

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting

**BUSINESS PAPER
WEDNESDAY 20/05/2020**

Meeting to commence following the Litchfield Council Meeting at
6:30pm
to be held via video conferencing

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 20 May 2020 at 6:30pm

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	Finance Report – April 2020	4-7
9.2	DRAFT CEM03 Memorial Policy	8-18
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 15 April 2020 at 9:22pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Silke Maynard Nadine Nilon Debbie Branson	Chief Executive Officer Director Community and Corporate Services Director Infrastructure and Operations Executive Assistant
Public	Nil	

1. OPENING OF THE MEETING

The Mayor opened the meeting.

The Mayor advised that an electronic video and 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

Nil.

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: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 18 March 2020, 3 pages, be confirmed.

CARRIED (5-0)-1920/021

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 – March 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 31 March 2020.

CARRIED (5-0)-1920/022

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 20 May 2020.

13. CLOSE OF MEETING

The Chair closed the meeting at 9:30pm

MINUTES TO BE CONFIRMED

Wednesday 20 May 2020.

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – April 2020
Author:	Arun Dias, Finance Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	20/05/2020
Attachments:	Nil

Executive Summary

Total revenue of \$1,050,282 as of the end of April reflects an increase in both cremations and burials and this represents 105% of the annual budget.

Total year to date expenses of \$819,459 is 90% of the annual budget.

Recommendation

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

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council – Good Governance

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 278 interments and cremations, a decrease of burials from the same time last year but an increase of cremations. However, an increase for both income types from last month.

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

Activity	April 2019	April 2020	Variance
Burials	102	95	-7
Cremations	158	183	25
Total	260	278	18

Below provides a comparison with the last month:

Activity	March 2020	April 2020	Variance
Burials	89	95	6
Cremations	164	183	19
Total	253	278	25

	2019/20 Revised Budget	2019/20 YTD Actuals	Variance +ve (-ve)	Variance %
REVENUE				
User Fees and Charges	985,392	1,047,615	62,223	6%
Inv Income	11,250	2,271	-8,979	-80%
Other Revenue	0	396	396	0%
TOTAL REVENUE	996,642	1,050,282	53,640	5%
EXPENSES				
Contractors	174,712	135,870	-38,842	-22%
Employee Costs	558,032	531,350	-26,682	-5%
Materials	91,252	78,113	-13,139	-14%
Other Expenses	84,910	74,126	-7,784	-10%
TOTAL EXPENSES	908,906	819,459	-86,447	-10%
NET Result	87,736	230,822	140,086	

The Revised Budget revenue varies from the YTD actual due to increase in both burials and cremations. YTD expenditures of 3 of 4 areas indicate overspending against the YTD budgets, these being Employee costs, Materials and Other Expenses. These expenses are due to the increase in the cemetery income which reflects in the statistics. Employee Costs are currently overspent due to the expenses on temporary staffing for a ground's person position to cover for maternity leave.

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 February 2020.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Maintenance work to cemetery entrance gate	10,000	7,134	10,000	Additional planting	On Budget
Upgrade visual system in chapel	6,000	4,893	6,000	Completed	On Budget
Relocation of external generator	25,000	18,290	25,000	Installing power meter to monitor house power usage	On Budget
TOTAL	41,000	30,317	41,000		

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
10/02/2020	334,571	182	ANZ	1.58%	10/08/2020	2,636

DEBTORS

Total Sundry Debtors as at 30 April 2020 is \$43,822 compared to \$64,257 as at 29 February 2020, a decrease of \$20,435. Most outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	25,210	20,254	-1,642	0	43,822
%	58%	46%	-4%	0%	100%



CEMETERY FINANCIAL RESERVE


The Thorak Regional Cemetery Reserve balance as at 30 April 2020 is forecast to be \$396,661.


	Balance as at 01/07/2019	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2020
Cemetery Reserve	308,925	87,736	-	87,736	396,661


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



BOARD REPORT

Agenda Item Number:	9.2
Report Title:	DRAFT CEM03 Memorial Policy
Author:	Vicky Wellman, Thorak Regional Cemetery Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	20/05/2020
Attachments:	A: DRAFT CEM03 Memorial Policy B: TRC-FOR-009 Monument Memorial Specification Form

Executive Summary

This report recommends minor changes to Thorak Regional Cemetery's (TRC) Memorial Policy CEM03. Proposed changes are shown in Attachment A and outlined below –

- Change 1: Existing wording updated to incorporate all monument sections into one, this will ensure recent and future sections added to the cemetery are automatically incorporated into the policy;
- Change 2: The addition of temporary memorials requiring a permit; and
- Change 3: The requirement of an English translation for inscriptions not in English.

Recommendation

THAT the Thorak Regional Cemetery Board adopts CEM03 Memorial Policy.

Background

Change 1

The current policy statement part 4.1.1 and 4.1.2 both list the monument sections of the cemetery as Sections C, D, Orthodox and Muslim Monument. The new wording will be more general and read monument sections. This will ensure any recent and future developments of monument sections are incorporated into the policy. TRC-FOR-009 Monuments and Memorials form, Attachment B, associated with the policy has been amended to more clearly show the monument areas of the cemetery. The form name has also changed to Monuments and Memorial Specification form.

Change 2

Currently the policy does not state that temporary markers require a permit, see 4.2 and 4.5.1. The information collected from the memorial permits ensure cemetery management is aware of what has been placed in the grounds and that it is safe and compliant to policy. The memorial permit fee is a one-off payment. Only the memorial permit application process is repeated when the permanent memorial is ready to be placed.

Change 3

This change applies to section 4.5.1 Memorial Permit Applications. The addition of a line requesting a translation be included if the inscription is not in English. This ensures that nothing offensive or inappropriate is displayed within the cemetery.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

These changes strengthen the policy ensuring cemetery management has more authority over the monuments erected in the cemetery.

Risks

The risk of unsafe temporary monuments and offensive language being used on inscriptions has been eliminated or significantly reduced.

Financial Implications

None.

Community Engagement

None.



Name	CEM03 Memorials
Policy Type	Council
Responsible Officer	Thorak Cemetery Manager
Approval Date	[Approval Date]
Review Date	[Review Date]

1. Purpose

This policy outlines the Board's expectations for the design and construction of memorials at Thorak Regional Cemetery.

2. Scope

This policy applies to all memorials erected within Thorak Regional Cemetery.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Memorial	A memorial for the purposes of this policy is any structure such as a mausoleum, monument, plaque, tombstone, headstone, tablet, gravestone, vault, kerbing, or other form of construction placed over in or around an interment site to memorialise a deceased person with the approval of the Thorak Regional Cemetery Board.
Offence	Offence in this context refers to a memorial's design, wording or marks that are capable of wounding feelings or arousing anger, resentment, disgust or outrage in the mind of a reasonable person (where that reasonable person visits a cemetery).
Interment Rights Holder	The person registered as having Interment Rights for an interment site.

4. Policy Statement

4.1. Memorials - General

4.1.1 An interment rights holder may arrange for a memorial to be installed immediately after an interment in all areas other than ~~Sections C, D, Orthodox and Muslim Monument~~ [monument sections](#), following consent granted by the Board in the form of a memorial permit.

4.1.2 Following an in-ground interment in ~~Sections C, D, Orthodox and Muslim Monument~~ [any monument section](#), an interment rights holder may arrange for a permanent memorial to be

installed twelve months after the interment, following consent granted by the Board in the form of a memorial permit.

- 4.1.3 Only memorials specified for each distinct Thorak Regional Cemetery area may be installed in that area as per [the TRC-FOR-009 Monuments & Memorial Specification Form-Attachment A](#).

4.2 Temporary Markers

Temporary grave markers with the name of the deceased and plot number may be used, with prior permission from the Board, [in the form of a permit](#), for a maximum period of twelve months after which the Board may remove the marker.

4.3 Memorial Specifications

- 4.3.1 All memorials shall be of a design, dimension and quality approved by the Board in its specifications. All work is to be consistent with Australian Standard, AS4204-1994 (Headstones and Cemetery Monuments) as a minimum and the requirements set out in the [Monument & Memorial Specifications Form-by Cemetery Area](#).
- 4.3.2 Any memorial that takes the form of an above-ground burial structure such as a mausoleum must be consistent with Australian Standard AS 4425-1996 (Above-Ground Burial Structures) as a minimum.

4.4 Qualified Tradesperson with Permit to Work in the Cemetery

- 4.4.1 A memorial must be installed by a registered stonemason or suitably qualified tradesperson with evidence of current public liability insurance and a current permit to work at Thorak Cemetery. The exception is where a plaque is to be installed in an area where cemetery staff are responsible for installation.
- 4.4.2 Stonemasons or other tradespeople working within the cemetery must comply with all Work Health & Safety requirements of the Board.

4.5 Memorial Permit Application

- 4.5.1 A memorial permit is required to install a memorial, [including temporary memorials](#). Detailed drawings, including dimensions, type of memorial, name(s) inscribed and any epitaphs or other inscriptions on the memorial are to accompany the application for a permit. [If not in English, an English translation must be provided](#).
- 4.5.2 Memorials higher than 1500mm also require evidence of structural engineering approval. Where an above-ground burial structure such as a mausoleum exceeds 2000mm in height, a building permit will also be required from a registered private building certifier as part of the application.

- 4.5.3 The Board will only grant approval for a memorial following consideration of the application and payment of the appropriate fee as set by Board resolution. This application must contain the consent of the holder of the exclusive rights. Issuing a memorial permit does not constitute an admission of liability from the Board for any defects in design, construction, workmanship or materials.
- 4.5.4 Should the exclusive rights holder be deceased, then the exclusive rights can be administered by the Executor. If there is no Executor, then the Next of Kin as per the Hierarchy in Section 30 C of the Cemeteries Act becomes the holder of the exclusive rights. The Application must be accompanied by a Statutory Declaration stating that the Applicant is the next of kin of the deceased exclusive rights holder or has the consent of all available direct descendants with whom contact has been possible.
- 4.5.5 Once the memorial permit has been granted, any alteration to the original design needs further approval from the Board. Failure to notify the Board may result in the structure being removed at the owners' expense.
- 4.5.6 Where a memorial permit has been granted for an above-ground burial structure such as a mausoleum, all building works must be completed within 6 months of commencement. The occupancy permit issued by the Building Certifier as evidence of satisfactory completion must be forwarded to the Board within 3 months of completion. If no occupancy permit is obtained and submitted, the Board reserves the right to seek the removal of the structure.

4.6 Memorial Epitaphs

- 4.6.1 The name to be inscribed on the memorial must accord with the name shown on valid proof of the deceased person's identity produced to the satisfaction of the Board, unless, with prior permission from the Board, a nickname is used.
- 4.6.2 Any epitaph must not cause offence. If a memorial does cause offence, The Board reserves the right to refuse the permit application, or if constructed, remove the memorial and seek recompense from the interment rights holder for all costs incurred.

4.7 Memorial Maintenance Responsibilities

- 4.7.1 The registered holder of the rights of interment for an allotment shall keep any associated memorial in good repair and proper condition.
- 4.7.2 The Board will not be liable for the future care, maintenance, preservation, conservation or restoration of any memorial. The Board will not accept responsibility for damage to memorials through acts of vandalism, riot, war or terrorism, cyclones or severe storms.
- 4.7.3 If a memorial is assessed by the Board as being dangerous, in disrepair or unsightly, the Board will in the first instance seek action from the interment rights holder to address this.

4.7.4 However, if no action, within 28 days of notification, has been taken by the interment rights holder to address the Board's concerns, the Board will remove the memorial and seek compensation from the interment rights holder to cover the costs incurred. Removed memorials will be held by the Board for a period of up to twelve months prior to disposal.

4.8 Memorials and Subsequent Interments

Where a grave is to be re-opened for a second interment, the removal of any memorial to enable that interment is to be arranged in a timely manner by the interment rights holder on behalf of the family or person arranging the funeral. The Board is not responsible for the removal of memorials.

4.9 Memorials Register

The Board will maintain a Memorials Register of each memorial erected in the cemetery, containing the following information:

- The type of memorial
- The dimensions of the memorial
- Details of any epitaphs and other inscriptions on the memorial.
- Details of the location of the memorial within the cemetery.
- Who installed the memorial.

5. Associated Documents

[TRC-FOR-009 Monument & Memorial Specifications By Cemetery Area Form](#)

Memorial Permit Application Form & Memorial Permit

Permit to Work in a Cemetery Application Form & Permit to Work in a Cemetery

Memorials Register

Building Permit & Occupancy Permit (Building Certifier)

6. References and Legislation

Northern Territory Local Government Act

Work, Health and Safety Act

Cemeteries Act

AS ~~4020~~[4204](#)-1994 Headstone & Cemetery Monuments

AS 4425-1996 Above Ground Burial Structures

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
21/03/2018	Initial Approval of Policy

DRAFT

THORAK REGIONAL CEMETERY

Monument & Memorial Specification Form

A memorial refers to a plaque, headstone, monument, or any permanent item placed on a site.

LAWN SECTIONS

Sections A / G / Muslim Flat Marker / Bahai /

Garden of Angels – Section A (accommodates caskets up to 110cm long by 45cm wide)

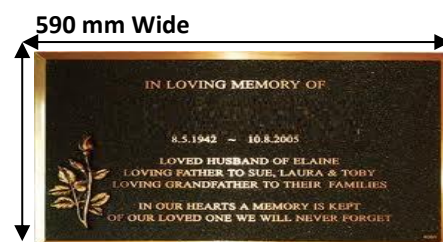


These areas consist of lawn covered graves with a plaque or small sloping style marker on a concrete base or beam. Headstones and monuments are **not** permitted in these areas. Plaques only.

Plaques and markers must not exceed 590mm wide x 420mm long.

- Granite Plaques must be a minimum of 30mm thick
- Slanting Plaques are to be a maximum of 150mm high at the highest point
- Plaques must be laid flat on the concrete base.

420mm
Long



Section B/

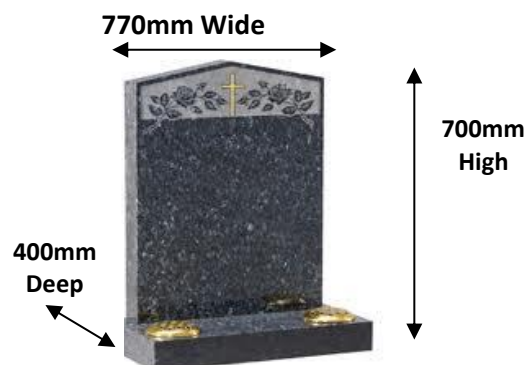
Garden of Angels Section B (accommodates caskets up to 110cm long by 45cm wide)



- These sections allow for installation of upright headstones of limited size.
- A concrete head beam is provided.
- Plaques and smaller headstones are also acceptable.

Headstone maximum size permitted:

**700mm High
770mm Wide
400mm Deep**



MONUMENT SECTIONS

Sections C / D / E / Orthodox / Muslim Monument/Section B Monument/Jewish

☐

- Maximum height of any monument is 2000mm.
- Structures 1500mm and above in height require structural engineered diagrams prior to permit approval.
- The concrete head beam is provided for headstones up to 700mm high and plaques, the monuments are installed in front of the beam on the lawn, due to differing foundation and engineering requirements.

A minimum of 12 months must pass before a monument can be erected.

Headstones

Maximum size permitted:

1800mm high x 12mm wide x 400mm deep

Monuments

Maximum size permitted:

2800mm length x 1200mm wide x 2000mm high



ASH INTERMENT SECTIONS

Columbarium – located in the Courtyard of Tranquillity

☐

- A beautiful granite structure for above ground ash interments.
- Available for single and double ash interments.

Rock Memorials and Floating Plaque

☐

- This is a plaque only section no ashes can be interred.
- Plaques can be attached to large rocks or steel rods.

Lawn Memorial Garden

☐

- This area allows the interment of ashes above ground in decorative cylinders.

ASH INTERMENT SECTIONS continued

Memorial Beam B / Courtyard of Tranquillity Rows 1, 2, 3 & 4



- These sections allow for in-ground ash interments, with installation of individual headstones of a limited size, or engraved plaques.
- Cemetery staff are responsible for applying all plaques in this section.
- A concrete head beam is provided.

Headstone maximum size permitted:



300 mm high
300 mm wide
300 mm deep

Memorial Garden / Palm Garden / Niche Walls 1 & 2 / Courtyard of Tranquillity Rows 5, 6, 7 & 8

- This is a flat plaque only section.
- Raised or slanted plaques are not permitted.
- **Plaques must not exceed: 150 mm wide x 120 mm long.**



Garden of Angels Memorial Garden (Children 10 years and under)



- This is a flat plaque only section, raised or slanted plaques are not permitted.
- Cemetery staff are responsible for applying all plaques in this section.
- Approved paint and paintings on the concrete kerbing is allowed at each individual plot.
- **Plaques must not exceed: 400mm length x 400mm wide**

Memorial Installations

Prior to the installation of a memorial, a memorial permit is required. Application forms are available from Thorak Regional Cemetery office, Litchfield Council website, local stonemasons and funeral directors. A memorial permit fee applies.

Memorial Permit Applications must include the following information:

- Grave Location
- Deceased person's name
- Size of the memorial
- Inscription (if not in English a translation must be provided)
- Proof of authorisation to use the plot if not exclusive right holder
- Who will be installing.

Thorak Regional Cemetery must be notified prior to delivery, placement, digging of footings or pouring of concrete.

All memorials are the responsibility of the owner and must be kept in good repair. Thorak management reserve the right to remove or repair the monument if it deems necessary and recover costs from the owner.

All headstones and monuments over 700mm high must be installed by a qualified stonemason and must meet the minimum requirements in accordance with the Australian Standards AS-4204 for Headstone and Cemetery Monuments

Please refer to the Floral and Ornament Tributes Policy CEM01 as to what can and cannot be left at grave sites.

Contact Thorak Regional Cemetery for further information on 08 8947 0903.

I am aware of the memorial restrictions at Thorak Regional Cemetery and have chosen

Section.....Grave..... Date:.....

Signature..... Print Name.....