General Cemetery Committee Meeting

MINUTES

HELD AT Committee Room, Council Chambers on 16 February 2016

Meeting opened – 5.30pm

Present

Cr Sharon Tapscott (Chair)        Shirley Carter (Bermagui)        Wayne Dunning (Wolumla)

Nancy Grant (Wyndham)            Neridah Holzhauser (Bermagui)

Dave Wilton (Bemboka)           Barbara Grant (Wyndham)

Anne Cleverley (BVSC Community Development Coordinator)  Karen Terwin (BVSC Cemetery & Hall Officer)  Simon Schweitzer (BVSC Manager Community, Culture & Information)

1  Apologies:
Peter Phillips (Eden)            Steve Nixon (Eden)            Tex Pena (Bemboka)

Darragh Reynolds (Eden)

2  Confirmation of minutes
Minutes from the 17 November 2015 General Cemetery Committee Meeting were confirmed.

Moved – Shirley Carter         Second – Wayne Dunning

3  Action items from previous meeting

Action 1 – BVSC to organise onsite meeting with Bermagui committee to discuss drainage.
A meeting will be re-set for March to discuss this and the Facility Management Plans.

Action complete

Action 2 – BVSC to organise contractor to carry out tree lopping at Bermagui cemetery.
Council Officer Lyall Bogie has been given the committees contact details to organise a time in the coming weeks to go and reassess the trees at the Bermagui Cemetery and in turn will organise an arborists to remove any dangerous limbs/trees.

Action complete
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Action 3 – BVSC to organise auction and reimbursement of monies from brush cutter from Bermagui Cemetery.
A list of items from a number of cemeteries has been forwarded to Supply Services; once there is a Council auction set we will notify the committees.

Action part complete

Action 4 – BVSC to investigate ants control at Bermagui Cemetery and rabbit baiting at the Eden Cemetery. Lyall Bogie will look at the ant issue while he up at the Bermagui Cemetery looking at the trees. Council will look to getting Eden Cemetery added the next time there is a baiting program in Eden.

Action part complete

Action 5 – BVSC to seek to close all existing ABNs.
BVSC have asked finance to follow this with the ABR.

Action ongoing

Action 6 – BVSC to investigate dog management in cemeteries.
Rangers have advised that as cemeteries are classified as ‘public’ areas it is actually an offence to have a dog off leash and it is also an offence for dog owners not to clean up dog waste. Council will provide cemeteries with signage if they wish and committees are asked to report to Council rangers if they are able to identify people who are allowing their dogs off leash in cemeteries. Council is not able to provide dog waste bags as the areas are not classified leash free areas.

Action complete

Action 7 – BVSC to provide feedback on the volunteer review.
Council is midway through reviewing the volunteer processes. A number of committee members indicated they had received the survey but many didn’t fill it out. BVSC will use the information received to inform any changes to the current procedures.

Action complete

Action 8 – BVSC to meet individually with Committees on Facility Management Plans.
A DRAFT plan was forwarded to each committee and BVSC will be out in March to discuss these further. Council has been collecting information across all of the 13 cemeteries for a broader asset register; this involves counting items and measuring roads and fence lines etc. to work out use for life and renewal costs.

All cemeteries have ‘level of service’ or hierarchy attached, the 4 main cemeteries are ‘district’ level and the rest are ‘local’ meaning the levels of service will differ. We are asking to the committees to look over these documents and provide us with feedback on the maintenance schedule, allocated equipment and assets. We are also asking committees to identify their views on any capital work or renewal projects they believe will need to be carried out at their cemeteries.

The FMP also identifies the value of volunteer contributions towards the cemeteries.
These are fluid, “living” documents and will be altered on an ongoing basis as needs change.

5 Standing Business

5.1 Risk Management and Workplace Health & Safety
Bermagui raised the issue of the ants that are present at their cemetery and if Council is liable should a member of the public be bitten and have an anaphylactic reaction. Simon
Schweitzer responded that as a rural/bush cemetery, ants are to be expected and it is difficult to argue Council is at fault. It is very unlikely that Council would be liable. Most people with these allergies manage their own risk. We are taking reasonable steps to alleviate the issue.

6 New Business

6.1 Committee Review and Spill

As a number of NSW Councils are merging this year there is as thought that the planned Council elections to be held in September will now be held in March 2017, although our Council is not merging all NSW Councils will probably hold their elections over.

As is the policy all S355 Committees have their spills and re-elections in line with this, it is thought that this would be the best options and that we can start the review process despite this so that once we have the spill we have a clear picture of where we are headed.

As was mentioned at the last meeting there are a number of options for the direction of this particular committee, being that there are only 5 committees left of the 13 cemeteries and the role is mostly around maintenance rather than the day to day management which is now managed by staff. There has been a lot of change over the last five years with the management of the cemeteries and we haven’t sat down and looked at this.

All of our committees run in different ways, some are more there on the ground on the maintenance side of things. Others are there occasionally for working bees and the cemeteries that do not have committees have volunteers or community groups that maintain the grounds and mow etc.

We are looking for feedback from this committee around how the cemeteries are managed and how this committee functions. We will propose some models out to the committee on options moving forward.

The important thing we do not want to do is lose any of the wonderful volunteers that have and continue to devote so much time to making the Shire’s cemeteries what they are. It may be that we move to an advisory type committee that meet to discuss issues that affect all cemeteries as a whole such as fees and charges.

In regards to fees and charges for 2016/17 it is Council recommendation that these remain the same with CPI. BVSC will forward a copy of these to all committees.

7 Meeting Close

Meeting was closed at 6:35pm.

8 Next meeting

The next meeting is to be held on 17 May 2016.
Action Items Summary

**Action 1** – BVSC to organise meetings with committees regarding the Facility Management Plans.

**Action 2** – COMMITTEES to provide feedback on Facility Management Plans.

**Action 3** – BVSC to forward information on different models for cemetery committee moving forward.

**Action 4** – COMMITTEES to provide feedback on committee review.