



# BOARD MEETING MINUTES

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## THORAK REGIONAL CEMETERY BOARD MEETING

**Minutes of Meeting**  
held in the Council Chambers, Litchfield  
on Wednesday, 18 April 2018 at 7:30pm

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<b>Present</b>	Maree Bredhauer Kirsty Hunt Mathew Salter Christine Simpson	Mayor Deputy Mayor / Councillor East Ward Councillor North Ward Councillor Central Ward
<b>Staff</b>	Kaylene Conrick Silke Maynard Wendy Smith Debbie Branson	Chief Executive Officer Director Community and Corporate Services Acting Director 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

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 Hunt  
Seconded: Cr Simpson

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 21 March 2018, 4 pages, be confirmed.

**CARRIED-1718/216**

**5. BUSINESS ARISING FROM THE MINUTES**

Nil.

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**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 – March 2018**

Moved: Cr Simpson  
Seconded: Deputy Mayor Hunt

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 31 March 2018.

**CARRIED-1718/217**

**9.2 Thorak Regional Cemetery Quarterly Performance Report January – March 2018**

Moved: Deputy Mayor Hunt  
Seconded: Cr Simpson

THAT the Thorak Regional Cemetery Board receives and notes the Thorak Regional Cemetery Quarterly Performance Report January – March 2018.

**CARRIED-1718/218**

### **9.3 Extension of Cremation Services**

Moved: Cr Simpson  
Seconded: Deputy Mayor Hunt

THAT the Board:

1. approve the establishment of extended cremation services with pick up from the Darwin Hospital;
2. set a charge of \$2,229 for the cremation service package; and
3. set a charge of \$400 for the sale of an assembled capsule.

**CARRIED-1718/219**

### **9.4 Setting of Charge for Hold on Exclusive Right**

Moved: Cr Salter  
Seconded: Cr Simpson

THAT the Board:

1. set a charge of \$160 inclusive GST to place a Hold on an Exclusive Right as per policy CEM02; and
2. remove the charge for reservation of Exclusive Rights from the current Fees and Charges.

**CARRIED-1718/220**

## **10. OTHER BUSINESS**

Nil.

## **11. CONFIDENTIAL ITEMS**

Nil.

## **12. NEXT MEETING**

Wednesday, 16 May 2018.

## **13. CLOSE OF MEETING**

The Chair closed the meeting at 7:41pm

**MINUTES TO BE CONFIRMED**

Wednesday, 16 May 2018



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Mayor of Litchfield  
Maree Bredhauer



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Chief Executive Officer  
Kaylene Conrick