



AGENDA

CEMETERY BOARD MEETING

16th JUNE 2020

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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 16th JUNE 2020

President of the Shire Council Andrew Turner will declare the meeting open at 9:00pm 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
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VISITORS PRESENT

2 APOLOGIES AND LEAVE OF ABSENCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	16 th June 2020
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

SUMMARY

This report is to table, for Council's record, any apologies and requests for leave of absence received from Board Members for the Cemetery Board Meeting held on 16th June 2020.

BACKGROUND

Not applicable.

COMMENT

Council 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 Council 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 Council receive and note the apologies for the Cemetery Board Meeting held 16th June 2020.

Moved: Clr.

Seconded: Clr.

3 ELECTRONIC MEETING ATTENDANCE

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	16 th June 2019
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachment:	Nil

SUMMARY

This report is to table, for Board's record, any requests and permissions 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 gives permission for member Clr/s _____ to attend the meeting of 16th June 2020 via electronic means.

Moved: Clr.

Seconded: Clr.

4 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	16 th June 2020
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	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 16th June 2020

Moved: Clr.

Seconded: Clr.

5 CONFIRMATION OF MINUTES

CONFIRMATION OF PREVIOUS MINUTES FOR THE CEMETERY COMMITTEE MEETING OF 31st JANUARY 2005

Applicant: N/A

Location/Address: N/A

File Ref: N/A

Disclosure of Interest: Nil

Date: 16th June 2020

Author: Anna Malgorzewicz CEO

Attachments: Minutes 31 January 2005

Recent resolutions of Council regarding Coomalie Bush Cemetery

SUMMARY

Minutes of the Cemetery Board Meeting held on 31st January 2005 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 31st January 2005 be received and noted by Council.

Moved: Clr.

Seconded: Clr.

6 REPORTS

6.1 COLUMBARIUM – REQUIREMENT FOR ADDITIONAL NICHE WALL

Applicant:	N/A
Location/Address:	N/A
File Ref:	N/A
Disclosure of Interest:	Nil
Date:	16 th June 2020
Author:	Aleyshia McGrigor, Senior Administration Officer
Attachment:	Policy 4.2 Coomalie Bush cemetery

SUMMARY

The niche wall at Council's Coomalie Bush Cemetery is quickly nearing capacity. Council is required to make a decision on the construction of a new niche wall.

BACKGROUND

Council's current and sole niche wall at the Coomalie Bush Cemetery was constructed in 2004 and has a capacity for 40 plots. There is currently only 3 available. The 3 remaining spaces are all located at the bottom of the niche wall, which does lay within a flood zone and on a rare but possible extreme flooding event could become inundated by flooding.

COMMENT

With a Council population of 1319 it is predicted that the 3 remaining spaces could be reserved/occupied within the year, possibly sooner.

It is proposed that a new niche wall be built to around the same capacity. Council's Operations Department has proposed a suitable location may be between two existing poles of the gazebo, or in the garden directly next to the gazebo.

The new niche wall would be constructed at a comfortable eye level for visitors, and the option of a floral arrangement addition is strongly recommended.

The new design will also mitigate potential water inundation issues, should there be a flooding event.

CONSULTATION

Nil

STATUTORY ENVIRONMENT

Nil

POLICY IMPLICATIONS

4.2 Coomalie Bush Cemetery

FINANCIAL IMPLICATIONS

To be determined

VOTING REQUIREMENTS

Simple Majority

RECOMMENDATION

That Council refer an amount of \$ to the 2020/21 budget to construct a new niche wall at the 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 21st July 2020 at 8:00pm in the Council Chambers.

9 **CLOSURE OF MEETING**