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annual report

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from the chair

It is a pleasure and a privilege to Chair Centennial Park – South Australia's leading provider of burial, cremation, memorialisation and funeral services.

2017/18 has been a transformative year at Centennial Park; a year in which we have:

- Strengthened the Management team, providing greater focus on strategy and commercial outcomes. The families we continue to provide products and services to are becoming more and more diverse in their needs and wants so an agile organisation is required to respond to that.
- Improved relations with council owners. The Mitcham and Unley Councils own the Park and guarantee the operations in the unlikely event of a financial shortfall. We see it as essential to deliver the services for which Centennial Park is known and respected on a commercial basis and in a way that minimises the risk to the owner councils and provides a satisfactory financial reward for the guarantee responsibility they bear.
- Made structural improvements in the Park's infrastructure including the premium burial areas, roads, pathways and kerbing. More details on these important aspects are provided in the CEO's report.
- Continued implementation of the Asset Management Plan (2017-2026), developed to ensure the ongoing management and maintenance of our large and diverse range of complex assets.
- Completed a major research study of the market positioning of Centennial Park and the industry at large which will inform future decision-making.
- Enhanced our media relations and our events that help to raise awareness among the community about the products and services we provide. We do this to ensure that people are aware of the Park and able to make an informed choice when the time comes.

I'd like to thank my fellow Board members including City of Mitcham representatives: Glenn Spear and Adriana Christopoulos; City of Unley representatives: Peter Hughes and Luke Smolucha and independent members: Andrew Kay and Amanda Heyworth. The constructive and collegiate approach to their duties as Board members is to be commended.

An independent review of the Board was undertaken during the year and indicated:

- a) a collegiate and constructive culture;
- b) significant respect for the CEO;
- c) better council owner relations;
- d) some areas of improvement such as the streamlining of board agenda content.

The areas for improvement are being attended to.

In the interests of learning more about the industry, the Board toured a number of Adelaide's cemeteries, mausoleums and funeral homes. It is important that we continue to grow our understanding of the industry and our responsibilities to ensure we can assist the CEO and the Centennial Park team to maintain a commercial focus which will enable us to meet the community's expectations and those of our owner councils, the Cities of Mitcham and Unley.

On behalf of the entire Board, I extend a heartfelt thank you to CEO, Janet Miller for her vision and superb leadership and for inspiring her team to understand and get behind the vision and mission of the Park.

The team members deserve full credit for the passion and dedication they show through each of their individual roles in ensuring Centennial Park remains at the forefront of meeting the changing needs of families and the community. Their commitment to doing their best every day to provide products and services that honour lives with respect and individuality is to be commended as is their demonstration of our values of:

from the chair continued...

- Compassion
- Inclusion
- Excellence
- Innovation

The team continued to deliver on the five-year Strategic Plan (2017-2022), developed to ensure Centennial Park can continue to operate commercially and be the pre-eminent end-of-life resting place and a place that connects people through a rich tapestry of beautiful gardens, services, events and stories.

We are proud to share, in this report, the progress on our key strategic priorities to:

- Maximise our existing assets;
- Improve communication and engagement with our community;
- Grow through innovation; and
- Strengthen organisational capacity.

I am pleased to report that during this time of change, operations are robust and the operating result for 2017-2018 of a net surplus of \$164K after payment of fees to each of our owner councils, Mitcham and Unley, of \$616K. This represents a result, \$362K better than budgeted and demonstrates excellent financial management. The fees paid to councils are in recognition of the value of the guarantee they provide in the unlikely event that Centennial Park Cemetery Authority (CPCA) is unable to meet ongoing operating and maintenance costs.



Geoffrey Vogt
Chair

from the ceo

I would like to thank the entire Centennial Park team, including the Board and all the staff for their support in what was a very successful year in continuing to provide a place where people are welcomed and encouraged to honour lives - and to reflect on life. We consider Centennial Park is just as much a place for the living as it is for those who are no longer with us.

Ours is a growing responsibility as thousands of families continue to choose Centennial Park as the place to farewell, remember and celebrate those they have loved and lost. We are encouraged by the increase in renewals as a sign that families value the beautiful facilities we provide.

As a self-funded commercial organisation, it is necessary to continually strive to better meet the needs of the community, while also managing financial and other resources wisely. I feel very fortunate to have the team I have working with me to do just that – and they do it with such passion and commitment.

We welcomed two new senior team members during the year, Mary-Anne O’Leary as Manager Business Development and Client Services.

During the year, in line with our vision to be the pre-eminent end of life resting place, we completed the following improvements:

- Resurfaced over 1,200 square metres of roads within the Park, including the main road leading in from the Manse Terrace entrance.
- Redeveloped and landscaped our premier burial area that offers full monumentation, Olive Terrace which offers views to the Adelaide Hills and to the ocean. It is looking spectacular with stunning new entrance gates, sculpture, and a gazebo and water feature adding to the beautiful landscaping and seating.
- Further enhancement to our beautifully designed contemporary burial garden, Martinique Grove

with seating and plantings, and added newly designed monuments along the water’s edge in our breathtaking Springbank Island.

- A review of our crematorium which confirmed our belief that our facilities and processes are second to none. So much so, that we offer tours of our crematorium for the general public and also allow families the opportunity to witness the insertion of their loved one’s coffin, and even remotely initiate the process as is often requested by families from certain cultural backgrounds. We also hosted a media tour of the whole Park, including the crematorium and plan to do more of that in the future.
- Purchased the property at 45 Magdelene Terrace Pasadena, bordering Centennial Park and the Manse Terrace entrance to the Park. The property is adjacent to three others owned by Centennial Park. While there are no immediate plans to develop the property, it will increase the options we have to meet community needs in the future.
- We automated our pedestrian entry and exit gates and our main vehicle entrance gates on Goodwood Road and Jamestown Avenue.
- Replaced approximately 1,900 lineal metres of kerbing. The new roll-over kerbing has significantly improved access to cemetery pathways for visitors to the Park as well as for maintenance and grave-preparation operations.
- Laid almost 900 lineal metres of paved pedestrian pathways to improve access and also linkage between areas to encourage more movement around the Park and discovery.
- Upgraded the audio-visual equipment in our Jubilee Complex to improve the offering for families for services in the chapels and other spaces of the Complex. New digital signage was installed so that families can navigate to services easier.



from the ceo continued...

- Continued beautification of our Park with more plantings, sculptures, more paths (pram and wheelchair friendly) to encourage people to meander throughout and our new motorised buggies enable us to drive right into gardens with families considering memorials to experience all their beauty, in added comfort.
- Refurbished Hibiscus Court Gardens including the replacement of better brick garden surrounds with more formal granite edging in a circular design suitable for the placement of memorial plaques and additional landscaping.
- Replaced the gazebos in our very special children's areas and soon we'll add some more features to make these areas even more beautiful for families to visit.

Consistent with our desire to be an inclusive community space, we were pleased to be approached by the previous Daw Park Hospice about their Tree of Life moving to Centennial Park. Daw Park Hospice has moved its operation to Flinders Medical Centre and changed its name to Laurel Palliative Care Foundation. Their metal tree, adorned with leaves engraved with names and messages to commemorate loved ones who spent time at Daw House, was not able to be accommodated in their new premises. We were privileged to have been chosen as the site for this special memorial due to our shared values about the importance of a place to visit to pay respects to those we've loved and lost.

As the first major metropolitan cemetery to offer perpetual interment rights following the change the South Australian legislation, we continue to receive enquiries and renewals of burial and ashes memorial positions that offer peace of mind and won't expire. Families who have chosen this option can rest assured that their positions will remain theirs forever so that

the intention when the memorial was first established continues on.

During 2017-18, we commissioned a major piece of research into the industry and the results will continue to inform the decisions we make into the future. Interestingly, we found that almost 90% of respondents believe the most important factor in planning a funeral for a loved one is the personal wishes of those loved ones, BUT only 14% of people record their wishes currently. It's no wonder that a death in the family can cause so much added stress for those organising final arrangements, with people so eager to arrange something just right but don't really know where to start with what their loved one really wished for!

We've launched a free booklet to help - it enables people to record all their personal information including what is important to them at the end of their life. We continue to receive many requests for the My Story booklet and are heartened that it will assist families at what can be a very difficult time. It will help to take away some of the 'unknowns' so that appropriate decisions can be made.

We also learned from the research that there continues to be a strong interest within the community about the importance of memorialisation and commemoration in various forms.

Our launch of the online facility to renew burial positions and ashes memorials has been a success as more and more people wish to receive information about expiry dates and pay for renewing them, at their convenience, online. We understand that our online presence is just as important as our physical presence. It helps us to ensure an ongoing relationship with our community, which is even more important given we are committed to offering our services forever, due to perpetual interment rights. Our e-newsletter, ParkLife and our social media presence add value to our community while also providing us with excellent



feedback on their changing needs and desires. We now have over 11,000 ParkLife subscribers and over 11,000 facebook followers.

Our events at Centennial Park are always respectful of those memorialised here and the families and friends who visit. We warmly invite and welcome the community to enjoy the stunning botanical gardens and other facilities that we offer.

For Mothers Day we provided musicians throughout the Park to add to the experience of visiting a loved one's memorial on this special day. Unfortunately our plans to do the same on Fathers Day were abandoned due to bad weather. We also held events to pay tribute to Pregnancy and Infant Loss, All Souls Day, Christmas, with Carols in the Park and Remembrance Day.

SALA in the Park included a spectacular display of beautiful sculptures throughout the Park as part of the South Australian Living Arts Festival.

We also held our first event as part of the Adelaide Fringe Festival with a jazz and gospel show paying tribute to some late and great jazz and gospel singers. The event sold out well in advance and the feedback we received was wonderful and encouraging.

Our plans for a café progressed during the year. The construction of a café was first approved by the Board and owner councils in June 2015 during the term of the previous CEO. When I started in my role in 2016 we developed a new Strategic Plan and this, together with the market research we commissioned, was the catalyst for a review of what had previously been planned. We reviewed all elements of the proposed café to make sure the design and scale was in line with the new vision for Centennial Park, and that it would meet community expectations. As a result, new, bolder objectives were set and fresh concept plans developed to ensure the café can meet not only current needs, but the needs of our community well into the future. We are in the process of working through the budget



Janet Miller
CEO

needs for the new design, and hope to be in a position to make an announcement in the very near future.

Our program of community engagement continued where we partner with lawyers for a free seminar on wills and estate planning, Advanced Care Directives, Powers of Attorney and more. We present these to various community groups, including retirement villages – and either at Centennial Park or in other venues as requested. The aim is to encourage people to make good plans for the future so that they can get on living well in the present, with peace of mind.

The team and I are looking forward to the year ahead as we've laid a lot of the ground work in the last 12 months in preparation for the delivery of the next steps of our Strategic Plan – a Plan which aims to meet the changing needs of our community and improve the options they have to respect and honour their loved ones.

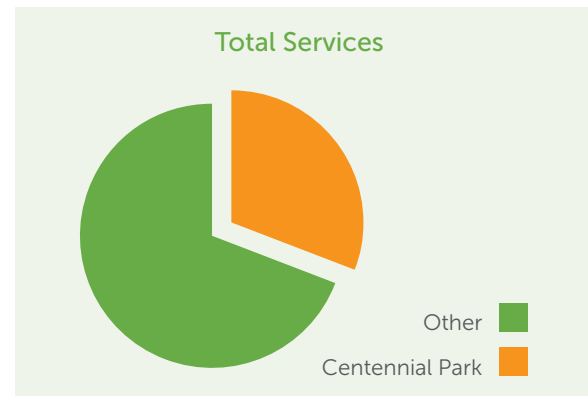
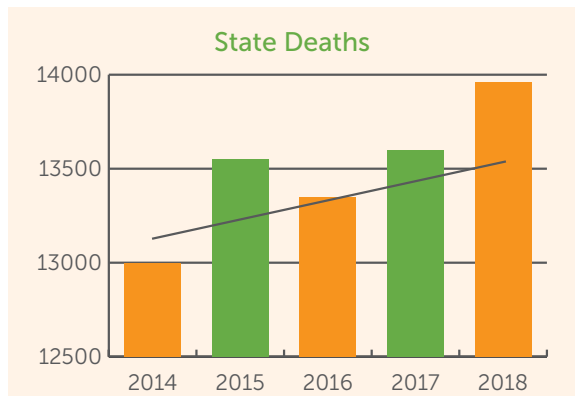
key information

Our core business activities include the provision of burial & cremation services, chapel facilities and memorialisation of loved ones.

state deaths

There has been a 3% growth in the number of State Deaths this year and this is consistent over the last five years. Familial ties and location continue to be determinants of where families choose to honour and remember their loved ones.

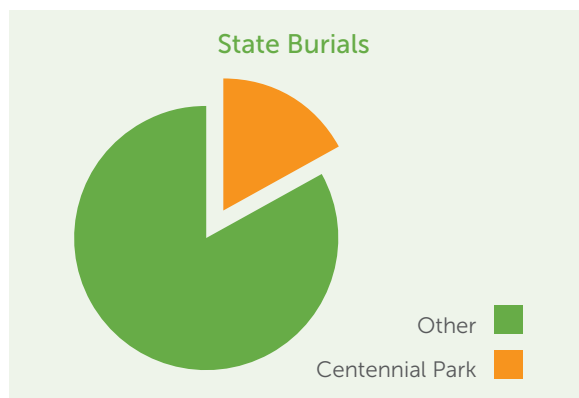
Centennial Park continues to provide a burial or cremation service for 31% of all recorded deaths in the State.



burials

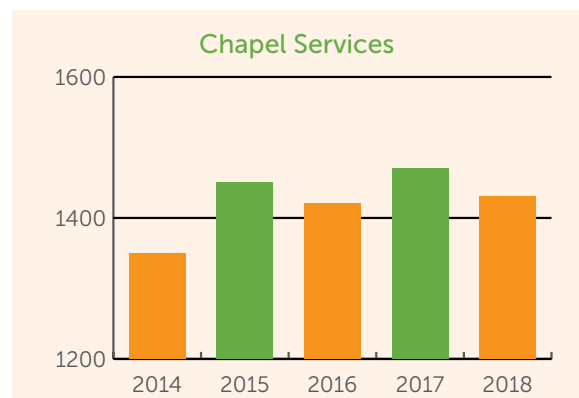
There were 729 burials at Centennial Park in 2017- 2018.

Of all recorded metropolitan burials for the year 36% took place at Centennial Park. Of all State burials for the year 17% took place at Centennial Park.



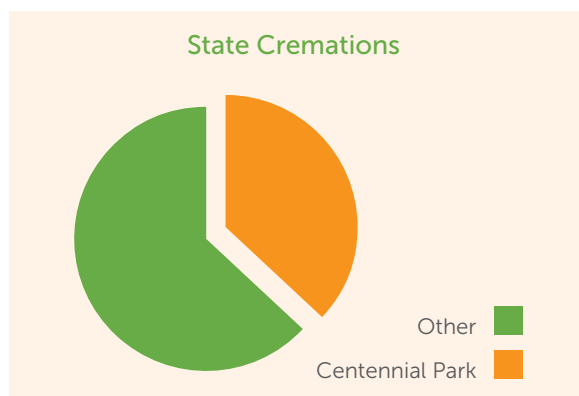
chapel services

In the current year a total of 1,423 services were held in the Jubilee Complex.



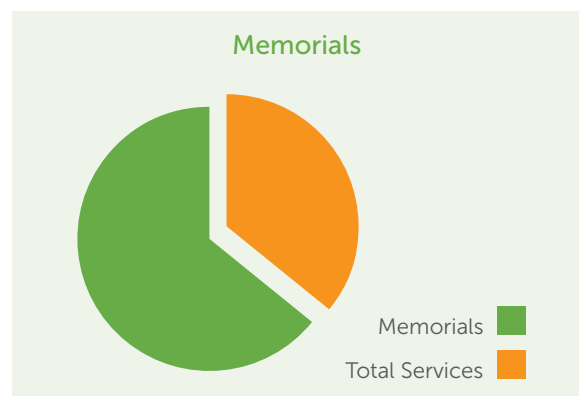
cremations

A total of 3,574 cremations were conducted at Centennial Park during the financial year. Centennial Park's market share was 37% of State cremations.



memorials

Centennial Park cared for 1,544 more loved ones this year, with 36% of all services choosing a memorial at Centennial Park as their final resting place.





financial performance

The Authority once again recorded an operating surplus of \$164K. This result was \$362K better than the budgeted outcome.

The Liability Guarantee Fee paid to the owner Councils was \$616K in total, which is \$216K or 54% more than what was paid last year.

Discounting the Liability Guarantee Fee, the result for the year would have been \$780K which is 17% more than the corresponding period last year.

Cash at Bank is \$9.8M which is much higher than budgeted due to capital works incurred at a significantly slower rate than originally budgeted.

A complete set of audited general purpose financial reports is attached in the annual report.



progress on strategic goals

goal 1

maximise our existing assets

OLIVE TERRACE – LANDSCAPING

Further landscaping improvements were completed in Olive Terrace, including the installation of a significant central water feature, large gazebo, entrance trellis, large feature gates, plantings and additional paving.

The landscape upgrade has significantly enhanced the appearance of Olive Terrace for our visitors to the site and resulted in positive feedback.

HIBISCUS COURT GARDENS REDEVELOPMENT

The redevelopment of Hibiscus Court Gardens was a significant memorial garden upgrade that involved the removal of the old brick edging and replacement with granite edging.

This has significantly improved the appearance of Hibiscus Court and provides for a central seating area surrounded by new landscaped plantings. Considerable interest in the area has already been received from families wishing to memorialise their loved ones.

ROAD UPGRADE PROGRAM

A total of 1.3km of existing roadway, including Central Avenue, Gordon Brown Drive West, Voigt Drive, Contemplation Avenue, McKillop Drive and Diagonal Drive, has been upgraded. Line marking has also been completed on these new sections of road. These road upgrades have resulted in better and safer access to sites within the Park, for vehicles and pedestrians alike.

KERB REPLACEMENT PROGRAM

The replacement of approximately 1,900 lineal metres of road kerb was completed in association with the road upgrade program. The new "roll-over" kerbing has significantly improved access to cemetery pathways for maintenance and grave digging operations.

CEMETERY LANDSCAPING

In an effort to improve the general appearance of the cemetery grounds, a number of minor landscaping projects have been completed to provide a "greener" look across the cemetery grounds, particularly during the dry summer months.

A number of new garden beds have been developed on the intersections of Diagonal Drive and Central Avenue, Diagonal Drive and North Drive, Diagonal Drive and Main Drive, Diagonal Drive and South Drive, and Central Avenue and Mellor Drive. These new beds have already greatly lifted the overall appearance of the cemetery.

In addition, new street trees have been planted in Central Avenue (Elms), Meller Drive (Crepe Myrtles) and Henry Dunks Drive (Manchurian Pears). Once mature, these trees will provide a very attractive avenue along the length of these roadways.

A further 2,000 native trees and shrubs have also been planted around the northern, western and southern boundaries of the cemetery. These were provided as tube stock, as part of our annual membership with Trees for Life.

To ensure the ongoing growth and health of these newly planted street trees and garden beds, the installation of an irrigation system has also been completed.

strategic goals continued...

PEDESTRIAN ACCESS PATHWAYS

The installation of new pedestrian pathways across the cemetery and memorial gardens, totalling approximately 880 lineal metres was completed to improve access across the Park and provide an important link between the memorial gardens and cemetery grounds.

NEW CEMETERY VAULTS

A further 30 below-ground concrete vaults have been installed in the General Vaults section to provide for the ongoing demand for new vaults.

NEW CEMETERY BEAMS

A total of 11 new concrete beams, on which headstones are placed, were installed in Orthodox C and Catholic J sections, to meet the demand for new burial positions.

goal 2

improve communication and engagement with our community

We continue to coordinate events and activities that engage and connect with our community, providing a place to reflect and to remember loved ones, amongst beautiful nature.

Our stunning grounds were transformed into a reflective sculptural walk as part of the South Australian Living Artists Festival (SALA). Artists who presented their work at Centennial Park included Brent Quilliam – winner of the Brighton Jetty Sculptures Festival, Jason Aslin, Marc Spurgin, Simon Farrow, Trent and Rod Manning.

We celebrated Mothers Day with music in the Park, creating a peaceful and reflective ambience for our visitors on this special day. Unfortunately, due to bad weather we were unable to provide the same for Fathers Day in 2017.

We hosted a number of other events throughout the year including our inaugural Pregnancy and Infant Loss Tribute, All Souls Day, Remembrance Day and Carols in the Park. We also hosted our first event as part of the Adelaide Fringe Festival *In Memory of the Great Ladies of Jazz*. 350 attendees enjoyed a jazz and gospel rendition of some of music's finest, including Etta James and Aretha Franklin.

Our monthly *Behind the Scenes Tours* continue to be a success with tour positions filling up well in advance. The positive feedback we receive for our tours has been outstanding and fulfils our mission to demystify cemeteries.

We continued our support of many cultural community events such as the Glendi- Greek Festival, Campania Club SA, Festa Di Montervergini, St Hilarion Festival and Chinese New Year.

Our engagement with the community continues to be an important part of any potential future developments at Centennial Park. Our engagement and communication with the community continues to flourish through both social media, newsletters and surveys.

goal 3

grow through innovation

FLINDERS UNIVERSITY NEW VENTURE INSTITUTE – BEAM FOUNDATIONS

Centennial Park engaged with the Flinders University New Venture Institute (NVI) to investigate alternative approaches and techniques for the beam foundations to support headstones in burial areas. The investigation will inform our future decision making for beam construction.

ENVIRONMENTAL PERFORMANCE

Centennial Park continues to be an industry leader in the reduction of environmental impact. Since 2007-2008, we have completed annual audits of our greenhouse gas (GHG) emissions and purchased certified carbon credits to offset those we can't eliminate. The last completed audit was for the financial year 2016-2017, with estimated net total carbon emission for the year totaling 1,066 tonnes of carbon dioxide equivalent (tCO₂-e). While year-on-year emissions decreased in 2016/17 by 242.4 tonnes of CO₂-e, or a decrease of 18.5% over the prior year, in comparison to the base year of 2007/08, emissions have decreased by 529.6 tonnes of CO₂-e or -36.3% in a like for like net comparison.

A comparison of the individual sector contributions to gross GHG emissions revealed that 'Utilities' was the largest contributor, at 647.2 tCO₂-e (60.7% of gross GHG emissions). The principal activity contributing to GHG emissions in this sector remains "Natural Gas" consumption.

COMMUNITY INSIGHTS

During the year we commissioned a major piece of research to better understand the community's needs, wants and ideas around the service we provide. This research continues to inform us about what is increasingly a more diverse community and guide us in our decisions.



strategic goals continued...

goal 4 strengthen organisational capacity

INFORMATION AND COMMUNICATIONS TECHNOLOGY

The following enhancements in Information and Communications Technology were implemented to enhance and enable service delivery across all facets of the Authority:

- A mobile mapping application which allows Operations Staff real time access in the field to mapping, site and task information via mobile devices which directly tie into our Cemetery Management System. Workflows are streamlined, productivity increased and efficiencies improved because staff have instant access to critical information anywhere in the cemetery. Administrative staff also utilize mobile mapping for site photos, locations and information due to its ease of use and navigational simplicity.
- Upgrades and enhancements to the Cemetery Management System to support a number of essential business systems.
- Information Technology Systems Review of current state of ICT systems which reported to the Board issues, risks and opportunities, along with recommendations to support the Strategic Plan.
- Managed Services Agreement with Iocane for proactive monitoring, maintenance and servicing of essential ICT Infrastructure.
- Planning for upgrading the Authority's electronic records management software.

- Purchasing of a small number of mobile devices to promote business efficiency through mobility of the workforce.

WORK HEALTH AND SAFETY

In line with a broader culture of care and compassion, Centennial Park takes seriously its responsibility to provide a safe and healthy environment for all staff and visitors. Our goal is to eliminate, where possible, the risk of accident or incident, customer complaints, and work-related injuries.

The Work Health Safety and Injury Management (WHS & IM) Plan 2017-2018 was developed in response to the risk evaluation Key Performance Indicators (KPI) completed by the LGAWCS in November 2017.

Key actions identified in the WHS&IM Plan 2017/18 included:

Review all position descriptions and update job dictionary (training needs analysis);

Review Emergency Management Procedure and schedule emergency evacuation exercises;

Review Hazard Management Procedure, including the use of the cloud based integrated risk management platform called Skytrust to manage incidents and hazard reporting requirements, the completion of Safe Work Method Statements (SWMS) for all high and medium risk activities and the review of the Asbestos Management Plan;

Review Contractor Management Procedure and investigate potential to use the Contractor Module in Skytrust to manage contractors.



Centennial Park recognises the importance of ongoing training, both internal and external. The e3Learning platform continues to be a key tool in developing and implementing our internal training programs. As a subscriber, we have access to the full range of training packages provided by e3Learning, and the ability to author and develop training programs to meet our specific needs. The ongoing use of Skytrust to manage our WHS Management System is considered advantageous.

Appropriate resources are set aside in order to meet the high standards required by ReturnToWork SA under the guidelines of the Performance Standards

for Self-Insurers. These resources include an external consultant and the ongoing development and implementation of the LGAWCS "One System" WHS model.

Centennial Park's Health and Safety (HSC) Committee meets bi-monthly to review and discuss all WHS matters, including statistics, policies and procedures, accident and incident reports and hazard reports. WHS also remains a standing agenda item for all monthly board, leadership team and department team meetings.

The table below summarises our WHS data for the last ten years:

Indicator	2018	2017	2016	2015	2014	2013	2012	2011	2010	2009
Number of injuries resulting in lost time at work	0	0	0	1	4	5	2	3	5	2
Lost days due to injury	0	0	0	73	38	141	16	16	6	7
Number of accident/incidents reported	36	46	44	43	49	78	61	74	91	68
Number of hazards reported	7	9	12	10	11	14	19	20	25	37
Number of workplace inspections completed	12	12*	23	23	18	24	22	30	35	36
Attendance record at WHS Committee meetings	89%	89%	96%	89%	90%	93%	84%	88%	88%	100%

*Following the completion of a formal risk assessment, the frequency of workplace inspections were reduced from bimonthly in all areas to 6 monthly in the Administration building and Jubilee Complex (low risk areas) and quarterly in the Operations Complex and Crematorium (medium risk areas).



strategic goals continued...

PEOPLE AND CULTURE

We have continued to build upon our high performing culture and continue to foster a workplace that promotes and supports high levels of productivity and achieves our strategic vision.

Our departmental business and action plans continue to underpin the objectives of the broader Strategic Plan and outline the deliverables and progress milestones of our success.

We recognise that our capacity to achieve our Strategic Plan comes from the accomplishments of our people. Performance continues to be monitored and measured, in line with the delivery of the strategic goals, with our values guiding our decisions, actions and behaviours.

We continue to look at our resourcing and training needs to ensure that we are continually responding to community needs and are best placed to provide a pre-eminent service offering.

This year we have invested considerably in further understanding the Grief, Loss and Bereavement experience and have had the opportunity to work with nationally recognised experts in the field. This has given our team a stronger understanding of the complexity of grief, along with contemporary approaches and practices to provide the most positive experience to our customers, while supporting the wellbeing of our team. We will continue to engage field leaders and knowledgeable experts to support our team.

hr metrics

Staff Level with Age and Gender Profile	Operations, Grounds and Infrastructure		Corporate Services		Business Development and Client Services		People and Culture	
	M	F	M	F	M	F	M	F
Up to 30	4	0	0	0	0	6	0	0
31-40	1	0	1	1	0	3	0	1
41-50	10	1	0	2	0	4	0	0
51-60	7	0	1	2	0	10	0	0
61 +	0	0	0	0	0	1	0	0
Total By Gender	22	1	2	5	0	24	0	1
Total by Department	23		7		24		1	

Staff Levels	Operations, Grounds and Infrastructure	Corporate Services	BD & CS	P&C
Ongoing Full Time	22	7	12	0
Ongoing Part Time	1	0	5	1
Fixed Term Full Time	0	0	0	0
Fixed Term Part Time	0	0	1	0
Casuals	0	0	6	0
Total	23	7	24	1

strategic goals continued...

Years of Service	Operations, Grounds and Infrastructure	Corporate Services	BD & CS	P&C
0-5	11	5	15	1
6-10	4	1	4	0
11-15	2	1	3	0
16-20	1	0	0	0
21-25	1	0	2	0
26-30	1	0	0	0
31-35	1	0	0	0
35+	2	0	0	0
Total	23	7	24	1

the board

The Centennial Park Cemetery Authority Board is our main decision-making body and is comprised of seven members — four representing the constituent councils, and three independents.

Each board member contributes unique skills as well as considerable commercial and local government experience. This ensures robust discussion, sound strategic decision-making, and high levels of transparency, accountability and corporate governance.

All board members are active in their attendance at meetings and on committees to ensure they keep abreast of industry and other developments for the continual improvement of the park.



Geoffrey Vogt

*Chair – Since July 2017
Appointed to Board
June 2011*



Adriana Christopoulos

*City of Mitcham –
Appointed Nov. 2014*



Luke Smolucha

*City of Unley –
Appointed
January 2015*



Glenn Spear

*City of Mitcham –
Appointed
June 2016*



Peter Hughes

*City of Unley –
Appointed
January 2017*



Andrew Kay

*Independent –
Appointed April 2017*



Amanda Heyworth

*Independent –
Appointed July 2017*

the board continued...

Board/Committee Member	Committee	No. of Meetings Held During Term of Office	No. of Meetings Attended
G Vogt	Audit and Risk Management	2	2
A Kay	Audit and Risk Management	3	2
A Heyworth	Audit and Risk Management	3	3
G Martinella (Independent)	Audit and Risk Management	3	3
G Vogt	CEO Performance Review	3	3
P Hughes	CEO Performance Review	3	3
L Smolucha	CEO Performance Review	3	3
A Christopoulos	CEO Performance Review	3	3
A Kay	Café Committee	2	2
A Heyworth	Café Committee	2	2



BOARD MEMBER MEETING ATTENDANCE

Table 1: Board Member Attendances at Board Meetings 2017-2018:

Board Member	No. of Meetings Held During Term of Office	No. of Meetings Attended
G Vogt	10	9
A Kay	10	9
A Heyworth	10	10
A Christopoulos	10	8
L Smolucha	10	9
G Spear	10	9
P Hughes	10	8

annual accounts



ANNUAL ACCOUNTS FOR THE YEAR ENDED 30TH JUNE 2018

Centennial Park Cemetery Authority

760 Goodwood Road, Pasadena, South Australia 5042

Telephone: (08) 8276 6011 – Facsimile: (08) 8275 2266

Email: enquiry@centpark.org.au

Website: www.centennialpark.org.au

Centennial Park Cemetery Authority

General Purpose Financial Reports for the year ended 30 June 2018

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CENTENNIAL PARK CEMETERY AUTHORITY

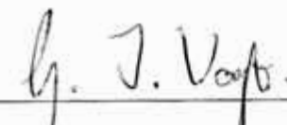
ANNUAL FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 June 2018

CERTIFICATION OF FINANCIAL STATEMENTS

We have been authorised by the Centennial Park Cemetery Authority to certify the financial statements in their final form. In our opinion:

- The accompanying financial statements comply with the *Local Government Act 1999, Local Government (Financial Management) Regulations 2011* and the Australian Accounting Standards.
- The financial statements present a true and fair view of the Authority's financial position at 30 June 2018 and the results of its operations and cash flows for the financial year.
- Internal controls implemented by the Authority provide a reasonable assurance that the Authority's financial records are complete, accurate and reliable and were effective throughout the financial year.
- The financial statements accurately reflect the Authority's accounting and other records.



Janet Miller
CHIEF EXECUTIVE OFFICER

Geoff Vogt
CHAIR OF THE BOARD

Dated this day of August 2018

Centennial Park Cemetery Authority

STATEMENT OF COMPREHENSIVE INCOME
for the year ended 30 June 2018

	Notes	2018 \$	2017 \$
Income			
User charges - Sales	2	10,238,964	9,924,155
Investment income	2	248,883	259,550
Total Income		10,487,847	10,183,705
Expenses			
Employee costs	3	4,368,239	4,131,208
Materials, contracts & other expenses	3	4,512,534	4,196,181
Depreciation, amortisation & impairment	3	1,490,169	1,553,349
Total Expenses		10,370,942	9,880,738
Operating Surplus / (Deficit)		116,905	302,968
Net gain (loss) on disposal or revaluation of assets	4	47,130	(38,738)
Net Surplus / (Deficit)		164,035	264,230
Other Comprehensive Income			
Changes in revaluation surplus	7	-	8,489,891
Total Other Comprehensive Income		-	8,489,891
Total Comprehensive Income		164,035	8,754,121

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies

Centennial Park Cemetery Authority
STATEMENT OF FINANCIAL POSITION
as at 30 June 2018

		2018	2017
	Notes	\$	\$
ASSETS			
Current Assets			
Cash and Cash Equivalents	5	9,796,520	10,637,562
Trade & Other Receivables	5	850,275	698,029
Inventories	5	896,377	697,444
Total Current Assets		<u>11,543,172</u>	<u>12,033,035</u>
Non-Current Assets			
Infrastructure, Property, Plant & Equipment	7	36,404,152	34,678,586
Other Non-current Assets	6	569,152	757,447
Total Non-current Assets		<u>36,973,304</u>	<u>35,436,033</u>
TOTAL ASSETS		<u>48,516,476</u>	<u>47,469,068</u>
LIABILITIES			
Current Liabilities			
Trade & Other Payables	8	2,307,824	1,562,305
Provisions	8	533,701	465,394
Total Current Liabilities		<u>2,841,525</u>	<u>2,027,699</u>
Non-Current Liabilities			
Provisions	8	14,631,636	14,614,170
Total Non-current Liabilities		<u>14,631,636</u>	<u>14,614,170</u>
TOTAL LIABILITIES		<u>17,473,161</u>	<u>16,641,869</u>
Net Assets		<u>31,043,315</u>	<u>30,827,199</u>
EQUITY			
Contributed Equity	16	48,702	48,702
Accumulated Surplus		7,684,666	7,520,631
Asset Revaluation Reserve	9	23,227,097	23,227,097
Other Reserves	9	82,850	30,769
Total Authority Equity		<u>31,043,315</u>	<u>30,827,199</u>

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies

Centennial Park Cemetery Authority

STATEMENT OF CHANGES IN EQUITY for the year ended 30 June 2018

	Notes	Accumulated Surplus \$	Asset Revaluation Reserve \$	Other Reserves \$	Contributed Equity	TOTAL EQUITY \$
2018						
Balance at end of previous reporting period		7,520,631	23,227,097	30,769	48,702	30,827,199
Net Surplus / (Deficit) for Year		164,035	-	-	-	164,035
Other Comprehensive Income						
Transfers Between Reserves		-	-	52,081	-	52,081
Balance at end of period		7,684,666	23,227,097	82,850	48,702	31,043,315
2017						
Balance at end of previous reporting period		7,633,085	14,360,522	30,769	48,702	22,073,078
Net Surplus / (Deficit) for Year		264,230	-	-	-	264,230
Other Comprehensive Income						
Gain on revaluation of infrastructure, property, plant & equipment		-	8,489,891	-	-	8,489,891
Impairment (expense) / recoupments offset to asset revaluation reserve		(376,684)	376,684	-	-	-
Balance at end of period		7,520,631	23,227,097	30,769	48,702	30,827,199

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies

Centennial Park Cemetery Authority

STATEMENT OF CASH FLOWS

for the year ended 30 June 2018

		2018	2017
		\$	\$
Cash Flows from Operating Activities	Notes		
<u>Receipts</u>			
Operating Receipts		10,086,718	10,855,280
Investment Receipts		248,883	259,550
<u>Payments</u>			
Operating Payments to Suppliers & Employees		(8,200,434)	(8,514,936)
Net Cash provided by (or used in) Operating Activities	10	2,135,167	2,599,894
Cashflow from Investing Activities			
<u>Receipts</u>			
Sale of Replaced Assets		98,499	131,020
<u>Payments</u>			
Expenditure on Renewal/Replacement of Assets		(2,555,834)	(936,332)
Expenditure on New/Upgraded assets	14	(518,874)	(693,513)
Net Cash provided by (or used in) Investing Activities		(2,976,209)	(1,498,825)
Cashflow from Financing Activities			
Net Cash provided by (or used in) Financing Activities		-	-
Net Increase (Decrease) in Cash Held		(841,042)	1,101,069
Cash & Cash Equivalents at beginning of period		10,637,562	9,536,493
Cash & Cash Equivalents at end of period		9,796,520	10,637,562

The above statement should be read in conjunction with the accompanying Notes and Significant Accounting Policies

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2018

Note 1 - SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies adopted in the preparation of the financial report are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

The financial report covers Centennial Park Cemetery Authority ("the Authority") as an individual entity and regional subsidiary in South Australia under the Local Government Act.

The Authority is a regional subsidiary under the Local Government Act 1999 jointly controlled by the City of Mitcham and the City of Unley.

1 Basis of Preparation

1.1 Compliance with Australian Accounting Standards

This general purpose financial report has been prepared in accordance with Australian Accounting Standards as they apply to not-for-profit entities, other authoritative pronouncements of the Australian Accounting Standards Board, Interpretations and relevant South Australian legislation.

The financial report was authorised for issue by certificate under regulation 14 of the Local Government (Financial Management) Regulations 2011 dated 31 August 2018.

1.2 Historical Cost Convention

Except where stated below, these financial statements have been prepared in accordance with the historical cost convention.

1.3 Critical Accounting Estimates

The preparation of financial statements in conformity with Australian Accounting Standards requires the use of certain critical accounting estimates, and requires management to exercise its judgement in applying the Authority's accounting policies. The areas involving a higher degree of judgement or complexity, or areas where assumptions and estimates are significant to the financial statements are specifically referred to in the relevant sections of these Notes.

The Board evaluates estimates and judgments incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the Authority.

Key Estimates – Future Upkeep Provision

In relation to the Future Upkeep Provision recognised in the financial statements the Board have calculated the balance on the following basis:

Current costs have been applied to an anticipated future level of service based on reduced activity at the Authority. This includes estimating reductions in administration, staffing, gardening and maintenance costs for burial and memorial maintenance.

These estimated unit costs for memorials and burials were then discounted according to the expiry year of the interment right as the basis for measurement of the provision.

The underlying basis for this calculation has been adopted by the Board and included in the Future Upkeep Provision Policy which is reviewed periodically.

1.4 Rounding

All amounts in the financial statements have been rounded to the nearest dollar.

2 The Reporting Entity

The Centennial Park Cemetery Authority is established under the SA Local Government Act 1999 and has its principal place of business at 760 Goodwood Road, Pasadena.

The principal activities relating to the Authority's functions are:

Provision of cremation, cemetery, chapel services and memorial garden facilities.

3 Income recognition

Income is measured at the fair value of the consideration received or receivable. Income is recognised when the Authority obtains control over the assets comprising the income, or when the amount due constitutes an enforceable debt, whichever first occurs.

All revenue is recognised when the transaction is completed. Cremation, burial interment and monumental permit fees are recognised when the service is performed. Plaque and base sales are recognised when payment is received. Cemetery and memorial interment right fees are regarded as the sale of the right of interment to the purchaser. The transaction is considered complete once the right of interment is granted and does not constitute a rental agreement. Interest revenue is recognised on a proportional basis taking into account the interest rates applicable to the financial assets.

4 Cash, Cash Equivalents and other Financial Instruments

Cash Assets include all amounts readily convertible to cash on hand at the Authority's option with an insignificant risk of changes in value with a maturity of twelve months or less from the date of acquisition.

All receivables are reviewed as at the reporting date and adequate allowance made for amounts the receipt of which is considered doubtful. As at 30th June 2018 there were no doubtful debts (2017: \$0.00).

All financial instruments are recognised at fair value at the date of recognition. A detailed statement of the accounting policies applied to financial instruments forms part of Note 11.

5 Inventories

All inventories are valued at the lower of cost or net realisable value. Costs are assigned on a specific identification basis and include costs and appropriate overheads if any.

6 Infrastructure, Property, Plant & Equipment

6.1 Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including architects' fees and engineering design fees and all other costs incurred. For assets acquired at no cost or for nominal consideration, cost is determined as fair value at the date of acquisition.

Capital works still in progress at balance date are recognised as other non-current assets and transferred to infrastructure, property, plant & equipment when completed and ready for use.

6.2 Materiality

The current policy is to expense all capital items less than \$1,000.

6.3 Subsequent Recognition

Certain asset classes are revalued on a regular basis such that the carrying values are not materially different from fair value. Significant uncertainties exist in the estimation of fair value for a number of asset classes including land, buildings and other structures and infrastructure. Further detail of these uncertainties and of existing valuations, methods and valuers are provided at Note 7.

6.4 Depreciation of Non-Current Assets

Other than land, all infrastructure, property, plant and equipment assets recognised are systematically depreciated over their useful lives on a straight-line basis which, in the opinion of the Authority, best reflects the consumption of the service potential embodied in those assets.

Major depreciation periods for each class of asset are shown below. Depreciation periods for infrastructure assets have been estimated based on the best information available to the Authority, but appropriate records covering the entire life cycle of some of these assets are not available, and extreme care should be used in interpreting financial information based on these estimates.

Plant, Furniture & Equipment	
Plant & Equipment	2.5 to 10 years
Building & Other Structures	
Buildings	20 to 70 years
Other Structures	5 to 25 years
Infrastructure	
Infrastructure	12 to 100 years
Other Assets	
Motor Vehicles	4 to 10 years

6.5 Impairment

Assets whose future economic benefits are not dependent on the ability to generate cash flows, and where the future economic benefits would be replaced if the Authority were deprived thereof, are not subject to impairment testing.

Assets that are subject to depreciation are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its recoverable amount (which is the higher of the present value of future cash outflows or value in use).

Where an asset that has been revalued is subsequently impaired, the impairment is first offset against such amount as stands to the credit of that class of assets in the Asset Revaluation Reserve, any excess being recognised as an expense.

Land used for cemetery purpose is zoned Institutional and subject to legislative restrictions and considered to be impaired.

7 Payables

7.1 Goods & Services

Creditors are amounts due to external parties for the supply of goods and services and are recognised as liabilities when the goods and services are received. Creditors are normally paid within 30 days after the month of invoice. No interest is payable on these amounts.

7.2 Payments Received in Advance & Deposits

Amounts received from external parties in advance of service delivery are recognised as liabilities until the service is delivered, or the amount is refunded as the case may be.

8 Employee Benefits

8.1 Salaries, Wages & Compensated Absences

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based on costs) measured in accordance with AASB 119.

Liabilities for employees' entitlements to salaries, wages and compensated absences expected to be paid or settled within 12 months of reporting date are accrued at nominal amounts (including payroll based on costs) measured in accordance with AASB 119.

Liabilities for employee benefits not expected to be paid or settled within 12 months are measured as the present value of the estimated future cash outflows (including payroll based on costs) to be made in respect of services provided by employees up to the reporting date. Present values are calculated using government guaranteed securities rates with similar maturity terms.

Present values are calculated using the 10 year government bond rate – weighted average of 2.20% (2017: 2.69%)

No accrual is made for sick leave as the Authority experience indicates that, on average, sick leave taken in each reporting period is less than the entitlement accruing in that period, and this experience is expected to recur in future reporting periods. The Authority does not make payment for untaken sick leave, except when a staff member leaves and within 13 weeks of having done so, is engaged by an entity covered by the Local Government Act (SA) 1999.

8.2 Superannuation

The Authority makes employer superannuation contributions in respect of its employees to Statewide Superannuation Scheme (the Scheme), and other superannuation schemes selected by employees under the "choice of fund" legislation. The Scheme has two types of membership, each of which is funded differently. Details are included in Note 15.

9 Leases

Lease arrangements have been accounted for in accordance with Australian Accounting Standard AASB 117. Lease payments are charged to expense over the lease term.

10 GST Implications

In accordance with UIG Abstract 1031 "Accounting for the Goods & Services Tax" Receivables and Creditors include GST receivable and payable. Except in relation to input taxed activities, revenues and operating expenditures exclude GST receivable and payable. Non-current assets and capital expenditures include GST net of any recoupment. Amounts included in the Statement of Cash Flows are disclosed on a gross basis.

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO). In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of the item of expense.

11 Comparative Information

Comparative information has been reclassified to be consistent with the current year disclosure of equivalent information in accordance with AASB 101.

12 Future Upkeep Provision

Interment Rights are issued for varying terms from 25 years up to and including perpetuity. Interment Rights can be extended for a minimum of five years. Interment Right holders have an expectation that the Park environs will be maintained to an appropriate standard for the interment right period. The Authority considers this to be a constructive obligation.

In accordance with AASB 137 "Provisions, Contingent Liabilities and Contingent Assets" a provision is recognised when there is a legal or constructive obligation as a result of a past event and it is probable that a future sacrifice of economic benefits will be required and that outflow can be reliably measured.

If the effect is material, a provision is determined by discounting the expected future cash flows required to settle the obligation at a rate that reflects current market assessments of the time value of money. The amount of the obligation is based on an independent actuarial calculation of current constructive obligations, technology and price levels. The provision is recognised fully in the financial statements on the basis of this calculation.

Actual outflows can differ from estimates due to changes in laws, regulations, public expectations, technology, prices and conditions and can take place many years in the future. The carrying value of the provision is regularly reviewed and adjusted to take into account such change.

In general, the further into the future that a cash outflow for a liability is expected to occur, the greater the degree of uncertainty around the amount and timing of that cash outflow.

A change in the estimate of a recognised provision or liability would result in a charge or credit to the Statement of Comprehensive Income, in the period in which the change occurs.

13 Payments to Constituent Councils

A Liability Guarantee fee of \$616,047 was paid to the Constituent Councils (2017 Liability Guarantee Fee (\$400,016)).

14 Income Tax

Centennial Park is exempt from Income Tax by virtue of it satisfying the provisions of section 24AR of the Income Tax Assessment Act 1936 so as to constitute a State/Territory body (an STB).

15 New Accounting Standards

Certain new accounting standards and UIG interpretations have been published that are not mandatory for the 30 June 2018 reporting period and have not been used in preparing these reports.

AASB7	Financial Instruments – Disclosures
AASB9	Financial Instruments
AASB15	Revenue from Contracts with Customers
AASB16	Leases
AASB1058	Income of Not-for-Profit Entities

Standards containing consequential amendments to other Standards and Interpretations arising from the above - AASB 2010-7, AASB 2014-1, AASB 2014-3, AASB 2014-4, AASB 2014-5, AASB 2014-6, AASB 2014-7, AASB 2014-8, AASB 2014-9, AASB 2014-10, AASB 2015-1, AASB 2015-2, AASB 2015-3, AASB 2015-4, AASB 2015-5, AASB 2015-6 and AASB 2015-7.

(Standards not affecting local government have been excluded from the above list.)

The Authority is of the view that other than AASB 15 and AASB 16, none of the above new standards or interpretations will affect any of the amounts recognised in the financial statements, but that they may impact certain information otherwise disclosed.

The Authority is currently reviewing the introduction of AASB 15 and AASB 16 which may have a material impact on the financial reports for 2019/20.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2018

Note 2 - INCOME

	Notes	2018 \$	2017 \$
USER CHARGES - SALES			
Cremation		1,553,477	1,468,646
Burial		1,884,068	1,719,658
Burial and Memorial Interment Fees		4,792,866	4,904,216
Chapel Fees		1,369,391	1,207,922
Sundry		639,162	623,712
		<u>10,238,964</u>	<u>9,924,155</u>
INVESTMENT INCOME			
Interest on Investments			
Local Government Finance Authority		181,889	120,794
Banks & Other		66,994	138,757
		<u>248,883</u>	<u>259,550</u>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 3 - EXPENSES

	Notes	2018 \$	2017 \$
EMPLOYEE COSTS			
Salaries and Wages		3,657,127	3,087,103
Employee leave expense		315,392	571,819
Superannuation - defined contribution plan contributions	15	371,990	369,766
Workers' Compensation Insurance		106,287	118,675
Other			
Less: Capitalised and distributed costs		(82,557)	(16,155)
Total Operating Employee Costs		4,368,239	4,131,208
 Total Number of Employees		 51	 49
<i>(Full time equivalent at end of reporting period)</i>			
MATERIALS, CONTRACTS & OTHER EXPENSES			
<u>Prescribed Expenses</u>			
Auditor's Remuneration			
- Auditing the financial reports		16,500	16,000
Subtotal - Prescribed Expenses		16,500	16,000
<u>Other Materials, Contracts & Expenses</u>			
Contractors		656,580	653,004
Energy		273,346	213,439
Insurance		83,878	94,164
Maintenance		590,589	589,801
Legal Expenses		38,155	47,008
Parts, accessories & consumables		1,716,776	1,457,765
Professional services		277,413	337,843
Sundry		243,250	387,139
Individually Significant Items			
- Liability Guarantee		616,047	400,016
Subtotal - Other Materials, Contracts & Expenses		4,496,034	4,180,181
		4,512,534	4,196,181
INDIVIDUALLY SIGNIFICANT ITEMS			
Liability Guarantee Fee		616,047	400,016

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 3 - EXPENSES (cont)

	Notes	2018 \$	2017 \$
DEPRECIATION, AMORTISATION & IMPAIRMENT			
Depreciation			
Buildings & Other Structures		282,481	306,843
Infrastructure		740,249	655,658
Plant & Equipment		305,164	428,975
Other Assets		162,275	161,873
		<u>1,490,169</u>	<u>1,553,349</u>

Note:

There is no Impairment that affects the Statement of Comprehensive Income.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 4 - ASSET DISPOSAL & FAIR VALUE ADJUSTMENTS

	Notes	2018 \$	2017 \$
INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT			
<i>Assets Renewed or Directly Replaced</i>			
Proceeds from disposal		98,499	131,020
Less: Carrying amount of assets sold		51,369	169,758
Gain (Loss) on Disposal		<u>47,130</u>	<u>(38,738)</u>
Net Gain (Loss) on Disposal or Revaluation of Assets		<u>47,130</u>	<u>(38,738)</u>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 5 - CURRENT ASSETS

	Notes	2018 \$	2017 \$
CASH & CASH EQUIVALENTS			
Cash on Hand and at Bank		201,089	168,881
Deposits at Call		1,095,431	868,681
Short Term Deposits & Bills, etc		8,500,000	9,600,000
		<u>9,796,520</u>	<u>10,637,562</u>
 TRADE & OTHER RECEIVABLES			
Debtors - General		680,094	506,258
Prepayments & Other Receivables		170,181	191,771
Total		<u>850,275</u>	<u>698,029</u>
 INVENTORIES			
Stores & Materials		5,939	78,926
Trading Stock		890,438	618,518
		<u>896,377</u>	<u>697,444</u>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2018

Note 6 - NON-CURRENT ASSETS

	2018	2017
OTHER NON-CURRENT ASSETS		
Capital Works-in-Progress	569,152	757,447
	<u>569,152</u>	<u>757,447</u>

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
for the year ended 30 June 2018

Note 7 - INFRASTRUCTURE, PROPERTY, PLANT & EQUIPMENT

	Fair Value Level	as at 30 June 2017				Asset Additions				WDV of Asset Disposals	Depreciation Expense (Note 3)	Adjustments & Transfers	Revaluation Increments to Equity (ARR)	as at 30 June 2018		
		At Fair Value	At Cost	Accumulated Dep'n	Carrying Amount	New / Upgrade	Renewals	At Fair Value	At Cost					Accumulated Dep'n	Carrying Amount	
Land	2	5,650,000	-	-	5,650,000	-	-	-	-	-	-	-	5,650,000	-	-	5,650,000
Land	3	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Buildings & Other Structures	2	25,000	104,390	(258)	129,132	490,118	12,222	-	(5,707)	-	-	-	25,000	606,730	(5,965)	625,765
Buildings & Other Structures	3	20,317,672	-	(7,438,064)	12,879,598	-	-	-	(276,774)	-	-	-	20,317,672	-	(7,714,938)	12,602,814
Infrastructure	2	25,000	272,142	(689)	259,453	1,095,823	757,223	-	(19,020)	1,501	-	-	25,000	2,116,789	(16,709)	2,125,080
Infrastructure	3	52,050,057	-	(37,584,747)	14,465,310	10,010	235,699	-	(724,229)	2,499	-	-	51,997,150	-	(38,007,950)	13,995,290
Plant & Equipment	3	-	2,867,519	(2,288,764)	578,735	79,168	341,711	(8,120)	(305,164)	-	-	-	-	3,228,545	(2,542,195)	686,350
Motor Vehicles		-	1,351,293	(671,915)	679,398	27,255	221,764	(43,249)	(162,275)	-	-	-	-	1,350,012	(625,159)	724,853
Total Infrastructure, Property, Plant & Equipment		78,067,729	4,595,334	(47,984,477)	34,678,586	1,692,394	1,570,609	(51,359)	(1,490,159)	4,100	-	-	78,014,822	7,302,076	(48,912,746)	36,404,152
Comparatives		39,487,162	4,298,241	(17,477,704)	26,307,719	693,513	910,570	(199,758)	(1,553,349)	-	8,489,891	-	78,067,729	4,595,334	(47,984,477)	34,678,586

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 8 - LIABILITIES

	Notes	2018		2017	
		\$		\$	
		Current	Non-current	Current	Non-current
TRADE & OTHER PAYABLES					
Goods & Services		488,788	-	334,621	-
Payments Received in Advance		742,236	-	532,327	-
Accrued expenses - Employee Entitlements		164,257	-	143,382	-
Accrued expenses - Other		668,460	-	287,316	-
Other		244,083	-	264,659	-
		<u>2,307,824</u>	<u>-</u>	<u>1,562,305</u>	<u>-</u>
PROVISIONS					
Employee entitlements (including oncosts)		533,701	69,636	465,394	57,670
Heritage Monuments Restoration		-	36,000	-	30,500
Future Upkeep Provision		-	14,526,000	-	14,526,000
		<u>533,701</u>	<u>14,631,636</u>	<u>465,394</u>	<u>14,614,170</u>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 9 - RESERVES

ASSET REVALUATION RESERVE	01-Jul-17	Net Increments (Decrements)	Transfers	30-Jun-18
Notes	\$	\$	\$	\$
Land	3,743,237	-	-	3,743,237
Buildings & Other Structures	7,907,528	-	-	7,907,528
Infrastructure	11,576,332	-	-	11,576,332
Total Asset Revaluation Reserve	23,227,097	-		23,227,097
Comparatives	14,360,522	8,489,891	376,684	23,227,097

OTHER RESERVES	01-Jul-17	Transfers to Reserve	Transfers from Reserve	30-Jun-18
E M M Kay	30,769	-	(50)	30,719
Recycled Metals Charitable Reserve	-	52,131	-	52,131
Total Other Reserves	30,769	52,131	(50)	82,850
Comparatives	30,769	-	-	30,769

PURPOSES OF RESERVES

Asset Revaluation Reserve

The asset revaluation reserve is used to record increments and decrements arising from changes in fair value of non-current assets (less any subsequent impairment losses, where applicable)

E M M Kay Reserve

A reserve has been recognised for a bequest received from the estate of a deceased interred at the Park to maintain the site. The Board has resolved that the expenses incurred on an annual basis maintaining the site will be charged against the reserve. Interest accrued from the reserve will be absorbed in general operating revenue to offset the administration of the same. During Financial Year 2015/16 the interment right for E M M Kay was converted to perpetuity and costs offset against the reserve.

Recycled Metals Charitable Reserve

Funds received from the recycling of metal plaques have been directed to a reserve to be used for philanthropic and charitable purposes.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 10 - RECONCILIATION TO CASH FLOW STATEMENT

(a) Reconciliation of Cash	Notes	2018 \$	2017 \$
Total cash & equivalent assets	5	9,796,520	10,637,562
Balances per Cash Flow Statement		<u>9,796,520</u>	<u>10,637,562</u>
 (b) Reconciliation of Change in Net Assets to Cash from Operating Activities			
Net Surplus (Deficit)		164,035	264,230
Non-cash items in Income Statement			
Depreciation, amortisation & impairment	3	1,490,169	1,553,349
Net increase (decrease) in unpaid employee benefits		101,148	(29,362)
Net (Gain) Loss on Disposals	4	(47,130)	38,738
		<u>1,708,222</u>	<u>1,826,955</u>
Add (Less): Changes in Net Current Assets			
Net (increase) decrease in receivables		(173,836)	(34,021)
Net (increase) decrease in inventories		(198,933)	62,497
Net (increase) decrease in other current assets		21,590	73,890
Net increase (decrease) in trade & other payables		154,167	635,898
Net increase (decrease) in other provisions		570,477	34,675
Net increase (decrease) in other liabilities		53,480	-
Net Cash provided by (or used in) operations		<u>2,135,167</u>	<u>2,599,894</u>
 (c) Financing Arrangements			
Unrestricted access was available at balance date to the following lines of credit:			
Bank Overdrafts		50,000	50,000
Corporate Credit Cards		30,000	30,000

The bank overdraft facilities may be drawn at any time and may be terminated by the bank without notice.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 11 - FINANCIAL INSTRUMENTS

Recognised Financial Instruments

Bank, Deposits at Call, Short Term Deposits	<p>Accounting Policy: Carried at lower of cost and net realisable value; Interest is recognised when earned.</p> <p>Terms & conditions: Deposits are returning fixed interest rates at an average interest rate of 2.34% (2017: 2.80%). Short term deposits are held either in LGFA or NAB at call and term deposit accounts.</p> <p>Carrying amount: approximates fair value due to the short term to maturity.</p>
Receivables - Fees & other charges	<p>Accounting Policy: Carried at nominal values less any allowance for doubtful debts. An allowance for doubtful debts is recognised (and re-assessed annually) when collection in full is no longer probable.</p> <p>Terms & conditions: Unsecured, and do not bear interest.</p> <p>Carrying amount: Approximates fair value (after deduction of any allowance).</p>
Liabilities - Creditors and Accruals	<p>Accounting Policy: Liabilities are recognised for amounts to be paid in the future for goods and services received, whether or not billed to the Authority.</p> <p>Terms & conditions: Liabilities are normally settled on 30 day terms.</p> <p>Carrying amount: Approximates fair value.</p>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 11 (cont.) - FINANCIAL INSTRUMENTS

Liquidity Analysis

2018	Floating Interest Rate	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$	\$
Cash Assets	1,296,520	8,500,000	-	-	9,796,520	9,796,520
Receivables	680,094	-	-	-	680,094	680,094
Total	1,976,614	8,500,000	-	-	10,476,614	10,476,614
Financial Liabilities						
Payables					1,475,107	1,475,107
Total	-	-	-	-	1,475,107	1,475,107
EXCESS OF FINANCIAL ASSETS OVER LIABILITIES	1,976,614	8,500,000	-	-	9,001,507	9,001,507

2017	Floating Interest Rate	Due < 1 year	Due > 1 year ≤ 5 years	Due > 5 years	Total Contractual Cash Flows	Carrying Values
Financial Assets	\$	\$	\$	\$	\$	\$
Cash Assets	1,037,562	9,600,000	-	-	10,637,562	10,637,562
Receivables	-	-	-	-	506,258	506,258
Total	1,037,562	9,600,000	-	-	11,143,820	11,143,820
Financial Liabilities						
Payables					1,131,605	1,131,605
Current Borrowings	-	-	-	-	-	-
Total	-	-	-	-	1,131,605	1,131,605
EXCESS OF FINANCIAL ASSETS OVER LIABILITIES	1,037,562	9,600,000	-	-	10,012,215	10,012,215

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 11 (cont.) - FINANCIAL INSTRUMENTS

Net Fair Value

All carrying values approximate fair value for all recognised financial instruments. There is no recognised market for the financial assets of the Authority.

Risk Exposures

Credit Risk represents the loss that would be recognised if counterparties fail to perform as contracted. The maximum credit risk on financial assets of the Authority is the carrying amount, net of any allowance for doubtful debts. There are Authority investments made with the SA Local Government Finance Authority and are guaranteed by the SA Government. Except as detailed in notes 5 & 6 in relation to individual classes of receivables, exposure is concentrated within the Authority's boundaries, and there is no material exposure to any individual debtor.

Market Risk is the risk that fair values of financial assets will fluctuate as a result of changes in market prices. All of the Authority's financial assets are denominated in Australian dollars and are not traded on any market, and hence neither market risk nor currency risk apply.

Liquidity Risk is the risk that the Authority will encounter difficulty in meeting obligations with financial liabilities. In accordance with the model Treasury Management Policy (LGA Information Paper 15), liabilities have a range of maturity dates. The Authority also has a range of bank overdraft that it can access.

Interest Rate Risk is the risk that future cash flows will fluctuate because of changes in market interest rates. Most of the Authority's financial instruments - both assets and liabilities are at fixed rates. Any such variations in future cash flows will not be material in effect on either the Authority incomes or expenditures.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 12 - COMMITMENTS FOR EXPENDITURE

	2018	2017
<u>Notes</u>	\$	\$
Capital Commitments		
Capital expenditure committed for at the reporting date but not recognised in the financial statements as liabilities:		
Buildings & Other Structures	498,720	11,216
Infrastructure	232,100	77,013
Plant & Equipment	58,866	53,925
	<u>789,686</u>	<u>142,154</u>
These expenditures are payable:		
Not later than one year	789,686	128,154
Later than one year and not later than 5 years	-	14,000
Later than 5 years	-	-
	<u>789,686</u>	<u>142,154</u>

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS

for the year ended 30 JUNE 2018

Note 13 - FINANCIAL INDICATORS

Amounts	Indicator	Prior Periods	
2018	2018	2017	2016

The following indicators have been calculated in accordance with the procedures set out in *Information Paper 9 - Local Government Financial Indicators* prepared as part of the LGA Financial Sustainability Program for the Local Government Association of South Australia.

Operating Surplus Ratio

Operating Surplus	164,035		
Total Operating Revenue	10,487,847	2.59%	1.35%

This ratio expresses the operating surplus as a percentage of total operating revenue.

Net Financial Liabilities Ratio

Net Financial Liabilities	6,826,366		
Total Operating Revenue	10,487,847	51.91%	59.39%

Net Financial Liabilities are defined as total liabilities less financial assets. These are expressed as a percentage of total operating revenue.

Asset Sustainability Ratio

Net Asset Renewals	1,570,609		
Depreciation and amortisation	1,490,169	105.40%	47.37%

Net asset renewals expenditure is defined as net capital expenditure on the renewal and replacement of existing assets, and excludes new capital expenditure on the acquisition of additional assets.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 14 - UNIFORM PRESENTATION OF FINANCES

The following is a high level summary of both operating and capital investment activities of the Authority prepared on a uniform and consistent basis.

All Councils and in South Australia voluntarily have agreed to summarise annual budgets and long-term financial plans on the same basis.

The arrangements ensure that all Councils provide a common 'core' of financial information, which enables meaningful comparisons of each Council's finances.

The Authority has provided this information for the purpose of consolidation by the two constituent Councils.

	2018 \$	2017 \$
Income	10,487,847	10,183,705
less Expenses	(10,370,942)	(9,880,738)
Operating Surplus / (Deficit)	116,905	302,968
less Net Outlays on Existing Assets		
Capital Expenditure on Renewal and Replacement of Existing Assets	2,555,834	936,332
less Depreciation, Amortisation and Impairment	(1,490,169)	(1,553,349)
less Proceeds from Sale of Replaced Assets	(98,499)	(131,020)
	967,166	(748,037)
less Net Outlays on New and Upgraded Assets		
Capital Expenditure on New and Upgraded Assets (including Investment Property & Real Estate Developments)	518,874	693,513
	518,874	693,513
Net Lending / (Borrowing) for Financial Year	(1,369,135)	357,492

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 15 – SUPERANNUATION

The Authority makes employer superannuation contributions in respect of its employees to Statewide Super (formerly Local Government Superannuation Scheme). The Scheme has two types of membership, each of which is funded differently. Permanent and contract employees of the South Australian Local Government sector with Salarylink benefits prior to 24 November 2009 have the option to contribute to Marketlink and/or Salarylink. All other employees (including casuals) have all contributions allocated to Marketlink.

Marketlink (Accumulation Fund) Members

Marketlink receives both employer and employee contributions on a progressive basis. Employer contributions are based on a fixed percentage of employee earnings in accordance with superannuation guarantee legislation (9.50% in 2017/18; 9.50% in 2016/17). No further liability accrues to the Authority as the superannuation benefits accruing to employees are represented by their share of the net assets of the Fund.

Salarylink (Defined Benefit Fund) Members

Salarylink is a defined benefit scheme where the benefit payable is based on a formula determined by the member's contribution rate, number of years and level of contribution and final average salary. The Authority makes employer contributions to Salarylink as determined by the Scheme's Trustee based on advice from the Scheme's Actuary. The rate is currently 6.3% (6.3% in 2016/17) of "superannuation" salary. Effective from 24 November 2009 the Defined Benefit Plan was closed to new members.

In addition, the Authority makes a separate contribution of 3% of salary of Salarylink members to their Marketlink account. Employees also make member contributions to the Fund. As such, assets accumulate in the Fund to meet the member's benefits, as defined in the Trust Deed, as they accrue.

The Salarylink Fund is a multi-employer sponsored plan. As the Fund's assets and liabilities are pooled and are not allocated by each employer, the Actuary is unable to allocate benefit liabilities, assets and costs between employers. As provided by AASB 119.32(b), the Authority does not use defined benefit accounting for these contributions.

The most recent actuarial investigation was conducted by the Fund's actuary, Louise Campbell, FIAA, of Willie Towers Watson as at 30 June 2017. The Trustee has determined that the current funding arrangements are adequate for the expected Salarylink liabilities. However, future financial and economic circumstances may require changes to the Authority's contribution rates at some future time.

Contributions to Other Superannuation Schemes

The Authority also makes contributions to other superannuation schemes selected by employees under the "choice of fund" legislation. All such schemes are of the accumulation type, where the superannuation benefits accruing to the employee are represented by their share of the net assets of the scheme, and no further liability attaches to the Authority.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 16 - CONTRIBUTED EQUITY

	2018	2017
Contributed Equity	\$	\$
City of Unley	9,333	9,333
City of Mitcham	9,333	9,333
Premium - City of Mitcham	30,036	30,036
Total Contributed Equity	48,702	48,702

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 17 - CONTINGENCIES & ASSETS & LIABILITIES NOT RECOGNISED IN THE BALANCE SHEET

The following assets and liabilities do not qualify for recognition in the Balance Sheet but knowledge of those items is considered relevant to users of the financial report in making and evaluating decisions about the allocation of scarce resources.

1. CONTINGENT LIABILITY

The Authority has contingent liabilities with respect to the redemption of unused interment rights. The Burial and Cremation Act 2013 mandates the refund of unexercised interment rights at current prices less a provision for administration, maintenance and establishment costs; the calculation is determined in the regulations. The contingent liability as at the 30th June 2018 is \$11,927,978. An actual liability will only arise if a claim is made by existing interment right holders in the future. Based on the Board's understanding of the experience of Cemetery operators interstate when similar legislation was introduced, it is considered that the likelihood of future claims arising which could have a significant impact on Centennial Park is remote.

Total unused interment rights account for approximately 7.10% of 46,658 burial interment rights currently issued.

Total unused interment rights account for approximately 7.28% of 38,960 memorial interment rights currently issued.

Once an interment or placement of a monument has occurred an interment right cannot be redeemed.

2. BANK OVERDRAFT

The Authority has a bank overdraft facility of \$50,000.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 18 - FUTURE COMMITMENTS

An arrangement is available to the public whereby any service currently offered by the Authority is capable of being prepaid.

Some funds were paid to Funeral Plan Management Pty Ltd with income to the Authority being recorded only when the service has been provided. Funds under management by Funeral Plan Management Pty Ltd at 30 June 2018 total \$756,620 (2017 \$816,796). From 1st December 2014 pre-paid products were no longer paid to Funeral Plan Management Pty Ltd.

Note 19 – SEGMENT REPORTING

The Authority operates in one business and geographical segment being burials, cremations and memorials within South Australia.

Centennial Park Cemetery Authority

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS for the year ended 30 June 2018

Note 20 - RELATED PARTY TRANSACTIONS

Transactions with Key Management Personnel

The Key management Personnel of the Authority includes the Board, CEO and senior managers. In all, 12 persons were paid the following total compensation.

	2018	2017
	\$	\$
Salaries, allowances & other short term benefits	706,716	798,193

Amounts paid as direct reimbursement of expenses incurred on behalf of the Authority have not been included above.

No key management personnel or parties related to them had any transactions during the year on terms more favourable than those available to the general public.

Transactions with Council Entities

The Authority's Constituent Councils are:

The City of Mitcham

The City of Unley

Councils have influence on the financial and strategic operational decisions of the Authority given their equal Board member representation.

No one Member Council individually has control over these decisions.

During the year Liability Guarantee payments were made to the two Constituent Councils to the total value of \$616,047 (2016/17 \$400,016).

Centennial Park Cemetery Authority**ANNUAL FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2018****CERTIFICATION OF AUDITOR INDEPENDENCE**

To the best of our knowledge and belief, we confirm that, for the purpose of the audit of Centennial Park Cemetery Authority for the year ended 30 June 2018, the Authority's Auditor, BDO Chartered Accountants, has maintained its independence in accordance with the requirements of the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* made under that Act.

This statement is prepared in accordance with the requirements of Regulation 22(3) *Local Government (Financial Management) Regulations 2011*.


.....
Janet Miller
CHIEF EXECUTIVE OFFICER
.....
Amanda Heyworth
CHAIR
AUDIT & RISK MANAGEMENT COMMITTEE

Date: August 2018



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF CENTENNIAL PARK CEMETERY AUTHORITY

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Centennial Park Cemetery Authority (the Authority), which comprises the statement of financial position as at 30 June 2018, the statement of profit and loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of significant accounting policies, and the certification of the financial statements.

In our opinion the financial report of Centennial Park Cemetery Authority, presents fairly, in all material respects, the Authority's financial position as at 30 June 2018 and its financial performance for the year ended on that date in accordance with Australian Accounting Standards, the *Local Government Act 1999*, and the *Local Government (Financial Management) Regulations 2011*.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Authority in accordance with the *Local Government Act 1999* and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We confirm that the independence declaration required by the *Local Government Act 1999*, which has been given to the Authority, would be in the same terms if given to the Authority as at the time of this auditor's report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Board of Management's responsibility for the Financial Report

The Board of Management are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards, the *Local Government Act 1999* and the *Local Government (Financial Management) Regulations 2011* and for such internal control as the Board of Management determine is necessary to enable the preparation and fair presentation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the Board of Management are responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Board of Management either intend to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.



Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: http://www.auasb.gov.au/auditors_files/ar3.pdf.

This description forms part of our auditor's report.

A handwritten signature in blue ink that reads 'BDO'.

BDO Audit (SA) Pty Ltd

A handwritten signature in blue ink, appearing to read 'Andrew Tickle'.

Andrew Tickle
Director

Adelaide, 31 August 2018



