

**UNCONFIRMED MINUTES**  
**FRIENDS OF LAVERTON CEMETERY ADVISORY GROUP MEETING**  
**Held at Shire of Laverton Council Chambers**  
**Wednesday 20 January 2016**

**1. DECLARATION OF OPENING**

5.02pm The chairman, Rob Wedge, declared the meeting open.

**2. RECORD OF ATTENDANCE**

Present:	Rob Wedge	Chairman
	Gordon Briggs	Committee Member
	Bert Davis	Committee Member
	Carol Hill	Committee Member
	Rod Hill	Committee Member
	Cr Robin Prentice	Committee Member
	Cr Geoff Walder	Committee Member
	Rob Wedge	Committee Member
	Rex Weldon	Committee Member
	Joanna Seczkowski	Staff

Apologies Nil

Proxy not required Cr Patrick Hill

**3. CONFIRMATION OF MINUTES**

**3.1 Tabled: 12 November 2015 unconfirmed minutes**

Moved by Rod Hill, Seconded by Robin Prentice;

That the minutes of 12 November 2015 be received.

CARRIED 6/0

**AG0101**

**Moved by Bert Davis, Seconded by Geoff Walder;**

**That the minutes of 12 November 2015, with the edit of names in AG1102, be confirmed as a true and accurate record.**

CARRIED 6/0

**3.2 Matters arising from minutes not included elsewhere in this agenda**

**Tabled: Copy of letters sent to two members**

**- Committee membership**

Ms Georgina Ashwin resigned, verbally by phone on 15 January 2016.

Mr Gordon Briggs explained that he intended to be actively involved in the Advisory Group during 2016, now that his medical treatment is complete.

## **AG0102**

**Moved by Gordon Briggs, Seconded by Robin Prentice;**

**That it be recommended to Council that the Advisory Group remain a committee of eight and address the issue of filling the vacancy after the public consultation of the master plan takes place. The quorum will remain at five.**

**CARRIED 6/0**

### **4. GENERAL DISCUSSION OF IDEAS FOR THE CEMETERY**

**Tabled: Scaled map created by the Shire's Engineering Technical Officer**

**Landmark Engineering & Design brochures x 6; showing shade shelters, seating and bollard examples**

- **Assess the scaled image of the cemetery plans from the November 2015 meeting**

#### **NOTE:**

**Comments and suggestions from the general discussion are attached to these Minutes.**

A cemetery map with the features from the general discussion hand drawn on it, was also created by the Chair.

Note a vote of thanks to Sean Wells, Engineering Technical Officer, for his work on the first scaled map of the draft master plan.

#### **Tasks:**

Two scaled maps be prepared by the Shire ready for the next meeting:

- An internal retaining wall along the waterways within the cemetery boundary
- A bund wall to the south west of the higher point of the cemetery, as per Russell Williams' suggestion (EMTS)

Site visit at the next meeting:

- Compare the two options, on site

#### **Gardens**

- The details of potential garden sites and styles is to be added into the draft master plan. The Advisory Group invites the Shire's gardener, if possible, to attend the next site visit. A list of potential suitable sustainable low water use plants will also be required.

### **5. GENERAL BUSINESS**

Update from Council Officer:

- Tabled copy of Council Minutes 22 October 2015 regarding renewing the Advisory Group; brief explanation about how all minutes, recommendations and committee membership issues are public documents, using the 'agenda item' system of Council meetings.

- 'Burial Rights'; a brief explanation of the newly created form now in place to pre-book a burial plot, which is a direct result of queries from the Advisory Group in meetings of 2015.

## **6. NEXT MEETING**

4pm Wednesday 17 February, 2016

Meet at the Shire Chambers and then a site visit before returning to the Shire

## **7. CLOSURE OF MEETING**

6.05pm

## **CERTIFICATION BY CHAIRMAN**

I, \_\_\_\_\_, hereby certify that the Minutes of the Friends of Laverton Cemetery Advisory Group held on 20 January 2016 are confirmed as a true and correct record, as per the Advisory Group resolution of the meeting held on 17 February 2016.

**SIGNED:** \_\_\_\_\_

**DATED:** \_\_\_\_\_

**2016**

## **COMMENTS AND SUGGESTIONS ARISING FROM GENERAL DISCUSSION**

- Double the size of the carpark and expand the width of the individual car spaces
- Make a new driveway from the road directly to the carpark.
- Keep the current driveway and compacted open area at the front of the archway, as it is.
- After discussion of toilets, concerns about vandalism remain high. An option could be that the draft master plan ask Council to purchase a portable toilet that includes access for people with disabilities.
- More seating inside the boundary along the footpaths; total of 8 seating areas.
- A second shade area be added into the front section near the memorial wall location; consensus on the simpler design that is middle of the page titled "Gazebo Roof Shelters".
- No rain water tank required.
- The fence and pathways from the carpark to make it clear that the general public can't drive through the cemetery.
- The pathways to include disabled access features.
- Simple bollard style required, need pram and wheelchair access but the bollards to be staggered so as to prevent motorbikes.
- There will need to be keys for the bollards to allow access by the hearse and Shire staff, to the interior of the cemetery.
- All planning to ensure footpath designs that encourage safety for pedestrians, around the carpark; meaning the objective is to keep pedestrians from needing to walk through traffic.
- Recent high rainfall of 50mm gave the opportunity to look at the impact of heavier than usual rain on the cemetery. Mr Rod Hill and Ms Joanna Seczkowski inspected the cemetery the morning of 20 January 2016.
- Rod Hill presented some ideas about using retaining walls to stop the water damage to graves.
- Hand drawn ideas on Cemetery Map tabled.
- Joanna Seczkowski presented two water mitigation ideas on behalf of Mr Russell Williams, Executive Manager Technical Services.