

# Corporate Management

## Standing Committee Meeting Minutes

Held on Tuesday 18 August 2009  
at the Council Chambers, Bega commencing at 2.11 pm

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**PRESENT** Councillor Hughes (CHAIRPERSON) and Councillors Allen, Campbell, Hede, Pincini, Sandrey, Seckold and Wykes

**IN ATTENDANCE** Mr Peter Tegart - General Manager, Ms Leanne Barnes - Group Manager Community and Relationships, Mr Andrew Woodley - Group Manager Planning and Environment, Mr Wayne Sartori - Group Manager Infrastructure Waste and Water, Ms Tracy Hicks - Executive Manager Organisational Support and Ms Janelle Curtis - Minute Secretary

### 1. Confirmation of Minutes

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RESOLVED on the motion of Crs Campbell and Seckold

That the Minutes of the Corporate Management Committee meeting held on 28 July 2009, as circulated, be taken as read and confirmed.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

### 2. Apologies

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RESOLVED on the motion of Crs Allen and Campbell

That the apology received from Cr Britten be accepted for his inability to attend the meeting.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

### **3. Adoption of 2009/12 Management Plan**

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RESOLVED on the motion of Crs Allen and Seckold

That the 2009/12 Management Plan as tabled to the meeting of 18 August 2009 be adopted.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

### **4. Review of cemetery management and burial administration**

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RESOLVED on the motion of Crs Hede and Allen

1. That a cemetery volunteer induction program that includes OH&S elements be developed and implemented for all Individual Cemetery Committees.
2. That the 'Cemetery Committees – Operations Manual', as attached to this report is adopted and provided to each cemetery volunteer, subject to review pending Council's recommendations on the Section 355 committee structure.
3. That all capital asset procurement be approved by the relevant staff member from Council's Asset Management section and undertaken by the Procurement area.
4. That an asset inventory of all cemetery plant and equipment be undertaken as a matter of urgency.
5. That all existing funds held by cemetery committees be returned to Council in individually identified line items within Council's financial system by 30 September 2009.
6. That the General Manager be authorised to appoint a fixed-term part time Burial Administration Officer for 21 hours per week for a period of 12 months to oversee interments, records maintenance and to assist with the development of cemetery management procedures to ensure a system that delivers the best burial service possible within the available resources.
7. That all current funds be recovered from existing section 355 cemetery committees and that any funds identified as proceeds from the sale of Right of Burials be so identified and separately accounted in Council's financial system.
8. That Council compile and maintain a single Cemetery Information System and that this system be coordinated by the Burial Administration Officer.

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9. That Council standardise its billing procedures with funeral directors and that the General Manager be authorised to execute the necessary agreements.
10. That a system of grave markers be implemented for reservations and post-burial and that this be coordinated by the Burial Administration Officer.
11. That Council maintain as a section 355 committee the General Cemetery Committee and confirm the appointment of a Councillor to Chair this committee.
12. That all current individual cemetery committees, constituted under section 355 of the NSW Local Government Act (1993) be realigned to being 'Individual Cemetery Committees' and to operate subject to the Cemetery Committees – Operations Manual with the terms of reference and operations manual subject to Council's final review of Section 355 committees overall.
13. That a Cemetery Management Plan with references to each Individual Cemetery Committee be developed.
14. That a further report on the implementation of these recommendations be provided to Council by February 2010.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

## **5. Comparative Information on NSW Local Government Councils 2007/08**

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RESOLVED on the motion of Crs Allen and Campbell

That the DLG publication 'Comparative Information on NSW Local Government Councils 2007/08' be received and noted and published through the media.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

## **6. LGSA request for financial assistance: Legal costs incurred by Berrigan Shire Council**

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RESOLVED on the motion of Crs Hede and Campbell

That Council pay a contribution of \$477.26 towards legal costs incurred by Berrigan Shire Council in defending a Land and Environment Court appeal.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

## **7. Councillor By-Election**

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RESOLVED on the motion of Crs Allen and Pincini

1. That the General Manager advise the Electoral Commissioner and the Department of Local Government of the casual vacancy created by the resignation of Cr Adrian Sandrey.
2. That a provision of \$100,000 be allocated from working capital for the conduct of the election.
3. That Council further examine the location and quantity of polling and pre-polling booths.
4. That Council ask the State Government to consider other alternatives to filling casual vacancies including a recount/redistribution of the votes cast at the previous election and that the Local Government and Shires Association be advised of this request.

IN FAVOUR: Crs Allen, Campbell, Hede, Hughes, Pincini, Sandrey, Seckold and Wykes

AGAINST: Nil

ABSENT: Cr Britten

## **Closure**

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There being no further business the Chairperson closed the meeting at 3.02 pm.

CONFIRMED .....

CHAIRPERSON