



## ANNUAL REPORT 2017 - 2018 INDEX

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# Chairperson review

I am privileged to have chaired the Trust during another busy year and am proud of the organisation's achievements.

Our Mission Statement and Vision "Remembering the Past, Caring for the Present and Planning for the Future" remain the core principles by which we operate and provide the ethical framework for our service delivery.

The Ballarat Cemeteries five-year strategic plan has been reviewed and it continues to provide the structure and priorities for both the Trust and the organisation, as we continue our commitment to providing the best possible burial, memorialisation and cremation services in a professional and empathetic manner to our community.

Following the Trust's annual strategic planning day, we reconfirmed our five strategic priorities:

- Build a viable and sustainable organisation
- Develop our people and workplace
- Enhance relationships with our community, clients and stakeholders
- Strive for the highest level of good governance and accountability
- Provide strong leadership, both internally and externally.

We successfully implemented our revised fees and charges and now provide a flexible, cost-effective service to meet ever-changing community trends. The Trust is confident we now have a sustainable business model in place which is supported by the strong financial results achieved in 2017/18.

As we continue consultation around the development of the Master Plan, we are acutely aware of the need to address changing trends and the cultural customs of our diverse community while maintaining the historic integrity of our botanical cemetery.

***congratulations to our committed staff whose work has been acknowledged through the Rotary Club of Ballarat South "Pride of Workmanship" Award.***

Community consultation has been the hallmark of our work over the past 12 months as we continue to refine our long-term Master Plan. While continually planning for new developments, our focus has also been on maximizing current land use opportunities and infill options.

A key message in our community communications strategy, has been the importance of having conversations about end-of-life options and desires while loved ones are in the position to make informed decisions.



## CHAIRPERSON REVIEW

Our sub-committees have been very active and I acknowledge and applaud the commitment shown by all Trust members for their work and, in particular, the leadership of the committee Chairs.

The Development Works Committee, chaired by John Wilkinson, developed long-term capital works and asset renewal programs which are underpinned by long-term financial modelling and resource management.

Risk and safety were a significant focus during the year with the Audit and Risk Committee, chaired by Robert Tommasini, working closely with our internal audit partners to ensure a corporate-wide approach to risk management and OH&S best practice. I would like to thank our external member of the committee, Richard Ainio, who volunteered his valuable skills to the committee. A proactive attitude to risk and OH&S is now embedded within the organisation resulting in a safer working environment for our valuable workforce.

Our Community Advisory Committee has been re-energised under the leadership of Paul Jenkins as Chair. I am delighted we have attracted a number of new community members to the team. The relationship Ballarat Cemeteries has with organisations such as the RSL,

Rotary, primary schools and heritage and cultural groups is very important and highly valued.

Ballarat Cemeteries Trust members provide the organisation with a diverse skill set and I thank each member for

their valuable contribution.

Over the past 12 months we have welcomed three new Trust members, Sarah Lia, Ben Davison and Damian Varnis and farewellled a valuable member in Alison von Bibra, following her resignation. It is with a sense of sadness that we farewell Paul Jenkins and I take this opportunity to acknowledge his work over more than eight years. Paul can be very proud of his significant contribution and rest easy in the knowledge that he leaves the Trust in a much stronger position.

Special thanks also to our CEO Annie

who has led the organisation through significant change over the past three years. Thank you for your aspirational leadership and support.

Also, congratulations to our committed staff whose work has been acknowledged

***Ballarat Cemeteries Trust members provide the organisation with a diverse skill set and I thank each member for their valuable contribution.***

through the Rotary Club of Ballarat South "Pride of Workmanship" Award. The cemetery is a unique work environment and the care, passion, respect and professional support shown by our staff is a constant source of pride for the Trust.

Ballarat Cemeteries is well positioned to deliver on its obligations of caring for its community in perpetuity. While we reflect on over 150 years of history with pride, we look to the future with confidence as we develop a flexible and agile strategic plan that caters for a growing and diverse population base. Our community deserves and expects nothing less.

J A Verlin AM  
Chairperson



## RESPONSIBLE BODIES DECLARATION

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 30th June, 2018



Dr J A Verlin AM  
Trust Chairperson



# The ceo report

Acknowledging our history, engaging with our community, improving safety and planning for the future have been significant themes throughout the year.

In acknowledging our history, we worked with Armed Services organisations in commemorating the 100-year anniversary of the Battle of Beersheba, the marking of Joseph Mannion's grave and, the placing of 1,300 flags on the memorials of those who served in World War One.

The Beersheba centenary and marking of Mr Mannion's grave drew more than 100 people into the cemetery – people who might not otherwise have come through the gates except to attend a funeral. Part of the credit lies with the Sebastopol RSL, with whom it was an honour to work in acknowledging Mr Mannion.

School children were heavily involved in the placing of flags for Anzac Day and, as the centenary of World War One draws to a close, a wonderful volunteer has identified all the World War Two personnel in our cemeteries so we can start to consider how we will acknowledge them in the future.

We also worked closely with the Art Gallery of Ballarat in presenting the Romancing the Skull exhibition. This exhibition strengthened our ties with the Mexican community in Ballarat and greatly enhanced our knowledge and understanding of their culture in relation to how they remember their dead and, how they acknowledge the spirits of their loved ones

Heritage weekend was an ideal opportunity to share what we do here with the community. We conducted cemetery tours and provided a history of the crematorium which demystified what happens in the cremation process.

On a more current note, we implemented our new fee structure which is based on a user-pays principle. An earlier review highlighted the competitiveness of the cremation market and we acknowledged the need to make cremation more affordable to our community. By offering numerous burial, cremation and memorialisation options, we are confident we can cater to the changing trends and diverse needs of our community and, provide an appropriate resting place for all loved ones on both a spiritual and financial level.

In meeting these needs, we opened a new lawn area called Tanika Lawn which acknowledges the plantings around the park and our status as a botanical cemetery. To ensure we maintain and build on our wonderful community asset, we undertook significant infrastructure work. One of the major achievements was the refurbishment of the Sovereign Chapel which now has a more inviting, spacious and contemporary ambience.

We also developed and implemented five-year road management and building maintenance plans and commenced a tree asset assessment.



## THE CEO REPORT

The purchase of new equipment has ensured that staff have the appropriate tools and training to undertake their work in a safe and efficient manner. We have continued to emphasise the importance of OH&S and have imbedded a safety-first philosophy into the organisation. This emphasis has included a review of our processes and safety procedures across the board, including staff and visitors.

When changing any processes or procedures, we are acutely aware of the challenge to use our natural resources appropriately and to conserve our natural resources. This has led to investigating the use of recycled water and ways to recycle the energy generated on site.

Significant consultation with our close stakeholders, including funeral directors and monumental masons, copious amounts of industry research, cemetery visits and conferences have resulted in the compilation of a draft 50-year Master Plan to present to our community.

In drafting the Master Plan, we have focused on what our community might expect of its cemetery in the years to come with consideration given to our growing population, increased cultural diversity and, changes in trends such as the call for more natural burials.

Our cemetery is a significant community asset which we are honoured to look after now and prepare for the future. We have sufficient space in the New Cemetery to meet demand for the next 70-80 years, and are confident existing infrastructure can meet the needs and expectations of the community for the next 10 years. We must plan now for the years that follow. As part of these preparations we have adopted a road plan for the next 80 years.

We have also worked closely with the Trust over the past three years to put Ballarat Cemeteries in a strong financial position and to develop a long-term financial plan that will support planned developments.

One of the joys of being a Class A cemetery is that we work with the many smaller cemeteries in our region. With more than 400 Class B cemeteries across the state, we have many community assets that require communities to care for them and I commend all those wonderful trust members and volunteers who look after these assets.

Thank you to our wonderful, compassionate and dedicated staff who cared for, and supported, the more than 1,500 families in choosing burial, cremation and memorialisation options during 2017/18. They are the custodians of this beautiful community asset. Thank you also to Rotary Club of Ballarat South for recognising the outstanding work of our staff by awarding them the "Pride of Workmanship" Award for the work they do behind the scenes in supporting every family at their time of need.

Internal conversations about planning for the future, service standards and meeting community expectations, are a regular occurrence and the opinions of our staff are valued highly. Their experience and knowledge cannot be over stated.

Looking ahead, we will continue to work on breaking down the stigma that traditionally surrounds cemeteries. While forever surprised at the number of people who use our beautiful park after hours for recreation, contemplation and exploration, we will work on encouraging more people through the gate for the sheer joy of being here celebrate this beautiful park.

A De Jong  
Chief Executive Officer






***ANNUAL OPERATIONS REPORT FOR THE YEAR  
ENDED 30th JUNE, 2018***





# Summary of activities for the reporting period

The 2017 – 2018 financial year saw the Trust continue to develop its relationship with the community and its commitment to integrating the Cemetery, its role and its services, into the lives of the Ballarat community. The strategic direction and operations are supported and delivered through its Mission Statement:

“Remembering the Past, Caring for the Present and Planning for the Future”.

During this period, the Trust continued to maintain and present a high standard of botanical cemetery grounds in line with community expectations and, delivered a range of events that encouraged and enabled community members to engage with the Cemetery.

## Activities and Community Engagement

### Armed services

The Cemetery continued its engagement with our armed services community and, through the memorials in our cemeteries, to foster greater recognition of the remarkable contribution of our returned service men and women.

This year, we commemorated the centenary of the Battle of Beersheba “The Last Great Calvary Charge” with the marking of Mr Joseph Mannion’s grave. This project and event was delivered in partnership with the Sebastopol RSL, which raised over \$5,000 to place a monument on Mr Mannion’s previously unmarked grave. A ceremony was held to commemorate the marking of the grave and the 100th anniversary of the Battle of Beersheba.

*“MANNION Joseph Edward (SN 1499) from Smythes Road in Sebastopol, attended the Redan State School and was a 20-year-old slaughterman when he enlisted in Ballarat in July 1915. He trained with the 12th Depot Battalion at Ascot Vale before sailing from Melbourne on the Palermo on October 29th as a Light Horse Reinforcement. After his arrival in Egypt he was attached to the 4th Light Horse Regiment with whom he served right through the war. In June*

*1916 he was hospitalised for two days due to an unspecified illness but the high point of his service came on October 31st 1917 when his regiment, together with the 12th Light Horse Regiment, took part in the successful charge at Beersheba in Palestine.*

*Joseph came through this charge uninjured and remained so until the war ended. Immediately after the war, in late 1918 and early 1919, he was hospitalised on several occasions for various illnesses including influenza and a middle ear infection. He returned to Australia on the Essex, disembarking at Melbourne on July 25th 1919.*

*On his return he worked as a cleaner at the Redan State School for a number of years. He died in June 1951 at the age of 59 and lies in a grave at the Ballarat New Cemetery (Area: Roman Catholic D Section: 7 Row: 2 Grave: 32)”*

On Anzac Day, the attendees placed more than 1,300 Australian flags on the memorials of people who served in WWI. A beautiful tribute to people who made our world what it is today. Thank you to Pleasant Street Primary School and Macarthur Street Primary School students who assisted cemetery staff to place the flags. Also, thank you to Haymes Paint which generously donated the containers used to place the flags on the monumental graves.



## Romancing the Skull and Day of the Dead

In collaboration with the Ballarat Art Gallery, the Cemetery undertook a number of events as part of the Gallery's Romancing the Skull exhibition. The exhibition celebrated the Mexican Day of the Dead with Cemetery activities celebrating the Mexican culture. One of the key events was - Ofrendas by Candlelight, Day of the Dead Forum – October 28, 2017

*“Hear about Mexico’s unique Day of the Dead from members of MexVic and experts on Mexican culture. Mexican archaeologist Dr Coral Montero Lopez from the University of New England will be joined by Dr Colleen Nordstrom, Professor Barry Carr and Dr Ralph Newmark from La Trobe University as they explore Mexico’s unique traditions that seek to include the dead in the celebrations of the living. After a panel discussion mediated by Curator Julie McLaren, experience a demonstration of the assembling of a traditional ofrenda altar, a key part of Mexico’s Day of the Dead celebrations. The ofrenda will be built by members of Ballarat’s Latin community and MexVic.”*

It was a well-attended and enjoyable evening. Included in the festival were three opportunities for us to talk to our community about death dying and associated services. These were well attended by the community and health professionals.

## Ballarat Heritage Weekend

The Cemetery offered two tours as our contribution to Ballarat Heritage Weekend held on May 26 and 27. The tours included a heritage bus tour of the cemetery and a talk on the history of the crematorium with a walk through our crematorium operations.

The tours attracted 280 participants and prompted numerous questions about our services and history.

The Ballarat Chinese Community Committee undertook two tours of the Chinese section of the cemetery each day. These tours attracted 113 attendees - the best attendance the committee has had with the tours to date.

## Annual Remembrance Ceremony

Our Annual Remembrance Ceremony to commemorate babies and children lost was held in December 2017. More than 300 people attended and released balloons with messages on them to remember their loved ones.

## Horticultural Programs

We continued our horticultural learning program with Ballarat Specialist School which actively involves students in the growing of plants from seeds for the cemetery gardens.

Under the guidance of our gardeners, 49 participants enrolled in our rose pruning demonstrations to learn how to manage, prune and propagate roses.

This year we conducted two fruit tree pruning workshops. We had 25 participants on the coldest Ballarat day. Our staff conducted the workshop and all involved found it very worthwhile.

## Valuing our history

The Trust has collated more than 70 stories of women in our cemeteries so, is on track to easily reach 150 stories for 150 Years Celebrating the Women in our Cemetery project. These will be published on our website over the next 12 months.

The Old Treasury Building featured an in the ‘Gold Rush – 20 Objects 20 Stories’ exhibition and displayed an early Ballarat Cemetery Burial Register records page. The book featured 40 entries of which 25 were children, including 17 under 12 months of age who died of dysentery.

## Working in the community

The Cemetery continues to be involved in the Compassionate Communities Group, members being Ballarat Hospice, Grampians Regional Palliative Care Consortium, Shannon’s Bridge and doctors within the region. The group’s key aim is to unlock the conversation around end-of-life literacy, regarding care both before and, after death. The activities for the year included conversations with our community at the Lost One’s Gallery in October, November and May. Each of these talks coincided with ‘Day of the Dead’ activities and Palliative Care week.

The Cemetery regularly meets with funeral directors both locally and across the region. This enables us to review our services and implement changes when deemed appropriate.

## Environmental management

The Trust, through its development of a formal Environmental Management Program, has made the environment central to its future planning, operations and policy decisions.

We completed an assessment of our air flow and dust capture efficiencies.

The report makes recommendations for air quality improvement which would result in a safer working environment for our staff and visitors



The Trust was successful in gaining two grants from Ballarat Regional Energy and Zero Emissions (BREAZE) under its Community Power Hub program. The funding will enable two feasibility studies :

- heat recovery from the Crematorium incinerators to generate electricity.
- rooftop photo voltaic (PV) installations with battery storage and the integration of smart technology control of pumps, HVAC and lighting.

### Sector Engagement

The Ballarat Cemetery is a member of the Strategic Advisory Group for the Department of Health and Human Services development of a Victorian Cemetery Land Management Strategy. The initial consultation with the communities and cemetery sector was undertaken by KPMG and this component has been completed. The full report will be available late 2018.

Ballarat Cemeteries participated in the Strategic Working Group with other Class A Trusts, Department of Health and Human Services and Cemeteries & Crematoria Association of Victoria, to provide advice to the Government on the sector's future direction and strategic opportunities.

The Trust has maintained the Blue Mount Cemetery (near Trentham) for the past 12 months to assist the Department of Health and Human Services.

Over the past 12 months we have assisted, or, taken a call from a cemetery within our region on a weekly basis. We are in regular contact with all cemeteries in our region to assist with any advice or questions.

Ballarat Cemeteries and VMIA (Victorian Managed Insurance Agency) hosted a seminar for the regional cemeteries on Insurance and Risk Management. Together we identified the top five items that all cemeteries should consider in their Risk Management practices.

### Regional and Master Planning

Management of our natural resources is integral to cemetery operations. Operating a botanical cemetery is important to our community, thus we need to consider new water sources. The City of Ballarat and Central Highland Water's Integrated Water Management Plan has identified Ballarat Cemeteries as a priority for future recycled water opportunities.

In December 2017 the Trust endorsed the road network for the undeveloped area of the New Cemetery. Then, in April 2018

the Trust endorsed in principle, infill and master plan options in preparation for community consultation. The DRAFT Master Plan will undergo wide sector and community engagement over the next 12 months.

An agreement with Earthtrack will see clean land fill provided within the New Cemetery to build the land to a level suitable for use in burial locations. This will be an ongoing process over the next five years to prepare the land as detailed in the Master Plan guide.

### Refurbishment of our Sovereign Chapel

This year we undertook an internal refurbishment of the Sovereign Chapel. This was much overdue and, in part, a response to client feedback. We now have a more modern architecturally designed interior space for memorial services and community meetings. One of the features is a fully mobile catafalque which can be positioned at the client's discretion.

### Road Management Plan

The Trust developed and adopted a five-year Road Management Plan. The purpose of this plan is to establish a management system for the inspection, maintenance, repair, renewal and extension of road and drainage infrastructure, based on policy and operational objectives having regard to available resources. The provisions of the Road Management Plan apply to the road and drainage infrastructure for which the Trust is the responsible authority.

### Governance

The Board completed its Performance Review as part of the Strategic Planning Program which saw an increase in the Trust Board's understanding of the organisation's governance and compliance requirements.

The Trust Board welcomed three new members in September 2017, Ben Davison, Sarah Lia and Damien Varnis.

The Trust Board undertook a Strategic Planning Workshop where the focus was understanding our previous product sales and shaping the Draft Master Plan.

A long-term Financial Plan was established to support the Master Plan development.

### Staff acknowledgement

The Trust staff were honoured when they were nominated for the Rotary Club of Ballarat South 'Pride of Workmanship award'. The award was presented to the outdoor, crematorium and office staff at a dinner held in November 2017. The award was for the work the cemetery staff undertake behind the scenes to ensure a ceremony can be conducted according to the family's wishes.



## “COMMUNITY ADVISORY COMMITTEE REPORT



The Community Advisory Committee met quarterly and, as required throughout the year. It was pleasing to have in attendance CEO Annie De Jong, Operations Manager Neville Monson and, at most meetings, our Trust Chair Judy Verlin, AM.

Thanks to Lorraine Stuart for supporting me as a representative of the Trust.

I must also thank community members for their attendance and contributions to each meeting. With her retirement from the Trust, Lorraine Stuart was thanked for her contribution as a CAC member and quickly installed as a CAC community member. Well done Lorraine.

CAC member Peter Le Lievre tendered his resignation and was duly thanked at the November meeting. A big thank you to Peter for his contribution to the meetings.

During the year two new CAC members were welcomed and made valued contributions to our meetings. We are pleased to have Sally Kennedy and Nathaniel Buchanan, both connected with our industry in their own special ways.

We also welcome Sarah Lia, a recently appointed Trust member, who offered to replace Lorraine Stuart as a Trust representative.

Advice and discussions were held with the CAC on the following subjects during the year:

- The Joseph Edward Mannion grave and headstone dedication and commemoration on the centenary of the famous Charge of Beersheba
- Cremation market activities.
- Overview by CEO of Western Australia cemeteries and natural burials
- The Cemeteries Master Plan
- Information on the restoration of the damaged Entrance Gates and fence
- Anzac Day flag project 2018
- Update of unmarked graves of World War One soldiers and nurses
- Tenure process and notification systems
- 150 Stories for 150 Years project
- Compassionate communities group activities
- Builders of Ballarat project through CAC member Les Holloway
- Natural burials and Buddhist sections discussions
- General community feedback







Cemetery staff receiving the "Pride of Workmanship" award

*All in all, a very busy  
year for our Community  
Advisory Committee and  
I thank you.*

- Ofrendas by Candlelight - Day of the Dead
- Diade Muertos celebration - Camp Street
- Let's talk about dying
- Alternative funerals
- Remembrance Ceremony December 18, 2017
- Lunch with representatives of the Great Melbourne Cemeteries Trust CAC
- Fashions for Funerals presentation
- Chapel renovations
- Member report on Brighton Cemeteries tours
- Member report on Chinese soldiers who served during World War One
- Member report on ACCA Conference 2017
- Pride of Workmanship Award information.



**Paul Jenkins O.A.M.**  
Chairman



## GENERAL INFORMATION

Ballarat General Cemeteries Trust is an Incorporated Association of up to nine Trust Members appointed by Governor in Council.

The appointment of the Trust Board Members and their power and duties, are pursuant to the Cemeteries and Crematoria Act of 2003. All Trust Board Members are part-time with one, elected as Chairperson. Under the Act, the Trust Board Members have the power to make Rules and Regulations in administering the Cemeteries' operation.

The Ballarat General Cemeteries Trust is a Class A Trust along with five other cemeteries within Victoria. As a Class A Trust, we have a legislative responsibility to support all Class B Trusts within Victoria.

The Trust is responsible to the Honourable Jill Hennessy MP Minister for Health.

## FUNCTION 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 service and facilities in burial, cremation and memorialisation that fall within the constraints of available funds. The Trust also has a commitment to preserving the heritage and history of both cemeteries.

The Ballarat General Cemeteries Trust has the responsibility to manage:-

- The Ballarat Old Cemetery established in 1856
- The Ballarat New Cemetery established in 1867
- The Ballarat Crematorium established in 1958.

The Administration Office is situated at the Ballarat New Cemetery, 1250 Doveton Street North, Ballarat.

The Cemeteries & Crematoria Act 2003 specifically states the functions as;

Cemeteries and Crematoria Act 2003 (as amended)

Part 2 – Cemeteries and Cemetery Trusts

Section 12A Functions of Class A Cemetery Trusts

- 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; and
    - 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; and
  - b) the cultural values and religious values (if any) of the community; and
  - c) the heritage values (if any) of the public cemetery for which it is responsible; and
  - d) the need to ensure that it uses its resources in an effective and efficient manner; and
  - e) the need to ensure that public resources across the cemeteries and crematoria sector are used effectively and



Re-furbished "Sovereign Chapel"



## SERVICES PROVIDED SUMMARY

Ballarat General Cemeteries Trust is a not-for-profit Memorial Park with a long and proud history of meeting the diverse and growing needs of the community.

### BURIAL

#### Beam Lawns

are set in a spacious area of lush lawns, with personalised bronze plaques commemorating loved ones.

#### Dreamtime Burial Area

developed in collaboration with the local Aboriginal community, provides a designated area that represents significant cultural beliefs. This area includes options for natural burial.

#### Garden Lawns

feature carefully maintained lawns lined with fragrant roses, flowering shrubs and trees. Some areas consist solely of Australian native plantings.

#### Headstone Garden Lawns

offer havens of peace and tranquillity, with picturesque surroundings featuring graves set among a serene blending of beautiful trees, shrubs and carefully maintained lawns. Birdsong Gardens, The Terraces and Conifer Gardens provide families with a variety of choices to best reflect the life being honoured.

#### Monumental Sections

are divided into different religious and non-denominational areas and allow for an individually crafted monument to be erected.

#### RSL Section

is a beautifully manicured section that recognises and provides a special area to commemorate our returned service men and women. We have a special association with the Ballarat Avenue of Honour which has enabled a number of our service personnel to be remembered in both locations.

#### Babies and Children

is a dedicated space for cherishing the memory of young lives. As part of our philosophy, we honour, celebrate and recognise those lives with this special space.

#### Tree of Memories

is located adjacent to the Babies Lawn. This tree, sculptured in bronze, features hand-crafted bronze leaves with individual inscriptions. This memorial provides families with an opportunity to commemorate any baby up to the age of 12 months



Honouring the life of a family member and establishing a lasting legacy is a significant decision for people and often a challenging one. We provide professional and sensitive guidance to our community when choosing the appropriate setting for a loved one and ensuring their wishes are acknowledged.

## CREMATION MEMORIAL

Memorials pay respect to the departed but are equally important for the living. They provide a tangible focal point and place for family members, friends and future generations, to share and reflect on their many precious memories, as well as providing an important repository for historians and those researching their family history.

### Contemplation Garden

is a place where families can visit after a cremation service. This section allows the placement of a loved one's ashes in a sealed container in the ground with their name plate in recognition. This is a temporary placement while families decide on a permanent memorial. There is no charge for this service.

### Niche Walls

are set in the cemetery's surrounding garden areas. Ashes are sealed in a special container and placed within a niche, faced by a single bronze plaque.

### Garden Memorials

provide a number of options for the location of ashes including perimeter garden beds, native and bush areas and, a range of shrub selections that provide for both bronze and headstone memorials.

### Individual Roses

offer selected garden beds of standard, bush and weeping roses with provision for up to four memorial placements at each site. The stunning variety of roses creates an abundant array of colour from October to June.

### Memorial Shrubs & Trees

are set throughout the cemetery with a variety of trees and shrubs providing a choice of flowering or evergreen memorials. There is provision for up to 16 placements and eight plaques at each site allowing for extensive family memorials to be created and continued for future generations.

### Poets Walk

is set in native Australian bushland and, through individually positioned rocks in private coves, providing a sense of being at peace with nature.

### Birdsong Walk

is a tranquil setting with a poetic fusion of sustainable native plantings and calming water features. Meandering streams flow among a landscape of rock and granite features highlighted by flowering Australian shrubs with an aspect overlooking water.

### Dreamtime,

developed in collaboration with the local Aboriginal community, provides a designated area that represents significant cultural beliefs. This area in a rustic natural bush setting.

### Birch Forest

overlooks Birdsong Gardens and is set amid an area of colour. It offers memorialisation with an individual tree and provides for up to 16 placements and eight plaques.

### Tanderra Memorial Gardens

is a picturesque setting of large garden beds within a sweeping lawn area. The gardens feature a variety of trees and shrubs that transform the area through each season of the year. Urns containing cremated remains are placed in the garden beds where memorials in natural stone may be erected in accordance with Trust regulations. Each memorial has provision for six placements enabling an ongoing family area to be created.

### The Book of Remembrance

serves as a permanent record and dignified memorial for those who have passed away. Memorial entries are carefully inscribed by highly skilled artists and entered into the Book under any date(s) selected. Books are displayed in a protective glass case and remain open on the corresponding day, enabling entries to be viewed at each anniversary in an atmosphere of privacy. Personal copies of entries are available.

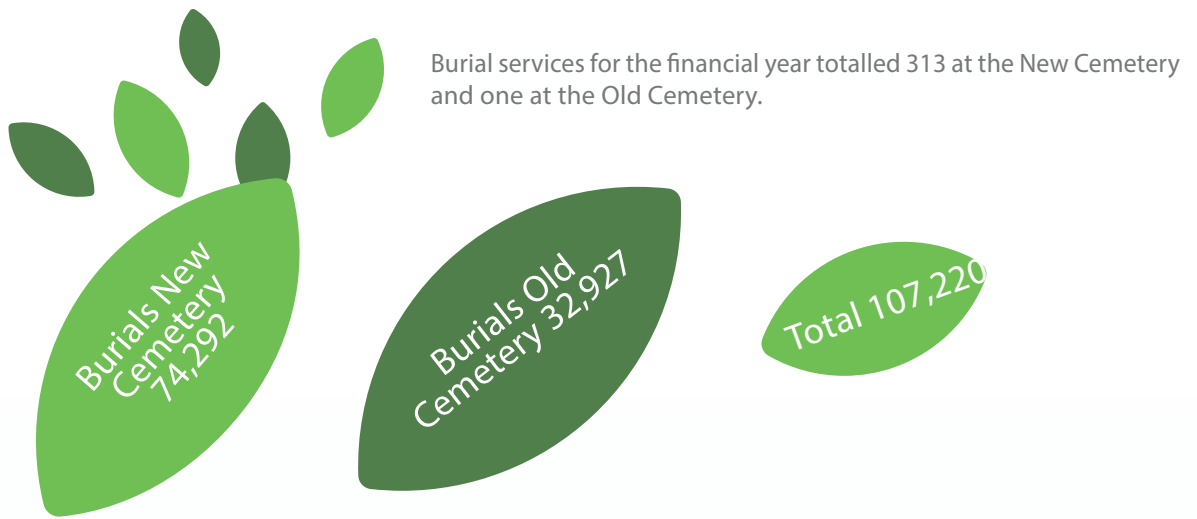


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## WHAT WE DELIVERED DURING 2017-2018

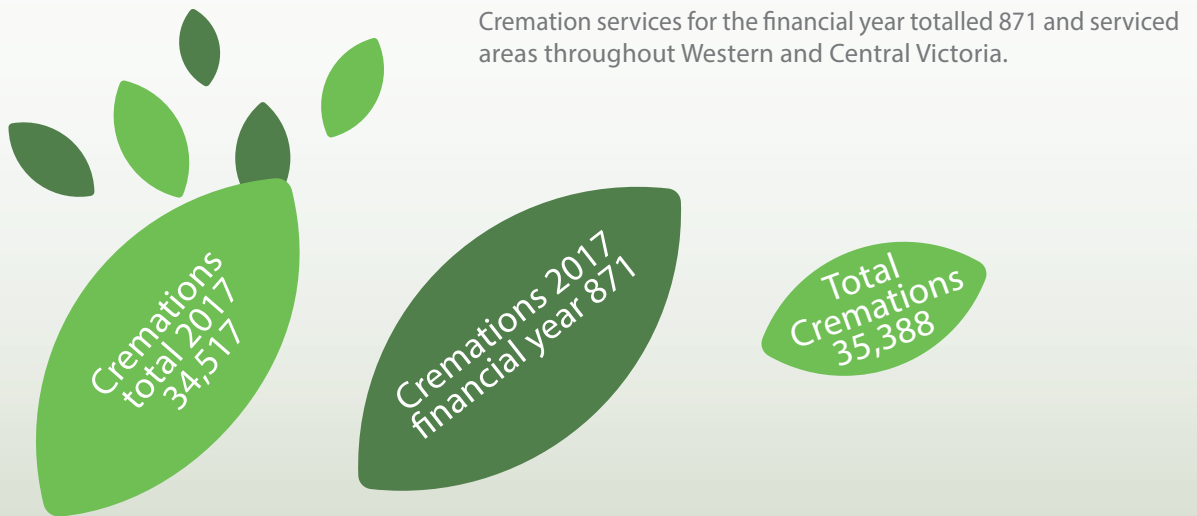
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Throughout the financial year, 116 people pre-purchased interment services and 82 burial locations were pre-purchased, with the most popular locations being our beautiful lawn sections of the Cemetery.

There were also 43 placements of ashes in burial locations throughout the Cemetery.



*During the 2017-2018 financial year, 217 cremation memorials and at need placements were purchased.*

*Our community members and families also planned their end-of-life ceremony in advance with 117 cremation services and 70 memorials/placements pre-purchased during the year.*



# Trust members

The Ballarat General Cemeteries Trust is governed by a Board of up to nine Trust Members which reports to the Minister for Health, The Hon. Jill Hennessy MP, through the Cemeteries and Crematoria Regulation Unit of the Department of Health and Human Services.

Trust 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'.

Dr J A Verlin AM	Chairperson – Appointed to 31st August 2020
Mr R Tommasini	Appointed to 31st August 2020
Ms R McQuilten	Appointed to 30th June 2018
Mr J Wilkinson	Appointed to 30th June 2018
Mr B Davison	Appointed to 31st August 2020
Ms S Lia	Appointed to 31st August 2020
Mr D Varnis	Appointed to 31st August 2020
Mr P Jenkins OAM	Appointed to 30th June 2018

## *Thank you to our retiring Trust members*



Mr P Jenkins O.A.M.



Ms E J Veal



Ms A M von Bibra



Mrs L E Stuart



Mr I G Howes







***Declarations of conflict of interest are required at the beginning of each Trust meeting. Trust members also complete an annual Declaration of Interest Statement.***

## TRUST COMMITTEES

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

### AUDIT AND RISK COMMITTEE

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

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

Members

Mr R Tommasini, Chairperson

Dr J Verlin

Mr R Ainio

Mr D Varnis

Mrs L Stuart – Retired 31st August 2017



## THE FINANCE COMMITTEE

On the 27th April 2016, the Trust determined that all members of the Trust Board would be members of this committee and that this committee would be absorbed into the monthly Trust Meeting.

## ORGANISATION CAPACITY & REMUNERATION COMMITTEE CHARTER

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

Members

Mr J Wilkinson - Chair

Dr J Verlin AM

Mr B Davison

## PROJECT COMMITTEE CHARTER

The Ballarat General Cemeteries Trust Project Committee has an advisory role assisting the Trust Board to oversee the infrastructure planning and major capital works operations as presented in the Trust's Annual and Strategic Plans.

Members

Ms E Veal – Chair

Dr J Verlin AM

Ms R McQuilten

The Project Committee was replaced with the Development Works Committee in December 2017. The Development Works Committee was established in February 2018

## DEVELOPMENT WORKS COMMITTEE CHARTER

The Ballarat Cemeteries Development Works Committee is a Governance Committee of the Ballarat General Cemeteries Trust under the Cemeteries and Crematoria Act 2003

The Committee will assist the Trust Board in fulfilling its responsibilities in relation to the Management of Development Works and will undertake governing supervision of:

- the Capital Works Plan
- the grant funded projects
- Work for The Dole projects
- any other project determined by the Trust Board or the Committee.

Members

Mr J Wilkinson

Dr J Verlin AM

Ms R McQuilten





Staff at a "Safe Talk", Lifeline presentation



Celebrating a "milestone" birthday!



Fruit tree pruning demonstration

## COMMUNITY ADVISORY COMMITTEE CHARTER

The Ballarat Cemeteries Community Advisory Committee is to provide advice and guidance to The 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 Cemetery Trust services
- to provide advice in relation to the integration of client and community views at all levels of Cemetery Trust operations. Planning and policy development.

### Members

Mr P Jenkins OAM - Chair  
Mrs L Stuart  
Mr L Holloway  
Mrs S Doon  
Mr G Snowden OAM  
Mr P Le Lievre - Resigned, November 2017  
Mr B Kiley  
Mrs D Wickham  
Ms S Kennedy  
Mr N. Buchanan



## TRUST MEMBERS ATTENDANCE AT MEETINGS

	Trust Meeting*	AGM	Develop- ment Works Committee	Audit & Risk Committee	Organisation Capacity & Remuneration Committee	Community Advisory Committee
Meetings Held	10	1	2	4	3	4
Mr I Howes	3					
Mr P Jenkins OAM	10	1				4
Mrs L Stuart	2	1		1		1
Mr R Tommasini	9	1		4		
Ms E Veal	3					
Dr J Verlin AM	10	1	2	4	3	3
Ms A von Bibra	3	1			1	
Mrs R McQuilten	8	1	2			
Mr J Wilkinson	9	1	2		3	
Mr B Davison	6	1			1	
Ms S Lia	7	1				
Mr D Varnis	7	1		2		

Note – Mr I Howes, Mrs E Veal and Ms A von Bibra were on the board to 31st August 2017 and then Mr B Davison, Ms S. Lia and Mr D. Varnis joined the board on the 1st September 2017.

All Trust members attended an additional full day Strategic Planning meeting on the 19th December 2017.



# 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 on the basis of 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 Ballarat General Cemeteries Trust policies.

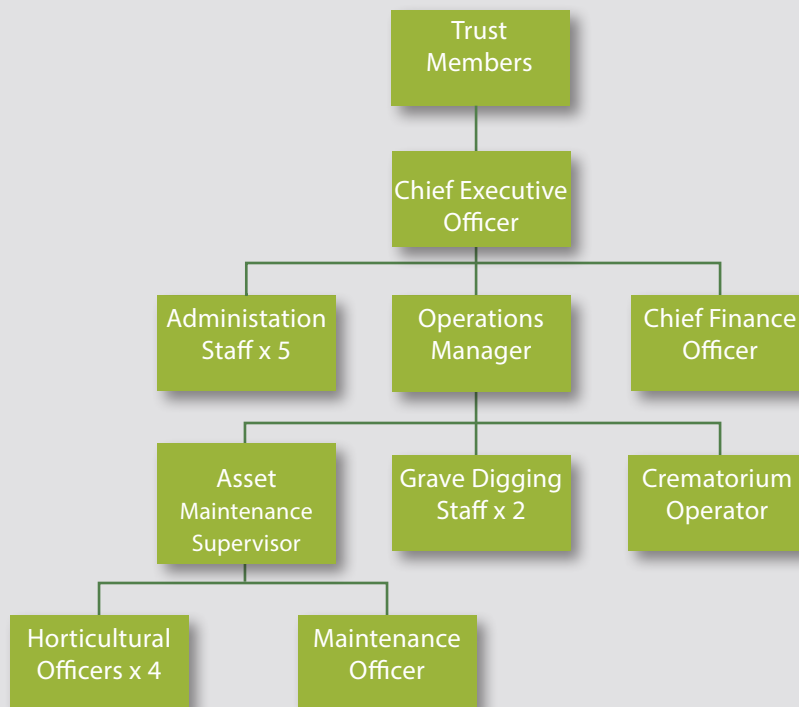
The Ballarat General Cemeteries Trust acknowledges the legal responsibility to comply with the Charter of Human Rights and Responsibilities Act 2006 and the Equal Opportunity Act 2010.

## ORGANISATIONAL CHART

The Executive is comprised of, Annie De Jong, CEO, Neville Monson, Operations Manager and John Noone, CFO.

The Operations Manager has responsibility for all the Burial, Cremation, Parks and Facilities management and maintenance.

The Chief Finance Officer has carriage for all the Finance Management, statutory reporting and ensuring long-term financial management for sustainable organisation.



LABOUR CATEGORY	JUNE 2017			JUNE 2018		
	Total	Male	Female	Total	Male	Female
CEO	1		1	1		1
Executive Team	1	1		2	2	
Sales and Administration	5		5	5		5
Crematorium Staff	1	1		1	1	
Gravediggers	2	2		2	2	
Horticultural Staff	6	4	2	6	4	2
Total	16	8	8	17	9	8

ONGOING EMPLOYEES						
	Number	Full Time	Part Time	FTE	Male	Female
June 2017	16	15	1	15.8	8	8
June 2018	17	15	2	16.2	9	8

Age	June 2018 – Ongoing		June 2017 - Ongoing	
	Numbers	FTE	Number	FTE
Under 25				
25 - 34				
35 – 44	1	1	1	1
45 – 54	7	6.8	7	6.8
55 – 64	9	8.4	8	8
Over 64				

Key: 2018 refers to the current reporting year, 2017 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 on 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.

FTE: full time staff equivalent.

The headcounts exclude 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 (e.g. persons appointed to a non-executive board member role, to an office of Commissioner, or to a judicial office).



## RECOGNITION OF SERVICE

The standard of service provided to the community and the presentation of our grounds is recognised as one of the best in the State. This is due to the quality of our staff, their standard of care and, their dedicated service.

### 30 TO 39 YEARS OF SERVICE

Kevin Frawley, Horticultural Officer

### 10 TO 19 YEARS OF SERVICE

Ian Walker, Gravedigger

Neville Monson, Operations Manager

### 5 TO 9 YEARS OF SERVICE

Brenda Bowers, Administration

Jeanette Cheesman, Administration

Jenny McGrath, Administration

Peter Silvey, Crematorium

Daryl Tuddenham, Asset Maintenance Supervisor

Alf Bailey, Volunteer

### 20 TO 29 YEARS OF SERVICE

David Odgers, Maintenance Officer

Mark Block, Horticultural Officer

### 0 TO 5 YEARS OF SERVICE

Annie De Jong, Chief Executive Officer

Gillian Emmerson, Administration

Janelle Fletcher, Horticultural Officer

Jude Leach, Administration

Garry Macnab, Gravedigger

Karen Rowan, Horticultural Officer

John Noone, Chief Financial Officer

*The Trust Board acknowledges the significant contribution all staff bring to our organisation and community.*

## VOLUNTEERS

The Cemetery has a long history of working with volunteers from Centrecare and employs 36 placements each week under the Work for the Dole program. This includes 18 placements who operate two days a week in maintaining the Old Cemetery and 18 placements who operate two days a week in the New Cemetery. A total of 101 Job Seeker volunteers have worked within the program over the past 12 months. 26 people have gained employment from our program.

The key projects undertaken are the minor restoration of graves in the historic sections of both the Old and New Cemeteries.

During the reporting period we had two administration staff who assisted us with data entry and research projects. We are proud to report that these staff found paid employment during the time they were with the cemetery.

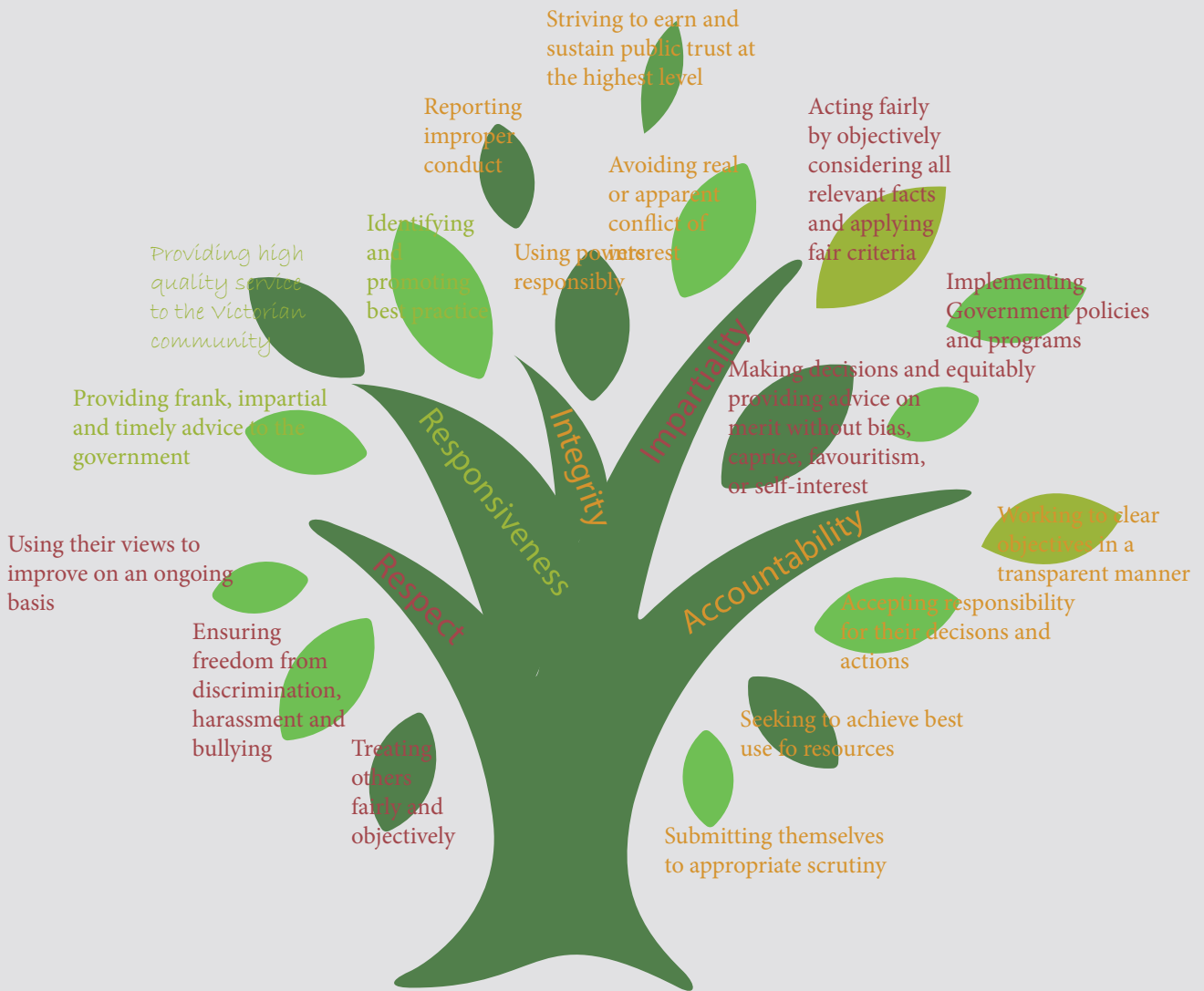
One of our key volunteers continued to assist us in the office and in the management of our document processes.

## EMPLOYMENT AND CONDUCT PRINCIPLES

The Ballarat Cemeteries has a full Employee Handbook with O.H. & S Manual and Procedures.



# CONDUCT PRINCIPLES



## GOVERNANCE AND ACCOUNTABILITY

### OPERATIONAL OBJECTIVES, FINANCIAL POSITION AND FINANCIAL RESULT FOR 2017/2018

#### FIVE YEAR SUMMARY OF FINANCIAL RESULTS

The Trust recorded an operating surplus of \$326,570, after all year-end adjustments have been actioned and recognised, subject to final approval from the audit process.

Total income was \$70,000 higher than 2016/17. The 2016/17 year income included an extraordinary gain of \$321,000 being booked, due to a restructuring of the investment portfolio. The Investment income for 2017/18 was \$40,000 higher than the previous year, once the extraordinary gain is removed.

Cemetery Operations income for 2017/18 was \$400,000 higher than 2016/17. The two major items were Revenue from other operating income being \$190,000 higher due to income from Insurance claims, whilst Graves and interments income was up \$180,000. The bulk of the latter is attributable to the increase in fees and charges from the 2017 Fee review, which was approved and gazetted in by Government in September 2017.

Total Operating expenses increased by \$94,000 in 2017/18. This was mainly driven by two opposing items. There was \$200,000 of Insurance related expenses which increase expenses. The saving resulted from restructuring of workforce which occurred during 2016/17. The outcome of this was a reduction in our Employee Expenses of \$150,000 for 2017/18.

The Balance Sheet shows the Trust continues to be in a relatively strong position. Assets are now in excess of \$13 million. Liabilities are now above \$4 million mark. The net equity for the Trust increased by \$340,000 in 2017/18 to \$8.874 Million.

	2018	2017	2016	2015	2014
	\$000	\$000	\$000	\$000	\$000
Total Revenue	\$2,674	\$2,813	\$2,461	\$2,714	\$2,653
Total Expenses	\$2,347	\$2,445	\$2,482	\$2,490	\$2,167
Operating Surplus (Deficit)	\$327	\$368	\$(21)	\$224	\$486
Accumulated funds	\$1,928	\$1,601	\$1,483	\$1,618	\$1,578
Total Assets	\$13,059	\$12,416	\$9,639	\$10,181	\$9,828
Total Liabilities	\$4,185	\$3,887	\$3,691	\$3,534	\$3,406
Net Assets	\$8,874	\$8,529	\$5,948	\$6,647	\$6,422
Total Equity	\$8,874	\$8,529	\$5,948	\$6,647	\$6,422





Staff members Brenda and Jude at the 'Day of the Dead' event.

## OPERATIONAL CHANGE

The Trust is committed to identifying operational efficiencies and continued a program of identification and improvement activities.

## CEMETERY FEE RESTRUCTURE

It is the role of Ballarat General Cemeteries to ensure the future of this community's beautiful and unique asset, keeping it perpetually maintained for the generations ahead. We employ 16 staff and support/partner with businesses within our community

Following an in-depth review, an audit and consultation with the Department of Health & Human Services and primary stakeholders, Ballarat General Cemeteries has revised its fee structures.

For many years our cremation services have subsidised the management of our beautiful cemeteries. With the change in market and the need to be more competitive, this is no longer possible.

The fee restructure moves us to a user-pays service delivery

model, including allocation for service delivery, cost recovery, perpetual maintenance and future development allocation.

The recent review carefully considered the community's economic and experiential needs in the modern world. The new fee structure distributes costs fairly based on service, location, preparation and the perpetual ongoing maintenance required.

Our cemetery is a place where history is remembered, where stories can be shared, and lives never forgotten. We are responsible for caring for these assets in the present and, sustaining them for the future.

Choosing a final resting place for a loved one in a time of grief is very challenging. We encourage our community to have a conversation with loved ones about their end-of-life memorial wishes long before they die. The Cemetery provides options for people to think about the future and reduce the financial burden for their families.

Stage 1 of our new fee structure was approved in October 2017 and implemented in November 2017.



## MAINTENANCE STANDARDS

In addition to the above, we adopted a set of Minimum Service Standards. These Standards have been developed for staff, Trust Members, contractors, community and management to understand, articulate and implement consistent service delivery and maintenance of Ballarat Cemeteries core operational activities.

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

## CONSULTANCIES

Details of Consultancies (under \$10,000)

In 2017-18 there were four consultancies with total fees payable to the consultants being less than \$10,000. The total expenditure incurred during 2017-18 in relation to these consultancies was \$11,685 (excluding GST).

Details of Consultancies (over \$10,000)

Consultant	Purpose of consultancy	Start Date	End Date	Total approved project fee (excl GST)	Expenditure 2017-18 (Excl GST)	Future Expenditure
Hunt & Hunt	Legal Advice	01/10/2016	31/10/2017	\$15,000	\$13,768	\$1,232
Employsure Pty Ltd	HR Advice	01/07/2017	30/06/2018	Contract	\$21,732	
Driscoll Engineering Services	Engineering Services	01/07/2017	30/06/2018	Hourly Rate	\$11,865	
Geelong Cemeteries Trust	Financial Advice	01/07/2017	31/12/2017	Hourly Rate	\$25,065	Nil

Note – Information on the consultancies are obtainable from the CEO at the Ballarat Cemeteries Administration Office.



## GOVERNMENT ADVERTISING EXPENDITURE

The Ballarat General Cemetery Trust had no advertising expenditure in excess of \$100,000 in the 2017/2018 financial year.

The Trust has established a relationship with Jenny Dickson, GSD Digital and Premier Strategy for marketing and engagement strategic work.

The Trust currently utilises the following companies to assist with printing and advertising, Waller & Chester, King Print, Office Works, The Courier Newspaper, and The Miner Newspaper.

## DETAILS OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) EXPENDITURE

The total ICT expenditure incurred during 2017-18 was \$110,058 (excluding GST) with the details show below.

Business as Usual (BAU) ICT Expenditure	Non-Business as Usual (non BAU) ICT Expenditure
Total Operations = \$52,237	Total Operations \$26,018
Total Capital = Nil	Total Capital \$31,803

Note – all figures are excluding GST

## ENVIRONMENTAL MANAGEMENT

The Trust, through its development of a formal Environmental Management Program, has made the environment central to its future planning, operations and policy decisions.

The Trust continues to be a willing participant in the Cemeteries and Crematoria Association of Victoria (CCAV) recycling of metals after cremation program. This program reduces the demand on the use of non-renewable resources thus helping protect our environment long term. Any money returned to us from this program has been donated to a charity of our choice and this year we supported Compassionate Friends Ballarat.

Through the implementation of our environmental management program we continue to recycle materials such as cardboard, paper and plastic.

Staff have initiated a soft plastics recycling program with regular fortnightly pick-ups and delivery to the soft plastics recycling.



We completed an assessment of our air flow and dust capture efficiencies.

The report makes recommendations for air quality improvement which would result in a safer working environment for our staff and visitors

As required under our private dam licencing agreement with Southern Rural Water, we continue to maintain a Surveillance and Emergency Management Plan (SEMP). A requirement of this plan is to have our dam inspected annually by a qualified engineer. The report conclusion stated that “generally the structure appeared in serviceable condition with no urgent works required to improve safety or mitigate identified hazards”.

Gorse control continues to be a challenge for our undeveloped section of the cemetery. We continue to work with the Victorian gorse taskforce and the City of Ballarat to remove gorse from our cemeteries.

During the reporting period, we were successful in gaining a new State Government funding initiative through the “Community Power Hub” funding program. Ballarat Cemeteries was assisted by BREAZE, a not-for-profit organisation, which conducted a feasibility study into solar electricity applications across various sites. There was also a study undertaken on the capture of heat generated from the cremation process and how that might be used. We also reviewed our small plant and equipment with a view to using more battery power.

## OCCUPATIONAL HEALTH AND SAFETY MATTERS

Ballarat Cemeteries and its officers, recognise that the health and safety of all workers 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 among management and workers. Through the co-operative efforts of management and workers, we are committed to:

- providing a safe environment for all workers and visitors to our workplace
- providing and maintaining buildings, plant and equipment in safe working condition
- supporting the on-going training and assessment of workers
- developing, implementing and monitoring safe work practices
- continue improving the standards of health



- and safety in the workplace
- managing risks in the workplace
- providing information, instruction and supervision.

The focus of Ballarat Cemeteries' health and safety management system is preventing hazards. Hence, we are developing a framework for health and safety management and a plan for systematic risk assessment and control of hazards. We are progressively improving safe behaviours and safe systems of work across the business.

The OH&S Committee meets four times per year to discuss and implement measures to improve Health and Safety for all staff and to meet the Trust's OH&S obligations under the Occupational Health and Safety Act 2004.

In particular it:

- revised Procedure Manuals for our main operational areas, reviewing the way we do things and, after consulting with staff and other stakeholders, drafted new Procedure Manuals which cover:
  - Bookings to backfill (the entire burial process)
  - Crematorium operations (cremation and chapel service)
  - Grounds Maintenance (outdoor asset program)
- adoption of a set of minimum service standards. These Standards have been developed for staff, Trust Board members, contractors, community and management to understand, articulate and implement for consistency of delivery and maintenance of Ballarat Cemeteries' Core Operational activities
- implemented the use of an elevated safety fence on all burials where appropriate. This device is designed to prevent people falling into an open grave during a burial service, as well as minimising manual handling risks associated with the placement of caskets at the graveside
- we continue to conduct annual audits of worksites and open space assets. This includes physically checking the safety of all monuments for stability and soundness.

Ballarat Cemeteries continues to provide education for staff to ensure up-to-date skills in the areas of safety, in particular:

- safety training videos at toolbox meetings
- gravesafe training undertaken by five staff. This course identifies industry best practice and gives an understanding of risk management options
- confined space training, which covers the essential aspects of confined space entry, hazard identification, risk assessment and risk control measures and emergency procedures
- grief training is available to all who wish to attend.

The number of incidents reported for the year was 10, resulting in a review of operating procedures. Discussions are held at every staff meeting regarding worksite safety and any hazards identified are eliminated.

One injury had lost time of three days which resulted in the staff member returning to work fully recovered. Action has been taken by the Trust to reduce risk and possible further.

Incidents occurring. KPIs have been established to report to the Trust on lost time %. The Trust KPI is Zero Lost Time.

During the year, the OH&S Committee and staff updated their First Aid skills, and were offered, and undertook influenza vaccinations. In addition, the Committee has established an annual training calendar.

Two significant pieces of equipment were purchased and installed in our crematorium.

The first was a six-casket refrigeration unit to provide a more ethical way of holding deceased while waiting cremation.

The second was a high speed cremulator and ash transfer cabinet. This new piece of plant almost totally eliminates fugitive dust particles from the working environment.

## BUILDING ACT 1993 COMPLIANCE

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

## FREEDOM OF INFORMATION

For the period ending 30th June 2018, the Cemetery Trust received no formal requests from the general public for information under the Freedom of Information Act 1982.

The Trust receives regular requests for historical information (particularly family research) and provides this information to our community on request.

## PROTECTED DISCLOSURE ACT 2012

The Protected Disclosure Act 2012 was introduced in Victoria on 10th February 2013.



The legislation enables people to make disclosures about improper conduct within the public sector without fear of reprisal. The Act aims to ensure openness and accountability by encouraging people to make disclosures and protecting them when they do so.

There were no disclosures reported for the period of this annual report.

### DECLARATION OF PECUNIARY INTEREST AND SHARES

All members of the Trust Board and the CEO have signed declarations noting any pecuniary interest in the operation of the Cemetery. This includes details of any Shares held by Trust Board Members and the CEO. The Trust Board Members at all Trust meetings and Committee meetings are asked to advise any matters in which they have a conflict of interest.

### NATIONAL COMPETITION POLICY

The Trust operates and complies with the Code of Practice as published by the Victorian Government Department of Health and Human Services 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 correspondence, burial and cremation register is held at the administration offices at the New Cemetery. Access is available to these records and a fee is charged for material printouts or archival searches.

A touch screen computer is installed at the Ballarat Old Cemetery, Ballarat New Cemetery and the New Cemetery Café, for public use in obtaining deceased burial and cremation records. The same information is made available via the Trust's website [www.ballaratcemeteries.com.au](http://www.ballaratcemeteries.com.au).

Promotional material is made available by the Trust. This includes brochures on our scale of fees, burial, cremation and memorial services. Location maps and plans of the cemetery are available via our website or on request at one of our offices.

### SCALE OF FEES

Government regulations allowed an increase of the Trust fees for services at 1.5% (including GST) from the 1st July 2017.

Due to the Trust's review of all fees in 2016/2017 and the implementation of the new fees in October 2017, it did not increase its fees by CPI in July 2017.

### EXTERNAL REVIEWS

No major external reviews were carried out on the entity for the year.

### RESEARCH AND DEVELOPMENT

There were no major research and development activities undertaken by the Trust during the year that are reportable under the directions. The Trust is undertaking research into the women buried within our cemeteries as part of its 150th Anniversary celebrations and theme of 150 Years, 150 Stories.

### OVERSEAS VISITS

No members of the Trust or staff conducted overseas visits for the Trust in the 2017-2018 year.



## INDUSTRIAL RELATIONS

The Cemetery has negotiated a new Enterprise Agreement 2018-2020 with union and staff representatives forming the negotiation committee. The Enterprise Agreement has in-principle support and is now being processed through the Victorian Government.

## COMPLIANCE WITH DATAVIC ACCESS POLICY

The Trust is very aware of the DataVic Access Policy and understands the requirements of making available machine-readable format information on the datavic website <http://www.data.vic.gov.au>. The Trust provides access to its deceased information on our website and will provide the information collectively when requested by an organisation or member of the public.

## EX GRATIA PAYMENTS

No ex gratia payments were made during the year.

## VICTORIAN INDUSTRY PARTICIPATION POLICY

There were no contracts commenced or completed during the financial period to which this policy applied.

The Trust is committed to supporting local businesses.

## LOCAL JOBS FIRST - VICTORIAN INDUSTRY PARTICIPATION POLICY DISCLOSURE

There were no contracts commenced or completed during the financial period to which Section 9 of the Victorian Industry Participation Policy Act 2003 applied.

## CARERS RECOGNITION ACT

The Trust has implemented a Flexible Working policy within its employee handbook. The Trust will review this policy annually in compliance with the Carers Recognition Act.

## PROCUREMENT

Ballarat General Cemeteries Trust Tendering and Procurement Policy and Procedures are aligned with the Victorian Government Purchasing Board (VGPD) Policies and Guidelines.

## MEMBERSHIPS

Ballarat General Cemeteries Trust is a member of the Cemeteries and Crematoria Association of Victoria and Australian Cemeteries and Crematoria Association, Ballarat Regional Tourism, Commerce Ballarat, Victorian Tourism, Committee for Ballarat.

## RELATED PARTY DISCLOSURES

The Trust has prepared related party disclosures for the year based on reasonable enquiries made by management in relation to the Governing Board and their 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 Governing Board and their related parties, apart from remuneration of Board Directors which is disclosed in Note 21(a) of the Financial Statements.



## RISK MANAGEMENT ATTESTATION

I, Annette De Jong, certify that the Ballarat General Cemeteries Trust has complied with the Ministerial Standing Direction 3.7.1 – Victorian Government Risk Management Framework and Processes. The Ballarat General Cemeteries Trust, Audit and Risk Committee verifies this.

A. De Jong  
Chief Executive Officer



Date 3/09/18

## ATTESTATION ON CONFLICT OF INTEREST

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 the requirements of Manual for Victorian Class A Cemetery Trusts. Declaration of Private Interest forms have been completed by executive staff within the Ballarat General Cemeteries Trust and members of the Trust Board. Conflict of interest is a standard agenda item for declaration and documenting at each executive Board meeting and Committee meeting.

A. De Jong  
Chief Executive Officer



Date 3/09/18

## 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 reasonably reflects actual performance. The Ballarat General Cemeteries Trust has critically reviewed these controls and processes during the year.

A. De Jong  
Chief Executive Officer



Date 3/09/18







## *Disclosure index*

The annual report of the Ballarat General Cemeteries Trust is prepared in accordance with legislation. This index has been prepared to facilitate identification of the Cemeteries' compliance with statutory disclosure requirements.

Legislation	Requirement	
Ministerial Directions and Financial Reporting Directions		
<b>Charter and purpose</b>		
FRD 22H	Manner of establishment and the relevant Ministers	12
FRD 22H	Purpose, functions, powers and duties	12
FRD 22H	Initiatives and key achievements	16
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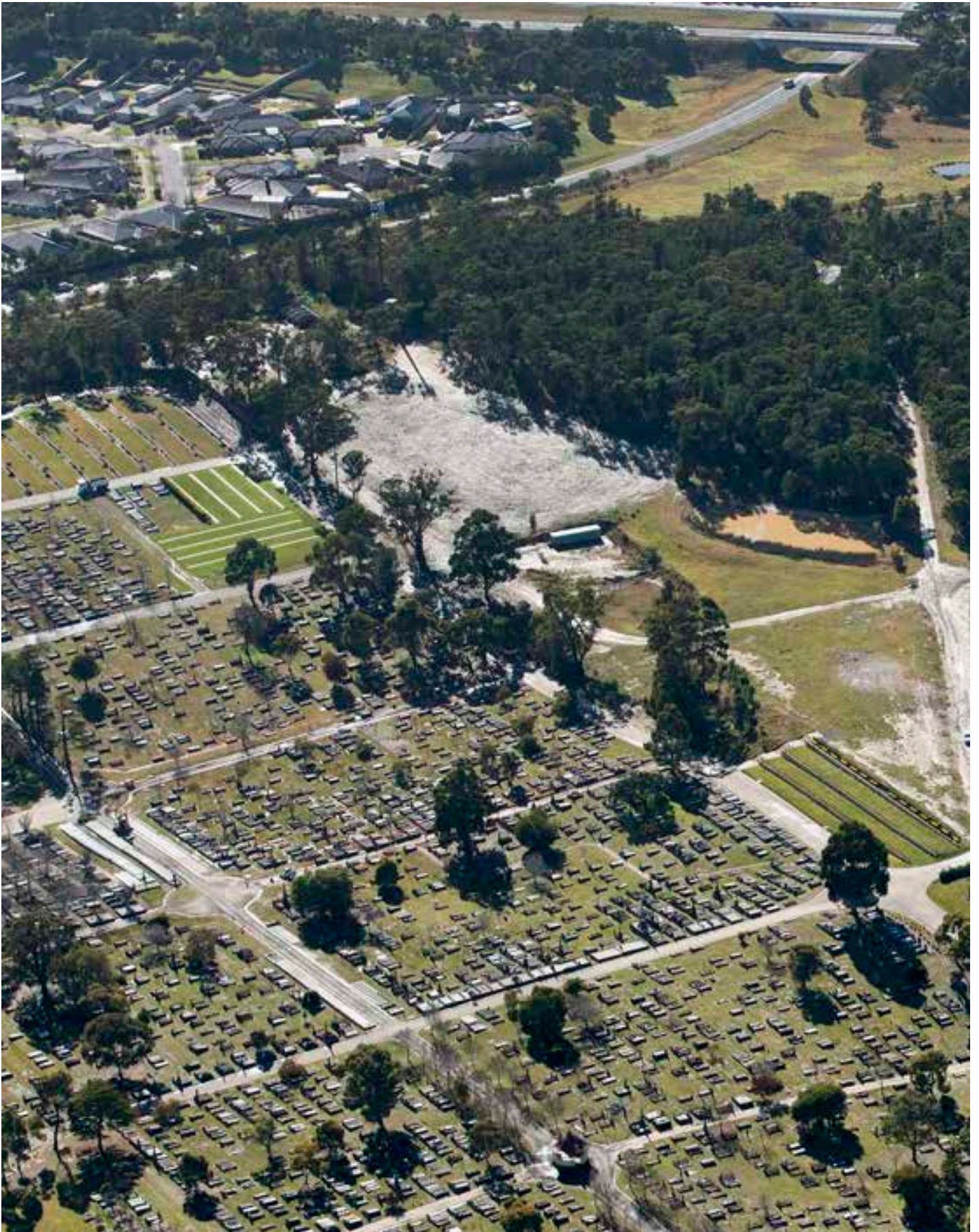






*Ballarat Cemeteries*







# Independent Auditor's Report

## To the Trust Members of the Ballarat General Cemeteries Trust

<b>Opinion</b>	<p>I have audited the financial report of the Ballarat General Cemeteries Trust (the trust) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2018</li> <li>• comprehensive operating statement for the year then ended</li> <li>• statement of changes in equity for the year then ended</li> <li>• cash flow statement for the year then ended</li> <li>• notes to the financial statements, including significant accounting policies</li> <li>• trust member's, accountable officer's and chief financial officer's declaration.</li> </ul> <p>In my opinion the financial report is in accordance with Part 7 of the <i>Financial Management Act 1994</i> and Division 60 of the <i>Australian Charities and Not-for-profits Commission Act 2012</i>, including:</p> <ul style="list-style-type: none"> <li>• presenting fairly, in all material respects, the financial position of the trust as at 30 June 2018 and of its financial performance and its cash flows for the year then ended</li> <li>• complying with Australian Accounting Standards and Division 60 of the <i>Australian Charities and Not-for-profits Commission Regulations 2013</i>.</li> </ul>
<b>Basis for Opinion</b>	<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 trust in accordance with the auditor independence requirements of the <i>Australian Charities and Not-for-profits Commission Act 2012</i> and the ethical requirements of the Accounting Professional and Ethical Standards Board's <i>APES 110 Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Australia. 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>
<b>Trust Members' responsibilities for the financial report</b>	<p>The Trust Members of are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the <i>Financial Management Act 1994</i> and the <i>Australian Charities and Not-for-profits Commission Act 2012</i>, and for such internal control as the Trust Members determine is necessary to enable the preparation and fair presentation 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 trust'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>
<b>Other Information</b>	<p>My opinion on the financial report does not cover the Other Information and accordingly, I do not express any form of assurance conclusion on the Other Information. However, in connection with my audit of the financial report, my responsibility is to read the Other Information and in doing so, consider whether it is materially inconsistent with the financial report or the knowledge I obtained during the audit, or otherwise appears to be materially misstated. If, based on the work I have performed, I conclude there is a material misstatement of the Other Information, I am required to report that fact. I have nothing to report in this regard.</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 trust'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 Members' 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 trust'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 trust 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.

I also provide the Trust Members with a statement that I have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on my independence, and where applicable, related safeguards.

MELBOURNE  
5 September 2018



Ron Mak

*as delegate for the Auditor-General of Victoria*





*Ballarat Cemeteries*

**BALLARAT GENERAL CEMETERIES TRUST**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED**

**30 JUNE 2018**



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

We certify that the attached Financial Statements for the Ballarat General Cemeteries Trust have been prepared in accordance with Standing Direction 5.2 of the *Financial Management Act 1994*, applicable *Financial Reporting Directions (FRDs)*, the *Australian Charities and Not For Profits Commission Act 2012*, 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 notes to the Financial Statements, presents fairly the financial transactions during the year ended 30 June 2018 and the financial position of the Ballarat General Cemeteries Trust at 30 June 2018.

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.



Dr. J.A. Verlin  
Chair



Ms. A. De Jong  
Chief Executive Officer



Mr. J.P. Noone CPA  
Chief Financial Officer

Ballarat, Victoria

3 September 2018





**Ballarat General Cemetery Trust**  
**Comprehensive operating statement**  
**for the financial year ended 30 June 2018**

	Note	2018 \$	2017 \$
<b>Income</b>			
Cemetery operations income	2.1	2,794,945	2,387,394
Cost of sales	3.1	(266,347)	(212,409)
		<u>2,528,598</u>	<u>2,174,985</u>
Investment income	2.1	145,271	426,041
<b>Total income</b>		<b><u>2,673,869</u></b>	<b><u>2,601,026</u></b>
<b>Expenses</b>			
Employee expenses	3.1	(1,287,409)	(1,438,621)
Depreciation	4.4	(169,787)	(197,691)
Maintenance and operating costs	3.1	(180,795)	(223,088)
Administrative costs	3.1	(310,905)	(258,230)
Other operating costs	3.1	(303,666)	(25,231)
Audit fees: auditor-general	8.6	(17,000)	(16,700)
Cemetery levy	3.1	(77,737)	(73,538)
<b>Total expenses</b>		<b><u>(2,347,299)</u></b>	<b><u>(2,233,099)</u></b>
<b>Operating result for the year</b>		<b><u>326,570</u></b>	<b><u>367,927</u></b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Net fair value revaluation on non financial assets	8.1(b)	19,086	2,496,285
<b>Total other comprehensive income</b>		<b><u>19,086</u></b>	<b><u>2,496,285</u></b>
<b>Comprehensive result for the year</b>		<b><u>345,656</u></b>	<b><u>2,864,212</u></b>

*The comprehensive operating statement should be read in conjunction with the accompanying notes.*



## Ballarat General Cemetery Trust

### Balance Sheet as at 30 June 2018

	Note	2018 \$	2017 \$
<b>Current assets</b>			
Cash and cash equivalents	4.1	234,098	1,995,273
Receivables	5.1	157,989	146,036
Prepayments	5.2	3,227	13,680
Inventories	4.5	73,700	45,784
Investments and other financial assets	4.2	4,242,246	2,113,135
<b>Total current assets</b>		<b>4,711,260</b>	<b>4,313,908</b>
<b>Non-current assets</b>			
Inventories	4.5	1,233,052	1,123,600
Property, plant and equipment	4.3	7,114,533	6,978,504
<b>Total non-current assets</b>		<b>8,347,585</b>	<b>8,102,104</b>
<b>TOTAL ASSETS</b>		<b>13,058,845</b>	<b>12,416,012</b>
<b>Current liabilities</b>			
Unearned income	5.5	3,260,704	3,199,369
Payables	5.3	453,933	347,309
Provisions - Employee Benefits	3.2	221,269	204,716
Other Provisions	5.4	84,861	60,411
Prepaid Income	5.6	81,262	-
<b>Total current liabilities</b>		<b>4,102,029</b>	<b>3,811,805</b>
<b>Non-current liabilities</b>			
Provisions	3.2	82,599	75,646
<b>Total non-current liabilities</b>		<b>82,599</b>	<b>75,646</b>
<b>TOTAL LIABILITIES</b>		<b>4,184,628</b>	<b>3,887,451</b>
<b>Net assets</b>		<b>8,874,217</b>	<b>8,528,561</b>
<b>EQUITY</b>			
Contributed capital	8.1	2,163,727	2,163,727
Accumulated surplus	8.1(a)	1,927,767	1,601,197
Physical asset revaluation surplus	8.1(b)	3,305,111	3,286,025
Perpetual maintenance surplus	8.1(d)	1,127,575	1,127,575
General Reserve	8.1(e)	350,037	350,037
<b>TOTAL EQUITY</b>		<b>8,874,217</b>	<b>8,528,561</b>
Commitments	6.1		
Contingent assets and contingent liabilities	7.2		



## Statement of Changes in Equity for the Financial Year ended 30 June 2018

	Note	Physical asset revaluation surplus	Available-for- sale investment revaluation surplus	Other Reserves	Contributed capital	Accumulated surplus/ (deficit)	Total
		\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2016</b>		789,740	283,682	1,227,612	2,163,727	1,483,270	5,948,031
Net result for the year		-	-	-	-	367,927	367,927
Other comprehensive income for the year		-	(283,682)	-	-	-	(283,682)
Transfer to/(from) accumulated surplus		-	-	250,000	-	(250,000)	-
Transfer to contributed capital		2,496,285	-	-	-	-	2,496,285
<b>Balance at 30 June 2017</b>		<b>3,286,025</b>	<b>-</b>	<b>1,477,612</b>	<b>2,163,727</b>	<b>1,601,197</b>	<b>8,528,561</b>
Net result for the year		-	-	-	-	326,570	326,570
Other comprehensive income for the year		19,086	-	-	-	-	19,086
Transfer to/(from) accumulated surplus		-	-	-	-	-	-
Transfer to contributed capital		-	-	-	-	-	-
<b>Balance at 30 June 2018</b>	<b>8.1</b>	<b>3,305,111</b>	<b>-</b>	<b>1,477,612</b>	<b>2,163,727</b>	<b>1,927,767</b>	<b>8,874,217</b>

**Ballarat General Cemetery Trust**  
**Cash flow statement**  
**for the financial year ended 30 June 2018**

Note	2018 \$ inflows / ( outflows )	2017 \$ inflows / ( outflows )
<b>Cash flows from operating activities</b>		
<b>Receipts</b>		
Receipts from customers	2,945,474	2,982,657
Goods and services tax received from the ATO	138,262	82,112
Investment income receipts	150,697	103,652
<b>Total receipts</b>	<b>3,234,433</b>	<b>3,168,421</b>
<b>Payments</b>		
Payments to suppliers and employees	(2,347,536)	(2,217,321)
Goods and services tax paid to the ATO	(176,258)	(206,138)
<b>Total payments</b>	<b>(2,523,794)</b>	<b>(2,423,459)</b>
<b>Net cash flows from / (used in) operating activities</b>	<b>8.2 710,639</b>	<b>744,962</b>
<b>Cash flows from investing activities</b>		
Payments for Property Plant & Equipment	(351,402)	(120,187)
Proceeds from sale of property, plant and equipment	8,699	31,665
Proceeds from sale of investments	-	1,011,962
Payments for investments	(2,129,111)	-
<b>Net cash flows from / (used in) investing activities</b>	<b>(2,471,814)</b>	<b>923,440</b>
<b>Net increase/(decrease) in cash and cash equivalents</b>	<b>(1,761,175)</b>	<b>1,668,402</b>
Cash and cash equivalents at the beginning of the financial year	1,995,273	326,871
<b>Cash and cash equivalents at the end of the financial year</b>	<b>4.1 234,098</b>	<b>1,995,273</b>





## Notes to the Financial Statements for the year ended 30 June 2018

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**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

# Notes to the financial statements

## Basis of Presentation

These financial statements are presented in Australian dollars and the historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured on a different basis.

The accrual basis of accounting has been applied in the preparation of these financial statements whereby assets, liabilities, equity, income and expenses are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

Judgements, estimates and assumptions are required to be made about financial information being presented. The significant judgements made in the preparation of these financial statements are disclosed in the notes where amounts affected by those judgements are disclosed. Estimates and associated assumptions are based on professional judgements derived from historical experience and various other factors that are believed to be reasonable under the circumstances. Actual results may differ from these estimates.

### Note 1: Summary of significant accounting policies

These annual financial statements represent the audited general purpose financial statements for Ballarat General Cemetery Trust for the period ending 30 June 2018. The report provides users with information about the Trusts' stewardship of resources entrusted to it.

### Statement of compliance

These financial statements are general purpose financial statements which have been prepared in accordance with the *Financial Management Act 1994* and applicable AASBs, 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 & Finance, and relevant Standing Directions (SDs) authorised by the Minister for Finance.

The Ballarat General Cemetery Trust is a not-for profit entity and therefore applies the additional Aus paragraphs applicable to "not-for-profit" Cemetery Trusts under the AASBs.

The annual financial statements were authorised for issue by the Board of Ballarat General Cemetery Trust on 28 August 2018

### Reporting entity

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

Its principal address is:

1250 Doverton Street North

Ballarat

Victoria 3550.

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





## Notes to the Financial Statements for the Year Ended 30 June 2018

### Note 1: Summary of significant accounting policies (*continued*)

#### Basis of accounting preparation and measurement

Accounting policies are selected and applied in a manner which ensures that the resulting financial information satisfies the concepts of relevance and reliability, thereby ensuring that the substance of the underlying transactions or other events is reported.

The accounting policies set out below have been applied in preparing the financial statements for the year ended 30 June 2018, and the comparative information presented in these financial statements for the year ended 30 June 2017.

The going concern basis was used to prepare the financial statements.

These financial statements are presented in Australian dollars, the functional and presentation currency of the Cemetery Trust.

The financial statements, except for cash flow information, have been prepared using the accrual basis of accounting. Under the accrual basis, items are recognised as assets, liabilities, equity, income or expenses when they satisfy the definitions and recognition criteria for those items, that is they are recognised in the reporting period to which they relate, regardless of when cash is received or paid.

The financial statements are prepared in accordance with the historical cost convention, except for:

- non-current physical assets, which subsequent to acquisition, are measured at a revalued amount being their fair value at the date of the revaluation less any subsequent accumulated depreciation and subsequent impairment losses. Revaluations are made and are re-assessed when new indices are published by the Valuer General to ensure that the carrying amounts do not materially differ from their fair values;
- derivative financial instruments, managed investment schemes, certain debt securities, and investment properties after initial recognition, which are measured at fair value with changes reflected in the comprehensive operating statement (fair value through profit or loss); and
- available-for-sale investments which are measured at fair value with movements reflected in equity until the asset is derecognised (i.e. other comprehensive income – items that may be reclassified subsequent to net result).
- the fair value of assets other than land is generally based on their depreciated replacement value.

Consistent with AASB 13 Fair Value Measurement, Ballarat General Cemetery Trust determines the policies and procedures for both recurring fair value measurements such as property, plant and equipment, investment properties and financial instruments, and for non-recurring fair value measurements such as non-financial physical assets held for sale, in accordance with the requirements of AASB 13 and the relevant FRDs.

All assets and liabilities for which fair value is measured or disclosed in the financial statements are categorised within the fair value hierarchy, described as follows, based on the lowest level input that is significant to the fair value measurement as a whole:

- Level 1 – Quoted (unadjusted) market prices in active markets for identical assets or liabilities that a cemetery can access at measurement date.
- Level 2 – Are inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.
- Level 3 – Unobservable inputs for the assets or liability.

For the purpose of fair value disclosures, Ballarat General Cemetery Trust has determined classes of assets and liabilities on the basis of the nature, characteristics and risks of the asset or liability and the level of the fair value hierarchy as explained above.

The Valuer-General Victoria (VGV) is Ballarat Cemetery Cemetery Trust's independent valuation agency.



## Notes to the Financial Statements for the Year Ended 30 June 2018

### Note 1: Summary of significant accounting policies (*continued*)

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision, and future periods if the revision affects both current and future periods. Judgements and assumptions made by management in the application of AASBs that have significant effects on the financial statements and estimates, with a risk of material adjustments in the subsequent reporting period, relate to:

- the fair value of land, buildings, infrastructure, plant and equipment (refer to Note 4.3);
- the depreciation methodology and useful lives of land, buildings, infrastructure, plant and equipment (refer to Note 4.4);
- superannuation expense (refer to Note 3.3); and
- actuarial assumptions for employee benefit provisions based on likely tenure of existing staff, patterns of leave claims, future salary movements and future discount rates (refer to Note 3.2).

### Scope and presentation of financial statements

#### Comprehensive operating statement

The comprehensive operating statement presents the operating result of Ballarat General Cemetery Trust. It presents significant categories of income and expenses included in the operating result to enhance the understanding of the financial performance of Ballarat General Cemetery Trust. It also shows other comprehensive income included in the comprehensive result for the year.

#### Balance sheet

Primarily assets and liabilities are categorised either as current or non-current (non-current being mainly those assets or liabilities expected to be recovered more than 12 months after reporting period), are disclosed in the notes where relevant.

#### Statement of changes in equity

The statement of changes in equity presents reconciliations of each non-owner and owner changes in equity from the opening balance at the beginning of the reporting period to the closing balance at the end of the reporting period. It also shows separately changes due to amounts recognised in the comprehensive result and amounts recognised in other comprehensive income.

#### Cash flow statement

Cash flows are classified according to whether or not they arise from operating activities, investing activities, or financing activities. This classification is consistent with requirements under AASB 107 *Statement of Cash Flows*.

#### Rounding

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

#### Goods and services tax

Income, expenses and assets are recognised net of the amount of associated GST, unless the GST incurred is not recoverable from the Australian Taxation Office. In this case it is recognised as part of the cost of acquisition of the asset or as part of the expense.

Receivables and payables are stated inclusive of the amount of GST receivable or payable. The net amount of GST recoverable from, or payable to, the Australian Taxation Office is included with other receivables or payables in the balance sheet.

Cash flows are presented on a gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to the Australian Taxation Office, are presented as operating cash flow.





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note: 2 Funding delivery of our services**

The Cemetery Trust receives income from the supply of goods and services.

**Note 2.1 Analysis of revenue by source**

	2018 \$	2017 \$
<b>2 (a) Cemetery Operations Income</b>		
Grave and interments	1,316,873	1,135,531
Cremation	689,779	788,479
Cremation memorial	440,342	366,856
Other operating income	259,444	64,993
Government grants	82,308	4,000
Profit/(loss) on sale of property, plant and equipment	6,199	27,535
<b>Total cemetery operations income</b>	<b>2,794,945</b>	<b>2,387,394</b>

	2018 \$	2017 \$
<b>2 (b) Profit/(loss) on sale of property, plant &amp; equipment</b>		
Proceeds	8,699	31,665
Written down value of property, plant and equipment sold	(2,500)	(4,130)
<b>Total profit/(loss) on sale of property, plant and equipment</b>	<b>6,199</b>	<b>27,535</b>

	2018 \$	2017 \$
<b>2 (c) Investment income</b>		
Interest income		
Interest from Investments and other financial Assets	145,271	104,538
Other Investment Income	-	321,503
<b>Total investment income</b>	<b>145,271</b>	<b>426,041</b>

Income is recognised in accordance with AASB 118 *Revenue* and is recognised to the extent that it is probable that the economic benefits will flow to Ballarat General Cemetery Trust and the income can be reliably measured at fair value.

**Fees**

Fees received for the rights of interment for graves, and cremation memorials are recognised as revenue at the time of purchase except for the memorialisation portion which is recognised at the time of interment.

Fees received for interment, cremation and certain memorialisation products such as granite and plaques are recognised as revenue in the period that the goods or services are provided.

Fees received in advance of service provision are recorded as unearned income.

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

**Interest income**

Interest revenue is recognised on a time proportionate basis that takes in account the effective yield of the financial asset and allocates the interest over the relevant period.

**Disposal of property, plant & equipment**

Any gain or loss on the sale of non-financial assets is recognised in the operating result at the date that control of the asset is passed to the buyer and is determined after deducting from the proceeds the carrying amount of the asset at that time.

**Government Grants**

In accordance with AASB 1004 *Contributions*, government grants are recognised as income when the Cemetery Trust gains control of the underlying assets irrespective of whether conditions are imposed on the Cemetery Trust's use of the contributions.

**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 3: The cost of delivering our services**

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

**Note 3.1: Analysis of expenses by source**

<b>(a) Cost of sales</b>	<b>2018</b>	<b>2017</b>
	\$	\$
Materials (including land)	266,347	212,409
<b>Total cost of sales</b>	<b>266,347</b>	<b>212,409</b>
<b>(b) Cemetery levy</b>	<b>2018</b>	<b>2017</b>
	\$	\$
Cemetery levy	77,737	73,538
<b>Total cemetery levy</b>	<b>77,737</b>	<b>73,538</b>
<b>(c) Expenses from transactions</b>	<b>2018</b>	<b>2017</b>
	\$	\$
Employee expenses	1,287,409	1,438,621
Maintenance operating costs	180,795	223,088
Administrative costs (i)	310,905	274,930
Other operating costs	303,666	25,231
<b>Total expenses from transactions</b>	<b>2,082,775</b>	<b>1,961,870</b>

(i) BGCT reclassified \$25,231 of 2016/17 Administrative expenses to Other operating costs

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

**Cost of goods sold**

Costs of goods sold are recognised when the sale of an item occurs by transferring the cost or value of the item/s from inventories.

**Employee expenses**

Employee expenses include:

- wages and salaries;
- fringe benefits tax;
- leave entitlements;
- workcover premiums; and
- superannuation expenses which are reported differently depending upon whether employees are members of defined benefit or defined contribution plans.

**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% (2017 3%)



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 3.2: Provisions**

	2018 \$	2017 \$
<b>Current provisions</b>		
Employee benefits		
Annual leave <sup>(i)</sup>		
Annual leave (unconditional and expected to be settled within 12 months) <sup>(iii)</sup>	73,596	72,668
Annual leave (unconditional and expected to be settled after 12 months) <sup>(ii)</sup>	21,692	12,867
Long Service Leave <sup>(i)</sup>		
Long service leave (unconditional and expected to be settled within 12 months) <sup>(iii)</sup>	99,030	93,470
Long service leave (Unconditional and expected to be settled after 12 months) <sup>(ii)</sup>	0	0
<b>Sub-Total Current provisions</b>	<b>194,318</b>	<b>179,005</b>
<b>Provision for On-Costs</b>		
Unconditional and expected to be settled within 12 months <sup>(iii)</sup>	23,736	23,773
Unconditional and expected to be settled after 12 months <sup>(ii)</sup>	3,215	1,938
<b>Total current provisions</b>	<b>221,269</b>	<b>204,716</b>
<b>Non-current provisions</b>		
Long service leave - (Conditional and expected to be settled after 12 months) <sup>(ii)</sup>	74,725	67,956
On-costs on non-current employee provisions	7,874	7,690
<b>Total non-current</b>	<b>82,599</b>	<b>75,646</b>
<b>Total provision for employee benefits</b>	<b>303,868</b>	<b>280,362</b>

**Notes:**

(i) Employee benefits consist of annual leave and long service leave accrued by employees. On-costs such as payroll tax and worker's compensation insurance are not employee benefits and are reflected as a separate provision.

(ii) The amounts disclosed are present values

(iii) The amounts disclosed are nominal values

	2018 \$	2017 \$
<b>(a) Employee benefits and on-costs <sup>(i)</sup></b>		
<b>Current employee benefits</b>		
Annual leave	95,288	85,535
Long service leave	99,030	93,470
<b>Non-current employee benefits</b>		
Long service leave	74,725	67,956
<b>Total employee benefits</b>	<b>269,043</b>	<b>246,961</b>
Current on-costs	26,951	25,711
Non-current on-costs	7,874	7,690
<b>Total on-costs</b>	<b>34,825</b>	<b>33,401</b>
<b>Total employee benefits and on-costs</b>	<b>303,868</b>	<b>280,362</b>

(i) Employee benefits consist of annual leave and long service leave accrued by employees. On costs such as payroll tax and workers' compensation insurance are not employee benefits and are recognised as a separate provision.





Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 3.2: Provisions (*continued*)

(b) Movement in provisions	2018	2017
	\$	\$
<b>Movement in long service leave</b>		
Balance at the start of the period	181,940	178,043
Provisions made during the period		
Revaluations	(4,061)	(4,315)
Expense recognising employee service	28,362	8,212
Settlements made during the year	(11,783)	0
<b>Balance at the end of the period</b>	<b>194,458</b>	<b>181,940</b>
<b>Movement in annual leave</b>		
Balance at the start of the period	98,422	114,615
Provisions made during the period		
Expense recognising employee service	76,094	77,412
Annual leave taken	(65,106)	(93,605)
<b>Balance at the end of the period</b>	<b>109,410</b>	<b>98,422</b>

#### Provisions

Provisions are recognised when the Cemetery Trust has a present obligation, the future sacrifice of economic benefits is probable, and the amount of the provision can be measured reliably.

The amount recognised as a liability 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 cash flows estimated to settle the present obligation, its carrying amount is the present value of those cash flows, using a discount rate that reflects the time value of money and risks specific to the obligation. When some or all of the economic benefits required to settle a provision are expected to be received from a third party, the receivable is recognised as an asset if it is virtually certain that recovery will be received and the amount of the receivable can be measured reliably.

#### Employee benefits

This provision arises for benefits accruing to employees in respect of wages and salaries, annual leave and long service leave for services rendered to the reporting date.

#### Wages and salaries and annual leave

Liabilities for wages and salaries, including non-monetary benefits and annual leave, are all recognised in the provision for employee benefits as 'current liabilities', because the Cemetery Trust does not have an unconditional right to defer settlements of these liabilities.

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

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





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

## **Note 3.2: Provisions (*continued*)**

### **Long service leave (LSL)**

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 Cemetery 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:

- Undiscounted value – if the Cemetery Trust expects to wholly settle within 12 months; and
- Present value – where the entity does not expect to settle a component of this current liability within 12 months.

Conditional LSL is disclosed as a non-current liability. There is an unconditional right to defer the settlement of the entitlement until the employee has completed the requisite years of service. This non-current LSL liability is measured at present value.

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 flow.

### **On-costs related to employee expense**

Provision for on-costs, such as payroll tax, workers compensation and superannuation are recognised together with provisions for employee benefits.



Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 3.3: Superannuation

Contributions by the trust (excluding any unfunded liability payments) to superannuation plans for the financial year ended 30 June 2018 are detailed below:

Fund	Paid contribution for the year	
	2018 \$	2017 \$
<b>Defined benefit plans <sup>(i)</sup></b>		
LASB/Vision superannuation fund	30,443	47,055
<b>Defined contribution plans:</b>		
Vision Super	51,190	53,081
Australian Super	14,970	19,089
AV Super	4,392	4,245
Catholic Super	16,921	7,686
Prime Super	4,937	4,898
Other	5,448	4,751
<b>Total</b>	<b>128,301</b>	<b>140,805</b>

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

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

#### 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 defined contribution funds receive both employer and employee contributions on a progressive basis. Employer contributions are normally based on a fixed percentage of employee earnings in accordance with the Superannuation Guarantee Legislation (9.5%). The Trust's contributions for the current and prior year are 9.5% of salaries. No further liability accrues to the employer as the superannuation benefits accruing to employees are represented by their share of the net assets of their chosen superannuation fund.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018****Note 3.3: Superannuation (continued)****Defined benefit superannuation plans**

The amount charged to the comprehensive operating statement in respect of defined benefit superannuation plans represents the contributions made by the Cemetery Trust to the superannuation plans in respect of the services of current Cemetery 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.

Employees of the Ballarat General Cemeteries Trust are entitled to receive superannuation benefits and the Trust contributes to both the defined benefit and defined contribution plans. The defined benefit plan(s) provide benefits based on years of service and final average salary.

The name and details of the major employee superannuation funds and contributions made by the Ballarat General Cemetery Trust are disclosed above.

The defined benefit plans provide benefits to employees based on years of service and final average salary. The Trust makes employer contributions to the defined benefits category of the Superannuation Fund at a minimum of the rate determined by the Fund's Trustee.

On the basis of the results of the most recent full actuarial investigation at 30 June 2018, the Cemetery Trust's current contribution is 9.5% of the superannuation salary.

**Unfunded Defined Benefit Superannuation Liability**

The Trust makes employer superannuation contributions in respect of its employees to the Local Authorities Superannuation Fund (LASF), known as Vision Super since 2002, is a not-for-profit industry fund for cemeteries and other certain agencies. Vision Super is the Trustee of both the defined benefit plan (closed since 1993) and the Super Saver (accumulation) fund.

In accordance with regulations, the Fund's Trustees are required to complete an actuarial review of superannuation funds at least every three years to ensure the current assets are adequate to meet the benefits that have previously been promised to members.

In early 2018, Vision Super wrote to all participating cemeteries and other agencies regarding the results of their actuarial investigation into the Vision Super defined benefit plan.

As advised, there is no shortfall in the fund and therefore no contribution required from the Trust.

**Superannuation Liabilities**

The Trust does not recognise any unfunded defined benefit liability in respect of the superannuation plans because the 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.





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

## **Note 4: Key Assets to support service delivery**

The Cemetery 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 Cemetery Trust to be utilised for delivery of those outputs.

### **Note 4. 1 Cash and cash equivalents**

For the purposes of the cash flow statement, cash assets includes cash on hand and in banks, and short-term deposits which are readily convertible to cash on hand, and are subject to an insignificant risk of change in value.

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Cash on hand	600	600
Cash at bank	233,498	1,994,673
<b>Total cash and cash equivalents</b>	<b><u>234,098</u></b>	<b><u>1,995,273</u></b>

Cash and cash equivalents comprise cash on hand, cash at banks, deposits at call with a maturity of 3 months or less which are readily convertible to cash and are subject to an insignificant risk of change in value.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

## 4.2. Investments and other financial assets

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>Current</b>		
Interest bearing investments	4,242,246	2,113,135
<b>Total other financial assets</b>	<b>4,242,246</b>	<b>2,113,135</b>

All investments and other financial assets are classified as not past due and not impaired for both the current reporting period and previous reporting period.

The Ballarat General Cemetery Trust classifies its other financial assets between current and non-current assets based on the purpose for which the assets were acquired. Management determines the classification of its other financial assets at initial recognition.

The Trust assesses at each balance sheet date whether a financial asset or group of financial assets is impaired.

All financial assets, except those measured at fair value through profit or loss are subject to annual review for impairment.

### 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; 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.

Where the Trust has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of the Cemetery Trust's continuing involvement in the asset.

### Impairment of financial assets

At the end of each reporting period, the Trust assesses whether there is objective evidence that a financial asset or group of financial assets is impaired. All financial instrument assets, except those measured at fair value through the Comprehensive Income Statement, are subject to annual review for impairment.

The above valuation process was used to quantify the level of impairment (if any) on the portfolio of financial assets as at year end.



**BALLARAT GENERAL CEMETERIES TRUST****Notes to the Financial Statements  
for the Year Ended 30 June 2018****Note 4.3: Property, plant and equipment****4.3(a) Gross carrying amount and accumulated depreciation**

	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
Cemetery infrastructure land at fair value	178,132	159,046
<b>Total land</b>	<u>178,132</u>	<u>159,046</u>
Buildings, infrastructure and improvements at fair value	11,720,260	11,690,000
<i>Less accumulated depreciation</i>	<i>(5,415,113)</i>	<i>(5,478,000)</i>
<b>Total buildings, infrastructure and improvements</b>	<u>6,305,147</u>	<u>6,212,000</u>
Plant and equipment at fair value	1,238,262	1,355,381
<i>Less accumulated depreciation</i>	<i>(676,355)</i>	<i>(813,518)</i>
<b>Total plant and equipment</b>	<u>561,907</u>	<u>541,863</u>
Office equipment, furniture and fittings at fair value	160,205	214,300
<i>Less accumulated depreciation</i>	<i>(90,858)</i>	<i>(160,975)</i>
<b>Total office equipment, furniture and fittings</b>	<u>69,347</u>	<u>53,325</u>
Capital works in progress at cost	-	12,270
<b>Total property, plant and equipment</b>	<u><b>7,114,533</b></u>	<u><b>6,978,504</b></u>





## BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 4.3: Property, plant and equipment (continued)

#### 4.3(b) Reconciliation of property, plant and equipment (public administration purpose groups)

Reconciliations of the carrying amounts of each class of asset for the Cemetery 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
	\$	\$	\$	\$	\$	\$
<b>Balance at 1 July 2016</b>						
Additions	-	3,962,133	563,033	38,687	-	4,563,853
Expenditure on capital works	-	-	81,600	26,317	-	107,917
Transfers to completed assets	-	-	-	-	12,270	12,270
Disposals	-	-	(4,130)	-	-	(4,130)
Depreciation expense	-	-	(87,372)	(11,679)	-	(197,691)
Impairment of assets	-	-	-	-	-	-
Revaluation of PPE	159,046	2,337,239	-	-	-	2,496,285
<b>Balance at 1 July 2017</b>	<b>159,046</b>	<b>6,212,000</b>	<b>541,863</b>	<b>53,325</b>	<b>12,270</b>	<b>6,978,504</b>
Additions	-	30,260	158,508	35,396	-	224,164
Expenditure on capital works	-	-	-	-	127,240	127,240
Transfers to completed assets	-	-	-	-	(139,510)	0
Disposals	-	-	(51,749)	(4,329)	-	(56,078)
Depreciation expense	-	-	(78,119)	(15,045)	-	(169,787)
Impairment of assets	-	-	(8,596)	-	-	(8,596)
Revaluation of PPE	19,086	-	-	-	-	19,086
<b>Balance at 30 June 2018</b>	<b>178,132</b>	<b>6,305,147</b>	<b>561,907</b>	<b>69,347</b>	<b>-</b>	<b>7,114,533</b>

In accordance with the requirements of FRD 103F 'Non current physical assets', these assets were valued by the Valuer-General Victoria, with effect at 30 June 2017

Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 4.3: Property, plant and equipment (continued)

#### 4.3 (c) Fair value measurement hierarchy for assets

Carrying amount as at 30 June 2018	Fair value measurement at end of reporting period using:		
	Level 1 <sup>(1)</sup>	Level 2 <sup>(1)</sup>	Level 3 <sup>(1)</sup>
<b>Cemetery infrastructure land at fair value</b>			
Land - Infrastructure			178,132
Total of land at fair value			178,132
<b>Buildings, infrastructure and improvements at fair value</b>			
Specialised buildings			3,788,136
Infrastructure Assets			2,517,011
Total of buildings and infrastructure at fair value			6,305,147
<b>Plant and equipment at fair value</b>			
Plant and equipment at fair value			561,907
Total of plant and equipment at fair value			561,907
<b>Office equipment, furniture and fittings at fair value</b>			
Total office equipment, furniture and fittings at fair value			69,347
			69,347
			<b>7,114,533</b>
			<b>7,114,533</b>

Note

<sup>(1)</sup> Classified in accordance with the fair value hierarchy  
There have been no transfers between levels during the period.

#### 4.3 (c) Fair value measurement hierarchy for assets

Carrying amount as at 30 June 2017	Fair value measurement at end of reporting period using:		
	Level 1 <sup>(1)</sup>	Level 2 <sup>(1)</sup>	Level 3 <sup>(1)</sup>
<b>Cemetery infrastructure land at fair value</b>			
Land - Infrastructure			159,046
Total of land at fair value			159,046
<b>Buildings, infrastructure and improvements at fair value</b>			
Specialised buildings			3,619,000
Infrastructure Assets			2,593,000
Total of buildings and infrastructure at fair value			6,212,000
<b>Plant and equipment at fair value</b>			
Plant and equipment at fair value			541,863
Total of plant and equipment at fair value			541,863
<b>Office equipment, furniture and fittings at fair value</b>			
Total office equipment, furniture and fittings at fair value			53,325
			53,325
			<b>6,966,234</b>
			<b>6,966,234</b>

Note

<sup>(1)</sup> Classified in accordance with the fair value hierarchy, see Note 1  
There have been no transfers between levels during the period.



Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 4.3: Property, plant & equipment (*continued*)

#### 4.3(d) Reconciliation of Level 3 fair value

30 June 2018	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
<b>Opening Balance</b>	159,046	6,212,000	541,863	53,325
<b>Purchases (disposals)</b>	-	169,770	106,759	31,067
Gains or losses recognised in net result				
- Depreciation	-	(76,623)	(78,119)	(15,045)
- Impairment loss	-	-	(8,596)	-
<b>Subtotal</b>	<b>159,046</b>	<b>6,305,147</b>	<b>561,907</b>	<b>69,347</b>
Items recognised in other comprehensive income				
- Revaluation	19,086	-	-	-
<b>Total</b>	<b>178,132</b>	<b>6,305,147</b>	<b>561,907</b>	<b>69,347</b>

30 June 2017	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
<b>Opening Balance</b>	-	3,962,133	563,033	38,687
<b>Purchases (disposals)</b>	-	-	77,470	26,317
Gains or losses recognised in net result				
- Depreciation	-	(87,372)	(98,640)	(11,679)
- Impairment loss	-	-	-	-
<b>Subtotal</b>	<b>-</b>	<b>3,874,761</b>	<b>541,863</b>	<b>53,325</b>
Items recognised in other comprehensive income				
- Revaluation	159,046	2,337,239	-	-
<b>Closing Balance</b>	<b>159,046</b>	<b>6,212,000</b>	<b>541,863</b>	<b>53,325</b>





## BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 4.3: Property, plant & equipment (continued)

#### Note 4.3 (e) Fair value determination

Asset class	Examples of types of assets	Expected fair value level	Likely valuation approach	Significant inputs (Level 3 only) <sup>(c)</sup>
Land - Infrastructure	Land subject to restriction as to use and/or sale	Level 3	Market approach	Community Service Obligations Adjustments
Buildings	Buildings with limited alternative uses and/or substantial customisation	Level 3	Current replacement cost approach	- Cost per square metre - Useful Life
Infrastructure	Any type	Level 3	Current replacement cost approach	- Cost per unit - Useful Life
Plant and equipment	Specialised items with limited alternative uses and/or substantial customisation	Level 3	Current replacement cost approach	- Cost per unit - Useful Life
Office equipment, furniture and fittings	Any type	Level 3	Current replacement cost approach	- Cost per unit - Useful Life

There were no changes in valuation techniques throughout the period to 30 June 2018.

#### Property, plant and equipment

All non-current physical assets are measured initially at cost and subsequently revalued at fair value less accumulated depreciation and accumulated impairment loss. Where an asset is acquired for no or nominal cost, the cost is its fair value at the date of acquisition.

**Land** is valued using the market approach for surrounding real estate. Then the value is discounted due to Community Services Obligations associated with the land.

**Buildings and Infrastructure** are recognised initially at cost and subsequently measured at fair value less accumulated depreciation and accumulated impairment loss.

**Plant and equipment** are recognised initially at cost and subsequently measured at fair value less accumulated depreciation and accumulated impairment loss. Depreciated historical cost is generally a reasonable proxy for fair value because of the short lives of the assets concerned.

**Office equipment and Furniture and Fittings** are recognised initially at cost and subsequently measured at fair value less accumulated depreciation and accumulated impairment loss. Depreciated historical cost is generally a reasonable proxy for fair value because of the short lives of the assets concerned.

#### Revaluations of non-current physical assets

Non-current physical assets are measured at fair value and are revalued in accordance with FRD 103F Non-current physical assets. This revaluation process normally occurs at least every five years, based upon the asset's Government Purpose Classification, but may occur more frequently if fair value assessments indicate material changes in values. Independent valuers are used to conduct these scheduled revaluations and any interim revaluations are determined in accordance with the requirements of the FRDs. Revaluation increments or decrements arise from differences between an asset's carrying amount and fair value.

Revaluation increments are recognised in 'other comprehensive income' and are credited directly in equity to the asset revaluation surplus, 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, 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 surplus in respect of the same class of property, plant and equipment.

Revaluation increases and revaluation decreases 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 surplus is not normally transferred to accumulated funds on derecognition of the relevant asset.

In accordance with FRD 103F, Ballarat General Cemetery Trust's non-current physical assets were assessed to determine whether revaluation of the non-current physical assets was required.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

#### 4.4 Depreciation

	2018 \$	2017 \$
<b>Depreciation</b>		
Buildings, infrastructure and improvements	76,623	87,372
Plant and equipment	78,119	98,640
Office equipment, furniture and fittings	15,045	11,679
	<hr/>	<hr/>
<b>Total depreciation</b>	<b>169,787</b>	<b>197,691</b>

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 has changed its depreciation method for Buildings, Infrastructure and improvements.

Previously the Trust utilised straight line depreciation for this class of assets. From 1 July 2017 the Trust has decided to utilise the Diminishing value method. 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 impact of the change in Depreciation method has been calculated to be:

Depreciation Expense Method		
Financial year	Diminishing Value \$	Straight Line \$
2017/18	76,623	130,909
2018/19	72,053	130,909
2019/20	71,194	130,909
2020/21	70,345	130,909
2021/22	69,507	130,909

The future impact has only been assessed to 2021/22 as this is when the next revaluation is due.

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.

	<u>2018</u>	<u>2017</u>
Buildings, infrastructure and improvements	40 to 100 years	40 to 100 years
Plant & Equipment	3 to 20 years	3 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 Year Ended 30 June 2018****Note 4.5: Inventories**

	2018	2017
	\$	\$
<b>Current</b>		
<b>Finished goods</b>		
Grave foundations/beams	61,317	33,257
Other - Books	12,383	12,527
<b>Total current inventories</b>	<u>73,700</u>	<u>45,784</u>
<b>Non-current</b>		
<b>Work in progress/undeveloped</b>		
Land: interment purposes	473,255	473,255
WIP Inventory Under Development	92,930	49,052
	<u>566,185</u>	<u>522,307</u>
<b>Finished goods</b>		
Grave foundations/beams	666,867	601,293
<b>Total non-current inventories</b>	<u>1,233,052</u>	<u>1,123,600</u>
<b>Total inventories</b>	<u>1,306,752</u>	<u>1,169,384</u>
<b>Represented by:</b>		
Land: interment purposes	473,255	473,255
Grave foundations/beams	821,114	683,602
Other	12,383	12,527
<b>Total inventories</b>	<u>1,306,752</u>	<u>1,169,384</u>

Inventories include goods and other property held either 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.





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 5: Other assets and liabilities**

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

**Note 5.1: Receivables**

	2018 \$	2017 \$
<b>Current</b>		
<b>Contractual</b>		
Trade debtors	99,471	81,375
Accrued interest and dividends	22,012	27,439
Sundry debtors	60,930	38,476
Other receivables	8,396	-
Less provision for doubtful debts	(32,820)	(2,820)
<b>Total contractual receivables</b>	<b>157,989</b>	<b>144,470</b>
<b>Statutory</b>		
GST receivable	-	1,566
<b>Total receivables</b>	<b>157,989</b>	<b>146,036</b>

No impairment for credit losses has been booked in a separate account during either financial years reported.

**(a) Movements in the allowance for doubtful debts**

Balance at the beginning of year	2,820	2,820
Increase / (decrease) in allowance recognised in net result	30,000	-
<b>Balance at end of year</b>	<b>32,820</b>	<b>2,820</b>

Receivables consist of:

- contractual receivables, which includes mainly debtors in relation to goods and services and accrued investment income; and
- statutory receivables, which includes predominantly amounts owing from the Victorian Government and Goods and Services Tax ("GST") input tax credits recoverable.

Receivables are recognised initially at fair value and subsequently measured at amortised cost, using the effective interest method, less any accumulated impairment.

Trade debtors are carried at nominal amounts due and are due for settlement within 30 days from the date of recognition. Collectability of debts is reviewed on an ongoing basis, and debts which are known to be uncollectible are written off. A provision for doubtful debts is recognised when there is objective evidence that the debts may not be collected and bad debts are written off when identified.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Doubtful debts**

Receivables are assessed for bad and doubtful debts on a regular basis. Those bad debts considered as written off by mutual consent are classified as a transaction expense. Bad debts not written off by mutual consent and the allowance for doubtful debts are classified as other economic flows included in net result.

**Note 5.2: Prepayments and other Assets**

	2018 \$	2017 \$
<b>Current</b>		
<b>Prepayments</b>		
Maintenance contracts	3,227	4,825
Other defined super	-	8,855
<b>Total Prepayments</b>	<b>3,227</b>	<b>13,680</b>

Other non-financial assets include prepayments which represent payments in advance of receipt of goods or services or that part of expenditure made in one accounting period covering a term extending beyond that period.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 5.3 Payables**

<b>(a) Payables</b>	<b>2018</b>	<b>2017</b>
	<b>\$</b>	<b>\$</b>
<b>CURRENT</b>		
<b>Contractual</b>		
Trade creditors	252,455	97,555
Other creditors and accruals	186,148	249,754
	<u>438,603</u>	<u>347,309</u>
<b>Statutory</b>		
Net GST payable	15,330	-
<b>Total payables</b>	<u>453,933</u>	<u>347,309</u>

Payables consist of:

- contractual payables which consist predominantly of accounts payable representing liabilities for goods and services provided to the Cemetery Trust prior to the end of the financial year that are unpaid, and arise when the Cemetery Trust becomes obliged to make future payments in respect of the purchase of those goods and services. The normal credit terms for accounts payable are usually Nett 30 days.
- statutory payables, such as goods and services tax and fringe benefits tax payables.

**(b) Liquidity risk**

Liquidity risk arises when Ballarat General Cemetery Trust is unable to meet obligations associated with financial liabilities when they fall due.

**(i) Policy in managing liquidity risk**

Ballarat General Cemetery Trust objectives in managing liquidity risk is to ensure that all obligations will be met as they fall due, while ensuring maximum funds are available for investment to meet longer term perpetual maintenance requirements.

Ballarat General Cemetery Trust manages liquidity risk by monitoring cash flows to ensure sufficient funds are maintained in the transactional bank account to meet liabilities as they fall due. This is done while ensuring that surplus funds are transferred for investment. Daily monitoring occurs, with monthly reports delivered to management regarding the cash flow position and cash flow forecasts. Ballarat General Cemetery Trust believes that this policy ensures sufficient funds are held to allow for the proper administration of the Cemetery Trust.

Ballarat General Cemetery Trust has assessed this risk as minimal considering the positive current position of current assets.



Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 5.3 Payables (*continued*)

(ii) Maximum Exposure to Liquidity Risk

Liquidity risk is the risk that the Cemetery Trust would be unable to meet its financial obligations as and when they fall due.

The Cemetery Trust's maximum exposure to liquidity risk is the carrying amounts of financial liabilities as disclosed in the face of the balance sheet.

(iii) Maturity analysis of financial liabilities as at 30 June

Financial liabilities	Carrying amount	Not past due and not impaired	Past due but not impaired			
			Less than 1 month	1-3 Months	3 Months - 1 Year	1-5 Years
<b>2018</b>						
	\$	\$	\$	\$	\$	\$
Payables	453,933	251,550	202,383	-	-	-
<b>Total</b>	<b>453,933</b>	<b>251,550</b>	<b>202,383</b>	-	-	-
<b>2017</b>						
Payables	347,309	97,555	249,754	-	-	-
<b>Total</b>	<b>347,309</b>	<b>97,555</b>	<b>249,754</b>	-	-	-





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 5.4: Other Provisions**

	2018 \$	2017 \$
<b>Current provisions</b>		
Onerous lease contracts	84,861	60,411
<b>Total other provisions</b>	<b>84,861</b>	<b>60,411</b>

	2018 \$	2017 \$
<b>Provision for loss on onerous contracts</b>		
<b>Balance at beginning of period</b>	60,411	35,180
Amount taken to operating statement	24,450	25,231
<b>Total provision for loss on onerous contracts</b>	<b>84,861</b>	<b>60,411</b>

**Onerous contracts (on pre-paid fees)**

Provisions are recognised when either a legal or constructive obligation, as a result of a past event, exists at the balance sheet date and where the amount of the obligation can be reliably estimated and the future sacrifice of economic benefits is probable. A provision will also be recognised for onerous contracts where the unavoidable costs of meeting the contractual obligations exceed the economic benefits that are expected to be received under the contract.

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 pre-paid 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.

At this time the Ballarat General Cemetery Trust is aware that there will be ongoing significant cash outflows for future expenditure on perpetual maintenance of the 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.





Notes to the Financial Statements  
for the Year Ended 30 June 2018

### Note 5.5: Unearned income

	2018 \$	2017 \$
Deposits received in advance	3,260,704	3,199,369
<b>Total unearned income</b>	<b>3,260,704</b>	<b>3,199,369</b>

Unearned income represents monies received in advance of service provision for items including interment, cremation and certain memorialisation products such as granites and plaques. These monies are recorded as revenue in the year that the good or services are provided.

### Note 5.6: Prepaid Income

	2018 \$	2017 \$
Prepaid Income - DHHS Grants (i)	61,561	-
Other Prepaid Income	19,701	-
<b>Total prepaid income</b>	<b>81,262</b>	<b>-</b>

(i) Prepaid income - DHHS Grant monies received as Government Grants from the Department of Health and Human Services with some works yet to be completed in the current reporting period.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 6.1: Commitments**

	2018 \$	2017 \$
<b>Capital commitments</b>		
Land and buildings	-	266,101
<b>Total capital commitments</b>	-	<u>266,101</u>

<b>Capital commitments</b>		
Not longer than 1 year	-	266,101
<b>Total capital commitments</b>	-	<u>266,101</u>

Commitments for future expenditure include operating and capital commitments arising from contracts. These commitments are disclosed by way of a note at their nominal value and are inclusive of the GST payable. In addition, where it is considered appropriate and provides additional relevant information to users, the net present values of significant individual projects are stated. These future expenditures cease to be disclosed as commitments once the related liabilities are recognised on the balance sheet.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

## Note 7: Risks, contingencies and valuation uncertainties

The Cemetery 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 Cemetery Trust is related mainly to fair value determination.

### Note 7.1: Financial instruments

#### Financial Risk Management Objectives and Policies

The cemetery trust's principal financial instruments comprise of:

- cash and cash equivalents;
- investments and other financial assets;
- receivables (excludes statutory receivables); and
- payables (excludes statutory payables).

Details of the accounting policies and methods adopted, including 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 are disclosed throughout the financial statements.

The Cemetery Trust's main financial risks include currency risk, interest rate risk, and other price related risks. The Cemetery Trust manages these financial risks in accordance with its financial risk management policy.

The Cemetery 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 financial risk management committee of the Cemetery Trust.

The main purpose in holding financial instruments is to prudentially manage Ballarat General Cemeteries Trust financial risk within the government policy parameters.

#### (a) Categorisation of financial instruments

2018	Contractual financial assets - cash and receivables \$	Contractual financial assets - Held to Maturity \$	Contractual financial liabilities at amortised cost \$	Total \$
<b>Contractual Financial Assets</b>				
Cash and cash equivalents	234,098	-	-	234,098
Receivables				
- Trade Debtors	97,989	-	-	97,989
- Other Receivables	60,000	-	-	60,000
Investments and other financial assets				
- Interest bearing investments	-	4,242,246	-	4,242,246
<b>Total Financial Assets <sup>(i)</sup></b>	<b>392,087</b>	<b>4,242,246</b>	<b>-</b>	<b>4,634,333</b>
<b>Financial Liabilities</b>				
Payables	-	-	438,603	438,603
<b>Total Financial Liabilities <sup>(ii)</sup></b>	<b>-</b>	<b>-</b>	<b>438,603</b>	<b>438,603</b>

Notes to the Financial Statements  
for the Year Ended 30 June 2018

**Note 7.1: Financial instruments (continued)**

2017	Contractual financial assets - cash and receivables \$	Contractual financial assets - Held to Maturity \$	Contractual financial liabilities at amortised cost \$	Total \$
<b>Contractual Financial Assets</b>				
Cash and cash equivalents	1,995,273	-	-	1,995,273
Receivables				
- Trade Debtors	81,375	-	-	81,375
- Other Receivables	63,095	-	-	63,095
Investments and other financial assets				
- Interest bearing investments	-	2,113,135	-	2,113,135
<b>Total Financial Assets <sup>(i)</sup></b>	<b>2,139,743</b>	<b>2,113,135</b>	<b>-</b>	<b>4,252,878</b>
<b>Financial Liabilities</b>				
Payables	-	-	347,309	347,309
<b>Total Financial Liabilities <sup>(ii)</sup></b>	<b>-</b>	<b>-</b>	<b>347,309</b>	<b>347,309</b>

(i) The total amount of financial assets disclosed here excludes statutory receivables (i.e. GST input tax credit recoverable)

(ii) The total amount of financial liabilities disclosed here excludes statutory payables (i.e. Taxes payables)

**(b) Net holding gain/(loss) on financial instruments by category**

2018	Total interest income / (expense) \$'000	Total \$'000
<b>Financial Assets</b>		
Cash and Cash Equivalents	145,271	145,271
<b>Total Financial Assets</b>	<b>145,271</b>	<b>145,271</b>
<b>2017</b>		
<b>Financial Assets</b>		
Cash and Cash Equivalents	104,538	104,538
<b>Total Financial Assets</b>	<b>104,538</b>	<b>104,538</b>

**Cash and receivables** are financial instrument assets with fixed and determinable payments that are not quoted on an active market. These assets are initially recognised at fair value plus any directly attributable transaction costs. The Ballarat General Cemetery Trust recognises the following assets in this category:

- cash and deposits
- receivables; and
- term deposits.





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 7.1: Financial instruments (*continued*)**

**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; or
- the Ballarat General Cemetery Trust has transferred its rights to receive cash flows from the asset and has transferred substantially all the risks and the rewards 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.

**Held to maturity financial assets:** If the Trust has the positive intent and ability to hold nominated investments to maturity, then such financial assets may be classified as held to maturity. These are recognised initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, held to maturity financial assets are measured at amortised cost using the effective interest method, less any impairment losses.

The Trust makes limited use of this classification because any sale or reclassification of more than an insignificant amount of held to maturity investments not close to their maturity, would result in the whole category being reclassified as available-for-sale. The held to maturity category includes certain term deposits and debt securities for which the Trust intends to hold to maturity.

**Financial liabilities at amortised cost** are initially recognised on the date they are originated. They are initially measured at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial instruments are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in profit and loss over the period of the interest bearing liability, using the effective interest rate method. The Trust recognises the following liabilities in this category:

- payables (excluding statutory payables).





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 7.2: Contingent assets and contingent liabilities**

**Contingent Assets**

There are no known contingent assets at 30 June 2018. (2017: \$nil)

**Contingent Liabilities**

There are no known contingent liabilities at 30 June 2018. (2017: \$nil)

**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, which is now fully cash backed and is disclosed as a Perpetual Maintenance Reserve in Note 8.1

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



Notes to the Financial Statements  
for the Year Ended 30 June 2018

## Note 8: Other disclosures

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

### Note 8.1: Equity

	2018 \$	2017 \$
<b>Composition of equity</b>		
Contributed capital	2,163,727	2,163,727
Accumulated funds	1,927,767	1,601,197
Physical asset revaluation surplus	3,305,111	3,286,025
Perpetual maintenance reserve	1,127,575	1,127,575
General Reserve	350,037	350,037
<b>Total equity</b>	<b>8,874,217</b>	<b>8,528,561</b>
<b>(a) Movement in accumulated surplus/(deficit)</b>		
Balance at the beginning of the period	1,601,197	1,483,270
Net Result for the Period	326,570	367,927
Transfer to perpetual maintenance reserve	-	(250,000)
<b>Balance at the end of the period</b>	<b>1,927,767</b>	<b>1,601,197</b>
<b>(b) Physical asset revaluation surplus</b>		
Buildings, infrastructure & improvements	3,305,111	3,286,025
<b>Total physical asset revaluation surplus</b>	<b>3,305,111</b>	<b>3,286,025</b>
Represented by:		
<b>Buildings, infrastructure &amp; improvements</b>		
Balance at the beginning of the period	3,286,025	789,740
Revaluation increment/(decrement)	19,086	2,496,285
Balance at the end of the period	3,305,111	3,286,025
<b>Total physical asset revaluation surplus</b>	<b>3,305,111</b>	<b>3,286,025</b>
<b>(c) Available for sale investment revaluation surplus</b>		
Balance at the beginning of the period	-	283,682
Revaluation increment/(decrement)	-	37,821
Transfer to operating Income	-	(321,503)
<b>Balance at the end of the period</b>	<b>-</b>	<b>-</b>
<b>(d) Perpetual maintenance reserve</b>		
Cemetery gardens - opening balance	1,127,575	877,575
Transfers from accumulated funds	-	250,000
Cemetery gardens - closing balance	1,127,575	1,127,575
<b>Total perpetual maintenance reserve</b>	<b>1,127,575</b>	<b>1,127,575</b>



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 8.1: Equity (continued)**

**(e) General reserve**

General Reserve - opening balance	350,037	350,037
Revaluation increment/(decrement)	-	-
General Reserve - closing balance	350,037	350,037

**Total General reserve**

350,037	350,037
---------	---------

**The Perpetual Maintenance Reserve** is used to provide funds for the perpetual maintenance requirements of the Trust for each of the sites administered by the Trust.

The amount of the allocation is determined having regard to the requirement to finance the future maintenance of the Trust cemeteries in Perpetuity.

Details of the obligations of the Trust are provided in Note 7.2 Contingent Liabilities.

**Physical asset evaluation revaluation surplus**

The asset revaluation surplus is used to record increments and decrements on the revaluation of non-current physical assets.

**General Reserve**

The general reserve has been set aside to meet potential future unknown liabilities.



Notes to the Financial Statements  
for the Year Ended 30 June 2018

## Note 8.2: Reconciliation of net result for the year to Net Cash inflow/(outflow) from operating activities

(a) Net cash flows from/(used in) operating activities

	2018 \$	2017 \$
Operating result for the year	326,570	367,927
<b>Non-cash flows in operating surplus</b>		
Depreciation/amortisation	169,787	197,691
Net (gain)/loss from sale of property, plant and equipment	(6,199)	(27,535)
Assets disposed and impaired	62,174	-
<b>Changes in assets and liabilities</b>		
(Increase)/decrease in receivables	(11,953)	(25,641)
(Increase)/decrease in prepayments	10,453	(11,865)
(Increase)/decrease in inventories	(137,370)	48,235
Increase/(decrease) in payables	106,624	64,869
Increase/(decrease) in provisions	47,956	12,935
Increase/(decrease) in unearned income	61,335	118,346
Increase/(decrease) in prepaid income	81,262	-
<b>Net cash flows from/(used in) operating activities</b>	<b>710,639</b>	<b>744,962</b>





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 8.3: Responsible persons disclosures**

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

	Period
<b>Responsible Ministers:</b>	
The Honourable Jill Hennessy, Minister for Health, Minister for Ambulance Services	1/07/2017 - 30/06/2018
<b>Governing boards</b>	
Dr. J.A. Verlin	1/07/2017 - 30/06/2018
Mr B. Davison	31/08/2017 - 31/08/2020
Mr. I.G. Howes	1/07/2017 - 31/08/2017
Mr. G.P. Jenkins	1/07/2017 - 30/06/2018
Ms S. Lia	31/08/2017 - 31/08/2020
Ms. R. McQuilten	1/07/2017 - 30/06/2018
Mrs. L.E.Stuart	1/07/2017 - 31/08/2017
Mr. R. Tommasini	1/07/2017 - 30/06/2018
Mr D. Varnis	31/08/2017 - 30/06/2018
Ms. E.J. Veal	1/07/2017 - 31/08/2017
Ms. A.M. von Bibra	1/07/2017 - 30/09/2017
Mr. J. Wilkinson	1/07/2017 - 30/06/2018
<b>Accountable officers</b>	
Ms A De Jong	1/07/2017 - 30/06/2018

**Remuneration of Responsible Persons**

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

Income Band	2018 No.	2017 No.
\$0 - \$9,999	11	8
\$10,000 - \$19,999	1	1
\$150,000 - \$159,999	1	1
<b>Total Numbers</b>	<b>13</b>	<b>10</b>
<b>Total remuneration received or due and receivable by Responsible Persons from the reporting entity amounted to:</b>	<b>\$231,613</b>	<b>\$224,537</b>

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

Amounts relating to Portfolio Ministers are reported within the Department of Parliamentary Services' Financial Report as disclosed in Note 8.5 Related Parties.

Notes to the Financial Statements  
for the Year Ended 30 June 2018

## Note 8.4: Executive Officer Disclosures

### Remuneration of Executive Officers

(including Key Management Personnel Disclosed in Note 8.5)

Short-term Benefits  
Post-employment Benefits  
Other Long-term Benefits  
**Total Remuneration<sup>i</sup>**

Total Number of Executives

Total Annualised Employee Equivalent<sup>ii</sup>

Total Remuneration	
2018	2017
\$	\$
112,733	115,171
11,604	8,133
3,293	1,980
<b>127,630</b>	<b>125,284</b>
2	2
1.2	1.4

<sup>i</sup> The 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 8.5 Related Parties.

<sup>ii</sup> Annualised employee equivalent is based on working 38 ordinary hours per week over the reporting period.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 8.5: Related parties**

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

- all key management personnel and their close family members;
- all cabinet ministers and their close family members; and
- all Cemetery Trusts and public sector entities that are controlled and consolidated into the whole of state consolidated financial statements.

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

Key management personnel (KMP) of the Cemetery Trust includes the Board Members, the Accountable Officer, Neville Monson, John Noone, the Portfolio Ministers and Cabinet Ministers. 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 Department of Parliamentary Services' Financial Report.

Compensation	2018	2017
	\$	\$
Short term employee benefits	314,922	313,471
Post-employment benefits	37,610	31,054
Other long-term benefits	6,711	5,296
<b>Total</b>	<b>359,243</b>	<b>349,821</b>

**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.

	2018	2017
	\$	\$
Payments:		
Cemetery Levy to Department of Health and Human Services (Note 3(b))	77,737	73,538
Receipts:		
Department of Health and Human Services Grant	61,561	76,308
( to assist with purchases of infrastructure and equipment that are capital in-nature)		



Notes to the Financial Statements  
for the Year Ended 30 June 2018

**Note 8.6: Remuneration of Auditors**

	2018	2017
	\$	\$
Victorian Auditor-General's Office		
Audit of financial statement	17,000	16,700
	<u>17,000</u>	<u>16,700</u>

**Note 8.7: Ex-gratia expenses**

The Ballarat General Cemeteries 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.





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 8.8: AASBs issued that are not yet effective**

Certain new Australian accounting standards have been published that are not mandatory for the 30 June 2018 reporting period. DTF assesses the impact of all these new standards and advises the Cemetery Trust of their applicability and early adoption where applicable.

As at 30 June 2018, the following standards and interpretations had been issued by the AASB but were not yet effective. They become effective for the first financial statements for reporting periods commencing after the stated operative dates as detailed in the table below. Ballarat General Cemetery Trust has not and does not intend to adopt these standards early.

<b>Standard/ Interpretation</b>	<b>Summary</b>	<b>Applicable for annual reporting periods beginning on</b>	<b>Impact on Trust's financial statements</b>
<i>AASB 9 Financial Instruments</i>	The key changes include the simplified requirements for the classification and measurement of financial assets, a new hedge accounting model and a revised impairment loss model to recognise expected impairment losses earlier, as opposed to the current approach that recognises impairment only when incurred.	01-Jan-18	The assessment has identified that the amendments are likely to result in earlier recognition of impairment losses and at more regular intervals. The initial application of AASB 9 is not expected to significantly impact the financial position however there will be a change to the way financial instruments are classified and new disclosure requirements
<i>AASB 2014-1 Amendments to Australian Accounting Standards [Part E Financial Instruments]</i>	Amends various AAS's to reflect the AASB's decision to defer the mandatory application date of AASB 9 to annual reporting periods beginning on or after 1 January 2018, and to amend Reduced Disclosure requirements.	01-Jan-18	This amending standard will defer the application period of AASB 9 to the 2018-19 reporting period in accordance with the transition requirements.
<i>AASB 2014-7 Amendments to Australian Accounting Standards arising</i>	Amends various AAS's to incorporate the consequential amendments arising from the issuance of AASB 9.	01-Jan-18	The assessment has indicated that there will be no significant impact for the public sector.
<i>AASB 15 Revenue from Contracts with Customers</i>	The core principle of AASB 15 requires an entity to recognise revenue when the entity satisfies a performance obligation by transferring a promised good or service to a customer. Note that amending standard AASB 2015-8 Amendments to Australian Accounting Standards - Effective Date of AASB 15 has deferred the effective date of AASB 15 to annual reporting periods beginning on or after 1 January 2018, instead of 1 January 2017.	01-Jan-18	The changes in revenue recognition requirements in AASB 15 may result in changes to the timing and amount of revenue recorded in the financial statements. The Standard will also require additional disclosures on service revenue and contract modifications.



Notes to the Financial Statements  
for the Year Ended 30 June 2018

Standard/ Interpretation	Summary	Applicable for annual reporting periods beginning on	Impact on Trust's financial statements
AASB 2014-5 <i>Amendments to Australian Accounting Standards arising from AASB 15</i>	Amends the measurement of trade receivables and the recognition of dividends as follows: Trade receivables that do not have a significant financing component, are to be measured at their transaction price, at initial recognition. Dividends are recognised in the profit and loss only when: - the entity's right to receive payment of the dividend is established; - it is probable that economic benefits associated with the dividend will flow to the entity; and - the amount can be measured reliably.	1 Jan 2018, except amendments to AASB 9 (Dec 2009) and AASB 9 (Dec 2010) apply from 1 Jan 2018	The assessment has indicated that there will be no significant impact for the public sector.
AASB 2015-8 <i>Amendments to Australian Accounting Standards - Effective Date of AASB 15</i>	This Standard defers the mandatory effective date of AASB 15 from 1 January 2017 to 1 January 2018.	01-Jan-18	This amending standard will defer the application period of AASB 15 for for-profit entities to the 2018-19 reporting period in accordance with the transition requirements.
AASB 2016-3 <i>Amendments to Australian Accounting Standards - Clarifications to AASB 15</i>	This Standard amends AASB 15 to clarify the requirements for identifying performance obligations, principal versus agent considerations and the timing of recognising revenue from granting a licence. The amendments require: - a promise to transfer to a customer a good or service that is "distinct" to be recognised as a separate performance obligation; - for items purchased online, the entity is a principal if it obtains control of the good or service prior to transferring to the customer; and - for licences identified as being distinct from other goods or services in a contract, entities need to determine whether the licence transfers to the customer over time (right of use) or at a point in time (right to access)	01-Jan-18	The assessment has indicated that there will be no significant impact for the public sector, other than the impact identified for AASB 15 above.
AASB 2016-7 <i>Amendments to Australian Accounting Standards - Deferral of AASB 15 for Not-for-Profit Entities</i>	This Standard defers the mandatory effective date of AASB 15 from 1 January 2018 to 1 January 2019.	01-Jan-19	This amending standard will defer the application period of AASB 15 for for-profit entities to the 2019-20 reporting period in accordance with the transition requirements.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

<b>Standard/ Interpretation</b>	<b>Summary</b>	<b>Applicable for annual reporting periods beginning on</b>	<b>Impact on Trust's financial statements</b>
AASB 2016-8 <i>Amendments to Australian Accounting Standards – Australian Implementation Guidance for Not- for-Profit Entities</i>	AASB 2016-8 inserts Australian requirements and authoritative implementation guidance for not-for-profit-entities into AASB 9 and AASB 15.  This Standard amends AASB 9 and AASB 15 to include requirements to assist not-for-profit entities in applying the respective standards to particular transactions and events.	01-Jan-19	This standard clarifies the application of AASB 15 and AASB 9 in a not-for-profit context. The areas within these standards that are amended for not-for-profit application include: AASB 9 - Statutory receivables are recognised and measured similarly to financial assets AASB 15 - The "customer" does not need to be the recipient of goods and/or services; - The "contract" could include an arrangement entered into under the direction of another party; - Contracts are enforceable if they are enforceable by legal or "equivalent means"; - Contracts do not have to have commercial substance, only economic substance; and - Performance obligations need to be "sufficiently specific" to be able to apply AASB 15 to these transactions.
AASB 16 <i>Leases</i>	The key changes introduced by AASB 16 1 Jan 2019 include the recognition of operating leases (which are currently not recognised) on Balance Sheet.	01-Jan-19	The Trust has no operating leases. Thus No Impact





## BALLARAT GENERAL CEMETERIES TRUST

Notes to the Financial Statements  
for the Year Ended 30 June 2018

Standard/ Interpretation	Summary	Applicable for annual reporting periods beginning on	Impact on Trust's financial statements
AASB 1058 <i>Income of Not-for-Profit Entities</i>	<p>AASB 1058 standard will replace the majority of income recognition in relation to government grants and other types of contributions requirements relating to public sector not-for-profit entities, previously in AASB 1004 <i>Contributions</i>.</p> <p>The restructure of administrative arrangement will remain under AASB 1004 and will be restricted to government entities and contributions by owners in a public sector context.</p> <p>AASB 1058 establishes principles for transactions that are not within the scope of AASB 15, where the consideration to acquire an asset is significantly less than fair value to enable not-for-profit entities to further their objective.</p>	01-Jan-19	<p>The current revenue recognition for grants is to recognise revenue up front upon receipt of the funds. However, revenue for capital grants for the construction of assets is deferred. Income is recognised over time, upon completion and satisfaction of performance obligations for assets being constructed, or income will be recognised at a point in time for acquisition of assets.</p> <p>The Trust rarely receives operating grants. The Trust will need establish whether the requirements under other applicable standards need to be considered for recognition of revenue or liabilities.</p> <p>There is little, or no, change to the Trust's current revenue recognition process for Government grants.</p>





**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

## **Note 8.9 Glossary**

### ***Actuarial gains or losses on superannuation defined benefit plans***

Actuarial gains or losses are changes in the present value of the superannuation defined benefit liability resulting from:

- experience adjustments (the effects of differences between the previous actuarial assumptions and what has actually occurred); and
- the effects of changes in actuarial assumptions.

### ***Comprehensive result***

The net result of all items of income and expense recognised for the period. It is the aggregate of operating result and other comprehensive income.

### ***Current grants***

Amounts payable or receivable for current purposes for which no economic benefits of equal value are receivable or payable in return.

### ***Depreciation***

Depreciation is an expense that arises from the consumption through wear or time of a produced physical or intangible asset. This expense reduces the 'net result for the year'.

### ***Effective interest method***

The effective interest method is used to calculate the amortised cost of a financial asset or liability and of allocating interest income over the relevant period. The effective interest rate is the rate that exactly discounts estimated future cash receipts through the expected life of the financial instrument, or, where appropriate, a shorter period

### ***Employee benefits expenses***

Employee benefits expenses include all costs related to employment including wages and salaries, fringe benefits tax, leave entitlements, defined benefits superannuation plans, and defined contribution superannuation plans.

### ***Financial asset***

A financial asset is any asset that is:

- cash;
- an equity instrument of another entity;
- a contractual or statutory right:
  - to receive cash or another financial asset from another entity; or
  - to exchange financial assets or financial liabilities with another entity under conditions that are potentially favorable to the entity.

### ***Financial instrument***

A financial instrument is any contract that gives rise to a financial asset of one entity and a financial liability or equity instrument of another entity. Financial assets or liabilities that are not contractual (such as statutory receivables or payables that arise as a result of statutory requirements imposed by governments) are not financial instruments.

### ***Financial liability***

A financial liability is any liability that is:

- A contractual obligation:
  - to deliver cash or another financial asset to another entity; or
  - to exchange financial assets or financial liabilities with another entity under conditions that are potentially unfavorable to the entity.

**BALLARAT GENERAL CEMETERIES TRUST****Notes to the Financial Statements  
for the Year Ended 30 June 2018****Note 8.9 Glossary (continued)****Financial statements**

A complete set of financial statements comprises:

- Balance sheet as at the end of the period;
- Comprehensive operating statement for the period;
- A statement of changes in equity for the period;
- Cash flow statement for the period;
- Notes, comprising a summary of significant accounting policies and other explanatory information;
- Comparative information in respect of the preceding period as specified in paragraph 38 of AASB 101 Presentation of Financial Statements.

**Grants and other transfers**

Transactions in which one unit provides goods, services, assets (or extinguishes a liability) or labour to another unit without receiving approximately equal value in return. Grants can either be operating or capital in nature.

**Interest income**

Interest income includes unwinding over time of discounts on financial assets and interest received on bank term deposits and other investments.

**Liabilities**

Liabilities refers to interest-bearing liabilities mainly raised from public liabilities raised through the Treasury Corporation of Victoria, finance leases and other interest-bearing arrangements. Liabilities also include non-interest-bearing advances from government that are acquired for policy purposes.

**Net result**

Net result is a measure of financial performance of the operations for the period. It is the net result of items of income, gains and expenses (including losses) recognised for the period, excluding those that are classified as 'other comprehensive income'.

Net result from transactions/net operating balance. Net result from transactions or net operating balance is a key fiscal aggregate and is income from transactions minus expenses from transactions. It is a summary measure of the ongoing sustainability of operations. It excludes gains and losses resulting from changes in price levels and other changes in the volume of assets.

**Net worth**

Assets less liabilities, which is an economic measure of wealth.

**Non-financial assets**

Non-financial assets are all assets that are not 'financial assets'. It includes inventories, land, buildings, infrastructure, road networks, plant and equipment assets.

**Non-profit institution**

A legal or social entity that is created for the purpose of producing or distributing goods and services but is not permitted to be a source of income, profit or other financial gain for the units that establish, control or finance it.

**Payables**

Includes short and long term trade debt and accounts payable, grants, taxes and interest payable.



**Notes to the Financial Statements  
for the Year Ended 30 June 2018**

**Note 8.9 Glossary (*continued*)**

**Produced assets**

Produced assets include buildings, plant and equipment and inventories.

**Receivables**

Includes amounts owing from government through appropriation receivable, short and long term trade credit and accounts receivable, accrued investment income, grants, taxes and interest receivable.

**Sales of goods and services**

Refers to income from the direct provision of goods and services and includes fees and charges for services rendered, sales of goods and services, fees from regulatory services. It also includes rental income under operating leases, but excludes rent income from the use of non-produced assets such as land. User charges includes sale of goods and services income.

**Supplies and services**

Supplies and services generally represent cost of goods sold and the day-to-day running costs, including maintenance costs, incurred in the normal operations of the Department.

**Style conventions**

Figures in the tables and in the text have been rounded. Discrepancies in tables between totals and sums of components reflect rounding. Percentage variations in all tables are based on the underlying unrounded amounts.

The notation used in the tables is as follows:

- zero, or rounded to zero
- (xxx.x) negative numbers
- 2018 year period
- 2017-18 year period

