



Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 9/12/2020**

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

THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting
to be held via video conferencing
on Wednesday 9 December 2020 at 6:30 pm

Daniel Fletcher
Chief Executive Officer

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 – November 2020	4-7
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	



BOARD MEETING MINUTES

THORAK REGIONAL CEMETERY BOARD MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield

on Wednesday 18 November 2020 at 8:05pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward (Chair) Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Silke Maynard Leon Kruger Melissa Waite	Acting Chief Executive Officer Director of Infrastructure and Operations Acting Executive Assistant
Public	As per Attendance Register	

Electronic Attendance

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council appear Cr Salter attending the meeting electronically.

CARRIED (5-0)-2021/039

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: Deputy Mayor Simpson

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 21 October 2020, 3 pages, be confirmed.

CARRIED (5-0)-2021/040

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: Cr Barden

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 21 October 2020.

CARRIED (5-0)-2021/041

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 9 December 2020.

13. CLOSE OF MEETING

The Chair closed the meeting at 8.10pm

MINUTES TO BE CONFIRMED

Wednesday 9 December 2020.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – November 2020
Author:	Bianca Hart, Manager Finance
Recommending Officer:	Arun Dias, Acting Director Community & Corporate Services
Meeting Date:	9/12/2020
Attachments:	Nil

Executive Summary

Total revenue of \$578,028 as of the end of November reflects an increase in both cremations and burials and represents 62% of the budgeted revenue.

Total year to date expenses of \$385,951 is 42% of the budgeted expenditure.

The budget will be amended to reflect increases in income and expenditure during budget review 1 in January 2021.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 30 November 2020.

Background

Detailed financial information presented in the following pages.

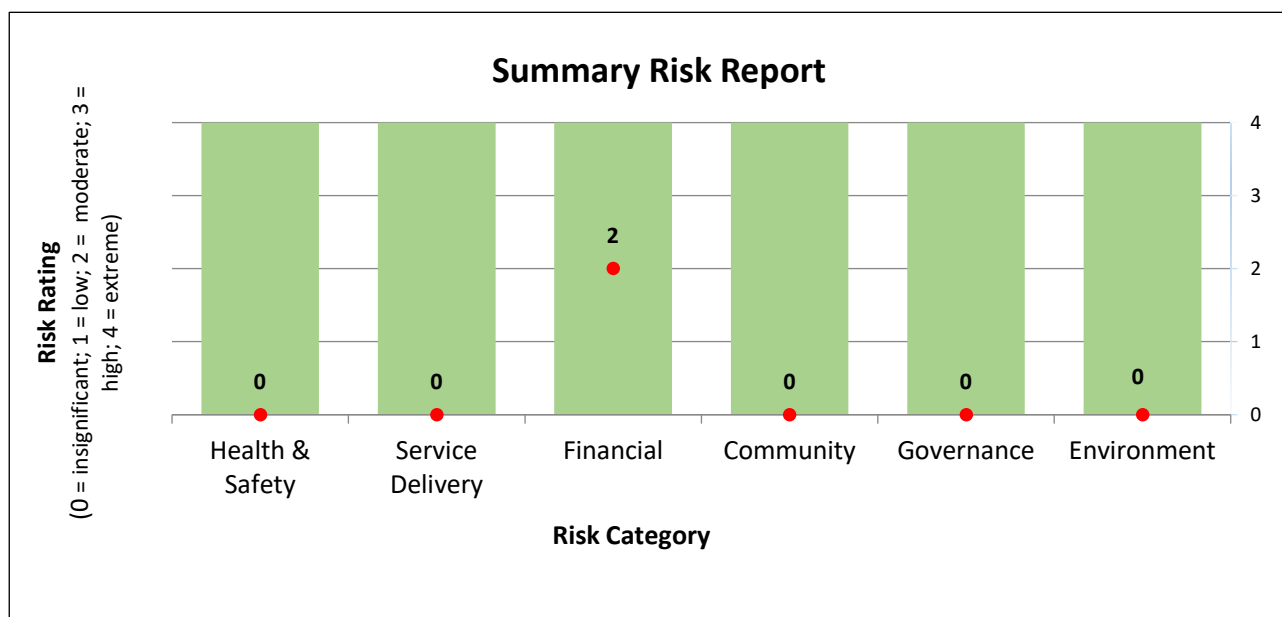
Links with Strategic Plan

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 26 interments and cremations, a decrease of 21 from the same time last year.

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

Activity	November 2019	November 2020	Variance
Burials	46	16	(30)
Cremations	88	10	(78)
Total	134	26	(108)

Below provides a comparison with the last month:

Activity	October 2020	November 2020	Variance
Burials	16	16	0
Cremations	31	10	(21)
Total	47	26	(21)

	2020/21 Budget	2020/21 YTD Actuals	% of Budget
REVENUE			
User Fees and Charges	845,723	530,891	63%
Inv Income	10,000	0	0%
Other Revenue	72,760	47,137	65%
TOTAL REVENUE	928,483	578,028	62%
EXPENSES			
Contractors	82,286	37,599	46%
Employee Costs	103,749	79,896	77%
Maintenance & Materials	597,374	207,929	35%
Other Expenses	127,728	60,437	47%
TOTAL EXPENSES	911,137	385,861	42%
TOTAL	17,345	192,077	1107%

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%	
Total			80,000	0				0%	

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 30 November is \$58,932 compared to \$60,837 as at 31 October 2020, a decrease of \$1,905 (3% from prior month) linked to decrease in burial and cremations.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	44,956	13,868	-600	709	58,932
%	76%	24%	-1%	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