

General Cemetery Committee Meeting



HELD AT Committee Room, Council Chambers on 20th May 2014

Present

Cr Sharon Tapscott (Chair)	Ray Alcock (Bemboka)	Wayne Dunning (Wolumla)
Peter Phillips (Eden)	Darrah Reynolds (Eden)	Nancy Grant (Wyndham)
Barbara Grant (Wyndham)	Dave Wilton (Bemboka)	
Nathan Marshall (BVSC Cemetery & Volunteering Coordinator)	Karen Terwin (BVSC Cemetery & Committees Liaison Officer)	

1 Apologies:

Suzanne Lodding (Wyndham)	Steve Nixon (Eden)	Shirley Carter (Bermagui)
Neridah Holzhauser (Bermagui)	Erin Moon (BVSC Cemetery & Committees Liaison Officer)	

2 Introductions

None.

3 Confirmation of minutes

The Minutes of the 18 February 2014 General Cemetery Committee meeting were taken as read.

Note – Peter Phillips of Eden raised an action item from previous meeting that had been closed. The need for dog poo bags in some cemeteries, why do these stations exist on the beach across the road but they are unable to put in the cemetery. Cemeteries are deemed to be on leash areas and installing dog poo bag stations would directly contradict these rules. Will follow up with the rangers and see if they can patrol in the mornings and evenings.

Minutes moved – Peter Phillips and seconded Darrah Reynolds.

ACTION ITEM 1 – Follow up with rangers to see if patrols can be done morning or afternoon.

4 Action items from previous meeting

1. BVSC to email soft copy of Cemetery Committee guidelines and operations manual to committees. Completed.

General Cemetery Meeting Committee Minutes

2. **BVSC to audit GST treatment against ALL fees and charges for all cemeteries.**
Have discussed this with finance department and feel this has been resolved.
3. **BVSC to deliver First Aid kits to Bermagui and Wolumla cemeteries.**
Kits are packed and ready to go; they just need to be delivered. **ONGOING.**
4. **BVSC to complete action items within the Eden Cemetery WH&S report.**
Committee have purchased a larger 20ltr jerry can and will probably need a larger fuel cabinet. Need advice on what can be stored with what. Bronty and WHS officer to work through these issues with volunteers. **ONGOING.**
5. **Bermagui Committee to contact Council in April so we the RFS can be contacted to undertake a burn in hazardous bush behind to cemetery.**
BVSC to contact RFS and BVSC's environmental department to advice burn off needs to occur.
6. **BVSC to meet with Committees on site to run through items for their management plans.**
A template has been developed and BVSC has made this a priority moving forward. **ONGOING.**
7. **S355 Committee members to provide feedback to BVSC on draft Cemetery Procedures once discussed with individual committees. Feedback to be emailed to cemeteries@begavalley.nsw.gov.au prior to next meeting.**
No feedback was received from committees, hoping to get these implemented ASAP.
8. **BVSC to find details of dating scan operator and make initial enquires. ONGOING.**
9. **Committees to raise ideas for tourism opportunities or significant historical facts at their cemetery during discussions of their management plans.** This ties in with the management plans, keep anything in mind that may be significant.
10. **S355 committee member for Bemboka, Ray Alcock, to show staff recommended fees & charges to Bemboka cemetery committee and feedback to BVSC by end of March, whether there are objections to the recommendation. Complete**
11. **BVSC to supply Bermagui cemetery with a larger high visibility jacket.**
Jacket was delivered to the wrong address, a new one will be delivered with the First Aid kit.
12. **BVSC to get a hedge trimmer for Wyndham Cemetery.**
Hedge trimmer has been ordered. This will be a volunteering piece of equipment for all committees to have access to. Please let BVSC know in advance if you wish to use it and we will organise delivery.
13. **BVSC to contact Wyndham committee to discuss process for project to repair bench seats.**
Project has been started by the Wyndham Men's Shed.

ACTION ITEM 2 - Kits are packed and ready to go, they just need to be delivered - ONGOING.

ACTION ITEM 3 - BVSC to complete action items within the Eden Cemetery WH&S report – ONGOING

ACTION ITEM 4 - BVSC to meet with Committees on site to run through items for their management plans - ONGOING.

ACTION ITEM 5 - BVSC to find details of dating scan operator and make initial enquires - ONGOING.

5 Standing Business

5.1 Workplace Health & Safety

Nathan wanted to remind all committee members that PPE (Personal Protective Equipment) must be worn at all times when carrying out work or maintenance. Things like high visibility vests, googles, earplugs and muffs, hats and sunscreen are all provided. Please let council know if you require anything. Boots are not provided but if any committee members do have financial issues let us know and we will sort something out.

5.2 Code of Conduct for Committees

Just a reminder to committee members when to refer members of the public back to Council Staff; anything like reservations, requests to inter ashes etc. must be directed to Council. If a member of the public comes to you with issues with Council, direct them to contact Erin or Karen, please do not bad mouth Council. Like staff you are bound by the Code of Conduct and a committee member you are representing Council.

6 New Business

6.1 Purchasing

Peter Phillips raised the issue around the Council's policy on purchasing and procurement, local businesses are losing out. Makes it hard for maintenance to be carried out on equipment etc. Council must abide by Local Government policy but there have been discussions with local businesses and there is going to be training and workshops provided to ensure these businesses can have a chance in the tender process.

Please contact Bob McAlister (Business Growth Coordinator) or Lucas Scarpin (Finance Manager) for more information on these workshops and to pass this on to any local business that would be interested.

6.2 Timebanking

Nathan just wanted to mention this program that he and Bronty have gotten up and running in the Shire. It is a community program that allows the voluntary exchange of service between members. It is as simple as give an hour receive an hour, by helping another member for an hour you receive an hour credits in this virtual resource centre. It could be used to get volunteers for working bees and help local businesses. Council staff will be lending a hand to any person in the community that isn't computer savvy but would like to get involved.

If you would like some more information you can contact Bronty Burhop, Council's Volunteering Trainee via volunteers@begavalley.nsw.gov.au.

ACTION ITEM 6 – Inductions – Wolumla Cemetery Committee.

7 Meeting Close

Meeting was closed at 6:20pm.

Next meeting

The next meeting is to be held on **19 August 2014**.

Action Items Summary

ACTION ITEM 1 – Follow up with rangers to see if patrols can be done morning or afternoon - ONGOING.

ACTION ITEM 3 - BVSC to complete action items within the Eden Cemetery WH&S report – ONGOING.

ACTION ITEM 4 - BVSC to meet with Committees on site to run through items for their management plans - ONGOING.

ACTION ITEM 5 - BVSC to find details of dating scan operator and make initial enquires - ONGOING.

ACTION ITEM 6 – Inductions – Wolumla Cemetery Committee.