

MINUTES



FERNTREE GULLY CEMETERY TRUST SPECIAL COMMITTEE

Held Wednesday, 9 September 2015
Meeting Room 2
Knox Civic Centre
511 Burwood Highway Wantirna South
Commencing 7.02pm

1. PRESENT

Cr Karin Orpen (Chair)
Cr John Mortimore
Heather Kleesh
Tricia Kirk
Kevin Knox

2. INVITEES

Carrie Bruce
Dave Munn
Kerryn Ellis
Karen Beaton

3. APOLOGIES

Nil.

4. DECLARATIONS OF CONFLICT OF INTEREST

Nil.

5. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Minutes of Meeting held 20 April 2015.

MOVED: T. KIRK

SECONDED: H. KLEESH

That the Minutes of the Ferntree Gully Cemetery Trust Special Committee meeting held on 20 April 2015 be accepted.

CARRIED

6. BUSINESS ARISING FROM PREVIOUS MEETING

6.1 Annual Works Plan 2014/15

The following schedule of works were completed in 2014/15.

ITEM	DESCRIPTION	STATUS	DUE DATE
1	Commence a review of the current administrative and maintenance operations of the Cemetery to establish a reliable and representative cost of the Cemetery's operations to Council.	A review of current administrative and maintenance costs has been undertaken for the purpose of reviewing the 2015 fee application to the Department of Health.	February 2015 An overview of the review was provided by staff and noted by the Committee
2	Review of fee structure in advance of 2015 fee application to the Department of Health (to be conducted following the review of item 1 above).	In addition to the above, and having utilised the Department of Health's fee justification model, no increase above CPI is proposed for the 2015/16 cemetery fees.	Completed
3	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health, support to the Cemetery Trust Special Committee and training.	Ongoing	Ongoing

6.2 Annual Works Plan 2015/16**MOVED: T. KIRK****SECONDED: H. KLEESH**

That the following be endorsed as the Annual Works Plan for the 2015/2016 financial year.

ITEM	DESCRIPTION	STATUS	DUE DATE
1	Continue the review of the current administrative and maintenance operations of the Cemetery to inform the Governance Service Planning analysis as it relates to the Ferntree Gully Cemetery.		February 2016
2	Review of fee structure in advance of 2016 fee application to the Department of Health (to be conducted in conjunction with the review of item 1 above).		February 2016
3	Ongoing activities including burial and ashes interments and bookings, liaison with clients regarding memorial options, quarterly reporting, customer service, search of records, Annual Report and liaison with the Department of Health, support to the Cemetery Trust Special Committee and training.		Ongoing
4	Replacement/new signage		February 2016
5	Obtain cost estimates for the replacement/repairs/modifications to perimeter fencing, main entrance gates and raised brick garden beds		December 2015

CARRIED

6.3 Asset Renewal Update

Councillor Mortimore left the meeting at 7:31pm and returned to the meeting at 7.36pm during discussion on item 6.3.1

6.3.1 Signage

As requested at the 20 April 2015 committee meeting, staff investigated additional signage options for the cemetery. A total of 28 signs will be required.

Quotations were sought from two foundries for the manufacture of bronze markers. The estimated cost for the replacement of 28 signs with bronze markers is between \$10,032 and \$12,738 including GST. Note, this price is for the markers only and does not include the cost of stands or installation.

At the request of the Committee a quotation was also sourced for recycled plastic signage. The cost estimate for replacement of 28 signs utilising recycled plastic is \$16,500. These signs are able to be installed by the sexton. A sample sign was presented to the meeting for consideration which was the preferred signage option by the Committee.

In addition to the section markers, it was also recommended that two podium style display maps be manufactured for placement at the entrances to cemetery.

It was also requested that staff investigate the possibility of renaming some existing sections within the cemetery.

MOVED: H. KLEESH

SECONDED: K. KNOX

That staff:

1. Investigate the possibility of renaming some areas of the cemetery to achieve naming consistency.
2. Proceed with the obtaining of firm quotation/s for the purchase of signage as follows:

Material:	Recycled plastic - dark green core, manila top layer
Size:	690mm wide x 210mm high, except for one sign to be sized to accommodate three (3) area names
Number required:	28 signs on sloped pedestal (refer appendix A for list of area names)
Font:	as per "Church of England A" sample
Fern Leaf:	full depth cut

Two (2) off podium style display maps 800mm wide x 600mm high, full colour photograph of cemetery grounds with areas named.

CARRIED

6.4 Lone Pine Project

At its last committee meeting, the Trust gifted to Knox City Council a Lone Pine Tree donated by the Cemeteries and Crematoria Association of Victoria to acknowledge the 100 year anniversary of the Gallipoli campaign.

Councillor Orpen advised that on Saturday 8 August 2015 the community gathered at Quarry Park to acknowledge the 100 year anniversary of the Gallipoli campaign at a ceremony which included the planting of the Lone Pine tree by the Mayor, Councillor Peter Lockwood and herself as the Dobson Ward Councillor. Councillor Orpen noted the event was well attended by the local community and that Council appreciated the gesture of the Cemetery Trust in donating the tree.

7. ITEMS FOR DISCUSSION

7.1 Annual Report to Council for Year Ended 30 June 2015 (Appendix B) including Financial Statements, Audit Report and Abstract of Accounts

MOVED: T. KIRK
SECONDED: CR. J. MORTIMORE

That the Annual Report to Council for the Year Ended 30 June 2015 together with the Financial Statements for the period ended 30 June 2015, Audited Financial Statement and Abstract of Accounts for the Department of Health and Human Services as contained in Appendix B with the following amendments:

1. Item 2.1, first paragraph to read:
 The current management agreement has been in place since 1998 with no changes being made to the operating practices in that time. Knox Parks Services continue to provide maintenance to the site. The 2014/15 management fee was \$93,290. The management fee is increased annually by Council's cost escalation factor and the fee is reimbursed to Council by the Cemetery Trust.
2. Appendix A, page 8, remove the asterisk after *The Grove Niche Walls*
3. Appendix C, page 2, Proposed Works:
 - increase signage proposed cost to \$20,000 and add
 - Replacement/remedial works to perimeter fencing at a proposed cost of \$220,000.
4. Appendix C, page 3, change condition of fences from Excellent to Average/Poor

be accepted and presented to Council for approval, signature and return to the Department.

CARRIED

7.2 Service Planning

In 2012 Council determined that Service Planning was an essential way to plan for the long term future of Council's services. In February 2013 Council agreed to review all services across a four-year period on a rolling basis.

At the Strategic Planning Committee held on 11 August 2015, Council endorsed the Governance Service Planning Scope which includes the management of the Ferntree Gully Cemetery. The scope endorsed a review of the role of Council in the provision of the cemetery service acknowledging the work that the Committee was already doing in this space in accordance with its own business plan. Attached at Appendix C is a copy of the Council report and the Governance Service Planning Scope.

Feedback was sought from the Committee in relation to the scope. There will be further opportunity for the Committee to provide feedback as part of the service analysis.

The Manager Governance and Innovation, Ms Kerryn Ellis provided an overview of the basis for including the Ferntree Gully Cemetery in the Governance Service Planning scope noting that the review provided an opportunity to ensure the management of the cemetery was resourced appropriately moving forward.

The Committee noted that since Council took over the management of the cemetery it had gone from strength to strength as a result of sound financial management and the expansion of services to the community. Further, it acknowledged the important contribution by the community in providing input into the management of this valued community asset.

The Committee welcomed and opportunity to provide feedback in the review process.

7.3 Tour of Cemetery by Knox Historical Society

The Committee noted the Knox Historical Society would be conducting tours of the Ferntree Gully Cemetery during History Week (Thursday 8 and Sunday 11 October, 2015).

7.4 Quotations for Replacement of Perimeter Fencing

Staff were requested to obtain quotations for presentation to the Committee at the 2 December 2015 meeting for the replacement of existing cyclone fencing along Forest Road and The Glen with black cyclone fencing of the same style and size as the Clematis Avenue/The Glade perimeter fencing.

Additionally, quotations were requested for remedial works/replacement of the raised brick garden beds at the Forest Road entrance.

7.5 Night Cemetery Tour

Cr Orpen advised that the local learning centre has proposed to conduct a 'night/ghost' tour of the cemetery as a charity fundraiser.

7.6 Email Request for Next of Kin Information

Cr Orpen advised of an email she had received requesting contact details for the holder of a Right of Interment. Staff advised they were aware of the request and would make further contact with the client to discuss the request.

8. GENERAL BUSINESS**8.1 Next Meeting**

- Wednesday, 2 December 2015 at the Ferntree Gully Cemetery, Forest Road, Ferntree Gully

Meeting closed at 9.02pm

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Chairperson