



SHIRE OF DENMARK CEMETERY ADVISORY COMMITTEE

HELD IN THE SHIRE OF DENMARK'S COMMITTEE ROOM,
953 SOUTH COAST HIGHWAY, DENMARK,
WEDNESDAY, 6 FEBRUARY 2013.

Contents

	Page No.
DISCLAIMER	2
1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS	3
2. RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	3
3. ANNOUNCEMENT BY THE PERSON PRESIDING	3
4. PUBLIC QUESTION TIME	3
5. CONFIRMATION OF MINUTES	3
5.1 CEMETERY ADVISORY COMMITTEE MEETING	3
5.1.1 BUSINESS ARISING	3
6. REPORTS	4
6.1 DEVELOPMENT PLAN FOR THE DENMARK CEMETERY (RESERVE 11655) – 854 SOUTH COAST HIGHWAY, DENMARK	4
6.2 NATURAL EARTH BURIALS – RULES & GUIDELINES	5
7. GENERAL BUSINESS	6
7.1 MR CHRIS PARR - MEMBERSHIP	6
7.2 GRAVE SITE NO. 60 – ENCROACHING TREE ROOT	6
7.3 SIGN TO TOILET	6
8. NEXT MEETING	6
9. CLOSURE	7

Council Committee Meeting

3 April 2013

DISCLAIMER

These minutes and resolutions are subject to confirmation by the Committee.

No responsibility whatsoever is implied or accepted by the Shire of Denmark for any act, omission or statement or intimation occurring during Council/Committee meetings or during formal/informal conversations with staff.

The Shire of Denmark disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council/Committee meetings or discussions. Any person or legal entity who acts or fails to act in reliance upon any statement does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a license, any statement or limitation or approval made by a member or officer of the Shire of Denmark during the course of any meeting is not intended to be and is not taken as notice of approval from the Shire of Denmark. The Shire of Denmark warns that anyone who has an application lodged with the Shire of Denmark must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Shire of Denmark in respect of the application.

1. DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

1.05pm – *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)
 Mr Chris Parr, Community Member
 Mr Colin Cayless, Community Member
 Mr Fred Scott, Denmark Historical Society
 Mrs Judith Ross, Community Member

STAFF:

Ms Claire Thompson, Executive Assistant

APOLOGIES:

Nil

ON LEAVE OF ABSENCE:

Nil

ABSENT:

Cr Belinda Rowland, Council Delegate

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**

COMMITTEE RESOLUTION & OFFICER RECOMMENDATION	ITEM 5.1
MOVED: Mr Chris Parr	SECONDED: Mr Fred Scott
That the minutes of the Cemetery Advisory Committee Meeting held on the 6 February 2013, 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) – 854 South Coast Highway, Denmark

Following the Committee's onsite meeting with consultant, Mr Chris Cafferata, we are now in receipt of the initial draft concept plans for the Denmark Cemetery, which are attached.

It is recommended that members determine the following;

- Preferred concept plan including;
 - Layout of new section – considering number of sites & maintenance considerations;
 - Proposed location of Natural Earth Burial Area;
 - Landscaping between old and new sections;
 - Composting toilet – proposed position;
 - Landscaping / paving of area surrounding new Niche Wall & Memorial Tree;
 - Landscaping / paving of area surrounding Ficifolia & Jacksonii Niche Walls;
 - Kerbing
 - Signage
- Priority of works (scheduling / staging).

It is recommended that once the Committee have determined the above, that Mr Chris Cafferata (Consultant) be requested to provide further detailed drawings on the chosen options and, if possible, approximate costings for each section of works. This will then enable the Committee to request funding from Council in future budget to adequately cover the cost of implementing the Development Concept Plan.

Discussion ensued in relation to the concept plans and the following principles were agreed on.

The following matters relating to the concept plan were agreed;

NEW BURIAL AREA

- Grave Plan 10 / Option 3 – Lawn Beam (headstones only) – 232 Graves
- Kerbing around central island garden for ground niche plaques. 76 metres = approx.. 232 positions.
- Grave Plan 9 / Option 3 – Lawn Beam (headstones only) – 154 Graves.
- Kerbing around central island garden for ground niche plaques. 34.7 metres = approx.. 115 positions.
- Double concrete plinth (back to back)

NATURAL EARTH BURIAL AREA

- As shown on Grave Plan 9 – 49 graves
- Installation of wall or structure for plaques / signage

NICHE WALL

- Refurbish Jacksonii & Ficifolia Niche Walls
 - Capping
 - Painting
 - Paving
- Kingia Australis Niche Wall
 - Paving
 - Gardens – low maintenance
 - Kerbing around gardens – provision for plaques

OTHER

- Link between old and new burial sections – Gazebo linkway with path east to west with bridge (as shown on plans).
- Parkland clear between burial grounds to allow for scattering or interment of ashes.
- Paving around Gazebo – room for plaque placements.
- Top dressing of entire cemetery to encourage new lawn growth and even out surface
- Signage to
 - Niche Walls
 - Memorial Tree
 - New & current section
- Eco Toilet – as located on the plan
- Sealing of eastern roadway.
- Car park – current, overflow – leave as is for now (don't seal)
- Lighting - solar

Outcomes

Members requested that the Executive Assistant liaise with the consultant with respect to the agreed items (above) to be included in the next draft Concept Plan. It was noted that funding for the development plan would not be required in the 2013/14 budget and therefore it was not urgent that the plan be presented to Council prior to their consideration of next year's budget.

Notwithstanding the above, the need to complete the area around the new Niche Wall (Kingia Australis) & Memorial Tree including paving, entrance and exit ramps and some low maintenance gardens / landscaping to finish off the project was considered to be required in the next 12 months.

COMMITTEE RECOMMENDATION

ITEM 6.1

MOVED: Mrs Bev McGuinness

SECONDED: Mr Chris Parr

That Council provide an allocation of \$6,000 in the 2013/14 Budget for the paving and landscaping around the Kingia Australis Niche Wall to finish off the project and make the egress safe and universally accessible.

CARRIED

6.2 Natural Earth Burials – Rules and Guidelines

At the November 2012 members were given a couple of examples of Rules & Guidelines for Natural Earth Burials from other Cemeteries and asked to peruse them with a view to developing some for the Shire of Denmark. For discussion noting that no determination needs to be made prior to Council agreeing to designate a portion of the existing Cemetery to be used for Natural Earth Burials.

The Officer recommends that this be discussed and determined if the Development Concept Plans are approved by Council and include a Natural Earth Burial area.

Noted and agreed by members.

7. GENERAL BUSINESS

7.1 Mr Chris Parr – Membership

Mrs McGuinness stated that Mr Parr had advised that he was no longer a member of the Lions Club of Denmark however he was happy to continue as a conduit between the Committee and the Club until the October 2013 Local Government Elections.

COMMITTEE RESOLUTION

ITEM 7.1

MOVED: Mr Colin Cayless

SECONDED: Mr Fred Scott

That the Cemetery Advisory Committee notes that Mr Chris Parr is no longer a member of the Lions Club of Denmark however advise that they are happy for Mr Chris Parr to remain as the conduit between the Committee and that organisation until the 2013 Local Government Elections.

CARRIED

7.2 Grave Site No. 60 – Encroaching Tree Root

The Executive Assistant advised the Committee that she had received a call from Mr Michael Flatman where he had asked who would be responsible if a tree root damaged a grave site monument.

Ms Thompson advised that there was no guidance in either the Cemeteries Act 1986 or the Shire of Denmark Cemetery Local Law on the matter and therefore she had sought advice from the Metropolitans Cemeteries Board (MCB), the Kalgoorlie Cemetery Board (KCB) and the Bunbury Cemetery Board (BCB).

The Grant for the site had expired on 2 July 2012 however ‘typically’ the monument / headstone still remained the property (and responsibility) of the grantor (or family).

Members discussed the matter at great length and after much deliberation made the following recommendation.

COMMITTEE RESOLUTION

ITEM 7.2

MOVED: Mr Chris Parr

SECONDED: Mr Fred Scott

That in response to Mr Michael Flatman’s query about who is responsible for damage to monuments caused by tree roots, the Cemetery Advisory Committee advise that whilst it does not consider it has any obligation under the Cemeteries Act 1986 or the Shire of Denmark Cemetery Local Law to take any action, it will, in good faith and without prejudice, request the Chief Executive Officer to liaise with Council’s Parks & Gardens Supervisor with the view to removing the offending tree root which is in close proximity to Grave Site No. 60.

CARRIED

7.3 Sign to Toilet

Members advised that there was still at sign at the Cemetery pointing towards the old toilets which were located between Reserve 11655 & Reserve 27101 however they did not believe that the toilets were either accessible or able to be used.

Outcome

The Executive Assistant will investigate the matter and if required have the sign removed.

8. NEXT MEETING

The Cemetery Advisory Committee Charter states that meetings are held as determined by the Committee (approximately every 2 months).

The next meeting of the Cemetery Advisory Committee will be held on Wednesday, 7 August 2013 at 1.00pm.

9. CLOSURE OF MEETING

2.55pm – *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.)