



**Community & Services Committee  
11 July 2019  
Page 1 of 2**

**Minutes of a meeting of the Community & Services Committee held on Thursday 11 July 2019 in Council Chambers, 10 Gorge Road, Queenstown commencing at 10.00am**

**Present**

Councillors Stevens (Chair), Clark, Ferguson, Miller and Smith

**In Attendance**

Dr Thunes Cloete (General Manager Community Services), Mr Graeme Davies (Parks Manager), Ms Sarah Thomson (Parks Contracts Manager), Ms Jessica Thomson (Assistant Parks and Reserves Officer), Ms Stacey Harris (Governance Advisor) and five members of the public

**Apologies**

No apologies were received.

**Declaration of Conflicts of Interest**

No conflicts were declared.

**Public Forum**

There were no speakers in public forum.

**Matters Lying on the Table**

There were no matters lying on the table.

**Confirmation of Agenda**

The agenda was confirmed without addition or alteration.

**Confirmation of Minutes**

**On the motion of Councillors Clark and Stevens it was resolved that the minutes of the Community & Services Committee meeting held on the 23 May 2019 be confirmed as a true and correct record.**



**Community & Services Committee**

**11 July 2019**

**Page 2 of 2**

**1. QLDC Cemeteries Handbook 2019**

A report presented by Ms Jessica Thomson (Assistant Parks and Reserves Officer), Ms Sarah Thomson (Parks Contracts Manager) and Mr Graeme Davies (Parks Manager) introduced the QLDC Cemeteries Handbook 2019 to the Community & Services Committee for adoption.

The Committee discussed several of the updates to the 2019 handbook from the previous 2017 handbook, noting the historical reference to the Pembroke Cemetery located on the outskirts of the operational Wānaka Cemetery, noting that the Pembroke Cemetery was no longer operational. The Committee queried the management of the Hāwea Cemetery by the Hāwea Cemetery Trust rather than the Council and it was clarified that it was common practice throughout New Zealand for cemeteries to be managed by either Trusts or Local Authorities.

Dr T Cloete thanked Ms J Thomson and Ms S Thomson for the creation of the QLDC Cemeteries Handbook 2019 and acknowledged the hard work that had gone into updating the different standards within the handbook to assist in proper risk management for the Council.

**On the motion of Councillors Clark and Ferguson  
it was resolved that the Community & Services  
Committee:**

- 1. Note the contents of this report;**
- 2. Adopt the QLDC Cemeteries Handbook 2019.**

*The meeting concluded at 10.12am.*

**Confirmed as a True and Correct Record:**

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**Chairperson**

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**Date**