

LITCHFIELD COUNCIL



Community effort is essential

Thorak Regional Cemetery Board Meeting **BUSINESS PAPER** **WEDNESDAY 27/06/2018**

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, 27 June 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 16 May 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	
	5.1 Action Sheet	1
6	Presentations	
7	Accepting or Declining Late Items	
8	Notices of Motion	
9	Officers Reports	
	9.1 Finance Report – May 2018	2-5
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	

Resolution Number	Resolution	Action Officer	Meeting Date	Status
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Thorak Regional Cemetery Jewish Section

THAT the Board:

1718/199

- 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 are near completion. On target to open the section with the Jewish Community at the End of June.



BOARD REPORT

Agenda Item Number:	9.1
Report Title:	Thorak Regional Cemetery Finance Report – May 2018
Report Number:	18/0093
Meeting Date:	27/06/2018
Attachments:	Nil

Purpose

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

Recommendation

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

OPERATING RESULT

To date Thorak Regional Cemetery has completed 268 internments and cremations, an increase from the same time last year. Below provides a comparison with the same report period last year:

Activity	July – May 2017	July – May 2018	Variance
Burials	89	90	1
Cremations	142	178	36
	231	268	37

Operating revenue is forecasted to be \$191,352 higher than the 2017/18 budget, this forecasted revenue has increased since the last monthly finance report due to an increase cremation services, pre-purchases of plots, chapel hire and the Cemetery Administration fee for non-residents.

Operating expenses are forecast to be slightly higher due to additional gas costs associated with the increase of cremation services, consultancy costs for policy development, tree assessments and plant and vehicle repair costs. These costs are offset by the reduction in employee costs of approximately \$45,000 as a result of reduced groundsmen staffing trial and a vacancy earlier in the financial year, which has now been filled.

No capital revenue has been received to date.

Capital expenditure of \$8,081 has occurred for the supply and installation of two road culverts, the project works were undertaken to address public safety concerns. Microwave links between Thorak Regional Cemetery and Litchfield Council Office are also an area of concern with an amount of \$17,892 forecasted to be spent on upgrading the connection prior to 30 June 2018. The existing microwave links have been damaged from numerous lightning strikes. The above-mentioned expense might increase depending on the outcome of the insurance claim.

OPERATIONAL RESULTS

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Variance +ve (-ve)	Note
REVENUE					
User Fees and Charges	725,125	887,744	916,477	191,352	1
TOTAL REVENUE	725,125	887,744	916,477	191,352	
EXPENSES					
Contractors	84,800	82,003	108,096	(23,296)	2
Materials	189,210	180,062	207,081	(17,871)	3
Other Expenses	26,600	29,227	34,667	(8,067)	4
Employee Costs	491,045	373,383	442,445	48,600	5
TOTAL EXPENSES	791,655	664,675	792,289	634	
TOTAL	(66,530)	223,069	124,188	190,718	

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.

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.

CAPITAL RESULTS

The 2017/18 net capital expenditure relates to the supply and installation of two road culverts on the main verge due to public safety concerns and the replacement of Thorak Cemetery's microwave link between Litchfield Council and the Cemetery.

	2017/18 Budget	2017/18 YTD Actuals	2017/18 Forecast	Variance +ve (-ve)
REVENUE				
Thorak Regional Cemetery	-	-	-	-
TOTAL REVENUE	-	-	-	-
EXPENSES				
Thorak Regional Cemetery	-	8,081	25,964	(25,964)
TOTAL EXPENSES	-	8,081	25,964	(25,964)
TOTAL	-	(8,081)	(25,964)	(25,964)

CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
29/06/2017	418,032	365	Bendigo	2.75%	29/06/2018	11,496

DEBTORS

Total Sundry Debtors at 31 May 2018 are \$42,780. The majority of outstanding debtors are with the three funeral service providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	\$14,979	\$22,606	\$4,053	\$1,142	\$42,780
% of TOTAL DEBTORS	35.0%	52.8%	9.5%	2.7%	

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 \$310,268

	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	98,224		98,224	310,268

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

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 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 \$61,726.

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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