

SHIRE OF HARVEY

CEMETERY ADVISORY GROUP MEETING

**MINUTES OF THE MEETING OF THE CEMETERY ADVISORY GROUP, HELD THURSDAY,
2 FEBRUARY, 2023 AT HARVEY COUNCIL CHAMBERS MEETING ROOM, HARVEY,
COMMENCING AT 3.00 PM**

ATTENDANCE

Councillor	Cr. Wendy Dickinson
Community Representative (Harvey)	Mr. Brian Bevans
Community Representative (Harvey)	Mrs. Anne-Marie Fiore
Director Infrastructure Services	Mr. Rick Lotznicker
Manager Engineering Services	Mr. Peter Kay
Manager Parks Services	Mr. Shane Faber
Administration Officer Technical Services	Ms. Natalie Fimmano

1. **OPENING**

The Director Infrastructure Services opened the meeting at 3.06pm

2. **RECORD OF APOLOGIES**

Councillor	Cr. Amanda Lovitt
Funeral Director Representative	Mr. Adrian Barrett (William Barrett & Sons)

3. **ELECTION OF CHAIR**

As the only Councillor present, Cr. Wendy Dickinson was elected Chair.

4. **DELECLARATION OF MEMBERS' AND OFFICER'S PERSONAL INTEREST**

Nil

5. **AGENDA ITEMS**

5.1 **TERMS OF REFERENCE**

1.15 Membership of the Group – (3) should read “Manager Engineering Services”; (7) Manager Parks Services – to be added

5.2 **REQUESTS OR ISSUES TO BE CONSIDERED FOR MANAGEMENT**

Cemetery Strategy – Proposed Implementation Plan – Requests

- Improved entry signage/directional signage and Interpretive signage to be progressed this financial year (**Action: Rick**)
- Harvey Lawn Cemetery – Develop north east burial site – to be moved to 2023-2024 Financial Year (**Action: Rick**)

- Old Harvey Cemetery – numbering system for each row to be developed (**Action: Rick/Shane**)
- Cemetery internment sites identification (GPS pick up and photo) to be progressed via Intramaps for the public/website (**Action: Rick**)

5.3 **IMPROVEMENT PLAN**

- Upgrade of parking and access ways with blue metal (Old Harvey and Australind) to be investigated (**Action: Rick**)

6. **ROUND TABLE**

Brian – Saturday 15 April there will be a Commemoration for five World War 1 Veterans as they now have official war graves in place. Risk Assessment for Light Horse Troops with their horses to be submitted to Shire prior to event (**Action: Natalie**)

Peter – spelling mistake of “grave” on page 28 of Cemetery Strategy (**Action: Rick**)

7. **CLOSURE AND NEXT MEETING**

Meeting closed 4.10pm

Next Meeting: TBA