



SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK ON
WEDNESDAY, 21 SEPTEMBER 2016.

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Council Committee Meeting

21 September 2016

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.02pm – *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)
 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

APOLOGIES:

Cr David Morrell, Shire President
 Mr Colin Cayless, Community Member

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Nil

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 OAM	SECONDED: Ivan Swallow
That the minutes of the Cemetery Advisory Committee Meeting held on the 22 June 2016, be confirmed as a true and correct record of the proceedings.	
CARRIED: 5/0	

6. REPORTS

6.1 Lions Club of Denmark Update

Mr Redfern provided an update to members on the activities of the Lions Club at the Denmark Cemetery stating that they were due up there again on Saturday. Mr Redfern advised that they had also been clearing up a lot of the debris at the Cemetery which was a result of recent storms.

Mrs Ross advised that she had noticed a number of graves which had seedlings on them which may need to be looked at and removed. Mrs Ross provided Ms Thompson with the names of the grave sites that needed to be looked at.

Outcome

Ms Thompson to refer the matter to investigate the sites and arrange removal where required.

6.2 Booklet for Locating Sites at the Cemetery

Mrs Ross has spent many hours cross referencing the location of graves and interments within the Cemetery to be included in the information booklet for the gatehouse. It is envisaged that the booklet will be printed and available inside the gatehouse at the Cemetery, available at the Shire Office and on Council's website.

A copy of the draft Booklet was available to members for perusal and comment.

The Executive Assistant wished to express her sincere thanks to Mrs Ross for her hard work in cross referencing the Burial Register with the maps. Members agreed and thanked Mrs Ross for volunteering her time.

Members perused the book and were generally happy with the content. It was noted that some of the font sizes needed to be increased.

Outcome

The Executive Assistant to send a copy of the draft document to each member for perusal and comment.

6.3 Development Plan for the Denmark Cemetery – 2016/17 Projects

NEW LAWN SECTION

The Council have included additional funds in the 2016/17 Budget for the completion of the new lawn section of the Denmark Cemetery. The Executive Assistant to provide an update on the project.

Ms Thompson advised that Council had included \$70,000 in the budget for the Lawn Section to be completed and explained that because the beams had to be stepped, due to the lay of the ground, this had caused the labour component to be much more than the original quote.

SEALING OF INTERNAL ROAD

The Council have included funds in the 2016/17 Budget for the sealing of the eastern side internal road. This work will be scheduled and the Executive Assistant will provide an update at the meeting.

Ms Thompson advised that Council had included \$24,000 in the budget for the sealing of the internal eastern road and that Infrastructure Services had advised that this would likely commence in November 2016.

ECO TOILET

The Council have included funds in the 2016/17 Budget for the purchase and installation of an Eco Toilet at the Denmark Cemetery. The Executive Assistant will provide an update at the meeting.

Ms Thompson advised that Council had included \$40,000 in the budget for purchase and installation of an ECO Toilet at the Cemetery and asked members whether the location indicated on the Development Concept Plan was still their preferred location.

Members agreed that they still preferred that location.

6.4 Signage for Niche Walls

Members are requested to give some thought to internal signage for the following;

- Jacksonii Niche Wall
- Ficifolia Niche Wall
- Kingia Australis Niche Wall
- Lawn Section
- General Burial Ground
- Toilet

It was recommended and preferred that the signage be consistent and in keeping with the aesthetics of the Cemetery. Suggestions in relation to size, style, colour and location are encouraged.

Discussion ensued and it was agreed that the signs should be easy to read both in size and colour. Members were happy with street sign style on a pole for directional signs.

6.5 Project Completion Unveiling Celebration

Given the budget carryover and increase for the Lawn Section it is envisaged that this project will not be completed by Spring 2016. At the last meeting members were encouraged to provide some ideas of the format and style of the event. These ideas are still welcome however it is recommended that the unveiling will take place once all of the projects are complete.

It was agreed that the celebration should be scheduled for when all of the work was completed.

6.6 General Condition of the Cemetery

At the last meeting Mr Cayless stated that he had concerns with the overall condition of the Cemetery and asked for some information to be provided.

The Executive Assistant provides the following responses to the questions posed.

1. What do the Shire of Plantagenet do with respect to their Cemetery maintenance?

Response:

The Shire of Plantagenet have two Cemeteries and two staff work for two hours alternating weeks at the Cemeteries. Any major works are contracted out.

Noted.

2. What percentage of the Council's budget has been spent on the Denmark Cemetery in the past five years?

Response:

The Executive Assistant is still awaiting a response and will provide the information at the meeting if it is available.

Noted however members asked this to be followed up.

3. Could a process be established where the adjacent leaseholder could be notified of when funeral services are taking place?

Response:

Council Officers responsible for day to day operations at the Cemetery will be looking at a process to do this, possibly the development of a checklist or similar, noting that they can only provide advice on services that are known to them.

Noted and agreed that a checklist could solve the problem.

Outcome

Ms Thompson to follow up response from the Director of Finance & Administration regarding budget expenditure.

7. GENERAL BUSINESS

7.1 Plants on Eastern Side of Cemetery

Mr Redfern expressed concern that there were a number of self-sown plants growing on the eastern side of the cemetery on and near the graves near the road. Mr Redfern stated that he believed it looked quite messy and wondered whether it was something that the Council could look at cleaning up.

Outcome

Ms Thompson to investigate the area and refer the matter to Council's Parks & Gardens to see if they can clear away any self-sown plants that may be impacting on the grave sites and/or aesthetics of the area.

7.2 Wooden Crosses

Mrs Ross mentioned that there were a lot of wooden crosses at the Cemetery, which were not permitted under the Local Law other than as a temporary memorial. Mrs Ross stated that a lot of them were getting quite old.

Discussion ensued and members discussed the reasons why some families may choose to keep wooden crosses on sites rather than upgrade to a more permanent headstone.

7.3 Illegible Headstones

Members discussed the fact that many of the headstones that had been provided by Mr Pinniger some years ago were no longer readable as the painted lettering had come off.

It was noted that it was not something that Council would get involved in as the headstones belonged to the families and if Council were to remedy one then they would need to be prepared to remedy all.

Outcome

Ms Thompson to discuss the matter with the Chief Executive Officer to see whether a solution can be reached.

8. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 16 November 2016 commencing at 2.00pm.

9. CLOSURE OF MEETING

2.44pm – There being no further business to discuss the Presiding Person, Mrs McGuinness, declared the meeting closed and invited members to the Cemetery for a walk around inspection.

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

Signed: _____
Bill Parker – 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.)