



**Bass Coast Shire Council
Minutes for Special Meeting
Wednesday, 11 December 2019
Cowes Cultural Centre
91-97 Thompson Avenue
Cowes
4.00pm**

- 1. These minutes are due to be confirmed on 19 February 2020**
- 2. Any decision included in these minutes is subject to change resulting from a rescission motion passed by Council.**

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Meeting commenced

The meeting commenced at 4.00pm

Cr Pamela Rothfield read the acknowledgement.

Statement of Acknowledgement

Bass Coast Shire Council acknowledges Aboriginal and Torres Strait Islander people as the first Australians and recognises that they have a unique relationship with the land and water.

Council also recognises that we are situated on the lands of the traditional owners, members of the Kulin Nation who have lived here for thousands of years.

We offer our respect to their elders past and present and through them, all Aboriginal and Torres Strait Islander people.

Cr Bruce Kent read the Councillor Statement.

Councillor Statement

All members of this Council pledge to the Bass Coast Shire community to consider every item listed on this evening's agenda:

- Based on the individual merits of each item;
- Without bias or prejudice by maintaining an open mind; and
- Disregarding Councillors' personal interests so as to avoid any conflict with our public duty.

Any Councillor having a conflict of interest in an item will make a proper, prior disclosure to the meeting and will not participate in the debate or vote on the issue.

A Present and Apologies

Councillors:

- Cr Brett Tessari, Bunurong Ward (Mayor)
- Cr Julian Brown, Bunurong Ward
- Cr Les Larke, Bunurong Ward
- Cr Pamela Rothfield, Island Ward
- Cr Michael Whelan, Island Ward
- Cr Bruce Kent, Western Port Ward
- Cr Clare Le Serve, Western Port Ward

Officers in Attendance:

Ms Ali Wastie, Chief Executive Officer

Mr James Stirton, General Manager Place Making

Mr John Wynen, Manager People and Culture

Ms Debbie Adamson, Cemeteries and Committees Officer

Ms Lee-Anne Harmer, Governance Officer

Apologies:

Cr Geoff Ellis, Western Port Ward (Deputy Mayor)

Cr Stephen Fullarton, Island Ward

B Declarations of Interest

There were no Delectations of Interests.

C Public Question Time

There were no questions for Public Question Time.

D Petitions, Joint Letters, Deputations and Correspondence

There were no Petitions, Joint Letters, Deputations and Correspondence

Notices of Motion

E Notices of Motion

There were no Notices of Motion.

Reports Requiring Council Decision

F Reports Requiring Council Decision**F.1 Wonthaggi Cemetery interment figures year to date**

File No: CMI9/674
Division: Business Transformation
Council Plan Strategic Objective: Governance

We are responsive, open, transparent
and financially sustainable

Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The Trust are responsible for the governance of the cemetery including the key roles of setting strategic direction, approving the annual budget, monitoring performance, ensuring compliance, developing policy, high level stakeholder management and ensuring that a risk management framework is in place. The Trust delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration and operational support.

The number of interments of burials and cremated remains are an important consideration in how the Trust plans its availability of plots and sets its fees for future years.

The purpose of this report is to;

- Note the cemeteries interment figures for year to date 2019/20.

Cemetery interment figures year to date

Wonthaggi Cemetery Trust							
Financial Year	Interment Ashes		Interment Burials		Right of Interment (Pre-Need & At Need)		Memorial Permits
	Wall	Grave	1st	2nd / 3rd	Wall	Grave	
2012/13	5		43				
2013/14	5		42				
2014/15	7		47				
2015/16	10		43				
2016/17	8		43				
2017/18	4	8	30	22	14	31	1
2018/19	7	4	24	26	10	25	3
2019/20*	1	1	3	15	1	3	4

* Figures shown for 2019/20 are year to date at the time of this report.

Burial interments have been trending on second interments this financial year. This in return reduces right of interment figures as plots were reserved in previous years. Memorial permits are exceeding the total amount of previous years due to second interment in memorials and restoration of monuments.

Recommendation

That Council note the Wonthaggi Cemetery interment figures year 2019/20.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Les Larke

That the recommendation be adopted.

CARRIED

F.2 San Remo Cemetery interment figures year to date

File No: CMI9/675
Division: Business Transformation
Council Plan Strategic Objective: Governance

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Declaration

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Summary

The Trust are responsible for the governance of the cemetery including the key roles of setting strategic direction, approving the annual budget, monitoring performance, ensuring compliance, developing policy, high level stakeholder management and ensuring that a risk management framework is in place. The Trust delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration and operational support.

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The purpose of this report is to;

- Note the cemeteries interment figures for year to date 2019/20.

Cemetery interment figures year to date

San Remo Cemetery Trust							
Financial Year	Interment Ashes		Interment Burials		Right of Interment (Pre-Need & At Need)		Memorial Permits
	Wall/ Garden	Grave	1st	2nd / 3rd	Wall/ Garden	Grave	
2012/13	0		18				
2013/14	1		12				
2014/15	4		6				
2015/16	2		5				
2016/17	3		5				
2017/18	3	1	4	2	5	4	1
2018/19	6	0	6	4	7	8	1
2019/20*	2	0	1	2	1	1	2

* Figures shown for 2019/20 are year to date at the time of this report.

San Remo Cemetery figures tracking a little lower at this stage from previous years. Memorial Permits have exceeded last years, with two interments occurring in memorial sections.

Recommendation

That Council notes the San Remo Cemetery interment figures year 2019/20.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Bruce Kent

That the recommendation be adopted.

CARRIED

F.3 Works completed at the Wonthaggi and San Remo Cemeteries

File No: CMI9/676
Division: Business Transformation
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The purpose of this report is to note the works completed at the Wonthaggi and San Remo Cemeteries.

Works completed at the Wonthaggi and San Remo Cemeteries

The following works have been completed at the cemeteries from July 2019 to November 2019:

Wonthaggi Cemetery**Master plan**

A review of the Master Plan and drainage strategy has been undertaken to plan for the next stage of Master Plan works.

A discussion around scope of works conducted with Council engineers to understand the next stage of drainage works and infrastructure. Quotations are now being sought to engage external contractors to prepare a complete Cemetery Infrastructure Development Strategy. A submission for a Department of Health and Human Services grant funding will follow to cover the cost of these works.

Grave Digging contractor

1. The grave digger sourced alternative soil fill to combat water retention issues during the inclement weather conditions affecting ground surface. Turf sand as a grave fill is being trialled as the turf sand allows water to disperse. The turf sand is utilised in other locations around the shire and re-growth of grass is proving successful. This alternative is visually different to that of the top soil.
2. Recent heavy rain caused many potholes throughout the Wonthaggi cemetery roads, which have since been filled.

Ground Maintenance

1. Ground maintenance contractors were inhibited during this period. The heavy rain flooded many areas of the cemetery preventing contractors from being able to mow most of the cemetery for a few weeks, despite many attempts.
2. Over the last few weeks with the weather easing, the priority has been grass mowing, brush cutting and hand weeding. A weed spraying program is planned for November/December, weather permitting.

Tree Planting

In October, Council Officers, contractors and Landcare staff came together for a successful day of tree planting, with over 300 trees and shrubs planted along the southern boundary of the cemetery creating a natural screening between the cemetery and the transfer station. The event was advertised in the local papers to promote community involvement. Thank you to Council and Landcare officers for the assistance in planning, preparation, donation of trees and planting on the day.

Thank you to Connecting Skills Australia contractors who worked tirelessly on the south boundary of the cemetery trimming and clearing many dead tree branches, weeds, spreading of many cubic metres of mulch and picking up dumped and blown rubbish from the transfer station in preparation for our tree planting day. The crew also assisted on the day.

San Remo

Ground Maintenance

1. San Remo Cemetery Friends Group requested assistance with garden and general maintenance at the cemetery. Connecting Skills Australia have been engaged on a regular basis to perform additional garden maintenance.
2. Connecting Skills Australia have completed topsoiling and mulching of the Memorial Garden area. They are now working on cleaning up the boundary fence line by removing dead shrubs, tree branches and weeds.
3. The San Remo Friends Group provided positive feedback to the contractor's work.

Spoil Mound

San Remo Friends group member has sourced a contractor to attend to the mound of dirt, rock and debris located at the rear of the cemetery. Weed spraying of the mound is planned for November/December prior to the spoil works scheduled for late January. Thank you to Russell Riseley and contractor Alan Sproull for the offer to complete these works.

Recommendation

That Council notes the works completed at the Wonthaggi and San Remo Cemeteries.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Les Larke / Seconded: Cr. Pamela Rothfield

That the recommendation be adopted.

CARRIED

F.4 Cemetery Management Officer Report

File No: CMI9/678
Division: Business Transformation
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The Trusts are responsible for all management of the cemeteries, supported by officers who provide administrative and operational support.

This quarterly report provides information on the administrative and operational matters in relation to the cemeteries to enable the Trusts to monitor the effectiveness of its decisions and make plans for the future.

I. Master Plans**I.1 Wonthaggi**

The Wonthaggi Master Plan provides a staging plan for actions. The status of all actions outlined in the 1-5 years plan attached (AT-1).

Stage 2 Drainage Works are now completed and improved drainage around the majority of the beam areas. However, due to the heavy rain fall in September and October there was some difficulty with burials and flooding to lower beams in the Rose Garden Extension area. This lower area receives run off from beams at a higher elevation. This issue will need consideration in future works.

Consultation and review of completed Stages 1 and 2 drainage works occurred with Council's Civil Design team in September. To allow effective planning for future development at the cemetery, a detailed Infrastructure Development Strategy is now required that will review and update completed works, civil plans and reports.

Officers will engage external companies to quote on the Cemetery Infrastructure Development Strategy and submit grant application to the Department of Health and Human Services (DHHS) to cover the cost.

I.2 San Remo

An application for a grant to cover the cost of a Master Plan was submitted to the Department of Health and Human Services grants program in November 2018. This was successful in obtaining a grant of \$18,000.

Master planning commenced in January 2019 with the appointment of a cemetery consultant, and involved key stakeholders in discussion. A draft plan was produced and community consultation was conducted from June through August. Feedback has been reviewed, considered and documented in the consultant's master plan report.

The overall objective is to improve amenity for members of the public and operational activities. The Master Plan will inform the long term view that recognises the role of the cemetery over the next few hundred years. It is important to recognise that the Master Plan will need to be reviewed periodically throughout the life of the cemetery to incorporate any changes in the burial practices and trends. The San Remo Master Plan attached for adoption (AT-2).

2. Geographic Information System (GIS) Mapping Project

A GIS mapping project commenced in July 2019 for both cemeteries. This work provides a more accurate match of the geographic location of a grave with the cemetery burial register. This will enable a family to better locate graves, whether marked or unmarked and we can now work on digital maps of both cemeteries.

Council's GIS team are progressing well with this project, with all locations assigned identification codes and geographical coordinates. Physical on ground mapping has been finalised, verifying and auditing monument and plaque information with the burial register. This has resulted in the mapping of around 7040 graves, some of which are unmarked historical graves. Officers were previously aware of a general location but not the specifics of these mainly babies and paupers unmarked graves.

Thank you to Council's GIS Team, especially Paul Lennox, who has worked on the ground at the cemetery mapping each individual grave. This invaluable technical data will enable confirming and mapping individual grave locations including the majority of unmarked graves.

Next steps in 2020 will involve correlating this technical information with historical research conducted by volunteers over the last couple of years. Special mention to Noelene Lyons and Renee Loeckenhoff who have spent many dedicated hours to researching historical registers and public records to fill in gaps of historical burial records.

The combined work will help with community enquiries of historical nature.

3. Grave and Ground levelling

Ground leveling to eliminate the uneven grassed surfaces throughout our cemeteries is to be reviewed early next year. The review will take into consideration the impact on mourners, cost and available grants. Consultation will occur within cemetery networks in order to improve current practice.

Recommendation

That Council:

- 1. Notes the Cemetery Management Officer report.**
- 2. Adopts the San Remo Master Plan 2019 (AT-2).**

Attachments

AT-1 Wonthaggi Master Plan Stage Report 1 Page

AT-2 San Remo Cemetery Master Plan Report 70 Pages

Decision

Moved: Cr. Les Larke / Seconded: Cr. Pamela Rothfield

That the recommendation be adopted.

CARRIED

F.5 2020 Cemetery Trust Meeting Schedule

File No: CMI9/833
Division: Business Transformation
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

Council is the appointed Trusts for the Wonthaggi and San Remo Cemeteries.

The purpose of this report is to adopt the 2020 meeting schedule for Wonthaggi Cemetery Trust business and San Remo Cemetery Trust business.

Meeting of Council 2020

With continuous improvement of cemetery operations procedures and policies, officers are confident that three meetings per year will be sufficient to report cemetery business and align with the Department of Health and Human Services reporting requirements.

Both San Remo and Wonthaggi Cemeteries now have a Master Plan to stage activities. The reduced report writing will allow resources to be redirected to cemetery operations.

This report recommends schedule of meetings as follows:

- 15 April 2020
- 19 August 2020
- 18 November 2020

Recommendation

That Council adopts the meeting schedule for Wonthaggi Cemetery Trust business and San Remo Cemetery Trust business as follows:

- **15 April 2020**
- **19 August 2020**
- **18 November 2020**

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Les Larke

That the recommendation be adopted.

CARRIED

F.6 Contracts Awarded Register

File No: CMI9/713
Division: Finance
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary**Contracts Awarded**

For the period from 1 August 2019 to 31 August 2019, the following contract was awarded under the Chief Executive Officer's Instrument of Delegation.

Contract No.	Description	Contractor	Estimate Contract Sum Including GST
19011	Grave Digging for Wonthaggi and San Remo Cemeteries	MDL Constructions Pty Ltd ATF M & C Leaver Family Trust	\$198,264 based on the schedule of rates submitted.

Contracts Extended

For the period from 1 August 2019 to 31 August 2019, no contracts were extended under the Procurement Delegation Framework.

Recommendation

That Council receives the report.

Attachments

AT-1 Contract Register 19011 | Page

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Les Larke

That the recommendation be adopted.

CARRIED

G Urgent Business

There was no Urgent Business.

Mayoral Announcement Of Next Meeting Of Council

The next **Community Connection Session** will be held on 12 February 2020 in the Inverloch Hub 16 A'Beckett Street Inverloch commencing at 3.00pm.

The next **Ordinary Council Meeting** will be held on 19 February 2020 in the Inverloch Hub 16 A'Beckett Street Inverloch commencing at 5.00pm.

Meeting closed

The meeting closed at 4.22pm