

# General Cemetery Committee Meeting



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HELD AT Committee Room, Council Chambers on 19<sup>th</sup> August 2014

## Present

Cr Sharon Tapscott (Chair)	Ray Alcock (Bemboka)	Wayne Dunning (Wolumla)
Peter Phillips (Eden)	Darrah Reynolds (Eden)	Nancy Grant (Wyndham)
Barbara Grant (Wyndham)	Ray Alcock (Bemboka)	Tex Pena (Bemboka)
Steve Nixon (Eden)	Neridah Holzhauser (Bermagui)	Shirley Carter (Bermagui)
Nathan Marshall (BVSC Cemetery & Volunteering Coordinator)	Karen Terwin (BVSC Cemetery & Committees Liaison Officer)	Bronty Burhop (BVSC Volunteering Trainee)
		Jackie Grant (BVSC Cemetery & Committees Liaison Officer)

### 1 Apologies:

Suzanne Lodding  
(Wyndham)

### 2 Introductions

Bronty Burhop new Volunteering Trainee and Jackie Grant contracted to help with Cemetery Mapping project.

Confirmation of minutes

The Minutes of the 20 May 2014 General Cemetery Committee meeting were taken as read.

Minutes moved – Nancy Grant and seconded Darragh Reynolds.

### 3 Action items from previous meeting

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

Council Staff have requested Rangers do a regular patrol morning and evening.

Cr Tapscott also noted a number of campers in and around cemeteries if rangers could keep an eye on that as well.

**ACTION ITEM 2 - BVSC to complete action items within the Eden Cemetery WH&S report – ONGOING.** Fuel cabinet to be sourced, signage has been delivered and installed.

**ACTION ITEM 3 - BVSC to meet with Committees on site to run through items for their management plans - ONGOING.** Committees received a DRAFT Cemetery Asset Management Plan (CAMP). Committees to meet with their own committees to discuss what inclusions they would like to see in the CAMP for the next 5 years in regards to maintenance, upgrade & renewal (capital works) and look at developing a budget. Feedback to be forwarded to the cemeteries email and meeting to be arranged with Nathan to meet onsite.

Bermagui have requested that the men's shed do some maintenance of old monuments, Nathan advised that permission is to be sought from the families in the first instance, but does not have an issue with this provided permission was sought. The men's shed would need to provide a project proposal for any work.

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

Council sought quotes from the contractor which totalled \$15 400 for a minimal area, at this stage we feel that this is not viable. Doing specific scrapes of areas is 100% accurate and more cost effective; we need to ensure the grass is rejuvenated as soon as possible after work is complete on these scrapes to ensure the cemeteries remain neat and tidy.

**ACTION ITEM 6 – Inductions – Wolumla Cemetery Committee- ONGOING**

Committee is to advise Nathan when the next meeting is scheduled or when Nathan meets to discuss the Draft plans will do an induction then.

**Action item 1- Fuel cabinet to be sourced and delivered to Eden Cemetery**

**Action item 2- Committees are to contact council with a suitable time to meet and discuss the management plans for the individual cemeteries by end of September**

**Action item 3- BVSC to meet with individual Committees on site to run through items for their management plans by the end of October**

**Action item 4- Inductions – Wolumla Cemetery Committee, to advise Nathan of their next meeting or to induct when they meet to discuss the draft plans**

## **5 Business arising from Action Items**

### **5.1 Mapping Project**

Update on Mapping Project, aerial high resolution photos have been taken. Jackie and Karen are working on Bermagui Cemetery and are half way through photographing and mapping each plot.

### **5.2 Financial Statements**

End of Financial Year statements handed to the committees. Issues were raised again surrounding the deceased name not being included on statements- this is an issue with the finance department and unfortunately is unavoidable.

Some committee statements are missing expenditure for the purchase of plant equipment – there was an issue in the finance department and this expenditure was put against the incorrect budget, this will be amended. There is revenue showing for those items that have been sold at auction.

## 6 Standing Business

### 6.1 Workplace Health & Safety

#### **Bermagui raised a number of issues;**

- An old rusted trailer that is of no use and is stored around the back of the shed -Nathan will organise to remove this from the cemetery.
- There is a build-up of dirt from graves near the shed, it is creeping back up and it needs to be pushed back.
- Advised that there are still ruts in the gutters on the side of the new road, Nathan advised that the road contractor injured himself but Nathan will follow up.
- Made a request to give back their brush cutter as it is too heavy and donate it to the volunteer kitty; they have also requested that they swap this for a whipper snipper that is light weight.
- First aid kit still to be delivered to the Bermagui Cemetery, Bermagui committee are to get a key cut for Nathan so he can drop the first aid kit off and have access to the storage shed.

#### **Bemboka raised a couple of issue;**

- Trees to be removed north of the container, they are dangerous. Nathan will organise a time to meet with Bemboka and view the issue and resolve it.

Advised they do not have a first aid officer and don't feel it is necessary for the work they are conduction, Nathan said it is preferred that we have a first aid officer however it is not essential.

Nathan advised that he purchased a hedge trimmer with the Volunteering budget; Nathan will arrange to drop the hedge trimmer if individual committees advise when they need it for working bees.

**Action Item 5-** BVSC to remove the old rusted trailer from the Bermagui Cemetery

**Action Item 6-** BVSC to organise excess dirt from grave digging to be pushed back beside the shed at Bermagui

**Action Item 7-** BVSC to follow up with road contractor to fill/fix the ruts and gutters in Bermagui

**Action Item 8-** BVSC to collect Bermagui's brush cutter and replace with a light weight whipper snipper

**Action Item 9-** Bermagui Cemetery Committee to get key cut for Nathan so he can drop off the First aid kit

**Action Item 10-** Bemboka Cemetery committee to contact Nathan to arrange a suitable time to inspect the trees needing attention

### 6.2 Code of Conduct for Committees

Council are relying on committees to check on the cemeteries to let us know if there is anything around that may harm the public and if any maintenance or mowing needs to be done, please let us know. It is also the role of the committees if members of the public approach them to advice of the procedures around making reservations etc. Nathan advised

it is easiest to have a little section of code of conduct for committees at every meeting rather than covering the whole lot at once.

## **7 New Business**

### **7.1 New charges to go to Council**

Cr Tapscott and Stephen Nixon of Eden raised agenda items for upcoming Council meeting around new charges for the cemeteries.

Nathan accepts that he should have put these changes to the S355 committee before submitting to council meeting.

Monumental Mason Fee and Permanent Marker Fee -

By law there should be no unmarked graves in any cemetery.

The monumental mason fee has always been in place but in the past has been omitted from the Fees & Charges.

This \$250 fee will now be charged at the time of burial to instead of at the time of the monumental mason application being forwarded. Council will check after 12mths if a monument or permanent marker has been organised. If not then that \$250.00 will be used to place simple plaque of a permanent nature at the grave. If the family have organised a monument or similar the \$250.00 then becomes the monumental mason application fee.

Non-approved monument inspection charge – This fee is charged to individuals and monumental masons who erect monuments without prior approval. Part of the monument approval process is that monumental masons provide plans of the proposed monument for approval. The fee may seem high, however when monuments are erected without approval, the fee covers administration costs, plus the expense of having to do onsite inspections of monuments, investigation of footings as well as possible engineer reports etc to ensure the monument is safe. Council wish to deter people from erecting monuments without approval. Council want people to erect monuments but want to ensure they are safe for many years to come.

In regards to the new Burial Licence Maintenance fee of \$200 after 20years; it was decided that this charge will be non-retrospective and only come into effect from this financial year.

Motion was moved- Tex Pena second Wayne Dunning. This was voted unanimously.

## **8 Meeting Close**

Meeting was closed at 7:20pm.

Next meeting

The next meeting is to be held on **18 November 2014**.

### **Action Items Summary**

**Action item 1-** Fuel cabinet to be sourced and delivered to Eden Cemetery

**Action item 2-** Committees are to contact council with a suitable time to meet and discuss the management plans for the individual cemeteries by end of October

**Action item 3-** BVSC to meet with individual Committees on site to run through items for their management plans

**Action item 4-** Inductions – Wolumla Cemetery Committee, to advise Nathan of their next meeting or to induct when they meet to discuss the draft plans

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