

CAMPERDOWN CEMETERY TRUST

ANNUAL REPORT 2021-2022



Chairperson's Report

This report is for the period January to June 2022 as the annual meeting of the Trust and election of Office Bearers will now take place in October each year.

The new Lawn 3 area commenced being used in October 2021 and has gone very well thanks to our contractors and Trust members.

In February a grant application was approved for new Historical signs near the Information Centre. The signs were installed in June and provide historical information on a number of prominent graves within the Cemetery.

In February it was also resolved to move material from behind the shed/toilet to a new area on the Western boundary. This work has now been completed and has tidied up the previous area ready for possible options.

A lot of work was done on the Protection Data Security Plan by Member Sylvia Walton and Colin Hayman. An Information Asset Register was developed for the Trust.

During the year the Trust was made aware of the request to have listed in the Victorian Heritage Register the Wombeetch Puyuun Grave Monument and Dawson Family Grave at the Cemetery. Considerable time and effort has gone into this process including a visit from Heritage Victoria and a large amount of correspondence.

The Trust have approved several projects that will be undertaken during the 2022/23 financial year:

- Access between rows 11 and 12 in the Old Monument area (*grant received*)
- Various works to the Old Sheds to make them more user friendly particularly in bad weather.
- Area behind the sheds/toilets to be levelled off and grass seed planted. Trust to yet decide on other options.
- Line marking of 21 parallel parking bays on east side of Cemetery Road past the old sheds.
- Quotes to be sought for fireproof filing cabinets to enable a grant application to be submitted.

Thank you to the ground staff Brian Smith, Pat Horan, Alf's Garden Services, David Wilson and Colin Hayman in continuing to ensure that the Cemetery is kept neat and tidy.

To my fellow Trust members thank you for your ongoing support and enthusiasm. The Camperdown Cemetery is in great shape, people can be proud of the last resting place of their loved ones.

Bob Hewitt
CHAIRPERSON Camperdown Cemetery Trust



Secretary/Treasurer's Report

This is the second Annual Report that has been prepared for the Camperdown Cemetery Trust. The main purpose is to provide information on the year's activities.

2021-2022 was another challenging year for the community with COVID still having some impact. The number of people able to visit the Cemetery fluctuated as COVID cases increased.

Despite COVID the number of interments and the number seeking to reserve a site at the Cemetery saw a big increase on the previous year which resulted in increased revenue for the year.

The net result for the 2021-2022 financial year was a surplus of \$10,306. This was despite capital works and other maintenance works totalling \$27,720 being undertaken.

The main expenditure being for:

- Lawn 3 works including headstones, trees and seating - \$13,893
- Supply & installation of 2 flagpoles - \$2,180
- Historical Signage - \$3,853

The accumulated funds will provide for the future development of the Cemetery when required.

In October 2021 the new Lawn 3 area commenced being utilised. As at the 30 June, 20 sites had been either used or prepaid in the new Lawn 3 area. The new Lawn 3 will ensure that graves are available for many years.

The Trust continues to maintain the Cemetery and provide a service to the community.



The Trust has several smaller projects that it is considering which will further assist in maintaining the Cemetery and improve the asset which plays an important part in the life of Camperdown and the surrounding area.

Thank you to Chairperson Bob and the Trust for its ongoing support and to our contractors who provide valued services.

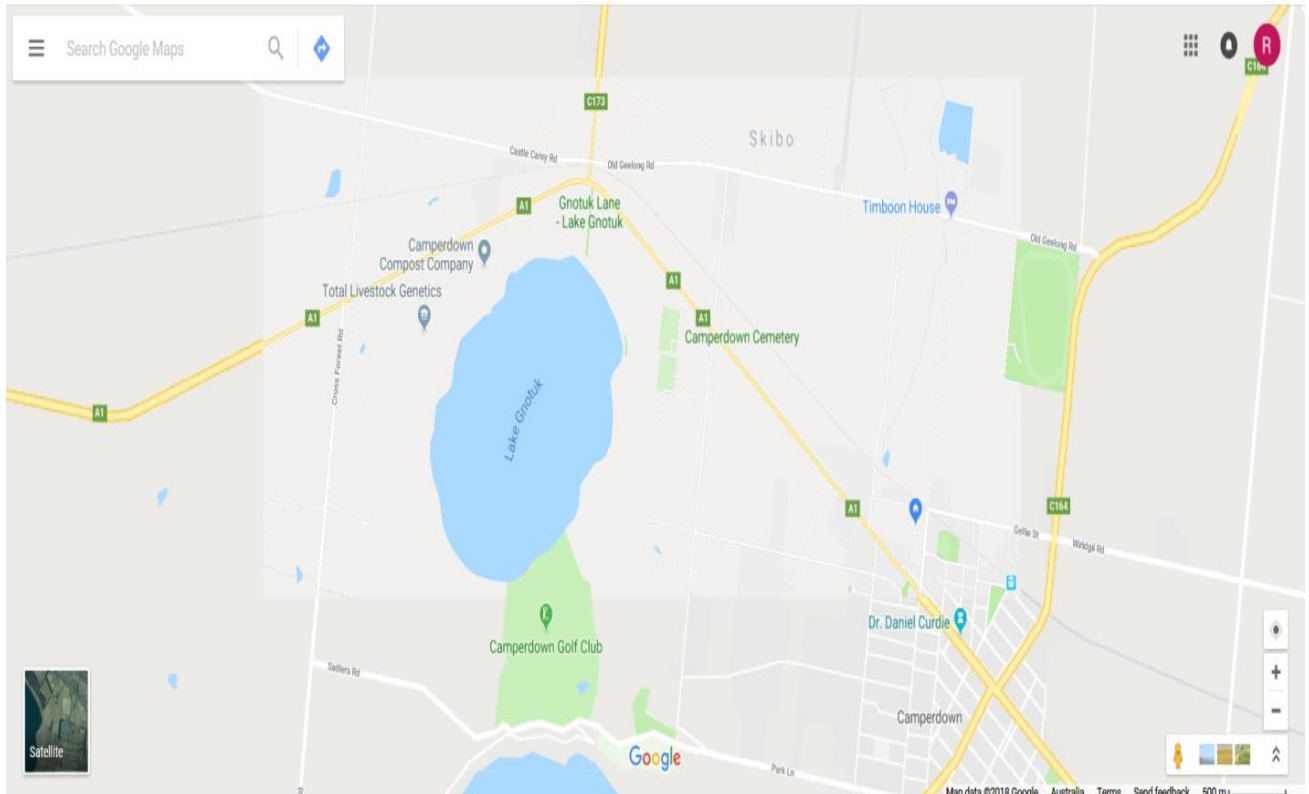
Colin Hayman – SECRETARY/TREASURER

GENERAL INFORMATION

Camperdown is a town of approximately 3,400 residents situated in the southwest of Victoria, on the Princes Highway.

Camperdown Cemetery Location:

Cemetery Road, Camperdown VIC 3260



Contact Details:

The Camperdown Cemetery Trust

P.O. Box 205, Camperdown, Victoria 3260

Phone: 0467 543 878

Email: camperdowncemetery@outlook.com

About the Camperdown Cemetery

The Camperdown Cemetery has a long history.

The following details are taken from “Camperdown A Heritage Study Documentation of Historic Places by Allan Willingham and other information.

The first burial place near Camperdown was established at the Lake Timboon on the Mederanooke Creek in ground that formed part of Donald and Duncan McNicol’s pastoral run Dunoon.

The first move to establish a permanent and official burial place at Camperdown occurred in 1853 when the district surveyor Robert D. Scott was instructed by Robert Hoddle the surveyor-general to select a 10-acre site and mark the reserve into denominational compartments.

Robert Scott prepared a plan of the Cemetery at Camperdown in March 1858, with the layout being approved by the Governor In Council on 6 April 1858. It was laid out in denominational sections, with a circular driveway and flower beds in the centre, but unfortunately that plan was not followed.

The first trustees were John Manifold, John Walls, Daniel Curdie, Adolphus Clark and T.W. Cooper.

The first burial at Camperdown was that of a boundary-rider Edmund Baker in 1854, who died from injuries he received when he was thrown from a horse on “Koort Koort Nong” Station. (Roman Catholic Section)

Other Dates:

1874 – Construction of Cottage

1890 – New fencing erected

1899 – Construction of Caretaker’s Residence

1908 – Outbuildings erected

1950 – Moves to utilise paths for grave sites resulting in changes to Scott’s original landscaped plans.

1963 – The first Memorial Wall was constructed.

1972 – The Lawn 1 section started.

1988 – Additional land to the north of the reserve acquired.

Many of the influential district pioneer pastoralists are interred in the Camperdown Cemetery.

In the centre of the old section of the cemetery is an obelisk erected in 1885 by pioneer settler John Dawson as a memorial to his aboriginal friends including Wombweetch Putuun (‘Camperdown George’).

GENERAL INFORMATION

The Camperdown Cemetery Trust is an incorporated association currently consisting of nine members appointed by the Governor-in-Council.

A Class B cemetery trust consists of between three and 11 members. Cemetery trust members are appointed for a five-year term and are eligible for reappointment.

Cemetery trusts serve the community by providing cemetery services and maintaining public cemeteries. They are ultimately accountable to the Minister for Health and are responsible for the conduct and performance of the cemetery trust entity.

A cemetery trust has a number of roles and responsibilities including:

- strategic – setting the overall operational direction of the cemetery trust in line with its obligations under legislation and in line with government policies
- stewardship – ensuring the cemetery trust's activities reflect public sector values and employment principles
- compliance – ensuring a cemetery trust meets its statutory obligations
- operational – providing cemetery goods and services to the community.

Functions and powers of cemetery trusts

Section 12 of the Cemeteries Act sets out the functions of a Class B cemetery trust. These trusts must:

- properly and efficiently manage and maintain each public cemetery for which it is responsible
- carry out any other function that may be required by legislation.

In exercising its functions, a trust must consider:

- funding its perpetual maintenance obligations
- the cultural and religious values of the community it serves
- the heritage values of the cemetery.

Section 13 of the Cemeteries Act provides for the trust to do anything necessary or convenient to enable it to carry out its functions.

Class A cemetery trusts' advice and assistance to Class B cemetery trusts

In line with s. 18J of the Cemeteries Act, Class A cemetery trusts may provide assistance and advice to Class B cemetery trusts upon request from a Class B trust or the department.

Any assistance or advice provided by Class A trusts is on a good-faith basis, based on their own experiences, operations and functions, and in line with all relevant statutory guidelines and regulations.

During the year the Trust was fortunate that both the Geelong and Ballarat Cemetery Trusts continued to provide valuable assistance in providing examples of policies, other documentation and advice where requested.

TRUST BOARD MEMBERS

Trust board members are appointed for a term of five years and may re-apply in accordance with Schedule 1A of the *Cemeteries and Crematoria Act 2003*.

ROBERT HEWITT (CHAIRPERSON)

Appointed to 31 July 2026

GEOFFREY GAUT (VICE CHAIRPERSON)

Appointed to 31 July 2026

DEBRA CHESLETT

Appointed to 31 July 2025

DENISE MUIR

Appointed to 30 April 2023

BARBARA ROBB

Appointed to 31 July 2026

PHILIP ROBERTSON

Appointed to 30 April 2023

KEVIN RUSSELL

Appointed to 31 July 2026

PETER SUMNER

Appointed to 31 October 2025

SYLVIA WALTON

Appointed to 31 July 2025

TRUST MEETING ATTENDANCE

	Trust Meetings	Annual General Meeting
MEETINGS HELD	9	1
Robert Hewitt (Chairperson)	9	1
Geoffrey Gaut	8	1
Debra Cheslett	7	1
Denise Muir	7	1
Barbara Robb	6	1
Philip Robertson	7	1
Kevin Russell	7	
Peter Sumner	9	1
Sylvia Walton	8	1

- *Due to COVID restrictions the number of meetings held were less than usual.*
- *The meeting of the Trust held on 29 November 2021 included the annual inspection of the Cemetery.*

AREAS OF CEMETERY

The Cemetery today is made up of various sections.

- The Old Monument section which is broken up into denominations.
 - Methodist
 - Presbyterian
 - Church of England
 - Catholic
- New Monumental Lawn
- Lawn 1
- Lawn 2
- Lawn 3
- Niche Wall 1
- Niche Wall 2
- Rose Gardens x 4
- Various Trees

OLD MONUMENT SECTION

According to the records there are 3,469 sites in the old monument section of the Cemetery. There are many that are reserved and there are still a number that are available.

NEW MONUMENTAL LAWN

The use of the new Monumental Lawn section of the Cemetery commenced in 2002. The area has 151 sites.

LAWN 1

The development of Lawn 1 took place in the early 1970s. The first burial in Lawn 1 was on 5 August 1972. There are no spaces available in Lawn 1.

LAWN 2

The development of Lawn 2 took place in the early 1990s. The first burials in Lawn 2 were on 11 January 1993. Lawn 2 has 540 sites of which 425 are filled and 104 are reserved. A number are unable to be used due to water pipes etc. There are no spaces available in Lawn 1.

There is also a baby section with 40 sites of which 5 are filled.

LAWN 3

The development of Lawn 3 commenced during 2021 and completed in 2022. There are 320 graves of which 10 are filled and 10 are reserved.

The development of Lawn 3 will be completed during the 2022/23 financial year with the delivery of the balance of the headstones.

NICHE WALL 1

Niche Wall 1 is adjacent to the road centred at the start of the Lawn 1 area. The development of Niche Wall 1 took place in the early 1980s as a project of the Rotary Club of Camperdown. Niche Wall 1 has 192 places of which 71 are filled and 18 are reserved.

NICHE WALL 2

Niche Wall 2 is at the rear of the Lawn 2 area along Oleander Drive.

The development of Niche Wall 2 took place in the early 1990s in conjunction with the development of Lawn 2.

Niche Wall 2 has 220 places of which 34 are filled and 19 are reserved.

ROSE GARDENS

The cemetery has 4 Rose Gardens:

- Brenda Willis Rose Garden; and
- Athena Rose Garden
- Kempton Family Rose Garden
- Margaret Harvey Rose Garden

The rose gardens can be used for ashes and/or a memorial plaque.

VARIOUS TREES

The Cemetery has 30 memorial trees where ashes and/or a memorial plaque can be placed.

SUMMARY

With the completion of Lawn 3 the Camperdown Cemetery will have 5,714 sites of which 4,384 are used and 453 sites are reserved.



Looking North over Lawn 2 with the Kempton family Rose Garden, Niche wall 2 and the 2 flags at the rear of lawn2.

CAMPERDOWN CEMETERY TRUST					
OVERALL SUMMARY AS AT 30 JUNE 2022					
AREA	NUMBER FILLED	RESERVED	VACANT	WATER PIPE/OTHER	TOTAL SITES
MONUMENTAL A - METHODIST	579	45	43	10	677
MONUMENTAL B - PRESBYTERIAN	842	66	25	4	937
MONUMENTAL C - CHURCH of ENG.	946	83	19	1	1049
MONUMENTAL D - CATHOLIC	728	56	22	0	806
SUB TOTAL MONUMENTAL A to D	3095	250	109	15	3469
LAWN 1	650	13	5	21	689
LAWN 1 BABY SECTION	10	0	4	0	14
LAWN 2	425	104	0	11	540
LAWN 2 BABY SECTION	5	0	35	0	40
LAWN 3	10	10	300	0	320
NICHE WALL 1	71	18	103	0	192
NICHE WALL 2	34	19	167	0	220
MONUMENTAL LAWN	43	32	75	1	151
ATHENA ROSE GARDEN	13	0	3	0	16
BRENDA WILLIS ROSE GARDEN	11	5	1	0	17
MARGARET HARVEY ROSE GARDEN	0	0	8	0	8
KEMPTON FAMILY ROSE GARDEN	3	1	4	0	8
MEMORIAL TREES	14	1	15	0	30
SUB TOTAL OTHER	1289	203	720	33	2245
TOTALS	4384	453	829	48	5714



Details of each grave in each of the above areas are on the walls of the Ian Davis Information Centre.

The details also show graves that are unmarked and returned service personnel graves (where identified).

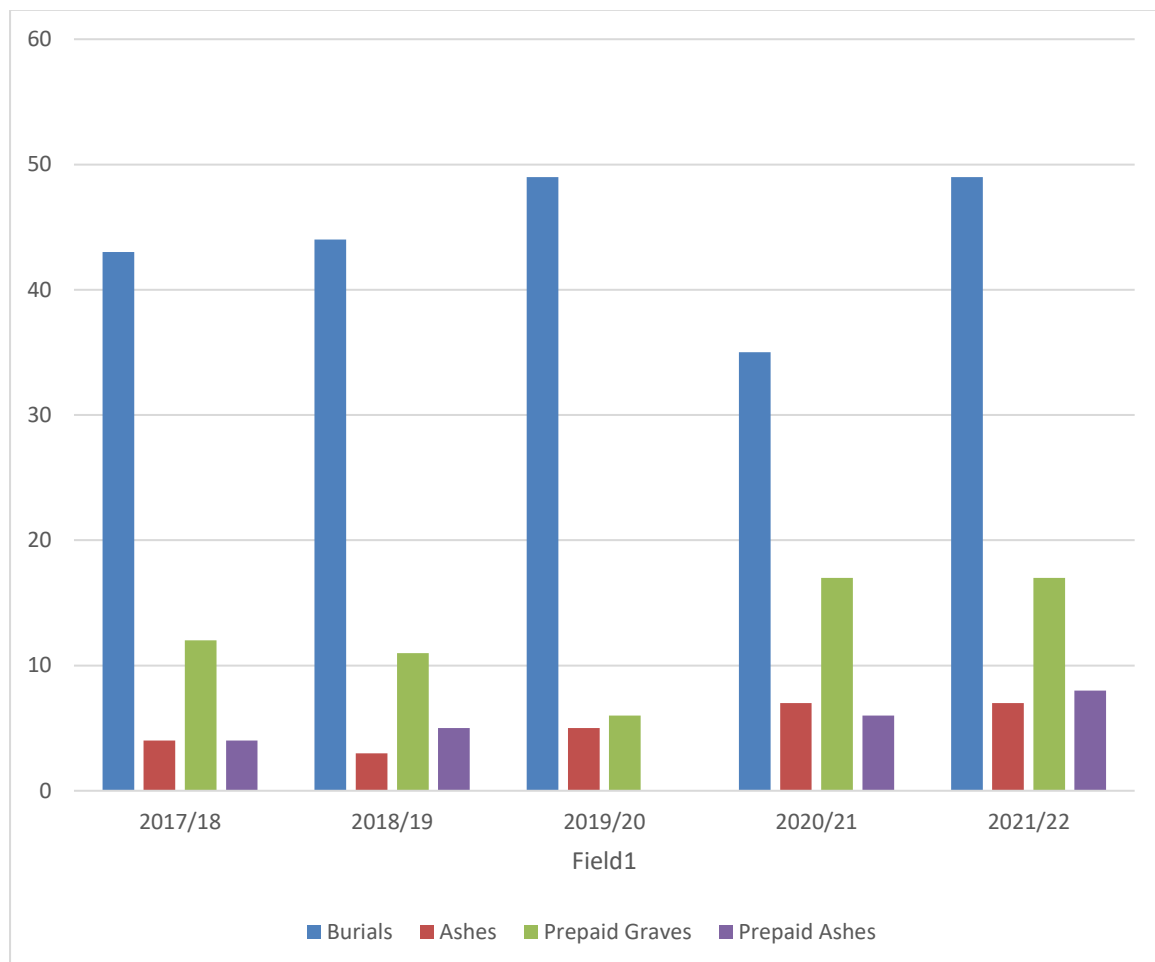
NATURE AND RANGE OF SERVICES PROVIDED

The Trust provides interment into graves, interment of cremated remains, memorialisation and prepaid Right of Interment.

The total services provided by the Trust for the periods 2017/18 to 2020/21 remained at similar levels for the 4 years.

As the table indicates the total for 2021/22 is far higher than the previous 4 years. This is also reflected in the revenue received for the year.

	2017/18	2018/19	2019/20	2020/21	2021/22
Burials	43	44	49	35	49
Ashes	4	3	5	7	7
Prepaid Graves	12	11	6	17	17
Prepaid Ashes	4	5	0	6	8
TOTAL	63	63	60	65	81



POLICIES AND PROCEDURES

Camperdown Cemetery Trust is authorised by the Cemetery and Crematorium Regulations 2005 to maintain a high standard of presentation and safety within its grounds.

The Trust has a number of policies and procedures for the day-to-day management and operation of the cemetery. The Trust is also required to have in place policies and procedures for effective Governance of the Trust.

Current Policies and Procedures

Asset Register
Cash Management Policy
Code of Conduct
Code Red Day Policy and Guidelines
Complaints Policy
Conflict of Interest
Contractor Policy
Customer Complaints Register
Document Asset Register
Epidemic Pandemic Policy
Fraud, Corruption Control & Protected Disclosures Policy
Gifts, Benefits & Hospitality Policy
Information Security and Privacy Policy
Managing the Right of Interment
Memorialisation Policy
Purchasing and Tendering Policy
Risk Management Policy
Trust Charter and Guidelines
Volunteer Register

In response to the Cemetery Sector Support Program several policies/documents were developed or reviewed during the 2021-2022 financial year:

- Asset Register
- Document Asser Register
- Information Security and Privacy Policy
- Managing the Right of Interment

CALENDAR OF EVENTS/ACTIONS

July 2021

- Works continued on the new Lawn 3 area.
- 2 flagpoles were received and installed at the rear of Lawn 2.
- An asset register was prepared and received by the Trust.
- The first budget for the Trust being for the 2021/22 financial year was prepared and received.
- The Right of Interment fees for Lawn 3 were set.

August/September 2021

- The first delivery of the headstones for Lawn 3 were received.
- Advice received from the Cemetery Sector Governance Support Unit that Geoff Gaut, Bob Hewitt, Barb Robb and Kevin Russell had been reappointed to the Trust until 31 July 2026.
- The Trust agreed to seek quotes for the cutting and baling of the grass on the unused section of the Cemetery land.
- Revised fees for the Right of Interment for the rose gardens and Niche Walls 1 and 2 were agreed to by the Trust and forwarded to the Department.
- Lettering/numbers identifying rows were placed at the end of different areas of the Cemetery.

October 2021

- The Strategic risk Register was adopted.
- The Trust accepts a quote for the clearing and baling of grass on the vacant Cemetery land.
- The Trust resolved that people wanting a plaque in Lawn 3 be given the option of either a bronze or a granite plaque.
- The records in the Ian Davis Information Centre were updated.

November 2021 to February 2022

- The Trust met with representatives of the Camperdown & District Historical Society at its November 2021 meeting to listen to the research being undertaken on Aboriginal burials and their location.
- The Trust had its Annual Inspection on 29 November 2021.
- The Annual meeting was held on 21 February 2022 and was open to the public.
- The first Annual Report being for the 2021-2021 financial year was adopted.
- The Trust agreed that a new storage area be developed for the Western boundary of the Cemetery.
- The Trust agreed to undertake works on the end of Lawn 1 to alleviate the concerns with water lying around.
- The Trust agreed to tidy up the old sheds to provide another option where funerals could be conducted in inclement weather.

March 2022

- The Trust was advised about a successful grant towards the new historical signs.
- Water was connected to Lawn 3.

- The Trust adopted the Managing the Right of Interment at the Death of a Right Holder Policy.

April 2022

- The Trust was advised about a successful grant towards the access between rows 11 and 12 in the Old Monument area,
- An additional seat was installed at the end of the Northern path in Lawn 3.

May and June 2022

- The new storage area was completed and items from behind the sheds were moved.
- The Document Asset Register for the Trust was completed.
- The Information Security and Privacy Policy and Procedures was adopted.
- The Historical Signs near the Information Centre were completed.

CAPITAL AND MAINTENANCE PROJECTS

Over the period 2016-2017 to 2021-2022 the Trust has undertaken a number of projects which have enhanced the Camperdown Cemetery. These have included:

2016/17 and 2020/21

Refurbishment of seats and bases around Cemetery - \$2,150

2016/17

Refurbishment of Eastern Fence past old sheds - \$12,455 (a grant was received for \$7,000 from the State Government towards the project)

2017/18

New Gazebo - \$36,372 (The Lions Club of Camperdown contributed \$16,000 towards the project).

2016/17 to 2021/22

Signage/Identification improvements - \$6,795

2018/19 to 2019/20

- Ian Davis Information Centre – \$13,281
- Rose Gardens at rear of Lawn 2 - \$2,389

2019/20

Kerbing and trees in area on Cemetery Road (before old Sheds) - \$2,620

2017/18 to 2021/22

Development of Lawn 3 (costs to 30/6/2022) - \$62,441 (a grant was received for \$8,426 from the State Government towards the footpath works on Lawn 3.)

2021/22

- 2 flag poles were purchased and installed at the rear of Lawn 2.
- Historical signage comprising 3 signs and a concrete base - \$3,853 (a grant of \$2,970 was received from CHART towards the project).
- New storage area - \$1,318.



The 3 historical signs providing details of significant people buried at the Cemetery which have been installed near the Information Centre.

A space has been made in the future for a 4th sign to provide details on Aboriginal graves.

A number of other maintenance projects have also been undertaken as required. These include:

- Loam for Lawn areas
- Levelling and drainage works in Lawn 1
- Pruning of trees
- Repairs to Backhoe
- Garden beds
- Parking bays – line marking
- Grave repairs and Improvements.

CAPITAL AND MAINTENANCE PROJECTS BUDGETED FOR 2022-2023

- Access Track - Old Monument Area
- Completion of new area - storage
- Fire Proof filing Cabinets
- Grave Repairs & Improvements
- Lawn 3 - Concrete Headstones
- Old sheds - Improvements
- Other works
- Parking Bays - Line marking & end of Cemetery Road
- Rear of Shed & Toilets

Other items still being considered by the Trust:

- Rubbish bin surrounds
- A sculpture at the end of the middle path of Lawn 3 to be further considered

CAMPERDOWN PUBLIC CEMETERY TRUST
25 391 168 976

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2022

CONTENTS

Profit and Loss Statement
Balance Sheet
Notes

CAMPERDOWN PUBLIC CEMETERY TRUST
25 391 168 976
PROFIT AND LOSS STATEMENT
FOR THE YEAR ENDED 30 JUNE 2022

	2021-2022	2020-2021
	\$	\$
Fees Received:-		
Purchase of Ground	31,050.00	26,555.00
Interment	27,117.96	17,563.67
Administration	7,245.60	5,031.92
Weekends/Slab/Oversize	2,177.27	2,254.56
Memorial Fees	965.00	420.00
Ashes, Niche Wall, Roses etc.	7,725.00	1,980.00
Repairs & Improvements to Graves	227.27	1,179.62
Government Grant	5,470.00	8,426.00
Interest Received	299.57	2,690.07
Plaques	33,629.87	31,190.85
Sundry Income	1,286.50	250.00
TOTAL INCOME	117,194.04	97,541.69
LESS EXPENSES		
Contractors:		
Ground Care	31,864.00	30,712.04
Waste	1,632.53	1,537.79
General Works and Improvements:		
Backhoe repairs and parts	-	688.00
Flagpoles - Supply & Installation	2,180.00	-
Grave Repairs and Improvements	2,351.00	712.76
Historical Signage	3,853.00	-
Lawn 1 Drainage	503.00	-
Linemarking	1,318.00	-
New Lawn 3	13,893.00	30,793.22
New Storage area	1,845.80	-
Old Shed Improvements	215.00	-
Seating	232.00	980.00
Signage - Other	634.00	-
Supply of loam	500.00	1,750.00
Tree Pruning & Removal	195.00	-
Administration and Other Expenses		
Grave Digging/Ashes	14,535.40	10,074.40
Office and Sundry Expenses	1,975.60	2,480.20
Plaques	21,104.77	23,735.75
Secretary/Treasurer	6,950.00	4,800.00
Surrender of Interment	495.00	460.00
Telephone Expenses	486.87	442.15
Water Usage	124.37	93.29
TOTAL EXPENSES	106,888.34	109,259.60
SURPLUS/DEFICIT	10,305.70	- 11,717.91

CAMPERDOWN PUBLIC CEMETERY TRUST

25 391 168 976

BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2022

		2021-2022	2020-2021
	Note	\$	\$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	1	256,621.74	243,386.04
Trade and Other Equivalents	2	396.00	3,326.00
TOTAL ASSETS		257,017.74	246,712.04
LIABILITIES			
Sundry Creditors		-	-
TOTAL LIABILITIES		-	-
NET ASSETS		257,017.74	246,712.04
EQUITY			
Retained Earnings	3	257,017.74	246,712.04
TOTAL EQUITY		257,017.74	246,712.04

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2022

Note Ref.		2021-2022	2020-2021
		\$	\$
1	Cash and Cash Equivalents		
	NAB Cheque Account	45,032.55	22,046.25
	NAB Term Deposit 65-639-9093	81,483.66	81,329.91
	NAB Term Deposit 56-398-4306	70,000.00	80,009.88
	Bendigo Bank - 184328367	60,105.53	60,000.00
		256,621.74	243,386.04
2	Trade and Other Receivables		
	Current		
	GST Q/E 30/6/2022 Due	396.00	3,326.00
3	Retained Earnings		
	Retained earnings at the beginning of the financial year	246,712.04	258,429.95
	Net profit/ deficit attributable to the association	10,305.70	-11,717.91
	Retained earnings at the end of the financial year	257,017.74	246,712.04

**CAMPERDOWN PUBLIC CEMETERY TRUST
25 391 168 976**

STATEMENT BY MEMBERS OF THE COMMITTEE

In the opinion of the Camperdown Public Cemetery Trust the financial report:

1. Presents a true and fair view of the financial position of the Camperdown Public Cemetery Trust as at 30 June 2022 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the Camperdown Public Cemetery Trust will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

Chairperson: D J Hewitt

Treasurer: Alan Kaye

Dated this 18 day of JULY 2022

Contact Details:

The Camperdown Cemetery Trust

P.O. Box 205, Camperdown, Victoria 3260

Phone: 0467 543 878

Email: camperdowncemetery@outlook.com