



**Minutes for Wonthaggi and San Remo
Cemetery Trust Meeting
Wednesday, 14 November 2018
Bass Coast Shire Council
Council Chamber, Bass Coast Civic Centre,
Baillieu Street East, Wonthaggi
10.30am**

These minutes are due to be confirmed on Wednesday, 13 March 2019 .

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Meeting commenced

The meeting commenced at 10.35am

A Present and Apologies

Councillors: Cr Pamela Rothfield, Island Ward
Cr Brett Tessari, Bunurong Ward
Cr Julian Brown, Bunurong Ward
Cr Les Larke, Bunurong Ward
Cr Stephen Fullarton, Island Ward
Cr Michael Whelan, Island Ward
Cr Geoff Ellis, Western Port Ward
Cr Bruce Kent, Western Port Ward

Officers: Mr Mark Brady, Acting Chief Executive Officer
Ms Annette Waters, Coordinator Governance and Business Systems
Mrs Belinda Egan, Cemetery Management and Council Committee Officer

Guests: Wonthaggi Cemetery Friends Group
Rod Gallagher, Wonthaggi RSL Sub-branch

Apologies: Cr Clare Le Serve, Western Port Ward

Conflict of Interest Declarations

Nil

B Community Question Time

Nil

C Confirmation of Minutes

C.1 Cemetery Trust held on 12 September 2018

Decision

Moved: Cr. Geoff Ellis / Seconded: Cr. Les Larke

That the minutes of the Cemetery Trust held on 12 September 2018 be confirmed.

CARRIED

D Matters Arising from Previous Minutes

Nil

E Petitions and Deputations

E.1 Correspondance from the Wonthaggi RSL

File No: CM18/819
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

At the Cemetery Trust meeting in November 2017, The Wonthaggi Cemetery Trust provided in-principle support for the Wonthaggi RSL sub-branch (RSL) to construct a memorial wall to recognise the service of the men and women from Wonthaggi that served in the First World War. The Wonthaggi RSL at that time were in the processing of applying for grants to fund the project.

The RSL branch has been unsuccessful in obtaining grant funds from Federal, State and Community organisations and would now like to request a financial contribution from the Wonthaggi Cemetery Trust.

The request and further information is attached (AT-1).

Trust Officers have provided a response previously to the Wonthaggi RSL sub-branch to say that the Trust will not provide this funding, but an application can be made through Council for a grant or through the budget. The Trust does not have the funds for this project; it has other priorities set by the Master Plan, as well as building the perpetual fund.

Discussion

The RSL have identified over 870 men and women from Wonthaggi and surrounds who were enlisted in World War I. Many of those that returned from the War are buried at the Wonthaggi Cemetery, many in unmarked graves, including 14 Prisoners of War. The RSL would like to commemorate and recognise these people through the development of a memorial wall at the Wonthaggi Cemetery.

The RSL have provided a project proposal for consideration (AT-1). The estimated total cost of the project is \$45,265. The project has been divided into stages with an estimated costing for each stage. The RSL is requesting the Wonthaggi Cemetery Trust contribute financially to the construction of the memorial wall.

In 2017 the RSL applied for a Bass Coast Shire Council Community Grant but was ineligible to receive the grant as the required documentation was not included in the submission. The RSL has been encouraged to reapply for a community grant in the future and support has been offered to the group in the submission process by the Community Grants Team.

The Wonthaggi Cemetery are currently following a development plan provided in the Masterplan which identifies steps the Trust can take over the next 50 years to improve the amenity of the Cemetery.

The Masterplan for the Wonthaggi Cemetery does not refer specifically to the recognition of service men and women interred at the Cemetery. It does however refer to the 'strong feelings of the community towards the representatives responsible for the rich history of the town'.

In relation to the Masterplan, the proposed location of the memorial wall will need to be explored further. In the masterplan, the middle area (currently entrance 2) is to be decommissioned as a road and used as a gravel walkway extending from the front of the Cemetery through to the back where amenities such as public toilet and shelter is planned to be located.

Stakeholders

The Bass Coast Shire Community, RSL Victoria, Friends of Wonthaggi, Wonthaggi Historical Society, Wonthaggi Genealogy Society, Families of Veterans

Other Options

The Wonthaggi Cemetery Trust could consider sponsoring all or specific elements of the project such as construction of foundations, brick pavements etc.

The Wonthaggi Cemetery Trust could advise the Wonthaggi RSL to apply for a Council Community Grant and/or submit a project for consideration in the Council 2019/2020 budget.

Recommendation

That the Trust acknowledge the request from the Wonthaggi RSL sub-branch and recommend that the project be submitted to the Council Community Grant program and/or submit a project for consideration in the Council 2019/2020 budget.

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Geoff Ellis

- 1. The Trust acknowledge the request from the Wonthaggi RSL sub-branch and recommend that the project be submitted to the Council Community Grant program and/or submit a project for consideration in the Council 2019/2020 budget.**
- 2. The Trust agree to provide a letter of support for the memorial wall to the Wonthaggi RSL when/if requested to do so.**

CARRIED

F Wonthaggi and San Remo Trust**F.1 Cemetery interment figures year to date**

File No: CMI8/779
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The Trust is responsible for the governance of the cemeteries including the key roles of setting strategic direction, approving the annual budget, monitoring performance, ensuring compliance, developing policy, high level stakeholder management and ensuring that a risk management framework is in place. The Trusts delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration and operational support.

The number of interments of burials and cremated remains are an important consideration in how the Trust plans its availability of plots and sets its fees for future years.

The purpose of this report is to;

- Note the Cemeteries Interment figures from 1 July 2018 to 15 October 2018.
- Note the reporting of reservations made during the current financial year.

Cemetery interment figures year to date

Financial Year	Wonthaggi Cemetery			San Remo Cemetery				
	Interments - ashes	Interments - burials	Reservations	Interments - ashes	Interments - burials	Reservations		
2012/13	5	43		0	18			
2013/14	5	42		1	12			
2014/15	7	47		4	6			
2015/16	10	43		2	5			
2016/17	8	43		3	5			
2017/18	11	52		1	8			
2018/19 *	3	28	BR 4	CR 1	7	9	BR 0	CR 5

*Interim figures only BR= burial reservation CR=Cremation Reservation

The interment figures for San Remo year to date show a higher number of interments for both burials and interment of cremated remains compared to previous years. At San Remo Cemetery, a number of the interments have occurred in the memorial garden section of the cemetery resulting in families reserving adjoining locations within the garden.

Wonthaggi cemetery has also had a high number of burials during this quarter. Over half the burials have been second interments (second burial in one grave) or pre-need reservations, therefore availability of plots has not been impacted.

Recommendation

That the Trusts note the Cemetery interment figures year to date.

Attachments

There are no attachments for this report

Decision

Moved: Cr. Pamela Rothfield / Seconded: Cr. Brett Tessari

That the Trusts note the Cemetery interment figures year to date.

CARRIED

F.2 Works completed at the Wonthaggi and San Remo Cemeteries

File No: CM18/778
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The purpose of this report is to;

- Note the works completed at the Wonthaggi and San Remo Cemeteries;

Works completed at the Wonthaggi and San Remo Cemeteries

The following works have been completed at the cemeteries from 18 August 2018 to 17 October 2018.

Wonthaggi

- Stage 2 Drainage project – near completion.
- Maintenance of drain near Lawn and Tea Trees area and repair of road.
- Removal of trees growing between historic graves.

Two lawn beams will be installed in the coming months which will complete the beam layout for the Tea Tree section of the cemetery.

San Remo

Masterplan consultation has commenced during this reporting period. The masterplan will identify works required going forward.

Recommendation

That the Trust note the works completed at the Wonthaggi and San Remo Cemeteries

Attachments

There are no attachments for this report

Decision

Moved: Cr. Geoff Ellis / Seconded: Cr. Les Larke

Trust note the works completed at the Wonthaggi and San Remo Cemeteries

CARRIED

F.3 Cemetery Management Officer Report

File No: CM18/781
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

The Trust is responsible for the governance of the cemeteries including the key roles of setting strategic direction, approving the annual budget, monitoring performance, ensuring compliance, developing policy, high level stakeholder management and ensuring that a risk management framework is in place. The Trusts delegate day-to-day management of the cemeteries within its control to Council Officers in order to provide administration and operational support.

This quarterly report is aimed at providing the Trust members with an update on the operational matters in relation to the Wonthaggi and San Remo Cemetery Trusts.

Wonthaggi Cemetery Masterplan progress

Final planting of the drainage swales which will complete the Stage 2 drainage project.

Acquittal of the grant spending will determine if there will be remaining funds for a feature level survey of the Cemetery. This survey will provide information on the above surface and underground structures and contours which could impact on the delivery of the next stage of the drainage plan.

San Remo Cemetery Masterplan

A masterplan for San Remo Cemetery will be undertaken this financial year to explore opportunities to improve cemetery amenity for members of the public now and in the future. The masterplan will address key issues including the use of the land, existing facilities, infrastructure, marketability and the character and experience of the public.

Consultation has commenced with The Friends of San Remo Cemetery to explore what should be included in a masterplan. The Friends Group supplied a one page concept plan that was prepared for the Cemetery 10 years ago. A more detailed Masterplan would involve discussion on the future of the southern end of the Cemetery (where the mound of dirt sits), future burial and cremated remains interment options, recognition of early burials and unmarked graves, and accessibility.

Quotes have been requested from potential consultants to undertake the masterplan. Several submissions have been received with costs to undertake the masterplan averaging between \$20,000 to \$25,000.

An application to cover the costs of a masterplan will be submitted to the Department of Human Services grants program prior to the closing date of 30 November 2018.

If unsuccessful in a grant application to the Department of Human Services for a master plan the San Remo Cemetery Trust would cover up to \$20,000 gst excl from the general account that as at 30 June 2018 has \$41,588.74.

Friends of San Remo Cemetery Meeting actions

A meeting was held with the San Remo Friends group in September 2018. It was discussed that actions from the meeting are outlined in this report so that information is easily accessible and referable.

Action	Status
Plaque height variance to be discussed with our contractor and corrected where possible.	Completed. The current size of the concrete stands within the memorial garden sets the required height of all future stands and consistency will be maintained. The current height enables maintenance of the area without damage to the plaque ie whipper snipper damage, clippings blowing onto plaque. Any variance from this will be assessed and corrected by the contractor where possible.
Officer to send brochure to Friends Group for final input.	Underway. The brochure is progressing and feedback has been provided from the Friends Group for further incorporation.
Agreement to the use of different areas of the memorial garden beds (internal only) and pavers placed in the allocated locations.	Underway. The internal circle consists of 4 garden beds. These 4 garden beds are currently 'open' for reservation. The outer large circle is currently not open for interment. The Friends group has been supplied with a map of the memorial garden and reservation location options. Pavers have not yet been placed in the garden areas.
A memorial garden fact sheet (including layout map)	Underway The Cemetery Management Officer has been liaising with the Friends Group to draft an 'information sheet' regarding the operation of the memorial garden and to include double depth ashes interment. Currently the plaque choices are being discussed.
Respond to the Friends Group in regards to the financial figures outlined in the audit from 2013.	Completed The Friends Group have received a response with reference made to an audit of the Abstract of Accounts 2016/2017.
Discuss memorialisation for historical burials in the area.	Carried over until next meeting.
Shed leaking from the inside.	Friends group will undertake repairs to the areas within the shed that leak.

San Remo Cemetery- Risk assessment regarding financial sustainability

As the San Remo Cemetery presented a financial loss for the last financial year (Cemeteries Financial Report), a risk assessment of the financial sustainability of the Cemetery has been undertaken with a risk rating of medium being determined.

Risk treatment actions include promotion of the cemetery and options for customers, management of contractors expenditure and the undertaking of a masterplan to determine future options for the cemetery.

Recommendation

That the Trust:

- 1. notes the Cemetery Management Officer report**
- 2. agrees that if unsuccessful in a grant application to the Department of Human Services for a master plan the San Remo Cemetery Trust would cover up to \$20,000 gst excl from the general account that as at 30 June 2018 has \$41,588.74.**

Attachments

There are no attachments for this report

Decision

Moved: Cr. Bruce Kent / Seconded: Cr. Les Larke

The Trust:

- 1. notes the Cemetery Management Officer report**
- 2. agrees that if unsuccessful in a grant application to the Department of Human Services for a master plan the San Remo Cemetery Trust would cover up to \$20,000 gst excl from the general account that as at 30 June 2018 has \$41,588.74.**

CARRIED

F.4 Cemeteries Financial report

File No: CM18/561
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

Under Section 52 of the *Cemeteries and Crematoria Act 2003*, cemetery trusts are required to submit a financial report each year to the Department of Human Services. The report, known as the abstract of accounts, is to give a true and fair view of the financial position and performance of the trust for the reporting period.

The abstract contains a statutory declaration, which is to be signed by three trust members. The abstract for both Cemeteries is being presented for the Trust for consideration.

A quarterly financial report for the first quarter of 2018-19 is also being presented which shows the financial position, the perpetual maintenance and capital maintenance fund contributions and likely upcoming expenses of the Wonthaggi and San Remo Cemeteries.

Wonthaggi Cemetery 2017/2018 Abstract of Accounts

The 2017/2018 Statement of Accounts is attached. A Summary of observations from the abstract is shown in the table below and shows the comparison to the previous year.

	2016/2017	2017/2018 Actual end of year
INCOME	\$147,355	\$233,887
EXPENSES	\$124,106	\$211,999
Profit/loss	\$23,249	\$21,887
Perpetual maintenance	\$219,865	\$249,457

The abstract of accounts shows the bank balance at the start of the year as \$281,718. This includes the \$160,000 unspent grant fund from the previous year.

The Profit/(Loss) for the year shows a figure of \$-26,796 which includes the figure of \$48,000 grant spent on the drainage strategy, providing an actual profit of \$21,887.

In the 2017/2018 financial year, Wonthaggi Cemetery had the highest number of interments (burial and ashes interments) on record, which is reflected in both an increase in income and expense figures. There has also be an increase in the numbers of plaque orders.

A change of process whereby the Cemetery Management Officer designs the plaques instead of the manufacturer has resulted in reduction of cost to the Trust while improving the options for customers in plaque design.

Expenditure throughout the year had been focused on undertaking works outlined in the masterplan including roads rehabilitation, signage, installation of bollards and tree maintenance.

The total contribution made to the perpetual maintenance fund for the year was \$29,592 which includes a contribution of \$6,566 transferred from the annual profit of the cemetery.

San Remo Cemetery 2017/2018 Abstract of Accounts

The 2017/2018 Statement of Accounts is attached. A Summary of observations from the abstract is shown in the table below and shows the comparison to the previous year.

	2016/2017	2017/2018 Actual end of year
INCOME	\$24,094	\$23,416
EXPENSES	\$24,003	\$27,892
Profit/loss	\$91	-\$4,476
Perpetual Maintenance	\$57,383	\$61,069

San Remo had slightly less interments compared to previous years. There have been a number of reservations for the memorial garden and niche wall areas across the year.

With the introduction of a monthly ground maintenance contract, expenses have been higher than previous years.

A contribution from this year's income of \$3,685 has been made towards the perpetual maintenance Trust account.

Wonthaggi Cemetery quarterly financial report | July 2018 to 30 September 2018

	2017/2018 Actual	2018/2019 1 July -30 Sept
INCOME	\$233,887	\$60,878
EXPENSES	\$211,999	\$39,708
Profit/loss	\$21,887	\$21,170
Perpetual and Capital Maintenance fund contribution	\$249,457	\$7,976

This quarterly report shows a profit for the quarter, which is attributed to both the high number of burials in July and August and the purchase of plaques placed on concrete stands in historical sections of the Cemetery.

A slight increase in expenses has occurred during the winter months due to the use of track matts during grave digging. The use of this equipment reduces damage to the grounds during earthworks.

In this first quarter, Wonthaggi Cemetery made a contribution of \$7,076 to its perpetual maintenance fund and \$900 to the capital maintenance fund.

Upcoming expenses include the installation of new beams in the Tea Tree section. A quote estimate of \$14,000 has been received.

San Remo Cemetery quarterly financial report- 1 July 2018 to 30 September 2018.

	2017/2018 Actual	2018/2019 1 July -30 Sept
INCOME	\$23,416	\$14,616
EXPENSES	\$27,892	\$6,923
Profit/loss	-\$4,479	\$7,693
Perpetual and Capital Maintenance fund contribution	\$61,069	\$2,120

San Remo Cemetery has achieved a profit for the quarter, attributed to a high number of burials, memorial garden interments and reservations compared to previous years.

San Remo Cemetery has made a contribution of \$1,820 to its perpetual maintenance fund and \$300 to its capital maintenance fund.

The proposed undertaking of the San Remo Masterplan will potentially be funded through a grant from the Department of Human Services.

Recommendation

- 1. That the Abstract of Accounts is noted by the Trust.**
- 2. That the first quarter 2018/19 financial reports for Wonthaggi and San Remo Cemetery be received.**

Decision

Moved: Cr. Stephen Fullarton / Seconded: Cr. Geoff Ellis

- 1. That the Abstract of Accounts is noted by the Trust.**
- 2. That the first quarter 2018/19 financial reports for Wonthaggi and San Remo Cemetery be received.**

CARRIED

F.5 2019 Cemetery Trust Meeting Schedule

File No: CMI8/812
Division: Corporate & Community
Council Plan Strategic Objective: Governance

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Declaration

The author has no direct or indirect interests in relation to this report.

Summary

Council is the appointed Trusts for the San Remo and Wonthaggi Cemeteries.

The Trusts have been entrusted by the Minister of Health to steer the Wonthaggi and San Remo Public Cemeteries. The Trusts meet separately to the Ordinary Meeting of Council four times per year.

The purpose of this report is to cover the following business:

- Adoption of the Cemetery Trusts Meeting Schedule for 2019

Cemetery Trusts Meeting Schedule for 2019

This report schedules the Cemetery Trusts Meetings for 2019 as follows:

- 13 March 2019
- 12 June 2019
- 11 September 2019
- 13 November 2019

Recommendation

That the Trusts respectively adopts its meeting Schedule as follows:

- **13 March 2019**
- **12 June 2019**
- **11 September 2019**
- **13 November 2019**

Attachments

There are no attachments for this report

Decision

Moved: Cr. Geoff Ellis / Seconded: Cr. Brett Tessari

That the Trusts respectively adopts its meeting Schedule as follows:

- **13 March 2019**
- **12 June 2019**
- **11 September 2019**
- **13 November 2019**

CARRIED

G General Business

G.1 Friends of Wonthaggi Cemetery report

This is our 1st very short report

All projects for the last few years have now been completed – roads, bollards, rubbish bins, seats, new gardens and upgrade of older gardens etc.

Renee and Noelene have just started to record the Presbyterian Section and this will take many months/hours to photograph and work with the Burial Register to make sure all named graves are in their correct burial location.

Bollards. We have received a quote to complete additional bollards at the New Monumental Burial Area. The Bollards installed last year just did not deter people accessing with cars to take dogs for walks and machinery / tractors completing illegal dumping into the pine tree areas.

To stop this happening and destroying unmarked graves with cars and illegal waste dumping. The Friends group have obtained a quote for the installation of additional 60 Bollards which included two (2) chained access gates.

The Monumental road entrance is very narrow and does not allow for more than 6 cars to park. To overcome this problem our quote was to install the Bollards approx. 4 metres from the edge of the road. This will help with temporary additional parking.

In the meantime we will be watching for grants to complete roadway and additional parking. This should allow for approx. 15 – 20 cars to park in this section. Basically creating a Car Park off the edge of the roadway.

Our quote received was for \$4,000.00 for the Installation of 60 Bollards.& 2 chain gates

Friends would appreciate your thoughts and together with your approval of the quote.

Thanks

FRIENDS WONTHAGGI CEMETERY

The Trust notes and thanks the Friends of Wonthaggi Cemetery for their report.

Meeting closed

The meeting closed at 11.25am