

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 12/12/2018**

Meeting to commence following the Litchfield Council Meeting at
6:30pm

In Council Chambers at 7 Bees Creek Road, Freds Pass

Kaylene Conrick, Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.



AGENDA

THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting

to be held in the Council Chambers, Litchfield
on Wednesday, 12 December 2018

Kaylene Conrick
Chief Executive Officer

Number	Agenda Item	
1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Disclosures of Interest	
4	Confirmation of Minutes	
	THAT the full minutes of the Thorak Regional Cemetery Board Meeting held Wednesday, 21 November 2018, 3 pages, be confirmed.	
	Minutes have been distributed under separate cover and are publicly available on Council's website http://www.litchfield.nt.gov.au/council/council-meetings/council-minutes or in hard copy by request.	
5	Business Arising from the Minutes	
	5.1 Action Sheet	1-2
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Finance Report – November 2018	3-6
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Thorak Regional Cemetery Action Plan

As at 06-12-18

Resolution Number	Resolution	Action Officer	Meeting Date	Status
Thorak Regional Cemetery Jewish Section				
THAT the Board:				
1718/199	1. approve the establishment of a section of Thorak Regional Cemetery for exclusive burial of Jewish people; and 2. approve part of the Area (H) identified in the Thorak Regional Cemetery Master Plan as a designated headstone expansion area, to be used for the proposed Jewish section.	DCCS	21-03-18	Works completed. Awaiting consecration by Rabbi, anticipated for April 2019.

Thorak Regional Cemetery Action Plan

Asset OC 12-18

Extension of Cremation Services

THAT the Board:

1718/217

1. approve the establishment of extended cremation services with pick up from the Darwin Hospital;
2. set a charge of \$2,229 for the cremation service package; and
3. set a charge of \$400 for the sale of an assembled capsule.

DCCS

18-04-18

Update of Thorak Website in progress, expected for completion January 2019.

Thorak Regional Cemetery Asset Management Plan

THAT the Board:

1819/096

1. adopts the Thorak Regional Cemetery Asset Management Plan, August 2018;
2. notes that the Thorak Regional Cemetery is lacking \$0.5m per year over the next ten years to maintain current service levels; and
3. continues to lobby the Northern Territory Government for a changed governance model and appropriations (allocation funding).

DCCS

17-10-18

Meeting with Department scheduled for Tuesday 4 December 2018.



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – November 2018
Report Number:	18/0186
Meeting Date:	12/12/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for Thorak Regional Cemetery for the period ended 30 November 2018.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 30 November 2018.

OPERATING RESULT

To date Thorak Regional Cemetery has completed 114 internments and cremations, a reduction from the same time last year. Below provides a comparison with the same report period last year:

Activity	November 2017	November 2018	Variance
Burials	48	54	6
Cremations	69	60	-9
	117	114	-3

A forecast increase in expected revenue to 30 June 2019 is \$55,016. This is offset against forecast variations existing for an increase of insurance premiums and consultancy costs totalling \$33,967. This equates to a surplus of \$21,049 compared to budget.

Operating revenue is favourable by \$101,982 compared to YTD Budget for the period 1 July to 30 November 2018, despite a slight reduction in cremations to date compared to the same time last year. This is mainly attributing to an increase in burials and the associated administration fees.

Operating expenses incurred to date are unfavourable compared to the YTD Budget, equating to \$16,538 below actual spend. This is a result of professional fees for consultancy and legal services above the annual budget. The operating expenditure to date is 50% of the annual budget.

No capital revenue is expected in the 2018/19 financial year and capital expenditure on carpark resealing and bore inspections will commence in December 2018.

OPERATIONAL RESULTS

	2018/19 YTD Budget	2018/19 YTD Actuals	2018/19 Annual Budget	2018/19 Annual Forecast	Variance +ve (-ve)	Note
REVENUE						
User Fees and Charges	352,990	454,972	777,447	832,463	55,016	1
TOTAL REVENUE	352,990	454,972	777,447	832,463	55,016	
EXPENSES						
Contractors	54,340	73,091	124,600	147,333	(22,733)	2
Materials	125,643	133,040	179,000	184,173	(5,173)	3
Other Expenses	12,910	18,721	30,300	36,361	(6,061)	4
Employee Costs	202,855	187,434	486,849	486,849	-	
TOTAL EXPENSES	395,748	412,286	820,749	854,716	(33,967)	
TOTAL	(42,758)	42,686	(43,302)	(22,253)	21,049	

Explanations for Forecast variances to Original Budget

Note 1 – Forecasted increase in Cemetery and Interment Fees in addition to an incline in expected revenue from the Non-Resident Administration Fee.

Note 2 - Professional Fees for consultancy services and legal fees at Thorak Regional Cemetery. Additionally, projected expenditure for the acquisition of six surge protectors to eliminate risks of lightning strikes.

Note 3 - Increased insurance premiums of \$4,227 above annual budget and additional service expenditure being transportation of deceased and burial capsule acquisitions.



Note 4 – Increased expenditure in both machinery parts and service & repair costs for maintenance of Thorak plant and motor vehicles.

CAPITAL RESULTS

	2018/19 Budget	2018/19 YTD Actuals	2018/19 Forecast	Variance +ve (-ve)
REVENUE				
Thorak Regional Cemetery	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENSES				
Thorak Regional Cemetery	17,530	-	17,530	-
TOTAL EXPENSES	17,530	-	17,530	-
TOTAL	(17,530)	-	(17,530)	-

CAPITAL PROJECTS 2018/19 – THORAK CEMETERY

The table below is Council's capital projects for Thorak Cemetery in accordance with the Budget and Municipal Plan.

Thorak Cemetery Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital projects commencing in 2018/19						
Resealing of Bitumen – Office Carpark and Workshop	30/06/2019	10,000	0	10,000	-	 Quotes received - Works scheduled for early December.
Inspect existing bores x3	30/06/2019	7,530	0	7,530	-	 Quotes received – Works to be completed by early January.

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
29/06/2018	343,881	196	Bendigo	2.75%	11/01/2019	5,078

DEBTORS

Total Sundry Debtors at 30 November 2018 are \$52,467, compared to \$57,480 as at 31 October 2018. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$22,483	\$16,999	\$6,825	\$6,160	\$52,467
% of TOTAL DEBTORS	42.9%	32.4%	13.0%	11.7%	

Action summary of 90 Days Debtors:

\$6,160.00

Invoice #1

The debt recovery process was implemented for the outstanding amount of \$560 and a payment plan is in progress.

Invoice #2

The invoice totally \$5,600 is currently on a payment plan and expected to be paid off in December.



CEMETERY FINANCIAL RESERVE


The Thorak Regional Cemetery Reserve balance, as at 30 June 2019, is forecast to be \$197,803.

	Balance as at 1/7/2018	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2019
Cemetery Reserve	237,586		(39,783)	(39,783)	197,803

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2018/19 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		Compliant with regulations
Achievement of Operational Budget	100%		Expenditure forecasted higher than budget due to unforeseen consultancy and legal costs.

 KPI met

 KPI in progress, on track

 KPI not met

Links with Strategic Plan

A well run Council.

Legislative and Policy Implications

Local Government (Accounting) Regulations and the Northern Territory Cemeteries Act.

Risks

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road and irrigation infrastructure. A submission to the Minister for Housing and Community Development advocating for a new governance structure was submitted and Council is awaiting a response. The submission is a partnership submission between Litchfield and the cities of Darwin and Palmerston.

Financial Implications

To date, the Administration Charge has raised additional revenue totalling \$34,795.

Recommending Officer: Silke Maynard, Director Community and Corporate Services

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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