



SHIRE OF BROOME

MINUTES

**MEETING OF THE
BROOME CEMETERY ADVISORY COMMITTEE TO BE
HELD AT THE SHIRE OF BROOME
AT 4.00PM, MONDAY 3 APRIL 2006**

1. OFFICIAL OPENING

The Chairperson, Councillor Chris Mitchell, declared the meeting open at 4.05pm.

2. ATTENDANCE AND APOLOGIES

Attendance	Cr C Mitchell Ms M Higgins Ms N Darcy	Chairperson Community Representative Broome Historical Society Representative
Apologies	Ms L Quince Mr R Crook Mr J Norman Mrs V Norman Mr Allan Ralph	Community Representative Community Representative Observer Observer Director Engineering Services
Observers	Ms F Zavazal Mr P Cornish	Okuri Funeral Services Kimberley Funeral Services
Officers	Mr K Williams Ms C Palmer	Manager Engineering Operations Manager Administration Services

3. ATTENDANCE AND APOLOGIES

That the minutes of the Meetings of the Broome Cemetery Advisory Committee Meeting held 13 February 2006, be accepted as a true and accurate record of that meeting:

Moved: Mr K Williams

Seconded: Cr C Mitchell

4. CORRESPONDENCE

4.1 Correspondence In

Nil

4.2 Correspondence Out

Nil

5. ITEMS FOR DISCUSSION

5.1 Update On Inputting of Data

Whilst all information is not yet in the system, information can be used and cross-referenced to find gravesites or whether or not someone is buried at Broome cemetery.

There have been a number of successes in accurately located gravesites.

5.2 Update on Survey/ Master Plan

5.2.1 Kent tabled the completed draft numbering system for the Broome cemetery. Copies of the plans are to be made available to the funeral directors to assist in keeping future burials in rows.

5.2.2 Kent tabled two styles of survey spikes, options for numbering plates and 'land markers' that could be utilised for numbering gravesites.

It was agreed by those present that the 'star-picket' style marker with a top plate of 50mm would be appropriate for grave numbering. An aluminium tag is numbered and 'bent' around the top plate of the spike.

A process to be developed in consultation with the funeral directors to determine the placement of the markers.

It was suggested that the first row of the lawn cemetery be marked so that future burials that were not in a "family" area could take place and be kept in a row.

7. **Moved: Ms M Higgins Seconded: Ms N Darcy**
That the Broome Cemetery Advisory Committee recommend the use of the star picket survey with aluminium tags as grave markers for the Broome Cemetery.

CARRIED

8. **Moved: Ms M Higgins Seconded: Ms N Darcy**
That the Broome Cemetery Advisory Committee request the first row of the lawn cemetery area as detailed in the master plan of the Broome Cemetery be marked to allow for future burials, not in family areas.

CARRIED

5.3 New Signage – Pioneer Cemetery

The Shire of Broome Parks and Gardens Section have installed new signage at the Pioneer Cemetery.

6. GENERAL DISCUSSION

6.1 Missing Headstone

Stewart Gregory has confirmed that he has the headstone for Mr F Redfearn gravesite.

Staff will arrange to obtain the headstone and engineering staff will arrange for it to be put in place.

7. BURIAL INFORMATION

Burials undertaken at the Broome Cemetery from 13 February 2006 – 2 April 2006 = 2

8. NEXT MEETING

The next meeting of the Broome Cemetery Advisory Committee will be held 4.00pm 22 May 2006.

9. MEETING CLOSURE

There being no further business to be discussed, the Chairperson declared the meeting closed at 4.45pm.