



Notice of Cemetery Committee Meeting

TO:

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

To be held on

Tuesday, 11 November 2014

Commencing at 4.00pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

A handwritten signature in blue ink, appearing to read "J R Attwood".

J R Attwood
Chief Executive Officer

30 October 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

11 November 2014

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SHIRE OF DONNYBROOK/BALINGUP

CEMETERY COMMITTEE MEETING AGENDA

To be held at the Shire Office on Tuesday, November 11, 2014 commencing at 4.00pm

MEMBERS PRESENT

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

PUBLIC GALLERY	INVITED GUESTS
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APOLOGIES

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

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Cemetery Committee Meeting – 4 February 2014

Moved:

Seconded:

That the Minutes of the Cemetery Committee meeting held on 4 February 2014 be confirmed as a true and accurate record, with a correction to the resolution of Item 5.1.2, which should read as follows:

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.

5 REPORTS OF OFFICERS

5.1 Chief Executive Officer

5.1.1	SUBJECT:	DONNYBROOK CEMETERY – SEATING STRATEGY / MEMORIAL SEATS
	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:	1 September 2014
	Attachments:	Attachment 5.1.1 - <i>Cemetery Expansion and Seating Strategy</i>

Background

At the meeting on 12 February, Council resolved:

That Council staff prepare an overall plan for the Bush Memorial including a bench seating plan with design and style of seating and pathways plan, and an overall seating plan for all sections of the Donnybrook Cemetery.

Cemetery Seating Strategy

Council staff have mapped all existing benches/seats at the Cemetery. There are currently 11 benches (no backrest, either one or two planks wide) and two seats (with a backrest), plus the benches around the Niche Wall.

Seating is spread evenly through the cemetery and most benches are close to trees so are shaded for at least part of the day. However, benches without backs are not comfortable for anything but a brief rest, especially for elderly people.

As new areas of the Cemetery are opened up, more seating will be required. The following features are recommended for public seating (based on *Design for Getting Outdoors* Design Guide (UK) and other design guides):

- A backrest
- Construction from a material which does not retain heat or cold (wood or composite are the most comfortable)
- 95 – 100 degree angle between the seat and the back
- Seat depth of 300-450mm, wider for backless benches
- A curved front edge to the seat
- Arm rests

It is recommended that all new seats at the cemetery are of this standard. Composite material is preferred as it requires less maintenance.

It is also proposed that people are given the opportunity to purchase a seat (with plaque) as an alternative form of memorial. This option is available at a number of cemeteries, including

Rockingham, Midland, Pinnaroo and Fremantle. Up to four people can be commemorated on each memorial seat.

The location of memorial seats would be decided in consultation with Shire staff, taking into consideration

- existing seating and areas of need – (however two seats can be grouped together if space allows, as this is a recommendation for user-friendly seating).
- shade
- all seating to be placed on common areas – i.e. along pathways / access roads or in vacant areas beneath trees that are being retained because of their significance.

The cost of a composite seat with armrests is \$834, plus delivery and installation. It is recommended that the charge for a memorial seat is set at \$1250, plus the cost of a plaque and inscription. This charge would be reviewed annually as part of the budget process.

Bush Memorial Pathways Plan

It is proposed that the Bush Memorial be extended along either side of a pathway which circles the Niche Wall in a clockwise direction, as originally planned (see attachment 5.1.1). The pathway has already been cleared and funding has been allocated in the 2014-15 budget to extend the hardcover by 15-20 metres.

A response to the Padman family's request to place a seat on the right hand side of the existing Bush Memorial Path was delayed until strategies for seating and the expansion of the Bush Memorial had been decided. Based on the recommended resolution below, the family's request can now be agreed to.

Consultation

Cemeteries and Crematoria Association of Western Australia
Design for Getting Outdoors Design Guide
Exteria Street and Park Outfitters

Policy/Statutory/Voting Implications

N/A

Financial Implications

Ongoing maintenance costs

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:

- a) **That all seating installed at the Donnybrook Cemetery meets the following standards:**

Seats are required to

- **have a backrest and armrests**
- **be constructed from slats in jarrah or composite material**
- **have a galvanised steel or cast aluminium frame (including legs)**
- **a 95 – 100 degree angle between the seat and the back**
- **seat depth of 300 - 450mm**
- **seat length of 1600 - 1800mm**
- **a curved front edge to the seat, and be**
- **mounted onto concrete footings**

- b) **That seats which meet these standards are offered as a memorial option at a cost of \$1,250 plus the cost of a plaque and inscription, and may be located along pathways, access roads or under trees of significance, as determined by Council staff.**

5.1.2	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:	1 September 2014
	Attachments:	5.1.2 Draft brochure re Memorials

- 1 **Donnybrook Cemetery – grave, row and sectional signage:**
 - Approx 100 grave markers have been installed
 - Row markers have been installed
 - Sign with map showing sections has been installed at the entry to the Cemetery

- 2 **Donnybrook Cemetery – survey of significant vegetation in areas to be cleared for future burials**
 This has been completed. Clearing will proceed according to need over the next few years, starting with Section B, rows N & O.

- 3 **Donnybrook Cemetery Bush Memorial –**
 \$2,000 has been allocated in the 2014-15 budget to extend the Bush Memorial Path, thereby extending the area available for memorials.

- 4 **Service for Stillborn Babies at Donnybrook Cemetery:**
 Plaque has been installed.

- 5 Balingup Cemetery Fence:**
Funding has been allocated in the 2014-15 budget for this project to be completed. Up-to-date quotes are being sought from fencing contractors.
- 6 Balingup Cemetery - Historical Section:**
The Historical Section has been marked and protected from vehicles by a bollard and chain fence.
- 7 Upper Preston Cemetery:**
Council's Natural Resource Officer and Parks and Gardens Team Leader met representatives of the Upper Preston Cemetery Advisory Committee on site in June to discuss and agree on management practices to encourage the regeneration of kangaroo paws and other native flowers.
- 8 Memorials brochure:**
A brochure is being developed to help people select from the memorial options available at the Shire's three cemeteries. A draft of the brochure is attached for comment and discussion (attachment 5.1.2). The brochure will be designed and printed / photocopied in-house on an as-needs basis (i.e. cost negligible). A copy will also be available for download from the internet.

5.1.2	SUBJECT:	USE OF GRAVES AND NICHES AS MEMORIALS WITHOUT BURIAL OR ASHES
	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:	31 October 2014
	Attachments:	Nil

Background

Council staff have received requests recently for

- A grave site to be purchased for the purposes of a memorial only, as the burial site (at Karakatta) was being re-designated, and
- A double niche wall with plaque to commemorate two people who are already buried at the cemetery in unmarked graves.

These requests suggest the need for a policy on the use of graves and niches and the possibility of developing alternative options for people who want a memorial, that is not associated with a burial or ashes.

Comment

In the first case above, the request was withdrawn after a discussion of alternatives, so is no longer an issue. However, a clear policy would be helpful, should a similar situation arise.

In the second case, staff were not aware that the deceased were already buried at the cemetery until they met the relatives to choose a niche. The relatives were not aware the unmarked graves could be identified. The process of ordering a plaque has been halted until a Council decision on this issue.

As more people opt for cremation and to have their ashes spread in places other than a cemetery and/or as the tenure on graves expires, these types of requests may increase.

Where a person is buried elsewhere, permitting grave sites, Niche Wall or Bush Memorial plaques to be used as memorials has implications, including

- the accuracy of records and research into family histories (a very popular area these days), and
- the use of a finite resources, particularly in the case of grave sites, for a purpose other than that originally intended.

These implications are not as significant where a niche wall or bush memorial plaque is used as a memorial only, provided the deceased has a) been cremated, and b) their ashes have been scattered or kept elsewhere.

At the Cemeteries and Crematoria Association of WA annual seminar, there was discussion about alternative options for memorials and future trends for cemeteries, which will be presented to the Committee for discussion, as part of this item.

The following options are presented for discussion:

Option 1:

A policy is developed that states the purchase of a grave site must be accompanied by a burial (noting that the term 'burial' in the *Cemeteries Act 1986* includes the disposal of ashes), and that a niche or Bush Memorial site may be used only when some or all of the deceased's ashes are to be placed within them.

Option 2:

A policy is developed that states the purchase of a grave site must be accompanied by a burial (noting that the term 'burial' in the *Cemeteries Act 1986* includes the disposal of ashes), but that

A niche or Bush Memorial site may be purchased without ashes being placed within them, provided the deceased was cremated and their ashes spread or kept somewhere other than a cemetery.

Consultation

Cemeteries and Crematoria Association of Western Australia

Policy/Statutory/Voting Implications

Cemeteries Act 1986

Financial Implications

N/A

Strategic Implications

Strategic Community Plan - Outcome 2.4: Our heritage areas and localities are acknowledged.

Officer's recommended Resolution:

Option 1:

That Council staff develop a policy stipulating that

- a) a grave site may be purchased only for the purposes of a burial/burials**
- b) a niche wall or bush memorial site may be purchased only when some or all of the deceased's ashes are to be placed in that niche wall/bush memorial site,**

and that Council staff explore alternative options for memorial plaques where there is no body / ashes.

Option 2:

That Council staff develop a policy stipulating that

- c) a grave site may be purchased only for the purposes of a burial/burials**
- d) a niche wall or bush memorial site may be purchased without ashes being placed in them provided the deceased was cremated and their ashes are spread or kept somewhere other than in a cemetery.**

and that Council staff explore alternative options for the placement memorial plaques where there is no body / ashes.

Cemetery statistics 2013-14:

Cemetery	2013-14 year
Donnybrook Cemetery - burials	12
Donnybrook Niche Wall	6
Donnybrook Bush Memorial	4
Balingup Cemetery - burials	2
Balingup Niche Wall	0
Upper Preston Cemetery - burials	3
Upper Preston Niche Wall	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.