

MOUNT GAMBIER CEMETERY TRUST

Meeting held at Carinya Gardens Cemetery Reception Area, Grant Avenue, Mount Gambier, on Friday 5th June 2015 at 12.15 p.m.

MINUTES

PRESENT: Crs B Collins and I Von Stanke
Mr T Bolton

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 2016.

Cr I Von Stanke nominated Cr B Collins to be Presiding Member of the Mount Gambier Cemetery Trust for the period to 30th June 2016.

Mr T Bolton seconded

Carried

The Presiding Member took the Chair for the following business.

APOLOGIES: Cr M Lovett

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.

Mount Gambier Cemetery Trust Minutes of 5th June 2015 Cont'd...

MINUTES: **Cr I Von Stanke moved the minutes of the previous meeting held on 5th November 2014 be taken as read and confirmed.**

Mr T Bolton seconded

Carried

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

1. MOUNT GAMBIER CEMETERY TRUST – Trust Representatives – Ref. AF11/1371

Goal: *Governance*

Strategic Objective: *Demonstrate innovative and responsive organisational governance.*

The Secretary reported:

(a) the Terms of Reference for the conduct of the business of the Mount Gambier Cemetery Trust states:

6.1 Membership of the Trust shall be:

6.1.1 Two members nominated by the Council.

6.1.2 One member nominated by the District Council.

6.1.3 One representative appointed by the Mount Gambier and District Ministers' Association.

6.1.4 One representative appointed by the membership of the Trust, as defined in 6.1.1; 6.1.2 and 6.1.3 as community representative.

(b) the City of Mount Gambier have nominated Cr Mark Lovett and Cr Ian Von Stanke to be members of the Trust;

(c) the District Council of Grant has nominated Cr Brian Collins to be member of the Trust;

(d) the Mount Gambier and District Ministers' Association have appointed Gary Ware to be member of the Trust;

Cr I Von Stanke moved:

(a) the report be received;

(b) Mr Tony Bolton be appointed by the membership of the Trust to continue as Community Representative.

Cr Collins seconded

Carried

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2. FINANCIAL STATEMENT - Income and Expenditure as at 31st May 2015 – Ref. AF11/1371

Goal: Governance

Strategic Objective: Demonstrate innovative and responsive organisational governance.

Cr I Von Stanke moved the financial statement as at 31st May 2015 be received.

Mr T Bolton seconded

Carried

3. MOUNT GAMBIER CREMATORIUM – Secondary Exit – AF11/551

Goal: Securing Economic Prosperity

Strategic Objective: (i) Provide infrastructure and facilities that contribute to Mount Gambier being able to enhance its economic base and quality of life.

The Secretary reported:

- (a) following receipt of a Work Health and Safety report raising concerns about a lack of rear exit from the cremator operating room, Chapman Herbert Architects were engaged to investigate and develop a proposal to overcome the concerns raised;
- (b) a report was prepared at a cost of \$3,000;
- (c) the Trust, on 5th November 2015, resolved “*the matter be left lie on the table pending discussions with the Director – Operational Services regarding other possible options*”;
- (d) discussions have been held with the Director-Operational Services, Trust Secretary and employees who operate the cremator. The Safe Work Procedure for the cremator has also reviewed and updated.

Mr T Bolton moved:

- (a) the report be received;
- (b) the Trust not proceed with the installation of a secondary exit at the crematorium.

Cr I Von Stanke seconded

Carried

Mount Gambier Cemetery Trust Minutes of 5th June 2015 Cont'd...

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 2014 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 4.3% from 1st July 2015.

Cr I Von Stanke 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 2015:

CARINYA GARDENS CEMETERY

BURIALS	Current Fee inc GST	2015/16 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	1550	1600
Double Depth Burial	1600	1650
Triple Depth Burial	1700	1750
Exhumation - when authorised	2300	2300
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	550	600

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BURIAL LEASES	Current Fee inc GST	2015/16 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)	1850	1900
Children's Burial Gardens (Willow Garden & Boronia Garden)	750	800
Family allotments 3.66 metres x 3.66 metres	7400	7600

CREMATION	Current inc GST	2015/16 Fee inc GST
Basic Cremation Fee (Monday to Friday)		
Adults	930	970
Children under twelve (12) years of age	460	480
Infant under two (2) year of age	250	260
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
Witnessing charging of coffin in to cremator:		
• No Chapel Service - Additional	125	125
• Chapel Service	Nil	Nil

OTHER CHARGES	Current Fee inc GST	2015/16 Fee inc GST
Use of Chapel - 9.00 a.m. to 3.30 p.m. (excluding weekends & public holidays)	270	280
Saturday Fee - Extra	590	600
Sundays and Public Holidays - Extra	900	940
Monday to Friday (bookings 3.00 p.m. or after) - Extra	410	410
Delivery of cremated remains, including administration, postage and packaging:		
In Australia	135	135
Overseas - to be advised		
Cremated Remains interred in existing grave	420	435
Removal or transfer of memorialised cremated remains	155	155
Brass Flower Vase	36	40
Works on Memorial Plaques – Licence	36	40

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- (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 2015:

LAKE TERRACE CEMETERY SECTION J

BURIALS	Current Fee inc GST	2015/16 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	1550	1600
Double Depth Burial	1600	1650
Triple Depth Burial	1700	1750
Exhumation - when authorised	2300	2300
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	2015/16 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.		
Lease fee for all burial sites	1850	1900

OTHER CHARGES	Current Fee inc GST	2015/16 Fee inc GST
Saturday Fee - Extra	590	600
Sundays and Public Holidays - Extra	900	940
Monday to Friday (bookings 3.30 p.m. or after) - Extra	410	410
Cremated Remains interred in existing grave	420	435
Monument Licence Fee:		
• Single	410	420
• Double	620	640
• Each Additional Inscription	60	80

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- (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 2015:

LAKE TERRACE CEMETERY SECTION H

VAULTS		Current Fee inc GST	2015/16 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		11500	11600
Opening of Vault:			
• First opening without headstone		500	550
• First opening with headstone		800	850
• Second opening without headstone		500	550
• Second opening with headstone		800	850

OTHER CHARGES		Current Fee inc GST	2015/16 Fee inc GST
Saturday Fee - Extra		590	600
Sundays and Public Holidays - Extra		900	900
Monday to Friday (bookings 3.00 p.m. or after) – Extra		410	410
Monument Licence Fee:			
• Single		410	420
• Double		620	640
• Each Additional Inscription		60	80
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.			

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- (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 2015:

GRANITE MEMORIALS

WATERFALL AREA – GARDENS 1,2 & 3

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	880	900
Plaque 6 Lines	480	505
Lasting Memories Plaque	1,200	1,300
Life's Memories Plaque	1,300	1,365
2 nd Interment Reservation	440	450

Cross Area, Boronia Garden

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	620	650
Plaque 6 Lines	480	505
Lasting Memories Plaque	1,200	1,300
Life's Memories Plaque	1,300	1,365
2 nd Interment Reservation	310	325

Rotunda Memorial

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	880	900
Plaque 6 Lines	480	505
Lasting Memories Plaque	1,200	1,300
Life's Memories Plaque	1,300	1,365
2 nd Interment Reservation	440	450

PLINTH MEMORIALS

WATERFALL AREA – GARDEN 1

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	690	700
Plaque 6 Lines	400	420
2 nd Interment Reservation	345	350

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

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	580	600
Plaque 6 Lines	400	420
2 nd Interment Reservation	290	300

NICHE WALL MEMORIALS

RUSTIC (GRANITE) WALL

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	460	480
Single Plaque 6 Lines	390	410
Dual Conversion Plaque	600	630
Detachable Plate	260	275

BLOCK WALL

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Licence Fee (25 years)	400	420
Single Plaque 6 Lines	370	390

BURIAL AREA

BURIAL LAWNS

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Single Plaque 6 Lines (including 2 brass vases)	630	680
Single Plaque 6 Lines	580	610
Dual Conversion Plaque	750	790
Detachable Plate	275	290
Family Allotment Plaque including Granite	590	620
Family Allotment Nameplate	350	370
Lasting Memories Plaque includes 3 photos and a maximum of 75 letters	1,600	1700
Life's Memories Plaque	1,550	1630

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MISCELLANEOUS

ITEM	Current Fee inc GST	2015/16 Fee inc GST
Memorial Seat Plaque	370	390
Extra Lines on Plaques	30	35
Plaque Cleaner	30	30
Plaque Refurbishment		
- Single Plaque	140	150
- Dual Conversion Plaque	140	175
Photograph 5x7cm		
- 'True to Life'	325	340
- Ceramic	95	100
Standard Emblem	70	75
Additional Proof	40	50

Mr T Bolton seconded

Carried

6. NEXT MEETING

Cr I Von Stanke moved the next meeting of the Trust be held on Friday 7th August 2015 at 12.15 p.m.

Mr T Bolton seconded

Carried

MOTIONS WITHOUT NOTICE - Nil

The meeting closed at 1.40 p.m.
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CONFIRMED THIS

DAY OF

2015.

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PRESIDING MEMBER