



SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON WEDNESDAY, 8 FEBRUARY 2017.

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Council Committee Meeting

8 February 2017

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.00pm – *The Presiding Person, Mrs McGuinness, declared the meeting open.*

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

Cr Janine Phillips
 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

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

The Presiding Person welcomed Cr Janine Phillips.

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: Ivan Swallow	SECONDED: Judy Ross
That the minutes of the Cemetery Advisory Committee Meeting held on the 21 September 2016, be confirmed as a true and correct record of the proceedings.	
CARRIED: 7/0	

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 had been mowing the grass and collecting leaves over the last few months. Mr Redfern advised that they were due to go back out to the Cemetery on Saturday, 11 February.

Mr Cayless noted that there were some areas with no grass at the Cemetery and suggested that perhaps other ground coverings could be considered such as small screened gravel or similar. Mrs McGuinness suggested that the matter be discussed during general business however it was not raised again.

6.2 Booklet for Locating Sites at the Cemetery

The draft booklet will be finalised once the new section has been completed and signs have been erected for each section, including Niche Walls. The alphabetical listing (index) is being updated as required and includes reference to the relevant map section.

The Executive Assistant advised that the index and map references which Mrs Ross had worked on were being updated as required and that the new sections, including photos, would be included in the booklet.

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

NEW LAWN SECTION

One section has been completed. Work on the northern section will commence in the coming months and be completed by 30 June 2017.

Maintenance / repairs / replacement quotes for the bore pump are being obtained to ensure that once the reticulation is turned on there won't be staining of the plinths and headstones.

The Executive Assistant provided an update. Cr Phillips suggested that perhaps the water could be pumped into a tank first and then used from the tank as she had seen this done in places where there was a high level of iron in the water and the water seemed to settle when it was in the tank. Discussion ensued.

Outcome

The Executive Assistant to refer the suggestion to Infrastructure Services to investigate.

SEALING OF INTERNAL ROAD

The internal roadway, eastern side, has been sealed.

Noted.

SIGNAGE

Name signs for the three Niche Walls have arrived and will be affixed in coming weeks.

Members were shown the signs and were happy with the outcome.

ECO TOILET

The Executive Assistant advised that a Council Officer had been tasked with pursuing the project and had been exploring a raised option but the price had been more than the budget allowed.

Discussion ensued regarding the need for a toilet at the Cemetery, the proposed location and signage once it was installed.

7. GENERAL BUSINESS

7.1 Memorial Leaves

Discussion ensued regarding the current take up of the memorial tree and the Executive Assistant advised that there were two leaves and one reservation on the tree.

It was noted that the leaves could be used by people who had scattered ashes elsewhere and wanted somewhere to place a plaque.

Outcome

The Executive Assistant to advertise the Memorial Tree and the Leaves as an alternative option for families.

7.2 Overflow Carpark

Mr Cayless said that he thought that the current overflow carpark, whilst not used a lot, wasn't looking very good. Mr Cayless suggested that perhaps sealing the carpark could be considered for future need.

Mrs McGuinness stated that she believed that the Committee needed to consider long term future use of the entire area before committing to sealing it. Discussion ensued.

7.3 Bush Area (Eastern Side)

Mr Cayless noted that at his request, the Shire had removed a big, old, stump however he still believed that the area could still use a burn as it seemed to have a high fuel load. Mr Cayless advised that he had been advised by the Chief Executive Officer that there was an issue with a water pipe on the adjacent block which had held up the prescribed burn.

The Executive Assistant advised that all of the paperwork had been completed to commence a prescribed burn however there was an issue regarding a water pipe on the adjacent block which serviced a couple of businesses who leased the area from Council.

Outcome

The Executive Assistant will follow up the status of the water pipe and encourage the prescribed burn to take place this year, when the weather conditions permits.

7.4 Bridge between Old and New Sections

Mr Cayless referred to a proposed bridge between the old and the new sections which was referenced in the Concept Plan and asked whether it had been budgeted for.

The Executive Assistant advised that there was no specific budget allocation and that the Parks and Gardens team had been investigated options to get back to her with an indicative cost. Mrs McGuinness advised that she had been approached by a Shire Officer with respect to the post and rails that she had had her place, which were to be incorporated into the design.

Outcome

The Executive Officer to follow up with Parks and Gardens team for an indicative cost and consider putting forward to Council as a 2017/18 Budget submission.

7.5 Concept Plan – Gardens in New Lawn Section

Mr Cayless asked about the proposed gardens in the two centre areas of the Lawn Section of the Cemetery as they were referenced in the Concept Plan. Mr Cayless asked whether they were going to be proceeded with.

The Executive Assistant advised that they would in due course and that she had consulted with the Parks and Gardens teams who had indicated that they would eventually be planted out with native, low maintenance plants.

7.6 Unveiling of Completed Projects

Mrs Ross referred to the proposed event to mark the unveiling of the completed projects and it was agreed that it would be done after the completion of the projects.

Outcome

This item to be placed on the next Agenda for discussion.

7.7 Natural Earth Burial Area

Mrs Ross advised that she had been approached by someone who had indicated that they would like a natural earth burial.

Discussion ensued and it was noted that an area had been proposed in the Concept Plan however Council Officers had not had any additional requests for a natural earth burial in Denmark.

The Executive Assistant advised that she had been approached by the Council's Revegetation Officer who had concerns about the area being so close to the Agricultural College because it could be subject to chemical runoff from the College.

Cr Phillips suggested that perhaps an area needed to be identified and confirmed sooner rather than later to enable appropriate planning to take place should it be required in the future.

Outcome

The Executive Assistant to request information from the Council's Revegetation Officer as to his exact concerns so that they can be considered by the Committee.

8. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 12 July 2017 commencing at 2.00pm.

9. 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: _____
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.)