



SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON TUESDAY, 7 AUGUST 2018.

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Council Committee Meeting

7 August 2018

DISCLAIMER

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1. **DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS**

Due to it being the first meeting since the 2017 Local Government Elections, the Executive Assistant assumed the Chair and called for nominations for the position of Presiding Person for the ensuing two (2) years.

Members noted the following policy with respect to the Presiding Person position.

The following Council Policy relates.

"P040235 - Presiding Members of Council Committees

Objectives

- *To maximise the adherence of Council Committees and Working Groups to adopted policies and procedures;*
- *To maximise the likelihood of Council Committees and Working Groups having continuity of a Presiding Person for the duration of its term; and*
- *To maximise the efficiency and effectiveness of Committees and Working Groups 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 or Working Group, then it is Council Policy that the members of the Committee should elect one of those Elected Members to the role of Presiding Person.

A Presiding Person, and if required a Deputy, is to be elected using the same method as detailed in Section 5.12 of the Local Government Act 1995.

A deputy of a member of a Committee or Working Group 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 or Working Group, 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. **RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**

MEMBERS:

Cr Roger Seeney
 Mrs Bev McGuinness, Denmark Historical Society
 Mr Brian Redfern, Lions Club of Denmark
 Mrs Judith Ross, Community Member
 Mr Ivan Swallow, Denmark Historical Society
 Vacant, Community Member

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Mrs Beth Franz OAM, Community Member
 Cheralynne Clarke, Senior Customer Service Officer

ON LEAVE OF ABSENCE:

Only applies to Elected Members.

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Name	Item No	Interest	Nature of Interest
Cr Seeney	6.1 & 6.2	Impartiality	Cr Seeney is a member of the Denmark Lions Club.

3. ELECTION OF PRESIDING PERSON & DEPUTY PRESIDING PERSON

The Executive Assistant advised that she had received one nomination for Cr Seeney, nominated by Mr Swallow. Cr Seeney accepted the nomination in writing.

There being no further nominations received, Ms Thompson announced Cr Seeney as the Presiding Person. Cr Seeney assumed the Chair.

Members agreed that they wished to nominate a Deputy Presiding Person.

Mrs Ross nominated Mrs McGuinness as the Deputy Presiding Person. Mrs McGuinness accepted the nomination in writing.

There being no further nominations received, Cr Seeney declared Mrs McGuinness elected as the Deputy Presiding Person.

4. ANNOUNCEMENTS BY THE PERSON PRESIDING

Cr Seeney thanked the Committee for electing him as Presiding Person and acknowledged Mrs McGuinness' longevity in the role previously. Cr Seeney thanked Mrs McGuinness for her input and commitment over many years to the Cemetery Advisory Committee.

Members also thanked the Executive Assistant for her commitment to the Committee over a number of years.

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 DECISION & OFFICER RECOMMENDATION

ITEM 5.1

MOVED: Judith Ross

SECONDED: Bev McGuinness

That the minutes of the Cemetery Advisory Committee Meeting held on the 9 August 2017, be confirmed as a true and correct record of the proceedings.

CARRIED: 5/0

6. REPORTS**6.1 Cemetery Maintenance**

After consultation and negotiation with the Denmark Lions, the Shire of Denmark works and services team are now assisting with the maintenance for the new lawn section of the Cemetery. The Shire recognised that with the new section and the addition of new memorial areas, it had created additional work for the Lions and that it was important from a community and social perspective that the maintenance level be retained and improved where possible.

Noted.

6.2 Lions Club of Denmark Update

Mr Redfern advised that the Lions Club were continuing to mow the general burial ground and they had been doing more whipper-snipping around headstones and graves. Mr Redfern said that they had also recently cleaned up the northern section under the trees.

Cr Seeney asked Mr Redfern how many hours the Lions Club were putting into the Cemetery.

Mr Redfern said that it was difficult to measure because different times of the year required more or less maintenance however typically there were 7 members at the Cemetery each time.

6.3 Development Plan for the Denmark Cemetery – Projects

Cr Seeney advised the members that funding for the Cemetery projects had not been placed in the 2018/19 Budget however there could be an opportunity for consideration by Council at the mid-year Budget review, should there be some funds available.

Members expressed their disappointment that the funds had not been included but noted the opportunity at the mid-year review.

Outcome

The Executive Assistant to request Infrastructure and Assets to raise a request for funding to be considered at the mid-year Budget review in early 2019.

NEW LAWN SECTION

The Lawn Section has been completed and the grass have been planted. It has made a good start but is not fully covered yet.

Stained concrete beams – Infrastructure Services have advised that they will not proceed with attempting to clean the stained beams until such time as the bore has been fixed. If the bore is not fixed then the same problem will occur again when the reticulation is turned on.

Once the lawn is established then the Shire will number the ends of the concrete beams and open it for use.

Discussion ensued.

Outcome

The Executive Assistant to request an update from Infrastructure Services regarding the bore noting that the lawn section will require water in summer and cannot be watered until the filter is fixed.

ECO TOILET

The Eco Toilet has been installed and is open for use.

Noted.

BRIDGE & GAZEBO

Bridge

Council Officers have been liaising with the Pardelup Prison Work Camp to build the bridge and they have agreed to take on the project. Infrastructure Services will be following up in the new financial year. If they are unable to carry out the work in sufficient time then the Shire will seek quotes elsewhere.

Gazebo and Paving

Infrastructure Services have re-budgeted the works for the 2018/19 financial year and have also included the kerbing around the new section to connect the pathway.

New quotes will need to be sourced as the original contractor is not undertaking the type of works required anymore.

Cr Seeney's previous advice that there were no funds in the 2018/19 Budget were noted. Cr Seeney said that he was the Council Delegate to the Walpole Work Camp and that he would be happy to get an update on the bridge construction.

Outcome

Cr Seeney to obtain an update from the Work Camp as to the status to the bridge construction.

6.4 Garden Memorials

The two garden areas in the middle of the Lawn Burial Ground have been replanted with native plants. As shown in the Development Concept Plan the gardens will be available for the plaques and interment of ashes.

Members may wish to consider naming each of the areas to assist with identification.

At the meeting held in August 2017, members discussed the memorial gardens and came up with the following potential names;

- Boronia
- Crowea
- Callistemon
- Sparsa

Discussion ensued.

COMMITTEE DECISION

ITEM 6.4

MOVED: Judith Ross

SECONDED: Ivan Swallow

That the southern garden be named "Crowea" and the northern garden be named "Boronia".

CARRIED: 5/0

6.5 Marking of Unmarked Graves Project

At the last meeting, members discussed the desire to acknowledge a number of local volunteer residents who had undertaken extensive research as part of the Marking of Unmarked Graves Project.

A draft wording for a plaque was attached for consideration.

Members discussed the wording and made some modifications to acknowledge the volunteers efforts in also getting the gazebo constructed at the Cemetery.

The preferred location for the plaque was discussed as members and it was agreed that they would have a look when they went on site and decide whether it should be placed in the gatehouse or the gazebo.

Post Script: During the site visit, members requested that two plaques be installed, one at the gatehouse and one at the gazebo, depending on the cost and Council's budget.

Outcome

The Executive Assistant to obtain a cost for the plaque and check if two plaques can be ordered within the existing Cemetery budget.

6.6 Natural Earth Burials

There has been some recent enquiries with respect to providing a Natural Earth Burial area at the Denmark Cemetery. The Seniors Advisory Committee, at their meeting held on 6 July 2017 also made the following recommendation;

“That the Seniors Advisory Committee request that the Cemetery Advisory Committee investigate the provision of a Natural Earth Burial area at the Denmark Cemetery as a priority.”

There is provision for a Natural Earth Burial area in the Cemetery Development Concept Plan however the Officer questions whether the location is appropriate and sufficient. The area proposed is close to the adjoining Agricultural College buildings and would require significant clearing to allow for interments.

It is suggested that the Committee adjourn and travel to the Denmark Cemetery to discuss potential locations for Natural Earth Burials.

2.35pm – Cr Seeney adjourned the meeting so that members could travel to the Denmark Cemetery.

3.36pm – The meeting resumed with all members and staff who were present prior to the adjournment.

Whilst on site members had discussed the need to determine a suitable location for a future natural earth burial area. Following discussion and looking at a number of areas within the reserve members made the following recommendation.

COMMITTEE RECOMMENDATION

ITEM 6.6

MOVED: Bev McGuinness

SECONDED: Ivan Swallow

The Cemetery Advisory Committee recommend to Council that the Natural Earth Burial area on the adopted Denmark Cemetery Development Concept Plan be relocated to an already cleared area situated to the east of the sealed car park due to concerns that the area originally identified could be congested and would require the removal of vegetation and large trees, essentially removing the vegetation buffer (screen) between the Cemetery and the Denmark Agricultural College.

CARRIED: 5/0

7. GENERAL BUSINESS

7.1 On Site Issues Identified

Whilst on site the Committee identified the following;

- a) White fence may need refurbishing, particularly on the inside where there appears to be some water damage. It may require repainting.
- b) Kerbed corners throughout the Cemetery require backfilling to stabilise them and level them off with the surrounding ground level.
- c) Possibility of grass seeding the south end of the general burial ground to create grass coverage and allow mowing to occur. This would then match the rest of the general burial ground which is grassed.
- d) The edges of the internal roadway require some maintenance.
- e) Request for more native plants to be planted in the memorial gardens located in the centre of the lawn section.

- f) Paving near Jacksonii and Ficifolia Niche Walls need some maintenance as weeds are starting to come through.
- g) Large puddles of water on the upper side of the lower internal roadway. Request this area be investigated for a possible solution.
- h) Possibility of revegetating more at the rear of the Kingia Australis Niche Wall.
- i) Gardens near the Eco Toilet need some attention.

7.2 Acknowledgement of Mr Redfern

Cr Seeney acknowledged the work that Mr Redfern does for the Lions Club.

8. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 3 October 2018 commencing at 2.00pm.

9. CLOSURE OF MEETING

3.45pm – There being no further business to discuss the Presiding Person, Cr Seeney, declared the meeting closed.

These minutes were confirmed at a meeting on the _____.

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

MARKING OF UNMARKED GRAVES PROJECT

THE SHIRE OF DENMARK ACKNOWLEDGES THE FOLLOWING LOCAL VOLUNTEERS WHO DEDICATED SIGNIFICANT TIME AND EFFORT IN RESEARCHING 309 UNMARKED GRAVES, AS A COMMUNITY PROJECT FOR DENMARK'S CENTENARY IN 1995. THEY WERE ALSO INSTRUMENTAL IN THE CONSTRUCTION OF THIS GAZEBO

LAURA HAMILTON

EMILY CHURCH

WIN WIRRELL

DOROTHY BRENTON

JEAN POWLEY

LORNA REDMAN

THE SHIRE ALSO ACKNOWLEDGES BILL PINNIGER WHO DONATED THE GRANITE FOR ALL OF THE HEADSTONES.