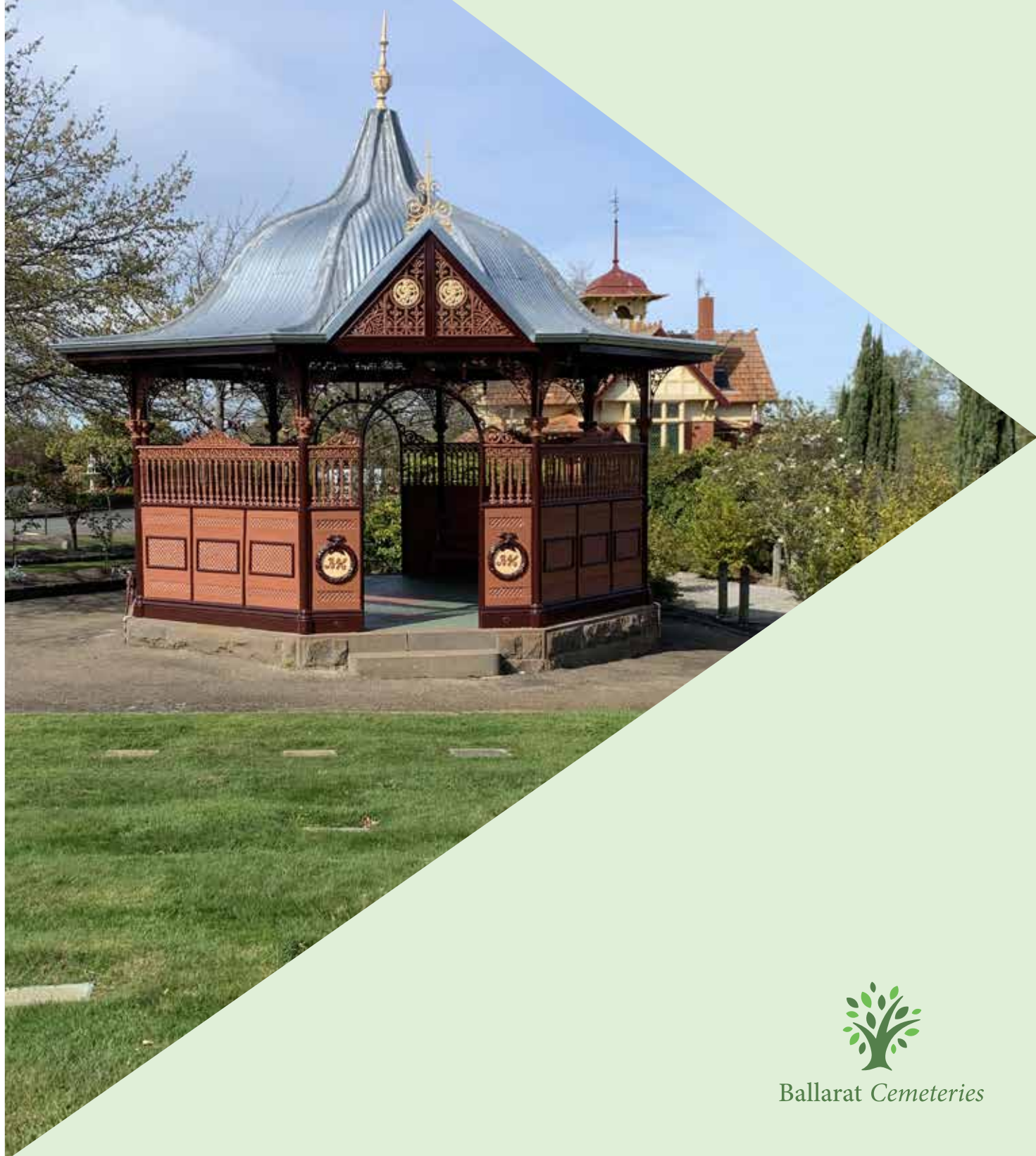


Ballarat Cemeteries

2022

ANNUAL REPORT



Ballarat Cemeteries



Ballarat Cemeteries

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We recognise the Wadawurrung and the Dja Dja Wurrung Peoples as the Traditional Custodians of the land we live and work on, and we acknowledge their care of the land for over 70,000 years. We acknowledge the relationships we have built over many years with the wider Aboriginal and Torres Strait Islander community.

WW1 Plaque Dedication

April 2022



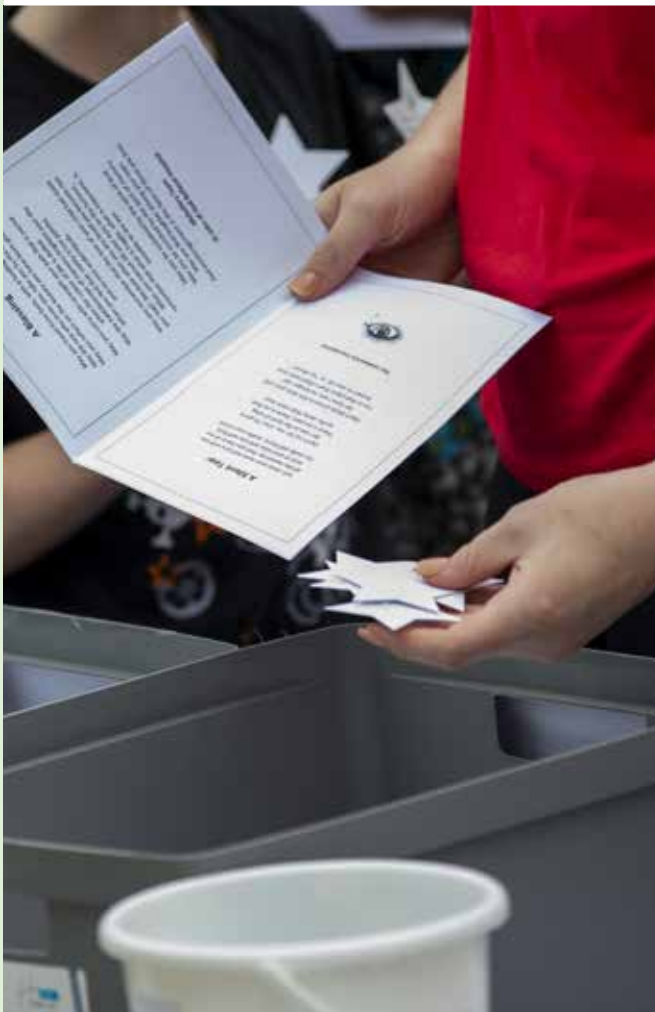


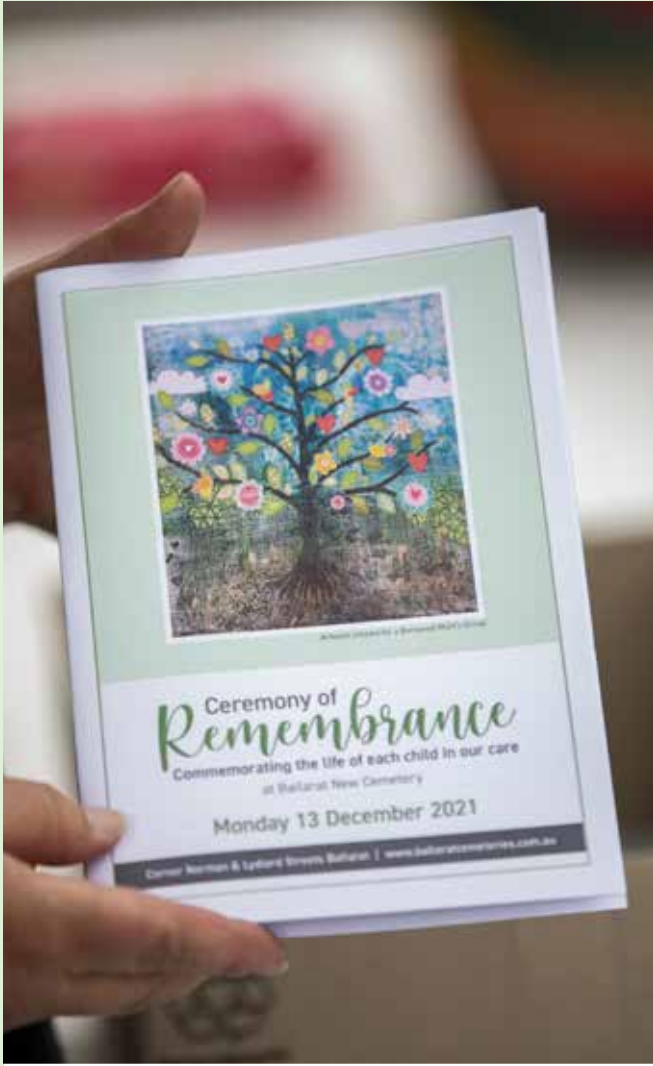
Ceremony of Remembrance

December 2022



Ballarat Cemeteries





Chinese Cemetery Tours

June 2022



Ballarat Cemeteries



Anzac Day

April 2022



Ballarat Cemeteries



Cemetery staff in action

2021 - 2022



Ballarat Cemeteries



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Chair's Report

The ongoing impact of COVID-19 on our cemetery and community continues to provide challenges on a number of levels after the easing of restrictions in late 2021. Following the recommended guidelines to prevent the spread of corona virus onsite has helped minimise risk to staff and members of our community, but a true sense of 'business as usual' has not yet fully returned.

I'D LIKE TO THANK our staff for how well they have managed the constant changes and challenges of the past 12 months. Their agile and adaptable approach has ensured that the cemetery continued to provide a caring and compassionate service to our community, especially in times of uncertainty, confusion and grief.

A great deal of work went into the creation of the new strategic plan, which involved input from all Ballarat General Cemeteries Trust members and senior members of staff. This plan covers the next three to five years and continues to provide the structure and priorities for the trust and the organisation.

After the easing of COVID-19 restrictions, we began hosting events onsite when possible, although some compromises were required. While we once again proudly raised Australian flags in the cemetery on Anzac Day, it was staff who assisted with their placement, managing to set out over 3500 flags on monuments across both cemetery sites over two days.

Another significant event held onsite was a ceremony to honour 19 soldiers who had served in World War I and had been buried in unmarked graves within our cemeteries.

This event was the culmination of extensive research carried out by Gary Snowden, with the plaques being designed and created by Sally Kennedy of Dearly Plaques and Memorials. The ceremony enabled the stories of these men to be shared for the first time in history and helped to restore their identity and show how they had served their country.

The restoration of our historic rotundas continues to be an ongoing and exciting investment for the cemetery. The restoration of the structure closest to the Gatehouse Café is now complete, with funding for an additional two now approved. Thank you to the Victorian Government and Regional Development Victoria for contributing significant funding for these projects. We look

forward to making these historic spaces available for our communities to enjoy in the near future.

Sustainability continues to be an ongoing focus for us at the cemetery. The new solar-powered battery backup system has been running well, and other small improvements continue to be made that move us closer to our future net-zero goal. Having a sustainable cemetery is very important to our community and to us, and I look forward to the next stage of this evolution.

Each of the trust members offers a unique perspective that is integral to the management of our cemetery. I would like to acknowledge the contributions that they made in 2021-22 and thank them for their adaptability and service continuance throughout another challenging year.

I would especially like to thank Annie De Jong, our CEO, for her outstanding leadership. As president of the Cemeteries & Crematoria Association of Victoria (CCAV), she is making significant contributions to the wider cemetery sector. By taking on the role of CCAV

Chair, she will ensure that there is strong advocacy across the sector.

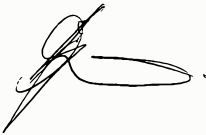
As we continue to navigate the challenges raised by the pandemic and consider new ways to engage our communities, our mission of

Remembering the Past,

Caring for the Present,

Planning for the Future

remains our guiding focus.

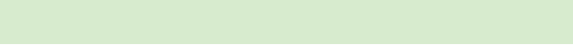


G Boschert
Trust Board Chair



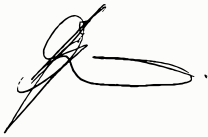
Ballarat Cemeteries

Financial Attestation



In accordance with the *Financial Management Act 1994*, I am pleased to present the Report of Operations for the Ballarat General Cemeteries Trust for **the year ending 30 June 2022**.

G Boschert
Trust Board Chair
Ballarat General
Cemeteries Trust
24 August 2022





Ballarat Cemeteries

CEO's Report

It's my pleasure to provide the CEO's report for the 2021-22 financial year. While the COVID-19 pandemic continues to impact many parts of our community, everyday life has started to move forward once again. The flexibility and resilience that our board and our staff have practised over this time has enabled us to maintain our daily business and adapt other activities as required.



IT IS MY ABSOLUTE HONOUR to care for our two beautiful community assets – the Ballarat New Cemetery and the Ballarat Old Cemetery – to ensure that both are peaceful and welcoming spaces for our community to gather at and remember those who are no longer physically with us.

In 2021–22, we continued to deliver essential services to our community in the areas of burial, cremation and memorialisation within our two beautiful parks.

Thank you to the team at Ballarat Cemeteries who provide an excellent level of service in working with our funeral directors locally and across the state to support families at their time of need.

An important aspect of our work encompasses supporting families in the planning of their last memorial and helping them organise what they would like at their end of life.

Over the past 12 months, one of our essential objectives was to ensure that the community and staff were kept safe

during the second year of the COVID-19 pandemic. Maintaining the recommended protocols ensured the seamless continuation of our services. It was great to see the return of our Ceremony of Remembrance that acknowledges children no longer with us and sharing thoughts with families.

Several key capital projects were undertaken in 2021–22. The first was the complete restoration of one of the five historical rotundas located in the grounds of our cemeteries. The trust's board committed \$110,000 to the restoration, and I'd like to thank local historian Wendy Jacobs for helping us determine the original colours of the rotundas. That first rotunda to be fully restored is now available for our community to use and enjoy.

Thank you to the Department of Jobs, Precincts and Regions and Regional Development Victoria for the \$128,000 of funding committed for renovating two more of our historic rotundas.

Land management is vital when managing a cemetery, including how we can better use the land within our parks to establish additional memorial options. In the past financial year, new areas in the Fountain Gardens and the Conifer Gardens, as well as at the front of the cemetery in Lawn F, were developed. The frequent request from our community is to be near family, and finding more space in our cemetery is important as it enables family members to be with their ancestors. Thank you to Charlie Stebbing, operations manager, who led the work in providing and implementing the development plan in our strategy.

An important strategy of the trust has been to make our cemetery kinder to the environment by reducing its carbon emissions and building a more sustainable business. We commenced this process through the establishment of a full battery backup system for our administration and crematorium buildings that is now charged by solar power. We have converted our small plant to run on electricity and replaced many old gardening tools with small battery-powered equipment.

In the 2020-21 financial year, the trust commissioned Environmental Evolution to assess the greenhouse gas emissions being attributed to the operations of the Ballarat General Cemetery. In 2021-22, we measured our carbon footprint and identified projects to help us reach net zero. Some of these projects included reviewing other options for green fuels and new technologies, exploring environmentally friendly end-of-life options, converting fleet vehicles to be electric, procuring green electricity, and reviewing our supply chain for greener options. We look forward to being able to implement further measures to reduce our carbon output and support the beautiful environment that we live and work in every day.

Cemeteries are the keepers of stories that have been woven through the social

fabric and history of a community. We have contributed to Ballarat's story by honouring 19 soldiers who had served in World War 1 and had been previously buried in our cemetery in unmarked graves. New plaques etched with QR-codes were commissioned, and a small dedication ceremony was held onsite the week before Anzac Day. Thank you to the Department of Veterans' Affairs who provided a small amount of funding for us to mark those graves and acknowledge these soldiers' contributions to what our community is today.

Thank you to the Ballarat General Cemeteries Trust's Board members for their continued strategic planning for the future of our cemeteries, as well as the wonderful staff here who have continued to provide the excellent level of service to our community and our families.

The cemetery's financial position for core services was positive for the year with a 15% to 24% increase in demand for our services. With the long lockdowns in Victoria earlier in the year, we were pleased to welcome back members of our community being able to place ashes in locations with family in attendance. In 2021-22, we undertook our five-yearly valuation of the assets within the cemetery, which revealed an increase of \$4.36 million in our asset value. Investments were volatile across the financial year, and in June 2022 there was a drop in the overall value of our investment. This volatility is expected to continue during the pandemic. Overall however, we achieved a positive financial position at the end of the year.

Ballarat Cemeteries will continue to support our community and celebrate our vision and mission – Remembering the Past, Caring for the Present, Planning for the Future.



Annie De Jong
Chief Executive Officer
 24 August 2022

Community Advisory Committee Report

Now in its 11th year, the Community Advisory Committee (CAC) continued to play a vital role in a consultatory capacity at Ballarat Cemeteries in 2021–22.



THE COMMITTEE MEETS quarterly and consists of voluntary members who have been selected for their expertise and community involvement. Committee members attend cemetery events and provide advice and guidance from a community perspective that helps to shape the strategic direction of the cemetery.

The Ballarat Old Cemetery and the Ballarat New Cemetery are important community assets. It is the committee's role to ensure that their offerings remain appropriate and engaging, and they encompass a synergistic reflection of our community's opinions, ideas, and diverse range of cultural, religious and spiritual needs.

Once pandemic restrictions had been eased across the state in late 2021, the committee was able to recommence in-person meetings again. It has been wonderful to see the implementation of events onsite once more as well as the progression of projects that had been temporarily deferred or had occurred in a limited capacity.

In 2021–22, some of the activities and

programs that had been planned, discussed, and activated for the cemetery amongst the CAC members were as follows:

- The 150 Women Stories project
- WW1 Plaque Dedication Ceremony and the laying of new plaques
- Cemetery symbols tour
- Poets Walk signage
- QR codes for the cemetery
- Establishment of a Friends of Ballarat Cemeteries group
- Wider representation in the CAC

I would like to thank each committee member for their hard work and dedication throughout the year and I look forward to us all working together again to bring the next round of exciting new initiatives to fruition.

A special thank you to Angela Bigarelli for her administrative support throughout the year.

Sarah Lia
Chairperson



Report of Operations

Our Purpose:

To provide to the surrounding communities an exceptional service in burial, cremation and memorialisation through environmental best practice and innovation.

Values:

Respect
Impartiality
Accountability
Responsiveness
Integrity

These values are all underpinned by sustainable environmental management.

Remembering the Past, Caring for the Present, Planning for the Future.



Ballarat Cemeteries



Ballarat Cemeteries

Summary of Activities

Management of the COVID-19 Pandemic and the Ballarat Cemeteries

Although government restrictions eased significantly in the second half of the 2021-22 financial year, the continuing prevalence of COVID-19 in the community requires ongoing preparedness to ensure that our community, partners, and staff are supported.

Over the past 12 months we transitioned in accordance with government requirements from lockdowns and restrictions to a return of full-service options being provided to our community. Active COVID-19 cases amongst the community and staff continued to require flexibility in the way we were organising the delivery of all our services.

COVID marshalling of vaccination status, adherence to attendee numbers, and mask wearing were accepted by the community but did present a challenge for a small number of people. When travel restrictions were lifted and the number of mourners able to attend funeral services was no longer limited, the demand for the live streaming of services reduced. However, due to isolation requirements and social hesitancy, there was still a high level of demand to assist individuals by telephone and electronically for making personal arrangements.

Ballarat Cemeteries is proud of its team who has effectively adapted to the changing

requirements. We continue to have separate teams, work from home where necessary, and have COVID-safe practices in place to ensure that we have the capacity to deliver essential services to our community.

Ballarat Cemeteries provides essential services in burial, cremation and memorialisation. We assist those wishing to pre-arrange cemetery services and provide guidance to families at the time of a loved one's death.

In 2021-22 we continued to ensure that we had staff available to support families in their time of need. In the latter half of the financial year, there was a near-normal return to face-to-face interactions with clients. Staff were regularly involved in discussions regarding the implementation of COVID-safe practices. We are committed to the continual review and implementation of appropriate actions to ensure the safety of our community and staff while delivering essential services.

Hosting events onsite became an issue due to social-distancing restrictions imposed by the pandemic in the second half of 2021. While we were able to hold some outdoor events onsite from December 2021, some had to be cancelled or altered due to the continuing impact of the pandemic on staff and the wider community.

Ballarat Cemeteries, where possible, utilises local or Victorian suppliers, and these suppliers continued to support us in our operations in 2021-22. In instances where we were not able to receive services, we worked quickly to implement workarounds to ensure service continuity. Thank you also to Ballarat's funeral directors, who worked closely with us to support Ballarat's families during 2021-22.

As well, we congratulate Ballarat City Council, Commerce Ballarat and Committee for Ballarat for their support and for their



Ballarat Cemeteries



promotion of Ballarat businesses to our local community in 2021–22. We also continued to share our learnings with the smaller cemeteries in our region.

Given the intermittent lockdowns and funeral restrictions, families were choosing to have cremation services rather than burials. We believe this was so that more family and friends could be present at final placement services, which could be delayed until restrictions had eased to allow these services to occur.

The trust's board and our whole team wish to thank our community for its adherence to changing COVID-19 requirements and for its understanding in these challenging times. The diligence shown ensured that in 2021–22 Ballarat Cemeteries was able to continue to provide everyday services.

Community Events and Engagement

Ballarat Cemeteries delivers a calendar of varied events to connect, inform and serve the community. Due to the easing of restrictions in 2021–22, some events were able to return onsite; however, the viability of others was affected by the continuing impact of COVID-19. The events that were able to proceed as scheduled were well supported by the community, suggesting that this will be an important area of growth in the next financial year.

Ceremony of Remembrance

In December 2021, Ballarat Cemeteries hosted the annual Ceremony of Remembrance onsite, with COVID-19 protocols being in place. Approximately 70 guests attended this outdoor event, which included a ceremony booklet, live music, poetry readings by community representatives, and the planting of seed cards. Guests also wrote messages on Christmas baubles and hung these in the children's and babies' areas of the cemetery to supplement decorations placed by volunteers.

Anzac Day

In 2022, Ballarat school children were on holidays in the lead-up to Anzac Day and were therefore unable to participate in the placing of Australian flags on the memorials of former defence service personnel as they had done in previous years. Consequently, Ballarat Cemeteries staff completed this task on 19 April, placing over 3500 flags on memorials around both cemeteries in readiness for Anzac Day. General feedback from the community included awe at the sight of all the flags and gratitude for the public recognition of these people's service.



Ballarat Cemeteries

World War I Plaque Dedication Ceremony

In April 2022, a ceremony was held to recognise 19 Australian WW1 soldiers who had been buried in previously unmarked graves at both cemeteries. Their war service was commemorated with the dedication of new plaques. Approximately 50 guests attended this outdoor event, which included speeches by Steve McGhie, Parliamentary Secretary and Member for Melton, and Gayle Boschert, Chair of Ballarat General Cemeteries Trust. Gary Snowden, President of the Arch of Victory/ Avenue of Honour Committee delivered a short talk on the soldiers, which was followed by the reading of the Ode, the sounding of the Last Post, and the raising of the Australian flag.

The new plaques, designed and created by Sally Kennedy of Dearly Plaques and Memorials, were on display for guests to view – these were then installed on the graves the following day. This was the first time in history that these soldiers had been publicly recognised for their war service.

Eureka Day - 3 December 2021

On 3 December each year, Ballarat Cemeteries acknowledges the miners and diggers who fought at the Eureka Rebellion. The service is an acknowledgement of the creation of democracy in Australia. Unfortunately, due to the COVID-19 pandemic, we were unable to hold the full dedication service. A wreath was placed at each of the memorials by the CEO of Ballarat Cemeteries.

Ballarat Heritage Festival – Cemetery and Crematorium Tours

Three different historical tours of the Ballarat New Cemetery were planned as a way of connecting with the themes of the Ballarat Heritage Festival. Unfortunately, due to staff shortages as a result of COVID-19, two of the tours needed to be cancelled. The tour of the Chinese section of the new cemetery was able to proceed as scheduled, with the two tours being fully booked prior to commencement. The tour guides reported that group numbers seem to be increasing each year.

Sector Engagement

Ballarat Cemeteries is a member of the Cemeteries Strategic Working Group with the Department of Health. The group focuses on strategic issues for the sector and provides an opportunity for cooperative strategic thinking to be undertaken across the industry in Victoria.

Ballarat Cemeteries enjoys a productive working relationship with other cemeteries in the region, and in 2021–22 particularly shared information with these cemeteries regarding the continued management of cemeteries during the pandemic and the challenge of resource availability. Ballarat Cemeteries' CEO, Annie De Jong, was also elected President of CCAV (Cemeteries and Crematoria Association of Victoria) in 2021–22. We congratulate Annie on taking this role.

Compassionate Cities

Ballarat Cemeteries continued to support the work of Compassionate Cities and Ballarat City Council's participation and signing of the Compassionate Cities Charter. The CEO, Annie De Jong, is a member of the steering committee.

www.compassionateballarat.com.au



Ballarat Cemeteries

Capital and Development Projects

Additional Memorial Locations

In 2021–22 the Fountain Gardens section of the Ballarat New Cemetery had landscaping and headstone footings for 14 additional new large headstone graves built. A completely new garden bed filled with camellias was also built in the 'Fountain Gardens' style. The new garden bed is now fully irrigated to allow the plants to flourish throughout the year.

Conifer Gardens also received some work to further increase its. The area known as the extension of Lawn K at the Ballarat New Cemetery had landscaping and headstone footings for 24 additional new graves built, which also has extended the 'Conifer Gardens' style small headstone burials even further along Stone Drive.

Lawn F had a small footpath and row of shrubs removed to allow for a new central concrete lawn beam to be installed. Also the Lawn F central Memorial Garden received new path edging and the garden beds, landscaping and irrigation was refreshed. The new lawn beam has provided for an additional 102 lawn graves in this section.

Geospatial Mapping

In 2021–22 all locations within the Ballarat New Cemetery were mapped with a longitude and latitude address. This mapping will enable all searches for a grave or memorial location to be successful on the Ballarat Cemeteries website.

Ground Penetration Radar

We undertook ground penetration radar of two areas of open ground in the Ballarat New Cemetery. The radar detected 40 graves in these areas.

Lawn C and Private A Block Drainage Improvement

The lower section of Lawn C had new drainage installed to improve the area in 2020-21. In 2020-21 we took further steps to improve Lawn C as well as undertaking a project to upgrade Private A Block. This project involved laying 86 metres of new path, removing several trip hazards and installing surface drainage at key points to reduce rainwater run-off from Private A on to Lawn C.

Road Management Program

390 lineal metres of new road surface was laid at the new cemetery. Resurfacing of large sections of road adjacent to Doveton Gardens, Conifer Gardens, Open Ground F and Fountain Gardens was also completed. Approximately 25 per cent of the chapel car park was resurfaced as well.

Plant and Equipment Replacement

Purchases of battery plant and equipment continued in 2021–22, with another battery-powered Polaris Ranger 'E' all-terrain vehicle added to replace the last diesel-powered ATV and several more sets of power-pruners, blowers and brush-cutters being acquired. A new Kubota backhoe tractor, a 48" Toro mower, and a second Mitsubishi utility were purchased to replace outdated larger equipment.

Minor Capital Replacement

Additional small battery-powered gardening tools were acquired to replace old combustion engine equipment, more ergonomic storage shelving was added to the workshop, and a significant amount of IT equipment was also replaced during the year. The cemetery management software was upgraded to the latest release.

Capital and Development Projects

Historic Rotundas Renovation

In 2021-22, we commenced the renovation of two more rotundas. Work was started on the rotunda on the corner of Lynn and Clayton drives, located closest to Birdsong Gardens in the new cemetery.

This rotunda has been stripped back and is undergoing major steelwork and roof replacement before it is to be restored to its original colours. This work is expected to be completed in October 2022. The second rotunda being restored is located at the old cemetery. Works on this began in June 2022 due to a delay in the permit approval process



22



The rotunda over the years



The rotunda over the years



General Information

The Ballarat General Cemeteries Trust is an incorporated association consisting of up to nine board members appointed by the Governor-in-Council.

The appointment of the trust's board members and their powers and duties are pursuant to the *Cemeteries and Crematoria Act 2003*. All members are part time, with one being elected as chair. Under the Act, the members have the authority to make rules and regulations in administering the Ballarat Cemeteries' operations.

The Ballarat General Cemeteries Trust is one of five Class A cemetery trusts in Victoria. As a Class A trust, we have a legislative responsibility to support all Class B cemetery trusts in Victoria. In 2021–22, the trust was responsible to the Hon Martin Foley MP, Minister for Health, Minister for Ambulance Services, Minister for Equality.

Functions of The Trust

The Ballarat General Cemeteries Trust is responsible for providing the community of Ballarat and the surrounding areas of central and western Victoria with the best possible services and facilities in burial, cremation and memorialisation services that fall within the constraints of available funds. The trust also has a commitment

to preserve the heritage and history of both of Ballarat's cemeteries. The Ballarat General Cemeteries Trust has the responsibility to manage the:

- Ballarat Old Cemetery – est. 1856
- Ballarat New Cemetery – est. 1867
- Ballarat Crematorium – est. 1958

The administration office is situated at Ballarat New Cemetery, 1250 Doveton Street North, Ballarat.

Cemeteries and Crematoria Act 2003
(as amended)

Part 2 – Cemeteries and Cemetery Trusts

Section 12A – Functions of a Class A Cemetery Trust

1. The functions of a Class A cemetery trust are –
 - a. to properly and efficiently manage and maintain each public cemetery for which it is responsible
 - b. to develop, in accordance with this Act, annual plans and strategic plans

- for the operation of the trust and to monitor compliance with those plans
- c. to develop annual business plans, strategies and budgets to ensure the efficient and accountable provision of services under the Act and the long-term viability of the cemetery trust
 - d. to establish and maintain effective systems to ensure that –
 - i. the services provided by the cemetery trust meet the needs of the communities which it serves
 - ii. the views of those communities are taken into account
 - e. to oversee the organisational structure of the cemetery trust
 - f. to employ a chief executive officer (by whatever title called) for the effective operation and management of the cemetery trust and each public cemetery for which it is responsible
 - g. to monitor the performance of the chief executive officer
 - h. to ensure there are systems in place to enable effective and accountable risk management, financial management and records management of the cemetery trust
 - i. to provide leadership, assistance and advice as requested to listed Class B cemetery trusts
 - j. to establish committees in accordance with the Act and ensure those committees operate effectively
 - k. to ensure the secretary is informed as soon as practicable of –
 - i. any significant issues of public concern in relation to the cemetery trust, cemetery or crematoria services provided by that cemetery trust or the public cemeteries for which that cemetery trust is responsible or
 - ii. any significant risks that affect, or may affect, the cemetery trust or cemetery or crematoria services provided by that cemetery trust or the public cemeteries for which that cemetery trust is responsible
 - l. to develop or adopt a code of conduct for board members of the cemetery trust and for staff of the trust
 - m. to ensure trust board members of the cemetery trust receive adequate training to enable them to meet their obligations as members of the board of the cemetery trust
 - n. to carry out any other function conferred on a Class A cemetery trust by or under this Act or any other Act.
2. In exercising its functions, a Class A cemetery trust must have regard to –
 - a. its obligations in relation to funding of the perpetual maintenance of the public cemetery for which it is responsible
 - b. the cultural values and religious values (if any) of the community
 - c. the heritage values (if any) of the public cemetery for which it is responsible
 - d. the need to ensure that it uses its resources in an effective and efficient manner
 - e. the need to ensure that public resources across the cemeteries and crematoria sector are used effectively and efficiently.



Summary of Services Provided

The Ballarat General Cemeteries Trust is a not-for-profit memorial park that has a long and proud history of meeting the diverse and growing needs of its community. Burial, cremation and memorial options are designed to cater for a range of personal, cultural and cost preferences.



Remembering the Past, Caring for the Present, Planning for the Future.

Ballarat Cemeteries

Burial



Headstone Garden Lawns – Havens of calm and reflection, these areas feature memorials set among beautiful trees, shrubs and neatly kept lawns.



Dreamtime – This bushland landscape in the Wadawurrung ancestral homeland was created with the Elders of our local community, paying all respects to country. The area includes a ceremonial firepit for smoking ceremonies and honouring cultural rituals. The Dreamtime section can accommodate natural burials in this sacred space.

Burial



The Terraces – Overlooking Ballarat and set on one of the highest points in our cemeteries, with commanding vistas to the west, the Terraces is a contemporary small headstone area complemented by border plantings.



Birdsong Gardens – Comprising a lush green hillside overlooking a tranquil lake, this burial memorial area combines spacious garden beds with sweeping views of Mt Warrenheip.

Burial



RSL Section – A manicured green hillside overlooking picturesque gardens that offers a fitting tribute area to commemorate our returned servicemen and women.



Monumental Sections – These stately sections are divided into different religious and non-denominational areas and allow for individually crafted monuments.

Burial



Beam Lawns – Expanses of green rolling grasslands where beam lawn memorials are adorned with bronze plaques commemorating loved ones.



Garden Lawns – Fragrant roses, shrubs and trees set in ornamental and native botanical pockets abound in the new cemetery.

Burial



Babies and Children – A dedicated space for cherishing the memory of young lives lost. As part of our philosophy, we honour, celebrate and recognise the significance and sorrow of commemoration here.

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Ash Memorials



Tree of Memories – Located adjacent to the Babies Lawn and sculptured in bronze, the tree features handcrafted leaves with individual inscriptions that provide families with an opportunity to commemorate any baby up to the age of 12 months.

Ash Memorials



Birdsong Walk – Discover the hidden pocket of the Birdsong Walk cremation memorial, with its calming water features, view of nearby Mt Warrenheip and spacious garden beds that include natural rocks and waterwise plants and trees.



Poets Walk – Consisting of a series of secluded coves woven through native bushland, the Poets Walk cremation memorial area features a variety of poems that invite reflection.

Ash Memorials



Family Trees and Shrubs – Meandering through the new cemetery, there are a variety of trees and shrub memorials for selection from dazzling floral displays to evergreens – a perfect consideration for a family memorial.



Birch Forest – Adjoining Birdsong Walk, Birch Forest features pathways that entwine through a gently treed landscape highlighted by seasonal transformations.

Ash Memorials



Contemplation Garden – When seeking clarity and time to ponder, the Contemplation Garden is a temporary placement option while families decide on a permanent memorial. There is no charge for this service.



Tanderra Memorial Gardens – Magnificent garden displays envelop the meandering lawn areas. The selected trees, flowers and shrubs transform through each season of the year, providing a serene setting for individually crafted headstones.

Ash Memorials



Perimeter Garden Memorials – Within an assortment of enchanting botanical areas, garden memorials accommodate many plant varieties with a bronze-plaque commemoration.



Individual Roses – Offering a classic style and choice, neat rows of standard, bush and weeping roses bloom through both the new and old cemeteries each spring and summer.

Ash Memorials



Niche Walls – Bordered by roses and colourful garden displays, ochre-coloured bricks form a simple memorial choice for placement within the niches of these walls.



The Book of Remembrance – An adoring memorial for avid readers and lovers of the written word. Inscriptions and illustrations are entered by hand into the pages under selected dates. Books are displayed and remain open on the corresponding day, inviting reflection on each anniversary in peaceful seclusion.

Ash Memorials



Urns and Jewellery – An extensive selection of urns and jewellery are displayed and available for families wishing to keep their loved one's ashes close.

What we delivered in 2021–22 and historically

Roads
Managed
6520 m

Trees
Managed
4000

Lawns
Maintained
63,813
sq m

Roses
Cultivated
2700

Paths
Maintained
8160 m

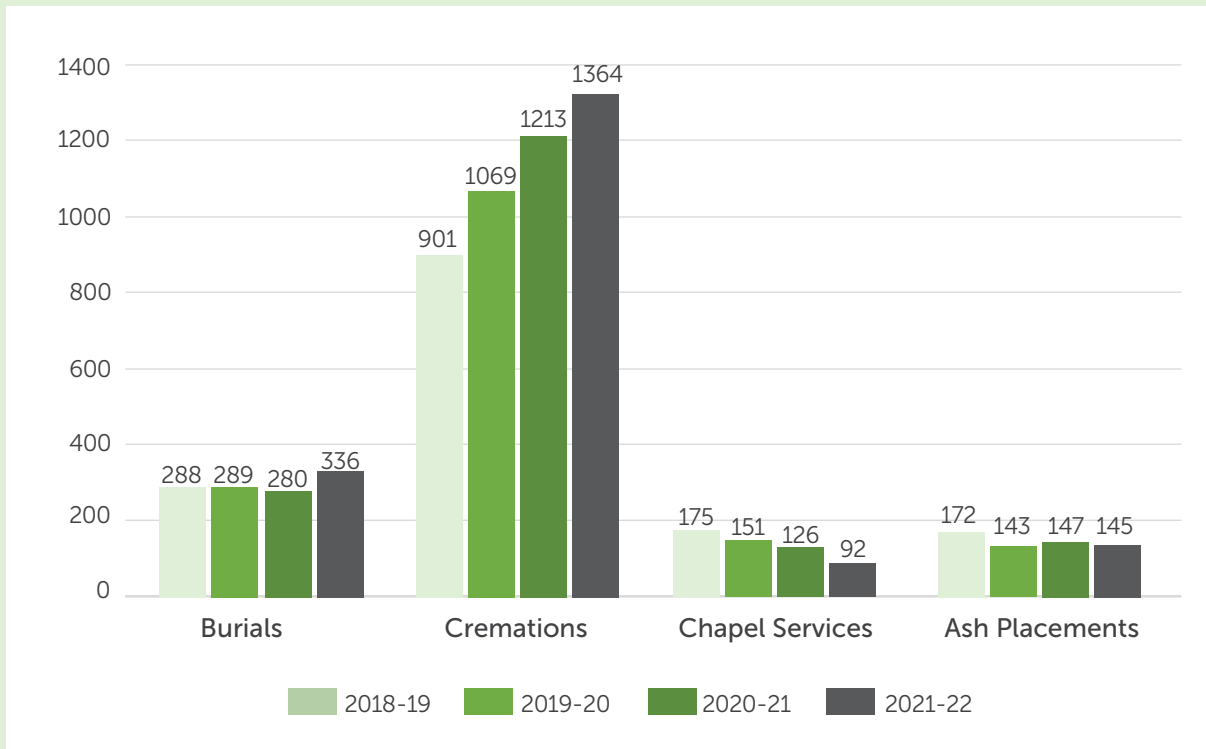
Fruit Trees
Managed
95



Ballarat Cemeteries





ANDERSON
LOVING MEMORY OF
THOMAS JAMES
1817 - 4.11.1891
LOVED AND LOVED BY
GREEN (NEE CARPENTER)
1.1.1817 - 15.3.1891
LOVED MOTHER OF
GREEN, NOBLE & COLEMAN
REMEMBERED BY ALL WHO
LOVED HER

Core Services Trends over 3 years

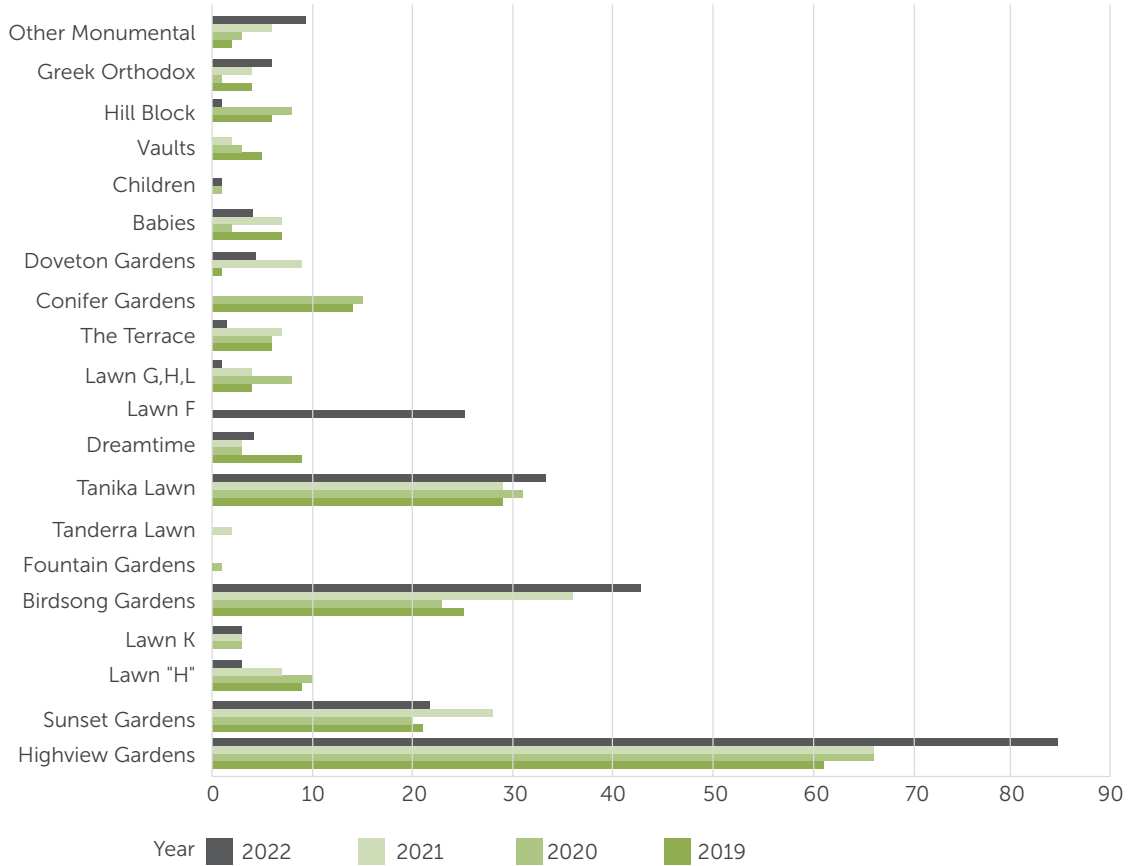


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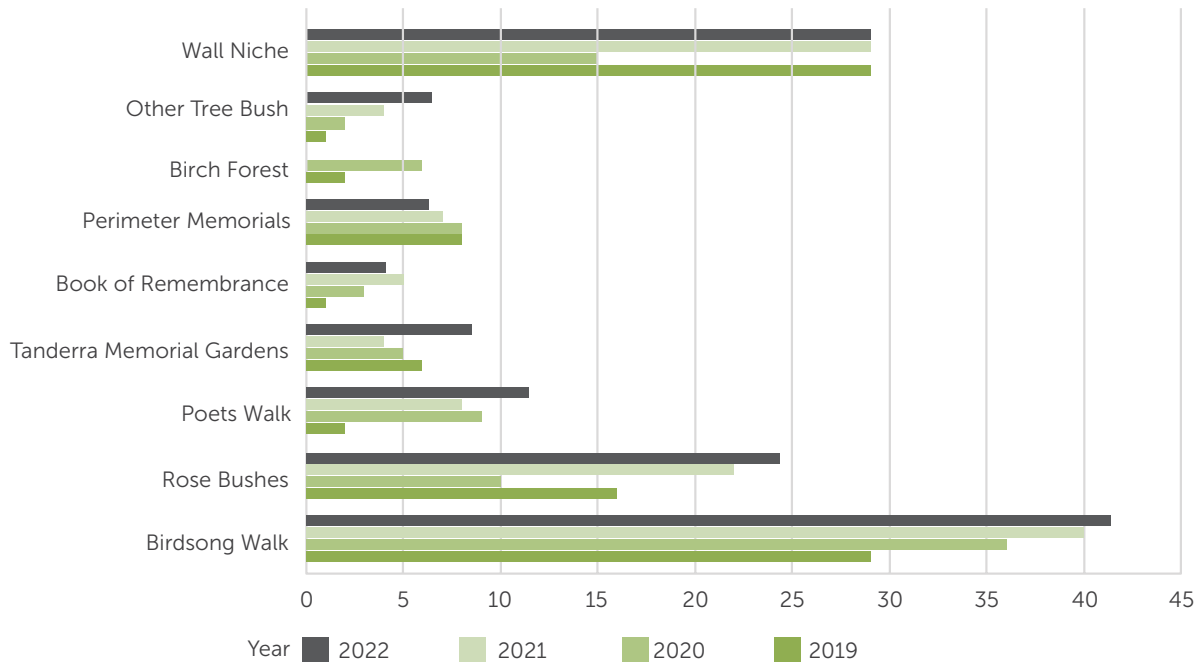
People in Our Care

Burials OLD CEMETERY	32,928	
Burials NEW CEMETERY	75,147	
Burials TOTAL	108,076	
Cremations TOTAL	37,700	

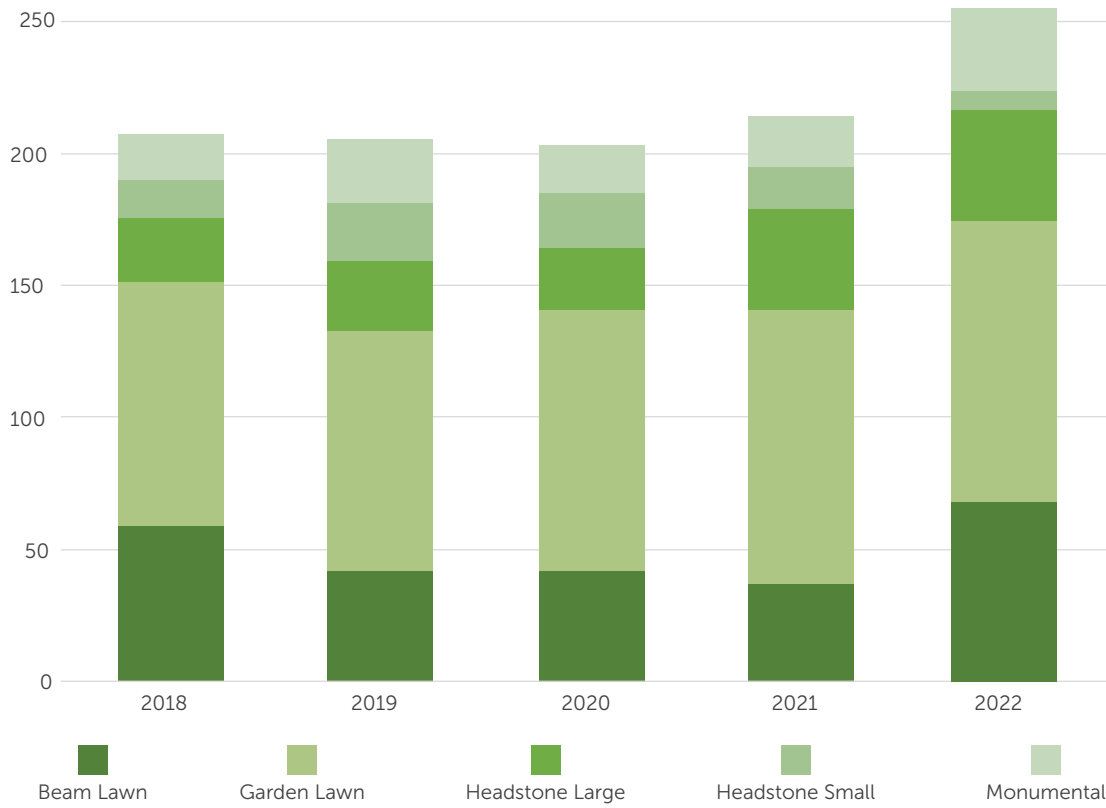
Graves Purchased by Location 1 July 2018 to 30 June 2022



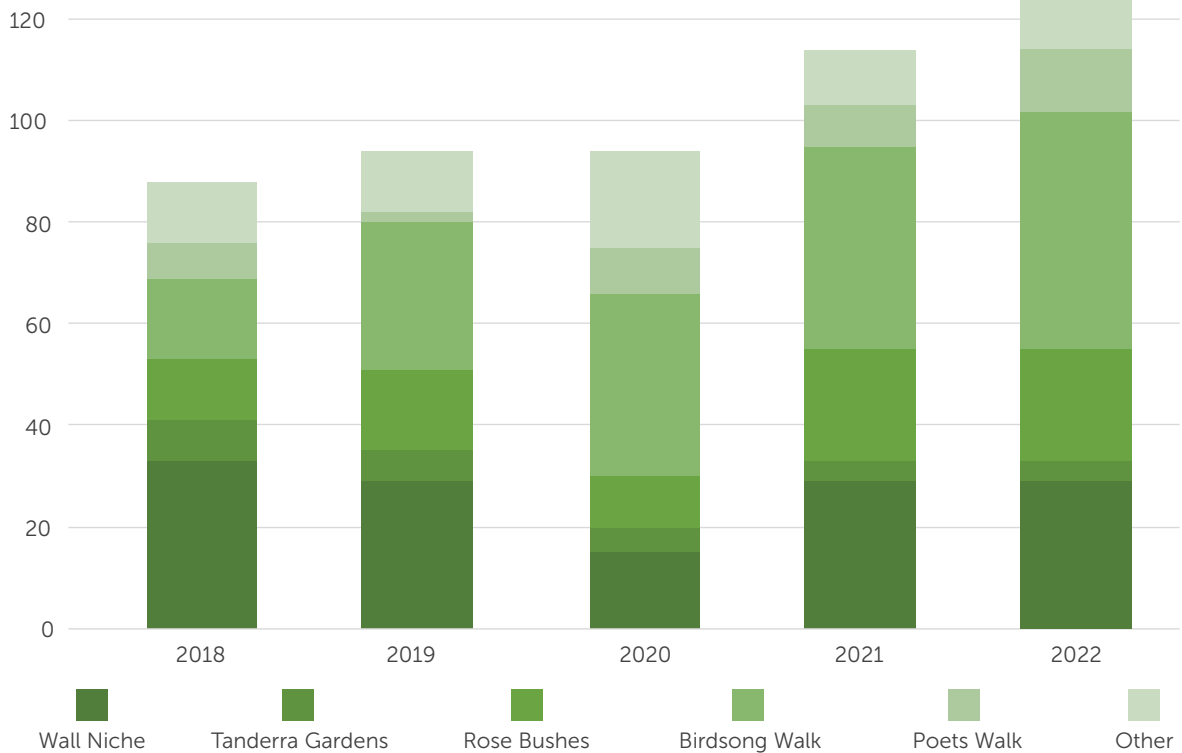
Ash Memorials Sales 1 July 2018 to 30 June 2022



Grave Sales 1 July 2018 to 30 June 2022



Ash Placement Completed 1 July 2018 to 30 June 2022



Trust Board and Committees

The Ballarat General Cemeteries Trust is governed by a Board of up to nine trust members that reports to the Minister for Health, through the Cemetery Sector Governance Support program of the Department of Health.

In 2021-22, the former Minister for Health, the Hon. Martin Foley MP was the minister for the period 1 July 2021 to 26 June 2022. The Hon. Mary-Anne Thomas MP was appointed the current minister for Health on 27 June 2022 to 30 June 2022.

Trust board members are appointed for a term of three years and may re-apply in accordance with Schedule 1A of the *Cemeteries and Crematoria Act 2003*. In 2021-22, the board members were as follows:

G BOSCHERT | CHAIR

Appointed to 28 February 2025

B DAVISON

Appointed to 31 August 2023

L JOSEPHS

Appointed to 30 June 2024

S LIA

Appointed to 31 August 2023

S PEDEN

Appointed to 30 June 2024

D REEVES

Appointed to 30 June 2024

R TOMMASINI

Appointed to 31 August 2023

DR J VERLIN AM

Appointed to 31 August 2023

J WILKINSON

Appointed to 30 June 2024

Declarations of conflict of interest are required at the beginning of each trust meeting. Trust members also complete an annual declaration of interest return.



Ballarat Cemeteries



GAYLE BOSCHERT | CHAIR



BENJAMIN DAVISON



LYNNE JOSEPHS



SARAH LIA



SUSAN PEDEN AM



DAVID REEVES



ROBERT TOMMASINI



DR JUDY VERLIN AM



JOHN WILKINSON



Ballarat Cemeteries

Trust Committees

The trust established the following committees to assist with the execution of its responsibilities.

Audit and Risk Committee

The Audit and Risk Committee is a formally constituted governance committee of the Ballarat General Cemeteries Trust under the *Cemeteries and Crematoria Act 2003*.

The committee assists the Trust Board in fulfilling its responsibilities in relation to the *Financial Management Act 1994* and undertakes the supervision of:

- the scope of work, performance, and independence of the internal audit
- the scope of work, performance, and independence of the external auditor
- the scope of work, performance, and independence of other reviews/audits
- the operation and implementation of the risk management framework
- matters of internal control affecting the operations of the trust
- the Ballarat General Cemeteries Trust's process for monitoring compliance with laws and regulations and the Code of Financial Practice.

The Trust Board established the Audit and Risk Committee in March 2017.

Members

R Tommasini | Chair
G Boschert
S Peden AM
L Josephs
R Ainio

The Finance Committee

On 27 April 2016, the trust determined that all members of the board would be members of the Finance Committee and that this committee would be absorbed into the monthly board meeting.

Organisation Capacity and Remuneration Committee

The Organisation Capacity and Remuneration Committee is a formally constituted committee of the Ballarat General Cemeteries Trust and reports directly to the board. The committee has an advisory role to assist the trust in fulfilling its executive remuneration and performance management and general human resource planning functions.

Members

J Wilkinson | Chair
G Boschert
B Davison



Ballarat Cemeteries

Development Works Committee

The Development Works Committee is a governance committee of the Ballarat General Cemeteries Trust formed under the *Cemeteries and Crematoria Act 2003*. The committee assists the board in fulfilling its responsibilities in relation to the management of development works and undertakes the supervision of:

- the capital works plan
- grant-funded projects
- Work-for-the-Dole projects
- any other project determined by the board or the committee.

Members

L Josephs | Chair

G Boschert

J Wilkinson

D Reeves

Community Advisory Committee

The Community Advisory Committee provides advice and guidance to the Ballarat General Cemeteries Trust to assist in the carrying out of its community engagement responsibilities as well as its statutory requirements as stipulated in the *Cemeteries and Crematoria Act 2003*.

The committee's objectives are to:

- ensure community and client views are considered in the planning and delivery of the trust's services
- provide advice in relation to the integration of client and community views at all levels of the trust's operations, planning and policy development

Members

S Lia | Chair

Dr J Verlin AM

G Snowden OAM

P Faye

B Kiley

S Kennedy

N Buchanan

E Carmichael

Board Meeting Attendance

Ballarat Cemeteries Trust Board Meeting attendance - 1 July 2021 to 30 June 2022

	Trust Meeting	Annual General Meeting	Development Works Committee	Audit & Risk Committee	Remuneration Committee	Community Advisory Committee
MEETINGS HELD	6	1	3	4	3	4
G Boschert	6	1	3	2	3	
B Davison	5	1			3	
L Josephs	6	1	3	2		
S Lia	6	1				4
S Peden AM	6			4		3
D Reeves	6	1	3			
R Tommasini	5	1		4		
Dr J Verlin AM	6	1				3
J Wilkinson	5	1	2		3	

All Trust Board members attended an additional full-day strategic planning meeting on 1 April 2022 and a Special Board Master Plan and Budget meeting on 8 June 2022.

Annual Board Self-Assessment

Every year the trust's board undertakes a self-assessment of its performance. In June 2021, the board took a survey to complete the self-assessment. It achieved a high-functioning score benchmark across each assessment criteria

Note: Once every four years, the trust is required to have an external body conduct the self-assessment.



Cemetery Management

Employment and Conduct Principles

The Ballarat General Cemeteries Trust is committed to ensuring its employment practices are free of any direct or indirect discrimination due to sex, race, age, disability, and all other attributes that apply in Victoria under federal and state laws. Recruitment is conducted according to merit, based on relative ability, knowledge, skills and organisational fit. The appointment process is equitable, fair, inclusive, and based on legislative requirements and the Ballarat General Cemeteries Trust's policies.

The trust acknowledges the legal responsibility to comply with the *Charter of Human Rights and Responsibilities Act 2006* and the *Equal Opportunity Act 2010*.

Organisation Values

As part of its policies, the trust has developed a code of conduct to ensure it meets the values and principles that are expected in the conduct of its business.

Respect

- Treating others fairly and objectively
- Having respect for conversations with our community
- Providing high-quality service to the Victorian community
- Ensuring freedom from discrimination, harassment and bullying

Impartiality

- Working to clear objectives in a transparent manner
- Implementing government policies and programs equitably

Accountability

- Seeking to achieve best use of a resource
- Accepting responsibility for decisions and actions

Responsiveness

- Identifying and promoting best practice
- Providing high-quality service to the Victorian community

Integrity

- Reporting improper conduct
- Avoiding real or apparent conflicts of interest
- Striving to earn and sustain public trust at the highest level

These values are all underpinned by sustainable environment management.

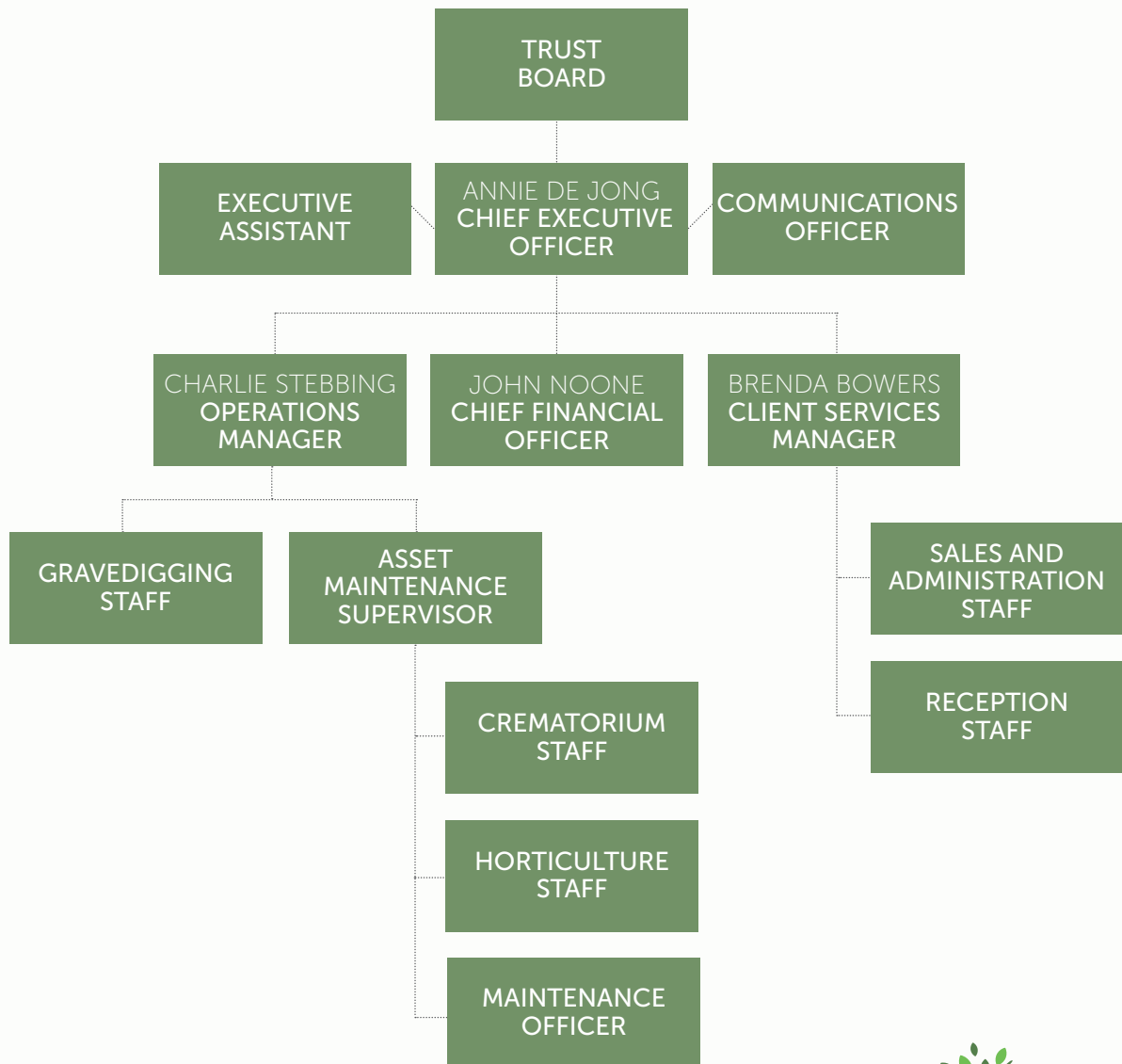
Organisational Chart

The executive comprises Annie De Jong, Chief Executive Officer; Charlie Stebbing, Operations Manager; Brenda Bowers, Client Services Manager; and John Noone, Chief Financial Officer.

The operations manager has responsibility for all the burial, cremation, parks, facilities management and maintenance.

The client services manager has responsibility for all client services, functions and staff.

The chief financial officer oversees all financial management matters and statutory reporting as well as ensuring the long-term financial management of the organisation is sustainable.



Ballarat Cemeteries

Staff	JUNE 2022				JUNE 2021			
	Total	Male	Female	Self-Described	Total	Male	Female	Self-Described
CEO	1.0	–	1.0	–	1.0	–	1.0	–
Executive team	2.8	1.8	1.0	–	2.6	1.6	1.0	–
Administration	4.9	–	4.9	–	4.2	–	4.2	–
Crematorium Staff	1.2	1	0.2	–	1.2	1.0	0.2	–
Grounds staff	9.1	8.3	0.8	–	8.5	6.7	1.8	–
Total FTE	19.0	11.1	7.9	–	17.5	9.3	8.2	–

FTE = full-time equivalent | All staff identified as either female or male

Ongoing Employees

	Number	Full Time	Part-Time	FTE	Male	Female	Self-Described
June 2022	23	14	9	19.0	11.1	7.9	–
June 2021	20	14	6	17.5	9.3	8.2	–

Ages of Employees

AGE	2022 - ONGOING		2021 - ONGOING	
	NUMBER	FTE	NUMBER	FTE
18-25	1	0.8	–	–
25-34	2	1.8	1	1
35-44	–	–	2	9
45-54	8	6.6	9	7.5
55-64	12	9.8	9	8.0
Over 64	–	–	–	–

FTE: full-time staff equivalent | All employees have been correctly classified in these workforce data collections.

KEY

2022 refers to the current reporting year, 2021 refers to the previous year.

All figures reflect active employees in the last full pay period of June each year.

Ongoing employees means people engaged in an open-ended contract of employment and executives engaged on a standard executive contract who were active in the last full pay period of June.

The headcount excludes those people on leave without pay or absent on secondment, external contractors/consultants, temporary staff employed by employment agencies and a small number of people who are not employees but appointees to a statutory office, as defined in the *Public Administration Act 2004* (for example, persons appointed to a non-executive board member role, to an office of commissioner, or to a judicial office).

Occupational Health and Safety Matters

Ballarat Cemeteries and its officers recognise that the health and safety of all staff and visitors are of the utmost importance and vital to the success of our business. As such, we aim to continue to improve health and safety in the workplace through consultation and by increasing awareness of health and safety issues amongst management and staff.

The focus of Ballarat Cemeteries' health and safety management system is preventing hazards.

The organisation's OH&S Committee considers all safety matters across the organisation and its obligations under the *Occupational Health and Safety Act 2004*. The committee also reviews any incidents, near misses, or items for action. We continued to conduct annual audits of worksites and open space assets in 2021–22. We also continued to provide education for staff to

ensure up-to-date skills in the areas of safety, in particular site-specific safety training, COVID-19 risks, and safety drills.

There was an increase in the reporting of hazards and incidents in 2021-22, with all staff being diligent in their reporting.

We had one carry-over lost-time injury during the reporting period. The injury resulted in a lost time of 52 weeks and is ongoing.

During the year, the OH&S Committee and staff accepted the offer of influenza vaccinations and hearing tests.

Occupational Violence

Ballarat Cemeteries will not tolerate any violence to its employees, board members or volunteers. It has safety procedures in place to ensure that staff are able to remove themselves from any threatening situation and have available access to notify management or security personnel of violent situations.

Occupational Health and Safety Statistics	2021–2022	2020–2021	2019–2020
The number of reported hazards/incidents for the year per 100 FTE	30	10	2
The number of 'lost time' standard WorkCover claims for the year per 100 FTE	0	2	2
The average cost per WorkCover claim for the year ('000)	\$0	\$2	\$2

Occupational Violence Statistics	2021–22
Workcover accepted claims with an occupational violence cause per 100 FTE	0
Number of accepted Workcover claims with lost time injury with an occupational violence cause per 1,000,000 hours worked.	0
Number of occupational violence incidents reported	0
Number of occupational violence incidents reported per 100 FTE	0
Percentage of occupational violence incidents resulting in a staff injury, illness or condition	0

Definitions related to Occupational Violence

- *Occupational violence* – any incident where an employee has been abused, threatened or assaulted in circumstances arising out of, or in the course, of their employment.
- *Incident* – an event or circumstance that could have resulted in, or did result in, harm to an employee. Incidents of all severity rating must be included. Code Grey reporting is not included; however, if an incident occurs during the course of a planned or unplanned Code Grey, the incident must be included.
- *Accepted Workcover claims* – accepted Workcover claims that were lodged in 2021–22.
- *Lost time* – defined as greater than one day.
- *Injury, illness or condition* – includes all reported harm as a result of the incident, regardless of whether the employee required time off work or submitted a claim.



Recognition of Service

YEARS OF SERVICE Up to 5

Alexandra Lee, Horticultural Officer
Angela Bigarelli, Executive Assistant
Charlie Stebbing, Operations Manager
Donna Simmons, Administration Officer
John Noone, Chief Financial Officer
Megan Seter, Administration Trainee
Michael Herd, Casual Horticultural Officer
Nathan Tuddenham, Horticultural Apprentice
Ross Huntington, Casual Horticultural Officer
Tanya Farrell, Administration Officer

YEARS OF SERVICE 10 to 19

Brenda Bowers, Client Services Manager
Jenny McGrath, Administration Officer
Peter Silvey, Crematorium Officer
Daryl Tuddenham, Asset Maintenance Supervisor

YEARS OF SERVICE 20 to 29

David Odgers, Maintenance Officer
Ian Walker, Gravedigger
Mark Block, Horticultural Officer

YEARS OF SERVICE 5 to 9

Annie De Jong, Chief Executive Officer
Garry MacNab, Gravedigger
Gillian Emmerson, Administration Officer

YEARS OF SERVICE 40 to 49

Kevin Frawley, Horticultural Officer

Volunteers

Ballarat Cemeteries has a long history of working with volunteers from Centrecare and employs placements under the Work-for-the-Dole program. The key project undertaken in 2021–22 by the Work for the Dole participants was the restoration of the Chinese moon gates at the entrances to the Chinese section of the new cemetery.

We wish to acknowledge Centrecare and the participants who provided a significant amount of time for the general maintenance and upkeep of both cemeteries throughout the year.



Governance and Accountability

Environmental Management

Ballarat Cemeteries, through its Environmental Management Plan, has made the environment central to its future planning, operations, and policy decisions. Through this program we continue to recycle materials such as cardboard, paper and plastic.

The trust continues to be a willing participant in the Cemeteries and Crematoria Association of Victoria's Metals after Cremation program. By recycling metals, this program reduces the demand on the use of non-renewable resources, thus helping to provide long-term protection of our environment. Money returned to us from this program is used for community events held within the cemetery or is donated to a charity of our choice.

As required under our private-dam licensing agreement with Southern Rural Water, we continue to maintain our Surveillance and Emergency Management Plan. A requirement of this plan is to have our dam inspected annually by a qualified engineer.

Emission Monitoring

Ballarat Cemeteries' fleet consumption for office-based vehicles = 2. Both utilise unleaded fuel. We have now moved to electric-operated small plants to reduce our fuel consumption and emissions. The trust also commissioned environmental consulting company Environmental Evolution to conduct an assessment of

the greenhouse gas emissions attributed to the operations of Ballarat Cemeteries for the financial year 2021–22. This assessment compared the greenhouse gas emissions on a per cremation and per burial basis. From a greenhouse gas emissions perspective, cremation is the most efficient process. Due to the continuing maintenance of a burial site over time, as well as the installation of headstones and memorials, emissions per burial are higher than emissions per cremation.

The trust conducted 1364 cremations and 336 burials in the 2021–22 financial year. Life cycle greenhouse emissions per cremation were determined to be 0.24 tCO₂-e, and the greenhouse gas emissions per burial were 0.53 tCO₂-e including the emissions from the body, clothing and casket.

Whilst cremations have a much lower specific greenhouse gas footprint, at only 45 percent of burial emissions, due to the high number carried out over 2021–22, they were responsible for a much higher total contribution to the site's greenhouse gas emissions.

Office-Based Environmental Impacts

The trust continually assesses its office-based environmental impacts and implemented several actions during the reporting period in 2021–22 to reduce its impact on the environment. Reporting in this section is required in relation to paper, water and energy.

Paper

Continuing significant reductions in the use of printed paper occurred in 2021–22, which were the consequence of the many processes that were changed to soft copy only as a result of the COVID-19 safety protocols. The initial cost of purchasing better and more advanced software has been negated to some degree by the outcomes detailed in the table on page 54.

Water

Ballarat Cemeteries has its own water resource that services the new cemetery grounds. We have identified additional water sources for future development planning within the cemetery. These figures are related to the use of town water. In 2021–22, the summer period was warmer than the previous year, which meant that increased water was required for use in our gardens and our costs increased accordingly.

Energy

In 2021–22, Ballarat Cemeteries purchased energy under its contract with Procurement Australia.

Gas

A new cremator was installed in 2019. During the 2021–22 financial year, we conducted 53 percent more cremations than in 2018–19, but our gas usage increased by only 16 percent, thereby demonstrating the energy efficiency of the new cremator.

Electricity

By December 2021, we had solar panels installed that were producing 90 kW of electricity. For the full year this resulted in a reduction of 27 percent of electricity that was purchased from the grid, although our overall electricity usage did not decrease in 2021–22.

Waste

Ballarat Cemeteries manages all its own waste onsite. The soft plastics and recycling of various waste materials program continued throughout the 2021–22 financial year. We also ceased burning off waste during the permitted fire season and continued mulching our green waste onsite, returning it to the garden beds throughout the year.



Environmental Management – by the numbers

VEHICLES	2021–22	2020–21	2019–20	2018–19
12 months travelled	15,267	13,875	14,265	15,394
Greenhouse emissions (tonnes CO ₂ e)	3.0	2.7	2.9	3.1

PAPER	2021–22	2020–21	2019–20	2018–19
Printed Paper	46,503 sheets	67,210 sheets	89,390 sheets	139,159 sheets

WATER	2021–22	2020–21	2019–20	2018–19
Kilolitres	308	210	325	227
Total amount of water used per FTE (kL/FTE)	17.6	12.0	18.7	13.8

GAS	2021–22	2020–21	2019–20	2018–19
Megajoules	2,527,544	2,252,317	2,095,580	2,182,948
Greenhouse gas emissions (tonnes CO ₂ e)	130	116	108	112

ELECTRICITY	2021–22	2020–21	2019–20	2018–19
Kilowatt hours	85,382	117,104	121,918	107,819
Greenhouse gas emissions (tonnes CO ₂ e)	85	126	132	116



Operational Objectives, Financial Position and Financial Results for 2021-2022

Five-Year Summary of Financial Results

In 2021–22 the trust achieved a comprehensive result of \$4,343,000 after all year-end adjustments had been actioned.

Total comprehensive income was \$3.7 million greater for 2020–21. The major items for the increase for the 2021–22 financial year was the five-year revaluation of building and infrastructure assets, which added value to our net assets of \$4.3million. Our direct sales income increased by \$540,000, which was offset by the decrease in Covid grants received from the federal government in 2021–22, after having received \$523,000 of assistance grants in 2020–21. Investment income for 2021–22 was \$40,000 more than the previous year. The valuation of our managed investment was reduced by \$400,000 as at 30 June 2022.

Total expenses increased by \$74,000 in 2020–22. Employee expenses increased by \$150,000 due to the increased use of a pool of casual employees rather than contractors, maintenance and operating costs increased by \$20,000. Administrative costs decreased by \$104,000 mainly due to a reduction in the use of local short-term contractors and consultants.

The balance sheet shows the trust continues to be in a relatively strong position. Asset are now in excess of \$18.85 million following a full revaluation of the trust’s infrastructure assets as at 30 June 2022 (as required by FRD 103I).

This revaluation is for the asset categories of land, buildings, roads and other infrastructure. Liabilities are \$4.51 million. The net equity for the trust increased by \$4.3 million in 2021–22 to \$14.3 million.

Five Year Financial Summary	2022	2021	2020	2019	2018
	\$000	\$000	\$000	\$000	\$000
Total Comprehensive Income	7,653	3,945	3,011	2,834	2,840
Total Expenses	3,310	3,236	2,816	2,616	2,613
Comprehensive Result	4,343	709	195	218	327
Accumulated Funds	3,313	3,330	2,690	2,496	1,928
Total Assets	18,853	14,489	13,574	13,766	13,059
Total Liabilities	4,514	4,493	4,287	4,674	4,185
Net Assets	14,339	9,996	9,287	9,092	8,874
Total Equity	14,339	9,996	9,287	9,092	8,874

Operational Change

Ballarat Cemeteries is committed to identifying operational efficiency and continued a program of identification and improvement of activities in 2021–22. In the following pages, differences in our services and operations have been identified.

Cemetery Fee Restructure

Choosing a final resting place for a loved one in a time of grief is very challenging. We encourage our community to have conversations with loved ones about their end-of-life memorial wishes long before they die. Ballarat Cemeteries provides options for people to think about the future and reduce the financial burden for their families. Government regulations provided for an increase in our service fees of 1.5 percent (including GST) from 1 July 2021.

Assistance to Class B Cemetery Trusts

In 2021–22, Ballarat Cemeteries provided advice and assistance to many cemeteries across Victoria. We pride ourselves on assisting other trusts that require support so that the wonderful volunteers can continue to manage their cemeteries.

Annual Plan Achievements

The trust is required under the guidance of the Department of Health to create an annual plan, which it submits to the department and reports on the agreed actions each financial year.

This 2021–22 Annual Report of Operations outlines the achievements against the 2021–22 Annual Plan and other reporting requirements.

The annual plan identified 35 actions under four key strategic requirements:

Strategic Priority 1 – Build a Viable and Sustainable Organisation

Strategic Priority 2 – Develop our People and Workforce

Strategic Priority 3 – Enhance Relationships with Community and Stakeholders

Strategic Priority 4 – Governance and Accountability

Strategic Priority 5 – Provide Leadership

Seventy seven of the action items were achieved within the financial year. Three items were not achieved, and four items continued to progress.

Staff Acknowledgements

The CEO and board chair wish to personally acknowledge the significant contribution that our staff continued to make in assisting with the implementation of the COVID-19 pandemic planning and the continued operation of our cemetery and crematoria services in 2021–22.

The current difficult situation is a time of continuous change and threat to our livelihood. Despite this, in 2021–22 the staff continued to arrive for work and provide essential services to our community with care and compassion.

Aboriginal Cultural Safety

Ballarat Cemeteries supports all cultures within Ballarat and their cultural needs for a service at end of life. In 2021–22, it continued to work with the local Wadawurrung people to enhance the Dreamtime area in the new cemetery. This area is an ode to the traditional owners, and we continued to seek traditional plantings for this area. Consultation was undertaken and part funding was received for the landscaping.

Maintenance Standards

We continued to work to a set of minimum maintenance service standards. These standards have been developed for staff, the trust's board members, contractors, community, and management to understand, articulate, and implement consistent service delivery and maintain Ballarat Cemeteries' core operational activities.

These standards are for the provision of routine and specialist cemetery and horticultural services that effectively provide the standard of service delivery and level of maintenance that the board believes will meet community expectations.

Social Procurement

Declaration statement – Whole of Victorian Government Social Procurement Framework (SPF) Report for 2021–22

This information set prepared for the 2021–22 financial year is provided to the Department of Treasury and Finance in my capacity as the chief executive officer of the Ballarat General Cemeteries Trust. The report contains our organisation's achievements against the SPF objectives and informs the Whole of Victorian Government Social Procurement Report.

This information set was prepared in accordance with the reporting rules and requirements as stated in the SPF Measurement and Reporting Guidelines 2021–22 and includes the following:

- Engagement and spend with social benefit suppliers
- Case studies
- Additional data with quantitative measures
- Summary of priority SPF objectives for the department/agency



Annie De Jong
Chief Executive Officer

Social Procurement Activities and Commitments

SOCIAL PROCUREMENT ACTIVITIES AND COMMITMENTS	
Reporting period: 2021–2022	
Reporting entity: Ballarat General Cemeteries Trust	
OVERALL SOCIAL PROCUREMENT ACTIVITIES	
Number of social benefit suppliers engaged during the reporting period:	1
Total amount spent with social benefit suppliers during the reporting period:	\$8200
SOCIAL PROCUREMENT COMMITMENTS	
Total number of suppliers engaged, who are not social benefit suppliers, who have made social procurement commitments in their procurement contracts with the Victorian Government:	Nil



Ballarat Cemeteries

Whole of Victorian Government Social Procurement Framework (SPF) Report for 2021–22

SET 1 – SPF METRICS			
SPF Objective	Metric	Unit of measure	2021-2022 (Actual)
Sustainable Victorian social enterprises and Aboriginal business sectors	Total spend with Victorian Aboriginal businesses	\$ thousands (GST exclusive)	Nil
	Number of Victorian Aboriginal businesses engaged	Number	Nil
Opportunities for Victorians with a disability	Total spend with Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises (ADEs)	\$ thousands (GST exclusive)	\$8
	Number of Victorian social enterprises led by a mission for people with disability and Australian Disability Enterprises (ADEs) engaged	Number	2
Opportunities for disadvantaged Victorians	Total spend with Victorian social enterprises led by a mission for the disadvantaged (a)	\$ thousands (GST exclusive)	Nil
	Number of Victorian social enterprises led by a mission for the disadvantaged engaged	Number	1
Sustainable Victorian social enterprises and Aboriginal business sectors	Total spend with Victorian Aboriginal businesses	\$ thousands (GST exclusive)	Nil
	Number of Victorian Aboriginal businesses engaged	Number	Nil
	Total spend with other Victorian social enterprises	\$ thousands (GST exclusive)	Nil
	Number of other Victorian social enterprises engaged	Number	Nil

Compliance with State Government Objectives

<ul style="list-style-type: none"> The SPF objectives prioritised by the entity during the reporting period 	<p>Purchasing of labour hire services, providing training and pathways for disadvantaged youth and jobseekers.</p>
<ul style="list-style-type: none"> Summary of activities undertaken by the entity during the reporting period to support its social procurement strategy. This may include, for example, commentary around capability development, SPF information sessions and supplier engagement 	<p>During the reporting period we purchased \$8200 of services from an organisation that provides opportunities for Victorians with a disability. This aligns with our Workforce Inclusion Policy. In future periods, we will explore opportunities for other social enterprises that may be able to provide the goods or services that we require.</p> <p>As an organisation, we ensure that purchases are undertaken from local suppliers where possible, whether this is goods or services. This was crucial during the 2021–22 financial year as the pandemic had been affecting all our local suppliers. We continued to ensure, that as much as possible, all suppliers were being paid within 14 days of providing their service or delivering their goods.</p>
<ul style="list-style-type: none"> Case studies and additional information on SPF achievements (where available). 	<p>Nil</p>
<ul style="list-style-type: none"> Total spend with social benefit suppliers 	<p>\$8200</p>
<ul style="list-style-type: none"> Total number of social benefit suppliers engaged by the entity. 	<p>3</p>



Ballarat Cemeteries

Funding

Australian Government

There was no COVID-19 funding provided, or available, during the 2021–22 financial year.

Victorian Government – Department of Health

The department provided funding for the following two projects:

- \$3500 to assist with providing self-guided walking tours
- \$4975 to assist with planning and landscaping in the Dreamtime area

Workforce Inclusion Policy

Ballarat Cemeteries' Workforce Inclusion Policy is supported by a number of gender equality policies. We recognise that discrimination is unacceptable and, although equality of opportunity has been a long-standing feature of our practices and procedures, we have made the decision to adopt a formal equal opportunities policy.

The policy aims to ensure that no job applicant or employee is discriminated against, either directly or indirectly, on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

Ballarat Cemeteries has a long history of supporting disadvantaged people under the Work-for-the-Dole program. We turn to this program for recruitment purposes when employment opportunities arise. Throughout the 2021–22 financial year, we supported an employee under the NDIS as a member of our horticultural team. Ballarat Regional Industries, who employs people with a disability, was contracted to undertake landscape works within the new cemetery precinct. This initiative supports our policy of being a regional and inclusive employer.

Gender Equality Act 2020

Although the Ballarat Cemetery has fewer than 20 EFTs and is not required to comply with the *Gender Equality Act 2020*, we promote equality within the organisation, and in 2021–22 there was a small difference in the number of male and female employees in our organisation.

Disability Act 2006

The *Disability Act 2006* reaffirms and strengthens the rights of people with a disability and recognises that this requires support across the government sector and within the whole community.

The Victorian State Disability Plan was established and published in mid-2022. Ballarat Cemeteries will review the new plan in 2022–23 and establish a disability action plan that supports the state government's plan.

The State Disability Plan is the Victorian Government's framework for enabling people with a disability to participate and contribute to the social, economic and civic life of Victoria. Key components of this plan consider the following:

- **Reducing barriers to accessing goods, services and facilities**

In 2021–22, we provided clients with the option of a conference call in their vehicles so that they could stay within their own vehicles when on a tour of the new cemetery. We are also continuing to provide additional seating within our grounds to provide rest points.

- **Reducing barriers to persons with a disability obtaining and maintaining employment**

Ballarat Cemeteries has assisted those with a disability with short-term employment via traineeship programs.

- **Promoting inclusion and participation in the community**

Ballarat Cemeteries established operation contracts with Ballarat Regional Industries who provided landscaping services to the new cemetery in 2021–22.

- Achieving tangible changes in attitudes and practices that discriminate against people with a disability

The purchase of a people-mover with entry assistance enables Ballarat Cemeteries to provide personal services to clients who need additional support. We have established a system where clients using our vehicle are able to have their support animals accommodated safely within the vehicle. We have established different services to support clients who can utilise their own vehicles for tours of the new cemetery. We have also provided more information online so that it can be accessed without requiring attendance at the office.

Freedom of Information

The *Freedom of Information Act 1982* gives the public a right of access to documents held by Ballarat Cemeteries. The purpose of the Act is to extend as far as possible the right of the community to access information held by government departments, local councils, ministers, and other bodies subject to the Act.

Any person can request access to documents held by Ballarat Cemeteries. The Act applies to documents both created by Ballarat Cemeteries or supplied to Ballarat Cemeteries by an external organisation or individual, and may also include maps, films, microfiche, photographs, computer printouts, computer discs, tape recordings and videotapes.

The Act does allow Ballarat Cemeteries to refuse access, either fully or partially, to certain documents or information. Examples of documents that may not be accessed include cabinet documents; some internal working documents; law enforcement documents; documents covered by legal professional privilege, such as legal advice; personal information regarding other people; and information provided to the Ballarat Cemeteries in confidence.

On 1 September 2017, the Act was amended to reduce the freedom-of-information (FOI) processing time for

requests received from 45 to 30 days. However, when external consultation is required under sections 29, 29A, 31, 31A, 33, 34 or 35, the processing time automatically reverts to 45 days. Processing times may also be extended by periods of 30 days or in consultation with the applicant. With the applicant's agreement, this may occur any number of times. However, obtaining an applicant's agreement for an extension cannot occur after the expiry of the timeframe for deciding a request.

If an applicant is not satisfied by a decision made by Ballarat Cemeteries, under section 49A of the Act, they can ask the Office of the Victorian Information Commissioner (OVIC) to review that decision within 28 days of receiving notification of the decision.

For the period ending 30 June 2022, the trust had received two formal requests for information under the Act and one request was deemed invalid.

The trust receives regular requests for historical information (particularly relating to family research) and provides this information to our community on request. Members of the public are not required to complete an FOI application for historical information.

If a formal FOI application is received, it must be accompanied by a fee of \$29.60. Formal requests must be on a prescribed form, which is available on the Cemetery website: www.ballaratcemeteries.com.au or by emailing the cemetery office on enquiries@ballaratcemeteries.com.au.

There may be additional charges, depending on the request, and these are applied according to the Freedom of Information (Access Charges) Regulations 2014.

There may also be miscellaneous charges, depending on the volume of work and the volume of data required to be provided. These charges will be advised when the initial notification of receipt of the request has been provided to the client.

FOI requests can be sent as follows:

FOI Officer
Ballarat Cemeteries
1250 Doveton Street North Ballarat
Victoria 3350
enquiries@ballaratcemeteries.com.au
Ph 03 5332 1469

Public Interest Disclosures Act 2012

The *Public Interest Disclosures Act 2012* encourages and assists people in making disclosures of improper conduct by public officers and public bodies. The Act provides protection to people who make disclosures in accordance with the Act and establishes a system for the matter disclosed to be investigated and rectified.

Ballarat Cemeteries does not tolerate improper conduct by employees, nor the taking of reprisals against those who come forward to disclose such conduct. It is committed to ensuring transparency and accountability in its administrative and management practices and supports the making of disclosures that reveal corrupt conduct, conduct involving a substantial mismanagement of public resources, or conduct involving a substantial risk to public health and safety or to the environment.

We will take all reasonable steps to protect people who make such disclosures from any detrimental action that could arise from making the disclosure. We will also afford natural justice to the person who is the subject of the disclosure to the extent that it is legally possible.

Reporting Procedures

Disclosures of improper conduct or detrimental action by Ballarat Cemeteries or any of its employees may be made to any of the following cemetery personnel:

- Chair of the trust
- Chief executive officer
- Protected disclosure coordinator or protected disclosure officer

- Manager or supervisor of the person making the disclosure
- Manager or supervisor of the person who is the subject of the disclosure.

Alternatively, disclosures may also be made directly to the Independent Broad-based Anti-Corruption Commission:

Level 1, North Tower,
459 Collins Street Melbourne, VIC 3000
1300 735 135
www.ibac.vic.gov.au

The fraud and protected disclosures policy can be found on Ballarat Cemeteries website under About Us/Policies at www.ballaratcemeteries.com.au.

Please contact the CEO, Annie De Jong, on 0419 304 117 or annie@ballaratcemeteries.com.au if you have any questions.

Declaration of Private Interest and Shares

All members of the board, the CEO and the executive team have signed declarations noting any private interest in the operation of Ballarat Cemeteries. They include details of any shares held by board members and the CEO. At all board meetings and committee meetings, board members are required to advise of any matters in which they believe they may have a conflict of interest.

Related Party Disclosures

Ballarat Cemeteries has prepared related party disclosures for the 2021–22 financial year that have been based on reasonable enquiries made by management in relation to the board and its related parties and the information available to the organisation, with the transition to full implementation of AASB 124, and any applicable financial reporting directions.

There were no other related party transactions during the normal course of business with members of the board and their related parties, apart from remuneration for the members, which is disclosed in Note 8.4 of the Financial Statements.

National Competition Policy

Ballarat Cemeteries operates and complies with the code of practice as published by the Victorian Department of Health relating to the sale and supply of memorialisation and services by cemetery trusts and other alternative suppliers in Victorian public cemeteries.

Publications and Records

A central burial and cremation register is held at the administration office at the new cemetery. Public access is available to these records.

A touchscreen computer has been installed at the Ballarat Old Cemetery, the Ballarat New Cemetery, and the new cemetery café for public use in obtaining the burial and cremation records of deceased persons. The same information is made available on our website: www.ballaratcemeteries.com.au.

Promotional material had also been made available. This includes brochures on our scale of fees, burials, cremations, and memorial services. Location maps and plans of the cemeteries are available on our website or upon request at our administration office.

External Reviews

In 2021–22, no major external reviews were undertaken of Ballarat Cemeteries.

Research and Development

There were no major research and development activities undertaken by Ballarat Cemeteries during 2021–22 that were required to be reported. We continued to research different end-of-life options for our community.

Overseas Visits

No members of the board or staff conducted overseas visits on behalf of Ballarat Cemeteries in the 2021–22 financial year.

Industrial Relations

Ballarat Cemeteries' Enterprise Agreement 2019–2022 currently governs the employment of staff.

Compliance with DataVic Access Policy

Ballarat Cemeteries is aware of the DataVic access policy and understands the requirements of making available machine-readable format information on the DataVic website: www.data.vic.gov.au.

We provide access to our burial and cremation registers, including additional deceased information on our website. We will give the information collectively when requested by an organisation or member of the public.

Ex-Gratia Payments

No ex-gratia payments were made during 2021–22.

Local Jobs First, Victorian Industry Participation Policy Disclosure

The amendment to the *Local Jobs First Act 2003* introduced in August 2018 brings together the Victorian Industry Participation Policy and the Major Projects Skills Guarantee policy, which were previously administered separately. No contracts either commenced or were completed during the 2021–22 financial year to which this policy would have applied.

Carers Recognition Act 2012

Ballarat Cemeteries takes all practical measure to comply with its obligations under the *Carers Recognition Act 2012*. We have implemented a flexible working policy, which is outlined in the employee handbook. We review this policy annually in compliance with this Act.

In 2021–22, during the COVID-19 pandemic, environment management regularly discussed with staff any needs they may have in caring for others. They ensured that there was open dialogue regarding the needs and assistance that Ballarat Cemeteries provides.

Memberships

The Ballarat General Cemeteries Trust is a member of a number of organisations to demonstrate compliance with its policy of providing local, regional, and national support to our industry and community. The organisations are as follows:

- Cemeteries and Crematoria Association of Victoria
- Commerce Ballarat
- Victorian Tourism
- Committee for Ballarat
- Institute of Public Administration Association

Additional Information on Request

In compliance with the requirements of the standing directions 2018 under the *Financial Management Act 1994*, details of the following publications have been retained by the trust and are available on request and summarised within this annual report, subject to the provisions of the declarations of pecuniary interests that have been duly completed by all relevant officers.

Details of shares held by a senior officer as nominee or held beneficially in a statutory authority or subsidiary have been recorded.

Publications produced by Ballarat Cemeteries include:

- Annual report of operations
- Strategic plan
- Annual plan
- Service standards
- Details of changes in prices, fees, charges, rates and levies are available on our website under documents
- Details of any major external reviews carried out on Ballarat Cemeteries (none during 2021–22)
- Details of major research and development activities undertaken by Ballarat Cemeteries

- Details of overseas visits undertaken
- Details of major promotional, public relations and marketing activities
- General statement regarding industrial relations
- List of major committees sponsored by Ballarat Cemeteries
- Details of all consultancies and contractors

Requests can be made to:

Chief Financial Officer
Ballarat Cemeteries

1250 Doveton Street North,
Ballarat Vic 3350

enquiries@ballaratcemeteries.com.au

ph: 03 5332 1469

Consultancies

Consultancies under \$10,000

In 2021–22, there were 13 consultancies, with total fees payable to each of the consultants being less than \$10,000. The total expenditure incurred during the 2021–22 financial year in relation to those consultancies was \$44,820 (excluding GST).

Consultancies over \$10,000

In 2021–22, there were three consultancies, with total fees payable to each of the consultants being more than \$10,000. The total expenditure incurred during the 2021–22 financial year in relation to those consultancies was \$55,917 (excluding GST).

Consultant	Purpose	Start Date	End Date	Project Fee	Expenditure 2020-21 Ex GST \$	Future Expenditure \$
Rapid Impact	Strategic Planning	01.02.2022	28.06.2021	Contract	22,159	0
Employure	Human Resources Services	01.07.2021	30.06.2021	Contract	19,775	0
Hunter Geophysics	Ground penetration radar	01.07.2021	30.06.2022	Contract	13,983	0

Details of Information and Communication Technology (ICT) Expenditure

The total ICT expenditure incurred during 2021-2022 was \$136,097 (excluding GST). The following table provides the detail;

Building Act 1993

All new building works and re-development of existing properties are required to conform to the current building regulations and provisions of the *Building Act 1993* as updated.

Ballarat Cemeteries applied for one planning permit during 2021-22, which was for the renovation of the old cemetery rotunda.

Business as Usual (BAU) ICT expenditure	Non-Business as Usual (non-BAU) ICT expenditure		
	Total=Operational expenditure and Capital Expenditure (excluding GST) (a) + (b)	Operational expenditure (excluding GST) (a)	Capital expenditure (excluding GST) (b)
Total (excluding GST)			
\$107,596	\$28,501	\$0	\$28,501

Attestations

Attestation on Conflict of Interest

I, Annette De Jong, certify that Ballarat General Cemeteries Trust has put in place appropriate internal controls and processes to ensure that it has complied with the requirements of clause 9 of schedule 1A of the Act and has implemented a conflict of interest policy consistent with the minimum accountabilities queried by the Victorian Public Sector Commission. Declaration of private interest forms have been completed by all the executive staff and the board members of the Ballarat General Cemeteries Trust, and all declared conflicts have been addressed and are being managed. Conflict of interest is a standard agenda item for declaration and documenting at each executive board meeting.



A. De Jong
Chief Executive Officer
Ballarat General Cemeteries Trust
24 August 2022

Attestation on Data Integrity

I, Annette De Jong, certify that the Ballarat General Cemeteries Trust has put in place appropriate internal controls and processes to ensure that reported data accurately reflects actual performance. The Ballarat General Cemeteries Trust has critically reviewed these controls and processes during the year.



A. De Jong
Chief Executive Officer
Ballarat General Cemeteries Trust
24 August 2022

Integrity, Fraud and Corruption

I, Annette De Jong, certify that the Ballarat General Cemeteries Trust has put in place appropriate internal controls and processes to ensure that integrity, fraud and corruption risks were reviewed and addressed by the Ballarat General Cemeteries Trust during the 2021–22 financial year.



A. De Jong
Chief Executive Officer
Ballarat General Cemeteries Trust
24 August 2022



Ballarat Cemeteries

Compliance with the Victorian Government Purchasing Board Policies

I, Annette De Jong, certify that the Ballarat General Cemeteries Trust has put in place appropriate internal controls and processes to ensure that it has complied with all the requirements set out in the Victorian Government Purchasing Board's policies and critically reviewed these controls and processes during the 2021–22 financial year.

A. De Jong
Chief Executive Officer
Ballarat General Cemeteries Trust
24 August 2022

Ballarat General Cemeteries Trust Financial Management Compliance Attestation Statement

I, Annette De Jong, on behalf of the responsible body, certify that the Ballarat General Cemeteries Trust has no material compliance deficiency with respect to the application standing directions under the *Financial Management Act 1994* and critically reviewed these controls and processes during the 2021–22 financial year.

A. De Jong
Chief Executive Officer
Ballarat General Cemeteries Trust
24 August 2022

Disclosure Index

The 2021–22 Annual Report of the Ballarat General Cemetery Trust has been prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate the identification of the Ballarat Cemeteries compliance with statutory disclosure requirements.

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Independent Auditor's Report

To the Trust Members of Ballarat General Cemeteries Trust

Opinion	<p>I have audited the financial report of Ballarat General Cemeteries Trust (the Cemetery) which comprises the:</p> <ul style="list-style-type: none"> • Balance Sheet as at 30 June 2022 • Comprehensive Operating Statement for the year then ended • Statement of Changes in Equity for the year then ended • Cash Flow Statement for the year then ended • Notes to the financial statements, including significant accounting policies • Trust Member's, Accountable Officer's and Chief Financial Officer's declaration. <p>In my opinion the financial report presents fairly, in all material aspects, the financial position of the Cemetery as at 30 June 2022 and its financial performance and cash flows for the year then ended in accordance with the financial reporting requirements Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
Basis for Opinion	<p>I have conducted my audit in accordance with the <i>Audit Act 1994</i> which incorporates the Australian Auditing Standards. I further describe my responsibilities under that Act and those standards in the <i>Auditor's Responsibilities for the Audit of the Financial Report</i> section of my report.</p> <p>My independence is established by the <i>Constitution Act 1975</i>. My staff and I are independent of the Cemetery in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
Trust Member's responsibilities for the financial report	<p>The Trust Members of the Cemetery are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i>, and for such internal control as the Trust Members determines is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.</p> <p>In preparing the financial report, the Trust Members are responsible for assessing the Cemetery's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

Auditor's responsibilities for the audit of the financial report

As required by the *Audit Act 1994*, my responsibility is to express an opinion on the financial report based on the audit. My objectives for the audit are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Cemetery's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Trust Members
- conclude on the appropriateness of the Trust Member's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Cemetery's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the Cemetery to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the Trust Members regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.



Josh Porker

As delegate for the Auditor-General of Victoria

BENDIGO
31 August 2022

Ballarat General Cemeteries Trust

Financial Statements
for the Year Ended
30 June 2022

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Ballarat Cemeteries

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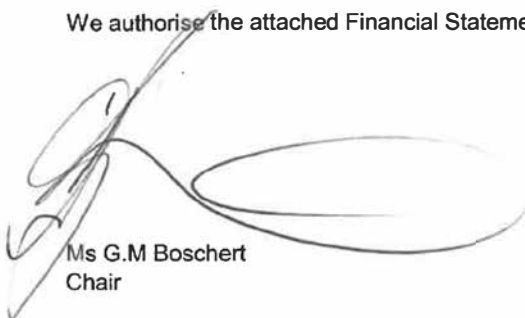
BALLARAT GENERAL CEMETERIES TRUST
TRUST MEMBER'S, ACCOUNTABLE OFFICER'S AND
CHIEF FINANCIAL OFFICER'S DECLARATION

The attached financial statements for the Ballarat General Cemeteries Trust have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions (FRDs), the Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the Comprehensive Operating Statement, Balance Sheet, Statement of Changes in Equity, Cash Flow Statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2022 and the financial position of the Ballarat General Cemeteries Trust at 30 June 2022.

At the time of signing, we are not aware of any circumstance which would render any particulars included in the Financial Statements to be misleading or inaccurate.


We authorise the attached Financial Statements for issue on this day.



Ms G.M Boschert
Chair



Ms. A. De Jong
Accountable Officer



Mr. J.P. Noone CPA
Chief Financial Officer

Ballarat, Victoria

24 August 2022

Ballarat General Cemeteries Trust

Comprehensive Operating Statement

for the Financial Year Ended 30 June 2022

	Note	2022 \$	2021 \$
Revenue and income from transactions			
Operating activities	2.1	3,515,494	3,473,115
Non-operating activities	2.1	176,525	133,467
Total revenue and income from transactions		3,692,019	3,606,582
Expenses from transactions			
Supplies and consumables	3.1	(396,529)	(398,069)
Employee expenses	3.1	(1,669,206)	(1,518,953)
Maintenance and operating costs	3.1	(351,804)	(333,460)
Administrative costs	3.1	(522,669)	(621,780)
Other operating costs	3.1	(19,866)	(28,523)
Depreciation	4.4	(249,420)	(253,193)
Cemetery levy	3.1	(100,015)	(82,585)
Total expenses from transactions		(3,309,509)	(3,236,563)
Net result from transactions - net operating balance		382,510	370,019
Other comprehensive income			
Items that will not be reclassified to net result			
Changes in property, plant and equipment revaluation surplus	4.2(b)	4,360,349	69,268
Changes in the fair value of equity instruments at fair value through other comprehensive income	3.2	(399,790)	269,946
Total other comprehensive income		3,960,559	339,214
Comprehensive result for the year		4,343,069	709,233

This statement should be read in conjunction with the accompanying notes.

Ballarat General Cemeteries Trust

Balance Sheet as at 30 June 2022

	Note	2022 \$	2021 \$
Current assets			
Cash and cash equivalents	6.1	756,163	920,407
Receivables and contract assets	5.1	162,216	135,203
Prepayments		1,853	0
Inventories	4.5	81,000	79,000
Investments and other financial assets	4.1	3,713,654	3,948,500
Total current assets		4,714,886	5,083,110
Non-current assets			
Inventories	4.5	1,156,140	1,148,149
Property, plant and equipment	4.2	12,981,964	8,257,504
Total non-current assets		14,138,104	9,405,653
Total Assets		18,852,990	14,488,763
Current liabilities			
Payables and contract liabilities	5.2	425,871	499,520
Other Liabilities	5.3	3,554,515	3,506,626
Employee benefits	3.3	349,422	326,392
Other provisions	5.4	84,861	84,861
Total current liabilities		4,414,669	4,417,399
Non-current liabilities			
Employee benefits	3.3	99,172	75,284
Total non-current liabilities		99,172	75,284
Total Liabilities		4,513,841	4,492,683
Net assets		14,339,149	9,996,080
Equity			
Contributed capital		2,163,727	2,163,727
Accumulated surplus		3,313,118	3,330,398
Physical asset revaluation surplus	4.3	7,734,729	3,374,380
Perpetual maintenance reserve		1,127,575	1,127,575
Total equity		14,339,149	9,996,080

This statement should be read in conjunction with the accompanying notes.

Ballarat General Cemeteries Trust
Statement of Changes in Equity
For the Financial Year ended 30 June 2022

Note	Physical asset revaluation surplus \$	Perpetual maintenance reserve \$	Contributed capital \$	Accumulated surplus/ (deficit) \$	Total \$
Balance at 1 July 2020	3,305,112	1,127,575	2,163,727	2,690,433	9,286,847
Net result for the year	-	-	-	370,019	370,019
Other comprehensive income for the year	69,268	-	-	269,946	339,214
Transfer to/(from) accumulated surplus	-	-	-	-	-
Balance at 30 June 2021	3,374,380	1,127,575	2,163,727	3,330,398	9,996,080
Net result for the year	-	-	-	382,510	382,510
Other comprehensive income for the year	4,360,349	-	-	(399,790)	3,960,559
Transfer to/(from) accumulated surplus	-	-	-	-	-
Balance at 30 June 2022	7,734,729	1,127,575	2,163,727	3,313,118	14,339,149

This statement should be read in conjunction with the accompanying notes.

Ballarat General Cemeteries Trust
Cash flow statement
For the Financial Year ended 30 June 2022

	2022	2021
	\$	\$
Note	inflows / (outflows)	inflows / (outflows)
Cash flows from operating activities		
Receipts		
Receipts from customers	3,536,370	3,722,541
Goods and services tax received from the ATO	191,251	157,886
Investment income receipts	176,525	133,467
Total receipts	3,904,146	4,013,894
Payments		
Payments to suppliers and employees	(3,092,892)	(2,951,310)
Goods and services tax paid to the ATO	(222,161)	(193,507)
Total payments	(3,315,053)	(3,144,817)
Net cash flows from operating activities	589,094	869,077
8.1		
Cash flows from investing activities		
Payments for Property Plant & Equipment	(618,018)	(247,974)
Proceeds from sale of property, plant and equipment	28,727	10,727
Sale of Investments	-	250,000
Purchase of investments	(164,046)	(114,885)
Net cash flows used in investing activities	(753,337)	(102,132)
Net increase/(decrease) in cash and cash equivalents	(164,244)	766,945
Cash and cash equivalents at the beginning of the financial year	920,407	153,462
Cash and cash equivalents at the end of the financial year	756,163	920,407
6.1		

This statement should be read in conjunction with the accompanying notes.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements For the Financial Year Ended 30 June 2022

Note 1: Basis of presentation

These financial statements represent the audited general purpose financial statements for the Ballarat General Cemeteries Trust (the Trust) for the year ended 30 June 2022. The report provides users with information about The Trust's stewardship of the resources entrusted to it.

This section explains the basis of preparing the financial statements.

Note 1.1: Basis of preparation of the financial statements

These financial statements are general purpose financial statements which have been prepared in accordance with the *Financial Management Act 1994* and applicable Australian Accounting Standards, which include interpretations issued by the Australian Accounting Standards Board (AASB). They are presented in a manner consistent with the requirements of AASB 101 *Presentation of Financial Statements*.

The financial statements also comply with relevant Financial Reporting Directions (FRDs) issued by the Department of Treasury and Finance (DTF), and relevant Standing Directions (SDs) authorised by the Assistant Treasurer.

The Trust is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a "not-for-profit" cemetery trust under the Australian Accounting Standards.

Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Apart from the changes in accounting policies, standards and interpretations as noted below, material accounting policies adopted in the preparation of these financial statements are the same as those adopted in the previous period.

The financial statements, except for the cash flow information, have been prepared on an accruals basis and are based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

The financial statements have been prepared on a going concern basis.

The financial statements are in Australian dollars.

The amounts presented in the financial statements have been rounded to the nearest dollar.

Minor discrepancies in tables between totals and sum of components are due to rounding.

The annual financial statements were authorised for issue by the Board of Ballarat General Cemeteries Trust on 15 August 2022.

Note 1.2 Impact of COVID-19 pandemic

In March 2020 a state of emergency was declared in Victoria due to the global coronavirus pandemic, known as COVID-19. On 2 August 2020 a state of disaster was added with both operating concurrently. The state of disaster in Victoria concluded on 28 October 2020 and the state of emergency concluded on 15 December 2021.

The COVID-19 pandemic has created economic uncertainty. Actual economic events and conditions in the future may be materially different from those estimated by the cemetery trust at the reporting date.

Management recognises that it is difficult to reliably estimate with certainty, the potential impact of the pandemic after the reporting date on the cemetery trust, its operations, its future results and financial position.

In response to the ongoing COVID-19 pandemic, The Trust introduced a range of measures in both the prior and current year, including:

- introducing restrictions on non-essential visitors
- greater utilisation of telecommunication and video conferencing
- changed infection control practices
- implemented work from home arrangements where appropriate.

As restrictions were eased towards during the financial year the Trust has been able to revise some measures where appropriate.

The pandemic has not had any material financial impact on the Trust over the full financial year. The major lockdown in the first half of the year reduced the sales during that period. However, with increased freedom of movement in the second half of the year, pent-up demand saw sales rebound, delivering an annual sales outcome that slightly exceeded the prior year. Income budget forecasting was variable during the year due to lockdowns and restricted movements. It was not expected that income would rebound to the original budget.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 1.3 Abbreviations and terminology used in the financial statements**

The following table sets out the common abbreviations used throughout the financial statements:

Reference	Title
AASB	Australian Accounting Standards Board
AASs	Australian Accounting Standards, which include Interpretations
DH	Department of Health
DTF	Department of Treasury and Finance
FMA	Financial Management Act 1994
FRO	Financial Reporting Direction
SD	Standing Direction
VAGO	Victorian Auditor General's Office
BGCT	Ballarat General Cemeteries Trust

Note 1.4 Key accounting estimates and judgements

Management make estimates and judgements when preparing the financial statements.

These estimates and judgements are based on historical knowledge and best available current information and assume any reasonable expectation of future events. Actual results may differ.

Revisions to key estimates are recognised in the period in which the estimate is revised and also in future periods that are affected by the revision.

The accounting policies and significant management judgements and estimates used, and any changes thereto, are identified at the beginning of each section where applicable and are disclosed in further detail throughout the accounting policies.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 1.5 Accounting standards issued but not yet effective**

An assessment of accounting standards and interpretations issued by the AASB that are not yet mandatorily applicable to The Trust and their potential impact when adopted in future periods is outlined below:

Standard	Adoption Date	Impact
AASB 17: <i>Insurance Contracts</i>	Reporting periods on or after 1 January 2023.	Adoption of this standard is not expected to have a material impact.
AASB 2020-1: <i>Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-Current</i>	Reporting periods on or after 1 January 2022.	Adoption of this standard is not expected to have a material impact.
AASB 2020-3: <i>Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments</i>	Reporting periods on or after 1 January 2022.	Adoption of this standard is not expected to have a material impact.
AASB 2021-2: <i>Amendments to Australian Accounting Standards – Disclosure of Accounting Policies and Definitions of Accounting Estimates.</i>	Reporting periods on or after 1 January 2023.	Adoption of this standard is not expected to have a material impact.
AASB 2021-5: <i>Amendments to Australian Accounting Standards – Deferred Tax related to Assets and Liabilities arising from a Single Transaction</i>	Reporting periods on or after 1 January 2023.	Adoption of this standard is not expected to have a material impact.
AASB 2021-6: <i>Amendments to Australian Accounting Standards – Disclosure of Accounting Policies: Tier 2 and Other Australian Accounting Standards</i>	Reporting periods on or after 1 January 2023.	Adoption of this standard is not expected to have a material impact.
AASB 2021-7: <i>Amendments to Australian Accounting Standards – Effective Date of Amendments to AASB 10 and AASB 128 and Editorial Corrections</i>	Reporting periods on or after 1 January 2023.	Adoption of this standard is not expected to have a material impact.

There are no other accounting standards and interpretations issued by the AASB that are not yet mandatorily applicable to the Trust in future periods.

Note 1.6 Goods and Services Tax (GST)

Income, expenses and assets are recognised net of the amount of GST, except where the GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables in the Balance Sheet are stated inclusive of the amount of GST. The net amount of GST recoverable from, or payable to, the ATO is included with other receivables or payables in the Balance Sheet.

Cash flows are included in the Cash Flow Statement on a gross basis, except for the GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the ATO, which are disclosed as operating cash flows.

Note 1.7 Reporting Entity

The financial statements include all the controlled activities of the Ballarat General Cemeteries Trust.

Its principal address is:

1250 Doveton Street North
Ballarat, Victoria 3350

A description of the nature of Ballarat General Cemeteries Trust's operations and its principal activities is included in the report of operations, which does not form part of these financial statements.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements**

For the Financial Year Ended 30 June 2022

Note: 2 Funding delivery of our services

The Trust is predominately funded by the income it generates from the supply of goods and services, to enable it to fulfil its objectives. The Trust also receives a small amount of mostly capital grants from Government.

Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Identifying performance obligations	<p>The Trust applies significant judgment when reviewing the terms and conditions of funding agreements and contracts to determine whether they contain sufficiently specific and enforceable performance obligations.</p> <p>If this criteria is met, the contract/funding agreement is treated as a contract with a customer, requiring the Trust to recognise revenue as or when the cemetery trust transfers promised goods or services the beneficiaries.</p> <p>If this criteria is not met, funding is recognised immediately in the net result from operations.</p>
Determining timing of revenue recognition	The Trust applies significant judgement to determine when a performance obligation has been satisfied and the transaction price that is to be allocated to each performance obligation. A performance obligation is either satisfied at a point in time or over time.
Determining time of capital grant income recognition	The Trust applies significant judgement to determine when its obligation to construct an asset is satisfied. Costs incurred is used to measure the cemetery trust's progress as this is deemed to be the most accurate reflection of the stage of completion.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Note 2.1 Revenue and income from transactions

	2022 \$	2021 \$
Operating activities		
Revenue from contract with customers		
Grave	1,167,956	1,006,932
Interment	631,542	513,117
Cremation	922,558	808,306
Cremation memorial	611,771	464,892
Total Revenue from contracts with customers	3,333,827	2,793,247
Other sources of income		
Government grants	137,082	606,190
Other revenue from operating activities (including non-capital donations)	44,585	73,678
Total other sources of income	181,667	679,868
Total revenue and income from operating activities	3,515,494	3,473,115
Non-operating activities		
Income from other sources		
Other Interest	176,525	133,467
Total other sources of income	176,525	133,467
Total income from non-operating activities	176,525	133,467
Total revenue and income from transactions	3,692,019	3,606,582

Note 2.1(a) Timing of revenue recognition from contracts with customers

The Trust disaggregates revenue by the timing of revenue recognition.

Goods and services transferred to customers:

At a point in time	3,051,778	2,538,954
Over time	282,049	254,293
Total revenue from contracts with customers	3,333,827	2,793,247

How we recognise revenue and income from operating activities**Cemetery operations income****Performance obligations and revenue recognition policies**

Revenue is measured based on the consideration specified in the contract with the customer. The Trust recognises revenue when it transfers control of a good or service to the customer i.e. revenue is recognised when, or as, the performance obligations for the sale of goods and services to the customer are satisfied.

- Customers obtain control of the supplies and consumables at a point in time when the goods are delivered to and have been accepted at their premises.
- Income from the sale of goods are recognised when the goods are delivered and have been accepted by the customer at their premises
- Revenue from the rendering of services is recognised at a point in time when the performance obligation is satisfied when the service is completed; and over time when the customer simultaneously receives and consumes the services as it is provided.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022**

For sales related to the rights of interment for graves and cremation memorials, revenue is recognised at the time of purchase. Any memorialisation portion is recognised separately in line with below. These performance obligations have been selected as they align with the terms and conditions of sale related to these revenue streams. The Trust exercises judgement over whether performance obligations have been met.

For sales related to interment, cremation and certain memorialisation products such as granite, revenue is recognised at the time of interment or when the memorialisation product is delivered and accepted by the customer. These performance obligations have been selected as they align with the terms and conditions of sale related to these revenue streams. The Trust exercises judgement over whether performance obligations have been met.

For retail sales and other operating income, revenue is recognised when the performance obligation has been fulfilled, which is principally at the point of sale after deducting taxes paid.

Consideration received in advance of recognising the associated revenue from the customer is recorded as prepaid fees (Note 5.3).

Amounts disclosed as revenue are, where applicable, net of returns, allowances and duties and taxes.

Government Capital grants

Where the Trust receives a capital grant, it recognises a liability for the excess of the initial carrying amount of the financial asset received over any related amounts (being contributions by owners, lease liabilities, financial instruments, provisions, revenue or contract liabilities arising from a contract with a customer) recognised under other Australian Accounting Standards.

Income is recognised progressively as the asset is constructed which aligns with the Trust's obligation to construct the asset. The progressive percentage of costs incurred is used to recognise income, as this most accurately reflects the stage of completion.

Government Operating Grants

The Trust does not receive operating grants from the Victorian State Government.

During the 2020- 2021 Financial Year the Trust received \$523,000 from the Federal Government for Covid Grants.

How we recognise revenue and income from non-operating activities**Interest Income**

Interest revenue is recognised on a time proportionate basis that considers the effective yield of the financial asset, which allocates interest over the relevant period.

Rental income – commercial property

Rental income from our commercial property is recognised on a straight-line basis over the term of the lease, unless another systematic basis is more representative of the pattern of use of the underlying asset.

The following table sets out the maturity analysis of undiscounted future lease payments receivable under our operating leases:

	As at 30 June	
	2022	2021
	\$	\$
Within one year	29,519	28,932
Within one to two years	30,124	29,519
Within two to three years	30,747	30,124
Within three to four years	31,388	30,747
Within four to five years	32,049	31,388
Total undiscounted future lease payments receivable	<u>153,827</u>	<u>150,710</u>

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 3: The cost of delivering our services**

This section provides an account of the expenses incurred by the Trust in delivering services and outputs. In Note 2, the funds that enable the provision of services were disclosed and in this note the cost associated with provision of services are recorded.

Expenses incurred to deliver our services increased during the financial year which was partially attributable to the COVID-19 Coronavirus pandemic.

There was additional expenditure on short-term contractors to support our staff, whose normal tasks took longer to complete during periods of extreme lockdown, as we ensured all tasks were undertaken in a COVID safe manner.

Computer devices and applicable software were required to be updated so that we could undertake tasks such as COVID marshalling in an efficient and effective manner. Many tasks moved from face-to-face to being undertaken online. Eg Consulting clients for memorial plaque arrangements

Additional PPE was required to be purchased to ensure our staff and customers were kept safe from COVID.

Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Classifying employee benefit liabilities	<p>The Trust applies significant judgment when classifying its employee benefit liabilities.</p> <p>Employee benefit liabilities are classified as a current liability if the Trust does not have an unconditional right to defer payment beyond 12 months. Annual leave, accrued days off and long service leave entitlements (for staff who have exceeded the minimum vesting period) fall into this category.</p> <p>Employee benefit liabilities are classified as a non-current liability if the Trust has a conditional right to defer payment beyond 12 months. Long service leave entitlements (for staff who have exceeded the minimum vesting period) fall into this category.</p>
Measuring employee benefit liabilities	<p>The Trust applies significant judgment when measuring its employee benefit liabilities.</p> <p>The trust also applies judgement to determine when it expects its employee entitlements to be paid.</p> <p>With reference to historical data, if the cemetery trust does not expect entitlements to be paid within 12 months, the entitlement is measured at its present value. All other entitlements are measured at their nominal value.</p> <p>Expected future payments incorporate anticipated future wage and salary levels, durations of service and employee departures, and are discounted at rates determined by reference to market yields on government bonds at the end of the reporting period.</p> <p>All other entitlements are measured at their nominal value.</p>

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 3.1 Expenses from transactions**

	2022	2021
Note	\$	\$
Employee expenses	1,669,206	1,518,953
Total employee expenses	1,669,206	1,518,953
Memorialisation	233,797	238,861
Rights of interment	69,638	75,036
Other supplies and consumables	93,094	84,172
Total supplies and consumables	396,529	398,069
Cemetery levy	100,015	82,585
Maintenance operating costs	351,804	333,460
Administrative costs	522,669	621,780
Other operating costs	19,866	28,523
Total other operating expenses	994,354	1,066,348
Total operating expenses	3,060,089	2,983,370
Depreciation	4.3 249,420	253,193
Total non-operating expenses	249,420	253,193
Total expenses from transactions	3,309,509	3,236,563

How we recognise expenses from transactions**Expense Recognition**

Expenses are recognised as they are incurred and reported in the financial year to which they relate.

Employee expenses

Employee expenses include:

- salaries and wages (including fringe benefits tax, leave entitlements, termination payments)
- on-costs
- workcover premiums and
- superannuation expenses which are reported differently depending upon whether employees are members of defined benefit or defined contribution plans.

Supplies and consumables

Supplies and consumable costs are recognised as an expense in the reporting period in which they are incurred. The carrying amounts of any inventories held for distribution are expensed when distributed.

Cemetery Levy

In accordance with Section 18Q of the *Cemeteries and Crematoria Act 2003*, the Trust is required to pay a percentage of its gross earnings, as defined by the Department of Health and Human Services, to the Consolidated Fund held by the State of Victoria. 'Gross Earnings' is currently defined as cemetery operations income and investment income, excluding: donations, government grants, profit or loss on sale of investments and other assets and assets received free of charge. The levy rate for this reporting period is 3% (2021 3%).

Other operating expenses

Other operating expenses generally represent the day-to-day running costs incurred in normal operations and include such things as:

- Fuel, light and power
- Repairs and maintenance
- Other administrative expenses
- Expenditure for capital purposes (represents expenditure related to the purchase of assets that are below the capitalisation threshold of \$3,000).

Non-operating expenses

Other non-operating expenses generally represent expenditure outside the normal operations such as depreciation and bad debts.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 3.2 Other Economic Flows**

	2022	2021
	\$	\$
Net gain/(loss) due to fair value adjustment of investment	(399,790)	269,946
Total gain/(loss) from other economic flows	(399,790)	269,946

How we recognise other economic Flows

Other economic flows are changes in the volume or value of an asset or liability that do not result from transactions. Other gains/(losses) from other economic flows include the gains or losses from:

- the revaluation of the present value of the long service leave liability due to changes in the bond interest rates and
- reclassified amounts relating to equity instruments from the reserves to retained surplus/(deficit) due to a disposal or derecognition of the financial instrument. This does not include reclassification between equity accounts due to machinery of government changes or 'other transfers' of assets.

Net gain/(loss) on financial instruments

- realised and unrealised gains and losses from revaluations of financial instruments at fair value
 - impairment and reversal of impairment for financial instruments at amortised cost refer to Note 7.1
- Investments and other financial assets and
- disposals of financial assets and derecognition of financial liabilities.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 3.3 Employee benefits and related on-costs**

	2022 \$	2021 \$
Current employee benefits and related on-costs		
<i>Annual leave</i>		
Unconditional and expected to be settled wholly within 12 months	97,357	96,271
Unconditional and expected to be settled wholly after 12 months	59,087	49,243
	<u>156,444</u>	<u>145,514</u>
<i>Long service leave</i>		
Unconditional and expected to be settled wholly within 12 months	28,132	26,683
Unconditional and expected to be settled wholly after 12 months	112,528	106,734
	<u>140,660</u>	<u>133,417</u>
<i>Provision related to employee benefit on-costs</i>		
Unconditional and expected to be settled wholly within 12 months (i)	42,291	39,671
Unconditional and expected to be settled wholly after 12 months (ii)	10,027	7,790
	<u>52,318</u>	<u>47,461</u>
	<u>349,422</u>	<u>326,392</u>
Total current employee benefits and related on-costs		
Non-current employee benefits and related on-costs		
Conditional long service leave	83,817	63,627
Provisions related to employee benefit on-costs	15,355	11,657
	<u>99,172</u>	<u>75,284</u>
Total non-current employee benefits and related on-costs		
	<u>448,594</u>	<u>401,676</u>
Total employee benefits and related on-costs		

Notes:

(i) The amounts disclosed are nominal amounts

(ii) The amounts disclosed are discounted to present values.

Note 3.3 (a) Consolidated employee benefits and related on-costs**Current employee benefits and related on-costs**

Unconditional annual leave entitlements	182,993	185,185
Unconditional long service leave entitlements	166,429	141,207
Total current employee benefits and related on-costs	<u>349,422</u>	<u>326,392</u>

Non-current employee benefits and related on-costs

Conditional long service leave entitlements	99,172	75,284
Total non-current employee benefits and related on-costs	<u>99,172</u>	<u>75,284</u>

Total employee benefits and related on-costs

	<u>448,594</u>	<u>401,676</u>
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Attributable to:

Employee benefits	380,921	342,558
Provision for related on-costs	67,673	59,118
Total employee benefits and related on-costs	<u>448,594</u>	<u>401,676</u>

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022**Note 3.3 (b) Provision for related on-costs movement schedule**

	2022 \$	2021 \$
Carrying amount at start of year	59,118	56,024
Additional provisions recognised	16,281	7,081
Amounts incurred during the year	(3,202)	(1,561)
Net loss arising from revaluation of long service leave liability	(4,524)	(2,426)
Balance at end of year	<u>67,673</u>	<u>59,118</u>

How we recognise employee benefits**Employee benefit recognition**

Employee benefits are accrued for employees in respect of annual leave and long service leave for services rendered to the reporting date, as an expense during the period the services are delivered.

No provision has been made for sick leave as all sick leave is non-vesting and it is not considered probable that the average sick leave taken in the future will be greater than the benefits accrued in the future. As sick leave is non-vesting, an expense is recognised in the Statement of Comprehensive Income as it is taken.

Annual leave

Liabilities for annual leave, are recognised in the provision for employee benefits as 'current liabilities', because the Trust does not have an unconditional right to defer settlements of these liabilities.

Depending on the expectation of the timing of settlement, liabilities for annual leave are measured at:

- Nominal value – if the Trust expects to wholly settle within 12 months; or
- Present value – if the Trust does not expect to wholly settle within 12 months.

Long service leave (LSL)

The liability for LSL is recognised in the provision for employee benefits.

Unconditional LSL is disclosed in the notes to the financial statements as a current liability, even where the Trust does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months. An unconditional right arises after a qualifying period.

The components of this current LSL liability are measured at:

- Nominal value – if the Trust expects to wholly settle within 12 months; and
- Present value – where the entity does not expect to settle within 12 months.

Conditional LSL is measured at present value and is disclosed as a non-current liability.

Any gain or loss followed revaluation of the present value of non-current LSL liability is recognised as a transaction, except to the extent that a gain or loss arises due to changes in estimations e.g. bond rate movements, inflation rate movements and changes in probability factors which are then recognised as other economic flows.

On-costs related to employee benefits

Provision for on-costs, such as workers compensation and superannuation are recognised separately from provisions for employee benefits.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 3.4 Superannuation**

Contributions by the trust (excluding any unfunded liability payments) to superannuation plans for the financial year ended 30 June 2022 are detailed below:

Fund	Paid contribution for the year		Contribution Outstanding at Year end	
	2022	2021	2022	2021
	\$	\$	\$	\$
Defined benefit plans ⁽ⁱ⁾				
LASB/Vision superannuation fund	26,881	25,319	-	-
Defined contribution plans:				
Vision Super	36,671	35,435	2,648	2,994
Prime Super	5,958	10,326	418	816
Australian Super	8,003	6,350	787	600
Host Plus	7,971	5,841	698	418
Other	48,821	38,154	3,377	4,644
Total	134,305	121,425	7,928	9,472

(i) The basis for determining the level of contributions is determined by the various actuaries of the defined benefit superannuation plans.

How we recognise superannuation

Employees of the Trust are entitled to receive superannuation benefits and the Trust contributes to both defined benefit and defined contribution plans.

Defined benefit superannuation plans

The defined benefit plan provides benefits based on years of service and final average salary. The amount charged to the Comprehensive Operating Statement in respect of defined benefit superannuation plans represents the contributions made by the Trust to the superannuation plans in respect of the services of current Trust staff during the reporting period. Superannuation contributions are made to the plans based on the relevant rules of each plan, and are based upon actuarial advice.

The Trust does not recognise any unfunded defined benefit liability in respect of the plans because the cemetery trust has no legal or constructive obligation to pay future benefits relating to its employees; its only obligation is to pay superannuation contributions as they fall due.

The DTF discloses the State's defined benefits liabilities in its disclosure for administered items. However superannuation contributions paid or payable for the reporting period are included as part of employee benefits in the Comprehensive Operating Statement of the Trust.

The name, details and amounts that have been expensed in relation to the major employee superannuation funds and contributions made by the Trust are disclosed above.

Defined contribution superannuation plans

In relation to defined contribution (i.e. accumulation) superannuation plans, the associated expense is simply the employer contributions that are paid or payable in respect of employees who are members of these plans during the reporting period. Contributions to defined contribution superannuation plans are expensed when incurred.

The name, details and amounts that have been expensed in relation to the major employee superannuation funds and contributions made by the Trust are disclosed above.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 4: Key assets to support service delivery**

The Trust controls infrastructure and other investments that are utilised in fulfilling its objectives and conducting its activities. They represent the key resources that have been entrusted to the Trust to be utilised for delivery of those outputs.

Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Estimating useful life of property, plant and equipment	<p>The Trust assigns an estimated useful life to each item of property, plant and equipment. This is used to calculate depreciation of the asset.</p> <p>The Trust reviews the useful life and depreciation rates of all assets at the end of each financial year and where necessary, records a change in accounting estimate.</p>
Identifying indicators of impairment	<p>At the end of each year, the Trust assesses impairment by evaluating the conditions and events specific to the trust that may be indicative of impairment triggers. Where an indication exists, the trust tests the asset for impairment.</p> <p>The Trust considers a range of information when performing its assessment, including considering:</p> <ul style="list-style-type: none"> • If an asset's value has declined more than expected based on normal use • If a significant change in technological, market, economic or legal environment which adversely impacts the way the cemetery trust uses an asset • If an asset is obsolete or damaged • If the asset has become idle or if there are plans to discontinue or dispose of the asset before the end of its useful life • If the performance of the asset is or will be worse than initially expected. <p>Where an impairment trigger exists, the trust applies significant judgement and estimate to determine the recoverable amount of the asset.</p>

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 4.1 Investments and other financial assets**

	2022 \$	2021 \$
Current		
Interest bearing investments	757,310	756,412
Managed Investment Scheme	2,956,344	3,192,088
Total investments and other financial assets	3,713,654	3,948,500

How we recognise investments and other financial assets

The Trust's investments and other financial assets are made in accordance with Standing Direction 3.7.2 - Treasury Management, including the Central Banking System.

The Trust manages its investments and other financial assets in accordance with an investment policy approved by the Board.

Investments are recognised when the Trust enters into a contract to either purchase or sell the investment (i.e. when it becomes a party to the contractual provisions to the investment). Investments are initially measured at fair value, net of transaction costs.

The Trust classifies its other financial assets between current and non-current assets based on the Board's intention at balance date with respect to the timing of disposal of each asset. Term deposits with original maturity dates of three to twelve months are classified as current, whilst term deposits with original maturity dates in excess of 12 months are classified as non-current.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Note 4.2 Property, plant and equipment

Note 4.2(a) Gross carrying amount and accumulated depreciation

	2022	2021
	\$	\$
Land at fair value	232,607	247,400
Total land	<u>232,607</u>	<u>247,400</u>
Buildings, infrastructure and improvements at fair value	11,494,000	11,928,127
<i>Less accumulated depreciation</i>	-	(5,298,921)
Total buildings, infrastructure and improvements	<u>11,494,000</u>	<u>6,629,206</u>
Plant and equipment at fair value	1,931,558	1,883,753
<i>Less accumulated depreciation</i>	(810,113)	(710,522)
Total plant and equipment	<u>1,121,445</u>	<u>1,173,231</u>
Office equipment, furniture and fittings at fair value	271,715	217,868
<i>Less accumulated depreciation</i>	(152,853)	(131,675)
Total office equipment, furniture and fittings	<u>118,862</u>	<u>86,193</u>
Capital works in progress at cost	15,050	121,474
Total property, plant and equipment	<u>12,981,964</u>	<u>8,257,504</u>

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements

For the Financial Year Ended 30 June 2022

Note 4.2 Property, plant and equipment

Note 4.2(b) Reconciliations of carrying amount by class of asset

Reconciliations of the carrying amounts of each class of asset for the Trust at the beginning and end of the previous and current financial year are set out below.

	Land \$	Buildings, Infrastructure and Improvements \$	Plant and Equipment \$	Office Equipment, Furniture and Fittings \$	Capital Works in Progress \$	Total \$
Balance at 1 July 2020	178,132	6,680,067	1,157,362	102,130	82,923	8,200,614
Additions	-	30,313	169,415	5,045	38,551	243,324
Disposals	-	-	(2,509)	-	-	(2,509)
Revaluation increments/ (decrements)	69,268	-	-	-	-	69,268
Depreciation expense	-	(81,174)	(151,037)	(20,982)	-	(253,193)
Balance at 1 July 2021	247,400	6,629,206	1,173,231	86,193	121,474	8,257,504
Additions	-	-	122,877	55,027	15,050	192,954
Expenditure on capital works	-	448,604	-	-	-	448,604
Transfers to completed assets	-	121,474	-	-	(121,474)	-
Disposals	-	-	(28,027)	-	-	(28,027)
Revaluation increments/ (decrements)	(14,793)	4,375,142	-	-	-	4,360,349
Depreciation expense	-	(80,426)	(146,636)	(22,358)	-	(249,420)
Balance at 30 June 2022	232,607	11,494,000	1,121,445	118,862	15,050	12,981,964

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements

For the Financial Year Ended 30 June 2022

How we recognise property, plant and equipment

Property, plant and equipment are tangible items that are used by the Trust in the supply of goods or services, for rental to others, or for administration purposes, and are expected to be used during more than one financial year.

Initial recognition

Items of property, plant and equipment are initially measured at cost. Where an asset is acquired for no or nominal cost, being far below the fair value of the asset, the deemed cost is its fair value at the date of acquisition. Assets transferred as part of an amalgamation/machinery of government change are transferred at their carrying amounts.

The cost of constructed non-financial physical assets includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent measurement

Items of property, plant and equipment are subsequently measured at fair value less accumulated depreciation and impairment losses where applicable.

Fair value is determined with reference to the asset's highest and best use (considering legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset).

Further information regarding fair value measurement is disclosed in note 7.4.

Revaluation

Fair value is based on periodic valuations by independent valuers, which normally occur once every five years, based upon the asset's Government Purpose Classification, but may occur more frequently if fair value assessments indicate a material change in fair value has occurred.

Where an independent valuation has not been undertaken at balance date, the Trust perform a managerial assessment to estimate possible changes in fair value of land and buildings since the date of the last independent valuation with reference to Valuer-General of Victoria (VGV) indices.

An adjustment is recognised if the assessment concludes that the fair value of land and buildings, infrastructure and improvements has changed by 10% or more since the last revaluation (whether that be the most recent independent valuation or managerial valuation). Any estimated change in fair value of less than 10% is deemed immaterial to the financial statements and no adjustment is recorded. Where the assessment indicates there has been an exceptionally material movement in the fair value of land and buildings since the last independent valuation, being equal to or in excess of 40%, the Trust would obtain an interim independent valuation prior to the next scheduled independent valuation.

An independent valuation of the Trust's property, plant and equipment was performed by the VGV on 30 June 2022. The valuation, which complies with Australian Valuation Standards, was determined by reference to the amount for which assets could be exchanged between knowledgeable willing parties in an arm's length transaction.

Revaluation increases (increments) arise when an asset's fair value exceeds its carrying amount. In comparison, revaluation decreases (decrements) arise when an asset's fair value is less than its carrying amount. Revaluation increments and revaluation decrements relating to individual assets within an asset class are offset against one another within that class but are not offset in respect of assets in different classes.

Revaluation increments are recognised in 'Other Comprehensive Income' and are credited directly to the asset revaluation reserve, except that, to the extent that an increment reverses a revaluation decrement in respect of that same class of asset previously recognised as an expense in net result, in which case the increment is recognised as income in the net result.

Revaluation decrements are recognised in 'Other Comprehensive Income' to the extent that a credit balance exists in the asset revaluation reserve in respect of the same class of property, plant and equipment. Otherwise, the decrement is recognised as an expense in the net result.

The revaluation surplus included in equity in respect of an item of property, plant and equipment may be transferred directly to retained earnings when the asset is derecognised.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 4.3 Revaluation Surplus**

	2022	2021
	\$	\$
Property, Plant and Equipment Revaluation Surplus		
Balance at the beginning of the reporting period	3,374,379	3,305,111
Revaluation increment		
- Land	(14,793)	69,268
- Buildings	2,488,404	-
- Infrastructure	1,886,739	-
Balance at the end of the reporting period*	7,734,729	3,374,379
* Represented by:		
- Land	1,022,347	1,037,140
- Buildings	4,147,593	1,659,189
- Infrastructure	2,564,789	678,050
	7,734,729	3,374,379

Note 4.4 Depreciation

	\$	\$
Depreciation		
Buildings, infrastructure and improvements	80,426	81,174
Plant and equipment	146,636	151,037
Office equipment, furniture and fittings	22,358	20,982
Total depreciation	249,420	253,193

How we recognise depreciation

All infrastructure assets, buildings, plant and equipment and other non-financial physical assets that have finite useful lives are depreciated. Depreciation begins when the asset is available for use, which is when it is in the location and condition necessary for it to be capable of operating in a manner intended by management.

The Trust utilises the Diminishing value depreciation method for Buildings, Infrastructure and improvements.

The assets in this class are all assets with indefinite periods of utilisation. Throughout their usage, these large assets are maintained, upgraded, utilised and then maintained again, ensuring that these assets are in a condition that is fit for purpose.

The Trust continues to use depreciation on a straight line basis for the remaining classes of assets, at a rate that allocates the asset value, less any estimated residual value over its estimated useful life. Assets with a cost in excess of \$3,000 are capitalised and depreciation has been provided on depreciable assets so as to allocate their cost or valuation over their estimated useful lives.

The following table indicates the expected useful lives of non-current assets on which the depreciation charges are based.

	2022	2021
Buildings, infrastructure and improvements	30 to 100 years	30 to 100 years
Plant & Equipment	5 to 20 years	5 to 20 years
Office equipment, furniture and fittings	3 to 5 years	3 to 5 years

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements For the Financial Year Ended 30 June 2022

Note 4.5 Inventories

	2022	2021
	\$	\$
Current		
Finished goods		
Grave foundations/beams	81,000	79,000
Total current inventories	81,000	79,000
Non-current		
Work in progress/undeveloped		
Land: interment purposes	473,255	473,255
WIP Inventory Under Development	130,876	88,414
	604,131	561,669
Finished goods		
Grave foundations/beams	552,009	586,480
Total non-current inventories	1,156,140	1,148,149
Total inventories	1,237,140	1,227,149
Represented by:		
Land: interment purposes	473,255	473,255
Grave foundations/beams	763,885	753,894
Other	-	-
Total inventories	1,237,140	1,227,149

How we recognise inventories

Inventories include goods and land held for sale. It excludes depreciable assets.

All inventories, including land held for sale, are measured at the lower of cost and net realisable value.

Cost is assigned to land for sale (undeveloped, under development and developed) and to other high value, low volume inventory items on a specific identification of cost basis.

Cost for all other inventory is measured on the basis of weighted average cost.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements For the Financial Year Ended 30 June 2022

Note 4.6 Impairment of Assets

How we recognise impairment

At the end of each reporting period, the Trust reviews the carrying amount of its tangible assets that have a finite useful life, to determine whether there is any indication that an asset may be impaired.

The assessment will include consideration of external sources of information and internal sources of information.

External sources of information include but are not limited to observable indications that an asset's value has declined during the period by significantly more than would be expected as a result of the passage of time or normal use. Internal sources of information include but are not limited to evidence of obsolescence or physical damage of an asset and significant changes with an adverse effect on the Trust which changes the way in which an asset is used or expected to be used.

If such an indication exists, an impairment test is carried out. Assets with indefinite useful lives (and assets not yet available for use) are tested annually for impairment, in addition to where there is an indication that the asset may be impaired.

When performing an impairment test, the Trust compares the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount. Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in net result, unless the asset is carried at a revalued amount.

Where an impairment loss on a revalued asset is identified, this is recognised against the asset revaluation surplus in respect of the same class of asset to the extent that the impairment loss does not exceed the cumulative balance recorded in the asset revaluation surplus for that class of asset.

Where it is not possible to estimate the recoverable amount of an individual asset, the Trust estimates the recoverable amount of the cash-generating unit to which the asset belongs.

The Trust did not record any impairment losses for the year ended 30 June 2022.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 5: Other assets and liabilities**

This section sets out those assets and liabilities that arose from the Trust's operations.

The measurement of other assets and liabilities were not materially impacted by the COVID-19 Coronavirus pandemic.

Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Estimating the provision for expected credit losses	The Trust uses a simplified approach to account for the expected credit loss provision. A provision matrix is used, which considers historical experience, external indicators and forward-looking information to determine expected credit loss rates.
Measuring deferred capital grant income	Where the Trust has received funding to construct an identifiable non-financial asset, such funding is recognised as deferred capital grant income until the underlying asset is constructed. The Trust applies significant judgement when measuring the deferred capital grant income balance, which references the estimated the stage of completion at the end of each financial year.
Measuring contract liabilities	The Trust applies significant judgement to measure its progress towards satisfying a performance obligation as detailed in Note 2. Where a performance obligation is yet to be satisfied, the cemetery trust assigns funds to the outstanding obligation and records this as a contract liability until the promised good or service is transferred to the customer.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 5.1 Receivables and contract assets**

	Note	2022 \$	2021 \$
Current receivables and contract assets			
Contractual			
Trade receivables		164,728	136,230
Accrued investment income		308	1,793
Allowance for impairment losses of contractual receivables	5.1(a)	(2,820)	(2,820)
Total receivables and contract assets		162,216	135,203
<i>(i) Financial assets classified as receivables and contracts assets (Note 7.1(a))</i>			
Total receivables and contract assets		162,216	135,203
Total Financial Assets	7.1(a)	162,216	135,203

Note 5.1(a) Movements in the allowance for impairment losses of contractual receivables

Balance at the beginning of year	(2,820)	(47,820)
Increase in Allowance	-	-
Amounts written off during the year	-	45,000
Balance at end of year	(2,820)	(2,820)

How we recognise receivables

Receivables consist of:

- **Contractual receivables**, which consists of debtors in relation to goods and services. These receivables are classified as financial instruments and categorised as 'financial assets at amortised costs'. They are initially recognised at fair value plus any directly attributable transaction costs. The Trust holds the contractual receivables with the objective to collect the contractual cash flows and therefore subsequently measured at amortised cost using the effective interest method, less any impairment.
- **Statutory receivables**, which predominantly includes amounts owing from the Victorian Government and Goods and Services Tax (GST) input tax credits recoverable. Statutory receivables do not arise from contracts and are recognised and measured similarly to contractual receivables (except for impairment), but are not classified as financial instruments for disclosure purposes. The Trust applies AASB 9 for initial measurement of the statutory receivables and as a result statutory receivables are initially recognised at fair value plus any directly attributable transaction cost.

Trade debtors are carried at nominal amounts due and are due for settlement within 30 days from the date of recognition.

The Trust is not exposed to any significant credit risk exposure to any single counter-party or any group of counter-parties having similar characteristics. Trade receivables consist of a large number of customers in various geographical areas. Based on historical information about customer default rates, management consider the credit quality of trade receivables that are not past due or impaired to be good.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Note 5.2 Payables and contract liabilities

Payables	Note	2022 \$	2021 \$
Current payables and contract liabilities			
Contractual			
Trade creditors		145,981	157,288
Accrued Salaries and Wages		29,667	16,096
Accrued Expenses		140,237	151,848
Deferred grant Income	5.2	19,070	133,865
Other creditors and accruals		57,604	31,551
Total payables and contract liabilities		392,559	490,648
Statutory			
Net GST payable		33,312	8,872
Total current payables and contract liabilities		425,871	499,520
<i>(i) Financial Liabilities classified as payables and contract liabilities (Note 7.1(a))</i>			
Total payables and contract liabilities		425,871	499,520
Deferred grant Income		(19,070)	(133,865)
GST Payable		(33,312)	(8,872)
Total Financial Liabilities	7.1(a)	373,489	356,783

How we recognise payables and contract liabilities

Payables consist of:

- **Contractual payables**, consist predominantly of payables in relation to goods and services. These payables are classified as financial instruments and measured at amortised cost. Accounts payable and salaries and wages payable, represent liabilities for goods and services provided to the Trust prior to the end of the financial year that are unpaid.

- **Statutory payables**, comprise Goods and Services Tax (GST) payable. Statutory Payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

The normal credit terms for accounts payable are usually Nett 30 days.

Note 5.2 Deferred Capital Grant Income

	2022 \$	2021 \$
Opening balance of deferred capital grant income	133,865	6,000
Grant consideration for capital works received during the year	8,495	170,955
Deferred capital grant income recognised as income due to the completion of capital works	(123,290)	(43,090)
Closing balance of deferred capital grant income	19,070	133,865

Grant consideration was received from the Department of Health to assist with projects that are capital. The grant revenue is recognised progressively as the project is completed, since this is the time when the Trust satisfies its obligations. The progressive percentage of costs incurred is used to recognise income because this most closely reflects the percentage of completion of the projects. As a result, the Trust has deferred recognition of a portion of the grant consideration received as a liability for outstanding obligations.

The Trust expects to recognise all of the remaining deferred capital grant revenue for projects by 30 November 2022.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 5.3 Other liabilities**

	2022	2021
	\$	\$
CURRENT		
Pre Paid Fees	3,531,482	3,485,097
Prepaid Lease Income	23,033	21,529
Total Other Liabilities	<u>3,554,515</u>	<u>3,506,626</u>

How we recognise other liabilities

Prepaid Fees relates to deposits received in advance where performance obligations is yet to be satisfied (see note 2.1). It is classified as a current liability as the Trust does not have an unconditional right to defer settlement.

Prepaid Fees represents monies received in advance of service provision for items including interment, cremation and certain memorialisation products. These monies are recorded as revenue in the year that the good or service are provided.

Pre Paid Lease represents monies recived in advance for lease fees that were due to be paid in July 2022.

Note 5.4 Other provisions

	2022	2021
	\$	\$
CURRENT		
Onerous lease contracts	84,861	84,861
Total other provisions	<u>84,861</u>	<u>84,861</u>

**How we recognise other provisions
Onerous contracts (on Prepaid Fees)**

An onerous contract is considered to exist when the unavoidable cost of meeting the contractual obligations exceeds the estimated economic benefits to be received. The Trust has received prepaid fees, Note 5.3, for services and goods utilising the current price at the time of purchase. These goods and services will be provided, when required, at some period of time in the future.

Present obligations arising under onerous contracts are recognised as a provision to the extent that the present obligation exceeds the estimated economic benefits to be received.

The amount recognised as a provision is the best estimate of the consideration required to settle the present obligation at reporting date, taking into account the risks and uncertainties surrounding the obligation. Where a provision is measured using the cashflows estimated to settle the present obligation, its carrying amount is the present value of those cashflows.

A provision is recognised in relation to prepaid fees where the cost of providing the purchased goods and/or services is expected to be greater than the amount received/revenue to be recognised and the current service cost can be reliably measured. The provision represents the present value of the expenditure required to provide the goods and/or service, less the amount of revenue to be recognised.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 6: How we finance our operations**

The Trust controls cash and other investments that are utilised in fulfilling its objectives and conducting its activities. The Trust does not currently have any borrowings.

This section includes disclosures of balances that are financial instruments (such as cash balances). Note 7.1 provides additional, specific financial instrument disclosures.

Note 6.1 Cash and cash equivalents

	2022	2021
	\$	\$
Cash on hand	800	800
Cash at bank	755,363	919,607
Total cash and cash equivalents	756,163	920,407

Cash and cash equivalents recognised on the balance sheet comprise cash on hand and in banks.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 7: Risks, contingencies and valuation uncertainties**

The Trust is exposed to risk from its activities and outside factors. In addition, it is often necessary to make judgements and estimates associated with recognition and measurement of items in the financial statements. This section sets out financial instrument specific information, (including exposures to financial risks) as well as those items that are contingent in nature or require a higher level of judgement to be applied, which for the Trust is related mainly to fair value determination.

Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Measuring fair value of non-financial assets	<p>Fair value is measured with reference to highest and best use, that is, the use of the asset by a market participant that is physically possible, legally permissible, financially feasible, and which results in the highest value, or to sell it to another market participant that would use the same asset in its highest and best use.</p> <p>In determining the highest and best use, the Trust has assumed the current use is its highest and best use. Accordingly, characteristics of the Trust's assets are considered, including condition, location and any restrictions on the use and disposal of such assets.</p> <p>The Trust uses a range of valuation techniques to estimate fair value, which include the following:</p> <ul style="list-style-type: none"> • Market approach, which uses prices and other relevant information generated by market transactions involving identical or comparable assets and liabilities. The fair value of the Trust's [specialised land and non-specialised buildings] are measured using this approach. • Cost approach, which reflects the amount that would be required to replace the service capacity of the asset (referred to as current replacement cost). The fair value of the Trust's [furniture, fittings, plant and equipment] are measured using this approach. • Income approach, which converts future cash flows or income and expenses to a single undiscounted amount. The Trust does not this use approach to measure fair value. <p>The Trust selects a valuation technique which is considered most appropriate, and for which there is sufficient data available to measure fair value, maximising the use of relevant observable inputs and minimising the use of unobservable inputs.</p> <p>Subsequently, the Trust applies significant judgement to categorise and disclose such assets within a fair value hierarchy, which includes:</p> <ul style="list-style-type: none"> • Level 1, using quoted prices (unadjusted) in active markets for identical assets that the cemetery trust can access at measurement date. The Trust does not categorise any fair values within this level. • Level 2, inputs other than quoted prices included within Level 1 that are observable for the asset, either directly or indirectly. The Trust categorises managed investment schemes in this level. • Level 3, where inputs are unobservable. The Trust categorises specialised land, specialised buildings, plant and equipment, furniture and fittings and vehicles in this level.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Note 7.1 Financial instruments

Financial Risk Management Objectives and Policies

Financial instruments arise out of contractual agreements that give rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Due to the nature of the Trust's activities, certain financial assets and financial liabilities arise under statute rather than a contract. Such financial assets and financial liabilities do not meet the definition of financial instruments in AASB 132 *Financial Instruments: Presentation*.

(a) Categorisation of financial instruments

		Financial Assets at Fair Value Through Other Comprehensive Income	Financial Liabilities at Amortised Cost	Total
	Note	Cost \$	Cost \$	\$
30 June 2022				
Contractual Financial Assets				
Cash and cash equivalents	6.1	756,163	-	756,163
Receivables	5.1	162,216	-	162,216
Investments and other financial assets				
- Interest bearing investments	4.1	757,310	-	757,310
- Managed Investment Scheme	4.1	-	2,956,344	2,956,344
Total Financial Assets ⁽ⁱ⁾		1,675,689	2,956,344	4,632,033
Financial Liabilities				
Payables	5.2	-	-	373,489
Total Financial Liabilities		-	-	373,489
30 June 2021				
Contractual Financial Assets				
Cash and cash equivalents	6.1	920,407	-	920,407
Receivables	5.1	135,203	-	135,203
Investments and other financial assets				
- Interest bearing investments	4.1	756,412	-	756,412
- Managed Investment Scheme	4.1	-	3,192,088	3,192,088
Total Financial Assets ⁽ⁱ⁾		1,812,022	3,192,088	5,004,110
Financial Liabilities				
Payables	5.2	-	-	356,783
Total Financial Liabilities		-	-	356,783

ⁱ The carrying amount excludes statutory receivables (i.e. GST receivable) and statutory payables (i.e. Revenue in Advance).

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****How we categorise financial instruments****Categories of financial assets**

Financial assets are recognised when the Trust becomes party to the contractual provisions to the instrument. For financial assets, this is at the date the Trust commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified at fair value through net result, in which case transaction costs are expensed to profit or loss immediately.

Where available, quoted prices in an active market are used to determine the fair value. In other circumstances, valuation techniques are adopted.

Trade receivables are initially measured at the transaction price if the trade receivables do not contain a significant financing component or if the practical expedient was applied as specified in AASB 15 para 63.

Financial assets at amortised cost

Financial assets are measured at amortised costs if both of the following criteria are met and the assets are not designated as fair value through net result:

- the assets are held by the Trust to collect the contractual cash flows, and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interest.

These assets are initially recognised at fair value plus any directly attributable transaction costs and subsequently measured at amortised cost using the effective interest method less any impairment.

The Trust recognises the following assets in this category:

- cash and cash equivalents;
- receivables (excluding statutory receivables); and
- interest bearing investments.

Financial assets at fair value through other comprehensive income

A financial asset that meets the following conditions is subsequently measured at fair value through other comprehensive income:

- the assets are held by the Trust to achieve its objective both by collecting the contractual cash flows and by selling the financial assets and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interest.

Equity investments are measured at fair value through other comprehensive income if the assets are not held for trading and the Trust has irrevocably elected at initial recognition to recognise in this category.

The Trust recognises the following assets in this category:

- investments in equity instruments.

Categories of financial liabilities

Financial liabilities are recognised when the Trust becomes a party to the contractual provisions to the instrument.

Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified at fair value through profit or loss, in which case transaction costs are expensed to profit or loss immediately.

Financial liabilities at amortised cost

Financial Liabilities are measured at amortised cost using the effective interest method, where they are not held at fair value through the net result.

The effective interest method is a method of calculating the amortised cost of a debt instrument and of allocating interest expense in net result over the relevant period. The effective interest is the internal rate of return of the financial asset or liability. That is, it is the rate that exactly discounts the estimated future cash flows through the expected life of the instrument to the net carrying amount at initial recognition.

The Trust recognises the following liabilities in this category:

- payables (excluding statutory payables).

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Derecognition of financial assets**

A financial asset (or, where applicable, a part of a financial asset or part of a group of similar financial assets) is derecognised when the rights to receive cash flows from the asset have expired.

- the rights to receive cash flows from the asset have expired or
- the Trust retains the right to receive cash flows from the asset, but has assumed an obligation to pay them in full without material delay to a third party under a 'pass through' arrangement or
- the Trust has transferred its rights to receive cash flows from the asset and either:
 - has transferred substantially all the risks and rewards of the asset or
 - has neither transferred nor retained substantially all the risks and rewards of the asset but has transferred control of the asset.

Derecognition of financial liabilities

A financial liability is derecognised when the obligation under the liability is discharged, cancelled or expires.

When an existing financial liability is replaced by another from the same lender on substantially different terms, or the terms of an existing liability are substantially modified, such an exchange or modification is treated as a derecognition of the original liability and the recognition of a new liability. The difference in the respective carrying amounts is recognised as an 'other economic flow' in the comprehensive operating statement.

Reclassification of financial instruments

A financial asset is required to be reclassified between amortised cost, fair value through net result and fair value through other comprehensive income when, and only when, the Trust's business model for managing its financial assets has changed such that its previous model would no longer apply.

A financial liability reclassification is not permitted.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 7.2 Financial risk management objectives and policies**

As a whole, the Trust's financial risk management program seeks to manage the risks and the associated volatility of its financial performance.

Details of the significant accounting policies and methods adopted, included the criteria for recognition, the basis of measurement, and the basis on which income and expenses are recognised, with respect to each class of financial asset, financial liability and equity instrument above are disclosed throughout the financial statements.

The Trust's main financial risks include credit risk, liquidity risk, interest rate risk, foreign currency risk and equity price risk. The Trust manages these financial risks in accordance with its financial risk management policy.

The Trust uses different methods to measure and manage the different risks to which it is exposed. Primary responsibility for the identification and management of financial risks rests with the Accountable Officer.

Note 7.2(a): Credit risk

Credit risk refers to the possibility that a borrower will default on its financial obligations as and when they fall due. The Trust's exposure to credit risk arises from the potential default of a counter party on their contractual obligations resulting in financial loss to the Trust. Credit risk is measured at fair value and is monitored on a regular basis.

In addition, the Trust does not engage in hedging for its contractual financial assets and mainly obtains contractual financial assets that are on fixed interest, except for cash and deposits, which are mainly cash at bank. As with the policy for debtors, the Trust's policy is to only deal with banks with high credit ratings.

Provision of impairment for contractual financial assets is recognised when there is objective evidence that the Trust will not be able to collect a receivable. Objective evidence includes financial difficulties of the debtor, default payments, debtors that are more than 60 days overdue, and changes in debtor credit ratings.

Contract financial assets are written off against the carrying amount when there is no reasonable expectation of recovery. Bad debt written off by mutual consent is classified as a transaction expense. Bad debt written off following a unilateral decision is recognised as other economic flows in the net result.

Except as otherwise detailed in the following table, the carrying amount of contractual financial assets recorded in the financial statements, net of any allowances for losses, represents the Trust's maximum exposure to credit risk without taking account of the value of any collateral obtained.

There has been no material change to the Trust's credit risk profile in 2021-22.

Impairment of financial assets under AASB 9

The Trust records the allowance for expected credit loss for the relevant financial instruments applying AASB 9's Expected Credit Loss approach. Subject to AASB 9, impairment assessment includes the cemetery trust's contractual receivables and its investment in debt instruments.

Equity instruments are not subject to impairment under AASB 9. Other financial assets mandatorily measured or designated at fair value through net result are not subject to impairment assessment under AASB 9.

Credit loss allowance is classified as other economic flows in the net result. Contractual receivables are written off when there is no reasonable expectation of recovery and impairment losses are classified as a transaction expense. Subsequent recoveries of amounts previously written off are credited against the same line item.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Contractual receivables at amortised cost**

The Trust applies AASB 9's simplified approach for all contractual receivables to measure expected credit losses using a lifetime expected loss allowance based on the assumptions about risk of default and expected loss rates. The Trust has grouped contractual receivables on shared credit risk characteristics and days past due and select the expected credit loss rate based on the Trust's past history, existing market conditions, as well as forward looking estimates at the end of the financial year.

On this basis, the Trust determines the closing loss allowance at the end of the financial year as follows:

Reconciliation of the movement in the loss allowance for contractual receivables

		Current	Less than 1 month	1-3 Months	3 months - 1 year	1-5 Years	Total
30 June 2022							
Expected loss rate		0%	0%	0%	5.00%	5.85%	
Gross carrying rate of contractual receivables	5.1	55,809	16,703	36,276	35,983	17,445	162,216
Loss Allowance		0	0	0	1,799	1,021	2,820
30 June 2021							
Expected loss rate		0%	0%	0%	5.64%	10%	
Gross carrying rate of contractual receivables	5.1	58,915	28,383	13,349	14,578	19,978	135,203
Loss Allowance		0	0	0	822	1,998	2,820

Statutory receivables at amortised cost

The Trust's non-contractual receivables arising from statutory requirements are not financial instruments. However, they are nevertheless recognised and measured in accordance with AASB 9 *Financial Instruments* requirements as if those receivables are financial instruments.

The statutory receivables are considered to have low credit risk, taking into account the counterparty's credit rating, risk of default and capacity to meet contractual cash flow obligations in the near term. As a result, no loss has been recognised.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements****For the Financial Year Ended 30 June 2022****Note 7.2 (b): Liquidity Risk**

Liquidity risk arises from being unable to meet financial obligations as they fall due.

The Trust is exposed to liquidity risk mainly through the financial liabilities as disclosed in the face of the balance sheet and the amounts related to financial guarantees. The cemetery trust manages its liquidity risk by:

- close monitoring of its short-term and long-term borrowings by senior management, including monthly reviews on current and future borrowing levels and requirements
- maintaining an adequate level of uncommitted funds that can be drawn at short notice to meet its short-term obligations
- holding investments and other contractual financial assets that are readily tradeable in the financial markets and
- careful maturity planning of its financial obligations based on forecasts of future cash flows.

The Trust's exposure to liquidity risk is deemed insignificant based on prior periods' data and current assessment of risk. Cash for unexpected events is generally sourced from liquidation of investments and other financial assets.

The following table discloses the contractual maturity analysis for the Trust's financial liabilities. For interest rates applicable to each class of liability refer to individual notes to the financial statements.

Maturity analysis of Payables as at 30 June 2022

	Note	Carrying Amount \$	Nominal Amount \$	Maturity Dates		
				Less than 1 Month \$	1-3 Months \$	3 months - 1 Year \$
2022						
Financial Liabilities						
<i>At amortised cost</i>						
Payables	5.2	373,489	373,489	204,274	18,200	151,015
Total Financial Liabilities		373,489	373,489	204,274	18,200	151,015
2021						
Financial Liabilities						
<i>At amortised cost</i>						
Payables	5.2	356,783	356,783	195,716	78,542	82,525
Total Financial Liabilities		356,783	356,783	195,716	78,542	82,525

(i) Ageing analysis of financial liabilities excludes statutory financial liabilities (i.e GST payable)

Note 7.2(c): Market risk

The Trust's exposures to market risk are primarily through interest rate risk and equity price risk. Objectives, policies and processes used to manage each of these risks are disclosed below.

Sensitivity disclosure analysis and assumptions

The Trust's sensitivity to market risk is determined based on the observed range of actual historical data for the preceding five-year period. The Trust's fund managers cannot be expected to predict movements in market rates and prices. The following movements are 'reasonably possible' over the next 12 months:

- a change in interest rates of 3% up or down and
- a change in the top ASX 200 index of 15% up or down.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Interest rate risk**

Fair value interest rate risk is the risk that the fair value of a financial instrument will fluctuate because of changes in market interest rates. The Trust does not hold any interest-bearing financial instruments that are measured at fair value, and therefore has no exposure to fair value interest rate risk.

Cash flow interest rate risk is the risk that the future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Trust has minimal exposure to cash flow interest rate risks through cash and deposits, term deposits and bank overdrafts that are at floating rate.

Equity risk

The Trust is exposed to equity price risk through its investment in managed investment schemes. Such investments are allocated and traded to match the cemetery trust's investment objectives.

BALLARAT GENERAL CEMETERIES TRUST

**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022**

Note 7.3 Contingent assets and contingent liabilities

How we must disclose contingent assets and liabilities

Contingent assets and contingent liabilities are not recognised in the balance sheet, but are disclosed, if quantifiable, are measured at nominal value. Contingent assets and contingent liabilities are presented inclusive of GST receivable or payable respectively.

Contingent Assets

There are no known contingent assets at 30 June 2022 (2021: \$nil).

Contingent Liabilities

Perpetual Maintenance

The Trust has an obligation under the *Cemeteries and Crematoria Act 2003* to manage and maintain each public cemetery for which it is responsible. As stated in Section 12 of the Act, in exercising its functions the Trust must have regard to its obligation in relation to the funding of the perpetual maintenance of each public cemetery. At this time the Trust is aware that there will be ongoing significant outflow for perpetual maintenance of each public cemetery, but is unable to calculate a sufficiently reliable estimate of any related present obligation which may arise under the accounting standards and accordingly has not recognised a value for this obligation in these financial statements.

The Trust has nevertheless created a related reserve, disclosed as a Perpetual Maintenance Reserve.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements For the Financial Year Ended 30 June 2022

Note 7.4 Fair value determination

How we measure fair value

Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The following assets and liabilities are carried at fair value:

- Financial assets and liabilities at fair value through other comprehensive income
- Property, plant and equipment

In addition, the fair value of other assets and liabilities that are carried at amortised cost, also need to be determined for disclosure.

Valuation hierarchy

In determining fair values a number of inputs are used. To increase consistency and comparability in the financial statements, these inputs are categorised into three levels, also known as the fair value hierarchy. The levels are as follows:

- Level 1 – quoted (unadjusted) market prices in active markets for identical assets or liabilities
- Level 2 – valuation techniques for which the lowest level input that is significant to the fair value measurement is directly or indirectly observable and
- Level 3 – valuation techniques for which the lowest level input that is significant to the fair value measurement is unobservable.

The Trust determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period. There have been no transfers between levels during the period.

The Trust monitors changes in the fair value of each asset and liability through relevant data sources to determine whether revaluation is required. The Valuer-General Victoria (VGV) is the Trust's independent valuation agency for property, plant and equipment.

Identifying unobservable inputs (level 3) fair value measurements

Level 3 fair value inputs are unobservable valuation inputs for an asset or liability. These inputs require significant judgement and assumptions in deriving fair value for both financial and non-financial assets.

Unobservable inputs are used to measure fair value to the extent that relevant observable inputs are not available, thereby allowing for situations in which there is little, if any, market activity for the asset or liability at the measurement date. However, the fair value measurement objective remains the same, i.e., an exit price at the measurement date from the perspective of a market participant that holds the asset or owes the liability. Therefore, unobservable inputs shall reflect the assumptions that market participants would use when pricing the asset or liability, including assumptions about risk.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

7.4 (a) Fair value determination hierarchy of investments and other assets

Note	Carrying amount as at 30 June 2022	Fair value measurement at end of reporting period using:			
		Level 1 ⁽ⁱ⁾	Level 2 ⁽ⁱ⁾	Level 3 ⁽ⁱ⁾	
Managed Investment Schemes	2,956,343	-	2,956,343	-	
Total financial assets held at fair value through other comprehensive income	2,956,343	-	2,956,343	-	
<hr/>					
Note	Carrying amount as at 30 June 2021	Fair value measurement at end of reporting period using:			
		Level 1 ⁽ⁱ⁾	Level 2 ⁽ⁱ⁾	Level 3 ⁽ⁱ⁾	
Managed Investment Schemes	3,192,088	-	3,192,088	-	
Total financial assets held at fair value through other comprehensive income	3,192,088	-	3,192,088	-	
<hr/>					
		3,192,088	-	3,192,088	-

How we measure fair value of investments and other financial assets

Management investment schemes

The Trust invests in managed funds, which are not quoted in an active market and which may be subject to restrictions on redemptions.

The Trust considers the valuation techniques and inputs used in valuing these funds as part of its due diligence prior to investment, to ensure they are reasonable and appropriate. The net asset value of these funds is used as an input into measuring their fair value, and is adjusted as necessary, to reflect restrictions and redemptions, future commitments and other specific factors of the fund.

The Trust classifies these funds as Level 2.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

7.4 (b) Fair value determination of non-financial physical assets

Note	Carrying amount as at 30 June 2022	Fair value measurement at end of reporting period using:				
		Level 1 ⁽ⁱ⁾	Level 2 ⁽ⁱ⁾	Level 3 ⁽ⁱ⁾		
Land at fair value						
	Land	4.2(a)	232,607	-	-	232,607
	Total land at fair value		232,607	-	-	232,607
Buildings, infrastructure and improvements at fair value						
	Buildings, infrastructure and improvements at fair value	4.2(a)	11,494,000	-	-	11,494,000
	Total buildings and infrastructure at fair value		11,494,000	-	-	11,494,000
Plant and equipment at fair value						
	Plant and equipment at fair value	4.2(a)	1,121,445	-	-	1,121,445
	Total plant and equipment at fair value		1,121,445	-	-	1,121,445
Office equipment, furniture and fittings at fair value						
	Total office equipment, furniture and fittings at fair value	4.2(a)	118,862	-	-	118,862
			118,862	-	-	118,862
			12,966,914	-	-	12,966,914
Note	Carrying amount as at 30 June 2021	Fair value measurement at end of reporting period using:				
		Level 1 ⁽ⁱ⁾	Level 2 ⁽ⁱ⁾	Level 3 ⁽ⁱ⁾		
Land at fair value						
	Land	4.2(a)	247,400	-	-	247,400
	Total land at fair value		247,400	-	-	247,400
Buildings, infrastructure and improvements at fair value						
	Buildings, infrastructure and improvements at fair value	4.2(a)	6,629,206	-	-	6,629,206
	Total buildings and infrastructure at fair value		6,629,206	-	-	6,629,206
Plant and equipment at fair value						
	Plant and equipment at fair value	4.2(a)	1,173,231	-	-	1,173,231
	Total plant and equipment at fair value		1,173,231	-	-	1,173,231
Office equipment, furniture and fittings at fair value						
	Total office equipment, furniture and fittings at fair value	4.2(a)	86,193	-	-	86,193
			86,193	-	-	86,193
			8,136,030	-	-	8,136,030

How we measure fair value of non-financial physical assets

The fair value measurement of non-financial physical assets takes into account the market participant's ability to use the asset in its highest and best use, or to sell it to another market participant that would use the same asset in its highest and best use.

Judgements about highest and best use must take into account the characteristics of the assets concerned, including restrictions on the use and disposal of assets arising from the asset's physical nature and any applicable legislative/contractual arrangements.

In accordance with AASB 13 *Fair Value Measurement* paragraph 29, the Trust has assumed the current use of a non-financial physical asset is its highest and best use unless market or other factors suggest that a different use by market participants would maximise the value of the asset.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements For the Financial Year Ended 30 June 2022

Theoretical opportunities that may be available in relation to the asset(s) are not taken into account until it is virtually certain that any restrictions will no longer apply. Therefore, unless otherwise disclosed, the current use of these non-financial physical assets will be their highest and best uses.

Specialised land and specialised buildings

Specialised land includes Crown Land which is measured at fair value with regard to the property's highest and best use after due consideration is made for any legal or physical restrictions imposed on the asset, public announcements or commitments made in relation to the intended use of the asset. Theoretical opportunities that may be available in relation to the assets are not taken into account until it is virtually certain that any restrictions will no longer apply. Therefore, unless otherwise disclosed, the current use of these non-financial physical assets will be their highest and best use.

During the reporting period, the Trust held Crown Land. The nature of this asset means that there are certain limitations and restrictions imposed on its use and/or disposal that may impact their fair value.

The market approach is also used for specialised land although it is adjusted for the community service obligation (CSO) to reflect the specialised nature of the assets being valued. Specialised assets contain significant, unobservable adjustments; therefore, these assets are classified as Level 3 under the market based direct comparison approach.

The CSO adjustment is a reflection of the valuer's assessment of the impact of restrictions associated with an asset to the extent that is also equally applicable to market participants. This approach is in light of the highest and best use consideration required for fair value measurement and takes into account the use of the asset that is physically possible, legally permissible and financially feasible. As adjustments of CSO are considered as significant unobservable inputs, specialised land would be classified as Level 3 assets.

For the Trust, the depreciated replacement cost method is used for the majority of specialised buildings, adjusting for the associated depreciation. As depreciation adjustments are considered as significant and unobservable inputs in nature, specialised buildings are classified as Level 3 for fair value measurements.

An independent valuation of the Trust's specialised land and specialised buildings was performed by the Valuer-General Victoria. The effective date of the valuation is 30 June 2022.

Furniture, fittings, plant and equipment

Furniture, fittings, plant and equipment (including vehicles, computers and communication equipment) are held at carrying amount (depreciated cost). When plant and equipment is specialised in use, such that it is rarely sold other than as part of a going concern, the depreciated replacement cost is used to estimate the fair value. Unless there is market evidence that current replacement costs are significantly different from the original acquisition cost, it is considered unlikely that depreciated replacement cost will be materially different from the existing carrying amount.

There were no changes in valuation techniques throughout the period to 30 June 2022.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Reconciliation of Level 3 fair value

Note	Cemetery infrastructure land at fair value	Buildings, infrastructure and improvements at fair value	Plant and equipment at fair value	Office equipment, furniture and fittings at fair value
Balance as at 30 June 2020	178,132	6,680,067	1,157,362	102,130
Additions / (Disposals)	-	30,313	166,906	5,045
Gains or losses recognised in net result				
- Depreciation	-	(81,174)	(151,037)	(20,982)
Items recognised in other comprehensive income				
- Revaluation	69,268	-	-	-
Balance as at 30 June 2021	247,400	6,629,206	1,173,231	86,193
Additions / (Disposals)	-	570,078	94,850	55,027
Gains or losses recognised in net result				
- Depreciation	-	(80,426)	(146,636)	(22,358)
Items recognised in other comprehensive income				
- Revaluation	(14,793)	4,375,142	-	-
Balance as at 30 June 2022	232,607	11,494,000	1,121,445	118,862

Fair value determination of level 3 fair value measurement

Asset class	Likely valuation approach	Significant inputs (Level 3 only) ^(c)
Specialised Land	Market approach	Community Service Obligations Adjustments ⁽ⁱ⁾
Specialised Buildings	Current replacement cost approach	- Cost per square metre - Useful Life
Infrastructure	Current replacement cost approach	- Cost per unit - Useful Life
Plant and equipment	Current replacement cost approach	- Useful life
Office equipment, furniture and fittings	Current replacement cost approach	- Useful life

(i) A community Service Obligation of 95% was applied to the Trust's specialised land.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 8: Other disclosures**

This section includes additional material disclosures required by accounting standards or otherwise, for the understanding of this financial report.

Our other disclosures were not materially impacted by the COVID-19 Coronavirus pandemic.

Note 8.1 Reconciliation of net result for the year to net cash flows from operating activities**(a) Net cash flows from/(used in) operating activities**

	2022	2021
	\$	\$
Operating result for the year	382,510	370,019
Non-cash flows in operating surplus		
Depreciation/amortisation	249,420	253,193
Net gain from sale of property, plant and equipment	(700)	(6,477)
Changes in assets and liabilities		
(Increase)/decrease in receivables and contract assets	(27,013)	37,711
(Increase)/decrease in prepayments	(1,850)	6,084
(Increase)/decrease in inventories	(9,991)	867
Increase/(decrease) in payables and contract liabilities	(98,089)	117,115
Increase/(decrease) in provisions	46,918	6,715
Increase/(decrease) in other liabilities	47,889	83,850
Net cash flows from operating activities	589,094	869,077

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements**

For the Financial Year Ended 30 June 2022

Note 8.2 Responsible persons disclosures

In accordance with the Ministerial Directions issued by the Assistant Treasurer under the *Financial Management Act 1994*, the following disclosures are made regarding responsible persons for the reporting period.

	Period
Responsible Ministers:	
The Honourable Martin Foley: Minister for Health	01/07/2021 - 27/06/2022
The Honourable Mary-Anne Thomas: Minister for Health	27/06/2022 - 30/06/2022
Governing boards	
Ms G Boschert	1/07/2021 - 30/06/2022
Dr. J.A. Verlin	1/07/2021 - 30/06/2022
Mr. B. Davison	1/07/2021 - 30/06/2022
Mrs L. Josephs	1/07/2021 - 30/06/2022
Ms. S. Lia	1/07/2021 - 30/06/2022
Ms. S. Peden	1/07/2021 - 30/06/2022
Mr. D. Reeves	1/07/2021 - 30/06/2022
Mr. R. Tommasini	1/07/2021 - 30/06/2022
Mr. J. Wilkinson	1/07/2021 - 30/06/2022
Accountable officers	
Ms. A. De Jong	1/07/2021 - 30/06/2022

Remuneration of Responsible Persons

The number of Responsible Persons are shown in their relevant income bands:

Income Band	2022 No.	2021 No.
\$0 - \$9,999	8	9
\$10,000 - \$19,999	1	1
\$190,000 - \$199,999	-	1
\$260,000 - \$269,999	1	-
Total Numbers	10	11
Total remuneration received or due and receivable by Responsible Persons from the reporting entity amounted to:	\$335,361	\$273,843

Amounts relating to the Governing Board Members and Accountable Officer are disclosed in The Trust's financial statements.

Amounts relating to Portfolio Ministers are reported within the Department of Parliamentary Services' Financial Report.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 8.3 Remuneration of executives**

The number of executive officers, other than Ministers and Accountable Officers, and their total remuneration during the reporting period are shown in the table below. Total annualised employee equivalent provides a measure of full time equivalent executive officers over the reporting period.

Remuneration of Executive Officers

Short-term Benefits
Post-employment Benefits
Other Long-term Benefits

Total Remunerationⁱ

Total Number of Executives

Total Annualised Employee Equivalentⁱⁱ**Total Remuneration**

2022	2021
\$	\$
249,666	228,569
43,120	42,340
9,706	13,425
302,492	284,334
3	3
2.6	2.6

ⁱThe total number of executive officers includes persons who meet the definition of Key Management Personnel (KMP) of Ballarat General Cemetery Trust under AASB 124 *Related Party Disclosures* and are also reported within Note 8.4 Related Parties.

ⁱⁱAnnualised employee equivalent is based on working 38 ordinary hours per week over the reporting period.

Remuneration comprises employee benefits in all forms of consideration paid, payable or provided in exchange for services rendered, and is disclosed in the following categories:

Short-term Employee Benefits

Salaries and wages, annual leave or sick leave that are usually paid or payable on a regular basis, as well as non-monetary benefits such as allowances and free or subsidised goods or services.

Post-employment Benefits

Pensions and other retirement benefits (such as superannuation guarantee contributions) paid or payable on a discrete basis when employment has ceased.

Other Long-term Benefits

Long service leave, other long-service benefit or deferred compensation.

Termination Benefits

Termination of employment payments, such as severance packages.

BALLARAT GENERAL CEMETERIES TRUST**Notes to the Financial Statements
For the Financial Year Ended 30 June 2022****Note 8.4 Related parties**

The Trust is a wholly owned and controlled entity of the State of Victoria. Related parties of the Trust include:

- all key management personnel (KMP) and their close family members; and
- cabinet ministers (where applicable) and their close family members;

All related party transactions have been entered into on an arm's length basis.

KMP's are those people with the authority and responsibility for planning, directing and controlling the activities of the Trust, directly or indirectly.

The Board Members, the Accountable Officer, Murray Stebbing - Manager Operations, John Noone - Chief Financial Officer and Brenda Bowers - Client Services Manager, are deemed to be KMP's.

The compensation detailed below excludes the salaries and benefits the Portfolio Ministers receive. The Minister's remuneration and allowances is set by the *Parliamentary Salaries and Superannuation Act 1968*, and is reported within the 'State Annual Financial Report'.

Compensation - KMP's

Short term employee benefits

Post-employment benefits

Other long-term benefits

Total

	2022	2021
	\$	\$
	537,415	461,976
	76,470	74,279
	32,612	21,922
	646,497	558,177

KMPs are also reported in Note 8.2 Responsible Persons or Note 8.3 Remuneration of Executives.

Significant transactions with government-related entities

During the financial year, the following aggregate transactions were undertaken and balances held with other Victorian Government controlled entities. These transactions were undertaken in the ordinary course of business.

	2022	2021
	\$	\$
Expenditure:		
Cemetery Levy to Department of Health (Note 3.1)	100,015	82,585
This item is unpaid and is being recorded as an Accrued expense (Note 5.2)		
Receipts:		
Department of Health and Human Services Grant (to assist with funding for cemetery projects)	8,475	170,955

Transactions with KMPs and Other Related Parties

Given the breadth and depth of State government activities, related parties transact with the Victorian public sector in a manner consistent with other members of the public e.g. stamp duty and other government fees and charges. Further employment of processes within the Victorian public sector occur on terms and conditions consistent with the *Public Administration Act 2004* and Codes of Conduct and standards issued by the Victorian Public Sector Commission. Procurement processes occur on terms and conditions consistent with the Victorian Government Procurement Board requirements.

Outside of normal citizen type transactions with the Trust, there were no related party transactions that involved the KMPs, their close family members or their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties.

There were no related party transactions with Cabinet Ministers required to be disclosed in 2022.

There were no related party transactions to be disclosed for the Trust Board Members, Chief Executive Officers and KMPs in 2022.

BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements
For the Financial Year Ended 30 June 2022

Note 8.5 Remuneration of Auditors

	2022	2021
	\$	\$
Victorian Auditor-General's Office		
Audit of financial statement	18,200	17,850
	<u>18,200</u>	<u>17,850</u>

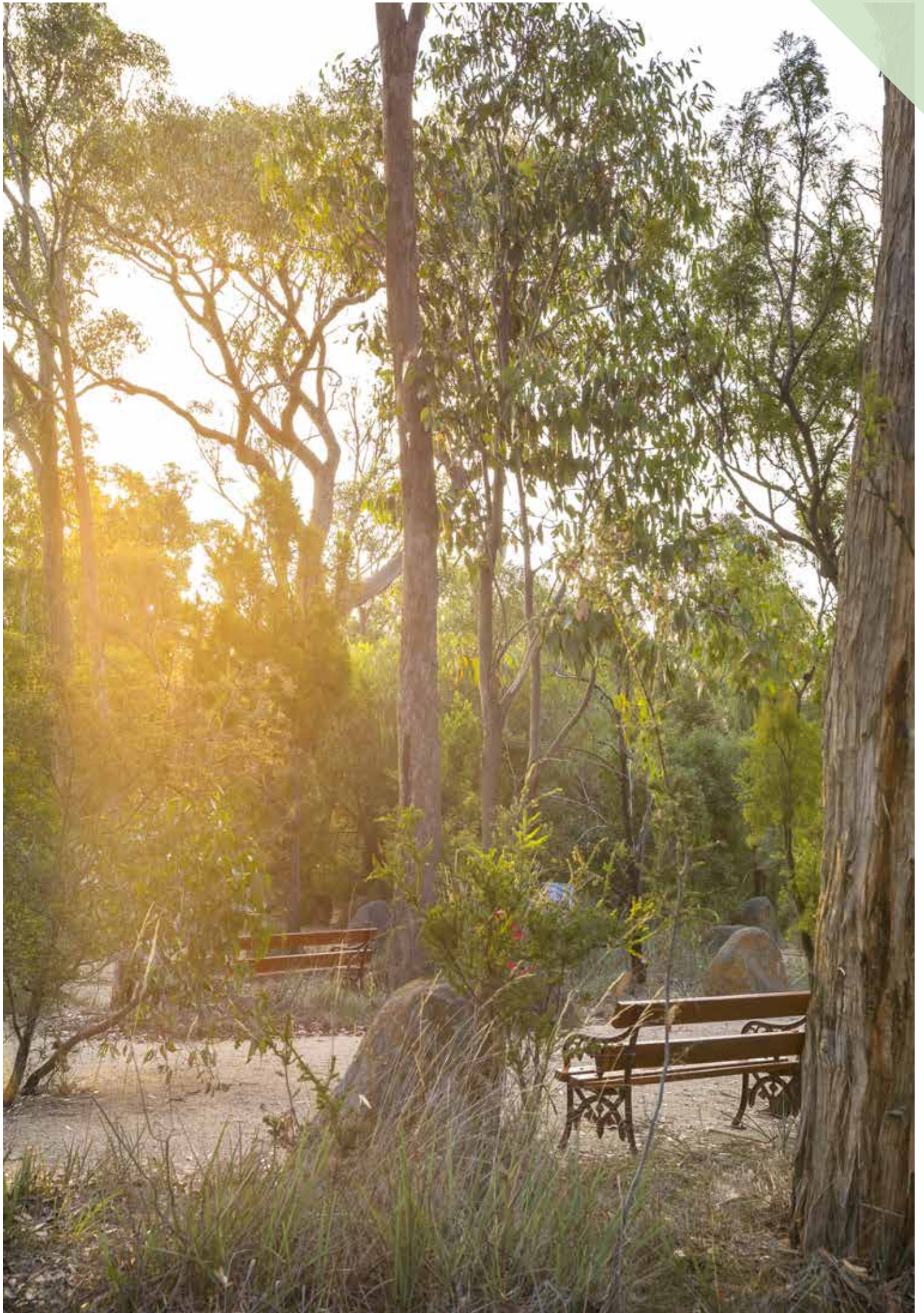
Note 8.6 Ex-gratia expenses

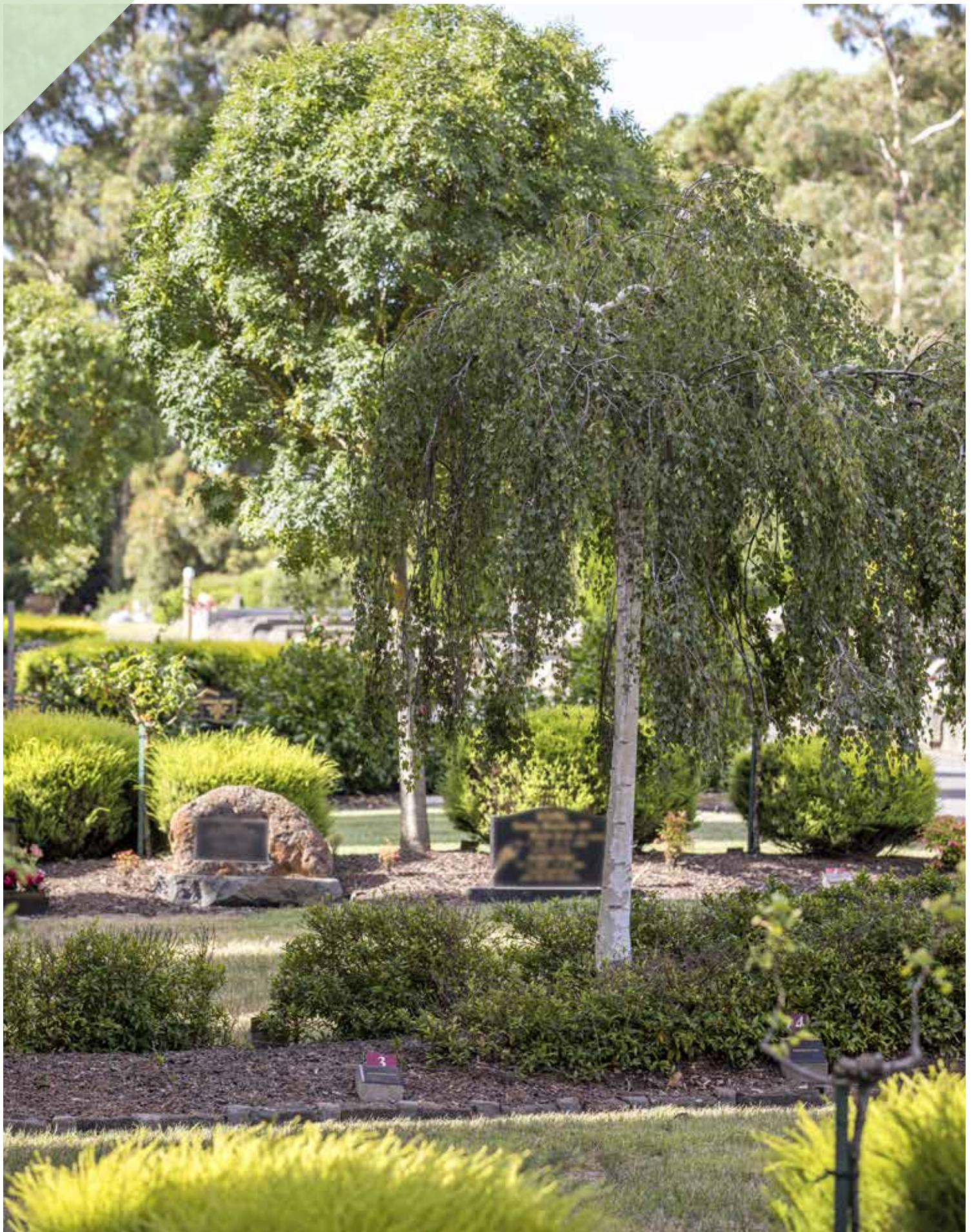
The Trust has not made any ex-gratia payments during the current reporting period or previous reporting period.

The Trust also has not written off any amounts during the current reporting period or previous reporting period.

Note 8.7 Events occurring after the balance sheet date

There are no events occurring after the Balance Sheet date.





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