



SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK
ON TUESDAY, 17 FEBRUARY 2015.

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Council Committee Meeting

17 February 2015

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1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

2.03pm – *The Presiding Person, Mrs McGuinness, declared the meeting open.*

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

Mrs Bev McGuinness, Denmark Historical Society (Presiding Person)
 Cr Belinda Rowland, Council Delegate
 Mrs Beth Franz OAM, Community Member
 Mr Brian Redfern, Lions Club of Denmark
 Mrs Judith Ross, Community Member
 Vacant, Denmark Historical Society

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Mr Colin Cayless, Community Member

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Nil

VISITORS:

Nil

DECLARATIONS OF INTEREST:

Nil

3. ANNOUNCEMENTS BY THE PERSON PRESIDING

Mrs McGuinness announced that the additional representative member for the Denmark Historical Society would be Mr Ivan Swallow and that she would provide Mr Swallow's contact details to the Executive Assistant.

4. PUBLIC QUESTION TIME

There were no members of the public present.

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: Judith Ross

That the minutes of the Cemetery Advisory Committee Meeting held on the 16 September 2014, be confirmed as a true and correct record of the proceedings.

CARRIED: 5/0

6. REPORTS

6.1 Memorial Tree

At the last meeting, Mrs Ross raised concern over the condition of the seat around the Memorial Tree noting that some of the paint had come off.

Following the meeting, the Executive Assistant contacted the manufacturer and they agreed to fix the seat at no cost to Council. The work has been completed.

Noted.

6.2 Development Plan for the Denmark Cemetery (Reserve 11655)

The Executive Assistant provided an update on the following four projects which have been budgeted for 2014/15.

Kingia Australis Niche Wall & Memorial Tree	\$12,000
Jacksonii & Ficifolia Niche Walls	\$15,000
Parkland clearing & 'bridge' between old & new sections.....	\$8,000
Survey / plot & plinth installation (new lawn section)	\$25,000
<i>Total</i>	<i>\$60,000</i>

BUDGET REQUEST FOR 2015/16

Members were encouraged to consider the other projects included in the Concept Plan and whether they would like to put any items forward for Council to consider in its 2015/16 Budget.

Discussion ensued and members discussed the priority of each outstanding project within the adopted Concept Plan. It was agreed that the sealing of the eastern road and the Eco Toilet were now the highest priority given that there had a been a couple of requests received regarding installation of a toilet and there were major issues with "bogging" along the eastern road way during winter (wet) months.

COMMITTEE RECOMMENDATION		ITEM 6.2
MOVED: Bev McGuinness		SECONDED: Brian Redfern
That Council consider including funds in the 2015/16 Budget for the balance of the projects as detailed in the adopted Denmark Cemetery Development Concept Plan, and not already funded in the 214/15 Budget, and that the priority for the projects be as follows (the total amount requested being \$90,000);		
1. Sealing of eastern internal road		\$7,000.00
2. Eco Toilet		\$40,000.00
3. Natural Earth Burial Ground		\$8,000.00
4. Top Dressing of Burial Ground (current)		\$15,000.00
5. Gazebo Area		\$5,000.00
6. Internal Signage		\$3,000.00
7. Memorial Gardens in new section		\$12,000.00
CARRIED: 5/0		

6.3 Project Completion Unveiling Event

At the previous meeting members were requested to consider ideas of a small celebration to unveil the completed projects. For further discussion.

Members requested that this item be carried forward to the next Agenda.

6.4 Natural Earth Burial Ground – Raising Community Awareness

At the last meeting, members requested that this item be included on this Agenda to discuss the possibility of hosting another community forum on Natural Earth Burials in an effort to raise community awareness on the topic. For discussion.

Discussion ensued and members agreed that it would be a good idea to hold another information forum for the Denmark Community. It was agreed that it would be good to hold the forum prior to budget deliberation so that Councillors could attend to find out more about Natural Earth Burials and the level of community interest.

Outcome

The Executive Assistant to;

- *Arrange a mutually convenient date and time with the Natural Earth Burial Society (Albany) and the two local Funeral Directors to attend and speak at a community forum in Denmark;*
- *Advise members of the date and time;*
- *Advertise the forum publically, inviting Councillors and Senior Council Officers.*

6.5 Lions Club of Denmark Update

Mr Redfern provided an update to members on the activities of the club at the Denmark Cemetery since the last meeting stating that at the moment it was quite dry at the Cemetery and that not a lot was growing however they had been up there two weeks ago and mowed down the daisy flowers and did a general clean up. Mr Redfern stated that it usually went green again after the first rains.

Mr Redfern stated that they currently had approximately 7 members who regularly participated in the Cemetery maintenance.

6.6 CCAWA Annual Conference

The Executive Assistant provided information for members on the 2015 Cemetery and Crematoria Association of WA's annual conference, as requested by members at the last meeting of the Committee.

It was noted that most of the topics covered were tailored towards cemetery and funeral industry administration and Mrs McGuinness stated that it would be nice if they had something for Committee Members and not just administration officers.

Outcome

The Executive Assistant will investigate whether the CCAWA would provide a regional talk for Cemetery Committee members on a topic such as cultural awareness.

6.7 Naming of Access Road to Denmark – Wirrell Way

At its meeting held in October 2014, Council agreed to advertise its intention to name the Access Road to the Cemetery 'Wirrell Way', as recommended by the Cemetery Advisory Committee.

There were no objections received following the close of the advertising period. The proposed name has been referred to the Geographic Names Committee for approval. If approved, appropriate signage will be erected.

Noted.

Post Script: On the 18 February 2015, the CEO received approval from the Geographic Names Committee for the name and has requested Infrastructure Services to purchase and install appropriate signage.

7. GENERAL BUSINESS

7.1 Condition of Headstones

Mrs McGuinness stated that she had received some feedback from a member of the public about not being able to read a headstone at the Denmark Cemetery and raised concern over the condition of the illegibility of some of the headstones at the Cemetery, particularly those that had been placed through the project to mark all of the unmarked graves (donated stone from Bill Pinniger). It was noted that a few years ago Albany Monumental Masons had quoted approximately \$100 per headstone to refurbish the lettering. Members discussed perhaps holding a busy bee to repaint the illegible headstones.

The Executive Assistant advised that members needed to consider that the headstones belonged to the families of the deceased and that it was not Council's role to 'fix' them. Ms Thompson advised that members needed to be cognisant of setting a precedent where families "expected" Council to maintain the lettering and condition of their headstones and that this was not common practice within the Cemetery industry.

Cr Rowland stated that perhaps members of the public who raised concerns about the condition of their loved ones headstone(s) should be, in the first instance, advised that it was not a local government's responsibility and instead direct them towards a monumental mason who could help them with 'fixing' the problem(s).

Outcomes

The Executive Assistant to research what some Local Government and Board managed cemeteries do with respect to illegible headstones and provide the information back to members at the next meeting.

7.2 Locating Grave Sites at the Cemetery

Mrs Ross asked whether the site plan on the existing signage in the Gatehouse at the Cemetery could be enlarged so that people could read the numbers.

The Executive Assistant advised that the intention was to replace the sign as part of the Signage project, included in the Cemetery Development Plan, to incorporate the new burial area (correct, surveyed layout) and include a QR Code. Ms Thompson advised that the QR Code, when scanned with a smartphone or the like, would take people directly to Council's website where they could download a PDF of the Site Plan as well as the Burial Register which would assist people to locate grave sites at the Cemetery.

Ms Thompson also referred to a project to create a booklet which could be available at the Gatehouse to assist people with locating sites. Mrs McGuinness and Mrs Ross expressed an interest in helping to collate the information for the booklet.

Outcome

The Executive Assistant to provide information and liaise with Mrs McGuinness & Mrs Ross regarding furthering the development of a booklet for the Gatehouse.

8. NEXT MEETING

The next meeting of the Cemetery Advisory Committee will be held on Tuesday, 1 September 2015 at 2.00pm in the Committee Room.

9. CLOSURE OF MEETING

3.15pm – 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: _____

Dale Stewart – Chief Executive Officer

Date: _____

These minutes were confirmed at the meeting of the _____

Signed: _____

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