



# Thorak Regional Cemetery Board Meeting BUSINESS PAPER THURSDAY 28/01/2021

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/83754571047> (Passcode 50428)

A handwritten signature in black ink, appearing to read 'Daniel Fletcher', written in a cursive style.

**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

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## THORAK REGIONAL CEMETERY BOARD MEETING

### Notice of Meeting

to be held via video conferencing

<https://us02web.zoom.us/j/83754571047> (Passcode 50428)

on Thursday 28 January 2021 a 6:30pm

**Daniel Fletcher**  
Chief Executive Officer

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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	Thorak Regional Cemetery Finance Report – December 2020	4-9
10	Other Business	
11	Confidential Items	
12	Next Meeting	
13	Close of Meeting	



## BOARD MEETING MINUTES

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### THORAK REGIONAL CEMETERY BOARD MEETING

**Minutes of Meeting**  
**held in the Council Chambers, Litchfield**  
**on Wednesday 9 December 2020 at 7.54pm**

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<b>Present</b>	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward
<b>Staff</b>	Daniel Fletcher Leon Kruger Arun Dias Melissa Waite	Chief Executive Officer Director of Infrastructure and Operations Acting Director Community & Corporate Services Acting Executive Assistant
<b>Public</b>	As per Attendance Register	

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#### 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

Mathew Salter - Councillor North Ward – Apology

Moved: Cr Barden

Seconded: Deputy Mayor Simpson

THAT Council notes and approves Cr Salter's apology

**CARRIED (4-0)-2021/042**

**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: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

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

**CARRIED (4-0)-2021/043**

**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 – November 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 30 November 2020.

**CARRIED (4-0)-2021/044**

**10. OTHER BUSINESS**

Cr Sayers-Hunt requested an update on the timeline for a future report to Council from the TOPROC Governance Working Group.

Mayor Bredhauer informed Councillors a report is going to TOPROC next week for the TOPROC Meeting.

CEO confirmed the intention of the original report from the TOPROC Governance Working Group was to go to TOPROC first and the outcome will be presented back to Council. The meeting is scheduled for 17 December 2020

**11. CONFIDENTIAL ITEMS**

Nil.

**12. NEXT MEETING**

Thursday 28 January 2021.

**13. CLOSE OF MEETING**

The Chair closed the meeting at 8:04pm

**MINUTES TO BE CONFIRMED**

Thursday 28 January 2021.

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



## COUNCIL REPORT

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<b>Agenda Item Number:</b>	9.1
<b>Report Title:</b>	Thorak Regional Cemetery Finance Report – December 2020
<b>Author:</b>	Bianca Hart, Acting Manager Corporate Services
<b>Recommending Officer:</b>	Arun Dias, Acting General Manager Business Excellence
<b>Meeting Date:</b>	28/01/2021
<b>Attachments:</b>	Nil

### Executive Summary

Total revenue of \$683,336 as of the end of December reflects an increase in both cremations and burials and represents 74% of the budgeted revenue.

Total year to date expenses of \$463,001 are in line with budget at 51% of the budgeted expenditure.

The budget will be amended to reflect increases in income and expenditure during budget review 1 in January 2021.

### Recommendation

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

### Background

Detailed financial information presented in the following pages.

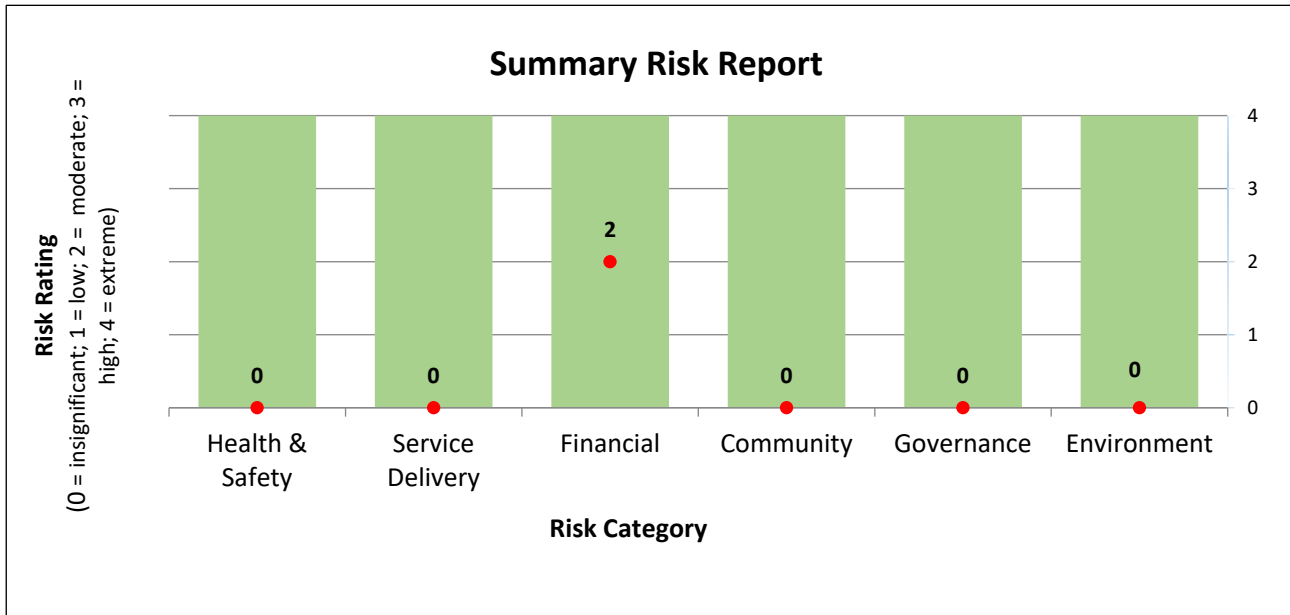
### Links with Strategic Plan

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



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.

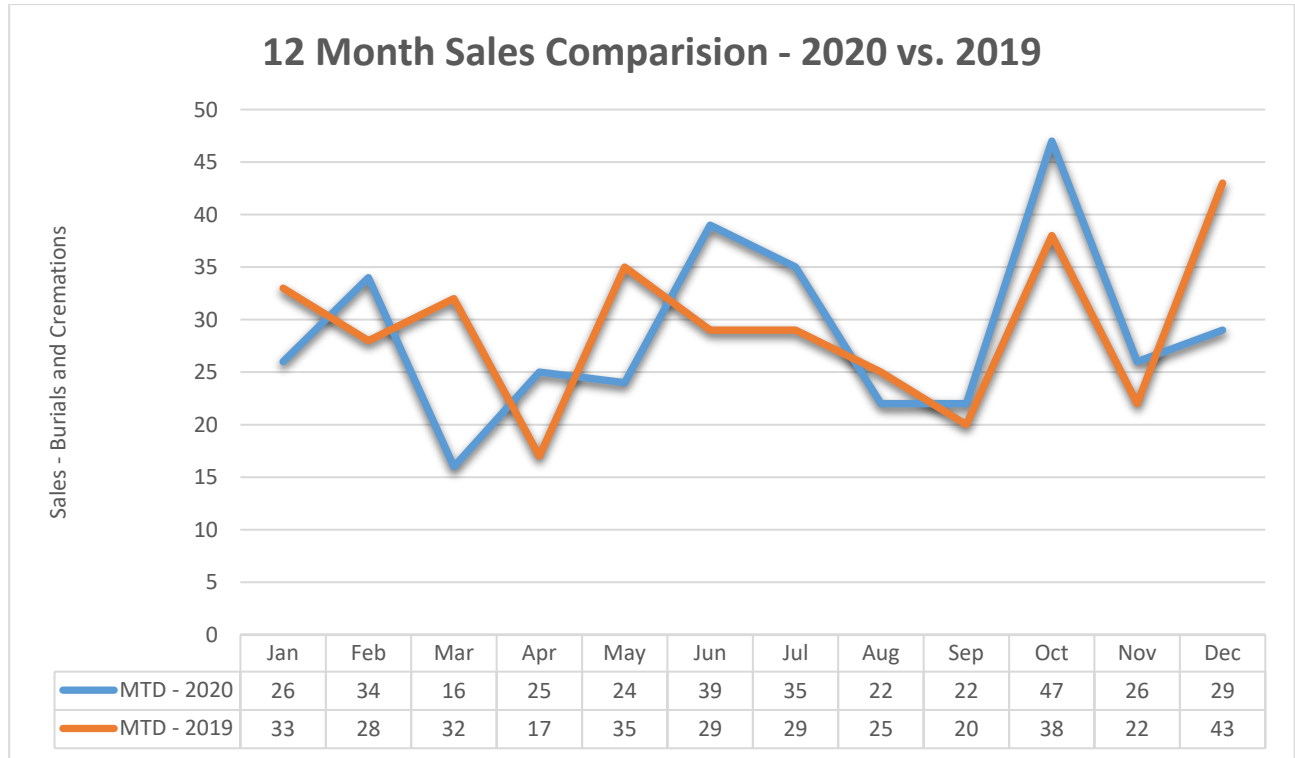
## Community Engagement

Not applicable.

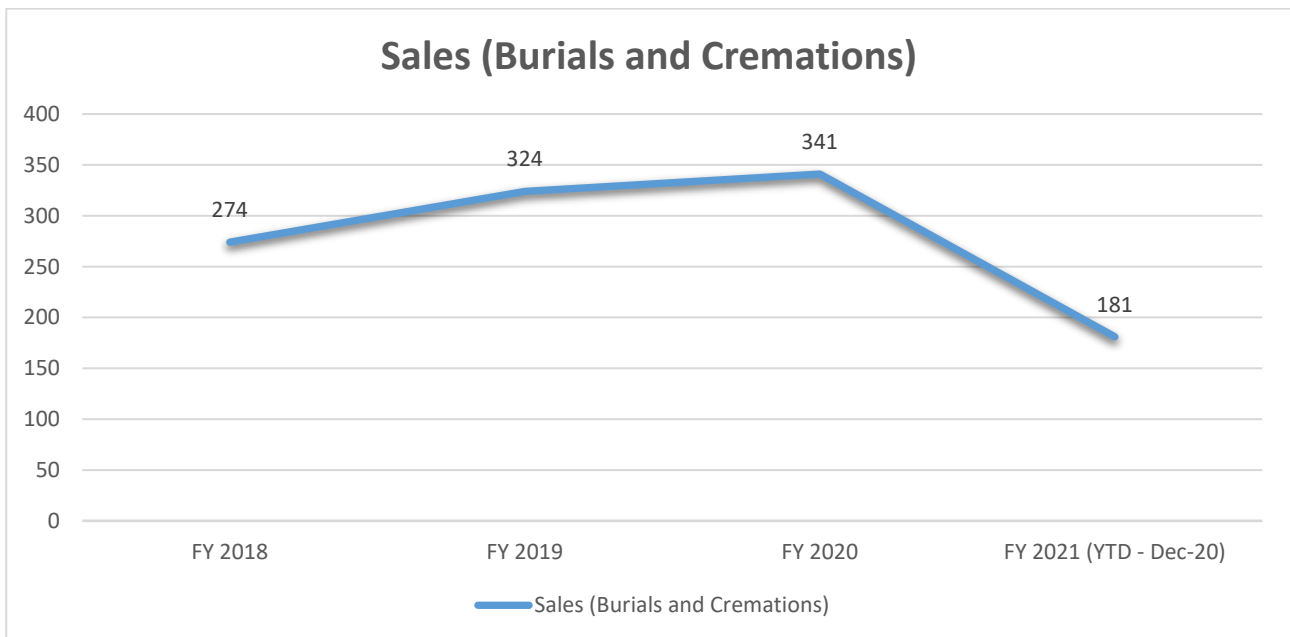
## OPERATING RESULTS

To date Thorak Regional Cemetery has completed 118 interments and cremations, a decrease of 148 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:





	<b>2020/21 Budget</b>	<b>2020/21 YTD Actuals</b>	<b>% of Budget</b>
<b>REVENUE</b>			
User Fees and Charges	845,723	626,296	74%
Inv Income	10,000	0	0%
Other Revenue	72,760	57,040	78%
<b>TOTAL REVENUE</b>	<b>928,483</b>	<b>683,336</b>	<b>74%</b>
<b>EXPENSES</b>			
Contractors	100,924	75,513	75%
Employee Costs	130,523	72,970	56%
Maintenance & Materials	523,074	250,828	48%
Other Expenses	156,616	63,690	41%
<b>TOTAL EXPENSES</b>	<b>911,137</b>	<b>463,001</b>	<b>51%</b>
<b>TOTAL</b>	<b>17,345</b>	<b>220,334</b>	<b>1270%</b>

## CAPITAL PROJECTS

Project	Scheduled Start Date	Scheduled End Date	2020-21 Full Year Budget (\$)	October 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	-	Project Planning	Yes	Yes	0%	
Thorak Cemetery Vehicle Replacement	Aug-2020	Jun-2021	60,000	-	Project Initiation	Yes	Yes	0%	
<b>Total</b>			<b>80,000</b>	<b>0</b>				<b>0%</b>	

## CASH & INVESTMENTS

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Maturity Date	Return
11/08/2020	334,206	189	ANZ	0.65%	16/02/2021	1,135

## DEBTORS

Total Sundry Debtors as at 31 December 2020 is \$63,223 compared to \$58,932 as at 30 November 2020, an increase \$4,291 (7% from prior month) linked to increase in burial and cremations. 73% of total debtors is made up of two funeral providers.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Cemetery	42,111	21,004	0	108	63,223
%	67%	33%	0%	0%	100%





## CEMETERY FINANCIAL RESERVE




The Thorak Regional Cemetery Reserve balance forecasted for 30 June 2021 is \$334,007.

	Balance as at 01/07/2020	Forecast To Reserve	Forecast From Reserve	Forecast Net Movement	Forecast Balance as at 30/06/2021
Cemetery Reserve	396,661	17,346	(80,000)	62,654	334,007

## 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%		YTD Income above YTD 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