

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 21/11/2018**

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.



THORAK REGIONAL CEMETERY BOARD MEETING

Notice of Meeting
to be held in the Council Chambers, Litchfield
on Wednesday, 21 November 2018

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 full minutes of the Thorak Regional Cemetery Board Meeting held Wednesday, 24 October 2018, 4 pages, be confirmed.	
	Minutes have been distributed under separate cover and are publicly available on Council's website https://www.litchfield.nt.gov.au/council/council-meetings/minutes-and-agendas or in hard copy by request.	
5	Business Arising from the Minutes	
	5.1 Action Sheet	1
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Finance Report – October 2018	2-6
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Thorak Regional Cemetery Action Plan

As at 14-11-18

Resolution Number	Resolution	Action Officer	Meeting Date	Status
Thorak Regional Cemetery Jewish Section				
THAT the Board:				
1718/199	<ol style="list-style-type: none"> 1. approve the establishment of a section of Thorak Regional Cemetery for exclusive burial of Jewish people; and 2. approve part of the Area (H) identified in the Thorak Regional Cemetery Master Plan as a designated headstone expansion area, to be used for the proposed Jewish section. 	DCCS	21-03-18	Works completed. Awaiting consecration by Rabbi.
Extension of Cremation Services				
THAT the Board:				
1718/217	<ol style="list-style-type: none"> 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. 	DCCS	18-04-18	Review of Thorak Website prioritised.

Thorak Regional Cemetery KPMG Report

1819/079	<p>THAT the Board:</p> <ol style="list-style-type: none"> 1. receives and endorses the KPMG Thorak Regional Cemetery Business Case, August 2018; 2. Sends the KPMG Thorak Regional Cemetery Business Case with a letter signed by the three councils, City of Darwin, City of Palmerston and Litchfield, to the Minister for Housing and Community Development; and 3. Sends the KPMG Thorak Regional Cemetery Business Case with a letter signed by the three council City of Darwin, City of Palmerston and Litchfield, to TOPROC. 	CEO	26-09-18	<p>Completed. Letter signed by Mayors sent to Minister and TOPROC.</p>
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Thorak Regional Cemetery Asset Management Plan

1819/096	<p>THAT the Board:</p> <ol style="list-style-type: none"> 1. adopts the Thorak Regional Cemetery Asset Management Plan, August 2018; 2. notes that the Thorak Regional Cemetery is lacking \$0.5m per year over the next ten years to maintain current service levels; and 3. continues to lobby the Northern Territory Government for a changed governance model and appropriations (allocation funding). 	DCCS	17-10-18	<p>Thorak Regional Cemetery Asset Management Plan sent to Department of Housing and Community Development's Senior Director Sustainability and Compliance for further discussions.</p>
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BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – October 2018
Report Number:	18/0172
Meeting Date:	21/11/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for Thorak Regional Cemetery for the period ended 31 October 2018.

Recommendation

THAT the Thorak Regional Cemetery Board receives and notes the finance report for the period ended 31 October 2018.

OPERATING RESULT

To date Thorak Regional Cemetery has completed 86 internments and cremations, a reduction from the same time last year. Below provides a comparison with the same report period last year:

Activity	October 2017	October 2018	Variance
Burials	38	45	7
Cremations	60	41	-19
	98	86	-12

There are no budget amendments for income recognised to date. A variation exists for an increase of insurance premiums and consultancy costs.

Operating revenue is favourable compared to YTD Budget for the period 1 July to 31 October 2018, despite a reduction of cremation ceremonies to date compared to the same time last year.

Operating expenses are lesser than expected compared to the YTD Budget by \$2,413. This is a result of one insurance premium not yet invoiced, other contractor works yet to be carried out and the timing of receiving invoices for payment. The operating expenditure to date is 41% of the annual budget.

No capital revenue is expected in the 2018/19 financial year and capital expenditure on carpark resealing and bore inspections are yet to commence for the year ended 30 June 2019.

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	256,054	357,778	777,447	777,447	-	
TOTAL REVENUE	256,054	357,778	777,447	777,447	-	
EXPENSES						
Contractors	45,967	49,773	124,600	128,100	(3,500)	1
Materials	118,658	124,580	179,000	183,227	(4,227)	2
Other Expenses	8,799	13,266	30,300	30,300	-	
Employee Costs	162,284	150,502	486,849	486,849	-	
TOTAL EXPENSES	335,708	338,121	820,749	828,476	(7,727)	
TOTAL	(79,654)	19,657	(43,302)	(51,029)	(7,227)	

Explanations for Forecast variances to Original Budget

Note 1 - Professional Fees for consultancy services at Thorak Regional Cemetery.



Note 2 - Increased insurance premiums of \$4,227 above annual budget.

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	-	17,530	-
TOTAL EXPENSES	17,530	-	17,530	-
TOTAL	(17,530)	-	(17,530)	-

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	0	10,000	-	 Quotes are being sourced.
Inspect existing bores x3	30/06/2019	7,530	0	7,530	-	 Quotes are being sourced.

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 October 2018 are \$57,480, compared to \$30,287 as at 30 September 2018. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$35,564	\$15,656	\$0	\$6,260	\$57,480
% of TOTAL DEBTORS	61.9%	27.2%	0.0%	10.9%	

Action summary of 90 Days Debtors: \$6,260.00

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 commenced for the outstanding amount of \$5,700 in late November.



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance, as at 30 June 2019, is forecast to be \$169,027.

	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		(68,559)	(68,559)	169,027

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 \$27,134.

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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