

MINUTES



FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 2 December 2015
Ferntree Gully Cemetery
Forest Road, Ferntree Gully
Commencing 7.00pm

1. PRESENT

Cr Karin Orpen (Chair)
Cr Tony Holland
Tricia Kirk
Kevin Knox

2. INVITEES

Carrie Bruce
Fleur Cousins
Dave Munn

3. APOLOGIES

Heather Kleesh
Cr John Mortimore

4. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

5. ELECTION OF CHAIRPERSON

MOVED: CR. HOLLAND

SECONDED: T. KIRK

That Councillor Orpen be elected Chairperson of the Ferntree Gully Cemetery Trust Special Committee for the 2015/16 period.

CARRIED

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 9 September 2015 (see attached).

MOVED: T. KIRK
SECONDED: K. KNOX

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 9 September 2015 be accepted.

CARRIED

7. BUSINESS ARISING FROM PREVIOUS MEETING**7.1 Update on Annual Works Plan 2015/2016**

For the 2015/2016 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee at the 9 September 2015 meeting:

ITEM	DESCRIPTION	STATUS	DUE DATE
1.	Continue the review of the current administrative and maintenance operations of the Cemetery to inform the Governance Service Planning analysis as it relates to the Ferntree Gully Cemetery.	Review commenced and listed for discussion on the Agenda.	February 2016
2.	Review of fee structure in advance of 2016 fee application to the Department of Health (to be conducted in conjunction with the review of item 1 above).	Not yet commenced.	February 2016
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

4.	Replacement/new signage	Quotations sought.	February 2016
5.	Obtain cost estimates for the replacement/repair/modifications to the perimeter fencing, main entrance gates and raised brick garden beds	Quotations sought and listed for discussion on the Agenda.	December 2015

7.2 Asset Renewal Update

7.2.1 Quotations for Replacement of Perimeter Fencing

At the Committee meeting held on 9 September 2015, staff were requested to obtain quotations for the replacement of the existing cyclone fencing along Forest Road and The Glen with black cyclone fencing of the same style and size as the Clematis Avenue/The Glade perimeter fencing.

Additionally, quotations were requested for remedial works/replacement of the raised brick garden beds at the Forest Road entrance.

The planning department were contacted to ascertain if a planning permit would be required to replace the perimeter fencing. The Ferntree Gully Cemetery is within the Foothills and has a Significant Landscape Overlay 2 (SLO2) control over it. The SLO2 states that:

- a permit is required to construct a fence unless the fence is a side or rear fence of post and wire construction that is 1.2m high or less and is more than 75% open construction.
- Any fencing that has a street frontage a planning permit is required.
- The proposed fencing is 1800mm high which is consistent with the current height of the fence.

Clause 62.02-2 of the Knox Planning Scheme does exempt buildings and works from requiring a permit if the works are considered to be “repairs and routine maintenance to an existing building or works”.

In this regard, if the section of fencing to be replaced is replaced with exactly the same type of fencing (eg same materials and height) then a planning permit would not be required.

If the Committee should replace the fencing with something different to what is already there a planning permit will be required. To lodge a planning permit application an application form will need to be completed with a recent copy of title, location plan showing the area of fencing to be replaced, and an elevation plan showing the height, materials and style of fencing.

Two quotations have been sought for the replacement of the perimeter fencing. These are attached at confidential Appendix A. In addition, a

quotation has also been obtained to supply and install a decorative steel boundary fence as per the Committee's request. This quotation is attached at confidential Appendix B. Guidance is sought from the Committee as to the preferred fencing solution. Note that if the decorative steel fence were the preferred option, a planning permit may be required.

With regard to remedial works/replacement of the raised brick garden beds at the Forest Road entrance, quotations have not yet been sought. Staff approached Council's Coordinator of Open Space and Landscape Design and the Place Management Landscape Architect for advice regarding the design possibilities for the entrance to the cemetery. The foundations to the brick fence will require replacement as part of any remedial works to the front gates. This provides a unique opportunity for the Committee to consider a refresh to the entrance rather than replace like with like. It is recommended that a suitably qualified landscape designer with experience in working with cemeteries be engaged to look at the entrance way prior to any remedial works being undertaken. Guidance is sought as to how the Committee would like to progress this matter.

Discussion Outcomes

The Committee agreed that the galvanised steel fencing option was more visually appealing and selected this as the preferred fencing option.

That Committee requested further investigations into galvanised steel fencing similar to Option 2 in Confidential Appendix B with a range of different spear designs be considered.

The Committee discussed the replacement of the entrance gates in the context of the replacement of the front entrance. It was agreed that the two projects would be managed separately, whilst acknowledging that they are interlinked.

It was requested that the Chairperson, Cr Orpen and Cemetery Administrator, Ms Bruce meet with key staff to discuss possible designs for the entrance way with a view to bringing these back to the Committee at its next meeting.

Councillor Orpen advised that she believed a planning permit would not be required for the works and requested a meeting with Council's Director – City Development to discuss this matter further.

7.2.2 Signage Update

An update was provided on the status of this project. Quotations were presented for the replacement of signage as resolved by the Committee at its meeting on 9 September 2015.

MOVED: K. KNOX
SECONDED: CR. T. HOLLAND

That staff be authorised to proceed with the replacement of signage up to the value of \$25,000.

CARRIED

8. ITEMS FOR DISCUSSION

8.1 Service Planning Update

Staff provided an update on the development of a service analysis for the Governance Service which includes the Ferntree Gully Cemetery as a component.

Staff are progressing the financial analysis of the current operating environment as well as preparing forward projections based on the future availability of positions at the cemetery. Once this information has been prepared, the Committee will be given an opportunity to provide feedback in relation to potential future options for the Ferntree Gully Cemetery. The service analysis is scheduled to be presented to Council in May 2016.

Discussion Outcome

Cr Orpen requested an opportunity to discuss the data prior to presenting it to Council.

8.2 Discussion on Renaming of Sections

At the committee meeting held on 9 September 2015, it was requested that advice be sought from the Department of Health and Human Services regarding whether or not it was possible and what would be the requirements to rename sections within a cemetery.

Under current legislation, denominational areas that have been exercised or partially exercised cannot be renamed without the permission of the Secretary of the Department of Health and Human Services.

Non denominational areas may be renamed by a Cemetery Trust, however, this should be done in conjunction with affected clients and in consultation with the local community.

The Ferntree Gully Cemetery has five non denominational areas. Should the Trust decide to rename any of these areas, extensive consultation with affected parties and the community would be required. The relevant sections, with the number of graves and current contact details are listed below:

Section Name	Gravesites	Contact details available
Lawn F	694	160
New Lawn	224	74
Non Denominational	51	12
Other Denominational	40	6
Pioneer Beam Lawn	597	246
Total	1606	498

As can be seen from the above table less than 30% of possibly affected gravesites have contact details (holders of the Right of Interment and/or next of kin). Note that contact details may not be current.

The Trust will be required to place advertisements in local and national newspapers seeking holders of the Right of Interment and next of kin to contact Council as well as inviting comment from the community about any proposed name changes.

The estimated cost for advertising locally is \$400.00 per advertisement, with advertising in The Age approximately \$800.00. Further, writing to existing holders and the next of kin would cost approximately \$350.00 for postage. These estimates do not include staff time which will be considerable in taking enquiries if the Trust were to consider changing the names of the above sections.

Discussion Outcome

The committee agreed not to progress this item further.

9. GENERAL BUSINESS

9.1 Meeting Dates for 2016

Wednesday 9 March 2016

Wednesday 8 June 2016

Wednesday 7 September 2016

9.2 Feedback on Service

Cr Orpen and Mr Knox recently attended a burial at Ferntree Gully Cemetery and passed on their gratitude for the professionalism of the cemetery staff and the immaculate upkeep of the Cemetery. Cr Orpen noted she was proud to be on the Cemetery Trust.

The following motion of thanks was also moved:

MOVED: CR. ORPEN

SECONDED: T. KIRK

The Ferntree Gully Cemetery Trust Special Committee express their thanks to the administrative staff and sexton for their great efforts in managing the day to day operations of the Ferntree Gully Cemetery.

CARRIED

9.3 Next Meeting

- Wednesday, 9 March 2016 at the Knox Civic Centre, 511 Burwood Highway, Wantirna South

Meeting closed at 8.01pm

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Chairperson