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Minutes

for the

Cemeteries Advisory Committee

held at

2.00 Pm Friday 28th October 2022

Shire of Cuballing
Council Chambers
Campbell Street, Cuballing

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Minutes

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1. **DECLARATION OF OPENING:**

The CEO declared the meeting open at 2.02 pm.

1.1 Election of Office Bearers

As this is the inaugural meeting of the Cemeteries Advisory Committee the CEO will take the Chair and invite nominations for the position of Presiding Member.

The CEO invited nominations for the position of Presiding Member. Cr Christensen was nominated. As there were no further nominations Cr Christensen was declared Elected unopposed.

The committee was asked to determine whether to elect a Deputy Presiding Member.

*The Committee decided **not** to elect a Deputy Presiding member.*

As no Deputy was elected the committee will choose a member to chair the meeting if the presiding member is absent.

2. **ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE:**

2.1.1 Attendance

Members

Cr Julie Christensen (Presiding Member)
Mr Reis Chattillon
Ms Helen Elliott
Ms Monique D'Alton

Others

Cr Adrian Kowald
Mr Stan Scott (CEO – Minutes)

2.1.2 Apologies

Ms Dianne Ferguson

2.1.3 Leave of Absence

Nil

3. **STANDING ORDERS:**

Committee Resolution:

That Standing Orders be suspended for the duration of the meeting to allow for greater debate on items.

Moved Mr Chattillon

Seconded Ms Elliott

Carried 4/0

4. PUBLIC QUESTION TIME:

4.1 Response to Previous Questions Taken On Notice:

Not applicable – inaugural meeting

4.2 Written Questions Provided in Advance:

Nil

4.3 Public Questions from the Gallery:

Nil

5. APPLICATIONS FOR LEAVE OF ABSENCE:

Nil

6. CONFIRMATION OF MINUTES:

Not applicable – inaugural meeting

7. PETITIONS/DEPUTATIONS/PRESENTATIONS/ SUBMISSIONS:

Nil

8. DISCLOSURE OF FINANCIAL INTEREST:

DISCLOSURE OF FINANCIAL INTEREST AND PROXIMITY INTEREST

Members must disclose the nature of their interest in matters to be discussed at the meeting.

Employees must disclose the nature of their interest in reports or advice when giving the report or advice to the meeting.

DISCLOSURE OF INTEREST AFFECTING IMPARTIALITY

Members and staff must disclose their interest in matters to be discussed at the meeting in respect of which the Member or employee has given or will give advice.

9. REPORTS OF OFFICERS:

9.1 Business of the Committee

Applicant: Shire of Cuballing
File Ref. No: ADM 326
Disclosure of Interest: Nil
Date: 24 October 2022
Author: Stan Scott - CEO
Attachments:

Summary

This is the inaugural Meeting of the Cemeteries Advisory Committee. The committee can determine its proposed meeting schedule and matters of interest to the committee.

Background

The Cemeteries Advisory Committee was formed in 2019. Covid restrictions imposed during 2020 and 2021 meant the committee never had the opportunity to meet. Following the 2021 Ordinary Election Council decided to continue with the committee and appointed Cr Julie Christensen as its delegate to the committee, and Cr Adrian Kowald as proxy.

The committee is requested to determine its proposed meeting schedule.

There are a number of established graves at the Cuballing Cemetery, together with a list of burials. However, it is not clear which person is interred in which grave. Community members have attempted to resolve this through a public invitation to the cemetery for a morning tea and busy bee. This did not result in any new information.

There is proposed to be further consultation with staff and former staff from Dawson's Funeral Home in Narrogin. It is proposed that we allow until the end of 2022 for any new information. If nothing is forthcoming it is proposed that the Shire Purchase grave markers in the names of those known to be buried and place the markers on the unmarked graves based of the best available information.

Comment

The Cemeteries Advisory Committee was formed with the following remit.

This new committee will be established to make recommendations to Council on matters relating to the Popanyinning Cemetery, the Cuballing Cemetery, lonely and heritage graves, niche facilities, the Shire of Cuballing Cemeteries Local Law 1998 generally, including but not limited to;

- *Fees and charges;*
- *Maintenance quality, practices and procedures;*
- *Infrastructure requirements;*
- *Design elements;*
- *Relevant and required Policies;*
- *Availability of supply and;*

- *Trends in cemetery management and community expectations and needs*

This Committee has one Council delegate and 4 delegates appointed by Council. This Committee was scheduled to meet in March 2020 but was interrupted by COVID.

With appointment of a Council delegate this Committee is will decide their own meeting schedule. This is expected to be several times each year.

The purpose of the committee, as set out by Council, is quite broad. The committee has no delegated authority and all decisions will become recommendations to Council.

Strategic Implications - Nil

Statutory Environment – Nil

Council's Cemetery obligations are set out in the *Cemeteries Act 1986*. The Act sets out the requirements for managing cemeteries by Cemetery Boards. Section 6 of the Act provides for the Council of the Local Government to perform the functions of the board for cemeteries vested in the Local Government.

The *Shire of Cuballing Local Law relating to the Cuballing and Popanyinning Cemeteries* provides that, subject to any directions given by Council, the CEO will perform all the powers and functions of the board.

Policy Implications Nil

Financial Implications

The Shire makes an annual budget allocation to the maintenance of the cemeteries.

Economic Implication - Nil

Environmental Considerations - Nil

Consultation

There has been some recent public consultation to attempt to determine which graves are occupied by which people. Little new information was forthcoming.

Options

The committee may resolve:

1. the Officer's Recommendation; OR
2. an alternative resolution with reasons.

Voting Requirements – Simple Majority

OFFICER'S RECOMMENDATION:

1. That Committee meet every 6 months on the last Friday in April and October;
2. That Council authorise the CEO to:
 - Advertise in the Cuby News seeking any additional information;
 - Invite current or former staff of Dawson's Funeral Home to provide any information they may have on the location of particular burials;
 - Purchase grave markers based on the list of burials;
 - Based on the best information available by 31 December 2022, place markers on the unmarked graves; and
 - In the event new information becomes available move grave markers to reflect the best available information.

Committee Resolution 1:

That Committee meet every 6 months on the last Friday in April and October;

Moved Ms D'Alton

Seconded Ms Elliott

Carried 4/0

Committee Resolution 2:

That Council authorise the CEO to:

- **Advertise in the Cuby News seeking any additional information;**
- **Invite current or former staff of Dawson's Funeral Home to provide any information they may have on the location of particular burials;**
- **Purchase grave markers based on the list of burials – Metal plaques on rocks preferred.**
- **Based on the best information available by 31 December 2022, place markers on the unmarked graves; and**
- **In the event new information becomes available move grave markers to reflect the best available information.**

Moved Mr Chattillon

Seconded Ms D'Alton

Carried 4/0

Committee Resolution 3:

That Council schedule a review of the Shire of Cuballing Cemeteries Local Law.

Moved Mr Chattillon

Seconded Ms D'Alton

Carried 4/0

10. MEMBERS' MOTION OF WHICH PREVIOUS MOTION HAS BEEN GIVEN:

Nil

11. URGENT BUSINESS WITHOUT NOTICE WITH THE APPROVAL OF THE PRESIDENT OR MEETING:

Nil

12. CONFIDENTIAL ITEM:

Nil

13. NEXT MEETING

Committee members to meet on site at Popanyinning Cemetery Saturday 29th October and Cuballing Cemetery on Saturday 5th November. Committee Members are aware that a formal meeting is required to make recommendations to Council.

Next Meeting 2.00 pm, Friday 28th April 2022.

Prior to the next meeting the CEO will check on the status of existing cemetery plans and review signage at the pioneer cemetery.

14. CLOSURE OF MEETING: 3.10pm