



**SHIRE OF DENMARK
CEMETERY ADVISORY COMMITTEE**

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON WEDNESDAY, 22 JUNE 2016.

Contents

	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ANNOUNCEMENT BY THE PERSON PRESIDING	3
4. PUBLIC QUESTION TIME	3
5. CONFIRMATION OF MINUTES	3
5.1 CEMETERY ADVISORY COMMITTEE MEETING	3
6. REPORTS	4
6.1 LIONS CLUB OF DENMARK UPDATE	4
6.2 BOOKLET FOR LOCATING SITES AT THE CEMETERY	4
6.3 DEVELOPMENT PLAN FOR THE DENMARK CEMETERY – 2015/16 PROJECTS	4
6.4 DEVELOPMENT PLAN FOR THE DENMARK CEMETERY – OUTSTANDING PROJECTS	4
6.5 PROJECT COMPLETION UNVEILING CELEBRATION	5
7. GENERAL BUSINESS	5
7.1 GENERAL CONDITION OF THE CEMETERY	5
7.2 POTENTIAL PRESCRIBED BURN	6
8. NEXT MEETING	6
9. CLOSURE	6

Council Committee Meeting

22 June 2016

DISCLAIMER

These minutes and resolutions are subject to confirmation by the Committee and therefore prior to relying on them, one should refer to the subsequent meeting of the Committee with respect to their accuracy.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.00pm – *The Presiding Person, Mrs McGuinness, declared the meeting open.*

2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCEMEMBERS:

Mrs Bev McGuinness, Denmark Historical Society (Presiding Person)
 Mr Colin Cayless, Community Member
 Mrs Beth Franz OAM, Community Member
 Mr Brian Redfern, Lions Club of Denmark
 Mrs Judith Ross, Community Member
 Mr Ivan Swallow, Denmark Historical Society

STAFF:

Ms Claire Thompson, Executive Assistant
 Mrs Cheralynne Clarke, Senior Customer Service Officer

APOLOGIES:

Cr Kelli Gillies

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

The Executive Assistant was granted permission by the Presiding Person to introduce Mrs Cheralynne Clarke who was the Senior Customer Service Officer at the Shire. Ms Thompson advised members that she had invited Mrs Clarke to the meeting because Mrs Clarke was now responsible for most of the day to day enquiries for the Denmark Cemetery.

4. PUBLIC QUESTION TIME

Nil

5. CONFIRMATION OF MINUTES**5.1 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 5.1

MOVED: Beth Franz

SECONDED: Ivan Swallow

That the minutes of the Cemetery Advisory Committee Meeting held on the 20 April 2016, be confirmed as a true and correct record of the proceedings.

CARRIED: 6/0

6. REPORTS

6.1 Lions Club of Denmark Update

Mr Redfern provided an update to members on the activities of the Club at the Denmark Cemetery stating that their recent activity had included collecting of leaves and mowing the grass. Mr Redfern stated that on the weekend they would be removing some tree twigs, branches and leaves from the northern end of the Cemetery.

6.2 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 Ross stated that she had done some initial cross referencing of the burial register and the alphabetical listing and had come across some anomalies. Mrs Ross provided a list of the information which she believed needed to be looked at. Mrs Ross stated that the project was quite time consuming and would take a while to complete.

Members discussed how the booklet would be used once it was completed.

Outcome

The Executive Assistant asked whether Mrs Ross could provide her with a copy of the list after the meeting so that she could investigate the anomalies and make corrections if required.

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

The Executive Assistant provided an update on the installation of the concrete beams in the new lawn section of the Cemetery stating that the contractor had commenced work approximately three weeks ago.

Mr Cayless expressed disappointment with the condition of the eastern internal road stating that it was particularly worse this time of year because of the rain.

6.4 Development Plan for the Denmark Cemetery – Outstanding Projects

At the last meeting members considered the outstanding projects listed in the Cemetery Concept Development Plan and made the following recommendation.

“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.”

The Director of Infrastructure Services has been requested to investigate the condition of the internal eastern road in the short term and should Council not include funds for sealing of this section of road in the 2016/17 Budget, include in the works schedule as a maintenance item.

The Director of Finance & Administration has been requested to include funds in the draft 2016/17 Budget for the following improvements at the Denmark Cemetery.

The following cost estimates are based on quotes and estimates sourced through Council Officers.

1. Eco Toilet	\$35,000.00
2. Sealing of eastern internal road	\$24,000.00

The following projects are incorporated in the Cemetery Development Concept Plan, are to be implemented and are included in the Council's draft Long Term Financial Plan.

1. Natural Earth Burial Ground	\$8,000.00
2. Top Dressing of Burial Ground (current)	\$15,000.00
3. Gazebo Area	\$5,000.00
4. Internal Signage	\$3,000.00
5. Memorial Gardens in new section	\$12,000.00

Await 2016/17 Budget adoption.

With respect to sealing of the internal eastern road, Mr Cayless referred to the figure in the original Concept Development Plan and asked why the cost had been originally \$7,000 and was now expected to be \$24,000.

The Executive Assistant responded stating that the figure in the Concept Plan had been an estimate at the time and that Infrastructure Services had now investigated the proposed works and presented an estimate of \$24,000 which would be for a 3 metre wide carriageway.

6.5 Project Completion Unveiling Celebration

At the previous meetings members were requested to consider ideas for a small celebration to unveil the completed projects. The Officer would suggest that this item be carried over until the next meeting to perhaps have an event closer to Spring.

Members agreed to defer the matter to the next meeting and that the unveiling should take place sometime later in the year and suggested perhaps November.

Outcome

It was agreed that members could bring their ideas for the event to the next meeting for discussion.

7. GENERAL BUSINESS

7.1 General Condition of the Cemetery

Mr Cayless stated that he believed the condition of the Cemetery was not good and that it seemed that Council didn't spend enough money on it. Mr Cayless asked what had been done at the Cemetery in the last few years because he couldn't see that anything had been done at all.

Discussion ensued regarding the general maintenance of the Cemetery and Mrs McGuinness stated that she believed the Council and Administration were aware of the issues. Members noted that whilst there was still work to be done and some further clearing up of surrounding bush land areas, Council had provided considerable funds for some major capital projects since 2014/15 financial year.

Members discussed the difference between the Mt Barker Cemetery and the Albany Cemetery and Mrs Ross stated that she believed if Denmark was to employ dedicated grounds people like Albany do then the fees would have to be increased considerably.

Mrs Ross asked whether Mt Barker employed dedicated Staff. The Executive Assistant advised that she could find out and let members know at the next meeting.

Mr Cayless stated that he would like to know what percentage of Council's budget had been spent on the Cemetery in the last five years.

Mr Cayless added that he had spoken to the adjacent leaseholder who had indicated that they would like to be made aware of when there were services being held at the Cemetery so that he could ensure that he didn't operate noisy machinery at that time.

Outcomes

The Executive Assistant to investigate the following and provide information for members at the next meeting.

- Find out what the Shire of Plantagenet do with respect to Cemetery maintenance; and
- Find out what percentage of Council's budget has been spent on the Denmark Cemetery in the past five years.
- Consider a process where the adjacent leaseholder could be made aware of when services were being held.

7.2 Potential Prescribed Burn

The Executive Assistant advised that she and Mrs Clarke had met with Council's Community Emergency Services Manager on site and discussed the potential for a prescribed burn on the eastern side of the Cemetery which would likely get rid of a lot of the fuel load and build-up of sticks and debris. Ms Thompson asked members their thoughts on the proposal.

Discussion ensued and members agreed that it could be beneficial to clean up the bush.

Mr Cayless stated that there were some large tree stumps and logs in the bush which he did not believe a fire would burn completely. Ms Thompson stated that they could be removed manually if that was the case.

Mr Redfern stated that he was aware that that section of bush had not been burned for some 40 years.

Outcomes

The Executive Assistant to;

- continue liaison with the Community Emergency Services Manager to pursue a prescribed burn at the Cemetery; and
- arrange manual removal of any leftover large stumps or logs following a prescribed burn.

8. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 21 September 2016 commencing at 2.00pm.

9. CLOSURE OF MEETING

2.35pm – 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.)