

# MINUTES



## FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

**Held Monday, 20 April 2015  
Meeting Room 3  
Knox Civic Centre  
511 Burwood Highway Wantirna South  
Commenced 7:03pm**

The meeting commenced with a minutes silence in remembrance of former Mayor, Councillor and Trust Committee Member David Cooper who sadly passed away in January 2015.

**1. COMMITTEE**

Cr Karin Orpen (Chair)  
Cr John Mortimore  
Heather Kleesh  
Tricia Kirk  
Kevin Knox

**2. INVITEES**

Carrie Bruce  
Dave Munn  
Kerryn Ellis

**3. APOLOGIES**

Nil

**4. DECLARATIONS OF CONFLICT OF INTEREST**

Nil

**5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of Meeting held 3 December 2014 (see attached).

**MOVED: T. KIRK**  
**SECONDED: K. KNOX**

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 3 December 2014 be accepted.

**CARRIED**

## 7. BUSINESS ARISING FROM PREVIOUS MEETING

### 7.1 Update on Annual Works Plan 2014/2015

For the 2014/2015 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee at the 27 February 2014 meeting:

ITEM	DESCRIPTION	STATUS	DUE DATE
1	Commence a review of the current administrative and maintenance operations of the Cemetery to establish a reliable and representative cost of the Cemetery's operations to Council.	A review of current administrative and maintenance costs has been undertaken for the purpose of reviewing the 2015 fee application to the Department of Health.	February 2015  An overview of the review was provided by staff and noted by the Committee
2	Review of fee structure in advance of 2015 fee application to the Department of Health (to be conducted following the review of item 1 above).	In addition to the above, and having utilised the Department of Health's fee justification model, no increase above CPI is proposed for the 2015/16 cemetery fees.	Completed
3	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health, support to the Cemetery Trust Special Committee and training.	Ongoing	Ongoing

## 7.2 Maturing Investment Options

The committee requested an item be added to the Agenda for the 20 April 2015 committee meeting that looked at options regarding the investment strategy when the current term deposits mature.

The first of the two deposits established on 28 November 2014 has matured and been returned to the Cemetery Trust's at call account which currently has an interest rate of 2.15%. The second deposit will mature on 28 May 2015.

A review of deposit rates by Knox City Council's Finance team shows that there has been a drop in rates across the board since the initial two term deposits were established. Achieving rates similar to those previously obtained by the Trust will be difficult.

A schedule of rates current as at 20 April 2015 was available at the meeting to assist the Trust in determining its investment options.

**MOVED: H. KLEESH**  
**SECONDED: T. KIRK**

The Ferntree Gully Cemetery Trust Special Committee authorise:

1. The short term investment of \$300,000 for six months with the Mountain Gate Branch of the Westpac Bank with an interest rate of 2.95%; and
2. Administrative staff, in consultation with the Chair, to seek the best investment option (including interest rate and available terms) upon maturation of the \$500,000 currently invested in a term deposit.

**CARRIED**

### **7.3 Asset Renewal Update**

#### **7.3.1 Footpaths**

Staff provided an update regarding the footpath renewal works authorised by the Trust in December 2013. It was noted the completed works have made a significant impact on both accessibility and the visual amenity in the cemetery. See Appendix A for photos showing before, during and after the works.

The Trust remarked that they were delighted with the quality of the work and the positive impact it had made on the general amenity of the cemetery and requested their appreciation and thanks to be passed on to relevant staff.

#### **7.3.2 Signage**

The Trust discussed the proposed signage option contained in Appendix B and requested some more work be undertaken to explore some additional options. Design work and costings to be provided for consideration at the September meeting.

#### **7.3.3 Numbering of The Grove Niche Walls**

The Trust was advised that small granite blocks numbering The Grove Niche Walls had been installed to assist families in locating their loved ones. (See Appendix A).

## **8. ITEMS FOR DISCUSSION**

### **8.1 Lone Pine Project**

To commemorate the 100 years since the ANZAC landings at Gallipoli and the First World War, the Cemeteries and Crematoria Association of Victoria (CCAV) will be providing Lone Pine Trees as a gift along with a small bronze plaque to its Members.

The trees are provided by the Yarralumla Nursery in Canberra who have propagated the trees from seed collected from the second seedling planted at the Australian War Memorial. The nursery began collecting and propagating seeds from the tree in the late 1940s. Since then, many seedlings have been distributed to RSL branches, schools and other organisations for commemorative purposes.

A preliminary review of the cemetery determined that there was no suitable place for a tree of this size within the cemetery grounds. The Trust decided to donate the Lone Pine and discussed a range of potential sites where the tree could be planted. Quarry Park in Ferntree Gully was identified as the most suitable location. Staff were requested to contact Knox City Council's Director of Engineering and Infrastructure, Dr Ian Bell to discuss the suitability of this proposal.

Refer Appendix C – Media Release from CCAV

### **8.2 Fee Increase – Effective 1 July 2015**

In accordance with section 43 of the Cemeteries and Crematoria Act 2003 the Consumer Price Index (CPI) is to be applied to all cemetery fees of \$50 and above. The Trust received notification from the Department of Health & Human services that the CPI increase effective from 1 July 2015 is 1.4%.

Refer Appendix D – Scale of Fees – Effective 1 July 2015

### **8.3 Cemeteries and Crematoria Amendment (Veterans Reform) Act 2015**

The following update was provided to the Trust:

Legislation was recently introduced to amend the Cemeteries and Crematoria Act 2003 (the act) to provide cemetery trusts with new powers to manage the cremated human remains of deceased veterans and their family members.

The extract below is taken from the first reading speech by the Honourable Jill Hennessy when the bill was introduced into parliament. It provides an overview of the impact of this legislation.

*'Where a veteran's cremated remains are interred at a cemetery for a limited 25-year tenure, the cemetery trust responsible for managing that cemetery will be empowered, upon the expiry of 25 years, to convert the right of interment to a perpetual right and either leave the veteran's cremated remains undisturbed in perpetuity or reinter the remains at a location suitable for perpetual interment.*

*Where a veteran's cremated remains are interred together with or in the vicinity of members of their family, the cemetery trust may also reinter the remains of the veteran's family members at a location which is suitable for perpetual interment.*

*Cemetery trusts may only remove and reinter cremated remains in accordance with the act, an objective of which is to ensure that human remains are treated with dignity and respect. A cemetery trust will be required to take reasonable steps to notify the holder of a limited tenure right of interment that the right is due to expire before cremated remains can be removed and reinterred. In the case of notifying the holder of a perpetual right of interment, a cemetery trust will be required to take reasonable steps to give written notification to each holder of the right of interment affected and seek the consent of each holder to the removal of remains.*

*Cremated remains will only be removed and reinterred if it is appropriate in the circumstances to do so. The bill also allows for interred cremated remains to be left undisturbed in perpetuity.'*

The effect of the legislation is that any renewal fee that would be paid at the conclusion of the 25 year limited tenure will now be absorbed by the Cemetery. It is not anticipated that this will have a significant financial impact on the Trust. Currently the cemetery has a small number of Veterans whose cremated remains are interred at the Ferntree Gully Cemetery. A review of our records shows only one position is a limited tenure 25 year position and would be impacted by this change. The limited tenure of the identified position expires in 2031.

#### **8.4 Financial Statements for the period ended 31 March 2015 (Appendix E)**

**MOVED: J. MORTIMORE**  
**SECONDED: H. KLEESH**

That the Financial Statements for the period ended 31 March 2015 as contained in Appendix E be accepted.

**CARRIED**

## **9. GENERAL BUSINESS**

### **9.1 Meeting Dates for 2015**

- Wednesday, 9 September 2015  
The date for the September Trust meeting was moved from Thursday, 3 September 2015 to Wednesday, 9 September 2015.
- Wednesday, 3 December 2015.

Meeting closed at 8.33pm