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CHANGES TO FEES FROM JULY 2017

From July 1 2017, there will be changes to the Elaine Public Cemetery Fees.

During 2016, the Trust conducted a full review of existing fees. As part of the review, a detailed analysis of changes to cost of service was undertaken. The review highlighted that fees had not been updated regularly to reflect the true cost of service and maintenance. The recommendation was made to update all prices to move towards a fair, equitable and consistent approach. This recommendation has been revised with the Department of Health and Human Services who support the change. All costs for Elaine Cemetery have been revised to reflect the cost of service provision and an allocation of a perpetual maintenance surcharge.

Given the change in cost to be applied, it was agreed to stagger the price increase over time. This process will commence from May 1, with all planned price increases published in advance.

The new pricing matrix is summarised here or contact the Trust via email at www.elainecemeterytrust.com for a copy.

Please visit us at www.elainecemetery.org.au or contact us at:
elainecemeterytrust@hotmail.com

Trust description	Current price	Price at 1/7/17*	Price at 1/1/18
Lawn Grave	\$ 835	\$ 1,164	\$ 1,494
Monumental Grave	\$ 380	\$ 937	\$ 1,494
Vault		\$ 9,270	
Own site selection	\$ 140	\$ 144	
Certificate	\$ 29	\$ 46	
Digging of grave		\$ 1,463	
Exhumation	\$ 1,170	\$ 2,205	\$ 3,239
Lift & Reposition	\$ 1,170	\$ 2,205	\$ 3,239
Interment in Vault	\$ 405	\$ 934	\$ 1,463
Remove Ledger		\$ 258	
Cremation Memorial (perpetual)	\$ 380	\$ 546	
Cremation Memorial (25 year tenure)	\$ 270	\$ 290	
Conversion - Perpetual to 25 years	\$ 35	\$ 276	\$ 516
Plaque		\$ 206	
Supply of concrete rest on a lawn grave	\$ 100	\$ 251	\$ 402
excludes concrete rest	\$ 48	\$ 115	\$ 182
New headstone- single grave	\$ 130	\$ 212	
New headstone, additional grave	\$ 48	\$ 53	
New monument- single grave	\$ 165	\$ 272	\$ 378
New monument- additional grave	\$ 60	\$ 124	\$ 188
Out of standard hours (0-4 hours)	\$ 100	\$ 144	\$ 188
Out of Standard hours (4 hours+, same day)	\$ 200	\$ 283	
Major renovation (structural)	\$ 140	\$ 235	\$ 330
Minor Renovation	\$ 110	\$ 188	
Major renovation additional grave	\$ 48	\$ 118	\$ 188
Additional inscription	\$ 75	\$ 108	\$ 141
Supply an approved product	\$ 155	\$ 165	
Interment Administration	\$ 260	\$ 270	
Grave testing		\$ 284	
Child interment		\$ 509	
Oversize grave		\$ 165	
Interment of Cremated remains in grave		\$ 165	

From now until July 1, the Trust has put in place the following guidelines to ensure that the transition is managed as effectively as possible. *Please note – all existing guidelines for the purchase of plots within Elaine Cemetery still apply*

For plots pre-purchased between May and July 1:

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- A limit of 3 plots applies for any individual/family
- All plots purchased must be made in the name of an individual

Do you have questions or feedback on the changes?

In readiness for the change, we understand that members of the community may have questions or feedback. **We encourage you to direct your questions in writing by no later than May 31st 2017** to allow time for the Trust to respond to all enquires. We ask that you direct your questions or feedback directly to elainecemeterytrust@hotmail.com.

A representative from the Trust will provide a written response by **May 31st 2017** for those submissions received by the due date.

IMPROVEMENTS UPDATE

We are thrilled with the progress of the works that have been undertaken to make some much-needed improvements to the Cemetery. These changes commenced back in 2014 and were focused on improving the roads, pathways and general aesthetic of the cemetery.

Key changes include:

- Creating the curb and channel around the refectory
- Addressing pot holes in the driveway to the cemetery
- Providing chairs and tables for public use at the foreshore

The Trust members have identified several additional improvements that we will work to commence during 2017, as funding becomes available. We welcome suggestions from members of the community about other opportunities to improve the current facilities at the cemetery.

MEMORIALS FOR TRUST MEMBERS

Dragan Pletikapa passed away on the 5th August 2016. The Trust would like to acknowledge Dragan's significant contribution, having been a member of the Elaine Cemetery Trust since its inception in 1982. He was a valued member of the Trust and of the Serbian community. Lest we forget

Trust has acknowledged Miki's significant contribution and dedication. Trust wishes to remember you by placing a plaque earlier this year at Cemetery Refectory. For a friend we respect and will never forget. Gone from us, but leaving memories. Thinking of the thoughtful things, that you have said and done.

UPDATE ON NEW TRUST MEMBERS

We are pleased to have welcomed the following new members to join the Elaine Cemetery Trust during

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2016:

- Fr. Vladislav Sipovac
- Strahinja Pajic
- Svetlana Jeremic - Secretary

If you are interested in becoming involved with the Trust as a member, we can contact you as vacancies become available. Please contact us to express your interest.

OCCUPATIONAL HEALTH AND SAFETY REMINDERS

We are committed to ensuring the safety and well-being of all visitors to the cemetery.

Removal of items

As advised, we will be removing items from sites that do not adhere with OH&S requirements. These items include tables, chairs and candle boxes that are not bolted down or in line with trust guidelines.

The Trust has used existing contact details to reach out to impacted individuals to remind them that these items will be removed by 31 May 2017.

Elaine Cemetery Trust recognises that the health and safety of its employees and its contractors is the responsibility of the Trust.

In fulfilling this responsibility, the Trust has a duty to provide and maintain, so far as is practicable, a working environment that is safe and without risks to health and includes:

- Providing and maintaining safe plant and systems of work.
- making and monitoring arrangements for the safe use, handling, storage and transport of plant and substances;
- maintaining the workplace in a safe and healthy condition;
- providing adequate facilities to protect the welfare of all employees/ contractors and the public; and.
- providing information, training and supervision for all employees enabling them to work in a safe and healthy manner.

Duties:

Recognising the potential hazards occurring in the Cemetery industry, the Trust will take every practicable step to provide and maintain a safe and healthy work environment for all

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employees/contractors.

Fire Safety

Elaine Cemetery Trust recognises that fire has considerable potential to endanger its staff and property. Good fire prevention habits go a long way towards preventing fires. Safety is everybody's responsibility.

It is the policy of the Trust that all Trust members and Contractors are to be made familiar with fire prevention strategies relevant to the task being undertaken such as:

- safe operation of all gas fired appliances;
- storage, handling and refilling with flammable/explosive substances;
- safe work practices in outdoor areas particularly during the summer period;
- understanding of the local area and safe escape routes in case of bushfire.

In case of fire the following procedures are to be followed:

- ensure safety of all employees/contractors in the vicinity. (If necessary evacuate to road location outside the cemetery
- property); and
- contact the Fire Brigade via 000 or 112 ,

Use of Herbicide

All chemicals, while extremely useful in gardening activities, must be treated with absolute care and caution.

It is the policy of the **Elaine Cemetery Trust** that:

- all chemicals must be stored off site;
- labels and material safety data sheets must be checked prior to chemical use. MSDS must be available on site.
- all directions for storage, mixing and application must be followed accurately;
- appropriate protective clothing and gear must be used when mixing, applying and handling the chemicals;
- weather conditions and the proximity of other people must be considered **BEFORE** applying chemicals. Rescheduling of work programs is always preferable to the spraying in potentially

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unsafe conditions;

- damage to other plants must be avoided when using herbicides;
- all protective gear and application equipment must be thoroughly cleaned, or where appropriate, disposed of, after use;

FREQUENTLY ASKED QUESTIONS

Trust members are often contacted with questions – we encourage you to put these in writing and contact us via our email address to ensure we can respond promptly. We have compiled a full list of Frequently Asked Questions and they can be accessed from our website, the cemetery or upon request.

Cemetery Coordinator

The Cemetery Coordinator should be contacted for any issues relating to burials at the cemetery and if you are arranging forty days (40) memorial or, 6 months etc... And if you need the main gate to be open this can be arranged by contacting Warrick Pitcher on : 0400 438 572.

Vaults, are a new product now offered by the Elaine Cemetery Trust, and the cost covers the supply, installation and reinstatement costs fairly in our regional area.

SAFETY AUDIT

It is the policy of **Elaine Cemetery Trust** that a Safety Audit is conducted each year.

The purpose of this audit is to review, via several checklists, the safety performance of the Trust in the previous twelve months.

In addition, it is to be used as a catalyst to assess the safe operation of each work area, the accident reporting system and the reaction to identified hazards and safety incidents.

The Safety Audit will be conducted by an Elaine Cemetery Trust representative in conjunction with other interested parties.

KEY DATES FOR 2017

Memorial Saturday on these days the main gates will be open for vehicle access (weather permitting)

18/02/2017

03/06/2017

07/10/2017

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04/11/2017

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