



**FRANKSTON CITY COUNCIL CEMETERY TRUST
HELD IN THE CIVIC CENTRE, DAVEY STREET, FRANKSTON
ON 6 APRIL 2022 AT 6.00PM**

PRESENT Cr. Nathan Conroy (Mayor)
Cr. Kris Bolam
Cr. David Asker

OFFICERS: Mr. Phil Cantillon, Chief Executive Officer (Trust Secretary)
Ms. Kim Jaensch, Chief Financial Officer
Mr. Cam Arullanantham, Director Infrastructure and Operations
Ms. Brianna Alcock, Manager Governance and Information
Mr. Brad Hurren, Manager Operations
Mr. Martin Snell, Manager Building and Facilities
Team Leader Cemetery
Cemetery Officer
Team Leader Governance

MAYORAL STATEMENT

This meeting is being live streamed for public viewing in accordance with section 66(3) of the Local Government Act 2020. In the event Council encounters technical issues with the streaming, the meeting will be adjourned for up to 30 minutes until the matter is resolved. If the matter cannot be resolved, the meeting will be postponed to another evening.

ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

I acknowledge the Traditional Custodians of the land on which we meet today, the Bunurong People of the Kulin Nation, and pay my respect to Elders past, present and future. I would like to extend that respect to Elders of other communities who may be here today.

WELCOME FROM THE MAYOR

As part of the Frankston Cemetery Trust (Trust) and under the Cemeteries and Crematoria Act 2003, the Trust must meet at least once annually. These meetings are held for the purpose of keeping the Trust informed regarding matters relation to the Frankston Memorial Park in particular and current issued pertaining to management of cemeteries in general, in addition to authorising certain actions.

In accordance with Council's Frankston Memorial Park Model Rules and the guidance for Class B Cemeteries, the Cemetery Trust should hold one of its general meetings open to the public at least once annually. Councillors are delegated to the Frankston Cemetery Trust as representatives of all Councillors, being the Frankston Cemetery Trust.

The meeting today will provide the Trust with an update on the recent site visit, refurbishment of the Caretakers House and the Toilet Building, cemetery utilisation, confirmation of the current Cemetery fees and sealing of the Abstract of Accounts.

Item	Topic	Presenting Officer	Page
1	Confirmation of Trust Meeting Minutes for 28 October 2021	Mayor, Cr Conroy	3
2	Frankston Memorial Park Site Visit	Brianna Alcock	5
3	Project Updates	Martin Snell	6
4	Park Maintenance Update	Brad Hurren	17
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7	Sealing of Abstract of Accounts for 2020-2021	Brianna Alcock	25
	Closure of Meeting	Mayor, Cr Conroy	

1.1 Confirmation of Trust Meeting Minutes for 28 October 2021

Minutes of the Cemetery Trust Meeting held on 28 October 2021 were presented at CM22 on 6 December 2021. A copy of these Minutes is attached.

Trust Secretary Recommendation

That the Trust notes the endorsed Minutes from the 6 December 2021 Council Meeting.

ATTACHMENTS

Attachment A: [↓](#) Confirmation of Cemetery Trust Minutes at CM22 held on 6 December 2022

COUNCIL MEETING MINUTES	20	06 December 2021 2021/CM22
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12.4 Confirmation of Minutes for the Frankston Cemetery Trust held on 28 October 2021

(BA Chief Financial Office)

Council Decision

Moved: Councillor Harvey

Seconded: Councillor Baker

That Council:

1. Receives and adopts the Minutes of the Frankston Cemetery Trust (the Trust) meeting held on 28 October 2021;
2. Notes the updated Building Concept Design No 2 for the refurbishment of the Cemetery Caretaker's house which will provide DDA compliance, increased safety and park oversight;
3. Notes since the Cemetery Trust Meeting, a revised cost plan is being obtained for the design changes, it is proposed to reallocate the Memorial Park toilet capital works funding to fund the delivery of the Caretaker House refurbishment this financial year, which will be committed as part of the mid-year Budget review. Then delay delivery of the Memorial Park toilet to 2022-2023 pending funding in the Capital Works Program allocation;
4. Notes the Frankston Memorial Park fees CPI increase, which came into effect on 1 July 2021, as set by the Department of Health and Human Services; and
5. Notes the update provided outlining the continued improvements at Frankston Memorial Park.

Carried Unanimously

Note: Refer to page 4 of these Minutes where this item was Block Resolved

Chairperson's initials

2.2 Frankston Memorial Park Site Visit

Councillors and EMT representatives attended a site visit at Frankston Memorial Park (the Cemetery) on 9 March 2022 to find out more about the future projects and improvements that are currently underway at the site. It was an opportunity for all who attended to share ideas and discuss the vision of the future of Frankston Memorial Park.

Trust Secretary Recommendation

That the Trust:

1. Notes the verbal update of the Cemetery Trust Site visit; and
2. Refers for investigation the option to include the Baby Mural in the Regional Arts Trail

ATTACHMENTS

Nil

3.3 Project Update

Caretaker House Refurbishment

The Caretakers House refurbishment project is on track to be delivered by the end of the current financial year. It is expected that a contractor will be appointed by the end of April 2022 and refurbishment works will commence in May 2022. The building will be available for occupancy in July 2022

Toilet Building Refurbishment

The Toilet Building refurbishment project has been moved forward and is anticipated that a contractor will be appointed by the end of the financial year, with works expected to commence in July 2022. New design plans are provided in the attachment.

Trust Secretary Recommendation

That the Trust:

1. Notes the updated concept designs; and
2. Notes the update provided on the Caretaker House and Toilet Building refurbishment projects.

ATTACHMENTS

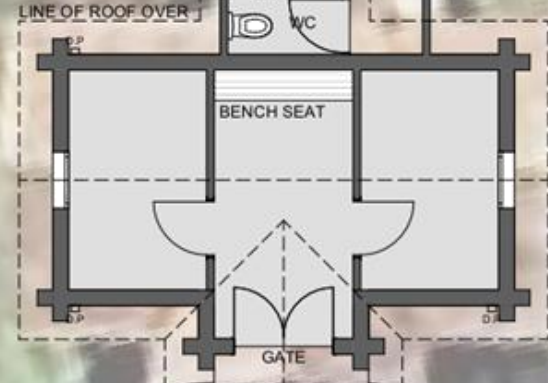
Attachment A: [↓](#) Toilet Building Refurbishment - New Design Plans

Attachment B: [↓](#) Frankston Memorial Park Projects Update Presentation



CRANBOURNE RD

EXISTING GATES



EXISTING BENCH

1 EXISTING PLAN 1:100



4 Architects
 4 ARCHITECTS
 1/111 COLLEGE STREET
 FRANKSTON VIC 3199
 PH (03) 8374388
 WWW.4ARCHITECTS.COM.AU

FRANKSTON CITY COUNCIL

Issue Name	Date	Change Name	OID	RevID

FOR INFORMATION ONLY
 NOT FOR CONSTRUCTION
 CIVILISED DOCUMENT
 REPLACE EARLIER ISSUE

MEMORIAL PARK WC
 63 CARDINIA RD FRANKSTON VIC 3199
 Status
 Date generated 21/07/2020
 Project number 200116
 Drawn FT
 Approved RB
 Accredited Designer: Giles Newstead #190/38

ARCHITECTURAL EXISTING PLAN
 Drawing number 1.0
 Drawing title
 Revision

CONCEPT 03 NOTES:

- INTERNAL ACCESS TO DDA WC, INCREASE DOORWAY FOR DDA COMPLIANCE.

- ALL EXISTING WALLS TO REMAIN IN PLACE (LITTLE DISRUPTION)

- STRUCTURAL ENGINEER TO ADVISE ON REMEDIAL WORKS TO BE UNDERTAKEN TO PRESERVE THE BUILDING STRUCTURE.



LEGEND:

- 1 - RETROFIT DDA WC INTO EXISTING BUILDING; DE-COMMISSION EXISTING TOILET; RENOVATION OF EXISTING BUILDING INCL. STRUCTURAL REMEDIATION
- 2—NEW PRIVACY SCREEN
- 3.1 CONCRETE PLINTHS WITH NAME PLAQUES
- 3.2 - NEW SOFT LANDSCAPING / GARDEN BEDS WITH NATIVE PLANTS
- 4 - NEW BENCH SEATS
- 5 - NEW ACCESSIBLE FOOTPATH & PAVING
- 6 - EXISTING GRAVES
- 7 - EXISTING ROADWAYS & FOOTPATHS
- 8 - EXISTING TREES
- 9 - EXISTING BIN, RELOCATED

NOTE:
NO CHECK MEASURE YET COMPLETED TO DATE, TO BE CONFIRMED IF DDA CLEARANCES TO AS 1428.1 CAN BE ACHIEVED WITHIN EXISTING BUILDING.



3.1 (EXAMPLE CONCRETE PLINTH, PLAQUES AND BENCH SEATS)



3.2 (EXAMPLE LANDSCAPING, NATIVE PLANTS & NAME PLAQUES)

1 PROPOSED PLAN - CD03 1:100

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4 Architects
MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

FRANKSTON CITY COUNCIL
Frankston City

Issue Name	Date	Change Name	OID	RevID

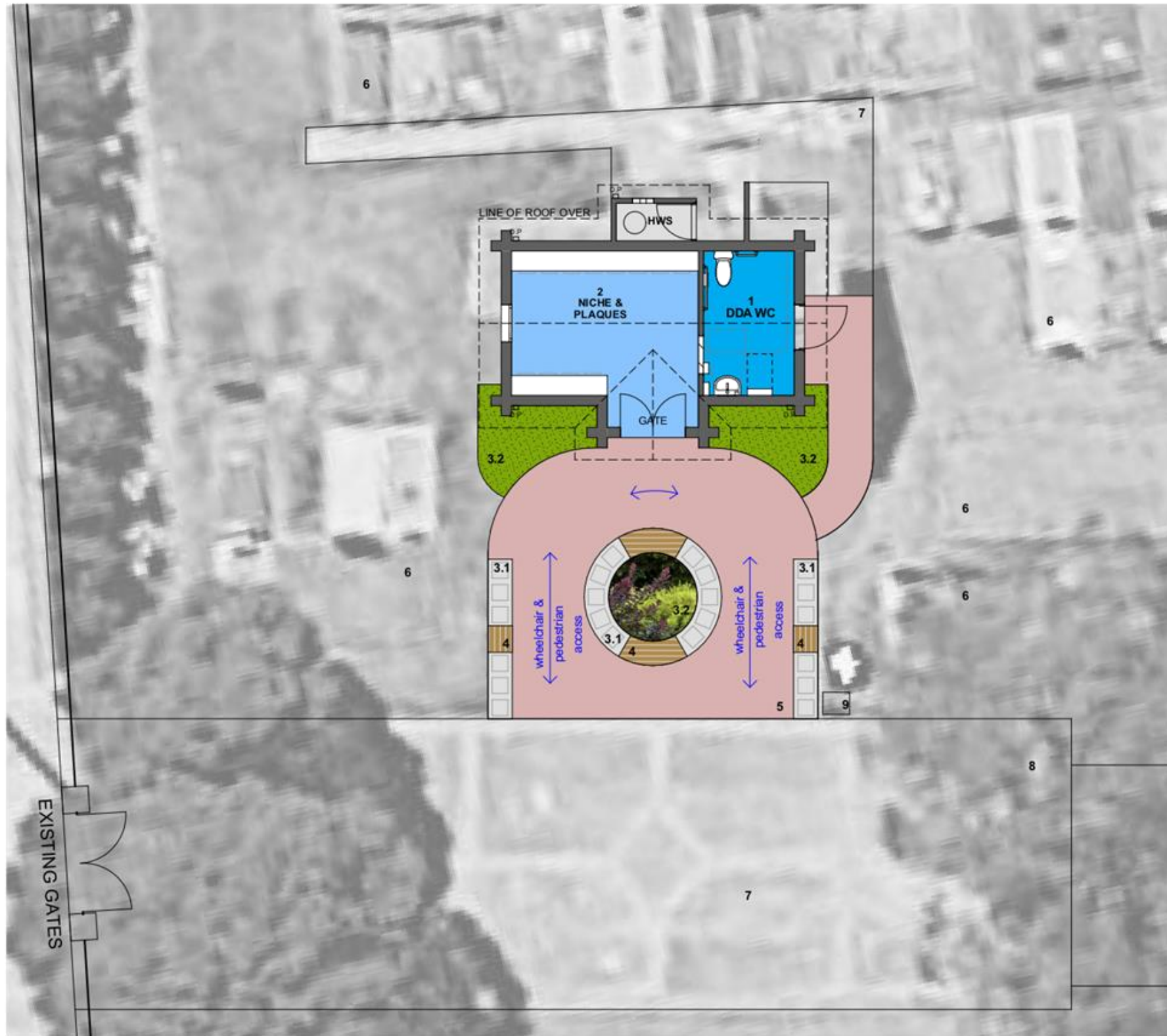
FOR INFORMATION ONLY
NOT FOR CONSTRUCTION
REVISED DOCUMENT
REPLACE EARLIER ISSUE

MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

ARCHITECTURAL CONCEPT DESIGN 03
Drawing number 1.3
Revision

CONCEPT 04 NOTES:

- EXTERNAL ACCESS TO DDA WC WITH REMOVAL OF EXISTING WINDOW & WALL TO CREATE BIGGER DOORWAY.
- REMOVAL OF INTERNAL WALL TO CREATE BIGGER ROOM WITH NICHE PLAQUES.
- STRUCTURAL ENGINEER TO ADVISE ON REMEDIAL WORKS TO BE UNDERTAKEN TO PRESERVE THE BUILDING STRUCTURE.



LEGEND:

- 1 - RETROFIT DDA WC INTO EXISTING BUILDING; DE-COMMISSION EXISTING TOILET; RENOVATION OF EXISTING BUILDING INCL. STRUCTURAL REMEDIATION
- 2 - MEMORIAL ROOM OR COLUMBARIUM WITH NICHE PLAQUES
- 3.1 CONCRETE PLINTHS WITH NAME PLAQUES
- 3.2 - NEW SOFT LANDSCAPING / GARDEN BEDS WITH NATIVE PLANTS
- 4 - NEW BENCH SEATS
- 5 - NEW ACCESSIBLE FOOTPATH & PAVING
- 6 - EXISTING GRAVES
- 7 - EXISTING ROADWAYS & FOOTPATHS
- 8 - EXISTING TREES
- 9 - EXISTING BIN, RELOCATED

NOTE:
NO CHECK MEASURE YET COMPLETED TO DATE, TO BE CONFIRMED IF DDA CLEARANCES TO AS 1428.1 CAN BE ACHIEVED WITHIN EXISTING BUILDING.



3.2 (EXAMPLE COLUMBARIUM)



3.2 (EXAMPLE LANDSCAPING, NATIVE PLANTS)

1

PROPOSED PLAN - CD03

1:100

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4 Architects
MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

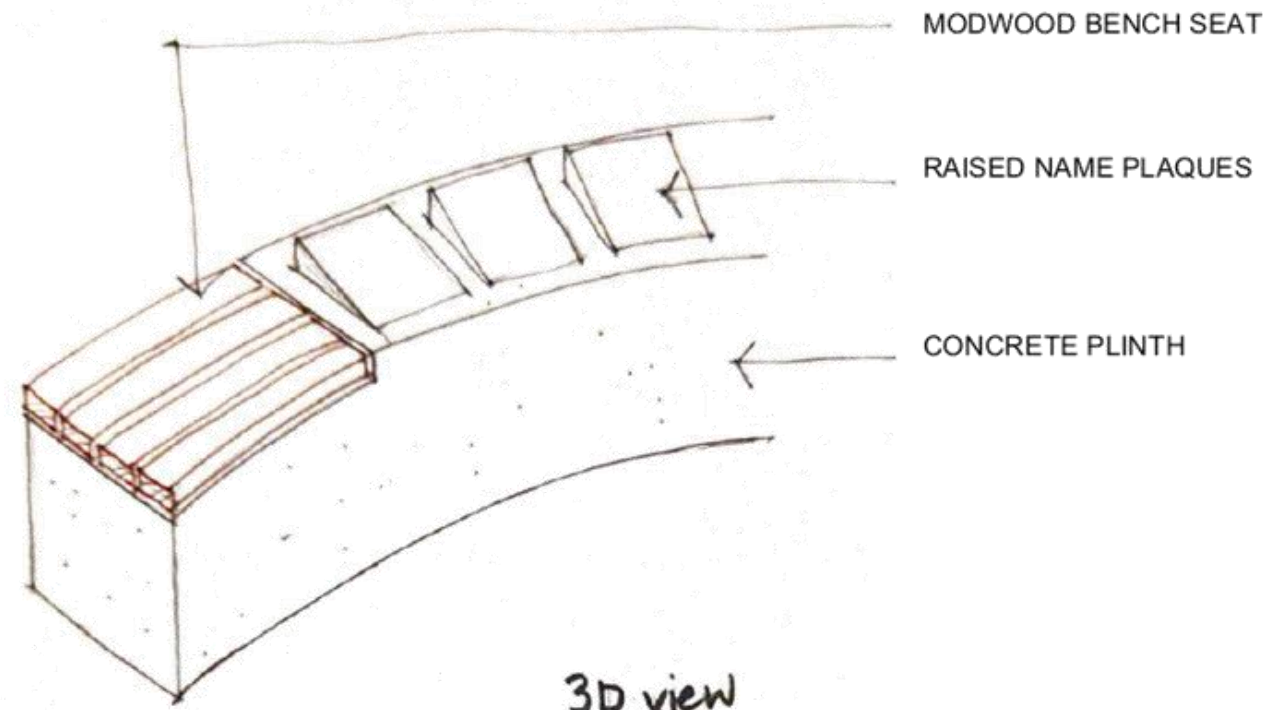
FRANKSTON CITY COUNCIL
Frankston City

Issue Name	Date	Change Name	OID	RevID

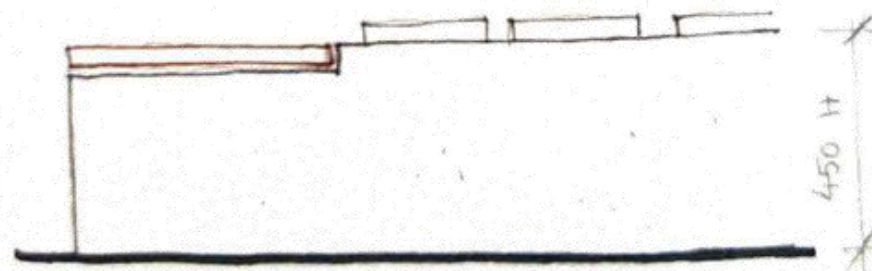
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REVISED DOCUMENT
REPLACE EARLIER ISSUE

MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status
Date generated 21/07/2020
Accredited Designer: Giles Newstead #190/38

ARCHITECTURAL CONCEPT DESIGN 04
Drawing number 1.4
Revision



3D view



elevation

1 CONCRETE PLINTH / BENCH SEAT SKETCH



SPRINGVALE CEMETERY
(EXAMPLE CONCRETE PLINTH, PLAQUES AND BENCH SEATS)



(EXAMPLE CONCRETE BENCH WITH RECESSED SEATS)



(EXAMPLE RAISED GARDEN BED WITH CONCRETE EDGE AND BENCH SEATS)



(EXAMPLE RAISED GARDEN BED WITH CONCRETE EDGE AND BENCH SEATS)

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4 Architects
MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

FRANKSTON CITY COUNCIL
Frankston City

Issue Name	Date	Change Name	OID	RevID

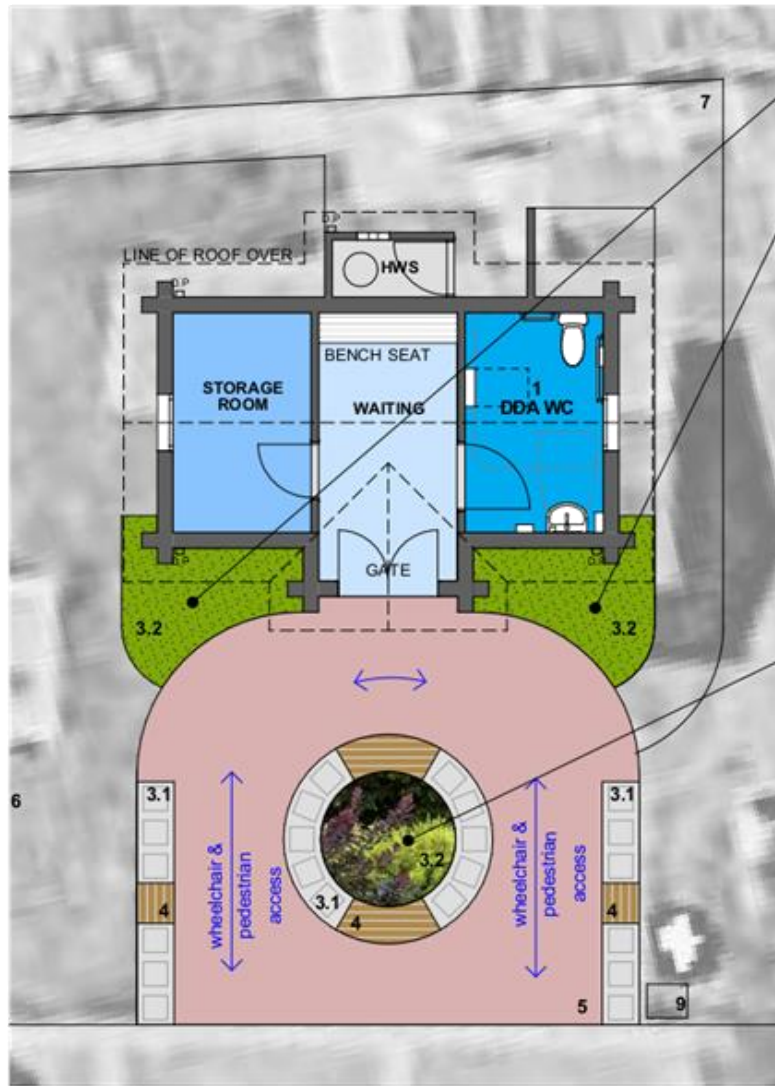
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IF REVISED DOCUMENT
REPLACE EARLIER ISSUE

MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

ARCHITECTURAL
CONCRETE PLINTH & BENCH SEAT
Drawing title

Project number: 200116
Drawing number: 2.0
Revision: 2.0

Date generated: 21/07/2020
Drawn: FT
Approved: RB
Accredited Designer: Giles Newstead #190/38



1 PROPOSED PLAN - CONCEPT 03 1:100

BOTH SIDES OF WC:



Leucadendron
flowering shrubs 1-1.5 m wide and high



Gymea Lily
(Doryanthes excelsa)
grasslike leaves over 1m & flowers up to 4m high



Gippsland Waratah
(Telopea oreades)
flowering shrub up to 3m high

CENTRAL AREA:



Gunguru or Silver Princess
(Eucalyptus Caesia)
weeping tree 4-10m high



Jacaranda Tree (optional)
20-30m high
flowering tree



Kangaroo Paw
(Anigozanthos)
1 - 1.3m high



Native Rosemary
(Westringia Fruticosa)
2-4 m rounded shrubs

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MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

FRANKSTON CITY COUNCIL

Issue Name	Date	Change Name	OID	RevID

FOR INFORMATION ONLY
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REVISED DOCUMENT
REPLACE EARLIER ISSUE

MEMORIAL PARK WC
63 CARDINIA RD FRANKSTON VIC 3199
Status

Date generated: 21/07/2020
Accredited Designer: Giles Newstead #190/38

ARCHITECTURAL PLANTING SCHEDULE

Project number: 200116
Drawing number: 3.0
Revision: 3.0

A4379956

Frankston Memorial Park – Project Updates



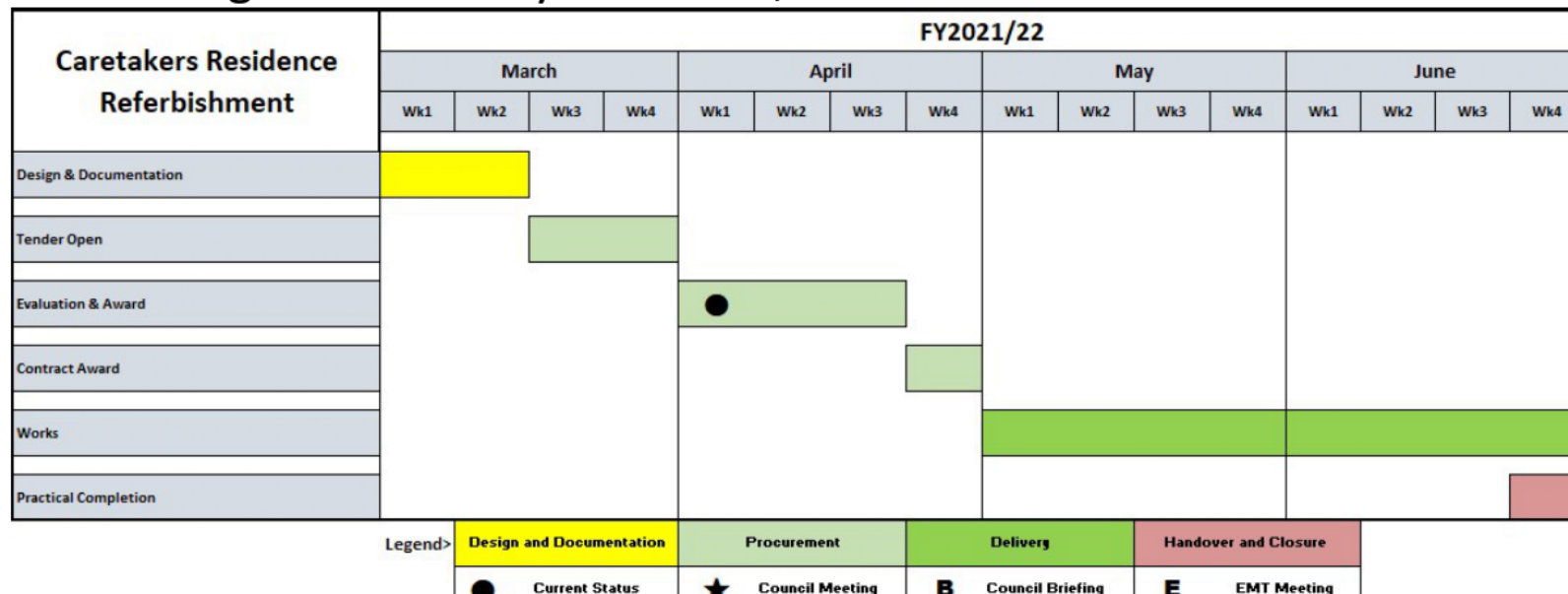
Cemetery Trust Meeting 6 April 2022

opportunity » growth » lifestyle



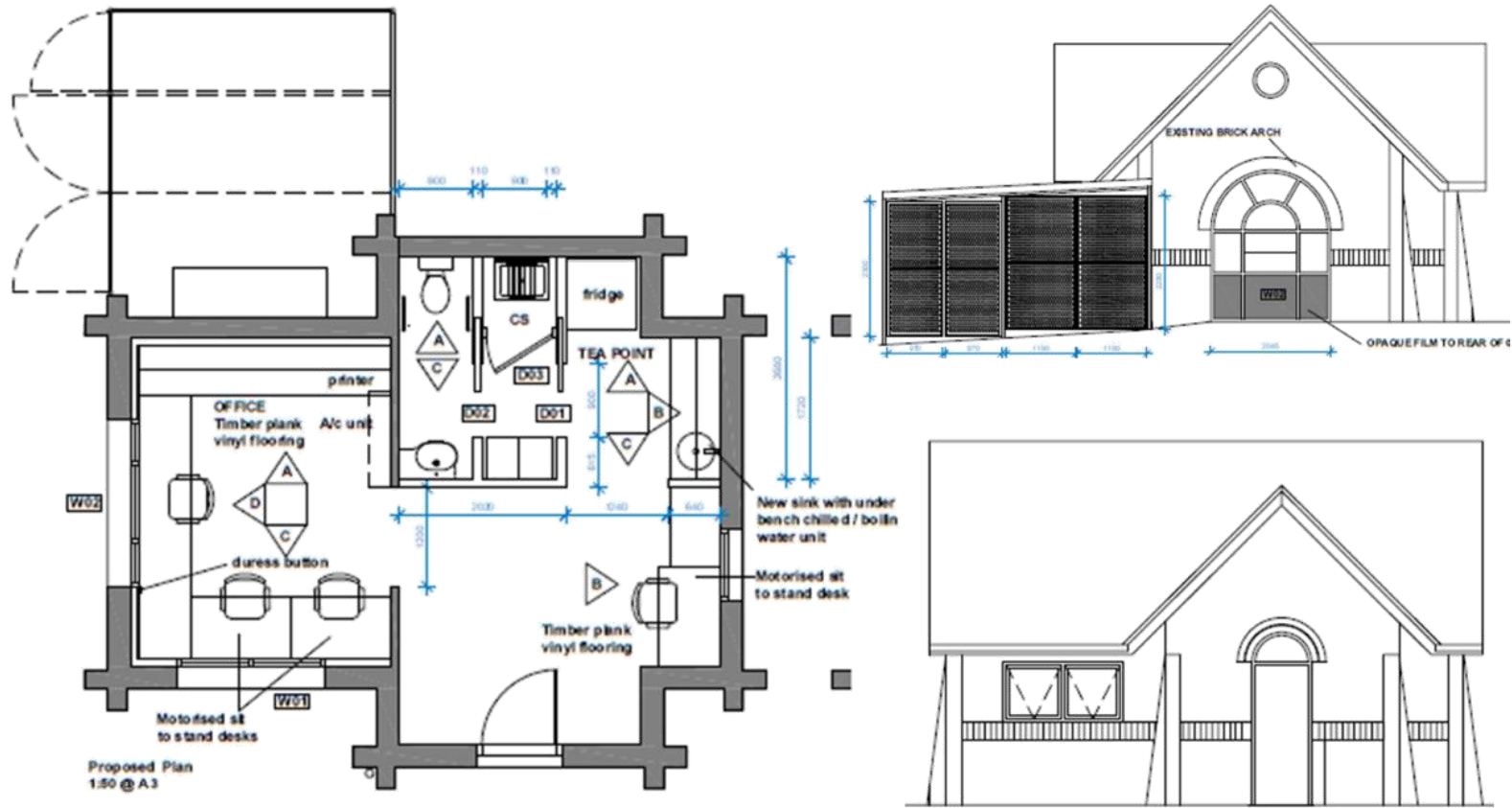
Caretakers Residence Refurbishment

- Internal refurbishment of the space to create a functional, modern and user friendly environment for staff to operate.
- Construction tender recently advertised and site works scheduled to commence during May.
- Budget for delivery this FY is \$302K.





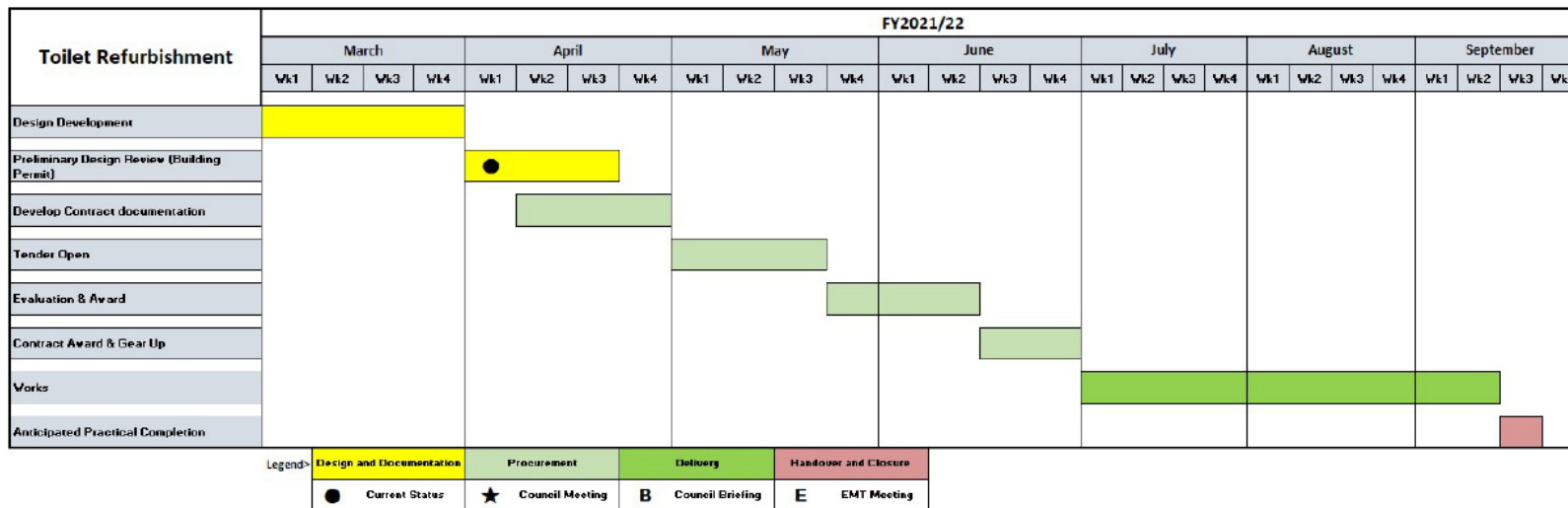
Caretakers Residence Refurbishment





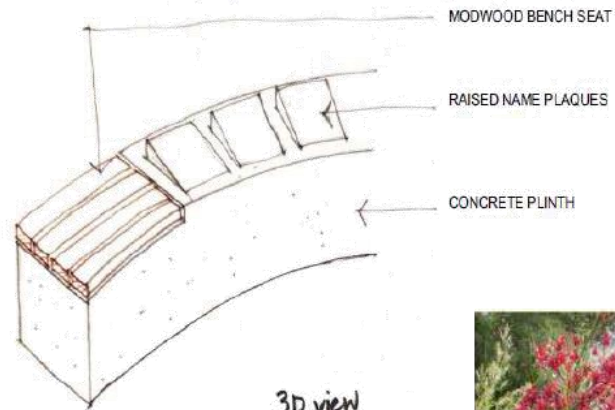
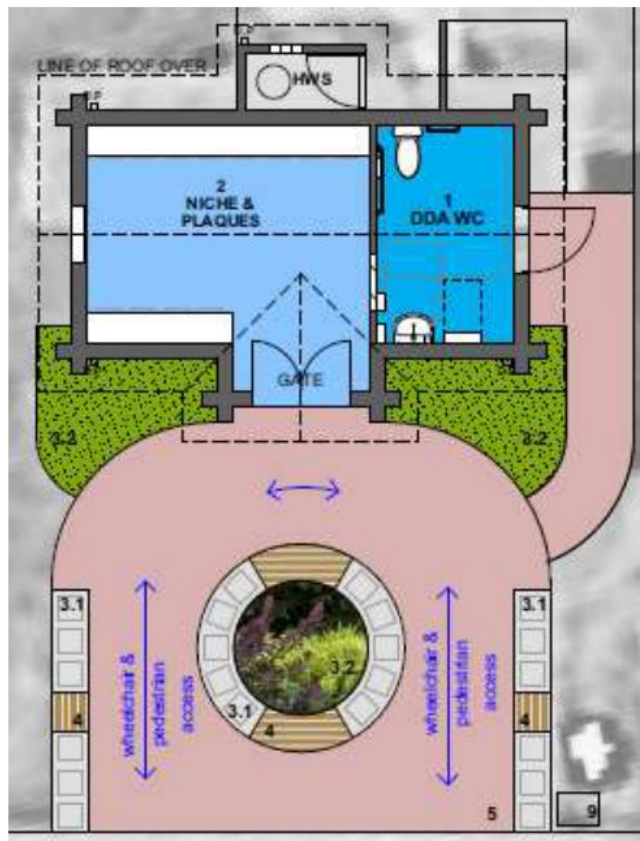
Toilet Refurbishment

- Refurbishment of existing toilet building to create a modern and accessible public toilet along with a new area to be used for memorial plaques. External landscaping and seating also included.
- Construction planned for 22/23 FY with completion scheduled for September 2022. Project has a budget of approximately \$235K.





Toilet Refurbishment



4.4 Park Maintenance Update

Frankston Memorial Park is currently mowed on a fortnightly basis. As the weather starts to cool off we will start to mow less frequently as the grass will begin to go into dormancy. Gardens are attended to twice a week, which includes weed spraying, any reactive works, rubbish removal and general horticultural maintenance.

There have been several unsightly self-seeded trees removed throughout the grounds, resulting in a better overall appearance as well as the removal of tree limbs that posed a danger to the public.

Trust Secretary Recommendation

That the Trust notes the update provided on the park maintenance

ATTACHMENTS

Nil

5.5 Park Management Update

Over the past twelve months, Frankston Memorial Park has overseen 26 Burials and interments, 27 Plaques were sold and installed, 9 Memorial sites were reserved for ashes only and 15 Monumental Mason applications were approved.

A project for GIS mapping of gravesites is underway to enable improved location information. Recent updates of the GIS software mean it is now possible to zoom further in to view each grave site. This project will assist Council staff in locating grave sites and eventually assist families searching for the grave sites of their loved ones.

Trust Secretary Recommendation

That the Trust notes the update provided on the park management.

ATTACHMENTS

Nil

6.6 Frankston Memorial Park Fees for 2022-2023

The Department of Health notified Frankston Cemetery Trust that the Consumer Price Index (CPI) of 2.5% would be applied to its fees. The new fees will come into effect on 1 July 2022. A schedule of the new fees is attached.

Trust Secretary Recommendation

That the Trust notes the 2.5% CPI fee increase determined by the Department of Health, which will come into effect from 1 July 2022.

ATTACHMENTS

Attachment A: [↓](#) Frankston Memorial Park - Price List - 1 July 2022



Frankston City Council

30 Davey Street, Frankston, Victoria, Australia
 Telephone: 1300 322 322 » +613 9784 1888 » Facsimile: +613 9784 1094
 PO Box 490, Frankston VIC 3199 » DX 19913 Frankston
 Website: frankston.vic.gov.au
 ABN: 49 454 768 065

Frankston Memorial Park
Cnr Cranbourne Rd & McMahon Road, Frankston VIC 3199
Phone (03) 9784 1813

Lawn Section - Interment Charges

Hours of Operation for Burials: 9.30am – 3pm Mon-Fri

Contact: 9784 1813 (9.30am - 3pm)

			\$ Interment Fee GST inclusive
Standard Size Coffin <i>(coffin measurement does not exceed 2050 x 625)</i>			\$1,390.00
Oversize Coffin / Casket <i>(Casket or coffin measurement exceed 2050 x 625)</i>			\$1,500.00
Ashes Interment			\$310.00

Plaque Details:

Plaque Type	Size	Lines Incl.	\$ Cost GST inclusive
Single	381 x 216	6	\$480.00
Dual Conversion * Back Plate First Detachable Plate	381 x 216E	3 5	\$800.00
Second Detachable Plate	M1025	5	\$205.00
Installation of plaque			\$230.00
Additional lines for Single plaques and Back Plate of Dual Conversion plaques are available at a cost of \$25.00 per line.			
Standard Emblems \$65 each.			



Frankston City Council

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 PO Box 490, Frankston VIC 3199 » DX 19913 Frankston
 Website: frankston.vic.gov.au
 ABN: 49 454 768 065

Monumental Section – Interment Charges

Hours of Operation for Burials: 9.30am – 3pm Tues-Fri

Contact: 9784 1813 (9.30am – 3pm)

			\$ Interment Fee GST inclusive
Note: No caskets permitted			
Standard Size Coffin - Reopen <i>(coffin measurement does not exceed 2050 x 625)</i>			\$1,385.00
Standard Size Coffin – Sinker (2.43m) <i>(coffin measurement does not exceed 2050 x 625)</i>			\$1,525.00
Oversize Coffin - Reopen <i>(coffin measurement exceed 2050 x 625)</i>			\$1,495.00
Oversize Coffin - Sinker <i>(coffin measurement exceed 2050 x 625)</i>			\$1,620.00
Ashes Interment			\$310.00

Plaque Details:

Plaque Options	Size	\$ Cost GST inclusive	\$ Cost GST inclusive
Large Single <i>(includes 6 lines)</i>	381 x 216	\$480.00	
Large Concrete Desk		\$185.00	
Installation of plaque		\$230.00	\$895.00
Additional Lines \$25 per line <i>(max. no. of lines on plaque = 12)</i> Standard Emblems \$65 each			
Small Single <i>(includes 5 lines)</i>	203 x 152	\$315.00	
Small Concrete Desk		\$80.00	
Installation of plaque		\$230.00	\$625.00
Additional Lines \$25 per line <i>(max. no. of lines on plaque = 12)</i> Standard Emblems \$65 each			



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Ashes Memorials

TYPE	FEE (Reservation only) GST Exempt \$	INTERMENT FEE GST incl. \$	PLAQUE GST incl. \$	PLAQUE with VASE or EMBLEM GST incl. \$	No. of INTER- MENTS
SINGLE INTERMENT OPTIONS					
Memorial Tree – Main Drive (Single interment) Plaque: C178x152 incl. 8 lines on concrete desk (Note fee does not include concrete desk - \$80 + plaque installation - \$230) Max lines = 12 / Extra lines cost + \$25	(25 years) \$525 (Perp) \$1,300			Vase – \$90 Emblem - \$65	1
		\$210	\$245		
Niche Wall (Note fee does not include plaque installation - \$80) Plaque: NW1 – 149x111 incl. 3 lines Bevilled Edge Max lines = 9 / Extra lines cost + \$25	(40 years) \$570 (Perp) \$1,415			Vase – \$90 Emblem - \$65	1
		\$210	\$255		
NW2 – C178x152 incl. 8 lines Max lines = 12 / Extra lines cost + \$25			\$315	Vase – \$90 Emblem - \$65	
Garden Border & Memorial Tree – Government Road (Note fee does not include plaque installation \$230 and concrete desk for Tree - \$80) (Single interment)	(25 years) \$725 (Perp) \$1,810				1
		\$210			
Plaque: C203x152 incl. 5 lines Max lines = 12 / Extra lines cost + \$25			\$325	Vase – \$90 Emblem - \$65	
Standard Rose – Clarendon Street (Note fee does not include concrete desk - \$80 and plaque installation \$230) (Single interment)	(25 years) \$850 (Perp) \$2,140				1
		\$210			
Plaque: C203x152 incl. 5 lines & concrete desk - \$92.00 Max lines = 12 / Extra lines cost + \$25			\$405	Vase – \$90 Emblem - \$65	
Memorial Rock – Government Road (Note fee does not include plaque installation on rock - \$230.00) (Single interment)	(25 years) \$2,060 (Perp) \$2,585				1
		\$210			
Plaque: C203x152 incl. 5 lines Max lines = 12 / Extra lines cost + \$25			\$420	Vase – \$90 Emblem - \$65	
Arbour Walk – Ashes recoverable (Single interment) (Note fee does not include plaque installation - \$230)	(25 years) \$690 (Perp) \$1,735				1
		\$210			
Plaque: C178x152 incl. 8 lines Max lines = 12 / Extra lines cost + \$25			\$315	Vase – \$90 Emblem - \$65	



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TYPE	TOTAL FEE (Reservation Only) GST Exempt \$	INTERMENT FEE GST incl. \$	PLAQUE GST incl. \$	PLAQUE WITH VASE or EMBLEM GST incl. \$	No. of INTER- MENTS
MULTIPLE INTERMENT OPTIONS					
Memorial Tree – Government Road – Garden (Note fee does not include concrete desk - \$80 and plaque installation \$230) (Dual interments)	(25 years) \$1,285 (Perp) \$2,920	\$210			2
Plaque: C203x152 incl. 5 lines on concrete desk Max lines = 12 / Extra lines cost + \$25			\$325	Vase – \$90 Emblem - \$65	
Standard Rose – Clarendon Street (Note fee does not include concrete desk - \$80 and plaque installation \$230) (Dual interments)	(25 years) \$1,710 (Perp) \$3,430	\$210			2
Plaque: C203x152 incl. 5 lines on concrete desk Max lines = 12 / Extra lines cost + \$25			\$405	Vase – \$90 Emblem - \$65	
Memorial Rock – Government Road (Note fee does not include plaque installation fee on rock - \$230.00) (Dual interments)	(25 years) \$2,060 (Perp) \$4,115	\$210			2
Plaque: C203x152 incl. 5 lines Max lines = 12 / Extra lines cost + \$25			\$420	Vase – \$90 Emblem - \$65	
Granite Headstone – Cranbourne Road (Note fee does not include installation fee by Monumental Mason, as quoted) (Dual interments)	(Perp) \$4,400	\$210			2
Inscription of 60 letters			TBA		
Baby Mural – Clarendon Street (Note fee does not include plaque installation fee - \$230.00) (No Interments – Memorial Only)	(25 years) \$TBA (Perp) \$TBA				0
Plaque: 200x90 incl. 5 lines Max lines = 12 / Extra lines cost + \$25		N/A	TBA	Vase – \$90 Emblem - \$65	



Frankston City Council

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PO Box 490, Frankston VIC 3199 » DX 19913 Frankston
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Other Charges

Description	Fee GST Inclusive
Interments out of standard business hours	\$880.00
Interments on Saturdays, Sundays or Public Holidays	As quoted
Interments at short notice	\$530.00
Duplicate Certificate – Right of Interment	\$50.00
Exhuming the Remains of a Body (when authorised)	\$2,730.00
Lift and Reposition	\$2,320.00
Purchase of gravesite (when available)	\$2,450.00
Administration fee	\$60.00

Monumental Mason Information

Monumental Mason to provide completed CCAV approved "Application to Establish or alter a Memorial or Place of Interment" and lodge with appropriate fee:

Fees (GST exempt)

- Erect a new memorial \$220.00
- Install new base, headstone or plaque \$170.00
- Minor renovation work (single grave) \$125.00
- Add further inscription \$70.00
- Weekend or public holiday (0-4 hours) \$110.00
- Weekend or public holiday (4+ hours) \$240.00

Application and fee must be lodged BEFORE work commences

All Applications to be sent to:

**Frankston City Council
P O Box 490
FRANKSTON VIC 3199**

**Phone: (03) 9784 1813
Email: Cemetery@frankston.vic.gov.au**

7.7 Sealing of Abstract of Accounts for 2020-2021

The Abstract of Accounts for the financial year 1 July 2020 to 30 June 2021 have been completed and is attached for signing and sealing as attached.

Trust Secretary Recommendation

That the Trust notes that the Abstract of Accounts for the 2020-2021 be signed and sealed.

ATTACHMENTS

Attachment A: [↓](#) Abstract of Accounts for 2020-2021

Abstract of accounts 2020–21

Rendered pursuant to s. 52 of the Victorian *Cemeteries and Crematoria Act 2003*. Due 1 September 2021.

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Cemetery trust name	Frankston Cemetery Trust
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General account

Income and expenditure columns must balance. Bank statements matching the closing bank and investment balances must be attached. Trusts with an annual income (total of the three rows marked *) or expenditure (total of the 11 rows marked **) of \$250,000 up to \$1 million must attach a copy of a review of their accounts. Trusts with an annual income (*) or expenditure (**) of more than \$1 million must attach a copy of an audit.

Income	\$	¢	Expenditure	\$	¢
Balance in bank at start of financial year	0		Secretary and other administrative staff **	98,310	
Cash in hand at start of financial year	0		Grounds staff (e.g. Sexton, groundskeeper employed by the trust)**	36,647	
Investments at start of financial year	0		Grave digging**32,834+44	32,878	
Interest received*	0		Contractors**	22,134	
Fees received for graves, monuments, interments, etc.*	48,906		Memorialisation (plaques, etc.)**	4,818	
Other income*	171,469		Office expenses 478+215+699	1,392	
Transfers from investments	0		Buildings (new construction)**	0	
Transfers from reserves	0		Insurance**	0	
Department of Health grants	0		Works (development of new areas, repairs and fencing, drainage, etc.)**	0	
Other grants	0		Other expenses and miscellaneous*5,779+15,186+3,231	24,196	
Unpresented cheques	0		Balance in bank at end of financial year	0	
[This field remains blank]			Cash in hand at end of financial year	0	
			Investments at end of financial year	0	
Total	220,375		Total	220,375	

Perpetual maintenance account

Do not re-enter investment or bank account information entered in the 'General account' section.

Income	\$	¢	Expenditure	\$	¢
Balance at start of financial year	0		Expenditure / transfer to general account	0	
Interest received	0		Balance at end of year	0	
New funds received	0		Grave digging**	0	
Total	0		Total	0	

Assets and liabilities

Please record the total value of assets in each category. Use the value of the asset when originally purchased, as recording the depreciation of assets over time is not required. Monetary assets included in the 'General account' section should not be duplicated here. If the trust has no assets or liabilities, enter a zero at both totals.

Assets	\$	Liabilities	\$
Key structures (Examples: office building, mausoleum, chapel, toilet facility, machinery shed, niche wall)	0	Monies owed to a third party	0
Minor structures (Examples: gazebo, rotunda, storage shed, outside seating)	0	Monies committed to expenditure	0
Major machinery (Examples: tractor, backhoe, ride-on mower)	0		0
Small machinery (Examples: mechanical and electrical equipment, computer, printer, grave shoring)	0		0
Miscellaneous equipment (Examples: hand tools, wheelbarrows)	0		0
Total	0	Total	0

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Attestation – building compliance

Cemetery trusts need to meet the requirements of the Ministerial Directions for Public Construction Procurement in Victoria.

The department has developed *Class B cemetery trust guidelines for public construction procurement in Victoria*, which outlines the measures that trusts should implement when engaging in public construction projects costing more than \$50,000, available on the [health.vic website](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/governance/class-b-public-construction-procurement) <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/governance/class-b-public-construction-procurement>>.

Examples of public construction projects include constructing buildings, mausolea, crematoria, niche walls, roads, fences, drainage, excavation, grading, engineering design and surveying.

Answer the following questions by placing an 'x' in the box that applies.

Question	Yes	No
Has your trust engaged in any construction projects this financial year in excess of \$50,000?		X
If yes, the public construction project was undertaken in accordance with purchasing and tendering policies adopted by the trust.		

Current condition of cemetery

Place an 'x' in the box that applies.

Property/equipment	Excellent	Good	Average/ poor	Not applicable
Key structures (Examples: office building, mausoleum, chapel, toilet facility, machinery shed)			X	
Minor structures (Examples: gazebo, rotunda, storage shed, outside seating)			X	
Major machinery (Examples: tractor, backhoe, ride-on mower)				X
Small machinery (Examples: mechanical and electrical equipment, computer, printer, grave shoring)			X	
Miscellaneous equipment (Examples: hand tools, wheelbarrows)		X		
Fences	X			
Internal roads and paths		X		

Key

Excellent – **may** need general maintenance or repair in the next five years

Good – **will** need general maintenance or repair in the next two to three years

Average/poor – **will** need **urgent** maintenance in the next 12 months

Not applicable – the cemetery does not have this type of infrastructure or equipment

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Right of interment (ROI) and interment information

Where accurate numbers are not available, trusts should provide estimates. If your trust manages multiple cemeteries (active or closed), please provide information for each site in a separate table by copying these tables.

Bodily remains

Question	Response
Number of ROI for bodily remains (at-need) sold in 2020–21	0
Number of ROI for bodily remains (pre-need) sold in 2020–21	0
Number of interments of bodily remains (first burial in a plot) in 2020–21	0
Number of interments of bodily remains (second or subsequent burial in a plot) in 2020–21	12

Cremated remains

Question	Response
Number of ROI for cremated remains (both at-need and pre-need) sold in 2020–21	9
Number of interments of cremated remains (in graves and memorials such as niche walls) in 2020–21	14

Cemetery

Question	Response
Total number of bodily remains interred since the establishment of the cemetery	9612
Remaining number of unsold ROI for bodily remains at 30 June 2021 (including estimated number of plots that could be created in areas of the cemetery that have not been developed)	0

Land use (optional section)

The three questions below are optional. To help the department understand land availability in Victorian cemeteries, trusts are invited to answer the following questions using estimates or exact figures.

Question	Response
Number of hectares of land used for burials (occupied plots) and infrastructure in the cemetery as at 30 June 2021	3.2009
Number of hectares of land not used (empty plots and undeveloped areas) in the cemetery as at 30 June 2021	0
Total number of hectares in the cemetery (both used and not used land)	3.2009

Proposed works (optional section)

Answering this section is optional. Trusts are invited to provide a brief outline of cemetery repairs, maintenance or improvements considered necessary and an estimated cost of works proposed to occur during the next financial year. For information about funding for proposed works, visit the [Cemetery Grants Program webpage](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/grants) <<https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/grants>>.

Proposed works	Proposed cost (\$)
Renovation of Caretakers House	302,000
Renovation of Toilet block	235,000

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Statutory declarations

Two trust members (the chairperson and one other trust member) must execute a statutory declaration.

Statutory declaration – trust member 1 (chairperson)

I, _____ of _____
[Full Name] [Address]

[Occupation]

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:

The above abstract of accounts for the financial year 2020-21 is true and correct for the trust mentioned below.

Frankston Cemetery Trust

[Trust name]

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

[Signature of person making this declaration]

Declared at: _____ in the state of Victoria

[City, Town or suburb]

on _____

[Date]

Statutory declaration witness – trust member 1 (chairperson)

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

I am an authorised statutory declaration witness* and I sign this document in the presence of the person making the declaration:

[Signature of statutory declaration witness]

[Date]

[Write or stamp name and capacity in which person is authorised to witness statutory declaration and address]

*A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

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Statutory declaration – trust member 2

I, _____ of _____
[Full Name] [Address]

[Occupation]

make the following statutory declaration under the **Oaths and Affirmations Act 2018**:
The above abstract of accounts for the financial year 2020-21 is true and correct for the trust mentioned below.

[Trust name]

I declare that the contents of this statutory declaration are true and correct and I make it knowing that making a statutory declaration that I know to be untrue is an offence.

[Signature of person making this declaration]

Declared at: _____ in the state of Victoria
[City, Town or suburb]

on _____

[Date]

Statutory declaration witness – trust member 2

Note: See Checklist for details on how to witness statutory declarations remotely via audio visual link.

I am an authorised statutory declaration witness* and I sign this document in the presence of the person making the declaration:

[Signature of statutory declaration witness] [Date]

[Write or stamp name and capacity in which person is authorised to witness statutory declaration and address]

* A person authorised under s. 30(2) of the **Oaths and Affirmations Act 2018** to witness the signing of a statutory declaration.

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Under s. 52(3) of the Cemeteries and Crematoria Act a cemetery trust must submit a report for each financial year to the Secretary of the Department of Health by 1 September in the following financial year.

End of financial year bank and investment statements must be provided with this form and [emailed to the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) at <cemeteries@health.vic.gov.au>.

Email is the department's preferred method to receive these documents. If you do not have access to email, the documents can be posted to:

The Manager
Cemetery Sector Governance Support Unit
Department of Health
GPO Box 4057
MELBOURNE VIC 3001

To receive this document in another format, phone 1800 034 280, using the National Relay Service 13 36 77 if required, or [email the Cemetery Sector Governance Support Unit](mailto:cemeteries@health.vic.gov.au) <cemeteries@health.vic.gov.au>.

Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.

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ISBN 978-1-76096-084-1 (Print) 978-1-76096-085-8 (pdf/online/MS word)

Available at [health.vic](https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/finance/abstract-of-accounts) <https://www2.health.vic.gov.au/public-health/cemeteries-and-crematoria/governance-and-finance/finance/abstract-of-accounts>

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