

CAMPERDOWN CEMETERY TRUST

ANNUAL REPORT 2023-2024



Looking over Lake Gnotuk at the rear of Lawn 3.

Chairperson's Annual Report

Annual Report for the year 1 July 2023 to 30 June 2024.

Once again, the Trust has had a busy year.

At our Annual Meeting of the Trust in October 2023 I was once again re-elected as Chairperson with Geoff Gaut as vice Chairperson.

In November 2023 the Trust was notified by the Lions Club that the garden was hard to maintain and wished to develop another area. In May 2024 the Lions Garden was removed and a new smaller garden commenced.

In March 2024 we held our annual inspection at the Cemetery where a list of 15 items were discussed. Some have already been either completed or at least commenced.

At the May 2024 meeting long term trust member Peter Sumner advised that he was resigning from the Trust after 23 years' service to the Trust.

In June 2024 the Lions garden and work behind the sheds were completed other than the planting of shrubs.

On Sunday 23 June 2024 the Cemetery had a visit from the ABC Back Roads Program to do a story at the Cemetery as part of the history of Camperdown.

Thanks to our Secretary/Treasurer Colin Hayman who is doing great work for the Trust in undertaking the various administration and financial management requirements, with Sylvia Walton providing support in the review of documents.

Thank you to our ground staff and contractors:

- Sexton and handyman Brian Smith.
- Damien Burmeister. For lawn care and weed control.
- Colin Hayman, Barbara Robb and Denise Muir for gardening and tidying up around the Cemetery.
- Geof Gaut for various painting jobs around the Cemetery.
- To all Trust members who have also undertaken various tasks around the Cemetery to ensure that it is kept neat and tidy.

Thank you to you all for your great work and enthusiasm.

Our finances are in great shape due to various grants that have been received over a number of years.

The Camperdown Cemetery is in great condition due to the hard work undertaken.

A special thank you to our Secretary, Colin Hayman and all trust members for their support over the last 12 months and the years while I have been Chairperson.

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 fourth 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 2019/20 to 2023/24 have remained at similar levels for the 5-year period.

The net result for the 2023-2024 financial year was a surplus of \$10,740. This was a positive result which will improve the Trust's reserves which will be required at some stage for future development of the Cemetery.

Even with the surplus the Trust was able to complete a number of capital and other maintenance works totalling a net of \$15,383.

The main expenditure being for:

- The levelling out at the front of Lawn 2 and the Lions Garden area - \$3,797.
- New storage Shed balance - \$5,969
- Pruning of Elm trees along Lakeview Drive - \$2,400

A number of other minor works were also undertaken including grave repairs and improvements, replacement of sign on the Princes Highway and further work on the garden areas at the rear of the shed and toilets.

The Trust has several smaller projects that are planned for 2024-2025 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:

- Removal of the archway at the front of Lawn 2
- Completion of Lions garden and 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.

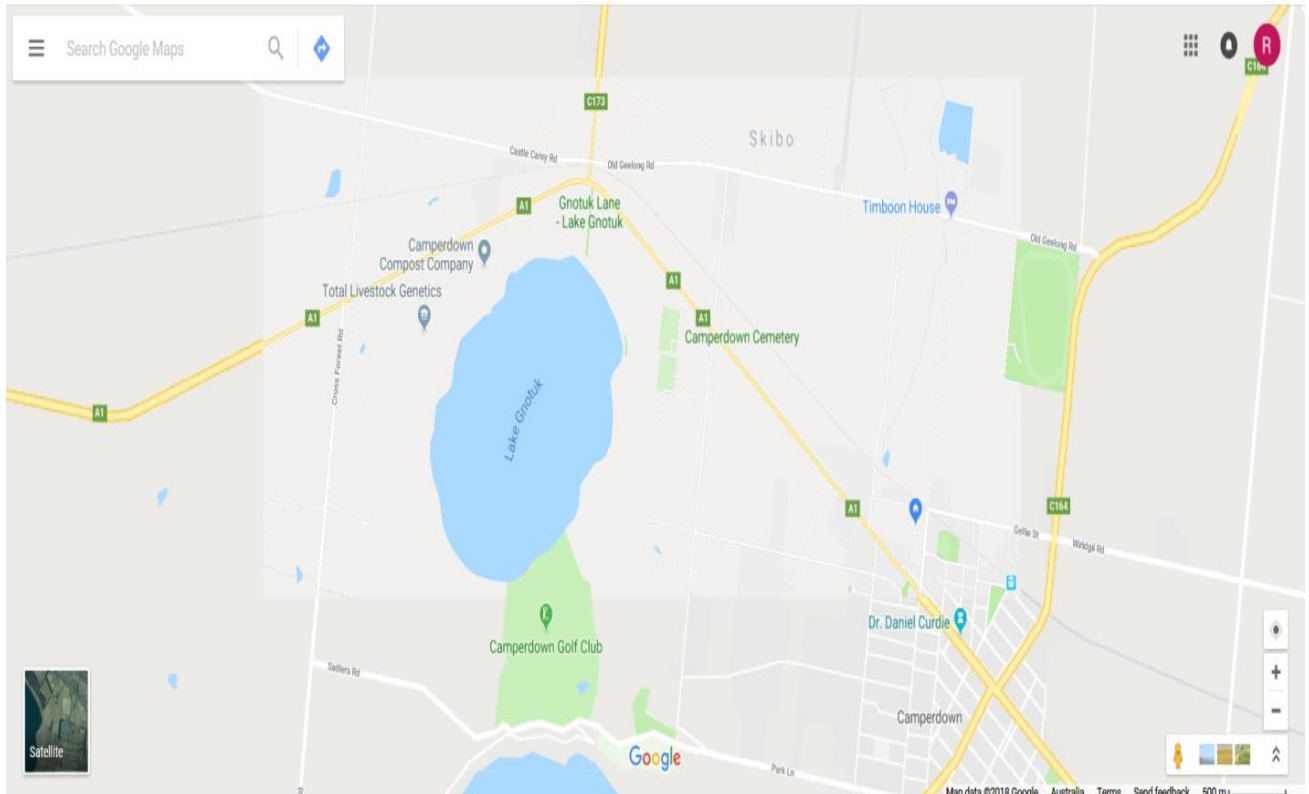
Colin Hayman – SECRETARY/TREASURER

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.

The Trust is fortunate that both the Geelong and Ballarat Cemetery Trusts are willing 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

SYLVIA WALTON

Appointed to 31 July 2025

PETER SUMNER Resigned from the Trust at its meeting on 20 May 2024.

TRUST MEETING ATTENDANCE

	Trust Meetings	Annual General Meeting
MEETINGS HELD	7	1
Robert Hewitt (Chairperson)	7	1
Geoffrey Gaut	6	1
Debra Cheslett	5	1
Denise Muir	7	1
Barbara Robb	7	1
Philip Robertson	6	1
Kevin Russell	3	0
Peter Sumner	6	1
Sylvia Walton	7	1

- *The Annual Meeting of the Trust was held on 16 October 2023.*
- *The meeting of the Trust held on 18 March 2024 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 35 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 3 spaces available in Lawn 1 that are only suitable for ashes.

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 430 are filled and 98 are reserved. A number are unable to be used due to water pipes etc. There is only 1 space 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 31 are filled and 26 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 16 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 39 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 5,713 sites of which 4,424 are used and 476 sites are reserved.



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

CAMPERDOWN CEMETERY TRUST					
OVERALL SUMMARY AS AT 30 JUNE 2024					
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	729	57	19	1	806
SUB TOTAL MONUMENTAL A to D	3096	251	106	16	3469
LAWN 1	651	12	3	21	687
LAWN 1 BABY SECTION	11	0	3	0	14
LAWN 2	430	98	1	11	540
LAWN 2 BABY SECTION	5	0	35	0	40
LAWN 3	31	26	263	0	320
NICHE WALL 1	71	16	105	0	192
NICHE WALL 2	39	26	155	0	220
MONUMENTAL LAWN	43	35	72	1	151
ATHENA ROSE GARDEN	15	0	1	0	16
BRENDA WILLIS ROSE GARDEN	11	6	1	0	18
MARGARET HARVEY ROSE GARDEN	1	0	7	0	8
KEMPTON FAMILY ROSE GARDEN	6	2	0	0	8
MEMORIAL TREES	14	3	13	0	30
SUB TOTAL OTHER	1328	224	659	33	2244
TOTALS	4424	475	765	49	5713



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).

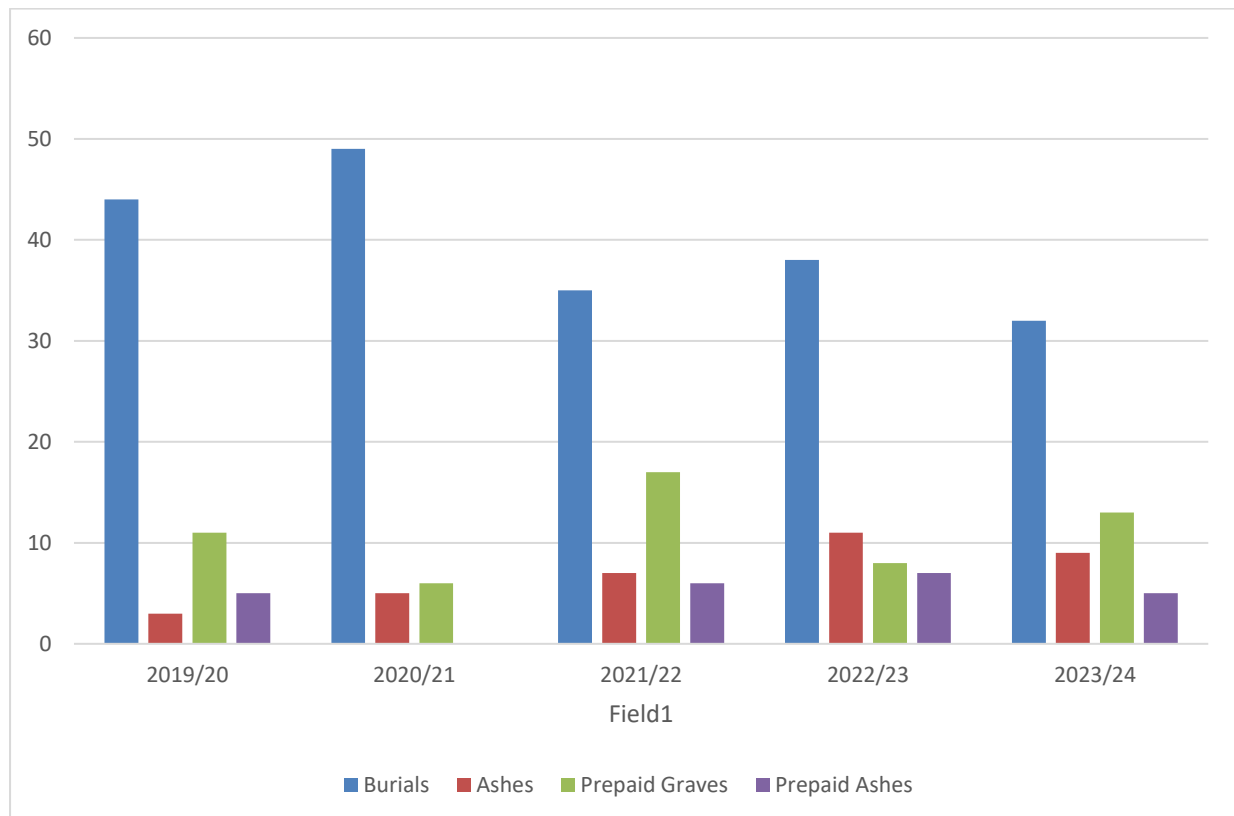
The Information Centre was upgraded over the 2018/19 and 2019/20 financial years.

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 2019/20 to 2023/24 have remained at similar levels for the 5-year period.

	2019/20	2020/21	2021/22	2022/23	2023/24
Burials	44	49	35	38	32
Ashes	3	5	7	11	9
Prepaid Graves	11	6	17	8	13
Prepaid Ashes	5	0	6	7	5
TOTAL	63	60	65	64	59



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

Name of Policy/Procedure
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

Each year the list of all Policies and Procedures of the Trust is reviewed as to whether certain policies should be updated or kept unchanged. Usually, the standard currently applied is that policies are reviewed at least every 3 years.

This is an important process to ensure that they are still current and applicable to the Trust.

During the year 12 policies were reviewed.

CALENDAR OF EVENTS/ACTIONS - 2023-2024

July/ August 2023

- The new Cemetery fees commenced 1 July.
- Removal of Graffiti in toilet.
- Quote accepted from Colac Trees for the pruning of the 5 Golden Elms along Lakeview Drive. The trees were pruned in August.
- The Financial Statements and Abstract of Accounts for 2022/23 were approved.
- The 2023/2024 budget for the Trust was prepared and received.
- Further brochures were provided to the Information Centre in Camperdown.
- Application was made to Regional Roads to update the Historical sign on the Princes Highway.
- A Vietnam Vigil was held at the Cemetery on 11 August.

September 2023

- The Trust agreed to a revised annual timetable for meetings. Agreed that meetings were not required on a monthly basis.
- Several polices were reviewed and agreed to by the Trust.
- A review of the direction to take with the Photinias was discussed following strong winds where several of the trees were damaged.
- Due to the number of rabbits around the Cemetery and damage caused it was agreed that action would be taken by spreading pellets in certain areas.

October 2023

- The Trust held its Annual Meeting. Bob Hewitt was selected Chairperson.
- The Annual Report for 2022/2023 was adopted.
- A plan for the garden area behind the sheds/toilet was agreed to.
- Quotes sought for the replacement of the sign on the Highway.
- Quote from Peter Jehu for clearing of Cemetery Land was accepted.
- The Fraud Policy was revised and adopted by the Trust.

November 2023

- Work commenced on the levelling of the area in front of Lawn 2.
- A quote from Signworks Portland was accepted to replace the sign on the Highway.
- Agreed that the former Lion's Garden be removed and a plan for a new area to be developed.

November 2023 to December 2023

- Work commenced on the levelling of the area in front of Lawn 2.
- A quote from Signworks Portland was accepted to replace the sign on the Highway.
- Agreed that the former Lion's Garden be removed and a plan for a new area to be developed.

January 2024 to February 2024

- The meeting dates schedule for 2024 were agreed to.
- The sign on the Highway was replaced on 9 January 2024.
- The clearing of the Lion's Garden commenced in January.
- The Trust considered a report on the maintenance of the Cemetery following a complaint received.

March 2024

- The annual inspection at the Cemetery was held as part of the March Cemetery meeting. A number of projects were reviewed as to progress and other minor projects were added.
- The Trust agreed to the revised fees and charges from 1 July 2024 as per the details from the Health Department.

April to June 2024

- The levelling of the area in front of Lawn 2 was completed.
- Work on the area behind the sheds/toilets was completed other than the planting of various shrubs etc. and placing of mulch.
- Work on the new Lions garden area was completed other than the planting of various shrubs etc. and placing of mulch.
- Updated rates for Contractors were agreed to by the Trust.
- A number of policies and registers were received and/or adopted.
- A review of the use of the Lowering Device was agreed to.
- Peter Sumner who had been a member of the Trust for 23 years resigned at the May meeting of the Trust.

CAPITAL AND MAINTENANCE PROJECTS

Over the period 2018-2019 to 2023-2024 the Trust has undertaken a number of projects

2017/18 to 2023/24

Signage/Identification improvements - \$3,325

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) - \$77,742 (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 - \$3,047.

2022/23

- Access Track – Old Monument Area - \$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



2023/2024

- Levelling of area at front of Lawn 2 and replacement of Lion's Garden - \$3,797
- New storage shed at rear of existing sheds for storage - \$6,605
- Pruning of Elm trees along Lakeview Drive - \$2,400
- Garden areas at rear of sheds and toilet - \$3,115.

OTHER MINOR WORKS AND MAINTENANCE PROJECTS

A number of other minor works and maintenance projects have also been undertaken over the period as required. These have included:

- Grave repairs and Improvements.
- Drainage works in area of Lawn 1 where water was an issue
- Improvements to old sheds
- Line Marking of parking bays
- Pruning and removal of trees as required
- Refurbishing seats and bases around Cemetery
- Supply of loam for lawn areas of Cemetery

CAPITAL AND MAINTENANCE PROJECTS BUDGETED FOR 2024-2025

The following list of works includes items that are either underway or have been approved by the Trust.

- Grave Repairs and Improvements - \$3,000
- Various works - \$5,000
 - Completion of garden beds behind sheds
 - Completion of Lions Garden
 - Removal of archway
 - Water to Rose Gardens

CAMPERDOWN PUBLIC CEMETERY TRUST
25 391 168 976

FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2024

CONTENTS

Profit and Loss Statement
Balance Sheet
Notes

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2024

	2023-2024	2022-2023
	\$	\$
Fees Received:-		
Purchase of Ground	26,850.00	21,915.00
Interment	33,145.53	27,450.07
Administration	5,708.95	6,027.14
Weekends/Slab/Oversize	404.55	1,768.19
Memorial Fees	1,193.00	1,609.00
Ashes, Niche Wall, Roses etc.	6,400.00	6,660.00
Repairs & Improvements to Graves	2,559.08	1,030.90
Government Grant	-	6,350.00
Interest Received	5,776.64	1,118.08
Plaques	23,287.31	32,456.82
Sundry Income	975.86	490.97
TOTAL INCOME	106,300.92	106,876.17
LESS EXPENSES		
Contractors:		
Ground Care	31,381.59	31,873.92
Waste	1,685.47	1,438.64
General Works and Improvements:		
Access Track - Old Monument Area	-	3,000.00
Fire Proof Filing Cabinets	-	6,350.00
Grave Repairs and Improvements	2,257.90	855.00
Historical Signage - Highway	765.00	-
Lawn 3 Headstones	-	15,412.61
Lawn 2 frontage and Lion's Garden	3,797.13	-
Lowering Device	-	10,781.82
New Storage area	-	1,200.83
New Storage Shed	5,969.00	636.36
Old Shed Improvements	-	714.44
Parking Bays - Linemarking and Cemetery Rd.	-	1,562.17
Rear of Shed & Toilets	693.95	2,421.30
Signage - Other	-	45.25
Tree Pruning & Removal	2,400.00	-
Administration and Other Expenses		
Grave Digging/Ashes	11,100.00	13,722.00
Office and Sundry Expenses	2,031.59	2,474.12
Plaques	21,882.00	23,684.61
Secretary/Treasurer	8,505.00	7,800.00
Surrender of Interment	1,838.00	-
Telephone Expenses	545.40	509.12
Water Usage	708.43	76.71
TOTAL EXPENSES	95,560.46	124,558.90
SURPLUS/DEFICIT	10,740.46	- 17,682.73

BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2024

	Note	2023-2024 \$	2022-2023 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	1	250,305.47	240,046.01
TOTAL ASSETS		250,305.47	240,046.01
LIABILITIES			
Sundry Creditors	2	230.00	711.00
TOTAL LIABILITIES		230.00	711.00
NET ASSETS		250,075.47	239,335.01
EQUITY			
Retained Earnings	3	250,075.47	239,335.01
TOTAL EQUITY		250,075.47	239,335.01

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2024

Note Ref.		2023-2024 \$	2022-2023 \$
1	Cash and Cash Equivalents		
	NAB Cheque Account	33,448.62	27,390.81
	NAB Term Deposit 65-639-9093	83,990.58	81,544.26
	NAB Term Deposit 56-398-4306	70,000.00	70,000.00
	Bendigo Bank - 184328367	62,866.27	61,110.94
		250,305.47	240,046.01
2	Sundry Creditors		
	GST Q/E 30/6/2023	230.00	711.00
3	Retained Earnings		
	Retained earnings at the beginning of the financial year	239,335.01	257,017.74
	Net profit/ deficit attributable to the association	10,740.46	-17,682.73
	Retained earnings at the end of the financial year	250,075.47	239,335.01

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 2024 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: Colin Mayne

Dated this 15th day of July 2024

Contact Details:

The Camperdown Cemetery Trust

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