



**MINUTES**  
**CEMETERY BOARD MEETING**  
**16<sup>th</sup> JUNE 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 COLUMBARIUM – REQUIREMENT FOR ADDITIONAL NICHE WALL..... 9

7 GENERAL BUSINESS ..... 10

8 NEXT MEETING ..... 10

9 CLOSURE OF MEETING ..... 10

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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 16<sup>th</sup> JUNE 2020

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President of the Shire Council Andrew Turner declared the meeting open at 5:00pm 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

#### STAFF PRESENT

Chief Executive Officer	Anna Malgorzewicz
Finance Manager	Melissa Kerr

#### VISITORS PRESENT

Nil

## 2 APOLOGIES AND LEAVE OF ABSENCE

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

### RESOLUTION 16/06/2020/001

That Council note the absences of Clr. McElwee and Clr. Moyle for the Cemetery Board Meeting held 16<sup>th</sup> June 2020.

**Moved:** Clr. Beswick

**Seconded:** Clr. Corliss

### 3 ELECTRONIC MEETING ATTENDANCE

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

**NIL**

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

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> June 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.

NIL

## 5 CONFIRMATION OF MINUTES

CONFIRMATION OF PREVIOUS MINUTES FOR THE CEMETERY COMMITTEE MEETING OF 31<sup>st</sup> JANUARY 2005

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> June 2020
<b>Author:</b>	Anna Malgorzewicz CEO
<b>Attachments:</b>	Minutes 31 January 2005 Recent resolutions of Council regarding Coomalie Bush Cemetery

## SUMMARY

Minutes of the Cemetery Board Meeting held on 31<sup>st</sup> 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.

### RESOLUTION 16/06/2020/002

That the Minutes of the Cemetery Board Meeting held on 31<sup>st</sup> January 2005 be received and noted by Council.

**Moved:** Clr. Beswick

**Seconded:** Clr. Corliss

## 6 REPORTS

### 6.1 COLUMBARIUM – REQUIREMENT FOR ADDITIONAL NICHE WALL

<b>Applicant:</b>	N/A
<b>Location/Address:</b>	N/A
<b>File Ref:</b>	N/A
<b>Disclosure of Interest:</b>	Nil
<b>Date:</b>	16 <sup>th</sup> June 2020
<b>Author:</b>	Aleyshia McGrigor, Senior Administration Officer
<b>Attachment:</b>	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

**RESOLUTION 16/06/2020/003**

That Council refer an amount of up to \$8,000 to the 2020/21 budget to construct a new niche wall at the Coomalie Bush Cemetery and attend to repairs and improvements to include floral tributes to the existing niche wall.

**Moved:** Clr. Turner

**Seconded:** Clr. Beswick

**7 GENERAL BUSINESS**

Nil

**8 NEXT MEETING**

The next Cemetery Board Meeting of Coomalie Community Government Council will be held on 21<sup>st</sup> July 2020 at 5:00pm in the Council Chambers.

**9 CLOSURE OF MEETING**

The Shire President Clr Andrew Turner closed the meeting at 5:13pm.