



# **PARKS & RECREATION COMMITTEE MEETING**

## **AGENDA**

**1 JULY 2014**

*Your attendance is required at a meeting of the Parks & Recreation Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 1 July 2014 commencing at 9.00 am for transaction of the enclosed business.*

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

**CHIEF EXECUTIVE OFFICER**  
26 June 2014

Next Meeting Date: 05.08.14

**Please note:**

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

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	OPENING.....	1
2	PRESENT .....	1
3	APOLOGIES AND LEAVE OF ABSENCE .....	1
4	CONFIRMATION OF MINUTES .....	1
5	DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA.....	1
6	BUSINESS OUTSTANDING .....	2
6.1	BUSINESS OUTSTANDING TABLE FOR PARKS AND RECREATION COMMITTEE .....	2
7	PUBLIC FORUMS/DEPUTATIONS .....	5
	NIL .....	5
8	OFFICERS' REPORTS.....	6
8.1	MAY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT .....	6
8.2	COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT – JUNE 2014 – PARKS AND RECREATION COMMITTEE .....	9
8.3	PROPOSED USE OF HIGH STREET CAR PARK AT KERSHAW GARDENS FOR SHORT TERM CAMPING .....	12
8.4	REGIONAL CEMETERIES - CAPACITY ASSESSMENT - ROCKHAMPTON MEMORIAL GARDENS - COST COMPARISON .....	17
9	STRATEGIC REPORTS.....	31
9.1	PARKS AND OPEN SPACE MONTHLY REPORT .....	31
10	NOTICES OF MOTION.....	42
	NIL .....	42
11	URGENT BUSINESS/QUESTIONS .....	43
12	CLOSURE OF MEETING .....	44



**1 OPENING**

**2 PRESENT**

Members Present:

Councillor C R Rutherford (Chairperson)  
The Mayor, Councillor M F Strelow  
Councillor R A Swadling  
Councillor N K Fisher  
Councillor S J Schwarten

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

Councillor Tony Williams - Leave of Absence from 30 June 2014 to 18 July 2014

**4 CONFIRMATION OF MINUTES**

Minutes of the Parks & Recreation Committee held 3 June 2014

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

## **6 BUSINESS OUTSTANDING**

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

**File No:** 10097

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

**Responsible Officer:** Evan Pardon - Chief Executive Officer

**Author:** Evan Pardon - Chief Executive Officer

---

#### **SUMMARY**

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

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

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

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

## **Business Outstanding Table for Parks and Recreation Committee**

**Meeting Date: 1 July 2014**

**Attachment No: 1**

Meeting Date	Report Title	Resolution	Responsible Officer	Due Date	Comments
03 June 2014	Progress Report - Jardine Park Detention Basin Backflow Prevention Device	THAT: (a) the progress report on the Jardine Park Detention Basin Backflow Prevention device be received  (b) the outstanding actions detailed in the report needed to come to a final recommendation be implemented as a high priority  (c) the allocated funding to perform the valve installation works be carried forward in the 2014/15 capital works budget, and  (d) a final report be presented to the August 2014 Performance and Service Committee meeting	Martin Crow	17/06/2014	
03 June 2014	Mt Archer Development Plan	THAT a structured project for the provision of integrated pedestrian and vehicular traffic at Mt Archer be developed.	Michael Rowe	10/06/2014	



**7 PUBLIC FORUMS/DEPUTATIONS**

Nil

## **8 OFFICERS' REPORTS**

### **8.1 MAY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT**

**File No:** 1484

**Attachments:** 1. Facilities Capital Progress Report for May 2014

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

**Author:** Sharon Sommerville - Coordinator Facilities

---

#### **SUMMARY**

*This report provides information on progress of Parks and Recreation capital projects being undertaken by the Facilities Management Unit during May 2014.*

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

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

# **MAY CAPITAL PROGRESS REPORT FOR PARKS AND RECREATION - FACILITIES MANAGEMENT UNIT**

## **Facilities Capital Progress Report for May 2014**

**Meeting Date: 1 July 2014**

**Attachment No: 1**

Adopted Budget	Cost Centre	Project Title	YTD Actual	Committals	Total Committals	% Complete	Comment Period
							This program includes the Victoria Park, Kershaw Gardens and the botanic gardens upgrade to existing toilet blocks. Both Victoria park and Kershaw gardens are
\$50,000	0943056	[R] Amenities Program Renew and Upgrade	\$ 36,339	\$ 10,591	\$ 46,930	100%	
\$40,000	0983914	[R] Property Renewal Program - Spencer St	\$ 424	\$ 37,132	\$ 37,556	50%	Contractor on Site
\$150,000	0985132	[R] Hugo Lassen Fernery Rectification	\$ -	\$ -	\$ -		On hold
\$35,000	0987996	[R] Memorial Gardens office and chapel	\$ 27,011	\$ -	\$ 27,011	100%	Completed
\$225,000		<b>Total Capital Expenditure</b>	<b>\$ 63,774</b>	<b>\$ 47,723</b>	<b>\$ 111,497</b>		

**8.2 COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT – JUNE 2014 –  
PARKS AND RECREATION COMMITTEE**

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

---

**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

The attached is an update of projects currently being delivered for Committees information.

Full confidential Monthly Reports are produced by the Special Projects Officer for each project and are available on request.

# **COMMUNITY SERVICES CAPITAL WORKS MONTHLY REPORT – JUNE 2014 – PARKS AND RECREATION COMMITTEE**

## **Parks and Recreation Committee - June 2014**

**Meeting Date: 1 July 2014**

**Attachment No: 1**

Project Title	2013/2014 Approved Budget	Total Committed Cost	Project Status	% Complete	Comment Period
Southside Memorial Pool Redevelopment	\$9,300,000	\$8,538,631	Work In Progress	75%	<ul style="list-style-type: none"> <li>o New 25m pool now under defects liability</li> <li>o Amenities block – <ul style="list-style-type: none"> <li>o All work with the exception of the Flooring completed</li> <li>o Epoxy flooring to be laid end of month</li> </ul> </li> <li>o Café / Entry building <ul style="list-style-type: none"> <li>o Defective CAFÉ floor replaced</li> <li>o Joinery installed to Staff Room and First Aid Room</li> <li>o Tiles laid</li> <li>o Internal painting in progress</li> <li>o Electrical and plumbing fit off in progress</li> <li>o Section of external entry pathway completed.</li> </ul> </li> <li>o LTS <ul style="list-style-type: none"> <li>o Structural steel main beams erected</li> <li>o Roof purlins being installed</li> <li>o Roof expected end of the Month</li> <li>o Plant room concrete deck completed</li> </ul> </li> <li>o Wet Play Area final design complete. Costings being confirmed.</li> <li>o The repairs to the dive tower platform now underway. Further Engineering assessment being confirmed now sections of platform are accessible and have been removed. This has basically used up all project contingency. Engineer does have some concerns with certification of the old structure.</li> </ul>
Zoo Redevelopment – New Animal Enclosures	\$624,800	\$510,000	Work in Progress	Croc enclosures %100	<ul style="list-style-type: none"> <li>o New croc ponds reached practical completion on the 5 June 2014.</li> <li>o Documentation being prepared for a D&amp;C contract for the Otter Enclosure.</li> </ul>

---

**8.3 PROPOSED USE OF HIGH STREET CAR PARK AT KERSHAW GARDENS FOR SHORT TERM CAMPING**

**File No:** 1464  
**Attachments:** 1. Aerial of High Street car park  
**Authorising Officer:** Margaret Barrett - Manager Parks  
Michael Rowe - General Manager Community Services  
**Author:** Vincent Morrice - Coordinator Parks Recreation Services

---

**SUMMARY**

*This report includes an overview of the issues to be considered in determining the suitability of the High Street car park at Kershaw Gardens for overnight recreational vehicle (RV) camping or stopovers.*

**OFFICER'S RECOMMENDATION**

THAT the car park off High St in Kershaw Gardens be progressed for overnight stopovers for self-contained recreational vehicles and that appropriate approvals be sought and the Land Use Management Plan be revised.

**COMMENTARY**

Initial investigation of the proposal for the site has included the following considerations:

- Tenure
- Zoning\Town Plan designation\s
- Local Laws
- Security (for those who utilise the area)
- Environmental & Public Health impacts
- Standard Required
- Community Service Club\s responsible
- Communication\Awareness (Signs, Web sites, Industry groups e.g. Campervan & Motorhome Club of Australia (CMCA), National Association of Caravan Clubs Ltd., or the Australasian Touring Caravan, Motorhome & Camping Club Inc.

**Tenure:**

The area known as Kershaw Gardens is comprised of 9 separate lots. The existing High Street car park has an area of approximately 4800m<sup>2</sup> (roughly 80m x 60m) with the entrance in the north-west corner. The car park area is predominately Reserve for Park & Recreation although there is a very small freehold lot in the north eastern corner (see attachment 1).

As the area proposed to be used is predominately reserve for Park & Recreation, advice was sought from the Department of Natural Resources and Mines (DNRM) regarding the possible use of part of the area for camping. DNRM have advised that they consider camping to be inconsistent with the purpose of the reserve and that Council would be required to make application for the secondary use (additional purpose). There are a number of DNRM Policies which provide guidance in this regard (in addition to the Land Act, 1994). The following extracts from the DNRM Caravan Park Policy PUX/901/102 give a general indication of the position adopted by government on matters such as this:

*"A Reserve for Recreation may be used for camping with the provision of limited facilities. The length of stay is to be restricted to no more than three nights. Local governments wishing to utilise Reserves for Recreation for camping will need to adopt a local law to authorise the activity."*

---



*“Section 52 of the Land Act 1994 allows a trustee to apply to use trust land for a purpose inconsistent with the purpose for which the trust land was dedicated. If the department is satisfied the inconsistent action will not diminish the purpose for which the land was dedicated or adversely affect any business in the area surrounding the trust land, the application may be approved. Local governments wishing to utilise this provision will be required to submit a land management plan with their application for approval.”*

The most recent Land Management Plan prepared for Kershaw Gardens appears to have been completed in 2000 and is silent on use of the reserve for camping purposes.

#### Zoning\Town Plan:

Advice from Council's Planning Unit indicates that the use for parking campervans etc. overnight would be exempt development under Chapter 3 of the Rockhampton City Plan 2005, meaning that no planning approval would be required for this use. It provides that it will be exempt development where “The use of land identified in an Area Map as being Public Open Space for the purposes of a Park”.

Essentially, the overnight parking of campervans etc. would be an ancillary use to the park use, especially given that no facilities are proposed (i.e. ablution block). The freehold lot is also shown as being for Public Open Space in the first map for the North Rockhampton Consolidation Residential Area. The Q100 flood corridor goes through a very small part of the southernmost corner of the freehold lot.

Planning approval would be required if the overnight parking of campervans was to increase in scale and intensity with facilities built to support this use.

#### Local Laws:

Subordinate Local Law No. 1.6 (Operation of Camping Grounds) 2011 states that approval is not required for the operation of a camping ground. Activities would be regulated under the Local Law framework with Officers attending the site infrequently or in response to specific requests.

This local law fulfills the requirement indicated in the DNRM Caravan Park Policy PUX/901/102 (see reference above).

#### Security:

From time-to-time areas of Kershaw Gardens are known to be frequented by vagrants and itinerants. The car park area is poorly lit and visibility from the roadway is limited in places although fringing vegetation is maintained in accordance with CPTED (*Crime Prevention Through Environmental Design*) principles.

#### Environmental & Public Health Impacts:

A number of 240 litre bins are located around the car park and they should prove adequate for the disposal of normal domestic waste generated by campers. As Council has no plans to provide ablution facilities or a dump point, it is expected that all patrons will be fully self-sufficient. Monitoring of the site will be required to ensure that grey water is not being released onto the car park or surrounding area.

In addition to issues already covered Council's Manager Health & Environment also raised issues for further consideration including:

- displacement of existing car park users (causing overflow onto adjacent roadways)
- provision for, or the exclusion of, domestic pets (particularly dogs)
- signage and information on the whereabouts of services not offered at the site (e.g. directions to the closest Black Water disposal point), and
- clear definition of the area available for use and the maximum capacity (either in terms of vehicles or people).

Standard Required:

The majority of the car park area is bare dirt or lightly grassed with a small section of bitumen road at the entry. There are no significant shade trees within the fenced area. The area is not particularly flat but there are areas which are reasonably level and could accommodate long vehicles. Current planning for Stage II of the development of Kershaw Gardens includes provision for the some leveling work in this area.

It is understood that that all patrons will be required to be fully self-sufficient. Council will not provide ablution facilities or a Dump Point. All camping is to be in caravans, campervans and other recreational vehicles; no tents will be allowed on the basis that campers need to be fully self-sufficient. There is a tap adjacent to and accessible from the car park with a potable water supply.

Community Service Club/s responsible:

The Rockhampton Rotary club has offered to provide a number of functions including:

- a personalised “meet & greet” to campers to promote local services, facilities and tourist attractions
- explain the conditions of camping, and
- collection of nominal camping fees (if applicable).

These arrangements can be agreed with the Club via an exchange of letters.

Communication/Awareness:

Communication on the availability of the site for this purpose would be facilitated through Council's Marketing & Media Team. Other than general signage at similar facilities in the region, linkages could be established with special interest groups such as the Campervan & Motorhome Club of Australia (CMCA), National Association of Caravan Clubs Ltd., or the Australasian Touring Caravan, Motorhome & Camping Club Inc. in order to raise awareness of the site.

Outstanding issues

It appears that the principal issue to be addressed is gaining any required approval from DNRM as the use of the area for camping is inconsistent with the current designation as a reserve for recreation. DNRM will require an updated Land Management to be submitted with any application for approval. Given the passage of time since the current Land Management Plan was completed (2000), a revision of this plan can be progressed in the 2014-15 financial year.

A communication plan is still to be developed to promote utilisation of the site and the relevant conditions of use.

**BUDGET IMPLICATIONS**

No impact on the Parks operational budget is anticipated.

**CONCLUSION**

The High Street car park at Kershaw Gardens could be used as a stopover point for travellers for very short duration stays (one or perhaps two nights) with all camping to be in caravans, campervans and other recreational vehicles; no tents will be allowed on the basis that campers need to be fully self-sufficient. Initial findings indicate that the Council's Land Use Planning framework and Local Laws framework do not appear to preclude the proposed use. The site appears to be large enough for long vehicles to manoeuvre safely although some additional “flat” areas for parking are desirable. The lack of ablution facilities should not pose a problem as the intent is that all campers are fully self-sufficient. Potable water is available in the immediate vicinity and could be made available for users to “top up” tanks if required. A Service Club (Rockhampton Rotary) has offered to perform a “meet & greet” function for those utilising the area. A communication plan should be developed to promote utilisation of the site and the relevant conditions of use should the proposal proceed.

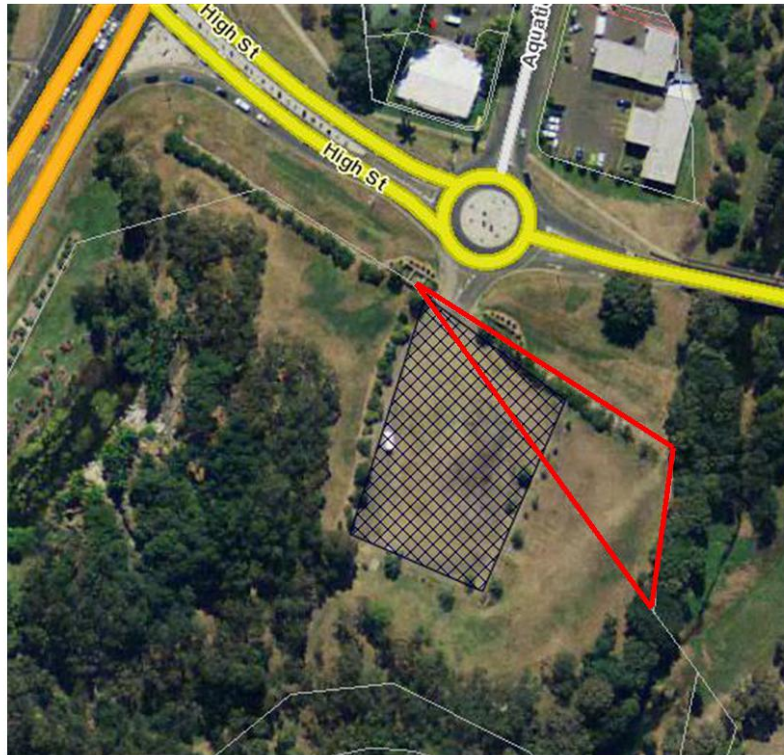
# **PROPOSED USE OF HIGH STREET CAR PARK AT KERSHAW GARDENS FOR SHORT TERM CAMPING**

## **Aerial of High Street car park**

**Meeting Date: 1 July 2014**

**Attachment No: 1**

Figure 1. Locality Map of Area under Consideration



*Hatched area is the fenced car park. The red triangle shows the bounds of the freehold lot.*

---

**8.4 REGIONAL CEMETERIES - CAPACITY ASSESSMENT - ROCKHAMPTON  
MEMORIAL GARDENS - COST COMPARISON**

**File No:** 1464

**Attachments:** 1. Report to Committee - April 2014  
2. Photographs - Installation of MBS (2009)

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

**Author:** Vincent Morrice - Coordinator Parks Recreation Services

---

**SUMMARY**

*The Regional Cemeteries – Capacity Assessment report presented to the Parks & Recreation Committee on 1 April 2014 provided an overview of current utilisation at each site along with an assessment of future capacity. The report included information which addressed a previous Council resolution from June 2013 calling for information on burial alternatives for Rockhampton Memorial Gardens (RMG) other than the Modern Burial System (MBS).*

*Following consideration of the April 2014 report, Council resolved that “a further report that discusses the cost benefit for competing burials systems at the Rockhampton Memorial Gardens site be brought back to the table.”*

*The April 2014 report estimated that sufficient capacity existed to service demand for new burials at RMG (first Interments) for a further 1.3 years before reserves were exhausted.*

**OFFICER’S RECOMMENDATION**

THAT the report on Regional Cemeteries – Capacity Assessment be received.

**COMMENTARY**Earth Burial

The April 2014 report identified that capacity existed at Rockhampton Memorial Gardens (RMG) to provide traditional earth burial, with the number of potential sites limited by the availability of suitable land. It is estimated that approximately 600 earth dug graves sites could be achieved based upon a site survey and desktop analysis. No detailed geotechnical analysis was undertaken and the preliminary cost estimates for construction of the required access roads and creek crossing (\$343,443) are indicative only based upon the assumed layout and soil conditions. This equates to a capital cost of \$572 per grave and yields approximately nine (9) years supply.

A recent rental versus purchase analysis for a replacement excavator at North Rockhampton Cemetery demonstrated rental as the most cost effective option (based on low utilisation). Rental costs for this unit are \$1,020 per month, while the capital cost of a new unit is approximately \$42,000. The excavator would need to be transported between these two cemeteries. Parks already have a vehicle suitable for this purpose.

Modern Burial System (MBS)

In order to continue to offer burials utilising the MBS Council will need to periodically install additional crypts to meet demand. Historical data shows that “new” burials (first Interments) have averaged around 66 per annum (data for the last three (3) years confirms this).

From estimates prepared in early 2013, costs for the installation of five (5) years forward supply (approx. 306 graves) were estimated at \$1.06m, representing a gross cost of approximately \$3,475 per grave (approximately \$3,630 in current terms).

The adopted schedule of Fees and Charges for 2014/15 includes a fee of \$1,065 for burial rights in a grave at RMG (a grave will accommodate up to 4 coffins/ caskets).

---

The following table estimates capital costs projected over 25 years.

Table 1.

<b>Rockhampton Memorial Gardens: MBS - Install approx. 300 graves each 5 years</b>							
	Year 0	Year 5	Year 10	Year 15	Year 20	Year 25	Total
Capital Cost	\$1.11m	\$1.27m	\$1.45m	\$1.65m	\$1.89m	\$2.16m	\$9.51m #
av cost pa.	\$222k	\$253k	\$289k	\$330k	\$377k	\$431k	
# w ill provide 30 years supply at assumed demand of 60pa							
<u>Assumptions:</u>							
* demand remains static at around 60pa							
* annual indexation rate 2.70% ( <a href="#">RBA Weighted Median Mar 2014</a> )							

Advice from Aust Eng (the supplier of MBS) suggests that, for any one project to increase capacity, a minimum of 150 graves is an economical result. At RMG, cost for the installation of 156 graves (28 months' supply) is estimated at \$594,000.

A *Site Analysis* conducted in March 2014 showed future development potential at RMG to be in the vicinity of an additional 7,200 graves. 1,800 graves would be realised following the schedule in table 1, remaining site capacity would allow for a further 5,400 graves for future development.

MBS marketing collateral states a yield of 3,344 graves per hectare, which is claimed to be 60% greater capacity than a comparable earth dug cemetery. Each MBS grave is also capable of accepting up to four burials whereas an earth dug grave will only accommodate a maximum of 2 coffins/ caskets.

#### Comparative Operational Data:

(derived from known information and assumptions)

Comparing time taken to prepare and close-out burial services shows that the resources for a typical MBS funeral are 2 staff x 3 hours (6hrs) whereas an earth burial typically requires 2 staff x 5½ hours (11hrs).

Table 2 provides a summary of the operational aspects.

Table 2.

Description	MBS	Earth Dug
Operational - Wages (per burial)	\$ 288	\$ 528
Operational - Plant Hire (per burial)	\$ 86	\$ 448
Man Hours (per burial)	6	11
Possible Interments (per grave)	4	2
Revenue from Burial Rights (per grave) (2014/15 Fees & Charges)	\$ 1,065	\$ 518 #
# Based upon adopted fee for Gracemere Cemetery		

**BUDGET IMPLICATIONS**

The 2013/14 capital budget has \$380,356 allocated to expansion at RMG with \$4,925 expensed to date on preliminary survey & design work. There is currently no capital provision beyond 2013/14. This capital allocation is not sufficient to procure an economical expansion of capacity at RMG.

**CONCLUSION**

Comparing earth burials with MBS indicates that the capital cost (per grave) of MBS is higher, the yield (number of graves) per hectare is higher and the capacity of the grave is higher. The operational costs for burials in MBS are lower than for earth burials.

# **REGIONAL CEMETERIES - CAPACITY ASSESSMENT - ROCKHAMPTON MEMORIAL GARDENS - COST COMPARISON**

## **Report to Committee - April 2014**

**Meeting Date: 1 July 2014**

**Attachment No: 1**



## PARKS &amp; RECREATION COMMITTEE

1 APRIL 2014

## 8.4 REGIONAL CEMETERIES - CAPACITY ASSESSMENT

**File No:** 5775

**Attachments:**

1. Cemetery Site Situation, February 2014
2. Locality Map - Rockhampton Memorial Gardens
3. Possible Layout - Earth Dug Graves at RMG

**Authorising Officer:** Margaret Barrett - Manager Parks  
Michael Rowe - Acting Chief Executive Officer

**Author:** Vincent Morrice - Coordinator Parks Recreation Services

**SUMMARY**

*Rockhampton Regional Council operates and/or maintains 6 (six) cemeteries across the region, including the closed heritage listed South Rockhampton Cemetery. This report contains an overview of the current capacity at each site along with an assessment of future capacity and makes recommendations to sustain the availability of burial places (and burial options) for the future.*

**OFFICER'S RECOMMENDATION**

## THAT

1. the report be received
2. a Development Plan for Gracemere Cemetery be progressed to facilitate use as the Region's primary earth dug grave cemetery
3. development of Modern Burial System groves at Rockhampton Memorial Gardens continue as required in line with budget allocations to increase capacity

**COMMENTARY**Cemetery Management

The operation and maintenance of cemeteries, particularly regional cemeteries, in Australia is commonly carried out by the relevant local government although there are also numerous Cemetery Trusts and Boards which also manage cemetery operations. These trusts and boards range from medium to large sized corporate entities such as the Southern Metropolitan Cemeteries Trust (Sydney area) and the Metropolitan Cemeteries Board (Perth area) through to small community based groups (or individuals) such as those who manage the cemeteries at Stanwell and Alton Downs. It is also common for private sector companies to own and operate cemeteries and crematoria. In Rockhampton all cremators are privately owned and operated and ashes from these facilities are frequently interred within Council's cemeteries.

Rockhampton Regional Council operates and/or maintains 6 (six) cemeteries across the region, two of which are heritage listed (Mount Morgan Cemetery and the closed South Rockhampton Cemetery). In addition to these Council managed cemeteries there are also four other cemetery reserves located within Rockhampton Region which are managed by Trustees other than Council. The cemeteries are located at Stanwell (approx. one new interment per annum), Alton Downs, Westwood and Morinish (Historic site only – reserve land locked). The three non-council cemeteries account for less than 5 burials per annum (combined).

Over previous years Officers have observed that the ratio of cremations to burials in the Rockhampton area is consistently around 3:1. Industry sources have commented that this is very close to the ratio experienced in capital cities.

## PARKS &amp; RECREATION COMMITTEE

1 APRIL 2014

Current State

In 2009, as a response to the dwindling number of available burial sites, a management decision was taken to halt pre-selling sites in all cemeteries in order to ensure availability for the immediate and short term future. As an example, Rockhampton Memorial Gardens currently has 1253 grave sites. Of these, 1037 have at least one interment and 132 are reserved, leaving only 85 sites currently available for new (1st interment) burials. There are no "earth dug" cemeteries in Rockhampton City with sites available for purchase<sup>1</sup>. The South Rockhampton Cemetery is closed and burials in the North Rockhampton Cemetery are reserved sites or second interments only. Gracemere Cemetery currently has 54 available sites and averages four first interment burials per year.

Current capacity challenges relate only to grave and/or crypt sites (and only at some cemeteries). There are no capacity challenges for the burial of ashes due to the very low volumetric requirement for interment when compared to a casket/coffin. Council is also able to rapidly respond to increased demand for the interment of ashes into columbariums or gardens as additional capacity can be added readily and cost effectively.

A brief overview of the six RRC cemeteries is shown below:

Cemeteries operated and managed by Rockhampton Regional Council:		
Site	Location & Comments	Area (Total\Undeveloped)
Bajool:	School St – First burial 1897.  RPD: SP163920/L2	4.845ha\4.0ha
Gracemere:	Fisher St - Established sometime around 1870. First burial in current register 1922 however newspaper reports indicate burials as far back as 1879.	1.5095ha\1.087ha
Mount Morgan:	RPD: LN2897/L326 & SP163921/L1 Heritage listed place: ID 600753 Burnett H/Way - First known recorded burial April 1888.  RPD: CP190/184	4.472ha\nil
Rockhampton Memorial Gardens:	Hartington St - First burial 1996. Utilises a proprietary concrete crypt-like system known the <i>Modern Burial System (MBS)</i> . Generally considered to be an "earth contact" burial for those whose preference is for same.  RPD: CP891377/62	13.92ha (Entire Site) <i>Inside Ring Road</i> 3.0ha\2.3ha
Rockhampton North:	Yaamba Rd. First burial 1879. An area is set aside within the cemetery and managed by the Office of Australian War Graves.  RPD: LN2505/L235	11.8ha\nil
Rockhampton South:	Heritage listed place: ID 601131 Upper Dawson Rd. First burial c1861. Last burial c1970. Gazetted rescinded 1986.  RPD: RP604989/L1	11.051ha\nil

**Table One: Cemeteries operated and managed by Rockhampton Regional Council**

A table (including commentary) outlining the current availability of sites at all operational RRC cemeteries is attached to this report (Attachment One). An extract is included below:

Cemetery	Comments
Bajool	Significant current capacity available. No action required in the foreseeable future.

<sup>1</sup> Although considered "not for purchase" several sites are set aside at the North Rockhampton Cemetery to cater for unusual circumstances such as coffins with physical dimensions which do not allow for entry into a cremator and/or interment in a Modern Burial System crypt. The Gracemere Cemetery can readily service these needs when sites are no longer available at North Rockhampton.

## PARKS &amp; RECREATION COMMITTEE

1 APRIL 2014

Cemetery	Comments
Gracemere	Significant current capacity available. No urgent action required. Development plan to be prepared 2015/16.
Mount Morgan	No new plots available in Monumental section. Lawn Cemetery will reach full capacity in the next 3-6 years. Investigation into the acquisition of additional land to commence 2014/15.
Rockhampton Memorial Gardens	Significant area exists for the expansion of the MBS crypts. Preliminary investigation into the provision of earth dug graves completed. Layout Plan & Locality Plan attached.
North Rockhampton	No immediate prospect of further sites becoming available. Investigations underway into the use of Ground Penetrating Radar (GPR) to inform further decision making. GPR results and further analysis of historical records will also inform decision making regarding the development of a closure plan for the cemetery.
South Rockhampton	Cemetery closed. Maintenance only.

**Table Two:** Extract from Attachment One "Cemetery Site Data as at 28th February 2014"

#### Planning Provisions

Current planning instruments make no provision for cemeteries beyond those currently established.

#### PREVIOUS DECISIONS

"THAT the Planning & Collections Monthly Report for April 2013 be received and that a further report that explores options for burial alternatives for Memorial Gardens other than the Modern Burial System be provided." [Parks & Recreation Committee 4 June 2013].

Indications are that approximately 600 earth dug graves sites could be achieved based upon a site survey and desktop analysis. No detailed geotechnical analysis was undertaken and the preliminary cost estimates for construction of the required access roads and creek crossing (\$343,443) are indicative only based upon the assumed layout and soil conditions.

#### LEGISLATIVE CONTEXT

Cemetery operations are largely governed through the Local Law framework; although the Land Act 1994 (Qld) contains significant provisions applying to land dedicated for cemetery purposes. Relevant RRC Local Laws and Subordinate Local Laws include:

- Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011
- Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011, and
- Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011

In December 2011, the Queensland Law Reform Commission delivered a report entitled *A Review of the Law in Relation to the Final Disposal of a Dead Body*. At the time of writing, it is not known whether the recommendations contained within the report have been actioned.

#### CORPORATE/OPERATIONAL PLAN

Corporate Plan 2012-2017: Living, Learning & Leisure - Parks & Open Space

Service Activity: *Deliver regional cemeteries and associated services that meet the current and future burial and remembrance needs*

Operational Plan 2013/14 (KPI): *Deliver cemetery capacity assessment report*

#### CONCLUSION

Action is required in relation to only one of the five (5) functioning cemeteries managed by Council, this being Rockhampton Memorial Gardens. As demonstrated in the table

## PARKS &amp; RECREATION COMMITTEE

1 APRIL 2014

---

*Cemetery Site Data as at 28th February 2014 (Attachment One)* if previous trends continue, no further first interments will be possible into the MBS from approximately 15 months hence.

Capital has been allocated in 2013/14 to provide additional capacity at Rockhampton Memorial Gardens (\$380,356) and further capital has been included for consideration in the 2014/15 budget.

Cemetery Site Data as at 28<sup>th</sup> February 2014

Cemetery	Type	# of existing (developed) sites	Used	Reserved	Available Now	Average new per year	Est. life on current trends	Additional capacity able to be delivered?	Future Development Potential	Comments
Bajool	Lawn	14	1	0	13					Significant current capacity available. No action required in the foreseeable future.
	Monumental	?	80+	26+	129	1	>10 yrs	✓	≈9,600	
Gracemere	Lawn	485	312	119	54	4	13.5 yrs	✓	≈2,400	Significant current capacity available. No urgent action required. Development plan to be prepared 2015/16.
Mount Morgan	Lawn	153	108	0	47	8	5.8 yrs	✗	nil	No new plots available in Monumental section. Lawn Cemetery will reach full capacity in the next 3-6 years. Investigation into the acquisition of additional land to commence 2014/15.
Rockhampton Memorial Gardens	Combined Groves	1,263	1037	131	85	86	1.3 yrs	✓	≈7,200 (crypts)	Significant area exists for the expansion of the MBS crypts. Preliminary investigation into the provision of earth dug graves completed. <sup>2</sup>
North Rockhampton	Monumental	>20,000+	TBA	≈400	TBA (see comments)	n/a	n/a	✗	nil	No immediate prospect of further sites becoming available. Investigations underway into the use of Ground Penetrating Radar (GPR) to inform further decision making. GPR results and further analysis of historical records will also inform decision making regarding the development of a closure plan for the cemetery.
South Rockhampton	Monumental	≈21,000 burials	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Cemetery closed. Maintenance only.

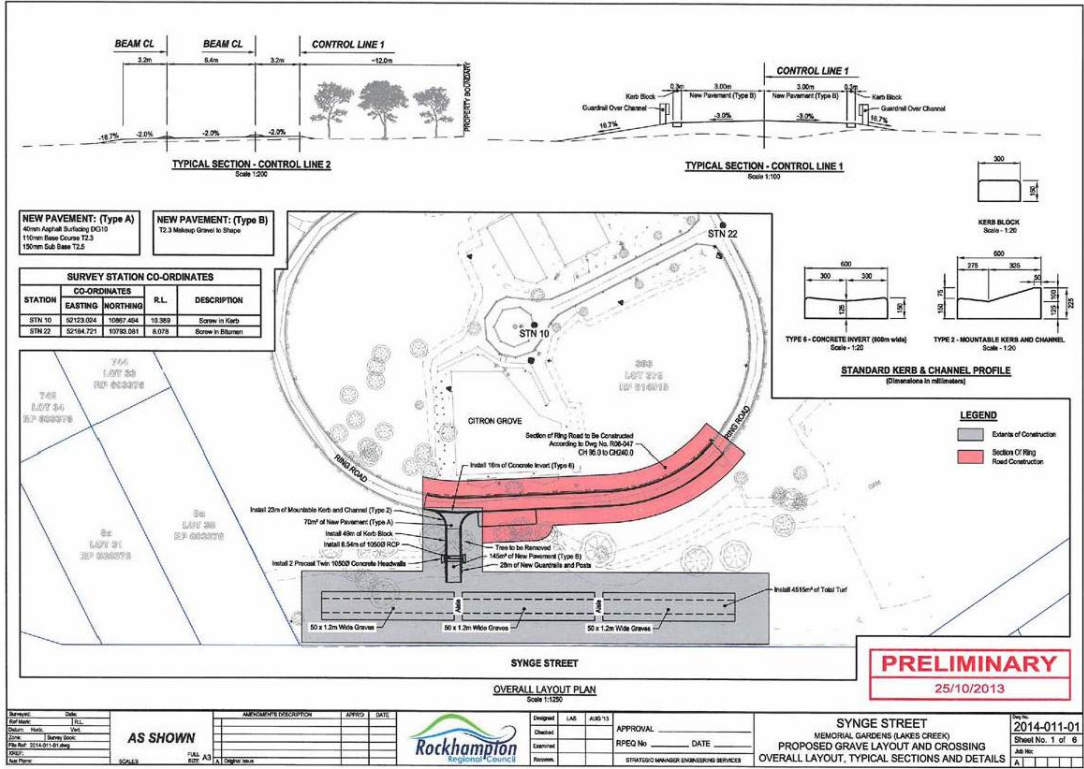
<sup>1</sup> Assumed yield of 2,400 graves per hectare for lawn & 3,600 crypts per hectare for MBS.

<sup>2</sup> Preliminary assessment indicates a yield of approx. 600 earth dug graves may be possible. This is a rough estimate only and is subject to further detailed assessment of the site and soil conditions as well as the completion of a Cost/Benefit analysis.

Item 8.4 - Attachment 2      Locality Map - Rockhampton Memorial Gardens







# **REGIONAL CEMETERIES - CAPACITY ASSESSMENT - ROCKHAMPTON MEMORIAL GARDENS - COST COMPARISON**

## **Photographs - Installation of MBS (2009)**

**Meeting Date: 1 July 2014**

**Attachment No: 2**



2009 Pomegranate.



2009 - Pomegranate Grove



## 9 STRATEGIC REPORTS

### 9.1 PARKS AND OPEN SPACE MONTHLY REPORT

**File No:** 1464

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

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

**Author:** Margaret Barrett - Manager Parks

---

#### SUMMARY

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

#### OFFICER'S RECOMMENDATION

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

#### COMMENTARY

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

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

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

# **PARKS AND OPEN SPACE MONTHLY REPORT**

## **Parks and Open Space Monthly Report - May 2014**

**Meeting Date: 1 July 2014**

**Attachment No: 1**



## 1. PARKS RECREATION SERVICES

### 1.1 Kershaw Gardens

A low spot along the pathway behind the Vietnam Veterans area was lifted by installing a small pedestrian bridge using materials from existing supplies. This has remedied a persistent issue with pooled water. RRC staff worked with the *Pathwayz* Team to complete the improvements.



*Note:* Soil has now been brought up to the edge of the path and gardens mulched.

### 1.2 Rockhampton Botanic Gardens

The Under 8's week event "Romp in the Park" was held on Friday May 23<sup>rd</sup>. Event organisers have advised that they estimate 5,000 people attended. RRC staff will continue to work with organisers to improve traffic management and pedestrian safety for future events.



### 1.3 Rockhampton Zoo

Construction of the new Croc ponds and access pathways is now complete and landscaping is underway. Transfer of the animals into their new enclosures has been deferred until the warmer weather returns in August/ September.

### 1.4 Cemeteries

	Memorial Gardens		North Rockhampton		Gracemere		Mt Morgan		Bajool	
May 2014	2013	2014	2013	2014	2013	2014	2013	2014	2013	2014
Burials	5	6	3	2	1		1	2		
<i>Plots sold</i>	3	5			1		1			
<i>Reopens</i>		1		2						
<i>Reserved Sites used</i>								2		
Ashes interred	1		1							
<i>Ashes plots sold</i>										
<i>Reopens</i>										
<i>Reserved Sites used</i>										
Chapel/Other Services	0	9								
May	2013	2014								
TOTAL ASHES INTERRED	2	0								
TOTAL BURIALS	10	10								
CREMATIONS *	51	46								

\* These figures are taken from TMB advertisements only.

#### Memorial Gardens and Administration

Approximately 150 metres of concrete garden edging has now been laid along the top garden bed above the creek. Another 80 metres has been placed around gardens in Pomegranate Grove.

#### North Rockhampton Cemetery

Cemetery grounds are being maintained as required. Trees along the main boulevard have been lifted and pruned to improve aesthetics and to provide improved vehicular access.

#### Gracemere Cemetery

Cemetery grounds are being maintained as required. Options for the repair and/ or renewal of perimeter fencing have been advanced and the work programmed for completion during July.

#### Mount Morgan Cemetery

Cemetery grounds are being maintained as required.

## 1.5 Sport and Recreation

### 1.5.1 Sport and Education Services Report

Activity	Result
Club Capacity Building – KickStartCQ Website Updates	<ul style="list-style-type: none"> <li>- The KickStartCQ website is updated weekly with information for the community on sport and recreation clubs, health services providers and gyms in our Region</li> <li>- The fortnightly e-bulletin continues to be distributed to our networks including sport and recreation clubs and community members</li> </ul>
Club Capacity Building – Club Fact Sheets	<p>Completed Fact Sheets:</p> <ul style="list-style-type: none"> <li>- Application for Improvement Works</li> <li>- Community Waiting List</li> <li>- Tenure Renewal Application</li> <li>- Creating a Club</li> </ul> <p>Upcoming Factsheets</p> <ul style="list-style-type: none"> <li>- Overview of Club Governance</li> <li>- Guide to a Freehold Lease</li> <li>- Guide to Freehold Licence</li> <li>- Guide to Trustee Lease</li> <li>- Guide to Trustee Permit</li> </ul>
RECON – Recreation Connection – Connecting young adults through physical activity	<p>Statistically people aged between 18 and 35 have lower participation rates in structured physical activity favouring unstructured physical activity where there is no long term commitment and/or they are not locked into regular attendance.</p> <p>Council Officers are working with some local business people to create more opportunities for young adults to participate in unstructured physical activity and to get more people active in our Parks.</p> <p>The first event (RECON Mission One) is scheduled for 27 July 2014 at Rockhampton Botanic Gardens and will be an Amazing Race inspired team physical activity challenge. A maximum of 10 teams of 5 persons will be challenged mentally and physically to complete the race.</p> <p>Should RECON prove successful it is hoped that the business people involved will work to form an incorporated entity focussing on provision of physical activity events for young adults over the age of 18.</p>

### 1.5.2 Healthy Communities initiative

Rockhampton Regional Council has received \$566,042 from the Commonwealth for the execution of the Healthy Communities Initiative. Rockhampton Regional Council has developed and is implementing the KickStartCQ – Cook It! Move It! Do It! Project (The Project) under the Healthy Communities Initiative.

The Healthy Communities Initiative aims to help reduce the prevalence of overweight and obesity within the target populations of participating communities by maximising the number of adults engaged in physical activity and healthy eating programs.

The initiative targets adults (over 18) who are not currently in the paid workforce or receiving a prescribed Centrelink benefit and are at risk of chronic disease.

### **Healthy Communities Initiative Outlook**

- An influx of participants to Heartmoves and MoveFit in Rockhampton has contributed to an increase in registrations over the past month. All participants have reported being referred into the programs from either friends or the Allied Health Clinic in Rockhampton.
- As the WWII Memorial Pools hours of operation have been reduced over June and July the AquaFit sessions have ceased for this period. A number of participants have advised that they are continuing to meet at pool in the afternoons to complete their own workouts using the skills and activities learnt from the AquaFit classes.
- The service provider delivering MoveFit sessions is currently providing HeartMoves, whilst the regular provider is on leave. The service provider has assisted in transitioning a number of participants into MoveFit which is higher intensity. This has opened up more spaces for new HeartMoves participants.
- KickStartCQ participation in the 2014 Frenchville Sports Club Rocky River Run was positive under the federal funding KickStartCQ provided participation ribbons to all competitors. Over 30 KickStartCQ and Project 24 participants registered for the event. All of the participants registered were proud of their achievements and had a positive experience. A number of participants have been talking with the Healthy Communities Project Coordinator in regards to setting goals for next year's event.
- The Healthy Communities Project Coordinator is currently progressing through the development of a Community Health and Wellbeing Guide which includes information on exercise, nutrition and wellbeing in our Region. CQ Medicare Local and other local businesses have provided some content for the publication. Marketing and Engagement has provided the first draft of the booklet and the layout is currently being reviewed by Sport and Education Services. A number of drafts have been provided to community members to comment on the useability and relevance of the booklets.

### **2014 Program Suite:**

- Aquafit hosted at the WWII Memorial Pool Complex by Lane 4 Aquatics
- MoveFit – strength and conditioning for older Australians hosted by:
  - Yeppoon Jungle Gym (formerly NPFFitness)
  - CQUniversity Sports Centre
- Men's Only Strength and Conditioning Sessions will continue to be delivered by CrossFitCQ
- HeartMoves will be delivered by Mr Ian Jenkins
- Outdoor Gym Sessions will be delivered by the Healthy Communities Project Coordinator in Rockhampton and by Yeppoon Jungle Gym for Yeppoon
- CQ TAFE will continue to provide cooking classes increasing from monthly classes to weekly classes
- The Stockland Rockhampton Walking Group, Stockland Striders, will continue to walk Mondays to Fridays from 7am to 8am.
- The CQUniversity Sports Centre partnership will continue with eligible participants able to access the sports centre for free
- Label reading workshops will continue to be held on a semi-regular basis. These sessions are hosted by CQ Medicare Local.



## Updates:

Program	As at 31 March 2014	As at 30 April 2014	31 May 2014
<b>MoveFit</b>	51 Movefit participants. MoveFit is proving to grow in popularity each week with a number of participants 'graduating' from Heartmoves into Movefit which is more physically challenging.	52 Movefit participants.	58 Movefit Participants.
<b>Heart Moves</b>	112 participants. Heartmoves continues to be popular with all sessions attracting 25 – 30 participants.	112 participants. Heartmoves continues to be popular with all sessions attracting 25 – 30 participants.	118 participants. Heartmoves continues to be popular with all sessions attracting 25 – 30 participants.
<b>Outdoor Gym Sessions</b>	135 members have participated in walking group/outdoor fitness	137 members have participated in walking group/outdoor fitness	139 members have participated in walking group/outdoor fitness
<b>CQ TAFE Cooking Classes</b>	177 Participants. The next cooking class will be held on 28 April 2014.	193 participants. The next cooking class is scheduled for May 12.	201 participants. There is one remaining cooking program. The date is yet to be confirmed.
<b>Food Label Reading Workshops</b>	50 participants.  Next session scheduled for May 2014.	50 participants.  Next session scheduled for May 2014.	50 participants.  The May session was cancelled due to lack of numbers.
<b>Heart Foundation Walking</b> (Stockland/ Rigardsford Park/ Botanic Gardens)	168 participants have attended a walking group	170 participants have attended a walking group	172 participants have attended a walking group
<b>CQUni Partnership</b>	205 participants registered to utilise the CQUni gym facilities.  65 have actively	205 participants registered to utilise the CQUni gym facilities.  123 visits were recorded in April from	215 participants registered to utilise the CQUni gym facilities.  125 visitations were recorded in May.

Program	As at 31 March 2014	As at 30 April 2014	31 May 2014
	participated in Feb/March.	28 participants.	
<b>Aquafit</b>	107 participants in total have attended Aqua sessions.	107 participants in total have attended Aqua sessions.	Not currently occurring in June and July due to Winter.  Some participants are still meeting at the pool.
<b>Men's Strength and Conditioning</b>	19 men actively participate once or more per fortnight. 37 men have attended sessions in total.	19 men actively participate once or more per fortnight. 37 men have attended sessions in total.	39 men have attended sessions in total. Sickness and holidays have contributed to smaller class sizes over the past month with 5 – 10 participants at each session.
<b>TOTAL REGISTERED PARTICIPANTS</b>	<b>612 Participants</b>	<b>621 Participants</b>	<b>635 Participants</b>

### 1.5.3 Swimming Pools

*Pool reports are to be provided by the pool managers/lessees by the second Wednesday of the following month. These figures are for the month of May 2014*

Water Quality:

No reportable water quality issues.

Maintenance:

No reportable maintenance issues.

Incidents:

No reportable incidents occurred.

**WORLD WAR II MEMORIAL POOL:**

May	General Entry				Short Term Passes				Summer Passes			Winter Passes			Annual Passes				Programs and Activities					TOTAL
	Adult	Child	Concession/ Student	Spectator	Adult 10 Visit	Concession/ Child 10 visit	Adult 20 Visit	Concession/ Child 20 Visit	Adult	Concession/ Child	Family	Adult	Concession/ Child	Family	Adult	Concession/ Child	Family	Spectator	School entries	Program entries	Learn to Swim	Squad entries	Carnivals	
2014	458	72	0	21	230	38	33	20	0	0	0	16	0	0	496	9	80	30	0	181	0	0	0	1684
2013	Pool closed for construction of shade sail																							
2012	917	159	NA	42	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	0	NA	NA	0	201	0	NA	NA		1118

## 2. Parks Operations

Maintenance and construction are continuing following the defined program, with few issues and incidents.

### Gracemere Streetscape

- Irrigation installation commenced
- Negotiating with Telstra on appropriate species to plant and spacing in Somerset Road, to avoid damage to fibre optic network.

## 3. Capital Projects

	Comments/ Update
<b>Landscape and Streetscape</b>	
Yeppen Roundabout Landscape Renewal	<p>Arrangements with TMR on rectification works complete.</p> <p>Landscape design approved for implementation.</p> <p>Works commenced</p> <ul style="list-style-type: none"> <li>• Irrigation upgrade</li> <li>• Batters and profiling completed</li> <li>• New soil spread</li> <li>• Stage one planting commenced end May</li> <li>• 60% Completed</li> <li>• Painting Completed</li> </ul>
Informal Parking Area - End of Thozet Rd	Designed and costed. Civil Operations carrying out the construction commenced end May.
<b>Park Playgrounds and amenities</b>	
Development of District Playground	Location – Cedric Archer Park, Gracemere. Concept under revision for further discussion.
Amenities Building Rigalsford Park	Project completed and acquittal lodged for State grant funds
Upgrade to playground equipment	Program of works in current year completed
<b>Cemeteries</b>	
New Cemetery Information Management System	IT Services/ Projects managing installation of program and training for staff
Pomegranate Grove Extension	

Major Parks	
Rockhampton Zoo redevelopment	Construction proceeding on two ponds, enclosures, pathways and landscaping  Construction nearing completion at end of May.  Planning commenced for relocating crocodiles.
Rockhampton Botanic Gardens - Paving	Detailed design complete, implementation priorities being determined.

## **10 NOTICES OF MOTION**

Nil

**11 URGENT BUSINESS/QUESTIONS**

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

## **12 CLOSURE OF MEETING**