



COMMUNITIES COMMITTEE MEETING

AGENDA

20 MAY 2025

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 20 May 2025 commencing at 11:00 AM or at the conclusion of Infrastructure Committee for transaction of the enclosed business.

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

CHIEF EXECUTIVE OFFICER
14 May 2025

Next Meeting Date: 17.06.25

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

- 1.1 Acknowledgement of Country

2 PRESENT

Members Present:

The Mayor, Councillor A P Williams (Chairperson)
Deputy Mayor, Councillor M D Wickerson
Councillor S Latcham
Councillor E W Oram
Councillor C R Rutherford
Councillor M A Taylor
Councillor G D Mathers
Councillor E B Hilse

In Attendance:

Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 15 April 2025

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

File No: 10097

Attachments: 1. May 2025 [↓](#)

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Alicia Cutler - General Manager Community Services

SUMMARY

The Business Outstanding Table is used as a tool to monitor outstanding items resolved at previous Council or Committee meetings. The current Business Outstanding Table for Communities Committee is presented for Councillors' information.

OFFICER'S RECOMMENDATION

THAT the Business Outstanding Table for the Communities Committee be received.

BUSINESS OUTSTANDING TABLE FOR COMMUNITIES COMMITTEE

May 2025

Meeting Date: 20 May 2025

Attachment No: 1

<div> <div> <div>Action Sheets Report</div> </div> <div> <div>Division: Communities Committee</div> <div>Committee: Communities Committee</div> <div>Officer:</div> </div> <div> <div>Date From: 13 May 2025</div> <div>Date To: 11:16:45 AM</div> <div>Printed: Tuesday, 13 May 2025 11:16:45 AM</div> </div> </div>				
Meeting Date	Subject	Resolution	Officer	Notes
20/08/2024	Playground Renewal - Victoria Park Cableway	COMMITTEE RESOLUTION THAT Council endorse the allocation of \$100,000 from the Community Services contingency budget to fund the replacement of the Victoria Park Cableway.	Richardson, Damon	<p>11 Sep 2024 8:21am Dorman, Kerri Waiting on quotes to be received.</p> <p>06 Nov 2024 11:02am Dorman, Kerri Change is proposed in latest budget amount</p> <p>11 Feb 2025 3:20pm Richardson, Damon Cable way scheduled to be installed April 2025</p> <p>12 May 2025 10:38am Richardson, Damon Cable way is complete and open to the public</p>
19/11/2024	Gracemere Swimming Pool Lease Renewal	COMMITTEE RESOLUTION THAT: 1. Council agrees to renew the Lease Agreement with Department of Education for the Gracemere Swimming Pool upon appointment of an operator and authorise the Chief Executive Officer (Coordinator Property and Insurance) to proceed with negotiations with Department of Education and Training to finalise the Lease Agreement. 2. Council resolves to investigate the cost to purchase a disability hoist for Gracemere pool. 3. Council prioritise the Gracemere heated pool for public use in the upcoming tender for operations.	Dwyer, Emma-Jane	<p>11 Feb 2025 3:15pm Dwyer, Emma-Jane Lease has been renewed with the Department of Education for the Gracemere Swimming pool., Currently investigating pricing for hoist.</p> <p>10 Mar 2025 3:15pm Dwyer, Emma-Jane Pricing for hoists to be considered in the 25/26 FY Capital budget</p>
19/11/2024	Amenities Renewal Program Update	COMMITTEE RESOLUTION THAT Council endorse the renewal of the amenities located at the Mount Morgan #7 Dam.	Dwyer, Emma-Jane	<p>11 Feb 2025 3:17pm Dwyer, Emma-Jane Renewal of Mount Morgan #7 Dam amenities scheduled for May 2025.</p>

Division:
Committee:
Officer:

Communities Committee

Date From:
Date To:
Printed: Tuesday, 13 May 2025 11:16:45 AM

Action Sheets Report

18/03/2025

Westwood Amenities Renewal - Proposed Change in Direction

01/04/2025

Dwyer, Emma-Jane

02 Apr 2025 11:38am Dwyer, Emma-Jane

Scope of works being prepared to issue for ITQ

COMMITTEE RESOLUTION

THAT:

1) Council acknowledge the request from the Westwood Progress Association to keep the existing amenities for the benefit of the wider community;

2) Council acknowledge that this is now a change in direction from its resolution of 20 August 2024;

3) Council plan and budget to renew the amenities located at 4544 Capricorn Highway, Westwood as outlined in the report, subject to Council entering a Trustee Lease from the Westwood Progress Association Inc for a term of 20 years; and

4) Council authorises the Chief Executive Officer (Manager Community Assets and Facilities) to negotiate the terms and conditions of the Trustee Lease in preparation for execution by the delegated officer.

18/03/2025

2nd World War Memorial Aquatic Centre - Upgrades

01/04/2025

Dwyer, Emma-Jane

02 Apr 2025 11:39am Dwyer, Emma-Jane

Waiting on quotes to purchase starting blocks

COMMITTEE RESOLUTION

THAT Council authorises the Chief Executive Officer (Manager Community Assets and Facilities) to proceed with Option 2 as outlined in the report.

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COMMITTEE REPORTS

Nil

10 COUNCILLOR/DELEGATE REPORTS

10.1 PORTFOLIO UPDATE

File No: 10097

Attachments: Nil

Authorising Officer: Alicia Cutler - General Manager Community Services

Author: Alicia Cutler - General Manager Community Services

SUMMARY

Portfolio Councillors for Communities and Heritage; Parks, Sport and Public Spaces; Planning and Regulation; Environmental Sustainability will provide an update on matters of interest within their portfolio.

OFFICER'S RECOMMENDATION

THAT the Portfolio Updates for Communities and Heritage, Parks Sport and Public Spaces, Planning and Regulation and Environmental Sustainability be received.

BACKGROUND

Councillors have requested an opportunity to speak about their relevant Portfolio during Committee Meetings.

The following Councillors will provide an update on their Portfolio at Communities Committee:

Deputy Mayor, Councillor Drew Wickerson – Communities and Heritage Portfolio

Councillor Cherie Rutherford – Parks, Sport and Public Spaces Portfolio

Councillor Grant Mathers – Planning and Regulation Portfolio

Councillor Elliot Hilse – Environmental Sustainability

11 OFFICERS' REPORTS

11.1 SOUTH ROCKHAMPTON CEMETERY - NEW BURIALS

File No:	330
Attachments:	1. South Rockhampton Cemetery Concept ↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Emma-Jane Dwyer - Manager Community Assets and Facilities

SUMMARY

South Rockhampton Cemetery has been identified as being suitable for new interments. This report details a plan to reopen the South Rockhampton Cemetery for Lawn Burials.

OFFICER'S RECOMMENDATION

THAT:

1. Council proceed with detailed designs for lawn burials within the South Rockhampton Cemetery; and
2. Council keep the South Rockhampton Cemetery closed until such time when North Rockhampton Cemetery reaches capacity for first interments.

COMMENTARY

Council officers are currently working through design phase to allow the South Rockhampton Cemetery to reopen for future burials. It is forecast that these designs be completed to a final concept in June 2025 with detailed construction designs completed early next financial year to go to tender for the civil construction works.

The installation of Lawn Beams and subsequent excavation for graves is permitted within the existing use and licenses of the cemetery, however further heritage approvals will be required for a memorial wall, columbarium and formalizing the access road.

- The memorial wall is recommended due to the large number of unmarked graves at the site which will allow families of those listed in the burial register to place a plaque within the cemetery.
- The columbarium is recommended due to the increasing number of ashes interments within the region.

Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2019 currently lists South Rockhampton Cemetery in Schedule 6 as a closed cemetery. To enable future interments at South Rockhampton Cemetery an amendment will be required to the local law prior to the Cemetery is opened.

Reopening the South Rockhampton Cemetery for lawn burials is forecast to provide 285 grave sites, approximately 10 years of new burial sites based on current burial rates.

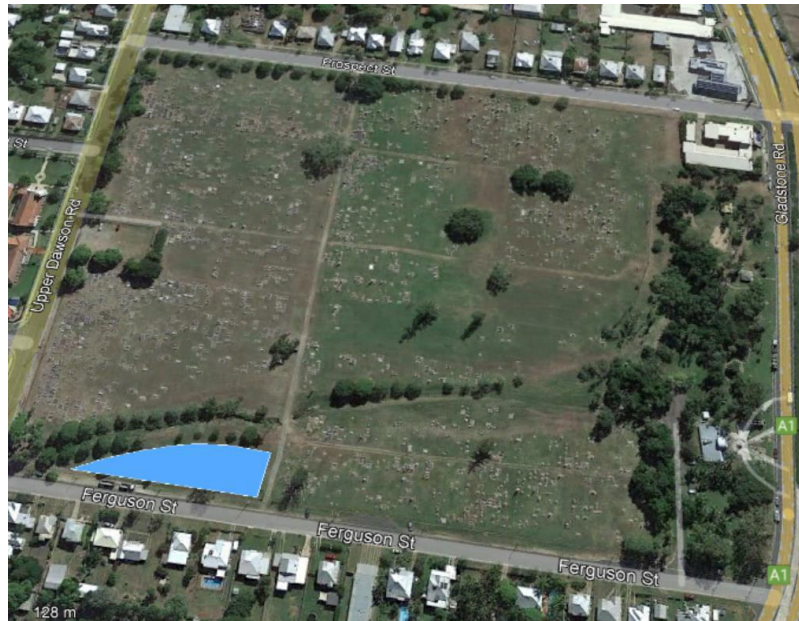
BACKGROUND

The North Rockhampton Cemetery currently has around 44 vacant graves. Planned road closures in 25/26 FY at the cemetery will create approximately 200 additional graves. With a historical burial rate of 27 new plots per year, these changes would allow the cemetery to accommodate first interments for about 9 years.

To meet the community's long-term needs, it is proposed South Rockhampton Cemetery be considered for additional graves.

The South Rockhampton Cemetery, established in 1860, is a State heritage listed place (QHR: 601131) on freehold land and managed by Council by Subordinate Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2019

An item identified by the Conservation Management Plan (CMP) is the opportunity to re-open the cemetery as there are several areas which are suspected to hold potential for new burials, in particular the southern portion of Lot 1, RP604898 as shown in the figure below.



The option to consider new burials provides substantial benefits for the conservation of the cemetery.

A heritage study has been completed which utilised qualified heritage professionals and included historical research of cemetery records, a physical inspection by archaeologists and the utilisation of Ground Penetrating Radar (GPR) and GIS mapping to develop a new burial plan.

PREVIOUS DECISIONS

On 21st March 2023 Council resolved:

THAT Council authorises the Chief Executive Officer (Manager Community Assets and Facilities) to proceed with future options for burials within Rockhampton as detailed below:

- North Rockhampton Cemetery: Update and implement Traffic Management Plan to allow several roads to be closed which will allow space for approximately 200 additional grave sites;
- South Rockhampton Cemetery: Undertake a heritage study to develop a new burial plan for consideration;
- Rockhampton Memorial Gardens: Undertake a detailed drainage design which will allow additional area for direct burials over the northern and eastern areas of the site.

BUDGET IMPLICATIONS

There is sufficient budget in the 25/26 FY Capital budget to fund the necessary infrastructure works to reopen the South Rockhampton Cemetery.

Operational costs to manage the cemetery will be included in the relevant operational budgets.

Fees and charges for reopening the cemetery will be consistent with other burial prices within Rockhampton at the time of reopening.

LEGISLATIVE CONTEXT

Under the Local Government Act 2009, Council has the authority to make and enforce any local law that is necessary or convenient for the good rule and local government of its local government area.

LEGAL IMPLICATIONS

Requirements for creating a Local Law are defined under the Local Government Act and compliance with this act will be required.

Council will engage a legal firm or internal solicitors to review the amendments for legislative compliance.

STAFFING IMPLICATIONS

Additional staff may be required for ongoing maintenance and general operation of the cemetery if reopened prior to North Rockhampton Cemetery reaching capacity.

There are adequate resources within Community Assets and Facilities to manage the reopening project.

RISK ASSESSMENT

Council manages all works in accordance with the relevant Service Agreement. Delivery partners develop a detailed risk assessment for each works project and must comply with all relevant workplace health and safety laws, standards, codes of practice, Council policies and procedures

CORPORATE/OPERATIONAL PLAN

Reopening the cemetery aligns with several goals from the RRC Corporate Plan 2022-2027:

- **Goal 1.1:** Enhance community well-being by providing essential services and facilities that meet the needs of residents.
- **Goal 2.2:** Preserve and promote the region's heritage and cultural assets, ensuring sustainable management of historical sites.
- **Goal 3.3:** Demonstrate responsible management and strategic planning to support community needs and heritage conservation.
- **Goal 4.4:** Ensure the provision of infrastructure that underpins vibrant, liveable, growing communities.

CONCLUSION

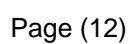
The Heritage Study supports the reopening of South Rockhampton Cemetery for new burials. The proposed area has been thoroughly investigated and deemed suitable for new burial plots. Reopening the cemetery will preserve its historical significance and address the community's burial space needs for a further 4-5 years once North Rockhampton Cemetery is closed to first internments.

SOUTH ROCKHAMPTON CEMETERY - NEW BURIALS

South Rockhampton Cemetery Concept

Meeting Date: 20 May 2025

Attachment No: 1



11.2 NAMING OF NEW PARK - NORMAN GARDENS

File No:	787
Attachments:	1. Naming of Parks, Reserves and Sport Facilities Policy ↓
Authorising Officer:	Alicia Cutler - General Manager Community Services
Author:	Emma-Jane Dwyer - Manager Community Assets and Facilities Doug Scott - Acting Manager Parks

SUMMARY

This report provides a recommendation for the naming of the new park located along Springfield Drive, Norman Gardens.

OFFICER'S RECOMMENDATION

THAT Council call for nominations from the community to name the new park located along Springfield Drive, Norman Gardens.

COMMENTARY

Construction of the new park in Norman Gardens has now commenced. The new park will consist of the following:

- Ninja style playground and associated facilities
- Small all abilities unit
- Net swing
- Two shaded table bench settings
- Two Bench seats
- Connecting footpaths
- Perimeter bollards and tree plantings
- Turf and irrigation

The new park is forecast to be open to the public in July 2025.

Under the Naming of Parks, Reserves and Sport Facilities Policy, the naming of parks, reserves and sport facilities provides an opportunity to honour individuals and groups for contribution and achievements that deserve recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history that may be more relevant.

It is recommended we refer to the park as the Springfield Drive Park until consultation is undertaken and that nominations from the community regarding naming are called for. This however may create some confusion as there are presently 2 other parks along Springfield Drive being: Jim Hargrave Park & Hillside Park.

Naming of the park in a timely fashion is recommended so the park does not inherit an informal name and confusion around a meeting place for the community is limited. Setting an actual Park name up front also allows for operational efficiencies as the park requires a name to be set up in the R1 asset system, google maps and the like.

PREVIOUS DECISIONS

The Naming of Parks, Reserves and Sport Facilities Policy was adopted by Council at its meeting on 9 February 2016.

BUDGET IMPLICATIONS

There is sufficient operational budget in the 24/25 FY to cover the cost of naming the park.

LEGISLATIVE CONTEXT

Nil foreseen

LEGAL IMPLICATIONS

Nil foreseen

STAFFING IMPLICATIONS

There are adequate resources within Community Assets and Facilities team to manage the works.

RISK ASSESSMENT

Council manages all works in accordance with the relevant Service Agreement. Delivery partners develop a detailed risk assessment for each works project and must comply with all relevant workplace health and safety laws, standards, codes of practice, Council policies and procedures.

CORPORATE/OPERATIONAL PLAN

The new park along Springfield Drive aligns with several goals from the RRC Corporate Plan 2022-2027:

- **Goal 1.1:** Enhance community well-being by providing essential services and facilities that meet the needs of residents.
- **Goal 4.4:** Ensure the provision of infrastructure that underpins vibrant, liveable, growing communities.

CONCLUSION

It is recommended that the new park in Norman Gardens be referred to as the park along Springfield Drive, until consultation is undertaken to name the park.

NAMING OF NEW PARK – NORMAN GARDENS

Naming of Parks, Reserves and Sport Facilities Policy

Meeting Date: 20 May 2025

Attachment No: 1



NAMING OF PARKS, RESERVES AND SPORT FACILITIES POLICY (COMMUNITY POLICY)

1 Scope:

This policy applies to parks, reserves and sport facilities under Council's control.

2 Purpose:

To ensure a consistent and transparent approach to the naming of Council's parks, reserves and sport facilities.

3 Related Documents:

Primary

Nil

Secondary

Local Government Act 2009

Place Names Act 1994

4 Definitions:

To assist in interpretation, the following definitions apply:

Council	Rockhampton Regional Council
Employee	<i>Local government employee:</i> (a) the chief executive officer; or (b) a person holding an appointment under section 196 of the <i>Local Government Act 2009</i> .
New Development	A development which has been approved by Council through the development assessment process.
Park	An area primarily for recreational use and managed by Council
Sport Facilities	Infrastructure developed for specific sport activities on Council owned or controlled land
Reserve	An area primarily for recreational use and managed by Council on behalf of the State Government.

5 Policy Statement:

The naming of parks, reserves and sport facilities provides an opportunity to honour individuals and groups for contributions and achievements that deserve recognition. It also presents an opportunity to emphasise important landmarks, geographical features or history that may be more relevant.

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 9 February 2016
Version: 3
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 1 of 2

Naming of parks, reserves and sport facilities may arise either:

- At the instigation of Council, or the community, for existing unnamed parks, reserves or sport facilities; or
- As a result of a new park, reserve or sport facility being constructed as part of Council works or residential development.

This policy provides a consistent approach to the naming of parks, reserves and sport facilities, to ensure that:

- Public consultation is undertaken, where necessary, and nominations received from the public are assessed against pre-determined criteria to ensure transparency; and
- Any new park, reserve or sport facility name does not conflict with existing names presently in use.

5.1 Re-Naming

Renaming is discouraged however a park, reserve or sport facility may be renamed upon request if:

- The person or body or entity after which the park, reserve or sport facility was named has been discredited or dishonoured, or
- There is very strong community desire (for example over 100 submissions) for a name change, or
- The name is duplicated elsewhere in the Council area or,
- It has been found that the information submitted regarding the naming of the park, reserve or sport facility is factually incorrect, or
- The name is no longer appropriate in historical or geographical terms, or
- The name is no longer appropriate because it is likely to cause distress to members of the community.

5.2 Name Signs

Park, reserve or sport facility name signs will be installed at least once at every site, or on each street frontage for the purpose of assisting users to locate parks, reserves or sport facilities.

6 Review Timelines:

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

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

7 Responsibilities:

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

EVAN PARDON
CHIEF EXECUTIVE OFFICER

Corporate Improvement and Strategy use only

Adopted/Approved: Adopted, 9 February 2016
Version: 3
Reviewed Date:

Department: Community Services
Section: Parks
Page No.: Page 2 of 2

12 NOTICES OF MOTION

Nil

13 QUESTIONS ON NOTICE

Nil

14 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.

15 CLOSURE OF MEETING