

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 17/04/2019**

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 17 April 2019

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 minutes of the Thorak Regional Cemetery Board Meeting held Wednesday 20 March 2019, 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 Nil
6	Presentations
7	Accepting or Declining Late Items
8	Notices of Motion
9	Officers Reports
9.1	Thorak Regional Cemetery Finance Report – March 2019 1-4
9.2	Thorak Regional Cemetery Quarterly Performance Report January to March 2019 5-7
10	Other Business
11	Confidential Items
12	Next Meeting
13	Close of Meeting



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – March 2019
Report Number:	19/0047
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

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

Recommendation

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

OPERATING RESULT

To date Thorak Regional Cemetery has completed 237 internments and cremations, an increase from the same time last year. Below provides a comparison with the same report period last year:

Activity	March 2018	March 2019	Variance
Burials	77	98	21
Cremations	133	139	6
	210	237	27

A forecast increase in revenue of \$108,338 is expected to 30 June 2019. This increase will offset against forecasted increases in insurance premiums, consultancy costs and drainage repairs totalling \$59,599. This equates to a surplus of \$43,660 compared to budget.

Operating revenue is favourable by \$173,668 compared to YTD Budget for the period 1 July to 31 March 2019. This increase in income is mainly attributed to additional burial ceremonies and the associated administration fees.

Operating expenses incurred to date are unfavourable compared to the YTD Budget, equating to \$107,453 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 87% of the annual budget.

No capital revenue is expected in the 2018/19 financial year. The capital project for the resealing of Thorak Regional Cemetery carpark was completed in December and the works for bore inspections is now completed, equating to \$1,778 savings in capital expenditure compared to the 2018/19 Budget.

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	647,634	821,302	777,447	885,785	108,338	1
TOTAL REVENUE	647,634	821,302	777,447	885,785	108,338	
EXPENSES						
Contractors	98,040	124,946	124,600	165,672	(41,072)	2
Materials	155,200	184,304	179,000	215,489	(36,489)	3
Other Expenses	24,727	35,599	30,300	42,338	(12,038)	4
Employee Costs	324,568	365,139	486,849	456,849	30,000	5
TOTAL EXPENSES	602,535	709,988	820,749	880,348	(59,599)	
TOTAL	45,099	111,314	(43,302)	5,437	43,660	

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 and the removal and replacement of damaged section of drain along entrance to Cemetery (awaiting insurance claim advice).

Note 3 - Increased insurance premiums of \$4,227 above annual budget and additional service expenditure being for the 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.



Note 5 – Expected savings in employee costs with minimal grounds staff.

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	15,752	15,752	1,778
TOTAL EXPENSES	17,530	15,752	15,752	1,778
TOTAL	(17,530)	(11,808)	(15,752)	1,778

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	9,000	9,000	1,000	 Works complete.
Inspect existing bores x3	30/06/2019	7,530	6,752	6,752	778	 Works complete.
TOTAL		17,530	15,752	15,752	1,778	

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 31 March 2019 are \$49,001, compared to \$49,514 as at 28 February 2019. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	(\$328)	\$42,296	\$6,289	\$745	\$49,001
% of TOTAL DEBTORS	(0.7%)	86.3%	12.8%	1.6%	

Action summary of 90 Days Debtors:

\$745.00

Invoice #1

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

Invoice #2

The debt recovery process will be implemented for the outstanding amount of \$185.



CEMETERY FINANCIAL RESERVE


The Thorak Regional Cemetery Reserve balance as at 30 June 2019 is forecast to be \$227,271.

	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		(10,315)	(10,315)	227,271

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%		Deficit forecasted higher than budget due to unforeseen expenditures

 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 \$63,143.

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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Agenda Item Number:	9.02
Report Title:	Thorak Regional Cemetery Quarterly Performance Report -January - March 2019
Report Number:	19/0048
Meeting Date:	17/04/2019
Attachments:	Nil

Purpose

This report presents to the Thorak Regional Cemetery Board (“the Board”) the quarterly report for January to March 2019.

Summary

This report provides the Board with an update of activities undertaken at Thorak Regional Cemetery over the last quarter, including statistical comparisons to the previous quarter and same time last year, an update of the progress made on the Service Review recommendations, as well as a brief overview of projects.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the Thorak Regional Cemetery Quarterly Performance Report for January to March 2019.

Background

The third quarter of this financial year shows a marked decrease in the number of cremations compared to the last quarter. This was not unexpected with bulk cremations from the Department of Health in December 2018, inflating the last quarter. Burials show an increase of two compared to last quarter and a large increase compared to the same quarter last year. Chapel hire also increased compared to the last quarter. This is a result of actively promoting the chapel facilities when speaking with visitors. Comparisons to the third quarter last financial year are included in Table 1 below.

Table 1: Comparison of main services provided from the last quarter, October to December 2018 to this quarter January to March 2019; as well as comparisons to the same quarter in the previous year.

Number of:	January to March 2018	January to March 2019	Last Quarter October to December 2018	Increase /decrease on last quarter
Cremations	45	51	60	- 9
Burials	21	36	34	+ 2
Ash Interments	4	3	2	+ 1
Ex rights Pre-need Burials	1	3	4	- 1
Chapel Hire	17	23	16	+ 7

Below, Table 2 compares cremations and burials in the last quarter by municipality, with Darwin residents still the highest users of the cemetery, accounting for 62% of cremations and 72% of burials performed, compared to Litchfield residents accounting for 10% of total cremations and 8% of total burials.

Table 2: Number of cremation and burials by municipality in the last quarter.

Municipality	Cremations (51 Total)	% of Total	Burials (36 Total)	% of Total
Litchfield	5	10 %	3	8 %
Darwin	32	62%	26	72 %
Palmerston	9	18 %	5	14 %
Other	5	10 %	2	6 %

Services	Actual for 2016/17	Actual for 2017/18	YTD for 2018/19
Cremations	150	199	139
Burials	95	94	98

During this quarter, the following projects were undertaken:

Policy and Procedures

A formal response to the proposed changes to the Draft Burial and Cremation Bill was submitted.

Internet

The optic fibre cable was installed in January and the speed and stability of the connection is now sufficient for connecting to internal networks.

Staff and Training

Recruitment for a 12 month fixed term grounds person / cemetery worker was successful with the new employee starting in April. In the interim, an employment agency and out sourcing are used to manage wet season workloads.

Grounds and Maintenance

As part of weed management the use of herbicides has been expanded from just the fence line to include garden beds and other areas throughout the cemetery.

The lifting and inspection of the existing bores was completed. Two bore pumps and one motor were replaced, and water meters were fitted to the two operational bores. The third bore was located but was deemed unusable.

The chapel carpet underlay was removed, and the carpet re-laid. This eliminated tripping hazards caused by the rippling of the carpet.

A vehicle counter system has been installed at the cemetery gates to confirm visitor numbers.

Progress on the implementation of Service Review recommendations endorsed by the Board:

- The review of all current policies, procedures and forms is complete.
- Risk assessments of all tasks performed by staff, and safety audits of all buildings and work spaces is well underway, expected to be completed in May.
- The information brochure is currently with a graphic designer.
- Quotes have been sought for replacing signage at the entrance and wayfaring within the grounds.

Links with Strategic Plan

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Legislative and Policy Implications

Not applicable

Risks

Not applicable

Financial Implications

Operational revenue remains favourable.

Community Engagement

Not applicable

Recommending Officer:

Silke Maynard, Director Community and Corporate Services

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