



# Thorak Regional Cemetery Board Meeting BUSINESS PAPER WEDNESDAY 18/11/2020

Meeting to commence following the Litchfield Council Meeting at  
6:30pm  
to be held in Litchfield Council Chambers and via video conference  
Zoom : <https://us02web.zoom.us/j/84104861372>

**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 via video conferencing**  
**on Wednesday 18 November 2020 at 6:30pm**

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	
4	Confirmation of Minutes	1-3
5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Thorak Regional Cemetery Finance Report – October 2020	4-7
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 21 October 2020 at 9:21pm

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<b>Present</b>	Maree Bredhauer	Mayor
	Christine Simpson	Deputy Mayor / Councillor Central Ward (Chair)
	Kirsty Sayers-Hunt	Councillor East Ward
	Doug Barden	Councillor South Ward
	Mathew Salter	Councillor North Ward
<b>Staff</b>	Daniel Fletcher	Chief Executive Officer
	Silke Maynard	Director Community and Corporate Services
	Debbie Branson	Executive Assistant
<b>Public</b>	As per Attendance Register	

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### 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. DISCLOSURES OF INTEREST

The Deputy 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.

**3. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 16 September 2020, 3 pages, be confirmed.

**CARRIED (5-0)-2021/037**

**4. BUSINESS ARISING FROM THE MINUTES**

Nil.

**5. PRESENTATION**

Nil.

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. NOTICES OF MOTION**

Nil.

**9. OFFICERS REPORTS**

**9.1 Thorak Regional Cemetery Finance Report – September 2020**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 30 September 2020.

**CARRIED (5-0)-2021/038**

**10. OTHER BUSINESS**

Nil.

**11. CONFIDENTIAL ITEMS**

Nil.

**12. NEXT MEETING**

Wednesday 18 November 2020.

**13. CLOSE OF MEETING**

The Chair closed the meeting at 9:27pm

**MINUTES TO BE CONFIRMED**

Wednesday 18 November 2020.

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



## COUNCIL REPORT

<b>Agenda Item Number:</b>	9.1
<b>Report Title:</b>	Thorak Regional Cemetery Finance Report – October 2020
<b>Author:</b>	Arun Dias, Manager Finance
<b>Recommending Officer:</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	18/11/2020
<b>Attachments:</b>	Nil

### Executive Summary

Total revenue of \$477,540 as of the end of October reflects an increase in both cremations and burials and represents 51% of the budgeted revenue

Total year to date expenses of \$249,567 is 27% of the budgeted expenditure.

Financial year results for 2019-20 have been finalised awaiting approval by Council at the Special Council meeting 11 November 2020. Once approved by Council, results will be included in the monthly finance reports going forward.

### Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 October 2020.

### Background

Detailed financial information presented in the following pages.

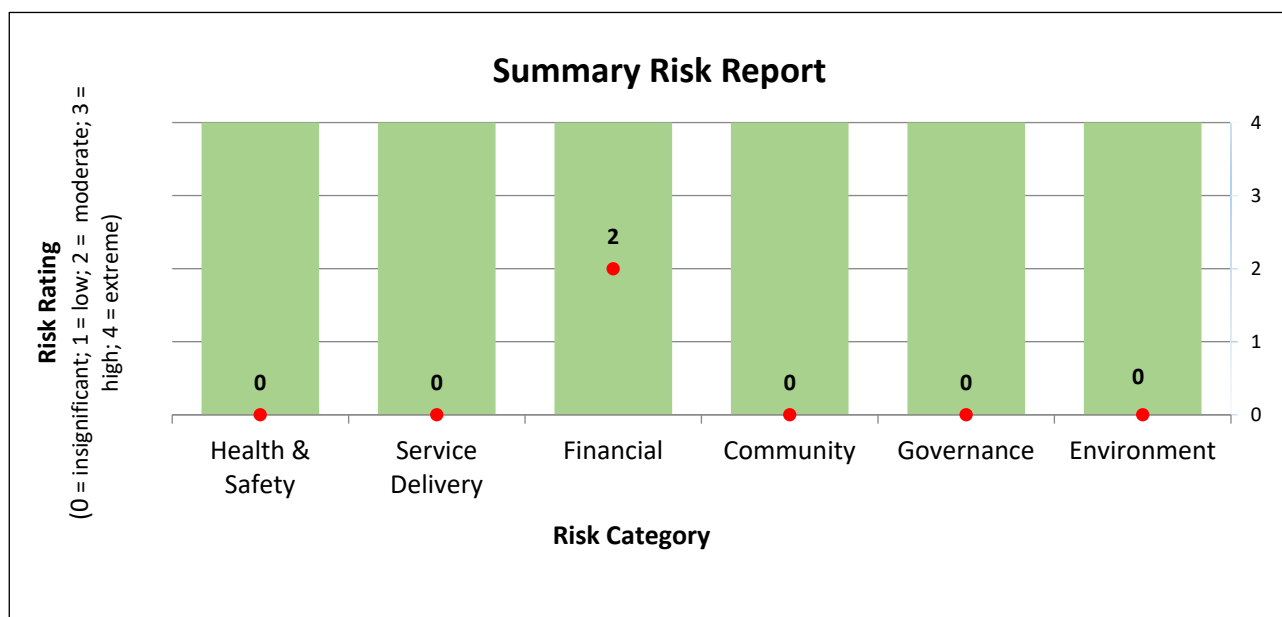
### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

Not applicable.

## 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 59 interments and cremations, an increase of 21 from the same time last year.

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

Activity	October 2019	October 2020	Variance
Burials	26	16	(10)
Cremations	12	31	19
<b>Total</b>	<b>38</b>	<b>59</b>	<b>21</b>

Below provides a comparison with the last month:

Activity	September 2020	October 2020	Variance
Burials	8	16	8
Cremations	14	31	17
<b>Total</b>	<b>22</b>	<b>59</b>	<b>37</b>

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
User Fees and Charges	845,723	438,046	52%
Inv Income	10,000	0	0%
Other Revenue	72,760	39,494	56%
<b>TOTAL REVENUE</b>	<b>928,483</b>	<b>477,540</b>	<b>51%</b>
EXPENSES			
Contractors	82,286	23,366	28%
Employee Costs	103,749	8,525	8%
Maintenance & Materials	597,374	169,196	28%
Other Expenses	127,728	48,480	38%
<b>TOTAL EXPENSES</b>	<b>911,137</b>	<b>249,567</b>	<b>27%</b>
<b>TOTAL</b>	<b>17,345</b>	<b>227,973</b>	<b>1314%</b>

## Capital Projects

Project	Scheduled Start Date	Scheduled End Date	2020-21 Full Year Budget (\$)	October 2020 Year to Date Actuals (\$)	Project Stage	On Time	On Budget	Budget Spent %	Status update for projects not on time or on budget
Thorak Cemetery Asset Renewal	Aug-2020	Jun-2021	20,000	-	Project Planning	Yes	Yes	0%	
Thorak Cemetery Vehicle Replacement	Aug-2020	Jun-2021	60,000	-	Project Initiation	Yes	Yes	0%	
<b>Total</b>			<b>80,000</b>	<b>0</b>				<b>0%</b>	

## CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
11/08/2020	334,206	189	ANZ	0.65%	16/02/2021	1,135



## DEBTORS

Total Sundry Debtors as at 31 October is \$60,837 compared to \$32,597 as at 30 September 2020, an increase of \$28,240 (53% from prior month) linked to the increase in burials and cremations.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	49,427	10,701	0	709	60,837
%	81%	18%	0%	1%	100%





## CEMETERY FINANCIAL RESERVE


The Thorak Regional Cemetery Reserve balance forecasted for 30 June 2021 is \$334,007.


	Balance as at 01/07/2020	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2021
Cemetery Reserve	396,661	17,346	(80,000)	62,654	334,007

## THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the financial KPI's for the Thorak Regional Cemetery as set out in the 2020/21 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Achievement of Operational Budget	100%		YTD Income above YTD budget.
Increased Income from cremation services	>10%		Working towards KPI
Sales of memorial trees, rocks, plots and columbarium niches increased	>10%		Working towards KPI
Income from chapel hires increased	>10%		Working towards KPI

 KPI met

 KPI in progress, on track

 KPI not met