



# Minutes

## SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE RECEPTION ROOM,  
953 SOUTH COAST HIGHWAY, DENMARK ON  
TUESDAY, 16 SEPTEMBER 2014.

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# Council Committee Meeting

16 September 2014

## DISCLAIMER

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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 ABSENCE****MEMBERS:**

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

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.

<b>COMMITTEE RESOLUTION &amp; OFFICER RECOMMENDATION</b>	<b>ITEM 5.1</b>
MOVED: Beth Franz	SECONDED: Brian Redfern
That the minutes of the Cemetery Advisory Committee Meeting held on the 8 April 2014, be confirmed as a true and correct record of the proceedings.	
CARRIED	

**5.1.1 BUSINESS ARISING**

Nil

## 6. REPORTS

### 6.1 Development Plan for the Denmark Cemetery (Reserve 11655)

At its meeting held on 8 April 2014 the Committee made the following recommendation to Council;

*“That the Cemetery Advisory Committee recommend that Council adopt the draft Development Concept Plan and consider providing funding for the works in the 2014/15 Municipal Budget.”*

The recommendation was subsequently included in a Report to Council on 6 May 2014 where Council resolved as follows (a copy of the Report was sent to all Committee members).

*“That the Cemetery Advisory Committee recommend that Council adopt the draft Development Concept Plan and consider providing funding for the works in the 2014/15 Municipal Budget.”*

Following deliberation of the Shire of Denmark’s draft 2014/15 Budget, Council resolved to include the following high priority projects in the 2014/15 adopted Budget.

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>

The CEO has requested the Director of Finance & Administration to include the remaining projects in the Council’s Long Term Financial Plan.

Given that Council has allocated \$60,000 for the above projects, the projects now require implementation and completion prior to 30 June 2015.

The Concept Plan and the individual projects were collated into one document, a copy of which was provided to all members present at the meeting for discussion. The projects can be co-ordinated ‘in house’ by Council Officers.

*Ms Thompson gave an overview of each of the projects which had been funded in the 2014/15 Budget. Members discussed hosting an opening or dedication event to celebrate the completion of the projects, particularly the new burial ground. It was agreed that it could be held after 30 June 2015 due to weather constraints and perhaps a mid-afternoon would be preferred.*

*Ms Thompson advised that the projects not funded in 2014/15 Budget had been transferred to the Council’s Long Term Financial Plan.*

*Mrs McGuinness suggested that members may like to come up with some ideas to present at the next Committee meeting.*

#### Outcomes

- *Members to put forward some ideas, at the next meeting, for an event to celebrate the completion of the projects.*
- *Item to be included on the next Agenda.*

## 7. GENERAL BUSINESS

### 7.1 Memorial Tree

*Mrs Ross advised that she had noticed some of the paint coming off the seat section of the Memorial Tree.*

*Ms Thompson advised that she was aware of the problem and would arrange for it to be repainted.*

Outcome

*Ms Thompson to arrange a quote for repainting the seat section of the Memorial Tree.*

### 7.2 Natural Earth Burial Ground

*It was noted that the Natural Earth Burial area had not been funded in the 2014/15 Budget.*

*Cr Rowland stated that Council had not funded the project because they did not believe that there was sufficient demand in Denmark at this stage.*

*Mrs McGuinness suggested that perhaps the Committee should consider hosting another community information session on Natural Earth Burials as there might be people who are unaware of what it is about.*

*Members agreed that this could be beneficial.*

Outcome

*Item to be included on the next Agenda for discussion.*

### 7.3 Lions Club of Denmark - update

*Mr Redfern advised that the Lions Club were going ok and that most members were available to assist in maintaining the Cemetery. Mr Redfern advised that Centrelink had sent a few young people to help them, through the Work for the Dole Scheme, which they had found very beneficial.*

*Cr Rowland suggested that perhaps Prison Camps could also be considered if the Lions need more assistance.*

### 7.4 CCAWA Annual Conference

*Cr Rowland referred to the annual Cemetery and Crematoria Association of WA's annual conference and requested that the Executive Assistant provide some information to the Committee about the next Conference so that any members who would like to attend could do so.*

*Ms Thompson noted that Council Budget did not include any allocation for sending non-Councillors or non-Staff to Conferences and that, whilst the networking with other people in the industry would be useful and informative, most of the topics covered at the conferences were regarding administrative matters.*

*Ms Rowland suggested that perhaps once members had the information they could then decide on whether they would be interested in attending and then the Committee could work on how to get them there.*

Outcome

*Ms Thompson to provide information to members on the next CCAWA Conference including cost of registration and approximate accommodation and travel costs.*

*Post Script: Registration cost for 2014 Conference was \$140 per person. Accommodation was approximately \$195.00 per night. Generally two nights accommodation is required.*

#### **7.5 Request for Toilet at Cemetery**

*Mr Redfern advised that the CWA had written to Council requesting that a toilet be installed at the Denmark Cemetery.*

*Ms Thompson noted that the CEO had received the letter and that a response would be sent to the CWA noting that an Eco Toilet was included in the Concept Plan, however it had not been funded in the 2014/15 Budget.*

*Members discussed whether they should perhaps reconsider the priority of the Eco Toilet in the Concept Plan.*

*Mrs Franz added that she was a member of the CWA and was aware of the request. Mrs Franz advised that she would be providing them with a copy of the Concept Plan at their next meeting for their information.*

*Cr Rowland stated that she wished to express thanks to the Executive Assistant for her work in getting the Development Concept Plan to its current stage. Members agreed and thanked Ms Thompson for her work.*

#### **7.6 Proposed Naming of Accessway (Road) to the Denmark Cemetery**

*Ms Thompson advised that the Denmark Historical Society had written to the CEO suggesting that the Cemetery Road be named Wirrell Way "to acknowledge Clive Winston Wirrell, Shire Councillor for many years, and also his wife Winifred who along with others spent months transcribing cemetery records, visiting Albany Courts verifying burial records, and working on the plot plan that Council currently uses today. Both now lie in the Cemetery."*

*Discussion ensued and members noted that it would also be good to formally acknowledge the work of the other residents who had assisted in undertaking the research to mark all of the unmarked graves back in 1995.*

#### **COMMITTEE RECOMMENDATION**

ITEM 7.6

MOVED: Beth Franz

SECONDED: Judith Ross

That the Cemetery Advisory Committee Meeting recommend to Council that the access road from South Coast Highway to the Denmark Cemetery Carpark be named Wirrell Way to acknowledge Clive Winston Wirrell, Shire Councillor for many years, and also his wife Winifred who along with others spent months transcribing cemetery records, visiting Albany Courts verifying burial records, and working on the plot plan that Council currently uses today. Both of whom now lie in the Cemetery.

CARRIED

#### **7.7 Plaque Sizes for Kingia Australis Niche Wall**

*Ms Thompson advised that she had received a request from a family to install a plaque on the Kingia Australis Niche Wall which would need to be larger than the standard size to enable all of the words to fit on it. Ms Thompson asked members what their thoughts were on whether different size options should be allowed on the Kingia Australis Niche Wall.*

*Discussion ensued and members agreed that perhaps different sizes could be permitted in particular sections of the Niche Wall, for example the outside row, but not mixed all over the wall as they believed it would be visually unappealing.*

*Ms Thompson thanked members of their comments.*

**8. NEXT MEETING**

*The next meeting of the Cemetery Advisory Committee will be held on Tuesday, 17 February 2015 at 2.00pm in the Committee Room.*

**9. CLOSURE OF MEETING**

*2.40pm – 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.)*