

Agenda

Corryong Cemeteries Trust

1:00pm, Wednesday 28 May 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,
on Wednesday 28 May 2025 commencing at 1:00pm**

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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.

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, Tolsher, Anderson, 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 August 2024

Attachments:

Nil

Recommendation:

That the Minutes of the Corryong Cemeteries Trust Meeting held on 28 August 2024 be confirmed.

6 General Business

6.1 Delegations Report (DCOD-04/04/0004)

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.

Attachment:

Nil

Background/History:

Towong Shire Council have assumed the responsibility of the Corryong Cemeteries Trust, and previously all decisions were required to be resolved at a Trust meeting, resulting in delays at times.

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 August 2024, which consisted of the granting of a Right of Interment for an existing Lawn Garden plot.

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*.

Officer's View:

It is the officer's view that the Director has discharged their responsibility as a delegate of the Corryong Cemeteries Trust in a timely and effective manner.

6.2 Cemeteries Trust Fees (DCOD-04/04/0004)

Disclosure of Interests (S.130):

This report was prepared by Mr Justin Troy, Coordinator Governance and Compliance.

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 the report is to consider the increase to fees proposed by the Department of Health and determine acceptance or otherwise.

Summary:

The *Cemeteries and Crematoria Act 2003* provides that cemetery trust fees are indexed by Consumer Price Index (CPI) each year. The Trust has received a proposed fee schedule for the Corryong Cemeteries from the Department of Health based on fees being indexed by a CPI increase of 2.5% from 1 July 2025. The Trust has until 6 June 2025 to notify the Department of Health if it wishes to opt out of this increase across all or any of its fees.

Recommendation:

That the Corryong Cemeteries fee increases proposed by the Department of Health in their correspondence dated 17 February 2025 are accepted.

Attachment:

1. 2025 Department Fee Increase [6.2.1 - 6 pages]

Background/History:

Under Section 39 of the *Cemeteries and Crematoria Act 2003* (the Act), cemetery trusts have the power to set fees and charges and as per section 40, the Department of Health has the power to approve fees set by that trust. Fees may encompass current cemetery operational costs, cover repairs and replacement costs associated with cemetery facilities and equipment and ensure adequate financial reserves for future operation.

Section 43 of the Act provides that cemetery trust fees \$50 or above are to be

increased by the CPI increase each year and that fee increases are to be rounded to the nearest 5-dollar unit. CPI refers to the All Groups Consumer Price Index for Melbourne, published by the Australian Bureau of Statistics.

Cemetery trusts may elect not to apply the increase to all or to individual fees by notifying the Department of Health in writing.

The Department of Health has issued correspondence to the Corryong Cemeteries Trust indicating that the CPI increase to be applied from 1 July 2025 is 2.5%, and that if the Trust elects not to apply the increase to all fees or to individual fees, it must notify the Department in writing by Friday 6 June 2025. If no notification is provided, then the CPI increase will be applied.

It is noted that any other changes to cemetery trust fees must be approved by the Secretary of the Department of Health.

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

The fee increases proposed by the Department of Health are in accordance with Section 43 of the *Cemeteries and Crematoria Act 2003*.

Options – Best Outcomes for the Community (s.9(2)(b)):

The Trust could choose not to apply the CPI increase to all or selected fees, noting that choosing not to apply CPI increases may erode the Trust's ability to maintain financial sustainability.

Sustainability Implications (s.9(2)(c)):

Application of CPI increases to Corryong Cemeteries Trust fees will help to ensure the ongoing financial sustainability of the Cemeteries.

Community Engagement (s.9(2)(d)):

Not applicable.

Innovation and Continuous Improvement (s.9(2)(e)):

Not applicable.

Collaboration (s.9(2)(f)):

Not applicable.

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

Indexing the Cemeteries fees by CPI aids the Trust in covering its costs. The Trust achieved a surplus of \$423 for the prior financial year 2023/24. Generally, Trust financials fluctuate from year to year based on the number of interments and the degree of cemetery maintenance required.

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

Not applicable.

Council Plans and Policies:

Council Plan:

Not applicable.

Council Policies:

Not applicable.

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:

Increasing Cemeteries fees in line with CPI helps to mitigate the risk that the Trust becomes financially unsustainable.

Officer's View:

It is the officer's recommendation that the CPI increase to fees be accepted. This will ensure the cemetery remains financially stable and to enable opportunities for future capital works and maintenance projects.

7 Closure of Meeting

Corryong Cemeteries Trust Meeting - 28 May 2025 Attachments

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Department of Health

SCANNED
20-2-25

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
www.health.vic.gov.au
DX 210081

Narelle Taylor
Responsible Officer
Corryong Cemeteries Trust
PO Box 55
TALLANGATTA VIC 3700

CPI INCREASE TO CEMETERY TRUST FEES

Dear Ms Taylor

In accordance with s. 43 of the *Cemeteries and Crematoria Act 2003* (the Act), the Consumer Price Index (CPI) is applied annually to all Victorian cemetery trust fees of \$50 and above. This year's CPI increase is **2.5 per cent**, as determined by the Australian Bureau of Statistics.

Your trust's fee schedule is attached, listing the current fees and the CPI-adjusted amounts which come into effect on **1 July 2025**. Fees increased by CPI are rounded to the nearest multiple of \$5.

Trusts can only charge fees that have been approved by the Secretary of the department. The attached fee schedule is a list of your trust's approved fees. **Please check the fee schedule carefully**, as discrepancies between the prices in this schedule and what the trust charges can increase the risk of fee disputes. Members of the public can access the approved fee list online at <<https://www.health.vic.gov.au/cemeteries-and-crematoria/cemetery-search>>.

If your trust charges different fees or if there are missing, duplicated or unfamiliar fees in the attached schedule compared to what the trust charges, please contact the department.

Trusts should regularly review their fees to ensure current expenses are covered and to plan for the future maintenance of the cemetery. To increase fees (other than the CPI increase) or to add new fees, trusts must follow the department's fee application process to seek the permission of the department Secretary. More information about fee applications is available online at <<https://www.health.vic.gov.au/cemeteries-and-crematoria/class-b-cemetery-trust-fee-setting>>.

Your trust can elect **not** to apply the increase to individual fees by writing to the department before Friday 6 June 2025. Requests may be refused if the trust cannot demonstrate it has given regard to its obligation under the Act to fund the perpetual maintenance of its cemeteries.

If you require further information about the CPI increase, fees or fee-setting, please contact us on Freecall 1800 034 280 or by email to <cemeteries@health.vic.gov.au>.

Yours sincerely

Nicole McDonald
Manager, Divisional Portfolio Entity and Appointments Advisory Unit
People, Operations, Legal and Regulation Division

17 February 2025

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1. Minutes of the previous meeting The minutes of the previous meeting held on 28 May 2024 were presented and approved.	2. Financial Report The financial report for the period ending 31 March 2025 was presented and approved.
3. Proposed new headstone for the late Mr. John Smith The proposed new headstone for the late Mr. John Smith was presented and approved.	4. Proposed new headstone for the late Mrs. Jane Smith The proposed new headstone for the late Mrs. Jane Smith was presented and approved.
5. Proposed new headstone for the late Mr. Robert Smith The proposed new headstone for the late Mr. Robert Smith was presented and approved.	6. Proposed new headstone for the late Mrs. Mary Smith The proposed new headstone for the late Mrs. Mary Smith was presented and approved.
7. Proposed new headstone for the late Mr. David Smith The proposed new headstone for the late Mr. David Smith was presented and approved.	8. Proposed new headstone for the late Mrs. Susan Smith The proposed new headstone for the late Mrs. Susan Smith was presented and approved.

**Proposed scale of fees for
Corryong**

<i>Description</i>	<i>Current Fee Amount \$</i>	<i>CPI Increase 2025</i>	<i>Proposed Fee Amount \$</i>
106 - Administration Fees Miscellaneous - Interment administration - Removal of ashes - Columbarium	80	2.5	80
302 - Interment Services Exhumation - Cost plus 20%	0	0	0
304 - Interment Services Interment of bodily remains - Adult - First interment - Cost plus 20%	0	0	0
307 - Interment Services Interment of bodily remains - Child - First interment - Cost plus 20%	0	0	0
311 - Interment Services Interment of cremated remains - Interment in grave - Lawn & Memorial Sections	100	2.5	100
311 - Interment Services Interment of cremated remains - Interment in grave - Outside Standard Hours	325	2.5	335
312 - Interment Services Interment of cremated remains - Interment in memorial - Rose Garden & Columbarium	100	2.5	100
312 - Interment Services Interment of cremated remains - Interment in memorial - Outside Standard Hours	325	2.5	335
316 - Interment Services Lift and Reposition - Cost plus 20%	0	0	0
405 - Memorial permit fees Installation - Affixing bronze and or granite panel or other base by external supplier - On a lawn grave or lawn beam excludes concrete rest and or spacing block	44	0	44
407 - Memorial permit fees Installation - Affixing bronze and or granite panel or other base by external supplier - To an above ground cremation memorial excludes concrete rest and or spacing block	44	0	44
408 - Memorial permit fees Installation - Affixing bronze externally supplied plaque and or granite panel or other base by cemetery - Affixing or installation or placement fee	125	2.5	130
409 - Memorial permit fees Installation - Affixing bronze externally supplied plaque and or granite panel or other base by cemetery - Supply of concrete rest, spacing block or other necessary base - Rose Garden & Columbarium	160	2.5	165
417 - Memorial permit fees Installation - New monument without existing foundation - Single Grave	250	2.5	255
420 - Memorial permit fees Renovation - Additional Inscription	80	2.5	80
422 - Memorial permit fees Renovation - Major - Single Grave	190	2.5	195
423 - Memorial permit fees Renovation - Minor - Single Grave	140	2.5	145
510 - Memorialisation - Plaque - Cost plus 20%	0	0	0
510 - Memorialisation - Plaque - Removal	42	0	42
515 - Memorialisation - Vase - Cost plus 20%	0	0	0
601 - Right of interment bodily remains At Need - Adult - Lawn & Monumental	1005	2.5	1030
607 - Right of interment bodily remains Pre Need - Adult - Lawn & Monumental	1005	2.5	1030

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607 - Right of interment bodily remains Pre Need - Adult - First interment - Lawn & Monumental	1005	2.5	1030
614 - Right of interment cremated remains At Need - Single - Perpetual tenure - Rose Garden & Columbarium	395	2.5	405
620 - Right of interment cremated remains Pre Need - Single - Perpetual tenure - Rose Garden & Columbarium	395	2.5	405
628 - Right of interment Surrender - Administration (DH sliding scale for maintenance is also applied to the refund)	0	0	0

