General Cemetery Committee Meeting
16 August 2016

Minutes

HELD AT Bega Valley Shire Committee Rooms

Present

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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<tr>
<td>Tex Pena (Bemboka)</td>
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<td>Ray Alcock (Bemboka)</td>
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<td>Wayne Dunning (Wolumla)</td>
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<td>Nancy Grant (Wyndham)</td>
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<td>Neridah Holzhauser (Bermagui)</td>
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<td>Peter Phillips (Eden)</td>
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<td>Barbara Grant (Wyndham)</td>
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<td>Dave Wilton (Bemboka)</td>
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<td>Shirley Carter (Bermagui)</td>
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<td>Simon Schweitzer (BVSC Manager</td>
<td>Community &amp; Culture)</td>
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<td>Anne Cleverley (BVSC Coordinator Community Development)</td>
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<td>Karen Terwin (BVSC Cemetery &amp; Hall Officer)</td>
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<td>Jackie Grant (BVSC Cemetery &amp; Hall Assistant)</td>
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1. Apologies
Cr Sharon Tapscott, Steve Nixon (Eden), Darragh Reynolds (Eden).

2. Confirmation of minutes
Clarification sought on two items from the previous minutes.
Clarification sought on whether monies originally deposited by the committee will be retained for that individual cemetery should cemetery finances be combined.—Simon Schweitzer advised that no decisions have been made around monies held and that Council is conscious of this issue going forward to make sure that those dollars are well represented for each cemetery.
Clarification sought on the precise timing of committee spill. Simon Schweitzer advised that this will happen at the same time as the elections. Council will look to have new committee structure go the first meeting of the new Council in October for endorsement.

The minutes of 15 June 2016 Cemetery Committee meeting were taken as read

Moved – Ray Alcock  Second – Nancy Grant

3. Business Arising from the last meeting
3.1. Action Items from previous meeting
See attached Action Items and Outcome Register

Eden Cemetery – Ongoing issues around dog waste was raised. Karen explained that Council rangers had advised that cemeteries are public place therefore all dogs should be leashed. Eden noted that, despite the cemetery being an off-leash area, people still let their dogs off and waste is a problem. They requested a dog waste dispenser. Council agreed to seek a dispenser for Eden Cemetery.
Eden Cemetery – Queried when plant equipment should be replaced, is it based on hours of service or age of machine? BVSC understand that all equipment is fitted with a counter to count the hours of use and upgraded once the nominated hours have been reached. Karen to check on hours of use and advice the volunteers.

4. Standing Business

4.1 Risk Management and Workplace Health & Safety for Committees
Concerns were raised about whether changes to committee structure would impact insurance cover for volunteers. Simon responded that committee members are first and foremost volunteers and as such will continue to be covered by insurance relevant to BVSC volunteers.

4.2 Policy & Procedure
None

4.3 Committee Review
Some concerns were raised around the new structure for cemeteries and volunteers and how volunteers will be managed and monitored. Simon responded that volunteers in the cemeteries will continue to report to Council through Karen (and Jackie). There are a number of volunteers in other cemeteries that are simply volunteers and have never been on a committee.

Simon Schweitzer reported that there are a number of different models that are working in BVSC cemeteries; in Bemboka a volunteer mows and this is organised through Workability; Rotary manage maintenance at the Pambula Cemetery; and there is a Friends Of Cobargo cemetery group in Cobargo that raise funds to carry out projects at the cemetery. The bulk of the mowing and other maintenance is carried out by contractor.

Council values the role of volunteers. At present the cemeteries are more or less self-funded and without the contribution from volunteers Council would not have the capacity to continue to keep up the standard that we currently see at the Shire’s cemeteries. Council does not want to lose the community contribution to these facilities. There are options to get other community groups involved, Men’s Shed or ESKY or similar. BVSC will work with committees to help engage the community and get people involved in the Shire’s cemeteries.

If there are conflicts within volunteer groups or issues arise, BVSC is still responsible to help resolve these. Council has a responsibility to support its volunteers and Council will still consult with current volunteers on major decisions around maintenance and works at the cemeteries.

When questioned whether proposed changes to the cemetery committee structure was indicative of a shift for all facilities previously run by committees, Simon responded that hall facilities are run differently. Hall committees have a day to day operation role whereas the majority of this responsibility within the cemeteries is now managed by paid staff.

The new committee structure will be more strategic and advisory and look at the Shire’s cemeteries as a whole. Council will be developing some draft guidelines and we will be looking for feedback from this group. Council will forward the draft guidelines for the new committee to current committee members and will also seek interest from the broader community.

5. New Business

5.1 Term in Review
Information with statistics on cemetery matters over the last four years including burials and ash interments was tabled The Committee was given an update on the mapping project and advised of a number of projects moving forward in-line with the Facility Management Plans. These include lawn cemetery extensions in Eden and Pambula, major roadwork in Bega Cemetery, removal of trees in number of cemeteries and establishment of memorial gardens.
Council wishes to thank the Committee for your efforts over the years. We hope to see some of you on the advisory committee and we hope that you will stay on and continue to volunteer in the individual cemeteries.

6. Meeting close –

6:30pm

NEW ACTION ITEMS –

1 – Council to organise dog waste dispenser for Eden Cemetery – COMPLETE waste dispenser delivered to Eden Cemetery.

2 – Council to check on hours/service period for plant.

3 – Council to forward guidelines for new model of committee to volunteers for feedback.