

AGENDA
CEMETERIES ADVISORY COMMITTEE
ALICE SPRINGS TOWN COUNCIL
12 noon, TUESDAY 1 JUNE 2021
ARUNTA MEETING ROOM, CIVIC CENTRE

1. ATTENDANCE & APOLOGIES
 - 1.1. Welcome to new Committee Members
2. DISCLOSURE OF INTEREST
3. CORRESPONDENCE
4. MINUTES OF PREVIOUS MEETING
 - 4.1. [Unconfirmed Minutes of the previous meeting held 2 February 2021](#)
 - 4.2. Business Arising from the previous minutes
5. GENERAL BUSINESS
 - 5.1. ASTC Website - Cemeteries
 - 5.1.1. Funeral Notices - Website Placement - Manager Technical Services
 - 5.1.2. Burial Details - Page Development - update - Acting Senior Registry Officer
 - 5.2. Live Streaming - Garden Cemetery Chapel - update - Director Technical Services
 - 5.3. Outdoor TV Screens - Garden Cemetery Chapel - Manager Technical Services
 - 5.4. Garden of Angels - Director Technical Services
 - 5.5. Garden Cemetery - Niche Wall - Director Technical Services
 - 5.6. Anzac Centenary Memorial - Director Technical Services
 - 5.7. Committee Memberships - Director Technical Services
6. OTHER BUSINESS
7. NEXT MEETING

12noon, Tuesday 6 July 2021
Arunta Meeting Room - Civic Centre

MINUTES OF THE CEMETERIES ADVISORY COMMITTEE HELD IN THE ARUNTA MEETING ROOM - CIVIC CENTRE, 93 TODD STREET ON TUESDAY 2 FEBRUARY 2021

PRESENT

Mayor Damien Ryan
 Councillor Glen Auricht
 Councillor Jimmy Cocking (Chair)
 Councillor Matt Paterson
 Mr David Hewitt

OFFICERS IN ATTENDANCE

Mr Takudzwa Charlie - Manager Technical Services
 Ms Stephanie Dominguez - Executive Assistant (Minutes)
 Mr Luke Allen - Acting Manager ICT
 Mr Michael Harris - Acting Senior Registry Officer

13 th Alice Springs Town Council Cemeteries Advisory Committee (CAC) - Attendance List 2020/2021						
	6 Oct 2020	1 Dec 2020	2 Feb 2021	4 May 2021	6 Jul 2021	TBC
Mayor Damien Ryan	✓	✓	✓			
Councillor Glen Auricht	✓	✓	✓			
Councillor Jimmy Cocking	✓	✓	✓			
Councillor Matt Paterson	✓	A	✓			
Ms Meredith Campbell	✓	✓	A			
Mr David Hewitt	✓	A	✓			
Pastor Rod Holmes	✓	A	A			

- ✓ Attended
- A Apology received
- No attendance and no apology recorded
- Not on the Committee at this time

The meeting opened at 12:01 pm with a quorum

1. APOLOGIES

Pastor Rod Holmes
 Ms Meredith Campbell
 Mr Scott Allen - Director Technical Services

Officers noted that Mark Mossop has advised he will no longer be attending CAC meetings, and that contact had been made with Centre Funerals to invite another representative to attend. The Committee resolved to send a letter of thanks to Mark.

Action:

Officers to send a letter of thanks to Mark Mossop.

2. DISCLOSURE OF INTEREST

Nil

CAC 02/02/2021

4.1

3. CORRESPONDENCE

3.1 Email from Clive Hale, President Rotary Club - Re: Ly Underdown Project

The Committee received and noted the correspondence from the Rotary Club of Alice Springs and considering; the significant history of the project, and Heritage considerations for the General Cemetery - resolved to defer discussion until Scott Allen, Director Technical Services is present.

4. MINUTES OF PREVIOUS MEETING

4.1 Minutes of the previous meeting held 1 December 2020

RESOLVED:

That the minutes from the Cemeteries Advisory Committee meeting held 1 December 2020 be confirmed as a true and correct record of the proceedings.

Moved: Mayor Ryan

Seconded: Councillor Auricht

CARRIED

4.2 Business Arising from the previous meeting

Nil

5. GENERAL BUSINESS

5.1 Under 20 Weeks Garden - Alice Springs Garden Cemetery

5.1.1 Update in regard to signage

The Acting Director Technical Services provided an update in regard to the signage for the *Garden of Angels*. Officers tabled photos of the bronze fabricated coolomon which will be installed once complete as the signage for the garden.

Discussion ensued in regard to the funds identified in the letter from Rotary, and if Rotary would be supportive of these funds being applied to the *Garden of Angels*.

Action:

Acting Director Technical Services to contact the President of the Alice Springs Rotary Club and determine if Rotary would be supportive of the funds being used for the *Garden of Angels* at the Garden Cemetery.

5.1.2 Records Management, and garden usage

The Director advised that Council Registry Officers have developed a records management process, similar to that of the normal processes for the use of the garden to ensure a compliant *Register of burials*. The Acting Director Technical Services advised that while the garden had not had an official opening, Officers had provided permission to the Alice Springs Hospital to begin to use the garden.

CAC 02/02/2021

4.1

5.2 Alice Springs Town Council Website - Cemeteries

5.2.1 Funeral Notices - website placement

Officers provided feedback from Council's Media Officer in regard to the placement of the menu on the website. Discussion ensued in regard to how concerns could be resolved, including:

- the introduction of a separate drop-down menu beside "*Governance*" on Council's website for "*Public Notices*",
- the introduction of a moderation process similar to the "*Community Events*" page that reduces Officer's input, and
- the need for wider community access to post to the Public Notices page

Discussion ensued in regard to community members who may have moved away, but still need to inform the community of an event, such as the funeral of a former Alice Springs resident.

Action:

Officers to investigate options for the development of a "public notices" page that could host the Funeral Notices information and other relevant public notices.

5.2.2 Burial details - page development

The Acting Director Technical Services advised that Council Registry Officers will start the process of centralizing the multiple records of burial information in March 2021, with an aim to have this project completed by June/July 2021. Once the information is centralized, information from this database will be used to inform a search function on Council's website for the public to determine the burial location of loved ones.

A mention was made to ensure similar concerns regarding the menu placement are taken into consideration for this page.

Action:

Officers to provide an update on this project to the next Committee meeting in May 2021.

5.3 Live Streaming - Alice Springs Garden Cemetery Chapel

The Acting ICT Manager advised that Council has engaged a company to facilitate the live streaming of funeral services from the Garden Cemetery Chapel. He advised installation of live streaming equipment was due prior to the end of February, and a period of testing was scheduled to ensure smooth operation of the system once it was offered to the public for use.

The Acting Manager ICT noted this service will be available through Council's Registry Department as part of the permit process, the family would be provided with login details that could be shared with family and friends locally or outside Alice Springs, and a recording of the service could be later downloaded.

Action:

Officers investigate the purchase of mobile television/s, and the installation of AV points outside the Chapel where additional televisions could be setup for large funeral services.

Action:

Officers to investigate the price and design of a small moveable platform for a camera tripod and operator that can be moved and located appropriately, depending on size of a funeral service.

CAC 02/02/2021

6. OTHER BUSINESS

6.1 Alice Springs Garden Cemetery - Chapel Carpark Signage

Action:

The Acting Director Technical Services took an item on notice to audit and improve the signage for the carpark at the Garden Cemetery Chapel to ensure the location for parking is clear for attendees to the facility.

6.2 Thanks to Garden Cemetery Staff - Mayor Ryan

Mayor Ryan asked that his thanks be given for the efforts of the Garden Cemetery Staff, noting that he's always proud to attend services at the facility.

6.3 Lutheran Church - Unmarked Graves at the General Cemetery - David Hewitt

David Hewitt raised that the Lutheran Church were keen to work to get some of the unmarked graves at the General Cemetery marked. Discussion ensued in regard to encouraging the Lutheran Church and families of those buried at the General Cemetery to contact Council's Registry Officers who are happy to assist with the permit process.

Action:

David to return to the Lutheran Church and advise them of the process to contact Council and encourage them to facilitate the marking of graves.

8. NEXT MEETING

12noon, Tuesday 4 May 2021

Arunta Meeting Room, Civic Centre - 93 Todd Street Alice Springs

Meeting closed at 12:51 pm.