



## SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE COMMITTEE ROOM,  
953 SOUTH COAST HIGHWAY, DENMARK  
ON WEDNESDAY, 9 AUGUST 2017.

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# Council Committee Meeting

9 August 2017

## DISCLAIMER

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

2.06pm – *The Presiding Person, Mrs McGuinness, declared the meeting open.*

**2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE**MEMBERS:

Cr Janine Phillips  
 Mrs Bev McGuinness, Denmark Historical Society (Presiding Person)  
 Mr Colin Cayless, 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:

Mrs Beth Franz OAM, 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: Ivan Swallow

SECONDED: Judith Ross

That the minutes of the Cemetery Advisory Committee Meeting held on the 8 February 2017, 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 advised that the President of the Lions Club had met with Shire Officers to discuss shared maintenance.

*The Executive Assistant stated that she, the Works Supervisor and an Officer from Parks and Gardens had met with the Lions to discuss how the Shire and the Lions could work together to maintain a high level of standard at the Denmark Cemetery, particularly given that there were now extra areas to maintain with the Niche Wall, Lawn Section and Eco Toilet.*

### 6.2 Development Plan for the Denmark Cemetery – Projects

#### NEW LAWN SECTION

The Lawn Burial Ground has been completed and due to be seeded with lawn at the end of winter. Marks will also be placed on the plinths to delineate the grave positions.

*Mrs Ross asked how the Shire was going with cleaning the northern section of concrete beams which were stained with the bore water.*

*The Executive Assistant advised that she would follow up with Infrastructure Services.*

*Mrs McGuinness asked whether there would be a particular order that the graves would be dug to make it easier to access for the works employees.*

*The Executive Assistant advised that she was unsure and that she had sent the Shire's Works Supervisor contact details for the Operations Coordinator at the Metropolitan Cemeteries Board (MCB) to discuss the digging of the graves.*

*Mr Swallow said that he thought it would be beneficial to have number of the graves so that it was easier for people to locate individual sites, similar to what they did at Allambie Park Cemetery in Albany.*

*Mrs McGuinness suggested that perhaps if site couldn't be numbered then the numbers be placed on the end of each row (eg. 100 – 150).*

*Members discussed the grass for the lawn section and Ms Thompson advised that it would likely be seeded given the cost involved with roll on turf and that using the grass from McLean Oval would not be an option for some time.*

#### Outcomes

*The Executive Assistant to;*

- *Follow up with Infrastructure Services regarding cleaning of concrete beams;*
- *Check with MCB about digging order;*
- *Check with Allambie Park about ways to number gravesites.*

#### ECO TOILET

The Eco Toilet has been installed and will be open for use by the end of August 2017.

*Noted.*

#### GAZEBO AND BRIDGE

Council have included funds in the 2017/18 Budget for works near the Gazebo and to install a bridge to link the General Burial Ground with the Lawn Burial Ground.

*The Executive Assistant informed the Committee of the allocations that the Council had put into the 2017/18 Budget for Cemetery improvements which was noted by members.*

### **6.3 Plinths for 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.

Members discussed the memorial gardens.

Mrs Ross suggested that perhaps the areas could be named after the people who had contributed significantly to the Cemetery over many years and were involved in the naming of the unmarked graves project. The people who Mrs Ross named were Laura Hamilton, Emily Church, Win Wirrell, Dorothy Brenton, Jean Powley and Lorna Redman.

Discussion ensued and members agreed that it would be appropriate to have a plaque somewhere installed rather than name a garden after them as there were six main people involved.

Some potential names for the Memorial Gardens were;

- Boronia
- Crowea
- Callistemon
- Sparsa

#### Outcomes

- *The Executive Assistant to draft up potential wording for a plaque to be installed in the gatehouse and send it to Mrs McGuinness and Mrs Ross in the first instance before sending it through to other members for their comments.*
- *Members to have a think about names for the Memorial Gardens to be discussed further at the next meeting.*

### **6.4 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.

*Discussion ensued regarding the location noted on the Concept Plan and potential other locations within the Cemetery Reserve.*

*Mr Swallow advised that the NEB area at Allambie Park had been parkland cleared but the tall trees had been left standing.*

*Members discussed the potential of having two areas identified so allow for future expansion should it be required.*

*It was agreed that the Committee should meet on site to consider area(s) for NEB in the Cemetery Reserve.*

Outcomes

*The Executive Assistant to;*

- *source some information from Allambie Park and Mt Barker on their NEB areas.*
- *Arrange a time for the Committee Members to meet at the Denmark Cemetery to discuss potential locations and following that meeting to research some information on what would be required to prepare an area for use.*

## **7. GENERAL BUSINESS**

### **7.1 Cemetery Fairies**

*Mrs McGuinness stated that following the work that the "Cemetery Fairies" (a group of local volunteer residents) had done to repaint the headstones that Bill Pinniger donated for the unmarked graves, she had had a few queries from people for the "Fairies" to do their family's headstones. Mrs McGuinness advised that she would likely be responding stating that it was not their role.*

### **7.2 Funeral Clashes in Denmark**

*Mrs McGuinness stated that there had recently been a situation where two Funeral Directors had scheduled funerals in Denmark on the same day and at the same time which had meant that people could attend only one. Mrs McGuinness asked whether they could be asked to liaise with each other so that there was no more than one funeral in a country town at one time.*

Outcome

*The Executive Assistant to prepare a draft letter to be sent to Albany Funeral Directors, Bethany Funeral Home and the Amity Rose Funeral Home.*

### **7.3 Bush Clearing on Eastern Side**

*Mr Cayless referred to the recent burning of the bush on the eastern side and asked whether the bigger debris, which wouldn't grow back to anything, could be removed.*

Outcome

*The Executive Assistant to submit an Engineering Service Request to clear the debris.*

### **7.4 Cemetery Fairies and Backwards Headstone**

*Mrs McGuinness advised that when the Cemetery Fairies had been working at the Cemetery they had noticed that one of the headstones was around the wrong way.*

*The Executive Assistant advised that Infrastructure Services had corrected the position of the headstone.*

*Mrs Ross said that she thought the Cemetery Fairies had done a good job with repainting the Bill Pinniger headstones.*

### **7.5 Broken Headstone**

*Mrs McGuinness advised that she had noticed that one of Bill Pinniger's headstones had been broken asked whether it could be fixed by the Shire.*

*The Executive Assistant advised that she was aware that a Council Officer had already submitted an Engineering Service Request to see if the Shire could repair it.*

**7.6 2017/2018 Cemetery Fees**

*The Executive Assistant advised that Council had agreed to an increase in most of the Cemetery Fees for 2017/18. Ms Thompson explained that the increases had been proposed to ensure that the Shire was still covering costs and also had capacity to save some funds for future maintenance and improvements at the Cemetery.*

*Ms Thompson advised that the fees had been determined by comparing the Denmark Cemetery charges with a number of other similar size local governments and the cost of maintenance and interments.*

**7.7 Memorial Tree Leaves**

*Mrs Ross advised that she had seen the advert in the Denmark Bulletin for the Memorial Tree leaves and asked whether there had been any enquiries.*

*The Executive Assistant advised that there had a few enquiries and a few people had purchased memorial leaves.*

**7.8 Ficifolia and Jacksonii Niche Walls**

*Cr Phillips asked what was happening with the Ficifolia and Jacksonii Niche Walls now that the new Kingia Australis one was being used.*

*Mrs McGuinness advised that all of the Niche Walls were still being used and that the Committee had worked on improving the amenity of the area by reducing screening vegetation and installing paving and kerbing.*

*The Executive Assistant advised that the Cemetery's fee structure was such that niches in the newer Kingia Australis Niche Wall were more expensive. This was done to encourage use of the Ficifolia and Jacksonii Niche Walls and to provide families with cost options.*

**8. NEXT MEETING**

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 11 October 2017 commencing at 2.00pm.

**9. CLOSURE OF MEETING**

*2.55pm – There being no further business to discuss the Presiding Person, Mrs McGuinness, declared the meeting closed.*

These minutes were confirmed at the meeting of the \_\_\_\_\_

Signed: \_\_\_\_\_

*(Presiding Person at the meeting at which the minutes were confirmed.)*