

MOUNT GAMBIER CEMETERY TRUST

Minutes of Meeting held at Carinya Gardens Cemetery Reception Area, Grant Avenue,
Mount Gambier, on Tuesday 14th June 2016 at 12.15 p.m.

MINUTES

PRESENT: Cr B Collins (Presiding Member)
Cr M Lovett
Mr T Bolton and G Ware

APPOINTMENT OF PRESIDING MEMBER:

The Secretary reported:

- (a) Section 10 of the Terms of Reference of the Mount Gambier Cemetery Trust states:

10.1 The appointment of the Presiding Member of the Trust be by resolution of the Trust from amongst the Members who comprise the Trust, such appointment to be for a period not exceeding one year.

10.2 The Presiding Member, when present, shall preside at all meetings of the Trust.

10.3 In the absence of the Presiding Member at any meetings of the Trust, the Members when present at that meeting of the Trust, shall appoint an Acting Presiding Member, who shall preside at that meeting.

- (b) the Secretary invited nominations for the position of Presiding Member of the Mount Gambier Cemetery Trust for the period to 30th June 2017.

Mr Bolton nominated Cr Collins to be Presiding Member of the Mount Gambier Cemetery Trust for the period to 30th June 2017.

Cr Collins accepted the nomination.

There being no further nominations, Cr Collins was elected as Presiding Member of the Mount Gambier Cemetery Trust for the period to 30th June 2017.

The Presiding Member took the Chair for the following business.

APOLOGIES: **Mr Bolton moved the apology received from Cr Von Stanke be accepted.**

Cr Collins seconded

Carried

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COUNCIL MEMBERS

AS OBSERVERS: Nil

WE ACKNOWLEDGE THE BOANDIK PEOPLES AS THE TRADITIONAL CUSTODIANS OF THE LAND WHERE WE MEET TODAY. WE RESPECT THEIR SPIRITUAL RELATIONSHIP WITH THE LAND AND RECOGNISE THE DEEP FEELINGS OF ATTACHMENT OUR INDIGENOUS PEOPLES HAVE WITH THIS LAND.

MINUTES: Mr Bolton moved the minutes of the previous meeting held on 20th November 2015 be taken as read and confirmed.

Cr Lovett seconded

Carried

QUESTIONS: (a) With Notice - nil submitted.
(b) Without Notice – nil received.

1. FINANCIAL STATEMENT – Statement of Trading Activity – Ref. AF11/1371

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr Lovett moved the Statement of Trading Activity as at 30th April 2016 be received.

Mr Ware seconded

Carried

2. BUDGET ESTIMATES – 2015/16 – Ref. AF11/1371

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

The Secretary reported:

- (a) the 2015/16 Budget has an allocation of \$40,000 for the replacement of the machinery shed at Carinya Gardens Cemetery;
- (b) it appears this project will be significantly more expensive than initially budgeted for, including the installation of a new electricity service to the new shed.

Mr Ware moved:

- (a) the report be received;
- (b) the 2015/16 budget be amended to include an amount of \$100,000 for the replacement of the machinery shed at Carinya Gardens Cemetery.

Cr Lovett seconded

Carried

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3. GOVERNMENT RELATIONS – Local Government Act 1999 Legislation and Regulations – Ref. AF11/1309

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

The Secretary reported:

- (a) The commencement date for the Accountability and Governance amendments to the Local Government Act 1999 was proclaimed in the SA Government Gazette on 31st March 2016;
- (b) provisions that directly affect Members include:
 - Conflict of Interest/Disclosure provisions
 - Informal Workshops
 - Register of Interest/Ordinary Return provisions
- (c) Corporate and Community Services Report 24/2016 was provided at the Council Meeting on 20th April 2016 which outlined the above provisions and the effect on Members.

Cr Lovett moved the report be received and noted for information.

Mr Ware seconded

Carried

4. CEMETERIES – Carinya Gardens/Lake Terrace Cemetery – Scale of Fees – Ref. AF11/1734, AF11/1735

Goal: Governance

Strategic Objective: Fully integrate long term asset and financial plans with the annual business plan and annual budget.

The Secretary reported:

- (a) The Trust on 16th February 2001 resolved "*the review of the Trust's fees for Carinya Gardens and the Trust's section at the Lake Terrace Cemetery (vault section and burial section) be made early in each calendar year and any increase in fees commence from 1st July, in each year*";
- (b) the fees were last increased on 1st July 2015 for Carinya Gardens Cemetery, 'H' (vault) section and 'J' (burial) section at the Lake Terrace Cemetery;
- (c) it should be noted that Arrow Bronze have advised of a price increase of 1.9% from 1st July 2016.

Mount Gambier Cemetery Trust Minutes of 14th June 2016 Cont'd...

Mr Bolton moved:

- (a) the report be received;
- (b) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for Carinya Gardens Cemetery, such fees to apply from 1st July 2016:

CARINYA GARDENS CEMETERY

BURIALS	Current Fee inc GST	2016/17 Fee inc GST
NOTE: In this Schedule - “single depth” means a depth of 1.67 metres “double depth” means a depth of 2.13 metres “triple depth” means a depth of 3.05 metres		
Single Depth Burial	1600	1630
Double Depth Burial	1650	1680
Triple Depth Burial	1750	1780
Exhumation - when authorised	2300	2350
Oversize coffins and caskets NOTE: A surcharge of \$150 will apply if notification of an oversize coffin or casket is received after the grave has been excavated	Nil	Nil
Children under twelve (12) years of age in Children’s Garden	600	620

BURIAL LEASES	Current Fee inc GST	2016/17 Fee inc GST
Lease fees are payable in addition to Burial Fees All burial leases for a period of seventy five (75) years from date lease is issued.		
All burial sites, excluding family allotments and children’s gardens (Boronia & Willow)	1900	1940
Children’s Burial Gardens (Willow Garden & Boronia Garden)	800	820
Family allotments 3.66 metres x 3.66 metres	7600	7750

CREMATION	Current inc GST	2016/17 Fee inc GST
Basic Cremation Fee (Monday to Friday)		
Adults	970	990
Children under twelve (12) years of age	480	490
Infant under two (2) year of age	260	270
Infants under one year of age (if undertaken on day when other cremations are taking place – otherwise fee to be as per Infant under two (2) years of age)	Nil	Nil

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Witnessing charging of coffin in to cremator:		
• No Chapel Service - Additional	125	125
• Chapel Service	Nil	Nil

OTHER CHARGES	Current Fee inc GST	2016/17 Fee inc GST
Use of Chapel - 9.00 a.m. to 3.30 p.m. (excluding weekends & public holidays)	280	285
Saturday Fee - Extra	600	620
Sundays and Public Holidays - Extra	940	960
Monday to Friday (bookings 3.00 p.m. or after) - Extra	410	435
Delivery of cremated remains, including administration, postage and packaging:		
In Australia	135	140
Overseas - to be advised		
Cremated Remains interred in existing grave	435	445
Brass Flower Vase	40	40
Works on Memorial Plaques – Licence	40	40

- (c) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the burial section (Section J) of the Lake Terrace Cemetery, such fees to apply from 1st July 2016:

LAKE TERRACE CEMETERY SECTION J

BURIALS	Current Fee inc GST	2016/17 Fee inc GST
NOTE: In this Schedule - “single depth” means a depth of 1.67 metres “double depth” means a depth of 2.13 metres “triple depth” means a depth of 3.05 metres		
Single Depth Burial	1600	1630
Double Depth Burial	1650	1680
Triple Depth Burial	1750	1780
Exhumation - when authorised	2300	2350
Oversize coffins and caskets NOTE: A surcharge of \$150 plus GST will apply if notification of an oversize coffin or casket is received after the grave has been excavated	Nil	Nil

BURIAL LEASES	Current Fee inc GST	2016/17 Fee inc GST
Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.		

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Lease fee for all burial sites	1900	1940
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OTHER CHARGES	Current Fee inc GST	2016/17 Fee inc GST
Saturday Fee - Extra	600	620
Sundays and Public Holidays - Extra	940	960
Monday to Friday (bookings 3.30 p.m. or after) - Extra	410	435
Cremated Remains interred in existing grave	435	445
Monument Licence Fee:		
• Single	420	430
• Double	640	650
• Each Additional Inscription	80	85

- (d) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the vault section (Section H) of the Lake Terrace Cemetery, such fees to apply from 1st July 2016:

LAKE TERRACE CEMETERY SECTION H

VAULTS	Current Fee inc GST	2016/17 Fee inc GST
Each vault can accommodate two interments Lease fees are payable in addition to Burial Fees All burial leases for a period of fifty (50) years from date lease is issued.		
Concrete Vault Lease	11600	11800
Opening of Vault:		
• First opening without headstone	550	600
• First opening with headstone	850	900
• Second opening without headstone	550	600
• Second opening with headstone	850	900

OTHER CHARGES	Current Fee inc GST	2016/17 Fee inc GST
Saturday Fee - Extra	600	620
Sundays and Public Holidays - Extra	900	960
Monday to Friday (bookings 3.00 p.m. or after) – Extra	410	435
Monument Licence Fee:		
• Single	420	430
• Double	640	650
• Each Additional Inscription	80	85

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Extensions for an additional five (5) years for leases to the concrete burial vaults be made available after five (5) years of the original lease has expired, on payment of a prescribed fee as determined by the Trust.	
Note fees may change if installation of further concrete vaults occurs.	

- (e) the City of Mount Gambier be requested, pursuant to the provisions of Section 188 of the Local Government Act 1999, to approve the following fees for the interment of cremated remains and installation of bronze memorial plaques, such fees to apply from 1st July 2016:

GRANITE MEMORIALS

WATERFALL AREA – GARDENS 1,2 & 3

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	900	920
Plaque 6 Lines	505	525
Lasting Memories Plaque	1,300	1350
Life's Memories Plaque	1,365	1420
2 nd Interment Reservation	450	460

Cross Area, Boronia Garden

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	650	660
Plaque 6 Lines	505	525
Lasting Memories Plaque	1,300	1350
Life's Memories Plaque	1,365	1420
2 nd Interment Reservation	325	330

Rotunda Memorial

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	900	920
Plaque 6 Lines	505	525
Lasting Memories Plaque	1,300	1350
Life's Memories Plaque	1,365	1420
2 nd Interment Reservation	450	460

PLINTH MEMORIALS

WATERFALL AREA – GARDEN 1

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	700	720
Plaque 6 Lines	420	440
2 nd Interment Reservation	350	360

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CROSS AREA, ROSE GARDENS 1,2,3 & 4

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	600	620
Plaque 6 Lines	420	440
2 nd Interment Reservation	300	310

NICHE WALL MEMORIALS

RUSTIC (GRANITE) WALL

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	480	490
Single Plaque 6 Lines	410	425
Dual Conversion Plaque	630	650
Detachable Plate	275	285

BLOCK WALL

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Licence Fee (25 years)	420	430
Single Plaque 6 Lines	390	405

BURIAL AREA

BURIAL LAWNS

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Single Plaque 6 Lines (including 2 brass vases)	680	700
Single Plaque 6 Lines	610	630
Dual Conversion Plaque	790	810
Detachable Plate	290	300
Family Allotment Plaque including Granite	620	645
Family Allotment Nameplate	370	385
Lasting Memories Plaque includes 3 photos and a maximum of 75 letters	1700	1740
Life's Memories Plaque	1630	1670

MISCELLANEOUS

ITEM	Current Fee inc GST	2016/17 Fee inc GST
Memorial Seat Plaque	390	410

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Extra Lines on Plaques	35	40
Plaque Cleaner	30	30
Plaque Refurbishment		
- Single Plaque	150	160
- Dual Conversion Plaque	175	185
Photograph 5x7cm		
- 'True to Life'	340	340
- Ceramic	100	120
Standard Emblem	75	80
Additional Proof	50	55

Mr Ware seconded

Carried

5. ORGANISATIONS AND ASSOCIATIONS – Australasian Cemeteries and Crematoria Association (ACCA) 29th Annual Conference 2016 – Ref. AF11/1483

Goal: Governance

Strategic Objective: Engage with national, state, regional and local forums and partnerships to provide solutions and options to continually improve Council's service delivery and performance.

The Secretary reported the 2016 annual ACCA conference is to be held at Perth from 25th to 28th September.

Mr Ware moved:

- (a) the report be received;**
- (b) the Secretary be registered to attend the 29th Annual ACCA Conference at Perth from 25th to 28th September 2016, with costs to be borne by the Trust.**

Mr Bolton seconded

Carried

6. NEXT MEETING

Cr Lovett moved the next meeting of the Trust be held on Friday 27th August 2016 at 12.15 p.m.

Mr Bolton seconded

Carried

MOTIONS WITHOUT NOTICE -

The meeting closed at 12.40p.m.
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