

CAMPERDOWN CEMETERY TRUST

ANNUAL REPORT 2022-2023



Chairperson's Report

Annual Report for the year 1 July 2022 to 30 June 2023.

Once again, the Trust has had a busy year.

In September 2022 the Trust held a special meeting at the Cemetery and resolved to purchase its own lowering device. It was also agreed to build a new shed to house the lowering device and other equipment used for internments.

After research quotes were sought for the new shed and Rural Welding were successful.

In October 2022 at the Annual meeting of the Trust I was re-elected as Chairperson and Geof Gaut as vice Chairperson.

In November 2022 the Trust accepted a quote from Pete Jehu for the cutting and baling of the hay at the Cemetery.

In February 2023 after receiving a grant from the Department two new fireproof filing cabinets were delivered.

Early in 2023 Pat Horan advised the Trust that he was resigning from his lawn care contract at the Cemetery effective from 30 May 2023 after a period of over 10 years. A certificate of appreciation for his great work was forwarded to him.

After a tender process was undertaken out Damien Burmeister – Camperdown Tree Landscaping & Hire was successful.

In April 2023 the Governor in Council approved the reappointment of Denise Muir and Philip Robertson to the Trust.

Thanks to our Secretary/Treasurer Colin Hayman who has continued to do great work for the Trust in undertaking the various administration and financial management requirements.

Thank you to our ground staff and contractors:

- Sexton Brian Smith also handy man.
- Pat Horan until the end of May.
- Welcome to Damien Burmeister. Due to a very wet winter it has been hard to get onto the ground.
- Alfys Garden Services, David Wilson and Colin Hayman in continuing to ensure that the Cemetery is kept neat and tidy.

To Trust members who have also undertaken various tasks around the Cemetery to ensure that it is kept neat and tidy and have provided support to our Secretary/Treasurer.

Thank you all for your great work and enthusiasm. A special thanks for your ongoing support. The Camperdown Cemetery is in great condition due to the hard work undertaken.

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

The total services provided by the Trust for the periods 2018/19 to 2022/23 have remained at similar levels for the 5-year period.

The net result for the 2022-2023 financial year was a deficit of \$17,683. Despite the deficit the result was still reasonable as the Trust was able to complete a number of capital and other maintenance works totalling a net of \$36,630.

The main expenditure being for:

- Access track – Old Monument Area - \$3,000
- Fore Proof Filing Cabinets - \$6,350 (offset by Government Grant)
- Purchase of lowering device - \$10,782
- Finalisation of headstones for Lawn 3 - \$15,413

A number of other minor works were also undertaken including the completion of the new storage area, parking bays and commencement of works at the rear of the shed and toilets.

The accumulated funds that the Trust has built up will provide for the future development of the Cemetery when required.

The Trust has several smaller projects that are planned for 2023-2024 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.

These include:

- Levelling of area in front of Lawn 2
- New storage shed
- Tidying up area at the rear of the shed and toilets

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

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

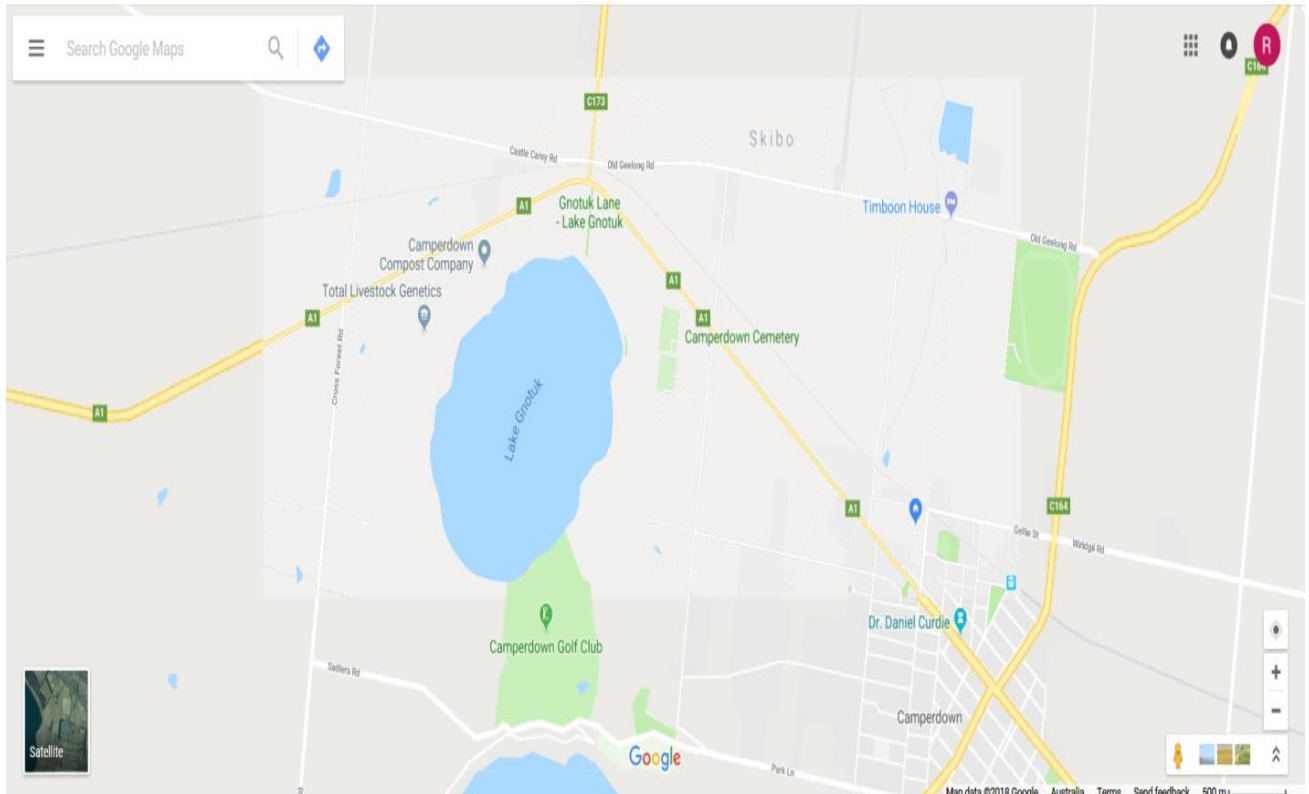
Colin Hayman – SECRETARY/TREASURER

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 2028

BARBARA ROBB

Appointed to 31 July 2026

PHILIP ROBERTSON

Appointed to 30 April 2028

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	10	1
Robert Hewitt (Chairperson)	10	1
Geoffrey Gaut	8	1
Debra Cheslett	7	1
Denise Muir	10	1
Barbara Robb	7	0
Philip Robertson	10	1
Kevin Russell	5	1
Peter Sumner	8	1
Sylvia Walton	8	1

- *The Annual Meeting of the Trust was held on 17 October 2022*
- *The meeting of the Trust held on 13 March 2023 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 of which 43 are filled and 34 are reserved.

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 428 are filled and 101 are reserved. A number are unable to be used due to water pipes etc. There are no spaces available in Lawn 2.

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 22 are filled and 17 are reserved.

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 38 are filled and 26 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.

Once further roses are sold in the 4 gardens listed there are 2 other areas which can be made available for purchase, being the “Roundabout Rose Garden” and the “Information Centre Rose Garden”.

VARIOUS TREES

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

SUMMARY

The Camperdown Cemetery currently has 5,715 sites of which 4,409 are used and 468 sites are reserved.



Looking North over Lawn 2 with the Gazebo in the foreground.

CAMPERDOWN CEMETERY TRUST					
OVERALL SUMMARY AS AT 30 JUNE 2023					
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	57	20	1	806
SUB TOTAL MONUMENTAL A to D	3095	251	107	16	3469
LAWN 1	651	12	5	21	689
LAWN 1 BABY SECTION	10	0	4	0	14
LAWN 2	428	101	0	11	540
LAWN 2 BABY SECTION	5	0	35	0	40
LAWN 3	22	17	281	0	320
NICHE WALL 1	71	18	103	0	192
NICHE WALL 2	38	26	156	0	220
MONUMENTAL LAWN	43	34	73	1	151
ATHENA ROSE GARDEN	15	0	1	0	16
BRENDA WILLIS ROSE GARDEN	11	6	1	0	18
MARGARET HARVEY ROSE GARDEN	0	0	8	0	8
KEMPTON FAMILY ROSE GARDEN	6	2	0	0	8
MEMORIAL TREES	14	1	15	0	30
SUB TOTAL OTHER	1314	217	682	33	2246
TOTALS	4409	468	789	49	5715



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

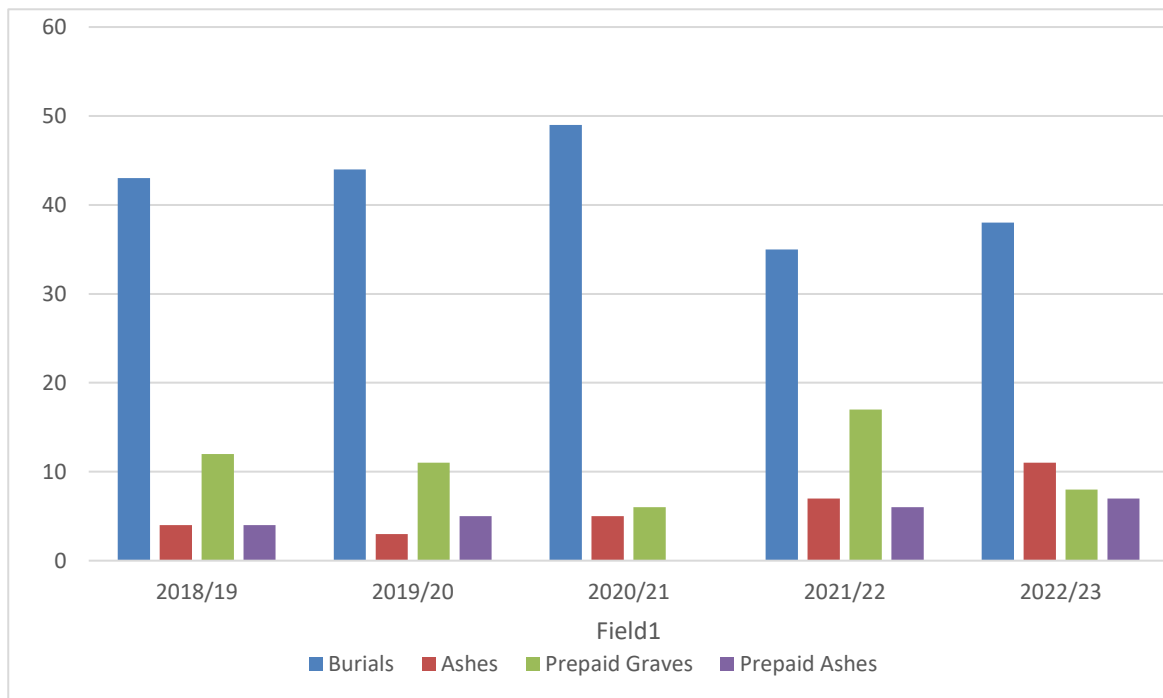
The details also show graves that are unmarked and returned service personnel graves (where identified).

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 2018/19 to 2022/23 have remained at similar levels for the 5 year period.

	2018/19	2019/20	2020/21	2021/22	2022/23
Burials	43	44	49	35	38
Ashes	4	3	5	7	11
Prepaid Graves	12	11	6	17	8
Prepaid Ashes	4	5	0	6	7
TOTAL	63	63	60	65	64



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
Records Management Policy & Procedure
Risk Management Policy
Trust Charter and Guidelines
Volunteer Register

In October 2022 the Records Policy & Procedures was adopted.

In February 2023 the revised Purchasing and Tendering Policy was adopted.

CALENDAR OF EVENTS/ACTIONS

July 2022

- The new Cemetery fees commenced 1 July.
- Removal of Graffiti in toilet.
- Quote accepted from Corangamite Shire for line marking of parking bays
- The Financial Statements and Abstract of Accounts for 2021/22 were approved.
- The 2022/23 budget for the Trust was prepared and received.
- The Trust approved making other rose gardens available for future interments/memorials.
- The Trust was advised that Heritage Victoria had recommended the Wombeetch Puyun Memorial & Dawson Grave to be included in the Victorian Heritage Register.

August 2022

- A submission was Made to Heritage Victoria supporting the proposed listings (see (July above).
- Extension sought on works to access between rows 11 and 12 in Old Monument Area.

September 2022

- The Trust reviewed its practices with respect to funerals.
- The Trust resolved to purchase a lowering device.
- The Trust resolved to construct a concrete slab and shed behind the toilets and shed.
- The Trust resolved to review the fees for Interment Services.
- The records for the Ian Davis Information Centre were updated.

October 2022

- The Trust held its Annual Meeting. Bob Hewitt was selected Chairperson.
- The Annual Report for 2020 was adopted.
- The Trust adopted recommended Memorial Permit Fees from the Department.
- The Trust resolved to increase the fees for trees and Interment Services.
- The Trust adopted the Records Management Policy and Procedures.
- The concrete slab behind the sheds was completed.
- Line marking of parking bays was completed by the Corangamite Shire.
- Balance of headstones for Lawn were delivered.

November 2022 to February 2023

- Access track between rows 11 and 12 in Old Monument area was completed.
- The revised Memorial Permit fees, fees for trees and Interment fees were approved.
- Quote from Peter Jehu for clearing of Cemetery Land was accepted.
- Grant application submitted to Department for Fireproof Filing Cabinets.
- Several areas at the Cemetery were experiencing the effects of heavy rain.
- Quote from Rural Welding Co. Pty Ltd for a new shed was accepted.
- Grant received for Fireproof Filing Cabinets. Cabinets ordered and installed.
- The Trust agree to submit forms for the reappointment of Denise Muir and Philip Robertson.
- The Trust adopted the revised Purchasing and Tendering Policy.
- Trust appointed a sub-committee to review tenders received for mowing.

March 2023

- Presentation by Secretary to Ambassadors at the Court House (Information Centre).
- Annual Inspection of Cemetery undertaken.

April 2023

- Several items arising from the Inspection were undertaken including the removal of trees along Lakeview Drive, parking sign and painting of seats.
- The Trust awarded the Contract for Mowing, Spraying and other works to Damien Burmeister – Camperdown Tree Landscaping & Hire.
- The Trust reviewed the rates for Contractors.

May 2023

- Signs – Mowing in Progress and Spraying in Progress were purchased.
- Denise Muir and Philip Robertson were reappointed to the Trust for a further 5 years.

June 2023

- Self-guided brochure on various graves developed and provided to the Information Centre.
- Agreed to follow up with respect to the condition of the sign on the Princes Highway.

CAPITAL AND MAINTENANCE PROJECTS

Over the period 2017-2018 to 2022-2023 the Trust has undertaken a number of projects which have enhanced the Camperdown Cemetery. These have included:

2017/18

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

2017/18 to 2022/23

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 2022/23

Development of Lawn 3 (*costs to 30/6/2023*) - \$77,854 (*a grant was received for \$8,426 from the State Government towards the footpath works on Lawn 3 in 2020/21.*)

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.



2022/23

- Access Track – Old Monument Area – (photo opposite) \$3,000 (a grant of \$2,500 was received from the State Government towards the track in 2021/22).
- Purchase of 2 fireproof filing cabinets – \$6,350 (a grant of \$6,350 was received from the State Government).
- Purchase of Lowering Device - \$10,782
- Balance of headstones for Lawn 3 – \$15,413

A number of other minor works and maintenance projects were also undertaken as required. These included:

- Commencement of new storage shed
- Grave repairs and Improvements.
- Improvements to old sheds
- Line Marking of parking bays
- New storage area at rear of Cemetery
- Work behind shed and toilets

CAPITAL AND MAINTENANCE PROJECTS BUDGETED FOR 2022-2023

- Grave Repairs & Improvements
- Levelling of area in front Lawn 2
- Completion of new storage shed at rear of existing sheds
- Other minor works
- Pruning of Elm Trees – Lakeview Drive
- Rear of shed and toilets – garden beds etc.

CAMPERDOWN PUBLIC CEMETERY TRUST
25 391 168 976

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2023

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Profit and Loss Statement
Balance Sheet
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PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2023

	2022-2023	2021-2022
	\$	\$
Fees Received:-		
Purchase of Ground	21,915.00	31,050.00
Interment	27,450.07	27,117.96
Administration	6,027.14	7,245.60
Weekends/Slab/Oversize	1,768.19	2,177.27
Memorial Fees	1,609.00	965.00
Ashes, Niche Wall, Roses etc.	6,660.00	7,725.00
Repairs & Improvements to Graves	1,030.90	227.27
Government Grant	6,350.00	5,470.00
Interest Received	1,118.08	299.57
Plaques	32,456.82	33,629.87
Sundry Income	490.97	1,286.50
TOTAL INCOME	106,876.17	117,194.04
LESS EXPENSES		
Contractors:		
Ground Care	31,873.92	31,864.00
Waste	1,438.64	1,632.53
General Works and Improvements:		
Access Track - Old Monument Area	3,000.00	-
Flagpoles - Supply & Installation	-	2,180.00
Fire Proof Filing Cabinets	6,350.00	-
Grave Repairs and Improvements	855.00	2,351.00
Historical Signage	-	3,853.00
Lawn 3 Headstones	15,412.61	13,893.00
Lawn 1 Drainage	-	503.00
Lowering Device	10,781.82	-
New Storage area	1,200.83	1,845.80
New Storage Shed	636.36	-
Old Shed Improvements	714.44	215.00
Parking Bays - Linemarking and Cemetery Rd.	1,562.17	1,318.00
Rear of Shed & Toilets	2,421.30	-
Seating	-	232.00
Signage - Other	45.25	634.00
Supply of loam	-	500.00
Tree Pruning & Removal	-	195.00
Administration and Other Expenses		
Grave Digging/Ashes	13,722.00	14,535.40
Office and Sundry Expenses	2,474.12	1,975.60
Plaques	23,684.61	21,104.77
Secretary/Treasurer	7,800.00	6,950.00
Surrender of Interment	-	495.00
Telephone Expenses	509.12	486.87
Water Usage	76.71	124.37
TOTAL EXPENSES	124,558.90	106,888.34
SURPLUS/DEFICIT	- 17,682.73	10,305.70

BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2023

	Note	2022-2023 \$	2021-2022 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	1	240,046.01	256,621.74
Trade and Other Equivalents	2	-	396.00
TOTAL ASSETS		240,046.01	257,017.74
LIABILITIES			
Sundry Creditors	3	711.00	-
TOTAL LIABILITIES		711.00	-
NET ASSETS		239,335.01	257,017.74
EQUITY			
Retained Earnings	4	239,335.01	257,017.74
TOTAL EQUITY		239,335.01	257,017.74

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2023

Note Ref.		2022-2023 \$	2021-2022 \$
1	Cash and Cash Equivalents		
	NAB Cheque Account	27,390.81	45,032.55
	NAB Term Deposit 65-639-9093	81,544.26	81,483.66
	NAB Term Deposit 56-398-4306	70,000.00	70,000.00
	Bendigo Bank - 184328367	61,110.94	60,105.53
		240,046.01	256,621.74
2	Trade and Other Receivables		
	Current		
	GST Q/E 30/6/2022 Due	-	396.00
3	Sundry Creditors		
	GST Q/E 30/6/2023	711.00	-
4	Retained Earnings		
	Retained earnings at the beginning of the financial year	257,017.74	246,712.04
	Net profit/ deficit attributable to the association	-17,682.73	10,305.70
	Retained earnings at the end of the financial year	239,335.01	257,017.74

**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 2023 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: *R J Hewitt*

Treasurer: *Col Noy*

Dated this *21st* day of *AUGUST 2023*

Contact Details:

The Camperdown Cemetery Trust

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