

# MINUTES



## FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 20 September 2017  
Room 2, Civic Centre  
511 Burwood Highway, Wantirna South  
Commencing 7.00pm

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### 1. PRESENT

Cr Tony Holland (Chairperson)  
Cr Jake Keogh  
Cr Peter Lockwood  
Tricia Kirk  
Kevin Knox

### 2. INVITEES

Fleur Cousins  
Rod McKail  
Dave Munn  
Tristan Smith  
Andrea Szymanski

### 3. APOLOGIES

Kirstin Ritchie

### 4. DECLARATIONS OF CONFLICT OF INTEREST

Nil

### 5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 28 June 2017 (copy attached).

MOVED: CR. KEOGH

SECONDED: K. KNOX

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 28 June 2017 be accepted.

CARRIED

## 6. BUSINESS ARISING FROM PREVIOUS MEETING

### 6.1 Cemetery Entrance

At the Trust meeting held on 28 June 2017 the Committee was provided with an update on the main entry redevelopment project status and proposed timelines for continuation of works.

The Open Space and Landscape Design team put the works out for tender and three quotes were received; Context Construction, Red Centre Nominees and PTA Landscapes.

All quotes were assessed by an evaluation panel who recommended that Context Construction be awarded the full contract, including the provisional item of the ferns, for a fee of \$125,540 excluding GST.

The evaluation panel made this recommendation as Context Construction provided the lowest cost, value for money and are known contractors to Council. The evaluation panel are confident that the recommended contractor would deliver the project on time, on budget and the Trust's standards and satisfaction.

MOVED: T. KIRK

SECONDED: CR. KEOGH

That Council officers be authorised to engage Context Construction to complete the Ferntree Gully Cemetery Landscape Entry Improvement Works for a total of \$125,540.00.

CARRIED

### 6.2 Annual Works Plan 2017/2018

For the 2017/2018 year the following schedule of works were endorsed by the Ferntree Gully Cemetery Trust Special Committee at the 28 June 2017 meeting:

| ITEM | DESCRIPTION  | STATUS  |
|------|--|---------|
| 1.   | 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 |

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|----|--------------------------------|--|
| 2. | <b>Replacement/new signage</b> | Final quotations sought (January 2017). Replacement not yet commenced due to competing priorities and finalization of entrance design. |
|----|--------------------------------|--|

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|----|--|---|
| 3. | <b>Obtain cost estimates for the replacement/repair/modifications to the perimeter fencing, main entrance gates and raised brick garden beds</b> | <p>Perimeter fencing completed mid September 2016.</p> <p>April/May 2017 - detail drawings</p> <p>July 2017 - seek quotations for works</p> <p>Mid September 2017 - awarding of a contract for works.</p> <p>Early October – November 2017 - construction work to commence.</p> |
|----|--|---|

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MOVED: CR. HOLLAND  
SECONDED: K. KNOX

That the Annual Works Plan 2017/2018 be noted.

CARRIED

## **7. ITEMS FOR DISCUSSION**

### **7.1 Annual Report to Council for Year Ended 30 June 2017 (Appendix B including Financial Statements, Audit Report and Abstract of Accounts)**

MOVED: CR. LOCKWOOD  
SECONDED: T. KIRK

That the Annual Report to Council for the Year Ended 30 June 2017 together with the Financial Statements for the period ended 30 June 2017, Audited Financial Statement and Abstract of Accounts for the Department of Health and Human Services as contained in Appendix A be accepted and presented to Council for approval, signature and return to the Department.

CARRIED

### **7.2 Resignation of Community Committee Member and Special Committee Delegations**

Written confirmation has been received from Heather Kleesh of her resignation as a community member of the Ferntree Gully Cemetery Trust Special Committee (Special Committee). Heather has been a member of the Special Committee, as both a staff representative and a community member, since its conception.

## **7.2 Resignation of Community Committee Member and Special Committee Delegations (cont'd)**

At the previous Special Committee, held on 28 June, the implications of a community member's resignation were discussed. It was foreshadowed that, due to the length of service of all community members, the current composition of the Special Committee would be disbanded and all three positions would be advertised.

It is important to note that, under section 86(6) of the *Local Government Act 1989* a Council must review any delegations to a special committee in force within 12 months after a general election. As part of this review, and factoring in the resignation of a community member, Councillors have requested officers to undertake a comprehensive review of the role, functions and powers of the Special Committee along with all other Council Committees.

The review has established that through the expansion of the cemetery and various capital improvements, the Special Committee has improved the Cemetery's financial position so that it can now fund its operations in the short to medium term.

Further, it has been established that the only outstanding items from the Special Committees annual work plan are the replacement of signage within the cemetery and upgrade to the entrance on Forest Road. These works have been previously approved by the Special Committee and are currently being managed by staff.

Given the limited opportunity within the Cemetery for future strategic development, it will be recommended at the September Council meeting that the Committee be sunset and that the delegations of the Special Committee be redistributed to Council and Council staff.

This report was noted by the Committee.

## **8. GENERAL BUSINESS**

**MEETING CLOSED: 7.28PM**