

# **BEECHWORTH CEMETERY TRUST**

## **Policy: Public Donations to the Beechworth Public Cemetery.**

### **Introduction**

This policy has been introduced to provide clarity and guidance for individuals and community organisations who endeavour to financially support the Beechworth Public Cemetery and its activities via public donations.

### **Legislative requirements:**

The Cemeteries and Crematoria Act 2003, Part 7 Division 2, establishes the power for a Cemetery Trust to make rules with respect to the general care, protection and management of a public cemetery. The Department of Health and Human Services – Victoria - (DHHS) have advised that where a Trust develops a policy to manage operating procedures of the cemetery which does not alter or conflict with the Model Rules for the Cemetery the Trust does not need to have the Policy approved by the Governor in Council. The Trust has reviewed this Policy and has not sought approval from the Governor in General as the Policy does not conflict or alter the Model Rules for the Trust.

### **Background:**

Members of the general public and visitors to the facility contribute to the Beechworth Public Cemetery by way of donations. These donations are usually received via:

- cash donations from the many visitors to the facility with these being deposited almost daily in the “Donations Box” located with the “Tours Brochures” just inside the main gates of the General Cemetery;
- cheques and electronic funds transfer donations, often for facility service appreciation or for a specific project(s). Cheques are either hand delivered or mailed to the Beechworth Cemetery Trust;
- from time to time, an item(s) may be donated, i.e. a seat etc.

Donations that have a direct link to the instillation of infrastructure, assets or other obligations require a policy to ensure the management of these donations are consistent.

### **Policy process:**

#### **Cash/cheque donations**

The Cemetery Trust currently provides and maintains a suitable receptacle for receiving cash/cheque donations for the Beechworth Public Cemetery which is located within the entrance of the main gates of the General Cemetery. Consideration will be given to locate and install similar receptacles at other General Cemetery entrance points and also the Lawn Section which is separated from the General Cemetery by a public road.

#### **Electronic Funds Transfer:**

As the use of cash and cheques is diminishing, the Trust can facilitate the donations of monies by way of Electronic Funds Transfer. This can be done by using our on-line banking option and transferring donated amounts to the Trusts Account detailed below:

WAW Credit Union Co-operative Ltd  
BSB 803-070  
Account Name Beechworth Public Cemetery  
Account No. 94990 - S13

### Donation usage:

Cash/cheque donations will be used at the discretion of the Trust. Where the Trust receives either written, telephone or electronic requests to provide a donation via a cheque, the cheque is to be posted to the Beechworth Cemetery Trust or deposited into the Donations receptacle at the Beechworth Public Cemetery.

With donations of tangible gifts or money with obligations/specific requests The Trust will only accept these donations with the proviso that the Trust has the ability to direct how these will be used and managed by the Trust. The Trust, when accepting any tangible gift donations or money with obligations/specific requests will give consideration to any strategic documents or plans for the Beechworth Public Cemetery as well as the immediate and future implications such a gift/donation will cause, e.g., ongoing maintenance etc. The Trust reserves the right to alter, repair, restore or remove any donated tangible gift or item as so determined by the Trust and does not need to communicate their decision to do so with the person(s) who made the donation.

Items of a structural nature that may possibly be donated to the Cemetery must not be in the form of a monument(s). The DHHS has specific regulations in regards to the erecting and placing of monuments within public cemetery's and this is covered within the Beechworth Public Cemetery Trust's Policy - *The Establishment & Alterations of Memorials in the Beechworth Cemetery*.

Where a gift or donation does not cover the full cost of the obligation/specific item the person wants to link their donation to, the Trust may decide to:

- following full consultation with the offeror, decline the gift or donation as offered;
- or
- contribute Trust funds towards the obligation/specific item; or
- delay implementation of the obligation/specific item until enough funds have been made available, either through other donations, grants, or Trust funds become available.

### Bequests:

The Trust acknowledges that members of the general public may wish to leave a bequest to the Beechworth Public Cemetery in their wills. The Trust will manage such bequests consistent with this policy dependent upon whether the bequest is cash, cheque, electronic funds transfer, or a gift or donation linked to an obligation/specific item.

### Consultation:

During the development and review of this Policy the Trust consulted with the Department of Health and Human Services - Victoria (DHHS) and the Cemeteries and Crematorium Association of Victoria (CCAV) as well as a desktop scan of other Cemetery Trust websites.

## Policy Clarification and Concerns:

If the contents of this policy require further clarification or additional information by Cemetery users, then these should be directed to "[The Cemetery Trust](#)".

## Policy Publicity:

This policy will be available on the Beechworth Public Cemetery website and also made available on request by contacting the Trust.

## Implementation of Policy:

The Trust authorises the Chairperson to implement this policy and where applicable, consistent with any strategic documents or plans for the Beechworth Cemetery Trust.

## References:

- Cemeteries & Crematoria Act - 2003
- Beechworth Cemetery Trust Policy: The Establishment & Alterations of Memorials in the Beechworth Cemetery.

**Adopted:** 21st May 2018

**Reviewed:** 20<sup>th</sup> March 2023

To be reviewed : 2025