

General Cemetery Committee Meeting



HELD AT Committee Room, Council Chambers on 17th February 2015

Meeting opened – 5.30pm

Present

Cr Sharon Tapscott (Chair)	Ray Alcock (Bemboka)	Wayne Dunning (Wolumla)
Peter Phillips (Eden)	Darragh Reynolds (Eden)	Nancy Grant (Wyndham)
Barbara Grant (Wyndham)	Shirley Carter (Bermagui)	Neridah Holzhauser (Bermagui)
	Dave Wilton (Bemboka)	
Steve Nixon (Eden)	Karen Terwin (BVSC Cemetery & Committees Liaison Officer)	Jackie Grant (BVSC Cemetery & Committees Liaison Officer)
Nathan Marshall (BVSC Cemetery & Volunteering Coordinator)		

1 Apologies:

Simon Schweitzer (BVSC
Community Services
Manager)

Ross Umbers (Bemboka)

2 Introductions

Jackie Grant – Contracted to help with Cemetery mapping and will be covering Karen Terwin's annual leave for 4 weeks mid-April.

3 Confirmation of minutes

Amendments to the minutes of the 19 August 2014 meeting were read and accepted as true and correct.

Minutes from the 18 November 2014 General Cemetery Committee Meeting were also confirmed.

Moved- Darragh Reynolds

Second- Nancy Grant

4 Action items from previous meeting

Action item 1- Fuel cabinet to be sourced and delivered to Eden Cemetery – ONGOING – Nathan seeking quotes from external contractors.

Action item 2- BVSC to meet with individual Committees onsite to run through items for their management plans. Outstanding committees to advise BVSC of a suitable time to meet. Council was not contacted by any of the outstanding committees. Times to be arranged in sections 6.2 of minutes.

Action item 3- BVSC to follow up with road contractor to fix gutters in Bermagui. ONGOING – Nathan has been to Bermagui Cemetery and completed a risk assessment and found there was no immediate hazard. He identifies the work does need to be completed and the contractor has advised he will do the work when he is next in the area.

Action item 4- BVSC to collect Bermagui's brush cutter and replace with a light weight whipper snipper. Complete

Action Item 5- BVSC to do an audit for all cemeteries regarding trees – ONGOING – dangerous trees within plots, Nathan to discuss with committees during onsite meetings in March.

Action Item 6- BVSC to investigate a cost effective alternative option to place flowers in – ONGOING – Karen to email some manufacturers for alternative to glass.

Action Item 7- BVSC to look at the title of 5.2 – Changed to Policy & Procedure. Complete

Action Item 8- BVSC to meet with risk audit coordinator to discuss alternative options for weed spraying. ONGOING – A contractor to schedule weed spraying twice a year, as risk was deemed too high to have volunteers weed spraying. **MOTION – Investigate possibilities of conducting a workshop enabling volunteers be accredited to weed spray. Motion – Steve Nixon – Second – Wayne Dunning - Carried unanimous.**

Action Item 9- BVSC to check Bemboka cemetery financial statement and rectify – Plant and equipment charge was for service of lawnmower and use of trailer. **Complete**

Action Item 10- BVSC to remind monumental masons that rubble and waste is to be removed from the cemetery – letter sent to Monumental Masons. **Complete**

Action Item 11 – Karen Terwin to check Council's property file for the Eden Cemetery Lawn plans – **Complete** Karen has located property file, Nathan will meet committee onsite and sketch a draft of what is being proposed.

Action Item 12 – Karen Terwin to meet with BVSC Finance to discuss the financial statements, reserve funds, maintenance and capital funding – **ONGOING –** This was delegated to Nathan, he has had a meeting with Simon Schweitzer and it has been agreed they need to set up a meeting with Finance Manager Pankej Nepal. **MOTION – Finance Department Representatives and or IT to come to the next S355 Committee Meeting with answers to questions on notice. Carried unanimous.**

Summary of outstanding items:

Action Item 1- Fuel Cabinet to be sourced and delivered to Eden Cemetery

Action Item 2- BVSC to follow up with road contractor to fix gutters in Bermagui. Advised that BVSC have contacted the contractor and he will complete the job when he is in Bermagui next.

Action Item 3- BVSC are to do an audit for all cemeteries regarding trees.

Action Item 4- BVSC to investigate a cost effective alternative option to place flowers in.

Action Item 5- BVSC to investigate possibilities of conducting a workshop enabling volunteers be accredited to weed spray.

Action Item 6 - Finance Department Representatives and or IT to come to the next S355 Committee Meeting with answers to questions on notice. **Committees** to forward questions regarding financial issues to cemeterie@begavalley.nsw.gov.au.

5 Standing Business

5.1 Risk Management and Workplace Health & Safety

Nathan Marshall reminded committees on the necessity and importance of using personal protection equipment (PPE). He explained there is an increasing requirement to show we are managing and doing everything reasonably practical in following the correct procedures and protecting Volunteers. As part of his role as Cemetery and Volunteering Coordinator he will be visiting committees to ensure they are following the correct safety measures.

If an incident did occur Workcover will investigate and make sure all procedures were followed accordingly. Bermagui committee members said they are struggling to get volunteers due to forms having to be completed prior to undertaking works in the cemetery as well as the need for volunteers to wear PPE. Nathan advised that this requirement is there for a reason and is non-negotiable. BVSC can help with recruitment of volunteers as required.

5.2 Policy and Procedure

There was an issue raised in section 5.4 of the Committee Guidelines and Operations Manual around the need for committees to maintain an asset register at individual cemeteries. It was agreed that some of the manual may not be relevant as it was put in place sometime ago. BVSC will review the manual as a whole including section 5.4 to ensure it remains relevant.

- **Action Item 7 – BVSC to review Committee Guidelines and Operations Manual.**

6 New Business

6.1 Mapping project update

Karen Terwin gave committee members a look at the mapping program and explained how it has come together and where it is going from here. Karen and Jackie are waiting on the next instruction to hopefully be able to finalise Bermagui and move onto the rest of the cemeteries. Karen was able to show committees the photos of plots in the cemeteries and the high resolution photos that were taken of the individual cemeteries.

Committee members were very appreciative of all the effort and hard work Karen and Jackie have put in to the project so far and can now see the benefits that will come from its completion.

6.2 Nathan to schedule times to meet with individual committees

Meetings were arranged in March regarding Facility Management plans and dangerous trees as follows –

Eden –	Thursday 05/03/15 – 10:00am
Wolumla –	Friday 06/03/15 – 10:00am
Bermagui –	Tuesday 10/03/15 – 10:00am
Bemboka –	Tentative – Thursday 17/03/15 – 10:00am
Wyndham –	To contact Council

7 Meeting Close

Meeting was closed at 7.15pm

8 Next meeting

The next meeting is to be held on **19 May 2015**.

Action Items Summary

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