

SHIRE OF DENMARK
Minutes



**SHIRE OF DENMARK
CEMETERY ADVISORY COMMITTEE**

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON WEDNESDAY, 20 APRIL 2016.

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Council Committee Meeting

20 April 2016

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.02pm - Due to it being the first meeting since the 2015 Local Government Elections, the Executive Assistant assumed the Chair and called for nominations for the position of Presiding Officer for the ensuing two (2) years.

The following Council Policy relates.

"P040235 - Presiding Members of Council Committees

Objectives

- *To maximise the adherence of Council Committees to adopted policies and procedures;*
- *To maximise the likelihood of Council Committees having continuity of a Presiding Person for the duration of its term; and*
- *To maximise the efficiency and effectiveness of Committees by ensuring that the Chairperson has the appropriate training and support.*

Policy

Wherever there is one or more Elected Members appointed to a Council Committee, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person of that Committee.

In addition, a deputy of a member of a Committee may perform the functions of the member when the member is unable to do so by reason of illness, absence or other cause and a deputy of a member of a committee, while acting as a member, has all the functions of and all the protection given to a member (Section 5.11A of the Local Government Act 1995)."

2. ELECTION OF PRESIDING PERSON

Mrs Franz and Mr Swallow both submitted nominations for Mrs McGuinness.

Mrs McGuinness accepted the nominations.

There being no further nominations received, Ms Thompson declared Mrs McGuinness elected.

Mrs McGuinness assumed the Chair as the Presiding Person.

3. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

MEMBERS:

Mrs Bev McGuinness, Denmark Historical Society (Presiding Person)

Cr David Morrell, Shire President (*Cr Morrell was standing in as the Council Delegate for Cr Gillies who was unavailable to attend the meeting*)

Mr Ivan Swallow, Denmark Historical Society

Mrs Beth Franz OAM, Community Member

Mrs Judith Ross, Community Member

Mr Colin Cayless, Community Member

Mr Brian Redfern, Lions Club of Denmark

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Cr Kelli Gillies, Council Delegate

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

4. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

5. PUBLIC QUESTION TIME

Nil

6. CONFIRMATION OF MINUTES**6.1 COMMITTEE MEETING**

Note: The Mover of a motion to confirm the Minutes of a Council or Committee meeting has to have been present at that meeting.

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION

ITEM 6.1

MOVED: Beth Franz

SECONDED: Ivan Swallow

That the minutes of the Cemetery Advisory Committee Meeting held on the 1 September 2015, be confirmed as a true and correct record of the proceedings.

CARRIED

7. REPORTS**7.1 Lions Club of Denmark Update**

Mr Redfern provided an update to members on the activities of the club at the Denmark Cemetery stating that they were mowing every two weeks and picking up leaves.

7.2 Cultural Awareness

The Cemetery & Crematoria Association WA (CCAWA) had advised that they had no plans to do a regional talk on cultural awareness. The Officer suggested that members discuss any questions that they may have in relation to this topic and they can be forwarded to either the CCAWA or the WA Funeral Directors Association for response, which can then be relayed back to the Members.

Members did not have any specific questions however discussion ensued in relation to the requirements of some religions in relation to burials.

7.3 Booklet for Locating Sites at the Cemetery

A Booklet is being produced which will be available in the Gatehouse at the Cemetery and online which will assist people navigate their way around the Denmark Cemetery and locate grave & niche sites.

Mrs McGuinness advised that herself and Mrs Ross were still working on the project.

7.4 Development Plan for the Denmark Cemetery – 2015/16 Projects

The Executive Assistant provided an update on the following project which was budgeted for 2015/16 stating that the area had been prepared and the concrete beam installation would be commencing in the next month.

Survey / plot & plinth installation (new lawn section) \$60,000

7.5 Development Plan for the Denmark Cemetery – Outstanding Projects

The following projects are incorporated in the Cemetery Development Concept Plan and are still to be implemented.

1. Sealing of eastern internal road	\$7,000.00
2. Eco Toilet	\$40,000.00
3. Natural Earth Burial Ground	\$8,000.00
4. Top Dressing of Burial Ground (current)	\$15,000.00
5. Gazebo Area	\$5,000.00
6. Internal Signage	\$3,000.00
7. Memorial Gardens in new section	\$12,000.00

The Executive Assistant advised that the projects would be recorded in the Council's Long Term Financial Plan (yet to be adopted) and were subject to budget deliberations each year.

Mr Cayless expressed concern with the condition of the internal eastern road and stated that he would like to see it become a priority. Mr Cayless stated that he believed that the maintenance funds which Council allocated to the Cemetery each year was inadequate.

The Executive Assistant advised that she and the Chief Executive Officer had recently met with Mr Redfern and the Council's Delegate to the Committee, Cr Gillies, to discuss the current and ongoing maintenance at the Cemetery. Meeting had also occurred with Council's Infrastructure Directorate and Officers were in the process of coming up with solutions to ensure that the Cemetery was adequately maintained throughout the year. Ms Thompson stated that she believed that Cr Gillies was well aware of the issues and that it was a matter that she may raise with the Council during budget deliberations.

Mr Cayless tabled a letter which he had received from the Chief Executive Officer in response to his letter raising concerns about the condition of the Cemetery and Cemetery maintenance in general.

Mrs McGuinness read the letter and members discussed their priorities for the Cemetery upgrades. The general consensus was that a toilet was one of the highest priorities as well as the sealing of the eastern internal road. The Executive Assistant added that at the meeting held with Denmark Lions and Infrastructure Services, it had been noted that top soiling of the current section of the Cemetery had been a priority as it would even out the surface and promote lawn growth which would look more appealing and be easier to maintain.

COMMITTEE RECOMMENDATION

ITEM 7.5

MOVED: Colin Cayless

SECONDED: Brian Redfern

That the Cemetery Advisory Committee request that the Chief Executive Officer request the Director of Infrastructure Services to investigate maintenance and repair of the internal eastern road in the short term and request that Council include funding in the 2016/17 Budget for the installation of an Eco Toilet at the Cemetery and the sealing the eastern internal road.

CARRIED

7.6 Project Completion Unveiling Event

At the previous meeting members were requested to consider ideas for a small celebration to unveil the completed projects. The Officer expects the lawn section to be completed by 30 June 2016 however given it is during winter, would suggest that this item be carried over until the next meeting to perhaps have an event closer to Spring.

Discussion ensued and members agreed that they would consider holding an event in October 2016 and invite the community.

8. GENERAL BUSINESS

Nil

9. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 22 June 2016 commencing at 2.00pm.

10. CLOSURE OF MEETING

2.37pm – There being no further business to discuss the Presiding Person, Mrs McGuinness, declared the meeting closed.

The Chief Executive Officer recommends the endorsement of these minutes at the next meeting.

Signed: _____
Cliff Frewing – Chief Executive Officer

Date: _____

These minutes were confirmed at a meeting on the _____.

Signed: _____
(Presiding Person at the meeting at which the minutes were confirmed.)