



MINUTES
CEMETERY BOARD MEETING
15th JUNE 2021

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
5.1	CONFIRMATION OF PREVIOUS MINUTES FOR THE CEMETERY COMMITTEE MEETING OF 15 th DEC 2020....	8
6	REPORTS.....	9
6.1	COOMALIE BUSH CEMETERY OPERATIONAL REPORT	9
6.2	NICHE WALL FINALISATION	10
7	GENERAL BUSINESS.....	12
8	NEXT MEETING	12
9	CLOSURE OF MEETING	12

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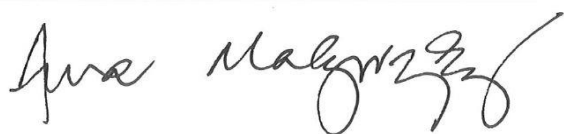
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A handwritten signature in black ink, appearing to read 'Anna Malgorzewicz', written in a cursive style.

Signed: Anna Malgorzewicz, Chief Executive Officer

MINUTES

CEMETERY BOARD MEETING

HELD IN THE COUNCIL CHAMBERS, BATCHELOR

ON TUESDAY 15th JUNE 2021

President of the Shire Council Andrew Turner declared the meeting open at 4:54pm and welcomed 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	Deborah Moyle

STAFF PRESENT

Chief Executive Officer	Anna Malgorzewicz
Senior Admin Officer	Aleyshia McGrigor

VISITORS PRESENT

2 APOLOGIES AND LEAVE OF ABSENCE

Date:	15 th June 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

PURPOSE

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 15th June 2021.

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/POLICY IMPLICATIONS

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.

FINANCIAL IMPLICATIONS

Not applicable.

RESOLUTION CEM15/06/2021/001

That the Board receives and notes the apology from Clr McElwee for the Cemetery Board Meeting held 15th June 2021.

Moved: Clr. Turner

Seconded: Clr. Corliss

Carried

3 ELECTRONIC MEETING ATTENDANCE

Date:	15 th June 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachment:	Nil

PURPOSE

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/POLICY IMPLICATIONS

Local Government Act 2008 s61 (Procedure at meeting).

Local Government Act 2019 s95 (Procedure at meeting).

Council Policy 1.12 Meetings of Council

FINANCIAL IMPLICATIONS

Nil

NIL

4 DECLARATION OF INTEREST OF MEMBERS OR STAFF

Date:	15 th June 2021
Author:	Anna Malgorzewicz, Chief Executive Officer
Attachments:	Nil

PURPOSE

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/POLICY IMPLICATIONS

Local Government Act s73 & s74 (Elected Members).

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

Conflict of Interest – Code of Conduct.

FINANCIAL IMPLICATIONS

Not applicable.

NIL

5 CONFIRMATION OF MINUTES

5.1 CONFIRMATION OF PREVIOUS MINUTES FOR THE CEMETERY COMMITTEE MEETING OF 15TH DECEMBER 2020

Date:	15 th June 2021
Author:	Anna Malgorzewicz CEO
Attachments:	Minutes 15th December 2020

PURPOSE

Minutes of the Cemetery Board Meeting held on 15th December 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/POLICY IMPLICATIONS

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.

FINANCIAL IMPLICATIONS

Not applicable.

RESOLUTION CEM15/06/2021/002

That the Minutes of the Cemetery Board Meeting held on 15th December 2020 be received and noted by Council.

Moved: Clr. Moyle

Seconded: Clr. Beswick **Beswick**

6 REPORTS

6.1 COOMALIE BUSH CEMETERY OPERATIONAL REPORT

Date:	15 th June 2021
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 4th November 2020 the new niche wall was installed at the Coomalie Bush Cemetery. Painting of the niche wall is completed, and covers and numbering plaques have been installed. Some additional works are planned to rectify some minor faults.

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

Council adopted revised policy 3.3 Smoke Free Workplace and Community at their Ordinary General Meeting in May 2021. Council voluntarily declared the Coomalie Bush Cemetery a smoke free area, which includes a 10m buffer zone around the perimeter, as well as a designated smoking area on the eastern edge outside of the front fence.

During the period December 2020 to June 2021 there has been one Ashes interment into the columbarium on 6th May 2021.

CONSULTATION

Nil

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Nil

RESOLUTION CEM15/06/2021/003

That the Board receives and notes the Coomalie Bush Cemetery operational report to June 2021.

Moved: Clr. Moyle

Seconded: Clr. Beswick

Carried

6.2 NICHE WALL FINALISATION

Date:	15 th June 2021
Author:	Aleyshia McGrigor, Senior Administration Officer
Attachment:	Nil

PURPOSE

To determine final presentation of the Rosella Niche Wall and surrounds.

BACKGROUND AND PREVIOUS DECISIONS

In December 2020 Council staff reached the completion stage of the Rosella Niche Wall.

COMMENT

The construction of the Rosella niche wall has now been completed. The wall has been painted. The paint colour has been chosen to match the bark of the weeping Tea-Trees planted at the Cemetery.

Name plaques and numbering plaques have been supplied and installed as the final stage of construction.

Since construction reached completion in December 2020, Council raised at its Ordinary General Meeting of 20th April 2021 that the final look should be of a higher standard.

Council staff are able to lay grass and water throughout the dry season to support growth around this area. This would also stop the dirt splashing onto the wall leaving a stain around the bottom.

Council staff will also undertake repainting in an alternative colour, use screws to permanently affix the numbers and covers.

Anything further to this would need a budget allocation.





CONSULTATION

Anna Malgorzewicz, Chief Executive Officer

Carol Gaulke, Projects Manager

STATUTORY ENVIRONMENT/POLICY IMPLICATIONS

4.2 Coomalie Bush Cemetery

FINANCIAL IMPLICATIONS

Nil

RESOLUTION CEM15/06/2021/004

That the Board approves the grassing of the area surrounding the Rosella Niche Wall.

Moved: Clr. Beswick

Seconded: Clr. Moyle **Carried**

RESOLUTION CEM15/06/2021/005

That the Board refers an amount of \$15,000 the First Quarter Budget Review 2021-22 for the establishment of a suitable permanent shade structure for the Rosella Niche Wall.

Moved: Clr. Turner

Seconded: Clr. Moyle **Carried**

7 GENERAL BUSINESS

Nil

8 NEXT MEETING

The next Cemetery Board Meeting of Coomalie Community Government Council will be held on Tuesday 21st September 2021 in the Council Chambers.

9 CLOSURE OF MEETING

Meeting closed 5:02pm