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| New manual for Victorian cemetery trusts |
| Summary of new topics and changes |
| OFFICIAL |

# Background

The department has recently completed merging the Class A and Class B cemetery trust manuals into a single manual. The new manual is called the *Manual for Victorian cemetery trusts*.

This project was undertaken to reduce duplication, improve consistency and enable streamlined updates of the department’s key resource for cemetery trusts. It included a full review of the content and order of topics.

Information in the new manual applies to both Class A and Class B cemetery trusts unless it is specified in headings or subheadings that information in that section applies to one class only.

# How to use the manual

The manual is a living, online (digital) document. It will be updated and expanded as guidance changes and new guidance is developed. The streamlined update process allows us to make timely changes and keep the manual as up to date and accurate as possible.

The publication date on the front page of the manual will show when the most recent version was published.

We strongly recommend that cemetery trusts use the manual as an online resource rather than printing out a hard copy. When seeking guidance from the manual, you can follow these steps to ensure you are accessing the current version:

1. Visit the [department’s website](https://www.health.vic.gov.au/public-health/cemeteries-and-crematoria) <https://www.health.vic.gov.au/public-health/cemeteries-and-crematoria>.
2. Scroll down to the heading ‘Key resources’ at the bottom of the page.
3. Click on ‘Manual for Victorian cemetery trusts’.
4. Open the downloaded Microsoft Word document.
5. Use the table of contents to look for relevant topics or use the ‘Find’ function (Ctrl+F) to search for keywords.

# New feature – key documents

This symbol is used in the manual to highlight related key documents published by the department. This feature has been introduced to minimise the duplication of guidance across different publications.

Key documents are published on the department’s website as standalone resources and should be read in addition to the relevant manual topic.

# New topics

| New topic | Summary |
| --- | --- |
| Topic 9. Delegating cemetery trust powers | Delegation of trust powers and accountability |
| Topic 10. Managing conflicts of interest | Types of conflicts of interest and advice on how to manage conflicts of interest |
| Topic 11. Managing poor trust member behaviour | Trust member behaviour and the process for addressing poor behaviour |
| Topic 13. Integrity | Fraud and corruption, public interest disclosures and Class A and Class B cemetery trust responsibilities |
| Topic 14. Additional requirements for Class A cemetery trusts | Class A annual and strategic plans, governance committees, community advisory committees and CEO employment |
| Topic 27. Discovery of unidentified human remains | How to manage unidentified human remains that have been discovered in areas of public cemetery land not normally used for burials |
| Topic 35. Policy templates | List of the policy templates available on the department’s website |

# Changes to topics

| Class B manual topics | Changes made |
| --- | --- |
| Topic 1. Legislation | This topic has been expanded to include more details about legislative requirements and incorporates some information from Topic 3. |
| Topic 2. Government roles and responsibilities | No change. |
| Topic 3. The cemetery trust | This topic has been broken up and information has been moved to relevant areas in Topic 1. Legislation, Topic 3. Trust member responsibilities and Topic 4. Trust chairpersons. |
| Topic 4. Cemetery trust members | This topic has been broken up into Topic 7. Class B trust member appointments, Topic 10. Managing conflicts of interest and Topic 11. Managing poor trust member behaviour. |
| Topic 5. Abolition and amalgamation of cemetery trusts | This topic has been renamed to match current language and been moved to the end of the manual. It is now Topic 35. Cemetery trust transfer of management. |
| Topic 6. Cemetery trust fees | Now Topic 15. Cemetery trust fees. |
| Topic 7. Fee applications | Now Topic 17. Class B cemetery trust fee applications. |
| Topic 8. Officers of the cemetery trust | Now Topic 5. Class B trust secretaries. |
| Topic 9. Trust meetings | Now Topic 8. Cemetery trust meetings. |
| Topic 10. Planning controls and conservation | Incorporated into the new Topic 32. Cemetery land management. |
| Topic 11. Grants | Now Topic 21. Cemetery grants program. |
| Topic 12. Interments | Now Topic 23. Interments. Please note that information about conducting interments safely has been moved to Topic 31. Health and safety. |
| Topic 13. Cremation | Now Topic 24. Cremations. |
| Topic 14. Exhumations  | Merged into Topic 26. Exhumations and lift and repositions. |
| Topic 15. Lift and reposition procedure | Merged into Topic 26. Exhumations and lift and repositions. |
| Topic 16. Disposal of human remains other than interment or cremation | Incorporated into new Topic 33. Structures and facilities on cemetery land. |
| Topic 17. Cemetery memorials | Now Topic 25. Memorials. |
| Topic 18. Mausolea | Incorporated into new Topic 33. Structures and facilities on cemetery land. |
| Topic 19. Closure of a public cemetery | Incorporated into new Topic 32. Cemetery land management. |
| Topic 20. Perpetual maintenance obligations | Incorporated into Topic 18. Financial management. |
| Topic 21. Other maintenance and construction requirements | Incorporated into new Topic 33. Structures and facilities on cemetery land. |
| Topic 22. Rights of interment | No change. |
| Topic 23. Records management | Now Topic 28. Records management. |
| Topic 24. Complaints management | Now Topic 29. Complaints management. |
| Topic 25. Risk management | Now Topic 12. Risk management and insurance. |
| Topic 26. Financial management | Incorporated into Topic 18. Financial management and new Topic 20. Class B cemetery trust financial guidelines and reporting. |
| Topic 27. Conditions of work | Now Topic 30. Employing and managing staff. |
| Topic 28. Occupational health and safety | Now Topic 31. Health and safety. |
| Topic 29. Acquiring land and development | Incorporated into new Topic 32. Cemetery land management. |
| Topic 30. Leasing and licensing of cemetery land | Incorporated into new Topic 32. Cemetery land management. |

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