



**Government  
of South Australia**

## ADELAIDE CEMETERIES AUTHORITY

### **2019-20 Annual Report**

ADELAIDE  
CEMETERIES  
AUTHORITY



ADELAIDE CEMETERIES AUTHORITY

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Date presented to Minister: 30 September 2020

To:

The Hon Vickie Chapman MP has the responsibility for the Adelaide Cemeteries Authority. Throughout 2019-20, responsibility for the Authority was with the former Minister Stephan Knoll MP. This responsibility transferred to the Hon Vickie Chapman MP on 29 July 2020.

Other agencies related to the Adelaide Cemeteries Authority within the Minister's area of responsibility are:

- Planning and Local Government
- Attorney General's Department

This annual report will be presented to Parliament to meet the statutory reporting requirements of the *Public Corporations Act 1993 (SA)*, *Public Sector Act 2009*, section 12(7) and the *Public Sector Regulations 2010*, reg.7, *Adelaide Cemeteries Authority Act 2001*, and the requirements of Premier and Cabinet Circular *PC013 Annual Reporting*.

This report is verified to be accurate for the purposes of annual reporting to the Parliament of South Australia.

Submitted on behalf of the Adelaide Cemeteries Authority by:

Mr Tristan Just

**Chair, Board of Directors**

Date 28/9/20

Signature



## From the Chief Executive

2019-20 was a year of transition for the Adelaide Cemeteries Authority (the Authority). Although punctuated by the impact of the pandemic conditions in the last quarter, the business continued to transition towards the milestone of the opening of the new community facility at Enfield Memorial Park planned for mid-2022. Significant works completed over the last twelve months has the Authority well-positioned for the construction of this new facility. These include:

- Increased engagement with community, cultural and religious groups.
- Completion of the new Cheltenham Cemetery Operations Workshop.
- Commenced construction of the first mausoleum at Cheltenham Cemetery.
- Completion of the new “Promenade” burial area at West Terrace Cemetery.
- Extension of interment sections at Enfield and Smithfield memorial parks.
- Procurement of a new cremator at the Enfield Crematorium.
- Implementation of a new integrated business information system.
- Achieving ISO14001 Environmental Management accreditation.

The successful implementation of these initiatives has seen the Authority achieve several of the goals of its *Strategic Plan 2018-2023* and many of the actions in the various cemeteries Plans of Management. Furthermore, the works completed during the last year mean that the Authority is well placed with interment and memorial inventory.

Also critical to this business transition has been a review of the Authority’s skill base and capabilities. Recruitment of people to prepare the Authority for the opening of the new facility in mid-2022 has commenced. In conjunction with this, a review of our organisational values and culture also progressed during the year. This review, led by employees, will continue to evolve.

In terms of financial performance, the Authority was exceeding budget until the end of the March 2020, at which time, our revenues were impacted by the pandemic restrictions. The limiting of attendee numbers at funeral services directly and materially impacted the Authority’s funeral service revenues throughout May and June. Expenses were managed well during the entire year, but the Authority has recorded a result of \$116K operating deficit for 2019-20. While disappointing, cash flow was solid and overall total revenue was \$10.3M, up 3.4% from the previous year.

The Authority undertook 2208 cremations and 889 burials in 2019-20. These compare to 2303 and 906 burials in 2018-19. While the number of no service cremations increased slightly in 2019-20, the decline in the number of service cremations was the primary cause for the overall reduction in cremation number (421 service cremations in 2019-20 compared to 541 in 2018-19). These figures may partially reflect the impact of the pandemic in the last quarter. The reduction of “service cremations” is strongly linked to cremation memorial sales.

The small decline in burial numbers during 2019-20 reflect a lack of available premium sites at the West Terrace Cemetery and less burials at Enfield Memorial Park. As noted, burial interment options were increased and enhanced at each of the Authority's sites during the year with the aim to consolidate, if not increase burial interments in 2019-20. The engagement work undertaken with various community, cultural and religious groups will assist to maintain burial services into the future.

The Authority continues to be approached by other entities seeking advice and guidance, if not direct service support for their cemetery administration and operations. The Town of Walkerville and the City of Holdfast Bay now both have formal service agreements with the Authority for the provision of cemetery support services, with a number of other Councils seeking "at-need" cemetery support services.

There were several Board changes during the year, notably in August 2019 when five new Directors, including the Chair were appointed. These changes brought some new thinking to the Board which embedded its knowledge and understanding of the Authority and the cemetery/crematoria/funeral industry during the year. The business continues to benefit from the insights and stewardship of the Board of Directors. This leadership was emphasised when the Authority as required to respond and react to the quickly changing pandemic conditions between March and June 2020. Of note was the Board's review and revision of the Authority's Risk Management Plan with respect to the COVID-19 conditions. The workload of the Finance, Audit & Risk Management Committee, one of the three Board sub-committees, was particularly important during 2019-20, as it underpinned not only performance of the business but also the Authority's solid governance practices.

As ever, my thanks also to our employees during a year of change and confronting challenges. I commend and thank them for their high degree of flexibility, resilience and commitment to the Authority during the pandemic conditions which have continued post 30 June 2020. Their contributions to the various projects at each site, continued commitment to a strong safety culture and acceptance of changes brought on by new technologies and environmental standards, positions the Authority well to leverage business opportunities. We have all learnt a lot from the pandemic experience, but need to continue to be an adaptable, versatile and learning focussed organisation to prepare the business for the new facility at Enfield Memorial Park. By doing so, the Authority's long-term sustainability, purpose and relevance will be underpinned.



Robert Pitt  
**Chief Executive Officer**  
**Adelaide Cemeteries Authority**

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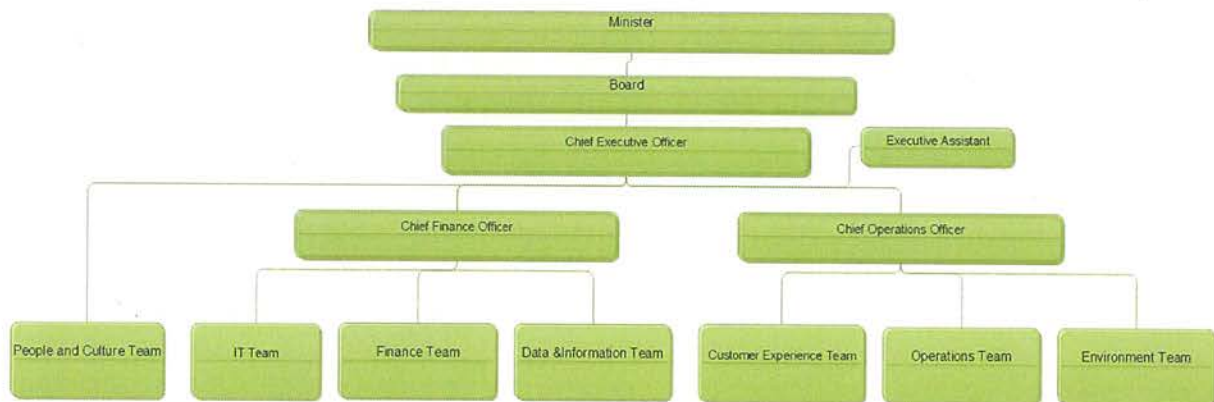
## Overview: about the agency

### Our strategic focus

<b>Our Purpose</b>	To provide outstanding whole-of-life experiences for the benefit of diverse communities.
<b>Our Vision</b>	<p>To be South Australia's leading provider of cemetery information, innovative services and products.</p> <p>By 2023, the Adelaide Cemeteries Authority has created innovative and social, community hubs.</p> <p>As an organisation, we are renowned for the genuine connections we have with our communities and customers via authentic community engagement. The diversity of our facilities reflects the diversity of those we serve.</p> <p>We are industry leaders in environmental sustainability.</p> <p>We are nimble and innovative in all that we do.</p>
<b>Our Values</b>	<p><i>We are:</i></p> <p><b>PROUD:</b> proud of the privileged role we play in communities and in people's lives.</p> <p><b>APPROACHABLE:</b> warm, welcoming and supportive.</p> <p><b>CARING:</b> listen to and meet the needs of people.</p> <p><b>ENTHUSIASTIC:</b> nimble and future focussed.</p>
<b>Our functions, objectives and deliverables</b>	<p>The Authority's functions are defined in the <i>Adelaide Cemeteries Authority Act 2001</i>. They are:</p> <p>(1) <i>The Authority's primary functions are—</i></p> <ul style="list-style-type: none"> <li>(a) <i>the administration and maintenance of the following as public cemeteries:</i> <ul style="list-style-type: none"> <li>(i) <i>Cheltenham Cemetery;</i></li> <li>(ii) <i>Enfield Memorial Park;</i></li> <li>(iii) <i>West Terrace Cemetery; and</i></li> </ul> </li> <li>(b) <i>the administration and maintenance of any other cemetery established or acquired by the Authority; and</i></li> <li>(c) <i>the burial or other disposal of human remains in an Authority cemetery; and</i></li> <li>(d) <i>activities associated with the heritage or historical significance of an Authority cemetery; and</i></li> <li>(e) <i>any other function assigned to the Authority by or under this or any Act, or by the Minister.</i></li> </ul>

The Authority's objectives and deliverables are defined in the Authority's *Strategic Plan 2018-23* and in the Plan of Management for each cemetery under its care and control.

## Our organisation



## Changes to the Agency

During 2019-20 there were no changes to the agency's structure and objectives as a result of internal reviews or machinery of government changes.

## Our Minister

Throughout 2019-20, the Minister responsible for the Authority was the Minister for Planning, Transport and Infrastructure, the Hon Stephan Knoll MP.

In late July 2020, the Deputy Premier, the Hon Vickie Chapman MP, as the Minister for Planning and Local Government was appointed as the Minister responsible for the Adelaide Cemeteries Authority. The Deputy Premier also oversees the Attorney-General's Department.

## Our Executive Team

The Authority's Executive Management Team consists of four Executive Managers, supported by an Executive Assistant. These are:

- Mr Robert Pitt, Chief Executive Officer
- Mr Michael Robertson, Chief Operating Officer
- Mr Pep Piscioneri, Chief Financial Officer
- Ms Caron Silcock, People and Culture Manager

**Legislation administered by the agency**

*Adelaide Cemeteries Authority Act 2001 (SA)*

*Burial and Cremation Act 2013 (SA)*

*Burial and Cremation Regulations 2014 (SA)*

*Heritage Act 1993 (SA)*

*Public Corporations Act 1993 (SA)*

*Public Finance and Audit Act 1987 (SA)*

*Public Finance and Audit Regulations 2014 (SA)*

*Public Interest Disclosure Act 2018 (SA)*

*Return to Work Act 2014 (SA)*

*Return to Work Regulations 2015 (SA)*

*Statutes Amendment (Public Sector Employment) Act 2006 (SA)*

*Work Health Safety Act 2012 (SA)*

*Work Health Safety Regulations 2012 (SA)*



## The agency's performance

### Performance at a glance

Key objective	Agency's contribution
Lower costs	<p>The Adelaide Cemeteries Authority is a self-sustaining State Government business entity that receives no direct recurrent funding from the State Government.</p> <p>The Authority cross subsidises the care and maintenance of the State Heritage listed West Terrace Cemetery from its other business operations.</p> <p>The Authority managed its operating costs throughout the year within its approved budget.</p>
Military Service Personnel Graves and Memorials	<p>The Authority continues to self-fund the care and maintenance of the graves of former service personnel in the Australian Imperial Forces section at West Terrace to a standard that meets community expectations.</p> <p>The Authority also cares for interment sites of former service personnel at its other three sites.</p>
Better Infrastructure	<p>The Authority is committed to improving the presentation of its cemeteries. During 2019-20, improvement works included but were not limited to:</p> <ul style="list-style-type: none"> <li>• Construction of the Cheltenham Mausoleum;</li> <li>• Upgrading of memorial and perimeter gardens at Cheltenham Cemetery;</li> <li>• Completion of the Promenade, a new premium garden area at West Terrace Cemetery;</li> <li>• Establishment of the Mary Colton Garden at Enfield Memorial Park;</li> <li>• Installation of new cremator unit in the Enfield Crematorium;</li> <li>• Upgrading of irrigation throughout Smithfield Memorial Park.</li> <li>• Restoration of the heritage listed Smyth Chapel.</li> </ul>

Better Services	<p>Enhanced web casting of funeral services.</p> <p>Engagement with various emerging communities to meet their cemetery and funeral customs and needs.</p> <p>Memorial Consultant based at West Terrace Cemetery twice a week to provide customer related assistance to the local community.</p> <p>Providing ease of payment to families via direct debit for all pre-need payment plans.</p> <p>Online payment portal for families to utilize when making payments to allow families to make payments at their convenience.</p>
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### Agency specific objectives and performance

Agency Objectives	Indicators	Performance
<p>Plans of Management 2018 – 2023: (4)</p> <ul style="list-style-type: none"> <li>• Enfield</li> <li>• Cheltenham</li> <li>• West Terrace</li> <li>• Smithfield</li> </ul>	<p>As per section 20 of the ACA Act 2001, Plans of Management for each cemetery are in place, with actions under the following headings:</p> <ul style="list-style-type: none"> <li>• Community</li> <li>• Product Development</li> <li>• Infrastructure</li> <li>• Heritage</li> </ul>	<p>Of the 74 actions in the 4 Plans of Management listed for 2019-20, 64 (86%) are completed or in progress.</p> <p>The remaining 10 actions (14%) have been deferred to 2020-21.</p> <p>Some actions scheduled in 2021, 2022 and 2023 have already commenced or been completed.</p>
Five Year Financial Plan	<p>The Board approves a rolling Five Year Financial Plan as part of the Authority's annual budget setting process.</p> <p>Each year aims for an operating surplus and considers the Authority's long-term maintenance obligations.</p>	<p>Five Year Financial Plan was updated and referred to DTF for approval as part the annual budget setting process.</p> <p>Operating surplus not achieved in 2019-20.</p> <p>Cross subsidisation of operating deficit at West Terrace Cemetery was self-funded by the Authority</p>

Agency Objectives	Indicators	Performance
Returned Service Personnel Graves	The Interment Rights for the graves of known Returned Service men and women are not required to be renewed or extended upon expiry of the tenure of the interment right.	<p>At West Terrace Cemetery, the graves of 4,167 ex-service men and women are cared for in perpetuity by the Authority in the Australian Imperial Forces (AIF) section of the cemetery and a further 318 veteran's graves throughout the general cemetery areas.</p> <p>At Cheltenham Cemetery 348 ex-service personnel graves are maintained.</p> <p>At Enfield Memorial Park, 481 graves and cremation memorials are maintained.</p> <p>At Smithfield, 15 veteran's sites are maintained.</p>
Look After the Environment	Obtain <i>ISO14001 Environmental Management</i> accreditation.	ISO14001 Accreditation achieved in June 2020.
Authentic Engagement with Customers and Communities	<ul style="list-style-type: none"> <li>• Be recognised as the State's leading authority on end of life advice, education and service for the whole community.</li> <li>• Be the first port of call for pre-need and at-need customers.</li> <li>• Maintain and enhance mutually beneficial commercial relationships.</li> <li>• Develop strong relationships with key influencers.</li> </ul>	<ul style="list-style-type: none"> <li>• Pre-need sales increased.</li> <li>• Market share of metropolitan cremations maintained in increasingly competitive environment.</li> <li>• Performed 889 burial interments (including mausoleum crypts)</li> <li>• Established the Enfield Memorial Park Community Consultative Committee.</li> <li>• Secured funding and support for key projects and held direct face-to-face meetings with various stakeholders</li> </ul>

Agency objectives	Indicators	Performance
Get the Infrastructure We Need	<ul style="list-style-type: none"> <li>• Develop new interment site at Cheltenham Cemetery</li> <li>• Develop the interment area at West Terrace Cemetery</li> <li>• Obtain Main North Road land for Smithfield Memorial Park (SMP).</li> <li>• Build new integrated community precinct incorporating a new crematorium at Enfield Memorial Park.</li> <li>• Pursue Glenthorne Farm opportunity</li> <li>• Actively pursue acquisition opportunities for cemetery land.</li> </ul>	<ul style="list-style-type: none"> <li>• Cheltenham Mausoleum nearing completion.</li> <li>• New Promenade interment area at West Terrace Cemetery completed in April 2020.</li> <li>• Procurement of Main North Road land for Smithfield Memorial Park deferred pending alternate adjacent opportunity.</li> <li>• Plans and funding for new Enfield facility approved. Construction on target to commence in early 2022.</li> <li>• Continue to lobby for land at Glenthorne Farm.</li> <li>• Working with Councils and State Government Departments to identify opportunities.</li> </ul>
Build the Team for our Future	<ul style="list-style-type: none"> <li>• Have the right people in the right roles with the right skills to implement the Authority's Strategic Plan.</li> <li>• Develop a workforce that reflects the diversity of our customers</li> <li>• Provide safe environments for employees, volunteers, contractors and visitors.</li> </ul>	<ul style="list-style-type: none"> <li>• Organisation commenced transition of roles to position the business for the opening of the new Enfield facility scheduled for mid-2022.</li> <li>• Asset Maintenance, Crematorium, Horticulture and Finance teams enhanced.</li> <li>• Authority complied with and led industry response to COVID-19 conditions.</li> <li>• Authority's WHS performance, system and commitments reflect a strong safety culture across the business and at all sites.</li> </ul>

Agency objectives	Indicators	Performance
Create Clever Products & Services	<ul style="list-style-type: none"> <li>• Develop understanding of the community's needs now and into the future by researching and analysing trends and innovation.</li> <li>• Make accessing and using the Authority's services and products simple, intuitive and customer focused.</li> <li>• Develop products and services that delight, surprise and engage the community.</li> </ul>	<ul style="list-style-type: none"> <li>• Virtual reality, App based tours trialled at West Terrace Cemetery.</li> <li>• Enhanced web casting introduced in response to COVID-19 conditions.</li> <li>• Authority Fees and Charges now available to funeral directors in electronic format.</li> <li>• Developed precinct of interment product options at Enfield to facilitate improved experience for families and loved ones visiting to select sites.</li> <li>• Cheltenham Mausoleum</li> </ul>
Leverage Technology	<ul style="list-style-type: none"> <li>• Implement the new integrated Business Information System.</li> <li>• Transform the Authority's ICT infrastructure and application services to better meet user needs.</li> <li>• Achieve efficiencies in providing IT services leveraging virtualisation and cloud-based technologies</li> </ul>	<ul style="list-style-type: none"> <li>• New cloud-based Business System implemented in early December 2019.</li> <li>• Transition from various paper-based business processes to electronic based systems progressed.</li> </ul>
Look After the Environment	<ul style="list-style-type: none"> <li>• Obtain ISO14001 accreditation.</li> <li>• Review future options for cremators to reduce emissions.</li> </ul>	<ul style="list-style-type: none"> <li>• ISO14001 Accreditation obtained June 2020.</li> <li>• Procured and installed one new cremator with reduced emissions and lower gas use.</li> <li>• Procured a further two new cremators with enhanced filtration systems for installing in the new Enfield facility in 2022.</li> </ul>

Financial Sustainability	<ul style="list-style-type: none"> <li>• The Authority will strengthen its financial performance.</li> <li>• Ensure that revenue and margins meet future maintenance obligations.</li> <li>• Explore, evaluate and undertake new revenue generating opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• Revenue budget targets were being exceeded to 31 March but were impacted by COVID-19 pandemic restriction in last quarter of 2019-20.</li> <li>• Annual price, product review completed in January 2020 as part of the Authority's 2021-22 budget drafting process. Review linked to external Product Costing Review last undertaken in November 2018.</li> <li>• Planning for the new Enfield facility (opening in 2022) includes new revenue streams from retail, food and beverage activities. Catering options trialled during 2019-20. Cheltenham Mausoleum nearing completion with new revenues from these crypts anticipated in early 2020-21.</li> </ul>
Govern Well	<ul style="list-style-type: none"> <li>• Meet, if not exceed, statutory compliance obligations.</li> <li>• Manage our risks</li> </ul>	<ul style="list-style-type: none"> <li>• Achieved almost 100% compliance with the Authority's Governance Framework Checklist of 42 KPIs across 9 Governance criteria. No "high risk" non-compliance findings.</li> <li>• Receive no High or Extreme risk findings from Auditor-General Controls Audits.</li> <li>• Risk Management Plan reviewed and updated in November 2019, then revised in response to the COVID-19 pandemic in April 2020.</li> </ul>

### Employment opportunity programs

Program name	Performance
Traineeships	<ul style="list-style-type: none"> <li>• Asset Maintenance/Mechanic Apprenticeship – 1 Completion</li> <li>• Irrigation Technician Traineeship – 1 Commenced</li> <li>• Crematorium Operator Trainees – 2 Commenced</li> </ul>

**Agency performance management and development systems**

<b>Performance management and development system</b>	<b>Performance</b>
Performance Appraisal System	100% employees have received performance reviews – twice per annum as per OPSE directive.

**Work health, safety and return to work programs**

<b>Program name</b>	<b>Performance</b>
Elected Work Health Safety Committee	<p>The Authority has a highly engaged WHS Committee with HSR's from all sites and business units. The committee meets on a monthly basis.</p> <p>There is a significant attendance at training, networking and workshops convened through safety peak bodies.</p>
Employee Assistance Program (EAP)	<p>The Authority continues to invest in an EAP program which is flexible to employee needs. This includes confidential psychological services, health and wellbeing and financial counselling.</p> <p>In response to the COVID-19 pandemic, the Authority provided enhanced access to counselling and psychologist support services for employees.</p>
Rehabilitation and early intervention programs	<p>Injury rehabilitation and consultancy is provided through Department of Premier and Cabinet.</p> <p>An early intervention program is provided through Corporate Health Group</p>
Wellbeing Clinics	<p>The Authority supports workers to attend on-site clinics which offer the following:</p> <ul style="list-style-type: none"> <li>• Skin cancer checks</li> <li>• Flu, whooping cough, hepatitis vaccinations</li> <li>• Hearing tests.</li> </ul> <p>Ergonomic, physiotherapy and manual handling programs are delivered on-site.</p> <p>As noted, enhanced access for employees to psychological support services were provided during the last quarter.</p>

<b>Workplace injury claims</b>	<b>Current year 2019-20</b>	<b>Past year 2018-19</b>	<b>% Change (+ / -)</b>
Total new workplace injury claims	1	2	-50%
Fatalities	0	0	0%
Seriously injured workers*	0	0	0%
Significant injuries (where lost time exceeds a working week, expressed as frequency rate per 1000 FTE)	0	0	0%

\*number of claimants assessed during the reporting period as having a whole person impairment of 30% or more under the Return to Work Act 2014 (Part 2 Division 5)

<b>Work health and safety regulations</b>	<b>2019-20</b>	<b>2018-19</b>	<b>% Change (+ / -)</b>
Number of notifiable incidents ( <i>Work Health and Safety Act 2012, Part 3</i> )	1	0	100%
Number of provisional improvement and prohibition notices ( <i>Work Health and Safety Act 2012 Sections 90, 191 and 195</i> )	0	0	0%

<b>Return to work costs**</b>	<b>Current year 2019-20</b>	<b>Past year 2018-19</b>	<b>% Change (+ / -)</b>
Total gross workers compensation expenditure (\$)	\$27,678***	\$10,609	+69%
Income support payments – gross (\$)	\$0	\$3,758	- 3,758%

\*\*before third-party recovery

\*\*\* two "legacy" claims with former employees settled

Data for previous years is available at: [www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)



## Executive employment in the agency

Executive classification	Number of executives
Chief Executive Officer	1

Data for previous years is available at: [www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)

The [Office of the Commissioner for Public Sector Employment](#) has a [workforce information](#) page that provides further information on the breakdown of executive gender, salary and tenure by agency.

## Financial performance

### Financial performance at a glance

The following is a brief summary of the overall financial position of the agency. The information is unaudited. Full audited financial statements for 2019-20 are attached to this report.

Statement of Comprehensive Income	2019/20 Budget \$000s	2019/20 Actual \$000s	Variation \$000s	2018/19 Actual \$000s
Total Income	12,252	10,799	(1,453)	11,249
Total Expenses	11,949	10,915	1,034	11,246
<b>Net Result</b>	<b>303</b>	<b>(116)</b>	<b>(419)</b>	<b>3</b>
Changes in Asset Revaluation Surplus	-	(7,470)	(7,470)	-
<b>Total Comprehensive Result</b>	<b>303</b>	<b>(7,586)</b>	<b>(7,889)</b>	<b>(319)</b>

Statement of Financial Position	2019/20 Budget \$000s	2019/20 Actual \$000s	Variation \$000s	2018/19 Actual \$000s
Current assets	2,897	3,230	333	2,797
Non-current assets	47,755	39,630	(8,125)	44,151
<b>Total assets</b>	<b>50,652</b>	<b>42,860</b>	<b>(7,792)</b>	<b>46,948</b>
Current liabilities	2,057	3,260	1,203	1,845
Non-current liabilities	10,616	10,292	(324)	7,223
<b>Total liabilities</b>	<b>12,673</b>	<b>13,552</b>	<b>879</b>	<b>9,068</b>
<b>Net assets</b>	<b>37,979</b>	<b>29,308</b>	<b>(8,671)</b>	<b>37,880</b>
<b>Equity</b>	<b>37,979</b>	<b>29,308</b>	<b>(8,671)</b>	<b>37,880</b>

### Consultants disclosure

The following is a summary of external consultants that have been engaged by the agency, the nature of work undertaken, and the actual payments made for the work undertaken during the financial year.

**Consultancies with a contract value below \$10,000 each**

Consultancies	Purpose	\$ Actual payment
All consultancies below \$10,000 each - combined	Monumental Masons Working Licence Advice Land Repurchase Advice ACA Multifunction Centre FARM Committee Independent Member Employment Advice Contribution to Kaurua SMP Project Documentation Traineeship Program Provision of Stage 1 of Business Continuity Planning Records Management Review	\$36,896

**Consultancies with a contract value above \$10,000 each**

Consultancies	Purpose	\$ Actual payment
Stevens Architects	Heritage Advisory Services	\$33,520
BDO Advisory (SA) Pty Ltd	Financial Secondment	\$10,541
	Controls Review	\$26,994
BSI	ISO 14001, Environmental Management Accreditation Audit & Review Meeting	\$17,948
Liquid Pacific Holdings	Valuation Services	\$18,100
<b>Total all consultancies</b>		<b>\$143,779</b>

Data for previous years is available at:

[www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)

See also the [Consolidated Financial Report of the Department of Treasury and Finance](#) for total value of consultancy contracts across the South Australian Public Sector.

## Contractors disclosure

The following is a summary of external contractors that have been engaged by the agency, the nature of work undertaken, and the actual payments made for work undertaken during the financial year.

### Contractors with a contract value below \$10,000

Contractors	Purpose	\$ Actual payment
All contractors below \$10,000 each - combined	Cremator Service Copier Usage Security Services	\$21,886

### Contractors with a contract value above \$10,000 each

Contractors	Purpose	\$ Actual payment
AMC Commercial Cleaning	Cleaning	\$15,750
APG Security	Security	\$66,277
Axiom Business Systems	Business Information System Hosting & Application Management	\$30,768
Cleanaway	Rubbish Removal	\$18,523
Corporate Conversation	Public Relations	\$63,967
Department for Correctional Services	Supervisory of Correctional Services Labour	\$46,690
DPTI	Building Contractor	\$1,344,952
Exetel	Internet Service Provider	\$25,636
G & S Gravedigging	Gravedigging Services	\$65,172
In Memorium Production	Celebration of Life Videos & DVD's	\$46,711
S & T Le Enterprises Pty Ltd	Agent fees	\$39,409
Meltwater Australia Pty Ltd	Media Monitoring	\$21,000
OpusXenta Pty Ltd	Business Software	\$246,490

Contractors	Purpose	\$ Actual payment
Sage Software Australia	Software Improvements	\$19,919
Security Co	Security Services	\$17,700
Stevens Architects	Heritage Planning Approval	\$37,490
Suez Recycling & Recovery	Waste Services	\$118,687
<b>Total all Contractors</b>		<b>\$2,247,027</b>

Data for previous years is available at: [www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)

The details of South Australian Government-awarded contracts for goods, services, and works are displayed on the SA Tenders and Contracts website. [View the agency list of contracts](#).

The website also provides details of [across government contracts](#).

## Other information

### Heritage and Monument Committee

Section 19 of the *Adelaide Cemeteries Authority Act 2001* requires the establishment of the Authority's Heritage & Monument Committee. The functions of this Committee are:

- (a) *to advise the Authority on heritage and historical matters relating to Authority cemeteries;*
- (b) *to advise the Authority on activities associated with the heritage or historical significance of Authority cemeteries;*
- (c) *to advise the Authority on the establishment and implementation of policies relating to monuments, headstones and memorials;*
- (d) *any other function assigned to the Committee by or under this Act, or by the Minister or the Authority."*

This Committee did not meet during 2019-20 due to the change of Board Directors and awaiting the appointment of new Committee members. However, actions of the West Terrace Cemetery Conservation Management Plan were progressed during the year. These works included the restoration of the front boundary fence at the cemetery, the repair and restoration of the grave of Osmond Gilles (in conjunction with the Burnside Historical Society), and finalisation of the Smyth Chapel restoration project. The Committee did reconvene and meet in July 2020.



## Risk Management

### Risk and audit at a glance

In accordance with Section 31 of the Public Corporations Act 1993 (SA), the Board of the Authority has an established Finance Audit & Risk Management Committee.

This Committee, which met five times during 2019-20, reviews and comments on matters such as the Authority's annual financial statements, Investment Policy, Risk Management Plan, draft annual budgets and Five-Year Financial Plans prior to them being referred to the Board for consideration for approval.

The Finance Audit & Risk Management Committee also review the Authority's Annual Governance Framework Checklist which evaluates 42 performance criteria across 9 areas of governance.

### Fraud detected in the agency

Category/nature of fraud	Number of instances
Fraud	1

NB: Fraud reported includes actual and reasonably suspected incidents of fraud.

### Strategies implemented to control and prevent fraud

The Authority is required to provide an annual report to the Auditor General on the processes, procedures and controls it has in place to mitigate the risk of fraud.

The Authority has a suite of 46 Corporate Policies. This includes policies relating to Delegations, Accounts Receivable, Accounts Payable, Petty Cash, Corporate Credit Cards, Whistleblowing, and Codes of Conduct. The Board adopts a policy review schedule which sees corporate policies reviewed at least once every three years. Some key policies are reviewed annually, such as the *Fraud, Corruption, Misconduct and Maladministration Policy* with a review undertaken every second year by an external service provider.

One incident of alleged fraud was identified in July 2019.

This alleged incident was reported to the Board and investigated by an independent reviewer. The impact of the alleged fraud was not material following this review. Implementation of the Authority's new business information system in December 2019, along with changes to internal authorisation procedures, addressed the findings of the independent review.

As part of its monthly Board papers, Directors receive financial reports which include:

- Profit and Loss Statement;
- Balance Sheet;
- Cash Flow Statement;
- The most recent month's Funds SA Investment Statement.

The Authority's Board has a Finance, Audit & Risk Management (FARM) Sub-Committee that meets at least quarterly. One of the functions of the FARM Committee

is to review the Authority's *Risk Management Plan* which integrates a Risk Appetite Statement and Risk Tolerance Parameters.

Key financial transactions are subject to 'segregation of duties', e.g. raising of a purchase order, authorising an invoice and making payment. Transactions that are subject to segregation of duties are detailed in the relevant policies referring to the particular transaction.

All employees are required to provide a current National Police Check as part of their recruitment process.

All employees are required to read and sign off on the Code of Conduct for the S.A. Public Sector.

Data for previous years is available at: [www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)

### Public interest disclosure

Number of occasions on which public interest information has been disclosed to a responsible officer of the agency under the *Public Interest Disclosure Act 2018*:

*Nil*

Data for previous years is available at: [www.aca.sa.gov.au/reports-plans-policies](http://www.aca.sa.gov.au/reports-plans-policies)

### Reporting required under any other act or regulation

Act or Regulation	Requirement
<i>Environment Protection Act 1993 (SA)</i>	<p>Management and monitoring of crematorium emissions.</p> <p>Emissions from the Enfield Crematorium are filtered and managed in accordance with EPA requirements.</p>

## Public complaints

### Number of public complaints reported\*

Additional Metrics	Totals*
Number of positive feedback comments	9
Number of negative feedback comments	10**
Total number of feedback comments	See Note***
% complaints resolved within policy timeframes	95%

\*The data above is for the period from 09/12/19, being the implementation of date of the Authority's new business information system to 30/06/20.

\*\* This figure excludes requests for site and grounds maintenance such as: topping up of graves, pruning of trees and the edging of lawns.

\*\*\* The Authority regularly reviews feedback and comments both formally and informally. No record of the number of comments is recorded or retained by the Authority.

## **Appendix: Audited financial statements 2019-20**





Our ref: A20/068

22 September 2020

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www.audit.sa.gov.au

Mr T Just  
Chair of the Board  
Adelaide Cemeteries Authority  
PO Box 294  
ENFIELD PLAZA SA 5085

Dear Mr Just

## **Audit of the Adelaide Cemeteries Authority for the year to 30 June 2020**

We have completed the audit of your accounts for the year ended 30 June 2020. Two key outcomes from the audit are the:

- 1 Independent Auditor's Report on your agency's financial report
- 2 audit management letter recommending you address identified weaknesses.

### **1 Independent Auditor's Report**

We are returning the financial statements for the Adelaide Cemeteries Authority, with the Independent Auditor's Report. This report is unmodified.

### **2 Audit management letter**

During the year we sent you an audit management letter detailing the weaknesses we noted and improvements we considered you need to make.

Significant matters related to:

- an incomplete contract register
- segregation of duty weaknesses for expenditure
- purchase orders raised after the goods were received
- evidence of the independent review of payroll masterfile changes was not always retained
- some access to systems was not removed promptly
- the staff recognition and reward policy had not been approved by the ACA Board.

We have received responses to our letter and will follow these up in the 2020-21 audit.

## What the audit covered

Our audits meet statutory audit responsibilities under the *Public Finance and Audit Act 1987* and the Australian Auditing Standards.

Our audit covered the principal areas of the Adelaide Cemeteries Authority's financial operations and included test reviews of systems, processes, internal controls and financial transactions. Some notable areas were:

- payroll
- expenditure
- revenue
- fixed assets
- cash
- general ledger.

Particular attention was given to the revaluation of ACA's property, as well as the impact of the newly applicable accounting standards, most notably AASB 16 *Leases*. We concluded that the financial report was prepared in accordance with the financial reporting framework.

I would like to thank the staff and management of the Adelaide Cemeteries Authority for their assistance during this year's audit.

Yours sincerely



Andrew Richardson  
**Auditor-General**

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## To the Chair of the Board Adelaide Cemeteries Authority

### Opinion

I have audited the financial report of Adelaide Cemeteries Authority for the financial year ended 30 June 2020.

In my opinion, the accompanying financial report gives a true and fair view of the financial position of the Adelaide Cemeteries Authority as at 30 June 2020, its financial performance and its cash flows for the year then ended in accordance with relevant Treasurer's Instructions issued under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards.

The financial report comprises:

- a Statement of Comprehensive Income for the year ended 30 June 2020
- a Statement of Financial Position as at 30 June 2020
- a Statement of Changes in Equity for the year ended 30 June 2020
- a Statement of Cash Flows for the year ended 30 June 2020
- notes, comprising significant accounting policies and other explanatory information
- Certificate from the Chair of the Board, the Chief Executive Officer and the Chief Financial Officer.

### Basis for opinion

I conducted the audit in accordance with the *Public Finance and Audit Act 1987* and Australian Auditing Standards. My responsibilities under those standards are further described in the 'Auditor's responsibilities for the audit of the financial report' section of my report. I am independent of the Adelaide Cemeteries Authority. The *Public Finance and Audit Act 1987* establishes the independence of the Auditor-General. In conducting the audit, the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants (including Independence Standards) have been met.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

## **Responsibilities of the Chief Executive Officer and the Board of Directors for the financial report**

The Chief Executive Officer is responsible for the preparation of the financial report that gives a true and fair view in accordance with the Treasurer's Instructions issued under the provisions of the *Public Finance and Audit Act 1987* and Australian Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of the financial report that gives a true and fair view and that is free from material misstatement, whether due to fraud or error.

The Board of Directors are responsible for overseeing the entity's financial reporting process.

## **Auditor's responsibilities for the audit of the financial report**

As required by section 31(1)(b) of the *Public Finance and Audit Act 1987* and section 32(4) of the *Public Corporations Act 1993*, I have audited the financial report of the Adelaide Cemeteries Authority for the financial year ended 30 June 2020.

My 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 my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with 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.

As part of an audit in accordance with Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the effectiveness of the Adelaide Cemeteries Authority's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Chief Executive Officer

My report refers only to the financial report described above and does not provide assurance over the integrity of electronic publication by the entity on any website nor does it provide an opinion on other information which may have been hyperlinked to/from the report.

I communicate with the Chief Executive Officer and Board about, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during the audit.

A handwritten signature in black ink, appearing to read 'Andrew Richardson', with a long horizontal flourish extending to the right.

Andrew Richardson

**Auditor-General**

22 September 2020

## Certification of the Financial Report

We certify that the attached general purpose financial statements for the Adelaide Cemeteries Authority:

- comply with relevant Treasurer's Instructions issued under section 41 of the *Public Finance and Audit Act 1987*, and relevant Australian Accounting Standards;
- are in accordance with the accounts and records of the Authority; and
- present a true and fair view of the financial position of the Adelaide Cemeteries Authority as at 30 June 2020 and the results of its operation and cash flows for the financial year.

We certify that the internal controls employed by the Adelaide Cemeteries Authority for the financial year over its financial reporting and its preparation of the general purpose financial statements have been effective throughout the reporting period.



Mr Tristan Just  
Chair of the Board

Date 21/9/20



Mr Robert Pitt  
Chief Executive Officer

Date 21/9/20



Mr Pep Piscioneri  
Chief Financial Officer

Date 21/9/20

**STATEMENT OF COMPREHENSIVE INCOME**

For the Year Ended 30 June 2020

	Note No.	2020 S'000	2019 S'000
<b>Income</b>			
Fees and Charges	4	10,376	10,031
Net Gain from Disposal of Assets	5	-	6
Investment Income	6	7	490
Other Income	7	416	722
<b>Total Income</b>		<b>10,799</b>	<b>11,249</b>
<b>Expenses</b>			
Employee Benefits	8	5,500	5,385
Supplies and Services	9	4,337	4,716
Other Expenses	11	-	41
Depreciation and Amortisation	16 & 17	1,036	1,048
Borrowing costs	10	40	56
Net Loss from Disposal of Assets	5	2	-
<b>Total Expenses</b>		<b>10,915</b>	<b>11,246</b>
<b>Net revenue from providing services</b>		<b>(116)</b>	<b>3</b>
<b>Revenue from/ payments to SA Government</b>			
Income Tax Equivalent Payment		-	-
<b>Net Result</b>		<b>(116)</b>	<b>3</b>
<b>Other Comprehensive Income</b>			
Impairment of assets against reserves		-	(322)
Changes in property, plant and equipment asset revaluation surplus	16.1	(7,470)	-
<b>Total Other Comprehensive Income</b>		<b>(7,470)</b>	<b>(322)</b>
<b>Total Comprehensive Result</b>		<b>(7,586)</b>	<b>(319)</b>

The Net Result and the Comprehensive Result are attributable to the SA Government as owner.

The above statement should be read in conjunction with the accompanying notes.

**STATEMENT OF FINANCIAL POSITION**

As at 30 June 2020

	Note No.	2020 S'000	2019 S'000
<b>Current Assets</b>			
Cash	12	930	324
Receivables	13	1,653	1,682
Inventories	14	647	785
<b>Total Current Assets</b>		<b>3,230</b>	<b>2,791</b>
<b>Non-Current Assets</b>			
Receivables	13	1,660	1,469
Investments	15	5,357	6,350
Property, Plant and Equipment	16	32,597	38,656
Intangible Assets	17	16	9
<b>Total Non-Current Assets</b>		<b>39,630</b>	<b>46,484</b>
<b>Total Assets</b>		<b>42,860</b>	<b>49,275</b>
<b>Current Liabilities</b>			
Payables	18	1,606	765
Employee Benefits	19	469	412
Provisions	20	16	14
Unearned Revenue	21	531	234
Interment Right Lease Liability	22	198	-
Borrowings	23	440	428
<b>Total Current Liabilities</b>		<b>3,260</b>	<b>1,853</b>
<b>Non-Current Liabilities</b>			
Payables	18	42	32
Employee Benefits	19	431	338
Provisions	20	30	20
Unearned Revenue	21	6,814	6,165
Interment Right Lease Liability	22	2,750	-
Borrowings	23	225	665
<b>Total Non-Current Liabilities</b>		<b>10,292</b>	<b>7,220</b>
<b>Total Liabilities</b>		<b>13,552</b>	<b>9,073</b>
<b>Net Assets</b>		<b>29,308</b>	<b>40,202</b>
<b>Equity</b>			
Asset Revaluation Surplus		14,232	21,702
Retained Earnings		14,996	18,420
Reserves		80	80
<b>Total Equity</b>		<b>29,308</b>	<b>40,202</b>

The Total Equity is attributable to the SA Government as owner.

Unrecognised Contractual Commitments

24

The above statement should be read in conjunction with the accompanying notes.



**STATEMENT OF CHANGES IN EQUITY**

For the Year Ended 30 June 2020

	Note No.	West Terrace Cemetery Heritage Reserve \$'000	Asset Revaluation Surplus \$'000	Retained Earnings \$'000	Total Equity \$'000
Balance at 30 June 2018		80	22,024	16,438	38,542
Prior Year Correction		-	-	(256)	
Adjustments on initial adoption of AASB 9		-	-	2,235	
Restated Balance at 30 June 2018		80	22,024	18,417	40,521
Impairment loss on property, plant and equipment		-	(322)	-	
Total net result for 2018-19		-	-	3	
Balance at 30 June 2019		80	21,702	18,420	40,202
Adjustments on initial adoption of AASB 16		-	-	(3,308)	
Balance at 1 July 2019	2(l)	80	21,702	15,112	36,894
Revaluation loss on Land, Building and Infrastructure	16.1	-	(7,470)	-	
Total net result for 2019-20		-	-	(116)	
Balance at 30 June 2020		80	14,232	14,996	29,308

All changes in Equity are attributable to the SA Government as owner.

**STATEMENT OF CASH FLOWS**

For the Year Ended 30 June 2020

	Note No.	2020 \$'000	2019 \$'000
<b>Cash Flows from Operating Activities</b>			
<b>Cash Inflows</b>			
Fees and Charges		12,374	12,072
Other Receipts		416	722
<b>Cash generated from operations</b>		<b>12,790</b>	<b>12,794</b>
<b>Cash Outflows</b>			
Employee Benefits Payments		(5,311)	(5,368)
Payments for Supplies and Services		(4,435)	(5,454)
Interest Paid		(40)	(56)
Net GST Remitted to the Australian Taxation Office		(602)	(580)
<b>Cash used in operations</b>		<b>(10,388)</b>	<b>(11,458)</b>
<b>Net Cash provided by Operating Activities</b>		<b>2,402</b>	<b>1,336</b>
<b>Cash Flows from Investing Activities</b>			
<b>Cash Inflows</b>			
Proceeds from Sale of Investments		1,000	800
Proceeds from Sale of Plant and Equipment		7	30
<b>Cash generated from Investing Activities</b>		<b>1,007</b>	<b>830</b>
<b>Cash Outflows</b>			
Purchase of Investments		-	(150)
Purchase of Intangibles		(20)	-
Purchase of Property, Plant and Equipment		(2,395)	(2,052)
<b>Cash used in Investing Activities</b>		<b>(2,415)</b>	<b>(2,202)</b>
<b>Net Cash (used in) Investing Activities</b>		<b>(1,408)</b>	<b>(1,372)</b>
<b>Cash Flows from Financing Activities</b>			
<b>Cash Outflows</b>			
Repayment of Borrowings		(388)	(416)
<b>Cash used in Financing Activities</b>		<b>(388)</b>	<b>(416)</b>
<b>Net Cash provided by Financing Activities</b>		<b>(388)</b>	<b>(416)</b>
<b>Net (decrease)/Increase in Cash</b>		<b>606</b>	<b>(452)</b>
Cash at 1 July		324	776
<b>Cash at 30 June</b>	<b>12</b>	<b>930</b>	<b>324</b>

The above statement should be read in conjunction with the accompanying notes.

**NOTES TO &  
FORMING PART OF  
THE FINANCIAL  
STATEMENTS**

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## Note 1 Objectives of the Adelaide Cemeteries Authority

The Adelaide Cemeteries Authority (Authority) serves the Government and people of South Australia by achieving excellence in the provision of cemetery, cremation and memorialisation services. The Authority was established in July 2001 pursuant to the *Adelaide Cemeteries Authority Act 2001*. The primary functions of the Authority are to operate and manage the public cemeteries and facilities at Enfield, Cheltenham, West Terrace (Adelaide) and the cemetery at Smithfield which was purchased subsequent to the establishment of the Authority.

## Note 2 Significant Accounting Policies

### a) Basis of Preparation

The financial statements are general purpose financial statements prepared in compliance with:

- section 23 of the *Public Finance and Audit Act 1987*;
- Treasurer's Instructions and Accounting Policy Statements issued by the Treasurer under the *Public Finance and Audit Act 1987*; and
- relevant Australian Accounting Standards

The Authority has applied Australian Accounting Standards that are applicable to not-for-profit entities, as the Authority is a not-for-profit entity. Australian Accounting Standards and interpretations that have recently been issued or amended, but are not yet effective, have not been adopted by the Authority.

The financial statements are prepared on a 12-month reporting period and presented in Australian currency. The historical cost convention is used unless a different measurement basis is specifically disclosed in the note associated with the item measured.

Income, expenses and assets are recognised net of the amount of GST except:

- when the GST incurred on a purchase of goods or services is not recoverable from the Australian Taxation Office, in which case the GST is recognised as part of the cost of acquisition of the asset or as part of the expense item applicable; and
- receivables and payables, which are stated with the amount of GST included.

Cash flows are included in the Statement of Cash Flows on a gross basis and the GST component of cash flows arising from investing activities, which is recoverable from or payable to the ATO, is classified as part of operating cash flows.

Assets and liabilities that are sold, consumed or realised as part of the normal operating cycle have been classified as current.

### b) Comparative Information

The presentation and classification of items in the financial statements are consistent with prior periods except where specific accounting standards and/or Accounting Policy Statements have required a change.

The restated comparative amounts do not replace the original financial statements for the preceding period.

### c) Rounding

All amounts in the financial statements have been rounded to the nearest thousand dollars (\$'000).

### d) Taxation

In accordance with Treasurer's Instruction 22 Tax Equivalent Payments, the Authority is required to pay to the SA Government an income tax equivalent. The income tax liability is based on the State Taxation Equivalent Regime, which applies the accounting profit method. This requires that the corporate income tax rate be applied to the net profit.

The Authority is liable for payroll tax, fringe benefits tax, goods and services tax (GST) and the emergency services levy.

### e) Events after the reporting period

Adjustments are made to amounts recognised in the financial statements, where an event occurs after 30 June and before the date the financial statements are authorised for issue, where those events provide information about conditions that existed at 30 June.

Note disclosure is made about events between 30 June and the date the financial statements are authorised for issue where the events relate to a condition which arose after 30 June and which may have a material impact on the results of subsequent years.

Adjustments are made to amounts recognised in the financial statements, where an event occurs after 30 June and before the date the financial statements are authorised for issue, where those events provide information about conditions that existed at 30 June. Note disclosure is made about events between 30 June and the date the financial statements are authorised for issue, where the events relate to a condition which arose after 30 June, and which may have a material impact on the results of subsequent years.

The Authority is not aware of any material events occurring between the end of the reporting period and when the financial statements were authorised.

**Note 2 Significant Accounting Policies (continued)**

**f) Burial and memorial interment right lease liabilities**

Interment rights are considered to be leases, with the Authority acting as lessor, in accordance with the requirements of AASB 16 on the basis that the Interment Right holder (lessee) is able to:

- obtain economic benefits from using a defined asset (land); and
- direct the asset's use in accordance with the requirements of a predetermined protective right (i.e. operating policies)

*Burial and Memorial Interment Right Finance Lease Accounting*

Leases with a term at inception of 50 years or more are accounted for as finance leases, on the basis that the risks and rewards retained by the lessor (the Authority) through its residual interest in the asset are not considered to be significant when measured at inception.

The asset associated with the finance lease (i.e. land) is derecognised at the inception of the lease. Land is derecognised based on the average square meters of a burial plot, being two-meters squared, multiplied by the fair value of the land – refer Note 16.

The derecognised value of the asset will be recognised as a cost of sales through profit and loss – refer Note 9.

*Burial and Memorial Interment Right Operating Lease Accounting*

Leases with a term at inception of less than 50 years are accounted for as operating leases. Revenue from interment site fees received will be recognised as lease income over the term of the lease on a straight-line basis. For at-need sales, income will be recognised from the time of sale.

The unearned proportion of the operating lease interment right is recognised as a lease liability – refer Note 22.

The effect of renewals/extensions will be considered at the time of renewal, as the occurrence of a renewal on any particular lease cannot be predicted. If the renewal extends the lease term above 50 years from the time of renewal, the lease will be accounted for as a finance lease.

**g) Revenue recognition**

*Fees and Charges*

Burial fees, cremation fees, reflection room fees and monumental fees are recognised upon delivery of the service to the clients.

*Interment Right Finance Lease Revenue*

In accordance with AASB 16, income associated with finance leases is recognised using the effective income method. This income is recognised upon delivery of the service which, for finance lease arrangements, is effectively on receipt.

*Interment Right Operating Lease Revenue*

Revenue is recognised over time as and when the interment right lease is delivered to the lease holder.

*Unearned Revenue*

Prepaid funeral packages are purchased by clients for future interments which, depending on the package, include fees for burials, memorialisation, cremation and reflection room/lounge hire. The Authority deems these fees as unearned revenue as the payment has been received or is receivable from the client but the Authority has not yet provided the service.

**h) Assets**

*Receivables*

Receivables include amounts receivable from trade, prepayment and other accruals.

Trade receivables arise in the normal course of selling goods and services to the public. Trade receivables are generally receivable within 30 days after the issue of a statement or the goods/services have been provided under a contractual arrangement. The Authority sells burial and memorial sites in advance of an interment to clients under a contractual arrangement providing a three-year repayment option. However, the right of an interment is not granted to the client until the site is fully paid.

*Investments*

The Authority measures the unitised funds invested with Funds SA at fair value in accordance AASB 9 – Financial Instruments. Unrealised and realised gains and losses are reflected in the Statement of Comprehensive Income as fair value through profit and loss.

**Note 2 Significant Accounting Policies (continued)***Non Current Assets Acquisition and Recognition*

Non-current assets are initially recorded at cost or at the value of any liabilities assumed, plus any incidental cost involved with the acquisition. All non-current tangible assets with a value equal to or in excess of \$5 000 are capitalised.

*Depreciation and Amortisation*

All non-current assets, having a limited useful life, are systematically depreciated or amortised over their useful lives in a manner that reflects the consumption of their service potential.

Depreciation and amortisation is calculated on a straight line basis over the estimated useful life of the following classes of assets:

Class of Asset	Useful Life (years)
Buildings	40 - 100
Infrastructure Improvements	25 - 80
Plant and Equipment	4 - 15
Intangibles	3 - 5

*Revaluation of Non-Current Assets*

All non-current tangible assets are valued at fair value; and revaluation of non-current assets or group of assets is performed at least every six years. However, if at any time management considers that the carrying amount of an asset materially differs from its fair value, then the asset will be revalued regardless of when the last valuation took place.

The gross carrying amount is adjusted in a manner that is consistent with the revaluation of the carrying amount of the asset. The accumulated depreciation as at the revaluation date is adjusted to equal the difference between the gross carrying amount and the carrying amount of the asset after taking into account accumulated impairment losses. Upon disposal or derecognition, any revaluation surplus relating to that asset is transferred to retained earnings.

*Fair value measurement - Non-financial assets*

In determining fair value, the Authority has taken into account the characteristic of the asset and the asset's highest and best use. The Authority's current use is the highest and best use of the asset unless other factors suggest an alternative use is feasible. As the Authority did not identify any factors to suggest an alternative use, fair value measurement was based on current use.

The carrying amount of non-financial assets with a fair value at the time of acquisition that was less than \$1 million or an estimated useful life that was less than three years are deemed to approximate fair value.

*Intangible Assets*

Intangible assets are measured at cost and are tested for indications of impairment at each reporting date. Following initial recognition, intangible assets are carried at cost less any accumulated amortisation and any accumulated impairment losses. The authority holds only intangible assets with finite lives. The amortisation period and the amortisation method for intangible assets is reviewed on an annual basis.

The acquisition of or internal development of software is capitalised only when the expenditure meets the definition criteria (identifiability, control, and the existence of future economic benefits) and recognition criteria (probability of future economic benefits and cost can be reliably measured) and when the amount of the expenditure is greater than or equal to \$5 000. All research and development costs that do not meet the capitalisation criteria outlined in AASB 138 are expensed.

**i) Liabilities***Employee Benefits*

These benefits accrue for employees as a result of services provided up to the reporting date that remain unpaid. Long-term employee benefits are measured at present value and short-term employee benefits are measured at nominal amounts.

**j) Unrecognised contractual commitments and contingent assets and liabilities**

Commitments include operating arrangements arising from contractual or statutory sources and are disclosed at their nominal value - Note 24

The Authority is not aware of any contingent assets or liabilities in relation to the Authority's activities.

**k) Equity**

The asset revaluation surplus is used to record increments and decrements in the fair value of land, buildings and infrastructure to the extent that they offset one another. Relevant amounts are transferred to retained earnings when an asset is derecognised.

The West Terrace cemetery heritage reserve represents heritage donations and contributions received as well as transfers from retained earnings for the purposes of heritage works at West Terrace Cemetery.

**Note 2 Significant Accounting Policies (continued)****l) Change in accounting policy**

AASB 16 sets out the principles for the recognition, measurement, presentation and disclosure of leases. AASB 16 Leases replaces AASB 117 Leases and related interpretations.

Interment rights with a term of less than 50 years will be accounted for as operating leases. Interment rights with a term of 50 years and greater will be accounted for as finance leases - Note 2(f).

The adoption of AASB 16 Leases from 1 July 2019 resulted in adjustments to the amounts recognised from a lessor perspective in the financial statements:

- The derecognition of a proportion of underlying land assets related to finance leases.
- The recognition of a lease liability in relation to operating leases.

**Impact on retained earnings**

The total impact on the Authority's retained earnings as at 1 July 2019 is as follows:

	\$'000
Closing retained earnings 30 June 2019 - AASB 117	18,420
<b>Assets</b>	
Property, Plant and Equipment	(401) Note 16
<b>Liabilities</b>	
Lease Liability - Current	(189) Note 22
Lease Liability - Non Current	(2,718) Note 22
Opening retained earnings 1 July 2019 - AASB 16	15,112

*Accounting policy on transition*

AASB 16 sets out accounting policies on transition. Treasurer's Instructions (Accounting Policy Statements), required the Authority to apply AASB 16 retrospectively with the cumulative effect of initially applying the standard recognised at 1 July 2019 (comparatives have not been restated); apply AASB 16 to contracts that were previously identified as containing a lease under AASB 117 and not transitioned operating leases for which the lease term ends before 30 June 2020.

**m) Impact of Covid-19 pandemic on the Authority**

The Covid-19 pandemic has impacted the Authority over the latter half of 2019-20 with an impact to both revenue and expenditure. The key impacts were:

- a reduction in revenue across all areas, in particular Chapel and Lounges services due to social distancing restrictions imposed.
- an increase in human resource and cleaning related expenditure.



# Adelaide Cemeteries Authority

## Note 3 New and Revised Accounting Standards and Policies

The Authority did not voluntarily change any of its accounting policies during 2019-20

Australian Accounting Standards and Interpretations that have recently been issued or amended but are not yet effective, have not been adopted by the Authority for the period ending 30 June 2020. The Authority has assessed the impact of the new and amended standards and interpretations below.

Reference	Title and date of Standard application	Summary and Impact on financial statements	Application date for the Authority
AASB 1059	<i>Service Concession Arrangements: Grantors</i> 1 Jan 2020	<p>This new Standard addresses the accounting for a service concession arrangement by a grantor that is a public sector entity by prescribing the accounting for the arrangement from the grantor's perspective.</p> <p>The Standard requires the Grantor to recognise service concession assets and a corresponding liability. The asset shall be amortised over the life of the arrangement and income corresponding income also recognised.</p> <p>The Standard sets out the principles for the recognition, measurement, presentation and disclosure of Service Concession Arrangements.</p> <p>Based on a preliminary assessment, the Authority has not identified arrangements that involve an operator providing public services relating to a service concession asset on behalf of the Authority.</p> <p>The effects of this standard are not expected to be material to the Authority.</p>	1 July 2020
AASB 2018-6, AASB 3	<i>Business Combinations</i> 1 Jan 2020	<p>AASB 2018-6 amends AASB 3 to clarify the definition of a business to assist entities to determine whether a transaction should be accounted for as a business combination or as an asset acquisition.</p> <p>Amendments apply prospectively. The effects of this amendment are not expected to be material to the Authority.</p>	1 July 2020
AASB 2018-7	<i>Definition of Material</i> 1 Jan 2020	<p>AASB 2018-7 Refines the definition of Material across multiple Australian Accounting Standards to include consideration of obscure information that could reasonably be expected to influence decisions primary users of GPFS make based on those financial statements which provide financial information about a specific entity. Materiality depends on the nature or magnitude of information or both.</p> <p>The impact on Accounting Policy Statements is nil. The changes are not expected to be material to the Authority.</p>	1 July 2020
AASB 2019-1 AASB 3	<i>Business Combinations</i> 1 Jan 2020	<p>The standard amends several accounting standards, interpretations and pronouncements. This is as a result of the issuance of the new Conceptual Framework for Financial Reporting.</p> <p>The amendments are applicable to for-profit entities only, as such there is no impact to the Authority.</p>	1 July 2020
AASB 2019-3	<i>Amendments to AASB – Interest Rate Benchmark</i> 1 Jan 2020	<p>The amendments will affect entities that apply hedge accounting requirements of AASB 9 and AASB 139 to hedging relationship directly affected by the interest rate benchmark.</p> <p>The Authority does not currently apply hedge accounting. There is no material impact to the Authority.</p>	1 July 2020
AASB 2019-5	<i>Amendments to AASB 1054 Australian Additional Disclosures</i> 1 Jan 2020	<p>The amendments require disclosure of the Effect of New IFRS Standards Not Yet Issued in Australia.</p> <p>Not-for-profit entities need not provide the disclosures, as such there is no impact to the Authority.</p>	1 July 2020
AASB 2019-7	<i>Amendments to 1049 AASB 1049 Whole of Government and General Government Sector Financial Reporting</i> 1 Jan 2020	<p>The standard amends the disclosures and related reconciliations required at a whole of government level where the key fiscal aggregates measured under Generally Accepted Accounting Principles (GAAP) differ from the corresponding Australian Bureau of Statistics Government Finance Statistics (ABS GFS) measures.</p> <p>There is no impact to the Authority.</p>	1 July 2020
AASB 2020-4	<i>Amendment to AASB 16 Leases. Covid-19 Related Rent Concessions</i> 1 Jan 2020	<p>This standard amends AASB 16 Leases to provide a practical expedient that permits lessees not to assess whether rent concessions that occur as a direct consequence of the covid-19 pandemic and meet specified conditions are lease modifications and, instead, to account for those rent concessions as if they were not lease modifications.</p> <p>There is no impact to the Authority.</p>	1 July 2020

# Adelaide Cemeteries Authority

## Note 4 Fees and Charges

	2020	2019
	\$'000	\$'000
Burial and Memorial Interment Right	6,552	6,027
Burial	2,048	2,050
Cremation	877	980
Reflection Room and Lounge	397	603
Memorial	514	500
Monumental	284	262
Refunds	(296)	(391)
<b>Total Fees and Charges</b>	<b>10,376</b>	<b>10,031</b>

## Note 5 Net Gain/(Loss) from Disposal of Assets

	2020	2019
	\$'000	\$'000
<b>Plant and Equipment</b>		
Proceeds from disposal	7	30
Net Book Value of Assets Disposed	(9)	(24)
<b>Net Gain/(Loss) from Disposal of Plant and Equipment</b>	<b>(2)</b>	<b>6</b>

## Note 6 Investment Income

	2020	2019
	\$'000	\$'000
Net realised gain/(loss) on unitised fund investment designated as fair value through profit and loss	83	16
Net unrealised gain/(loss) on unitised fund investment value designated as fair value through profit and loss	(76)	474
<b>Total Investment Income</b>	<b>7</b>	<b>490</b>

## Note 7 Other Income

	2020	2019
	\$'000	\$'000
Cemetery Record Processing Charges	259	276
Fuel Tax Credit Received	8	13
Grants	90	300
Donations /Contributions	-	100
Interest	1	1
Insurance Proceeds	31	15
Property Rental	14	-
Sundry	13	17
<b>Total Other Income</b>	<b>416</b>	<b>722</b>

Adelaide Cemeteries Authority

**Note 8 Employee Benefits**

	2020	2019
	\$'000	\$'000
Salaries and Wages	4,165	4,155
Annual Leave	342	373
Long Service Leave	138	86
Workers Compensation	49	17
Employment On-costs - Superannuation	432	414
Employment On-costs - Payroll Tax	239	227
Board Fees (refer Note 25)	100	88
Other Employee Related Expenses	35	25
<b>Total Employee Benefits</b>	<b>5,500</b>	<b>5,385</b>

**Key Management Personnel**

Key management personnel of the Authority include the Minister, the Board, the Chief Executive Officer and the four members of the Executive Team. Total compensation for key management personnel was \$896 000 in 2019-20 and \$892 000 in 2018-19.

The compensation disclosed in this note excludes salaries and other benefits the Minister receives. The Minister's remuneration and allowances are set by the Parliamentary Remuneration Act 1990 and the Remuneration Tribunal of SA respectively and are payable from the Consolidated Account (via the Department of Treasury and Finance) under section 6 the Parliamentary Remuneration Act 1990.

Remuneration of Employees	2020	2019
	No.	No.
The number of employees whose remuneration received or receivable fall within the following bands:		
\$154 001 to \$174 000	-	2
\$174 001 to \$194 000	1	-
\$194 001 to \$214 000	-	-
\$214 001 to \$234 000	1	1
<b>Total Number of Employees</b>	<b>2</b>	<b>3</b>

The table includes all employees who received remuneration equal to or greater than the base executive remuneration level during the year. Remuneration of employees reflects all costs including salaries and wages, superannuation contributions, fringe benefits tax and any other salary sacrifice benefits. The total remuneration received by these employees for the year was \$409 000 (2019: \$543 000).

**Note 9 Supplies and Services**

	2020	2019
	\$'000	\$'000
Water	474	500
Insurance	61	59
Audit Fees	44	43
Grounds Maintenance	42	58
Repairs and Maintenance	458	599
Burial Vaults and Other Cost of Sales	333	355
Advertising and Marketing	386	532
Personal Service Contractors	311	164
Monumental Mason Memorials	191	230
Fuel, Light and Power	227	227
Computing and Communication Services	93	102
Information Technology	414	363
Memorials	187	160
Waste Management Services	111	116
Security and Patrols	105	132
Other Supplies and Services	314	327
<u>Administration Expenses</u>		
Trade Discounts	146	147
Consultants (see below)	144	238
General Administration Expenses	296	364
<b>Total Supplies and Services</b>	<b>4,337</b>	<b>4,716</b>

The number and value of consultancies paid/payable (included in supplies and services) that fall within the following bands:	No.	2020	No.	2019
		\$'000		\$'000
Equal or Less Than \$10 000	9	37	8	44
Above \$10 000	10	107	5	194
<b>Total Paid/Payable to the Consultants Engaged</b>	<b>19</b>	<b>144</b>	<b>13</b>	<b>238</b>

Adelaide Cemeteries Authority

**Note 10 Borrowing Costs**

	2020	2019
	\$'000	\$'000
Interest paid/payable on short-term and long-term borrowings	40	56
<b>Total Borrowing Costs</b>	<b>40</b>	<b>56</b>

**Note 11 Other Expenses**

	2020	2019
	\$'000	\$'000
Impairment losses non-financial assets	-	41
<b>Total Other Expenses</b>	<b>-</b>	<b>41</b>

**Note 12 Cash**

	2020	2019
	\$'000	\$'000
Cash at Bank	929	323
Cash on Hand	1	1
<b>Total Cash</b>	<b>930</b>	<b>324</b>

**Note 13 Receivables**

	2020	2019
	\$'000	\$'000
<b>Current</b>		
Receivables	1,546	1,595
Prepayments	93	73
Accrued Revenues	14	14
<b>Total Current Receivables</b>	<b>1,653</b>	<b>1,682</b>
<b>Non-Current</b>		
Receivables	1,660	1,469
<b>Total Non-Current Receivables</b>	<b>1,660</b>	<b>1,469</b>
<b>Total Receivables</b>	<b>3,313</b>	<b>3,151</b>

**Note 14 Inventories**

	2020	2019
	\$'000	\$'000
Burial Vaults	245	275
Burial Crypts	360	461
Burial and Memorial sites	42	49
<b>Total Inventories</b>	<b>647</b>	<b>785</b>

Inventory is measured at cost using the first in first out method.

**Note 15 Investments**

	2020	2019
	\$'000	\$'000
<b>Non-Current</b>		
Unitised Funds with Funds SA	5,357	6,350
<b>Total Non-Current Investments</b>	<b>5,357</b>	<b>6,350</b>
<b>Total Investments</b>	<b>5,357</b>	<b>6,350</b>

**Note 16 Property, Plant and Equipment**

	2020 \$'000	2019 \$'000
<b>Land and Buildings</b>		
Land at fair value	3,780	11,140
Derecognised Land	(149)	-
Buildings at fair value	16,734	10,936
Accumulated Depreciation	(6,088)	(975)
<b>Total Land and Buildings</b>	<b>14,277</b>	<b>21,101</b>
<b>Infrastructure</b>		
Infrastructure at fair value	31,557	16,097
Accumulated Depreciation	(17,280)	(1,639)
<b>Total Infrastructure</b>	<b>14,277</b>	<b>14,458</b>
<b>Plant and Equipment</b>		
Plant and Equipment at cost (deemed fair value)	5,420	5,312
Accumulated Depreciation	(3,364)	(2,969)
<b>Total Plant and Equipment</b>	<b>2,056</b>	<b>2,343</b>
<b>Capital Works in Progress</b>		
Capital Works in Progress at cost (deemed fair value)	1,987	754
<b>Total Capital Works in Progress</b>	<b>1,987</b>	<b>754</b>
<b>Total Property, Plant and Equipment</b>	<b>32,597</b>	<b>38,656</b>

**Valuation of Land and Buildings**

Land, Buildings and Infrastructure were valued at fair value by independent valuer Liquid Pacific Holding Pty Ltd as at 30 June 2020. The valuer arrived at fair value based on recent market transactions for similar land in the area taking into account zoning and restricted use.

The valuer used depreciated replacement cost for buildings and infrastructure due to there not being an active market for such buildings and infrastructure. The depreciated replacement cost considered the specialised nature of the assets, including the restricted use of the assets; the size, condition and location. The valuation was based on an assessment of cost, useful life and asset condition.

**Useful Life of Assets**

There have been minor changes in the useful lives of infrastructure improvements and buildings as part of the 2019-20 revaluations. We acknowledge that plant and equipment remain unchanged.

**16.1 Reconciliation of Property, Plant and Equipment**

The following table shows the movement of property, and plant and equipment during 2019-20

	Land \$'000	Buildings \$'000	Infrastructure \$'000	Plant and Equipment \$'000	Capital Works In Progress \$'000	Total \$'000
Carrying amount at 30 June 2019	11,140	9,961	14,458	2,343	754	38,656
Additions	-	-	-	42	2,841	2,883
Disposals	-	(2)	-	(7)	-	(9)
Transfers between asset classes	-	1,583	(59)	84	(1,608)	-
Derecognition of Land pre 1 July 2019 (AASB 16)	(401)	-	-	-	-	(401)
Derecognition of Land (AASB 16)	(30)	-	-	-	-	(30)
Depreciation	-	(221)	(405)	(406)	-	(1,032)
Revaluation increment / (Decrement)	(7,078)	(675)	283	-	-	(7,470)
Carrying amount at 30 June 2020	3,631	10,646	14,277	2,056	1,987	32,597

**Note 17 Intangible Assets**

	2020 \$'000	2019 \$'000
<b>Intangible Assets</b>		
Intangible Assets	20	9
Less: Accumulated Amortisation	(4)	-
<b>Total Intangible Assets</b>	<b>16</b>	<b>9</b>

**Reconciliation of Intangible Assets**

The following table shows the movement of intangible assets during 2019-20

	Intangible Assets \$'000
Carrying amount at 30 June 2019	9
Additions	20
Transfers between asset classes	(9)
Amortisation	(4)
Carrying amount at 30 June 2020	16

# Adelaide Cemeteries Authority

Note 18 Payables		
	2020	2019
	\$'000	\$'000
<b>Current</b>		
Creditors	922	286
Accrued Expenditure	435	170
GST Payable	62	149
Employment On-costs	68	60
Other Payables	119	100
<b>Total Current Payables</b>	<b>1,606</b>	<b>765</b>
<b>Non-Current</b>		
Employment On-costs	42	32
<b>Total Non-Current Payables</b>	<b>42</b>	<b>32</b>
<b>Total Payables</b>	<b>1,648</b>	<b>797</b>

Payables and accruals are raised for all amounts owing but unpaid. Sundry payables are normally settled within 30 days from the date the invoice is first received. All payables are non-interest bearing. The carrying amount of payables represents fair value due to their short-term nature. The net amount of GST recoverable from the ATO is included as part of payables. Employment on-costs include payroll tax, ReturnToWorkSA levies and superannuation contributions and are settled when the respective employee benefits that they relate to is discharged.

Note 19 Employee Benefits		
	2020	2019
	\$'000	\$'000
<b>Current</b>		
Accrued Salaries and Wages	90	50
Annual Leave	297	288
Long Service Leave	82	74
<b>Total Current Employee Benefits</b>	<b>469</b>	<b>412</b>
<b>Non-Current</b>		
Long Service Leave	431	338
<b>Total Non-Current Employee Benefits</b>	<b>431</b>	<b>338</b>
<b>Total Employee Benefits</b>	<b>900</b>	<b>750</b>

## Salaries and wages, annual leave, and sick leave

The liability for salary and wages is measured as the amount unpaid at the reporting date at remuneration rates current at the reporting date. The annual leave liability is expected to be payable within 12 months and is measured at the undiscounted amount expected to be paid.

In the unusual event where salary and wages and annual leave are payable later than 12 months, the liability will be measured at present value. No provision has been made for sick leave, as all sick leave is non-vesting, and the average sick leave taken in future years by staff is estimated to be less than the annual entitlement for sick leave.

## Long service leave - measurement

AASB 119 Employee Benefits contains the calculation methodology for the long service leave liability.

The actuarial assessment performed has provided a basis for the measurement of long service leave and is based on actuarial assumptions on expected future salary and wage levels, experience of employee departures and periods of service.

AASB 119 requires the use of the yield on long term Commonwealth Government bonds as the discount rate in the measurement of the long service leave liability. The yield on long term Commonwealth Government bonds has decreased from 1.25% (2018-19) to 0.75% (2019-20).

The salary inflation rate for long service leave decreased from 4.0% to 2.5%, whilst annual leave decreased from 2.2% to 2.0% in 2019-20.

The net financial effect of the changes to actuarial assumptions in the current financial year is an:

- decrease in the long service leave liability of \$15 000; and
- staff benefits expense of \$15 000.

The impact on the future periods is impracticable to estimate as the long service leave liability is calculated using a number of assumptions - a key assumption being the long-term discount rate.

# Adelaide Cemeteries Authority

## Note 20 Provisions

	2020 \$'000	2019 \$'000
<b>Current</b>		
Workers Compensation	16	14
<b>Total Current Provisions</b>	<b>16</b>	<b>14</b>
<b>Non-Current</b>		
Workers Compensation	30	20
<b>Total Non-Current Provisions</b>	<b>30</b>	<b>20</b>
<b>Total Provisions</b>	<b>46</b>	<b>34</b>
<b>Movement in Provisions</b>		
Carrying amount at 1 July	34	37
Additional provisions recognised	49	17
Reduction arising from payments	(37)	(20)
<b>Carrying amount at 30 June</b>	<b>46</b>	<b>34</b>

A provision has been reported to reflect unsettled workers compensation claims. The workers compensation provision is based on an actuarial assessment of the outstanding liability as at 30 June 2020 provided by a consulting actuary engaged through the Office of the Commissioner for the Public Sector. The provision is for the estimated cost of ongoing payments to employees as required under current legislation. The Authority is responsible for the payment of workers compensation claims.

## Note 21 Unearned Revenue

	2020 \$'000	2019 \$'000
<b>Current</b>		
Prepaid Funeral Packages	234	234
Deposits Held	297	-
<b>Total Current Unearned Revenue</b>	<b>531</b>	<b>234</b>
<b>Non-Current</b>		
Prepaid Funeral Packages	6,814	6,165
<b>Total Non-Current Unearned Revenue</b>	<b>6,814</b>	<b>6,165</b>
<b>Total Unearned Revenue</b>	<b>7,345</b>	<b>6,399</b>

## Note 22 Interment Right Lease Liability

	2020 \$'000	2019 \$'000
<b>Current</b>		
Interment Rights	198	-
<b>Total Current Interment Right Lease Liability</b>	<b>198</b>	<b>-</b>
<b>Non-Current</b>		
Interment Rights	2,750	-
<b>Total Non-Current Interment Right Lease Liability</b>	<b>2,750</b>	<b>-</b>
<b>Total Interment Right Lease Liability</b>	<b>2,948</b>	<b>-</b>

The lease liability relates to Interment Rights of less than 50 years in line with AASB 16 Leases. This represents a change in accounting policy effective 2019-20, refer Note 2(l).

## Note 23 Borrowings

	2020 \$'000	2019 \$'000
<b>Current</b>		
SAFA Funding Facility	440	428
<b>Total Current Borrowings</b>	<b>440</b>	<b>428</b>
<b>Non-Current</b>		
SAFA Funding Facility	225	665
<b>Total Non-Current Borrowings</b>	<b>225</b>	<b>665</b>
<b>Total Borrowings</b>	<b>665</b>	<b>1,093</b>

The SAFA Fund Facility borrowing interest rate is determined by the Treasurer and was 4.4% in 2020 (4.4% in 2019).

**Note 24 Unrecognised Contractual Commitments**

	2020 \$'000	2019 \$'000
<b>Capital Commitments</b>		
Within one year	653	-
Later than one year but not longer than five years	1,417	-
<b>Total Capital Commitments</b>	<b>2,070</b>	<b>-</b>

The Authority's capital commitments are for operational equipment.

<b>Expenditure Commitments</b>		
Within one year	106	403
Later than one year but not longer than five years	100	51
<b>Total Expenditure Commitments</b>	<b>206</b>	<b>454</b>

The Authority's expenditure commitments are for operational services.

**Note 25 Remuneration of Board Members**

Members that were entitled to receive remuneration for membership during 2019-20 were:

Tristan Just (Chair - commenced 2 August 2019)	Susan Clearihan (ceased 5 June 2020)
Patricia Christie	Ester Huxtable (ceased 2 August 2019)
Joanna Andrew (commenced 2 August 2019)	Wayne Hanson (ceased 2 August 2019)
Johnathon Matthews (commenced 2 August 2019)	Mary Patetsos (ceased 2 August 2019)
Kimberley Gillan (commenced 2 August 2019)	
Luisa Greco (commenced 2 August 2019)	
Paul Di Iulio (commenced 5 June 2020)	

**Remuneration of Board Members**

The number of members whose remuneration received falls within the following bands:

	2020	2019
\$0 - \$19 999	11	6
\$20 000 - \$39 999	-	1
<b>Total Number of Members</b>	<b>11</b>	<b>7</b>

Remuneration of members reflects all costs of performing Board member duties including sitting fees, superannuation contributions, fringe benefits tax and any other salary sacrifice arrangements. The total remuneration received or receivable by members was \$100 000 (2019: \$88 000).

Unless otherwise disclosed, transactions between the Authority and Board members are on conditions no more favourable than those that it is reasonable to expect the entity would have adopted if dealing with the related party at arm's length in the same circumstances.

**Note 26 Related Party Transactions**

The Authority is a statutory authority established pursuant to the *Adelaide Cemeteries Authority Act 2001* and is a wholly owned and controlled entity of the Crown.

Related parties of the Authority include all key management personnel and their close family members; all Cabinet Ministers and their close family members; and all public authorities that are controlled and consolidated into the whole of government financial statements and other interests of the Government.

Compensation of Key Management Personnel is disclosed in Note 8.

There are no individually significant transactions with Key Management Personnel and other related parties.



**Note 27 Financial Risk Management/ Financial Instruments****Financial Risk Management**

Risk management is managed by the Authority and risk management policies and practices are in accordance with internal written policies approved by the Authority's Board.

The Authority's investments are held with Funds SA and operate in accordance with an annual performance plan and service level agreement. Risks associated with these investments are primarily managed through Funds SA's risk management policies and procedures.

There have been no changes in risk exposure since the last reporting period.

**Categorisation of Financial Instruments**

The carrying amounts of each of the following categories of financial assets and liabilities: loans and receivables; available for sale investments; and financial liabilities measured at cost are detailed below:

Category of Financial Asset and Financial Liability	Statement of Financial Position Line Item	Fair Value		Carrying Amount	
		2020 \$'000	2019 \$'000	2020 \$'000	2019 \$'000
<b>Financial Assets</b>					
Cash and Cash Equivalents	Cash	930	324	930	324
Loans and Receivables	Receivables	3,219	3,077	3,219	3,077
Available for Sale	Investments	5,357	6,350	5,357	6,350
<b>Total Financial Assets</b>		<b>9,506</b>	<b>9,751</b>	<b>9,506</b>	<b>9,751</b>
<b>Financial Liabilities</b>					
Financial Liabilities at Cost	Payables	1,330	417	1,330	417
	Borrowings	665	1,093	665	1,093
<b>Total Financial Liabilities</b>		<b>1,995</b>	<b>1,510</b>	<b>1,995</b>	<b>1,510</b>

The receivable and payable amounts disclosed here exclude amounts relating to statutory receivables and payables (e.g. Commonwealth, State and Local Government taxes, fees and charges; Auditor-General's Department audit fees). In government, certain rights to receive or pay cash may not be contractual and therefore, in these situations, the requirements will not apply. Where rights or obligations have their source in legislation such as levies, tax and equivalents, they would be excluded from the disclosure. The standard defines contract as enforceable by law. All amounts recorded are carried at cost. The receivables amount disclosed here excludes prepayments as they are not financial assets. Prepayments are presented in note 13.