

# MINUTES



## FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 3 December 2014  
Ferntree Gully Cemetery  
Forest Road, Ferntree Gully  
Commenced 7:10pm

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### 1. COMMITTEE

Cr Karin Orpen  
Cr David Cooper  
Tricia Kirk  
Kevin Knox

### 2. INVITEES

Carrie Bruce  
Dave Munn  
Rhys Thomas

### 3. APOLOGIES

Cr John Mortimore  
Heather Kleesh  
Karen Beaton

### 4. DECLARATIONS OF CONFLICT OF INTEREST

Nil

### 5. ELECTION OF CHAIRPERSON

**MOVED: CR. COOPER**

**SECONDED: K. KNOX**

That Councillor Orpen be elected Chairperson of the Ferntree Gully Cemetery Trust Special Committee for the 2014/15 period.

**CARRIED**

**6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Minutes of Meeting held 10 September 2014 (see attached).

**MOVED: T. KIRK**

**SECONDED: K. KNOX**

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 10 September 2014 be accepted.

**CARRIED**

**7. BUSINESS ARISING FROM PREVIOUS MEETING****7.1 Update on Annual Works Plan 2014/2015**

Staff provided an update on the status of the endorsed schedule of works outlined below.

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>STATUS</b>	<b>DUE DATE</b>
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.	Commenced	February 2015
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).	Commenced	February 2015
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 Investment Funds

At the Special Committee meeting held on 10 September 2014, the Trust resolved that administrative staff, in consultation with the Chair, be authorised to seek the best short term interest rates for investing \$800,000 across two separate short term deposits with different maturity dates.

Following consultation with the Chair and the Manager Finance, two separate short term deposits have been established with maturity dates of four and six months.

## 7.3 Tour of Cemetery by Knox Historical Society

The Knox Historical Society conducted several tours of the Ferntree Gully Cemetery during Heritage Week (Thursday, 23 and Sunday 26 October, 2014). Further tours were also conducted at the end of November in conjunction with Ferntree Gully Village Discovery Day.

# 8. ITEMS FOR DISCUSSION

## 8.1 Footpath Audit

At the Special Committee meeting held on 10 September 2014, the Trust requested that an audit be undertaken of the paths within the cemetery and that a renewal schedule be presented to this meeting.

An audit of paths in the Cemetery was last conducted in 2008. At that time a proposed year of renewal for all pathways was also identified by Council's asset management team. This data has been used as the foundation for an audit conducted by cemetery staff on 20 November 2014.

Attached at Appendix A is an aerial map of the Cemetery showing each of the paths assessed. Appendix B provides the audit data including the condition rating, estimated cost of renewal and the year of renewal based on Council's asset renewal program. Each pathway has been provided a condition rating based on the criteria established in Council's Strategic Asset Management Plan:

1 – Excellent	Asset is as new, near perfect condition
2 – Good	Asset is functional and displays superficial defects only
3 – Fair	Asset is functional and but shows signs of moderate wear & tear
4 – Poor	Asset functionality is reduced. Asset has significant defects affecting the fabric of the asset.
5 – Failed	Asset is not functional, severely deteriorated.

It is pleasing to note that no pathway has a condition rating of poor or failed. The first paths are scheduled to be replaced in 2018. However, the Trust Committee has expressed a desire to commence replacement sooner.

Based on the audit of 20 November, there is one proposed change to the condition ratings of the 2008 audit. The pathway with asset ID 610224 has deteriorated since the previous audit and is now considered to be in a fair condition as opposed to a good condition. Based on the audit, staff recommend that pathways with the following asset ID's be scheduled for replacement; Asset ID – 610506; Asset ID – 610508; Asset ID – 610223; and Asset ID – 610224.

The estimated cost for renewal of these paths is \$32,840. The renewal rate includes replacement of pathway, bedding, earthworks, reinforcement to enable equipment to travel on the paths and a 10% contingency.

Any further renewal of paths will be assessed on an annual basis as part of the scheduled program of works. The next year of renewal based on the audit would be 2023.

**MOVED: CR. COOPER**  
**SECONDED: T. KIRK**

1. That staff be authorised to schedule renewal works for the replacement of the following pathways in the Ferntree Gully Cemetery up to the value of \$35,000:

Asset ID – 610506;  
Asset ID – 610508;  
Asset ID – 610223; and  
Asset ID – 610224

2. In the event that the costs exceed \$35,000, staff will refer those pathways that cannot be replaced within this budget to next committee meeting for determination.

**CARRIED**

## **9. GENERAL BUSINESS**

### **9.1 2015 Meeting Dates**

Thursday, 9 April 2015  
Wednesday, 2 September 2015  
Thursday, 3 December 2015

### **9.2 Maturing Investment Options**

The committee requested an item be added to the Agenda for the 9 April 2015 committee meeting that looks at options regarding the investment strategy when the current term deposits mature.

**9.3 Signage**

The committee requested to see the signage options before staff proceeded with the replacement of the directional signage in the cemetery.

Meeting closed at 7.42pm

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Chairperson