUDGET IMPLICATIONS

Costs associated with the proposal are not known at this time. Significant expenditure would require approval at a future budget revision.

LEGISLATIVE CONTEXT

Local Law No1 (Administration) 2011 provides the basis by which Council can approve a 'prescribed activity'; which for the purposes of this report are described as 'prohibited' or 'restricted' in Subordinate Local Law No4.

Subordinate Local Law No4 provides guidance on a range of activities that are prohibited (Schedule 1) in parks and reserves within the local government area. Some of the activities that may be carried out through an "Adopt a Park" program could fall within those that are prohibited:

- (a) Damaging or interfering with vegetation
- (h) Interfering with a plant or any turf, sand, clay, soil or other material
- (i) Interfering with any facility or equipment located at the park or reserve.

Subordinate Local Law No4 provides guidance on a range of activities that are restricted (Schedule 2) in parks and reserves within the local government area. Some of the activities that may be carried out through an "Adopt a Park" program could fall within those that are restricted and able to be performed or permitted with written approval and under conditions:

- (d) Erecting or installing a building, structure or facility in, on, across or over a park or reserve.

It is noted that the Council's Local Laws are currently under review and this may change as a result of that review.

STAFFING IMPLICATIONS

Able to be managed within existing resources.

CORPORATE/OPERATIONAL PLAN

Active and Healthy Lifestyles

- 1.4.1.1 Increase utilisation through a range of entertainment, education and recreation events in parks
- 1.4.3.2 Engage volunteers to assist with activities in the zoo and selected major parks
- 1.4.3.4 Support community and volunteer organisations in the delivery of sport and recreation activities

CONCLUSION

The Corporate and Operational Plans articulate a desire to increase utilisation of public places and encourage the support of community and volunteer organisations. The application submitted by the Rotary Club of Rockhampton goes beyond the scope of works identified (for *Works in Parks and Public Places*) and seeks to introduce a "Joint Working Party" (RRC and RCoR) to undertake community engagement and project delivery.

APPLICATION FOR WORKS IN PARKS AND PUBLIC AREAS: ROTARY CLUB OF ROCKHAMPTON

Report to Parks, Recreation and Sport Committee April 2017

Meeting Date: 16 August 2017

Attachment No: 1

Report to Parks, Recreation and Sport Committee Meeting – 19 April 2017**WORKS IN PARKS AND PUBLIC AREAS (INCLUDING "ADOPT A PARK")**

File No: 11979

Attachments: 1. Application Form - DRAFT
2. Standard Conditions - DRAFT

Authorising Officer: Michael Rowe - General Manager Community Services

Author: Vincent Morrice - Coordinator Park and Visitor Services
Margaret Barrett - Manager Parks

SUMMARY

Council is seeking to establish an open and transparent framework which will allow it to deal fairly and consistently with requests from individuals or organisations wishing to make contributions through activities on public land. This report discusses the issues and suggests an approach which might be used to address these requests.

OFFICER'S RECOMMENDATION

THAT Council

1. Approve the introduction of the activities outlined in the report.
2. Approve the use of the form and agreement as outlined

BACKGROUND

From time to time Council receives requests from individuals or organisations wishing to make contributions through activities on public land. Contributions often involve volunteer labour but can also include donations of materials, goods and services along with donations of money.

Circumstances by which these activities are undertaken by the community in Parks also take a number of forms:

- a) as part of repeatable organised or coordinated events (e.g. Clean Up Australia Day, National Tree Day etc.),
- b) as a response to ad hoc events such as clean-up following a flood or storm event,
- c) one-off donations of funds to complete a pre-defined parcel of work or project (e.g. erect a shelter, install park furniture), and
- d) as part of an ongoing program (of varying duration, scope and scale), where there is a degree of transfer of responsibility for services, development or maintenance.

Activities in a) and b) are usually arranged/ organised by Council, completion of defined works as shown in c) are achieved through a letter from Council outlining the agreed scope of works and access arrangements.

These requests can involve or progress to an organisation wishing to "Adopt a Park". The use of the term Adopt a Park is taken to infer a level of community involvement across a range of activities, with variations in frequency and scale, for a known duration and which includes a commitment to regular activity.

Types of activities associated with Adopt a Park can be described as:

- Collecting rubbish and debris, Clearing overgrown vegetation, weeds etc.
 - Controlling environmental nuisances (pest species)
 - Revegetation (including stabilisation of banks)
-

- Graffiti removal
- Servicing areas to a higher standard or increased frequency
- Installing additional facilities such as seats, shelters, BBQs and play equipment; re/painting or repairing park furniture, and
- New plantings or gardens, community gardens or urban farms (in instances where the organisation is not incorporated).

The on-going and possibly open-ended arrangement, when a community organisation “Adopts a Park” poses risks for Council in the overall delivery of the Parks service. The risks are in the form of Council being seen or being able to meet its obligations – both to the broader community and within legislative boundaries.

Within the bounds of the Local Law, Council would require the applicant requesting to Adopt a Park to supply a proposal, in the prescribed form (see attachment), that includes the following information:

- Name of organisation, including details on incorporation status and any associated insurances;
- The detail of the proposed projects and works, including an indication of the relationship of the works to the suggested Park or Public Space and to the objectives of the requesting organisation;
- Allocated time periods at which the works are planned to be delivered/undertaken, such that Council has information on when works will commence, how often the organisation will be in the Park to perform the activities/ undertake the works.
- An estimate of the cost or value of the contribution or activities.
- Specific requirements that Council is expected to provide in exchange (eg naming, signage, materials, reduction in normal maintenance services).

Factors to be considered by Council officers in making a recommendation to Council for approval of the prescribed works include:

- Designation or Classification of Park/ Public Space
- Tenure of Land (e.g. Reserve, Freehold, USL)
- Need for and relevance of proposed activities
- Impact upon existing use/ patrons
- Evidence of community support and/or need
- Nature of proposing entity (e.g. Incorporated Association, social group)
- Duration of proposed arrangement
- Where creation of assets or embellishments is proposed, do these fit with the Desired Standard of Service for Park\Public Place and comply with relevant codes and legislation, e.g. disability discrimination, playground standards, building code etc.
- Impact upon usability and maintainability
- Financial impact on Council
 - Recurrent expenditure (utilities, maintenance)
 - Whole of Life cost (for contributed assets)
- Form of acknowledgement and recognition requested/ required

In the absence of delegated authority, a report will be prepared annually for Council seeking approval for Works in Parks as defined under (d) above; ie as part of an ongoing program (of varying duration, scope and scale), where there is a degree of transfer of responsibility for services, development or maintenance.

Approved works and organisations will be documented by way of a signed agreement, with the approval valid for a period of 1 year. Agreements will include details of project deliverables, any appropriate conditions, requirements for reporting and contact with Council officers.

LEGISLATIVE CONTEXT

Local Law No1 (Administration) 2011 provides the basis by which Council can approve a 'prescribed activity'; which for the purposes of this report are described as 'prohibited' or 'restricted' in Subordinate Local Law No4.

Subordinate Local Law No4 provides guidance on a range of activities that are prohibited (Schedule 1) in parks and reserves within the local government area. Some of the activities that may be carried out through an "Adopt a Park" program could fall within those that are prohibited:

- (a) Damaging or interfering with vegetation
- (h) Interfering with a plant or any turf, sand, clay, soil or other material
- (i) Interfering with any facility or equipment located at the park or reserve.

Subordinate Local Law No4 provides guidance on a range of activities that are restricted (Schedule 2) in parks and reserves within the local government area. Some of the activities that may be carried out through an "Adopt a Park" program could fall within those that are restricted and able to be performed or permitted with written approval and under conditions:

- (d) Erecting or installing a building, structure or facility in, on, across or over a park or reserve.

It is noted that the Council's Local Laws are currently under review and this may change as a result of that review.

STAFFING IMPLICATIONS

The introduction or approval of these arrangements may have an impact on the maintenance responsibilities within Parks, however it is not possible to fully quantify this until the scale of any approved arrangements are known.

Officers will include visual assessments and inspections of works underway in Parks as part of current routine park inspections.

Assets developed through these activities and that meet the Asset Management Policy threshold will be registered on Council's Asset Register as contributed assets.

CORPORATE/OPERATIONAL PLAN

LIVING, LEARNING & LEISURE

Service: Provide and maintain an open space parks network and recreation facilities, to meet community expectations and enhance community wellbeing

Activity: Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces

Activity: Provide developmental programs for sporting and recreational groups

ENVIRONMENT

Service: Manage environmental initiatives, land rehabilitation and mitigation, pest (flora and fauna) management and vector management

Activity: Achieve land rehabilitation and mitigation through direct action, education and volunteer programme delivery

Activity: Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity

CONCLUSION

Existing procedures/mechanisms/instruments and delegations are not sufficient to allow Officers to deal with all proposals/requests from individuals or organisations wishing to make contributions through activities on public land. The recommended approach will allow Council to deal fairly and consistently with requests and meet the needs of the community and Council.

APPLICATION FOR WORKS IN PARKS AND PUBLIC AREAS: ROTARY CLUB OF ROCKHAMPTON

Standard Conditions

Meeting Date: 16 August 2017

Attachment No: 2

STANDARD CONDITIONS

Works in Parks and Public Areas



- Weed control is limited to hand removal only. No chemical controls will be used.
- Persons under 16 years of age will be supervised at all times by a responsible adult.
- Record of attendance will be kept for all participants recording the date, name, time of attendance, time of departure and description of activities undertaken.
- All equipment or unexpended supplies provided under the approved agreement will be returned to Council upon expiration of the agreement or earlier termination.
- Reimbursement of approved disbursements will be made in accordance with Council's usual trading terms.
- Schedules for maintenance to structures/assets must be approved by the Manager Parks to ensure that other users/activities are not adversely affected.
- An Annual summary of activities will be provided to the Manager Parks.
- All agreements and approvals will only be for the stated activity/ies submitted and approved by Council.
- The approved applicant will:
 - Hold and maintain public liability coverage for a minimum of \$20 million;
 - Provide an appropriate site induction for all volunteers;
 - Ensure use and/or supply of relevant personal protective clothing and personal protective equipment where required;
 - Employ and promote sun smart practises;
 - Supply all tools, materials and consumables (unless otherwise provided in the approved agreement);
 - Conduct maintenance activities within daylight hours only and cease activities during inclement weather;
 - Ensure that all approved works are carried out to a tradesman-like standard and that all materials used are of merchantable quality and suited to use for that purpose;
 - Report promptly to Council any problems/issues observed and not able to be addressed within the scope of the approved agreement;
 - Report promptly to Council any accident/incident and/or damage to Council property arising from or related to volunteer activities.

07 4932 9000 | enquiries@rrc.qld.gov.au | www.rrc.qld.gov.au

APPLICATION FOR WORKS IN PARKS AND PUBLIC AREAS: ROTARY CLUB OF ROCKHAMPTON

Application: Rotary Club of Rockhampton

Meeting Date: 16 August 2017

Attachment No: 3

Works in Parks and Public Areas Application Form

Privacy Notice: Rockhampton Regional Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration)*. Your personal details will not be disclosed to any other person or agency external to Council without your consent unless required or authorised by law.

This form is to be completed when an individual or organisation wishes to conduct an activity to contribute to a Rockhampton Regional Council park or public area. Prescribed activities under *Rockhampton Regional Council's Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011* must be approved by Council prior to any activity taking place.

P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 4700 | ABN: 59 923 523 766



Applicant Details

Organisation name: Rotary Club of Rockhampton

ABN:82951564455

Residential address:

Postal address (if different): PO Box 498 Rockhampton

Preferred contact number: [REDACTED]

Email: contacts@rockhamptonrotaryclub.com.au

Primary contact name: Glen Riley

Alternate contact name: Wal Taylor

Public Liability Insurance (level of cover must be \$20 million. a copy of your public liability insurance and indemnity statement must be provided)

Name of insurer: AON QBE

Policy number: AQ R008958 PLB

Policy limit: AUD \$50 Million

Expiry date: 30 June 2018

Declaration

I certify that the information provided in this application is true and correct and that I am authorised to make this application on behalf of the organisation.

(Note: This form must be signed by two executive officers of the incorporated body accepting legal and financial responsibility for the project or event)

Name: Glenn Riley

Name: Wal Taylor

Position in organisation: President

Position in organisation: Projects Co-ordinator

Signature: [Signature]

Signature: [Signature]

Date: 9th June 2017

Date: 9 June 2017

Activity Location

Park/public area name: Rigalsford & Ollie Smith Parks

Park/public area location: possible extension – Bill Crane Park

OFFICE USE
ONLY

Approved by:

Date:

Commencement date:

Cessation date:

PAR06 | V1 | Approved xxx

Retention Period xxx

Activity Details *(please complete for each activity)*

Activity type: ☐ Litter collection ☐ Hand weeding ☐ Mulching
☒ Other:

Activity name:

Please provide a detailed description of the activity:

Develop a community engagement approach to the development and sustainability of the designated park lands

Please outline the need or intent of this activity:

1. The Parties (Rockhampton Regional Council and the Rotary Club of Rockhampton) will in the first instance establish a joint management committee for the project. This could initially involve three (3) representatives from the RRC (the local ward Councillor, a relevant RRC manager and a relevant operational staff representative) and three (3) representatives from the RCoR (The President, the RCoC project leader and an RCoC nominee from either the Club or the community). The meetings will be chaired alternatively by the RRC and the RCoC. This committee will
 - 1.1 Meet at least four (4) times per financial year.
 - 1.2 Discuss, develop, approve and evaluate relevant activities
 - 1.3 Abide by all relevant RRC, RCoR and legislative requirements in relation to the parklands which are the subject of an agreement between the parties including environmental, planning, and WPH&S responsibilities.
 - 1.4 Develop and undertake activities in relation to the parklands which are the subject of an agreement between the parties that will encourage and develop community (including existing entities such as schools, activity clubs and associations, service clubs and the like) based volunteering to advance the aims of the agreement.
 - 1.5 Establish a community engagement approach which will involve
 - 1.5.1 contacting by joint letter all residents within a three (3) street radius of the designated parklands, aligned community clubs and schools seeking volunteering involvement in developing and sustaining the parklands
 - 1.5.2 establishing a data base of volunteers & organisations
 - 1.5.3 conducting meetings and electronic communications with the volunteer base to discuss approaches, plan activities and seeking relevant resources.

- 1.6 Engage with relevant service providers, agencies and businesses to enhance service provisions (including security) to the identified parklands
- 1.7 Seek out and co-develop grant applications that can further the aims of the agreement between the Parties.
- 1.8 Provide an annual report to RRC & RCOR.
2. The following are potential examples of such joint activities and projects.
 - 2.1 using volunteer labour to address the bindi eye issues across the parks,
 - 2.2 making the current seating around the area more usable,
 - 2.3 developing an approach to improve the usability of the gym and play equipment and the existing open area building (rotunda) located to the north of the existing development on Elphinstone Street,
 - 2.4 developing more usable resources close to the various entry points to this park area,
 - 2.5 establishing a specific volunteer body (including residents adjoining the park lands)
 - 2.6 working with a number of schools
 - 2.7 developing a series of specific events for community use of the park lands
 - 2.8 establishing collaboration with relevant hobby, social, fitness, youth and ageing groups to conduct events, and
 - 2.9 working with our resources and those of RRC to develop a 'community owned' plan for the park area. This may include the development of an enclosed dog leash-free area, an arboretum, designed vegetation areas for instruction, enjoyment and play, a series of water features, a fruit tree area, one or more community gardens, more fitness areas, a formalised 'clean up' approach involving volunteers, a plan to formally and informally engage with residents abutting the park lands for a uniform approach to developing the park lands adjacent to their properties.

Commencement date: July 2017

Frequency and/or duration: June 2022

Estimated cost/value:

Please outline any contribution and/or support requested of Council (eg naming, signage, materials, reduction in normal maintenance services)

3. It is expected that the Rockhampton Regional Council will

- 3.1 continue with its current maintenance program with the designated parklands
- 3.2 assist in the development of applications for funding in a collaborative manner
- 3.3 assist in the promotion of the parkland activities through its existing promotional processes
- 3.4 enable timeous approvals of the agreed projects and activities
- 3.5 assist in developing proactive networks for this project in government (State and National), business, education and civil society
- 3.6 Advise the project of relevant initiatives, funding opportunities and possible partnerships that can enhance this project activity
- 3.7 Provide access to relevant and available resources that could assist with the relocation and/or development of a suitable community/office building

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

- ☐ Public liability insurance
- ☐ Certificate of incorporation
- ☐ Map clearly describing intended activity area and site/s *(for non-park activities)*

Office Use Only

Conditions of Approval

Standard conditions: ☐ Yes ☐ No Special conditions *(please attach)*: ☐ Yes ☐ No

Authorisation

Request to be approved by: ☐ Manager Parks ☐ Council decision *(report to be prepared)*

Requested approved: ☐ Yes ☐ No Council adoption date *(if applicable)*:

Name: Signature: Date:

APPLICATION FOR WORKS IN PARKS AND PUBLIC AREAS: ROTARY CLUB OF ROCKHAMPTON

Location Map

Meeting Date: 16 August 2017

Attachment No: 4



8.4 GRACEMERE CEMETERY - RESERVATION AND PRE-PURCHASE OF BURIAL PLOTS

File No: 11979
Attachments: 1. Staging Gracemere - Lawn Cemetery
Authorising Officer: Michael Rowe - General Manager Community Services
Author: Vincent Morrice - Coordinator Park and Visitor Services
Previous Items: 9.5.3 - Cemeteries Policy: Supplementary Report - Parks, Recreation and Sport Committee - 15 Mar 2017 12.30 pm

SUMMARY

Following the presentation of the "Cemeteries Policy: Supplementary Report" (March 2017) Council resolved that a further report be prepared in regard to the reservation of and pre-purchase of burial plots at Gracemere Cemetery. This report addresses that resolution.

OFFICER'S RECOMMENDATION

THAT Council confirms support of the current policy position which does not provide for the reservation and pre-sale of plots at Gracemere Cemetery at this time.

COMMENTARY

Reservation and/or pre-sale of burial rights (including plots, ashes gardens and columbarium) is not dealt with consistently across the industry. Variables include availability, cost and, of course, community demand.

As discussed in the earlier report, the principal driver for not offering this service is the effective management of sites currently available for burial and the managed and controlled development of future capacity. This must inevitably be weighed up against the wishes of the community which Council serves.

The current schedule of Fees and Charges identifies the following services/options for burial rights at Gracemere Cemetery:

Item name:	Fee (incl GST)
Gracemere - Plot Sale (Right to Bury) Single only	\$550.00
Columbarium: Single Niche	\$295.00
Columbarium: Double Niche	\$590.00
Ashes Garden: Single *	\$278.00
Ashes Garden: Double *	\$500.00
Ashes Garden: Family *	\$560.00

* available from late 2017

Current Capacity

Additional beams have recently been added at Gracemere and the Ashes Garden is on track to be available for use in late 2017. The following table outlines the current position:

TYPE	# OF SITES	USED	RESERVED	HOLD	VACANT	AVG NEW/YR
LAWN	626	357	85	46	138	12.5
MONUMENTAL	340	243	11	-	86	

COLUMBARIUM	187	67	15	-	105	3
ASHES GARDEN* (SINGLE)	131	0	n/a	n/a	131	TBA
ASHES GARDEN* (DOUBLE/FAMILY)	80	0	n/a	n/a	80	TBA

* available from late 2017

Unless demand for pre-sale is “overwhelming” during the next few years, it is reasonable to suggest that sufficient capacity is available to allow for same without compromising the ability to meet the day-to-day requirements for burial during the next 5-7 years.

When the number of sites available represents <5 years projected demand, Officers will seek funding for survey and design to be completed for the next stage of development (with capital for construction funding sought thereafter).

BACKGROUND

Following the presentation of the “Cemeteries Policy: Supplementary Report” (March 2017) Council resolved that a further report be prepared in regard to the reservation of and pre-purchase of burial plots at Gracemere Cemetery.

PREVIOUS DECISIONS

October 2016

THAT The Cemeteries Policy be adopted.

March 2017

THAT:

1. *The supplementary report on the Cemeteries Policy be received;*
2. *A further report be prepared on the impacts and implications of a Cemetery Maintenance Trust for the Gracemere Cemetery; and*
3. *A further report be presented in regard to the reservation and pre-purchase of burial plots at Gracemere Cemetery.*

BUDGET IMPLICATIONS

Reservations are not likely to impact in a material way. Pre-sales have the potential to generate a sudden increase in revenue with a corresponding decrease in following years. These impacts are unlikely to have a material impact on current or future budgets.

STAFFING IMPLICATIONS

Both reservation and pre-sales will require work effort to administer. It is expected that existing staffing resources will be adequate to effectively administer these services and that business systems are able to be configured with the required functionality.

CORPORATE/OPERATIONAL PLAN

Regional public places that meet the community's needs

- 1.2.1.4 Provide quality regional cemeteries to provide burial and memorialisation services

Customer focused services

- 4.1.1.2 Provide effective delivery of Council services

CONCLUSION

Pre-sale of burial rights is a service which has been offered in the past however, the practice was suspended sometime around 1996 at North Rockhampton Cemetery and sometime post 2008 at other Regional Cemeteries due to the dwindling supply of sites. Based upon historic utilisation, the Gracemere Cemetery presents as having existing and future capacity to offer pre-purchase without any immediate impacts on the availability of sites.

GRACEMERE CEMETERY - RESERVATION AND PRE-PURCHASE OF BURIAL PLOTS

Staging Gracemere - Lawn Cemetery

Meeting Date: 16 August 2017

Attachment No: 1



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