



COMMUNITIES COMMITTEE MEETING

AGENDA

21 NOVEMBER 2023

Your attendance is required at a Communities Committee meeting of Council to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 21 November 2023 commencing at 9:00am for transaction of the enclosed business.

A handwritten signature in black ink, appearing to be "C. P.", written in a cursive style.

CHIEF EXECUTIVE OFFICER
14 November 2023

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 LIFTING MATTERS FROM THE TABLE | 2 |
| 7 | PUBLIC FORUMS/DEPUTATIONS | 3 |
| | NIL | 3 |
| 8 | PRESENTATION OF PETITIONS..... | 3 |
| | NIL | 3 |
| 9 | COUNCILLOR/DELEGATE REPORTS | 3 |
| | NIL | 3 |
| 10 | OFFICERS' REPORTS | 4 |
| | 10.1 WORKERS MEMORIAL | 4 |
| | 10.2 CEMETERY RELATED ACTIVITIES POLICY | 7 |
| | 10.3 BEEF 2024 ROCKHAMPTON SHOWGROUNDS CURFEW | 31 |
| | 10.4 SEE IT LIVE 2024 SOLE PROVIDER..... | 35 |
| | 10.5 SOLE SOURCE SUPPLIER ARTWORK ACQUISITION | 38 |
| | 10.6 ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT | 49 |
| | 10.7 CQ CAPRAS LEASE CHANGE REQUEST - LEICHHARDT PARK (GYM)..... | 62 |
| | 10.8 2024 FREEHOLD AND TRUSTEE LEASE RENEWALS FOR COMMUNITY ORGANISATIONS | 64 |
| | 10.9 PARKS PROGRESS REPORT..... | 67 |
| 11 | NOTICES OF MOTION | 89 |
| | NIL | 89 |
| 12 | QUESTIONS ON NOTICE | 89 |
| | NIL | 89 |
| 13 | URGENT BUSINESS/QUESTIONS | 89 |
| 14 | CLOSED SESSION | 89 |

| | | |
|-----------|---|-----------|
| 15.1 | ELECTION FOR COURT - PENALTY INFRINGEMENT NOTICE (PARKING OFFENCE) | |
| 15 | CONFIDENTIAL REPORTS..... | 90 |
| 15.1 | ELECTION FOR COURT - PENALTY INFRINGEMENT NOTICE (PARKING OFFENCE) | 90 |
| 16 | CLOSURE OF MEETING..... | 91 |

1 OPENING

1.1 Acknowledgement of Country

2 PRESENT

Members Present:

Deputy Mayor, Councillor N K Fisher (Chairperson)
Councillor S Latcham
Councillor C E Smith
Councillor C R Rutherford
Councillor M D Wickerson
Councillor G D Mathers

In Attendance:

Ms A Cutler – General Manager Community Services
Mr E Pardon – Chief Executive Officer

3 APOLOGIES AND LEAVE OF ABSENCE

Leave of Absence has previously been granted for Councillor Donna Kirkland from Tuesday 21 November to Sunday 26 November 2023 inclusive.

Mayor Williams has tendered his apology and will not be in attendance at the meeting.

4 CONFIRMATION OF MINUTES

Minutes of the Communities Committee held 19 September 2023

5 DECLARATIONS OF INTEREST IN MATTERS ON THE AGENDA

6 BUSINESS OUTSTANDING

6.1 LIFTING MATTERS FROM THE TABLE

File No: 10097
Attachments: Nil
Authorising Officer: Evan Pardon - Chief Executive Officer
Author: Evan Pardon - Chief Executive Officer

SUMMARY

This report is being presented in order for matters that have been laid on the table at previous meetings to be formally lifted from the table prior to being dealt with at this meeting.

OFFICER'S RECOMMENDATION

THAT the following matter be lifted from the table and dealt with accordingly:

- Workers Memorial

7 PUBLIC FORUMS/DEPUTATIONS

Nil

8 PRESENTATION OF PETITIONS

Nil

9 COUNCILLOR/DELEGATE REPORTS

Nil

10 OFFICERS' REPORTS

10.1 WORKERS MEMORIAL

| | |
|-----------------------------|--|
| File No: | 2117 |
| Attachments: | Nil |
| Authorising Officer: | Alicia Cutler - General Manager Community Services |
| Author: | Emma-Jane Dwyer - Manager Community Assets and Facilities |

SUMMARY

The combined Unions of Rockhampton pay their respects to workers who have lost their lives at work on the Official Queensland Workers Memorial Day each year. Assistance has been sought from Council to partner with the CFMEU and the AMWU towards constructing a permanent memorial.

OFFICER'S RECOMMENDATION

THAT Council approve the construction of a permanent Workers Memorial at the Southern end of Col Brown Park. In addition, Council support the permanent memorial construction by supplying materials and supervision for construction of the memorial, as outlined in the report.

COMMENTARY

The combined Unions of Rockhampton pay respects each year to workers who have lost their lives at work on the official Queensland Workers Memorial Day. Assistance has been requested from Council by the CFMEU and AMWU to donate or contribute towards a small memorial in Kershaw Gardens where the Combined Unions and the community can pay tribute to honour these workers.

Proposal

Kershaw Gardens is one of two Destination open space precincts, along with the Rockhampton Botanic Gardens and Zoo and is not recommended for a memorial.

A master plan for Kershaw Gardens was principally initiated in 2015 to address damage caused to the Gardens by Tropical Cyclone Marcia, as well as seeking to guide the longer-term design and development of one of Rockhampton's most iconic parks. A review of the Masterplan conducted in 2021, concluded that the master plan is still effective in the ongoing development for the precinct, due to its proven value in delivery of the Central Precinct and that the master plan had not become outdated or impractical.

As such, Kershaw Gardens would not be seen as the most appropriate location for the workers memorial as it doesn't align with the master plan, and its values of creating a community space for everyone with a native garden theme.

Council officers have previously rejected several other requests for memorials at Kershaw Gardens consistent with the master plan for the site.

Three options were presented to the CFMEU and AMWU for potential locations for the memorial including the Northern End of Col Brown park (near the railway), the Southern End of Col Brown park (near the new bridge) and North of the John Leak Memorial on Huish Drive. The CFMEU and AMWU have provided their support for the Southern end of Col Brown park.

The design for the memorial has been created from sketches and ideas provided by the unions and repurposes existing materials that have been removed from another monument.



The memorial is anticipated to take three (3) shifts to construct:

- 1 shift to prep the site.
- 1 shift to pour the concrete and fix the footings.
- 1 shift to install the final fittings.

It is proposed that Council will supply the supervision and plant/equipment to undertake these works, but the labour is to be provided in kind from the combined Unions of Rockhampton. Council officers will ensure all labour provided is trained and qualified to perform the tasks required for the construction of the memorial.

PREVIOUS DECISIONS

Ordinary Council 12 April 2022: "THAT Council retrospectively approve to support the conduct of this event up to \$1,000. In addition, Council contribute \$1,000 towards a memorial at the Kershaw Gardens for the 2023 event."

Communities Committee 15 August 2023: "THAT the matter lay on the table to allow further consultation on the proposed site and that a report be presented at the next Communities Committee Meeting 19 September 2023."

BUDGET IMPLICATIONS

\$4,000 will be provided from the 2023/2024 operational budget to cover Council's contribution.

LEGISLATIVE CONTEXT

There is no relevant legislation applicable

LEGAL IMPLICATIONS

There are no legal implications relevant to this matter.

STAFFING IMPLICATIONS

Supervision to be provided for the construction of the memorial from within the Community Assets and Facilities team.

All other staffing resources will be provided in kind from the Unions.

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

Not Applicable.

CONCLUSION

It is recommended that Council approve the Workers Memorial to be constructed at the Southern End of Col Brown Park and that Council partner with the CFMEU and AMWU to support the construction by supplying materials and supervision and the Unions supplying in kind labour.

10.2 CEMETERY RELATED ACTIVITIES POLICY

| | |
|-----------------------------|--|
| File No: | 11979 |
| Attachments: | 1. Final Draft Cemetery Related Activities Policy - Clean ↓ 2. Final Draft Cemetery Related Activities Policy - Track Changes ↓ |
| Authorising Officer: | Alicia Cutler - General Manager Community Services Emma-Jane Dwyer - Manager Community Assets and Facilities |
| Author: | Joanne Stratford - Supervisor Cemeteries |

SUMMARY

The Cemetery Related Activities Policy was adopted by Council on 21 June 2022 with the resolution that 'Council review the Cemetery Related Activities Policy within 12 months.'

OFFICER'S RECOMMENDATION

THAT the reviewed Cemetery Related Activities Policy be adopted.

THAT Council approves a review date of the Cemetery Related Activities Policy of November 2026.

COMMENTARY

The Cemetery Related Activities Policy (the Policy) was adopted at the 21 June 2022 Communities Committee meeting. The Committee resolved that the Policy was to be reviewed within 12 months of the commencement date.

A review of the Policy has now been undertaken by the Cemeteries Unit in conjunction with Legal and Governance.

The Policy provides a framework for the operation and management of Council's cemeteries. The reviewed policy covers:

- Management and administration of Council cemeteries;
- Hours of operation;
- Burial rights and holder of burial rights provisions;
- Conditions permitting reservation of burial or ashes plots;
- Interment and burials in Council cemeteries and burials outside of Council cemeteries;
- Disturbance of human remains; and
- Adornments and memorialisation requirements.

BACKGROUND

Following the adoption of the Policy in 2022 a number of customer requests and issues highlighted the need for further guidelines around:

- Who can apply for burial rights;
- Options for reservation of burial sites for terminal patients;
- Minimum requirements for headstone, beam or similar installations, and conforming adornments;
- When, how and when Council staff can remove non-conforming items and how this is managed;

- Management of long-term storage of ashes; and
- Management of outstanding debt.

Although constant changes to family dynamics, such as divorce or de-facto relationships, and lack of information provided by old burial records continues to be challenging, the Policy has provided Council staff with much needed guidance in terms of administering burial rights in complicated situations.

PREVIOUS DECISIONS

The current Policy was adopted by Council at the 21 June 2022 Communities Committee meeting.

BUDGET IMPLICATIONS

No budget implications.

LEGISLATIVE CONTEXT

The policy was reviewed in consultation with Legal and Governance and aligns with Subordinate Local Law No. 1.13 and Subordinate Local Law No. 4.

LEGAL IMPLICATIONS

The policy was reviewed in consultation with Legal and Governance.

STAFFING IMPLICATIONS

The revised policy will assist staff in managing the operations of Council's cemeteries.

RISK ASSESSMENT

The reviewed policy will provide better management and control of safety related hazards minimising the risk of harm to staff and the public.

The reviewed policy will mitigate the reputational risk to Council by providing access to reserved burial sites for terminal patients as part of their funeral preparation.

CORPORATE/OPERATIONAL PLAN

Corporate Plan 2022 – 2027

2.3 Our Region's heritage and culture are preserved and celebrated.

5.1 Our Region has infrastructure that meets current and future needs.

CONCLUSION

It is recommended that the reviewed Cemeteries Related Activities Policy be adopted with a review date of November 2026.

CEMETERY RELATED ACTIVITIES POLICY

Final Draft Cemetery Related Activities Policy - Clean

Meeting Date: 21 November 2023

Attachment No: 1

CEMETERY RELATED ACTIVITIES POLICY

LOCAL LAW POLICY



1 Scope

This policy supports Rockhampton Regional Council's local laws relating to the undertaking of regulated and restricted activities regarding human remains on private land and in cemeteries operated by Council. This policy does not apply for privately operated cemeteries regulated under *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) Outline the holder of burial rights processes;
- (c) Provide a framework for the management of cemetery related activities outside a cemetery; and
- (d) Ensure a safe and respectful environment.

3 Related Documents

3.1 Primary

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

Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019

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

Work Health and Safety Act 2011

Accounts Receivable (Sundry Debtors) Policy

Burial Rights Application Form

Authorisation for Exercise of Burial Rights

Burial/Disturbance of Human Remains on Private Property Application Form

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 1 of 10 |

Cemetery Memorial Guide Fact Sheet
 Cemetery Related Activities Procedure
 Cemetery Service Exhumation or Disinterment of Ashes Request Form
 Cemetery Service Request Form
 Memorial Installation Permit Application Form
 Refund, Exemption and Reduction of Fees and Charges Policy

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------------|---|
| Adornment | Any item placed on a grave, columbarium wall or ashes plot for the purpose of decoration. |
| Ashes | Processed remains recovered from the cremation of human remains. |
| Authorised Person | An employee appointed the relevant powers under <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i> or <i>Local Law No. 1 (Administration) 2011</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 interment of ashes and/or placement of memorialisation. |
| Council | Rockhampton Regional Council |
| Delegated Officer | An employee appointed to a position with the relevant sub-delegation under <i>Local Law No. 1 (Administration) 2011</i> , SLL 1.13 or <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i> . |
| 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. |

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 2 of 10 |

| | |
|-------------------------|---|
| Holder of Burial Rights | For a site, means the lawful holder of the right to inter human remains or ashes, install or repair a memorial, exhume human remains or disinter ashes within a Council cemetery. |
| Human Remains | As defined in <i>Local Law No. 1 (Administration)</i> , the body or part of the body of a deceased person. Excluding ashes. |
| Interment | The placement or burial of human remains or ashes into a site. |
| Memorial | As defined in <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i> , includes: (a) A headstone; (b) An inscribed plaque or commemorative plate; (c) Monumental, ornamental or other structure/s erected on a grave site; and (d) Anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person. |
| Niche | Space in a columbarium to place ashes. |
| Ownership | The right of possessing something. |
| Qualified Undertaker | As defined in SLL 1.13, a person who carries on the business of disposing of human remains. |
| Region | Rockhampton Regional Area defined by the Local Government Areas of Queensland. |
| Reservation | Existing pre-paid interments or burial rights and/or sites registered with Council in advance of actual need for use for interment. |
| Site | A place set aside for the interment of human remains or ashes, including a grave, niche, plot or memorial. |
| SLL 1.13 | <i>Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011</i> |
| Stonemason | A trade qualified mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesperson-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 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 interment needs of the Region's communities.

5.2 Administration of Council Cemeteries

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 about each interment and reservation (except where historically this information was not retained).

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 3 of 10 |

5.2.1 Reservation of Burial and Ashes Sites

Existing reservations of interments and/or sites at all cemeteries and registered with Council are honoured.

Reservation of vacant burial site/s are not considered by Council; however, where exceptional circumstances exist, an individual, or qualified undertaker acting on their behalf, may apply in writing to Council requesting the reservation of a single burial site and must provide relevant documentation supporting the request for example, letter from doctor confirming terminal illness. Each application is considered on a case-by-case basis by an authorised person and the applicant is advised of the outcome of their application within five business days. Where approved, payment in full for the cost of the burial site must be made when submitting a Cemetery Service Request Form. Payment of interment fees may be made as required.

Ashes garden site/s at Rockhampton Memorial Gardens and Gracemere Cemetery may be reserved as either single, double or family plots. Payment in full for the cost of the plot must be made at the time of submitting a Cemetery Service Request Form. Payment for interments, markers and plaques may be made as required.

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

5.3 Hours of Operation

Interments and exhumations take place during the hours approved by Council, between 9am and 4pm Monday to Friday. Approval is required outside of these times and additional fees will be incurred in accordance with Council's Fees and Charges.

Council's cemeteries are open to the public daily from sunrise to sunset or as Council may determine. To preserve the history and nature of a site, the following cemeteries are closed between the hours of 9pm – 5am daily:

- (a) Memorial Gardens;
- (b) South Rockhampton Cemetery; and
- (c) North Rockhampton Cemetery.

Access to the above sites between 9pm – 5am requires approval by a delegated officer.

5.4 Council Cemeteries Burial Rights and Holder of Burial Rights

A burial rights holder is the person nominated as the holder of burial rights in the approval issued by Council and can only be assigned to one of the following:

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

Council does not assign burial rights to a qualified undertaker or an employee of a qualified undertaker, unless that person has a proper association with the deceased person.

The holder of burial rights for a site in a Council cemetery, 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.

For existing sites where the holder of burial rights holder is unknown the burial rights are assigned by Council based on historical records and other available information.

The holder of burial rights may not transfer the burial rights without Council's written consent.

Burial rights are not transmissible on the death of the holder of burial rights.

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 4 of 10 |

A holder of burial rights for an unused site may surrender those rights to Council. Any refund of any purchase price paid for the burial rights will be at the sole discretion of Council upon receipt of a written application for refund and processed in accordance with Council's Refund, Exemption and Reduction of Fees and Charges Policy.

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 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.

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

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 5 of 10 |

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

- (a) The death of the holder of burial rights unless the holder of burial rights has not nominated themselves to be interred into the site; or
- (b) If the holder of burial rights nominates, in writing, one or more persons who may be interred in the site, the earlier of:
 - (i) The date on which the last of the nominated persons are interred in the site;
 - (ii) One year after Council becomes aware there are no surviving nominated persons; or
 - (iii) The date on which the last of the nominated persons give notice to Council that they wish to surrender their rights to be 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 its absolute discretion, and provided 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;
- (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.

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 reverts back to Council.

Council acts in good faith when it relies on information and advice provided by an applicant for burial rights. If the relevant activity later becomes the subject of a dispute between relatives or family members of a person whose human remains or ashes are interred at the Council cemetery, 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.

5.5 Interment/Burial

No interment or burial is permitted in a Council cemetery until Council approval has been granted.

No burial of human remains, excluding ashes, is permitted outside a Council cemetery until Council approval has been granted.

Burials must be arranged and conducted by a qualified undertaker.

Payment for all services arranged within a Council cemetery by a qualified undertaker must be made by the qualified undertaker in accordance with the Accounts Receivable (Sundry Debtors) Policy.

Where a qualified undertaker has an outstanding debt greater than 60 days, new service bookings will not be confirmed until after payment for that service has been made.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 6 of 10 |

5.5.1 Interment/Burial in Council Cemeteries

For all interments/burials in all Council Cemeteries:

- (a) Payment of the prescribed fee must be made prior to confirmation of any interment or burial service, except under paragraph 5.5 above.
- (b) Ashes interment may be arranged through a qualified undertaker or directly with Council.
- (c) New burial sites are allocated at Council's discretion.
- (d) Digging of burial sites is undertaken by Council.
- (e) Where required, Council takes all due care to remove grave tops and memorials to carry out interments.
- (f) Where required, Council may engage the services of a stonemason to remove, reinstate and/or repair grave tops and memorials at the burial right holder or applicant's expense.
- (g) No more than two coffin interments are conducted in the same burial site, except at the Memorial Gardens where up to four coffin interments may take place within a crypt (where conditions allow). If depth cannot be met for the second interment, it is at Council's discretion if a new site is required.

Stored ashes may be held by Council at its discretion for a maximum of three months. After this period the family is contacted to finalise arrangements or collect. If arrangements are not made or ashes not collected within two months, Council may proceed with interment into a Council determined site.

5.5.2 Burials Outside a Cemetery

Applications for burials of human remains outside a cemetery must be submitted on the Burial/Disturbance of Human Remains on Private Property Application Form at least 10 working days prior to the proposed service and must include details and evidence as detailed in *SLL 1.13* including but not limited to the following:

- (a) Confirmation the burial will be undertaken by a qualified undertaker;
- (b) Proposed burial information and burial site details including proximity to buildings of any nature, water courses and adjoining properties; and
- (c) Details of how ongoing access to the site at which the deceased is to be buried will be secured should the owner dispose of their interest in the land.

Burials must be carried out in accordance with the following:

- (a) Grave sites are a maximum of 2,750mm x 1,200mm;
- (b) No more than two coffin interments are conducted in the same burial site without a delegated officer's approval;
- (c) Coffins shall be interred at a minimum full (double) depth of 1,800mm for the first interment and 1,200mm for the second interment; and
- (d) Minimum cover of coffin or similar enclosed container shall be 750mm from the top of the container to natural ground level where practicable.
- (e) If depth cannot be met for the second interments, it is at Council's discretion if a new grave is required.

5.6 Disturbance of Human Remains

Approval of the disturbance of human remains may be granted if the disturbance is within six working days of a burial or after six months of a burial. A request to disturb human remains is considered at Council's discretion in accordance with Council's local laws and the provisions within this policy.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 7 of 10 |

5.6.1 Exhumation or Disinterment in a Council Cemetery

A Cemetery Service Exhumation or Disinterment of Ashes Request Form must be completed for exhumation of human remains or disinterment of ashes in a Council cemetery and is only accepted when accompanied by payment of the application fee (where applicable) and the written consent of:

- (a) The holder of burial rights for the site;
- (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 or ashes.

Council acts in good faith when it relies on information and advice provided by an applicant and does not accept any responsibility for exhumation of human remains or disinterment of ashes.

5.6.1.1 Exhumation of Human Remains

Unless legal documentation exists, the applicant must demonstrate that they have consulted all living next of kin of the deceased and produce a document of authorisation signed by all parties.

Exhumations of human remains are carried out, once approved by a delegated officer, in conjunction with a qualified undertaker.

Council discourages the exhumation of human remains after 60 years from the date of burial due to a number of factors including rate of decay, inconsistent burial practices and natural ground movement.

5.6.1.2 Disinterment of Ashes

The disinterment of ashes may be conducted by Council once approved by a delegated officer.

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

If a memorial exists, the family is responsible for the disposal or fees are applied.

5.6.2 Reopen of a Grave in a Council Cemetery

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

5.6.3 Disturbance of Human Remains Outside a Cemetery

Applications must be made on a Burial/Disturbance of Human Remains on Private Property Application Form. Applications are considered in accordance with *SLL 1.13*. The approval holder must ensure the site is prepared in accordance with the conditions of approval and the following:

- (a) Ensure privacy of the site and restrict view of the prescribed activity to visitors to the site;
- (b) Ensure the safety of all persons who may be involved in or affected by the undertaking of the prescribed activity;
- (c) Return any remaining spoil to the grave and top up where required;
- (d) Ensure any spillage of waste contaminant or other material is cleaned up immediately, not by hosing, sweeping or otherwise releasing the waste contaminant or material into any stormwater system or other waters; and
- (e) Ensure the human remains are removed securely from the site.

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 8 of 10 |

5.7 Memorials in Council Cemeteries

No memorials are to be installed, repaired or removed unless:

- (a) In accordance with this policy and the Cemetery Related Activities Procedure;
- (b) All fees are paid, forms completed and submitted; and
- (c) Written approval from Council's authorised person is received.

If placing a plaque and/or marker on a grass top grave in a monumental cemetery, a concrete beam must be installed to ensure the plaque and/or marker is sufficiently raised off the ground to mitigate damage to the installation and ensure maintenance activities can be undertaken efficiently and safely.

In monumental cemeteries grave covers, beams or adornments of any kind are not permitted to be installed or placed on the site for a period of 12 months following a burial. This is to ensure ground subsidence is managed and the site is stable.

5.8 Adornments

Conforming and non-conforming adornments are outlined in the Cemetery Related Activities Procedure.

Conforming adornments must be placed on the beam or grave cover. No adornments are to be placed on any grassed areas as this presents difficulties in efficiently maintaining the cemeteries.

Adornments are not permitted on top of or on the ground in front of columbarium or memorial walls, however fresh or limited artificial flowers may be placed in conforming vases on graves, memorial blocks, garden plots or columbarium walls. These should be placed in non-breakable vases/receptacles. Withered and/or deteriorated floral arrangements will be removed and disposed of at Council's discretion.

Additional floral adornments may be kept for a period of one week after a funeral, provided they do not impede adjacent graves. After this time, it is the responsibility of the family to remove the additional floral adornments from the grave in order for grave subsidence to be managed.

The placement of non-conforming adornments such as glass vases or receptacles, ornaments, flags, photo frames, candles, toys, wind chimes, solar lights, alcohol containers or items with a metal stem/stake are not permitted and will be removed. These items can be a safety hazard for visitors, cemetery employees and vehicular traffic, and present difficulties in efficiently maintaining the cemeteries.

The installation of paving, fencing or extended footpaths around the perimeter of a grave is not permitted as these create a tripping hazard for visitors, and present difficulties in efficiently maintaining the cemeteries.

Permanent planting of bushes, shrubs, flowers or trees is not permitted, and any such item/s will be removed by Council employees.

Adornments placed on memorial blocks at Rockhampton Memorial Gardens may need to be removed, at Council's discretion, to enable mowing and surface maintenance.

Whilst maintaining the highest level of personal integrity and respect for the property, adornments placed on memorial blocks at Rockhampton Memorial Gardens may need to be removed, at Council's discretion, to enable mowing, surface maintenance or for other health and safety reasons. Except for perished items such as deteriorated floral arrangements, reasonable attempts will be made to contact the holder of burial rights to collect the item/s as soon as practical. Where an item fails to be collected, the item will be retained for up to four weeks in a secure location before being considered by an authorised person to be abandoned and disposed.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 9 of 10 |

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 Community Assets and Facilities |
| Policy Quality Control | Legal and Governance |



| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 10 of 10 |

CEMETERY RELATED ACTIVITIES POLICY

Final Draft Cemetery Related Activities Policy - Track Changes

Meeting Date: 21 November 2023

Attachment No: 2

CEMETERY RELATED ACTIVITIES POLICY

LOCAL LAW POLICY



1 Scope

This policy supports Rockhampton Regional Council's local laws relating to the undertaking of regulated and restricted activities regarding human remains on private land and in cemeteries operated by Council. This policy does not apply for privately operated cemeteries regulated under *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;
- ~~(a)~~(b) ~~Assist staff in guiding the community through~~ Outline the holder of burial rights processes;
- (b)(c) Provide a framework for the management of cemetery related activities outside a cemetery; and
- ~~(c)~~(d) Ensure a safe and respectful environment.

3 Related Documents

3.1 Primary

Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011
Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019

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
Work Health and Safety Act 2011
[Accounts Receivable \(Sundry Debtors\) Policy](#)
[Burial Rights Application Form](#)
 Authorisation for Exercise of Burial Rights
 Burial/Disturbance of Human Remains on Private Property Application Form

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 1 of 10 |

Cemetery Memorial Guide Fact Sheet
 Cemetery Related Activities Procedure
 Cemetery Service Exhumation [or Disinterment of Ashes](#) Request Form
 Cemetery Service Request Form
[Memorial Installation Permit Application Form](#)
[Refund, Exemption and Reduction of Fees and Charges Policy](#)

4 Definitions

To assist in interpretation, the following definitions apply:

| | |
|------------------------------|---|
| Adornment | Any item placed on a grave, columbarium wall or ashes plot for the purpose of decoration. |
| Ashes | Processed remains recovered from the cremation of human remains. |
| Authorised Person | An employee person who is appointed the relevant powers under a Local Government Act to ensure members of the public comply with the relevant Local Government acts in relation to the local government and the Region Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019 or Local Law No. 1 (Administration) 2011. |
| 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-interment of ashes and/or placement of memorialisation . |
| Council | Rockhampton Regional Council |
| Delegated Officer | An employee appointed to a position with the relevant sub-delegation under <i>Local Law No. 1 (Administration) 2011</i> , SLL 1.13 or <i>Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019</i> . |
| 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. |

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 2 of 10 |

| | |
|---------------------------------------|---|
| Holder of Burial Rights | For a site, means the lawful holder of the right to inter human remains or ashes, install or repair a memorial, exhume human remains or disinter ashes within a Council cemetery. |
| Human Remains | As defined in Local Law No. 1 (Administration), the body or part of the body of a deceased person. Excluding ashes. |
| Interment | The placement or burial of human remains or ashes on or into a site. |
| Memorial | As defined in Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2019, includes: (a) A headstone; (b) An inscribed plaque or commemorative plate; (c) Monumental, ornamental or other structure/s erected on a grave site; and (d) Anything else erected or placed to mark the site where human remains have been buried or placed, or to commemorate a deceased person. |
| 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 | As defined in SLL 1.13, 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 Existing pre-paid interments or burial rights and/or sites registered with Council in advance of actual need for use for interment. |
| Site | A place set aside for the interment of human remains or ashes, including a grave, niche, plot or memorial. |
| SLL 1.13 | Subordinate Local Law No. 1.13 (Undertaking Regulated Activities Regarding Human Remains) 2011 |
| Stonemason | A trade qualified man mason or person possessing the skills to competently and professionally carry out monumental masonry work to a trades person man -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 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~~ ~~interment~~ needs of the Region's communities.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|---|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 3 of 10 |

5.2 Administration of Council Cemeteries

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).

5.2.1 Reservation of Burial and Ashes Sites

Existing ~~pre-paid~~reservations of burials-interments and/or sites ~~at all cemeteries and~~ registered with Council ~~will be~~are honoured.

~~Individuals or groups are not able to reserve or set aside a site/s. Reservation of vacant burial site/s are not considered by Council; however, where exceptional circumstances exist, an individual, or qualified undertaker acting on their behalf, may apply in writing to Council requesting the reservation of a single burial site and must provide relevant documentation supporting the request for example, letter from doctor confirming terminal illness. Each application is considered on a case-by-case basis by an authorised person and the applicant is advised of the outcome of their application within five business days. Where approved, payment in full for the cost of the burial site must be made when submitting a Cemetery Service Request Form. Payment of interment fees may be made as required. Existing reservations will be honoured at all cemeteries.~~

~~Ashes garden site/s at Rockhampton Memorial Gardens and Gracemere Cemetery may be reserved as either single, double or family plots. Payment in full for the cost of the plot must be made at the time of submitting a Cemetery Service Request Form. Payment for interments, markers and plaques may be made as required.~~

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

5.3 Hours of Operation

~~Burials, ashes i~~nterments and exhumations take place during the hours approved by Council, between 9am and 4pm Monday to Friday. Approval is required outside of these times and additional fees will be incurred in accordance with Council's Fees and Charges.

Council's ~~controlled~~ cemeteries are open to the public daily from sunrise to sunset or as Council may determine. To preserve the history and nature of a site, the following cemeteries are closed between the hours of 9pm – 5am daily:

- (a) Memorial Gardens;
- (b) South Rockhampton Cemetery; and
- (c) North Rockhampton Cemetery.

Access to the above sites between 9pm – 5am requires approval by a delegated officer.

5.4 Council Cemeteries Burial Rights and Holder of Burial Rights

~~A burial rights holder is the person nominated as the holder of burial rights in the approval issued by Council and can only be assigned to one of the following:~~

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

~~Council does not assign burial rights to a qualified undertaker or an employee of a qualified undertaker, unless that person has a proper association with the deceased person.~~

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 4 of 10 |

~~If a holder of burial rights holds the~~The holder of 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).~~

~~For existing sites where the holder of burial rights holder is unknown the~~ Burial rights are assigned by Council based on historical records and other available information.

The holder of burial rights may not transfer the burial rights without Council's written consent.

Burial rights are not transmissible on the death of the holder of burial rights.

A holder of burial rights for an unused site may surrender those rights to Council. Any refund of any purchase price paid for the burial rights will be at the sole discretion of Council upon receipt of a written application for refund ~~and processed in accordance with Council's Refund, Exemption and Reduction of Fees and Charges Policy.~~

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 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.

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;
- (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 ~~applied and~~ 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.

LEGAL AND GOVERNANCE USE ONLY

| | | | |
|-------------------|---|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 <u>DRAFT</u> | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 5 of 10 |

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

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

- (a) The death of the holder of burial rights unless the holder of burial rights has not nominated themselves to be interred into the site; or
- (b) If the holder of burial rights nominates, in writing, one or more persons who may be interred in the site, the earlier of:
 - (i) The date on which the last of the nominated persons are interred in the site;
 - (ii) One year after Council becomes aware there are no surviving nominated persons; or
 - (iii) The date on which the last of the nominated persons give notice to Council that they wish to surrender their rights to be 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 its absolute discretion, and provided 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;
- (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.

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 reverts back to Council.

Council acts in good faith when it relies on information and advice provided by an applicant for burial rights. If the relevant activity later becomes the subject of a dispute between relatives or family members of a person whose human remains or ashes are interred at the Council cemetery, 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.

5.5 Interment/Burial

No interment or burial is permitted in ~~or outside~~ a Council cemetery until Council approval has been granted.

No burial of human remains, excluding ashes, is permitted outside a Council cemetery until Council approval has been granted.

Burials must be arranged and conducted by a qualified undertaker.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 6 of 10 |

[Payment for all services arranged within a Council cemetery by a qualified undertaker must be made by the qualified undertaker in accordance with the Accounts Receivable \(Sundry Debtors\) Policy.](#)

[Where a qualified undertaker has an outstanding debt greater than 60 days, new service bookings will not be confirmed until after payment for that service has been made.](#)

5.5.1 Interment/Burial in Council Cemeteries

For all interments/burials in all Council Cemeteries:

[\(a\) Payment of the prescribed fee must be made prior to confirmation of any interment or burial service, except under paragraph 5.5 above.](#)

~~(a)~~(b) Ashes interment may be arranged through a qualified undertaker or directly with Council.

~~(b)~~(c) New burial sites are allocated at Council's discretion.

~~(c)~~(d) Digging of burial sites is undertaken by Council.

~~(d)~~(e) Where required, Council takes all due care to remove grave tops and memorials to carry out interments.

(f) Where required, Council may engage the services of a stonemason to remove, reinstate and/or repair grave tops and memorials at the burial right holder or applicant's expense.

[\(g\) No more than two coffin interments are conducted in the same burial site, except at the Memorial Gardens where up to four coffin interments may take place within a crypt \(where conditions allow\). If depth cannot be met for the second interment, it is at Council's discretion if a new site is required.](#)

[Stored ashes may be held by Council at its discretion for a maximum of three months. After this period the family is contacted to finalise arrangements or collect. If arrangements are not made or ashes not collected within two months, Council may proceed with interment into a Council determined site.](#)

5.5.2 Burials Outside a Cemetery

Applications for burials [of human remains](#) outside a cemetery must be submitted [on the Burial/Disturbance of Human Remains on Private Property Application Form](#) at least 10 working days prior to the proposed service and must include details and evidence as detailed in [SLL 1.13](#) including but not limited to the following:

- (a) Confirmation the burial will be undertaken by a qualified undertaker;
- (b) Proposed burial information and burial site details including proximity to buildings of any nature, water courses and adjoining properties; and
- (c) Details of how ongoing access to the site at which the deceased is to be buried will be secured should the owner dispose of their interest in the land.

Burials must be carried out in accordance with the ~~Cemetery Related Activities Procedure~~[following](#):

- [\(a\) Grave sites are a maximum of 2,750mm x 1,200mm;](#)
- [\(b\) No more than two coffin interments are conducted in the same burial site without a delegated officer's approval;](#)
- [\(c\) Coffins shall be interred at a minimum full \(double\) depth of 1,800mm for the first interment and 1,200mm for the second interment; and](#)
- [\(d\) Minimum cover of coffin or similar enclosed container shall be 750mm from the top of the container to natural ground level where practicable.](#)
- [\(e\) If depth cannot be met for the second interments, it is at Council's discretion if a new grave is required.](#)

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 7 of 10 |

5.6 Disturbance of Human Remains

Approval of the disturbance of human remains may be granted if the disturbance is within six working days of a burial or after six months of a burial. A request to disturb human remains is considered at Council's discretion in accordance with Council's local laws and the provisions within this policy.

5.6.1 Exhumation or Disinterment in a Council Cemetery

A Cemetery Service Exhumation or Disinterment of Ashes Request Form must be completed for exhumation of human remains or disinterment of ashes in a Council cemetery and is only accepted when accompanied by payment of the application fee (where applicable) and the written consent of:

- (a) The holder of burial rights for the site;
- (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 or ashes.

Council acts in good faith when it relies on information and advice provided by an applicant and does not accept any responsibility for exhumation of human remains or disinterment of ashes.

5.6.1.1 Exhumation of Human Remains

Unless legal documentation exists, the applicant must demonstrate that they have consulted all living next of kin of the deceased and produce a document of authorisation signed by all parties.

Exhumations of human remains are carried out, once approved by a delegated officer, in conjunction with a qualified undertaker.

Council discourages the exhumation of human remains after 60 years from the date of burial due to a number of factors including rate of decay, inconsistent burial practices and natural ground movement.

5.6.1.2 Disinterment of Ashes

The disinterment of ashes may be conducted by Council once approved by a delegated officer.

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

If a memorial exists, the family is responsible for the disposal or fees are applied.

5.6.2 Reopen of a Grave in a Council Cemetery

Reopening of a grave for a further burial-interment requires approval from Council's authorised person.

5.6.3 Disturbance of Human Remains Outside a Cemetery

Applications must be made on a Burial/Disturbance of Human Remains on Private Property Application Form and ~~Approvals for the disturbance of human remains outside a Cemetery must be~~ Applications are considered in accordance with SLL 1.13. The approval holder must ensure ~~The site must be~~ the site ~~is~~ prepared in accordance with ~~paragraph 5.6.2 of the Cemetery Related Activities Procedure~~ Conditions of Approval and the following:

- (a) Ensure privacy of the site and restrict view of the prescribed activity to visitors to the site;
- (b) Ensure the safety of all persons who may be involved in or affected by the undertaking of the prescribed activity;
- (c) Return any remaining spoil to the grave and top up where required;

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 8 of 10 |

(d) Ensure any spillage of waste contaminant or other material is cleaned up immediately, not by hosing, sweeping or otherwise releasing the waste contaminant or material into any stormwater system or other waters; and

~~(a)~~(e) Ensure the human remains are removed securely from the site.

5.7 Memorials in Council Cemeteries

No memorials are to be installed, repaired or removed unless:

(a) In accordance with this policy and the Cemetery Related Activities Procedure;

(b) All fees are paid, forms completed and submitted; and

(c) Written approval from Council's authorised person is received.

If placing a plaque and/or marker on a grass top grave in a monumental cemetery, a concrete beam must be installed to ensure the plaque and/or marker is sufficiently raised off the ground to mitigate damage to the installation and ensure maintenance activities can be undertaken efficiently and safely.

In monumental cemeteries grave covers, beams or adornments of any kind are not permitted to be installed or placed on the site for a period of 12 months following a burial. This is to ensure ground subsidence is managed and the site is stable.

5.75.8 ~~Vases, Mementos and Adornments~~

Conforming and non-conforming adornments are outlined in the Cemetery Related Activities Procedure.

Conforming adornments must be placed on the beam or grave cover. No adornments are to be placed on any grassed areas as this presents difficulties in efficiently maintaining the cemeteries.

Adornments are not permitted on top of or on the ground in front of columbarium or memorial walls, however fresh or limited artificial flowers may be placed in conforming vases on graves, memorial blocks, garden plots or columbarium walls. These should be placed in non-breakable vases/receptacles. Withered and/or deteriorated floral arrangements will be removed and disposed of at Council's discretion.

Additional floral adornments may be kept for a period of one week after a funeral, provided they do not impede adjacent graves. After this time, it is the responsibility of the family to remove the additional floral adornments from the grave in order for grave subsidence to be managed.

The placement of non-conforming adornments such as glass vases or receptacles, ornaments, flags, photo frames, candles, toys, wind chimes, solar lights, alcohol containers or items with a metal stem/stake are not permitted and will be removed. These items can be a safety hazard for visitors, cemetery employees and vehicular traffic, and present difficulties in efficiently maintaining the cemeteries.

The installation of paving, fencing or extended footpaths around the perimeter of a grave is not permitted as these create a tripping hazard for visitors, and present difficulties in efficiently maintaining the cemeteries.

Permanent planting of bushes, shrubs, flowers or trees is not permitted, and any such item/s will be removed by Council employees.

Adornments placed on memorial blocks at Rockhampton Memorial Gardens may need to be removed, at Council's discretion, to enable mowing and surface maintenance.

Whilst maintaining the highest level of personal integrity and respect for the property, adornments placed on memorial blocks at Rockhampton Memorial Gardens may need to be removed, at Council's discretion, to enable mowing, surface maintenance or for other health and safety reasons. Except for perished items such as deteriorated floral arrangements, reasonable attempts will be made to contact the holder of burial rights to collect the item/s as soon as practical. Where an item fails to be collected, the item will be retained for up to four weeks in a secure location before being considered by an authorised person to be abandoned and disposed.

| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|---|-------------|---------------------------------|
| Adopted/Approved: | <u>Adopted, 21 June 2022</u> DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 9 of 10 |

~~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.

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 |



| LEGAL AND GOVERNANCE USE ONLY | | | |
|-------------------------------|--|-------------|---------------------------------|
| Adopted/Approved: | Adopted, 21 June 2022 DRAFT | Department: | Community Services |
| Version: | 2 | Section: | Community Assets and Facilities |
| Reviewed Date: | | Page No: | Page 10 of 10 |

10.3 BEEF 2024 ROCKHAMPTON SHOWGROUNDS CURFEW

File No: 10486

Attachments: 1. **Curfew Exemption - Rockhampton Showgrounds**[↓](#)

Authorising Officer: **John Webb - Manager Communities & Culture**
Alicia Cutler - General Manager Community Services

Author: **Mark Millett - Coordinator Major Venues**

SUMMARY

Beef Australia is requesting Council amend the existing curfew of Rockhampton Showgrounds for selected nights between 5 and 11 May 2024 from 10.30pm to 11.00pm or 12am (midnight).

OFFICER'S RECOMMENDATION

THAT Council approve the alteration of the Rockhampton Showgrounds event program curfew of 10.30pm to the stated times on the following three evenings of Beef 2024:

- Sunday 5 May 2024 - 11pm - dinner in marquee built on closed Exhibition Road;
- Friday 10 May 2024 - 11pm - function with music in Robert Schwarten Outdoor Pavilion;
- Saturday 11 May 2024 - 12 Midnight - Gala Ball with music in Robert Schwarten Outdoor Pavilion.

COMMENTARY

Beef Australia are requesting an alternation to the standard 10.30pm event programming curfew that is in place for the Rockhampton Showgrounds in support of their event offering for Beef 2024.

Sunday 5 May 2024 – 11pm Finish – The Long Paddock (exhibition Road) – Seated Dinner

This element is a function with no specific entertainment occurring within a built marquee that will be located on Exhibition Road. While not strictly within the showgrounds it could be considered to be a part of the broader site activation. As this event has no programmed entertainment it presents a lower risk for disturbance.

Friday 10 May 2024 – 11pm Finish – Robert Schwarten Pavilion (Outdoor) – Function

This element is a function with pre-recorded music. A music speaker system will be set up under the Robert Schwarten Pavilion (outdoor) backing onto the indoor pavilion and facing out towards Graham Acton Way. This orientation is an optimal location and alignment to reduce the noise impact upon the surrounding residential area. The nature of the entertainment is pre-recorded/DJ music

Saturday 11 May 2024 – Midnight (12am) finish – Robert Schwarten Pavilion (outdoor) – Gala Ball

This element is a Gala Ball with live and pre-recorded music. The set up for this event will be the same manner and orientation as the Friday evening but with a live band and intermittent pre-recorded music.

As the operator of an event with outdoor entertainment elements and liquor licensing requirements the mitigation of noise impacts is the responsibility of the event operator informed by their specific noise management plan.

BACKGROUND

Rockhampton Regional Council have a standard 10.30pm curfew for event programming in the Rockhampton Showgrounds. This has been in place since Council assumed operation of the site. The curfew is maintained with regular users such as the Rockhampton Saloon Car Club. In this instance race meet event activities at 10.30pm with only quiet operational activity and patron movement happening beyond 10.30pm.

PREVIOUS DECISIONS

Since 2015 significant events have been granted extensions beyond 10.30pm as follows -

Beef 2015 - Thursday 7 May 11pm, Friday 8 May 11pm, Saturday 9 May 11.30pm

Beef 2018 – Sunday 6 May 11pm, Friday 11 May 11pm, Saturday 11 May 11.30pm

One Hot Night (Busby Marou) – Friday 29 December 11.30pm

Black Dog Ball – Saturday 7 October 2024 12.00am

There have been numerous relaxations for similar events including Beef prior to 2015

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

As the event operator and occupier of the grounds Beef is liable for adherence to noise regulation standards.

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

While legal and reputational risks will reside with Beef there may be reputational risks to Councils perceived good governance if there are significant noise complaints within the community. Conversely there may be reputational risks with broader community and stakeholders if restrictions affect the perceived success of the event.

CORPORATE/OPERATIONAL PLAN

The facilitation of a successful Beef 24 at the Rockhampton Showgrounds support the following –

Our Community –

2.1.1 We ensure community assets are utilized and appropriate for the needs of the community

2.1.1 We encourage diversity of community events and innovative use of our places and spaces

Our Economy

3.2.1 we support projects that strengthen the regions economic development

CONCLUSION

That Council review the application for relaxation of curfew for identified dates within Beef 21 and considering the benefits of this event to the broader community balanced against the risks support the recommendation.

BEEF 2024 ROCKHAMPTON SHOWGROUNDS CURFEW

Curfew Exemption – Rockhampton Showgrounds

Meeting Date: 21 November 2023

Attachment No: 1



Beef Australia Ltd ABN 34 111 657 160
PO Box 199 | Level 1, 195 Bolsover Street
Rockhampton Qld 4700

Hello Evan,

Re: Showgrounds Noise Curfew Extension

Planning is in full swing for our Beef Australia 2024 event to be held in May and we thank you again for your sponsorship and for your teams ongoing support in the lead up.

Evan we are seeking the following alterations to the standard 10.30pm event programming curfew that is in place for the Showground precinct.

Sunday 5th May – 11pm finish – The Long Paddock (Exhibition Road) – Seated Dinner

This element is a function with no specific entertainment occurring within a built marquee that will be located on Exhibition Road. While not strictly within the showgrounds it could be considered to be part of the broader site activation. As this event has no programmed entertainment it presents a lower risk for disturbance.

Friday 10th May – 11pm finish – Robert Schwarten Pavilion (Outdoor) – Function

This element is a function with pre-recorded music. A music speaker system will be set up under the Robert Schwarten Pavilion (Outdoor) backing onto the indoor pavilion and facing out towards Graham Acton Way. This orientation is an optimal location and alignment to reduce the noise impact upon the surrounding residential area. The nature of the entertainment is pre-recorded/DJ music.

Saturday 11th May – Midnight (12am) finish – Robert Schwarten Pavilion (Outdoor) – Gala Ball

This element is a Gala Ball with live and pre-recorded music. The set up for this event will be the same manner and orientation as the Friday evening but with a live band and intermittent pre-recorded music.

Thank you for your consideration of this request.

Regards,

Simon Irwin
CEO
Beef Australia



ROCKHAMPTON
AUSTRALIA
MAY 5-11

P 07 4922 2989
E beefexpo@beefaustralia.com.au



beefaustralia.com.au

10.4 SEE IT LIVE 2024 SOLE PROVIDER

| | |
|-----------------------------|---|
| File No: | 7104 |
| Attachments: | Nil |
| Authorising Officer: | John Webb - Acting General Manager Community Services Alicia Cutler - General Manager Community Services |
| Author: | Mark Millett - Coordinator Major Venues |

SUMMARY

Council presents an annual program of performances, and it is necessary to resolve that it would be impractical of Council to invite quotes for the content and physical productions.

OFFICER'S RECOMMENDATION

THAT Council is satisfied that there is only one supplier who is reasonably available and that because of the specialised nature of the services that are sought, it would be impractical for Council to individually approve the supply of arts and entertainment services as detailed in the report.

COMMENTARY

Council provides for the presentation of a range of performing arts activities and performances at the Pilbeam Theatre and other presentations from the Major Venues Unit. The theatre performances include the productions featured in:

- the See it Live Theatre Season,
- Morning Melodies - a series of morning concerts for seniors
- other performances targeted at special demographic groups, such as school-aged children.
- Other presentations including entertainment at the Rockhampton Taste of the World Festival, the Mayors Carols by Candlelight and entertainment in conjunction with presentations held at the Pilbeam Theatre

When contracting to present these productions it is, by the nature of the activity, not possible to obtain more than one quotation for the supply of the entertainers or act, and therefore it is necessary, under Chapter 6 Part 3 Division 3 Clause 235 of the *Local Government Regulation 2012* to have Council resolve both or either *"that it is satisfied that there is only one supplier who is reasonably available"* and *"because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders"*.

Detailed below are the productions currently scheduled to be presented by Council through to the end of calendar year 2024 within the Major Venues unit. At times, opportunities to present shows arise outside of the reporting cycle.

| Date | Event | Company | Supplier |
|------------------------|---|--------------------------------|--------------------------------|
| 15-24 Mar 24 | GREASE | RRC | Origin theatrical |
| Dec 23 – Mar 24 | Professional development workshops for creatives and performers | Shake N Stir Theatre Company | Shake N Stir Theatre Company |
| 27 March | Qld Ballet on Tour | Queensland Ballet | Queensland Ballet |
| 24 April | Melbourne int. comedy festival Roadshow | Melbourne Int. Comedy festival | Melbourne int. Comedy festival |
| 6-7 June | The Peasant Prince | Monkey Baa | Arts on Tour |

| | | | |
|--------------------|----------------------------------|------------------------------|------------------------------|
| | | Theatre co. | |
| 7 June | Dave O'Neil + Comedy Masterclass | Dave O'Neil | Wordsworth productions |
| 27 -29 June | Whalebone | Jens Althiemer | Arts on tour |
| 6 July | The Sunshine Club | Hit Productions | Hit Productions |
| 23-24 July | Fourteen | Shake N Stir Theatre Company | Shake N Stir Theatre Company |
| 26 August | Grug | Windmill Theatre Co | Windmill Theatre Co |
| 5 September | The Visitors | Mooghalin Theatre co | Arts on tour |
| 29 October | Waru | Bangarra Dance theatre co | Bangarra Dance Theatre co |
| ** Various | 6 **Morning Melodies productions | tbc | tbc |

** Morning Melodies in 2024 will be a combination of toured acts and local performers. Utilising funds from RADF through Arts Queensland, we will engage a writer and dramaturg to develop shows for our local singers and musicians to perform as part of our morning melodies series.

As the *Local Government Regulations 2012* require Council to make a specific resolution in regard to these decisions and this decision making power is unable to be delegated, this report will be presented to Council on an annual basis at approximately this time each year.

BACKGROUND

Major Venues typically produces a season of presented shows, including an annual community musical and collection of presented productions to culturally enrich and enhance the livability of the Rockhampton region,

PREVIOUS DECISIONS

In previous years Council has resolved that it is satisfied there is only one supplier who is reasonably available and because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders for this type of activity.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Chapter 6 Part 3 Division 3 Clause 235 of the *Local Government Regulation 2012*.

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

N/A

CORPORATE/OPERATIONAL PLAN

Our Community Section 2.

2.1.1 We Ensure Community Assets are utilized and appropriate for the needs of community

2.1.2 We encourage diversity of community events and innovative use of our places and spaces

2.1.3 Our Work takes into consideration the diversity of our communities throughout the region

CONCLUSION

To ensure adherence to Local Government Regulations 2012 procurement guidelines and for efficient business practice it is recommended that Council support this request for sole provider status to the aforementioned companies, productions and events.

10.5 SOLE SOURCE SUPPLIER ARTWORK ACQUISITION

| | |
|-----------------------------|--|
| File No: | 3147 |
| Attachments: | 1. Aaryn Snowball Acquisition Submission Form |
| Authorising Officer: | John Webb - Manager Communities & Culture |
| Author: | Emily Wakeling – Curator RMOA |

SUMMARY

This report seeks endorsement for the acquisition of an artwork from the RMOA 2022 exhibition program to the Rockhampton Museum of Art Collection under the sole provider provision.

OFFICER'S RECOMMENDATION

THAT Council approve the recommendation from Rockhampton Museum of Art Curator for the acquisition of the artwork to the Rockhampton Museum of Art Collection.

THAT the Artist or their representative Gallery be approved as a sole supplier to Council in accordance with s.235(a) of the *Local Government Regulation 2012*.

COMMENTARY

Mammoth, a large-scale work on paper was installed as part of the August-October 2022 exhibition program at Rockhampton Museum of Art. *Mammoth* by Queensland artist Aaryn Snowball comprises over 100 sheets of pigment on paper, inspired by a poem by Brisbane writer Nathan Shepherdson, which was in turn inspired by Ern Grant's ever-popular *Grant's Guide to Fishes*. Displayed in the Atrium Gallery, facing Quay Street, the artwork was a popular feature that greeted visitors even before they had entered the building.

The RMOA Curator recommends the use of the RRC acquisitions capital budget for Rockhampton Museum of Art for the purchase of the work. When considering pricing and value as an artwork it is representative of the best in Australian contemporary painting. The price includes a negotiated discount however is above the \$15,000 threshold requiring Council endorsement. An artwork of this value represents a significant opportunity acquire a quality artwork from the allocated capital budget.

Due to the nature of the purchase being an artwork, the Artist or their representing Gallery are proposed to be approved as a sole supplier to Council in accordance with s.235(a) of the *Local Government Regulation 2012*. The artwork and Artist have been identified and assessed in alignment with the Rockhampton Museum of Art collection with supporting acquisition proposal documents attached.

BUDGET IMPLICATIONS

Total price: \$16,000 (Total value: \$18,000)

The acquisition is to be funded from the allocated annual budget which provides for the develop of Rockhampton Museum of Art's nationally significant collection.

LEGISLATIVE CONTEXT

Under Section 235, Other Exceptions, of the *Local Government Regulation 2012*:

"A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if –
(a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available; or
(b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders;"

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

2022-2027 Corporate Plan

Goal 1.1 We are fiscally responsible.

Effort 1.1.3 We have effective governance with accountable decision-making practices.

Goal 2.3 Our Region's Heritage and culture are preserved and celebrated.

Effort 2.3.1 Our services, activities and community asserts provide opportunities to celebrate our culture and creative arts, and preserve the Regions heritage.

CONCLUSION

Rockhampton Museum of Art seeks, with recommendation from the RMOA Director, the approval to acquire the artwork *Mammoth* by Arryn Snowball into the Rockhampton Museum of Art Collection.

SOLE SOURCE SUPPLIER ARTWORK ACQUISITION

Aaryn Snowball Acquisition Submission Form

Meeting Date: 21 November 2023

Attachment No: 1

Rockhampton
Museum of Art

220 Quay Street, Rockhampton Q 4700



**Rockhampton Museum of Art Collection
ACQUISITION PROPOSAL FORM**

ACQUISITION METHOD *(please select all relevant areas)*

| | | |
|-----------------|---|--|
| Purchase | X | With funds provided by Rockhampton Museum of Art Acquisition Fund |
| | | With funds provided by Rockhampton Museum of Art Gift Fund |
| Donation | | Not requiring tax deductibility through the Rockhampton Museum of Art |
| | | Tax deductibility through the Australian Government’s Cultural Gifts Program |
| Bequest | | Not requiring tax deductibility through the Rockhampton Museum of Art |

VENDOR/DONOR DETAILS

| | |
|--|----------------|
| Name | Arryn Snowball |
| Context and significance of item | |
| <p>Arryn Snowball is a multidisciplinary artist whose paintings and new media works often begin as meditations on simple phenomena such as sheets blowing in the wind or steam rising from a kettle, his work pushes the boundaries of the contemporary written word. He grew up in Queensland and lives in Berlin, Germany.</p> <p><i>Mammoth</i> is a multi-sheeted work on paper that was displayed in Rockhampton Museum of Art’s Atrium Gallery in 2022. This chapter was created in response to a series of poems by Brisbane poet Nathan Shepherdson, which was in turn inspired by Ern Grant’s ever-popular <i>Grant’s Guide to Fishes</i> (1965-2014). Snowball’s artwork teases out the formalist structures of the poem’s words and phrases as both an abstract and textual creation of epic proportions.</p> <p>Arryn Snowball has held solo exhibitions in Brisbane, Berlin, Sydney, Canberra and Melbourne. His work has been included in group exhibitions in Australia, Europe, America and Japan. He has participated in the broader arts community through lecturing, forums, critical writing, artist run projects and collaborations. He has a Doctorate of Visual Arts from the Queensland College of Art, where he taught painting from 2005-2012. His awards include the Melville Haysom Memorial Art Scholarship, from the Queensland Art Gallery (2004), a year in residence at the Tokyo National School of Art and Music (2008), the Australia Council’s residency in Rome (2013). Snowball’s work is held in the collections of the National Gallery of Australia and Artbank, as well as regional and university collections.</p> | |

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

| Significance to the Rockhampton Museum of Art Collection Development and Management Policy 2022-28 |
|--|
| <p>The proposed acquisition expands the Rockhampton Museum of Art Collection's holdings of contemporary Australian painting and works on paper, and will be the first artwork by this important contemporary Queensland Arryn Snowball to enter the Rockhampton Museum of Art Collection.</p> <p>The proposed acquisitions align with RMOA Collection policy:</p> <p>The below aligns with RMOA's Collecting Principles: Artworks that enhance the Collection's strengths in modern Australian painting; contemporary Australian painting; works on paper; or photography. Collections of works that can be exhibited as a unique body of work or form part of a larger exhibition.</p> <p>Builds on Identified Strengths: Contemporary Australian Painting Works on paper</p> |

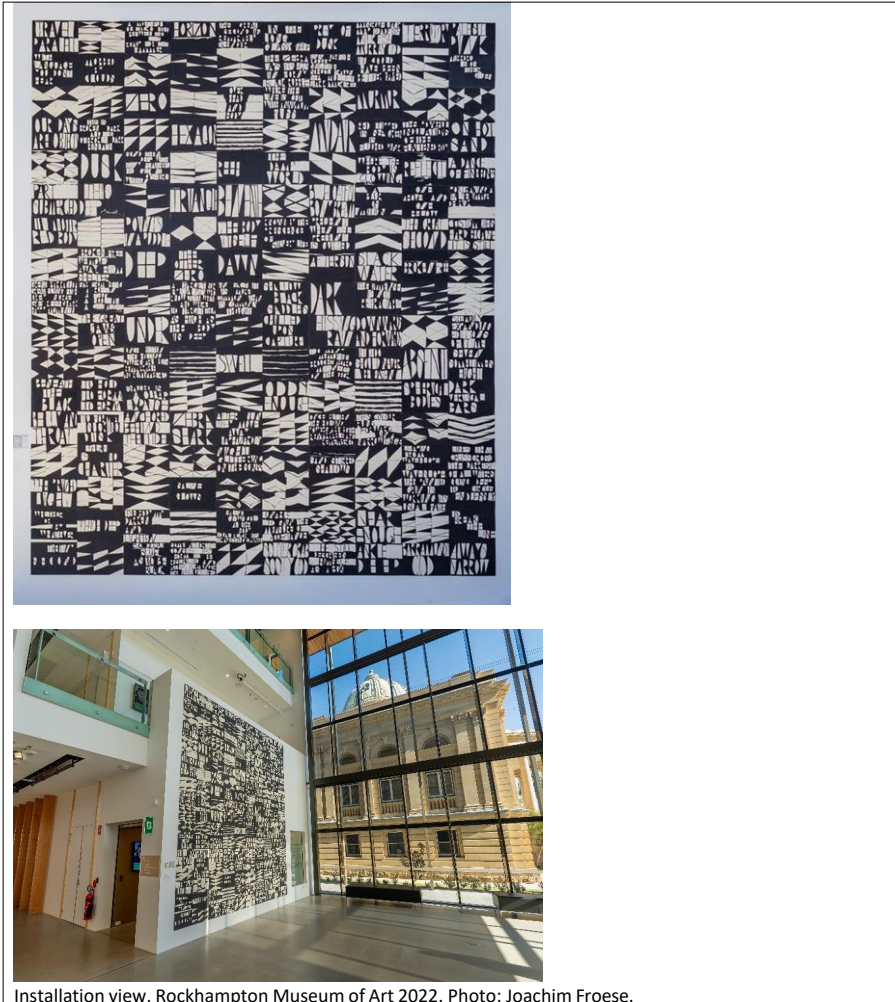
LIST OF WORK/S

| | |
|-----------------------------------|--|
| Proposed accession number | 2023_036_001~2023_036_261 |
| Artist/Maker | Arryn Snowball |
| Title | <i>Mammoth</i> |
| Date | 2017 - 2022 |
| Medium and support | Pigment and alkyd binder on paper |
| Dimensions (cm) | Each sheet: 30 x 42 cm (261 sheets) Original RMOA configuration was 198 sheets (accession numbers 2023_036_001~198) |
| Proposed credit line | Purchased 2023 |
| Proposed sources of funds | RRC |
| A\$ Value | \$16,000 |
| A\$ Sale price | \$16,000 |
| Copyright status | Active |
| Copyright owner (if known) | Artist |
| Collection subgroup | |
| Location of work | Rockhampton Museum of Art |
| Image | |



Rockhampton Museum of Art

220 Quay Street, Rockhampton Q 4700



Installation view, Rockhampton Museum of Art 2022. Photo: Joachim Froese.

EXHIBITION HISTORY

| | |
|--|--|
| Exhibition title | |
| Institution, location | |
| Exhibition dates | |
| Catalogue/illustration number/Notes | <i>Mammoth</i> , (first layout 126 sheets) Umbrella Studio Contemporary Arts, Townsville, 2017 |

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

| | |
|--|--|
| | <p><i>Mammoth</i>, (second layout 180 sheets) Museum of Brisbane, 2017</p> <p><i>Slack Water Mammoth</i>, Werkhalle Weisenburg, Berlin, 2021</p> <p>Also exhibited in Luxembourg, Montpelier, New York, Townsville, Brisbane, Sunshine Coast, Sydney, Berlin</p> |
|--|--|

CONDITION RATING *(please select relevant rating)*

| | | |
|---|----------|---|
| X | A | Excellent condition, not likely to require any active conservation treatment in the near future if cared for, to international museum standards. |
| | B | Good, stable condition, may require some active conservation treatment in the future, ie inherent vice due to materials or production techniques used by artist. |
| | C | Fair condition, requires conservation treatment to be of exhibition standard, current condition will not impact upon other items in collection. |
| | D | Poor condition, either not likely to be of exhibition standard even if conserved or will cause problems if stored with other items in collection, i.e. severe active mould, insect infestation problems, which obliterate the aesthetics etc. Possibly should be digitally captured and then destroyed. |

STORAGE REQUIREMENTS *(please select relevant requirement)*

| | | |
|---|----------|---|
| X | A | Easily accommodated in current storage facilities |
| | B | Can be accommodated in storage, will require some re-organisation |
| | C | Will require purpose-built storage unit which can be accommodated in current storage space |
| | D | Storing this object may/will be to the detriment to the rest of the collection and will be highly vulnerable, i.e. not feasible to store in current storage area. |

ADDITIONAL REQUIREMENTS *(please select relevant requirement)*

| | | | |
|---|--|---------------|--|
| X | Valuations are not required for this acquisition | | |
| | Valuations are to be arranged by the Rockhampton Art Gallery | Cost estimate | |

| | | | |
|--|--|--------------------------|------------|
| Rockhampton Museum of Art | | | |
| Staff member nominating for acquisition | | Robert S Connell | |
| Name and role | | Assistant Curator | |
| Signature | | Date | 14/06/2023 |
| Staff member assessing for acquisition | | Emily Wakeling : Curator | |
| Signature | | Date | 8/11/2023 |

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

ARTIST/MAKER DETAILS CONT.

Solo Exhibitions

- 2020 Moon Spill, ProxiProjects, Berlin.
- 2019 Night Fishing, Artscape, Luxembourg.
Mobbed by Clouds, Nancy Sever Gallery, Canberra.
- 2018 Slack Water, Sydney Contemporary, Sydney.
- 2017 Mammoth, Museum of Brisbane, Brisbane.
Square Sun, Nancy Sever Gallery, Canberra.
- 2016 Arryn Snowball: House of Breath, survey exhibition, Caboolture Regional Art Gallery, Caboolture.
Continuum, Nicholas Thompson Gallery, Melbourne.
- 2014 House of Breath, Heiser Gallery, Brisbane.
Spinning in the pull of absent things, Nancy Sever Gallery, Canberra.
- 2012 Light possesses light, Canberra Contemporary Art Space.
Slow Dance, GallerySmith, Melbourne.
- 2011 Undone, Heiser Gallery, Brisbane.
All promises lead back to the sea, Gallery Smith, Melbourne.
Things and Nothings, Pop Gallery and Whitebox, Brisbane.
- 2009 Recent Works, Heiser Gallery, Brisbane.
- 2007 6 Paintings, Metro Arts, Melbourne.
Boutwell Draper Gallery, Sydney.
New Works, Heiser Gallery, Brisbane.
- 2006 Defer, Esa Jaske Gallery, Sydney.
- 2005 Recent Works, Esa Jaske Gallery, Sydney.

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

- Recent Works, Heiser Gallery, Brisbane.
- 2004 Painting Divergence, Soapbox Gallery, Brisbane.
Dissolution, Institute of Modern Art, Brisbane.
Indeterminate, Esa Jaske Gallery, Sydney.
- 2003 Steam, Soapbox Gallery, Brisbane.
Trace, Starter Space, Queensland Art Gallery, Brisbane.

Selected Group Exhibitions

- 2019 Double Negative, Darling Green, New York.
Berlin Dreaming, Michael Reid Gallery, Berlin.
- 2018 Ligne de Flottaison: Miles Hall and Arryn Snowball, Château d' Assas, Le Vigan.
- 2017 The Last Grass, Rachel Carson Centre, Munich.
Of Structure and Freedom, Umbrella Contemporary Arts, Townsville.
Three Unclaimed Gestures, Art One on One, Cologne.
ZEPEDRO with Arryn Snowball, Gerichtshöfe, Berlin.
- 2015 Light Play: Ideas, Optics, Atmosphere, UQ Art Museum.
- 2014 Lange Nacht in den Gerichthofen, Gerrickthof, Berlin.
15 Artists Retrospective Exhibition, Pine Rivers Art Gallery.
Conflict: Contemporary responses to war, UQ Art Museum.
- 2013 The Art of Sound, Caboolture Art Gallery.
Special Moves, MOP Gallery, Sydney.
Ides of March, The British School at Rome, Rome.
Drawing a Line, Caboolture Art Gallery.
- 2012 OpenClosed: Lincoln Austin, Sean Phillips, Arryn Snowball, QUT Art Museum.
10 Years of Things, UQ Art Museum.
Interstate Romance, Pseudo Space, Sydney.
Promise Program, Metro Arts.
- 2011 Four Points in Time, Project Gallery, QCA, Brisbane.
The Kids are Alright, Paper Mill Gallery, Sydney.
Citizen Collectors, Newcastle Regional Art Gallery.
- 2010 New 2010: Selected Recent Acquisitions, UQ Art Museum.
Babel Projekt, Woodford, Folk Festival, Qld.
Here and There, Slot Gallery, Sydney.
- 2009 New Order, Redcliffe City Art Gallery, Redcliffe.
- 2008 Takuro Usui Firoz Muhmud Arryn Snowball, Tokyo National University of Art and Music, Japan.
Kiryu Saen 14, Kiryu, Japan.
Gifted: New to the Griffith University Collection, Dell Gallery, Brisbane.
- 2007 Arc Biennial: To be Confirmed, QUT Art Museum, Brisbane.
- 2006 Inter Image, Art Encounters; Contemporary Japan and Australia,
Aug – Queensland College of Art, Brisbane.
Dec – Tokyo National University of Fine Arts and Music, Tokyo.
The Year in Art, S.H. Ervin Gallery, Sydney.
Colonial to Contemporary, Queensland College of Art 125 years,
Dell gallery Griffith University, Brisbane.
- 2005 15 Artists, Redcliffe City Art Gallery, Redcliffe.
Re-positioning Photography, Idiosyncrasy: Painting and Photography,
Queensland Centre for Photography, Brisbane.
The Recent Past, QUT Art Museum, Brisbane.
Object/Subject, Museum of Brisbane.
Great Escapes, Lake Macquarie City Art Gallery.

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

2003 This is Love, Soapbox Gallery, Brisbane.
Stratification, Soapbox Gallery, Brisbane.

Tertiary Education

2011 Doctorate of Visual Arts, QCA, Griffith University.
2002 Bachelor in Visual Arts with Honors (First Class)
Queensland College of Art, Griffith University.

Activities and Awards

2016 RADF grant for experimental drawing workshops.
2015 Australia Council for the Arts grant for exhibition and monograph.
2013 British School in Rome Artist Residency, 3 months.
2005-2012 Lecturer in Painting, Queensland College of Art, Griffith University.
2008-2011 Woodford Folk Festival Projects.
2009 Peel Island Artist Residency.
2008 Residency at Tokyo National University of Art and Music, 12 months.
2007 UNESCO ACCU Convention on Intangible Cultural Heritage, Japan.
2006 APA Scholarship.
2005 Winner, Redcliffe City Art Prize.
2003 Melville Haysom Scholarship and 6 month residency at the Queensland Art Gallery.
2003-2005 Museum Assistant, Queensland University of Technology Art Museum
1998-2002 Exhibitions Assistant, Soapbox Gallery ARI.

Collections

National Gallery of Australia, Artbank, Museum of Brisbane, Hawkesbury 1 Collection, M10 Collection, Queensland University of Technology, University of Queensland Art Museum, Griffith University, Maitland Regional Art Gallery, Redcliffe City Art Gallery, Ipswich Art Gallery, CQ University, private collections.

Selected Citations, Publications

2016 Gruber, F. Arryn Snowball's Still Point in the Turning World, Radio National, 27 April 2016.
McCulloch, A. Interview, The Arts Show JFM, 7 April 2016.
McBurnie, J. House of Breath Exhibition Review, Eyeline Contemporary Art Magazine 85.
2014 Brown, P. Breathing Space, Exhibition review, Brisbane News, 5th November 2014.
Kubler, A. House of Breath, Exhibition review, Raven, 10th November 2014.
2012 Hawker, R. Open/Closed, catalogue essay, QUT Art Museum.
Broker, D. Light Possesses Light, catalogue essay, Canberra Contemporary Art Space.
Werkmeister, S. Birth, School, Metallica, Death: Arryn Snowball and the Zen of Darkness, Catalogue essay, Metro Arts.
2011 Bazelly, L. L'explorateur du quotidien, Exhibition review, Arts Three November 2011.
Martin-Chew, L. 'Figurative to Abstract', Australian Art Review, Issue 29 Sep-Oct 2011.
Brown, P. Mist opportunity, Exhibition review, Brisbane News 21st September 2011
Nelson, R. Sound and Light Builds Up a Head of Steam, Exhibition review, The Sydney Morning Herald and The Age 20th July 2011.
Rule, D. All promises lead back to the sea, Exhibition review, The Age, 9th July 2011.
2009 'Oh that I were where I could be', Exhibition review Sean Phillip, Artlink, Vol 29, No 3, p.96.
2008 Kiyota Naohiro, Interview, Tokyo Design Flow No.6
2007 Crimmings, E. Sunday Arts, ABC Television, 4th November 2007.
Shepherdson, N. The Importance of the Square, Exhibition Catalogue.
Craig, G. Arc Biennial: To Be Confirmed, Exhibition Catalogue, QUT Art Museum.

Rockhampton Museum of Art



220 Quay Street, Rockhampton Q 4700

- 2006 Kubler, A. 'Queensland Painters: The New Breed', Art in Australia, Vol 45 No1, Spring 2007.
Inter Image, Art Encounters; Contemporary Japan and Australia, Exhibition Catalogue,
Queensland College of Art and Tokyo University of Fine Arts and Music.
Morell, T. 2006 Colonial to Contemporary, Queensland College of Art 125 Years, Catalogue.
Snowball, A. 2006 'Monstrous Painting', Machine Visual Arts Bi-Monthly, Issue 1.6 2006 pp.2-3.
Carlson, K. 2006 'A Beautiful Impossible Thing' in Defer, Exhibition catalogue, Esa Jaske Gallery.
- 2005 Butler, R. 2005 'Kept at the edge of the discernible', The Courier Mail, 21st February 2005, p.13.
Brown, P. 'Static Illusion', The Brisbane News, 16-22nd February 2005, p.35.
- 2004 Kubler, A. 'Dissolution: Paintings by Arryn Snowball', Eyeline, Vol 55, Spring 2004.
Brown, P. 'Painting the Town', Brisbane News, 11-17th August 2004, pp.6-8.
Hawker, R. 2004 'Dissolution: Paintings by Arryn Snowball' IMA exhibition catalogue.
Wright, S. 2004 'Just Beyond Reach: Arryn Snowball', Indeterminate exhibition catalogue.
- 2003 Holubizky, I. 2003 'There is No Need to Come to Bris-bayne, When I Have a Great
White Shark Right Here', Artlink, Vol 23, No 2, June 2003, pp.29-32.
Stonely, R. 2003 'Prime Two', Artlink, Vol 23, No 2, June 2003, pp.68-69.
David Broker, Art to Lunch, Radio interview, 4ZZZ, 1st June 2003.

<https://www.arrynsnowball.com/about>

10.6 ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT

| | |
|-----------------------------|--|
| File No: | 11025 |
| Attachments: | 1. Heritage Village Attendance and Functions as at 22-23 ↓ 2. Shearing Shed ↓ 3. Fence 1 ↓ 4. Corner Sign ↓ |
| Authorising Officer: | Alicia Cutler - General Manager Community Services |
| Author: | John Webb - Acting General Manager Community Services |

SUMMARY

This report outlines the approach to sustainable operation of the Rockhampton Heritage Village.

OFFICER'S RECOMMENDATION

THAT the report be received.

COMMENTARY

After completion of an operational and business plan review and accompanying workshops in 2021 a progressive approach to the improvement of Rockhampton Heritage Village was undertaken in response to budget and delivery capacity consideration.

With no major change of direction or focus endorsed the following primary and secondary objectives remain -

Primary Objective

- Presentation of an engaging and educating lived Heritage Experience that focuses on the post settlement period of Rockhampton's history between 1840-1940. This is to be achieved in a sustainable and safe manner in keeping with regulations of trustee lease.

Secondary Objective

- Leveraging the facility's scope and the character of the site to support delivery of events and activities that do not conflict with sustainable operation.
- Provision of leased spaces for organisations complimentary to the heritage offering
- Provision of volunteering and engagement opportunities in support of the safe and sustainable operation of the Heritage Village and it's primary objective.

Success in sustainable operation span may be fundamentally measured by maintaining or increasing site visitation relative to CPI operational cost.

Standard Heritage Village attendance for 22/23 was 23 632 visitation exceeding 18/19 figure of 21 838 the last full year prior to COVID.

Without capacity for transformative capital investment or signification alteration to the lease conditions this progressive approach to business/operational improvement will remain focused on optimising heritage experience and site utilisation in a sustainable manner.

With above objectives and consideration all work and site improvements have been undertaken to -

- Maintain and improve Work Health and Safety through appropriate human resource management, training, infrastructure maintenance and site practices.

- Improve the management of the Heritage Collection and Heritage Built Infrastructure to ensure a representative and sustainable offering.
- Ensure venue hire processes and event delivery practices support sustainable operation.

Since reopening the following factors have occurred which have influenced the capacity of business improvement while maintaining daily operation

- Resignation of long-term Heritage Village Supervisor
- Resignation of long-term Functions Team Leader
- General increase in costs in line with inflation
- Friends of Heritage Village confirmed their inability to manage delivery of Market Days
- Requirement of increasing focus on WHS considerations with regards to built environment and worker, including volunteer safety
- Inability to recruit suitable staff with appropriate Heritage and Museum services skill mix.

While presenting challenges these factors have also provided opportunities to rebalance staffing skill mix and increase operational focus on meeting primary and secondary goal actions.

Business Improvement Focus areas -

Venue Hire and Food Service

Completed Actions

- Ceased food and beverage offering as part of transition to “dry” venue hire.
- Daily café offering refined to decrease wastage and increase ease of delivery for volunteers.
- Refinement and increase in targeted venue hire promotion.
- Transitioned to Point Of Sale system used at other Communities & Culture sites for operational efficiencies.
- Upgraded CCTV system to support dry hire and reduce operational costs.

35 events were delivered in 22/23 FY. While not returning to be pre-covid peak of 49 events this discreet sub-unit delivered a small surplus in 22/23 FY. The returning of a surplus or breaking even has been a consistent challenge within the local government operating environment and will require continued focus.

Future Improvement Actions

- Consider relinquishing liquor license -
Offering has transitioned to “dry hire”. Annual License fee is \$779.40. Mechanism to allow other operators to sell alcohol has cost \$1396.30 in 22/23 FY. Relinquishing the license does not prevent licensed events in the future as a temporary license application to deliver internal ad hoc events can be made as required. The surrender of the liquor license will deliver ongoing savings in current operation.
- Consider relinquishing Shearing Shed food license and catering endorsement.
As there is no longer any in-house catering in the Shearing Shed the annual license fees and associated costs of \$1100 per annum can be saved.
Food license for Arnolds Café will be retained.

Site Presentation & Infrastructure Management

Completed Actions

- Garden beds at front of site realigned and upgraded with sandstone blocks.
- Large corner sign upgraded.
- Redesign and improvement of carpark flow and entry way.

- Scrim on highway fencing
- Installation of fence separating “back of house” from Heritage Village Site.
- Establishment of schedule for site maintenance activities to occur during not opening times.
- Removal of non-period house structure from site.
- Further lighting upgrade around site and oval

Future Improvement Actions

- Carpark entrance and wayfinding signage to be reviewed as budget allows.
- “Site tidy” of non-collection distributed throughout site for disposal or storage.
- Complete prioritisation and rectification or removal of non-compliant heritage collection and site structures

Volunteer Management and Friends Engagement

Completed

- Introduced volunteer management system to better track induction, safety, and competency training.
- Moving to rostering of volunteers to better meet needs of sustainable operation, WHS and valuing of volunteers’ time. In place for information desk, exhibit cleaning and café.
- Confirmation that RRC is responsible for management and relationship with volunteers independent of Friends association.
- Signing of MOU with Friends of Heritage Village

Future Improvement Actions

- Rostering of grounds and workshop volunteers.
- Continued engagement to understand interests, motivations and needs of volunteers.
- Complete update of volunteer role description
- Work with Friends of Heritage Village to establish revenue and support opportunities to in line with associations objectives.

Heritage Collection Management

Ongoing

- Disposal of non-period items.

Future Improvement Actions

- Fund and recruit appropriately skilled museum or heritage qualified staff or source appropriate external consultant.
- Develop a collection management plan and any required policies and procedures to inform the focused and sustainable management of the collection.
- Review and suitability of current collection management data base
- Apply collection management plan to objects on site and in offsite storage.

Expenditure Summary

During this Operational Improvement phase has totaled \$573 655 and included -

- Upgraded lighting in the shearing shed - \$40,339.
- Heritage village fence - \$35,056.65.
- Purple House renovations - \$35,575.02.
- Disposal of Caretakers cottage & Volunteer accommodation improvement- \$24,389.62.
- Car park works - \$184,170.51.
- Replace Air Con in Admin building - \$29,520.00.

This excludes ongoing incidental expenditure. Budget prioritisation has removed further improvement capital expenditure in 23/24. Further works may be considered as part of the 24/25 budget process.

BACKGROUND

The Rockhampton Heritage Village grew from Gangalook Museum, a privately owned collection of local historic memorabilia, near The Caves township, approximately 15km north of the Heritage Village. The Gomersall and Hinz families saw the need for the formation of the museum and were responsible for much of this original collection. The families donated the Gangalook Museum in its entirety to the people of Rockhampton, through Rockhampton City Council in 1989. The collection was moved to the Heritage Village in 1997.

PREVIOUS DECISIONS

23 June 2020 - Council resolved that in response to Stage 3 easing of restrictions that

- the Heritage Village remain closed for 12 months with to provide for a review of operations of the site
- Committed wedding only would be delivered.
- Council resolved to consider \$1 000 000 capital expenditure at the Heritage Village split across two financial years.

11 August 2020 - Council endorses the implementation of an operational review and business plan development in line with a proposed scope and project plan summary.

23 February 2021 – Council approved –

- the delivery of commercial hire functions at the Shearing Shed and broader Heritage Village site on its reopening on a dry-hire basis only;
- approves the initial Stage 1 – Capital Works Program of \$385,000.00 as detailed in the report with further stages to be subject to a further report to be presented for Council's consideration; and
- approves community engagement be undertaken on the attached Summary Report; and
- a further report will be presented to Council following completion of community engagement to consider and decide on matters involving the re-opening of the Heritage Village to the public.

BUDGET IMPLICATIONS

Nil

LEGISLATIVE CONTEXT

Nil

LEGAL IMPLICATIONS

Nil

STAFFING IMPLICATIONS

Nil

RISK ASSESSMENT

Nil

CORPORATE/OPERATIONAL PLAN

Operational Goal 2.3 Our Region's heritage and culture are preserved and celebrated.

Action 2.3.1.1 – Review the demand for Heritage Services withing Council and Community and establish a plan to manage into the future.

Target - Establish sustainable operation of the Heritage Village.

CONCLUSION

This process of continuous improvement within the Heritage Village operations is the most sustainable manner to meet the primary and secondary objects of unit in its support of preserving the regions heritage and culture.

ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT

Heritage Village Attendance and Functions as at 22-23

Meeting Date: 21 November 2023

Attachment No: 1

Rockhampton Heritage Village Attendance and Functions as at 22/23

| Heritage Village Visitor Types | YTD 22/23 | 21/22 | 20/21 | 19/20 | 18/19 |
|---|--------------|--------------|---------------|--------------|--------------|
| General Admittance | 6208 | 4756 | Closed | 2365 | 3492 |
| School Tours Numbers | 1736 | 1086 | Closed | 1747 | 1741 |
| Other Tour Numbers | 286 | 202 | Closed | 277 | 655 |
| School Holiday Activities July– 6 day period | 256 | 1801 | Closed | 723 | 728 |
| School Holiday Activities Sept – 6 day period | 374 | 1518 | Closed | 797 | 523 |
| School Holiday Activities Easter | 731 | 967 | Closed | COVID | 625 |
| School Holiday Activities June | 666 | 717 | Closed | COVID | 0 |
| Markets | 13375 | 2944 | Closed | 5596 | 14074 |
| TOTAL Stadar | 23632 | 13991 | Closed | 11505 | 21838 |
| Cultural Festival | N/a | 1570 | Closed | N/a | 2419 |
| Halloween | 500 | N/a | Closed | 1241 | 500 |
| Emergency Service Day | N/a | N/a | Closed | N/a | 6282 |
| Heritage Festival | N/a | N/a | Closed | N/a | 1331 |
| TOTAL inc. ad hoc event | 24132 | 15561 | Closed | 12746 | 32370 |
| Shearing Shed Functions | 35 | 32 | Closed | 36 | 49 |

ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT

Shearing Shed

Meeting Date: 21 November 2023

Attachment No: 2



ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT

Fence 1

Meeting Date: 21 November 2023

Attachment No: 3



ROCKHAMPTON HERITAGE VILLAGE BUSINESS/OPERATIONAL IMPROVEMENT REPORT

Corner Sign

Meeting Date: 21 November 2023

Attachment No: 4



10.7 CQ CAPRAS LEASE CHANGE REQUEST - LEICHHARDT PARK (GYM)

File No: 8856
Attachments: Nil
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Supervisor Business Support
Jack Barnett - Sports and Recreation Advisor

SUMMARY

CQ Capras Rugby League Limited previously held a Trustee lease over part of Leichhardt Park that expired on 31 January 2021. Since dissolving their incorporated name, CQ Capras Rugby League Limited now seek a Trustee Lease over Lot 4 on R266 at Leichhardt Park.

OFFICER'S RECOMMENDATION

THAT Council approve a Trustee Lease for CQ Capras Rugby League Limited with an extended term of ten (10) years. This agreement will commence from the expiry of their previous Trustee Lease (1 February 2021).

COMMENTARY

On 4 July 2017 Central Queensland Capras Rugby League Football Club Inc resolved their trading Incorporation to become CQ Capras Rugby League Limited.

The purpose of this report corrects a previous council decision from 27 November 2019 detailing a request to renew a Trustee Lease in the name of Central Queensland Capras Rugby League Football Club Inc for 10 years.

Due to an error made by Officers, Council's decision to approve the Lease renewal was voided as the Lessee's name should have been correctly recorded as CQ Capras Rugby League Limited.

Consistent with Officers previous report, these facilities located at Leichhardt Park remain a crucial resource, supporting club programs and therefore recommend Council approve a Trustee Lease for CQ Capras Rugby League Limited for a period of ten (10) years effective from 1 February 2021.

BACKGROUND

CQ Capras Rugby League Limited (formally Central Queensland Capras Rugby League Football Club Inc previously held a Trustee Lease over part of Leichhardt Park, 157 Campbell Street, Rockhampton City (Lot 4 on R266) expired on 31 January 2021.

The Club has held the Lease with Council since 2011 following the construction of a shed on the land for the purpose of a gym. The Club own and is responsible for all maintenance of the shed. Leichhardt Park consists of a number of community organisations, including:

- Rockhampton Table Tennis Association Inc
- Rockhampton & District Indoor Bowling Association Inc
- MELSA Rockhampton Inc

PREVIOUS DECISIONS

On 21 January 2020 Council resolved:

THAT: Council approve the renewal of the Trustee Lease for Central Queensland Capras Rugby League Inc with an extended term from six years to ten years (new agreement to expire on 30 June 2031).

BUDGET IMPLICATIONS

Trustee Lease will be subject to an annual fee set by Council's adopted Fees and Charges schedule, currently \$671 pa.

LEGISLATIVE CONTEXT

Section 236(1)(b)(ii) of the Local Government Regulation 2012 (Qld) allows a Local Government to dispose of a valuable non-current asset to a community organisation, if Council has decided, by resolution. Exception applies to the leasing of valuable non-current assets (i.e., land) other than by tender or auction.

LEGAL IMPLICATIONS

It is proposed that Council will enter a Trustee Lease with the tenant which satisfies the requirements of the Land Act 1994(Qld).

STAFFING IMPLICATIONS

Existing resources within Parks and Property & Insurance can adequately manage the required legal documentation.

RISK ASSESSMENT

No risk assessment was completed nor necessary in relation to this matter.

CORPORATE/OPERATIONAL PLAN

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

Council acknowledge the previous error and approve CQ Capras request for a Trustee Lease over Lot 4 on R266 for 10 years (expiring 30 June 2031).

10.8 2024 FREEHOLD AND TRUSTEE LEASE RENEWALS FOR COMMUNITY ORGANISATIONS

File No: 4247
Attachments: Nil
Authorising Officer: Aaron Pont - Manager Parks
Alicia Cutler - General Manager Community Services
Author: Justin Bulwinkel - Supervisor Business Support
Jack Barnett - Sports and Recreation Advisor

SUMMARY

In accordance with Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) a Council resolution is sought to commence the renewal of Freehold and Trustee Leases that are set to expire 30 June 2024.

OFFICER'S RECOMMENDATION

THAT

1. Pursuant to Section 236(1)(c)(iii) of the *Local Government Regulation 2012 (Qld)* Council approve the renewal of the Freehold Leases and Trustee Leases identified below:
 - a. Rockhampton Racing Pigeon Club Inc, 161-171 Glenmore Road, Park Avenue.
 - b. Capricorn Conservation Council Inc, 170-176 North Street, Wandal.
 - c. Fitzroy Canoe Club Inc, 2 Richardson Road, Park Avenue.
 - d. Rockhampton Dog Obedience Club Inc, 314-324 Marsh Avenue, Frenchville.
 - e. Frenchville Sports Club Inc, 34 Water Street, Koongal.
 - f. Brothers Cricket Club Rockhampton Inc, 4 Graeme Acton Way, Wandal.
 - g. The Gracemere Croquet Club Inc, Lot 101 Ian Besch Drive, Gracemere.
2. Council authorises the Chief Executive Officer (Supervisor Business Support) to negotiate the terms and conditions of the agreements with the organisations listed in the report in preparation for execution by the delegated officer.

COMMENTARY

Report refers to seven (7) community organisations that currently hold a Freehold/Trustee Lease with Council for the purpose of sport, recreation, and community activities. Each agreement has expired or is due to expire 30 June 2024.

Each community organisation listed are considered active, continuing to deliver and strengthen their activities across the region. As existing tenants, they've continued to demonstrated compliance with the existing terms of their tenure.

As the Trustee/owner of the relevant land, officers seek Council support to proceed with the renewal of each lease consistent with conditions outlined in the report.

Subject to Council resolution, Officers will commence the renewal process by inviting each organisation to apply for further tenure to support their activities.

Tenure will be granted under the following conditions:

1. Lease terms will be for a Six (6) year period, with the following exception;
 - a) Rockhampton Racing Pigeon Club Inc. will be offered a tenure term of six (6) years, with providing them an option to terminate annually if they find alternative premises.

2. All lease fees are set in accordance with Parks Sports & Recreation adopted fees and charges schedule.
3. Tenants must provide copies of the following documents on an annual basis:
 - Audited Financial Statements
 - Constitution
 - AGM Minutes
 - Player and Member numbers
4. As required/negotiated.

| Agreement Type | Organisation | Asset Owners | Expiry Date | Address |
|----------------|---------------------------------------|--------------|-------------|------------------------------------|
| Freehold Lease | Rockhampton Racing Pigeon Club Inc. | Club | 30/06/2024 | 161-171 Glenmore Road, Park Avenue |
| Freehold Lease | Capricorn Conservation Council Inc | Club | 30/06/2024 | 170-176 North Street, Wandal |
| Freehold Lease | Fitzroy Canoe Club Inc. | Club | 30/06/2024 | 2 Richardson Road, Park Avenue |
| Reserve Lease | Rockhampton Dog Obedience Club Inc | RRC | 30/06/2024 | 314-324 Marsh Avenue, Frenchville |
| Freehold Lease | Frenchville Sports Club Ltd | RRC | 30/06/2024 | 34 Water Street, Koongal |
| Reserve Lease | Brothers Cricket Club Rockhampton Inc | Club | 30/06/2024 | 4 Graeme Acton Way, Wandal |
| Reserve Lease | The Gracemere Croquet Club Inc. | Club | 30/06/2024 | Lot 101 Ian Besch Drive, Gracemere |

PREVIOUS DECISIONS

No previous decisions have been made on this matter.

BUDGET IMPLICATIONS

All Leases will be subject to an annual fee set by Council's adopted Fees and Charges schedule.

LEGISLATIVE CONTEXT

Section 236(1)(c)(iii) of the Local Government Regulation 2012 (Qld) allows a Local Government to renew a Lease to the existing tenant, provided that that Council has decided, by resolution, that the exception applies to the leasing of valuable non-current assets (i.e., land) other than by tender or auction.

LEGAL IMPLICATIONS

It is proposed that Council will enter a Trustee Lease/Freehold Lease with each tenant which satisfies the requirements of the Land Act 1994(Qld).

STAFFING IMPLICATIONS

Existing resources within Parks and Property & Insurance can adequately manage the required legal documentation.

RISK ASSESSMENT

No risk assessment was completed nor necessary in relation to this matter.

CORPORATE/OPERATIONAL PLAN

The proposal aligns with the following Corporate Plan objectives:

- 2.1 – Our places and spaces enhance the livability and diversity of our communities
- 2.2 – We support our communities through our activities and programs.
- 5.1 – Our Region has Infrastructure that meets current and future needs

CONCLUSION

Officers recommended Council approve the renewal of each lease identified in the report and that the Chief Executive Officer (Supervisor Business Support) negotiate the terms and conditions of each in preparation for the consideration and execution by the delegated officer.

10.9 PARKS PROGRESS REPORT**File No:** 8044**Attachments:**

1. **Parks 90 Day Plan objectives achieved Q4 and Winter Quarter**[↓](#)
2. **Parks 90 Day Plan Spring objectives**[↓](#)
3. **Parks Operational Highlights**[↓](#)

Authorising Officer: Alicia Cutler - General Manager Community Services**Author:** Aaron Pont - Manager Parks

SUMMARY

Manager Parks providing quarterly update in relation to Parks Service delivery.

OFFICER'S RECOMMENDATION

THAT the quarterly update in relation to Parks Service delivery be received.

COMMENTARY

The Parks Section continue to make significant progress working in accordance with the 90-day methodology, with a realignment of quarters consistent with seasonal operational demands.

Over the last two quarters there has been a focus on increasing participation in the planning and delivery of 90 day actions that bring the team closer to their common goal of "Growing Great Spaces everyone enjoys and we are proud of". A sixth pillar of "Customer Experience" was introduced in the last two quarters to elevate the importance of the delivery of a positive customer experience to our community.

The achievements of Quarter 4 and the Winter quarter are in Attachment 1. See Attachment 2 for Spring objectives.

A Councillor briefing session is scheduled for 5th December to further discuss Parks Service Levels and the progress made towards establishing service standards.

The cooler winter weather followed by a dry end to spring has provided an opportunity for the Section to complete planned maintenance and landscaping projects across the Region, many of which are highlighted as key operational achievements below.

Key operational achievements

In addition to the achievement of actions through the 90-day planning cycle, there have been a number of operational highlights to report. Photos are included are included in Attachment 1.

- Refurbishment of 'Old Sizzler' median to assist with maintenance and visual appearances on the main road network.
- Utilisation of approximately 1200 tonne of recycled soil from FRW to undertake surface improvement works across multiple sites. These areas had been identified as requiring surface leveling, covering of rocky areas to reduce projectile incidents or to improve low lying areas.
- O'Shanesy Park landscaping works to improve maintenance, accessibility and beautification of city entrance following TMR works. Bull Garden – sandstone edging installed to define garden and concrete path installed to improve access to bull statue.
- Landscaping of roundabout at Stanley and East Street has been completed. Parks staff worked in with Civil Operations to deliver this project.
- Touch of Paradise maintenance continues with a focus on weed control and mulching.

- Sunset Drive garden bed renovation undertaken with planting out of garden beds, mulch and irrigation repairs completed. Approximately 700 plants in ground of various species including ixora, callistemon little johns, grevilleas, cuphea, green island fig, croton and allamanda. Mostly all native shrub and ground cover will lead to beautiful colour when flowering.
- Juds Park garden bed remediation works completed. Garden beds were cleaned of old vegetation, remedial prune of existing trees, upgrade of irrigation and replacement planting undertaken. Approximately 700 plants planted of various species, selected to tie in with existing landscaping renovation projects to the northern end of Norman Road.
- Yaamba Road, Parkhurst drainhead plant out with 1200 *Lomandra longifolia*. The steep embankments surrounding the drainheads were too steep to whipper snip or mow. The planting of low maintenance native grass increase the visual amenity of the area and will help stabilize the ground and prevent erosion. Once established, only annual maintenance will be required.
- Storytime at the Zoo hosted in collaboration with the Libraries team.
- Teacher professional development day hosted by the Zoo with approximately 45 attendees.
- Approximately 2000 Singaporean troops visited the Zoo throughout October.
- RRC and TMR management continue to collaborate positively with landscaping a key point of discussion.

BACKGROUND

Bi-monthly report was previously received by Council in June 2023.

PREVIOUS DECISIONS

No previous decisions relating to this.

BUDGET IMPLICATIONS

Action plan development and implementation all within existing budget. No additional funds required at the current point.

LEGISLATIVE CONTEXT

No foreseen legislative context.

LEGAL IMPLICATIONS

No foreseen legal implications.

STAFFING IMPLICATIONS

No foreseen staffing implications.

RISK ASSESSMENT

No foreseeable risks.

CORPORATE/OPERATIONAL PLAN

Operational Plan 2.1.5.2 Continue the review of current levels of service and maintenance of open spaces to identify opportunities for continuous improvement.

CONCLUSION

The Parks Section continue to strengthen their service delivery and deliver on their common goal.

PARKS PROGRESS REPORT

Parks 90 Day Plan objectives achieved Q4 and Winter Quarter

Meeting Date: 21 November 2023

Attachment No: 1

Parks 90 Day Plan Objectives achieved since April 2023:

| HAPPY PROUD & ENGAGED TEAM | |
|--|---|
| Outlook Business Rules | Microsoft Outlook business rules established and implemented. This has improved staff visibility, communication and consistency amongst Parks Leaders. |
| Parks/CAF Responsibilities and Accountabilities Model | Developed RASCI model for Parks and CAF. This is aimed at clearly defining roles and responsibilities where the teams have shared service delivery. |
| Tree Maintenance Guideline | Draft Tree Maintenance Guideline prepared aimed to improve pruning techniques and tree care to support Urban Greening outcomes. |
| Formation of Growing Active Communities Leadership Group | Established leadership group and introduced the Sports team common goal. The formation of this group will support collaboration and a cohesive approach to identify opportunities, emerging issues and priority projects that will grow an active community. |
| Zoo People Plan | Development of a People Plan for our Zookeepers to elevate training levels across the team. A training and development plan will help attract and retain zoo staff. |
| Zoo Work Instructions and Assessment Tools | 25 Zoo work instructions reviewed and finalised. Work instructions ensure a consistent and safe standard of work across the many species and enclosures our keepers work with. Creation and testing of assessment tools for the training of staff to ensure they are trained to a high standard that supports safety and compliance. |
| Weekly Comms | Manager has commenced a weekly video message to all Parks Staff. This is aimed at improving the sharing of key messages including operational highlights, upcoming events, and greater recognition of achievements. |
| Team Communication | Parks leadership provided increased face to face interaction with every team. This has improved communication within our section and increased leadership visibility of the work our teams are undertaking. |
| Celebration Calendar | Team celebrations held in line with Parks celebration calendar. Planned team celebrations and recognition of success across the year has supported the improvement in team relationships and are a good for our culture. |

| SYSTEMS PROCESSES & DOCUMENTS | |
|-----------------------------------|--|
| Develop Maintenance Agreements | Increased understanding of impact of Development Applications on Parks maintenance. This action has improved visibility of developments being handed to Council for maintenance. Currently Parks absorb increases in maintenance areas however to maintain a standard we are proud of this may not be sustainable in the future. |
| Street Tree Planting Process | Process mapping of Street Tree planting process and publication of Street Tree information on the RRC Website. This action supports the objectives of Council's Urban Greening Policy. |
| Urban Greening Policy Action Plan | Create and implement framework for implementation of actions underpinning the Urban Greening Policy. This ensures future actions are congruent with policy objectives. Council will be informed of success against these actions at the end of the financial year. |
| Tenure Agreements | Development of Active Communities Work Plan to forecast lease renewals, identify priority projects, funding applications and timings of briefings for Council. This supports more proactive engagement with our community groups and increase lead time for tenure renewals. |
| Zoo Landscaping Quarterly Plan | Development and implementation of zoo landscaping plan to maintain and improve landscaping standards across the zoo site. |
| Zoo Management Policy | Development of a draft Zoo Management Policy. Establishing a policy will support management and operations of our zoo as well as guide strategic decision making. |
| Works in Parks | Embedding of new process to ensure that all RRC sections and units are leaving Parks work sites in a safe and well-presented condition, as well as increase communication across our work teams. |
| Parks Customer Experience | Documentation and increased understanding of current customer experience. Building a better understanding of our current level of customer experience has assisted to identify opportunities for more effective and efficient service. |
| Parks Categorisation | The continuation on building stronger data via GIS field app levels is critical in establishing levels of service that we are resourced to achieve and meets the community needs of spaces that are safe and well presented at all times. |
| Significant Tree Register | Development and publication of a register of the significant trees in our Region. This includes the |

| | |
|--|--|
| | <p>development of a process to support the management of these trees.</p> <p>Protecting and enhancing our significant trees demonstrate Council's commitment to green infrastructure and preserve these trees for future generations.</p> |
| Financial Dashboard Reporting | Creation of financial dashboards for monthly management meeting. Improvements in our financial system and reporting allow us to be more cost effective through reports that are easy to develop and analyse. |
| Botanic Gardens Collection Database | Development of ISSG proposal and supporting memo for consideration. A Plant database is critical in managing our collections at a contemporary industry standard. |
| Sporting Club Management/Client Relationship Management System | Review of existing IT proposals for Client Relationship Management systems to determine suitability. A dedicated system to communicate and interact with clubs and community groups will support the sports team to grow an active community. |
| STAKEHOLDER ENGAGEMENT & COMMUNICATION | |
| RRC Website | Tree and Streetscapes content developed and live on RRC Website. The RRC website seeks to support our efforts to improve the customer experience. |
| Sports and community group engagement plan | Developed a 12-month plan and agenda to engage with tenure holders. A proactive approach to engaging with all tenure holders will assist in identifying opportunities and issues and strengthen working relationships with RRC. |
| Parks - Customer Service Relationship | Strengthened working relationship between Parks and Customer Service through the establishment of a monthly meeting. Both teams can learn from each other and leverage our knowledge and skills towards better service delivery and customer experience. |
| Parks/CAF Work prioritisation | Increased collaboration on operational and capital works to improve efficiency and effectiveness. Continuing to work closely together is key in ensuring we deliver the common goal. |
| Media & Engagement prioritisation | Development of a 12-month media and engagement plan to ensure our community remain informed and engaged across the Parks portfolio. |
| RESOURCES | |
| Parks Resourcing Work Instruction | Undertook staff consultation on draft work instruction on Parks Resourcing. The work |

| | |
|---|--|
| | instruction formalises the tiered resourcing plan that was trialled last peak season. It allows for an agile approach to staff resourcing that meets seasonal demands. |
| Purchase of Turf Maintenance Equipment | Cost/benefit analysis prepared on list of proposed equipment purchases for turf crew. Continuing to build on the quality outcomes delivered by the Sports and Irrigation team improves playing surfaces across the Region. |
| Koala Plantation | Commencement of earth works and site clearing on an identified site at Botanic Gardens and development of plantation plan. Ensuring an efficient and sustainable food source for our koalas is crucial to their long-term health. |
| Trees for Planting Projects | Investigation of options for cost effective mature trees for future planting projects. Cost/benefit analysis determined that it was not cost effective for Council to grow it's own mature tree stock. |
| Review Seasonal Maintenance Program | Preparation of memo on outcomes of seasonal maintenance program summer 2022-23. Learnings from last season are guiding us to ensure we are continuing to deliver efficient and effective service to the community. |
| OPERATIONS | |
| Traffic Improvement Projects | Scoping and costing of capital traffic offset works that will improve worker safety and efficiency. |
| Arid Garden Relocation and Cenotaph Amphitheatre | Development of preliminary concept to relocate the arid garden and develop cenotaph amphitheatre. The concept of relocating the arid garden is aimed at improving the arid plant health, improving the visual amenity of the Tamarind tree line and allowing more open space for the cenotaph and possible amphitheatre. |
| Nursery | Implementation of action plan to elevate the standard of nursery service delivery. This is leading to better quality plant stock for Parks projects across the region. |
| Kershaw Gardens Entry Bollards at Knight Street | Installation of additional bollards to protect irrigation and lawn assets and prevent vehicle damage. |
| Kershaw Gardens Central Precinct Pathway Upgrades | In conjunction with CAF, defining scope for upcoming pathway renewal works in Central Precinct. |
| Seasonal Works Programs | Development and implementation of 6 month works programs. These works will acknowledge the off-peak season as an opportunity to focus on making improvements to our spaces. |
| Eagle Enclosure | Construction and fit out of eagle enclosure. Vallykrie moved in and enclosure opened. |

| | |
|------------------------------------|---|
| RBGZ Redevelopment | Review of progress against the redevelopment and consideration future options for the whole of site project. Maintaining a focus on the redevelopment project will ensure the RBGZ project remains visible and keep Council informed of progress to date. |
| CUSTOMER EXPERIENCE | |
| Pathway Request Codes | Review of Parks Pathway request codes and data request to determine more suitable request categories. This aims to streamline the customer experience and will improve reporting. |
| Customer Service Knowledge Library | Introduction of knowledge library review into month customer service agenda to ensure customers are always provided with current and correct information on parks and open spaces. |
| Expand Zoo Customer Offering | 2 additional customer experiences have been launched at the zoo including snake encounters and story time. |

PARKS PROGRESS REPORT

Parks 90 Day Plan Spring objectives

Meeting Date: 21 November 2023

Attachment No: 2

Parks 90 Day Plan Objectives for Spring (Sep-Nov)

| HAPPY PROUD & ENGAGED TEAM | |
|--|---|
| International Zookeeper Day | Celebration held on National Zookeeper Day, Oct 4 to highlight the efforts and achievements of our keepers and the great work they do. |
| Parks Training Plan (formerly named People Plan) | Continue implementation of plan and raise awareness of Training Plan with staff, with an early focus on providing our team leaders with industry level qualifications. This is aimed at upskilling our staff to be safer and more effective in their roles. |
| Parks Leadership Safety Meeting | Senior Safety Advisor to establish monthly meeting with Parks Leaders on emerging Safety matters. Being able to work with all supervisors and coordinators at the same time will improve consistency in safety and risk management |
| Assess zoo employees on Work Instructions | Commence delivery of training and complete one assessment per week. Continuation of previous quarter action to develop the work instructions. |
| SYSTEMS PROCESSES & DOCUMENTS | |
| Tree Policy SWOT Analysis | Complete SWOT analysis (Strengths, Weaknesses, Opportunities, Threats) and provide recommendations for consideration as part of reviewing the policy to ensure it continues to meet Council's objectives and requirements. |
| Tree Management Work Instruction and Procedure | Commence consultation on draft Tree Management Procedure and Work Instruction. Having clear and consistent operational guidelines will ensure we deliver for our customer and improve decision making and quality of recordkeeping. |
| Sports & Recreation Letters of Support | Formalise 'Letters of Support' Work Flow that will streamline the process of receiving letters from clubs, seeking internal Council approval and returning correspondence. |
| Application for Improvement Works (AFIW) Process | Creation of process to assess applications where a club or organization is wanting to upgrade a facility or field. Consistent processes will ensure we provide a good customer experience and in turn support clubs and organisations to grow their capacity. |
| Living Collections Strategy for Botanic Gardens | Develop draft strategy for review. A contemporary strategy will guide the maintenance of existing and creation of new collections in alignment with the RBGZ redevelopment program. |
| GIS Field App Business Rules | Develop, document and deliver business rules on Field App use. Improving our data collection |

| | |
|---|--|
| | quality and consistency will help Council in the larger project of developing service standards for mowing and maintenance. |
| Finance Processes | Develop, train and implement work instruction on Parks finance processes to ensure consistency. |
| R1 Work Instruction Review | Document, review and implement R1 Work Order process to increase our productivity and efficiency in executing work orders. |
| Zoo Natural Disaster Procedure | Review and update procedure and submit to Manager & GM for approval. |
| Irrigation roles and responsibilities | Irrigation is an essential component of our work in presenting our parks, landscapes and sporting fields. Defining roles and responsibilities for whole of section is an essential task to ensure we continue to maintain and install irrigation to a high standard. |
| STAKEHOLDER ENGAGEMENT & COMMUNICATION | |
| Draft a Service Level Agreement (SLA) between Parks and Community Assets and Facilities | Prepare first draft of SLA that defines the objectives of each section and assigned roles and responsibilities. |
| Re-Establish Rockhampton Botanic Gardens and Zoo Project Control Group | Re-Establish PCG and schedule meetings. |
| Service Standards progress report and briefing session | Councillor briefing session has been scheduled for December 5 th to provide an update on progress made towards establishing service standards. |
| Zoo Website | Review website content to ensure we have an up to date and well-presented website. |
| Friends of Gardens Project | Meet to discuss and document project opportunities for the Friends and Council to collaborate on project design, funding and delivery. |
| Rowing Course Installation | Review of existing service delivery and options analysis for consideration. |
| RESOURCES | |
| Koala Plantation - Implementation Plan | Develop implementation plan for additional eucalyptus trees on the Botanic Gardens site that will provide a sustainable food source for our koalas. |
| Botanic Gardens green waste stockpile & raw materials | Consult with Parks teams and develop a design for enhanced utilization of stockpile and storage area. |
| Resourcing Work Instruction | Finalise Parks Resourcing work instruction and implement with our teams. This will prepare us for the upcoming growing season. |

| OPERATIONS | |
|--|--|
| Mount Morgan Bike Trails | Review current vegetation maintenance of the trails and develop a draft Work Instruction that considers safety of workers and trail users. |
| Mt Archer Irrigation at Amphitheatre | Design and quote upgraded irrigation for budget consideration to improve aesthetics and amenity of our high-profile lawns. |
| Digital Pre-Start Hazard Inspections | Continue finetuning hazard inspection form for ipad use and investigate options for records management and reporting. |
| Refurbish old Eagle enclosure for Macaws | Enclosure refurbished and macaws moved into species appropriate enclosure. |
| Botanic Gardens Arid Gardens | From previous quarter, develop project plan and estimated costs for budget consideration. |
| CUSTOMER EXPERIENCE | |
| RRC Website | Parks, Gardens and Recreation page restructured and live. |
| Corflute Signage | Process developed for temporary signs in parks to inform the public of works upcoming and in progress. |
| R1 Work Order backlog | Review work orders and cleanse data to ensure our reporting is more accurate. An opportunity to identify continuous improvement opportunities. |
| Street Tree Planting Pilot Program | Prepare pilot program for launch in 2024 that will feature self-nomination for residents who want a tree planted on their nature strip. |
| Zoo Education Sheets | Develop and publish education sheets to provide visitors with species specific information across our zoo animals. |
| Botanic and Kershaw Gardens entry statements and first impressions | Plan and commence delivery of a works program to lift standards of presentation. |
| Pathway Codes - Stage 2 | From previous quarter, implement new Pathway codes to refine our existing systems. |

PARKS PROGRESS REPORT

Parks Operational Highlights

Meeting Date: 21 November 2023

Attachment No: 3

REFURBISHMENT OF 'OLD SIZZLER' MEDIAN



LANDSCAPING WORKS – CNR EAST AND STANLEY STREET



SUNSET DRIVE GARDEN BED RENOVATION

Garden bed renovation included weed control, irrigation repairs and re-planting. Approximately 700 plants in ground of various species including ixora, callistemon little johns, grevilleas, cuphea, green island fig, croton and allamanda. Mostly, all natives will lead to beautiful colour when flowering.

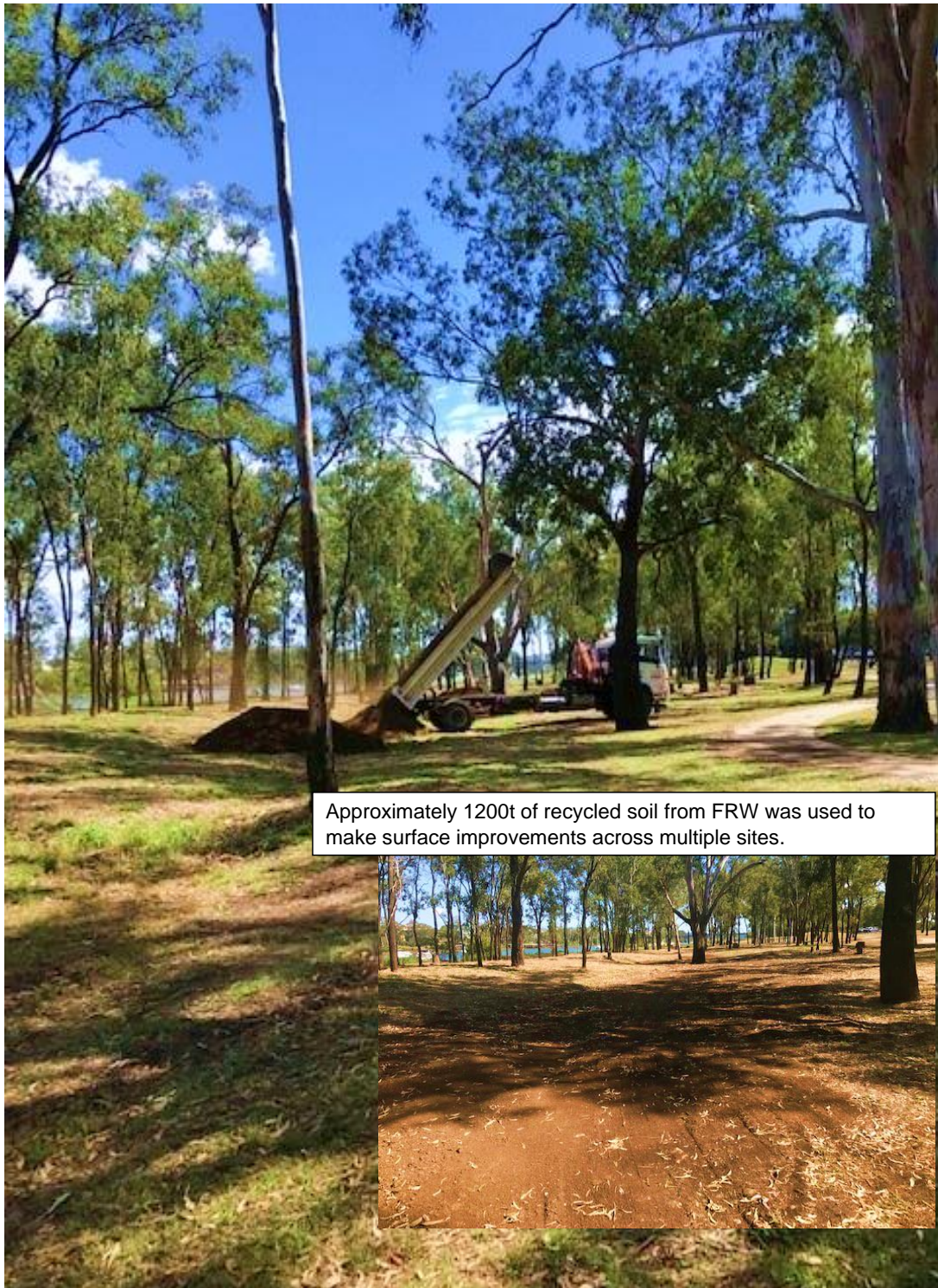
TOUCH OF PARADISE MAINTENANCE



Touch of Paradise maintenance works continue with a focus on weed control and mulching.



UTILISATION OF FRW RECYCLED SOIL FOR SURFACE IMPROVEMENTS



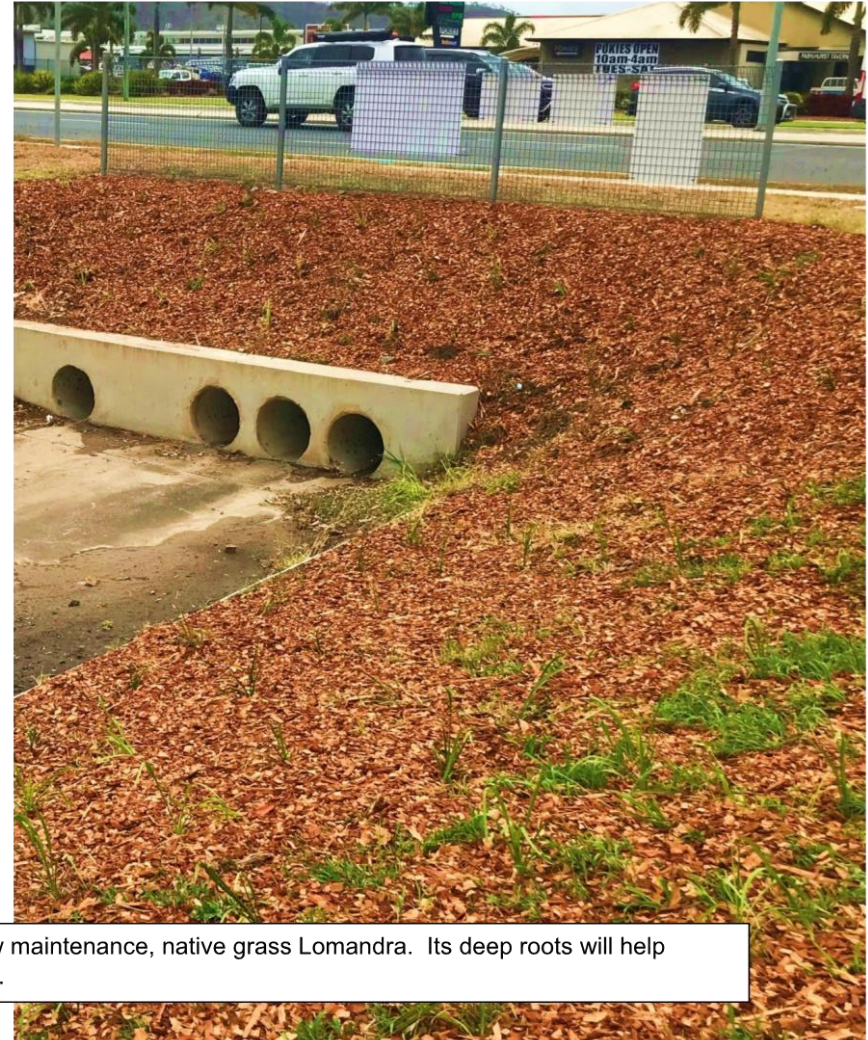
JUDS PARK GARDEN BED RENOVATION



Approximately 700 plants various species selected to tie in with existing landscaping works at the northern end of Norman Road.



YAAMBA ROAD DRAINHEAD PLANT OUT



Planting out of unmaintainable areas with 1200, low maintenance, native grass Lomandra. Its deep roots will help stabilise the ground and is a natural erosion control.

O'SHANESY PARK LANDSCAPING WORKS



ZOO HIGHLIGHTS



Annual Teacher professional development day hosted by the Zoo with approximately 45 attendees.



Snake encounters launched



Storytime held at the Zoo in conjunction with the Library.

11 NOTICES OF MOTION

Nil

12 QUESTIONS ON NOTICE

Nil

13 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

14 CLOSED SESSION

In accordance with the provisions of section 254J(3) 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 254J(3) of the *Local Government Regulation 2012*, for the reasons indicated.

15.1 Election for Court - Penalty Infringement Notice (Parking Offence)

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

15 CONFIDENTIAL REPORTS

15.1 ELECTION FOR COURT - PENALTY INFRINGEMENT NOTICE (PARKING OFFENCE)

File No: 1934

Attachments: 1. Index to Brief - P1055266

Authorising Officer: Doug Scott - Manager Planning and Regulatory Services
Alicia Cutler - General Manager Community Services

Author: Jon Buckenham - Coordinator Local Laws

In accordance with section 254J(3)(e) of the *Local Government Regulation 2012* it is considered necessary to close the meeting to discuss legal advice obtained by the local government or legal proceedings involving the local government including, for example, legal proceedings that may be taken by or against the local government.

SUMMARY

Council issued a Penalty Infringement Notice in relation to a breach of the Transport Operation (Road Use Management – Road Rules) Regulations 2009 Section 210 – Angle Parking. The offender has elected to have the matter heard in court. Officers are seeking approval to commence proceedings under the Legal Proceedings - Commencement, Cessation and Other Matters Policy and present the matter before a magistrate.

16 CLOSURE OF MEETING