

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 18/07/2018**

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, 18 July 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 27 June 2018, 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	
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6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Finance Report – June 2018	2-5
	9.2 Thorak Regional Cemetery Quarterly Performance Report Apr – Jun 2018	6-9
	9.3 Thorak Fees & Charges 2018-19	10-18
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Thorak Regional Cemetery Action Plan

As at 11-07-18

Resolution Number	Resolution	Action Officer	Meeting Date	Status
1718/199	<p>Thorak Regional Cemetery Jewish Section</p> <p>THAT the Board:</p> <p>1. approve the establishment of a section of Thorak Regional Cemetery for exclusive burial of Jewish people: and</p>	DCCS	21-03-18	Works completed. Awaiting consecration by Rabbi.



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – June 2018
Report Number:	18/0112
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly financial report for Thorak Regional Cemetery for the period ended 30 June 2018.

Recommendation

THAT the Thorak Regional Cemetery Board receive and note the finance report for the period ended 30 June 2018.

OPERATING RESULT

The results included in this report are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts are currently being audited. The final results for the 2017/18 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2018.

The end of financial year operating result is expected to be \$253,005 favourable to Budget with a surplus result of \$186,475 forecast.

OPERATIONAL RESULTS

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Variance +ve (-ve)	Note
REVENUE					
User Fees and Charges	725,125	942,070	942,070	216,945	1
TOTAL REVENUE	725,125	942,070	942,070	216,945	
EXPENSES					
Contractors	84,800	92,508	99,452	(14,652)	2
Materials	189,210	197,382	200,509	(11,299)	3
Other Expenses	26,600	30,476	30,476	(3,876)	4
Employee Costs	491,045	412,770	425,158	65,887	5
TOTAL EXPENSES	791,655	733,136	755,595	36,060	
TOTAL	(66,530)	208,934	186,475	253,005	

Explanations for Variances to Original Budget

Note 1 – Increase in User Fees mainly as a result of the introduction of the 10% Administration fee applied to all non-residents of the Litchfield Municipality and pre-purchase of plots.

Note 2 – Increase in contractor costs due to numerous works actioned for Tree Assessments, Policy Development and Legal Fees.

Note 3 – Increase in Gas Charges with increased Cremations and price rise.

Note 4 – Unexpected Machinery repairs on the Hino truck, Polaris and Backhoe.

Note 5 – Reduction in employee costs due to a trial with reduced staffing and limited training & development attended.

At 30 June 2018 Thorak Regional Cemetery completed 293 internments and cremations, an increase result of 47 from 2016/17. Below provides a comparison between years:

Activity	July – June 2017	July – June 2018	Variance
Burials	94	94	0
Cremations	152	199	47
	246	293	47

Operating revenue is forecasted to be favourable by \$216,945 higher than the 2017/18 budget, this forecasted revenue has increased since the last monthly finance report due to additional Cemetery Administration fee for non-residents, an increase in cremation services and pre-purchases of plots.

Operating expenses are forecast for the 2017/18 financial year to be slightly below budget due to the reduction in employee costs of approximately \$60,000 as a result of reduced groundsmen staffing trial, a vacancy earlier in the financial year, which has now been filled and savings in training and development. These savings are offset by additional gas costs associated with the increase of cremation services, consultancy costs for policy development, tree assessments and plant and vehicle repair costs.

CAPITAL RESULTS

Although no capital expenditure was budgeted, the end of year result is expected to be \$26,119 worst off due to expenditure required to ensure public safety and to replace an IT microwave link between the Cemetery and Council's office as a result of damage incurred during a lightning strike.

Capital expenditure includes \$8,081 for the supply and installation of two road culverts to address public safety concerns. In addition, the microwave link between Thorak Regional Cemetery and Litchfield Council Office was replaced at a cost of \$18,038. Council has submitted an insurance claim for this project however at this stage no confirmation that Council's claim will be accepted has been forthcoming.

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Variance +ve (-ve)
REVENUE				
Thorak Regional Cemetery	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENSES				
Thorak Regional Cemetery	-	26,119	26,119	(26,119)
TOTAL EXPENSES	-	26,119	26,119	(26,119)
TOTAL	-	(26,119)	(26,119)	(26,119)

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 30 June 2018 are \$59,288. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$38,829	\$12,960	\$6,357	\$1,142	\$59,288
% of TOTAL DEBTORS	65.5%	21.9%	10.7%	1.9%	

Action summary of 90 Days Debtors:

\$1,142.00

Invoice #1

The debt recovery process was implemented for the outstanding amount of \$880 and a payment plan has commenced.

Invoice #2

The debt recovery process has also commenced for the outstanding amount of \$262.



CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance, as at 30 June 2018, is forecast to be \$372,400

	Balance as at 1/7/2017	Forecast TO Reserve	Forecast FROM Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2018
Cemetery Reserve	212,044	160,356		160,356	372,400

THORAK CEMETERY KEY PERFORMANCE INDICATORS (KPI)

The table below tracks the KPI's for the Thorak Regional Cemetery as set out in the 2017/18 Municipal Plan.

Key Performance Indicator	Target	Status	Comment
Compliance with Cemetery Regulations	100%		
Achievement of Operational Budget	100%		

-  KPI met
-  KPI in progress, on track
-  KPI not met

Links with Strategic Plan

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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 is currently under development. 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 \$66,381.

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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BOARD REPORT

Agenda Item Number:	9.2
Report Title:	Thorak Regional Cemetery Quarterly Performance Report April – June 2018
Report Number:	18/0109
Meeting Date:	18/07/2018
Attachments:	Nil

Purpose

This report presents to the Thorak Regional Cemetery Board (“the Board”) the quarterly report for April to June 2018.

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 April to June 2018.

Background

The fourth quarter of this financial year has seen a rise in the number of cremations performed and a drop in the number of burials. Services such as ash interments, and pre-need exclusive rights have risen slightly compared to the last quarter, with chapel hire falling. Comparisons of the same quarter last year and the last quarter are shown in Table 1 below.

Table 1: Comparison of main services provided from January to March 2018 with April to June 2018 and the same quarter in the previous year.

Number of:	April – June 2017	Last Quarter January – March 2018	April – June 2018	Increase /decrease on last quarter
Cremations	30	44	48	9 %
Burials	19	20	17	-15 %
Ash Interments	4	3	5	66 %
Ex rights Pre-need Burials	6	4	5	25 %
Chapel Hire	13	19	11	-42 %

Comparisons between services provided over the year to last year show an increase of over 40% in ash interments, which slightly correlates with the 24.7% increase in cremations. Burial numbers remained steady only falling by 1%. A decrease in pre-need burial numbers is consistent with the current trend away from burials to cremation. Chapel hire was up by 8% with 3 of the hires being chapel only hires not attached to a burial or cremation. See Table 2 below for actual figures.

Table 2: Annual comparisons of the total number of individual services for the last 2 years.

Number of:	2016 / 2017	2017 / 2018	Increase /decrease on last year
Cremations	140 (8*)	186 (5*)	24.7 %
Burials	95	94	- 1 %
Ash Interments	14	23	43.5 %
Ex rights Pre-need Burials	23	20	-13 %
Chapel Hire	55	60	8.3 %

*Is the number of either infant cremations or forensic burns included in the total.

Below, Table 3 compares cremations and burials in the last quarter by municipality, with Darwin residents still the highest users of the cemetery, accounting for 50% of cremations and 88% of burials performed, compared to Litchfield residents accounting for 6% of total cremations and 12% of total burials. Litchfield municipality residents account for just under 8% of combined burial and cremation services, Darwin residents account for just under 64%.

Table 3: Number of cremation and burials by municipality in the fourth quarter.

Municipality	Cremations	% of Total	Burials	% of Total
Litchfield	3	6 %	2	12 %
Darwin	24	50 %	15	88 %
Palmerston	6	12 %	0	
Other	15	32 %	0	

There was a decrease in the percentage of Litchfield residents being buried or cremated compared to the previous financial year with burials decreasing by 7%. Darwin municipality also showed a decrease in usage with cremations falling by 6%, but is still the highest user as in previous years. Palmerston showed a slight increase in usage with cremations up by 4%. A slight increase in the percentage of other municipalities can also be seen in Table 4 below.

Table 4: Annual percentage of the total cremations and burials in the last two years by municipality.

Municipality	Annual Cremations 2016/2017	Annual Cremations 2017/2018	Annual Burials 2016/2017	Annual Burials 2017/2018
Litchfield	14 %	13 %	17 %	10 %
Darwin	56* %	50%	67* %	65 %
Palmerston	11 %	15 %	14 %	15 %
Other	19 %	22 %	2 %	3 %

*Includes the forensic burns (6) in the 2017 and (5) in 2018.

During this quarter, the following projects were undertaken:

Policy and Procedures

A review of safe operating procedures is almost complete. *Right of Interment* and *Hold* forms have been updated with terms and conditions added to relevant forms and certificates.

A Cemetery Plan is currently being developed which will include the rules and regulations of the Cemetery. The Plan will be presented to the Board for adoption at a future date. The Plan will ensure that the Cemetery complies with new requirements in the NT Cemeteries Act and Regulations.

Internet

Installation of the IT Microwave Link was completed on 15 June 2018, some residue issues remain with the connection which are currently being addressed.

Staff and Training

The reduced work hours trial finished on 18 May 2018. Data collected through the trial is being analysed with a final decision about staffing expected in September 2018. Staff involved in the trial have returned to normal full-time hours in the interim.

Grounds and Maintenance

The border fence damaged during Tropical Cyclone (TC) Marcus has been repaired under an insurance claim.

Quotes for the open rock drains damaged by up-rooted trees from TC Marcus have been sought with work expected to begin as soon as possible.

Pre-digging of 20 graves took place in Section C to ease future access problems created by the erection of monuments. Pre-digging also helps to determine if rock will prohibit future digging and therefore the sale of some plots.

An audit of sections C and D has been completed to confirm the number of plots available for sale, the size of plots, condition of memorials and check memorial permits have been issued.

Natural revegetation is being allowed to progress on the western side of the Cemetery grounds. This is in line with the Master Plan for the development of a natural burial site. Slashing will no longer occur and occasional selective mowing by ground staff will keep the weeds from spreading.

Memorial Rocks

The placing of plaques on memorial rocks has been included in the 2018/19 fees and charges and spaces are now available for sale.

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

- The review of all current policy, procedures and forms continues.
- An Asset Management Plan is currently under development for future maintenance and capital asset costs.
- A cost analysis of all services is in progress.

- Upgrade of internet connectivity to Council systems has begun with the replacement of the Microwave Link.
- Natural revegetation has been allowed to start in the back western side of the cemetery, according to the Master Plan, to prepare for potential Green Burials.

Jewish Section

The Jewish Section is complete and plots are ready for purchase. Once the ground has been consecrated by the Rabbi burials can commence.

Garden of Angels Improvements

The kerbing for memorial plaques has been laid for the Children’s Memorial Garden. Ashes and un-registerable births can now be interred. The corner garden bed has been enlarged to allow scattering of children’s ashes.

Irrigation Upgrade and Expansion

Plans to upgrade and expand the irrigation system and establish a planting plan have been suspended due to the unsuccessful application for a special purpose grant.

Links with Strategic Plan

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Legislative and Policy Implications

Not applicable

Risks

Not applicable

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: **Silke Maynard, Director Community and Corporate Services**

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Agenda Item Number:	9.3
Report Title:	Fees and Charges for 2018-19
Report Number:	18/0110
Meeting Date:	18/07/2018
Attachments:	A – DRAFT Fees and Charges 2018-19

Purpose

This report presents for the Boards adoption, the Fees and Charges schedule for Thorak Regional Cemetery for the financial year 2018- 19.

Summary

A review of fees and charges for Thorak Regional Cemetery has been undertaken. The proposed fees and charges are in line with the Long Term Financial Plan increases set by the Board.

Fees and Charges have been overhauled, due to changes in policy approved by the Board and the implementation of new services, e.g. mausoleums, Jewish section and cremation services.

Overall, no significant increases have been made, but fees have been simplified to allow users a better understanding.

Recommendation

THAT the Thorak Regional Cemetery Board adopts the Thorak Regional Cemetery Fees and Charges for 2018-19, as presented in Attachment A to report 18/0110.

Background

Fees and Charges for Thorak Regional Cemetery are set annually as part of the Annual Budget process. As these charges are the basis for the projected income, the fees and charges are presented to the Board as part of the Budget process in line with Part 10.5 *Local Government Act*.

Overall changes to the Fees and Charges Schedule have been made for the ease of understanding and include:

- Clear distinction between charges for the *Right of Interment* and *Interment Fee*;
- Bringing charges for areas within the Cemetery in line with other charges based on the required space and staffing requirements;
- Defining the size and/or age restrictions for cremations and burials; and
- Categorise charges according to services.

New charges have been introduced through the CEM02 Rights of Interment Policy, the Board's decision to extend services and proposed new services:

- Burial in the Jewish Section;
- Burial in Mausoleums;
- Rock memorials;
- Extended Cremation Package;
- Purchase of assembled capsule;
- Overnight refrigerated storage;
- Hold and extension of a hold on a right of interment; and
- Memorial benches.

Thorak Regional Cemetery continuous to assess new services that can be introduced to improve the financial sustainability of the service.

Links with Strategic Plan

A well run Council

Legislative and Policy Implications

Section 128 Local Government Act requests Council to adopt its Annual Budget on or before 31 July for the relevant financial year. The fees and charges are the basis for the projected income in the forthcoming budget, therefore the Board is required to adopt the fees and charges, as attached to this report.

Section 13 Cemeteries Act gives the Board (Council) the power to set fees and charges.

Risks

Thorak Regional Cemetery's financial sustainability relies on the collection of adequate fees and charges. It is important that fees and charges are reviewed and benchmarked annually to ensure the Board is setting its fees and charges at a sustainable level.

Financial Implications

The proposed fees and charges reflect all of Thorak Regional Cemetery's budgeted income for the financial year 2018-19.

Community Engagement

Nil

Recommending Officer: Silke Maynard, Director Community and Corporate Services

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THORAK REGIONAL CEMETERY

Fees and Charges 2018/2019

Effective from 1 July 2018



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Exclusive Right of Interment/ Interment Fees Child Fees apply to aged 12 years and under	Exclusive Right Fee Including GST \$	Interment Fee Including GST \$
¹ For further interments an extra depth fee of \$369 applies to first interment. Second interment fee due at time of second interment. ² Cremated remains interred into an existing occupied grave. ³ Coffins over 750mm wide but less than 1200mm are subjected to extra fees for larger grave preparation.		
Section A & G – Plaque ^{1, 2, 3, 4} <ul style="list-style-type: none"> • Adult 3,049 820 • Child 1,684 820 • Cremated Remains 220 		
Section B – Headstone & Plaque ^{1, 2, 3} <ul style="list-style-type: none"> • Adult 6,196 820 • Child 4,102 820 • Cremated Remains 220 		
Section Monument B, C & D – Monuments ^{1, 2, 3} <ul style="list-style-type: none"> • Adult 6,196 820 • Child 4,102 820 • Cremated Remains 220 		
Orthodox Section – Monuments ^{1, 2, 3} <ul style="list-style-type: none"> • Adult 6,196 820 • Child 4,102 820 • Cremated Remains 220 		
Muslim Section (Monuments) ³ <ul style="list-style-type: none"> • Adult 6,196 820 • Child 4,102 820 		
Muslim Section (Flat Marker) ³ <ul style="list-style-type: none"> • Adult 4,241 820 • Child 2,228 820 		
Baha’i Section – Plaque ³ <ul style="list-style-type: none"> • Adult 4,241 820 • Child 2,228 820 		
Jewish Section – Monument ³ <ul style="list-style-type: none"> • Adult 6,196 820 • Child 4,102 820 		
Above Ground Burial / Mausoleum <ul style="list-style-type: none"> • Exclusive Rights per 2800mm x 1200mm area (maximum plot size) 6,196 • For each interment into the mausoleum 112 		
Garden of Angels <i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i> Section A - Plaque only 1,684 820 Section B - Headstone and Plaques 2,307 820 Children’s Cremated Remains Interment Garden 352 220 Un-Registrable Foetus burial 359 Nil		

NOTE: Exclusive Rights Reservations issued before the introduction of CEM02 Rights of Interment Policy will attract Exclusive Right Fees and Interment Fees at time of interment.

Exclusive Right of Interment/ Interment Fees	Exclusive Right Fee Including GST \$	Interment Fee Including GST \$
⁴ Prices include niche front engraving of name, date, and up to 26 letters.		
⁵ "Niche A" second urn must be correct size to fit limited space.		
<u>Exclusive Right of Interment - Cremated Remains</u>		
• Memorial Palm Garden (single interment only)	352	220
• Niche Wall	484	220
• Niche Wall (Lower two rows of niche walls)	249	220
• Memorial Beam – B Section	417	220
• Memorial Palm Scattering Garden	113	Nil
• Rock Memorials - no ashes, position only (installation and plaque costs apply)	226	Nil
<u>Courtyard of Tranquility</u>		
• Row 5,6,7 & 8 (single interment only)	352	220
• Row 1,2,3 & 4 (two interments per plot)	701	220
• Row 1,2,3 & 4 (second interment)	Nil	220
<u>Courtyard of Tranquility – Columbarium</u> ⁴		
Row # 1, 2, 3, 4		
• Niche B (Single)	1,109	220
• Niche A (allows 2 medium sized urns) ⁵	1,277	220
• Niche A (Second urn interment) ⁵	Nil	220
• Niche A (Second urn interment) ⁵	2,027	220
• Niche C (Double allows 2 large urns)	Nil	220
• Niche C (Second urn interment)		
Row # 5	1,109	220
• Niche B (Single)	1,277	220
• Niche A (allows 2 medium sized urns) ⁵	Nil	220
• Niche A (Second urn interment) ⁵		
<u>Courtyard of Tranquility – Family Tree Cremation Garden</u>		
• Permits up to sixteen cremation interments under one tree.	5,475	220
• Interment fee for each additional individual cremated remains.	Nil	220
<u>Courtyard of Tranquility – Memorial Trees</u>		
(Covers the cost of a tree, concrete plinth and standard plaque)	1,029	220
• Extra Plinth and Plaque (max 4 per tree / per family)		504

Cremation Services	Fee Including GST \$
Please see cemetery office staff for Urns, Necklaces and Keepsakes for cremated remains.	
• Adult Cremation	1,309
• Infant Cremation (Coffin size not to exceed 110cm long)	654
• Adult Cremations with Oversized coffins (200kg or heavier)	1,659
• Un-Registrable Foetus Cremation	280
• Incineration of materials	850
• Additional Ash Containers	27
• Viewing of Cremation (per cremation)	113
• Packaging and posting of cremated remains	168
• Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital Morgue only)	2,340
• Purchase of an assembled capsule	420

Cremation Services	Fee Including GST \$
Please see cemetery office staff for Urns, Necklaces and Keepsakes for cremated remains.	
• Refrigerated storage of coffin (overnight)	35

Administrational Changes for Exclusive Rights	Fee Including GST \$
Names of the intended person/s must be specified at the time of Exclusive Right of Interment purchase.	
<u>Hold on the right to purchase an Exclusive Right of Interment</u> The hold is for a three-month period in line with CEM 02 Interment Rights Policy	160
<u>Extension of Hold</u> The plot is held for an additional three months. Maximum hold time 6 months total.	160
<u>Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains</u> Applicable for all plots for cremated remains.	75
<u>Extension of Hold</u> The plot is held for an additional three months. Maximum hold time 6 months total.	75
<u>Exclusive Right Certificate Fee</u>	10
<u>Transfer of Exclusive Rights of Interment</u> Transfer of Exclusive Right of Burial into another person's name	190
<u>Refund of Exclusive Rights</u> Upon proof of purchase, 75% of the fee at time of purchase will be refunded less a \$39.00 administration fee and the certificate fee of \$16.00 (pre-1st July 2013), \$10.00 after 1 st July 2013	

<u>Ministerial Approved Burials</u>	Interment Fee Including GST \$
<u>Second Interment: Section A & G</u> Where the upper surface of coffin is below 750mm from ground level	1,100
<u>Third & subsequent Interment: Section A & G</u> Where the upper surface of coffin is 500mm from ground level	1,100
<u>Second Interment: Section B</u> Where the upper surface of coffin is below 750mm from ground level	1,100
<u>Third & subsequent Interment: Section B</u> Where the upper surface of coffin is 500mm from ground level	1,100
<u>Second Interment: Section C, D & Monument B</u> Where the upper surface of coffin is below 750mm from ground level	1,100
<u>Third & subsequent Interment: Section C, D & Monument B</u> Where the upper surface of coffin is 500mm from ground level (includes excavation)	1,100
<u>Grave Investigation</u> – To ascertain depth per hour per staff member	112

<u>Miscellaneous Charges</u>	Fee Including GST \$
<ul style="list-style-type: none"> • Extra Depth fee • Exhumations Full Body (Ministerial approval required) • Disinterment of Cremated Remains from ground • Removal of Cremated Remains from Columbarium/Niche Wall 	369 3,535 112 112
<u>Chapel Services</u>	
<ul style="list-style-type: none"> • Chapel Hire, includes private family viewing room and Kitchenette (per hour) • Chapel Overtime Fee (charged in 15-minute increments) • Hire of Viewing room only per hour (does not include cremation viewing) 	330 152 112
<u>Memorial Bench</u>	
<ul style="list-style-type: none"> • Installation of memorial benches 	465
<u>Non-regular hour service charges</u>	
Monday - Friday: After 4.30pm (per staff per hour)	168
Cremations after 3:00pm (per hour or part thereof)	168
Burials after 4.00pm (per hour per staff or part thereof)	168
After 3hrs has been exceeded (per staff per hour)	224
Weekends: Per hour per staff member	224
Public Holidays: Per hour per staff member	224
(Weekends and public holidays minimum two hours labour)	

<u>Miscellaneous Charges</u>	Fee Including GST \$
<u>Memorial Permits</u> <ul style="list-style-type: none"> • Plaques (Fee is GST Exempt) 112 • Headstones (Fee is GST Exempt) 190 • Monuments (Fee is GST Exempt) 280 • Mausoleum Permit (Fee is GST Exempt) 1,120 	
<u>Memorial Installation Fees via Thorak Staff</u> <ul style="list-style-type: none"> • Plaque 112 • Removal and/or re-installation of memorial plaque 112 	
<u>Other Charges</u> <ul style="list-style-type: none"> • Marquee Rental 4 x 4 m (includes 20 chairs) 112 • Marquee Rental 6 x 3 m (includes 20 chairs) 167 • Funeral Directors Permit Fee per financial year (Fee is GST Exempt) 1,230 • Ornamental Memorial options (Urns, necklaces and keepsakes) Cost + 50% • Brass Plaques – various sizes and designs Cost + 50% 	

<u>Administration Charge</u>	Including GST \$
<p>All mentioned fees and charges in this schedule carry an administrative charge of 10% for customers that are not Litchfield residents at the time of purchase.</p> <p>Customers must show evidence of residential address by way of driver's license or recent (no older than 90 days) government correspondence with a residential address within the Litchfield Municipality.</p>	10% on fee charged

Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service as a one-off only payment. One claim per infant.
- The subsidy will be paid to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice or any other identification document as approved by the Cemetery Manager.