



## **AGENDA**

### **CEMETERY BOARD MEETING**

**15<sup>th</sup> DECEMBER 2020**

## TABLE OF CONTENTS

1	PERSONS PRESENT .....	4
2	APOLOGIES AND LEAVE OF ABSENCE.....	5
3	ELECTRONIC MEETING ATTENDANCE .....	6
4	DECLARATION OF INTEREST OF MEMBERS OR STAFF.....	7
5	CONFIRMATION OF MINUTES .....	8
6	REPORTS.....	9
6.1	COOMALIE BUSH CEMETERY OPERATIONAL REPORT .....	9
6.2	NICHE WALL COMPLETION.....	10
6.3	POLICY 4.2 COOMALIE BUSH CEMETERY .....	11
7	GENERAL BUSINESS.....	12
8	NEXT MEETING.....	12
9	CLOSURE OF MEETING .....	12

## COOMALIE COMMUNITY GOVERNMENT COUNCIL DISCLAIMER

No responsibility is implied or accepted by the Coomalie Community Government Council for any act, omission or statement or intimation occurring during Council or committee meetings.

The Coomalie Community Government Council disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission or statement or intimation occurring during Council or committee meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council or committee meeting does so at that person's or legal entity's own risk.

In particular, and without detracting in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Coomalie Community Government Council during the course of any meeting is not intended to be and is not taken as notice of approval from the Coomalie Community Government Council.

The Coomalie Community Government Council advises that anyone who has any application lodged with the Coomalie Community Government Council shall obtain and should only rely on **WRITTEN CONFIRMATION** of the outcome of the application, and any conditions attaching to the decision made by the Coomalie Community Government Council in respect of the application.

A handwritten signature in black ink, appearing to read 'Anna Malgorzewicz', written in a cursive style.

Signed: Anna Malgorzewicz, Chief Executive Officer

# AGENDA

## CEMETERY BOARD MEETING

TO BE HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 15<sup>th</sup> DECEMBER 2020

---

President of the Shire Council Andrew Turner will declare the meeting open at 5:00pm and welcome all in attendance.

### 1 PERSONS PRESENT

#### BOARD MEMBERS PRESENT

Councillor	President Andrew Turner
Councillor	Vice President Max Corliss
Councillor	Sharon Beswick
Councillor	Sue Bulmer
Councillor	Christian McElwee
Councillor	Deborah Moyle

#### STAFF PRESENT

Chief Executive Officer	Anna Malgorzewicz
Senior Admin Officer	Aleyshia McGrigor

#### VISITORS PRESENT

## 2 APOLOGIES AND LEAVE OF ABSENCE

<b>Date:</b>	15 <sup>th</sup> September 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Nil

### SUMMARY

This report is to table, for the Board's record, any apologies and requests for leave of absence received from Board Members for the Cemetery Board Meeting held on 15<sup>th</sup> December 2020.

### BACKGROUND

Not applicable.

### COMMENT

The Board can choose to accept the apologies or requests for leave of absence as presented, or not accept them. Apologies or requests for leave of absence that are not accepted by the Board will be recorded as absence without notice.

### CONSULTATION

Not applicable.

### STATUTORY ENVIRONMENT

As per the Local Government Act s.39 (1) A person ceases to hold office as a member of a Council if the person:

(d) is absent, without permission of the Council, from 2 consecutive ordinary meetings of the Council.

### POLICY IMPLICATIONS

Not applicable.

### FINANCIAL IMPLICATIONS

Not applicable.

### VOTING REQUIREMENT

Simple majority.

### RECOMMENDATION

That the Board receive and note the apologies for the Cemetery Board Meeting held 15<sup>th</sup> December 2020.

**Moved:** Clr.

**Seconded:** Clr.

### 3 ELECTRONIC MEETING ATTENDANCE

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachment:</b>	Nil

#### SUMMARY

This report is to table, for the Board's record, any requests for Electronic Attendance.

#### BACKGROUND

Nil

#### COMMENT

The *Local Government Act 2008* and *2019* provides for a member who is not physically present at a meeting is taken to be present at the meeting if:

- (a) the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

#### CONSULTATION

Nil

#### STATUTORY ENVIRONMENT

*Local Government Act 2008* s61 (Procedure at meeting).

*Local Government Act 2019* s95 (Procedure at meeting).

#### POLICY IMPLICATIONS

Council Policy 1.12 Meetings of Council

#### FINANCIAL IMPLICATIONS

Nil

#### VOTING REQUIREMENTS

Simple Majority

#### RECOMMENDATION

That the Board acknowledges and accepts for member Clr/s \_\_\_\_\_ to attend the meeting of 15<sup>th</sup> December 2020 via electronic means.

**Moved:** Clr.

**Seconded:** Clr.

#### 4 DECLARATION OF INTEREST OF MEMBERS OR STAFF

<b>Date:</b>	15 <sup>th</sup> December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer
<b>Attachments:</b>	Nil

#### SUMMARY

**Board Members** are required to disclose an interest in a matter under consideration by the Board at a meeting of the Council or a meeting of a Council Board by:

- 1) In the case of a matter featured in an officer's report or written agenda item by disclosing the interest to the Council by disclosure as soon as possible after the matter is raised.
- 2) In the case of a matter raised in general debate or by any means other than the printed agenda of the Council by disclosure as soon as possible after the matter is raised. The Council may elect to allow the Member to provide further and better particulars of the interest prior to requesting him/her to leave the Chambers.

**Staff Members** of the Council are required to disclose an interest in a matter at any time at which they are required to act or exercise their delegate authority in relation to the matter. Upon disclosure the Staff Member is not to act or exercise his or her delegated authority unless the CEO or Acting CEO expressly directs him or her to do so.

#### BACKGROUND

Not applicable.

#### COMMENT

Not applicable.

#### CONSULTATION

Not applicable.

#### STATUTORY ENVIRONMENT

Local Government Act s73 & s74 (Elected Members).

Local Government Act (2008) s107 Conflict of interest (Staff Members).

#### POLICY IMPLICATIONS

Conflict of Interest – Code of Conduct.

#### FINANCIAL IMPLICATIONS

Not applicable.

#### VOTING REQUIREMENT

Simple majority.

**RECOMMENDATION**

That the Board receives the declarations of interest as listed for the Cemetery Board Meeting held 15<sup>th</sup> December 2020

**Moved:** Clr.

**Seconded:** Clr.

**5 CONFIRMATION OF MINUTES**

CONFIRMATION OF PREVIOUS MINUTES FOR THE CEMETERY COMMITTEE MEETING OF 15<sup>th</sup> SEPTEMBER 2020

**Date:** 15<sup>th</sup> December 2020

**Author:** Anna Malgorzewicz CEO

**Attachments:** Minutes 15th September 2020

**SUMMARY**

Minutes of the Cemetery Board Meeting held on 15<sup>th</sup> September 2020 are submitted to the Board for confirmation that those Minutes are a true and correct record of the meetings.

**BACKGROUND**

Not applicable.

**COMMENT**

Not applicable.

**CONSULTATION**

Not applicable.

**STATUTORY ENVIRONMENT**

The Minutes as submitted must comply with part section 67(2) Local Government Act 2011 and that confirmation of Minutes is compliant with section 67(3) of the Local Government Act 2011.

**POLICY IMPLICATIONS**

Not applicable.

**FINANCIAL IMPLICATIONS**

Not applicable.

**VOTING REQUIREMENT**

Simple majority.



## **RECOMMENDATION**

That the Minutes of the Cemetery Board Meeting held on 15<sup>th</sup> September 2020 be received and noted by Council.

**Moved:** Clr.

**Seconded:** Clr.

## **6 REPORTS**

### **6.1 COOMALIE BUSH CEMETERY OPERATIONAL REPORT**

**Date:** 15 December 2020

**Author:** Aleyshia McGrigor, Senior Administration Officer

**Attachment:** Nil

#### **PURPOSE**

To provide the Board with a monthly report of general operational information and statistics.

#### **BACKGROUND AND PREVIOUS DECISIONS**

Nil

#### **COMMENT**

On 4<sup>th</sup> November 2020 the new niche wall was installed at the Coomalie Bush Cemetery. Painting of the niche wall is completed, and installation of plaques is scheduled.

Signage, to comply with the Policy 4.2 Coomalie Bush Cemetery, has been installed.

A survey has been undertaken of the fenced part of the cemetery so that future planning can be undertaken.

A service and interment was held on 4<sup>th</sup> December 2020.

#### **CONSULTATION**

Nil

#### **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

Nil

#### **FINANCIAL IMPLICATIONS**

Nil

**RECOMMENDATION**

That the Board receives and notes the Coomalie Bush Cemetery quarterly operational report for December 2020.

**Moved:** Clr.

**Seconded:** Clr.

**6.2 NICHE WALL COMPLETION**

**Date:** 15 December 2020

**Author:** Carol Gaulke, Projects Manager

**Attachment:** Nil

**PURPOSE**

To provide the Board with a progress report on the installation of a new niche wall.

**BACKGROUND AND PREVIOUS DECISIONS**

The current and sole niche wall at the Coomalie Bush Cemetery was constructed in 2004 and has a capacity for 40 recesses. There is currently only 3 available.

**COMMENT**

The construction of the niche wall has now been completed. The wall has been painted.

Council officers discussed the naming of the wall (and any future walls) and all agreed that naming the wall based on local flora was suitable. Accordingly the new wall has been named the "Rosella Wall". The paint colour has been chosen so as to match the bark of the weeping Tea-Trees planted at the Cemetery.

Currently we are waiting on delivery of the name plaques and numbers for the niches and supply of the plastic covers.

Costs to date are \$12,413.00 with just the plastic covers yet to be accounted for. The construction cost per niche will be in the order of \$353.00. Current fees and charges for the existing niche wall are \$285 and it is recommended the Board request Council review all fees and charges as part of the budgeting process for the 2021/2022 financial year. This will also include reviewing the costs associated with all interments.

The plans and Certification by a Structural Engineer have been stored in Council's electronic storage for any future walls required.



## CONSULTATION

Carol Gaulke, Projects Manager

Aleyshia McGrigor, Senior Administration Officer

Emma Dunne, Operations Supervisor

Litchfield Council – Thorak Regional Cemetery

## STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

4.2 Coomalie Bush Cemetery

## FINANCIAL IMPLICATIONS

Nil

## RECOMMENDATION

That the Board receives and notes the report on the Completion of the Niche Wall.

**Moved:** Clr.

**Seconded:** Clr.

### 6.3 POLICY 4.2 COOMALIE BUSH CEMETERY

<b>Date:</b>	15 December 2020
<b>Author:</b>	Anna Malgorzewicz, Chief Executive Officer Aleyshia McGrigor, Senior Administration Officer
<b>Attachment:</b>	Current 4.2 Coomalie Bush Cemetery Proposed 4.2 Coomalie Bush Cemetery

## PURPOSE

To ensure the Board is prepared for the Draft Northern Territory Burial and Cremation Bill.

## BACKGROUND AND PREVIOUS DECISIONS

Currently the Board strives to achieve compliance with the current *Cemeteries Act 1952*.

Historically, Council staff have performed many of the functions of the Coomalie Bush Cemetery.

#### **COMMENT**

Due to the proposed Bill, and the history of Council staff operating most Cemetery functions, it is appropriate for the Cemetery Board to review policies, procedures and delegations.

The Department of the Chief Minister and Cabinet, Local Government Division has briefed Council on what to expect, and how to ensure compliance throughout the transitioning process.

The proposed policy has been heavily reviewed to ensure compliance and the creation of new operational procedures, registers and documents will begin once a policy is available to staff to inform this process.

#### **CONSULTATION**

Ethan Redshaw, Department of the Chief Minister and Cabinet, Local Government Division

#### **STATUTORY ENVIRONMENT/POLICY IMPLICATIONS**

4.2 Coomalie Bush Cemetery

#### **FINANCIAL IMPLICATIONS**

Nil

#### **RECOMMENDATION**

That the Board adopts the proposed Policy 4.2 Coomalie Bush Cemetery.

**Moved:**            **Clr.**

**Seconded:**      **Clr.**

#### **7 GENERAL BUSINESS**

Nil

#### **8 NEXT MEETING**

The next Cemetery Board Meeting of Coomalie Community Government Council will be held on Tuesday 16<sup>th</sup> March 2021 in the Council Chambers.

#### **9 CLOSURE OF MEETING**