



**GLADSTONE**  
REGIONAL COUNCIL

**GENERAL MEETING MINUTES**

**HELD AT THE COUNCIL CHAMBERS - CIVIC CENTRE  
101 GOONDOON STREET, GLADSTONE**

**On Tuesday 16 July 2024**

**Commencing at 10.30am**

**Leisa Dowling  
CHIEF EXECUTIVE OFFICER**

## Table of Contents

ITEM	PAGE
G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE .....	3
G/0.3.3. MESSAGES OF CONDOLENCE .....	3
G/0.3.4. DECLARATION OF INTERESTS .....	3
<b>G/1. MAYORAL STATEMENT OF CURRENT ISSUES.....</b>	<b>4</b>
<b>G/2. CONFIRMATION OF MINUTES .....</b>	<b>5</b>
G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 2 JULY 2024 .....	5
<b>G/3. DEPUTATIONS .....</b>	<b>6</b>
G/3.1. CHAPPY HOUSE CO .....	6
<b>G/4. OFFICERS' REPORTS .....</b>	<b>7</b>
G/4.1. LGAQ CONFERENCE MOTIONS AND ATTENDANCE 2024.....	7
G/4.2. CONSIDERATION OF REQUEST TO EXTEND CURRENCY PERIOD DA/755/2012 WORKERS ACCOMMODATION (1408 ROOMS) AT 45 & 101 CALLIOPE RIVER ROAD .....	8
G/4.3. COMMUNITY INVESTMENT PROGRAM - ELEVATOR FUND APPLICATION .....	10
G/4.4. LEASE OF LOT 1 SP 170940, 41 BLOMFIELD ST, MIRIAM VALE TO RETURNED SERVICES LEAGUE (QLD BRANCH) WIDE BAY AND BURNETT DISTRICT BRANCH INC.....	11
G/4.5. COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY .....	12
G/4.6. CEMETERY AND CREMATORIUM POLICY .....	13
G/4.7. ANNUAL INSURANCE RENEWALS.....	14
G/4.8. SPECIALISED SUPPLIER - REDEYE APPS PTY LTD .....	15
G/4.9. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2024 .....	16
<b>G/5. COUNCILLORS REPORT.....</b>	<b>17</b>
<b>G/6. URGENT BUSINESS.....</b>	<b>18</b>
<b>G/7. NOTICE OF MOTION .....</b>	<b>18</b>
<b>G/8. CONFIDENTIAL ITEMS .....</b>	<b>18</b>

**Elected Members**

Councillor - Mayor M Burnett  
Councillor G Churchill  
Councillor K Goodluck  
Councillor K Davis  
Councillor M Wagner  
Councillor M Holzheimer  
Councillor N Muszkat  
Councillor S McClintock  
Councillor L Patrick

**Officers**

L Dowling (Chief Executive Officer)  
R Millett (Executive Secretary)  
T Whalley (Manager Governance and Risk)  
M Holmes (General Manager Finance Governance and Risk)  
K Lee (General Manager Community and Lifestyle)  
L Kroese (Manager Strategy and Improvement, Acting)  
H Robertson (Manager Development Services)  
B Janson (Manager Community Partnerships)  
J Humphries (Community Investment Officer, Acting)

**G/0.3.2. APOLOGIES AND LEAVE OF ABSENCE**

Nil

**G/0.3.3. MESSAGES OF CONDOLENCE**

Nil

**G/0.3.4. DECLARATION OF INTERESTS**

**Mayor Burnett**

Mayor Matt Burnett declared a prescribed conflict of interest in Agenda Item G/4.7. ANNUAL INSURANCE RENEWALS as he is a Director and acting President of the Local Government Association of Queensland (LGAQ) and the agenda item considers a contract between Council and LGAQ's subsidiary, the Local Government Mutual Scheme.

Mayor Burnett advised that he would leave the meeting room for the consideration of Agenda Item G/4.7.

## **G/1. MAYORAL STATEMENT OF CURRENT ISSUES**

Over the last couple of weeks, we have had the National General Assembly of Local Government in Canberra. I would like to thank Cr Simon McClintock and officers for attending. The event is where all 537 councils have an opportunity to come together with over 1,200 delegates attending the National General Assembly and the Australian Councils of Local Government, which has returned for the second time, where the Australian Government sit on the stage in the Canberra Convention Centre and take questions from the local councils across the country on issues that are important to them. The National General Assembly was a very successful event. It was good to see that our motions were all carried, thank you Councillor McClintock, who was our delegate. There were a few other motions that we didn't necessarily support that may have got through, but that's the joy of being a part of a big local government family across the nation.

Also celebrated NAIDOC week. We had our flag raising ceremony, and a lot of other services and activities throughout the week. Thank you to Kylie Lee, General Manager Community and Lifestyle, and your team for everything you do in terms of organising that.

Minister Chris Bowen visited the Gladstone Region on Friday 12 July 2024. Councillor Kahn Goodluck was able to attend that event, as the Deputy Mayor was attending the NAIDO march, where there was a funding announced for the Boyne Island Smelter, which is fantastic to see our Rio Tinto businesses transitioning to net zero and being supported by the Federal Government in terms of funding back to our local industry.

The biggest event at the Tondoon Botanic Gardens of course is Luminous and on Friday night (12 July 2024) we saw 13,000 people and Saturday night (13 July 2024) 15,000 people through the gates and Sunday night (14 July 2024) was our reduced capacity event. We had close to 30,000 people attend our Luminous over the 3 day event. Might need to consider 4 days next year with a lot of feedback from the community who would like to see the event run over more nights to enable people to enjoy the effort that our Council team put in. The team do an amazing job putting it all together and it seems a shame that it is only for 3 nights.

National Tree Day is coming up on Sunday 28 July 2024. The community planting registration closes on Friday 19 July 2024. Our team have organised a tree planting which is on Palm Drive (Webb Park) in Gladstone. If you want to get involved in our Council organised community event its happening on Palm Drive in Gladstone and contact the team to get involved.

The Boyne Valley 50 is this weekend, Saturday 20 July 2024. A running event, with Cr McClintock doing the 25km event and I will be slowly behind him running the 12kms. Great to see that event happening in the Boyne Valley and all of the events that have happened since the opening of the Boyne Burnett Inland Rail Trail.

Our 2024 Apprenticeship and Traineeship applications close on Friday 19 July 2024. If anyone you know is wanting to apply for our apprenticeship or traineeship programs for 2025, they have until Friday 19 July 2024 to apply for that.

Our 2025 Santos GLNG Mayor's Charity Ball beneficiary nominations are now open. If you would like to nominate your organisation or group to be one of the beneficiaries of the 2025 Santos GLNG Mayor's Charity Ball, nominations close on Friday 30 August 2024. Contact Council or visit our website for more information. Zonta Club of Gladstone will be one of those beneficiaries and we usually have 2 other local beneficiaries as well. Last year was the Animal Rescue and Quoin Island Turtle Rehabilitation Centre.

## **G/2. CONFIRMATION OF MINUTES**

### **G/2.1. CONFIRMATION OF GENERAL MEETING MINUTES FOR 2 JULY 2024**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 16 July 2024

**File Ref:** CM7.2

---

#### **Purpose:**

Confirmation of the minutes of the General Meeting held on 2 July 2024.

#### **Officer's Recommendation:**

That the minutes of the General Meeting of Council held on 2 July 2024 be confirmed.

#### **GM/24/5277 Council Resolution:**

Moved Cr Patrick

Seconded Cr Davis

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/3. DEPUTATIONS**

### **G/3.1. CHAPPY HOUSE CO**

**Responsible Officer:** Chief Executive Officer

**Prepared By:** Executive Secretary

**Council Meeting Date:** 16 July 2024

**File Ref:** CM7.6

---

**Purpose:**

To inform and introduce the Community Chaplaincy Program – Chappy House.

**Officer's Recommendation:**

That the deputation from Chappy House Co be received.

**GM/24/5278 Council Resolution:**

Moved Cr McClintock

Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4. OFFICERS' REPORTS**

### **G/4.1. LGAQ CONFERENCE MOTIONS AND ATTENDANCE 2024**

**Responsible Officer:** General Manager People and Strategy

**Prepared By:** Acting Manager Strategy and Improvement

**Council Meeting Date:** 16 July 2024

**File Ref:**

---

#### **Purpose:**

The purpose of this report is to provide Council with the opportunity to consider motions to the Local Government Association Queensland's Annual Conference 2024, and to nominate Councillors to attend the event.

#### **Officer's Recommendation:**

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
  - (a) The LGAQ calls on the State Government to provide clarity on the pathway to state-wide Food Organics Green Organics (FOGO) implementation, by addressing Local Government questions relating to end markets, PFAS data and limits, regulations, costs and viability of services.
  - (b) The LGAQ calls on the State government to invest in long-term, sustainable recovery and recycling processing solutions to service regional areas, specifically Central Queensland.
2. Authorise Councillor \_\_\_\_\_ and Councillor \_\_\_\_\_ to attend the LGAQ Annual Conference, 21 – 23 October in Brisbane as Council delegates, noting Mayor Burnett is scheduled to attend as a representative of the Local Government Association Queensland:

#### **GM/24/5279 Council Resolution:**

Moved Cr Churchill

Seconded Cr Holzheimer

That Council:

1. Submit the following conference motions to the Local Government Association Queensland (LGAQ) for consideration:
  - (a) The LGAQ calls on the State Government to provide clarity on the pathway to state-wide Food Organics Green Organics (FOGO) implementation, by addressing Local Government questions relating to end markets, PFAS data and limits, regulations, costs and viability of services.
  - (b) The LGAQ calls on the State government to invest in long-term, sustainable recovery and recycling processing solutions to service regional areas, specifically Central Queensland.
2. Authorise Councillor Muszkat and Councillor Goodluck to attend the LGAQ Annual Conference, 21 – 23 October in Brisbane as Council delegates, noting Mayor Burnett is scheduled to attend as a representative of the Local Government Association Queensland.

**CARRIED**

## **G/4.2. CONSIDERATION OF REQUEST TO EXTEND CURRENCY PERIOD DA/755/2012 WORKERS ACCOMMODATION (1408 ROOMS) AT 45 & 101 CALLIOPE RIVER ROAD**

**Responsible Officer:** General Manager Customer Experience

**Prepared By:** Manager Development Services

**Council Meeting Date:** 16 July 2024

**File Ref:** DB1.7

---

### **Development Application:**

**Application Number:** DA/755/2012  
**Applicant:** Homeground Gladstone Pty Ltd  
**Owner:** Homeground Gladstone Pty Ltd  
**Date Of Receipt:** Properly made 22 April 2024  
**Location:** 101 & 45 Calliope River Road, RIVER RANCH QLD 4680  
**RPD:** Lot 4 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, Lot 5 CTN 1898  
**Area:** 33 HA  
**Current Use Of Land:** Vacant  
**Zoning:** Rural  
**Proposal:** Request to extend currency period an additional 10 years  
**Submissions Close Date:** N/A  
**Number Of Submissions:** N/A

### **Purpose:**

The purpose of this report is to decide the request to extend the currency period for an approval applied for under the superseded Calliope Planning Scheme 2007 being DA/755/2012 Workers Accommodation.

### **Officer's Recommendation:**

That the request to extend the relevant period by an additional ten years for DA/755/2012 Workers Accommodation (1408 Rooms) & ERA # 63 (Sewage Treatment) under the superseded Calliope Planning scheme - on land described as Lot 4 & 5 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, situated at 101 and 45 Calliope Rive Road, West Stowe, be refused on the following grounds:

1. The development in its current form under the current Gladstone Region Planning Scheme 2016 v2 is impact assessable development requiring:
  - i) A different development application process involving public notification.
  - ii) A different level of assessment (impact) to be assessed against the whole planning scheme, and have regard to other relevant matters including consideration of submissions in response to public notification
  - iii) Potential refusal by Council
  - iv) Different appeal rights
2. The development application in its current form under the Gladstone Region Planning Scheme 2016 v2 would also be subject to Planning Scheme Policy SC6.9 for Non-Resident Workers Accommodation and should be fully considered as part of a new development application.



3. There is sufficient suitably zoned land available to facilitate the accommodation needs predicted for growth as a result of new industry anticipated in the Gladstone Region

**Motion**

Moved Cr Holzheimer  
Seconded Cr Churchill

That the request to extend the relevant period by an additional ten years for DA/755/2012 Workers Accommodation (1408 Rooms) & ERA #63 (Sewage Treatment) under the superseded Calliope Planning scheme - on land described as Lot 4 & 5 CTN 1989, Lease A SP242041 in Lot 4 CTB 1898, situated at 101 and 45 Calliope River Road, West Stowe, be accepted.

**Amendment to the Motion**

Moved Cr Wagner  
Seconded Cr Muszkat

That the request to extend the relevant period for DA/755/2012 Workers Accommodation (1408 Rooms) & ERA #63 (Sewage Treatment) under the superseded Calliope Planning scheme - on land described as Lot 4 & 5 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, situated at 101 and 45 Calliope River Road, West Stowe, be granted for a further five years.

**CARRIED**

**GM/24/5280 Council Resolution**

Moved Cr Wagner  
Seconded Cr Muszkat

That the request to extend the relevant period for DA/755/2012 Workers Accommodation (1408 Rooms) & ERA #63 (Sewage Treatment) under the superseded Calliope Planning scheme - on land described as Lot 4 & 5 CTN 1898, Lease A SP242041 in Lot 4 CTN 1898, situated at 101 and 45 Calliope River Road, West Stowe, be granted for a further five years.

**Statement of Reasons (s254H of the Local Government Regulations 2012):** That the extension be granted based on the current accommodation crisis and the need to support demand related to the Economic Transition.

**CARRIED**

### G/4.3. COMMUNITY INVESTMENT PROGRAM - ELEVATOR FUND APPLICATION

**Responsible Officer:** General Manager Community and Lifestyle

**Prepared By:** Community Investment Officer

**Council Meeting Date:** 16 July 2024

**File Ref:** GS3.1

---

**Purpose:**

To provide Councillor's with an update on the funding application received from The Outback Mind Foundation as part of the 2023/24 Elevator Fund and for Council to consider funding the application.

**Officer's Recommendation:**

That Council:

1. Adopt the Community Investment Panel's recommendation for funding the application received as detailed in the table below as part of the 2023/24 Elevator Fund:

Application ID	Applicant	Project	Requested Amount	Recommended Amount
ELVTR008-R2-23/24	The Outback Mind Foundation	Awareness of domestic violence, emotional literacy and wellbeing connection for men	\$29,925	\$22,444

and

2. Authorise the Chief Executive Officer to finalise and execute the funding agreement, detailing the relevant entitlements and conditions.

**GM/24/5281 Council Resolution:**

Moved Cr Goodluck

Seconded Cr Holzheimer

That the Officer's Recommendation be adopted.

**CARRIED**

**A division was called:**

**For the Motion:** Cr McClintock, Cr Holzheimer, Cr Davis, Cr Goodluck, Cr Patrick, Cr Churchill, Mayor Burnett

**Against the Motion:** Cr Muszkat, Cr Wagner

**Ineligible:** Nil

**The meeting was adjourned for lunch at 12.17pm and reconvened at 12.50pm.**

**G/4.4. LEASE OF LOT 1 SP 170940, 41 BLOMFIELD ST, MIRIAM VALE TO RETURNED SERVICES LEAGUE (QLD BRANCH) WIDE BAY AND BURNETT DISTRICT BRANCH INC.**

**Responsible Officer:** General Manager Community and Lifestyle

**Prepared By:** Manager Community Partnerships

**Council Meeting Date:** 16 July 2024

**File Ref:** CP10.1

---

**Purpose:**

The purpose of this report is to allow Council to consider the disposal of part of Lot 1 on SP 170940 situated at 41 Blomfield Street, Miriam Vale to the Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc.

**Officer's Recommendation:**

That Council:

1. Resolves that s236(1)(b)(ii) of the Local Government Regulation 2012 applies to the proposed lease of Lot 1 SP 170940, Miriam Vale to Returned and Services League of Australia (Queensland Branch) Wide Bay and Burnett District Branch Inc ("the Lease") on the following terms and conditions:
  - a. A term of 10 years;
  - b. At a rental of \$1.00 per annum payable on demand;
  - c. Such other terms as the Chief Executive Officer deems appropriate in the circumstances; and
2. Authorise the Chief Executive Officer to negotiate, finalise and execute all matters associated with or in relation to the Lease.

**GM/24/5282 Council Resolution:**

Moved Cr Churchill

Seconded Cr Muszkat

That the Officer's Recommendation be adopted.

**CARRIED**

**G/4.5. COUNCILLOR EXPENSES REIMBURSEMENT AND PROVISION OF FACILITIES POLICY**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Governance Business Partner (Acting)

**Council Meeting Date:** 16 July 2024

**File Ref:** CM28.2

---

**Purpose:**

For Council to consider the adoption of the proposed revised Councillor Expenses Reimbursement and Provision of Facilities Policy.

**Officer's Recommendation:**

That Council:

1. Repeal P-2021-18 – Councillor Expenses Reimbursement and Provision of Facilities Policy; and
2. Adopt P-2024-03 – Councillor Expenses Reimbursement and Provision of Facilities Policy provided as Addendum 1.

**GM/24/5283 Council Resolution:**

Moved Cr Davis

Seconded Cr McClintock

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.6. CEMETERY AND CREMATORIUM POLICY**

**Responsible Officer: General Manager Finance Governance and Risk**

**Prepared By: Governance Business Partner (Acting)**

**Council Meeting Date: 16 July 2024**

**File Ref: CM28.2**

---

### **Purpose:**

For Council to consider the adoption of the proposed revised Cemetery and Crematorium Policy.

### **Officer's Recommendation:**

That Council:

1. Repeal P-2019-03 - Cemetery and Crematorium Policy; and
2. Adopt P-2024-04 - Cemetery and Crematorium Policy provided as Addendum 2.

### **GM/24/5284 Council Resolution:**

Moved Cr Goodluck

Seconded Cr Muszkat

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.7. ANNUAL INSURANCE RENEWALS**

**Responsible Officer: General Manager Finance Governance and Risk**

**Prepared By: Manager Governance and Risk**

**Council Meeting Date: 16 July 2024**

**File Ref: PE1.1, RM1.1**

---

**Mayor Burnett (prescribed conflict of interest)**  
**left the room for Agenda Item G/4.7. and did not participate in the decision.**  
(refer G/0.3.4 Declaration of Interest section of the minutes - page 3)

**Deputy Mayor Natalia Muszkat chaired the meeting for Agenda Item G/4.7.**

### **Purpose:**

This report seeks resolution from Council, in accordance with Council's register of financial delegations, to approve expenditure for our liability insurance.

### **Officer's Recommendation:**

That Council authorises the Chief Executive Officer to finalise the 2024-2025 LGM Liability insurance renewal with Queensland Local Government Mutual.

### **GM/24/5285 Council Resolution:**

Moved Cr Goodluck  
Seconded Cr Churchill

That Council authorises the Chief Executive Officer to finalise each of the insurance renewals under each of the Local Government Self Insurance Scheme, operated by Local Government Mutual Schemes (LGMS) and a summary report be provided to Council at the end of the renewal period:

- LGM Liability
- LGM Assets;
- LGW Workcare.

**CARRIED**

**For the Motion:** Cr McClintock, Cr Holzheimer, Cr Davis, Cr Goodluck, Cr Patrick, Cr Wagner, Cr Churchill, Cr Muszkat

**Against the Motion:** Nil

**Ineligible:** Mayor Burnett

**G/4.8. SPECIALISED SUPPLIER - REDEYE APPS PTY LTD**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Manager Governance and Risk

**Council Meeting Date:** 16 July 2024

**File Ref:** PE1.1

---

**Purpose:**

For Council to consider the renewal of the Contract with Redeye Apps Pty Ltd for the provision of an engineering drawing management system.

**Officer's Recommendation:**

That:

1. In accordance with s235(b) of the Local Government Regulation 2012, Council is satisfied that because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders for an engineering drawing management platform; and
2. The Chief Executive Officer is authorised to negotiate and finalise a contract with Redeye Apps Pty Ltd for the provision of an engineering drawing management platform.

**GM/24/5286 Council Resolution:**

Moved Cr Muszkat

Seconded Cr Goodluck

That the Officer's Recommendation be adopted.

**CARRIED**

## **G/4.9. MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING 30 JUNE 2024**

**Responsible Officer:** General Manager Finance Governance and Risk

**Prepared By:** Management Accounting Specialist

**Council Meeting Date:** 16 July 2024

**File Ref:** FM15.1

---

### **Purpose:**

This report seeks Council adoption of the Monthly Financial Statements for the year 2023-24 to date, for the period ended 30 June 2024.

### **Officer's Recommendation:**

That Council adopt the Monthly Financial Statements attached to the officer's report for the 2023-24 year to date, for the period ended 30 June 2024 as required under Section 204 Local Government Regulation 2012.

### **GM/24/5287 Council Resolution:**

Moved Cr Muszkat  
Seconded Cr Wagner

That the Officer's Recommendation be adopted.

**CARRIED**



## G/5. COUNCILLORS REPORT

Councillor Kahn Goodluck mentioned that he attended Boyne Smelters Limited (BSL) on Friday 12 July 2024 along with Minister for Climate Change and Energy of Australia, Chris Bowen and Minister for Regional Development and Manufacturing and Minister for Water, Glenn Butcher. Cr Goodluck advised that Minister Bowen announced \$5.4m funding, as part of the Powering the Regions Fund (\$91m investment across 6 projects), for energy efficiency upgrades at BSL which is anticipated to reduce approximately 17% of BSL's gas usage across the 2 bake lines which is equivalent to approximately 1,500 cars off the road. Cr Goodluck mentioned that attendees were given a tour through the bake lines and that the funding is an important step forward for BSL on their journey of decarbonisation. Cr Goodluck noted that it was good to see the investment in the Gladstone Region community.

Councillor Simon McClintock mentioned that along with Mayor Burnett, Council's Chief Executive Officer and Executive Assistant, he attended the National General Assembly in Canberra on Tuesday 2 July to Thursday 4 July 2024. Cr McClintock noted that more than 1,200 local government leaders across Australia attended for the 3 events: the 30th National General Assembly (NGA); the Regional Forum; and the Australian Councils of Local Government (ACLG). Cr McClintock noted that the event was opened by Her Excellency the Honourable Sam Mostyn AC Governor General of the Commonwealth of Australia in her first public address and that she spoke to the importance of kindness and care in leadership, especially when interacting with the community. Cr McClintock acknowledged that attendees were welcomed and thanked by many Federal Members of Parliament who spoke and attended the NGA including the Hon Catherine King MP, Hon Kristy McBain MP, Shadow Ministers the Hon Senator Bridget McKenzie, Hon Darren Chester MP and Luke Goslins OAM, MP. Cr McClintock noted that delegates received a presentation on the new local government financial sustainability research which highlighted that the sustainable federal funding to councils will deliver a \$7b increase to Australia's GDP. Cr McClintock further noted that the 2024 National State Assets Report was also launched which outlines the condition of one third of Australia's public infrastructure which is part of the \$643b worth of assets that councils manage and that this new research reinforces the urgent need for Federal Financial Assistance Grants to Local Government to be restored to at least 1% of the Commonwealth taxation revenue, which was the conversation of the week across a number of different forums. Cr McClintock highlighted that across the event, trust and how important it is to build, foster and manage trust as local governments was discussed and that there were 160 motions submitted by councils that were debated including cost of living relief; more affordable housing; local roads, cycleways and footpaths; natural disaster management; and closing the gap between indigenous and non-indigenous Australian's. Cr McClintock noted that it was a great week with approximately 537 local governments from across Australia coming together to have quality deep discussions around how the country as a whole can address some of the really pressing issues that our local governments are responsible for and dealing with day in day out. Cr McClintock acknowledged that it was a great privilege and honour to be at the event and it was an opportunity to create great relationships and gain some good concepts and information around the supporting activities at a greater level. Cr McClintock thanked Council for providing the opportunity to attend.

Cr Goodluck mentioned that he attended Luminous over the weekend and gave a big shout out to the Council teams and everyone involved for a fantastic night. Cr Goodluck highlighted the attendance numbers of 13,000 on the first night, 15,000 on the second night and 3,500 on the final ticketed night. Councillor Michelle Wagner echoed the comments from Cr Goodluck and congratulated Kylie Lee, General Manager Community and Lifestyle and her team on the successful event. Cr Wagner noted that while at a Rockhampton Shopping Center she overheard comments of people organising to travel to Gladstone to attend the event and it was good to see the event bringing people to the region.

Councillor Natalia Muszkat mentioned that there were lots of NAIDOC week events and congratulated the Community and Lifestyle team on those events. Cr Muszkat acknowledged that the events, including at the libraries and Gladstone Region Art Gallery and Museum, were great and that a lot of school kids attended the events.

**G/6. URGENT BUSINESS**

Nil

**G/7. NOTICE OF MOTION**

Nil

**G/8. CONFIDENTIAL ITEMS**

Nil

There being no further business the Mayor formally closed the meeting.

**THE MEETING CLOSED AT 1.34pm**

## Addendum 1

## Gladstone Regional Council

### Council Policy

<b>Title</b>	<b>COUNCILLOR EXPENSES REIMBURSEMENT &amp; PROVISION OF FACILITIES</b>
<b>Policy Number</b>	<b>P-2024-03</b>
<b>Business Unit/s</b>	<b>FINANCE GOVERNANCE &amp; RISK</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Date Repealed</b>	

#### 1.0 PURPOSE:

To ensure accountability and transparency in the reimbursement of expenses and the provision of facilities provided or incurred by Councillors in the conduct of Council business.

This policy does not provide for salaries or other form of Councillor remuneration. Councillor remuneration is in accordance with the determination of the Local Government Remuneration Commission.

#### 2.0 SCOPE:

This policy applies to Councillors of Gladstone Regional Council.

#### 3.0 RELATED LEGISLATION:

*Local Government Act 2009*  
*Local Government Regulation 2012*

#### 4.0 RELATED DOCUMENTS:

Councillor Administrative Support Guidelines  
Councillor Code of Conduct  
Entertainment and Hospitality Expenditure Policy  
Procurement Policy

#### 5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

Term	Definition
<b>Administrative Tools</b>	May include: <ul style="list-style-type: none"> <li>• office space and meeting rooms;</li> <li>• smartphone of approved/supported platform;</li> <li>• tablet computer of approved/supported platform;</li> <li>• internet access;</li> <li>• access to photocopiers;</li> <li>• printers; and</li> <li>• publications.</li> </ul>

Term	Definition
<b>Chief Executive Officer (CEO)</b>	Means the Chief Executive Officer, and where the context permits, the acting Chief Executive Officer, of Council as appointed under the <i>Local Government Act 2009</i>
<b>Conference</b>	Means a professional development event named as a conference, convention, symposium, seminar or similar.
<b>Councillor</b>	For the purposes of this Policy, the reference to Councillor includes the Mayor
<b>Expense</b>	<p>Means a cost reasonably incurred in the course of a Councillor participating in Council related conferences, professional development, training, entertaining visiting dignitaries or other travel as required to represent Council and may include:</p> <ul style="list-style-type: none"> <li>• travel costs such as flights, car hire, taxi, Uber, bus, ferry, train fares;</li> <li>• meals;</li> <li>• accommodation;</li> <li>• other incidentals such as parking fees; and</li> <li>• training / conference registration fees.</li> </ul> <p>It specifically excludes:</p> <ul style="list-style-type: none"> <li>• the purchase of alcohol (unless specifically authorised at the sole discretion of the Mayor); and</li> <li>• any fines incurred while travelling in Council-owned vehicles or privately-owned vehicles when attending to Council business.</li> </ul> <p>It also includes legal expenses incurred individually by a Councillor for the provision of advice related to conflicts between official duties of a Councillor and Council resolved appointments to separate committees and boards.</p>
<b>Entertainment or Hospitality</b>	<p>Means as defined in Section 196 of the <i>Local Government Regulation 2012</i>; and includes:</p> <ul style="list-style-type: none"> <li>• entertaining members of the public in order to promote a local government project;</li> <li>• the provision of food or beverages:                             <ul style="list-style-type: none"> <li>- to a person visiting the local government in an official capacity; or</li> <li>- for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, officers or other persons; and</li> </ul> </li> <li>• paying for a Councillor or local government employee to attend a function as part of the Councillor’s, or employee’s official duties or obligations as a Councillor or local government employee.</li> </ul>
<b>Facilities</b>	<p>May include:</p> <ul style="list-style-type: none"> <li>• vehicle and accessories;</li> <li>• administrative tools;</li> <li>• uniforms;</li> <li>• information resources (copies of documents, emails, records and the like); and</li> <li>• other property and equipment provided by Council.</li> </ul>

Term	Definition
<b>Incidentals</b>	Incidental expenses are paid to Councillors to cover expenditure of the following nature: <ul style="list-style-type: none"> <li>snacks including coffee, tea or drinks, etc; and</li> <li>personal items necessary for the travel.</li> </ul>
<b>Training</b>	Means a structured training event designed to deliver specific outcomes, skills and capabilities.

**6.0 POLICY STATEMENT:**

Council is committed to ensuring Councillors have Council business expenses paid or reimbursed and are provided with facilities to enable them to perform their duties.

Payment or reimbursement of expenses and provision of facilities for Councillors is:

- to occur in accordance with statutory requirements;
- to be open, transparent, prudent and responsible;
- based on ensuring economy and efficiency; and
- subject to budget provisions.

**7.0 PAYMENT OF EXPENSES**

Expenses will be paid to a Councillor through administrative processes approved by Council’s Chief Executive Officer subject to the limits outlined in this policy and within budget.

**7.1 CONFERENCES AND TRAINING**

**7.1.1 Conferences**

Council will meet or reimburse expenses incurred by a Councillor in relation to attending a Conference where approval has been granted by either:

- resolution of the Council; or
- authorised by the CEO in accordance with the criteria contained in this section.

Councillor attendance at a conference may be approved by the CEO where there is a budget allocation and the following criteria are satisfied:

- the Councillor has attended no more than 3 conferences/seminars in the current financial year; and
- the seminar/conference is to be held in Queensland.

Where any of the above criteria are not satisfied, Council approval is required in order to attend. However, where the conference is to be provided within the Gladstone Regional Council area incurring no travel or accommodation costs, all Councillors will be entitled to attend, subject to sufficient budget for any relevant registration costs.

The process for seeking approval to attend a conference is outlined in the Councillor Conference internal factsheet.

### **7.1.2 Training**

Council will meet or reimburse expenses incurred by a Councillor in relation to training that has been endorsed by the Mayor and CEO that is of relevance to the roles and responsibilities of a Councillor and is within budget allocations.

## **7.2 TRAVEL AS REQUIRED TO REPRESENT COUNCIL**

### **7.2.1 Travel Outside the Gladstone Regional Council Area**

Council will meet or reimburse local, interstate and in special cases, overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where a Councillor is an official representative of Council and the travel is approved by the Mayor and Chief Executive Officer.

Where approval to attend a Conference or Training has occurred, this automatically approves the associated travel expenses.

### **7.2.2 Travel within the Gladstone Regional Council Area**

Councillors are provided with a Council vehicle for travel within the region.

Council will meet reasonable accommodation costs for the night where a Councillor is required to attend a meeting within the Gladstone Regional Council area and:

- the meeting does not conclude before 8.30pm, or it commences prior to 7.00am; and
- the Councillor's place of residence is more than 60 kilometres from the meeting venue.

### **7.2.3 Travel Guidelines**

The following guidelines apply to travel:

- Councillors are to travel via the most practical and direct route, using the most economical and efficient mode of transport.
- Council will pay for reasonable expenses incurred for overnight accommodation. Where possible the maximum standard for Councillors' accommodation should be four-star rating however where accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.
- Any fines incurred while travelling in Council-owned vehicles or privately-owned vehicles when attending to Council business, will be the responsibility of the Councillor incurring the fine.
- Any travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed.
- In the unusual circumstance that a Councillor cannot access their Council provided vehicle or another fleet vehicle, they may submit a travel allowance claim in accordance with the Australian Taxation Office vehicle usage rates per kilometre schedule.
- When a Councillor is travelling for Council approved business, Council will reimburse the actual costs of meals and incidentals as follows:

- a daily total of up to \$150;
  - the costs are incurred personally;
  - receipts of meals and incidentals are produced;
  - the meal was not provided as part of the registration costs of the activity, event or included in the travel booking; and
  - it appears appropriate and reasonable.
- Generally, no alcohol will be reimbursed by Council, however the Mayor may exercise discretion and allow on occasions the purchase of limited alcohol where it is deemed appropriate.
  - Corporate Credit Cards cannot be used to bypass compliance with the reimbursement of expenses set out in this policy. All purchases made by the use of a Council Corporate Credit Card are still subject to compliance with this policy and all related procurement policies.

### **7.3 ENTERTAINMENT OR HOSPITALITY**

It is recognised that on occasions Councillors may host people in the course of their official duties.

Council will reimburse Councillors Entertainment or Hospitality expenses for the Councillor and others where the meeting directly relates to Council business and:

- it appears appropriate and reasonable;
- can withstand the "public defensibility test"; and
- is in the best interest of Council ratepayers.

Circumstances where it may be appropriate and reasonable for expenses to be reimbursed include:

- hosting visiting Ministers, Dignitaries and Public Representatives;
- meeting with members of the public who wish to meet outside of Council facilities to discuss matters relating to Council's current, past or future services and facilities; or
- hosting others during the course of travel for official Council business.

Alcohol, whether part of a meal or not, will be deemed personal use and is not eligible for reimbursement; however, the Mayor may exercise discretion and allow the purchase of limited alcohol where it is deemed appropriate.

#### **7.3.1 Claiming Entertainment or Hospitality Reimbursement**

Councillors must submit a claim for reimbursement as follows:

- complete a brief precis of the circumstances where the hospitality expenses were incurred including the following details:
  - date and time of meeting, function, event or forum;
  - attendees hosted;
  - purpose of the meeting, function, event or forum; and
  - name and signature of the Councillor making the claim.

- attach a copy of the tax invoice receipt for the expense incurred; and
- forward all claims to the Councillor Support Mailbox for authorisation and processing.

#### **7.4 LEGAL EXPENSES**

Council will provide reimbursement of legal expenses incurred individually by a Councillor subject to the following guidelines:

- expenses will only be reimbursed where the legal advice is related to conflicts between official duties as a Councillor and duties associated with Council resolved appointments to separate committees and boards;
- notification is to be provided to the Chief Executive Officer of the intended external legal firm prior to engagement to ensure relevant procurement processes are met; and
- reimbursement will not be authorised where the content of the advice has been provided previously (i.e. reimbursement will only occur once for the same subject matter).

#### **8.0 PROVISION OF FACILITIES**

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor resigns or their term expires.

##### **8.1 PROVISION OF A FULLY SERVICED VEHICLE**

Council will provide each Councillor with a fully serviced mid-sized SUV (sports utility vehicle) or utility for use on Council business.

Councillors who wish to avail themselves of the opportunity for private use of the vehicle can do so, on the basis that they reimburse Council for 10% of the running costs (ex GST) of the vehicle with contributions grossed up to account for GST. The contribution is calculated based on the operating cost of the vehicle plus any whole of life costs. For a Councillor's first year contribution, the calculation will be based on the past averages for Councillor usage. Reconciliations are to be performed annually and at the end of the election term, with contributions to be adjusted to account for any shortfall or overpayment.

All Councillors are duly authorised officers for the purposes of motor vehicle insurance under Council's Motor Vehicle Insurance Policy, and where the Councillor has elected to avail themselves of private use, the Councillor can nominate to the Chief Executive Officer members of the persons immediate family who will be eligible to use the vehicle in line with the private use entitlement provided to the Councillor.

##### **8.2 ADMINISTRATIVE TOOLS**

Administrative tools will be provided to Councillors as required to assist them in their role. Councillors are expected to comply with the same conditions of use, guidelines and processes for administrative tools that apply to employees which includes limited personal use.

Administrative support is provided for Councillors in accordance with the Councillor Administrative Support Guidelines endorsed by the Chief Executive Officer.



**GLADSTONE REGIONAL COUNCIL**  
**POLICY NO. P-2024-03 – COUNCILLOR EXPENSES REIMBURSEMENT & PROVISION OF FACILITIES**  
**PAGE 7 of 8**

Council may provide Councillors with a corporate credit card on the basis that the Councillor will reimburse all expenses not covered by this policy.

### 8.3 INSURANCE COVER

Council will indemnify or insure Councillors in the event of injury sustained while discharging their civic duties. For clarity, where there is an excess payable with respect to any insurance claim, Council will pay such excess.

### 8.4 UNIFORM

Council will supply each Councillor with up to five tops, five bottoms (pants and/or skirts), and/or five dresses and one jacket from the Corporate Uniform range. With a maximum total not exceeding five sets plus one jacket. For example: four tops, four bottoms, one dress and one jacket.

Uniform items will be replaced on a reasonable wear and tear basis. At a minimum, Councillors are entitled to a replacement supply for each election term.

### 8.5 PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE will be provided where required for use on official business. For example: safety helmet / safety boots / high visibility shirt.

## 7.0 ATTACHMENTS:

Nil.

## 8.0 REVIEW MECHANISM:

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

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Three years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	18 September 2012	G/12/1229	Was originally P-1.02.04 – Elected Members Expenses Reimbursement and Provision of Facilities Policy
Amendment 1	16 August 2016	G/16/2870	[Considered at Finance & Corporate Governance Committee Meetings 9 August 2016 FCGC/16/0052 and 12 July 2016 FCGC/16/0036 and General Meeting 19 July 2016 G/16/2850]
Amendment 2	4 July 2018	G/17/3103	
Amendment 3	6 November 2018	G/18/3567	Previously P-2017-27 – Updating expense values, making provision for legal fees and reward points
Amendment 4	2 November 2021	GM/21/4623	Previously P-2018-31 – Updated definitions, clarified sections, removed outdated information.



**GLADSTONE REGIONAL COUNCIL**  
**POLICY NO. P-2024-03 – COUNCILLOR EXPENSES REIMBURSEMENT & PROVISION OF FACILITIES**  
**PAGE 8 of 8**

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Amendment 5	16 July 2024		Previously P-2021-18 – Update to uniform allocations, limited personal use for administrative tools, reimbursement for meals and incidentals increased to a daily total, private use vehicle percentage reduced.

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**

DRAFT

## Addendum 2

## Gladstone Regional Council

### Council Policy

<b>Title</b>	<b>CEMETERY AND CREMATORIUM POLICY</b>
<b>Policy Number</b>	<b>P-2024-04</b>
<b>Business Unit/s</b>	<b>OPERATIONS</b>
<b>Date of Adoption</b>	
<b>Resolution Number</b>	
<b>Date Repealed</b>	

#### 1.0 PURPOSE:

The purpose of this policy is to provide strategic direction on the management of Council controlled Cemeteries and Crematorium facility.

#### 2.0 SCOPE:

This policy applies to all Cemeteries and the Crematorium operated and maintained by Council. It excludes Cemeteries managed by private trustees and Burials that have occurred on private property. Burials on private property are managed under the *Gladstone Regional Council Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011*.

#### 3.0 RELATED LEGISLATION:

- *Births, Deaths and Marriages Registration Act 2003*
- *Births, Deaths and Marriages Registration Regulation 2003*
- *Burials Assistance Act 1965*
- *Cremations Act 2003*
- *Cremations Regulation 2003*
- *Gladstone Regional Council Local Law No. 1 (Administration) 2011*
- *Gladstone Regional Council Subordinate Local Law No. 1.9 (Operation of Cemeteries) 2011*
- *Gladstone Regional Council Subordinate Local Law No. 1.13 (Undertaking Regulated Activities regarding Human Remains) 2011*
- *Gladstone Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Gladstone Regional Council Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*
- *Human Rights Act 2019*
- *Local Government Act 2009*

#### 4.0 RELATED DOCUMENTS:

- Cemeteries and Crematorium Corporate Standard
- Gladstone Region Cemetery Plan 2022

5.0 DEFINITIONS:

To assist in interpretation of this policy the following definitions apply:

**"Applicant"** means the person making an Application for a Cemetery or Cremation service provided by Council, that is subject to an Application process.

**"Application Form"** or **"Application"** means all forms which are required to be lodged with Council or another Agency to undertake a service, or obtain an approval, within a Council controlled Cemetery and Crematorium.

**"Ashes"** means Cremated Remains placed in an Urn.

**"Burial"** means the act of burying the remains of a deceased person.

**"Cemetery"** or **"Cemeteries"** is as defined in Gladstone Regional Council's *Local Law No. 1 (Administration) 2011* – Schedule 1 'local government Cemetery' and as listed in Schedule 6 of *Subordinate Local Law No. 4 (Local Government Controlled Areas, Facilities and Roads) 2011*.

**"Coffin"** used interchangeably to describe a Coffin or casket.

**"Council"** means Gladstone Regional Council and generally refers to the elected body of Council in their capacity as decision makers or Council as the ownership entity.

**"Crematorium"** means a building where human remains are burnt.

**"Cremated Remains"** means the human remains that have undergone the Cremation process and the body has been reduced to small pieces of ash and bone.

**"Cremation"** means the process of burning human remains.

**"Exhumation"** means the removal from the ground of a body or Ashes.

**"Funeral Director"** means an individual, or business carrying out a funeral service.

**"Interment"** means the Burial of a deceased person's remains in a Coffin or in an Ashes Urn and/or niche or in other burial coverings such as burial shrouds.

**"Interment Rights"** means exclusive rights to a Plot granted by Council to a person, where they are given the rights to be interred in the Plot, to authorise the Interment of others in the Plot, to establish or alter a Memorial or Monument on the Plot and to object or endorse an Exhumation of a body or Ashes in the Plot (there is no entitlement to any 'real estate' or property as such).

**"Interment Rights Holder"** is the person that holds the Interment Rights as defined in this Policy.

**"Memorial"** means a Plot within a Council controlled Cemetery without an Interment which serves the purpose of a place of remembrance of a deceased person.

**"Monument"** means any structure, headstone, masonry, metal work, casting or item placed over, in, or around a Plot.

**“Monument Mason”** means a tradesman mason or person possessing the skills to carry out Monument Masonry work.

**“Next of Kin or Authorised Representative”** means:

- for a Cremation, the person authorised to act for the deceased person; or
- for an Interment, the person authorised to act for the deceased person where they are not the Interment Rights Holder of a Plot.

**“Plot”** means a place for the Interment or memorialisation of the remains of a deceased person, whether buried, cremated or not.

**“Reservation”** means to pre-purchase an Interment Right for a Plot.

**“Scattering”** means to respectfully disperse the Ashes of a deceased person.

**“Urn”** means a container for Cremated Remains. An Urn may include the Cremated Remains of one or more deceased persons.

## 6.0 POLICY STATEMENT:

### 6.1 CEMETERIES CONTROLLED BY COUNCIL

There are seven open Cemeteries in the region and one restricted Cemetery for reserved Interments only. Six of the open Cemeteries are managed by Council and one managed by private trustees (Raglan Cemetery).

All other Cemeteries in the Gladstone Region are either closed for future Burials and/or administered by private trustees.

#### 6.1.1 Open Cemeteries

- Bororen Cemetery;
- Boyne Tannum Memorial Parklands;
- Calliope Cemetery;
- Mount Larcom Cemetery;
- Port Curtis Cemetery; and
- Rosedale-Tottenham Cemetery.

#### 6.1.2 Restricted Cemeteries

- Gladstone Cemetery is closed to all Burials and Reservations with the exception of:
  - burials in previously reserved Plots;
  - Plots that have provision for double Interment; or
  - Ashes Interments.

#### 6.1.3 Closed/Historical Cemeteries

The following Cemeteries are deemed to be historical and are closed for all Interments and

Reservations:

- Beachton Cemetery (formally Keppel Bay Cemetery);
- Builyan Cemetery (formally Many Peaks Cemetery);
- Miriam Vale Cemetery;
- Nagoorin Cemetery;
- Norton Goldfields Cemetery;
- Rosedale Baffle Creek Cemetery (Flinders Cemetery); and
- Targinnie Cemetery.

## 6.2 WORK AND OPERATING HOURS

- Other parties may undertake work, an activity, or access Cemeteries out of public opening hours, when authorised by Council.
- Burial services are only permitted during business days (excluding public holidays) and specific hours approved by Council. Approval is required by an authorised person outside these times and additional fees may be incurred.
- Public access is available to all Council controlled Cemeteries in accordance with Council's *Subordinate Local Law No. 4 (Local Government Areas, Facilities and Roads) 2011*.

## 6.3 REGISTER OF BURIALS, CREMATIONS AND PLOT RESERVATIONS

A Cemetery Register will be maintained as a single digital database and will contain the following information:

- All Interments and Memorials in Council controlled Cemeteries. This may not include Interments in historical Cemeteries due to loss of records from previous operating entities.
- Cremations as required by the *Cremations Act 2003* for each Cremation conducted by Council.
- Plot Reservations (for reservations made prior to the commencement of this Policy) which will record the Interment Rights reserved by a person within a Council controlled Cemetery.

## 6.4 EXHUMATION

- Council will not carry out Exhumations.
- All arrangements for Exhumations are to be made with a registered Funeral Director.
- Permission for Exhumation by a Funeral Director will only be granted to the Interment Rights Holder upon Application.

## 6.5 RESERVATIONS

- Council will honour all Plot and Interment Reservations made prior to the adoption of this Policy.
- From the date of adoption of this Policy, Council will not accept new Plot and Interment Reservations.

## 6.6 INTERMENT RIGHTS

- Interment Rights which are reserved by a person may not be sold.
- Interment Rights may be transferred when authorised by Council.
- An Interment Right on a reserved Plot may be surrendered to Council.
- A full or partial refund may be given for relinquishing a reserved Plot.

## 6.7 INTERMENT RIGHTS HOLDER

### 6.7.1 General Conditions applying to all Interment Rights Holders

- There can only be one Interment Rights Holder per Plot.
- Interment Rights Holders must comply with all rules and regulations which apply to the operation of Council Cemeteries and Crematorium.

### 6.7.2 For Plot Reservations made before commencement of this Policy

- The Interment Rights Holder is the person whose name appears on the Application Form for the purchase of the reserved Plot. For historic reservations where there may not be records to support who the exact family member was who made the Reservation, Council will liaise with family members and act in good faith in determining who the Interment Rights Holder is for the Plot.
- On the death of the Interment Rights Holder, where the Interment Rights Holder is interred or memorialised in the reserved Plot and there is capacity for further interments into the Plot, the Interment Rights for that Plot will follow the lines of succession of the Interment Rights Holder.
- On the death of the Interment Rights Holder, where the Interment Rights Holder is **not** interred or memorialised in the Reserved Plot the Interment Rights for that Plot will revert to Council.
- The Interment Rights Holder has exclusive rights to be interred in the Plot, to authorise the Interment of others in the Plot, to establish or alter a Memorial or Monument and to object or endorse an Exhumation of a body or Ashes in the Plot. This is subject to the restrictions on the number of Interments permitted per Plot.
- Council will consider an application to transfer the Interment Rights on a reserved plot where the original Interment Rights Holder consents to the transfer (for example, the Interment Rights Holder may seek to transfer the responsibility of the Plot Reservation due to ill health).
- Where the existing Interment Rights Holder of the Plot is historic and the Interment Rights Holder cannot be found or cannot be accurately identified the Interment Rights for that Plot will revert to Council.
- Where a Next of Kin or Authorised Representative is not the Interment Rights Holder of the Plot and they make an Application for Interment, Memorial or Monumental works or Exhumation, the application must be accompanied by the written consent of the Interment Rights Holder.

### 6.7.3 For Memorials or Monumental Works and Burials into Plots that are not Reserved

- The person who appears as the Authorised Person for a Burial Application on an unreserved plot becomes the Interment Rights Holder for the Plot.
- The Interment Rights Holder has exclusive rights to authorise the Interment of others in the Plot, to establish or alter a Memorial or Monument and to object or endorse an Exhumation of a body or Ashes in the Plot. This is subject to the restrictions on the number of Interments

permitted per Plot.

- Council will consider an application to transfer the Interment Rights where the original Interment Rights Holder consents to the transfer or, where the Interment Rights Holder is deceased, it will follow the line of succession for the person interred in the Plot and/or the Authorised Person for the Burial Application.

#### **6.8 INTERMENTS**

- Interments may be accepted in a Council controlled Cemetery by Application in writing on the approved Application Form.
- The maximum number of Interments and the combination of the types of Interments into a single Plot will be determined by the Chief Executive Officer or nominated delegate.
- Further Burial Interments into a single Plot are best performed after one year from the first Burial Interment, however, Council may accept Applications for a further Burial Interment into a Plot prior to one-year subject to:
  - The Applicant being advised and acknowledging the risks and the potential conditions and issues that may arise from re-opening the Plot; and
  - Any conditions that Council may place on the Interment approval.
  - Council reserves the right to refuse an Application for a further Burial Interment into a Plot where it considers that Plot conditions are not suitable for re-opening at a particular point in time.
- All Plots are allocated by the Chief Executive Officer or nominated delegate. Applicants can select free-standing Plots from those available in pre-determined locations.
- Specific cultural or religious requirements are to be advised in writing at time of Application. Council will endeavour to grant the requirements of each request subject to operational considerations.
- Council may grant approval for entry to an excavated Plot prior to or during an Interment to place items or perform religious or cultural activities subject to any safety requirements imposed by Council and/or the Funeral Director providing the Burial service.
- Animal Burials are prohibited in Council Cemeteries.

#### **6.9 SCATTERING OF ASHES**

- At the request of Applicants Council Officers can scatter Ashes in designated areas of Council Cemeteries.
- Individuals wanting to perform this function in person within a Council controlled Cemetery may do so by arrangement with the Chief Executive Officer or nominated delegate.

#### **6.10 CREMATIONS**

- Coffins will not be opened by Council Officers once accepted into the Crematorium.
- Council accepts no responsibility for items (flowers, cards, covers, jewellery, ornaments etc) left on, or in, the Coffins once it has been accepted into the Crematorium.



#### 6.11 REQUEST FOR BURIAL OR CREMATION OTHER THAN VIA A FUNERAL DIRECTOR

- Applications for a Burial or Cremation Service where a Funeral Director has not been engaged, may be accepted subject to the Applicant providing all the necessary supporting information that evidences that the Applicant has met the legislative and legal requirements for Burial or Cremation of a deceased person.
- The remains of the deceased person must be presented for Burial or Cremation in a way that ensures the protection of public health and allows for the safe and respectful handling of the remains as determined at the sole discretion of the Chief Executive Officer or nominated delegate.
- The Chief Executive Officer or nominated delegate may engage the services of an external party in conducting the required assessments under Section 6.11.1 and 6.11.2, the costs of which are to be met by the Applicant for Burial or Cremation.

#### 6.12 PLAQUES, MONUMENTS AND INSCRIPTIONS

- Memorial plaques are the responsibility of the Interment Rights Holder and may be organised through a Funeral Director or a private supplier.
- A person shall not, in any Council controlled Cemetery, construct or install any Monument, Memorial, foundation, vault, table, headstone, gravestone, kerbing, railing or other structure, and/or make any inscription or carry out any adornment, unless:
  - written approval for same is obtained from the Interment Rights Holder; and
  - such works are in accordance with the standards required within that Cemetery; and
  - approved in writing by Council.
- Except where work is essential to make a Plot safe, Council will not be liable for the repair, maintenance, upkeep or preservation of any plaque or item placed on a Plot. The responsibility for the costs of repairs and maintenance to plaques, Monuments and historical graves and headstones, lie with the Interment Rights Holder.
- Funeral Directors and Monumental Masons are to ensure the person ordering a plaque / Monument is the Interment Rights Holder or has obtained written permission from the Interment Rights Holder.
- Council must be notified by way of lodgement of an Application prior to any maintenance or repair work being carried out.
- Monuments, gravestones, kerbing, railing and other structures are not permitted within lawn sections of Council controlled Cemeteries with the exception of Bororen Cemetery and Rosedale-Tottenham Cemetery which will accept a headstone.

#### 6.13 VASES, FLOWERS, MEMORABILIA AND ORNAMENTS ON PLOTS

- Vases, flowers, memorabilia and ornaments on Plots must comply with Council's requirements. Information will be publicised on these requirements. In setting the standards, Council will aim to achieve a balance between the needs of loved ones to show love and remembrance through the placement of floral and ornamental tributes, with maintaining the visual and environmental amenity and safety of the Cemetery.
- Council reserves the right, without notice, to remove and dispose of any object that does not comply with publicised requirements.



**GLADSTONE REGIONAL COUNCIL**  
**POLICY NO. P-2024-04 – CEMETERY AND CREMATORIUM POLICY**  
**PAGE 8 of 8**

**7.0 ATTACHMENTS:**

Nil

**8.0 REVIEW MECHANISM:**

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

1. The related legislation or governing documents are amended or replaced; or
2. Other circumstances as determined by resolution of Council or the CEO; or
3. Five (5) years from date of adoption.

TABLE OF AMENDMENTS			
Document History	Date	Council Resolution No.	Notes (including the prior Policy No, precise of change/s, etc)
Originally Approved	20 May 2014	G/14/2006	
Amendment 1	16 July 2019	G/19/3846	Prior policy was P-2014-07.
Amendment 2	17 November 2020	G/20/4373	To temporarily exclude the reservation of burial plots at Boyne Tannum Memorial Parklands.
Amendment 3	16 July 2024		No new plot and interment reservations, may accept burials where it is proposed not to use a funeral director and does not prohibit entry to excavated plot.

.....  
**LEISA DOWLING**  
**CHIEF EXECUTIVE OFFICER**