



Minutes of Cemetery Committee Meeting

Held on

Tuesday, 23 February 2016

Commencing at 4.30pm

In Council Chambers

Cnr Bentley and Collins Streets, Donnybrook WA 6239

A handwritten signature in cursive script, appearing to read "J R Attwood".

J R Attwood
Chief Executive Officer

25 February 2016

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 these minutes may contain recommendations which have not yet been adopted by Council.



**CEMETERY
COMMITTEE MEETING MINUTES**

23 February 2016

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SHIRE OF DONNYBROOK/BALINGUP

CEMETERY COMMITTEE MEETING MINUTES

Held at the Shire Office on Tuesday, 23 February, 2016 commencing at 4.30pm

MEMBERS PRESENT

COUNCILLORS	STAFF	COMMUNITY
Cr Crowley Cr Van Der Heide	John Attwood –CEO Lucy Bourne – Governance Officer	R Carr F Atherton

PUBLIC GALLERY	INVITED GUESTS
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APOLOGIES

Cr Mitchell
N King

The CEO declared the meeting open at 4.30pm, and called for nominations for Presiding Officer.

1 NOMINATION OF PRESIDING OFFICER

Rose Carr nominated Cr Crowley to the position of Presiding Officer. In the absence of any further nominations the CEO duly declared Cr Crowley elected as the Presiding Officer of the Committee.

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

2 NOMINATION OF DEPUTY PRESIDING OFFICER

Cr Van Der Heide nominated Rose Carr to the position of Deputy Presiding Officer. In the absence of any further nominations Rose Carr was duly declared elected as Deputy Presiding Officer of the Committee.

3 PUBLIC QUESTION TIME

NIL

4 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.
NIL

5 PETITIONS/DEPUTATIONS/PRESENTATIONS

NIL

6 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

6.1 Cemetery Committee Meeting – 11 November 2014

Moved: R Carr

Seconded: Cr Van Der Heide

That the Minutes of the Cemetery Committee meeting held on 11 November 2014 be confirmed as a true and accurate record.

Carried 4/0

7 REPORTS OF OFFICERS

7.1 Chief Executive Officer

7.1.1	SUBJECT:	GENERAL UPDATE
	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:	16 February 2016
	Attachments:	NIL

The Governance Officer provided a summary of recently completed projects at the Shire's three cemeteries.

7.2.1	SUBJECT:	CEMETERIES BUDGET 2016/17
	Location:	Shire of Donnybrook-Balingup
	Applicants:	Administration
	Zone:	N/A
	File Ref:	TP 07/1
	Author:	John Attwood – Chief Executive Officer (<i>Lucy Bourne – Governance Officer</i>)
	Report Date:	23 February 2016
	Attachments:	Nil

Background

In the 2015/16 Financial Year funds have been allocated to the Donnybrook Cemetery for the ongoing clearing of areas for future burials and a rationalisation of access roads. There are no other current cemetery projects in progress.

The Committee considered new projects to improve the cemeteries for consideration in the 2016/17 Budget.

Consultation

N/A

Policy/Voting/Statutory Implications

N/A

Financial Implications

Items to be included in 2016/17 Budget deliberations.

Strategic Implications

Strategic Community Plan Outcome 2.4: Our heritage areas and localities are acknowledged;
Outcome 2.8: Our town sites are attractive, well-presented and maintained.

Officer’s Recommended Resolution

Moved:

Seconded:

That the Committee request the following projects (in order of priority) be considered in the Shire of Donnybrook-Balingup budget deliberations for the 2016/17 financial year.

- (a) _____
- (b) _____
- (c) _____

The Committee asked Council staff to investigate the cost and feasibility of putting Cemetery records on the website, with a search function to allow members of the public to access family records online. Depending on the outcome, this may be listed for consideration in the 2016/17 Budget.

The current program of work at Donnybrook Cemetery to clear new areas and rationalise access roads to continue.

The Committee asked Council staff to advertise and re-ignite interest in the Donnybrook Friends of the Cemetery and Balingup Friends of the Cemetery with a view to organising busy bees during the winter.

Cemetery statistics for the past two years:

Cemetery	2014	2015
Donnybrook Cemetery - burials	9	16
Donnybrook Ashes - Niche Wall /Grave	5	6
Donnybrook Bush Memorial	1	1
Balingup Cemetery - burials	0	1
Balingup Niche Wall	2	0
Upper Preston Cemetery - burials	4	1
Upper Preston Ashes Niche - Wall / Grave	1	1

6 CLOSURE OF MEETING

The Chairperson advised that the next Cemetery Committee Meeting will be held as needed on a date to be advised.

The Chairperson declared the meeting closed at 5.25pm.

These Minutes were confirmed as a true and accurate record at the Cemetery Committee Meeting held on _____		
Shire President		Presiding Member