

Minutes

Corryong Cemeteries Trust

Held at 1:30 pm, Wednesday 27 August 2025
Council Chamber, Corryong Council Office
76 Hanson Street, Corryong, Victoria

Confirmed

This information is available in alternative formats on request

Confirmed

**Minutes for the Corryong Cemeteries Trust meeting held at
76 Hanson Street, Corryong, Victoria
on Wednesday 27 August 2025 commenced at 1:30 pm**

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The Mayor declared the meeting open, the time being 1.24 pm.

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

Nil

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.

Trust Resolution:

**CR TOLSHER
CR PITMAN**

**THAT THE MINUTES OF THE CORRYONG CEMETERIES TRUST MEETING HELD
ON 28 MAY 2025 BE CONFIRMED.**

CARRIED

6 General Business

6.1 Abstract of Accounts 2024-2025 (DCOD)

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.

Trust Resolution:

**CR ANDERSON
CR PITMAN**

THAT:

- 1. THE ABSTRACT OF ACCOUNTS FOR 2024/25 BE NOTED; AND**
- 2. THE ABSTRACT OF ACCOUNTS FOR 2024/25 BE SIGNED BY MAYOR WHITEHEAD, CR TOLSHER AND CR WORTMANN AND AN AUTHORISED WITNESS FOR SUBMISSION TO THE DEPARTMENT OF HEALTH.**

CARRIED

6.2 Delegations Report (DCOD)

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.

Trust Resolution:

**CR TOLSHER
CR WORTMANN**

THAT:

- 1. THE REPORT BE NOTED;**
- 2. 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**
- 3. 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.**

CARRIED

7 Closure of Meeting

There being no further business, the Mayor declared the meeting closed, the time being 1.31 pm.

Mayor

Confirmed