



**Bass Coast Shire Council
Minutes for Special Meeting
Wednesday, 12 June 2019
Council Chamber
Bass Coast Civic Centre
Baillieu Street East
Wonthaggi
10.30am**

- 1. These minutes are due to be confirmed on 17 July 2019**
- 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 10.30am

Acknowledgement: Cr Geoff Ellis read the acknowledgement.

Statement: Cr Pamela Rothfield read the Councillor Statement.

A Present and Apologies

Councillors: Cr Brett Tessari, Bunurong Ward (Mayor)
Cr Bruce Kent, Western Port Ward (Deputy Mayor)
Cr Les Larke, Bunurong Ward
Cr Stephen Fullarton, Island Ward
Cr Pamela Rothfield, Island Ward
Cr Michael Whelan, Island Ward
Cr Geoff Ellis, Western Port Ward
Cr Clare Le Serve, Western Port Ward

Officers in Attendance:

Ms Ali Wastie, Chief Executive Officer
Ms Jodi Kennedy, General Manager Corporate and Community
Ms Annette Waters, Coordinator Governance and Business
Systems
Ms Lee-Anne Harmer, Governance Officer

Apologies: Cr Julian Brown, Bunurong Ward

B Declarations of Interest

There were no Declarations of Interest

The Mayor addressed the gallery

Today's meeting is a Special Meeting of Council and will be run in accordance with the Bass Coast Shire Council Meeting Procedure local Law 2018.

Questions lodged in advance will be dealt with in Public Question time.

Presentations can be made at Councils Community Connection Sessions and bookings can be made with Councils Governance Officers.

C Confirmation of Minutes**C.1 Cemetery Trust held on 27 March 2019****Decision****Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis****That the minutes of the Cemetery Trust held on 27 March 2019 be confirmed.****Cr. Les Larke moved a motion of objection to the minutes**

1. Page 3 to be amended to read:

Trust Member: Wonthaggi Cemetery Trust	Bass Coast Shire Council
Trust Member: San Remo Cemetery Trust	Bass Coast Shire Council
	Represented by Members of Council, namely: [List Councillors present]

2. Throughout the Minutes, amend reference to 'Cemetery Trust' to ensure recognition that there are two separate and distinct Trusts.

3. Page 20

Remove Decision including points 1 to 4. This Motion was not moved, seconded and voted upon at the Meeting, notwithstanding discussions may have been held pre or post the meeting, and revert to the Recommendation as the Motion carried. [That said, I did not sight any written updates from either Trust].

The Chair Cr Brett Tessari asked, that the minutes be confirmed or that the minutes, as amended, be confirmed

The minutes be confirmed.**CARRIED**

Cr Les Larke called for a division

For	Against
Cr Ellis	Cr Larke
Cr Fullarton	
Cr Kent	
Cr Le Serve	
Cr Rothfield	
Cr Tessari	
Cr Whelan	

D Public Question Time

D.1 Noelene Lyons - Friends of Wonthaggi Cemetery Trust

Could the Trust please advise me of my status with Friends of Wonthaggi Cemetery Trust?

Response:

The letter dated 17 April 2019 from Mayor Cr Brett Tessari to Noelene Lyons acknowledged the request for the rescinding of her resignation and responded that the Cemetery Trust are currently reviewing the roles of volunteers of the Cemeteries and will provide an update at the June Cemetery Trust meeting. Until this time, acceptance of the resignation on 29 March 2019 remains in place.

D.2 Renee Loeckenhoff - Friends of Wonthaggi Cemetery Trust

Can the Council/Trust please advise me whether I am still a member of the Friends of the Wonthaggi Cemetery Trust?

Response:

The letter dated 17 April 2019 from Mayor Cr Brett Tessari to Renee Loeckenhoff acknowledged the request for the rescinding of her resignation and responded that the Cemetery Trust are currently reviewing the roles of volunteers of the Cemeteries and will provide an update at the June Cemetery Trust meeting. Until this time, acceptance of the resignation on 29 March 2019 remains in place.

D.3 Renee Loeckenhoff - Grave Markers

As there was no motion to vote on the Grave Markers put to the floor, at the last Cemetery Trust Meeting, I would like the Grave Markers put up for discussion again at this Meeting?

Response:

Consideration of marking unmarked burial areas and options of markers will be presented to the next Special Council Meeting for Cemetery Trusts.

E Petitions, Joint Letters, Deputations and Correspondence

There were no Petitions, Joint Letters, Deputations and Correspondence

Notices of Motion

F Notices of Motion

There were no Notices of Motion

Reports Requiring Council Decision

G Reports Requiring Council Decision

G.1 San Remo Cemetery interment figures year to date

File No: CMI9/373
Division: Corporate & Community
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 from 1 July 2018 to 30 May 2019.
- Note the reporting of Right of Interments and plaque purchases made from 1 July 2018 to 30 May 2019.

Cemetery interment figures year to date

San Remo Cemetery Trust								
Financial Year	Interment Ashes		Interment Burials		Plaques	Right of Interment (Pre-Need & At Need)		Memorial Permits
	Wall/ Garden	Grave	1 st	2 nd / 3 rd		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	7	5	4	1
2018/19 *	5	0	7	4	19	3	8	1

* Year to date figures

The San Remo Cemetery figures show an increase year to date across interments, right of interments and plaques. The memorial garden is proving to be popular alternative to a niche wall.

We are now capturing memorial permit numbers of which there has been one (1) this year to date.

Plaques provide a good revenue source for the Cemetery. Extra plaques in addition those attached to an interment (16 interments vs 19 plaques), have been sold due to marketing of new options, ie optional extras on plaques (emblems, vases, photos).

Other plaques are sold for the purpose of replacement or restoration.

Recommendation

That the Trusts note the cemetery interment figures year to date.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis

That the recommendation be adopted

CARRIED

G.2 Wonthaggi Cemetery interment figures year to date

File No: CMI9/414
Division: Corporate & Community
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 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 from 1 July 2018 to 30 May 2019.
- Note the reporting of Right of Interments and plaque purchases made from 1 July 2018 to 30 May 2019.

Cemetery interment figures year to date

Wonthaggi Cemetery Trust								
Financial Year	Interment Ashes		Interment Burials		Plaques	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	85	14	31	1
2018/19 *	5	2	22	23	70	10	22	3

* Year to date figures

Wonthaggi Cemetery burial figures and interment of ashes figures are tracking lower to those of 2017/18 which affects the sale of plaques.

Right of Interment numbers are currently lower compared to last year. A few customers are waiting the installation of a new niche wall. We are currently investigating for the next financial year.

We are now capturing memorial permit numbers of which there have been 3 this year.

Plaques provide a good revenue source for the Cemetery. Extra plaques in addition those attached to an interment (52 interments vs 70 plaques), have been sold due to marketing of new options, ie optional extras on plaques (emblems, vases, photos).

Other plaques are sold for the purpose of replacement or restoration.

Recommendation

That the Trusts note the cemetery interment figures year to date.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis

That the recommendation be adopted.

CARRIED

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

File No: CMI19/374
Division: Corporate & Community
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 March 2019 to end May 2019:

Wonthaggi

- A feature level survey.
- Ground Penetrating Radar and investigation in to Historical Unmarked Graves area.
- Weed maintenance control and planting in the drainage swale.

San Remo

- Regeneration of planting and weed removal in the memorial garden area.

Recommendation

That the Trust note the works completed at the Wonthaggi and San Remo Cemeteries

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis

That the recommendation be adopted.

CARRIED

G.4 Cemetery Management Officer Report

File No: CMI9/372
Division: Corporate & Community
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 Trust is responsible for the governance of the cemeteries 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 Trusts delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration and operational support.

This quarterly report is aimed at providing the Trust members with an update on the operational matters in relation to the Wonthaggi and San Remo Cemetery Trusts.

Wonthaggi Cemetery Masterplan progress

The Wonthaggi Masterplan provided a staging plan on actions to be completed. Current status of all the actions are outlined in the 1-5 years plan attached (AT-1).

The main points to note are the feature level survey that has been undertaken which will guide the next stages of drainage requirements, and the Ground Radar Penetration that shows the presence of graves prior to road works being carried out. Understanding the presence of graves allows us to memorialise the area with signage.

San Remo Cemetery Masterplan progress

An application to cover the costs of a masterplan was submitted to the Department of Human Services grants program in November 2018 and was successful in obtaining a grant of \$18,000.

A masterplan for San Remo Cemetery commenced in January with a consultant undertaking the works which involved key stakeholder consultation and a draft plan produced. The masterplan draft is currently asking for Community feedback which closes on the 20 June 2019. Feedback will be incorporated into the document and presented to the Trust at the next meeting.

The Executive Summary, San Remo Cemetery Masterplan report and one-page visual are attached.

Contracts at Wonthaggi and San Remo Cemeteries**Ground Maintenance (Grass Mowing)**

The current contract for ground maintenance of both Wonthaggi and San Remo Cemeteries expires 8 August 2019. Connecting Skills Australia is the current contractor. The contractor is assessed on an annual basis through a Performance Assessment and has been delivered to a satisfactory standard against all criteria.

A tender process is underway for a new three (3) year contract with the following set of evaluation criteria:

Ground Maintenance Evaluation Criteria	Weighting as percentage (%)
Price	30
Benefit to Bass Coast Shire Economy	15
Previous experience in ground maintenance and cemetery management	20
Work methodology and site management	10
Capacity to undertake works	25

The proposed contract has included recommendations from the draft San Remo Cemetery Masterplan.

Grave Digging

The current contract for grave digging of both Wonthaggi and San Remo Cemeteries expires on 4 September 2019. MDL Constructions is the current contractor. The contractor is assessed on an annual basis through a Performance Assessment and has been delivered to a satisfactory standard against all criteria.

A tender process is underway for a new grave digging contract. The contract term is three years with an extension option of up to a maximum three years. The reason for the setting the length of this contract is due to the requirement of specialist equipment and subject matter training. It will be evaluated through the following set of criteria:

Evaluation Criteria – grave digging	Weighting as percentage (%)
Price	30
Capability- previous related experience and referees	20
Capacity – Sub Contract works and suppliers, plant and equipment, proposed contractor resources	20
Management of burials and record keeping	10
Site management	15
Benefit to Bass Coast Shire Economy	5

Roles of Friends of Cemeteries Review

The Wonthaggi Cemetery Master Plan discussed the assistance of Friends Groups with the maintenance and activities at the cemetery. “Promoting community involvement is one way of enhancing local awareness of and pride in the cemetery.”

The draft San Remo Cemetery Master Plan states in recommendation five – “That a Roles of Friends Group be developed, inductions occur and appropriate insurance cover be provided.”

Trust administration has been in touch with other Cemetery Trusts to find out what the roles of Friends Groups are across Victoria. Attendance to the annual Cemeteries and Crematoria Association of Victoria annual conference in May 2019 provided valuable contacts from ‘A’ Class Cemeteries with information on what tasks are usually undertaken by Cemetery Friends Groups. Using this guidance, we have developed a framework document, Roles of Cemetery Friends Groups, which is presented for adoption. The purpose of a Friends group is to:

- Provide an important community resource through volunteer assistance to the Trusts by way of general gardening maintenance and upkeep of the cemeteries to enhance the appearance for our community and visitors.
- To work with the Wonthaggi and San Remo Cemetery Trusts Administration to promote the preservation, conservation, respect and appreciation of the Cemeteries as sites of local and historical significance.

We look forward to working with the Friends Groups on future opportunities.

Recommendation

That the Trust:

1. **Notes the Cemetery Management Officer report.**
2. **Note the draft San Remo Cemetery Master Plan.**
3. **Adopt the Roles of Cemetery Friends Groups.**

Attachments

AT-1	Wonthaggi Cemetery masterplan progress report	2 Pages
AT-2	San Remo Cemetery Masterplan Executive Summary	1 Page
AT-3	San Remo Cemetery Masterplan - layout visual	1 Page
AT-4	San Remo Cemetery Draft Masterplan	58 Pages
AT-5	Roles of Cemetery Friends Groups	2 Pages

Decision**Moved: Cr. Les Larke / Seconded: Cr. Pamela Rothfield****That the recommendation be adopted.****CARRIED**

Cr Geoff Ellis called for a division

For	Against
Cr Ellis	Cr Kent
Cr Fullarton	Cr Larke
Cr Le Serve	
Cr Rothfield	
Cr Tessari	
Cr Whelan	

G.5 Updates from the Wonthaggi and San Remo Cemeteries Friends Groups

File No: CMI9/371
Division: Corporate & Community
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 San Remo and Wonthaggi Cemeteries.

The Trusts delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration support. Officers work with volunteer groups which are named the Wonthaggi Cemetery Friends Group and San Remo Cemetery Friends Group. Having community involvement helps to enhance local awareness of and pride in the cemetery.

The purpose of this report is to cover the following business;

- Note the updates from the Wonthaggi and San Remo Cemeteries Friends Groups

Updates from the Wonthaggi and San Remo Cemeteries Friends Groups

San Remo Cemetery Friends Group update

Update to be provided by the Friends Group.

Wonthaggi Cemetery Friends group update

Update to be provided by the Friends Group.

Recommendation

That the Trusts respectively note the updates from the Wonthaggi and San Remo Cemeteries Friends Groups

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis

That the recommendation be adopted.

CARRIED

H Urgent Business

There was no Urgent Business

Mayoral Announcement Of Next Meeting Of Council

The next **Special Council Meeting** will be held on 11 September 2019 in the Bass Coast Civic Centre Council Chamber, Baillieu Street East, Wonthaggi commencing at 10.30am.

- Wonthaggi Cemetery Trust business and San Remo Cemetery Trust business

Meeting closed

The meeting closed at 11.08am