



Notice of Cemetery Committee Meeting

TO:

Cr Dawson, Cr Duncan, Cr Mitchell, R Carr & N King

To be held on

Tuesday, 4 February 2014

Commencing at 4.00pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

J R Attwood
Chief Executive Officer

21 January 2014

DISCLAIMER

The advice and information contained herein is given by and to the Council without liability or responsibility for its accuracy. Before placing any reliance on this advice or information, a written inquiry should be made to the Council giving entire reasons for seeking the advice or information and how it is proposed to be used.

Please note this agenda contains recommendations, which have not yet been adopted by Council.



CEMETERY COMMITTEE MEETING AGENDA

4 February 2014

TABLE OF CONTENTS

1	PUBLIC QUESTION TIME	3
2	DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST	4
3	PETITIONS/DEPUTATIONS/PRESENTATIONS.....	4
4	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
	4.1 Cemetery Committee Meeting – 12 February 2013.....	4
5	REPORTS OF OFFICERS	4
	5.1 Chief Executive Officer.....	4
	5.1.1 SUBJECT: SERVICE FOR STILLBORN BABIES.....	4
	5.1.2 SUBJECT: BALINGUP CEMETERY FENCE.....	6
	5.1.3 SUBJECT: BALINGUP CEMETERY HISTORICAL SECTION	Error!
	Bookmark not defined.	
	5.1.4 SUBJECT: UPPER PRESTON (LOWDEN) CEMETERY – Fence	10
6	CLOSURE OF MEETING	11

SHIRE OF DONNYBROOK/BALINGUP

CEMETERY COMMITTEE MEETING AGENDA

To be held at the Shire Office on Tuesday, February 4, 2014 commencing at 4.00pm

MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Dawson	John Attwood –CEO	R Carr
Cr Duncan	Lucy Bourne – Governance	N King
Cr Mitchell	Officer	

PUBLIC GALLERY	INVITED GUESTS
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APOLOGIES

The CEO to declare the meeting open at _____, and call for nominations for Presiding Officer.

NOMINATION OF PRESIDING OFFICER

_____ nominated _____ to the position of Presiding Officer. In the absence of any further nominations the CEO duly declared _____ elected as the Presiding Officer of the Committee.

_____ took the chair and called for nominations of the position of Deputy Presiding Officer.

NOMINATION OF DEPUTY PRESIDING OFFICER

_____ nominated _____ to the position of Deputy Presiding Officer. In the absence of any further nominations _____ was duly declared elected as Deputy Presiding Officer of the Committee.

1 PUBLIC QUESTION TIME

2 DECLARATION OF FINANCIAL/IMPARTIALITY INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Committee members to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

3 PETITIONS/DEPUTATIONS/PRESENTATIONS

Frank Atherton, representing the Upper Preston Cemetery Advisory Committee, will address the meeting on the committee's wish to encourage wildflowers, particularly kangaroo paws at the Upper Preston Cemetery.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Cemetery Committee Meeting – 10 September 2013

Moved:

Seconded:

That the Minutes of the Cemetery Committee meeting held on 10 September 2013 be confirmed as a true and accurate record.

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1	SUBJECT:	UPPER PRESTON CEMETERY
	Location:	Lowden-Grimwade Road
	Applicants:	Upper Preston Advisory Committee
	Zone:	N/A
	File Ref:	RES 01/3A
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	15 January 2014
	Attachments:	Nil

Background

Up until the 1970s, the Upper Preston Cemetery (also known as Lowden Cemetery) was covered with kangaroo paws, providing an impressive display during October and November. The kangaroo paws gradually died out because mowing was carried out before they had seeded. The Advisory Committee would like to re-establish the kangaroo paws.

Comment

In 2013 mowing was delayed until after the kangaroo paws had dropped their seed and dried out (first week in December). The kangaroo paws are already showing signs of regeneration.

However, Council received two complaints from visitors to the Cemetery about its unkempt appearance. Once the strategy had been explained, the complainants were satisfied. If mowing is to be delayed in this way each year, it is recommended that a small sign be made up and placed on the gate from late September to early December explaining why mowing has been delayed – for example:

Wildflower regeneration

Mowing at this cemetery has been postponed until the kangaroo paws have finished seeding in December/January.

We apologise for the temporary unkempt appearance.

SHIRE OF DONNYBROOK-BALINGUP

The cost of having a sign like this professionally made is approximately \$60.

Consultation

Upper Preston Cemetery Advisory Committee

Policy/Statutory/Voting Implications

N/A

Financial Implications

Cost of sign approximately \$60.

Strategic Implications

Strategic Community Plan -

Outcome 2.1 Our river systems and natural environment are enhanced and improved

Outcome 2.4 Our heritage areas and localities are acknowledged.

Officer's Recommended Resolution

Moved: Cr

Seconded: Cr

That

- a) **Council support the Upper Preston Cemetery Advisory Committee's efforts to encourage the return of wildflowers, particularly kangaroo paws, to the Cemetery and that the mowing is programmed accordingly, and**

- b) **A sign be made up at a cost of \$60 and fixed to the gate from late September until mowing has been carried out with the wording –**

Wildflower regeneration

Mowing at this cemetery has been postponed until the kangaroo paws have finished seeding in December/January.

We apologise for the temporary unkempt appearance.

SHIRE OF DONNYBROOK-BALINGUP

5.1.2	SUBJECT:	BALINGUP CEMETERY FENCE
	Location:	South West Hwy, Balingup
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 02/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	22 August 2013
	Attachments:	

Background

At the Ordinary Council meeting held on 25 September it was resolved that:

- 1 The North West, North East and South East sections of the fence are replaced, subject to revised quote from the contractor and revised costs of clearing from Shire being within the budget allocation, and

Comment

It was originally intended to replace the entire boundary fence - approximately 500 metres (approximately \$5000 plus the cost of clearing). The 2013-14 budget allocation for the Cemetery fence was \$3,000. As this was not enough to do the entire fence, the Committee recommended fencing the three sides that are visible from the cemetery - South East, North East and a section of the North West sides, provided this could be done within the budget.

Staff have consulted two fencing contractors, both of whom recommend doing the entire fence at one time, if possible, rather than sections. The cost per meter of doing sections is higher because of the increased number of strainer assemblies required (\$13.30 per metre as opposed to \$9 per metre).

The Committee may wish to consider delaying the replacement of the fence until 2014-15, when further funding may be allocated, but have the clearing carried out during this financial year.

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

There is an allocation of \$3,000 for fencing in the 2013-14 Budget. Proposal will need to be modified or funds allocated from elsewhere to replace either sections of, or the entire fence.

Strategic Implications

Strategic Community Plan, Outcome 2.8: Our town sites are attractive, well-presented and maintained.

Officer's Recommended Resolution

That Council staff proceed with the clearing of the boundary fence line this financial year, using \$1,000 of the \$3,000 currently allocated to this project, and that additional funding of \$3,000 to make up the shortfall is considered as part of the 2014-15 budget deliberations to complete the entire fence / to replace the visible sections of the fence visible.

Moved: Cr

Seconded: Cr

5.1.4	SUBJECT:	DONNYBROOK CEMETERY BUSH MEMORIAL – POLICY ON FLORAL TRIBUTES (POPPIES FOR VETERANS)
	Location:	Donnybrook Cemetery
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	16 January 2014
	Attachments:	Nil

Background

A local family asked if their Bush Memorial plinth could have a small pencil vase incorporated into it to accommodate a poppy at certain times of year (Anzac and Remembrance Day).

Council's *Cemeteries Flower & Ornament Policy* states:

Bush Memorial Section including Niche Wall -

To maintain the integrity of the natural bush setting and surrounds of this area floral tributes, fresh or plastic; glass jars or vases, or other receptacles, ornaments; photo frames; toys; windmills etc are not permitted within this section of the cemetery. This will help to ensure that this natural bush memorial section and the surrounding bushland is kept free of refuse and protect the native flora and fauna in the area.

Representatives of the family have asked if Council would consider an exception for the memorials of war veterans, possibly adding -

In the case of memorials bearing the Australian Commonwealth Military Force Badge, with the permission of the CEO, a pencil vase may be incorporated into the Bush Memorial plinth to accommodate a single artificial poppy at Anzac Day and Remembrance Day. The poppy may remain in place for a maximum of five days over each remembrance period before being removed by the deceased's family.

A war veteran is permitted to include on their plaque the Rising Sun emblem (the Australian Commonwealth Military Force Badge) which can be used only with the permission of the Office of Australian War Graves under Section 83 of the Defence Act.

Consultation

Cemeteries and Crematoria Association of Western Australia.

Policy/Statutory/Voting Implications

N/A

Financial Implications

N/A

Strategic Implications

Strategic Community Plan -

Outcome 2.8: Our town sites are attractive, well-presented and maintained.

Outcome 2.4: Our heritage areas and localities are acknowledged.

Officer’s Recommended Resolution

That the *Cemeteries Flower & Ornament Policy* is amended by the addition of the following: -

In the case of memorials bearing the Australian Commonwealth Military Force Badge, with the permission of the CEO, a pencil vase may be incorporated into the Bush Memorial plinth to accommodate a single artificial poppy at Anzac Day and Remembrance Day. The poppy may remain in place for a maximum of five days over each remembrance period before being removed by the deceased’s family.

Moved: Cr

Seconded: Cr

5.1.4	SUBJECT:	DONNYBROOK CEMETERY BUSH MEMORIAL BENCH
	Location:	Donnybrook Cemetery
	Applicants:	Padman Family
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	14 January 2014
	Attachments:	Attachment 5.1.4A – letter Attachment 5.1.4B – plan showing placement of bench.

Background

The Padman family has written to the Chief Executive Officer to ask if they may install a park bench in a specific location adjacent to the path though the Bush Memorial (see attachments).

Comment

Gordon Padman’s Bush Memorial plinth was installed on 22 January. The requested location for the bench is opposite Mr Padman’s memorial.

Seats throughout the cemetery are appreciated, particularly by elderly visitors. However, consideration needs to be given as to where the Bush Memorial will be extended in future, and whether this will include the area requested for the bench.

There is currently one bench in the Bush Memorial area, on the right of the pathway, approximately 18 meters from the requested bench site.

Consultation

N/A

Policy/Statutory/Voting Implications

N/A

Financial Implications

N/A

Strategic Implications

Strategic Community Plan –
Outcome 3.2: Quality community and recreational facilities that are well used by all ages and abilities.

Officer’s Recommended Resolution

Moved: Cr

Seconded: Cr

For the Committee to consider.

5.1.5	SUBJECT:	UPDATE ON PROJECTS
	Location:	Donnybrook, Balingup and Upper Preston Cemeteries
	Applicants:	Shire of Donnybrook-Balingup
	Zone:	N/A
	File Ref:	RES 01/3
	Author:	John Attwood (<i>Lucy Bourne, Governance Officer</i>)
	Report Date:	14 January 2014
	Attachments:	5.1.5A Proof of proposed sign for Donnybrook Cemetery 5.1.5B Suggested areas for expansion

- 1 Donnybrook Cemetery – grave, row and sectional signage:**
- Approx 100 grave markers labelled and ready to be installed
 - 40 row markers have been ordered
 - Sign with map showing sections – proof attached for discussion

- 2 **Donnybrook Cemetery – survey of significant vegetation in areas to be cleared for future burials**
 - Attachment 5.1.5b shows suggested areas for future clearing to be surveyed to identify significant vegetation – for discussion.

- 3 **Service for Stillborn Babies at Donnybrook Cemetery:**
 - This was held on 3 November 2013. Donnybrook Combined Churches have had a stone memorial and plaque made, to be placed just off the main access track, adjacent to Section B, rows N & O.

- 4 **Balingup Cemetery - investigation into the most cost-effective ways of defining the Historical Section of the Cemetery**
 - Costs have been obtained for bollard and chain fence – for discussion.

- 5 **Balingup Cemetery – investigation into ownership of graves in Historical Section:**
 - Ongoing

- 6 **Upper Preston Cemetery Fence and gate**
 - Completed, December 2013

Activity report 2013 and 2013-14 YTD:

Cemetery	2013 Calendar Year	2013-14 YTD
Donnybrook Cemetery - burials	12	8
Donnybrook Niche Wall – ashes & plaque	5	2
Donnybrook Bush Memorial – ashes, plinth & plaque	4	3
Balingup Cemetery - burials	2	2
Balingup Niche Wall	0	0
Upper Preston Cemetery - burials	1	1
Upper Preston Niche Wall	0	0

6 CLOSURE OF MEETING

The Chairperson advises that the date of the next Cemetery Committee Meeting will be held on _____, commencing at _____ at _____.

The Chairperson to declare the meeting closed.