



PARKS, RECREATION AND SPORT COMMITTEE MEETING

AGENDA

29 MAY 2019

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 29 May 2019 commencing at 12.30pm for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", is written over a faint, light-colored rectangular stamp.

CHIEF EXECUTIVE OFFICER
21 May 2019

Next Meeting Date: 26.06.19

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:

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

In Attendance:

Ms C Worthy – General Manager Community Services (Executive Officer)
Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Councillor Cherie Rutherford - Leave of Absence from 27 May 2019 to 4 June 2019

4 CONFIRMATION OF MINUTES

Minutes of the Parks, Recreation and Sport Committee held 1 May 2019

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

Nil

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 OFFICERS' REPORTS

8.1 GRACEMERE CEMETERY - PRE-PURCHASE OF BURIAL RIGHTS

File No: 11979

Attachments:

1. **Proposed updated Cemeteries Related Activities Policy with tracked changes**[↓](#)
2. **Proposed updated Cemeteries Related Activities Policy**[↓](#)

Authorising Officer: Brett Nicholls - Coordinator Community Projects and Open Space Facilities
Richard Dunkley - Manager Community Assets and Facilities
Colleen Worthy - General Manager Community Services

Author: Anne Black - Supervisor Cemeteries

SUMMARY

In August 2017 Council resolved to make provision for the pre-purchase of burial rights at Gracemere Cemetery. This report recommends changes to the existing Cemeteries Policy to enable this.

OFFICER'S RECOMMENDATION

THAT the updated Cemeteries Related Activities Policy be adopted.

COMMENTARY

Council's Cemeteries Policy provides a framework for the management and operation of Council's cemeteries promoting a safe and respectful environment for all users.

It is proposed to update the existing policy to include clause 5.2.1 for the "*Pre-Purchase of Burial Rights at Gracemere Cemetery*". This applies to the lawn, columbarium, ashes garden/s sections of the Gracemere Cemetery and any future development, however excludes the original monumental section.

BACKGROUND

Many of Council's cemeteries have limited capacity due to space constraints. The Gracemere Cemetery has adequate land available to accommodate well in excess of 100 years of sites. Council resolved in August 2017 to allow the pre-purchase of burial rights at Gracemere Cemetery, enabling families to purchase adjoining sites. The existing Cemeteries Policy was updated to permit the pre-purchase of burial rights of sites at Gracemere Cemetery and in the process a review of the current policy was performed which encompassed the proposed changes to Subordinate Local Law No. 4.

The policy has been comprehensively reviewed by the both the Cemeteries Team and also Legal & Governance in consultation with Council's lawyers, King & Co. This included the development of the subordinate Cemeteries Procedure to enable clear implementation of the proposed policy. Local Funeral Directors were consulted on the draft updated policy and proposed procedure with only positive feedback received.

If adopted, the updated policy and proposed procedure will come into effect after Council approves the anticipated changes to Subordinate Local Law No. 4.

PREVIOUS DECISIONS

On 21 March 2017, Council adopted the committee recommendation that "*a further report be presented in regard to the reservation and pre-purchase of burial plots at Gracemere Cemetery*".

In August 2017 it was resolved that *“Council makes provision for the reservation and pre-sale of plots at Gracemere Cemetery including required changes to the Cemeteries Policy and schedule of fees and charges, and such amended Policy be returned for consideration. This policy will apply to Gracemere Cemetery only due to space constraints in other cemeteries.”*

The proposed changes to the existing Cemeteries Policy responds to these resolutions.

BUDGET IMPLICATIONS

Upon Council approval of the updated Cemeteries Policy, the required changes to the schedule of fees and charges will be progressed.

Capital budget is required to plan, design and further develop the adjacent undeveloped land at the Gracemere Cemetery for the coming stages and associated infrastructure. These submissions have been included in the 19/20 capex budget.

Minor additional operational budget will be required in the future to maintain the additional developed lawn cemetery expansion and associated infrastructure. This submission has been included in the 19/20 opex budget.

LEGISLATIVE CONTEXT

The proposed updated policy and new procedure were developed taking into consideration proposed changes to Subordinate Local Law No. 4 which are underway.

LEGAL IMPLICATIONS

The Cemeteries Team also took the opportunity to review the balance policy with the support of the Legal & Governance Team along with King & Co lawyers, to ensure greater clarity. A new Cemeteries Procedure was also developed to enable implementation of the Cemeteries Policy.

STAFFING IMPLICATIONS

Implementation of the proposed updated policy and new procedure can be managed within existing resource allocation of the Cemeteries Team.

RISK ASSESSMENT

The primary risk to the implementation of this updated policy is the availability of existing sites. Currently Gracemere Cemetery has 115 sites remaining with less than five years remaining before capacity is reached. The uptake of pre-purchase of burial rights will reduce the number of available sites remaining and hence this timeframe. Plans are well developed for the future expansion of the lawn cemetery with the next stages scheduled to come online in 2020.

CORPORATE/OPERATIONAL PLAN

This action is consistent with the following provisions:

Corporate Plan 2017 – 2022

- 1.2 Regional public places that meet our community’s needs.
- 1.6 Our sense of place, diverse culture, history and creativity are valued and embraced.

Operational Plan 2018 – 2019

- 1.2.1.1 Provide quality regional cemeteries for burial and memorialisation services.

CONCLUSION

The Cemeteries Policy has been updated to facilitate the pre-purchase of burial rights at the Gracemere Cemetery in response to Council’s resolutions. It is recommended that the updated Cemeteries Related Activities Policy be approved.

GRACEMERE CEMETERY - PRE- PURCHASE OF BURIAL RIGHTS

Proposed updated Cemeteries Related Activities Policy with tracked changes

Meeting Date: 29 May 2019

Attachment No: 1

CEMETERIES RELATED ACTIVITIES POLICY

COMMUNITY POLICY



1 Scope

This policy applies to cemetery related activities operated and administered by within the Rockhampton Regional Council Region, excluding the operation of cemeteries in accordance with Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011.

2 Purpose

The purpose of this policy is to:

- (a) Provide a framework for the management and operation of Council's Cemeteries;
- (b) Provide a framework for the management of cemetery related activities; and
- (a)(c) ~~Ensure~~ promoting a safe and respectful environment for all users.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Births, Deaths and Marriages Registration Act 2003

Coroners Act 2003

Information Privacy Act 2009

Land Act 1994

Local Government Act 2009

Local Law No. 1 (Administration) 2011

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Public Health Act 2005

Queensland Heritage Act 1992

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011

Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

~~*Succession Act 1981*~~

Work Health and Safety Act 2011

Authorisation for Exercise of Burial Rights

Cemetery Memorial Guide Fact Sheet

Cemetery Related Activities Procedure

LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 25 October 2016 DRAFT	Department:	Community Services
Version:	1	Section:	<u>Community Assets and Facilities</u> Parks
Reviewed Date:	1 December 2017	Page No:	Page 1 of 8

Cemetery Service Exhumation Request Form

Cemetery Service Request Form

~~Specification for Grave Covers~~**4 Definitions**

To assist in interpretation, the following definitions apply:

Ashes	Processed remains recovered from the cremation of a body <u>human remains</u> .
<u>Authorised Person</u>	<u>The Supervisor Cemeteries, Coordinator Community Projects and Open Space Facilities, Manager Community Assets and Facilities, General Manager Community Services and CEO are authorised under Subordinate Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2018.</u>
Burial	The act or practice of burying <u>human remains</u> a dead body .
Burial Rights	Rights to a burial site granted by Council to a person. The right to use a site for the interment of human remains or ashes.
Burial Rights Holder	The lawful holder of the Burial Right (to inter human remains and/or Ashes).
Cemetery	An area containing one or more <u>Burial sites</u> each of which may be used for the exercise of a burial right including a lone site, a family site or a larger collection of sites each of which is to be used for the exercise of burial rights.
<u>CEO</u>	<u>Chief Executive Officer</u> <u>A person who holds an appointment under section 194 of the Local Government Act 2009. This includes a person acting in this position.</u>
Columbarium	Area or wall established for the placement of ashes and/or memorialisation.
Council	Rockhampton Regional Council
<u>Disturbance of Human Remains</u>	<u>As defined in Local Law No. 1 (Administration) 2011, includes interfering with remains, removal of remains and opening of a Site of Burial.</u>
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Exhumation	The act of digging something out of the ground (especially human remains) where it has been buried. To remove from a site; disinter.
Funeral Director	A undertaker; a person whose business is preparing dead bodies for burial or cremation and making arrangements for funerals.
Funeral Service	Represents Any a burial, ashes interment, exhumation, chapel or garden services or refreshments/wake or event that may or may not include serving of refreshments conducted in one of Council's cemeteries, either in the chapel or a garden area.
Grave	A hole dug in the ground to receive a coffin or dead body <u>human remains</u> .
Grave Cover	A conforming structure as detailed in <u>Council's Specification for Grave Covers the Cemetery Related Activities Procedure.</u>
<u>Holder of Burial Rights</u>	<u>For a site, means the lawful holder of the right to inter human remains or ashes within a Council cemetery.</u>

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Human Remains	The body or part of the body of a deceased person.
Interment	The placement or burial of human remains or ashes on or into an allocated site.
Memorial	Includes: (a) A headstone; (b) An inscribed plaque or commemorative plate; (c) Monumental, ornamental or other structure/s erected on a grave site; (d) Anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person.
Monumental-Mason	A tradesman mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.
Niche	Space in a columbarium to place ashes.
Non-conforming Grave Cover	A structure placed on or over the boundaries of the grave or site that is inconsistent with the standard dimensions.
Ownership	The right of possessing something.
Pre-purchase	The purchase of burial rights for a site in advance of actual need for use for interment.
Qualified Undertaker	A person who carries on the business of disposing of human remains.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Re-open	A burial subsequent to the first Interment.
Reservation	See pre-purchase.
Site	A collective term for any of grave, niche, plot, memorial or other place for the disposition of human remains or memorialisation of the deceased. A place set aside for the interment of human remains or ashes, including a grave, niche, plot or memorial.
Stonemason	A tradesman mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.

5 Policy Statement

5.1 Management of Council Cemeteries

Council is committed to:

- The provision of Interment and memorialisation services to the community;
- Servicing the deceased and their families with dignity and respect;
- Preserving the history of the ~~Region's Council's~~ cemeteries and maintaining records for genealogy research;
- Maintaining ~~Council's~~ cemetery grounds to meet community needs and expectations; and
- Planning for the future burial needs of the Region's communities.

5.2 Administration of Council Cemeteries

A Cemetery Service Request Form must be received at least ~~two-three~~ business days prior to the service requested on the form.

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Payment for service ~~is to~~must be made two business days prior to service commencement unless otherwise agreed by Council.

Burial rights do not commence until payment has been received and an Authorisation for Exercise of Burial Rights given by the CEO or authorised person.

Council maintains records and plans (electronic, printed or hand-written) about each interment and reservation (except where historically this information was not retained).

~~Council will not accept pre-payment for burials or interment of ashes (other than in fulfilment of clause 5.2.2).~~

Existing pre-paid burials and/or sites registered with Council will be honoured.

Individuals or groups are not able to reserve or set aside a grave site/s other than at Gracemere Cemetery. Existing reservations will be honoured at all cemeteries.

Instances where historic administration practices conflict with this policy will be dealt with on a case by case basis.

5.2.1 Pre-Purchase of Burial Rights at Gracemere Cemetery

The following conditions apply to the pre-purchase of burial rights for a site at the Gracemere Cemetery:

- (a) Council reserves the right to limit the number of sites in respect of which Council may permit a person, or group of persons, to pre-purchase burial rights;
- (b) An application for burial rights in respect of a Site must be accompanied by the fee prescribed by Council for the burial rights;
- (c) If an application for burial rights for a Site is granted by Council, Holder of burial rights may exercise the burial rights within 10 years of the grant of the burial rights (the initial term);
- (d) The holder of burial rights may make application, within the last year of expiry, to Council to extend the initial term for further term of 10 years (commencing on the expiry of the initial term);
- (e) The application to extend the initial term for a further term of 10 years must be accompanied by the fee prescribed by Council;
- (f) If the Holder of burial rights for a site does not make an application to Council to extend the initial term for a further term of 10 years, the burial rights expire at the end of the initial term;
- (a)(g) If an application for burial rights for a site is granted by Council, the application specifies a residential address for the holder of burial rights, and the holder of burial rights changes residential address, the holder of burial rights must give Council written notice of the new residential address of the holder of burial rights within seven days after making the change.

5.3 Council Cemeteries Burial Rights and Burial Rights Holder~~Holder of Burial Rights~~

- ~~5.4.1 — A burial rights holder has the right to be buried in the identified site and to authorise the burial of others in that site (up to the permitted number as determined by Council)~~
- ~~5.4.2 — Burial rights are assigned by Council based upon historical records and other available information.~~
- ~~5.4.3 — Burial rights may not be sold or transferred without Council's written consent, unless transfer is authorised by the Succession Act 1981.~~
- ~~5.4.4 — The existing burial right on a vacant or reserved site may be surrendered to Council. Any refund of initial purchase cost will be at Council's discretion.~~
- ~~5.4.5 — Interments and modifications to the site (including memorialisation) require the burial rights holder's written permission.~~
- ~~5.4.6 — The burial rights holder is responsible for the cost of acquisition, installation, repairs and maintenance to any memorial/monument associated with the site.~~

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If a holder of burial rights holds the burial rights for a site in a Council Cemetery, the holder of burial rights has:

- (a) The right to be interred in the site; and
- (b) The right to authorise the interment of others (each of whom must be specified in writing by the holder of burial rights) in the site (up to the maximum number permitted for the site as determined by Council from time to time).

Burial rights are assigned by Council based on historical records and other available information.

The burial rights of a holder of burial rights may not be sold or assigned, and are not transmissible on the death of the holder of burial rights.

A holder of burial rights for a site may surrender the burial rights for the site to Council. Any refund of any purchase price paid for the burial rights by the holder of burial rights will be at the sole discretion of Council.

The exercise of burial rights, including an interment, and the installation, maintenance or modification of a memorial at a site must not be undertaken without the written consent of:

- (a) The holder of burial rights for the site; or
- (b) If the holder of burial rights is deceased and the burial right to be exercised is the maintenance or modification of a memorial at the site—a member of the family of the holder of burial rights, or another person who has a proper interest in the maintenance or modification of the memorial.

Each of the following persons are responsible for the costs of the acquisition, installation, repair, maintenance and modification of any memorial associated with a site:

- (a) The holder of burial rights for the site;
- (b) If the holder of burial rights is deceased — a member of the family of the holder of burial rights;
- (c) Another person who has a proper interest in the maintenance and modification of the memorial.

A holder of burial rights who holds burial rights in respect of a site at a Council cemetery must comply with the rules and regulations of Council which apply to the operation of the Council cemetery from time to time.

The holder of burial rights acknowledges that Council reserves the right to vary the rules and regulations which apply to the operation of a Council cemetery at any time, and from time to time, in any manner deemed appropriate by Council.

The right of a holder of burial rights to exercise burial rights in respect of a site come to an end on their occurrence of the last of the following:

- (a) The death of the holder of burial rights; or
- (b) If the holder of burial rights nominates, in writing, one or more persons who may be interred in the site — on the date on which the last of the nominated persons are interred in the site.

For a site in respect of which burial rights have been granted to a holder of burial rights, Council (alone) may, in the absolute discretion of Council, and provided that Council has no reason to believe that the holder of burial rights for the site would have objected, permit a person to be interred in the site if the person is:

- (a) A relative of the holder of burial rights; or
- (b) A member of the family of the holder of burial rights; or
- (c) Another person who has a proper association with the holder of burial rights.

If Council grants an approval to exercise burial rights for a site:

- (a) The holder of burial rights for the site is the person nominated as the holder of burial rights in the approval; and
- (b) The holder of burial rights may exercise the burial rights for the site; and

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(c) A person other than the holder of burial rights may not exercise the burial rights for the site, for example, if a person other than the holder of burial rights paid the prescribed fee for the grant of the burial rights, but the person is not nominated as the holder of burial rights, the person may not exercise the burial rights for the site.

Council reserves the right to cancel the right of the holder of burial rights to exercise burial rights in respect of a site in the following circumstances:

(a) Non-compliance with the rules and regulations for the time being of the Council cemetery in which the site is situated;

(b) If a maximum number of persons may be interred in the Site from time to time — the maximum number of persons have been interred in the site;

(c) Non-compliance with a relevant statutory requirement;

(d) Permitting one or more persons to be interred in the site would have a detrimental impact on public health and safety.

On the death of the holder of burial rights, the right of the holder of burial rights to authorise the interment of persons other than the holder of burial rights in the site comes to an end.

If the right of a burial rights holder to exercise burial rights at a site comes to an end, ownership rights of the site will revert back to Council.

Council acts in good faith when it relies on information and advice provided by an applicant for burial rights, and Council does not accept any responsibility for, as the case may be:

(a) Allowing an interment;

(b) Allowing the erection of a memorial;

(c) Permitting a memorial to be maintained; or

(d) Allowing human remains interred within a Council cemetery to be disturbed,

if the relevant activity later becomes the subject of a dispute between relatives or family members of a person whose human remains are interred at the Council cemetery.

5.4 Interment/Burial

No ~~interment or burial~~~~funeral Service shall be~~ permitted ~~in or outside a Council Cemetery until Council approval has been granted.~~ Applications must be made on a Cemetery Service Request Form.

Burials must be arranged and conducted by a ~~Funeral director~~qualified undertaker.

5.4.1 Interment/Burial in Council Cemeteries

Ashes interment may be arranged through a ~~Funeral Director~~qualified undertaker or directly with Council.

New burial sites will be allocated by Council in its discretion.

Digging of burial sites will be undertaken by Council.

Specific cultural/religious requirements must be advised on the Cemetery Service Request Form. Each request will be considered with regard to Council's work health and safety obligations, procedures, the availability of suitably skilled employees and the necessary equipment.

When the removal of a memorial is required on re-opening a grave in a monumental section, Council will take all reasonable care not to cause any damage, however if a memorial is damaged during this process, Council will not be liable for any costs associated with the repair of the memorial.

If a memorial and/or grave cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council may engage the services of a

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stonemason to remove and reinstate the memorial and/or conforming grave cover and applicable fees will apply.

Council will not reinstate non-conforming memorials and/or grave covers.

5.4.2 Burials Outside a Cemetery

Applications for burials outside a cemetery must be submitted at least 10 days prior to the proposed service and must include details and evidence as detailed in Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011 and the following:

- (a) Confirmation the burial will be undertaken by a qualified undertaker;
- (b) Evidence the proposed burial site will be at least 200 metres from buildings of any nature, water courses and adjoining properties;
- (c) Verification the burial site will be prepared in accordance with paragraph 5.3 of the Cemetery Related Activities Procedure;
- (d) Undertaking that all requested records be supplied to Council for storage as permanent records;
- (e) Undertaking to notify Council's Rates Section of use for future permanent record;
- (f) Undertaking to erect a permanent memorial within two years (confirmation to be sent to Council) and the burial site is to be maintained; and
- (g) Evidence that native title and cultural heritage issues have been satisfactorily addressed.

Burials must be carried out in accordance with the Cemetery Related Activities Procedure.

5.5 Disturbance of Human Remains

Approval of the disturbance of human remains may be granted if within six days of a burial, after six months of a burial or at the discretion of an authorised person.

5.5.1 Exhumation in a Council Cemetery

A Cemetery Service Exhumation Request Form must be completed for exhumation of human remains ~~or disinterment of ashes in a Council Cemetery~~ and will only be accepted when accompanied by the written consent of:

- (a) The holder of burial rights for the site; or
- (b) ~~If a holder of burial rights is deceased—a member of the family of the deceased person; or~~
- (c) ~~Other duly authorised representative~~ Another person who has a proper interest in the human remains.

Exhumations of human remains are to be carried out in conjunction with a ~~Funeral Director~~ qualified undertaker.

The disinterment of ashes may be conducted by Council.

Ashes cannot be exhumed and transferred to another site in a Council cemetery unless the site is surrendered and a new site purchased in a Council cemetery.

5.5.2 Reopen of a Grave in a Council Cemetery

Reopening of a grave requires approval from Council's authorised person.

5.5.3 Disturbance of Human Remains Outside a Cemetery

Applications and approvals for the disturbance of human remains outside a Cemetery must be in accordance with Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011. The site must be prepared in accordance with section 5.6.2 of the Cemetery Related Activities Procedure.

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5.6 Vases, Mementos and Adornments

Visitors may place mementos in commemoration as listed in the Cemetery [Related Activities Memorial Guide Fact Sheet Procedure](#).

Items must not interfere with other mementos or pose a safety or injury risk to other persons.

Items must be securely placed, be fresh or dried flowers and not pose a safety or injury risk to other persons.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by Council.

7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager ParksCommunity Assets and Facilities
Policy Quality Control	Legal and Governance



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GRACEMERE CEMETERY - PRE-PURCHASE OF BURIAL RIGHTS

Proposed updated Cemeteries Related Activities Policy

Meeting Date: 29 May 2019

Attachment No: 2

CEMETERY RELATED ACTIVITIES POLICY

COMMUNITY POLICY



1 Scope

This policy applies to cemetery related activities within the Rockhampton Regional Council Region, excluding the operation of cemeteries in accordance with Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011.

2 Purpose

The purpose of this policy is to:

- (a) Provide a framework for the management and operation of Council's Cemeteries;
- (b) Provide a framework for the management of cemetery related activities; and
- (c) Ensure a safe and respectful environment for all users.

3 Related Documents

3.1 Primary

Nil

3.2 Secondary

Births, Deaths and Marriages Registration Act 2003

Coroners Act 2003

Information Privacy Act 2009

Land Act 1994

Local Government Act 2009

Local Law No. 1 (Administration) 2011

Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Public Health Act 2005

Queensland Heritage Act 1992

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011

Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011

Work Health and Safety Act 2011

Authorisation for Exercise of Burial Rights

Cemetery Memorial Guide Fact Sheet

Cemetery Related Activities Procedure

Cemetery Service Exhumation Request Form

LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	DRAFT	Department:	Community Services
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Cemetery Service Request Form

4 Definitions

To assist in interpretation, the following definitions apply:

Ashes	Processed remains recovered from the cremation of human remains.
Authorised Person	The Supervisor Cemeteries, Coordinator Community Projects and Open Space Facilities, Manager Community Assets and Facilities, General Manager Community Services and CEO are authorised under <i>Subordinate Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2018</i> .
Burial	The act or practice of burying human remains.
Burial Rights	The right to use a site for the interment of human remains or ashes.
Cemetery	An area containing one or more sites each of which may be used for the exercise of a burial right including a lone site, a family site or a larger collection of sites each of which is to be used for the exercise of burial rights.
CEO	Chief Executive Officer A person who holds an appointment under section 194 of the <i>Local Government Act 2009</i> . This includes a person acting in this position.
Columbarium	Area or wall established for the placement of ashes and/or memorialisation.
Council	Rockhampton Regional Council
Disturbance of Human Remains	As defined in <i>Local Law No. 1 (Administration) 2011</i> , includes interfering with remains, removal of remains and opening of a Site of Burial.
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
Exhumation	The act of digging something out of the ground (especially human remains) where it has been buried. To remove from a site; disinter.
Funeral Service	Any burial, ashes interment, exhumation, chapel or garden services or refreshments/wake event conducted in one of Council's cemeteries.
Grave	A hole dug in the ground to receive a coffin or human remains.
Grave Cover	A conforming structure as detailed in the Cemetery Related Activities Procedure.
Holder of Burial Rights	For a site, means the lawful holder of the right to inter human remains or ashes within a Council cemetery.
Human Remains	The body or part of the body of a deceased person.
Interment	The placement or burial of human remains or ashes on or into a site.
Memorial	Includes: (a) A headstone; (b) An inscribed plaque or commemorative plate; (c) Monumental, ornamental or other structure/s erected on a grave site; (d) Anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person.

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Niche	Space in a columbarium to place ashes.
Non-conforming Grave Cover	A structure placed on or over the boundaries of the grave or site that is inconsistent with the standard dimensions.
Ownership	The right of possessing something.
Pre-purchase	The purchase of burial rights for a site in advance of actual need for use for interment.
Qualified Undertaker	A person who carries on the business of disposing of human remains.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Re-open	A burial subsequent to the first Interment.
Reservation	See pre-purchase.
Site	A place set aside for the interment of human remains or ashes, including a grave, niche, plot or memorial.
Stonemason	A tradesman mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.

5 Policy Statement

5.1 Management of Council Cemeteries

Council is committed to:

- (a) The provision of Interment and memorialisation services to the community;
- (b) Servicing the deceased and their families with dignity and respect;
- (c) Preserving the history of the Council's cemeteries and maintaining records for genealogy research;
- (d) Maintaining Council's cemetery grounds to meet community needs and expectations; and
- (e) Planning for the future burial needs of the Region's communities.

5.2 Administration of Council Cemeteries

A Cemetery Service Request Form must be received at least three business days prior to the service requested on the form.

Payment for service must be made two business days prior to service commencement unless otherwise agreed by Council.

Burial rights do not commence until payment has been received and an Authorisation for Exercise of Burial Rights given by the CEO or authorised person.

Council maintains records and plans (electronic, printed or hand-written) about each interment and reservation (except where historically this information was not retained).

Existing pre-paid burials and/or sites registered with Council will be honoured.

Individuals or groups are not able to reserve or set aside a site/s other than at Gracemere Cemetery. Existing reservations will be honoured at all cemeteries.

Instances where historic administration practices conflict with this policy will be dealt with on a case by case basis.

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5.2.1 Pre-Purchase of Burial Rights at Gracemere Cemetery

The following conditions apply to the pre-purchase of burial rights for a site at the Gracemere Cemetery:

- (a) Council reserves the right to limit the number of sites in respect of which Council may permit a person, or group of persons, to pre-purchase burial rights;
- (b) An application for burial rights in respect of a Site must be accompanied by the fee prescribed by Council for the burial rights;
- (c) If an application for burial rights for a Site is granted by Council, Holder of burial rights may exercise the burial rights within 10 years of the grant of the burial rights (the initial term);
- (d) The holder of burial rights may make application, within the last year of expiry, to Council to extend the initial term for further term of 10 years (commencing on the expiry of the initial term);
- (e) The application to extend the initial term for a further term of 10 years must be accompanied by the fee prescribed by Council;
- (f) If the Holder of burial rights for a site does not make an application to Council to extend the initial term for a further term of 10 years, the burial rights expire at the end of the initial term;
- (g) If an application for burial rights for a site is granted by Council, the application specifies a residential address for the holder of burial rights, and the holder of burial rights changes residential address, the holder of burial rights must give Council written notice of the new residential address of the holder of burial rights within seven days after making the change.

5.3 Council Cemeteries Burial Rights and Holder of Burial Rights

If a holder of burial rights holds the burial rights for a site in a Council Cemetery, the holder of burial rights has:

- (a) The right to be interred in the site; and
- (b) The right to authorise the interment of others (each of whom must be specified in writing by the holder of burial rights) in the site (up to the maximum number permitted for the site as determined by Council from time to time).

Burial rights are assigned by Council based on historical records and other available information.

The burial rights of a holder of burial rights may not be sold or assigned, and are not transmissible on the death of the holder of burial rights.

A holder of burial rights for a site may surrender the burial rights for the site to Council. Any refund of any purchase price paid for the burial rights by the holder of burial rights will be at the sole discretion of Council.

The exercise of burial rights, including an interment, and the installation, maintenance or modification of a memorial at a site must not be undertaken without the written consent of:

- (a) The holder of burial rights for the site; or
- (b) If the holder of burial rights is deceased and the burial right to be exercised is the maintenance or modification of a memorial at the site—a member of the family of the holder of burial rights, or another person who has a proper interest in the maintenance or modification of the memorial.

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Each of the following persons are responsible for the costs of the acquisition, installation, repair, maintenance and modification of any memorial associated with a site:

- (a) The holder of burial rights for the site;
- (b) If the holder of burial rights is deceased — a member of the family of the holder of burial rights;
- (c) Another person who has a proper interest in the maintenance and modification of the memorial.

A holder of burial rights who holds burial rights in respect of a site at a Council cemetery must comply with the rules and regulations of Council which apply to the operation of the Council cemetery from time to time.

The holder of burial rights acknowledges that Council reserves the right to vary the rules and regulations which apply to the operation of a Council cemetery at any time, and from time to time, in any manner deemed appropriate by Council.

The right of a holder of burial rights to exercise burial rights in respect of a site come to an end on their occurrence of the last of the following:

- (a) The death of the holder of burial rights; or
- (b) If the holder of burial rights nominates, in writing, one or more persons who may be interred in the site — on the date on which the last of the nominated persons are interred in the site.

For a site in respect of which burial rights have been granted to a holder of burial rights, Council (alone) may, in the absolute discretion of Council, and provided that Council has no reason to believe that the holder of burial rights for the site would have objected, permit a person to be interred in the site if the person is:

- (a) A relative of the holder of burial rights; or
- (b) A member of the family of the holder of burial rights; or
- (c) Another person who has a proper association with the holder of burial rights.

If Council grants an approval to exercise burial rights for a site:

- (a) The holder of burial rights for the site is the person nominated as the holder of burial rights in the approval; and
- (b) The holder of burial rights may exercise the burial rights for the site; and
- (c) A person other than the holder of burial rights may not exercise the burial rights for the site, for example, if a person other than the holder of burial rights paid the prescribed fee for the grant of the burial rights, but the person is not nominated as the holder of burial rights, the person may not exercise the burial rights for the site.

Council reserves the right to cancel the right of the holder of burial rights to exercise burial rights in respect of a site in the following circumstances:

- (a) Non-compliance with the rules and regulations for the time being of the Council cemetery in which the site is situated;
- (b) If a maximum number of persons may be interred in the Site from time to time — the maximum number of persons have been interred in the site;
- (c) Non-compliance with a relevant statutory requirement;
- (d) Permitting one or more persons to be interred in the site would have a detrimental impact on public health and safety.

On the death of the holder of burial rights, the right of the holder of burial rights to authorise the interment of persons other than the holder of burial rights in the site comes to an end.

If the right of a burial rights holder to exercise burial rights at a site comes to an end, ownership rights of the site will revert back to Council.

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Council acts in good faith when it relies on information and advice provided by an applicant for burial rights, and Council does not accept any responsibility for, as the case may be:

- (a) Allowing an interment;
- (b) Allowing the erection of a memorial;
- (c) Permitting a memorial to be maintained; or
- (d) Allowing human remains interred within a Council cemetery to be disturbed,

if the relevant activity later becomes the subject of a dispute between relatives or family members of a person whose human remains are interred at the Council cemetery.

5.4 Interment/Burial

No interment or burial is permitted in or outside a Council Cemetery until Council approval has been granted. Applications must be made on a Cemetery Service Request Form.

Burials must be arranged and conducted by a qualified undertaker.

5.4.1 Interment/Burial in Council Cemeteries

Ashes interment may be arranged through a qualified undertaker or directly with Council.

New burial sites will be allocated by Council in its discretion.

Digging of burial sites will be undertaken by Council.

Specific cultural/religious requirements must be advised on the Cemetery Service Request Form. Each request will be considered with regard to Council's work health and safety obligations, procedures, the availability of suitably skilled employees and the necessary equipment.

When the removal of a memorial is required on re-opening a grave in a monumental section, Council will take all reasonable care not to cause any damage, however if a memorial is damaged during this process, Council will not be liable for any costs associated with the repair of the memorial.

If a memorial and/or grave cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council may engage the services of a stonemason to remove and reinstate the memorial and/or conforming grave cover and applicable fees will apply.

Council will not reinstate non-conforming memorials and/or grave covers.

5.4.2 Burials Outside a Cemetery

Applications for burials outside a cemetery must be submitted at least 10 days prior to the proposed service and must include details and evidence as detailed in *Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011* and the following:

- (a) Confirmation the burial will be undertaken by a qualified undertaker;
- (b) Evidence the proposed burial site will be at least 200 metres from buildings of any nature, water courses and adjoining properties;
- (c) Verification the burial site will be prepared in accordance with paragraph 5.3 of the Cemetery Related Activities Procedure;
- (d) Undertaking that all requested records be supplied to Council for storage as permanent records;
- (e) Undertaking to notify Council's Rates Section of use for future permanent record;
- (f) Undertaking to erect a permanent memorial within two years (confirmation to be sent to Council) and the burial site is to be maintained; and

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(g) Evidence that native title and cultural heritage issues have been satisfactorily addressed.

Burials must be carried out in accordance with the Cemetery Related Activities Procedure.

5.5 Disturbance of Human Remains

Approval of the disturbance of human remains may be granted if within six days of a burial, after six months of a burial or at the discretion of an authorised person.

5.5.1 Exhumation in a Council Cemetery

A Cemetery Service Exhumation Request Form must be completed for exhumation of human remains in a Council Cemetery and will only be accepted when accompanied by the written consent of:

- (a) The holder of burial rights for the site; or
- (b) If a holder of burial rights is deceased—a member of the family of the deceased person; or
- (c) Another person who has a proper interest in the human remains.

Exhumations of human remains are to be carried out in conjunction with a qualified undertaker.

The disinterment of ashes may be conducted by Council.

Ashes cannot be exhumed and transferred to another site in a Council cemetery unless the site is surrendered and a new site purchased in a Council cemetery.

5.5.2 Reopen of a Grave in a Council Cemetery

Reopening of a grave requires approval from Council's authorised person.

5.5.3 Disturbance of Human Remains Outside a Cemetery

Applications and approvals for the disturbance of human remains outside a Cemetery must be in accordance with *Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011*. The site must be prepared in accordance with section 5.6.2 of the Cemetery Related Activities Procedure.

5.6 Vases, Mementos and Adornments

Visitors may place mementos in commemoration as listed in the Cemetery Related Activities Procedure.

Items must not interfere with other mementos or pose a safety or injury risk to other persons.

Items must be securely placed.

6 Review Timelines

This policy is reviewed when any of the following occur:

- (a) The related information is amended or replaced; or
- (b) Other circumstances as determined from time to time by Council.

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7 Document Management

Sponsor	Chief Executive Officer
Business Owner	General Manager Community Services
Policy Owner	Manager Community Assets and Facilities
Policy Quality Control	Legal and Governance

OUR VALUES



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Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 8 of 8

8.2 GRACEMERE CEMETERY EXPANSION

File No:	11979
Attachments:	1. Proposed Gracemere Cemetery Masterplan and detailed design ↓
Authorising Officer:	Richard Dunkley - Manager Community Assets and Facilities Colleen Worthy - General Manager Community Services
Author:	Brett Nicholls - Coordinator Community Projects and Open Space Facilities

SUMMARY

The Gracemere Cemetery is nearing capacity and works are works are underway to accommodate the long term expansion of this site.

OFFICER'S RECOMMENDATION

THAT Council endorse the proposed detailed design.

COMMENTARY

The Gracemere Cemetery is nearing capacity. At the current rate of interments, the site will be full by 2024, however this timeframe will reduce with the pre-purchase of burial rights coupled with the imminent closure of the North Rockhampton Cemetery. Works are underway to expand the Gracemere Cemetery in a staged approach to a site masterplan.

BACKGROUND

The Gracemere Cemetery was established in the 1860's as a monumental cemetery and in 1898 was taken over by the Gracemere Cemetery Trust. The former Fitzroy Shire Council assumed trusteeship of the site in 1974, establishing a predominately lawn cemetery from that time onwards, with the establishment of an ashes garden in 2017. The current site is a Cemetery Reserve which now encompasses three adjoining lots with a combined area of 4.6185ha. With the South Rockhampton Cemetery closed to interments, the North Rockhampton Cemetery expected to reach capacity by 2022 and the Rockhampton Memorial Gardens currently not expanding the Modern Burial System to accept burials, it is anticipated that demand for sites at the Gracemere Cemetery will increase, especially when the pre-purchase of burial rights are available.

The Open Space Facilities Team engaged an engineering contractor to prepare a detailed design of the entire site, construction design of the immediate stages to be developed, and to fulfill all necessary requirements to secure a development permit for a Material Change of Use (MCU) and any subsequent development permits required.

It is proposed the immediate development will be progressed in two stages and lodged as two separate development applications for a MCU as the first stage will be code assessable and the second stage will be impact assessable. This approach will enable early on ground works to occur in a timely manner. Presently the engineering contractor is developing an earthworks plan and liaising with an architect and town planner sub-contractors to prepare the MCU documentation for the first stage. Upon Council endorsing the attached proposed detailed design, a meeting will be held with Council's Duty Planner and Duty Engineer with the MCU to be lodged thereafter.

PREVIOUS DECISIONS

The attached draft detailed design is consistent with the intent of the concept plan which was considered by Council in June 2015, whereby it was resolved that: *the report be received and the Chief Executive Officer be authorised to progress the conversion of Lot 2 on SP163921 from Reserve for Park to Reserve for Cemetery, with requisite public consultation.*

The balance tenure for the cemetery land bounded by Fisher Street, Bland Street and Johnson Road was finalised by the State in September 2016 and this entire area is now Cemetery Reserve.

BUDGET IMPLICATIONS

The indicative costs involved with delivering this project in the following stages as per the attached proposed detailed design are:

- 18/19 Planning, design, approvals, etc, (\$150k);
- 19/20 Preliminary earthworks for entire site; construction of first stage of cemetery lots to accommodate approx. 350 sites; commencement of entry road and commencement of feature tree planting and screening garden beds (\$220k);
- 20/21 Completion of entry road; pedestrian pathway; entry statement landscaping and construction of toilet block (first stage of the hub); continuation of feature tree planting and screening garden beds (\$205k);
- Future stages include an administration block, tearoom/reception room and landscaping to complete the hub; completion of all pedestrian pathways and internal roadways; construction of carpark on Bland Street; construction of overflow carpark and small maintenance depot off Fisher Street; completion of all screening gardens and feature tree planting; construction of parklands on the corners of Bland Street / Johnson Road and also Fisher Street / Johnson Road: construction of remaining lawn cemetery to accommodate a further 3,000 sites.

This project has an approved 18/19 capex budget of \$158k with \$210k loaded into the 19/20 capex budget submission and \$205k loaded for 20/21.

LEGISLATIVE CONTEXT

The expansion involves responding to a suite of State legislation requirements, each of which are being addressed.

STAFFING IMPLICATIONS

This project is being managed by the Open Space Facilities Project Officer as the Service Provider for the Coordinator Community Projects & Open Space Facilities as Asset Custodian and Supervisor Cemeteries.

Other Council staff from the Planning, Engineering, Civil Design, Open Space Facilities and Media teams are involved relevant to their respective areas of expertise.

Management of the expanded cemetery will be performed within existing resource allocation through a Service Level Agreement between the Cemeteries Team and the Parks Section.

RISK ASSESSMENT

The primary risk for this project is the availability of existing sites. Currently Gracemere Cemetery has 115 sites remaining with less than five years before capacity is reached at the current rate. The uptake of pre-purchase of burial rights at Gracemere coupled with the imminent closure of the North Rockhampton Cemetery will reduce the number of available sites remaining and also this timeframe. The next stage of the Gracemere lawn cemetery expansion is scheduled to come online in 2020.

CORPORATE/OPERATIONAL PLAN

This action is consistent with the following provisions:

Corporate Plan 2017 – 2022

- 1.2 Regional public places that meet our community's needs.
- 1.6 Our sense of place, diverse culture, history and creativity are valued and embraced.

Operational Plan 2018 – 2019

- 1.2.1.1 Provide quality regional cemeteries for burial and memorialisation services.

CONCLUSION

The Gracemere Cemetery is nearing capacity and works are underway to accommodate the long term expansion of this site. Council endorsement to the proposed detailed design is sought to progress development of this site.

GRACEMERE CEMETERY EXPANSION

Proposed Gracemere Cemetery Masterplan and detailed design

Meeting Date: 29 May 2019

Attachment No: 1



GENERAL LEGEND - EXISTING:

01:	PROPERTY BOUNDARIES
02:	EXISTING CEMETERY RESERVE
03:	EXISTING ASHES GARDEN
06:	PEDESTRIAN FORMAL ENTRY
08:	SEALED PEDESTRIAN PATHS
16:	COVERED SEATING EXISTING
18:	PEDESTRIAN PATHS UNSEALED
21:	CAR PARK
22:	FUTURE CEMETERY

GENERAL NOTE (DRAWINGS ARE CONCEPTUAL ONLY):
 - THESE DRAWINGS ARE PART OF A MASTER PLANNING EXERCISE AND SHOULD NOT BE USED FOR ANY OTHER REASON, ONLY CONCEPTUAL!
 - THE DESIGN LAYOUTS ARE ONLY CONCEPTUAL MASTER PLANNING LEVEL AND HAVE NOT BEEN CHECKED OR BEEN APPROVED AGAINST THE BUILDING CODE OF AUSTRALIA, AUSTRALIAN STANDARDS, LOCAL COUNCIL REGULATIONS, DISABILITY CODES OR ANY REGULATIONS.
 - ALL TRAFFIC, ROADWORKS, CARPARKING, STORMWATER FLOODING REQUIREMENTS BY OTHERS IN THE FUTURE, CURRENTLY JUST CONCEPTUAL.
 - CURRENT BUILDING LOCATIONS, AREAS & BOUNDARY LINES ARE APPROXIMATE (A FORMAL SURVEY WOULD BE REQUIRED FOR FUTURE WORKS).

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drawing title:
SITE - EXISTING

drawing no: **SK-001** project no: **RR-014**



project:	A3 DRAWING NOTED SCALES RELATE TO A3 DRAWINGS
CEMETERY MASTER PLAN	
location:	GRACEMERE
client:	ROCKHAMPTON REGIONAL COUNCIL

REV	REVISIONS	DATE
1	PRELIMINARY	05/20/19
2	PRELIM	14/05/19

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ISSUED FOR PRELIMINARY	
SCALE: As indicated	REV: 2
DATE: MAY 19	DRAWN: Author



GENERAL LEGEND - PROPOSED:

01:	PROPERTY BOUNDARIES
02:	EXISTING CEMETERY RESERVE
03:	EXISTING ASHES GARDEN
04:	PROPOSED STAGED CAR PARK
05:	MAIN VEHICLE ENTRY
06:	PEDESTRIAN FORMAL ENTRIES
07:	SEALED VEHICLE ROADWAYS
08:	SEALED PEDESTRIAN PATHS
09:	LAWN CEMETERY RESERVES
10:	CENTRAL PROMENADE HUB
11:	REFLECTANCE PLAZA FUTURE
12:	ASHES GARDENS
13:	MAINTENANCE DEPOT
14:	MAINTENANCE DRIVEWAY
15:	PARK AREAS
16:	COVERED SEATING
17:	MAIN SITE SIGNAGE EXISTING
18:	PEDESTRIAN PATHS STAFF
19:	-PWD CAR PARKS HEARSE
20:	PARK

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drawing title:
SITE - PROPOSED

drawing no: **SK-002** project no: **RR-014**



project: A3 DRAWING NOTED SCALES RELATE TO A3 DRAWINGS CEMETERY MASTER PLAN	
location: GRACEMERE	client: ROCKHAMPTON REGIONAL COUNCIL

REVISIONS		
REV	DATE	DESCRIPTION
1	05/20/19	PRELIMINARY
2	14/05/19	PRELIM

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ISSUED FOR	
PRELIMINARY	
SCALE: As indicated	REV: 2
DATE: MAY 19	DATE: CC



GENERAL LEGEND - PROPOSED:

01:	EXISTING CEMETERY
02:	EXISTING ASHES GARDEN
03:	PROPOSED STAGED CAR PARK
04:	MAIN VEHICLE ENTRY
05:	PEDESTRIAN FORMAL ENTRIES
06:	SEALED VEHICLE ROADWAYS
07:	SEALED PEDESTRIAN PATHS
08:	LAWN CEMETERY RESERVES
09:	CENTRAL PROMENADE HUB
10:	REFLECTANCE PLAZA
11:	FUTURE ASHES GARDENS
12:	COVERED SEATING
13:	MAIN SITE SIGNAGE
14:	EXISTING PEDESTRIAN PATHS
15:	STAFF + PWD CAR PARKS
16:	HEARSE PARK
17:	MINI CHAPEL
18:	OFFICE / ADMIN
19:	TEAHOUSE - KITCHEN
20:	AMENITIES
21:	COVERED AREA
22:	GARDEN BED
23:	WATER FEATURE
24:	COVERED AREA - TEAHOUSE + CHAPEL MULTI-USE
25:	
26:	
27:	
28:	
29:	
30:	

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drawing title:
PROPOSED - MAIN

drawing no: **SK-003** project no: **RR-014**



project:	A3 DRAWING NOTED SCALES RELATE TO A3 DRAWINGS
CEMETERY MASTER PLAN	
location:	GRACEMERE
client:	ROCKHAMPTON REGIONAL COUNCIL

REVISIONS	
REV	DATE
1	05/20/19
2	14/05/19
	PRELIMINARY
	PRELIM

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PRELIMINARY	
SCALE	REV
As indicated	2
DATE	DATE
MAY 19	Author



drawing title:
SITE - STAGE_01, YEAR_01

drawing no: ST-001 project no: RR-014



project: A1 DRAWING NOTED SCALES RELATE TO A1 DRAWINGS CEMETERY MASTER PLAN	
location: GRACEMERE	client: ROCKHAMPTON REGIONAL COUNCIL

REV	REVISIONS	DATE
1	DISK DRAFTING	05/20/19
2	PRELIMINARY PREL.DWG	14/05/19

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DATE: MAY 19	BY: Author



drawing title:
SITE - STAGE_01, YEAR_02

drawing no: ST-002 project no: RR-014



project: **A3 DRAWING** NOTED SCALES RELATE TO A3 DRAWINGS
CEMETERY MASTER PLAN

location:
GRACEMERE

client:
ROCKHAMPTON REGIONAL
COUNCIL

REV 2
DISCREPANCY
PRELIM

DATE
14/05/19

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PRELIMINARY

SCALE: 1:750	REV: 2
DATE: MAY 19	BY: Author

8.3 MOUNT MORGAN CEMETERY EXPANSION

File No:	13363
Attachments:	1. Layout Plan 2. Expansion Map
Authorising Officer:	Richard Dunkley - Manager Community Assets and Facilities Colleen Worthy - General Manager Community Services
Author:	Brett Nicholls - Coordinator Community Projects and Open Space Facilities

SUMMARY

The Mount Morgan Cemetery is nearing capacity and fast-tracked works are underway to accommodate the long term expansion of this site.

OFFICER'S RECOMMENDATION

THAT Council:

1. Receive this report noting that the Mount Morgan Cemetery is nearing capacity;
2. Note works are underway to remedy the previous extension of this site;
3. Note works are underway to fast-track the future long term expansion of the site; and
4. Endorse for the CEO to liaise with DNRME to ensure that the current land tenure applications are treated as high priority.

COMMENTARY

The Mount Morgan Cemetery reached capacity in 2003. The former Mount Morgan Shire Council at that time extended the lawn cemetery to the west, however never secured any pertinent approvals. Based on current interments, the extended area will be at capacity mid-2020. Options for future expansion were investigated with land adjoining to the south of the existing site identified as most suitable. A coordinated approach is underway to have the long-term southern expansion in place before capacity is reached.

BACKGROUND

The Mount Morgan Cemetery was established in 1889 and is a Cemetery Reserve with an area of 4.472ha. The cemetery was under the trusteeship of Mount Morgan Cemetery Trustees until 1927 when it was then transferred to the Mount Morgan Council. In the early 2000's, the Mount Morgan Shire Council observed that the cemetery was nearing capacity so an adjacent site to the west with an area of about 924m² (as shown on the attached plans) was fenced for inclusion into the cemetery site and a lawn cemetery was established. This lawn cemetery consists of 153 sites with the first recorded interment in 2003. This extended location only has 11 vacant grave sites remaining and Mount Morgan has an average of nine interments per year. Based on this current interment rate, the extended lawn cemetery has a yield until mid-2020.

With the diminishing number of available sites, options were considered for a site for future interments. Possibilities included an extension of the existing cemetery site and also the establishment of another site within Mount Morgan. Constraints on options included suitable tenure, steepness of terrain, location of watercourses, separation distance to established housing, maintenance implications etc.

After considering all options, it was determined to progress with an expansion of the existing cemetery site to the south. This adjacent land (as shown on the attached plans) is part of an undeveloped Recreation Reserve with Rockhampton Regional Council as trustee. The proposed site has an area of about 2,800m² and depending on design will accommodate about 450 lawn grave sites. Based on the current rate on interment, this will provide a long-

term life span of about 50 years for Mount Morgan, however noting the increasing uptake of cremations and the installation of a new columbarium at Mount Morgan, the life span of the expanded cemetery should exceed 100 years.

The approvals required to secure the land tenure, address native title rights and interests, development permits for a Material Change of Use (MCU) and subsequent Operational Works (OPW) and heritage considerations to formalise both the previous western extension and the proposed southern expansion are being progressed concurrently.

The paramount concern for the delivery of this project is the extremely tight timeframe to develop a functioning lawn cemetery before the existing sites are all utilised. The realistic timeline is as follows, with as many stages as possible being progressed concurrently:

- Tenure - Applications for the Permanent Road Closure (previous western extension) and Reserves Amendment (proposed southern expansion) are currently being considered by the Department of Natural Resources, Mines & Energy (DNRME). It is expected these should be finalised by July 2020, however this may be lengthier if the development of a Trust Land Management Plan is required.
- Development Permits for MCU and OPW - Consultants have been engaged to prepare applications, including Environmental and Heritage Impact reports and development of a design site plan and engineering report by August 2019 for lodgement of the development application. The proposal is 'impact assessable' so a community consultation period is required. The assessment process is estimated to take between 20 and 24 weeks (concluding in early 2020) however will be subject to DNRME providing Owner's Consent to the applications prior to tenure being finalised.
- Construction works - Two months minimum is required for delivery after tenure is secured and MCU and OPW approvals have been received.

PREVIOUS DECISIONS

The tenure of the land for the lawn cemetery extended area to the west is road and no approvals were sought by the former Mount Morgan Shire Council to permanently close the road for inclusion into the original cemetery, nor for MCU, OPW or heritage considerations.

BUDGET IMPLICATIONS

The costs involved with delivering this project are two-fold, namely:

- Planning, design, approvals, etc, of both the previous western extension along with the proposed southern expansion which are being addressed simultaneously (indicatively \$15k); and
- Development of the southern expansion site including the installation of the first few beams (indicatively \$70k).

There are no land purchase costs for both of these additional areas as they are owned by the State represented by DNRME, who will continue to own the lands. Council as trustee is responsible for the control and management of the reserves and road.

LEGISLATIVE CONTEXT

The previous western extension along with the proposed southern expansion involves responding to a suite of State legislation requirements, each of which are being addressed.

STAFFING IMPLICATIONS

These actions are being managed by the Open Space Facilities Project Officer as the Service Provider for the Coordinator Community Projects & Open Space Facilities as Asset Custodian and Supervisor Cemeteries.

Other Council staff from the Planning, Property, Legal, Civil Design, Open Space Facilities and Media teams are involved relevant to their respective areas of expertise.

RISK ASSESSMENT

The two areas of risk with this project are:

- Planning implications. Site investigations and planning requirements may reveal matters which may impede the delivery of this project; and
- Reputational risk. The work required to secure the approvals necessary for the proposed site coupled with the development of the same will be challenging to deliver within the required timeframe. This tight time-frame will be further impacted should a quicker uptake of interments occurs in the next 12 months.

CORPORATE/OPERATIONAL PLAN

These actions are consistent with the following provisions:

Corporate Plan 2017 – 2022

1.2 Regional public places that meet our community's needs.

1.6 Our sense of place, diverse culture, history and creativity are valued and embraced.

Operational Plan 2018 – 2019

1.2.1.1 Provide quality regional cemeteries for burial and memorialisation services.

CONCLUSION

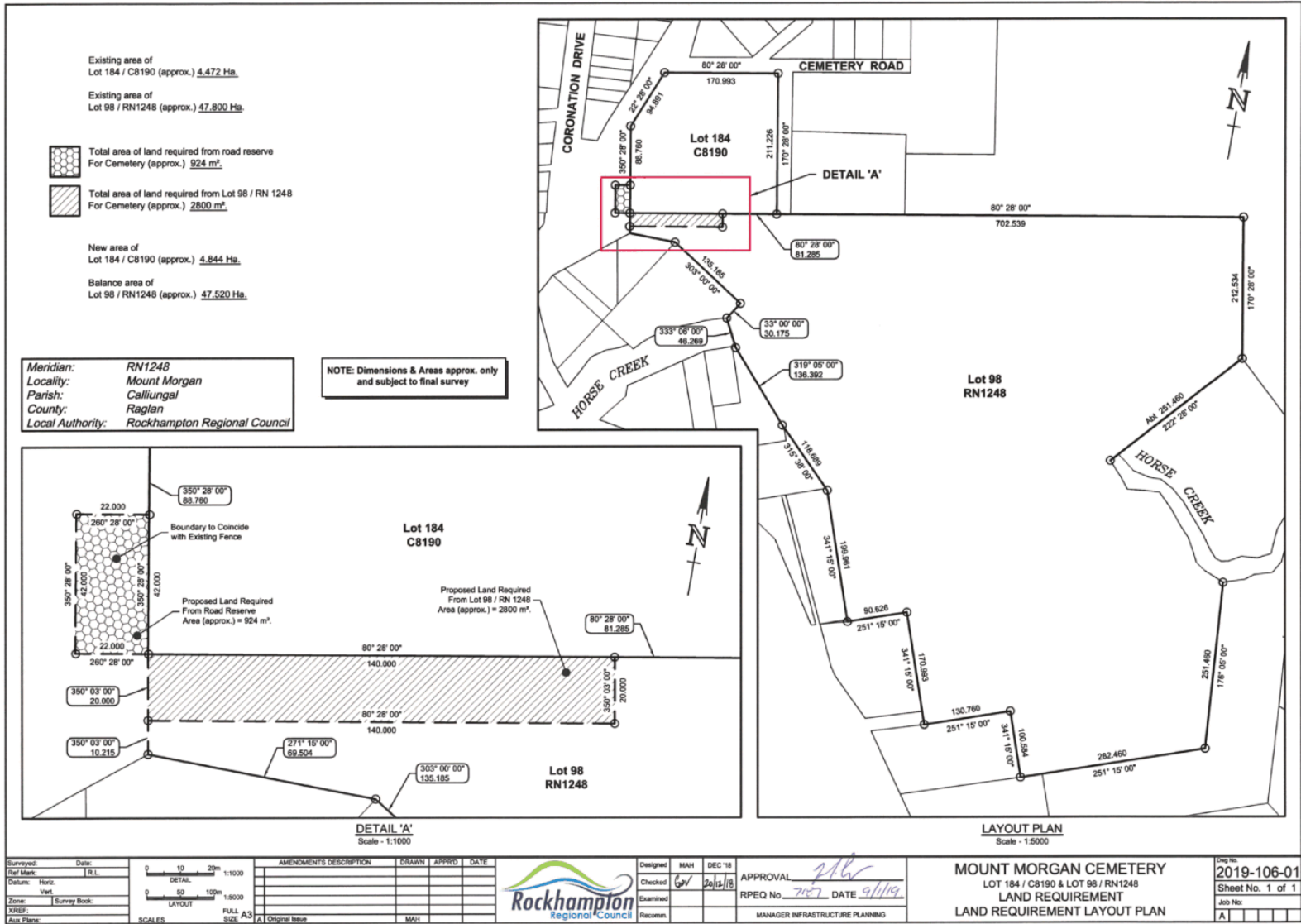
The Mount Morgan Cemetery is nearing capacity and fast-tracked works are underway to remedy the previous western extension of this site and to accommodate the long term expansion of this site to the south.

MOUNT MORGAN CEMETERY EXPANSION

Layout Plan

Meeting Date: 29 May 2019

Attachment No: 1



C:\Regional\Eng\Design\Design Office\Projects\2019\106 - Mount Morgan Cemetery Expansion\CAD Drawings\2019-106-01.dwg, 19/12/2018 11:44:58 AM, haneym

MOUNT MORGAN CEMETERY EXPANSION

Expansion Map

Meeting Date: 29 May 2019

Attachment No: 2



8.4 REQUEST TO RENEW LEASE FOR GRACEMERE SWIMMING POOL

File No:	10473
Attachments:	Nil
Authorising Officer:	Richard Dunkley - Manager Community Assets and Facilities Colleen Worthy - General Manager Community Services
Author:	Sophia Czarkowski - Coordinator Facilities

SUMMARY

Rockhampton Regional Council hold a Freehold Lease with Department of Education and Training for the operation of Gracemere Swimming Pool, the lease is due to expire on 29 September 2019.

OFFICER'S RECOMMENDATION

THAT:

1. Council agrees to renew the Lease Agreement with Department of Education and Training for the Gracemere Swimming Pool under the same terms and conditions as the current arrangement; and
2. The Chief Executive Officer (Coordinator Property and Insurance) be authorised to proceed with negotiations with Department of Education and Training to finalise the Lease Agreement.

COMMENTARY

The Gracemere Swimming Pool is located at Cedric Archer Park and is held as Freehold Land by Department of Education and Training (DET). Through a Lease Agreement with DET Council is able to provide the community with access to the pool outside of school hours. Council has an agreement for the operation of the site during Council's designated times and days.

Council's designated times and days are 6am to 8:30am and 3pm to 6pm on school days and 10am to 5pm on any other days, including school holidays and weekends. During the 2018/19 swimming season there were reportedly 6,942 attendances.

BACKGROUND

The Lease with DET is due to expire on 29 September 2019. Initial discussions with DET indicate that they are willing to renew the lease for a further period of five (5) years under the same terms and conditions as the current agreement.

On acceptance of the author's recommendations Council will proceed with a tender for the operation and management of the Gracemere Pool in line with the agreement between Council and DET.

BUDGET IMPLICATIONS

Under the terms of the Lease Council pays DET approximately \$53,000 per annum (increased annually by CPI) for access to the pool for community use. This money is used to contribute to the operational and capital costs incurred by DET.

CONCLUSION

It is recommended that Council renew the lease agreement with the department of Education and Training in order to continue the current arrangement for the operation of the Gracemere Pool as per Council's designated times and days.

8.5 REQUEST FOR EXTENSION OF LEASED AREA FOR THE STATE OF QUEENSLAND (REPRESENTED BY DEPARTMENT OF COMMUNITY SAFETY) - CALLIUNGAL RURAL FIRE BRIGADE

File No: 7840
Attachments: 1. [Proposed Lease Extension](#)
Authorising Officer: Aaron Pont - Manager Parks
Colleen Worthy - General Manager Community Services
Author: Jacinta James - Acting Senior Sports and Education Advisor

SUMMARY

The State of Queensland (Represented by Department of Community Safety) – Calliungal Rural Fire Brigade holds a Freehold Lease over part of Newman Oval, Mount Morgan (Lot 3 SP124256). The State Department on behalf of Calliungal Rural Fire Brigade are seeking an extension to the Freehold Lease area for the purpose of constructing an additional shed.

OFFICER'S RECOMMENDATION

THAT Council approve the extension of the Freehold Lease for The State of Queensland (Represented by Department of Community Safety) – Calliungal Rural Fire Brigade to allow the construction of an additional shed.

COMMENTARY

The State of Queensland (Represented by Department of Community Safety) – Calliungal Rural Fire Brigade holds a Freehold Lease over part of Newman Oval, Mount Morgan (Lot 3 SP124256) expiring on 31 July 2020.

The following organisation also utilise part of Newman Oval:

- Mount Morgan Rugby Union – Lease and Licence expire on 30 June 2021

BACKGROUND

The State Department contacted Council in regards to an extension of the Lease area in order to allow the construction of an additional shed on the land. The proposed shed will be located on the south-west side of the existing shed and will be 9m x 8m with roller doors at the front and rear therefore making vehicular movements safer and easier for officers. The Rural Fire Brigade are required to maneuver and reverse trucks in their shed which presents safety concerns, especially during emergencies. Furthermore, the shed will provide additional storage room for equipment.

Should the extension to the Lease area be approved, the Club will be required to complete an Application for Improvement Works with detailed designs for approval by Council officers.

BUDGET IMPLICATIONS

The State of Queensland (Represented by Department of Community Safety) – Calliungal Rural Fire Brigade are not seeking financial assistance from Council.

CONCLUSION

It is recommended that Council approve the extension to the existing Lease area in order to assist Calliungal Rural Fire Brigade in its ongoing operations.

**REQUEST FOR EXTENSION OF
LEASED AREA FOR THE STATE OF
QUEENSLAND (REPRESENTED BY
DEPARTMENT OF COMMUNITY
SAFETY) - CALLIUNGAL RURAL FIRE
BRIGADE**

Proposed Lease Extension

Meeting Date: 29 May 2019

Attachment No: 1



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8.6 REMOVAL OF SADDLE WATER TANK AND INSTALLATION OF PERMANENT WATER DISPENSER ON PILBEAM DRIVE**File No:** 1464**Attachments:**

1. Existing Saddle Water Tank [↓](#)
2. Proposed Water bubbler [↓](#)
3. Proposed Location of Water bubbler [↓](#)
4. Mount Archer Activation Master Plan - Endorsed by Council [↓](#)

Authorising Officer: Colleen Worthy - General Manager Community Services**Author:** Aaron Pont - Manager Parks

SUMMARY

The purpose of this report is to provide information supporting the removal of the Pilbeam Drive Saddle Water tank and installation of a permanent water dispenser to potable water.

OFFICER'S RECOMMENDATION

THAT:

1. Council approve the removal existing water tank in conjunction with installation of drinking water fountain; and
2. Parks undertake public consultation prior to removal.

COMMENTARY

Since 2016, Parks have supplied and maintained public drinking water in a 3,000 litre water tank at Pilbeam Drive located in the Saddle Area. Recent review of the Saddle Water Tank has identified that maintaining potable water standards has proven very difficult due to the tank not being part of a reticulated water supply; therefore water quality deteriorates significantly without being refreshed. With the current arrangement there is no way of ensuring that a disinfectant residual is maintained to ensure that the water remains safe to drink, without creating the potential for chemical overdosing and taste and odour problems. This would normally occur in a reticulated water supply and is considered an essential part of ensuring safe drinking water.

Therefore it is recommended that the use of the Saddle tank is discontinued and the soon to be installed drinking water fountain adjacent to the Pilbeam Drive carpark promoted to users to ensure access to drinking water is further improved.

Parks and FRW will explore the option of purchasing a trailered water tanker that can be used if required for one-off events where drinking water may need to be supplied for brief periods.

BACKGROUND

Mt Archer Activation plan was endorsed by Council in 2015 and contained an objective to implement water dispensers along the Pilbeam Walk. In August 2016, Parks installed the Saddle Tank prior to Challenge the Mountain. This was originally intended to be a temporary water supply however has remained in place with Parks maintaining the tank and refilling as required.

BUDGET IMPLICATIONS

In the current state, testing and maintaining water quality costs ~\$9,042 per annum. Refilling costs ~\$145 and is undertaken every 3-4 months.

Proposed bubbler: Supply and installation estimated at \$4k. Maintenance costs are negligible, and water costs cheaper than refilling tank

Cost benefit: proposed removal and installation will be cost positive around 6 months post installation.

RISK ASSESSMENT

Positive implications – Providing potable water reduces risk to Council.

CONCLUSION

It is recommended that the use of the Saddle Water Tank is discontinued and the soon to be installed drinking water fountain adjacent to the Pilbeam Drive carpark promoted to users to ensure access to drinking water is further improved.

REMOVAL OF SADDLE WATER TANK AND INSTALLATION OF PERMANENT WATER DISPENSER ON PILBEAM DRIVE

Existing Saddle Water Tank

Meeting Date: 29 May 2019

Attachment No: 1



REMOVAL OF SADDLE WATER TANK AND INSTALLATION OF PERMANENT WATER DISPENSER ON PILBEAM DRIVE

Proposed Water Bubblers

Meeting Date: 29 May 2019

Attachment No: 2



REMOVAL OF SADDLE WATER TANK AND INSTALLATION OF PERMANENT WATER DISPENSER ON PILBEAM DRIVE

Proposed Location of Water Bubblers

Meeting Date: 29 May 2019

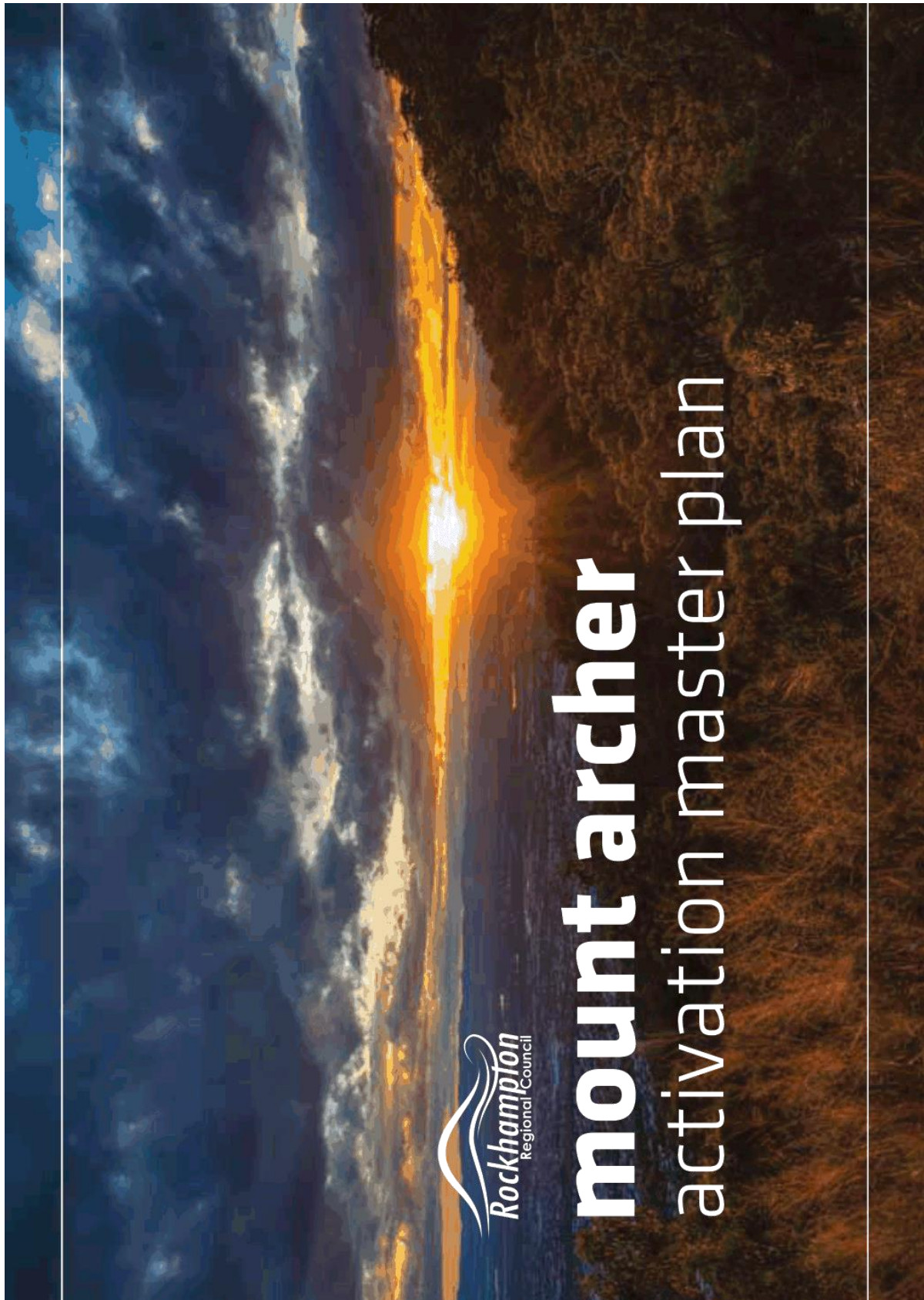
Attachment No: 3

**REMOVAL OF SADDLE WATER TANK
AND INSTALLATION OF PERMANENT
WATER DISPENSER ON PILBEAM
DRIVE**

**Mount Archer Activation Master Plan -
Endorsed by Council**

Meeting Date: 29 May 2019

Attachment No: 4



acknowledgements

Rockhampton Regional Council greatly appreciates the time and effort from the following community members in creating the Draft Mount Archer Activation Master Plan.

Aaron Dickinoski, Aleisha Weaver, Alison Hambleton, Allan Briggs, Andrew Dunn, Alan Rodgers, Brett Madigan, Bruce Krenske, Cheryl Gargan, Dan Witten, Denise Hallmark, Doug Hatfield, Jeff Krause, Jessica Turner, John Rideout, Joseph Adair, Leisa Neaton, Luke Nouweus, Michael McCabe, Neil Kershaw, Pauline Toop, Peter Moore, Peter Reaburn, Piers Harper, Richard Austin, Sacha Walsh, Sandra Parker, Scott Brook, Stephen Dendle, the Mount Archer local community and the Frenchville local community.

strategic partnerships

- BirdLife Capricornia
- Capricornia Bushwalkers
- Capricorn Conservation Council
- Capricorn Enterprise
- Commonwealth Government
- Community of Mount Archer
- CQUniversity
- The Dharumbal people
- Department of Aboriginal and Torres Strait Islander Affairs
- Department of Justice and Attorney General
- Department of National Parks, Sport and Racing
- Department of Natural Resources and Mines
- Department of State Development, Infrastructure and Planning
- Department of Transport and Main Roads
- Department of Tourism, Events, Small Business and the Commonwealth Games
- Fitzroy Basin Association
- Fitzroy River and Coastal Catchment Inc.
- Queensland Fire and Rescue Service
- Rockhampton Cycling Club
- Rockhampton Mountain Bike Club
- Rockhampton Regional Council
- Rocky Road Runners
- The Rockhampton Region Community
- Rockhampton Sunrise (Rotary)

Welcome to Dharumbal Country – Mayimbugu Dharumbal Nunthi

Rockhampton Regional Council acknowledges that Nurrim (Dharumbal word for Mount Archer) is of cultural significance to the Dharumbal people.

Rockhampton Regional Council has sought permission from the Dharumbal Elders to access Dharumbal's cultural knowledge for appropriate stories, the use of language associated with the area, including those areas viewed from this location across the floodplain, language names associated with flora and fauna that can be used in this public format both in literature and signage for example Moondagutta etc.

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mayor's message

Mount Archer's imposing and beautiful silhouette has long been regarded as an iconic landmark representing the Rockhampton Region.

Steeped in history, the Mount has a wealth of cultural heritage value. From its significance to the Dharumbal Nation as traditional landowners, to its namesake originating from the region's first European settlers, the Archer Brothers.

Looking down from atop Mount Archer, the mighty Fitzroy River curls its way through the countryside, through beautiful Rockhampton and out to sea. It's a magical spot up there, as the memories of anyone who's shared a picnic in Fraser Park, trekked along a bush trail or watched a sunset over our town can attest.

This beauty has always been recognised but the need to improve accessibility and amenity for our community was first identified by former Mayor Rex Pilbeam, who spearheaded initial infrastructure projects in 1965 to open up the area to the wider community.

Since then, in addition to a number of residents making the top of the Mount their home, a myriad of community members have enjoyed Mount Archer's attributes: from bushwalkers, to trail bike riders, rock climbers, bird watchers, even bridal parties and car clubs. Yet at present, this community asset is underutilised.

Rockhampton Regional Council is committed to the development to healthy, active and engaged community. It has come time to look at this amazing asset, located right in our backyard, and as Rex Pilbeam did for his time, consider our community's aspirations for its future. How can we activate the area and ensure our community continues to benefit from Mount Archer's beauty and amenity?

This Activation Master Plan for Mount Archer has been developed through a range of stakeholder and community engagement activities. It combines the Strategic Goals of our Council with the desires of our community. It identifies not only community uses and facility improvements but also a vision for its future tourism and economic development potential.

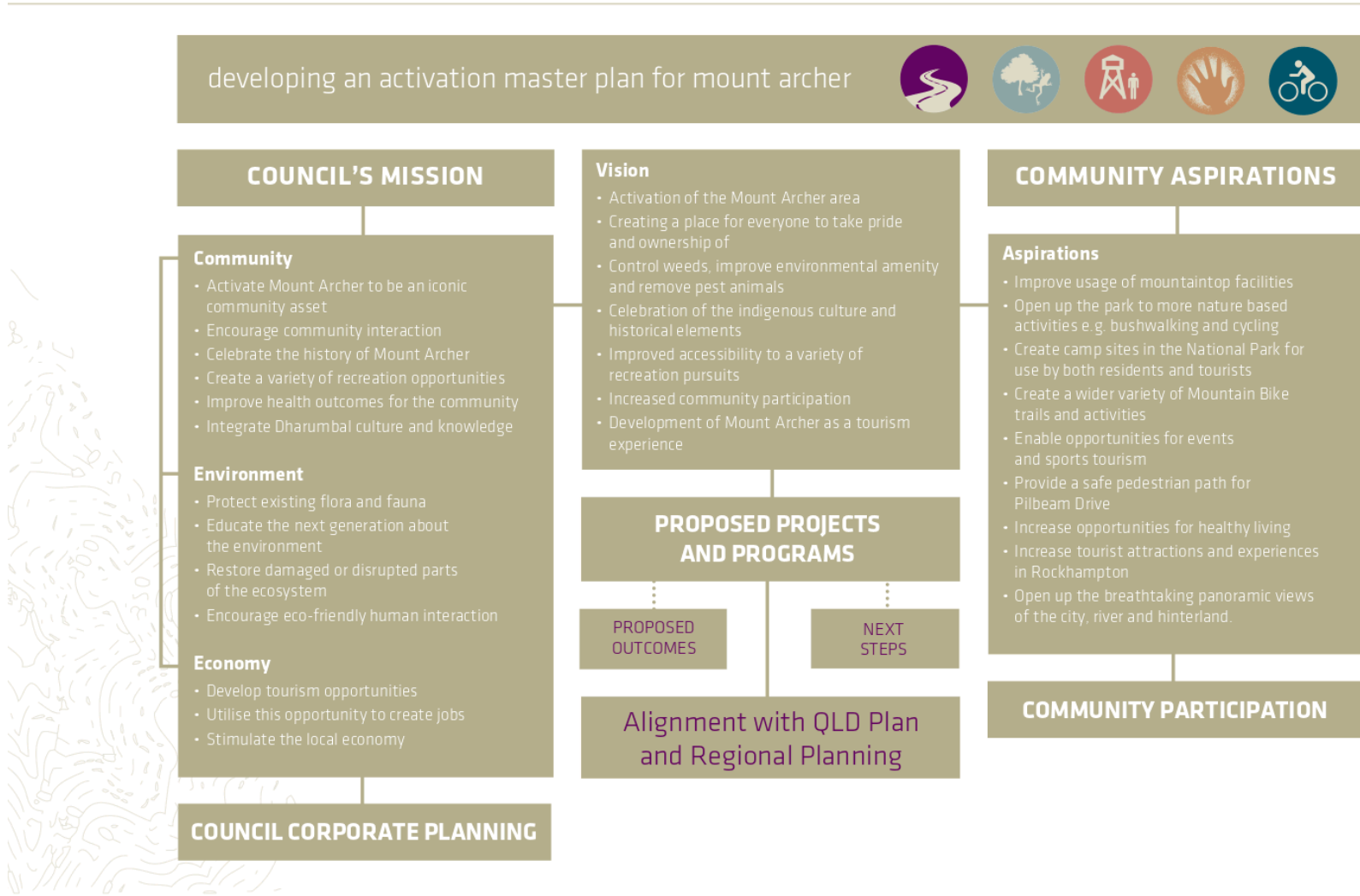
Some of the proposed projects and programs within this Activation Master Plan will, of course, be refined. Amendments will be made as feasibility for projects and budgets are determined just as new and additional projects will surely be identified and implemented.

They must remain dynamic in order to meet the ever-changing wants, needs and desires of our diverse community today, tomorrow and for generations to come.

Having an Activation Master Plan is about putting pen to paper to consider how best we deliver our community vision. How do we achieve desired outcomes? What projects and programs can be implemented to this end, and how do we ensure appropriate funding support to make the vision reality?

Rockhampton Regional Council will work closely with our community groups, various State and Commonwealth government agencies and internal team members to get the job done right, to activate the area, and to leave a legacy for future generations to enjoy this beautiful space.

**Mayor of Rockhampton
Cr. Margaret Strelow**



why have an activation master plan for mount archer?

Rockhampton Regional Council has identified Mount Archer National Park and Fraser Park as an underutilised asset with potential for local tourism, health and economic opportunities.

This Activation Master Plan is a documented strategy to guide the future use of Mount Archer for generations to come. The plan expresses the aspirations of all sectors of the Rockhampton Community and will be used as a guide in decision making to achieve these aspirations. With the help of this Activation Master Plan and the participation of the community, the next 20 years of the Mount Archer precinct will see a period of activation, celebration and participation.

When Pilbeam Drive was completed in 1965 and access to the summit was opened, a new day dawned for the peak. Previous councils who hoped to draw people to see the beauty of Mount Archer National Park built the existing facilities at Fraser Park, and the time has now come for these facilities to be upgraded to service future generations.

Once the need for an Activation Master Plan was envisaged, an extensive community consultation program was developed and a range of activities undertaken with stakeholders and community members (see page 42 for a timeline of community consultation). The projects and programs contained within this document were identified as a result of

combining the input from consultation with the broader vision and strategic direction for the Region developed by Council.

This Mount Archer Activation Master Plan has been drafted in conjunction with community and user groups, and truly represents the community's view on the best way to move forward with the area.

The current and future activities outlined in this Activation Master Plan celebrate the indigenous culture and the history of the area while considering its potential to become a recreational hub. This plan considers a vision for the space as well as helping to educate the community regarding the area's management, preservation and care.

Throughout the document, alignment with State and Commonwealth objectives are acknowledged, as well as key stakeholders who will continue to contribute to the Activation Master Plan throughout its execution.

Future projects envisaged for the precinct will create jobs and improve health and lifestyle opportunities; while preserving Mount Archer's natural beauty and environment.



A LONG TERM VISION

It is important to have a long-term vision for the precinct, and the successful execution of projects is contingent on considering the feasibility of projects, understanding their return on investment for the community, operational planning and budgetary constraints relative to other community priorities. However, the ideas contained in this plan form a solid foundation of progress for Mount Archer and will drive the future of the area with the community's support.

At the end of the day, activation of Mount Archer for recreation and tourism pursuits will enable Rockhampton residents to better enjoy Mount Archer and its attributes, always regarded as an iconic feature of the Rockhampton region.



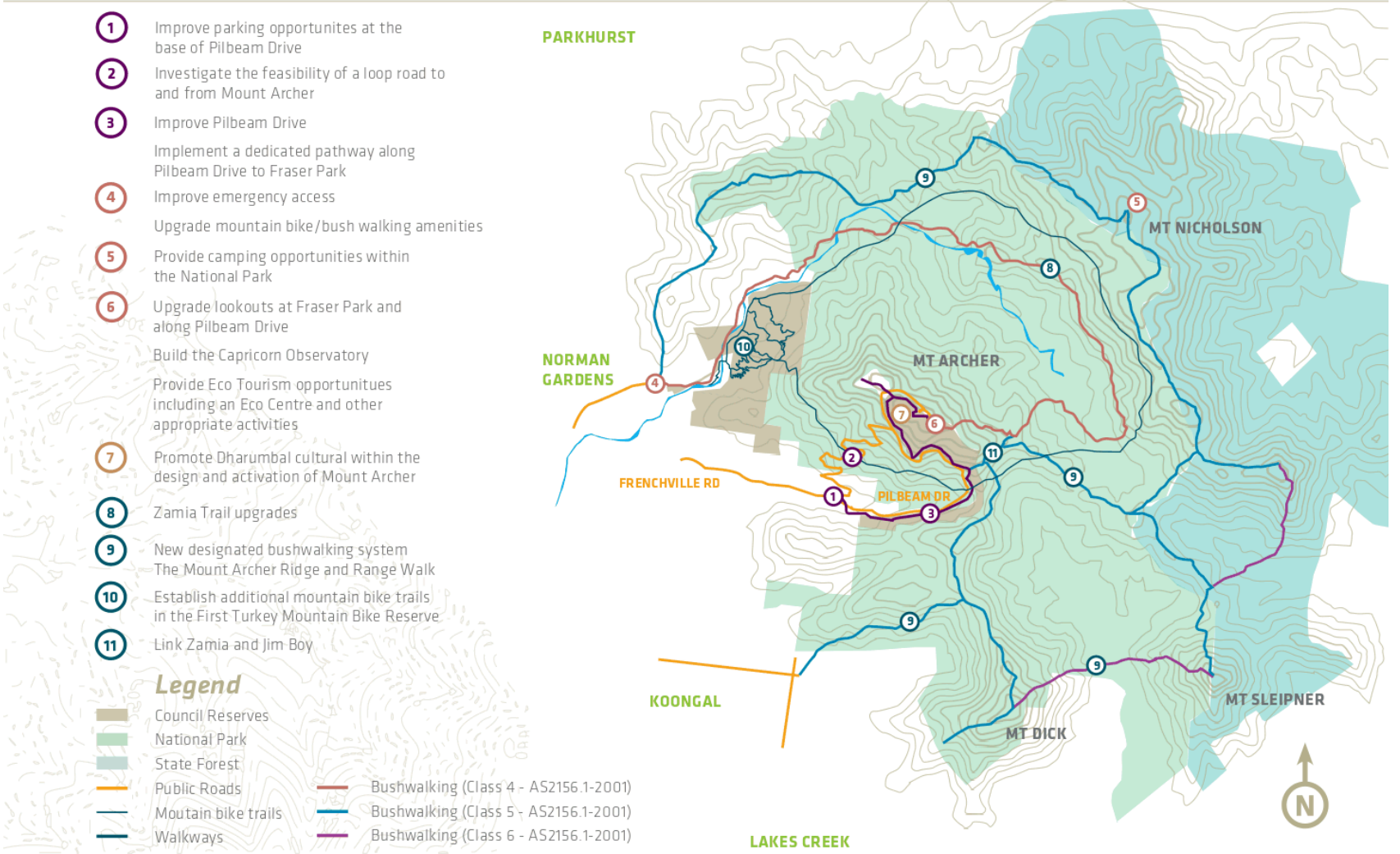
Did you know?

- > The first Europeans to explore the Fitzroy area were the Archer Brothers in 1853.
- > The Archer Brothers originally named the site Mount Berserker, after the Norse warriors who would blaze into battle in an uncontrollable fashion, like the uncontrollable fires on the ranges. The Mountain's name was later changed to Mount Archer in their honour.



mt archer future use map

Community Consultation with diverse stakeholder groups has enabled the development of a range of programs and projects to gain improved utilisation of Mount Archer. The exact location of some proposed infrastructure will require detailed consideration, however the Mount Archer Future Use Map, describes some of the exciting potential uses identified in this Activation Master Plan.



Mount Archer Activation Master Plan

Did you know?

- > Mount Archer and the Berserkers were created in the Permian Period around 255-280 million years ago when Australia was still part of Gondwanaland
- > The Permian period was at the start of the period Australia was highly volcanic
- > Mount Archer is part of the Dharumbal nation and is traditional country
- > Nurrim - The Dharumbal word for Mount Archer
- > The story of Moondugutta - is represented in Toonooba (English - Fitzroy River) where the rainbow serpent had left its mark on Dharumbal Nunthi (English - Dharumbal country). Seeing Toonooba from Nurrim is of cultural significance to the Dharumbal people
- > This feature or mark serves as a couple of physical reminders:
 - firstly how Dharumbal Nunthi was formed,
 - secondly it emphasises the balance of relationships and connections between our environment and each other and lastly,
 - it points to social and environmental responsibilities Yadaba Nunthi (English Respect for country) Yadaba for each other. Toonooba connects and echoes to Dharumbal people including people today whom reside on Dharumbal Nunthi to look after Dharumbal Nunthi and Guma (English - Dharumbal land and sea country) because if Yadaba for each other is not healthy, it is then reflected environmentally Moondugutta & Dharumbal Nunthi will become sick.
- > Nurrim also means native raspberry, this location and adjoining areas once had an abundance of native raspberry's



community participation

An iconic asset such as Mount Archer is utilised by a variety of groups, individual residents and tourists alike.

To ensure future plans for Mount Archer reflect the aspirations of our community, an extensive community consultation program was developed to inform the Activation Master Plan.

The input of Mount Archer facility users, past, present and potential, ensures planning which is the right fit for our community both now and into the future.

The consultation program has enabled the identification of overarching goals for usage of the space and the development of a community driven vision for its future development to increase utilisation, improve regional liveability, enable healthy lifestyles, and recognise and care for cultural and environmental values.

OPPORTUNITIES

- Improve health outcomes from passive and recreational exercise
- Environmental appreciation and protection of Mount Archer and the Berserker Range
- Increase and improve accessibility for all community members to appreciate the natural area
- Share and preserve Dharumbal cultural values and history
- Create economic opportunities - for commercial tourism operators, camping operators and more
- Create employment opportunities in both construction and operational phases

CHALLENGES

- Enabling accessibility in naturally hilly terrain while maintaining amenity, setting and the environment
- Recurrence of natural disasters—bushfires, landslides, weather events
- Transportation up and down the mountain will be a significant investment in necessary infrastructure
- Ensuring the safety of visitors to the mountain whilst undertaking activities
- Maintaining the lifestyle of the local community

cyclone marcia

On the 20 February 2015 Cyclone Marcia battered the Rockhampton Region and caused large scale damage to Mount Archer including the natural environment and built environments. Specific projects are planned to be initiated to help with the recovery process.

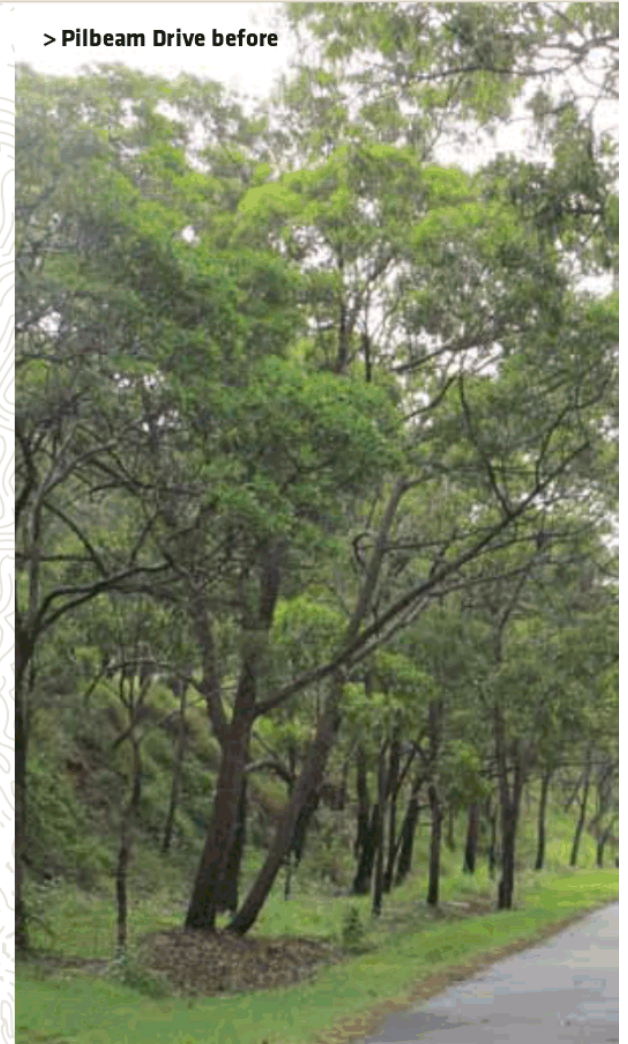
STAKEHOLDERS

- Capricorn Conservation Council
- Department of National Parks, Sport and Racing
- Department of Justice and Attorney General
- Department of Education
- Department of Environmental Heritage and Protection
- Department of Natural Resources and Mines
- Fitzroy Basin Association
- Fitzroy River Coastal Catchment
- Local community
- Rockhampton Regional Council

KEY PROGRAMS AND PROJECTS OUTCOMES

- | KEY PROGRAMS AND PROJECTS | OUTCOMES |
|--|--|
| 1. Mount Archer Environment Rehabilitation project | <ul style="list-style-type: none"> • Undertake clearing of cyclone damaged vegetation in Fraser Park, walking tracks and other areas in the Mount Archer precinct. • Undertake a weed management program. • Undertake a tree planting program in the Mount Archer precinct to assist with recovery of indigenous flora species. |
| 2. Pilbeam Drive Repair and Improvements | <ul style="list-style-type: none"> • Repair road damage along Pilbeam Drive that was caused by the Cyclone Marica event. |

> Pilbeam Drive before





Pitbeam Drive after Cyclone Marcia



Fraser Park damage



Damage to native flora



OWNERSHIP, MANAGEMENT AND FUNDING

There are a range of stakeholders who share responsibility for and ownership of Mount Archer, its roads, parks and other amenities. These stakeholders include:

- Commonwealth Government
- Queensland State Government
- Rockhampton Regional Council
- The Dharumbal People
- Fitzroy River and Coastal Catchment Inc.

Day to day management of the National Park area is overseen by the Department of National Parks, Sport and Racing. Fraser Park is overseen by Rockhampton Regional Council.

To make this Activation Master Plan a success, all stakeholders must work together in the process of finalising programs and projects, as well as the process of securing resource allocation and funding.





how this document works

The projects and programs listed below are outlined in draft form in this document. They require further design and development. It is planned that the following projects and programs are to be undertaken over the next decade, pending available resources and funding.

An implementation guide will be developed to assist the delivery of programs and projects after consultation with the community is completed. Categories for the implementation guide will include: Remedial, Catalyst, Medium Term, Long Term and Ongoing Projects/Programs. The Mount Archer Activation Master Plan has five overarching themes (Infrastructure, Environment, Facilities, Dharumbal Culture and Activities).



INFRASTRUCTURE

- Access and Traffic
- The Pilbeam Walk
- Mount Archer Walkways and Signage



ENVIRONMENT

- Flora
- Fauna



FACILITIES

- Fraser Park Restoration and Expansion
- Fraser Park Eco Centre



DHARUMBAL CULTURE

- Promote Dharumbal Cultural Significance
- Education Regarding Cultural Values and History



ACTIVITIES

- Think Health
- The Great Mount Archer Bushwalk
- Mountain Bike Trails
- The Wild Side



This project is the cornerstone of success for the Mount Archer Activation Master Plan. As projects progress, if safe roadways and emergency access are not in place, the community will be put at risk. The existing roadways were not made to cope with the increased traffic and multi-use; so for infrastructure to be successful upgrades and increased access needs to be implemented.

KEY PROGRAMS AND PROJECTS OUTCOMES

KEY PROGRAMS AND PROJECTS	OUTCOMES
1. Pilbeam Drive Repair and Improvements	<ul style="list-style-type: none"> • Improve Pilbeam Drive road surface including where feasible road widening. • Along Pilbeam Drive, design a new storm water drainage system. • Further investigate the corner of Pilbeam Drive and Frenchville Road for any potential measures to reduce speed of cars travelling down the Mountain. • Investigate the feasibility of a second road to Mount Archer.
2. Base of Pilbeam Drive Car Park	<ul style="list-style-type: none"> • Improve car parking at the base of Mount Archer, at the saddle, at German Street Bushland and at Fraser Park.
3. Emergency Access	<ul style="list-style-type: none"> • Construct emergency access points to ensure access for emergency vehicles into a variety of places into the National Park including: German Street Bushland (Moores Creek) and Guthrie Street. • Install fire-fighting access to water from pump stations. • Investigate if there is a viable location for a helicopter to land on Mount Archer in case of emergency.

STAKEHOLDERS

- Department of Infrastructure and Regional Development
- Department of National Parks, Sport and Racing
- Department of Transport and Main Roads
- Queensland Fire and Rescue Service
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

Infrastructure target G32 - Infrastructure provides connectivity and accessibility across the State.

RRC Corporate Plan:

Infrastructure - Provide value for money construction, maintenance and community response services for transport and drainage assets.

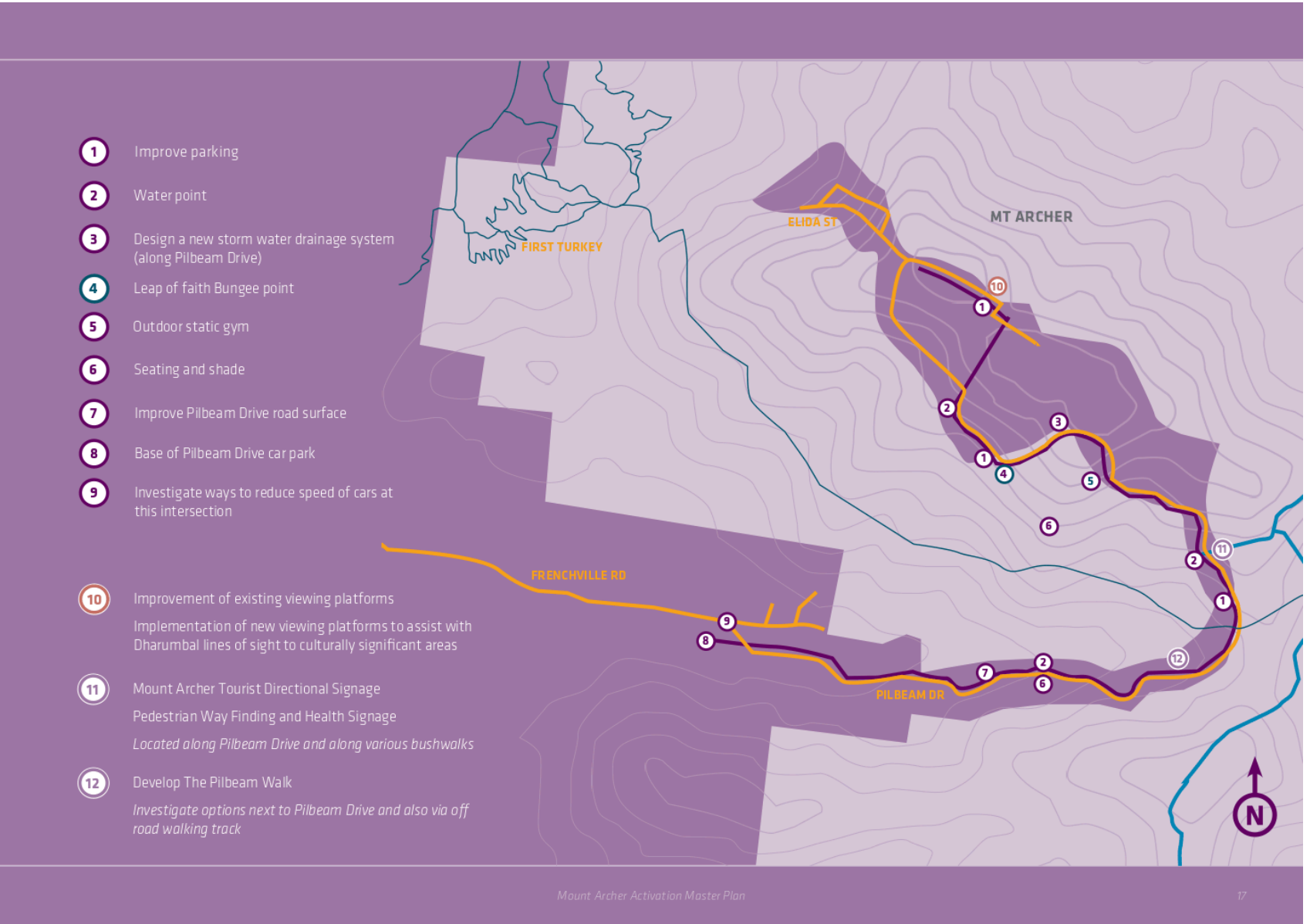
Living, Learning & Leisure - Maintain a disaster management response capability able to meet the community's needs when required.

People, Places & Planning - Provide engineering, infrastructure planning and project management services to meet the current and future needs of the community and organisation.

RRC Community Plan:

Infrastructure Strategy 1 - Prioritise road safety in the region.

Infrastructure Strategy 5 - Provide accessible and improved parking options.



Mount Archer Activation Master Plan



the pilbeam walk

To ensure the safety of pedestrians and advocate healthy activity, a dedicated pedestrian walkway will be constructed, from the base of Mount Archer to Fraser Park at the top. Currently there is no safe way for pedestrians to use the main road access without the danger of car collisions.

The walkway will provide health benefits, as well as safely moving pedestrians off the road. In addition to simply providing pedestrian access, the new Pilbeam Walk would include amenities such as water fountains, seating and outdoor gym equipment. This will encourage physical activity and provide a venue for outdoor exercise.

The proposed walkway will be approximately 5KM, and will be constructed over numerous stages. Where possible the walkway will be two metres wide, with one lane going up and one lane going down, delineated with marked lines.

KEY PROGRAMS AND PROJECTS OUTCOMES

KEY PROGRAMS AND PROJECTS	OUTCOMES
1. Develop The Pilbeam Walk	<ul style="list-style-type: none"> • Implement a safe pedestrian walkway from the base of Mount Archer to Fraser Park. • Implement further signage for healthy outcomes and the 10,000 Steps program. • Implement a static outdoor. • Construct dedicated car parks along Pilbeam Drive. • Upgrade lookout points along Pilbeam Drive. • Implement water dispensers, waste recepticals and seating at various locations.

STAKEHOLDERS

- Capricorn Enterprise
- Department of Infrastructure and Regional Development
- Department of Transport and Main Roads
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

G16 - We are physically and mentally healthy.

RRC Corporate Plan:

People, Places & Planning - Provide engineering, infrastructure planning and project management services to meet the current and future needs of the community and organisation.

RRC Community Plan:

Infrastructure Strategy 3 - Ensure the open space network provides linkages with the pedestrian and cycleway network, and areas of environmental, educational and cultural value.

Infrastructure Strategy 3 - Ensure development includes networks of safe, direct and convenient pedestrian and cycle paths that integrate with and extend the existing pedestrian and cycle path networks in our neighbourhoods.

Living, Learning & Leisure Strategy 1 - Ensure accessible, well maintained open spaces and parks are available throughout the Region for all to enjoy.

People, Places & Planning Strategy 3 - Integrate pedestrian and cycleway systems in all urban communities.



Think Health

Over 65% of adults in Rockhampton are classed as overweight or obese, and only 50% of Rockhampton adults are involved in healthy physical activity – both of these statistics are reflect poorly against the state average. The Rockhampton area is well recognised as having lower rates of physical activities, particularly among older age groups – and Rockhampton Regional Council has an opportunity to facilitate programs and facilities to help change this.

It is determined that Rockhampton has major issues related to physical inactivity and obesity, a leading cause for many health issues.

Major positive influences on physical activity levels in communities include urban planning that facilitates easy access to cycle and walking paths, sidewalks and easy access to parks and trails.

The Mount Archer Activation Master Plan has a strong focus on health outcomes for the community.

Rockhampton Regional Council is determined to Think Health, and believe that this Activation Master Plan will help to lower social and health costs to the community and government through increased physical activity.

Benefits of the Pilbeam Walk

- > Take walkers off Pilbeam Drive
- > Create a safer environment for walkers
- > Encourage further walkers onto Pilbeam Walk
- > Improve local amenity
- > Create a tourist walk



mount archer walkways & signage

As part of establishing lasting infrastructure in the Mount Archer National Park, comprehensive signage needs to be developed for pedestrians, bushwalkers and as part of the Dharumbal Culture Integration projects.

Walkways will present the values and provide opportunities for people to be active and signage will provide users richer experience of their walks.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Mount Archer Tourist Directional Signage

- A signage plan will be developed incorporating a Dharumbal theme, warnings, what to take on the walk and what you could see along the bushwalk.

2. Pedestrian Way Finding and Health Signage

- Pedestrian way finding to connect access from a variety of North Rockhampton locations to bushwalking tracks in Mount Archer.
- Existing tracks will be signed with 10,000 Steps messages to promote health outcomes.
- New tracks will incorporate 10,000 Steps milestones.
- All Pedestrian signage will be themed 'In motion Rockhampton'.

STAKEHOLDERS

- Capricorn Enterprise
- The Dharumbal people
- Department of Infrastructure and Regional Development
- Department of Transport and Main Roads
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

RRC Corporate Plan:

Living, Learning & Leisure - Deliver a range of individual and organisational development services and programmes.

RRC Community Plan:

Infrastructure Strategy 1 - Implement correct and appropriately positioned regional and locality welcome signs and directional signage.

Environment Strategy 4 - Develop and promote existing walkways and cycle paths that take in the best of our environment.

Living, Learning & Leisure Strategy 1 - Ensure accessible, well maintained open spaces and parks are available throughout the Region for all to enjoy.



Did you know?

- > In 1929, George Westacott predicted that a "Mountainous residence area would one day be constructed, with a road and pedestrian paths leading to Mount Archer."
- > The area was declared a timber reserve in 1940 and mainly ironbark, white mahogany and lemon-scented gum harvested through a small sawmill operation.
- > Antheleme Thozet arrived in Rockhampton during the Coonoona Gold rush seeking his fortune. Rather than finding gold, Thozet found the region's plants fascinating, and remained in the area as a professional botanist.
- > Thozet established experimental gardens in North Rockhampton and Kalka. Today many aspects of Mount Archer (particularly at its base) are named after him, including Thozet's Creek, Thozet Road and Frenchman's Creek.



flora

Protecting the natural environment of the Mount Archer National Park is important when developing the area. There are several challenges presented, such as existing invasive weed species, feral animals and compatibility of uses.

KEY PROGRAMS AND PROJECTS

OUTCOMES

1. Mount Archer Environmental Program

- Remove weed species from Fraser Park and replace with appropriate indigenous species.
- Re-establish indigenous plant species in the Mount Archer National Park, German Street Bushland and other surrounding areas.
- Where possible initiate environmental programs that will enhance opportunities for community involvement.
- Undertake regular independent environmental audit of Mount Archer and surrounding areas.
- Indigenous flora and weed survey.

2. Creek and Environmental Corridors Program

- Assess (and where necessary re-establish) creek banks that are formed from Mount Archer–Thozet, Frenchman's and Moores Creeks.
- Initiate a collaborative and dedicated task force focused on removing weed species from creeks that are formed from Mount Archer.
- Assess and strengthen environmental corridors from Mount Archer National Park into Rockhampton.
- Establish within fire buffer zones fire resistant plant species.

STAKEHOLDERS

- Capricorn Conservation Council
- Capricorn Enterprise
- CQUniversity
- Department of National Parks, Recreation, Sports and Racing
- Department of Natural Resources and Mines, Environmental Heritage and Protection, Department of Justice and Attorney General
- Fitzroy Basin Association
- Fitzroy River and Coastal Catchment Inc.
- Local community
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

Aligns with Environment target G22 - We invest in and adopt sustainable and renewable solutions.

Regional Development Australia - Fitzroy and Central West Regional Roadmap 2013-16:

Fits with Environmental Outcomes - 'protecting and enhancing the region's environmental values'.

RRC Corporate Plan:

Environment - Achieve land rehabilitation and mitigation through direct action, education and volunteer programme delivery.

Environment - Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity.

RRC Community Plan:

Environment Strategy 2 - Reduce the human impact on our Region's landscapes, plants and animals through education, partnerships and regeneration schemes.

Environment Strategy 2 - Ensure the impacts of weeds, pests and diseases are minimised.

Environment Strategy 3 - Protect and manage our natural bushland areas to ensure their health and longevity.



 Erythrina vespertilio



 Banksia intergrifolia



 Allocasuarina torulosa

Mount Archer Activation Master Plan

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fauna

ANIMALS AND BIRDS

There is an abundance of animals and birds living on Mount Archer and surrounding areas. Previous surveys indicated 163 bird, 54 mammal, 55 reptile and 13 amphibian species. These include amongst others: the possum, unadorned rock-wallaby and echidna. Currently, feral pests (including deer, wild pigs, wild dogs, wild horses and feral cats) are damaging the Mount Archer ecosystem.

Enhancement of the native trees and a feral pest reduction program would assist land-based mammals to thrive in the area. Mount Archer is home to vulnerable bird species including the Glossy Black Cockatoo. This plan seeks to improve the habitat for fauna that exist at the top of Mount Archer, at the various levels of the Mountain, along creek systems and the various forest environments at the base of Mount.

STAKEHOLDERS

- Birdlife Capricornia
- Capricorn Conservation Council
- Capricorn Enterprise
- CQUniversity
- Department of National Parks, Recreation, Sports and Racing
- Fitzroy Basin Association
- Fitzroy River and Coastal Catchment Inc.
- Rockhampton Regional Council

KEY PROGRAMS AND PROJECTS OUTCOMES

KEY PROGRAMS AND PROJECTS	OUTCOMES
1. Mount Archer Environmental Program	<ul style="list-style-type: none"> • Implement a regular mammal, reptile and bird surveys under the environmental audit of Mount Archer and surrounding areas. • Create a Mount Archer animal and bird guide that will be available online as an app, and as a hard copy version through the visitor information centre. • Provide opportunities through the app to undertake citizen based research. • Implement an annual bird watching tour events and survey in July and October. • Introduce feral pest reduction program. • Pending research, planning and the potential recreating of appropriate habitats, seek to reintroduce indigenous fauna species.
2. Signage and Interpretive Trails	<ul style="list-style-type: none"> • Implement animal and bird interpretive signage for the habitat areas of Fraser Park, the Dry Open Forest, Zamia Walk, Frenchman's Creek and Moores Creek.
3. Creek and Environmental Corridors Program	<ul style="list-style-type: none"> • Seek to reintroduce indigenous mammal and reptile species pending results from surveys. • Remove invasive weed species and feral animals. • Regenerate indigenous fauna and flora species. • Where needed re-establish and rejuvenate creek banks and adjoining areas. • Improve the environment holistically.

PLANNING & POLICY ALIGNMENT

RRC Corporate Plan:

Environment - Implement Pest Management Plan actions to control declared pests.

Environment - Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity.

RRC Community Plan:

Environment Strategy 2 - Reduce the human impact on our Region's landscapes, plants and animals through education, partnerships and regeneration schemes.

Environment Strategy 2 - Ensure the impacts of weeds, pests and diseases are minimised.

Environment Strategy 3 - Interlink wildlife and vegetation corridors throughout our communities

The image displays a grid of six nature photographs. The top-left image is a large, vertical photograph of a bright green Eastern Dwarf Tree Frog perched on a leaf. To its right are two smaller, square photographs: the top one shows an Eastern Yellow Robin with a grey head and yellow breast, and the one below it shows a Striated Pardalote with a yellow breast and black and white stripes. Below the frog image is a photograph of a Glossy Black Cockatoo with its characteristic crest. To the right of the cockatoo is a photograph of a Great Egret standing in a shallow body of water. Each photograph is accompanied by a small circular icon containing a stylized tree and a caption with the species name and the photographer's name.

 <p>Eastern Dwarf Tree Frog © Allan Briggs</p>	 <p>Eastern Yellow Robin © Allan Briggs</p>	 <p>Striated Pardalote © Allan Briggs</p>
 <p>Glossy Black Cockatoo © Ian Montgomery</p>	 <p>Great Egret © Allan Briggs</p>	



fraser park restoration & expansion

Establishing infrastructure that provides improved access to the summit of Mount Archer goes hand-in-hand with maintaining and expanding current facilities, particularly those at Fraser Park.

The projects and programs contained within this section of the Activation Master Plan build on the existing facilities, improving where possible and then expanding as greater capacity is required to meet demand. A number of additional considerations need to be made when undertaking restoration and expansion activities these include ensuring accessibility for those with mobility issues, creating an all-weather environment for visitors and restoring the botanical collection.

KEY PROGRAMS AND PROJECTS OUTCOMES

KEY PROGRAMS AND PROJECTS	OUTCOMES
1. Fraser Park Restoration Project	<ul style="list-style-type: none"> • Create a specific park architecture/development plan for Fraser Park. • Change use of existing café to a community multi-use facility. • Create a core facility at the start of the Zamia walkway with café, camping and cultural education centre. • Provide a unique playground experience within Fraser Park for children. • Implement botanical displays. • Build amphitheatre to be used for educational purposes. • Provide areas for wedding ceremonies to take place.
2. Lookouts Project	<ul style="list-style-type: none"> • Improve existing lookouts, and build new lookouts including canopy walks. • Improve access to viewing platforms by upgrading walking tracks. • Incorporate interpretive trail signage. • Sleipner Lookout upgrade
3. The Capricornia Observatory Project	<ul style="list-style-type: none"> • Investigate the feasibility of constructing the Capricornia Observatory. • Construct an observatory tower to provide 360 degree views of Capricornia. • The elevated platform will provide a video feed to monitor fires and other natural disasters, assisting disaster management efforts.
4. Fraser Park Accessibility Audit	<ul style="list-style-type: none"> • Create landscape architectural drawings. • Design and construct pathways in Fraser Park that allow access to all persons.

STAKEHOLDERS

- Capricorn Conservation Council
- Capricorn Enterprise
- CQUniversity
- Department of Justice and Attorney General
- Department of Education
- Department of Environmental Heritage and Protection
- Department of Natural Resources and Mines
- Fitzroy Basin Association
- Fitzroy River and Coastal Catchment Inc.
- Local community
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

RRC Corporate Plan:

Living, Learning & Leisure - Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces.

Economy - Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity.

RRC Community Plan:

Infrastructure Strategy 6 - Ensure local parks and reserves include suitable recreational facilities for all ages and abilities to access and enjoy.

Environment Strategy 4 - Ensure our public green spaces and streetscapes are well maintained.

Living, Learning & Leisure Strategy 1 - Ensure accessible, well maintained open spaces and parks are available throughout the Region for all to enjoy.





KEY PROJECT: eco centre

There is potential scope to create an Eco Centre at the top of Mount Archer. Thorough investigations will need to be undertaken to understand its viability. This aspirational project would provide food, accommodation, day spa facilities and a conference centre. The Eco Centre could be utilised for education, well-being sessions, wedding functions and cultural and history awareness.

There is also the potential to establish a 'glamping' (five star camping) venue, to capitalise on an underrepresented tourism market. Council has undeveloped blocks that could be utilised to establish the Centre, and a variety of business models could be explored to operate the Centre.

This key project will incorporate eco design values and principles in its design and operation. The Eco centre will be complimentary to the Mount Archer wilderness.

KEY PROGRAMS AND PROJECTS OUTCOMES

- | KEY PROGRAMS AND PROJECTS | OUTCOMES |
|---------------------------|---|
| 1. Fraser Park Eco Centre | <ul style="list-style-type: none"> • Undertake further research to direct the specific design elements of the Eco Centre. • Explore business and funding models to provide capital for the project. • Provide business and employment opportunities. • Construct a multi-use facility in Fraser Park on Council's undeveloped blocks. • Provide educational institutions with a facility to enable students learning experiences. • Enable low intensity activities including nature based tourism. |

STAKEHOLDERS

- Capricorn Enterprise
- CQUniversity
- Department of State Development, Infrastructure and Planning
- Local community
- Local artists
- Private Enterprise
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Tourism and Events Queensland:

Aligns with core tourism target markets, as well as identified target market needs of discovery (discovering nature, rejuvenating), learning/education (cultural aspects), and adventure.

Also: Tourism and Events Queensland's vision to 'encourage profitable and sustainable development that immerses the ideal visitor in experiences that are sensitive to the unique natural, cultural and lifestyle features of Queensland'.

RRC Corporate Plan:

Living, Learning & Leisure - Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces.

Economy - Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity.

RRC Community Plan:

Environment Strategy 4 - Enhance and promote our eco-tourism, and green and clean tourism options.

Economy Strategy 4 - Grow sustainable tourism options on a local and regional basis, capitalising on our natural, historical, cultural, culinary and artificial assets.





dharumbal cultural significance

As Mount Archer (Nurrim) is part of Dharumbal traditional country, celebrating Dharumbal culture, acknowledging their sacred sites and connecting to country is imperative to activating Nurrim.

Integrating the Dharumbal history will allow future generations to appreciate and better manage the area, and this forms a critical part of the Mount Archer Activation Master Plan.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Dharumbal Activation for Mount Archer

- Explore ways to celebrate Dharumbal culture through indigenous engagement
- Seek further indigenous work placement programs in the Mount Archer National Park and other appropriate areas such as a Dharumbal Ranger.
- Establish an indigenous education and skills program for those that are unemployed utilising opportunities in Mount Archer and surrounding areas.
- Investigate early indigenous diversion programs that could utilise Mount Archer and its surrounding areas.
- Establish a collaborative partnership with the Dharumbal people and CQUniversity utilising Mount Archer and surrounding areas.
- Implement the Indigenous Land and Sea Education Program.

2. The Mount Archer Ridge and Range Walk Construction

- Create and implement Dharumbal knowledge workshops to pass indigenous knowledge onto the local community.
- Facilitate opportunities to the Dharumbal people to undertake indigenous treks into the Mount Archer National Park.

3. Signage and interpretive Trails

- Create a project management role for a Dharumbal person to design local Dharumbal totems and indigenous themes along Pilbeam Drive, Mount Archer and Fraser Park.
- Develop further indigenous signage and interpretive trails.

4. Lookouts Project

- Incorporate a viewing platform that allows the Dharumbal people to see Toonooba (the Fitzroy River) and platforms that allow seeing other important cultural sites such as Gawula (Mount Wheeler).

STAKEHOLDERS

- Capricorn Enterprise
- CQUniversity
- The Dharumbal people
- Department of Aboriginal and Torres Strait Islander Affairs
- Department of the Prime Minister and Cabinet – Indigenous Affairs
- Fitzroy Basin Association
- Fitzroy River and Coastal Catchment Inc.
- Local community
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

RRC Community Plan:

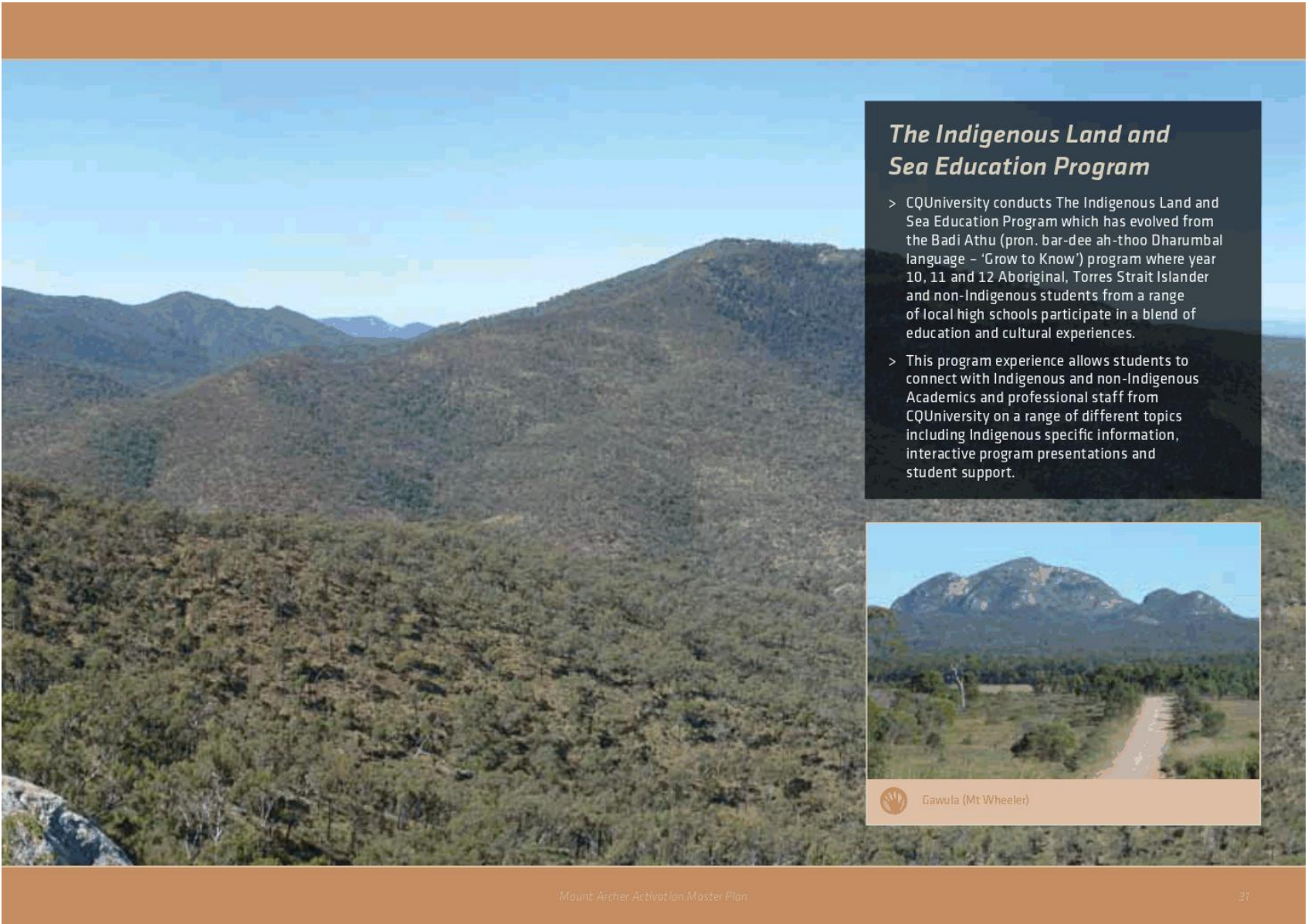
Living, Learning & Leisure Strategy 4 - Celebrate our strong indigenous history and culture.

Living, Learning & Leisure Strategy 4 - Ensure respect for all cultures through community awareness programs.

Living, Learning & Leisure Strategy 4 - Implement community signage that shows off the Region's assets and indigenous influences.


People, Places & Planning Strategy 4 - Advocate, promote and protect our heritage buildings, indigenous and cultural sites, and places of significance.


People, Places & Planning Strategy 5 - Ensure development respects the culture and heritage of the traditional land owners and other cultural groups within the Region.



The Indigenous Land and Sea Education Program

- > CQUniversity conducts The Indigenous Land and Sea Education Program which has evolved from the Badi Athu (pron. bar-dee ah-thoo Dharumbal language – ‘Grow to Know’) program where year 10, 11 and 12 Aboriginal, Torres Strait Islander and non-Indigenous students from a range of local high schools participate in a blend of education and cultural experiences.
- > This program experience allows students to connect with Indigenous and non-Indigenous Academics and professional staff from CQUniversity on a range of different topics including Indigenous specific information, interactive program presentations and student support.



 Gawulia (Mt Wheeler)

Mount Archer Activation Master Plan 31



KEY PROJECT: the mount archer ridge and range walk

The Mount Archer Ridge and Range walk could very well be a tourism drawcard for Central Queensland, and has been proposed by locals interested in seeing the bushwalking potential of the area fully recognised.

This Key Project aligns with the environmental values of this Activation Master Plan, while also encouraging tourism and healthy recreation within the area.

KEY PROGRAMS AND PROJECTS OUTCOMES

KEY PROGRAMS AND PROJECTS	OUTCOMES
1. Bushwalking Construction	<ul style="list-style-type: none"> • Create an additional 30km of bushwalking trails in the Mount Archer National Park and Fraser Park. • Enable a project with the Department of Correctional Services to assist construction. • Provide a series of bushwalking tracks – easy, medium, hard, expert. • Where possible seek to link bushwalking trails with other trails in/around the area.
2. Zamia Trail Upgrade	<ul style="list-style-type: none"> • Improve the surface of the full length of the Zamia trail to allow better accessibility.
3. Campsite Development	<ul style="list-style-type: none"> • Provide two camps within the National Park that will require a walk of at least four hours to reach the campsite. • Enable users/tourists to stay within the National Park on camping trips.
4. Walking Entries	<ul style="list-style-type: none"> • Provide access to the National Park from a variety of entry points from North Rockhampton including Frenchville, Norman Gardens and Koongal.
5. Signage	<ul style="list-style-type: none"> • Provide signage in a variety of languages/symbols to advise bushwalkers of necessities and potential dangers. • Provide information on habitat areas for bushwalkers.
5. Geo-caching	<ul style="list-style-type: none"> • Provide Geo-caching locations within the National Park. • Promote Geo-caching adventure to locals and tourists with the help of Capricorn Enterprise.

STAKEHOLDERS

- Capricornia Bushwalkers
- Capricorn Enterprise
- CQUniversity
- Department of Justice and Attorney General
- Department of National Parks, Sport and Racing
- The Dharumbal people
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

Aligns with Health and Wellbeing target G16 - We are physically and mentally healthy

RRC Corporate Plan:

Living, Learning & Leisure - Maintain the Region's sports fields, parks, gardens, playgrounds and open spaces.

Economy - Promote the sustainable development of natural and physical resources and the maintenance of ecological processes and genetic diversity.

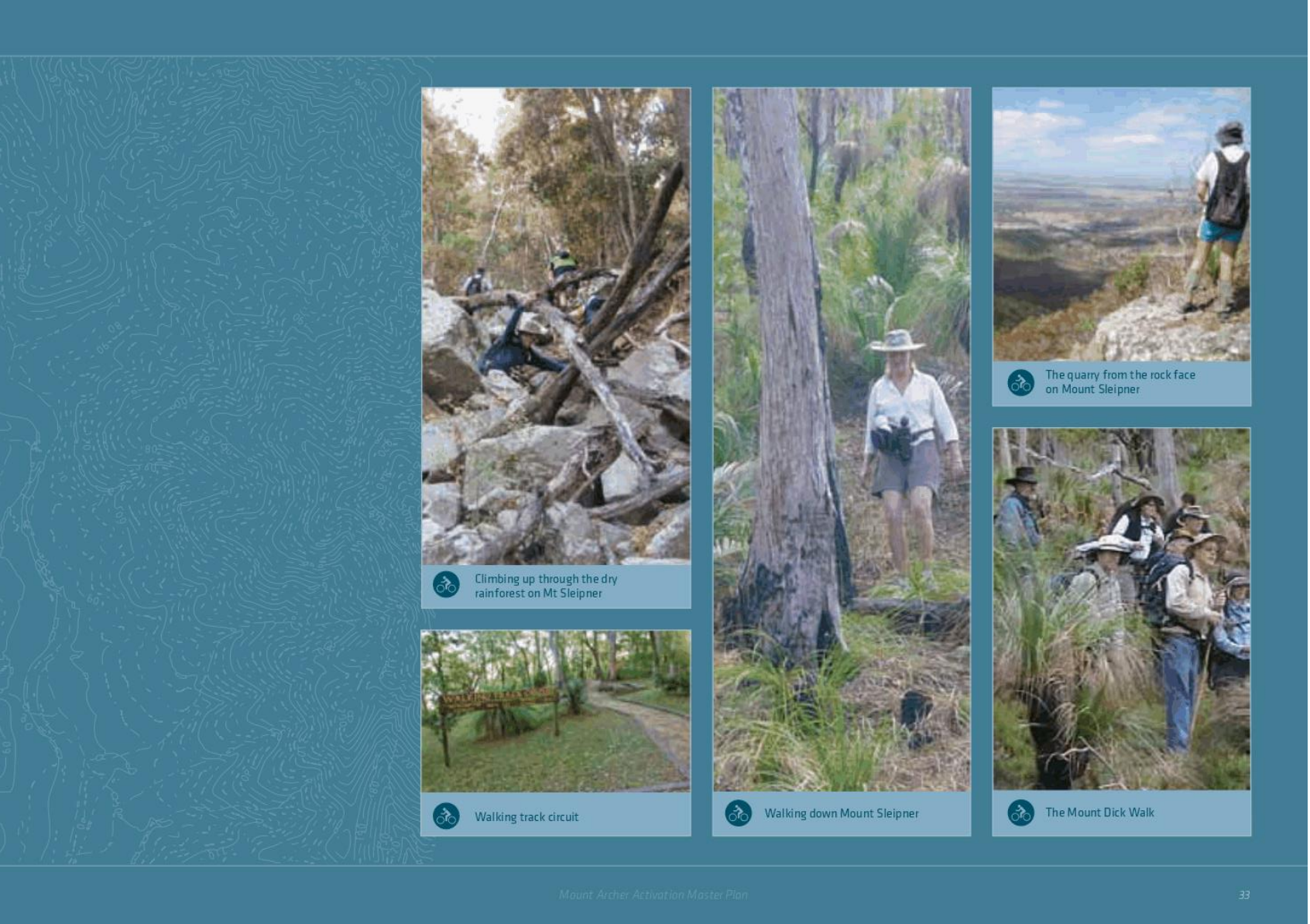
RRC Community Plan:

Infrastructure Strategy 3 - Ensure the open space network provides linkages with the pedestrian and cycleway network, and areas of environmental, educational and cultural value.


Environment Strategy 4 - Enhance and promote our eco-tourism, and green and clean tourism options.

Living, Learning & Leisure Strategy 1 - Ensure a mix of sporting options and facilities for all ages.


Economy Strategy 4 - Grow sustainable tourism options on a local and regional basis, capitalising on our natural, historical, cultural, culinary and artificial assets.




Climbing up through the dry rainforest on Mt Slepner



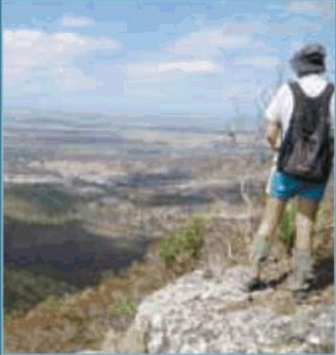
Walking track circuit




Walking down Mount Slepner



The quarry from the rock face on Mount Slepner



The Mount Dick Walk



Mount Archer Activation Master Plan

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KEY PROJECT: german street bushland park

The German Street Bushland is significant in terms of size, use and ecology. The creation of a site based management plan will assist in the balance between human use and ecological sustainability.

This key project is closely linked to that overleaf – Mountain Bike Trails.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Emergency Access

- Construct emergency access points at the end of Guthrie Street and in German Street Park to allow emergency vehicles easier access to parts of the National Park.

2. German Street Bushland Park Project

- Establish a site based management plan for the German Street Bushland Park area.
- Provide outdoor learning opportunities along the Zamia trails and Moores Creek.

STAKEHOLDERS

- Department of National Parks, Recreation, Sport and Racing
- Rockhampton Mountain Bike Club
- Rockhampton Regional Council
- Capricornia Bushwalkers
- Capricorn Conservation Council
- Birdlife Capricornia
- Local community





KEY PROJECT: mountain bike trails

A Mountain Bike Reserve appeals to the eco-tourism objectives of the Activation Master Plan, encouraging outdoor activity and providing unstructured recreation opportunities.

The First Turkey Mountain Bike Reserve upgrades will allow for greater use of the mountain by people of all ages and fitness levels. Development of the German Street Park amenities will encourage residents to use the facilities, ensuring that Rockhampton locals benefit as well as tourists.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Work with local clubs and trail builders to develop sustainable mountain bike trails that are tailored to a variety of skill levels	<ul style="list-style-type: none"> • First Turkey Mountain Bike Reserve will be well placed to cater for the rapidly growing industry of mountain bike tourism. • Create a range of skills levels for young children through to veteran riders. • Encourage residents and visitors to benefits from the health outcomes of mountain biking.
2. Sunset Drive Amenities	<ul style="list-style-type: none"> • Build a compost toilet and a drinking fountain in the First Turkey Mountain Bike Reserve. • Investigate a skills track within the First Turkey Mountain Bike Reserve. • Fence the Sunset Drive playground area.
3. Sunset Drive Car Park	<ul style="list-style-type: none"> • Increase the amount of carparks in existing car park locations.
4. Signage and Interpretive Trails	<ul style="list-style-type: none"> • Increase the level of advisory and directional signage in the First Turkey Mountain Bike Reserve. • Ensure safe and skill/fitness level appropriate use by residents and tourists of the First Turkey Mountain Bike Reserve.
5. Emergency Access	<ul style="list-style-type: none"> • Build a causeway or similar across Moores Creek to all user and emergency services access to First Turkey Mountain Bike Reserve and parts of Mount Archer.

STAKEHOLDERS

- Capricorn Enterprise
- Department of Justice and Attorney General
- Department of National Parks, Sport and Racing
- Local Residents
- Rockhampton Mountain Bike Club
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

Health and Wellbeing target G16 - We are physically and mentally healthy.

RRC Corporate Plan:

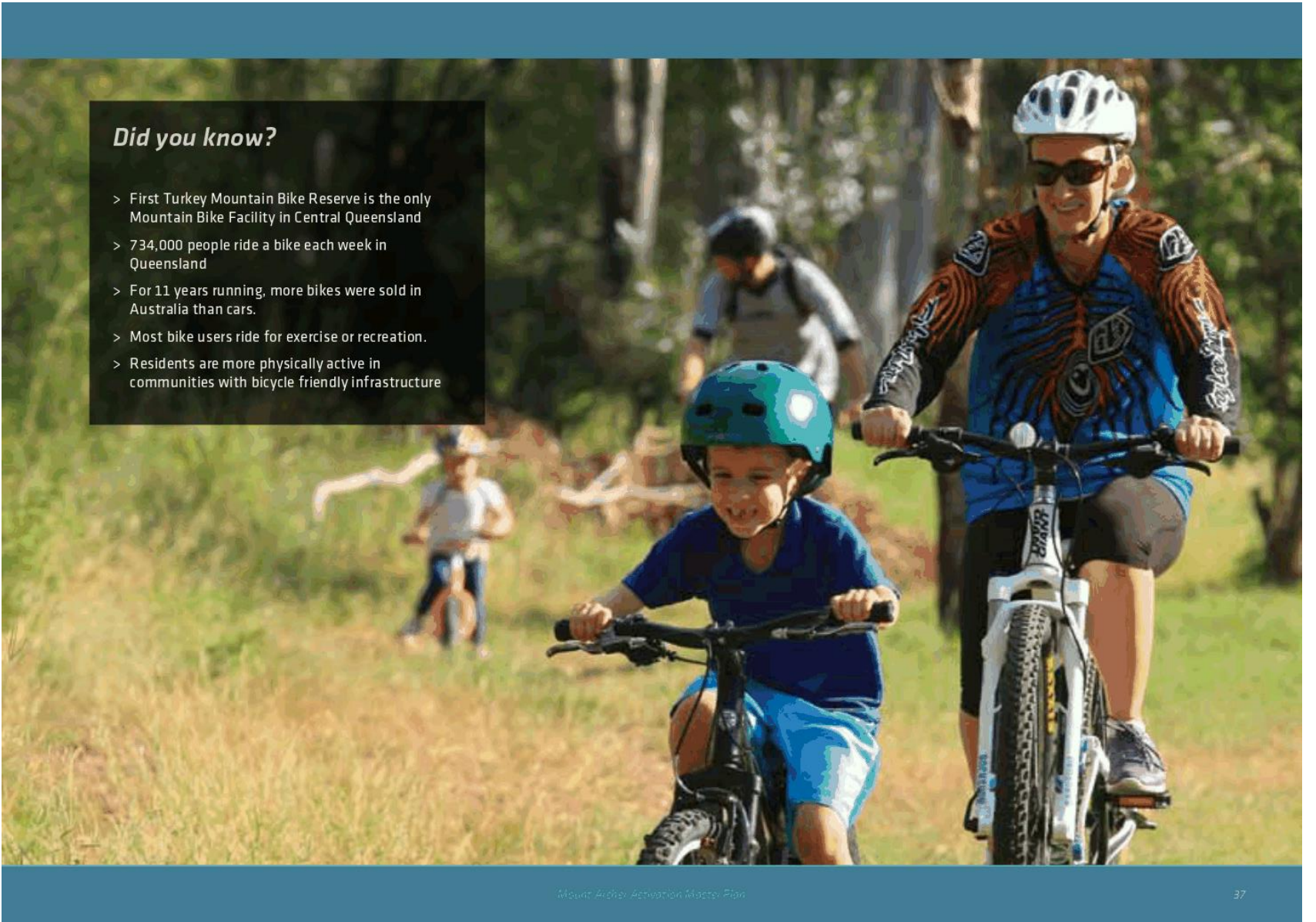
Living, Learning & Leisure - Provide developmental programs for sporting and recreational groups.

RRC Community Plan:

Infrastructure Strategy 3 - Ensure the open space network provides linkages with the pedestrian and cycleway network, and areas of environmental, educational and cultural value.

Living, Learning & Leisure Strategy 1 - Ensure a mix of sporting options and facilities for all ages.

Living, Learning & Leisure Strategy 7 - Develop accessible sport, recreational and entertainment activities for our youth.



Did you know?

- > First Turkey Mountain Bike Reserve is the only Mountain Bike Facility in Central Queensland
- > 734,000 people ride a bike each week in Queensland
- > For 11 years running, more bikes were sold in Australia than cars.
- > Most bike users ride for exercise or recreation.
- > Residents are more physically active in communities with bicycle friendly infrastructure



proposed events calendar

The Mount Archer Activation Master Plan includes a vision for a lively future. This will incorporate a calendar of events designed to attract tourists and residents and showcase the precinct's development year-round.

Many of the proposed activities within this Master Plan align with the Capricorn Destination Tourism Plan, an important regional plan that helps direct tourism in the Rockhampton Region.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Establish and Execute Regular Events Calendar

Example Schedule:

- **March** - Trekking event from Mt Archer to Mt Chapple and Mt Dick.
- **April** - Open air cinema.
- **May** - Eco-education lectures with local presenters.
- **June** - Mount Archer Billy cart race.
- **July** - Bird watching tour.
- **August** - Festival of Cycling - including the Mt Archer Queen and King of the Mountain (QKOM) Race.
- **September** - Mount Archer Family Fun Day.
- **October** - Bird watching tour.
- **December** - End of year camp out at the summit.

STAKEHOLDERS

- BirdLife Capricornia,
- Capricornia Bushwalkers
- Capricorn Enterprise
- CQUniversity
- The Dharumbal people
- Department of National Parks, Sport and Racing
- Department of Tourism, Events, Small Business and the Commonwealth Games
- Fitzroy River and Coastal Catchment Inc.
- Local community
- Local entertainers
- Local schools
- Rockhampton Cycling Club
- Rockhampton Mountain Bike Club
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Queensland Plan:

Health and Wellbeing target G16 - We are physically and mentally healthy.

Regions Targets T7- Liveable Regions - All Queenslanders are highly satisfied with the liveability of their region.

Regions target G8 - Our regions are prosperous and liveable.

RRC Corporate Plan:

Economy - Collaborate with Capricorn Enterprise to ensure the delivery of services to promote the tourist potential and economic development of our Region.

Living, Learning & Leisure - Deliver and facilitate community events and celebrations.

RRC Community Plan:

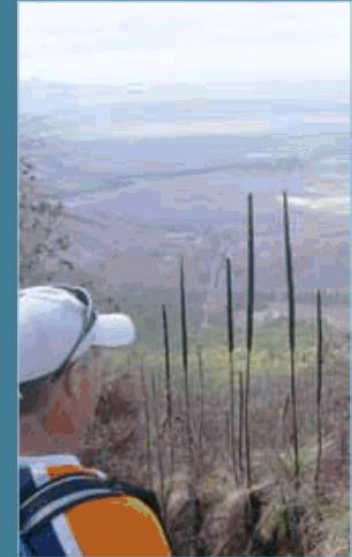
Living, Learning & Leisure Strategy 4 - Develop and provide a range of innovative spaces that support and enhance a creative community.

Living, Learning & Leisure Strategy 8 - Increase a diverse range of entertainment options.

Living, Learning & Leisure Strategy 8 - Maintain, support and celebrate our local events and festivals.



 Mount Archer Billy Cart Race



 Trekking events



 Festival of Cycling



 Family Fun Day



the wild side

While other Activation Master Plan projects encourage ecotourism, **The Wild Side** considers the possibility of adventure based tourism out of Mount Archer.

Imagine ziplining through the bush, the adrenaline thrill of bungee jumping from a lookout, or facing your fears of abseiling a steep drop.

These range of activities will appeal to a wider section of the community, as well as garner an international adventure tourism reputation for the region.

To fully explore the opportunities available, private enterprise will be invited to discuss opportunities. Maintenance and enhancement of environmental values of the Mount Archer precinct shall be an integral component for all development proposals.

KEY PROGRAMS AND PROJECTS OUTCOMES

1. Tree Towering Adventures

- Enable a variety of tree line adventures to be placed on the outskirts of the Mount Archer/Berserker Range in an area suitable for these activities. These could include ziplines, ropes challenges, canopy walks and tree line roller coasters.
- Provide business and employment opportunities.
- Provide tourist opportunities.
- Provide educational institutions with a facility to enable students' learning experiences.

2. Mobile Crane Bungee Jump

- Undertake further research into the Barlows Boulder car park being the site for a mobile bungee jump.
- If feasible, allow a privately owned and accredited mobile bungee jump crane to access the site.

3. Abseiling and Climbing

- Where appropriate, enable abseiling and climbing activities to be conducted.

4. Horse Trails

- Explore options for a horse trail/s within the Mount Archer future use map. This could enable private enterprise/land holders to establish riding tours.

STAKEHOLDERS

- Capricorn Enterprise
- Department of National Parks, Sport and Racing
- Department of Tourism, Events, Small Business and the Commonwealth Games
- Private Enterprise
- Rockhampton Regional Council

PLANNING & POLICY ALIGNMENT

Tourism and Events Queensland:

Core tourism target markets, as well as identified target market needs of discovery (discovering nature, rejuvenating), learning/education (cultural aspects), and adventure.

Also: Tourism and Events Queensland's vision to 'encourage profitable and sustainable development that immerses the ideal visitor in experiences that are sensitive to the unique natural, cultural and lifestyle features of Queensland'.

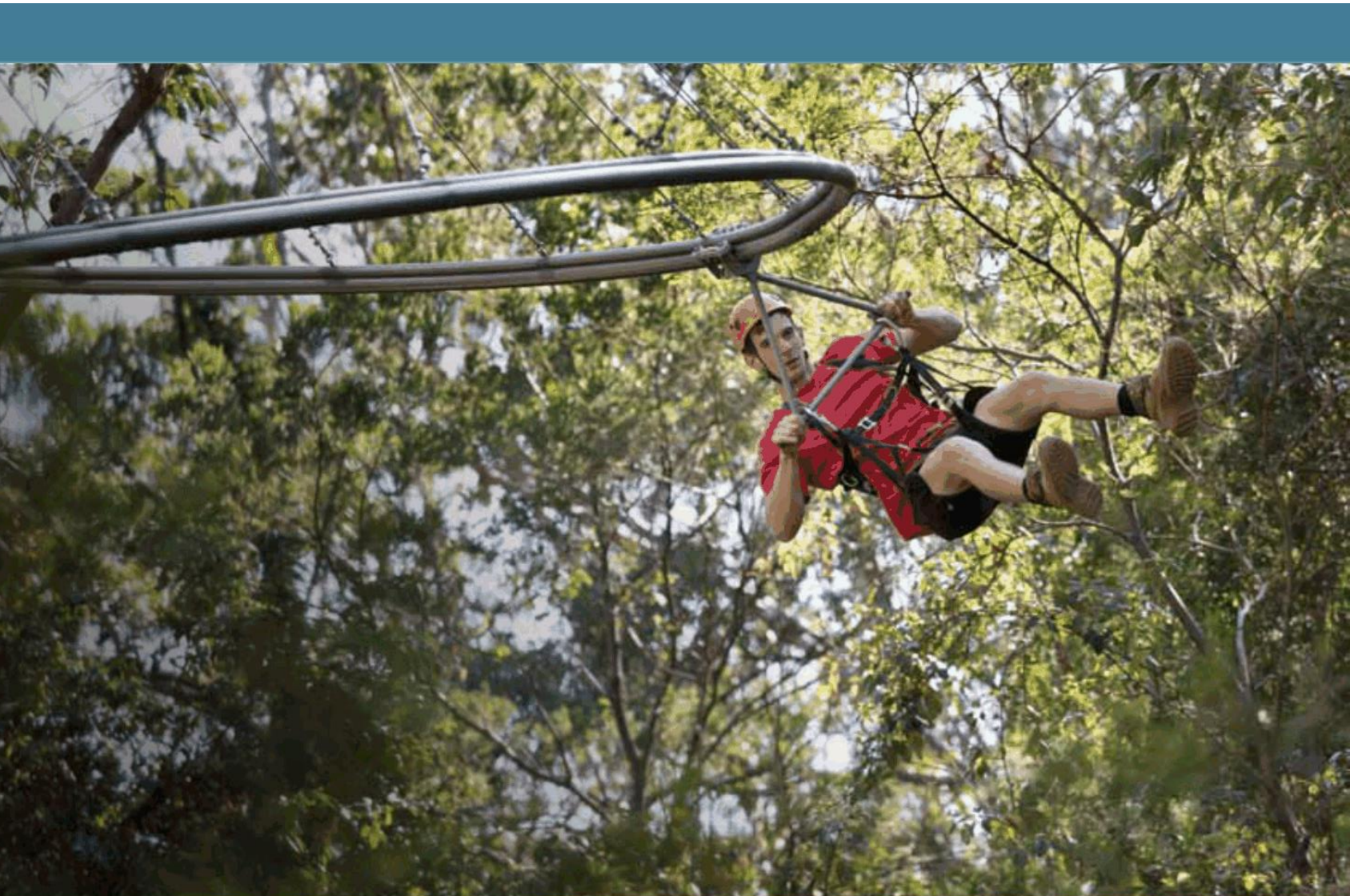
RRC Corporate Plan:

Economy - Collaborate with Capricorn Enterprise to ensure the delivery of services to promote the tourist potential and economic development of our Region.

RRC Community Plan:

Environment Strategy 4 - Enhance and promote our ecotourism, and green and clean tourism options.

Economy Strategy 4 - Further develop and actively promote tourism activities and facilities.



where to from here?





references

- Queensland Plan
- Rockhampton Regional Council Community Plan
- Rockhampton Regional Council Corporate Plan
- Tourism and Events Queensland





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8.7 PARKS OPERATIONAL REPORT - APRIL 2019

File No: 1464
Attachments: 1. [Operational Report - April 2019](#)
Authorising Officer: Colleen Worthy - General Manager Community Services
Author: Aaron Pont - Manager Parks

SUMMARY

This report provides information on the activities and services of the Parks section for April 2019.

OFFICER'S RECOMMENDATION

THAT the report on the activities and services of the Parks section for April 2019 be received.

COMMENTARY

- Botanic & Kershaw Gardens
 - Rockhampton Botanic Gardens
 - Kershaw Gardens
 - Nursery
 - Visitor Services
- Parks Operations
 - Mowing Maintenance
 - Irrigation
 - Horticulture
 - Sports Fields
- Parks Management
 - Sport and Education
 - Customer Service
 - Park Bookings
- Rockhampton Zoo
- Open Space Facilities
 - Cemeteries
 - Playgrounds
 - Park Furniture

The attached report contains information on the activities and services of these areas for April 2019.

PARKS OPERATIONAL REPORT - APRIL 2019

Operational Report - April 2019

Meeting Date: 29 May 2019

Attachment No: 1

MONTHLY OPERATIONS REPORT

PARKS

PERIOD ENDED APRIL 2019



1. Operational Summary

Kershaw Gardens

- The Rapids in the Southern end of the Gardens are now operational and plan to improve this sites as a focus area

Botanic Gardens

- Pathogen survey report has been completed which will now work as a key element of a pathogen management plan.

Visitor Services

- Progressing new brochures for both the Botanic Gardens and Kershaw Gardens
- Progressing with Volunteer Development Officer on streamlining the Volunteer program

Zoo

- First round of high school work experience started these holidays.
- Media at the Zoo
 - 5 opportunities, 30+ exposures
 - Easter Holiday fun for the animals
 - Macaws Painting
 - Valkyrie (eagle) arriving
 - Tomio and Misumi (otters) arriving
 - Messy May teaser
-

2. Customer Service Requests

Response times for completing customer requests in the April reporting period



All Monthly Requests (Priority 3) Parks 'Traffic Light' report April 2019




	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	On Hold	Completion Standard (days)	Avg Completion Time (days)		Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed					Current Mth	6 Months		
Sport & Recreation - General Enquiry	0	0	5	5	0	0	0	10	● 3.40	● 14.08	● 17.57	3.03
Parks Booking Services Request ***Notification***	0	0	0	0	0	0	0	5	● 0.00	● 0.00	● 1.00	1.00
Tree and Stump Removal - Request	53	21	32	8	56	0	0	50	● 6.00	● 17.04	● 19.43	16.76
Parks Misc - Request	18	13	54	36	23	0	0	10	● 3.46	● 8.78	● 9.70	5.14
Tree Trimming - Request	83	29	81	22	113	0	0	40	● 2.95	● 51.92	● 77.81	74.08




3. Capital Projects







Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended April 2019 – 83% of year elapsed









In terms of scope, schedule and budget, the project is;






		
on track	generally on track, with minor issues	off track




Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Irrigation Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$480,717</i>	<i>\$241,011</i>
Comments	<p><i>Sports field designs are nearing completion</i></p> <p><i>Development of Irrigation specifications for RRC projects draft has been done and 1st review has occurred</i></p> <p><i>Cloud based controllers are being installed with 30 remaining.</i></p> <p><i>Capelec Park upgrade starts the week of 20 May 2019.</i></p> <p><i>Upgrading Botanic Gardens (Ann Street) entrance</i></p>				
<i>Upgrade Field Surface</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$17,244</i>	<i>\$14,255</i>
Comments	<i>Works ongoing at Saleyards Park to increase turf carrying capacity</i>				
<i>Yeppen Roundabout Landscape Renewal and entrance medians</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$88,753</i>	<i>\$1,131,143</i>

Comments	<i>Being delivered by Andrew Collins major projects, works have commenced</i>				
<i>Rockhampton Botanic Gardens – Paving</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$2,386</i>	<i>\$0</i>
Comments	<i>Works pending development of soil pathogen management plan</i>				
<i>Frenchman’s Creek – Stage 2</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$12,505</i>	<i>\$0</i>
Comments	<i>Works to be delivered in winter months and will include mulching and planting of trees and understorey shrubs</i>				
<i>Botanic Gardens – Enhancements to Improve Visitor Experience</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$9,016</i>	<i>\$2,616</i>
Comments	<i>Scoping currently being undertaken</i>				
<i>Enclosure Demolition Rockhampton Zoo</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$75,000</i>	<i>\$47,831</i>
Comments	<i>Majority of demolition completed, rubbish removal and clean up remaining.</i>				
<i>Master Plan Rockhampton Zoo</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$40,000</i>	<i>\$0</i>
Comments	<i>Scoping to commence on completion of visitor surveys</i>				
<i>Median Refurbishments</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$75,000</i>	<i>\$24,018</i>


Comments	<p><i>Works will be programmed post mowing season April-July</i> <i>Central Park median refurbishment commenced on 16 April 2019</i> <i>Leopard Trees and Gazania infill plantings ongoing.</i> <i>Central Park Median and Villa Capri Median on George Street (Highway) have been completed.</i> <i>Albert Street refurbishment to commence June 2019.</i></p>				
<i>Synthetic Roundabout Program</i>	1 July 2018	30 June 2019		\$50,000	\$46,110
Comments	<p><i>Majority of works completed with 2 roundabouts remaining.</i></p>				
OPEN SPACE FACILITIES (Capital projects over \$100k and Councillor projects)					
Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Playground Equipment Renewal Program</i>	1 July 2018	30 June 2019		\$479,000	\$476,720
Comments	<ul style="list-style-type: none"> • <i>Bill Neven Park (Parkhurst) playground shade \$70k. Completed.</i> • <i>Alan Bray Park (Koongal) \$25/30k. Completed.</i> • <i>Eichelberger Park (Frenchville) \$25k. Completed.</i> • <i>Ken Baker Park (Koongal) \$35/40k. To be completed by end of May.</i> • <i>Conaghan Park (Gracemere) – playground and rubber soft-fall \$102k. To be completed by end of May.</i> • <i>Kershaw Gardens (Berserker) – Liberty Swing \$45k + \$70k from Cr Rutherford. Equipment ordered and to arrive late June with install to occur after July school holidays.</i> 				
<i>Footpaths Renewal Program</i>	1 July 2018	30 June 2019		\$149,598	\$68,940





<p>Comments</p>	<ul style="list-style-type: none"> • Lagoons (The Range) \$25/30k. Murray Lagoon section completed. Yeppen Lagoon section to commence in May. • Ollie Smith Park (Koongal) \$70k. Completed. • North Rocky Boat Ramp to Pump Station (The Common) \$50k. Culvert to be completed in June. • Apex Park (Frenchville) \$35k. Works to commence in May. 				
<p>BBQ Renewal Program</p>	<p>1 July 2018</p>	<p>30 June 2019</p>		<p>\$116,000</p>	<p>\$27,847</p>
<p>Comments</p>	<ul style="list-style-type: none"> • Huish Drive (Wandal). Victoria Park x 4 and each of the 3 pontoons x 1. Completed. • Queens Park (Park Avenue) x 2. Completed. • Curtis Park x 2. Completed. • Rockhampton Botanic Gardens (The Range) x 4. To be installed by Council's electrician in May. 				
<p>Access Roads & Carparks Renewal Program</p>	<p>1 July 2018</p>	<p>30 June 2019</p>		<p>\$123,000</p>	<p>\$68,877</p>
<p>Comments</p>	<ul style="list-style-type: none"> • Open Space Facilities Team settled scope with Parks in January. • Kele Park (West Rockhampton) entries (access road and two car parks). Completed. • Tom Nutley Field (Park Avenue). Completed. • Kenrick Tucker Velodrome, Janet Pajolas Park (Berserker). Completed. • Kele Park. Softball carpark. Works to be completed in June. • Bridge Club (Wandal). Quote secured. Works to be completed in June. • Newman Oval (Mt Morgan) Quote to be secured. Club seeking more works than funds allow, to be considered in 19/20 				
<p>New/Renewed Signage as per Signage Strategy</p>	<p>1 July 2018</p>	<p>30 June 2019</p>		<p>\$115,000</p>	<p>\$99,112</p>
<p>Comments</p>	<ul style="list-style-type: none"> • Scope is focussing on Category 4 & 5 sign defects and behavioural signage. • Cemetery signage suite settled. • Open Space Facilities Team incrementally installing signage. 				

Gracemere Cemetery Expansion	1 July 2018	30 June 2019		\$157,609	\$110,795
Comments	<ul style="list-style-type: none"> • The immediate development will be progressed in two stages, as the first stage will be code assessable enabling early on ground works. • The engineering contractor is developing an earthworks plan and liaising with architect and town planner sub-contractors to prepare the MCU documentation for the first stage. Upon Council endorsing the draft detailed design, a meeting will be held with Council's Duty Planner and Duty Engineer with the MCU to be lodged thereafter. 				
Springers Lagoon - Gracemere (Crs Smith & Wickerson)	1 July 2018	30 June 2019		\$80,000 W4Q2 \$12,996 Cr Smith \$2,600 Cr Wickerson	\$79,476 \$12,996 \$2,552
Comments	<ul style="list-style-type: none"> • Fishing / Viewing Platform. Footings completed. Platform to be completed by end of May. • Interpretive signage to be installed prior to opening. • Opening being scheduled for June. 				
Bajool War Memorial (Cr Wickerson)	1 July 2018	30 June 2019		\$3,000	\$2,099
Comments	<ul style="list-style-type: none"> • Kwik Curb installed mid-April. Completed 				
Apex Park – Frenchville (Cr Fisher)	1 July 2018	30 June 2019		\$22,860	\$19,835
Comments	<ul style="list-style-type: none"> • Playground fabricated and to be installed by end of May. • Apex Park sign to be replaced at the same time. 				
Bill Neven Park – Parkhurst and Lyle Albert Dobbs Park – Norman Gardens (Cr Swadling)	1 July 2018	30 June 2019		\$70,000 with matching funds from Rotary	\$0

Comments	• <i>Awaiting for scope to be settled.</i>				
<i>Mobile Skatepark (Crs Williams and Fisher)</i>	1 July 2018	30 June 2019		\$31,000 Cr Williams \$30,000 Cr Fisher	\$31,000 \$26,000
Comments	• <i>Order placed. Delivery estimated September.</i>				
<i>Cedric Archer Park Pump Track – Gracemere (Cr Smith)</i>	1 July 2018	30 June 2019		\$15,000	\$15,000
Comments	• <i>Contractor provided three concepts. Councillors to settle on preferred option to progress detailed design and costings.</i> • <i>\$500k W4Q3 submission lodged for consideration.</i>				
<i>Janet Pajolas Park Development – Berserker (Cr Fisher)</i>	1 July 2018	30 June 2019		\$8,250 Cr Swadling \$50,000 Cr Fisher 18/19 \$30,000 Cr Fisher 17/18	\$8,250 \$40,280 \$7,065
Comments	• <i>All abilities path with conduits underneath and seating sites commenced and to be completed by end of May.</i> • <i>Frontage bollards to be installed.</i> • <i>Survey and concept planting plan to be developed for onsite meeting with Cr Fisher once path is completed.</i> • <i>Initial irrigation works including RPZ to be installed in 19/20 subject to funding.</i> • <i>Seating to be installed in 19/20 subject to funding.</i>				

FACILITIES PROJECTS

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
Pool Plant Renewal Program	01 August 2018	30 June 2019		\$51,000	\$0




Comments	Not yet commenced				
Parks Electrical Assets	01 August 2018	30 June 2019		\$170,000	\$76,124
Comments	<p>Works commenced as follows:</p> <ul style="list-style-type: none"> • Stapleton Park replacement pole and switchboard (Completed) • Frank Forde Park replacement pole and switchboard (Completed) • Marmor Park replacement switchboard and floodlights (Completed) • Kershaw Gardens replacement irrigation switchboards (Completed) • Stapleton Park Bike Track replacement pole and distribution boards(P/O to be raised) • Rockhampton Ski Gardens replacement pole, main switchboard, and irrigation board (P/O to be raised) • Wharf Street irrigation replacement switchboard(Awaiting quotes) • Littler-cum-Ingham Park replacement switchboards/ irrigation boards(Awaiting quotes) • Huish Drive poles/ replacement luminaires(Awaiting quotes for new fittings) 				
Relocate Part of Gardens Depot	1 September 2018	30 June 2019		\$71,454	\$5,436
Comments	Work has commenced on the relocation of the Open Space Facilities team to Dooley Street Depot.				
Botanic Gardens Depot Repair	1 September 2019	30 June 2019		\$20,000	\$0
Comments	Project scoped, invitation to quote being prepared. Under bore for new electrical cabling scheduled for May 2019.				
Mt Morgan Pool replace filters and plant room	01 November 2018	30 June 2019		\$300,000	\$72,409
Comments	Tenders closed 8 May. Works to be completed in winter shutdown period.				


4. Operational Projects

As at period ended April 2019 – 83% of year elapsed



In terms of scope, schedule and budget, the project is;

		
on track	generally on track, with minor issues	off track

Project	Planned Start Date	Planned End Date	On Track	Comment	Budget Estimate	YTD actual (incl committals)
<i>Tree Planting</i>	1/4/19	30/6/19		<p><i>Bolsover Street project has been designed by Civil Design team and will involve the installation of kerbing, irrigation, soil and mulch to existing Terminalias. Civil Operations will deliver the works with expected completion in June</i></p> <p><i>Other planting projects completed/underway include: Kerr Park, Gavial-Gracemere Road, Mt Morgan entry statement, Dorothy Ball Park, Col Austin Park, Yewdale Park</i></p>	\$250,000	

5. Budget

Financial performance as expected for the reporting period.



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

	Adopted Budget	Revised Budget	EOM Commitments	Actuals for 01	Commit + Actual
	\$	\$	\$	\$	\$
COMMUNITY SERVICES					
PARKS					
<u>Parks Operations</u>					
Revenues	(56,466)	0	0	(596,260)	(596,260)
Expenses	6,525,838	0	393,939	4,493,275	4,887,215
Transfer / Overhead Allocation	1,643,776	0	0	1,362,979	1,362,979
Total Unit: Parks Operations	8,113,148	0	393,939	5,259,994	5,653,933
<u>Parks Management</u>					
Revenues	(147,635)	0	0	(202,745)	(202,745)
Expenses	5,127,899	0	22,474	4,874,552	4,897,026
Transfer / Overhead Allocation	115,562	0	0	121,835	121,835
Total Unit: Parks Management	5,095,826	0	22,474	4,793,642	4,816,115
<u>Botanic & Kershaw</u>					
Revenues	(16,794)	0	0	(24,719)	(24,719)
Expenses	1,692,581	0	97,692	1,170,389	1,268,081
Transfer / Overhead Allocation	256,628	0	0	176,091	176,091
Total Unit: Botanic & Kershaw	1,932,415	0	97,692	1,321,761	1,419,453
<u>Rockhampton Zoo</u>					
Revenues	(15,423)	0	0	(14,715)	(14,715)
Expenses	1,139,782	0	73,831	1,064,666	1,138,497
Transfer / Overhead Allocation	23,224	0	0	42,410	42,410
Total Unit: Rockhampton Zoo	1,147,583	0	73,831	1,092,361	1,166,192
<u>Parks Administration Services</u>					
Revenues	(8,120)	0	0	(16,500)	(16,500)
Expenses	413,476	0	318	305,759	306,077
Transfer / Overhead Allocation	(1,000)	0	0	0	0
Total Unit: Parks Administration Services	404,356	0	318	289,259	289,577
Total Section: PARKS	16,693,328	0	588,255	12,757,017	13,345,272

6. Section Statistics

Service Level	Target	Current Performance	Service Level Type (Operational or Adopted)
Tenure Renewals – Resolved this financial year	46	35	Operational

Progressive Measures / Indicators	Same Month Last Year	Current Month
Zoo visitors	21,328	18,944
Zoo donations	\$815	\$1,925
Volunteer Participation (hours) – Zoo	Not recorded	1,067*
Parks bookings (number of events and celebrations in month / FYTD)	83 / 675	100 / 577

* Includes JQs and Work Experience

SAFETY STATISTICS	FOURTH QUARTER		
	April	May	June
Number of Lost Time Injuries	1		
Number of Days Lost Due to Injury	9		
Total Number of Incidents Reported	12		
Number of Incomplete Hazard Inspections	0		

CEMETERIES							
Location	Category	Total no. Sites	Burials in APRIL	Sites used	Reserved sites	Vacant sites	Est life on current trends for new burials
GRACEMERE	LAWN	626	0	385	84	157*	>5 yrs
	MONUMENTAL	?					
MT MORGAN	LAWN	153	1	141	0	12	>1 yr
	MONUMENTAL	?	0	?			
MEMORIAL GARDENS	LAWN	1253	0	1143	110	0	0 yrs
BAJOO	BEAM	14	0	1	0	13	>10 yrs
	MONUMENTAL	?		80+	26+	129	
NORTH ROCKHAMPTON	MONUMENTAL	20000+	4	~16720	~370	~293#	>3 yrs

South Rockhampton Cemetery is closed to future interments, however site is still managed.

*Gracemere Cemetery has 42 sites set aside for the Islamic Society (115 balance available).

#North Rockhampton vacant sites may be found to be unsuitable.

8.8 PROJECT DELIVERY MONTHLY REPORT - APRIL 2019

File No: 7028
Attachments: 1. Parks Project Reports - April 2019 [↓](#)
Authorising Officer: Peter Kofod - General Manager Regional Services
Author: Andrew Collins - Manager Project Delivery

SUMMARY

Monthly reports on the projects currently managed by Project Delivery.

OFFICER'S RECOMMENDATION

THAT the Project Delivery Monthly Report for April 2019 be received.

COMMENTARY

The project delivery section submits a monthly project report outlining the status of the capital projects. The following projects have a one page capital monthly report outlining progress against time and budget.

- A. 42nd Battalion Memorial Pool - Perimeter Fence
- B. 2nd World War Memorial Aquatic Centre - Shade Structure
- C. Cedric Archer Park - Restoration and Remediation of Lagoon System
- D. Fraser Park Redevelopment
- E. Hockey Redevelopment
- F. Hugo Lassen Fernery
- G. Jardine Park - Amenities
- H. Kershaw Gardens - Waterfall

PROJECT DELIVERY MONTHLY REPORT - APRIL 2019

Parks Project Reports - April 2019

Meeting Date: 29 May 2019

Attachment No: 1

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	2nd World War Memorial Aquatic Centre - Shade Structure
Project Number	1126039,
Project Manager	Thomas Olsen
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Create shade cover over the existing 25m pool.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	October 18		
Design Development	January 19		
Procurement	February 19	March	
Construction	April	July	

FINANCIAL PROFILE

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$200,000	\$6,874	\$0	\$193,126	\$50,000	\$6,874	\$0	\$43,126
External Funding	\$Nil							

PROJECT STATUS

Following the Parks Committee meeting in March, further design work will be undertaken to provide a shade design that is in line with other elements on the site.

Design options are being reviewed.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	42 nd Battalion Memorial Pool - Perimeter Fence
Project Number	1126000
Project Manager	Shirley Hynes
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Replacement of boundary/security fence to perimeter of the property to Berserker Street, main entrance elevation and vacant lot to the north of the site (excluding Robinson Street, boundary Centenaries Park and Diggers Memorial Bowls Club).

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	December 18		Complete
Design Development	January 19		Complete
Procurement	February 19		
Construction	March 19		

FINANCIAL PROFILE

Budget has been reduced to \$200K in the budget review process.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$200,000	\$994	\$0	\$199,006	\$200,000	\$994	\$0	\$199,006
External Funding	\$Nil							

PROJECT STATUS

- Survey of site complete.
- Drafting of Tender document complete.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Cedric Archer Park – Restoration & Remediation of Lagoon System
Project Number	0984225
Project Manager	Shirley Hynes
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Refurbishment of existing storm water retention lagoons and weir, removing debris and silt material in order that they function correctly. Replacement of footpath which have been undermined. Replacement of bridges to island and across lagoon.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning			Complete
Design Development	May 17	May 17	Complete
Procurement	June 17	September 18	Complete
Construction	July 17	May 18	Delay to commencement of works on site due to Environment Agency approval process. Ongoing delays due to ground conditions.

FINANCIAL PROFILE

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$2,281,917	\$1,895,210	\$492,376	\$414,331	\$2,281,917	\$1,375,210	\$492,376	\$414,331
External Funding	Nil							

PROJECT STATUS

During the month of April the following works have been undertaken:

- The land mark bridge to the island is being completed.
- The installation of the suspension bridge across the first lake is been substantially completed
- Water fountain and wet well has been completed
- Retaining wall structures have been completed.
- Pathway installation has continued.
- Top soil and planting to commence in May

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Fraser Park Redevelopment
Project Number	1071733 / 1079665 / 1079363 / 1117029 / 1128509
Project Manager	Thomas Olsen
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Fraser Park Redevelopment funded scope incorporates the following components;

- Stage 1 – Northern part of Fraser Park:
 - Stage 1A – Nurim Circuit elevated boardwalk part A (including River and CBD lookouts, connection node and interpretive elements), integrated into the existing path network;
 - Stage 1B – Nurim Circuit elevated boardwalk part B (including the Gawula lookout and associated interpretive elements), integrated into the existing path network;
 - Stage 1C – Nurim Circuit concrete pathways (to complete all abilities access from the carpark to the major lookouts and activity areas);
 - Stage 1D – Munda-Gudda Discovery Path (including associated water and electrical services); and
 - Stage 1E – Munda-Gudda Discovery Path nature play area and landscaping (including bush tucker).
- Stage 2 – Central part of Fraser Park:
 - Stage 2C – Open air Amphitheatre.
 - Toilet Facilities

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	June 17	November 18	All Stages
Design Development	July 18	December 18	All Stages
Stage 1A – Elevated Boardwalk			
Procurement	August 17		Completed
Construction	April 18		Completed
Stage 1B – Elevated Boardwalk			
Procurement	May 18	June 18	Completed
Construction	May 18	September 18	Completed
Stage 1C – Walkways			
Procurement			Tender Awarded
Construction			Starts Mid-March – to be completed May (pending weather)
Stage 1D/E – Munda Gudda Discovery Path			
Procurement	September 18		D&C Tender awarded for Nature Play
Construction		May 2019	Design 100% Offsite construction and Procurement 95% Onsite construction is 20% complete
Stage 2C – Amphitheatre			
Procurement	September 18	October 18	Completed
Construction	October 18	January 19	Completed
Stage 2B – Toilet Facilities			
Procurement	May 19		Tender estimated 6-8 weeks after Grant
Construction	June 19		Letter of acceptance 2-3 weeks after Procurement.

FINANCIAL PROFILE

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$3,900,000	\$2,670,510	\$604,392	\$625,098	\$2,670,861	\$1,441,371	\$604,392	\$625,098
External Funding	\$3,050,000							

PROJECT STATUS

Nature Play - Construction 65% complete and will be completed in Late May 2019.

1C Walkways – Tender awarded to BT Builders, construction 25% complete estimated completion date May 2019. Delays occurred with existing water main found only to be 25mm to 300mm under existing path.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Hockey Redevelopment (W4Q)
Project Number	0984305 / 1076547 / 1128961 / 1128960
Project Manager	Thomas Olsen
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Construct a FIH Global Certified Hockey Field at Kalka Shades.
Flood immune both the new and existing fields and offset to Rockhampton Cricket for impact to their infrastructure.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	February 18	February 18	
Design Development	June 18	June 18	
Procurement	June 18	September 18	Tender submissions over budget Contract documents revised
Construction	June 18	June 19	Weather delays and ground water

FINANCIAL PROFILE

Project budget has been increased.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$5,900,188	\$3,583,109	\$2,028,824	\$288,256	\$5,351,902	\$3,034,822	\$2,028,824	\$288,256
External Funding	\$4,418,188							

PROJECT STATUS

Main construction works has experienced ongoing delays due to rain and ground conditions. Waiting for specialist piling contractor to finish light pole foundations.
99% of underground infrastructure is now in place.

Quotes for the provision of lighting to the cricket ground exceed allocated budget.
Reviewing options to reduce project cost.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Hugo Lassen Fernery
Project Number	1079794
Project Manager	Shirley Hynes
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

Investigation into the structural condition of the existing structure and options appraisal and proposal for development and remedial works; taking into consideration Heritage status of the Botanic Gardens environs and structures.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	July 18		Timeline has been restarted as scope has been redefined
Design Development	January 19		Design and cost plan to be developed prior to Easter 2019

FINANCIAL PROFILE

Budget to be confirmed following review of design options.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$0	\$14,619	\$0	-\$14,619	\$0	\$10,754	\$0	-\$10,754
External Funding	Nil							

PROJECT STATUS

- Structural condition survey and report requested by Heritage has been completed.
- The perimeter of the Fernery has been cordoned off for safety.
- Preliminary design options being progressed.
- Project is no longer under the Works For Queensland program.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Jardine Park – New Amenities
Project Number	1126303
Project Manager	Thomas Olsen
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

The scope of this project is to demolish existing toilet facility and construct new toilet facility with change rooms.

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	August 18	August 18	Working with RNA to complete, as RNA have a separate portion of refurbishing adjacent courts
Design Development	November 18	December 18	Design value engineered to within budget constraints, detailed design completed
Procurement	December 18	January 19	As previously reported tendered January as tender's team was understaffed.
Construction	April 19	June 19	Construction Awarded to Griffin Builders of Rockhampton.

FINANCIAL PROFILE

Project is within budget constraints.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$489,083	\$110,020	\$356,169	\$22,894	\$489,083	\$110,020	\$356,169	\$22,894
External Funding	\$489,083							

PROJECT STATUS

Project almost at lock upstage, and is generally progressing in line with construction programme, which will see PC reached in June.

PROJECT DELIVERY – MONTHLY REPORT

Reporting Month	April 19
Project	Kershaw Gardens Waterfall
Project Number	0988034
Project Manager	Thomas Olsen
Council Committee	Parks, Recreation and Sport

PROJECT SCOPE

This project consists of three separate scopes of work:

1. Repairs to Façade (structural rehabilitation)
2. Improvement to Water Reticulation
3. Upgrade Works

PROJECT MILESTONES

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	November 19		
Design Development	February 19		Design will commence early 2019.
Procurement	March 19		
Construction	April 19	July	

FINANCIAL PROFILE

At this point in time, Budget seems sufficient for upgrade works. Further cost determination will be undertaken during design development.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
Expenditure	\$558,000	\$100,864	\$17,025	\$440,111	\$480,426	\$23,290	\$17,025	\$440,111
External Funding	\$Nil							

PROJECT STATUS

Site investigations are 100% complete.

Additional scope consideration from TMR (connectivity bikeways to Highway/ Moores Creek Road) have been received.

Concept Plan currently being developed.

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 CLOSED SESSION

In accordance with the provisions of section 275 of the *Local Government Regulation 2012*, a local government may resolve to close a meeting to the public to discuss confidential items, such that its Councillors or members consider it necessary to close the meeting.

RECOMMENDATION

THAT the meeting be closed to the public to discuss the following items, which are considered confidential in accordance with section 275 of the *Local Government Regulation 2012*, for the reasons indicated.

12.1 Trustee Lease Renewal for Southside United Sports Club Inc

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

12 CONFIDENTIAL REPORTS

12.1 TRUSTEE LEASE RENEWAL FOR SOUTHSIDE UNITED SPORTS CLUB INC

File No: 4750

Attachments:

1. Land Ownership - Jardine Park
2. Southside United Sports Club Lease Buildings
3. Rocky sports club closes door for overdue 'facelift' - Morning Bulletin Article
4. History of Rates and Payments

Authorising Officer: Aaron Pont - Manager Parks
Colleen Worthy - General Manager Community Services

Author: Jacinta James - Acting Senior Sports and Education Advisor

This report is considered confidential in accordance with section 275(1)(h), of the *Local Government Regulation 2012*, as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought for the renewal of Southside United Sports Club Incorporated's Trustee lease.

13 CLOSURE OF MEETING