

Agenda

Corryong Cemeteries Trust

1:00 pm, Wednesday 27 August 2025
Council Chamber, Corryong Council Office
76 Hanson Street, Corryong, Victoria

This information is available in alternative formats on request

**Agenda for the Corryong Cemeteries Trust meeting to be held at
76 Hanson Street, Corryong, Victoria, Victoria
on Wednesday 27 August 2025 commencing at 1:00 pm**

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1 Opening Prayer

"Almighty God, we ask that you be present at this meeting to assist us in our service to the Community through Local Government.

We pray that our decisions will be wise and taken with goodwill and clear conscience.

Amen."

2 Councillor and Officer Presence at the Meeting

Councillor Attendance

Crs Whitehead, Anderson, Tolsher, Wortmann and Pitman

Officer Attendance:	Title:
Ms Phelps	Chief Executive Officer
Ms Taylor	Director Corporate and Organisational Development

3 Apologies and Granting of Leave of Absence

4 Disclosure of Conflicts of Interest

Section 130 of the Act requires that a 'Relevant person' (which means a person who is a Councillor, a member of a delegated committee who is not a Councillor or a member of Council staff) disclose any conflict of interest in the manner required by Council's Governance Rules and exclude themselves from the decision making process in relation to the matter including any discussion or vote on the matter at any Council meeting.

Council's *Governance Rules* state as follows:

A2 Obligations with regards to conflict of interest

Councillors, members of delegated committee, and Council staff are required to:

- a. Avoid all situations which may give rise to conflicts of interest;*
- b. Identify any conflicts of interest; and*
- c. Disclose or declare all conflicts of interest.*

A3 Disclosure of a conflict of interest at a Council meeting

A Councillor who has a conflict of interest in a matter being considered at a Council meeting at which he or she:

A3.1 is present must disclose that conflict of interest by explaining the nature of the conflict of interest to those present at the Council meeting immediately before the matter is considered; or

A3.2 intends to be present must disclose that conflict of interest by providing to the Chief Executive Officer before the Council meeting commences a written notice:

A3.2.1 advising of the conflict of interest;

A3.2.2 explaining the nature of the conflict of interest; and

A3.2.3 detailing, if the nature of the conflict of interest involves a Councillor's relationship with or a gift from another person, the:

a. name of the other person;

b. nature of the relationship with that other person or the date of receipt, value and type of gift received from the other person; and

c. nature of that other person's interest in the matter, and then immediately before the matter is considered at the meeting announcing to those present that he or she has a conflict of interest and that a written notice has been given to the Chief Executive Officer under this sub-Rule.

The Councillor must, in either event, leave the Council meeting immediately after giving the explanation or making the announcement (as the case may be) and not return to the meeting until after the matter has been disposed of.

5 Confirmation of Minutes

Confirmation of the minutes is sought for the minutes of the previous Trust meeting listed below.

- Corryong Cemeteries Trust meeting held on 28 May 2025

Attachments:

Nil

Recommendation:

That the Minutes of the Corryong Cemeteries Trust meeting held on 28 May 2025, be confirmed.

6 General Business

Disclosure of Interests (S.130):

This report was prepared by Ms Narelle Taylor, Director Corporate and Organisational Development.

At the time of preparation of the report the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to present the Abstract of Accounts for 2024/25 for signing and submission to the Department of Health.

Summary:

It is a requirement of section 52 of the *Cemeteries and Crematoria Act 2003* for cemetery trusts to submit a financial report each year to the Department of Health (Department) by 1 September of each year. The Corryong Cemeteries Trust accounts have been prepared for the Trust's consideration. The accounts reflect a deficit of \$19,707 for the financial year 2024/25. The deficit reflects the recognition of the expenditure on the columbarium – where the income was recorded in previous financial years. Expenditure requirements can fluctuate considerably from year to year based on capital works projects, maintenance requirements and the number of interments; on average the Trust appears to be operating on a financially sustainable basis.

Recommendation:

That:

- The Abstract of Accounts for 2024/25 be noted; and
- The Abstract of Accounts for 2024/25 be signed by three trust members and an authorised witness for submission to the Department of Health.

Attachment:

1. Abstract of Accounts - Corryong Cemetery Trust - 30 JUN 2025 [**6.1.1** - 8 pages]

Background/History:

Under section 52 of the *Cemeteries and Crematoria Act 2003*, cemetery trusts are required to submit a financial report each year to the Department by 1 September each year. The report, known as the 'abstract of accounts', intends to give a true and fair view of the financial position and performance of a trust for the reporting period.

All sections of the abstract of accounts are to be completed where required. Copies of bank and investment account statements relating to the reporting period are to be submitted with the abstract.

The abstract contains a statutory declaration, which is to be signed by three Trust members (the current chairperson and two other current trust members) and an authorised witness, prior to it being submitted.

Trusts with an annual income or expenditure of \$250,000 up to \$1 million (inclusive) are to have their financials reviewed in accordance with the Australian Auditing Standards on Review Engagement by a professionally recognised accountant. Trusts with an annual income or expenditure of above \$1 million are to have their financials audited by a registered auditor or a professionally recognised accountant. As the Corryong Cemeteries Trust has a total income of less than the prescribed amount, it is not required to have its financials reviewed or audited as per above requirements.

Relevant Law (s.9(2)(a)):

The report is submitted to the Department to comply with the legislative requirements outlined in section 52 of the *Cemeteries and Crematoria Act 2003*.

Financial Viability/Budget Impact (s.9(2)(g)):

The Trust reflected a deficit of \$19,707 for the financial year, resulting in a total accumulated surplus of \$81,043. It is noted that Trust results can vary considerably from year to year depending on maintenance costs, interments and other customer requests, however generally the accumulated surplus has remained positive, reflecting that the Trust is continuing to operate in a financially sustainable manner.

Regional, State and National Plans and Policies (s.9(2)(h)):

Not applicable.

Council Plans and Policies:

Cemeteries Trust financials are prepared by Council officers in accordance with the organisation's responsibility to support Council in its role as the Corryong Cemeteries Trust, as outlined in the Council Plan 2021-2025.

Transparency of Decision (s.9(2)(i)):

It is the officer's view that it is appropriate to consider this matter in a Trust meeting that is open to the public.

Risk Assessment:

The Corryong Cemeteries Trust financial results for the year ended 2024/25 indicate that the Trust remains financially sustainable.

Officer's View:

The Abstract of Accounts gives a true and fair view of the Corryong Cemeteries Trust financial position and performance over the 2024/25 reporting period. The Trust remains financially sustainable. It is now appropriate for the Trust to consider the Abstract of Accounts in order that they may be signed and submitted.

Disclosure of Interests (S.130):

This report was prepared by Ms Narelle Taylor, Director Corporate and Organisational Development.

At the time of preparation of this report, the officer did not have a general or material conflict of interest in any matter to which the report or advice relates.

Purpose of Report:

The purpose of this report is to provide an update on Cemeteries Trust delegation activities.

Summary:

The Director Corporate and Organisational Development has delegated authority to act on behalf of Council where Council is appointed as the Cemetery Trust. This report is to provide an update to the Trust on significant decisions made by the Director in their role as a delegated authority.

Recommendation:

That:

- The report be noted;
- The request for a right of interment for a plot in the Memorial Section of the Cemetery be considered in the context of the risk of disturbance to existing unmarked graves; and
- Any approval of the application for a right of interment in the Memorial Section be granted following the applicant obtaining ground penetrating radar imaging data and associated report to allow the Trust to make an informed decision.

Attachment:

1. McInnes Memorial ROI Consideration [6.2.1 - 1 page]

Background/History:

In January 2024, the S6 Instrument of delegation (Council to Staff) was amended to delegate the authority for a variety of provisions of the *Cemeteries and Crematoria Act 2003*. Going forward, a summary of these decisions will be provided to the Cemetery Trust for their information.

One (1) delegate decision has been made since the last Cemeteries Trust Meeting held in May 2025, which consisted of the transferral of a Right of Interment for an existing Memorial Section plot.

There has been a request from a resident who wishes to apply for a right of interment for a family member. The request was denied on the following grounds:

- There is significant concern that there are unmarked graves in the Memorial section of the Cemetery;
- Granting right of interment for new plots is fraught with the risk of disturbing an unmarked grave;
- The Trust doesn't have ground penetrating radar imaging data for the Cemetery, and it is anticipated that this would be an expensive drain on Trust resources, when there are other demands on these resources;

The denial of this request was met with a further request that this issue is raised to the attention of the Trust for decision.

Relevant Law (s.9(2)(a)):

Cemeteries and Crematoria Act 2003

Transparency of Decision (s.9(2)(i)) :

It is the officer's view that it is appropriate to consider this matter in a Trust meeting that is open to the public.

Risk Assessment:

Delegate decisions are made in accordance with the requirements of the *Cemeteries and Crematoria Act 2003* and are of low risk.

Officer's View:

It is the officer's view that any approval of the application for right of interment should only be considered with full knowledge of the location of any unmarked graves.

7 Closure of Meeting

Corryong Cemeteries Trust Meeting - 27 August 2025 Attachments

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Abstract of accounts 2024-25

Submitted in accordance with s. 52 /s. 57 of the *Cemeteries and Crematoria Act 2003*. Due 1 September 2025.

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Cemetery trust name	Corryong Cemeteries Trust
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General account

Income	\$	¢	Expenditure	\$	¢
Balance in bank at start of financial year			Secretary and other administrative staff**	19,822	.58
Cash in hand at start of financial year	76,188	.35	Grounds staff**		
Investments at start of financial year	24,561	.35	Gravedigging**	13,348	.69
Interest received*	878	.07	Contractors**		
Fees received for cemetery products/ services (graves, memorials, interments, etc.)*	53,903	.08	Memorialisation**	15,386	.45
			Office expenses**		
Other income*			Buildings (new construction)**		
Transfers from perpetual maintenance account/s			Insurance**		
			Works (new areas, repairs, fencing, drainage, etc.)**	4,711	.33
Department of Health grants			Other expenses**	21,219	.05
Other grants and donations			Balance in bank at end of financial year		
Unpresented cheques			Cash in hand at end of financial year	81,042	.75
			Investments at end of financial year		
Total	155,530	.85	Total	155,530	85

Abstract of accounts 2024-25

2

- ☐ Confirm the **totals of the income and expenditure columns are equal**. A discrepancy between the two column totals may indicate an error in the recorded data.
- ☐ Confirm **bank statement/s displaying the closing bank and investment balances** are attached.
- ☐ Confirm a **review** or **audit** is attached, **if the trust meets the threshold**. See *Abstract of accounts instructions and checklist 2024-25* for threshold.

Perpetual maintenance account/s

Complete this section if your trust has a separate account/s designated for perpetual maintenance funds. Do not re-enter bank account or investment information already entered in the 'General account' section. The income and expenditure totals must balance.

Income	\$	¢
Balance at start of financial year		
Interest received		
New funds received		
Total		

Expenditure	\$	¢
Expenditure / transfer to general account		
Balance at end of financial year		
Total		

- ☐ Confirm the **totals of the income and expenditure columns are equal**. A discrepancy between the two column totals may indicate an error in the recorded data.
- ☐ Confirm **bank statement/s displaying the closing perpetual maintenance account/s balances** are attached.

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Assets and liabilities

Record the total value of assets in each category. If the trust has no assets or liabilities, enter a zero at both totals.

Assets	\$	Liabilities	\$
Key structures (Examples: office, mausoleum, chapel, toilet facility, niche wall)		Monies owed to a third party	
Minor structures (Examples: rotunda, shed, seating)		Monies committed to expenditure	
Major machinery (Examples: tractor, ride-on mower)		Other	
Small machinery (Examples: computer, grave shoring)			
Miscellaneous equipment (Examples: hand tools, wheelbarrow)			
Total		Total	

Right of interment (ROI) and interment information

Cemetery name	Corryong Cemetery
----------------------	-------------------

Where accurate numbers are not available, please provide estimates.

If your trust manages multiple cemeteries (active or closed), please provide information for each site in a separate table by making copies of this page.

Bodily remains

Question	Response
Number of ROI for bodily remains (at-need) sold in 2024-25	8
Number of ROI for bodily remains (pre-need) sold in 2024-25	3
Number of interments of bodily remains (first burial in a plot) in 2024-25	10
Number of interments of bodily remains (second or subsequent burial in a plot) in 2024-25	6

Cremated remains

Question	Response
Number of ROI for cremated remains (both at-need and pre-need) sold in 2024-25	9
Number of interments of cremated remains (in graves and memorials such as niche walls) in 2024-25	3

Cemetery Capacity

Question	Response
Total number of bodily remains interred since the establishment of the cemetery	2501
Number of unsold ROI for bodily remains at 30 June 2025 Include the estimated number of plots that could be created in areas of the cemetery that have the potential to be developed. The department collects this information to understand the remaining burial capacity in Victorian cemeteries.	475
Estimate how many more years there will be ROI for bodily remains (at-need) available for sale in the cemetery (including in areas that are yet to be developed)	59

Statutory declarations

Three trust members (the chairperson and two other trust members) must execute a statutory declaration.

Statutory declaration – trust member 1 (chairperson)

Name:	Andrew Whitehead
Address:	502 Upper Murray Road, Towong Upper Vic 3707
Occupation:	Mayor Towong

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2024-25 is true and correct for the trust mentioned below.

Cemetery trust:	Corryong
------------------------	----------

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature of person making declaration:	
Declared at: (City, town or suburb in the state of Victoria)	
Date:	

Statutory declaration witness

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

Note: Stamp of name, capacity and/or address accepted in table below.

Name:	Narelle Taylor
Capacity in which authorised to witness statutory declaration:	Director Corporate and Organisational Development
Address:	1586 Kiewa Valley Highway, Kiewa Vic 3691

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness* and I sign this document in the presence of the person making the declaration:

Signature of statutory declaration witness:	
Date:	

*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

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Statutory declaration – trust member 2

Name:	Peter Tolsher
Address:	18 Queen Elizabeth Drive, Tallangatta Vic 3700
Occupation:	

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2024-25 is true and correct for the trust mentioned below.

Cemetery trust:	Corryong
------------------------	----------

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature of person making declaration:	
Declared at: (City, town or suburb in the state of Victoria)	
Date:	

Statutory declaration witness

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

Note: Stamp of name, capacity and/or address accepted in table below.

Name:	Narelle Taylor
Capacity in which authorised to witness statutory declaration:	Director Corporate and Organisational Development
Address:	1586 Kiewa Valley Highway, Kiewa Vic 3691

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness* and I sign this document in the presence of the person making the declaration:

Signature of statutory declaration witness:	
Date:	

*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

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Statutory declaration – trust member 3

Name:	David Wortmann
Address:	3158 Murray River Road, Granya Vic 3701
Occupation:	Farmer

I, (name, address and occupation stated above), make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2024-25 is true and correct for the trust mentioned below.

Cemetery trust:	Corryong
------------------------	----------

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

Signature of person making declaration:	
Declared at: (City, town or suburb in the state of Victoria)	
Date:	

Statutory declaration witness

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

Note: Stamp of name, capacity and/or address accepted in table below.

Name:	Narelle Taylor
Capacity in which authorised to witness statutory declaration:	Director Corporate and Organisational Development
Address:	1586 Kiewa Valley Highway, Kiewa Vic 3691

I, (name, capacity and address stated or stamped above), am an authorised statutory declaration witness* and I sign this document in the presence of the person making the declaration:

Signature of statutory declaration witness:	
Date:	

*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration

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Submission

Under s. 52(3) of the *Cemeteries and Crematoria Act 2003*, a cemetery trust must submit a report for each financial year to the Secretary of the Department of Health by 1 September in the following financial year.

End of financial year bank, investment and perpetual maintenance account statements must be provided with this form and [emailed to the Divisional Portfolio Entity and Appointments Advisory Unit](mailto:cemeteries@health.vic.gov.au) at [<cemeteries@health.vic.gov.au>](mailto:cemeteries@health.vic.gov.au).

Email is the department's preferred method to receive the abstract and accompanying documents. If you do not have access to email, the documents can be posted to:

The Manager
Divisional Portfolio Entity and Appointments Advisory Unit
Department of Health
GPO Box 4057
MELBOURNE VIC 3001

To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [Divisional Portfolio Entity and Appointments Advisory Unit](mailto:cemeteries@health.vic.gov.au) [<cemeteries@health.vic.gov.au>](mailto:cemeteries@health.vic.gov.au).

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Available at [Class B cemetery trust financial reporting and financial procedures](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures)

[<https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures>](https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-financial-reporting-and-procedures)

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26th June 2025

To Whom It May Concern,

I am writing on behalf of my mum Kaye McInnes to formally request your consideration in allowing her and my father Chris McInnes to be considered for burial in the top section of the Corryong Cemetery.

I understand this section is assessed on a case-by-case basis and availability is limited and I kindly seek that their lifetime contribution to the Corryong community be considered when reviewing their application.

Mum is currently fighting a brain tumour and I am organising this request on her behalf as it is her dying wish to be laid to rest alongside Dad in the top section of the cemetery a place that holds great meaning to her.

Both my parents were born at the Corryong Hospital. Mum in 1957 and Dad in 1955 and they have lived their entire lives in this town. They attended the Corryong Primary and Secondary schools and then went on to raise four children all of whom also attended the local schools.

As business owners they've given decades of service to the town first through their family run butcher shop which they operated for over 25 years and more recently through the homewares store A Little Thyme which has been a part of the community for the past 9 years.

Their community involvement goes well beyond their businesses. They've been active members in local sporting organisations, with my Dad a life member of the Corryong Football Club, regular donors to local causes and in 2020 were featured across multiple media outlets as advocates for Corryong during the devastating bushfires.

While both my Mother's family, the Tyrell's and my Fathers family the McInnes' have lived within the area for many generations there is also a deeply rooted family legacy here. My Dad's Grandfather was one of the men who helped carry Jack Riley down the mountain when he passed away. A moment that speaks to the long-standing connection our family has with this region and its history.

For all these reasons and given Mum's current health I hope you'll consider this request with compassion. Allowing her final wish to be fulfilled would mean the world to our entire family.

Please don't hesitate to contact me if any further information is needed.

Kind regards,
Lisa McInnes

lisamcinnnes09@hotmail.com
0400366594