

# LITCHFIELD COUNCIL



*Community effort is essential*

## Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 18/03/2020**

Meeting to commence following the Litchfield Council Meeting at  
6:30pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass

**Daniel Fletcher, 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.



## THORAK REGIONAL CEMETERY BOARD MEETING

**Notice of Meeting**  
to be held in the Council Chambers, Litchfield  
on Wednesday 18 March 2020

Daniel Fletcher  
Chief Executive Officer

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Number	Agenda Item	
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# BOARD MEETING MINUTES

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## THORAK REGIONAL CEMETERY BOARD MEETING

### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Wednesday 19 February 2020 at 8:10pm

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<b>Present</b>	Maree Bredhauer Christine Simpson Doug Barden Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor West Ward Councillor East Ward Councillor North Ward
<b>Staff</b>	Daniel Fletcher Silke Maynard Nadine Nilon Debbie Branson	Chief Executive Officer Director of Community & Corporate Services Director of Infrastructure & Operations Executive Assistant
<b>Public</b>	Nil	

### 1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

### 3. DISCLOSURES OF INTEREST

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

No interests were disclosed.

**4. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 15 December 2019, 3 pages, be confirmed.

**CARRIED (5-0)-1920/017**

**5. BUSINESS ARISING FROM THE MINUTES**

Nil.

**6. PRESENTATION**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. NOTICES OF MOTION**

Nil.

**9. OFFICERS REPORTS**

**9.1 Thorak Regional Cemetery Finance Report – January**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 31 January 2020.

**CARRIED (5-0)-1920/018**

**10. OTHER BUSINESS**

Nil.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. NEXT MEETING**

Wednesday 18 March 2020.

**13. CLOSE OF MEETING**

The Chair closed the meeting at 8:15pm

**MINUTES TO BE CONFIRMED**

Wednesday 18 March 2020.

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher

Unconfirmed



# BOARD REPORT

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<b>Agenda Item Number:</b>	9.1
<b>Report Title:</b>	Thorak Regional Cemetery Finance Report – February 2020
<b>Author:</b>	Arun Dias, Finance Manager
<b>Recommending Officer</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	18/03/2020
<b>Attachments:</b>	Nil

## Executive Summary

Total revenue of \$795,799 as of the end of February reflects an increase in both cremations and burials and this represents 91% of the annual budget.

Total year to date expenses of \$676,328 is 77% of the annual budget.

No variances to budget are forecasted for the 2019/20 financial year at this stage and no capital revenue and expenditure are expected in this financial year.

## Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 29 February 2020.

## Background

Detailed financial information presented in the following pages.

## Links with Strategic Plan

A Well-Run Council – Good Governance

## Risks

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road and irrigation infrastructure. Council continues to work through TOPROC with City of Darwin and City of Palmerston on development of a more suitable operational model for this regional service.

## Community Engagement

Not applicable.

## OPERATING RESULTS

To date Thorak Regional Cemetery has completed 237 interments and cremations, a decrease of burials from the same time last year but an increase of cremations. However, an increase for both income types from last month.

Below provides a comparison with the same report period last year:

Activity	February 2019	February 2020	Variance
Burials	84	75	-9
Cremations	127	162	35
<b>Total</b>	<b>211</b>	<b>237</b>	<b>26</b>

Below provides a comparison with the last month:

Activity	January 2020	February 2020	Variance
Burials	65	75	10
Cremations	138	162	24
<b>Total</b>	<b>203</b>	<b>237</b>	<b>34</b>

	2019/20 YTD Budget	2019/20 YTD Actuals	2019/20 Annual Budget	2019/20 Annual Forecast	Variance +ve (-ve)
REVENUE					
User Fees and Charges	576,829	794,402	865,330	865,330	0
Inv Income	7,502	1,387	11,250	11,250	0
Other Revenue	0	9	0	0	0
<b>TOTAL REVENUE</b>	<b>584,331</b>	<b>795,799</b>	<b>876,580</b>	<b>876,580</b>	<b>0</b>
EXPENSES					
Contractors	118,362	108,390	169,550	169,550	0
Employee Costs	386,008	440,038	544,011	544,011	0
Materials	53,262	61,951	80,550	80,550	0
Other Expenses	51,872	65,950	76,300	76,300	0
<b>TOTAL EXPENSES</b>	<b>609,504</b>	<b>676,328</b>	<b>870,411</b>	<b>870,411</b>	<b>0</b>
<b>TOTAL</b>	<b>(25,173)</b>	<b>119,471</b>	<b>6,169</b>	<b>6,169</b>	<b>0</b>

The YTD budget revenue varies from the YTD actual due to increase in both burials and cremations. YTD expenditures of 3 of 4 areas indicate overspending against the YTD budgets, these being Employee costs, Materials and Other Expenses. These expenses are due to the increase in the cemetery income which reflects in the statistics. Employee Costs are currently overspent due to the expenses on temporary staffing for a ground's person position to cover for maternity leave.

## NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget at the end of February 2020.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Maintenance work to cemetery entrance gate	10,000	7,134	10,000	Fence and gates completed but still some planting to do	On Budget
Upgrade visual system in chapel	6,000	4,893	6,000	Complete	On Budget
Relocation of external generator	25,000	13,443	25,000	Complete	On Budget
<b>TOTAL</b>	<b>41,000</b>	<b>25,470</b>	<b>41,000</b>		

## CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
10/02/2020	334,571	182	ANZ	1.58%	10/08/2020	2,636

## DEBTORS

Total Sundry Debtors as at 29 February 2020 is \$77,289 compared to \$32,238 as at 31 January 2020, an increase of \$45,051. Most outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	66,391	10,898	0	0	77,289
%	86%	14%	0%	0%	100%

## CEMETERY FINANCIAL RESERVE



The Thorak Regional Cemetery Reserve balance as at 29 February 2020 is forecast to be \$315,094.




	Balance as at 01/07/2019	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2020
Cemetery Reserve	308,925	6,169	-	6,169	315,094



## THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2019/20 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		Compliant with regulations
Achievement of Operational Budget	100%		YTD Income above budgeted income.

-  KPI met
-  KPI in progress, on track
-  KPI not met