

# Annual Report

## 2020 – 2021



REMEMBRANCE PARKS  
CENTRAL VICTORIA

# Our Vision

Nurturing enduring remembrance

# Our Mission

Working with our community we will:

- Deliver quality and caring service with compassion and;
- Create and maintain enduring and accessible remembrance into perpetuity

# Our Values

Board members, staff and volunteers of Remembrance Parks Central Victoria uphold the values of:

- Compassion
- Community
- Integrity



REMEMBRANCE PARKS  
CENTRAL VICTORIA



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# From the Chair



Welcome to the 2020/21 Annual Report. In many ways, the past 12 months have been even more challenging than the previous year, with changing restrictions across the state. This had a significant impact on funeral services, attendance numbers and our ability to be able to assist our customers in person. However, due to the efforts of our dedicated staff, RPCV has been able to continue to provide excellent service and support to the community.

We remained focused on our objectives of consolidation, strategic priorities and the completion of key projects, to ensure RPCV is strong and aligned to meet, not only our key business performance objectives, but also continue our operations in a changing environment. Also, as a result of the pandemic, staff wellbeing and associated OHS was a significant focus of the board and management team.

During the reporting period there were also significant changes to the board, with the previous chair, Pam Macdonald, not seeking re-appointment. I would like to take this opportunity to personally thank Pam for her ten years on the board and the support that she extended to me during the changeover period. I would also like to thank departing board members Damien Tangey, Craig Lloyd and Ken Belfrage for the significant contributions they made to the success of RPCV.

With the departure of board members, we were able to welcome new directors to the board. Our new board members bring with them a wealth of experience and knowledge in both the

corporate world and the community. As a team we are looking forward to being involved in many community projects and having a positive impact over the next twelve months.

I acknowledge the commitment of all management and staff. Without their dedication and care to RPCV, our stakeholders and the community, our achievements in this extraordinary year would not have been possible. I would like to particularly thank our CEO, Dean McElroy, for the support he gave me as I took up the chair position. His support and assistance have been invaluable, and I look forward to working with him, along with the board and RPCV staff, as we implement our strategic priorities.

Marg Lewis | Chair

# From the CEO



No doubt the 2020–21 year has presented one of the greatest challenges of our time, with the COVID-19 outbreak continuing to affect communities around the world. We were not immune from these challenges, with lockdowns affecting our community, particularly with numbers severely restricted at funerals and our office being closed for some of this time, limiting the time we could spend helping people in person.

We have continued to review and update our pandemic plans to ensure that we could react and comply with all Department of Health Services mandated requirements. With the constantly changing environment, we were unable to plan events with any confidence, so unfortunately, we had to cancel most of our scheduled activities and events, including our volunteer program, which we hope to re-establish sometime in the 2021–22 period.

Even during the challenges of working in a pandemic, with a constantly changing environment, we executed a range of key projects that ensured we continued improving and expanding our cemetery locations and maintaining alignment to our key strategic objectives.

This included the successful implementation of a new cemetery management system, finalisation of the acquisition of Pine Lodge and Kialla West cemeteries and significant development at a number of cemetery locations, which included new areas for burials and planned landscaping, including seating and tree plantings.

In excess of \$336,000 was received in grant funding, allowing the completion of our recycled irrigation water program and the restoration of the historical rotunda at White Hills cemetery. Thank you to the Department of Health Services and

WDEA Works for their ongoing support in allowing us to undertake these improvements.

During the year support has been provided to a range of Class B cemeteries including administration, operational and training support. RPCV also entered into an agreement with Sunbury Cemetery Trust for the management of operations at the Sunbury Cemetery, previously managed by Hume City Council.

I encourage you to read the annual report for further information on our key achievements and other projects.

In closing, I would like to take this opportunity to thank our staff for the outstanding job they have done during very trying circumstances over the last year. I also note that our board underwent significant changes over the past twelve months, with the departure of four board members who I thank for their service, including the Chair, Pam Macdonald, Damien Tangey, Craig Lloyd and Ken Belfrage. I would also like to congratulate sitting board member Marg Lewis on taking over as Chair and welcome the new board members, who I look forward to working with.

RPCV is successful due to the contribution made, not only by our staff members, but with support from the board, the Community Advisory Committee, our volunteers and the community, and we look forward to (hopefully) being able to welcome everyone back over the coming months.

Dean McElroy | Chief Executive Officer

# 2020 - 2021 Highlights

Cremations	1229
Burials	467
Memorials	362
Community Engagement Events	2
Trees Planted	127
Eaglehawk Chapel Services	243
Roses Replaced	65
Government Grants	\$336,000



REMEMBRANCE PARKS  
CENTRAL VICTORIA

# Organisational Background

Remembrance Parks Central Victoria (Bendigo Cemeteries Trust) is a government-owned enterprise established as one of five Class A Cemetery Trusts under the Cemeteries and Crematoria Act 2003 (the Act).

Remembrance Parks Central Victoria (RPCV) was formed in June 1988 as an amalgamation of the former council operated Bendigo, Eaglehawk, Kangaroo Flat, White Hills, and Axedale Public Remembrance Parks.

In 2019, RPCV established a presence in the Greater Shepparton region, becoming responsible for Kialla West Cemetery and Pine Lodge Cemetery under a management agreement. (from 1 July 2021, RPCV has now formerly amalgamated both Pine Lodge and Kialla West Cemeteries into the RPCV group)

In 2021, RPCV delivers service excellence with cremation, burial, and memorial services across central Victoria. As of 1 October 2021, RPCV has assumed responsibility for the management and operations of the Sunbury Cemetery under a management agreement working with the Sunbury Cemetery Trust. In addition, we also manage the Axedale Catholic Cemetery on behalf of the Catholic Diocese of Sandhurst under a management agreement working with the Diocese.

As an established Class A cemetery trust (one of 5 in Victoria) under the Cemeteries and Crematoria Act 2003, RPCV also carries out our broader responsibility to provide leadership, support and assistance to Class B cemetery trusts across central Victoria.

## Responsible Ministers

The organisation is accountable to the Minister for Health through the Department of Health.

1 July 2020 – 26 September 2020 –  
Jenny Mikakos MP

26 September 2020 – 30 June 2021 –  
The Hon Martin Foley MP

## Objectives, Functions and Powers

The RPCV Trust is a not-for-profit entity, governed by remunerated Trust Members appointed by the State Government and approved by the Governor-in-Council. The principal guiding Act for the cemeteries sector is the Cemeteries and Crematoria Act 2003. Under section 15 of the Cemeteries and Crematoria Act 2003, the Trust can delegate certain operational functions and powers. The Trust sets the organisation's strategic direction, approves the annual budget and monitors performance.

RPCV Trust provides a wide range of services for the community in which it operates. The Trust is in a unique position that requires standards of ethical behavior that reflect community expectations. To assist in meeting these expectations, the Trust has developed an ethical framework which is guided by the following:

### Our Vision

Nurturing enduring remembrance

### Our Mission

Delivery of quality and caring service with compassion.

Create and maintain enduring and accessible remembrance into perpetuity.

### Our Purpose

To provide the community with services that are inclusive, relevant, and accessible to all Victorians.





### Our Values

Be guided by our values of:

- Compassion
- Community
- Integrity

### Strategic Priorities

The key priorities underpin each of the four pillars of our Strategic Plan 2020 – 2021. Each of these priorities provides us with objectives and actions that will guide us to success.

 <p><b>BUILDING FOR THE FUTURE</b></p> <p>Strong, viable business with capacity to grow</p>	 <p><b>COMMUNITY CONNECTIONS</b></p> <p>Maintain and nurture community connections through collaborative and trusted relationships.</p>	 <p><b>RESPONSE TO CUSTOMER NEEDS</b></p> <p>Provide responsive and outstanding customer service across all aspects of our business</p>	 <p><b>INSPIRED PEOPLE &amp; CULTURE</b></p> <p>Champion a culture that engages, inspires and empowers our people</p>
STRATEGIC PRIORITIES			
<ul style="list-style-type: none"> <li>Managing our financial resources and assets to deliver the best possible outcomes</li> <li>Fair and equitable decision-making processes are in place</li> <li>A well-governed, efficient and responsive organisation</li> <li>Actively involved and provide leadership to sector-wide reform across regional areas</li> <li>Increase the level of sustainable development and revenue generating use of our assets</li> </ul>	<ul style="list-style-type: none"> <li>Provide opportunities for involvement in our activities for groups and individuals within the community</li> <li>Collaborative transparent and trusted relationship with key stakeholders</li> <li>Accessible community educational opportunities to increase understanding of after-life care and remembrance</li> </ul>	<ul style="list-style-type: none"> <li>Deliver efficient and effective services where customers are the focus</li> <li>Improve the accessibility and beautification standards of our assets and establish them as community parklands</li> <li>Provide increased leadership, support and assistance to Class B Trusts</li> <li>Improve and strengthen our strategic regional partnership to ensure our ongoing financial viability</li> </ul>	<ul style="list-style-type: none"> <li>An organisation that demonstrates community inspired leadership</li> <li>Encourage diverse volunteerism to create active, confident, engaged, informed and resilient communities</li> <li>Attract and retain an engaged workforce</li> </ul>



## Nature and Range of Services

Remembrance Parks Central Victoria (RPCV) provides services to the community, including:

- A range of cemetery, crematoria, reception, and memorialisation services
- Provision of a range of products that meet community needs for plaques, jewellery urns and perpetual emblems
- A suite of community support and development services which include:
  - Events and educational opportunities
  - Genealogy research and advice
  - Cemetery tours
  - Volunteerism opportunities
  - Student inclusion in garden and site beautification projects
- Maintenance, preservation and restoration of significant community, cultural and heritage assets
- Enhancing sites as community parklands that are available for broader community use
- Ongoing leadership and support to key stakeholders, including Class B Cemetery Trusts across Central Victoria.
- The provision of cemetery management services, including completing risk assessments, consulting activities through to project management

## Locations

**Axedale Remembrance Park**  
Cemetery Road, Axedale

**Bendigo Remembrance Park**  
70 Carpenter Street, Bendigo

**Eaglehawk Remembrance Park**  
5 Victoria Street, Eaglehawk

**Emu Creek Remembrance Park**  
Emu Creek Road, Emu Creek

**Kangaroo Flat Remembrance Park**  
33-49 Helm Street, Kangaroo Flat

**White Hills Remembrance Park**  
Corner of Holdsworth Road and Plumridge Street, White Hills

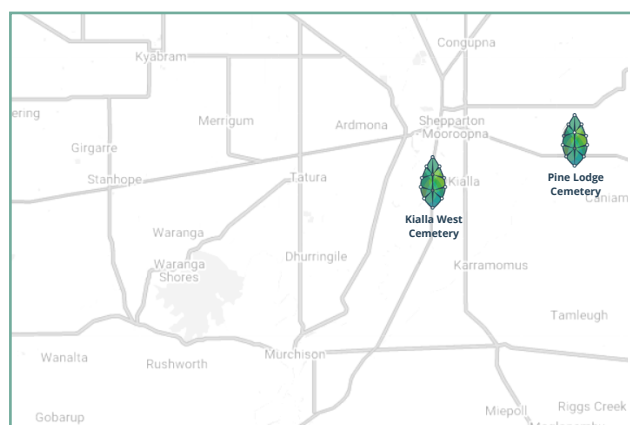
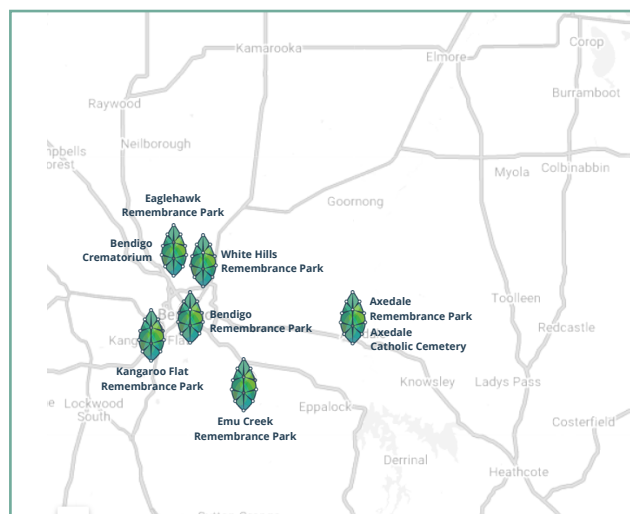
Locations managed under service agreements during the reporting period

**Axedale Catholic Cemetery**  
Cemetery Road, Axedale

**Kialla West Cemetery**  
7374 Goulburn Valley Highway, Kialla West

**Pine Lodge Cemetery**  
1600 Midland Highway, Shepparton

**Sunbury Cemetery**  
88 Shields Street, Sunbury



RPCV Remembrance Park locations

# Governance

Remembrance Parks Central Victoria is governed by a Board appointed by the Governor-in-Council upon the recommendation of the Minister of Health (s.6A of the Act).

## Board Members

- Marg Lewis | **Chair**

Natalie Stanway | **Deputy Chair**

Deborah Hambleton

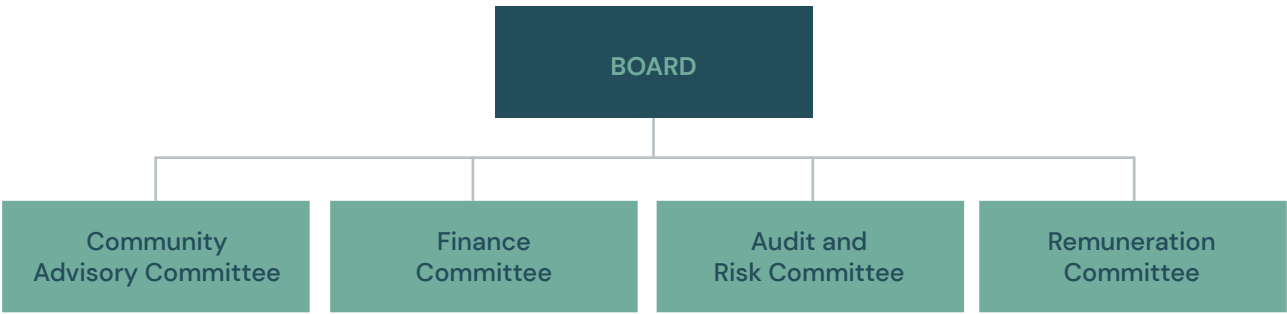
Laura Patterson

Lauren Bean
- Madeleine Laming

Mandy Cooper

Marissa Hewitt

Mark Gibson



## Audit & Risk Committee

- Madeleine Laming | **Committee Chair**
- Deborah Hambleton
- Marissa Hewitt
- Kate Scarce | **Independent Member**

## Community Advisory Committee

- Lauren Bean | **Committee Chair**
- Laura Patterson

## Finance Committee

- Mark Gibson | **Committee Chair**
- Mandy Cooper
- Marissa Hewitt
- Kate Scarce | **Observer only**

## Remuneration Committee

- Marg Lewis | **Committee Chair**
- Mark Gibson
- Natalie Stanway

## Management Structure

Occupants of senior offices during this reporting period were:

### **Chief Executive Officer**

1 July 2019 – current  
Dean McElroy

### **Manager Partnerships & Operations**

1 July 2019 – current  
Wayne Evans

### **Manager Customer, Community and Corporate Support**

Nov 2020 – current  
Emma Flukes

The executive management group aims to ensure that activities occurring within RPCV are in line with the RPCV Strategic Plan, Cemeteries and Crematoria Act 2003 and RPCV policies and procedures.

### **Chief Executive Officer**

The chief executive officer (CEO) delivers on the strategic direction and vision with input from the board. The CEO is responsible for advising the board on operational, financial, and other matters and delegates responsibility for managing the day-to-day operations to senior offices.

### **Manager Partnerships and Operations**

The manager partnerships and operations is responsible for various strategic and operational functions relating to our Central Victorian operations. These include management of day-to-day outdoor operations for all RPCV locations, including burials, crematorium, and associated grounds management activities, along with contractors and stakeholder management.

### **Manager Customer, Community and Corporate Support**

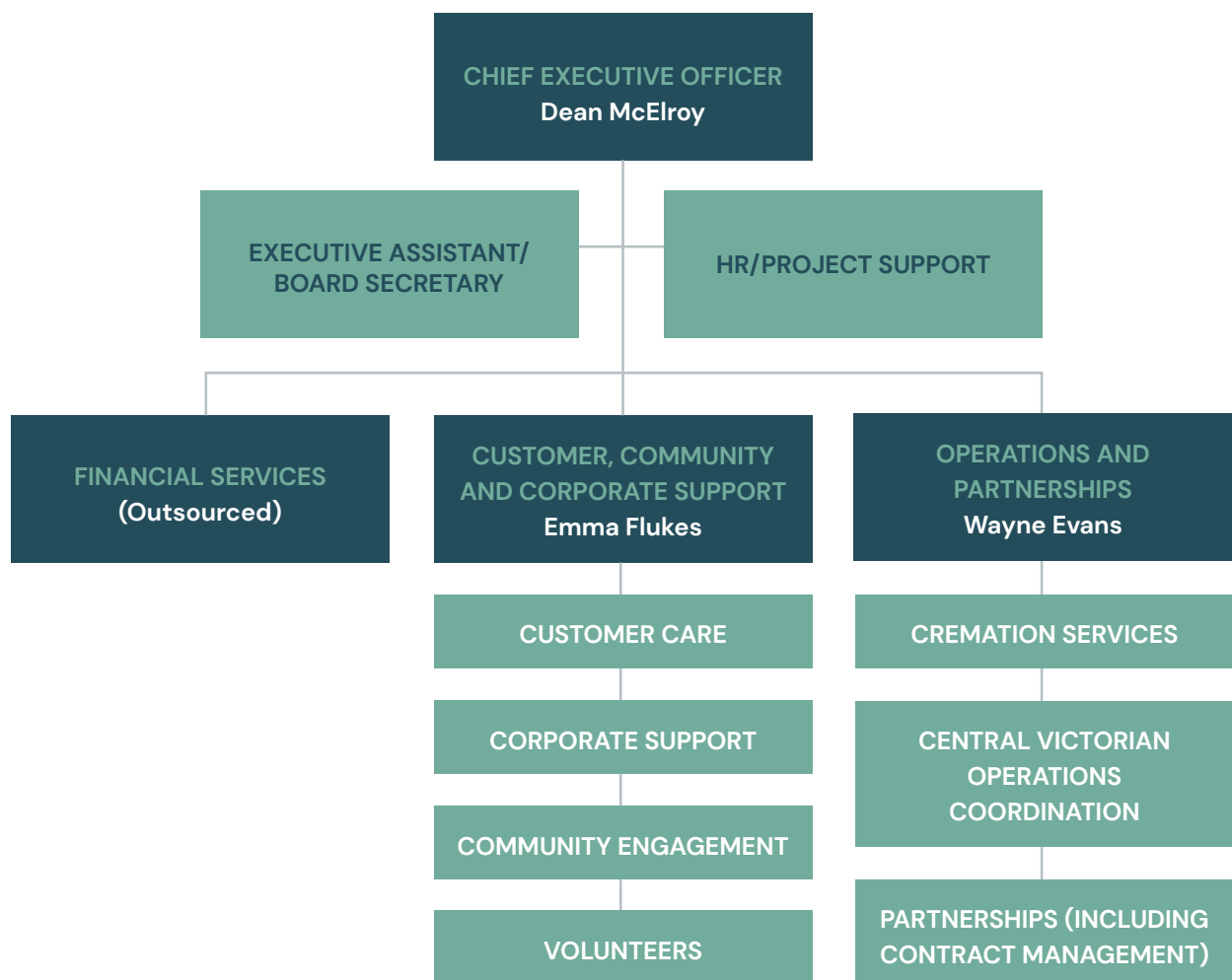
The manager customer, community, and corporate support is responsible for a broad range of accountabilities across various strategic and operational functions relating to Central Victorian operations. These include customer service, burial and cremation bookings, community engagement, corporate support, and governance aspects of the organisation. This role supports sustainable business growth and the achievements of RPCV's vision and stakeholder management.

## Organisational Structure

Appointed by and responsible to the Board (s. 18L of the Act), the Chief Executive Officer (CEO) manages the day to day operations of the organisation and its resources (s. 18M of the Act). The Board has also delegated some additional powers to the CEO in accordance with s. 15 of the Act.

The CEO manages the organisation with a team of staff, contractors and volunteers through the organisational structure as below:

## RPCV Governance Structure



# The Year in Review

Remembrance Parks Central Victoria Cemetery Trust (RPCV) is a purposed organisation responsible for the perpetual care and maintenance of a portfolio of cemeteries and memorial parks across Central Victoria. We continue our focus on the unique role the cemeteries and memorial parks play in our community and our ongoing commitment to creating a caring environment that encourages families to come together and celebrate the life of loved ones.

In keeping with our Strategic Plan and despite the challenges of constantly evolving changes to our operations, we have continued to realign and refocus our operations annually through the development and implementation of our annual plan. This yearly plan is reviewed and approved by the Department of Health and Human Services.

## Our Services

We have adapted our service offering to provide client families with flexibility and choice throughout each challenge faced over the past year. With redesigned services to adhere to social distancing directives issued by the Victorian Government, our locations have remained open to support our client families, employees, industry partners, and the broader community.

Despite these challenges during the reporting period, Remembrance Parks Central Victoria experienced an increase in demand across all services (excluding reception services which were reduced to support Covid-19 requirements), with a total of 2133 services provided to the community. The table below reflects the breakdown of services performed by type in the form of Interments (bodily remains and cremated remains), cremations and provision of chapel & function space services.

### Services performed comparison across financial years

SERVICE TYPE	2020 - 2021	2020 - 2019
Cremations	1229	1135
Interments (Bodily Remains)	467	425
Interments (Cremated Remains)	183	131
Chapel Usage	243	224
Receptions	9	31
Community Activities	2	4
<b>TOTAL SERVICES</b>	<b>2133</b>	<b>1807</b>

Note: Chapel and reception services are only available at our Eaglehawk cemetery. Chapel services equal four service types (previously reported as complete services only). 2019-20 numbers shown in this report have been updated to reflect this change.

## Product Offerings

The following tables represent the current product offerings managed by RPCV by location, covering interments of bodily remains and memorialisation of cremated remains.

### Interment Product Offerings (by site)

LOCATION	LAWN PLAQUE	LAWN HEADSTONE	MONUMENTAL	VAULT
Bendigo	✓		✓	✓
Eaglehawk	✓	✓	✓	✓
White Hills	✓		✓	✓
Kangaroo Flat		✓	✓	✓
Axedale			✓	✓
Pine Lodge	✓			✓
Kialla West			✓	✓
Sunbury	✓		✓	✓
*Emu Creek				

\*Not active cemetery

### Interment/Memorialisation of Cremated Remains Product Offerings (by site)

LOCATION	ROSE	TREE SHRUB	NICHE WALL	MEMORIAL LAWN	GRAVE
Bendigo	✓	✓	✓	✓	✓
Eaglehawk	✓	✓	✓	✓	✓
White Hills	✓	✓		✓	✓
Kangaroo Flat	✓	✓		✓	✓
Axedale					
Pine Lodge		✓			✓
Kialla West					✓
Sunbury	✓		✓		✓
*Emu Creek					

\*Not active cemetery

## Key Achievements

RPCV successfully delivered a range of key projects during the reporting period that ensured we maintained alignment to our key strategic objectives. Some of these projects included:

- Implementing a new cemetery management system provides many improvements for our customer care and operations team. The new system has enabled us to improve our operations. Moving forward, we will now implement a range of additional modules that will allow more accurate information and communication and engagement with stakeholders and the community into the future.
- The completion of the acquisition of Pine Lodge cemetery and Kialla West cemeteries from Greater Shepparton City Council, which will take effect from 1 July 2021.
- Considerable work completed around Covid-19 and ensuring we met our OHSW requirements with a specific focus on staff safety and wellbeing.
- A further 200 grave plots were added to the Grenfell lawn burial area at Eaglehawk cemetery. The development included new concrete beams, park bench seating, extensive garden planting and lawns established.
- A portion of the roadway was reclaimed at Kangaroo Flat cemetery to create additional space for a further 80 plus new burial plots. The development included new beams, road surfacing, gardens, and lawn development. The continual reclaiming of unused spaces within the Kangaroo Flat cemetery will provide approximately 400 new positions as demand for positions dictates.

- Capital expenditure this year has seen approximately 80 new burial spaces added at the Bendigo cemetery. The works have also installed infrastructure for future stages to provide a further 300 plus plots in this general area in coming years. Works included turf, irrigation, beams, curbs, and roading.
- Approximately 200 graves were added to the Pine Lodge Lawn area of Westringia Way over the past 12 months. This now provides new burial space for the next two to three years. Works included beams, new irrigation, turf, park bench seating and trees.

### Class B support

RPCV has continued to engage with Class B Trusts as per our mandated requirement under the Act. During the year, support has been provided in many areas, including grant applications, signage work, burial advice, design and construction advice, and cemetery safety. In October 2020, RPCV also entered into an agreement with Sunbury Cemetery Trust for the management of operations at the Sunbury Cemetery, previously managed by Hume City Council.

### Events and Community Engagement

RPCV Trust is committed to actively engaging with its communities. We are proud to be custodians of history and working together with cultural and religious community groups to provide choice and meaningful services across each location. Our events and community engagements are demonstrated in various ways, including our support for community-led events and activities held within our cemeteries.

With the constantly changing environment over the reporting period, a number of RPCV and community-led events could not proceed. Despite the challenges, we were able to support two community events that did go ahead. The details of these are set out overleaf.



### Sexton's Bell Restoration

RPCV contributed to the restoration of the Sexton's bell at Bendigo cemetery, along with community members, including the Brown family, descendants of the bell's maker who were instrumental in providing the finance. The re-hanging of the bell was celebrated at an unveiling ceremony in March



### St Aidan's Project

The St Aidan's Grave Restoration and Beautification Group worked with Good Sheppard, (the holders of the right) to respectfully acknowledge fifty-three people from St Aidan's Orphanage who were buried in this location between 1907 and 1977.

A large concrete slab with three tiers marked the grave of the orphanage for decades, but this has been replaced by polished concrete overlaid with a memorial design. All monies for restoration were raised through the community group, with RPCV aiding via contractor management and maintenance works to the pathways leading to the grave location, which will provide safe access for visitors.





## Community Advisory Committee

The purpose of the Remembrance Parks Cemeteries Trust Community Advisory Committee (CAC) is to provide advice to the Trust to assist in carrying out its community engagement responsibilities and its statutory requirements as stipulated in the Cemeteries and Crematoria Act 2003.

The objectives of the committee are:

- To ensure that community and consumer views are considered in the planning and delivery of Cemetery Trust services.
- To provide advice concerning integrating consumer and community views at all levels of Cemetery Trust operations, planning and policy development.

According to the Cemeteries and Crematoria Act 2003, the Community Advisory Committee shall comprise members whose skills and experience reflect the needs and interests of a broad range of consumers and communities, including people from diverse backgrounds. All appointments are for a period of three years.

During the reporting period, the following individuals were members of the Community Advisory Committee:

Lauren Bean | **Chair**

Laura Patterson | **Trust representative**

Adrian Hem

Andrew Hampton

Fiona Bradshaw

Gabby Gamble

Geoffrey Gray

Helen Bramley Jackson

Leigh McKinnon

Peter Sullivan

Rick Munari

Ruth Claridge

Tracey Clarke

Libby Luke | **resigned April 2021**

During the reporting period, the CAC met twice. All meetings were conducted online as we continued our commitment to seeking input from consumers and the community in our planning and delivery of services. We thank all the member of our CAC for their valuable contributions and commitment in support of RPCV.

### Grants

We received considerable grant funding from the Department of Health Services that contributed to the installation of recycled water at our key cemetery locations. Eaglehawk and White Hills cemeteries have been completed, with Bendigo cemetery scheduled for completion last quarter in 2021. This is a significant sustainability project that will allow all irrigation to come from recycled water. We thank the Department of Health Services for their contribution to help ensure the success of the project.

The restoration of the White Hills gates and fence project commenced in 2019 with a grant from the Living Heritage Grants Program (an initiative of the Victorian State government). During this reporting period, we were able to complete the remaining restoration works. Designed by influential goldfields architect William Vahland and dating back to 1881, the gates are an important part of Bendigo's heritage.

RPCV partnered with employment agency WDEA Works to refurbish the White Hills cemetery's historical rotunda. WDEA provided around twelve team members throughout the project to sand, strip and paint the beautiful historic rotunda, originally built in 1898. With much appreciation, we thank WDEA for working with us to develop a strong partnership that has enabled key projects such as the White Hills Rotunda to come to life. This work would not have been possible without the commitment and support of WDEA and the community members who worked on this project. Through partnerships like this, RPCV can provide local community members with an opportunity to get involved and deliver practical changes that benefit the whole community.

We look forward to working with WDEA on similar projects in the future.



## Key Industry Partnerships

RPCV regularly communicates with the Department of Health and Human Services and enjoys a positive working relationship with the support team, who provide invaluable guidance on the Act and our governance.

We work cooperatively with other cemetery trusts and industry associations and exchange information, share ideas and resources.

Regional funeral directors are invited to attend meetings to discuss how we can support families together, celebrate the lives of loved ones and related services, and work on associated services such as pre-needs. These meetings provide an opportunity to seek feedback from the funeral directors about ongoing or upcoming projects and operational issues of relevance. During the reporting period, all meetings were conducted online.

## COVID-19 Pandemic response

Over the past twelve months, our focus remained on keeping operations running smoothly during the pandemic and subsequent lockdowns while supporting staff, stakeholders, and the community safety and well-being.

RPCV continued to deliver cremation and burial services and grounds maintenance operations within the restriction guidelines. We met the government guidelines, including social distancing, mask-wearing, and QR Code compliance, to support staff, stakeholders, and the community in these challenging times.

The annual general meeting and all board and committee meetings were held online during the reporting period, replacing our traditional face to face meeting arrangements.

RPCV developed and maintained an up to date COVID-Safe plan as circumstances evolved to ensure monitoring and compliance of requirements and considered all aspects of staff, stakeholders, and community safety while maintaining business continuity for essential cemetery services. This included closing our face-to-face interactions with members of the public at our head office located at the Eaglehawk Cemetery during periods of lockdowns in August and September 2020, and May 2021.

Restrictions on numbers attending funerals, along with QR code requirements and density limits, were maintained in line with Victorian government directions around funeral services. These changes increased the use of Eaglehawk chapel with live streaming facilities but led to a decrease in the use of our function room. The additional cleaning routines after a function has also increased expenses.

# Workforce Data

RPCV Trust is committed to applying merit and equity principles in staffing decisions. The Trust has policies and practices consistent with expected employment standards and provides fair treatment, career opportunities and the early resolution of workplace issues.

The following tables reflect the movement of headcount reflected as full-time equivalent (FTE) of all active employees of RPCV employed as of 30 June 2020 compared to in the last full pay period as of 30 June 2021.

## Employee YTD FTE

EMPLOYEE CATEGORY	FULLTIME EQUIVALENT (30 JUNE 2021)	FULLTIME EQUIVALENT (30 JUNE 2020)	VARIANCE
Indoor Staff	7.69	7.72	-0.03
Outdoor Staff	7.62	5.96	1.66
Executive	1	1	-
<b>Total</b>	<b>16.31</b>	<b>14.68</b>	<b>1.62</b>

## Employee demographics

EMPLOYEE GENDER	FULLTIME EQUIVALENT (30 JUNE 2021)	FULLTIME EQUIVALENT (30 JUNE 2020)	VARIANCE
Female	8.88	9.06	-0.18
Male	7.43	5.62	1.81
<b>Total</b>	<b>16.31</b>	<b>14.68</b>	<b>1.63</b>

The following tables reflect the movement across the age breakdown by full-time equivalent (FTE) of all active employees of RPCV employed at 30 June 2020 compared to in the last pay period as of 30 June 2021.

## Employee age demographics

EMPLOYEE AGE	FULLTIME EQUIVALENT (30 JUNE 2021)	FULLTIME EQUIVALENT (30 JUNE 2020)
Under 25	1	1
25 – 34	3	3
35 – 44	2	1
45 – 54	2	3
55 – 64	6	5
65 and over	2.31	1.68
<b>Total</b>	<b>16.31</b>	<b>14.68</b>

# Occupational Health and Safety

RPCV and its officers recognise, especially in the current environment, that the health and safety of all staff, volunteers and visitors are of the utmost importance. We are committed to continuous improvement and a vital part of services to staff, client families, industry partners and the community. These commitments included a focus on health and safety risks in the workplace.

RPCV is committed to:

- Provide a safe environment for all in our workplaces
- Managing risks in the workplace, ensuring staff receive information and timely advice
- Maintaining buildings, plant and equipment in safe working condition
- Continue with ongoing training and education of staff and volunteers
- Develop, implement and monitor safe work practices
- Assist in improving the health of our staff
- Ongoing consultation with workers through regular staff meetings

RPCV also meets with the appointed OH&S representative to discuss issues and action suggestions, in line with RPCV's OH&S obligations under the Occupational Health & Safety Act 2004.

## Occupational Health and Safety Data

OCCUPATIONAL HEALTH AND SAFETY STATISTICS	2020-2021	2019-20	2018-19
The number of reported hazards/incidents for the year per 100 FTE	9	3	5
The number of "lost time" standard WorkCover claims for the year per 100 FTE	0	0	0
The average cost per WorkCover claim for the year ('000)	Nil	Nil	Nil

*Increase in reported hazard/incidents reflects improvements in incident reporting systems and processes*

RPCV continued to progress and review its prevention led approach to OHS and People Management, with three key pillars:

- OHS and safe work systems
- Promotion of a healthy workplace culture with strong staff engagement
- Good people management practices

RPCV continues to provide:

- Confidential Employee Assistance Program (EAP) for staff, volunteers, and families
- Voluntary influenza vaccination program for all staff
- Training on workplace safety for staff and OHS representatives
- Update briefings on OHS legislative changes for Trust members and workers
- Opportunities for employees to raise OHS issues at all staff and management meetings, along with an annual confidential well-being survey (People Matters)

# Occupational Violence

## Definitions of Occupational Violence

- Occupational violence – any incident where an employee is abused, threatened, or assaulted in circumstances arising out of, or in the course of their employment.
- Incident – an event or circumstance that could have resulted in, or did result in, harm to an employee. Incidents of all severity ratings must be included. Code Grey reporting is not included, however, if an incident occurs during the course of a planned or unplanned Code Grey, the incident must be included.
- Accepted WorkCover claims – accepted Workcover claims that were lodged in 2020-21.
- Lost time – is defined as greater than one day.
- Injury, illness, or condition – this includes all reported harm as a result of the incident, regardless of whether the employee required time off work or submitted a claim.

## Occupational Violence calculation

Occupational violence statistics	2020/21
WorkCover accepted claims with an occupational violence cause per 100 FTE	0
Number of accepted WorkCover claims with lost time injury with an occupational violence cause per 1,000,000 hours worked	0
Number of occupational violence incidents reported	0
Number of occupational violence incidents reported per 100 FTE	0
Percentage of occupational violence incidents resulting in a staff injury, illness or condition	0

# Financial Information

## Operating Statement

Total revenue across all aspects of the organisation has increased from \$3.18m in 2019–20 to \$3.83m.

Our main revenue stream continues to be our cremation services, representing 26% of our operations income.

Right of Interment and Interment income have continued to remain steady throughout the reporting period at a combined 37% of operations income.

Management fees charged to Pine Lodge, Kialla West and Sunbury Cemeteries made up 21% of operating income this reporting period. The management of these three cemeteries has also had a significant impact on the expenditure of RPCV.

Memorialisation income has also reported consistently from 2016–17 at 10% of operations income.

Total expenditure amounted to \$3.52m (including cost of goods sold) during this financial year compared to \$3.09m in the 2019–20 period. This is an increase of 14%.

RPCV has contributed \$99,124 to the State Government via the cemetery levy this year.

More detailed financial information is contained further on in this report.

## Five-year summary of financial results

	2020/21	2019/20	2018/19	2017/18	2016/17
Total Revenue	\$3,825,802	\$3,176,548	\$2,637,313	\$2,765,160	\$2,763,029
Total Expenses*	-\$3,524,287	-\$3,087,169	-\$2,482,410	-\$2,805,583	-\$2,410,323
Operating Surplus/ (deficit)	\$301,514	\$89,379	\$154,903	-\$40,423	\$352,706
Accumulated Funds/ (deficit)	\$1,118,457	\$816,943	\$769,533	\$648,528	\$688,952
Total Assets	\$7,199,901	\$6,686,850	\$6,164,686	\$5,945,904	\$5,863,478
Total Liabilities	-\$2,712,309	-\$2,500,770	-\$2,067,985	-\$2,004,106	-\$1,861,755
Net Assets	<b>\$4,487,592</b>	<b>\$4,186,080</b>	<b>\$4,096,701</b>	<b>\$3,941,798</b>	<b>\$4,001,723</b>
Total Equity	\$4,487,592	\$4,186,080	\$4,096,701	\$3,941,798	\$4,001,723



## Consultancies Information

The Trust did not engage any consultants during the reporting period where the total fees payable was less than \$10,000. The Trust engaged one consultant where the expenditure on the consultant exceeded \$10,000, detailed in the table below:

Consultant	Purpose of Consultancy	Start date	End date	Total approved project fee (excluding GST)	Expenditure 2020-21 (excluding . GST)	Future Exp (excluding GST)
RM Consulting Group	Business Review	1 February 2020	29 March 2021	\$27,480	\$27,480	Nil

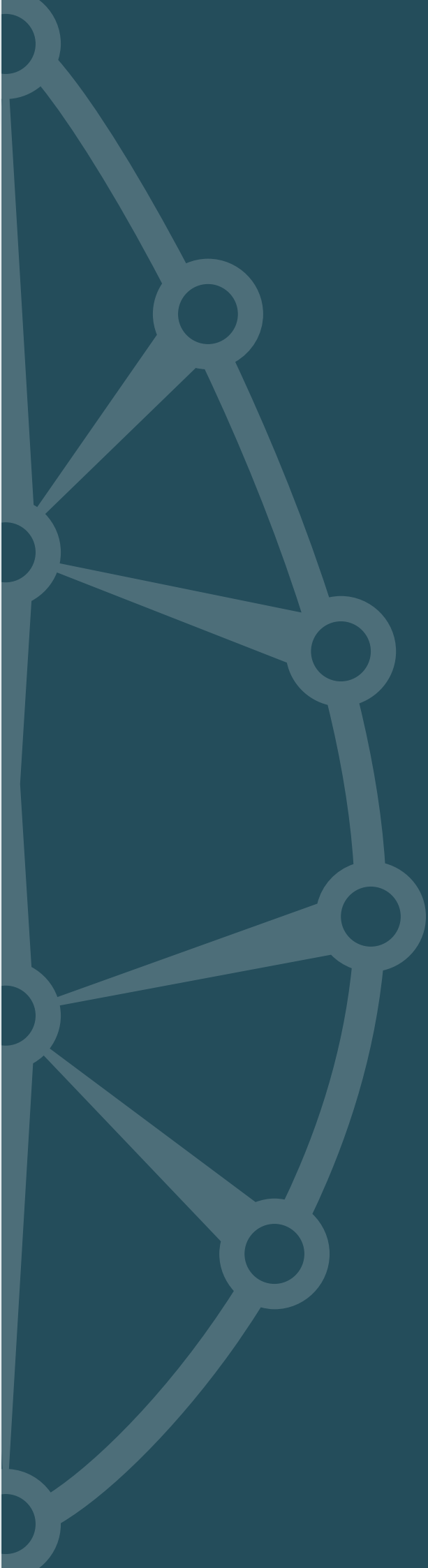
## Information and Communication Technology (ICT) Expenditure

For the 2020-2021 reporting period, the Trust has a total ICT expenditure of \$169,166 (excluding GST), with the details shown below.

All operational ICT expenditure	ICT expenditure related to projects to create or enhance ICT Capabilities		
Business As Usual (BAU) expenditure	Non-business As Usual (non-BAU) ICT expenditure	Operational expenditure	Capital expenditure
\$89,897	\$39,635	\$17,686	\$21,948

ICT expenditure refers to the RPCV Trust's costs in providing business-enabling ICT services within the current reporting period. It comprises Business As Usual (BAU) ICT expenditure and Non-Business As Usual (Non-BAU) ICT expenditure. Non-BAU ICT expenditure relates to extending or enhancing the Trust's current ICT capabilities. BAU ICT expenditure is all remaining ICT expenditure related to ongoing activities to operate and maintain the current ICT capability.





# Disclosures Required Under Legislation

### Cemeteries and Crematoria Act 2003

The principal guiding Act for the cemeteries sector is the Cemeteries and Crematoria Act 2003. Under section 15 of the Cemeteries and Crematoria Act 2003, the Trust can delegate certain operational functions and powers. An Instrument of Delegation of Functions and Powers delegates such allowable functions via the Trust's Delegation of Authority Policy.

### Freedom of Information Act 1982

For the period ending 30 June 2021, RPCV received no formal requests from the general public for information under the Freedom of Information Act 1982. An application can be submitted via email to the RPCV website at [www.rpcv.com.au](http://www.rpcv.com.au) or the FOI website at [www.foi.vic.gov.au](http://www.foi.vic.gov.au) or by sending an application to FOI Officer Remembrance Parks Central Victoria, PO Box 268, Eaglehawk VIC 3556.

### Building Act 1993

The organisation adheres to and makes every endeavour to maintain its buildings and properties following this Act. External providers are regularly engaged to undertake routine preventative maintenance services as required and undertake a structured dynamic inspection process.

### Public Interest Disclosure Act 2012

No disclosures as defined by the Public Interest Disclosure Act 2012 were made during the reporting period. RPCV remains committed to the aims and objectives of the Public Interest Disclosure Act 2012 and does not tolerate improper conduct by its employees, volunteers, stakeholders, and clients, nor the taking of reprisals for those who come forward to disclose such behaviour.

### Statement of National Competition Policy

RPCV is cognisant of its obligations concerning the Department of Health and Human Services Competition Policy and applies appropriate strategies to ensure compliance. The Department of Health and Human Services actively seeks assurances that competitive neutrality issues have been addressed.

### Carers Recognition Act 2012

The organisation promotes the principles and charter of the Carer's Recognition Act 2012 in developing and delivering services that recognise the vital carer relationship and the role of carers in our community. The organisation also supports employees through employment policies and practices that promote and support staff in a carer's relationship.

## Environmental Performance

Remembrance Parks Central Victoria is committed to the long-term preservation of our natural environment. We actively foster a culture of sustainability and look for improvements across all areas of our operations. We adopt new technologies and processes to support our vision of creating beautiful natural community spaces across our cemeteries for honouring and celebrating life.

We remain committed to ensuring that all services are performed in such a way as to

reduce any negative impact on the environment. The RPCV Trust strives to work closely with our community and Local and State Government to ensure that responsible development of the cemeteries we administer is carried out, taking into consideration the ecological impact, but also considering the long-term land requirements for burials and memorials. We seek to reduce, reuse, and recycle wherever possible and working continuously on reducing our greenhouse gas emissions and carbon footprint.

Listed below is the information currently available across the key reporting areas which contribute to RPCV environmental performance.

### Electricity Usage

Year	KW	Greenhouse Gas Emissions (Tonnes CO <sub>2</sub> – e)
2018–2019	82,803	Data not available
2019–2020	114,610	Data not available
2020–2021	98,549	Data not available

### Water Usage

Year	KL
2018–2019	38,650
2019–2020	31,867
2020–2021	31,272

## | Disclosures Required Under Legislation

### Gas Usage

Year	MJ	Greenhouse Gas Emissions (Tonnes CO <sub>2</sub> – e)
2018–2019	2,682,098	Data not available
2019–2020	2,977,662	Data not available
2020–2021	2,601,857	Data not available

RPCV have two cremators in operation and our crematorium staff manage the utilisation of the cremators based on demand. Gas consumption is relative to our Eaglehawk site only, where our Crematorium is located.

### Waste and Recycling

We participate in the recycling of metals after cremation program, which reduces the demand of non-renewable resources. We also continue to recycle materials such as cardboard, plastics and paper through the local council fortnightly collection, and private contractors.

RPCV is currently working with the department to enhance our reporting capability on environmental performance. This will enable RPCV to improve the quality of the information reported against our environmental performance in future Annual Reports.

### Additional information available on request

Details in respect of the items listed below have been retained. They are available to the relevant Ministers, Members of Parliament, and the public on request (subject to the freedom of information requirements, if applicable):

- A statement that all relevant officers have duly completed declarations of pecuniary interests
- Details of shares held by a senior officer as the nominee or held beneficially
- Details of publications produced by the entity about itself and how these can be obtained
- Details of changes in prices, fees, charges, rates and levies charged
- Details of any significant external reviews carried out
- Details of significant research and development activities undertaken
- Details of overseas visits undertaken, including a summary of objectives and outcomes of each visit
- Details of major promotional, public relations and marketing activities undertaken by the entity to develop community awareness and its services
- Assessments and measures undertaken to improve the occupational health and safety of employees
- A general statement on industrial relations within the entity and details of time lost through industrial accidents and disputes
- A list of major committees sponsored by the entity, each committee's purposes, and the extent to which the objectives have been achieved.

## Local Jobs Act 2003

No contracts were commenced or completed in the reporting period that requires disclosure under the Victorian Industry Participation Policy (VIPP) Act 2003.

## Asset Management Accountability Framework (AMAF) maturity assessment

The new AMAF is a non-prescriptive, devolved accountability model of asset management that requires compliance with 41 mandatory requirements. These requirements can be found on the DTF website: [www.dtf.vic.gov.au/infrastructure-investment/asset-management-accountability-framework](http://www.dtf.vic.gov.au/infrastructure-investment/asset-management-accountability-framework).

The Department's target maturity rating is 'competence', meaning systems and processes fully in place, consistently applied and systematically meeting the AMAF requirement, including a continuous improvement process to expand system performance above AMAF minimum requirements.

This diagram reflects the first snapshot of our current systems and processes against the new AMAF framework. RPCV is proactively working towards full compliance as we advance the maturity of the system. The below commentary provides further information on the provided graph which details a snapshot of our progress to date:

### Leadership and Accountability (requirements 1-19)

RPCV did not meet some requirements in the areas of asset management accountability. There is no material non-compliance reported in this category. An improvement plan is in place to improve our maturity rating in these areas.

### Planning (requirements 20-23)

RPCV did not comply with some requirements in the areas of planning asset management responsibility and other requirements. There

is no material non-compliance reported in this category. An improvement plan is in place to improve the RPCV maturity rating in these areas.

### Acquisition (requirements 24 and 25)

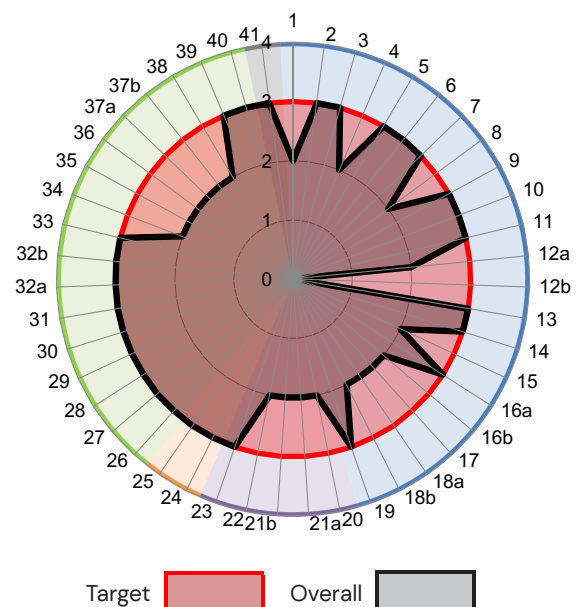
RPCV has met or exceeded its target maturity level in this category.

### Operation (requirements 26-40)

RPCV has met the requirements of sections 26 to 33 of the possible 40 areas of the target within this category. RPCV is implementing changes and process improvements to proactively identify potential asset performance failures and identify preventive action to achieve full compliance in future reporting periods.

### Disposal (requirement 41)

RPCV has met its target maturity level in this category.



Status	Scale
Not Applicable	N/A
Innocence	0
Awareness	1
Developing	2
Competence	3
Optimising	4
Unassessed	U/A

# Future Focus

We will have a focused objective throughout the 2021–2022 period –business and financial sustainability. Our focus on sustainability continues to align with our current strategic priorities. We will also welcome new board members, with five current members having been on the board for less than 12 months, so we look forward to a new and exciting exchange of ideas and opportunities.

## Our key areas of focus are:

Strategic Priorities	Our key areas of Focus in 2021–22
Building for the Future	<ul style="list-style-type: none"><li>• RPCV board will develop a new strategic plan in mid-2022 to provide focus and clear direction on our continuing commitment to ensuring that RPCV remains a viable and robust organisation.</li><li>• Grounds maintenance insourcing project to support business sustainability.</li><li>• Business Review implementation to continue our focus on business and financial sustainability.</li></ul>
Community Connections	<ul style="list-style-type: none"><li>• Refresh and refocus the current Community Advisory Committee (CAC) to ensure representation from all our service regions.</li><li>• As our events schedule was cancelled during the previous twelve months, we will re-launch a focused events program to re-engage the community and volunteers.</li></ul>
Responsive to Customer Needs	Continue to build our technology advances to assist us with being responsive to our client families and industry partners. Designing and implementing (including evaluation and engagement with stakeholders) additional modules on our cemetery management system. The next phase will include a Ground Services Module and Funeral Directors Portal.
Inspired People and Culture	Continue our commitment to support our people by developing and delivering programs, training, and workplace activities that foster a positive workplace culture and assist individual professional development and staff retention.



Building for  
the Future

Community  
Connections

Responsive to  
Customer Needs

Inspired People  
and Culture

# Attestations

## Responsible Bodies Declaration as at 30 June 2021 – Remembrance Parks Central Victoria

In accordance with the Financial Management Act 1994, I am pleased to present the report of operations for Remembrance Parks Central Victoria for the year ending 30 June 2021.



**Marg Lewis | Chair**  
Bendigo  
25 August 2021

## Financial Management Compliance

I, Marg Lewis, on behalf of the Responsible Body, certify that Remembrance Parks Central Victoria has no Material Compliance Deficiency with respect to the applicable Standing Directions under the Financial Management Act 1994 and



**Marg Lewis | Chair**  
Bendigo  
25 August 2021

## Conflict of Interest Declaration

I, Dean McElroy, certify that Remembrance Parks Central Victoria has put in place appropriate internal controls and processes to ensure that it has complied with the requirements of clause 9 of schedule 1A of the Act and has implemented a 'Conflict of Interest' policy consistent with the minimum accountabilities required by the VPSC. Declaration of private interest forms have been completed by all executive staff within Remembrance Parks Central Victoria and members of the board, and all declared conflicts have been addressed and are being managed. Conflict of interest is a standard agenda item for declaration and documenting at each executive board meeting.



**Dean McElroy | Accountable Officer**  
Remembrance Parks Central Victoria  
25 August 2021

## Integrity, Fraud and Corruption Declaration

I Dean McElroy, certify that Remembrance Parks Central Victoria, has put in place appropriate internal controls and processes to ensure that Integrity, fraud and corruption risks have been reviewed and addressed at Remembrance Parks Central Victoria during the year.



**Dean McElroy | Accountable Officer**  
Remembrance Parks Central Victoria  
25 August 2021



## Data Integrity Declaration

I, Dean McElroy, certify that Remembrance Parks Central Victoria has put in place appropriate internal controls and processes to ensure that reported data accurately reflects actual performance. Remembrance Parks Central Victoria has critically reviewed these controls and processes during the year.



**Dean McElroy | Accountable Officer**  
Remembrance Parks Central Victoria  
25 August 2021

## Compliance with Victorian Government Purchasing Board (VGPB) Policies

I, Dean McElroy, certify that Remembrance Parks Central Victoria has put in place appropriate internal controls and processes to ensure that it has complied with all requirements set out in the VGPB Victorian Government Purchasing Board Policies and have critically reviewed these controls and processes during the year.



**Dean McElroy | Accountable Officer**  
Remembrance Parks Central Victoria  
25 August 2021

# Disclosure Index

The annual report of Remembrance Parks Central Victoria is prepared in accordance with all relevant Victorian legislation. This index has been prepared to facilitate identification of the Department's compliance with statutory disclosure requirements.

Legislation	Requirement	Page Reference
<b>Ministerial Directions</b>		
<b>Report of Operations</b>		
<b>Charter of Purpose</b>		
FRD 22H	Manner of establishment and the relevant Ministers	7
FRD 22H	Purpose, functions, powers and duties	7
FRD 22H	Nature and range of services provided	9
FRD 22H	Activities, programs and achievements for the reporting period	13
FRD 22H	Significant changes in key initiatives and expectations for the future	NIL
<b>Management and structure</b>		
FRD 22H	Organisational structure	12
FRD 22H	Workforce data / employment and conduct principles	20
FRD 22H	Occupational Health and Safety	21
<b>Financial information</b>		
FRD 22H	Summary of the financial results for the year	23
FRD 22H	Significant changes in financial position during the year	NIL
FRD 22H	Subsequent events	NIL
FRD 22H	Details of consultancies under \$10,000	24
FRD 22H	Details of consultancies over \$10,000	24
FRD 22H	Disclosure of ICT expenditure	24

Legislation	Requirement	Page Reference
<b>Legislation</b>		
FRD 22H	Application and operation of Freedom of Information Act 1982	26
FRD 22H	Compliance with building and maintenance provisions of Building Act 1993	26
FRD 22H	Application and operation of Public Interest Disclosures Act 2012 (effective 1 January 2020 – previously the Protected Disclosure Act 2012)	26
FRD 22H	Statement on National Competition Policy	26
FRD 22H	Application and operation of Carers Recognition Act 2012	28
FRD 22H	Summary of the entity's environmental performance	27
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<b>Other relevant reporting directives</b>		
FRD 25D	Local Jobs First Act disclosures	29
SD 5.1.4	Financial Management Compliance attestation	32
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<b>Attestations</b>		
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<b>Other reporting requirements</b>		
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Reporting obligations under the Asset Management Accountability Framework (AMAF)		29



# Financial Statements

for the year ended  
**30 June 2021**



REMEMBRANCE PARKS  
CENTRAL VICTORIA

## Financial Statements

### Financial Year ended 30 June 2021

#### ***Board member's, accountable officer's, and chief finance & accounting officer's declaration***

The attached financial statements for *Remembrance Parks Central Victoria* have been prepared in accordance with Direction 5.2 of the Standing Directions of the Assistant Treasurer under the *Financial Management Act 1994*, applicable Financial Reporting Directions, Australian Accounting Standards including Interpretations, and other mandatory professional reporting requirements.

We further state that, in our opinion, the information set out in the comprehensive operating statement, balance sheet, statement of changes in equity, cash flow statement and accompanying notes, presents fairly the financial transactions during the year ended 30 June 2021 and the financial position of *Remembrance Parks Central Victoria* at 30 June 2021.

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 25 August 2021.



**MARG LEWIS**

**Chair**

Bendigo

25 August 2021



**DEAN MCELROY**

**Chief Executive Officer**

Bendigo

25 August 2021



**LAURA COATSWORTH**

**Chief Finance & Accounting Officer**

Bendigo

25 August 2021



Victorian Auditor-General's Office

# Independent Auditor's Report

## To the Board Members of Remembrance Parks Central Victoria

<b>Opinion</b>	<p>I have audited the financial report of Remembrance Parks Central Victoria (the cemetery) which comprises the:</p> <ul style="list-style-type: none"> <li>• balance sheet as at 30 June 2021</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>• board member's, accountable officer's and chief finance &amp; accounting officer's declaration.</li> </ul> <p>In my opinion the financial report presents fairly, in all material respects, the financial position of the cemetery as at 30 June 2021 and their financial performance and cash flows for the year then ended in accordance with the financial reporting requirements of Part 7 of the <i>Financial Management Act 1994</i> and applicable Australian Accounting Standards.</p>
<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 cemetery in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 <i>Code of Ethics for Professional Accountants</i> (the Code) that are relevant to my audit of the financial report in Victoria. My staff and I have also fulfilled our other ethical responsibilities in accordance with the Code.</p> <p>I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.</p>
<b>Board Members' responsibilities for the financial report</b>	<p>The Board Members of the cemetery are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the <i>Financial Management Act 1994</i> and for such internal control as the Board 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 Board Members are responsible for assessing the cemetery's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless it is inappropriate to do so.</p>

<b>Other Information</b>	<p>The Board Members of the cemetery are responsible for the Other Information, which comprises the information in the cemetery's annual report for the year ended 30 June 2021, but does not include the financial report and my auditor's report thereon.</p> <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>
<b>Auditor's responsibilities for the audit of the financial report</b>	<p>As required by the <i>Audit Act 1994</i>, 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.</p> <p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the cemetery's internal control</li> <li>• evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board Members</li> <li>• conclude on the appropriateness of the Board 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 cemetery's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the cemetery to cease to continue as a going concern.</li> <li>• 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.</li> </ul>



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<b>Auditor's responsibilities for the audit of the financial report (continued)</b>	I communicate with the Board 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.
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MELBOURNE  
3 September 2021



Travis Derricott  
*as delegate for the Auditor-General of Victoria*

# Comprehensive operating statement

## Remembrance Parks Central Victoria

### Comprehensive Operating Statement

For the Financial Year Ended 30 June 2021

	Note	2021 \$'000	2020 \$'000
<b>Revenue and income from transactions</b>			
Operating activities	2.1	3,391	3,038
Non-operating activities	2.1	219	182
<b>Total revenue and income from transactions</b>		<b>3,610</b>	<b>3,220</b>
<b>Expenses from transactions</b>			
Employee expenses	3.1	(1,143)	(1,077)
Supplies and consumables	3.1	(191)	(206)
Finance costs	3.1	(7)	(4)
Depreciation and amortisation	3.1	(292)	(288)
Cemetery levy	3.1	(99)	(69)
Other administrative expenses	3.1	(411)	(324)
Other operating expenses	3.1	(1,378)	(1,119)
<b>Total Expenses from transactions</b>		<b>(3,521)</b>	<b>(3,088)</b>
<b>Net result from transactions - net operating balance</b>		<b>89</b>	<b>132</b>
<b>Other economic flows included in net result</b>			
Net gain/(loss) on sale of non-financial assets	3.4	(3)	-
Net gain/(loss) on financial instruments	3.4	216	(43)
<b>Total other economic flows included in net result</b>		<b>213</b>	<b>(43)</b>
<b>Net result for the year</b>		<b>302</b>	<b>89</b>
<b>Other comprehensive income</b>			
<b>Items that will not be reclassified to net result</b>			
Changes in property, plant and equipment revaluation surplus	4.2(b)	397	-
<b>Total other comprehensive income</b>		<b>397</b>	<b>-</b>
<b>Comprehensive result for the year</b>		<b>699</b>	<b>89</b>

This statement should be read in conjunction with the accompanying notes

# Balance Sheet

## Remembrance Parks Central Victoria

### Balance Sheet as at 30 June 2021

	Note	2021 \$'000	2020 \$'000
<b>Current assets</b>			
Cash and cash equivalents	6.2	329	414
Receivables and contract assets	5.1	281	284
Inventories	4.5	34	50
Investments and other financial assets	4.1	1,720	1,024
<b>Total current assets</b>		<b>2,364</b>	<b>1,772</b>
<b>Non-current assets</b>			
Inventories	4.5	267	258
Property, plant and equipment	4.2 (a)	4,955	4,634
Intangible assets	4.3 (a)	11	23
<b>Total non-current assets</b>		<b>5,233</b>	<b>4,915</b>
<b>Total assets</b>		<b>7,597</b>	<b>6,687</b>
<b>Current liabilities</b>			
Payables	5.2	433	449
Contract liabilities	5.3	127	152
Borrowings	6.1	42	20
Employee benefits	3.2	113	99
Other provisions	5.4	12	14
Deferred grant income	5.2 (a)	-	18
<b>Total current liabilities</b>		<b>727</b>	<b>752</b>
<b>Non-current liabilities</b>			
Contract liabilities	5.3	1,751	1,539
Borrowings	6.1	24	49
Employee benefits	3.2	22	13
Other provisions	5.4	188	148
<b>Total non-current liabilities</b>		<b>1,985</b>	<b>1,749</b>
<b>Total liabilities</b>		<b>2,712</b>	<b>2,501</b>
<b>Net assets</b>		<b>4,885</b>	<b>4,186</b>
<b>Equity</b>			
Property, plant and equipment revaluation surplus	4.2(f)	3,119	2,722
Perpetual maintenance surplus	SCE	1,000	1,000
Other reserves	SCE	771	676
Contributed capital	SCE	605	605
Accumulated surplus/(deficit)	SCE	(610)	(817)
<b>Total equity</b>		<b>4,885</b>	<b>4,186</b>

This statement should be read in conjunction with the accompanying notes

# Statement of Changes in Equity

## Remembrance Parks Central Victoria

### Statement of Changes in Equity

#### For the Financial Year Ended 30 June 2021

	Property, Plant and Equipment Revaluation Surplus	Perpetual Maintenance	Contributed Capital	Accumulated Surplus/(Deficits)	Other reserves	Total
Note	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
Balance at 30 June 2019	2,722	952	605	(1,389)	1,207	-
Effect of adoption of AASB 15, 16 and 1058	-	-	-	-	-	-
Restated Balance at 1 July 2019	2,722	952	605	(1,389)	1,207	4,097
Net result for the year	-	-	-	89	-	89
Other comprehensive income for the year	-	-	-	-	-	-
Transfer from/(to) accumulated deficits	-	48	-	483	(531)	-
Balance at 30 June 2020	2,722	1,000	605	(817)	676	4,186
Net result for the year	-	-	-	302	-	302
Other comprehensive income for the year	397	-	-	-	-	397
Transfer from/(to) accumulated deficits	-	-	-	(95)	95	-
Balance at 30 June 2021	3,119	1,000	605	(610)	771	4,885

This statement should be read in conjunction with the accompanying notes

# Cash flow statement

## Remembrance Parks Central Victoria

### Cashflow Statement

#### For the Financial Year Ended 30 June 2021

		2021 \$'000	2020 \$'000
<b>Cash Flows from operating activities</b>			
Capital grants from government - State		80	225
Capital grants from government - Commonwealth		16	-
Revenue from customers		4,346	3,659
GST received from Australian Taxation Office		216	173
Interest and investment income received		15	12
Other receipts		227	-
<b>Total receipts</b>		<b>4,900</b>	<b>4,069</b>
Employee expenses paid		(1,137)	(1,076)
Payments for supplies and consumables		(2,769)	(2,077)
GST paid to Australian Taxation Office		(282)	(239)
Cash outflow for leases		(29)	(24)
<b>Total payments</b>		<b>(4,217)</b>	<b>(3,416)</b>
<b>Net cash flows from/(used in) operating activities</b>	8.1	<b>683</b>	<b>653</b>
<b>Cash Flows from investing activities</b>			
Purchase of investments		(460)	(296)
Purchase of property, plant and equipment		(302)	(306)
<b>Net cash flows from/(used in) investing activities</b>		<b>(762)</b>	<b>(602)</b>
<b>Cash flows from financing activities</b>			
Repayment of borrowings		(6)	(6)
<b>Net cash flows from /(used in) financing activities</b>		<b>(6)</b>	<b>(6)</b>
<b>Net increase/(decrease) in cash and cash equivalents held</b>		<b>(85)</b>	<b>45</b>
Cash and cash equivalents at beginning of year		414	369
<b>Cash and cash equivalents at end of year</b>	6.2	<b>329</b>	<b>414</b>

This statement should be read in conjunction with the accompanying notes

# Notes to the Financial Statements

**Remembrance Parks Central Victoria  
Notes to the Financial Statements  
For the Financial Year Ended 30 June 2021**

## Note 1: Basis of preparation

### Structure

- 1.1 Basis of preparation of the financial statements*
- 1.2 Impact of COVID-19 pandemic*
- 1.3 Abbreviations and terminology used in the financial statements*
- 1.4 Key accounting estimates and judgements*
- 1.5 Accounting standards issued but not yet effective*
- 1.6 Goods and Services Tax (GST)*
- 1.7 Reporting entity*
- 1.8 Perpetual Maintenance Reserve Policy*

# Remembrance Parks Central Victoria

## Notes to the Financial Statements

### For the Financial Year Ended 30 June 2021

## Note 1: Basis of preparation

These financial statements represent the audited general purpose financial statements for Remembrance Parks Central Victoria (formerly known as Bendigo Cemeteries Trust) for the year ended 30 June 2021. The Governor in Council ordered under section 8(1)(c) of the Cemeteries and Crematoria Act 2003 that the name of the Bendigo Cemeteries Trust be changed to Remembrance Parks Central Victoria. This was effective from the 6th August 2020 (the day it was published in the Government Gazette). The report provides users with information about Remembrance Parks Central Victoria's stewardship of the resources entrusted to it.

This section explains the basis of preparing the financial statements and identifies the key accounting estimates and judgements.

### **Note 1.1: Basis of preparation of the financial statements**

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

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

Remembrance Parks Central Victoria is a not-for-profit entity and therefore applies the additional AUS paragraphs applicable to a "not-for-profit" cemetery trust under the Australian Accounting Standards. Australian Accounting Standards set out accounting policies that the AASB has concluded would result in financial statements containing relevant and reliable information about transactions, events and conditions. Apart from the changes in accounting policies, standards and interpretations as noted below, material accounting policies adopted in the preparation of these financial statements are the same as those adopted in the previous period.

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

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

The financial statements are in Australian dollars.

The amounts presented in the financial statements have been rounded to the nearest thousand dollars. Minor discrepancies in tables between totals and sum of components are due to rounding.

The annual financial statements were authorised for issue by the Board of Remembrance Parks Central Victoria on 25 August 2021.

### **Note 1.2 Impact of COVID-19 pandemic**

In the previous financial year, a global pandemic caused by the COVID-19 Coronavirus (COVID-19) was declared. To contain the spread of COVID-19 and prioritise the health and safety of our community, Remembrance Parks Central Victoria was required to comply with various restrictions announced by the Commonwealth and State Governments, which in turn, has continued to impact the way in which Remembrance Parks Central Victoria operates.

Remembrance Parks Central Victoria introduced a range of measures in both the prior and current year, including:

- introducing restrictions on non-essential visitors
- greater utilisation of telecommunication and video conferencing
- implementing reduced visitor hours
- implementing work from home arrangements where appropriate.

As restrictions have eased towards the end of the financial year Remembrance Parks Central Victoria has been able to revise some measures where appropriate including reducing restrictions on non-essential visitors and removing work from home arrangements.

The pandemic has not had any material financial impacts on Remembrance Parks Central Victoria.

### **Note 1.3 Abbreviations and terminology used in the financial statements**

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

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

### **Note 1.4 Key accounting estimates and judgements**

Management make estimates and judgements when preparing the financial statements.

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

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

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



**Note 1.5 Accounting standards issued but not yet effective**

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

Standard	Adoption Date	Impact
AASB 17: <i>Insurance Contracts</i>	Reporting periods on or after 1 January 2023	Adoption of this standard is not expected to have a material impact.
AASB 2020-1: <i>Amendments to Australian Accounting Standards – Classification of Liabilities as Current or Non-Current</i>	Reporting periods on or after 1 January 2022.	Adoption of this standard is not expected to have a material impact.
AASB 2020-3: <i>Amendments to Australian Accounting Standards – Annual Improvements 2018-2020 and Other Amendments</i>	Reporting periods on or after 1 January 2022.	Adoption of this standard is not expected to have a material impact.
AASB 2020-8: <i>Amendments to Australian Accounting Standards – Interest Rate Benchmark Reform – Phase 2</i>	Reporting periods on or after 1 January 2021.	Adoption of this standard is not expected to have a material impact.

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

**Note 1.6 Goods and Services Tax (GST)**

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

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

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

Commitments and contingent assets and liabilities are presented on a gross basis.

**Note 1.7 Reporting Entity**

The financial statements include all the controlled activities of Remembrance Parks Central Victoria.

Its principal address is:

5 Victoria Street  
Eaglehawk, Victoria 3556

A description of the nature of Remembrance Parks Central Victoria's operations and its principal activities is included in the report of operations, which does not form part of these financial statements.

**Note 1.8 Perpetual Maintenance Reserve Policy**

Under Section 12 of the Cemeteries and Crematoria Act 2003, Remembrance Parks Central Victoria must have regard to the perpetual maintenance obligations in respect of the cemeteries for which it is responsible. Consequently, Remembrance Parks Central Victoria makes an annual transfer from its accumulated surplus to a perpetual maintenance reserve. The amount of the transfer is based on a percentage of the total revenue generated from each right of interment in the most recent financial year, amortised on a straight-line basis over the period for which the maintenance obligation may accrue. The transfer rate is determined by Remembrance Parks Central Victoria annually, taking into account current demand forecasts and Remembrance Parks Central Victoria's inventory development plans. Remembrance Parks Central Victoria has capped balance of the perpetual maintenance reserve at \$1,000,000 and no transfer are made to the reserve once it has reached this point. The following percentage rates and amortisation periods applied for the years ended 30 June 2021 and 30 June 2020:

Right of Interment	Transfer Rate Year ended 30 June 2021	Transfer Rate Year ended 30 June 2020	Amortisation Period
Grave	25% up to \$1,000,000 balance in the perpetual maintenance reserve	25%	Over shorter period of tenure and 100 years

## Note 2: Funding delivery of our services

Remembrance Parks Central Victoria receives income from the supply of services to enable it to fulfil its objectives.

Remembrance Parks Central Victoria may also receive grants from Government.

### Structure

#### 2.1 Revenue and income from transactions

### Key judgements and estimates

This section contains the following key judgements and estimates:

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

**Note 2.1: Revenue and income from transactions**

	2021 \$'000	2020 \$'000
<b>Operating activities</b>		
<b>Revenue from contracts with customers</b>		
Grave	647	510
Interment	591	577
Cremation	872	803
Cremation memorial	54	40
Functions & Events	18	22
Memorialisation	339	333
Management Fees - Pine Lodge & Kialla West	423	384
Management Fees - Sunbury	291	
<b>Total revenue from contracts with customers</b>	<b>3,235</b>	<b>2,669</b>
<b>Other sources of income</b>		
Government grants (State) - Operating	15	-
Government grants (State) - Capital	76	336
Government grants (Commonwealth) - Capital	23	-
Other revenue from operating activities (including non-capital donations)	42	33
<b>Total other sources of income</b>	<b>156</b>	<b>369</b>
<b>Total revenue and income from operating activities</b>	<b>3,391</b>	<b>3,038</b>
<b>Non-operating activities</b>		
<b>Income from other sources</b>		
Interest	3	2
Dividends	31	33
Government Stimulus	185	147
<b>Total other sources of income</b>	<b>219</b>	<b>182</b>
<b>Total income from non-operating activities</b>	<b>219</b>	<b>182</b>
<b>Total revenue and income from transactions</b>	<b>3,610</b>	<b>3,220</b>

**How we recognise revenue and income from transactions**

**Revenue Recognition**

To recognise revenue, Remembrance Parks Central Victoria assesses whether there is a contract that is enforceable and has sufficiently specific performance obligations in accordance with AASB 15: Revenue from Contracts with Customers.

When both these conditions are satisfied, the cemetery trust:

- Identifies each performance obligation relating to the revenue
- recognises a contract liability for its obligations under the agreement
- recognises revenue as it satisfied its performance obligations, at the time or over time when services are rendered.

Where the contract is not enforceable and/or does not have sufficiently specific performance obligations, the cemetery trust:

- recognises the asset received in accordance with the recognition requirements of other applicable Accounting Standards (for example, AASB 9, AASB 16, AASB 116 and AASB 138)
- recognises related amounts (being contributions by owners, lease liabilities, financial instruments, provisions, revenue or contract liabilities from a contract with a customer), and
- recognises income immediately in profit or loss as the difference between the initial carrying amount of the asset and the related amount.

### *Cemetery operations income*

#### **Performance obligations and revenue recognition policies**

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

#### **Fees**

Fees received for the rights of interment for graves, cremation memorials and mausoleum crypts 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.

For contracts that permit the customer to return an item, revenue is recognised to the extent it is highly probable that a significant cumulative reversal will not occur. Therefore, the amount of revenue recognised is adjusted for the expected returns, which are estimated based on the historical data. In these circumstances, a refund liability and a right to recover returned goods asset are recognised. The right to recover the returned goods asset is measured at the former carrying amount of the inventory less any expected costs to recover goods. The refund liability is included in other payables (Note 5.3) and the right to recover returned goods is included in inventory (Note 4.6). Bendigo Cemeteries Trust reviews its estimate of expected returns at each reporting date and updates the amount of the asset and liability accordingly. As the sales are made with a short credit term, there is no financing element present.

Consideration received in advance of recognising the associated revenue from the customer is recorded as a contract liability (Note 5.3). Where the performance obligations is satisfied but not yet billed, a contract asset is recorded (Note 5.1).

#### **Interest Income**

Interest income 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.

#### **Dividend Income**

Dividend income is recognised when the right to receive payment is established. Dividends represent the income arising from the Cemetery Trust's investment in financial assets.

#### **Disposal of non-financial assets**

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.

### **Capital grants**

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

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

## 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.

### Structure

#### **3.1 Expenses from transactions**

#### **3.2 Employee benefits in the balance sheet**

#### **3.3 Superannuation**

#### **3.4 Other economic flows**

### Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Measuring and classifying employee benefit liabilities	<p>Remembrance Parks Central Victoria applies significant judgment when measuring and classifying its employee benefit liabilities.</p> <p>Employee benefit liabilities are classified as a current liability if Remembrance Parks Central Victoria does not have an unconditional right to defer payment beyond 12 months. Annual leave, accrued days off and long service leave entitlements (for staff who have exceeded the minimum vesting period) fall into this category.</p> <p>Employee benefit liabilities are classified as a non-current liability if Remembrance Parks Central Victoria has a conditional right to defer payment beyond 12 months. Long service leave entitlements (for staff who have not yet exceeded the minimum vesting period) fall into this category.</p> <p>The cemetery trust also applies judgement to determine when it expects its employee entitlements to be paid. With reference to historical data, if the cemetery trust does not expect entitlements to be paid within 12 months, the entitlement is measured at its present value. All other entitlements are measured at their nominal value.</p>

**Note 3.1: Expenses from transactions**

		2021	2020
	Note	\$'000	\$'000
Salaries and wages		1,033	954
On-costs		89	94
Workcover premium		21	29
<b>Total employee expenses</b>		<b>1,143</b>	<b>1,077</b>
Rights of interment		33	60
Memorialisation		158	143
Retail		-	3
<b>Total supplies and consumables</b>		<b>191</b>	<b>206</b>
Finance costs		7	4
<b>Total finance costs</b>		<b>7</b>	<b>4</b>
Cemetery Levy		99	69
<b>Total Cemetery levy</b>		<b>99</b>	<b>69</b>
Other administrative expenses		411	324
<b>Total other administrative expenses</b>		<b>411</b>	<b>324</b>
Maintenance operating expenses		1,299	1,083
Audit fees		18	26
Expenses related to leases of low value assets		12	10
Expenditure for capital purposes		49	-
<b>Total other operating expenses</b>		<b>1,378</b>	<b>1,119</b>
<b>Total operating expense</b>		<b>3,229</b>	<b>2,799</b>
Depreciation and amortisation	4.4	292	288
<b>Total depreciation and amortisation</b>		<b>292</b>	<b>288</b>
<b>Total non-operating expense</b>		<b>292</b>	<b>288</b>
<b>Total expenses from transactions</b>		<b>3,521</b>	<b>3,087</b>

**How we recognise expenses from transactions**

**Expense recognition**

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

**Employee expenses**

Employee expenses include:

- Salaries and wages (including fringe benefits tax, leave entitlements, termination payments)
- On-costs
- Work cover premiums.



**Supplies and consumables**

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

**Finance costs**

Finance costs include:

- finance charges in respect of leases which are recognised in accordance with AASB 16 *Leases*.

**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 (cemetery levy), 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% (2020: 3%)

**Other operating expenses**

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

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

**Non-operating expenses**

Other non-operating expenses generally represent expenditure outside the normal operations such as depreciation and amortisation, and assets and services provided free of charge or for nominal consideration.

### Note 3.2: Employee benefits in the balance sheet

	2021 \$'000	2020 \$'000
<b>Current provisions</b>		
<i>Accrued days off</i>		
Unconditional and expected to be settled wholly within 12 months <sup>i</sup>	-	-
	-	-
<i>Annual leave</i>		
Unconditional and expected to be settled wholly within 12 months <sup>i</sup>	34	28
Unconditional and expected to be settled wholly after 12 months <sup>ii</sup>	18	15
	<b>52</b>	<b>43</b>
<i>Long service leave</i>		
Unconditional and expected to be settled wholly within 12 months <sup>i</sup>	5	5
Unconditional and expected to be settled wholly after 12 months <sup>ii</sup>	44	41
	<b>49</b>	<b>46</b>
<i>Provisions related to employee benefit on-costs</i>		
Unconditional and expected to be settled within 12 months <sup>i</sup>	5	8
Unconditional and expected to be settled after 12 months <sup>ii</sup>	7	2
	<b>12</b>	<b>10</b>
<b>Total current employee benefits</b>	<b>113</b>	<b>99</b>
<b>Non-current provisions</b>		
Conditional long service leave	20	12
Provisions related to employee benefit on-costs	2	1
<b>Total non-current employee benefits</b>	<b>22</b>	<b>13</b>
<b>Total employee benefits</b>	<b>135</b>	<b>112</b>

<sup>i</sup> The amounts disclosed are nominal amounts.

<sup>ii</sup> The amounts disclosed are discounted to present values.

### How we recognise employee benefits

#### Employee benefit recognition

Provision is made for benefits accruing to employees in respect of accrued days off, annual leave and long service leave for services rendered to the reporting date as an expense during the period the services are delivered.

#### Provisions

Provisions are recognised when Remembrance Parks Central Victoria 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.

**Annual leave**

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

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

Nominal value – if Remembrance Parks Central Victoria expects to wholly settle within 12 months or  
Present value – if Remembrance Parks Central Victoria does not expect to wholly settle within 12 months.

**Long service leave**

The liability for long service leave (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 Remembrance Parks Central Victoria does not expect to settle the liability within 12 months because it will not have the unconditional right to defer the settlement of the entitlement should an employee take leave within 12 months. An unconditional right arises after a qualifying period.

The components of this current LSL liability are measured at:

Nominal value – if Remembrance Parks Central Victoria expects to wholly settle within 12 months or  
Present value – if Remembrance Parks Central Victoria does not expect to wholly settle within 12 months.

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

**On-costs related to employee benefits**

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

**Note 3.2 (a): Employee benefits and related on-costs**

	2021 \$'000	2020 \$'000
Unconditional annual leave entitlements	59	49
Unconditional long service leave entitlements	54	50
<b>Total current employee benefits and related on-costs</b>	<b>113</b>	<b>99</b>
Conditional long service leave entitlements	22	13
<b>Total non-current employee benefits and related on-costs</b>	<b>22</b>	<b>13</b>
<b>Total employee benefits and related on-costs</b>	<b>135</b>	<b>112</b>
Carrying amount at start of year	10	9
Additional provisions recognised	2	1
Amounts incurred during the year	-	-
<b>Carrying amount at end of year</b>	<b>12</b>	<b>10</b>

**Note 3.3: Superannuation**

**How we recognise superannuation**

Employees of Remembrance Parks Central Victoria are entitled to receive superannuation benefits and it contributes to both defined benefit and defined contribution plans.

**Defined benefit superannuation plans**

The defined benefit plan provides benefits based on years of service and final average salary. The amount charged to the Comprehensive Operating Statement in respect of defined benefit superannuation plans represents the contributions made by Remembrance Parks Central Victoria to the superannuation plans in respect of the services of current Remembrance Parks Central Victoria's 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.

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

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

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

**Unfunded defined benefit superannuation liability**

Remembrance Parks Central Victoria 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 certain other 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 Remembrance Parks Central Victoria.

**Defined contribution superannuation plans**

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

The name, details and amounts that have been expensed in relation to the major employee superannuation funds and contributions made by Remembrance Parks Central Victoria are disclosed below.

	Paid Contribution for the Year		Contribution Outstanding at Year End	
	2021 \$'000	2020 \$'000	2021 \$'000	2020 \$'000
<b>Defined benefit plans:<sup>i</sup></b>				
Vision superannuation fund	10	8	-	-
<b>Defined contribution plans:</b>				
Vision superannuation fund	23	20	2	3
Other superannuation funds	64	53	7	16
<b>Total</b>	<b>97</b>	<b>81</b>	<b>9</b>	<b>19</b>

<sup>i</sup> The basis for determining the level of contributions is determined by the various actuaries of the defined benefit superannuation plans.

**Note 3.4: Other economic flows**

	2021 \$'000	2020 \$'000
Net gain/(loss) on disposal of property plant and equipment	(3)	-
<b>Total net gain/(loss) on non-financial assets</b>	<b>(3)</b>	<b>-</b>
Other gains/(losses) from other economic flows	216	(43)
<b>Total net gain/(loss) on financial instruments</b>	<b>216</b>	<b>(43)</b>
<b>Total gains/(losses) from other economic flows</b>	<b>213</b>	<b>(43)</b>

### **How we recognise other economic flows**

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

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

### **Net gain/(loss) on non-financial assets**

Any gain or loss on the disposal 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.

### **Net gain/(loss) on financial instruments**

Net gain/ (loss) on financial instruments at fair value includes:

- realised and unrealised gains and losses from revaluations of financial instruments at fair value; and
- disposals of financial assets and derecognition of financial liabilities.

## Note 4: Key assets to support service delivery

Remembrance Parks Central Victoria 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 Remembrance Parks Central Victoria to be utilised for delivery of those outputs.

### Structure

#### *4.1 Investments and other financial assets*

#### *4.2 Property, plant & equipment*

#### *4.3 Intangible assets*

#### *4.4 Depreciation and amortisation*

#### *4.5 Inventories*

### Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Measuring fair value of property, plant and equipment	<p>Remembrance Parks Central Victoria obtains independent valuations for its non-current assets at least once every five years.</p> <p>If an independent valuation has not been undertaken at balance date, the cemetery trust estimates possible changes in fair value since the date of the last independent valuation with reference to Valuer-General of Victoria indices.</p> <p>Managerial adjustments are recorded if the assessment concludes a material change in fair value has occurred. Where exceptionally large movements are identified, an interim independent valuation is undertaken.</p>
Estimating useful life and residual value of property, plant and equipment	<p>Remembrance Parks Central Victoria assigns an estimated useful life to each item of property, plant and equipment, whilst also estimating the residual value of the asset, if any, at the end of the useful life. This is used to calculate depreciation of the asset.</p> <p>The cemetery trust reviews the useful life, residual value and depreciation rates of all assets at the end of each financial year and where necessary, records a change in accounting estimate.</p>

Key judgements and estimates	Description
Estimating useful life of right-of-use assets	<p>The useful life of each right-of-use asset is typically the respective lease term, except where the cemetery trust is reasonably certain to exercise a purchase option contained within the lease (if any), in which case the useful life reverts to the estimated useful life of the underlying asset.</p> <p>Remembrance Parks Central Victoria applies significant judgement to determine whether or not it is reasonably certain to exercise such purchase options.</p>
Estimating the useful life of intangible assets	<p>Remembrance Parks Central Victoria assigns an estimated useful life to each intangible asset with a finite useful life, which is used to calculate amortisation of the asset.</p>
Identifying indicators of impairment	<p>At the end of each year, Remembrance Parks Central Victoria assesses impairment by evaluating the conditions and events specific to the cemetery trust that may be indicative of impairment triggers. Where an indication exists, the cemetery trust tests the asset for impairment.</p> <p>The cemetery trust considers a range of information when performing its assessment, including considering:</p> <ul style="list-style-type: none"> <li>▪ If an asset's value has declined more than expected based on normal use</li> <li>▪ If a significant change in technological, market, economic or legal environment which adversely impacts the way the cemetery trust uses an asset</li> <li>▪ If an asset is obsolete or damaged</li> <li>▪ If the asset has become idle or if there are plans to discontinue or dispose of the asset before the end of its useful life</li> <li>▪ If the performance of the asset is or will be worse than initially expected.</li> </ul> <p>Where an impairment trigger exists, the cemetery trusts applies significant judgement and estimate to determine the recoverable amount of the asset.</p>



**Note 4.1: Investments and other financial assets**

	2021 \$'000	2020 \$'000
<b>Current</b>		
<b>Loans and receivables</b>		
Interest bearing investments	917	457
<b>Available-for-sale</b>		
Managed shares portfolio	803	567
<b>Total current</b>	<b>1,720</b>	<b>1,024</b>
<b>Total investments and other financial assets</b>	<b>1,720</b>	<b>1,024</b>

**How we recognise investments and other financial assets**

Remembrance Parks Central Victoria manages its investments and other financial assets in accordance with an investment policy approved by the Board.

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

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

Remembrance Parks Central Victoria assesses at each balance sheet date whether a financial asset or group of financial assets is impaired.

All financial assets, except for those measured at fair value through the Comprehensive Operating Statement are subject to annual review for impairment.

**Note 4.2: Property, plant and equipment**

**Note 4.2 (a): Gross carrying amount and accumulated depreciation**

	2021 \$'000	2020 \$'000
Land at fair value	201	201
<b>Total land at fair value</b>	<b>201</b>	<b>201</b>
Buildings, infrastructure and improvements at fair value	6,986	6,205
Less accumulated depreciation	(2,895)	(2,791)
<b>Total buildings, infrastructure and improvements at fair value</b>	<b>4,091</b>	<b>3,414</b>
Works in progress at fair value	91	321
<b>Total land and buildings (a)</b>	<b>4,383</b>	<b>3,936</b>
Plant and equipment at fair value	895	895
Less accumulated depreciation	(542)	(455)
<b>Total plant and equipment at fair value</b>	<b>353</b>	<b>440</b>
Motor vehicles at fair value	134	134
Less accumulated depreciation	(63)	(52)
<b>Total motor vehicles at fair value</b>	<b>71</b>	<b>82</b>
Computer equipment at fair value	371	330
Less accumulated depreciation	(295)	(235)
<b>Total computer equipment at fair value</b>	<b>76</b>	<b>95</b>
Office equipment, furniture and fittings at fair value	144	149
Less accumulated depreciation	(111)	(105)
<b>Total office equipment, furniture and fittings at fair value</b>	<b>33</b>	<b>44</b>
Right of use equipment at fair value	70	51
Less accumulated depreciation	(31)	(14)
<b>Total right of use equipment at fair value</b>	<b>39</b>	<b>37</b>
<b>Total plant, equipment, furniture, fittings and vehicles at fair value (b)</b>	<b>572</b>	<b>698</b>
<b>Total property, plant and equipment</b>	<b>4,955</b>	<b>4,634</b>

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

	Note	Land \$'000	Buildings \$'000	Plant & equipment \$'000	Motor vehicles \$'000	Computer Equipment \$'000	Office Equipment Furniture & \$'000	Right of use - PE, FF&V \$'000	Capital Works in Progress \$'000	Total \$'000
Balance at 1 July 2019		201	3,439	527	93	102	31	51	48	4,492
Additions		-	1	-	-	-	3	-	409	413
Disposals		-	-	-	-	-	-	-	-	-
Revaluation increments/(decrements)		-	-	-	-	-	-	-	-	-
Net transfers between classes		-	65	-	-	43	28	-	(136)	-
Depreciation	4.4	-	(91)	(87)	(11)	(50)	(18)	(14)	-	(271)
Balance at 30 June 2020	4.2 (a)	201	3,414	440	82	95	44	37	321	4,634
Additions		-	-	-	-	-	-	19	188	207
Disposals		-	-	-	-	-	(3)	-	-	(3)
Revaluation increments/(decrements)		-	397	-	-	-	-	-	-	397
Net Transfers between classes		-	379	-	-	41	(2)	-	(418)	-
Depreciation	4.4	-	(99)	(87)	(11)	(60)	(6)	(17)	-	(280)
Balance at 30 June 2021	4.2 (a)	201	4,091	353	71	76	33	39	91	4,955

**How we recognise property, plant and equipment**

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

**Initial recognition**

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

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

**Subsequent measurement**

Items of property, plant and equipment (excluding right-of-use assets) are subsequently measured at fair value less accumulated depreciation and impairment losses where applicable.

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

Further information regarding fair value measurement is disclosed below.

**Revaluation**

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

Where an independent valuation has not been undertaken at balance date, Remembrance Parks Central Victoria perform a managerial assessment to estimate possible changes in fair value of land and buildings since the date of the last independent valuation with reference to Valuer-General of Victoria (VGV) indices. In respect to infrastructure revaluations, the managerial assessment is in reference to the Australian Bureau of Statistics (ABS) construction indices.

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

An independent valuation of Remembrance Parks Central Victoria's property, plant and equipment was performed by the VGV on 30 June 2017. The valuation, which complies with Australian Valuation Standards, was determined by reference to the amount for which assets could be exchanged between knowledgeable willing parties in an arm's length transaction. The managerial assessment performed at 30 June 2021 indicated that the cumulative movement was greater than 10% for buildings, infrastructure and improvements since the last revaluation and a managerial revaluation adjustment was required as at 30 June 2021.

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

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

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

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

### **Impairment**

At the end of each financial year, Remembrance Parks Central Victoria assesses if there is any indication that an item of property, plant and equipment may be impaired by considering internal and external sources of information. If an indication exists, Remembrance Parks Central Victoria estimates the recoverable amount of the asset. Where the carrying amount of the asset exceeds its recoverable amount, an impairment loss is recognised. An impairment loss of a revalued asset is treated as a revaluation decrease as noted above.

Remembrance Parks Central Victoria has concluded that the recoverable amount of property, plant and equipment which are regularly revalued is expected to be materially consistent with the current fair value. As such, there were no indications of property, plant and equipment being impaired at balance date.

### How we recognise right-of-use assets

Where Remembrance Parks Central Victoria enters a contract, which provides the cemetery trust with the right to control the use of an identified asset for a period of time in exchange for payment, this contract is considered a lease.

Unless the lease is considered a short-term lease or a lease of a low-value asset (refer to Note 6.1 for further information), the contract gives rise to a right-of-use asset and corresponding lease liability. Remembrance Parks Central Victoria presents its right-of-use assets as part of property, plant and equipment as if the asset was owned by the cemetery trust.

Right-of-use assets and their respective lease terms include:

Class of right-of-use asset	Lease term
Leased plant and equipment	1 to 5 years

### Presentation of right-of-use assets

Remembrance Parks Central Victoria presents right-of-use assets as 'property plant equipment' unless they meet the definition of investment property, in which case they are disclosed as 'investment property' in the balance sheet.

### Initial recognition

When a contract is entered into, Remembrance Parks Central Victoria assesses if the contract contains or is a lease. If a lease is present, a right-of-use asset and corresponding lease liability is recognised. The definition and recognition criteria of a lease is disclosed at Note 6.1.

The right-of-use asset is initially measured at cost and comprises the initial measurement of the corresponding lease liability, adjusted for:

- any lease payments made at or before the commencement date
- any initial direct costs incurred and
- an estimate of costs to dismantle and remove the underlying asset or to restore the underlying asset or the site on which it is located, less any lease incentive received.

### Subsequent measurement

Right-of-use assets are subsequently measured at cost less accumulated depreciation and accumulated impairment losses where applicable. Right-of-use assets are also adjusted for certain remeasurements of the lease liability (for example, when a variable lease payment based on an index or rate becomes effective).

### Impairment

At the end of each financial year, Remembrance Parks Central Victoria assesses if there is any indication that a right-of-use asset may be impaired by considering internal and external sources of information. If an indication exists, Remembrance Parks Central Victoria estimates the recoverable amount of the asset. Where the carrying amount of the asset exceeds its recoverable amount, an impairment loss is recognised.

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Remembrance Parks Central Victoria performed an impairment assessment and noted there were no indications of its right-of-use assets being impaired at balance date.

### Note 4.2 (c): Fair value measurement hierarchy for assets

	Note	Carrying amount as at 30 June 2021 \$'000	Fair value measurement at end of reporting period using:		
			Level 1 <sup>i</sup> \$'000	Level 2 <sup>i</sup> \$'000	Level 3 <sup>i</sup> \$'000
Specialised land		201	-	-	201
<b>Total land at fair value</b>	4.2 (a)	<b>201</b>	-	-	<b>201</b>
Specialised buildings		4,091	-	-	4,091
<b>Total buildings at fair value</b>	4.2 (a)	<b>4,091</b>	-	-	<b>4,091</b>
Plant and equipment at fair value	4.2 (a)	353	-	-	353
Motor vehicles at fair value	4.2 (a)	71	-	-	71
Computer equipment at fair value	4.2 (a)	76	-	-	76
Office equipment, furniture and fittings at fair value	4.2 (a)	33	-	-	33
Right of use plant and equipment	4.2 (a)	39	-	39	-
<b>Total plant, equipment, furniture, fittings and vehicles at fair value</b>		<b>572</b>	-	<b>39</b>	<b>533</b>
<b>Total property, plant and equipment at fair value</b>		<b>4,864</b>	-	<b>39</b>	<b>4,825</b>

	Note	Carrying amount as at 30 June 2020 \$'000	Fair value measurement at end of reporting period using:		
			Level 1 <sup>i</sup> \$'000	Level 2 <sup>i</sup> \$'000	Level 3 <sup>i</sup> \$'000
Specialised land		201	-	-	201
<b>Total land at fair value</b>	4.2 (a)	<b>201</b>	-	-	<b>201</b>
Specialised buildings		3,414	-	-	3,414
<b>Total buildings at fair value</b>	4.2 (a)	<b>3,414</b>	-	-	<b>3,414</b>
Plant and equipment at fair value	4.2 (a)	440	-	-	440
Motor vehicles at fair value	4.2 (a)	82	-	-	82
Computer equipment at fair value	4.2 (a)	95	-	-	95
Office equipment, furniture and fittings at fair value	4.2 (a)	44	-	-	44
Right of use plant and equipment	4.2 (a)	37	-	37	-
<b>Total plant, equipment, furniture, fittings and vehicles at fair value</b>		<b>698</b>	-	<b>37</b>	<b>661</b>
<b>Total Property, Plant and Equipment</b>		<b>4,313</b>	-	<b>37</b>	<b>4,276</b>

**Note 4.2 (d): Reconciliation of level 3 fair value measurement**

	Note	Land \$'000	Buildings \$'000	Plant and equipment \$'000	Motor vehicles \$'000	Computer equipment \$'000	Office equipment, furniture and fittings \$'000
Balance at 1 July 2019	4.2 (b)	201	3,439	527	93	102	31
Additions/(Disposals)	4.2 (b)	-	66	-	-	43	31
- Depreciation and amortisation	4.4	-	(91)	(87)	(11)	(50)	(18)
Balance at 30 June 2020	4.2 (c)	201	3,414	440	82	95	44
Additions/(Disposals)	4.2 (b)	-	379	-	-	41	(5)
- Depreciation and Amortisation	4.4	-	(99)	(87)	(11)	(60)	(6)
- Revaluation		-	397	-	-	-	-
Balance at 30 June 2021	4.2 (c)	201	4,091	353	71	76	33

**Note 4.2 (e): Fair value determination**

Asset class	Likely valuation approach	Significant inputs (Level 3 only)
Non-specialised land	Market approach	N/A
Specialised land (Crown/freehold)	Market approach	Community Service Obligations Adjustments <sup>(i)</sup>
Non-specialised buildings	Market approach	N/A
Specialised buildings	Depreciated replacement cost approach	- Cost per square metre - Useful life
Heritage assets	Depreciated replacement cost approach	- Cost per square metre - Useful life
Dwellings	Market approach	N/A
	Depreciated replacement cost approach	- Cost per square metre - Useful life
Vehicles	Market approach	N/A
	Depreciated replacement cost approach	- Cost per unit - Useful life
Plant and equipment	Depreciated replacement cost approach	- Cost per unit - Useful life
Infrastructure	Depreciated replacement cost approach	- Cost per unit - Useful life
Road, infrastructure and earthworks	Depreciated replacement cost approach	- Cost per square metre - Useful life
Cultural assets	Market approach	N/A

<sup>(i)</sup> A community service obligation (CSO) of 95% was applied to Remembrance Parks Central Victoria's specialised land.

**How we measure fair value**

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

For the purpose of fair value disclosures, Remembrance Parks Central Victoria has determined classes of assets on the basis of the nature, characteristics and risks of the asset and the level of the fair value hierarchy as explained above.

In addition, Remembrance Parks Central Victoria determines whether transfers have occurred between levels in the hierarchy by reassessing categorisation (based on the lowest level input that is significant to the fair value measurement as a whole) at the end of each reporting period.

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There have been no transfers between levels during the period. In the prior year, there is a transfer between non-specialised land and specialised land to reflect the correct fair value as per the independent revaluation on 30 June 2017.

The Valuer-General Victoria (VGV) is Remembrance Parks Central Victoria's independent valuation agency.

The estimates and underlying assumptions are reviewed on an ongoing basis.

### **Valuation hierarchy**

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

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

### **Identifying unobservable inputs (level 3) fair value measurements**

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

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

### **Consideration of highest and best use (HBU) for non-financial physical assets**

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

In accordance with AASB 13 *Fair Value Measurement* paragraph 29, Remembrance Parks Central Victoria has assumed the current use of a non-financial physical asset is its HBU unless market or other factors suggest that a different use by market participants would maximise the value of the asset. Theoretical opportunities that may be available in relation to the asset(s) are not taken into account until it is virtually certain that any restrictions will no longer apply. Therefore, unless otherwise disclosed, the current use of these non-financial physical assets will be their highest and best uses.

### **Non-specialised land, non-specialised buildings and cultural assets**

Non-specialised land, non-specialised buildings and cultural assets are valued using the market approach. Under this valuation method, the assets are compared to recent comparable sales or sales of comparable assets which are considered to have nominal or no added improvement value.



For non-specialised land and non-specialised buildings, an independent valuation was performed by the Valuer-General Victoria to determine the fair value using the market approach. Valuation of the assets was determined by analysing comparable sales and allowing for share, size, topography, location and other relevant factors specific to the asset being valued. An appropriate rate per square metre has been applied to the subject asset. The effective date of the valuation is 4 May 2017.

### **Specialised land and specialised buildings**

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

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

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

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

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

An independent valuation of Remembrance Parks Central Victoria's specialised land and specialised buildings was performed by the Valuer-General Victoria. The effective date of the valuation is 4 May 2017.

### **Vehicles**

The Remembrance Parks Central Victoria acquires new vehicles and at times disposes of them before completion of their economic life. The process of acquisition, use and disposal in the market is managed by the cemetery trust who set relevant depreciation rates during use to reflect the consumption of the vehicles. As a result, the fair value of vehicles does not differ materially from the carrying amount (depreciated cost).

### Furniture, fittings, plant and equipment

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

There were no changes in valuation techniques throughout the period to 30 June 2021.

#### **Note 4.2 (f): Property, plant and equipment revaluation surplus**

	2021 \$'000	2020 \$'000
Balance at the beginning of the reporting period	2,722	2,722
<b>Revaluation increment</b>		
- Land	4.2 (b) -	-
- Buildings	4.2 (b) 397	-
- Plant and equipment	4.2 (b) -	-
<b>Balance at the end of the Reporting Period*</b>	<b>3,119</b>	<b>2,722</b>
<b>* Represented by:</b>		
- Land	211	211
- Buildings	2,825	2,428
- Plant and equipment	83	83
	<b>3,119</b>	<b>2,722</b>

#### **Note 4.3: Intangible assets**

##### **Note 4.3 (a): Intangible assets – Gross carrying amount and accumulated amortisation**

	2021 \$'000	2020 \$'000
Capitalised computer software	24	24
Less accumulated amortisation	(24)	(24)
<b>Total capitalised computer software</b>	<b>-</b>	<b>-</b>
Trade marks	60	60
Less accumulated amortisation	(49)	(37)
<b>Total trade marks</b>	<b>11</b>	<b>23</b>
<b>Total intangible assets</b>	<b>11</b>	<b>23</b>

**Note 4.3 (b): Intangible assets - Reconciliation of the carrying amount by class of asset**

	Note	Trade marks \$'000	Software \$'000	Total \$'000
Balance at 1 July 2019		35	5	40
Amortisation	4.4	(12)	(5)	(17)
Balance at 30 June 2020	4.3 (a)	23	-	23
Amortisation	4.4	(12)	-	(12)
Balance at 30 June 2021	4.3 (a)	11	-	11

**How we recognise intangible assets**

Intangible assets represent identifiable non-monetary assets without physical substance such as computer software and car park revenue recognition rights.

**Initial recognition**

Purchased intangible assets are initially recognised at cost.

An internally generated intangible asset arising from development (or from the development phase of an internal project) is also recognised at cost if, and only if, all of the following are demonstrated:

- the technical feasibility of completing the intangible asset so that it will be available for use or sale
- an intention to complete the intangible asset and use or sell it
- the ability to use or sell the intangible asset
- the intangible asset will generate probable future economic benefits
- the availability of adequate technical, financial and other resources to complete the development and to use or sell the intangible asset and
- the ability to measure reliably the expenditure attributable to the intangible asset during its development.

Expenditure on research activities is recognised as an expense in the period on which it is incurred.

**Subsequent measurement**

Intangible assets with finite useful lives are carried at cost less accumulated amortisation and accumulated impairment losses.

**Impairment**

Intangible assets with indefinite useful lives (and intangible assets not yet available for use) are tested annually for impairment and whenever there is an indication that the asset may be impaired. Intangible assets with finite useful lives are testing for impairment whenever an indication of impairment is identified.

**Note 4.4: Depreciation and amortisation**

	2021 \$'000	2020 \$'000
<b>Depreciation</b>		
Buildings	99	91
Plant and equipment	87	87
Motor vehicles	11	11
Computer equipment	60	50
Furniture and fittings	6	18
Right of use - plant and equipment	17	14
<b>Total depreciation</b>	<b>280</b>	<b>271</b>
<b>Amortisation</b>		
Computer Software	-	5
Trademark	12	12
<b>Total amortisation</b>	<b>12</b>	<b>17</b>
<b>Total depreciation and amortisation</b>	<b>292</b>	<b>288</b>

**How we recognise depreciation**

All infrastructure assets, buildings, plant and equipment and other non-financial physical assets (excluding items under assets held for sale, land and investment properties) that have finite useful lives are depreciated. Depreciation is generally calculated on a straight-line basis at rates that allocate the asset's value, less any estimated residual value over its estimated useful life.

Right-of-use assets are depreciated over the lease term or useful life of the underlying asset, whichever is the shortest. Where a lease transfers ownership of the underlying asset or the cost of the right-of-use asset reflects that the cemetery trust anticipates to exercise a purchase option, the specific right-of-use asset is depreciated over the useful life of the underlying asset.

**How we recognise amortisation**

Amortisation is the systematic allocation of the depreciable amount of an asset over its useful life.

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

	2021	2020
<b>Buildings</b>		
Cemetery	20 - 80 years	20 - 80 years
All other buildings		
Plant and equipment	5 - 10 years	5 - 10 years
Computers and Communication	3 - 10 years	3 - 10 years
Furniture and Fitting	3 - 15 years	3 - 15 years
Motor Vehicles		
Infrastructure and Improvements	40 - 100 years	40 - 100 years
Intangible Assets	3 - 10 years	3 - 10 years

As part of the building valuation, building values are separated into components and each component assessed for its useful life which is represented above.

**Note 4.5 Inventories**

	2021 \$000	2020 \$000
<b>Current</b>		
<b>Finished goods</b>		
Consumables	19	26
ROI/Graves	15	24
<b>Sub-total</b>	<b>34</b>	<b>50</b>
<b>Total current inventories</b>	<b>34</b>	<b>50</b>
<b>Non-current</b>		
<b>Work in progress/undeveloped land</b>		
Land: interment purposes	80	80
<b>Sub-total</b>	<b>80</b>	<b>80</b>
<b>Finished goods</b>		
ROI/Graves	187	178
<b>Sub-total</b>	<b>187</b>	<b>178</b>
<b>Total non-current inventories</b>	<b>267</b>	<b>258</b>
<b>Total inventories</b>	<b>301</b>	<b>308</b>
<b>Represented by:</b>		
Consumables	19	26
Land: interment purposes	80	80
ROI/Graves	202	202
<b>Total inventories</b>	<b>301</b>	<b>308</b>

**How we recognise inventories****Inventory**

Inventories include goods and other property held either for sale or for distribution at zero or nominal consideration, or for consumption in the ordinary course of business operations. It excludes depreciable assets.

Inventories include land allocated for interment purposes held for sale. Inventory of land allocated for interment purposes is measured at the lower of cost and net realisable value on the basis of weighted average cost and includes adjacent land and landscaping that add to the amenity of the land or interment.

Inventories are classified as either works in progress or finished goods. Works in progress includes undeveloped land designated for interment purposes and expenditure on inventories partially constructed, but not available for sale. Finished goods represent inventories for sale to customers including developed land to be used for interment purposes.

Inventories also include stock held in maintenance stores, stocks of pre-cast concrete lined graves, pre-poured foundations for graves, memorial wall niches, mausoleum crypts and granite. These inventories are measured at the lower of cost and net realisable value. Cost for these inventories is determined on the basis of weighted average cost.

Inventories also include right of interment (ROI) which are the costs of development and construction averaged over the number of graves or memorial positions in the construction.

Inventories expected to be sold/utilised within 12 months are recorded as current, with the balance as non-current assets.

## Note 5: Other assets and liabilities

This section sets out those assets and liabilities that arose from Remembrance Parks Central Victoria's operations.

### Structure

**5.1 Receivables and contract assets**

**5.2 Payables**

**5.3 Contract liabilities**

**5.4 Other provisions**

### Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Estimating the provision for expected credit losses	Remembrance Parks Central Victoria uses a simplified approach to account for the expected credit loss provision. A provision matrix is used, which considers historical experience, external indicators and forward-looking information to determine expected credit loss rates.
Measuring deferred capital grant income	<p>Where Remembrance Parks Central Victoria has received funding to construct an identifiable non-financial asset, such funding is recognised as deferred capital grant income until the underlying asset is constructed.</p> <p>Remembrance Parks Central Victoria applies significant judgement when measuring the deferred capital grant income balance, which references the estimated the stage of completion at the end of each financial year.</p>

**Note 5.1: Receivables and contract assets**

	2021 \$'000	2020 \$'000
<b>Current receivables and contract assets</b>		
<b>Contractual</b>		
Trade debtors	270	214
Other receivables	11	67
<b>Total contractual receivables</b>	<b>281</b>	<b>281</b>
<b>Statutory</b>		
GST receivable	-	3
<b>Total statutory receivables</b>	<b>-</b>	<b>3</b>
<b>Total current receivables and contract assets</b>	<b>281</b>	<b>284</b>
<b>Total receivables and contract assets</b>	<b>281</b>	<b>284</b>
<i>(i) Financial assets classified as receivables and contract assets (Note 7.1(a))</i>		
Total receivables and contract assets	281	284
GST receivable	-	(3)
<b>Total financial assets</b>	<b>281</b>	<b>281</b>

**Receivables recognition**

Receivables consist of:

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

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

In assessing impairment of statutory (non-contractual) financial assets, which are not financial instruments, professional judgement is applied in assessing materiality using estimates, averages and other computational methods in accordance with AASB 136 *Impairment of Assets*.

Remembrance Parks Central Victoria is not exposed to any significant credit risk exposure to any single counterparty or any group of counterparties having similar characteristics. Trade receivables consist of

## Financial Statements

a large number of customers in various geographical areas. Based on historical information about customer default rates, management consider the credit quality of trade receivables that are not past due or impaired to be good.

### Note 5.2: Payables

Note	2021 \$'000	2020 \$'000
<b>Current payables</b>		
<b>Contractual</b>		
Trade creditors	164	139
Accrued salaries and wages	21	28
Accrued expenses	125	187
Accrued cemetery levy	99	69
Other creditors and accruals	21	26
<b>Total contractual payables</b>	<b>430</b>	<b>449</b>
<b>Statutory</b>		
GST Payable	3	-
<b>Total statutory payables</b>	<b>3</b>	<b>-</b>
<b>Total current payables</b>	<b>433</b>	<b>449</b>
<b>Total payables</b>	<b>433</b>	<b>449</b>

### How we recognise payables

Payables consist of:

- **Contractual payables**, which mostly includes payables in relation to goods and services. These payables are classified as financial instruments and measured at amortised cost. Accounts payable and salaries and wages payable represent liabilities for goods and services provided to the Remembrance Parks Central Victoria prior to the end of the financial year that are unpaid.
- **Statutory payables**, which most includes amount payable to the Victorian Government and Goods and Services Tax (GST) payable. Statutory payables are recognised and measured similarly to contractual payables, but are not classified as financial instruments and not included in the category of financial liabilities at amortised cost, because they do not arise from contracts.

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



**Note 5.2 (a) Deferred grant income**

	2021 \$'000	2020 \$'000
Opening balance of deferred grant income	18	63
Grant consideration for capital works received during the year	99	291
Deferred grant revenue recognised as revenue due to completion of capital works	(117)	(336)
Closing balance of deferred grant income	-	18

**How we recognise deferred capital grant revenue**

Grant consideration was received from Department of Health and Human Services and Department of Environment, Land, Water and Planning to support the construction of White Hills Fence Restoration Project and Recycle Water Engineering Projects. Capital grant revenue is recognised progressively as the asset is constructed, since this is the time when Remembrance Parks Central Victoria satisfies its obligations. The progressive percentage of costs incurred is used to recognise income because this most closely reflects the percentage of completion of the building works. As a result, Remembrance Parks Central Victoria has deferred recognition of a portion of the grant consideration received as a liability for the outstanding obligations.

**Note 5.3 Contract liabilities**

	2021 \$'000	2020 \$'000
Opening balance of contract liabilities	1,691	1,487
Payments received for performance obligations not yet fulfilled	291	278
Revenue recognised for the completion of a performance obligation	(104)	(74)
<b>Total contract liabilities</b>	<b>1,878</b>	<b>1,691</b>
<b>* Represented by:</b>		
- Current contract liabilities	127	152
- Non-current contract liabilities	1,751	1,539
	<b>1,878</b>	<b>1,691</b>

**How we recognise contract liabilities**

Contract liabilities include consideration received in advance from customers in respect of obligations yet to be satisfied. The balance of contract liabilities was significantly higher than the previous reporting period due to an increase in the number of customers pre-purchasing services.

Contract liabilities are derecognised and recorded as revenue when promised goods and services are transferred to the customer. Refer to Note 2.1.

**Maturity analysis of payables**

Please refer to Note 7.1(b) for the ageing analysis of payables.

**Note 5.4: Other provisions**

	2021 \$'000	2020 \$'000
<b>Current other provisions</b>		
Onerous lease contracts	12	14
<b>Total other current provisions</b>	<b>12</b>	<b>14</b>
<b>Non-current other provisions</b>		
Onerous lease contracts	188	148
<b>Total non-current other provisions</b>	<b>188</b>	<b>148</b>
<b>Total other provisions</b>	<b>200</b>	<b>162</b>
<b>Balance at the beginning of the year</b>	162	155
Additional provisions recognised	38	7
<b>Total other provisions</b>	<b>200</b>	<b>162</b>

**How we recognise other provisions**

Other provisions are recognised when Remembrance Parks Central Victoria 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 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.

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.

An onerous contract is considered to exist when the unavoidable cost of meeting the contractual obligations exceeds the estimated economic benefits to be received.

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

## Note 6: How we finance our operations

This section provides information on the sources of finance utilised by Remembrance Parks Central Victoria during its operations, along with interest expenses (the cost of borrowings) and other information related to financing activities of Remembrance Parks Central Victoria.

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

### Structure

#### 6.1 Borrowings

#### 6.2 Cash and cash equivalents

### Key judgements and estimates

This section contains the following key judgements and estimates:

Key judgements and estimates	Description
Determining if a contract is or contains a lease	<p>Remembrance Parks Central Victoria applies significant judgement to determine if a contract is or contains a lease by considering if the cemetery trust:</p> <ul style="list-style-type: none"> <li>has the right-to-use an identified asset</li> <li>has the right to obtain substantially all economic benefits from the use of the leased asset and</li> <li>can decide how and for what purpose the asset is used throughout the lease.</li> </ul>
Determining if a lease meets the short-term or low value asset lease exemption	<p>Remembrance Parks Central Victoria applies significant judgement when determining if a lease meets the short-term or low value lease exemption criteria.</p> <p>The cemetery trust estimates the fair value of leased assets when new. Where the estimated fair value is less than \$10,000, the cemetery trust applies the low-value lease exemption.</p> <p>The cemetery trust also estimates the lease term with reference to remaining lease term and period that the lease remains enforceable. Where the enforceable lease period is less than 12 months the cemetery trust applies the short-term lease exemption.</p>
Discount rate applied to future lease payments	<p>Remembrance Parks Central Victoria discounts its lease payments using the interest rate implicit in the lease. If this rate cannot be readily determined, which is generally the case for the cemetery trust's lease arrangements, Remembrance Parks Central Victoria uses its incremental borrowing rate, which is the amount the cemetery trust would have to pay to borrow funds necessary to obtain an asset of similar value to the right-of-use asset in a similar economic environment with similar terms, security and conditions.</p>

Assessing the lease term	<p>The lease term represents the non-cancellable period of a lease, combined with periods covered by an option to extend or terminate the lease if Remembrance Parks Central Victoria is reasonably certain to exercise such options.</p> <p>Remembrance Parks Central Victoria determines the likelihood of exercising such options on a lease-by-lease basis through consideration of various factors including:</p> <ul style="list-style-type: none"><li>▪ If there are significant penalties to terminate (or not extend), the cemetery trust is typically reasonably certain to extend (or not terminate) the lease.</li><li>▪ If any leasehold improvements are expected to have a significant remaining value, the cemetery trust is typically reasonably certain to extend (or not terminate) the lease.</li><li>▪ The cemetery trust considers historical lease durations and the costs and business disruption to replace such leased assets.</li></ul>
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**Note 6.1: Borrowings**

		2021 \$'000	2020 \$'000
<b>Current borrowings</b>			
Lease liability <sup>(i)</sup>	6.1 (a)	42	20
<b>Total current borrowings</b>		<b>42</b>	<b>20</b>
<b>Non-current borrowings</b>			
Lease liability <sup>(i)</sup>	6.1 (a)	24	49
<b>Total non-current borrowings</b>		<b>24</b>	<b>49</b>
<b>Total borrowings</b>		<b>66</b>	<b>69</b>

<sup>i</sup> Secured by the assets leased.

**How we recognise borrowings****Initial recognition**

All borrowings are initially recognised at fair value of the consideration received, less directly attributable transaction costs. The measurement basis subsequent to initial recognition depends on whether the Remembrance Parks Central Victoria has categorised its liability as either 'financial liabilities designated at fair value through profit or loss', or financial liabilities at 'amortised cost'.

**Subsequent measurement**

Subsequent to initial recognition, interest bearing borrowings are measured at amortised cost with any difference between the initial recognised amount and the redemption value being recognised in the net result over the period of the borrowing using the effective interest method. Non-interest bearing borrowings are measured at 'fair value through profit or loss'.

**Maturity analysis**

Please refer to Note 7.1(b) for the maturity analysis of borrowings.

**Defaults and breaches**

During the current and prior year, there were no defaults and breaches of any of the loans.

### Note 6.1 (a) Lease liabilities

Remembrance Parks Central Victoria's lease liabilities are summarised below:

	2021 \$'000	2020 \$'000
Total undiscounted lease liabilities	69	72
Less unexpired finance expenses	(3)	(3)
<b>Net lease liabilities</b>	<b>66</b>	<b>69</b>

The following table sets out the maturity analysis of lease liabilities, showing the undiscounted lease payments to be made after the reporting date.

	2021 \$'000	2020 \$'000
Not longer than one year	42	20
Longer than one year but not longer than five years	24	49
Longer than five years	-	-
<b>Minimum future lease liability</b>	<b>66</b>	<b>69</b>
<b>Present value of lease liability</b>	<b>66</b>	<b>69</b>
<b>* Represented by:</b>		
- Current liabilities	42	20
- Non-current liabilities	24	49
	<b>66</b>	<b>69</b>

### How we recognise lease liabilities

A lease is defined as a contract, or part of a contract, that conveys the right for Remembrance Parks Central Victoria to use an asset for a period of time in exchange for payment.

To apply this definition, Remembrance Parks Central Victoria ensures the contract meets the following criteria:

- the contract contains an identified asset, which is either explicitly identified in the contract or implicitly specified by being identified at the time the asset is made available to Remembrance Parks Central Victoria and for which the supplier does not have substantive substitution rights
- Remembrance Parks Central Victoria has the right to obtain substantially all of the economic benefits from use of the identified asset throughout the period of use, considering its rights within the defined scope of the contract and Remembrance Parks Central Victoria has the right to direct the use of the identified asset throughout the period of use and
- Remembrance Parks Central Victoria has the right to take decisions in respect of 'how and for what purpose' the asset is used throughout the period of use.

Remembrance Parks Central Victoria's lease arrangements consist of the following:

Type of asset leased	Lease term
Leased plant and equipment	1 to 5 years

All leases are recognised on the balance sheet, with the exception of low value leases (less than \$10,000 AUD) and short term leases of less than 12 months. The following low value, short term and variable lease payments are recognised in profit or loss:

Type of payment	Description of payment	Type of leases captured
Low value lease payments	Leases where the underlying asset's fair value, when new, is no more than \$10,000	<ul style="list-style-type: none"> <li>• Computer equipment</li> <li>• Photocopier</li> </ul>

### Separation of lease and non-lease components

At inception or on reassessment of a contract that contains a lease component, the lessee is required to separate out and account separately for non-lease components within a lease contract and exclude these amounts when determining the lease liability and right-of-use asset amount.

### Initial measurement

The lease liability is initially measured at the present value of the lease payments unpaid at the commencement date, discounted using the interest rate implicit in the lease if that rate is readily determinable or Remembrance Parks Central Victorias incremental borrowing rate.

Lease payments included in the measurement of the lease liability comprise the following:

- fixed payments (including in-substance fixed payments) less any lease incentive receivable
- variable payments based on an index or rate, initially measured using the index or rate as at the commencement date
- amounts expected to be payable under a residual value guarantee and
- payments arising from purchase and termination options reasonably certain to be exercised.

### Subsequent measurement

Subsequent to initial measurement, the liability will be reduced for payments made and increased for interest. It is remeasured to reflect any reassessment or modification, or if there are changes in-substance fixed payments.

When the lease liability is remeasured, the corresponding adjustment is reflected in the right-of-use asset, or profit and loss if the right of use asset is already reduced to zero.

### Note 6.2: Cash and cash equivalents

	2021 \$'000	2020 \$'000
Cash on hand	9	7
Cash at bank	320	407
<b>Total cash held for operations</b>	<b>329</b>	<b>414</b>
<b>Total cash and cash equivalents</b>	<b>7.1 (a) 329</b>	<b>414</b>

### How we recognise cash and cash equivalents

Cash and cash equivalents recognised on the balance sheet comprise cash on hand and in banks, deposits at call and highly liquid investments (with an original maturity date of three months or less), which are held for the purpose of meeting short term cash commitments rather than for investment purposes, which are readily convertible to known amounts of cash and are subject to insignificant risk of changes in value.

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For cash flow statement presentation purposes, cash and cash equivalents include bank overdrafts, which are included as liabilities on the balance sheet. The cash flow statement includes monies held in trust.



## Note 7: Risks, contingencies and valuation uncertainties

Remembrance Parks Central Victoria 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.

### Structure

#### ***7.1 Financial instruments***

#### ***7.2 Financial risk management objectives and policies***

#### ***7.3 Contingent assets and contingent liabilities***

#### ***Note 7.1: Financial instruments***

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

**Note 7.1 (a) Categorisation of financial instruments**

		Financial Assets at Amortised Cost \$'000	Financial Assets at Fair Value Through Net Result \$'000	Financial Liabilities at Amortised Cost \$'000	Total \$'000
<b>30 June 2021</b>	<b>Note</b>				
<b>Contractual Financial Assets</b>					
Cash and Cash Equivalents	6.2	329	-	-	329
Receivables and contract assets	5.1	281	-	-	281
Investments and other financial assets	4.1	-	1,720	-	1,720
<b>Total Financial Assets<sup>i</sup></b>		<b>610</b>	<b>1,720</b>	<b>-</b>	<b>2,330</b>
<b>Financial Liabilities</b>					
Payables	5.2	-	-	430	430
Borrowings	6.1	-	-	66	66
<b>Total Financial Liabilities<sup>i</sup></b>		<b>-</b>	<b>-</b>	<b>496</b>	<b>496</b>
<b>30 June 2020</b>	<b>Note</b>				
<b>Contractual Financial Assets</b>					
Cash and cash equivalents	6.2	414	-	-	414
Receivables and contract assets	5.1	281	-	-	281
Investments and other financial assets	4.1	-	1,024	-	1,024
<b>Total Financial Assets<sup>i</sup></b>		<b>695</b>	<b>1,024</b>	<b>-</b>	<b>1,719</b>
<b>Financial Liabilities</b>					
Payables	5.2	-	-	449	449
Borrowings	6.1	-	-	69	69
<b>Total Financial Liabilities<sup>i</sup></b>		<b>-</b>	<b>-</b>	<b>518</b>	<b>518</b>

<sup>i</sup> The carrying amount excludes statutory receivables and statutory payables.

**How we categorise financial instruments**

**Categories of financial assets**

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

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

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

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

Financial assets at amortised cost

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

- the assets are held by Remembrance Parks Central Victoria solely to collect the contractual cash flows and
- the assets' contractual terms give rise to cash flows that are solely payments of principal and interest on the principal amount outstanding on specific dates.

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

Remembrance Parks Central Victoria recognises the following assets in this category:

- cash and deposits
- receivables (excluding statutory receivables) and
- term deposits.

Financial assets at fair value through other comprehensive income

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

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

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

Remembrance Parks Central Victoria recognises the following assets in this category:

- investments in equity instruments.

Financial assets at fair value through net result

Remembrance Parks Central Victoria initially designates a financial instrument as measured at fair value through net result if:

- it eliminates or significantly reduces a measurement or recognition inconsistency (often referred to as an "accounting mismatch") that would otherwise arise from measuring assets or recognising the gains and losses on them, on a different basis
- it is in accordance with the documented risk management or investment strategy and information about the groupings was documented appropriately, so the performance of the financial asset can be managed and evaluated consistently on a fair value basis or
- it is a hybrid contract that contains an embedded derivative that significantly modifies the cash flows otherwise required by the contract.
- The initial designation of the financial instruments to measure at fair value through net result is a one-time option on initial classification and is irrevocable until the financial asset is derecognised.

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Remembrance Parks Central Victoria recognises listed equity securities as mandatorily measured at fair value through net result and has designated all managed investment schemes as well as certain 5-year government bonds as fair value through net result.

### **Categories of financial liabilities**

Financial liabilities are recognised when Remembrance Parks Central Victoria becomes a party to the contractual provisions to the instrument. Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified at fair value through profit or loss, in which case transaction costs are expensed to profit or loss immediately.

#### Financial liabilities at fair value through net result

A financial liability is measured at fair value through net result if the financial liability is:

- held for trading or
- initially designated as at fair value through net result.

Changes in fair value are recognised in the net results as other economic flows, unless the changes in fair value relate to changes in Remembrance Parks Central Victoria's own credit risk. In this case, the portion of the change attributable to changes in Remembrance Parks Central Victoria's own credit risk is recognised in other comprehensive income with no subsequent recycling to net result when the financial liability is derecognised.

#### Financial liabilities at amortised cost

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

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

Remembrance Parks Central Victoria recognises the following liabilities in this category:

- payables (excluding statutory payables and contract liabilities)
- borrowings and
- other liabilities (including monies held in trust).

#### Derivative financial instruments

A derivative financial instrument is classified as a held for trading financial asset or financial liability. They are initially recognised at fair value on the date on which a derivative contract is entered. Derivatives are carried as assets when their fair value is positive and as liabilities when their fair value is negative. Any gains or losses arising from changes in the fair value of derivatives after initial recognition, are recognised in the consolidated comprehensive operating statement as an other economic flow included in the net result.

**Offsetting financial instruments**

Financial instrument assets and liabilities are offset and the net amount presented in the consolidated balance sheet when, and only when, Remembrance Parks Central Victoria has a legal right to offset the amounts and intend either to settle on a net basis or to realise the asset and settle the liability simultaneously.

Some master netting arrangements do not result in an offset of balance sheet assets and liabilities. Where Remembrance Parks Central Victoria does not have a legally enforceable right to offset recognised amounts, because the right to offset is enforceable only on the occurrence of future events such as default, insolvency or bankruptcy, they are reported on a gross basis.

**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
- Remembrance Parks Central Victoria 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
- Remembrance Parks Central Victoria 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 Remembrance Parks Central Victoria has neither transferred nor retained substantially all the risks and rewards or transferred control, the asset is recognised to the extent of Remembrance Parks Central Victoria's continuing involvement in the asset.

**Derecognition of financial liabilities**

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

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

**Reclassification of financial instruments**

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

A financial liability reclassification is not permitted.

### Note 7.1(b): Maturity analysis of Financial Liabilities as at 30 June

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

		Maturity Dates					
		Carrying Amount	Nominal Amount	Less than 1 Month	3 months - 1 Year	1-5 Years	Over 5 years
	Note	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>30 June 2021</b>							
Payables	5.2	430	430	331	-	99	-
Borrowings	6.1	66	66	2	6	34	24
Contract liabilities	5.3	1,878	1,878	11	32	85	563
<b>Total Financial Liabilities</b>		<b>2,374</b>	<b>2,374</b>	<b>344</b>	<b>38</b>	<b>218</b>	<b>1,187</b>
<b>30 June 2020</b>							
<b>Financial Liabilities at amortised cost</b>							
Payables	5.2	449	449	449	-	69	-
Borrowings	6.1	69	69	1	1	5	63
Contract liabilities	5.3	1,691	1,691	13	25	114	609
<b>Total Financial Liabilities</b>		<b>2,209</b>	<b>2,209</b>	<b>462</b>	<b>26</b>	<b>188</b>	<b>903</b>

<sup>i</sup> Ageing analysis of financial liabilities excludes statutory financial liabilities (i.e. GST payable).

### Note 7.2: Financial risk management objectives and policies

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

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

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

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

**Note 7.2 (a) Liquidity risk**

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

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

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

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

The table at 7.1(b) discloses the contractual maturity analysis for Remembrance Parks Central Victoria's financial liabilities. For interest rates applicable to each class of liability refer to individual notes to the financial statements.

**Note 7.2 (b) Market risk**

Remembrance Parks Central Victoria's exposures to market risk are primarily through interest rate risk, foreign currency risk and equity price risk. Objectives, policies and processes used to manage each of these risks are disclosed below.

**Sensitivity disclosure analysis and assumptions**

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

- a change in interest rates of 1% up or down and
- a change in the top ASX 200 index of 15% up or down.

**Interest rate risk**

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

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

### Equity risk

Remembrance Parks Central Victoria is exposed to equity price risk through its investments in listed and unlisted shares and managed investment schemes. Such investments are allocated and traded to match the cemetery trust's investment objectives.

Remembrance Parks Central Victoria's sensitivity to equity price risk is set out below.

2021		-15%	15%
	Carrying amount	Net result	Net result
Contractual financial assets			
Investments and other contractual financial assets	1 720	(258)	258
<b>Total impact</b>		<b>(276)</b>	<b>276</b>

2020			
Contractual financial assets			
Investments and other contractual financial assets	1 024	(154)	154
<b>Total impact</b>		<b>(154)</b>	<b>154</b>

### Note 7.3: Contingent assets and contingent liabilities

At balance date, the Board are not aware of any contingent assets or liabilities.



## Note 8: Other disclosures

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

### Structure

***8.1 Reconciliation of net result for the year to net cash flow from operating activities***

***8.2 Responsible persons disclosure***

***8.3 Remuneration of executives***

***8.4 Related parties***

***8.5 Remuneration of auditors***

***8.6 Ex-gratia expenses***

***8.7 Events occurring after the balance sheet date***

**Note 8.1: Reconciliation of net result for the year to net cash inflow / (outflow) from operating activities**

		2021	2020
	Note	\$'000	\$'000
<b>Net result for the year</b>		302	89
<b>Non-cash movements:</b>			
(Gain)/Loss on sale or disposal of non-financial assets	3.4	3	-
(Gain) / Loss on fair value of financial assets	3.4	(216)	43
Depreciation and amortisation of non-current assets	4.4	292	288
Dividends		(20)	-
Loss on prepaid fees		38	
Asset write-off		49	
Cost of goods sold		15	
<b>Movements in Assets and Liabilities:</b>			
(Increase)/Decrease in receivables and contract assets		3	(100)
(Increase)/Decrease in inventories		7	78
Increase)/(Decrease) in prepaid income		(18)	(45)
Increase/(Decrease) in payables		(16)	82
Increase/(Decrease) in employee benefits		23	(24)
Increase/(Decrease) in other provisions		38	7
Increase/(Decrease) in other liabilities		(3)	32
Increase/(Decrease) in contract liabilities		187	204
<b>Net cash inflow from operating activities</b>		<b>684</b>	<b>654</b>

**Note 8.2: Responsible persons disclosures**

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

	Period
The Honourable Martin Foley: Minister for Health	26 Sep 2020 - 30 Jun 2021
The Honourable Jenny Mikakos: Minister for Health	1 Jul 2020 - 26 Sep 2020
<b>Governing Boards</b>	
Ms. P. Macdonald (Chair of the Board)	1 Jul 2020 - 31 Aug 2020
Mr. K. Belfrage	1 Jul 2020 - 31 Aug 2020
Mr. D. Tangey	1 Jul 2020 - 31 Aug 2020
Mr. C. Lloyd	1 Jul 2020 - 21 Sep 2020
Ms. M. Lewis (Chair of the Board)*	1 Jul 2020 - 30 Jun 2021
Mrs. L. Bean	1 Jul 2020 - 30 Jun 2021
Mr. M. Gibson	1 Jul 2020 - 30 Jun 2021
Ms. D. Hambleton	1 Sep 2020 - 30 Jun 2021
Ms. L. Patterson	1 Sep 2020 - 30 Jun 2021
Ms. M. Laming	1 Sep 2020 - 30 Jun 2021
Ms. M. Hewitt	1 Sep 2020 - 30 Jun 2021
Ms. M. Cooper	17 Nov 2020 - 30 Jun 2021
Ms. N. Stanway	17 Nov 2020 - 30 Jun 2021
<b>Accountable Officers</b>	
Mr. D. McElroy (Chief Executive Officer)	1 Jul 2020 - 30 Jun 2021

*\*assumed the role of Chair of the Board on 1 September 2020*

**Remuneration of Responsible Persons**

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

Income Band	2021 No	2020 No
\$0 - \$9,999	12	7
\$10,000 - \$19,999	1	1
\$130,000 - \$139,999	1	1
<b>Total Numbers</b>	<b>14</b>	<b>9</b>
	2021 \$'000	2020 \$'000
<b>Total remuneration received or due and receivable by Responsible Persons from the reporting entity amounted to:</b>	<b>\$223</b>	<b>\$212</b>

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

### **Note 8.3: Remuneration of executives**

There were no executive officers in the 2020/21 financial year (2019/20: nil).

### **Note 8.4: Related parties**

The Remembrance Parks Central Victoria is a wholly owned and controlled entity of the State of Victoria. Related parties of the cemetery trust include:

- all key management personnel (KMP) and their close family members and personal business interests
- cabinet ministers (where applicable) and their close family members
- controlled entities – The Remembrance Parks Central Victoria Foundation Limited and the Remembrance Parks Central Victoria Foundation Trust Fund
- jointly controlled operations – A member of the QRS Joint Venture Alliance and
- all cemetery trusts and public sector entities that are controlled and consolidated into the State of Victoria financial statements.

KMPs are those people with the authority and responsibility for planning, directing and controlling the activities of the Remembrance Parks Central Victoria and its controlled entities, directly or indirectly.

### **Key management personnel**

The Board of Directors and the Executive Directors of the Remembrance Parks Central Victoria and its controlled entities are deemed to be KMPs. This includes the following:

<b>KMPs</b>	<b>Position Title</b>
Ms. P. Macdonald	Chair of the Board
Mr. K. Belfrage	Trust Member
Mr. D. Tangey	Trust Member
Mr. C. Lloyd	Trust Member
Ms. M. Lewis	Chair of the Board
Mrs. L. Bean	Trust Member
Mr. M. Gibson	Trust Member
Ms. D. Hambleton	Trust Member
Ms. L. Patterson	Trust Member
Ms. M. Laming	Trust Member
Ms. M. Hewitt	Trust Member
Ms. M. Cooper	Trust Member
Ms. N. Stanway	Trust Member
Mr. D. McElroy	Chief Executive Officer

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.

	2021 \$'000	2020 \$'000
<b>Compensation - KMPs</b>		
Short-term Employee Benefits <sup>i</sup>	194	187
Post-employment Benefits	18	18
Other Long-term Benefits	10	7
Termination Benefits	-	-
<b>Total <sup>ii</sup></b>	<b>223</b>	<b>212</b>

<sup>i</sup> Total remuneration paid to KMPs employed as a contractor during the reporting period through accounts payable has been reported under short-term employee benefits.

<sup>ii</sup> KMPs are also reported in Note 8.2 Responsible Persons or Note 8.3 Remuneration of Executives.

### Significant transactions with government related entities

The Remembrance Parks Central Victoria received funding from the Department of Health of \$45,000 (2020: \$45,000), the Department of Environment, Land, Water and Planning of \$20,000 (2020: \$180,000) and the Department of Jobs, Precincts and Regions of \$15,000.

Related party balances payable to the Department of Health and Human Services for the Cemetery Levy as at 30 June 2021 are \$99,124 (2020: \$68,561).

The Standing Directions of the Assistant Treasurer require the Remembrance Parks Central Victoria to hold cash (in excess of working capital) in accordance with the State of Victoria's centralised banking arrangements. All borrowings are required to be sourced from Treasury Corporation Victoria unless an exemption has been approved by the Minister for Health and the Treasurer.

### Transactions with KMPs and other related parties

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

Outside of normal citizen type transactions with the Remembrance Parks Central Victoria, there were no related party transactions that involved key management personnel, their close family members or their personal business interests. No provision has been required, nor any expense recognised, for impairment of receivables from related parties. There were no related party transactions with Cabinet Ministers required to be disclosed in 2021 (2020: none).

There were no related party transactions required to be disclosed for the Remembrance Parks Central Victoria Board of Directors, Chief Executive Officer and Executive Directors in 2021 (2020: none).

### **Note 8.5: Remuneration of auditors**

	2021 \$'000	2020 \$'000
<b>Victorian Auditor-General's Office</b>		
Audit of the financial statements	16	12
<b>Total remuneration of auditors</b>	<b>16</b>	<b>12</b>

### **Note 8.6: Ex-gratia expenses**

Remembrance Parks Central Victoria has not made any ex-gratia payments during the current reporting period or previous reporting period. Remembrance Parks Central Victoria has not written off any amounts during the current reporting period or previous reporting period.

### **Note 8.7: Events occurring after the balance sheet date**

Subsequent to the reporting period, Remembrance Parks Central Victoria was appointed to manage Pine Lodge Cemetery and Kialla West Cemetery as of 1 July 2021, with the previous Pine Lodge Cemetery and Kialla West Cemetery being abolished and the assets and liabilities of the Pine Lodge Cemetery Trust and Kialla West Cemetery Trust and the assets and liabilities of both Trusts' being transferred to Remembrance Parks Central Victoria.

All assets and liabilities of the Pine Lodge Cemetery Trust and Kialla West Cemetery Trust were valued as at their transfer date and taken up as at that transfer date. The total value of assets and liabilities transferred were:

- cash	\$ 542,245
- land, buildings and infrastructure	\$ 611,033

There are no other events occurring after the Balance Sheet date requiring disclosure.





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Bendigo Crematorium  
Bendigo Remembrance Park  
Eaglehawk Remembrance Park  
White Hills Remembrance Park  
Kangaroo Flat Remembrance Park  
Emu Creek Remembrance Park  
Pine Lodge Remembrance Park  
Kialla West Remembrance Park  
Axedale Remembrance Park  
Axedale Catholic Cemetery  
Sunbury Cemetery



REMEMBRANCE PARKS  
CENTRAL VICTORIA