

CAMPERDOWN CEMETERY TRUST

ANNUAL REPORT 2024-2025

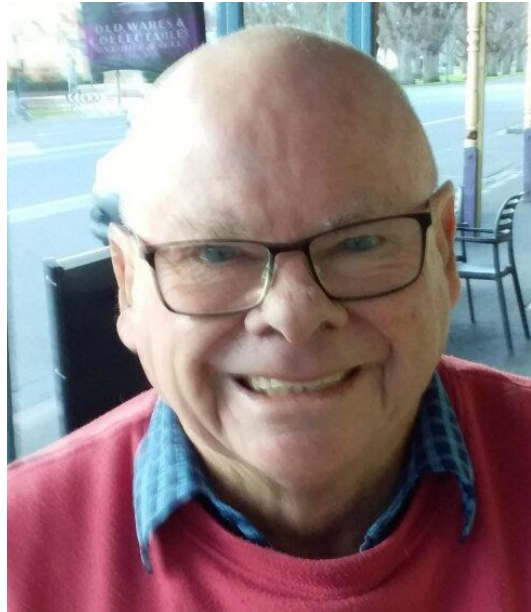


Ian Davis Information centre

Chairperson's Annual Report

Annual Report for the year 1 July 2024 to 30 June 2025.

- First of all, I would like to thank Bob Hewitt for his time as chairperson for the trust.
- I would like to thank Colin for his excellent job as trust secretary.
- Barb and Denise for their excellent work on gardens.
- Sylvia for her assistance with review of policies.
- Brian for his excellent work as sextant and handyman.
- Geoff Gaut for his painting around the Cemetery and helping with mowing for Damian.



We have had a very productive year at the cemetery with the Peter Sumner Rose Garden being completed, new native garden at rear of sheds, works to the lawn areas and tree planting along with minor projects and ongoing maintenance around the Cemetery.

Colin and I both went to a CCAV meeting in Warrnambool and it was agreed that we should join CCAV which was supported at a Trust meeting.

Denise and I went to 2 Cemetery trust courses at Port Cambell which were very informative.

We have just about finished having our new Webpage for the Cemetery up and running which is great news thanks to Colin and GBM Technology.

We are currently working with the Camperdown Historical Society on establishing the location of any Aboriginal graves at the Cemetery which will assist in documenting an important part of the history of Camperdown.

Our Finances are going strong thanks to positive results over the past few years.

We also welcome the reappointment of Debbie and Sylvia to the trust and the appointment of new trust member David Mernagh.

I would like to thank all trust members for their work through the year.

Philip Robertson
CHAIRPERSON Camperdown Cemetery Trust

Secretary/Treasurer's Report

This is the fifth 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 2020/21 to 2024/25 have remained at similar levels for the 5-year period.

The net result for the 2024-2025 financial year was a surplus of \$40,778.

This was a very positive result mainly due to increased revenue. The surplus will add to 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 several minor capital and other maintenance works totalling a net of \$13,088.

The main expenditure being for:

- Completion of the Lion's Garden and the garden at the rear of the sheds and toilets - \$2,599
- Water to 2 rose gardens at rear of Lawn 2 - \$828
- Webpage Development - \$5,102

Several other minor works were also undertaken including grave repairs and improvements, soil in the lawn areas and painting of the exterior of the office and toilet.

The Trust has several smaller projects that are planned for 2025-2026 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 the planting of trees improvements to lawn areas, signage and painting.

The main project in 2025/26 will be the launching of the Cemetery Webpage.

This will be a great addition and assistance to the community in finding details about the history of the Cemetery, what the Cemetery offers and where graves are located.

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

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

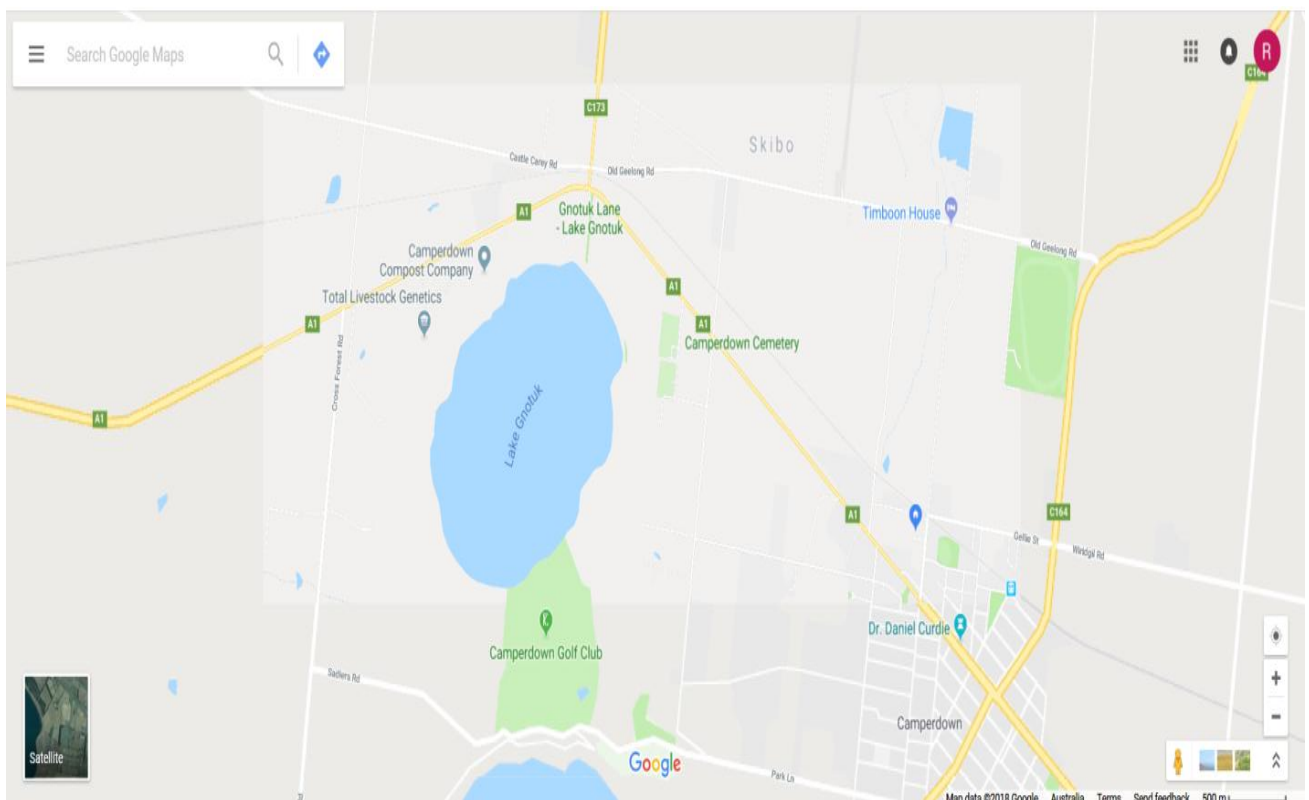
Colin Hayman – SECRETARY/TREASURER

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*.

PHILIP ROBERTSON (CHAIRPERSON)

Appointed to 30 April 2028

SYLVIA WALTON (VICE CHAIRPERSON)

Appointed to 31 July 2025

DEBRA CHESLETT

Appointed to 31 July 2025

GEOFFREY GAUT

Appointed to 31 July 2026

ROBERT HEWITT

Appointed to 31 July 2026

DENISE MUIR

Appointed to 30 April 2028

BARBARA ROBB

Appointed to 31 July 2026

KEVIN RUSSELL

Appointed to 31 July 2026

- *Debra Cheslett and Sylvia Walton were reappointed to the Trust in July 2025 for a further 5 years until 31 July 2030.*
- *David Mernagh was appointed in July 2025 for a 5-year period until 31 July 2030.*

TRUST MEETING ATTENDANCE

	Trust Meetings	Annual General Meeting
MEETINGS HELD	6	1
Philip Robertson (Chairperson)	5	1
Sylvia Walton	5	1
Debra Cheslett	4	0
Geoffrey Gaut	4	1
Robert Hewitt	5	1
Denise Muir	5	1
Barbara Robb	4	1
Kevin Russell	5	1

- *The Annual Meeting of the Trust was held on 16 September 2024.*
- *The meeting of the Trust held on 17 March 2025 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 7
- Various Trees

OLD MONUMENT SECTION

According to the records there are 3,466 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 46 are filled and 38 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 4 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 437 are filled and 92 are reserved. A number are unable to be used due to water pipes etc. There is no spaces available.

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 45 are filled and 35 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 72 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 44 are filled and 29 are reserved.

ROSE GARDENS

The cemetery has 7 Rose Gardens:

- Brenda Willis Rose Garden
- Athena Rose Garden
- Kempton Family Rose Garden
- Margaret Harvey Rose Garden
- Information Centre Rose Garden
- Peter Sumner Rose Garden
- Roundabout Rose Garden

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

VARIOUS TREES

The Cemetery has 24 memorial trees where ashes and/or a memorial plaque can be placed.

SUMMARY

The Camperdown Cemetery currently has 5,723 sites of which 4,462 are used and 479 sites are reserved.



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

CAMPERDOWN CEMETERY TRUST					
OVERALL SUMMARY AS AT 30 JUNE 2025					
AREA	NUMBER FILLED	RESERVED	VACANT	WATER PIPE/OTHER	TOTAL SITES
MONUMENTAL A - METHODIST	579	47	42	10	678
MONUMENTAL B - PRESBYTERIAN	842	64	25	4	935
MONUMENTAL C - CHURCH of ENG	946	83	19	1	1049
MONUMENTAL D - CATHOLIC	729	55	19	1	804
SUB TOTAL MONUMENTAL A to D	3096	249	105	16	3466
LAWN 1	654	9	4	21	688
LAWN 1 BABY SECTION	11	0	3	0	14
LAWN 2	437	92	0	11	540
LAWN 2 BABY SECTION	5	0	35	0	40
LAWN 3	45	35	240	0	320
NICHE WALL 1	72	16	104	0	192
NICHE WALL 2	44	29	147	0	220
MONUMENTAL LAWN	46	38	65	2	151
ATHENA ROSE GARDEN	15	0	1	0	16
BRENDA WILLIS ROSE GARDEN	11	6	1	0	18
MARGARET HARVEY ROSE GARDEN	6	0	2	0	8
KEMPTON FAMILY ROSE GARDEN	6	2	0	0	8
INFO. CENTRE ROSE GARDEN	0	0	6	0	6
PETER SUMNER ROSE GARDEN	0	0	6	0	6
ROUNABOUT ROSE GARDEN	0	0	6	0	6
MEMORIAL TREES	14	3	7	0	24
SUB TOTAL OTHER	1366	230	627	34	2257



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).

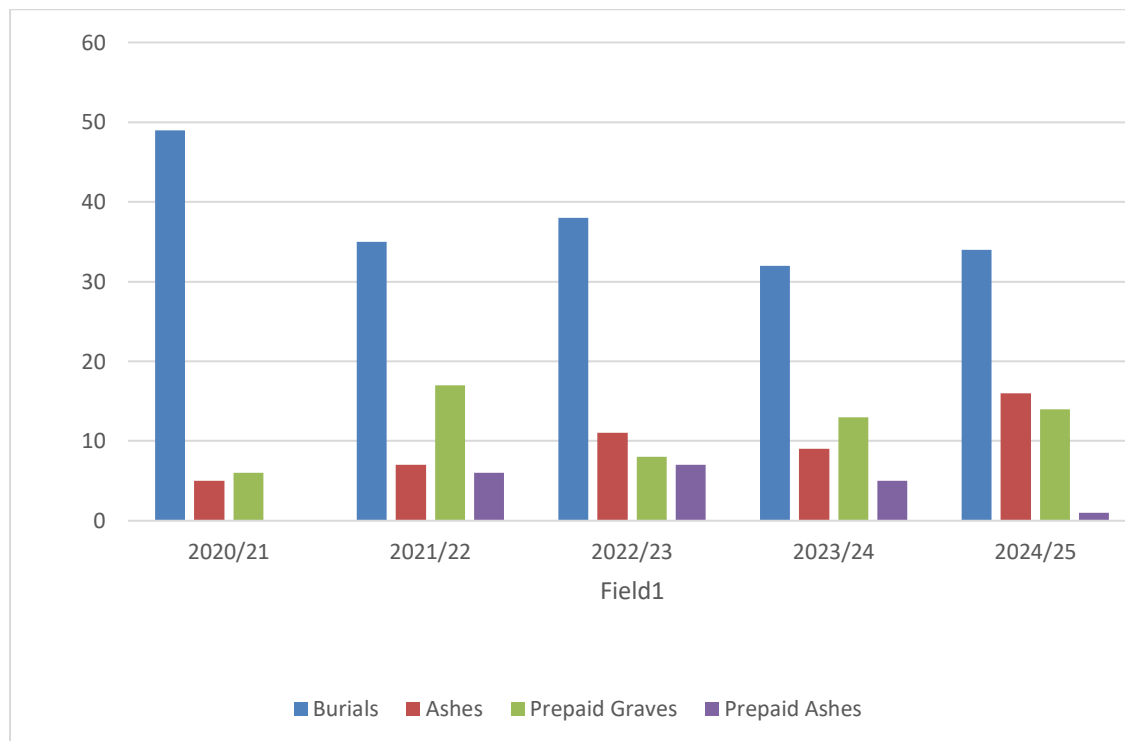
The Information Centre was upgraded over the 2018/19 and 2019/20 financial years.

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 2020/21 to 2024/25 have remained at similar levels for the 5-year period.

	2020/21	2021/22	2022/23	2023/24	2024/25
Burials	49	35	38	32	34
Ashes	5	7	11	9	16
Prepaid Graves	6	17	8	13	14
Prepaid Ashes	0	6	7	5	1
TOTAL	60	65	64	59	65



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
Payment of a Prepaid ROI by Instalments
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 a new policy – Payment of a Prepaid Right of Interment by instalments was adopted and the Conflict-of-Interest Policy was reviewed.

CALENDAR OF EVENTS/ACTIONS – 2024-2025

July 2024

- A review of the lowering device was undertaken and changes made to it to make it more user friendly and safer.
- The new Cemetery fees commenced 1 July 2024.
- The Trust resolved to purchase a dog waste dispenser, sign and bags.
- The Financial Statements and Abstract of Accounts for 2023/24 were approved.
- The 2024/2025 budget for the Trust was prepared and received.
- The Trust approved in principle the development of a Webpage for the Cemetery.
- The Trust resolved to name the new Rose Garden the “Peter Sumner Rose Garden”.

August/September 2024

- The Trust held its Annual Meeting. Philip Robertson was elected Chairperson.
- The Annual Report for 2023/2024 was adopted.
- The Trust adopted a Prepaid Right of Interment by Instalments policy.
- The Trust approved a quote from GBM Technology for the Webpage development subject to the outcome of a grant application.
- Strong winds caused damage to the Cemetery including the uprooting of a tree.

October/November 2024

- Data input commenced of all graves/areas to be included in the new webpage when developed.
- The naming of the Peter Sumner Rose Garden took place prior to the start of the November Trust meeting when Peter, members of his family and friends attended.
- Quote from Peter Jehu for clearing of Cemetery Land was accepted and work undertaken.
- Noted that the Backhoe would now be insured under the VMIA asset policy.
- The Trust adopted the meeting timetable for 2025.
- The Fraud Policy was revised and adopted by the Trust.

December 2024 to February 2025

- Data input continued of all graves/areas to be included in the new webpage when developed. A total of approx. 7,900 entries were put into a spreadsheet.
- The Customer Complaint Register, and the Volunteer Register were updated.
- The Trust resolved to purchase 2 flags made from a stronger material.
- A number of Trust members, contractors and partners visited the Vertical Burial site and given a presentation and tour of the site by Tony Dupleix.

March 2025

- The annual inspection at the Cemetery was held as part of the March Cemetery Trust 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 2025 as per the details from the Health Department.
- The new 2 flags were installed.
- Considered complaint regarding the cleaning of the Niche walls.
- 3 additional rose gardens were developed.

April to June 2025

- The Trust was updated on the development of the webpage including mapping of the cemetery by a drone.
- The Trust confirmed the reappointment of Debra Cheslett and Sylvia Walton and a new appointment of David Mernagh subject to the approval of the State Government.
- An application for a plaque to be placed near the Wombeetch Puyunn Grave Monument was forwarded to the Heritage Council Victoria.
- The Trust met with members of the Historical Society and discussed signage on the history of Aborigines at the Cemetery and the undertaking of a survey of land to ascertain the location of any Aboriginal graves.
- The Trust resolved to become a member of Cemeteries & Crematoria Association of Victoria (CCAV).
- The Conflict-of-Interest Policy was reviewed, and the revised policy was adopted.
- Updated rates for Contractors were agreed to by the Trust.

CAPITAL AND MAINTENANCE PROJECTS

Over the period 2019-2020 to 2024-2025 the Trust has undertaken a number of projects totalling a net amount of \$146,914.

2019/2020 to 2023/2024



- Signage/Identification improvement including Historical Signage near the Information Centre (*grant of \$2,970 was received from CHART towards the project - \$7,178*)

2019/2020

- Completion of Ian Davis Information Centre – \$9,657
- Rose Gardens at rear of Lawn 2 - \$2,389
- Kerbing and trees in area on Cemetery Road (before old Sheds) - \$2,620

2019/2020 to 2022/2023

Development of Lawn 3 (*costs to 30/6/2023*) - \$77,515 (*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.
- New storage area - \$3,047.

2022/2023 to 2023/2024

- 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 - \$4,661
- 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 toilets - \$4,850

2024/2025

- Webpage Development - \$5,120.

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

CAPITAL AND MAINTENANCE PROJECTS BUDGETED FOR 2025-2026

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

DESCRIPTION	2025/2026
Grave Repairs & Improvements	3,000
Various tree plantings	1,500
Painting/Repainting various areas	1,500
Lawn 3 works - grass improvements Rows A to C	1,000
Lawn areas - soil along beams	2,000
Webpage Development	1,000
TOTALS	10,000

CAMPERDOWN PUBLIC CEMETERY TRUST
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FINANCIAL REPORT
FOR THE YEAR ENDED
30 JUNE 2025

CONTENTS

Profit and Loss Statement
Balance Sheet
Notes

PROFIT AND LOSS STATEMENT FOR THE YEAR ENDED 30 JUNE 2025

	2024-2025	2023-2024
	\$	\$
Fees Received:-		
Purchase of Ground	35,110.00	26,850.00
Interment	38,340.86	33,145.53
Administration	7,177.31	5,708.95
Weekends/Slab/Oversize	2,009.02	404.55
Memorial Fees	1,294.00	1,193.00
Ashes, Niche Wall, Roses etc.	5,580.00	6,400.00
Repairs & Improvements to Graves	2,245.44	2,559.08
Interest Received	11,169.98	5,776.64
Plaques	43,949.16	23,287.31
Sundry Income	3,352.87	975.86
TOTAL INCOME	150,228.64	106,300.92
LESS EXPENSES		
Contractors:		
Ground Care	31,089.32	31,381.59
Waste	1,829.08	1,685.47
General Works and Improvements:		
Grave Repairs and Improvements	2,028.26	2,257.90
Historical Signage - Highway	-	765.00
Lawn 2 frontage and Lion's Garden	863.68	3,797.13
Lawn 3 works	350.00	-
Lawn areas - soli for beams	919.00	-
Painting of Various Assets	437.14	-
New Storage Shed	-	5,969.00
Rear of Shed & Toilets	1,734.69	693.95
Tree Pruning & Removal	-	2,400.00
Water to Rose Gardens	827.80	-
Webpage Development	5,102.36	-
Other Miscellaneous works	824.64	-
Administration and Other Expenses		
Grave Digging/Ashes	15,510.76	11,100.00
Office and Sundry Expenses	3,548.24	2,031.59
Plaques	32,179.55	21,882.00
Refund Ovepayment	2,460.00	-
Secretary/Treasurer	8,580.00	8,505.00
Surrender of Interment	-	1,838.00
Telephone Expenses	593.79	545.40
Water Usage	572.82	708.43
TOTAL EXPENSES	109,451.13	95,560.46
SURPLUS/DEFICIT	40,777.51	10,740.46

BALANCE SHEET FOR THE YEAR ENDED 30 JUNE 2025

	Note	2024-2025 \$	2023-2024 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	1	290,795.98	250,305.47
Sundry Debtors	2	57.00	-
TOTAL ASSETS		290,852.98	250,305.47
LIABILITIES			
Sundry Creditors	3	-	230.00
TOTAL LIABILITIES		-	230.00
NET ASSETS		290,852.98	250,075.47
EQUITY			
Retained Earnings	4	290,852.98	250,075.47
TOTAL EQUITY		290,852.98	250,075.47

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

Note Ref.		2024-2025 \$	2023-2024 \$
1	Cash and Cash Equivalents		
	NAB Cheque Account	42,769.15	33,448.62
	NAB Term Deposit 65-639-9093	88,075.29	83,990.58
	NAB Term Deposit 56-398-4306	73,334.11	70,000.00
	Bendigo Bank - 184328367	86,617.43	62,866.27
		290,795.98	250,305.47
2	Sundry Debtors		
	GST Q/E 30/6/2025	57.00	-
3	Sundry Creditors		
	GST Q/E 30/6/2025	-	230.00
4	Retained Earnings		
	Retained earnings at the beginning of the financial year	250,075.47	239,335.01
	Net profit/ deficit attributable to the association	40,777.51	10,740.46
	Retained earnings at the end of the financial year	290,852.98	250,075.47

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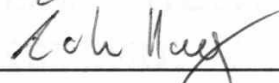
STATEMENT BY MEMBERS OF THE COMMITTEE

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 2025 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: _____


Treasurer: _____


Dated this 17th day of July 2025

Contact Details:
The Camperdown Cemetery Trust
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Email: camperdowncemetery@outlook.com