

# LITCHFIELD COUNCIL



*Community effort is essential*

## Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 15/01/2020**

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.



# AGENDA

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## THORAK REGIONAL CEMETERY BOARD MEETING

**Notice of Meeting**  
to be held in the Council Chambers, Litchfield  
on Wednesday 15 January 2020

Daniel Fletcher  
Chief Executive Officer

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Number	Agenda Item	
1	Opening of Meeting	
2	Apologies and Leave of Absence	
3	Disclosures of Interest	
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5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
9.1	Finance Report – December 2019	3-7
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	



# BOARD MEETING MINUTES

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## THORAK REGIONAL CEMETERY BOARD MEETING

### Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 11 December 2019 at 7:27pm

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<b>Present</b>	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor North Ward
<b>Staff</b>	Nadine Nilon David Jan  Debbie Branson	Acting Chief Executive Officer Acting Director Community and Corporate Services 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

Doug Barden – Councillor South Ward – Apology

### 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: Deputy Mayor Simpson  
Seconded: Cr Salter

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 20 November 2019, 3 pages, be confirmed.

**CARRIED (4-0)-1920/013**

**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 – November 2019**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 30 November 2019.

**CARRIED (4-0)-1920/014**

**10. OTHER BUSINESS**

Nil.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. NEXT MEETING**

Wednesday 15 January 2020.

**13. CLOSE OF MEETING**

The Chair closed the meeting at 7:29pm

**MINUTES TO BE CONFIRMED**

Wednesday 15 January 2020.

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher

Unconfirmed



# BOARD REPORT

<b>Agenda Item Number:</b>	9.1
<b>Report Title:</b>	Thorak Regional Cemetery Finance Report – December 2019
<b>Report Number:</b>	20/0012
<b>Meeting Date:</b>	15/01/2020
<b>Attachments:</b>	Nil

## Purpose

The purpose of this report is to present the monthly finance report for Thorak Regional Cemetery for the period ended 31 December 2019.

## Recommendation

That the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 December 2019.

## OPERATING RESULTS

To date Thorak Regional Cemetery has completed 177 interments and cremations, an increase from the same time last year and last month.

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

Activity	December 2018	December 2019	Variance
Burials	62	53	-9
Cremations	88	124	36
	<b>150</b>	<b>177</b>	<b>27</b>

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

Activity	November 2019	December 2019	Variance
Burials	46	53	7
Cremations	88	124	36
	<b>134</b>	<b>177</b>	<b>43</b>

There are no budget amendments for expenditure and income recognised to date.

Operating revenue is favourable to budget for the month of December. This is as a result of increases in burials and cremations. Operating revenue represents 66% of the annual budget.

Operating expenses represent 60% of the annual budget.

No capital revenue and expenditure are expected in the 2019/20 financial year.

	2019/20 YTD Budget	2019/20 YTD Actuals	2019/20 Annual Budget	2019/20 Annual Forecast	Variance +ve (-ve)
REVENUE					
User Fees and Charges	438,391	574,165	876,580	876,580	0
TOTAL REVENUE	438,391	574,165	876,580	876,580	0
EXPENSES					
Contractors	93,503	79,372	169,550	169,550	0
Employee Costs	307,006	344,944	544,011	544,011	0
Materials	40,036	44,240	80,550	80,550	0
Other Expenses	39,706	55,130	76,300	76,300	0
TOTAL EXPENSES	480,251	523,685	870,411	870,411	0
TOTAL	-41,860	50,480	6,169	6,169	0

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

## 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 December 2019.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Maintenance work to cemetery entrance gate	10,000	512	10,000	Planting of front entrance complete. Gates to be installed in February 2020	On Budget
Upgrade visual system in chapel	6,000	4,528	6,000	Installation complete. Painting of wall still to be done	On Budget
Relocation of external generator	25,000	4,314	25,000	Concrete slab complete. Relocation of generator in February 2020	On Budget

## CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
13/08/2019	341,626	181	Bendigo	1.75%	10/02/2020	2,965

## DEBTORS

Total Sundry Debtors as at 31 December is 52,015 compared 51,479 as at 30 November 2019, an increase of 536. This is due to increase number of increments and burials. Most outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	39,563	12,452	0	0	52,015
%	76%	24%	0%	0%	100%



## CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance as at 31 December 2019 is forecast to be \$315,094.

	Balance as at 1/7/2019	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

### 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. 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 services.

**Recommending Officer:** **David Jan, Acting 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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