



# **PARKS, RECREATION AND SPORT COMMITTEE MEETING**

## **AGENDA**

**26 JUNE 2019**

*Your attendance is required at a meeting of the Parks, Recreation and Sport Committee to be held in the Council Chambers, 232 Bolsover Street, Rockhampton on 26 June 2019 commencing at 12.30pm for transaction of the enclosed business.*

A handwritten signature in black ink, appearing to be "C. P.", written over a light blue circular stamp.

**CHIEF EXECUTIVE OFFICER**  
18 June 2019

Next Meeting Date: 31.07.19

**Please note:**

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

## 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	OFFICERS' REPORTS .....	4
8.1	GRACEMERE CEMETERY - PRE-PURCHASE OF BURIAL RIGHTS.....	4
8.2	REMOVAL OF SADDLE WATER TANK AND INSTALLATION OF PERMANENT WATER DISPENSER ON PILBEAM DRIVE.....	27
8.3	PARKS OPERATIONAL REPORT - MAY 2019 .....	29
8.4	PROJECT DELIVERY MONTHLY REPORT - MAY 2019.....	45
9	NOTICES OF MOTION .....	55
	NIL .....	55
10	URGENT BUSINESS/QUESTIONS .....	56
11	CLOSURE OF MEETING.....	57



**1 OPENING**

**2 PRESENT**

Members Present:

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

In Attendance:

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

**3 APOLOGIES AND LEAVE OF ABSENCE**

**4 CONFIRMATION OF MINUTES**

Minutes of the Parks, Recreation and Sport Committee held 29 May 2019

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

## 6 BUSINESS OUTSTANDING

### 6.1 LIFTING MATTERS FROM THE TABLE

<b>File No:</b>	<b>11979</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Evan Pardon - Chief Executive Officer</b>
<b>Author:</b>	<b>Evan Pardon - Chief Executive Officer</b>

---

#### SUMMARY

*Items laid on the table require a report to be lifted from the table before being dealt with. This report is designed to lift all necessary reports from the table to be dealt with at the Parks, Recreation and Sport Committee meeting on 26 June 2019.*

#### OFFICER'S RECOMMENDATION

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

- Gracemere Cemetery – Pre-Purchase of Burial Rights
- Removal of Saddle Water Tank and Installation of Permanent Water Dispenser on Pilbeam Drive

## **7 PUBLIC FORUMS/DEPUTATIONS**

Nil

---

## 8 OFFICERS' REPORTS

### 8.1 GRACEMERE CEMETERY - PRE-PURCHASE OF BURIAL RIGHTS

File No:	11979
Attachments:	1. Draft Cemetery Related Activities Policy <a href="#">↓</a> 2. Draft Cemetery Related Activities Policy with tracked changes <a href="#">↓</a>
Authorising Officer:	Richard Dunkley - Manager Community Assets and Facilities Colleen Worthy - General Manager Community Services
Author:	Sophia Czarkowski - Coordinator Facilities
Previous Items:	8.1 - Gracemere Cemetery - Pre-purchase of Burial Rights - Parks, Recreation and Sport Committee - 29 May 2019 12.30pm

---

#### SUMMARY

*This matter was laid on the table at the Parks, Recreation and Sport Committee meeting on 29 May 2019 with the following resolution:*

*“THAT this matter lay on the table until the next Parks Recreation and Sport Committee meeting.”*

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

#### OFFICER'S RECOMMENDATION

THAT the updated Cemetery Related Activities Policy be adopted.

#### COMMENTARY

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

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

#### BACKGROUND

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

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

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

---



**PREVIOUS DECISIONS**

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

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

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

**BUDGET IMPLICATIONS**

Upon Council approval of the updated Cemetery Related Activities Policy, the following proposed changes to the schedule of fees and charges will be progressed:

- Pre-purchase of Burial Rights Application Fee
  - One - off cost to be the same as the site purchase fee
    - Currently \$560 for lawn cemetery and \$570 for family ashes garden site.
- Extension of Term of Burial Rights Application Fee
  - To be 20% of the Pre-purchase of Burial Rights Application Fee at that time
    - Currently \$112 for lawn cemetery and \$114 for family ashes garden site, for each further 10 year term.
- Refund of Pre-purchase of Burial Rights Application Fee
  - Only:
    - Upon application; and
    - For unused Sites; and
    - Prior to expiry of term.
- To be 70% of the Pre-purchase of Burial Rights Application Fee at that time
  - Currently \$392 for lawn cemetery and \$399 for family ashes garden site, to cover administration costs.

These proposed fees are the mid-range of similar fees prescribed by other Regional Queensland Councils.

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

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

**LEGISLATIVE CONTEXT**

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

**LEGAL IMPLICATIONS**

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

**STAFFING IMPLICATIONS**

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

**RISK ASSESSMENT**

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

**CORPORATE/OPERATIONAL PLAN**

This action is consistent with the following provisions:

Corporate Plan 2017 – 2022

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

Operational Plan 2018 – 2019

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

**CONCLUSION**

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

# **GRACEMERE CEMETERY – PRE-PURCHASE OF BURIAL RIGHTS**

## **Draft Cemetery Related Activities Policy**

**Meeting Date: 26 June 2019**

**Attachment No: 1**

## CEMETERY RELATED ACTIVITIES POLICY

### COMMUNITY POLICY



#### 1 Scope

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

#### 2 Purpose

The purpose of this policy is to:

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

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Births, Deaths and Marriages Registration Act 2003*

*Coroners Act 2003*

*Information Privacy Act 2009*

*Land Act 1994*

*Local Government Act 2009*

*Local Law No. 1 (Administration) 2011*

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

*Public Health Act 2005*

*Queensland Heritage Act 1992*

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

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

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

*Work Health and Safety Act 2011*

Authorisation for Exercise of Burial Rights

Cemetery Memorial Guide Fact Sheet

Cemetery Related Activities Procedure

Cemetery Service Exhumation Request Form

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 1 of 7

## Cemetery Service Request Form

**4 Definitions**

To assist in interpretation, the following definitions apply:

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

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 2 of 7

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

## 5 Policy Statement

### 5.1 Management of Council Cemeteries

Council is committed to:

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

### 5.2 Administration of Council Cemeteries

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

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

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

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

Existing pre-paid Burials and/or Sites registered with Council will be honoured.

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

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

#### 5.2.1 Pre-Purchase of Burial Rights at Gracemere Cemetery

The following conditions apply to the Pre-purchase of Burial Rights for a Site at the Gracemere Cemetery:

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 3 of 7

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

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

If a Holder of Burial Rights holds the Burial Rights for a Site in a Council Cemetery, the Holder of Burial Rights has:

- (a) The right to be Interred in the Site; and
- (b) The right to authorise the Interment of others (each of whom must be specified in writing by the Holder of Burial Rights) in the Site (up to the maximum number permitted for the Site as determined by Council from time to time).

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

The Burial Rights of a Holder of Burial Rights may not be sold or assigned, and are not transmissible on the death of the Holder of Burial Rights.

A Holder of Burial Rights for a Site may surrender the Burial Rights for the Site to Council. Any refund of any purchase price paid for the Burial Rights by the Holder of Burial Rights will be at the sole discretion of Council.

The exercise of Burial Rights, including an Interment, and the installation, maintenance or modification of a Memorial at a Site must not be undertaken without the written consent of:

- (a) The Holder of Burial Rights for the Site; or
- (b) If the Holder of Burial Rights is deceased and the Burial Right to be exercised is the maintenance or modification of a Memorial at the Site - a member of the family of the Holder of Burial Rights, or another person who has a proper interest in the maintenance or modification of the Memorial.

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

- (a) The Holder of Burial Rights for the Site;
- (b) If the Holder of Burial Rights is deceased — a member of the family of the Holder of Burial Rights;
- (c) Another person who has a proper interest in the maintenance and modification of the Memorial.

A Holder of Burial Rights who holds Burial Rights in respect of a Site at a Council Cemetery must comply with the rules and regulations of Council which apply to the operation of the Council Cemetery

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 4 of 7



from time to time.

The Holder of Burial Rights acknowledges that Council reserves the right to vary the rules and regulations which apply to the operation of a Council Cemetery at any time, and from time to time, in any manner deemed appropriate by Council.

The right of a Holder of Burial Rights to exercise Burial Rights in respect of a Site come to an end on the occurrence of the last of the following:

- (a) The death of the Holder of Burial Rights; or
- (b) If the Holder of Burial Rights nominates, in writing, one or more persons who may also be Interred in the Site — on the date on which the last of the nominated persons are Interred in the Site.

For a Site in respect of which Burial Rights have been granted to a Holder of Burial Rights, Council (alone) may, in the absolute discretion of Council, and provided that Council has no reason to believe that the Holder of Burial Rights for the Site would have objected, permit a person to be Interred in the Site if the person is:

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

If Council grants an approval to exercise Burial Rights for a Site:

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

Council reserves the right to cancel the right of the Holder of Burial Rights to exercise Burial Rights in respect of a Site in the following circumstances:

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

On the death of the Holder of Burial Rights, the right of the Holder of Burial Rights to authorise the Interment of persons other than the Holder of Burial Rights in the Site comes to an end.

If the right of a Burial Rights Holder to exercise Burial Rights at a Site comes to an end, ownership rights of the Site will revert back to Council.

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

- (a) Allowing an Interment; or
- (b) Allowing the erection of a Memorial; or
- (c) Permitting a Memorial to be maintained; or
- (d) Allowing Human Remains Interred within a Council Cemetery to be disturbed,

if the relevant activity later becomes the subject of a dispute between relatives or family members of

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 5 of 7



a person whose Human Remains are Interred at the Council Cemetery.

#### 5.4 Interment/Burial

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

Burials must be arranged and conducted by a Qualified Undertaker.

##### 5.4.1 Interment/Burial in Council Cemeteries

Ashes Interment may be arranged through a Qualified Undertaker or directly with Council.

New Burial Sites will be allocated by Council in its discretion.

Digging of Burial Sites will be undertaken by Council.

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

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

If a Memorial and / or Grave Cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council may engage the services of a Stonemason to remove and reinstate the Memorial and / or conforming Grave Cover and applicable fees will apply.

Council will not reinstate non-conforming Memorials and/or Grave Covers.

##### 5.4.2 Burials Outside a Cemetery

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

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

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

#### 5.5 Disturbance of Human Remains

Approval of the Disturbance of Human Remains may be granted if within six days of the Burial, after six months of the Burial or at the discretion of an Authorised Person.

##### 5.5.1 Exhumation in a Council Cemetery

A Cemetery Service Exhumation Request Form must be completed and lodged for Exhumation

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 6 of 7

of Human Remains in a Council Cemetery and will only be accepted when accompanied by the written consent of:-

- (a) The Holder of Burial Rights for the Site; or
- (b) If a Holder of Burial Rights is deceased - a member of the family of the deceased person; or
- (c) Another person who has a proper interest in the Human Remains.

Exhumations of Human Remains are to be carried out in conjunction with a Qualified Undertaker.

The disinterment of Ashes may be conducted by Council.

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

#### 5.5.2 Reopen of a Grave in a Council Cemetery

Reopening of a Grave requires approval from Council's Authorised Person.

#### 5.5.3 Disturbance of Human Remains Outside a Cemetery

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

#### 5.6 Vases, Mementos and Adornments

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

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

Items must be securely placed.

### 6 Review Timelines

This policy is reviewed when any of the following occur:

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

### 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 & GOVERNANCE USE ONLY			
Adopted/Approved:	DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities
Reviewed Date:		Page No:	Page 7 of 7

# **GRACEMERE CEMETERY – PRE-PURCHASE OF BURIAL RIGHTS**

## **Draft Cemetery Related Activities Policy with tracked changes**

**Meeting Date: 26 June 2019**

**Attachment No: 2**

## CEMETERY RELATED ACTIVITIES POLICY

### COMMUNITY POLICY



#### 1 Scope

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

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Font: Italic, Not Highlight

Formatted: Not Highlight

#### 2 Purpose

The purpose of this policy is to:

(a) Provide a framework for the management and operation of Council's Cemeteries;

Formatted: Heading 2 Lettering

(b) Provide a framework for the management of cemetery related activities; and

Formatted: Not Highlight

(c) Ensure promoting a safe and respectful environment for all users.

Formatted: Not Highlight

#### 3 Related Documents

##### 3.1 Primary

Nil

##### 3.2 Secondary

*Births, Deaths and Marriages Registration Act 2003*

*Coroners Act 2003*

*Information Privacy Act 2009*

*Land Act 1994*

*Local Government Act 2009*

Local Law No. 1 (Administration) 2011

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

*Public Health Act 2005*

*Queensland Heritage Act 1992*

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

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

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

*Work Health and Safety Act 2011*

Authorisation for Exercise of Burial Rights

Cemetery Memorial Guide Fact Sheet

Cemetery Related Activities Procedure

Formatted: Not Highlight

Cemetery Service Exhumation Request Form

#### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 25 October 2016 DRAFT	Department:	Community Services
Version:	1	Section:	Community Assets and Facilities Parks
Reviewed Date:	4 December 2017	Page No:	Page 1 of 11

Cemetery Service Request Form

Specification for Grave Covers

**4 Definitions**

To assist in interpretation, the following definitions apply:

Ashes	Processed remains recovered from the cremation of <del>a body</del> <b>Human Remains</b> .
Authorised Person	<del>The Supervisor Cemeteries, Coordinator Community Projects and Open Space Facilities, Manager Community Assets and Facilities, General Manager Community Services and CEO are authorised under Subordinate Local Law 4 (Local Government Controlled Areas, Facilities and Roads) 2018 excluding the power to approve exhumations, in which case the Delegated Officer is the CEO.</del>
Burial	<del>The act or practice of burying a dead body. The act or practice of burying</del> <b>Human Remains</b> .
Burial Rights	<del>Rights to a burial site granted by Council to a person. The right to use a Site for the Interment of Human Remains or Ashes.</del>
Burial Rights Holder	The lawful holder of the Burial Right (to inter human remains and/or Ashes).
Cemetery	<del>An area containing one or more Burial sites – including lone sites, family sites or a larger collection of Burial sites. 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.</del>
CEO	<b>Chief Executive Officer</b> <del>A person who holds an appointment under section 194 of the Local Government Act 2009. This includes a person acting in this position.</del>
Columbarium	Area or wall established for the placement of Ashes and/or memorialisation.
Council	Rockhampton Regional Council
Disturbance of Human Remains	<del>As defined in Local Law No. 1 (Administration) 2011, includes interfering with remains, removal of remains and opening of a Site of Burial.</del>
Employee	Local government employee: (a) The CEO; or (b) A person holding an appointment under section 196 of the Local Government Act 2009.
Exhumation	The act of digging something out of the ground (especially Human Remains) where it has been buried. To remove from a Site; disinter.
Funeral Director	<del>A qualified n undertaker; a person whose business is preparing dead bodies for burial or cremation and making arrangements for funerals. A person who coordinates, supervises and conducts funerals, whether personally or by delegating tasks to others. The Funeral Director has ultimate responsibility for the funeral.</del>
Funeral Service	<del>Represents aAny Burial, Ashes Interment, Exhumation, chapel or garden service or refreshments / wake event conducted in one of the Council's Cemeteries. Represents a Burial, Ashes Interment, Exhumation, wake or event that may or may not include serving of refreshments conducted in one of Council's cemeteries, either in the chapel or a garden area.</del>
Grave	A hole dug in the ground to receive a coffin or <del>dead body</del> <b>Human Remains</b> .

Formatted: Not Highlight

## LEGAL &amp; GOVERNANCE USE ONLY

Adopted/Approved:	<b>Adopted, 25 October 2018 DRAFT</b>	Department:	Community Services
Version:	1	Section:	<b>Parks/Community Assets and Facilities</b>
Reviewed Date:	<b>4 December 2017</b>	Page No:	Page 2 of 11

Grave Cover	A conforming structure as detailed in Council's <del>Specification</del> <a href="#">the Cemeteries Related Activities Procedure for Grave Covers</a> .
Holder of Burial Rights	For a Site, means the lawful holder of the right to inter Human Remains or Ashes within a Council <del>e</del> Cemetery.
Human Remains	The body or part of the body of a deceased person.
Interment	<del>The placement or burial of Human Remains or Ashes on or into an allocated site.</del> <a href="#">The placement or Burial of Human Remains or Ashes on or into a Site.</a>
Memorial <del>or</del> Monument	Includes: (a) A headstone; (b) An inscribed plaque or commemorative plate; (c) Monumental, ornamental or other structure/s erected on a <del>G</del> grave Site; (d) Anything else erected or placed to mark the Site where Human Remains have been buried or placed, or to commemorate a deceased person.
Monumental Mason	<del>A tradesman, mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.</del>
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	<del>A person who carries on the business of disposing of h</del> Human <del>r</del> Remains.
Region	Rockhampton Regional Area defined by the Local Government Areas of Queensland.
Re-open	A Burial subsequent to the first Interment.
Reservation	See Pre-purchase
Site	<del>A collective term for any of Grave, niche, plot, Memorial or other place for the disposition of Human Remains or memorialisation of the deceased. A place set aside for the Interment of Human Remains or Ashes, including a Grave, Niche, plot or Memorial.</del>
Stonemason	<del>A tradesman, mason or person possessing the skills to competently and professionally carry out monumental masonry work to a tradesman-like standard.</del>

## 5 Policy Statement

### 5.1 Management of Council Cemeteries

Council is committed to:

- The provision of Interment and memorialisation services to the community;
- Servicing the deceased and their families with dignity and respect;
- Preserving the history of the ~~Region's~~ [Council's](#) ~~e~~Cemeteries and maintaining records for genealogy research;
- Maintaining [Council's](#) ~~e~~Cemetery grounds to meet community needs and expectations; and

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	<a href="#">Adopted, 25 October 2018 DRAFT</a>	Department:	Community Services
Version:	1	Section:	<a href="#">Parks Community Assets and Facilities</a>
Reviewed Date:	<a href="#">4 December 2017</a>	Page No:	Page 3 of 11

(e) Planning for the future Burial needs of the Region's communities.

## 5.2 Administration of Council Cemeteries

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

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

Burial ~~r~~ights do not commence until payment has been received and ~~accepted an Authorisation for Exercise of Burial Rights given by Council the CEO or a~~ ~~Authorised p~~erson.

Council maintains records and plans (electronic, printed or hand-written) about each ~~i~~nterment and ~~r~~eservation (except where historically this information was not retained).

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

Existing pre-paid ~~B~~urials ~~and/or Sites~~ registered with Council will be honoured.

Individuals or groups are not able to reserve or set aside ~~a Grave/Ashes or site~~Site/s other than at Gracemere Cemetery. Existing ~~r~~eservations will be honoured at all ~~c~~emeteries.

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

~~Council acts in good faith when it relies on information or advice provided by applicants and/or Funeral Directors and Council does not accept any responsibility for, as the case may be:~~

~~— Allowing an interment or~~

~~— Allowing the erection of a Memorial or~~

~~— Permitting a Memorial to be maintained; or~~

~~— Allowing Human Remains interred within a Council Cemetery to be disturbed.~~

~~if the relevant activity later becomes the subject of a dispute between relatives, family members or another person who has a proper interest.~~

### 5.2.1 Pre-Purchase of Burial Rights at Gracemere Cemetery

The following conditions apply to the Pre-purchase of Burial Rights for a Site at the Gracemere Cemetery:

(a) Council reserves the right to limit the number of Sites in respect of which Council may permit a person, or group of persons, to ~~p~~re-purchase Burial Rights;

(b) An application for Burial Rights in respect of a Site must be accompanied by the fee prescribed by Council for the Burial Rights;

(c) If an application for Burial Rights for a Site is granted by Council, the ~~Burial Rights Holder~~Holder of Burial Rights may exercise the Burial Rights within 10 years of the grant of the Burial Rights (the *initial term*);

(d) The ~~Burial Rights Holder~~Holder of Burial Rights may make application, ~~within the last year of expiry,~~ to Council to extend the initial term for further term of 10 years (commencing on the expiry of the initial term);

(e) The application to extend the initial term for a further term of 10 years must be accompanied by the fee prescribed by Council;

(f) If the ~~Burial Rights Holder~~Holder of Burial Rights for a Site does not make ~~an~~ a pplication to Council to extend the initial term for a further term of 10 years, the Burial ~~r~~ights expire at the end of the initial term, ~~and~~

(a) If an application for Burial Rights for a Site is granted by Council, the application specifies a residential address for the ~~Burial Rights Holder~~Holder of Burial Rights, and if the ~~Burial Rights Holder~~Holder of

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	4 December 2017	Page No:	Page 4 of 11



Burial Rights changes residential address, the Burial Rights Holder of Burial Rights must give Council written notice of the new residential address of the Burial Rights Holder of Burial Rights within seven days after making the change.

The following conditions apply to pre-purchase of Burial Rights at Gracemere Cemetery:

- ~~(b) Council reserves the right to limit the number of Reservations issued to an individual or group.~~
- ~~(c) payment must be made in full at time of application.~~
- ~~(d) vacant reserved sites will have an initial tenure period of 10 years and, unless renewed prior to expiration, Burial Rights will cease.~~
- ~~(e) continuity of Burial Rights will be granted for a further 10-year period at the first and each subsequent renewal upon payment of the prescribed fee.~~

~~it is the Burial Rights Holder's responsibility to inform Council of change of address details.~~

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

~~Council acts in good faith when it relies on information or advice provided by applicants and/or Funeral Directors and Council does not accept any responsibility for, as the case may be:~~

- ~~(a) Allowing a burial; or~~
- ~~(b) Allowing the erection of a memorial/Memorial; or~~
- ~~(c) Permitting a memorial/Memorial to be maintained; or~~
- ~~(d) Allowing human/Human remains/Remains buried within a Council cemetery/Cemetery to be disturbed,~~
- ~~(e) If the relevant activity later becomes the subject of a dispute between family members.~~

### 5.3 Interment/Burial

~~No Funeral Service shall be permitted until Council approval has been granted.~~

~~Burials must be arranged and conducted by a Funeral Director/Qualified Undertaker.~~

~~Ashes/Interment may be arranged through a Funeral Director/Qualified Undertaker or directly with Council.~~

~~New Burial Sites will be allocated by Council in its discretion.~~

~~Digging of Burial Sites will be undertaken by Council.~~

~~Minimum cover of coffin or similar enclosed container shall be 750mm from the top of the container to natural ground level where practicable.~~

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

~~When the removal of a monument/Memorial or slab and/or headstone is required on Re-opening a Grave in a monumental section, Council will take all reasonable care not to cause any damage, however if a Monument/Memorial or slab or headstone is inadvertently damaged during this process, Council will not be liable for any costs associated with the repair of the Monument/Memorial or slab or headstone/repairs.~~

~~If a monument/Memorial and/or Grave Cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council will may engage the services of a Monumental Mason to remove and reinstate the monument/Memorial and/or conforming Grave Cover and applicable fees will be levied.~~

#### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	Adopted, 25 October 2018/DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	4 December 2017	Page No:	Page 5 of 11



~~(g) Council will not reinstate non-conforming Memorial and/or Grave Covers.~~

**5.45.3 Council Cemeteries Burial Rights and Burial Rights Holder**

- 5.4.1** A Burial Rights Holder has the right to be interred in the identified site and to authorise the Interment of others (who must be specified in writing by the Burial Rights Holder) in that site (up to the permitted number as determined by Council).
- 5.4.2** Burial Rights are assigned by Council based upon historical records and other available information.
- 5.4.3** Burial Rights may not be sold or assigned and are not transmissible on the death of the Burial Rights Holder.
- 5.4.4** The existing Burial Right on a vacant site may be surrendered to Council. Any refund of initial purchase cost will be at Council's discretion.
- 5.4.5** Interments and modifications to the site (including memorialisation) require the Burial Rights Holder's written permission, or if the Burial Rights Holder is deceased, a member of the family of the deceased person, or another person who has a proper interest in the maintenance of the Memorial to the deceased person.
- 5.4.6** The Burial Rights Holder or a member of the family of the Section 5.4 deceased person, or another person who has a proper interest in the maintenance of the Memorial to the deceased person is responsible for the cost of acquisition, installation, repairs and maintenance to any Memorial/Monument associated with the site.
- 5.4.7** The Burial Rights Holder shall comply with the rules and regulations of Council which apply to the operation of the relevant Cemetery from time to time.
- 5.4.8** The Burial Rights Holder acknowledges Council reserves the right to vary the rules and regulations of the Cemetery at any time and in any manner deemed appropriate by Council.
- 5.4.9** On the death of the Burial Rights Holder, or if the Burial Rights nominate other persons then the death of the last nominated person in the Grave, the written authority of the Burial Rights Holder to authorise the burial of others in the Grave comes to an end.
- 5.4.10** Council (alone) reserves the right to permit, in the absolute discretion of Council, a relative of the Burial Rights Holder or a member of the family of the deceased person, or another person who has a proper association with the deceased person to be buried in the Grave provided that Council has no reason to believe that the Burial Rights Holder would have objected.
- 5.4.11** In the event that the Burial Rights Holder and site payer are not the same person, (general they are the person who pays for the site), then the Rights of the nominated Burial Right Holder will not be superseded by the person who paid for the site. A Burial Rights Holder must be nominated on the designated form/s. *(Check order of 5.4.10 & 5.4.11)*
- 5.4.12** Council reserves the right to cancel the rights of the Burial Rights Holder in the following circumstances;
- a) non-compliance with the rules and regulations from time to time of the Cemetery;
  - b) the maximum number of persons which may be permitted in a particular Grave from time to time have already been interred in the Grave;
  - c) non-compliance with a relevant statutory requirement;
  - d) permitting one or more persons to be interred in the Grave would have a detrimental impact on public health and safety.

~~If a Burial Rights Holder of Burial Rights holds the Burial Rights for a Site in a Council Cemetery, the Burial Rights 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~~

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	1 December 2017	Page No:	Page 6 of 11

~~Burial Rights Holder~~Holder of Burial Rights) in the Site (up to the maximum number permitted for the Site as determined by Council from time to time).

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

The Burial Rights of a ~~Burial Rights Holder~~Holder of Burial Rights may not be sold or assigned, and are not transmissible on the death of the ~~Burial Rights Holder~~Holder of Burial Rights. ~~Rights. A holder of burial rights may transfer the rights without the consent of an authorised person.~~

~~If no Burial Rights have been exercised by A Burial Rights Holder~~Holder of Burial Rights for a Site, the ~~Burial Rights Holder~~Holder of Burial Rights may surrender the Burial Rights for the Site to Council. Any refund of any purchase price paid for the Burial Rights by the ~~Burial Rights Holder~~Holder of Burial Rights will be at the sole discretion of Council.

The exercise of Burial Rights, including an Interment, and the installation, ~~maintenance~~ or modification of a ~~Memorial~~ at a Site ~~may~~ust not be undertaken without the written consent of:

(a) The ~~Burial Rights Holder~~Holder of Burial Rights for the Site; or

(b) If the ~~Burial Rights Holder~~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 ~~Burial Rights Holder~~Holder of Burial Rights, or another person who has a proper interest in the ~~maintenance~~ or modification of the Memorial.

— If the Burial Rights Holder is deceased, at the discretion of Council, provided that Council has no reason to believe that the Burial Rights Holder for the Site would have objected and the Burial Right to be exercised is the modification of a ~~m~~Memorial at the Site—a member of the family of the Burial Rights Holder, or another person who has a proper interest in the maintenance of the ~~m~~Memorial.

Each of the following persons ~~is~~are responsible for the costs of the acquisition, installation, repair, and maintenance and modification of any ~~Memorial or Monument~~ associated with a Site:

(a) The ~~Burial Rights Holder~~Holder of Burial Rights for the Site;

(b) If the ~~Burial Rights Holder~~Holder of Burial Rights is deceased — a member of the family of the ~~Burial Rights Holder~~Holder of Burial Rights;

(c) Another person who has a proper interest in the maintenance and modification of the Memorial ~~or Monument~~.

A ~~Burial Rights Holder~~Holder of Burial Rights who holds Burial Rights in respect of a Site at a Council Cemetery must comply with the Rules and Regulations of Council which apply to the operation of the Council Cemetery from time to time.

The ~~Burial Rights Holder~~Holder of Burial Rights acknowledges that Council reserves the right to vary the Rules and Regulations which apply to the operation of a Council Cemetery at any time, and from time to time, in any manner deemed appropriate by Council.

The right of a ~~Burial Rights Holder~~Holder of Burial Rights to exercise Burial Rights in respect of a Site come to an end on their occurrence of the last of the following:

(a) The death of the ~~Burial Rights Holder~~Holder of Burial Rights; or

(b) If the ~~Burial Rights Holder~~Holder of Burial Rights nominates, in writing, one or more persons who may also be Interred in the Site — on the date on which the last of the nominated persons are Interred in the Site.

For a Site in respect of which Burial Rights have been granted to a ~~Burial Rights Holder~~Holder of Burial Rights, Council (alone) may, in the absolute discretion of Council, and provided that Council has no reason to believe that the ~~Burial Rights Holder~~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 ~~Burial Rights Holder~~Holder of Burial Rights; or

#### LEGAL & GOVERNANCE USE ONLY

Adopted/Approved:	<del>Adopted, 25 October 2016</del> DRAFT	Department:	Community Services
Version:	1	Section:	<del>Parks</del> Community Assets and Facilities
Reviewed Date:	<del>4 December 2017</del>	Page No:	Page 7 of 11

- (b) A member of the family of the ~~Burial Rights Holder~~Holder of Burial Rights; or  
 (c) Another person who has a proper association with the ~~Burial Rights Holder~~Holder of Burial Rights.  
 If Council grants an approval to exercise Burial Rights for a Site:

- (a) The ~~Burial Rights Holder~~Holder of Burial Rights for the Site is the person nominated as the ~~Burial Rights Holder~~Holder of Burial Rights in the approval; and  
 (b) The ~~Burial Rights Holder~~Holder of Burial Rights may exercise the Burial Rights for the Site; and  
 (c) A person other than the ~~Burial Rights Holder~~Holder of Burial Rights may not exercise the Burial Rights for the Site, for example, if a person other than the ~~Burial Rights Holder~~Holder of Burial Rights paid the prescribed fee for the grant of the Burial Rights, but the person is not nominated as the ~~Burial Rights Holder~~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 ~~Burial Rights Holder~~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;  
 — Permitting one or more persons to be interred in the Site would have a detrimental impact on public health and safety;  
 (d) If the right of a Burial Rights Holder to exercise Burial Rights at a Site comes to an end, ownership rights of the Site will revert back to Council.

On the death of the ~~Burial Rights Holder~~Holder of Burial Rights, the right of the ~~Burial Rights Holder~~Holder of Burial Rights to authorise the interment of persons other than the ~~Burial Rights Holder~~Holder of Burial Rights in the Site comes to an end.

If the right of a Burial Rights Holder to exercise Burial Rights at a Site comes to an end, ownership rights of the Site will revert back to Council.

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

- (a) Allowing an interment; or  
 (b) Allowing the erection of a Memorial; or  
 (c) Permitting a Memorial to be maintained; or  
 (d) Allowing Human Remains buried/interred within a Council Cemetery to be disturbed.  
 If the relevant activity later becomes the subject of a dispute between relatives or family members of a person whose Human Remains are interred at the Council Cemetery.

#### **5.5.4 Interment/Burial in Council Cemeteries**

No interment or ~~burial~~funeral Service shall be permitted in ~~or outside~~ a Council Cemetery until Council approval has been granted. Applications must be made on a Cemetery Service Request Form. Burials must be arranged and conducted by a Qualified Undertaker.

##### **5.4.1 Interment/Burial in Council Cemeteries**

Ashes interment may be arranged through a Qualified Undertaker or directly with Council.  
 New Burial Sites will be allocated by Council in its discretion.  
 Digging of Burial Sites will be undertaken by Council.

Formatted: Heading 3 Lettering

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	4 December 2017	Page No:	Page 8 of 11

Minimum cover of coffin or similar enclosed container shall be 750mm from the top of the container to natural ground level where practicable.

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

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

If a Memorial and / or Grave Cover is assessed to be beyond the capabilities or experience of Council to remove, and where circumstances warrant, Council may engage the services of a Stonemason to remove and reinstate the Memorial and / or conforming Grave Cover and applicable fees will apply.

Council will not reinstate non-conforming Memorials and/or Grave Covers.

#### **5.4.2 Burials Outside a Cemetery**

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

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

#### **5.5.5 Disturbance of Human Remains**

Approval of the Disturbance of Human Remains may be granted if within six days of the Burial, after six months of the Burial or at the discretion of an Authorised Person.

#### **5.5.1 Exhumation in a Council Cemetery**

A Cemetery Service Exhumation Request Form must be completed and lodged for Exhumation of Human Remains in a Council Cemetery Site and will only be accepted when accompanied by the written consent of:-

- (a) The Burial Rights Holder - Holder of Burial Rights for the Site; or
- (b) If a Burial Rights Holder of Burial Rights is deceased - a member of the family of the deceased person; or
- (c) Another person who has a proper interest in the Human Remains.

Exhumations of Human Remains are to be carried out in conjunction with a Funeral Director Qualified Undertaker.

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	4-December-2017	Page No:	Page 9 of 11

The disinterment of Ashes may be conducted by Council.

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

If all Human Remains and/or Ashes are exhumed from a Site, the right of the Holder of Burial Rights for the Site to exercise Burial Rights at the Site comes to an end.

#### **5.5.2 Reopen of a Grave in a Council Cemetery**

A person must not Reopening of a Grave, requires or exhume a body or the remains of a body buried in a Council Cemetery other than:

Under the authority of an approval under the (Coroner's Act 2003); and on the production of the approval (if applicable); and or

With the approval of Council's Authorised Person.

A Council (if applicable); and A Cemetery Service Exhumation Request Form must be completed for exhumation of Human Remains in a Site and will only be accepted when accompanied by the written consent of:

The Burial Rights Holder for the Site; or written consent of

If a Burial Rights Holder is deceased — a member of the family of the deceased person; or

a member of the family of the deceased person, or another person who has a proper interest in the Human Remains.

Exhumations of Human Remains are to be carried out in conjunction with a Funeral Director.

The disinterment of Ashes may be conducted by Council.

If all Human Remains are exhumed from a Site, the right of the Burial Rights Holder for the Site to exercise Burial Rights at the Site comes to an end. Ownership rights of the site will revert back to Council unless other interments exist.

#### **5.5.3 Disturbance of Human Remains Outside a Cemetery**

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

Formatted: Not Highlight

Formatted: Not Highlight

Formatted: Not Highlight

#### **6.75.6 Vases, Mementos and Adornments**

Visitors may place mementos in commemoration as listed in the Cemetery Related Activities Procedure, Cemetery Memorial Guide Fact Sheet Procedure.

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

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

Fresh or dried flowers are permitted at the Memorial Gardens and Gracemere Ashes Gardens.

Limited artificial flowers are permitted in all Monumental areas.

### **6 Review Timelines**

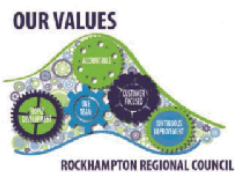
This policy is reviewed when any of the following occur:

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

### **7 Document Management**

LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	Parks/Community Assets and Facilities
Reviewed Date:	4 December 2017	Page No:	Page 10 of 11

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



LEGAL & GOVERNANCE USE ONLY			
Adopted/Approved:	Adopted, 25 October 2018 DRAFT	Department:	Community Services
Version:	1	Section:	ParksCommunity Assets and Facilities
Reviewed Date:	4-December-2017	Page No:	Page 11 of 11

---

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

<b>File No:</b>	<b>1464</b>
<b>Attachments:</b>	<b>Nil</b>
<b>Authorising Officer:</b>	<b>Colleen Worthy - General Manager Community Services</b>
<b>Author:</b>	<b>Aaron Pont - Manager Parks</b>
<b>Previous Items:</b>	<b>8.6 - Removal of Saddle Water Tank and Installation of Permanent Water Dispenser on Pilbeam Drive - Parks, Recreation and Sport Committee - 29 May 2019 12.30pm</b>

---

**SUMMARY**

*This matter was laid on the table at the Parks, Recreation and Sport Committee meeting on 29 May 2019 with the following resolution:*

*“THAT the matter lay on the table until the next Parks, Recreation and Sport Committee meeting.”*

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

**OFFICER’S RECOMMENDATION**

THAT Council approve the removal existing water tank in conjunction with installation of drinking water fountain.

**COMMENTARY**

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

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

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

**BACKGROUND**

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

**BUDGET IMPLICATIONS**

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

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

---

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

**RISK ASSESSMENT**

Positive implications – Providing potable water reduces risk to Council.

**CONCLUSION**

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



**8.3 PARKS OPERATIONAL REPORT - MAY 2019**

**File No:** 1484  
**Attachments:** 1. Operational Report - May 2019 [↓](#)  
**Authorising Officer:** Colleen Worthy - General Manager Community Services  
**Author:** Aaron Pont - Manager Parks

---

**SUMMARY**

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

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

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

# **PARKS OPERATIONAL REPORT – MAY 2019**

## **Operational Report - May 2019**

**Meeting Date: 26 June 2019**

**Attachment No: 1**

# MONTHLY OPERATIONS REPORT

## PARKS

PERIOD ENDED MAY 2019



### 1. Operational Summary

#### **Botanical Nursery**

- Creation of 130 m advanced tree storage/growing space nearing completion. Located in the Sandstone compound – this will help alleviate over stocking and better specimen quality of advanced trees within the Nursery.

#### **Botanic Gardens**

- Large Hoop Pine from the North-South Axis was removed due to rapid health decline. Site being prepared for replacement planting.
- Approximately 700 m<sup>2</sup> of turf has been laid to improve site presentation
- Planting of 500 Osteospermum (African Veldt Daises) planted

#### **Visitor Services**

- Hosted the International Plant Propagators Society which consisted of 54 leaders in the Horticulture Industry

#### **Parks Operations**

- Pop up Polo at Victoria Park 8<sup>th</sup> June. Organisers have praised the condition and preparation of playing surface
- New Side Arm Slasher has arrived and is expected to deliver improved service of roadsides and drains

#### **Zoo**

- Exhibited Animal Permits lodged for all species (approx. 60 species) that had to be transferred over to new system, all staff assisted greatly
  - 15 x management plans – each one included SWMS and Risk Assessments, Breeding Plans, Diets, Escape Plans, Attack Plans, Keeper experience, Cleaning and Enrichment Schedules
  - 79 detailed descriptions of enclosures

## 2. Customer Service Requests

Response times for completing customer requests in the May reporting period



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

	Balance B/F	Completed In Current Mth	Current Month NEW Requests		TOTAL INCOMPLETE REQUESTS BALANCE	Work Orders Issued	On Hold	Completion Standard (days)	Avg Completion Time (days) Current Mth	Avg Completion Time (days) 6 Months	Avg Completion Time (days) 12 Months	Avg Duration (days) 12 Months (complete and incomplete)
			Received	Completed								
Sport & Recreation - General Enquiry	0	0	6	5	0	0	0	10	<div><div></div></div> 3.00	<div><div></div></div> 13.20	<div><div></div></div> 16.68	2.93
Parks Booking Services Request ***Notification***	0	0	1	0	1	0	0	5	<div><div></div></div> 0.00	<div><div></div></div> 0.00	<div><div></div></div> 1.00	1.00
Tree and Stump Removal - Request	18	18	38	4	0	0	0	50	<div><div></div></div> 1.75	<div><div></div></div> 19.67	<div><div></div></div> 21.52	16.71
Parks Misc - Request	17	15	45	34	10	0	0	10	<div><div></div></div> 2.89	<div><div></div></div> 9.27	<div><div></div></div> 9.79	5.00
Tree Trimming - Request	51	51	81	30	0	0	0	40	<div><div></div></div> 6.30	<div><div></div></div> 57.15	<div><div></div></div> 78.01	75.92

### 3. Capital Projects

Details of capital projects not reported regularly to Council or a particular Committee in other project specific report updates as at period ended May 2019 – 92% of year elapsed



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





on track











generally on track,  
with minor issues





off track





Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Irrigation Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$480,717</i>	<i>\$298,999</i>
<b>Comments</b>	<i>Development of Irrigation specifications for RRC projects is nearing completion</i> <i>Cloud based controllers ongoing</i> <i>Capelec Park upgrade has commenced</i>				
<i>Upgrade Field Surface</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$17,244</i>	<i>\$14,255</i>
<b>Comments</b>	<i>Works ongoing at Saleyards Park to increase turf carrying capacity</i>				





Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Yeppen Roundabout Landscape Renewal and entrance medians</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$1,450,000</i>	<i>\$1,131,563</i>
<b>Comments</b>	<i>Median islands completed</i> <i>Roundabout is subject to budget in 2019-20 (design) and 2020-21 (delivery)</i>				
<i>Rockhampton Botanic Gardens – Paving</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$2,386</i>	<i>\$0</i>
<b>Comments</b>	<i>Works pending development of soil pathogen management plan</i>				
<i>Frenchman's Creek – Stage 2</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$12,505</i>	<i>\$0</i>
<b>Comments</b>	<i>Works to be delivered in winter months and will include mulching and planting of trees and understorey shrubs</i>				
<i>Botanic Gardens – Enhancements to Improve Visitor Experience</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$9,016</i>	<i>\$2,616</i>
<b>Comments</b>	<i>Logo design currently underway, once finalised a visual design to be undertaken followed by improvement works</i>				
<i>Enclosure Demolition Rockhampton Zoo</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$75,000</i>	<i>\$49,748</i>
<b>Comments</b>	<i>Aviary and crocodile enclosure demolition completed. Two fences remaining to be demolished.</i> <i>Minor rubbish removal and clean up remaining. Balance to be carried forward into new year.</i>				





Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Master Plan Rockhampton Zoo</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$40,000</i>	<i>\$0</i>
<b>Comments</b>	<i>Scoping to commence on completion of visitor surveys</i>				
<i>Median Refurbishments</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$75,000</i>	<i>\$36,993</i>
<b>Comments</b>	<i>Works will be programmed post mowing season April-July</i> <i>Leopard Trees and Gazania infill plantings ongoing.</i> <i>Central Park and Villa Capri (George Street) and Albert Street have been completed.</i>				
<i>Synthetic Roundabout Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$50,000</i>	<i>\$46,110</i>
<b>Comments</b>	<i>Majority of works completed with 2 roundabouts remaining.</i>				



COMMUNITY ASSET & FACILITIES (Capital projects over \$100k and Councillor projects)					
Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Playground Equipment Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$479,000</i>	<i>\$476,720</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>Bill Neven Park (Parkhurst) playground shade \$70k. Completed.</i></li> <li>• <i>Alan Bray Park (Koongal) \$25/30k. Completed.</i></li> <li>• <i>Eichelberger Park (Frenchville) \$25k. Completed.</i></li> <li>• <i>Ken Baker Park (Koongal) \$35/40k. Completed.</i></li> <li>• <i>Conaghan Park (Gracemere) – playground and rubber soft-fall \$102k. To be completed in June.</i></li> <li>• <i>Kershaw Gardens (Berserker) – Liberty Swing \$45k + \$70k from Cr Rutherford. Equipment to arrive late June with install to occur after July school holidays.</i></li> </ul>				
<i>Footpaths Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$149,598</i>	<i>\$95,003</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>Lagoons (The Range) \$25/30k. Murray Lagoon section completed. Yeppen Lagoon section completed.</i></li> <li>• <i>Ollie Smith Park (Koongal) \$70k. Completed.</i></li> <li>• <i>North Rocky Boat Ramp to Pump Station (The Common) \$50k. Culvert to be completed in June.</i></li> <li>• <i>Apex Park (Frenchville) \$35k. Works to be completed in June.</i></li> </ul>				



Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>BBQ Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$116,000</i>	<i>\$38,575</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>Huish Drive (Wandal). Victoria Park x 4 and each of the 3 pontoons x 1. Completed.</i></li> <li>• <i>Queens Park (Park Avenue) x 2. Completed.</i></li> <li>• <i>Curtis Park x 2. Completed.</i></li> <li>• <i>Rockhampton Botanic Gardens (The Range) x 4. To be installed by Council's electrician in June.</i></li> </ul>				
<i>Access Roads &amp; Carparks Renewal Program</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$123,000</i>	<i>\$86,504</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>Kele Park (West Rockhampton) entries (access road and two car parks). Completed.</i></li> <li>• <i>Tom Nutley Field (Park Avenue). Completed.</i></li> <li>• <i>Kenrick Tucker Velodrome, Janet Pajolas Park (Berserker). Completed.</i></li> <li>• <i>Kele Park. Softball carpark. Completed.</i></li> <li>• <i>Bridge Club (Wandal). Completed.</i></li> </ul>				
<i>New/Renewed Signage as per Signage Strategy</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$115,000</i>	<i>\$110,157</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>Purchase completed. Open Space Facilities Team incrementally installing signage.</i></li> </ul>				
<i>Gracemere Cemetery Expansion</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$157,609</i>	<i>\$149,165</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• <i>The engineering contractor is developing an earthworks plan and liaising with architect and town planner sub-contractors to prepare the MCU documentation for the first stage.</i></li> <li>• <i>Council endorsed the draft detailed design. Meeting with Council's Duty Planner and Duty Engineer in June with the MCU to be lodged thereafter.</i></li> </ul>				

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Springers Lagoon - Gracemere</i> <i>(Crs Smith &amp; Wickerson)</i>	1 July 2018	30 June 2019		\$80,000 W4Q2 \$12,996 Cr Smith \$2,600 Cr Wickerson	\$79,988 \$12,996 \$2,552
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Fishing / Viewing Platform and connecting pathways completed.</li> <li>• Interpretive signage to be installed prior to opening.</li> <li>• Opening being scheduled for 28 June.</li> </ul>				
<i>Apex Park – Frenchville</i> <i>(Cr Fisher)</i>	1 July 2018	30 June 2019		\$22,860	\$19,835
<b>Comments</b>	• Playground installed. Completed.				
<i>Bill Neven Park – Parkhurst</i> <i>and Lyle Albert Dobbs Park – Norman Gardens</i> <i>(Cr Swadling)</i>	1 July 2018	30 June 2019		\$70,000 with matching funds from Rotary	\$0
<b>Comments</b>	• Awaiting for scope to be settled.				
<i>Mobile Skatepark</i> <i>(Crs Williams and Fisher)</i>	1 July 2018	30 September 2019		\$31,000 Cr Williams \$30,000 Cr Fisher	\$31,000 \$26,000
<b>Comments</b>	• Currently being fabricated. Delivery estimated September.				

Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Cedric Archer Park Pump Track – Gracemere (Cr Smith)</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$15,000</i>	<i>\$15,000</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Councillors settled on preferred option to progress initial detailed design and costings.</li> <li>• \$500k W4Q3 submission approved.</li> </ul>				
<i>Janet Pajolas Park Development – Berserker (Cr Fisher)</i>	<i>1 July 2018</i>	<i>30 June 2019</i>		<i>\$8,250 Cr Swadling</i> <i>\$50,000 Cr Fisher 18/19</i> <i>\$30,000 Cr Fisher 17/18</i>	<i>\$8,250</i> <i>\$44,930</i> <i>\$12,290</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• All abilities path with conduits underneath and seating sites completed.</li> <li>• Frontage bollards to be installed in June. Seating to be installed in July.</li> <li>• Survey and concept planting plan to be developed for onsite meeting with Cr Fisher once path is completed.</li> <li>• Initial irrigation works including RPZ to be installed in 19/20 subject to funding.</li> </ul>				
<i>Mt Morgan Pool replace filters and plant room</i>	<i>01 November 2018</i>	<i>31 August 2020</i>		<i>\$300,000</i>	<i>\$72,409</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Tenders exceeded budget. Additional funding to be sought during revised budget.</li> <li>• Tender to reissue in November for 8 week period.</li> <li>• Works to be completed in 2020 winter shutdown period.</li> </ul>				
<i>Relocate Part of Gardens Depot</i>	<i>1 September 2018</i>	<i>30 June 2019</i>		<i>\$71,454</i>	<i>\$5,693</i>
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Work has commenced on the relocation of the Open Spaces Facilities team to Dooley Street Depot.</li> </ul>				


Project	Planned Start Date	Planned End Date	On Track	Budget Estimate	YTD actual (incl committals)
<i>Botanic Gardens Depot Repair</i>	1 September 2019	30 June 2019		\$20,000	\$0
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Under bore for electrical cabling has been completed (\$7,700) this amount needs to be journaled to this job number. Final designs due for completion in early June ready for tender.</li> </ul>				
<i>Parks Electrical Assets</i>	01 August 2018	30 June 2019		\$170,000	\$115,549
<b>Comments</b>	<ul style="list-style-type: none"> <li>• Stapleton Park replacement pole and switchboard. Completed.</li> <li>• Frank Forde Park replacement pole and switchboard. Completed.</li> <li>• Marmor Park replacement switchboard and floodlights. Completed.</li> <li>• Kershaw Gardens replacement irrigation switchboards. Completed.</li> <li>• Stapleton Park Bike Track replacement pole and distribution boards. Completed.</li> <li>• Rockhampton Ski Gardens replacement pole, main switchboard, and irrigation board. Completed.</li> <li>• Wharf Street irrigation replacement switchboard. To be completed by 30 June.</li> <li>• Littler-cum-Ingham Park replacement switchboards/ irrigation boards. To be completed by 30 June.</li> <li>• Huish Drive poles/ replacement luminaires. To be completed by 30 June.</li> </ul>				

## 4. Operational Projects


As at period ended May 2019 – 92% of year elapsed




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




on track



generally on track,  
with minor issues



off track

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

## 5. Budget

Financial performance as expected for the reporting period.



### End of Month General Ledger - (Operating Only) - Community Services

	Adopted Budget \$	Revised Budget \$	EOM Commitments \$	Actuals for 01 \$	Commit + Actual \$
<b>COMMUNITY SERVICES</b>					
<b>PARKS</b>					
<u>Parks Operations</u>					
Revenues	(56,466)	0	0	(597,272)	(597,272)
Expenses	6,525,838	0	256,411	5,160,991	5,417,402
Transfer / Overhead Allocation	1,643,776	0	0	1,549,593	1,549,593
<b>Total Unit: Parks Operations</b>	<b>8,113,148</b>	<b>0</b>	<b>256,411</b>	<b>6,113,313</b>	<b>6,369,723</b>
<u>Parks Management</u>					
Revenues	(147,635)	0	0	(128,021)	(128,021)
Expenses	5,127,899	0	21,974	5,198,937	5,220,911
Transfer / Overhead Allocation	115,562	0	0	134,099	134,099
<b>Total Unit: Parks Management</b>	<b>5,095,826</b>	<b>0</b>	<b>21,974</b>	<b>5,205,015</b>	<b>5,226,989</b>
<u>Botanic &amp; Kershaw</u>					
Revenues	(16,794)	0	50	(25,430)	(25,380)
Expenses	1,692,581	0	92,518	1,386,462	1,478,980
Transfer / Overhead Allocation	256,628	0	0	202,832	202,832
<b>Total Unit: Botanic &amp; Kershaw</b>	<b>1,932,415</b>	<b>0</b>	<b>92,568</b>	<b>1,563,865</b>	<b>1,656,432</b>
<u>Rockhampton Zoo</u>					
Revenues	(15,423)	0	0	(15,887)	(15,887)
Expenses	1,139,782	0	70,107	1,227,173	1,297,280
Transfer / Overhead Allocation	23,224	0	0	50,181	50,181
<b>Total Unit: Rockhampton Zoo</b>	<b>1,147,583</b>	<b>0</b>	<b>70,107</b>	<b>1,261,467</b>	<b>1,331,574</b>
<u>Parks Administration Services</u>					
Revenues	(8,120)	0	0	(16,500)	(16,500)
Expenses	413,476	0	318	345,373	345,691
Transfer / Overhead Allocation	(1,000)	0	0	0	0
<b>Total Unit: Parks Administration Services</b>	<b>404,356</b>	<b>0</b>	<b>318</b>	<b>328,873</b>	<b>329,191</b>
<b>Total Section: PARKS</b>	<b>16,693,328</b>	<b>0</b>	<b>441,377</b>	<b>14,472,533</b>	<b>14,913,910</b>
<b>Total Department: COMMUNITY SERVICES</b>	<b>16,693,328</b>	<b>0</b>	<b>441,377</b>	<b>14,472,533</b>	<b>14,913,910</b>

## 6. Section Statistics

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

Progressive Measures / Indicators	Same Month Last Year	Current Month
Zoo visitors	21,328	10,975
Zoo donations	\$1,677	\$1,172
Volunteer Participation (hours) – Zoo	Not Recorded	431
Parks bookings (number of events and celebrations in month / FYTD)	95 / 770	74 / 651

SAFETY STATISTICS	FOURTH QUARTER		
	April	May	June
Number of Lost Time Injuries	1	0	
Number of Days Lost Due to Injury	9	0	
Total Number of Incidents Reported	12	6	
Number of Incomplete Hazard Inspections	0	1	

CEMETERIES							
Location	Category	Total no. Sites	Burials in APRIL	Sites used	Reserved sites	Vacant sites	Est life on current trends for new burials
GRACEMERE	LAWN	626	2	387	84	155*	>5 yrs
	MONUMENTAL	?					
MT MORGAN	LAWN	153	2	143	0	10^	>1 yr
	MONUMENTAL	?	0	?			
MEMORIAL GARDENS	LAWN	1253	3	1143	110	0	0 yrs
BAJOOL	BEAM	14	0	1	0	13	>10 yrs
	MONUMENTAL	?		80+	26+	129	
NORTH ROCKHAMPTON	MONUMENTAL	20000+	8	~16720	~370	~289#	>3 yrs

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

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

^One site full of hard blue rock. May not be suitable for grave.

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



**8.4 PROJECT DELIVERY MONTHLY REPORT - MAY 2019**

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

---

**SUMMARY**

*Monthly reports on the projects currently managed by Project Delivery.*

**OFFICER'S RECOMMENDATION**

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

**COMMENTARY**

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

- A. 42<sup>nd</sup> Battalion Memorial Pool - Perimeter Fence
- B. 2<sup>nd</sup> World War Memorial Aquatic Centre - Shade Structure
- C. Cedric Archer Park - Restoration and Remediation of Lagoon System
- D. Fraser Park Redevelopment
- E. Hockey Redevelopment (W4Q)
- F. Hugo Lassen Fernery
- G. Jardine Park – New Amenities
- H. Kershaw Gardens Waterfall

# **PROJECT DELIVERY MONTHLY REPORT - MAY 2019**

## **Project Delivery Monthly Report – May 2019**

**Meeting Date: 26 June 2019**

**Attachment No: 1**

**PROJECT DELIVERY – MONTHLY REPORT**

<b>Reporting Month</b>	May 19
<b>Project</b>	42 <sup>nd</sup> Battalion Memorial Pool - Perimeter Fence
<b>Project Number</b>	1126000
<b>Project Manager</b>	Shirley Hynes
<b>Council Committee</b>	Parks, Recreation and Sport

**PROJECT SCOPE**

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

**PROJECT MILESTONES**

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

**FINANCIAL PROFILE**

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

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$200,000	\$1,254	\$0	\$198,746	\$200,000	\$1,254	\$0	\$198,746
<b>External Funding</b>	\$Nil							

**PROJECT STATUS**

- Works are scheduled to be completed prior to reopening of facility in September 2019.

**PROJECT DELIVERY – MONTHLY REPORT**

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

**PROJECT SCOPE**

Create shade cover over the existing 25m pool.

**PROJECT MILESTONES**

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	October 18		
Design Development	January 19		
Procurement	February 19	March	Tenders have closed, no suitable solution found.
Construction	April	July	

**FINANCIAL PROFILE**

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$150,000	\$6,874	\$0	\$143,126	\$150,000	\$6,874	\$0	\$143,126
<b>External Funding</b>	\$Nil							

**PROJECT STATUS**

A report on options will be presented to the next committee.

**PROJECT DELIVERY – MONTHLY REPORT**

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

**PROJECT SCOPE**

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

**PROJECT MILESTONES**

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

**FINANCIAL PROFILE**

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$2,201,917	\$1,723,916	\$256,970	\$221,031	\$2,201,917	\$1,607,616	\$256,970	\$221,031
<b>External Funding</b>	Nil							

**PROJECT STATUS**

- Top soil has been approved and installed
- Bridge abutments are complete
- Planting and turf
- Water circulation commissioning
- Project Completion is estimated late June 2019.

**PROJECT DELIVERY – MONTHLY REPORT**

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

**PROJECT SCOPE**

Fraser Park Redevelopment funded scope incorporates the following components;

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

**PROJECT MILESTONES**

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	June 17	November 18	All Stages
Design Development	July 18	December 18	All Stages
<b>Stage 1A – Elevated Boardwalk</b>			
Procurement	August 17		Completed
Construction	April 18		Completed
<b>Stage 1B – Elevated Boardwalk</b>			
Procurement	May 18	June 18	Completed
Construction	May 18	September 18	Completed
<b>Stage 1C – Walkways</b>			
Procurement			Completed
Construction			Completed – Defects being rectified in June
<b>Stage 1D/E – Munda Gudda Discovery Path</b>			
Procurement	September 18		Completed
Construction		May 2019	Completed – additional requests for Open space facilities remaining.
<b>Stage 2C – Amphitheatre</b>			
Procurement	September 18	October 18	Completed
Construction	October 18	January 19	Completed

**FINANCIAL PROFILE**

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$3,900,000	\$2,479,174	\$478,579	\$458,759	\$2,670,861	\$1,733,523	\$478,579	\$458,759
<b>External Funding</b>	\$3,050,000							

**PROJECT STATUS**

Nature Play – Complete  
1C Walkways – Complete

**PROJECT DELIVERY – MONTHLY REPORT**

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

**PROJECT SCOPE**

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

**PROJECT MILESTONES**

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

**FINANCIAL PROFILE**

Budget has incurred significant additional costs due to the ground water issues, final costings of this will be available during the next reporting period estimates are \$200K plus.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$5,900,188	\$4,331,902	\$1,331,861	\$236,423	\$5,351,902	\$3,783,616	\$1,331,861	\$236,425
<b>External Funding</b>	\$4,418,188							

**PROJECT STATUS**

Construction progress has accelerated this past month, with the specialist foundation contractor now complete, allowing all other trades to complete the work.

Project Completion mid-July, with the intent to have early access to RHA to "play in" the new surface.

**PROJECT DELIVERY – MONTHLY REPORT**

<b>Reporting Month</b>	May 19
<b>Project</b>	Hugo Lassen Fernery
<b>Project Number</b>	1079794
<b>Project Manager</b>	Shirley Hynes
<b>Council Committee</b>	Parks, Recreation and Sport

**PROJECT SCOPE**

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

**PROJECT MILESTONES**

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

**FINANCIAL PROFILE**

Budget to be confirmed following review of design options. Current budget of \$10K for preliminary design only.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$10,000	\$14,530	\$0	-\$4,530	\$10,000	\$10,666	\$0	-\$666
<b>External Funding</b>	Nil							

**PROJECT STATUS**

- Structural condition survey and report requested by Heritage has been completed.
- The perimeter of the Fernery has been cordoned off for safety.
- Preliminary design options have progressed, to be presented at Councillor Workshop.



**PROJECT DELIVERY – MONTHLY REPORT**

<b>Reporting Month</b>	May 19
<b>Project</b>	Jardine Park – New Amenities
<b>Project Number</b>	1126303
<b>Project Manager</b>	Thomas Olsen
<b>Council Committee</b>	Parks, Recreation and Sport

**PROJECT SCOPE**

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

**PROJECT MILESTONES**

ITEM	TARGET DATE		COMMENTARY
	ORIGINAL	REVISED	
Project Planning	August 18	August 18	Working with RNA to complete
Design Development	November 18	December 18	Detailed design completed
Procurement	December 18	January 19	
Construction	April 19	June 19	

**FINANCIAL PROFILE**

Project is within budget constraints.

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$489,083	\$394,422	\$84,805	\$9,856	\$489,083	\$394,422	\$84,805	\$9,856
<b>External Funding</b>	\$489,083							

**PROJECT STATUS**

Project is 85% complete, items yet to be completed include: electrical fit off, hydraulic fit off and toilet partitions. Completion 30 June 2019.

**PROJECT DELIVERY – MONTHLY REPORT**

<b>Reporting Month</b>	May 19
<b>Project</b>	Kershaw Gardens Waterfall
<b>Project Number</b>	0988034
<b>Project Manager</b>	Thomas Olsen
<b>Council Committee</b>	Parks, Recreation and Sport

**PROJECT SCOPE**

This project consists of three separate scopes of work:

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

**PROJECT MILESTONES**

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

**FINANCIAL PROFILE**

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

	Project Life				Current Year			
	Total Budget	Actual to date	Committals	Remaining Budget	Budget	Actual to date	Committals	Remaining Budget
<b>Expenditure</b>	\$480,426	\$26,466	\$13,849	\$440,111	\$480,426	\$26,466	\$13,849	\$440,111
<b>External Funding</b>	\$Nil							

**PROJECT STATUS**

Architectural design is 75% complete. Will be presented to Parks, Recreation and Sport Committee Meeting on 26 June 2019.

## **9 NOTICES OF MOTION**

Nil

## **10 URGENT BUSINESS/QUESTIONS**

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

## **11 CLOSURE OF MEETING**