

S355 Cemetery Advisory Committee Meeting

4 December 2018



Minutes

HELD AT **Bega Valley Commemorative Civic Centre**

Present

Michael Pryke	Nancy Grant	Katrina Berenguer (BVSC Acting Cemetery & Hall Officer)
Anne Greenaway	Jackie Miles (arrived 11:25am)	Ann Fagan (BVSC Administration Assistant)
Fiona Firth	Karen Terwin (BVSC Cemetery & Hall Officer)	

Apologies

Cr Jo Dodds (BVSC), Peter Phillips (Eden) and Barbara Grant (Wyndham)

1. Confirmation of Minutes

The minutes from 21 August 2018 Cemetery Advisory Committee Meeting were taken as read.

2. Cemetery Strategic Plan

Simon Schweitzer from Kategic Strategic Solutions has been appointed by Council to conduct a Cemetery Strategic Plan commencing January – February 2019. Council has been managing Cemeteries since 2009 in its current model and is a good time to conduct a Strategic Plan. The main focus points will be the following:-

- Options for Eden Cemetery which is close to capacity
- Investigate different business models around the management of the cemeteries
- Income streams that can be generated
- Legislative impacts eg Crown Lands
- Ageing population
- Natural burials
- Cultural/social trends

Simon will be consulting with the funeral directors, grave digger and community cemetery committee members to understand different perspectives around the management of the cemeteries. Community consultations will also be conducted about the cemeteries that do not have formal volunteers to get a better understanding of community expectations. Looking to hold these consultations regarding the following cemetery locations:-

- Bega (largest cemetery)
- Quaama (north location)
- Wolumla (small rural location with a toilet)

There will also be an opportunity for any community member to provide input via "Have Your Say" on Council's website. This will be advertised in January 2019 and open for 3 weeks.

For anyone interested in contacting Simon Schweitzer to discuss the Cemetery Strategic Plan, he can be contacted by phone 0457 710 982 or email sschweitzer@kategic.com.au.

Michael Pryke requested the draft Cemetery Strategic Plan to be presented to the Cemetery Advisory Committee before Council.

3. Business Arising

3.1 Action Items from the previous meeting

ACTION: BVSC to look in to availability of Financial Assistance Program and a possible quarantined budget for low cost burials.

MOTION – Propose to seek provision of \$6000.00 P/A for Financial Assistance from cemetery reserve funds.

Moved – Michael Pryke

Second – Fiona Firth

All in favour

UPDATE: Provision of \$6000 of financial assistance for low cost burials was approved by Council. Three families have already taken up the offer with only \$1500 remaining. Can review at the next quarterly review to increase amount.

ACTION: BVSC to finalise draft Cemetery Management Procedures document for further review.

UPDATE: Endorsed by BVSC Leadership Group and is now available on the BVSC Website https://www.begavalley.nsw.gov.au/cp_themes/default/page.asp?p=DOC-LDX-33-26-08

ACTION: BVSC to look into new signage for the cemeteries.

UPDATE: See item 3.2

3.2 Signage for Cemeteries

Ann Fagan is working on designing new signage for the cemeteries. The aim is to add information and photos of historical families located at the cemetery. This will be researched via the historical society and will gain approval from remaining family members. Good Cemetery Tourism opportunity.

Jackie Miles has offered to assist with identifying any botanical plants of significance and photos at the cemeteries to include in the new signage.

ACTION: Ann Fagan to send out an email to the Committee asking for any feedback or suggestions regarding the new signage.

4. New Business

4.1 Cemetery Safety Workshop

Ann Fagan attended a Cemetery Safety Workshop in Gungahlin which was mostly attended by grave diggers and contractors. Subjects covered were current legislation, working in confined spaces and dealing with people in grief. Ann has a Cemetery Safety Workshop book for anyone interested or if wanted to use a reference.

4.2 New Staffing and structure

Cemetery and Halls have transferred into a different section of Council being Asset and Operations. Gary Scott-Holland and Michelle Preo has resigned. Rickee Marshall is Acting Property and Facilities Services Coordinator and Daniel Djikic is Project Development Manager.

Katrina Berenguer will be in the position of BVSC Cemeteries and Halls Officer while Karen is on maternity leave for 12 months. Karen's last day before maternity leave is on the 21 December 2018.

4.3 Unmarked graves

In 2015/16 BVSC introduced a fee for unmarked graves. We have organised a brick with their name on it that fits into a metal casing with spikes to be placed on unmarked graves. Will work towards completing this on an ongoing basis.

5 Meeting Close

12:05pm

6 Next Meeting

20 February 2018 at 11am