



Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 17/02/2021**

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/81895309680>

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 in Litchfield Council Chambers and****via video conferencing <https://us02web.zoom.us/j/81895309680>****on Wednesday 17 February 2021 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	3-5
5	Business Arising from the Minutes	
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
9.01	Thorak Regional Cemetery Finance Report – January 2021	6-11
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 Thursday 28 January 2021 at 8:12pm

Present	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Mathew Salter	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor North Ward
Staff	Daniel Fletcher Leon Kruger Arun Dias Diana Leeder Debbie Branson	Chief Executive Officer General Manager Infrastructure and Operations Acting General Manager Business Excellence Acting Executive Community Services Manager Executive Assistant
Public	As per Attendance Register	

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

Moved: Cr Salter

Seconded: Deputy Mayor Simpson

THAT Council notes and approves Cr Barden's apology.

CARRIED (4-0)-2021/044

3. 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.

4. CONFIRMATION OF MINUTES

Moved: Deputy Mayor Simpson
Seconded: Cr Sayers-Hunt

THAT the minutes of the Thorak Regional Cemetery Board Meeting held 9 December 2020, 3 pages, be confirmed.

CARRIED (3-1)-2021/045

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 – December 2020

Moved: Cr Sayers-Hunt
Seconded: Deputy Mayor Simpson

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

CARRIED (3-1)-2021/046

10. OTHER BUSINESS

Nil.

11. CONFIDENTIAL ITEMS

Nil.

12. NEXT MEETING

Wednesday 17 February 2021.

13. CLOSE OF MEETING

The Chair closed the meeting at 8:21pm

MINUTES TO BE CONFIRMED

Wednesday 17 February 2021

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher



COUNCIL REPORT

Agenda Item Number:	9.01
Report Title:	Thorak Regional Cemetery Finance Report – January 2021
Author:	Bianca Hart, Manager Corporate Services
Recommending Officer:	Arun Dias, Acting General Manager Business Excellence
Meeting Date:	17/02/2021
Attachments:	Nil

Executive Summary

Total revenue to date is \$796,343 which represents 86% of revenue. This is higher than the 58% we would be expecting this time of year and can be attributed to an increase in burial services compared to budget.

Expenses to date of \$510,033 represents 57% of the budgeted expenditure which is in line with budget for this time of year.

Capital projects for the current year were completed on time. The projects were completed and delivered under budget by \$12,746 (16%).

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 January 2021.

Background

Detailed financial information presented in the following pages.

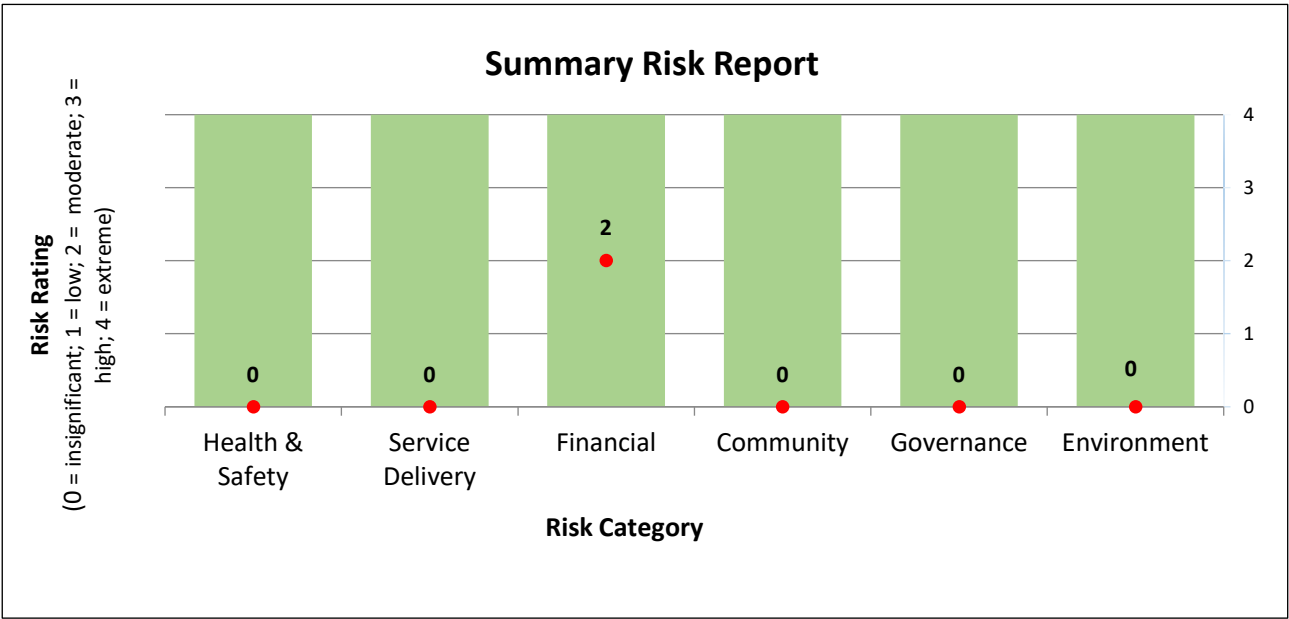
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

This report is in compliance with the Local Government Act and Regulations, Council policies and relevant Accounting Standards.

Risks



Financial

There are long term financial sustainability challenges in relation to the renewal and upgrade of existing assets including buildings, road and irrigation infrastructure.

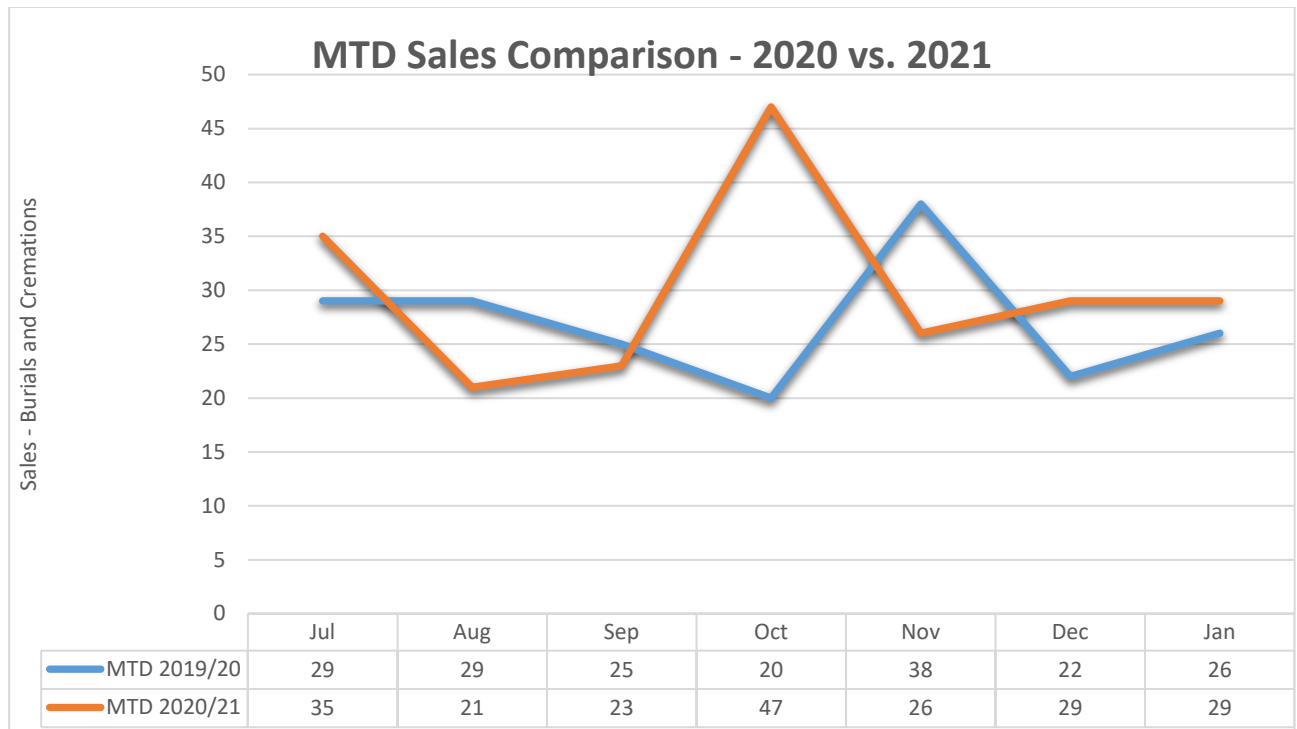
Community Engagement

Not applicable.

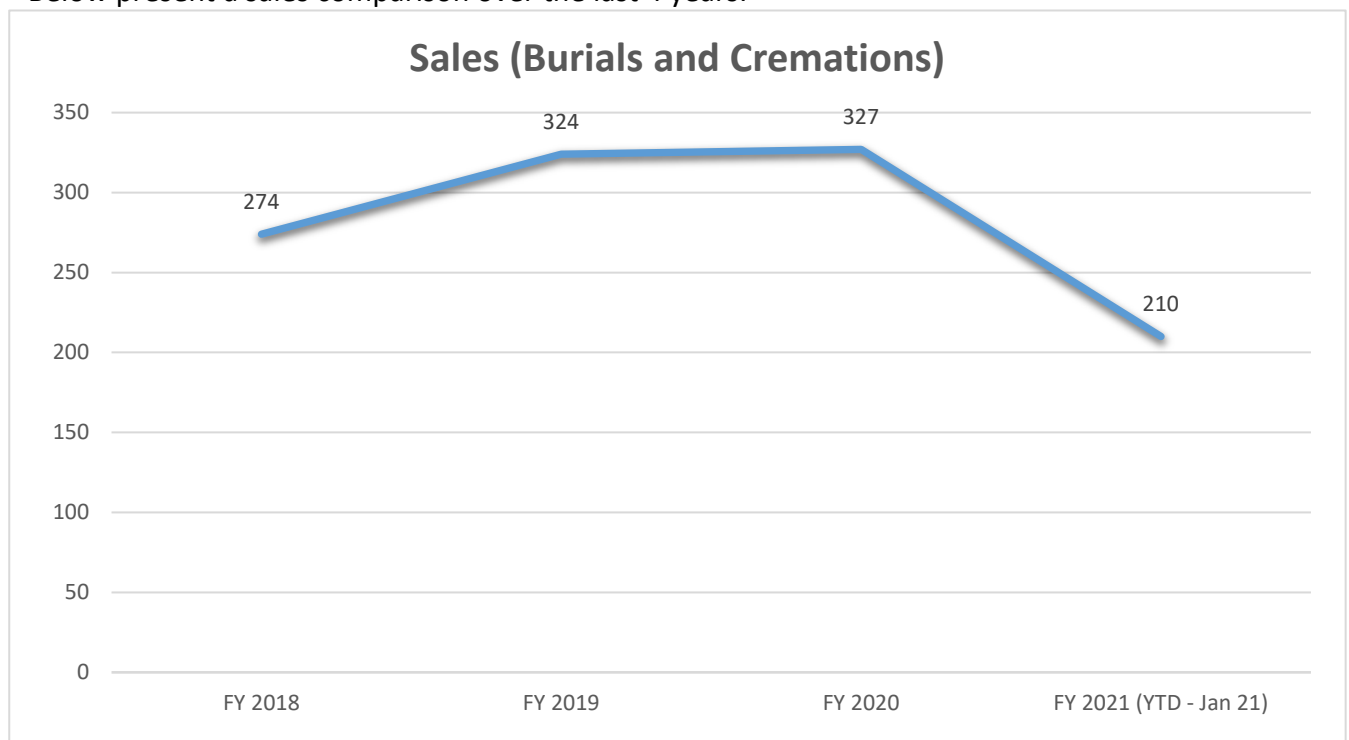
Operating Results

To date Thorak Regional Cemetery has completed 210 interments and cremations, an increase of 21 from the same time last year.

Below provides a comparison by month against last year:



Below present a sales comparison over the last 4 years:



	2020/21 Full Year Budget (\$)	2020/21 YTD Actuals (\$)	% of Budget
REVENUE			
User Fees and Charges	786,250	681,212	87%
Inv Income	10,000	1,045	10%
Other Revenue	132,233	114,087	86%
TOTAL REVENUE	928,483	796,344	86%
EXPENSES			
Contractors	100,924	76,877	76%
Employee Costs	523,074	292,756	56%
Maintenance & Materials	156,616	73,225	47%
Other Expenses	130,523	76,174	58%
TOTAL EXPENSES	911,137	510,033	57%
TOTAL	17,346	277,310	

Capital Projects

Project	Scheduled Start Date	Scheduled End Date	2020-21 Full Year Budget (\$)	December 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	12,652	Completed	Yes	Yes	63%	
Thorak Cemetery Vehicle Replacement	Aug-2020	Jun-2021	60,000	54,602	Completed	Yes	Yes	91%	
Total			80,000	67,254				84%	

Cash and Investments

Date Invested	Invested Amount (\$)	Days Invested	Invested with	Interest Rate	Maturity Date	Return (\$)
10/08/2020	337,206	190	ANZ	0.65%	16/02/2021	1,141

Debtors

Total debtors as at 31 January 2021 is \$67,626 compared to \$63,223 as at 31 December 2020, which is an increase of \$4,393 or 7% from prior month. This is due to an increase of burial services (11 to 14). 68% of the total debtors is made up of three (3) funeral providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery (\$)	43,699	23,926	0	0	67,626
%	64%	35%	0%	0%	100%





Cemetery Financial Reserve


The Thorak Regional Cemetery Reserve balance forecasted for 30 June 2021 is \$602,694.

	Balance as at 01/07/2020	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2021
Cemetery Reserve (\$)	665,348	17,346	(80,000)	(6,2654)	602,694

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%		Year to date Income above budget. Expenses inline with 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