

**MEETING HELD AT
THE SHIRE OF BROOME
AT 4.00PM, MONDAY 06 DECEMBER 2010**

1 OFFICIAL OPENING

The Chairperson declared the meeting open at 4:02 pm.

2 ATTENDANCE AND APOLOGIES

Attendance	Br S Wood Mr R Crook Ms N Darcy Ms C Edwards Cr P Matsumoto Ms L Quince Cr E Yu Ms F Zavazal	Chairperson Community Broome Historical Society Community Councillor Community Chinese Community Representative Okuri Funeral Services
Observers	Cr G Campbell Cr C Mitchell	Shire President Councillor
Officers	Ms E van Dommele Ms M Green	Senior Customer Service Officer Manager Administration Services
Apologies	Sr P Hockings Mr P Naylor	Sisters of St John of God Director Corporate & Community Services
Absent	Mr P Cornish	Broome Funeral Services

3 CONFIRMATION OF PREVIOUS MINUTES

Moved: L. Quince Seconded: N. Darcy

That the minutes of the Meeting of the Broome Cemetery Advisory Committee Meeting held 18 October 2010 be accepted as a true and accurate record of that meeting.

CARRIED UNANIMOUSLY

4 BUSINESS ARISING FROM MINUTES

4.1 Trading at Broome Cemetery

- 4.1.1 Item 10.1 at the OCM of 28 October 2010 considered the Unconfirmed Minutes of the 18 October 2010 BCAC meeting. Council resolved to support the Committee's recommendation for the inclusion of a specific sentence

about the Cemetery Reserve in the draft policy 'Trading in Public Places'. Officers have alerted the Manager Health Services to Council's resolution.

The Committee was advised that the period of public comment on the draft policy 'Trading in Public Places' has concluded and it is anticipated that the policy, along with public comment received including comments made by BCAC members, will be presented to Council at the OCM 15 December. The Agenda for that OCM is currently being finalised.

Committee members are encouraged to read the Item when the Agenda is uploaded to the Shire website.

4.1.2 Trading Licence Applications

Correspondence has been received from the Shire's Manager Health Services (MHS) regarding Trading licence applications noting Broome Cemetery as a proposed area of trade.

MHS requests BCAC comment on the application from Mollie Bean Coffee to renew their trading licence on Broome Cemetery (Reserve 1647) and also on the anticipated application from Benz Ice Cream to renew their trading licence on Broome Cemetery (Reserve 1647). Both licences were extended to February 2011 while Council undertook a community consultation process on the draft policy Trading in Public Places.

As a decision is required on these trading licence applications prior to the first BCAC meeting of 2011, BCAC comment is being sought now.

The Committee reiterated its concerns about trading on Broome Cemetery (Reserve 1647) as follows:

- Reserve 1647 is set aside for the purpose of Cemetery. Any 'trade' should be consistent with that land use purpose as per Clause 2 of the proposed Trading in Public Places policy.
- Business types suitable to be conducted on a reserve with the land use purpose of Cemetery are limited. Refer Clause 2 of the proposed Trading in Public Places policy.
- Cultural appropriateness and sensitivity issues associated with trading on the reserve have been raised by Broome Chinese Committee in their letter of 9 August 2010 and similar issues are to be clarified with other significant cultural groups such those associated with the Malay and Japanese Sections of the Broome Cemetery. The letter states that *" it is not culturally appropriate for any trading to occur in, or at the front of the Chinese Section of the Broome Cemetery"*. Refer letter from Broome Chinese Community Inc dated 9 August 2010 to BCAC.
- That any traders licensed to trade on Reserve 1647 must respect any mourners in the cemetery and trade may be limited or may not occur when a funeral is scheduled to be conducted.
- There is a need to assess the safety/suitability of the location for trade given the large numbers of vehicles the Mollie Bean Coffee vendor attracts. Associated issues as per Clause 8 and 9 of the proposed Trading in Public Places policy include:
 - Traffic volume and management;
 - Conflicts between school students and others utilising the footpath vehicles are driving over to reach vendor;

- o Impact on existing infrastructure, e.g. degradation of the car park and landscaping ; and
- o Limits to the availability of the existing car parking base for actual visitors to the cemetery, including private vehicles and tourist coaches.
- Use of Shire's resources, e.g. water, electricity.
- Absence of concise guidelines about the potential nature and number of traders licensed to operate on the Cemetery reserve.

The Committee considered the Trading Licence application from Mollie Bean Coffee and determined that:

- the general concerns previously outlined remain relevant;
- safety concerns have increased since the vendor has been operating on Reserve 1647;
- there has been a negative impact on Shire infrastructure and increased costs to the Shire, and
- the vendor is primarily serving clientele who are not cemetery visitors.

This trade is therefore not compliant with Clause(s) 2, 8 & 9 of the proposed Trading in Public Places policy.

The Committee determined that service of coffee, drinks and muffins is not in itself inconsistent with the land use purpose as long as:

- service of goods is to cemetery visitors;
- trade occurs within appropriate hours when individuals and groups are visiting the cemetery;
- the mobile van is physically located in a culturally appropriate location within the reserve; and
- any costs to the Shire arising from the conduct of trade are reimbursed by the trader(s).

The Committee would not support Mollie Bean trading outside specified hours and does not consider coffee service to passing vehicles an appropriate use of the Cemetery Reserve as per the proposed Trading in Public Places policy.

COMMITTEE RESOLUTION

Moved: S. Wood

Seconded: P. Matsumoto

The Broome Cemetery Advisory Committee recommends that:

1. **Any application to trade on Broome Cemetery (Reserve 1647) be considered within the following context:**
 - a. **That Reserve 1647 is set aside for the purpose of Cemetery and any 'trade' should be consistent with that land use purpose noting that there are limits to the business types suitable to be conducted on a reserve with the land use purpose of Cemetery as per Clause 2 of the proposed Trading in Public Places policy.**
 - b. **That trading on Reserve 1647 should not occur in or at the front of identified sections of the Reserve, such as the Chinese Section, as this would be culturally inappropriate as outlined in the Broome Chinese Community Inc. letter dated 9 August 2010.**
 - c. **That as per Clause 8 and 9 of the Trading in Public Places policy, ongoing safety issues arising through increased traffic volume and conflict between**

school students and others utilising the footpath and vehicles accessing a vendor must be addressed by the applicant.

- d. That the impact of trade and volume of trade on existing infrastructure; e.g. degradation of the car park and landscaping and limits to the availability of existing car parking base for cemetery visitors, must be assessed and minimised or eliminated.
 - e. That trade should not incur any costs to the Shire.
2. The application to trade on Broome Cemetery (Reserve 1647) by Mollie Bean Coffee must be consistent with the land use purpose and comply with the proposed policy Trading in Public Places.
 3. The application to trade on Broome Cemetery (Reserve 1647) by Mollie Bean Coffee may be supported if the vendor trades daily between 8:00 am and 2:00 pm only and service is thus made available to actual cemetery visitors rather than only to passing clients.

CARRIED UNANIMOUSLY

The Committee considered the anticipated Trading Licence application from Benz Ice Cream and determined that the general concerns previously outlined remain relevant and that this vendor is primarily serving clientele who are cemetery visitors.

The Committee determined that service of ice cream to cemetery visitors is consistent with the land use purpose as long as:

- trade occurs within appropriate hours when individuals and groups are visiting the cemetery;
- the mobile van is physically located in a culturally appropriate location within the reserve; and
- any costs to the Shire arising from the conduct of trade are reimbursed by the trader(s).

The Committee would not support Benz Ice Cream trading outside specified hours and does not consider ice cream service to passing vehicles an appropriate use of the Cemetery Reserve as per the proposed Trading in Public Places policy.

COMMITTEE RESOLUTION

Moved: S. Wood

Seconded: E. Yu

The Broome Cemetery Advisory Committee recommends that:

1. Any application to trade on Broome Cemetery (Reserve 1647) be considered within the following context:
 - a. That Reserve 1647 is set aside for the purpose of Cemetery and any 'trade' should be consistent with that land use purpose noting that there are limits to the business types suitable to be conducted on a reserve with the land use purpose of Cemetery as per Clause 2 of the proposed Trading in Public Places policy.
 - b. That trading on Reserve 1647 should not occur in or at the front of identified sections of the Reserve, such as the Chinese Section, as this would be culturally inappropriate as outlined in the Broome Chinese Community Inc. letter dated 9 August 2010.
 - c. That as per Clause 8 and 9 of the Trading in Public Places policy, ongoing safety issues arising through increased traffic volume and conflict between school

students and others utilising the footpath and vehicles accessing a vendor must be addressed by the applicant.

- d. That the impact of trade and volume of trade on existing infrastructure; e.g. degradation of the car park and landscaping and limits to the availability of existing car parking base for cemetery visitors, must be assessed and minimised or eliminated.
- e. That trade should not incur any costs to the Shire.

- 2. The application to trade on Broome Cemetery (Reserve 1647) by Benz Ice Cream must be consistent with the land use purpose and comply with the proposed policy Trading in Public Places.
- 3. The application to trade on Broome Cemetery (Reserve 1647) by Benz Ice Cream may be supported if the vendor trades daily between 8:00 am and 2:00 pm only and service is available to actual cemetery visitors rather than just passing traffic.

CARRIED UNANIMOUSLY

4.2 Correspondence

The Committee was advised that replies to Fr, Matt Digges; Mr Mike Young; and Mr Damien Manado as per the resolution from BCAC Minutes of 18 October 2010 will be drafted when staffing resources allow.

5 CORRESPONDENCE

5.1 Correspondence In

- 5.1.1 Email from Sally Shorter seeking clarification if a marked had been placed on the gravesite of Albert Stanley Shorter
- 5.1.2 Email from Kelly Rowe seeking burial information for Fredrich Ludvig Buchholdt.
- 5.1.3 Email from Evelyn Daniele seeking burial information for Cecilia Nganagon and Antonio Ozies.
- 5.1.4 Phone call from Gaye Perry requesting information on the burial location of Philip Perry and placing memorials in Broome Cemetery.
- 5.1.5 Email from Oliver Crosthwaite regarding damage to Thomas Haynes' headstone at Pioneer Cemetery.
- 5.1.6 Phone call from Kalgoorlie-Boulder Cemetery regarding request for ashes to be sent to Broome Shire to be held for interment.
- 5.1.7 Email from Portia Wright confirming postal address.

5.2 Correspondence Out

- 5.2.1 Email to Sally Shorter in response to request for information regarding Albert Stanley Shorter and request for more information to help locate grave.

- 5.2.2 Email to Kelly Rowe with details from "Register of Deaths in Broome Pre 1909" by Jan Goodacre for a Frederick Holdt and details for the Broome Historical Society.
- 5.2.3 Email to Evelyn Daniele confirming receipt of information.
- 5.2.4 Email to Gaye Perry containing information on Memorials and Plaques at the Broome Cemetery and details from Register of Burials for burial location of Philip Perry.
- 5.2.5 Email to Oliver Crosthwaite advising that officers are investigating the whereabouts of the missing piece of headstone.
- 5.2.6 Letter to Renata Daniele containing copy of Grant of Right of Burial for reservation of Plot N42 in the North Section of the Broome Cemetery.
- 5.2.7 Letter to Mario & Evelyn Daniele containing copy of Grant of Right of Burial for reservation of Plot N41 in the North Section of the Broome Cemetery.
- 5.2.8 Letter to Francis Xavier Ozies containing copy of Grant of Right of Burial for reservation of Plot N40 in the North Section of the Broome Cemetery.
- 5.2.9 Phone call to Kalgoorlie-Boulder Cemetery to advise that any requests for interment must go through Funeral Director as no ashes are held at the Shire offices.
- 5.2.10 Email to Portia Wright in response to the Wright family's enquiry regarding reservation of 10 family plots at the Broome Cemetery and request for postal address.
- 5.2.11 Email to Engineering Services seeking information regarding the missing piece of headstone from Thomas Haynes' grave at the Pioneer Cemetery.

Committee members indicated that photographs of the Pioneer Cemetery headstones have been taken previously and indicated the name of an individual who may be able to provide copies of these photographs.

6 BURIAL INFORMATION

- 6.1 Burials undertaken at Broome Cemetery from 18 October to 06 December 2010 inclusive = 2.
- 6.2 Other burials undertaken within the Shire of Broome from 18 October to 06 December 2010 inclusive = 6.

The Committee discussed the need to clarify the Shire's responsibility to maintain the records pertaining to and to supervise the burial practices of cemeteries on the communities within the Shire but outside the town site of Broome.

7 FINANCIAL REPORT

The Committee was presented with the financial report on cemetery accounts.

8 ITEMS FOR DISCUSSION

8.1 Cemetery Projects status update

The Committee was advised that Cemetery projects have not progressed significantly since the October BCAC meeting due to a lack of dedicated staff resources to undertake cemetery administration and management projects.

All cemetery planning and development activities are delayed until such time as the Ground Penetrating Radar Survey data and related burial information can be incorporated into the burial register (Synergy database) and the CAD Plan (map). There is currently no funding allocated to resource a staffing position to progress these activities.

COMMITTEE RESOLUTION

Moved: E. Yu

Seconded: N. Darcy

The Broome Cemetery Advisory Committee recommends to Council that:

1. Council consider the inclusion of funding for a Project and Administration Officer (Cemeteries) during the mid year budget review.
2. Funds in the 2010-2011 budget allocated to Cemetery line items (accounts and jobs) not expended during the 2010-2011 financial year be carried over to a Cemetery Reserve fund and allocated to resource and progress Cemetery administration and management projects for the 2011-2012 financial year.

CARRIED UNANIMOUSLY

8.2 Project and Administration Officer (Cemeteries)

The Committee was advised that in addition to her substantive role as Senior Customer Service Officer, Erin van Dommele will recommence as Project and Administration Officer (Cemeteries) mid January to 30 June 2011.

8.3 Proposed Committee dates for 2011

Monday	21 February 2011
Monday	18 April 2011
Monday	20 June 2011
Monday	15 August 2011
Monday	17 October 2011
Monday	5 December 2011

The Committee noted the proposed dates for 2011 which take into consideration the tentative OCM dates for 2011 (yet to be considered by/adopted by Council), public holidays and other local government and community commitments.

COMMITTEE RESOLUTION

Moved: E. Yu

Seconded: R. Crook

That the Committee adopts the following Broome Cemetery Advisory Committee meeting dates, meetings commencing at 4:00 pm at the Shire of Broome Committee Room, pending Council adoption of its proposed meeting dates.

Monday	21 February 2011
Monday	18 April 2011
Monday	20 June 2011

Monday 15 August 2011
Monday 17 October 2011
Monday 5 December 2011

CARRIED UNANIMOUSLY

8.4 Committee membership changes for 2011

8.4.1 Committee Member Resignations

The Committee noted with regret the resignations of Shane Woods and Cynthia Edwards from the Committee. The Shire President acknowledged the contributions Shane and Cynthia had made to the Broome community over the years and wished them well in their future endeavours.

Eunice indicated that there may be a change in representation from the Broome Chinese Community Inc. and that representation will be discussed at their next meeting. Eunice will advise the BCAC of the outcome of those discussions.

8.4.2 Committee Membership - Expressions of Interest

The Committee was advised that Expressions of interest in Broome Cemetery Advisory committee membership will be sought during December 2010/ January 2011 through newspaper advertisements and the Shire President's Newsletter and noted the following booking deadlines:

Wed 15 Dec for advertising in Thursday 23 Dec Broome newspaper
Wed 5 Jan for advertising in Thursday 13 Jan Broome newspaper
Mon 10 Jan for inclusion in Shire President newsletter in Thursday 20 Jan Broome newspaper

9 NEXT MEETING

The next Meeting of the Cemetery Committee will be held Monday, 21 February 2011 at 4:00 pm.

10 MEETING CLOSURE

There being no further business to be discussed, the Chairperson declared the meeting closed at 5:04 pm.