



AGENDA

32nd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 16 APRIL 2024

Meeting to be held commencing 6:00pm
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

Community Forum
will be held from 5:30pm – 6:00pm

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

The Ordinary Meeting of Council will be open to the public and holds a Statement of Commitment to adhere to:

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 April 2024

1. Acknowledgement of Traditional Ownership

Council would like to acknowledge the Traditional Custodians of this land on which we meet tonight. We pay our respects to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

2. Opening of Meeting

An audio and visual recording of this meeting is live streamed to Council's YouTube channel and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending this meeting, you confirm you have read and agree to comply by Council's Recording of Council Meetings Policy.

3. Electronic Attendance / Apologies and Leave of Absence

- 3.01 Electronic Attendance
- 3.02 Apologies
- 3.03 Leave of Absence Previously Granted
- 3.04 Leave of Absence Request

4. Disclosures of Interest

A conflict of interest arises where an individual has a private or personal interest, perceived or real, which could affect their capacity as an Elected Member to perform their public or professional duties in an impartial manner.

Any member of Council who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at a Council meeting or a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

- 4.01 Elected Members
- 4.02 Staff

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 19 March 2024, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 19 March 2024, 5 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 19 March 2024 at 6:00pm

Present	Doug Barden Rachael Wright Andrew Mackay Kevin Harlan Emma Sharp Mathew Salter Mark Sidey	Mayor (Chair) Deputy Mayor, Councillor North Ward Councillor Central Ward Councillor Central Ward (<i>electronically</i>) Councillor South Ward Councillor North Ward Councillor South Ward
Staff	Stephen Hoyne Rodney Jessup Rebecca Taylor Ashleigh Young Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Policy and Governance Program Leader (<i>electronically in part</i>) Community Participation Officer (<i>electronically in part</i>) Executive Assistant
Public	As per Attendance Register	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which they meet. The Mayor also conveyed Council's respect to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:00pm

The Mayor welcomed members of the public.

The Mayor advised that an audio and visual recording of the meeting was live streamed to Council's online platform and will remain online for public viewing in accordance with Council's Recording of Council Meetings Policy. By attending the meeting, those present agreed to comply by Council's Recording of Council Meetings Policy.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Sharp
Seconded: Deputy Mayor Wright

THAT Council approve Cr Harlan to attend the meeting electronically.

CARRIED (7/0) ORD2024 11-044

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

The Mayor advised that any member of Council who may have a conflict of interest, or a possible conflict of interest regarding any item of business to be discussed at a Council meeting or a Committee meeting should declare the conflict of interest to enable Council to manage the conflict in accordance with its obligations under the *Local Government Act 2019* and its policies regarding the same.

4.1 Elected Members

Councillor Salter disclosed a conflict of interest (during the Confidential Section of the Meeting) in Item 15.05 Breach of Code of Conduct Complaint – 16 January 2024 and agreed to leave the meeting before this item was considered.

4.2 Staff

Chief Executive Officer, Stephen Hoyne disclosed a conflict of interest in Items 15.05 Breach of Code of Conduct Complaint – 16 January 2024; Item 15.06 NTCAT Orders Case Number 2023-04224-CT; Item 15.09 Notice of Motion – Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Terms of Reference – Amendment; and Item 15.10 Notice of Motion – Council Representatives Appointed to Committees – Chief Executive Officer Performance Appraisal and Remuneration Review Committee and agreed to leave the meeting before these items were considered.

5. PUBLIC QUESTIONS

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Wright
Seconded: Cr Mackay

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 20 February 2024, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 20 February 2024, 4 pages.

CARRIED (7/0) ORD2024 11-045

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council receive and note Item 6.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

CARRIED (7/0) ORD2024 11-046

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Mackay
Seconded: Cr Sharp

THAT the late report Item 15.07 Award Contract – RFT23-376 Guys Creek Road, be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration.

CARRIED (7/0) ORD2024 11-047

10. NOTICES OF MOTION

Refer to:

Item 15.09 Notice of Motion - Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Terms of Reference – Amendment

Item 15.10 Notice of Motion - Council Representatives Appointed to Committees - Chief Executive Officer Performance Appraisal and Remuneration Review Committee

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 21 February 2024 to 19 March 2024.

CARRIED (7/0) ORD2024 11-048

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Updates from Appointed Representatives will be provided within the meeting when applicable reports are considered.

An update will be provided during Item 13.01.05 RMAC Unconfirmed Minutes 29 February 2024

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – February 2024

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council note the Litchfield Council Finance Report for 29 February 2024.

CARRIED (7/0) ORD2024 11-049

13.01.02 People, Performance and Governance Report – February 2024

Moved: Deputy Mayor Wright
Seconded: Cr Sharp

THAT Council note the People, Performance and Governance Report for February 2024.

CARRIED (7/0) ORD2024 11-050

13.01.03 Draft GOV19 Breach of Code of Conduct

Moved: Cr Sidey
Seconded: Deputy Mayor Wright

THAT Council:

1. adopt the draft policy GOV19 Breach of Code of Conduct, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

CARRIED (7/0) ORD2024 11-051

13.01.04 Draft GOV02 Meeting Procedures Policy

Moved: Cr Sharp
Seconded: Cr Salter

THAT Council:

1. adopt the draft policy GOV02 Meeting Procedures Policy, as at Attachment A, and
2. authorise the Chief Executive Officer to make minor amendments.

CARRIED (7/0) ORD2024 11-052

13.01.05 Risk Management Audit Committee Open Minutes – 29 February 2024

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 29 February 2024 meeting, as at Attachment A.

CARRIED (7/0) ORD2024 11-053

13.01.06 Closure of Local Government Compliance Review 2022

Moved: Cr Sharp
Seconded: Cr Mackay

THAT Council:

1. receive and note correspondence from the Local Government Division, Department of the Chief Minister and Cabinet dated 12 March 2024, at Attachment A; and
2. acknowledge the Compliance Officers Local Government Division, Department of the Chief Minister and Cabinet and thank them for the insights and improvements opportunities identified via the compliance review process.

CARRIED (7/0) ORD2024 11-054

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – February 2024

Moved: Cr Salter

Seconded: Cr Sharp

THAT Council note the Community Services and Development Monthly Report for February 2024.

CARRIED (7/0) ORD2024 11-055

13.02.02 Draft FIN07 Community Grants, Donations and Sponsorship Policy

Moved: Cr Mackay

Seconded: Cr Sidey

THAT Council:

1. adopt the draft policy FIN07 Community Grants, Donations and Sponsorship Policy, as at Attachment A;
2. authorises the Chief Executive Officer to make minor amendments.

A division was called

Those voting in favour of the motion were Deputy Mayor Wright, Cr Mackay, Cr Sidey, Cr Sharp and Cr Harlan

Those voting against the motion were Mayor Barden and Cr Salter

CARRIED (5/2) ORD2024 11-056

13.02.03 Draft COM01 Youth Policy

Moved: Cr Salter

Seconded: Cr Sharp

THAT Council:

1. adopt the draft COM01 Youth Policy, as at Attachment A, with a review date of one year; and
2. authorise the Chief Executive Officer to make minor amendments.

CARRIED (7/0) ORD2024 11-057

13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events

Moved: Cr Sidey

Seconded: Cr Sharp

THAT Council:

1. lift from the table 13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events from 20 February 2024 as at Attachment A;
2. authorise the provision of one-time funding, with the amount, not exceeding \$5,000.00, to be determined by Council, to contribute towards covering the costs for a service aimed at enhancing the safety of the event and its attendees, and aiding in risk mitigation for an event within the municipality;
3. approve the addition of an amount determined by Council but not exceeding \$5,000.00, to Budget 2025 in accordance with FIN04 Financial Reserves Policy; and
4. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and the Darwin River Tavern, ensuring the inclusion of the Litchfield Council logo on promotional items, list Litchfield Council as an official sponsor on the event webpage, and grant the council delegates the right to display the council logo in the form of banners, flags, and/or signs onsite for the duration of the event.

A division was called

Those voting in favour of the motion were Deputy Mayor Wright, Cr Sidey, Cr Sharp, Cr Harlan and Cr Mackay

**Those voting against the motion were Mayor Barden and Cr Salter
CARRIED (5/2) ORD2024 11-058**

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report February 2024

Moved: Deputy Mayor Wright

Seconded: Cr Sharp

THAT Council:

1. receive and note the Summary Planning and Development Report February 2024.
2. note for information the responses provided to relevant agencies within Attachments A to H of this report.

CARRIED (7/0) ORD2024 11-059

14. OTHER BUSINESS

14.01 Berry Springs Waste Transfer Station – Opening Hours

A briefing report was requested in relation to the waste transfer station opening hours at Berry Springs.

14.02 Driveway and Crossover Policy

For discussion at a briefing.

15. CONFIDENTIAL ITEMS

Moved: Cr Mackay

Seconded: Cr Sidey

THAT pursuant to Section 293(1) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

15.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.02 Risk Management and Audit Committee Unconfirmed Confidential Minutes 25 October 2023

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.03 Application for Write-Off of Rates Charges

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(b) information about the personal circumstances of a resident or ratepayer.

15.04 Code of Conduct Complaints – Status Update

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(f) subject to subregulation (2) - information in relation to a complaint of a contravention of the code of conduct.

15.05 Breach of Code of Conduct Complaint – 16 January 2024

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(f) subject to subregulation (2) - information in relation to a complaint of a contravention of the code of conduct.

15.06 NTCAT Orders – Case Number 2023-04224-CT

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

15.07 Tender RFT23-376 Guys Creek Road Upgrade

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.08 Tender RFT23-414 Research Various Roads

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

15.09 Notice of Motion - Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Terms of Reference - Amendment

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

15.10 Notice of Motion - Council Representatives Appointed to Committees - Chief Executive Officer Performance Appraisal and Remuneration Review Committee

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

CARRIED (7/0) ORD2024 11-060

The meeting moved to Confidential Session at 7:20pm.

Moved: Cr Mackay
Seconded: Cr Sidey

THAT pursuant to Section 293(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be re-opened to the public.

CARRIED (5-0) ORD2024 11-072

The meeting moved to Open Session at 8:32pm.

Items moved from Confidential:

15.03 Application to Write-Off Rates Charges

Moved: Cr Mackay
Seconded: Cr Salter

THAT Council:

1. write-off rates charges, totalling \$22,287.23, for Assessment 10103430 and 10105849 being a cancelled lot.
2. make public its resolution on this matter.

CARRIED (7/0) ORD2024 11-062

17. CLOSE OF MEETING

The Chair closed the meeting at 8:32pm.

18. NEXT MEETING

Tuesday 16 April 2024.

MINUTES TO BE CONFIRMED

Tuesday 16 April 2024.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

unconfirmed

6.02 - Business Arising from the Minutes

In Progress	Ongoing
Completed	Superseded

Resolution	Resolution	Meeting Date	Officer	Status
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ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>In Progress</p> <p>Meeting held with the proponent to progress to legal contracts as required by crown for the agreement. The proponent is progressing to have these contracts produced.</p>
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ORD2023 11-093	<p>Cost to maintain the eight owned Council reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council’s eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; 2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council’s eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and 3. receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<p>Ongoing</p> <p>Council have supported the proposed timeline to provide individual asset management plans for all Council reserves. Data updating is progressing.</p>
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Appointment of Committee Members to the Knuckey Lagoon Recreation Reserve Management Committee

THAT Council

- | | | | |
|-------------------|---|------------|-----|
| ORD2023
11-121 | <ol style="list-style-type: none"> 1. appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023; 2. writes to Mr John Fuller, Ms Millie Feeney and Mrs Tou Samarat to inform them of Council's decision; 3. writes to Mr Rus Swan and Ms Cate-Linne Fraser to thank them for their commitment to the reserve and committee; and 4. advertises for nominations to the two vacancies for a community member and a community representative (not representing a User Group) on the Knuckey Lagoon Recreation Reserve Management Committee. | 18/07/2023 | CEO |
|-------------------|---|------------|-----|

In progress

Letters distributed. Vacancy for the committee has been advertised through social media and updated on the Litchfield council website.

Freds Pass Reserve Expansion

THAT Council:

- | | | | |
|-------------------|--|------------|-----|
| ORD2023
11-142 | <ol style="list-style-type: none"> 1. adopt the Freds Pass Reserve land expansion concept to include: <ol style="list-style-type: none"> a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways; 2. adopt the concept to acquire land from Power and Water Corporation's Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and 3. approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required. | 15/08/2023 | DIO |
|-------------------|--|------------|-----|

Ongoing

Inform discussions have not commenced with PAWA in relation to point 2. NTG shared path plan still in development.

Ongoing

Engaged consultant to prepare Development Application for consolidation for Point 3.

Freds Pass Show Proposed Site Location

THAT Council:

1. support the proposed locations for the Freds Pass Rural Show and the required upgrades to the areas:
 - a. Polocrosse carpark
 - b. Palm Garden
 - c. Paintball field
2. provide support to the Freds Pass Rural Show Incorporated by approving a budget allocation of \$150,000 towards site location upgrade works;
3. approve the use of unallocated 'New Initiative' funding for the upgrade works; and
4. support Freds Pass Rural Show Incorporated to work with the Freds Pass Sport and Recreation Management Board to develop plans for the community event moving forward.

ORD2023
11-210

21/11/2023 DIO

In Progress

Scope has been developed and will be shared with the show committee.

INF06 Private Roads Policy – Extension of Review

THAT Council:

1. adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of one year and authorise the Chief Executive Officer to make minor amendments; and
2. approve the ongoing review of the private roads policy as a 'project' to be completed by December 2024 and approve additional funding for consultants and legal fees in the current budget.

ORD 2023
11-242

12/12/2023 DIO

In Progress

Policy updated accordingly.

Guys Creek Road Upgrade – Revised Design

THAT Council:

1. approve the reduction in design requirements noting the risk associated;
2. approve the additional budget of \$500,000 to be taken from Asset Financial Reserves for upgrades to Guys Creek Road, noting the new total budget to be \$1,750,000 (excluding GST); and
3. proceed to Tender with the revised design and budget allocation.

ORD 2024
11-012

16/01/2024 DIO

In Progress

Project has been released for public tender. Tender closes Tuesday 5 March 2024.

Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events

ORD 2024 11-034	THAT Council: 1. lay this report on the table until the 19 March Ordinary Council Meeting; and 2. review FIN07 Community Grants, Donations and Sponsorship Policy prior to 19 March Ordinary Council Meeting.	20/02/2024	CEO	Superseded Refer to Decision ORD 2024 11-058
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Closure of Local Government Compliance Review 2022

ORD 2024 11-054	THAT Council: 1. receive and note correspondence from the Local Government Division, Department of the Chief Minister and Cabinet dated 12 March 2024, at Attachment A; and 2. acknowledge the Compliance Officers Local Government Division, Department of the Chief Minister and Cabinet and thank them for the insights and improvements opportunities identified via the compliance review process.	19/03/2024	DCCS	Completed
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Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events

ORD 2024 11-058	THAT Council: 1. lift from the table 13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events from 20 February 2024 as at Attachment A; 2. authorise the provision of one-time funding, with the amount, not exceeding \$5,000.00, to be determined by Council, to contribute towards covering the costs for a service aimed at enhancing the safety of the event and its attendees, and aiding in risk mitigation for an event within the municipality; 3. approve the addition of an amount determined by Council but not exceeding \$5,000.00, to Budget 2025 in accordance with FIN04 Financial Reserves Policy; and 4. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and the Darwin River Tavern, ensuring the inclusion of the Litchfield Council logo on promotional items, list Litchfield Council as an official sponsor on the event webpage, and grant the council delegates the right to display the council logo in the form of banners, flags, and/or signs onsite for the duration of the event.	19/03/2024	CEO	Completed
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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 April 2024

- 7** **Petitions**
- 8** **Deputations and Presentations**
- 9** **Accepting or Declining Late Items**
- 10** **Notices of Motion**
- 11** **Mayor's Report**



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	19/03/2024
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 20 March 2024 to 16 April 2024.

Summary

20 March 2024	Litchfield Development Consent Authority Meeting
22 March 2024	Litchfield Art Exhibition Opening – Humpty Doo Village Green
24 March 2024	Litchfield Australian Citizenship Ceremony Celebrating Harmony Week
31 March 2024	Berry Springs Markets
2 April 2024	Strategic Discussion and Briefing Session
4 April 2024	Palmerston Australian Citizenship Ceremony
5 April 2024	LGANT – Proposed changes to Constitution meeting
5 April 2024	Tourism Top End Welcome to the Dry 2024 – Mindil Beach Casino
8 April 2024	NT Treaty Symposium
9 April 2024	Meeting with Senator McDonald
9 April 2024	CEO Performance Appraisal and Remuneration Review Committee Meeting
15 April 2024	NT Grants Commission Public Hearing in Litchfield
16 April 2024	Community Forum and Ordinary Council Meeting

Recommendation

THAT Council receive and note the Mayor's monthly report.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 April 2024

12 Reports from Council Appointed Representatives

Meeting	Representative
CEO Performance Appraisal and Remuneration Review Committee (Confidential)	Mayor

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – March 2024
- 13.01.02 People, Performance and Governance Report – March 2024
- 13.01.03 Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034

13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – March 2024
- 13.02.02 People Performance and Governance Monthly Report – March 2024
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- 13.02.04 Appointment of Deputy Mayor
- 13.02.05 Breach of Code of Conduct Complaint – 21 October 2024 – Summary Decision
- 13.02.06 Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension
- 13.02.07 Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Council Representation

13.03 Infrastructure and Operations

- 13.03.01 Summary Planning and Development Report – March 2024



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – March 2024
Author & Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	23/04/2024
Attachments:	A: Litchfield Council Finance Report – March 2024

Executive Summary

This report presents the Litchfield Council Finance Report for 31 March 2024. Budget 2023/24 figures have been updated with adopted first budget review movements.

Operational Income reflects the entire year of rates levied. As expenses are incurred over the year, the current surplus position will gradually decrease.

The Balance Sheet has been updated in accordance with 2022/23 audited financial statements and Financial Reserves has been updated with budget review one figures.

The annual rates and waste charges were levied in July 2023, and the last instalment was due on 28 February 2024. Outstanding rates ratio will continue to decline as scheduled payments occur and Council implements rates recovery initiatives.

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 March 2024.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

This report complies with the *Local Government Act 2019*, Local Government (General) Regulations 2021, Division 7, Financial Matters, Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports, Council's policies, and Australian Accounting Standards.

Financial Implications

Nil.

Risks

Financial

The Council's current revenue levels fall short of funding the required asset renewal expenditure. As a result, there are long-term financial sustainability challenges concerning the renewal and upgrade of existing assets, including buildings, roads, and irrigation infrastructure. Therefore, council continues to discuss avenues to increase investment in this area.

Community Engagement

Not applicable.

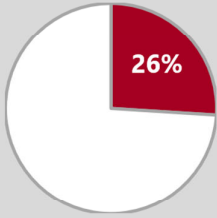
**LITCHFIELD
COUNCIL**



Finance Report
March 2024

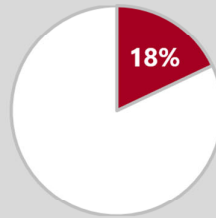
MAR 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 3.92m
Municipal Plan Target – 30%



Rates Outstanding

\$ 3.08m Outstanding
Municipal Plan Target – < 18%
(Less than 2.9mn)



Current Cash Investments

\$ 28.83m

- 0 of 18** Budgeted Capital Programs 2023/24
\$0.382m Spent (5.93%)
- 0 of 9** Additional Capital Programs 2023/24
\$0.18m Spent (7.32%)
- 18 of 27** Carry Forward Programs from 2022/23-\$3.36m Spent (72.59%)
- \$16.38m** Budgeted Cash Reserves June 2024

\$ 18.42m

OPERATIONAL REVENUE

\$21.68m Budget– 85% Target Achieved

\$ 1.14m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 10.50m

OPERATIONAL EXPENSES

\$16.86m Budget– 62.3% Spent

\$ 3.92m

CAPITAL EXPENSES

\$ 14.68m Budget

\$ 7.92m

OPERATING SURPLUS

Budget \$ 4.82m

\$ (2.78)m

CAPITAL DEFICIT

Budget (\$ 8.74m)

RATIOS

- 26%** Asset Sustainability
Target 30% and more ■ Not Achieved
- 18%** Rates Outstanding
Target less than 18% ■ Not Achieved
- 82%** Own Source Revenue Ratio
Target 60% and more ■ Achieved
- 6.02** Current Ratio
Target 1 and more ■ Achieved
- 0** Debt Service Ratio
Target less than 1 ■ Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent ninth-twelfth of annual budget except for Rates, which is represented in full as it is levied in July in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,618,812.08	14,706,885.00	88,072.92	14,706,885.00
Charges	168,092.25	131,250.00	(36,842.25)	175,000.00
Fees and Charges	1,794,110.75	1,450,692.75	(343,418.00)	1,934,257.00
Operating Grants and Subsidies	451,616.40	2,965,788.00	2,514,171.60	3,954,384.00
Interest / Investment Income	1,232,617.45	577,500.00	(655,117.45)	770,000.00
Other Income	153,586.00	105,000.00	(48,586.00)	140,000.00
TOTAL OPERATING INCOME	18,418,834.93	19,937,115.75	1,518,280.82	21,680,526.00
OPERATING EXPENDITURE				
Employee Expenses	4,774,143.73	5,388,141.75	613,998.02	7,184,189.00
Materials and Contracts	5,103,011.92	6,525,651.75	1,422,639.83	8,700,869.00
Elected Member Allowances	187,646.41	255,750.00	68,103.59	341,000.00
Elected Member Expenses	42,263.05	37,321.50	(4,941.55)	49,762.00
Council Committee & LA Allowances	4,315.00	7,500.00	3,185.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	7,016,250.00	7,016,250.00	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	392,108.05	434,501.25	42,393.20	579,335.00
TOTAL OPERATING EXPENDITURE	17,519,738.16	19,665,116.25	2,145,378.09	26,220,155.00
OPERATING SURPLUS / DEFICIT	899,096.77	271,999.50	(627,097.27)²	(4,539,629.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	899,096.77	271,999.50	(627,097.27)	(4,539,629.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	7,016,250.00	7,016,250.00	-	9,355,000.00
TOTAL NON-CASH ITEMS	7,016,250.00	7,016,250.00	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,925,480.43)	(11,010,632.25)	(7,085,151.82)	(14,680,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,611,528.25)	(3,611,528.25)	(4,815,371.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,925,480.43)	(14,622,160.50)	(10,696,680.07)	(19,496,214.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	746,423.00 ³	4,456,787.25	3,710,364.25	5,942,383.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	318,874.00 ⁴	-	(318,874.00)	-
Sale of Assets (including trade-ins)	75,635.77 ⁵	-	(75,635.77)	-
Transfers from Reserves	-	6,553,845.00	6,553,845.00	8,738,460.00
TOTAL ADDITIONAL INFLOWS	1,140,932.77	11,010,632.25	9,869,699.48	14,680,843.00
NET OPERATING POSITION	5,130,799.11	3,676,721.25	(1,454,077.86)	-

¹ Numbers in statements may include minor rounding differences.

² Due to full year Rates income consider to YTD Budget.

³ Portion of LRCI Phase 4 Grant Income

⁴ Developer Contributions Income.

⁵ Sale of Motor Vehicle Assets

Operating Position by Department

Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2023.

	2023/24 YTD Actuals	2023/24 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	30.00 ⁶	-	-
Corporate	44,864.38 ⁷	-	-
Information Services	-	-	-
Finance & Customer Service	12,474,155.31	12,888,107.00	96.79%
Infrastructure & Assets	492,904.11	3,174,678.00	15.53% ⁸
Waste Management	3,568,569.44	3,561,428.00	100.20%
Community	158,231.25	125,034.00	126.55% ⁹
Community - Library	304,449.28	308,099.00	98.82%
Mobile Workforce	-	-	-
Regulatory Services	168,768.50	175,000.00	96.44% ¹⁰
Thorak Cemetery	1,206,862.66	1,448,180.00	83.34%
TOTAL REVENUE	18,418,834.93	21,680,526.00	84.96%
EXPENSES			
Council Leadership	655,016.09	1,249,071.00	52.44%
Corporate	413,725.02	661,633.00	62.53%
Information Services	403,059.07	700,136.00	57.57%
Finance & Customer Service	1,328,631.18	1,953,380.00	68.02%
Infrastructure & Assets	1,691,580.24	3,959,748.00	42.72%
Waste Management	2,254,338.16	3,353,811.00	67.22%
Community	1,502,293.30	1,882,873.00	79.79% ¹¹
Community - Library	336,300.34	353,062.00	95.25% ¹²
Mobile Workforce	759,149.21	1,218,406.00	62.31%
Regulatory Services	421,489.15	473,496.00	89.02% ¹³
Thorak Cemetery	737,906.40	1,059,539.00	69.64%
TOTAL EXPENSES	10,503,488.16	16,865,155.00	62.28%
OPERATING RESULT	7,915,346.77	4,815,371.00	164.38%

⁶ Includes FOI receipt income.

⁷ Includes Insurance claims received.

⁸ Budgeted Operational Grants income yet to be received.

⁹ Includes Cash for Can Income.

¹⁰ Includes Annual Dog Registration Income

¹¹ Includes full year reserve payments.

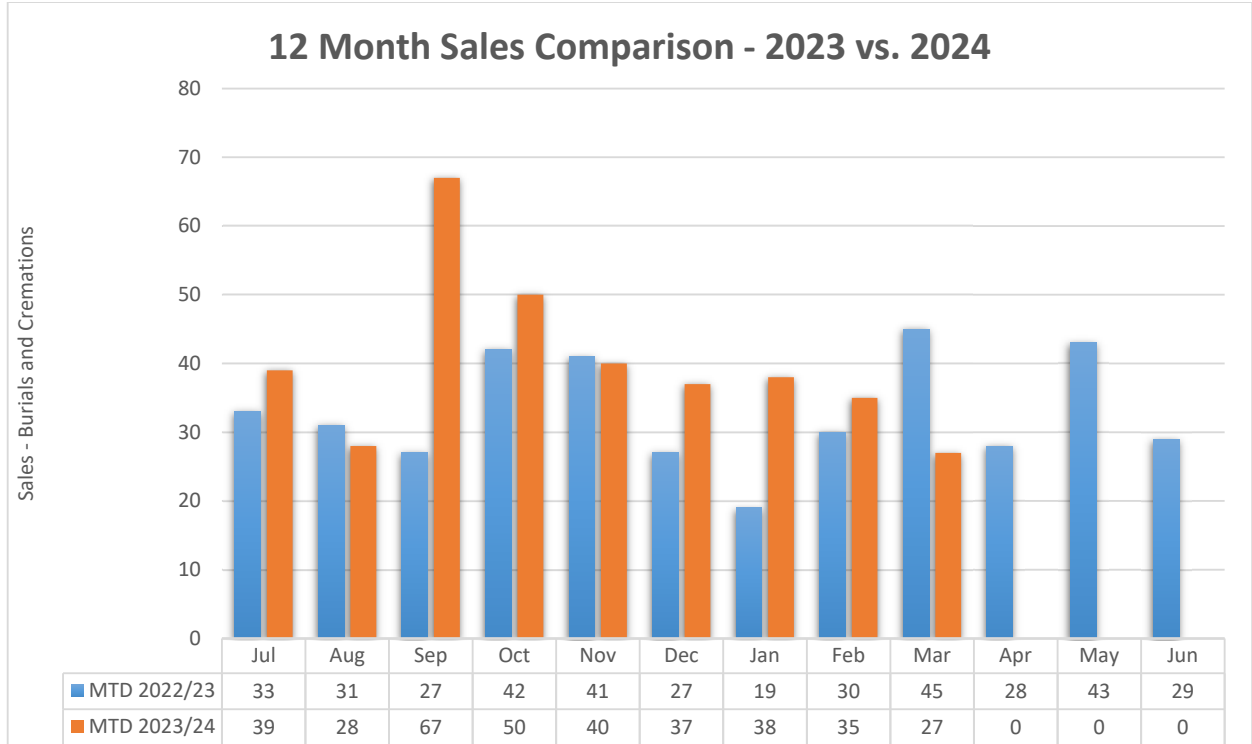
¹² Includes Program running cost during school holidays.

¹³ Due to vet cots increased substantially.

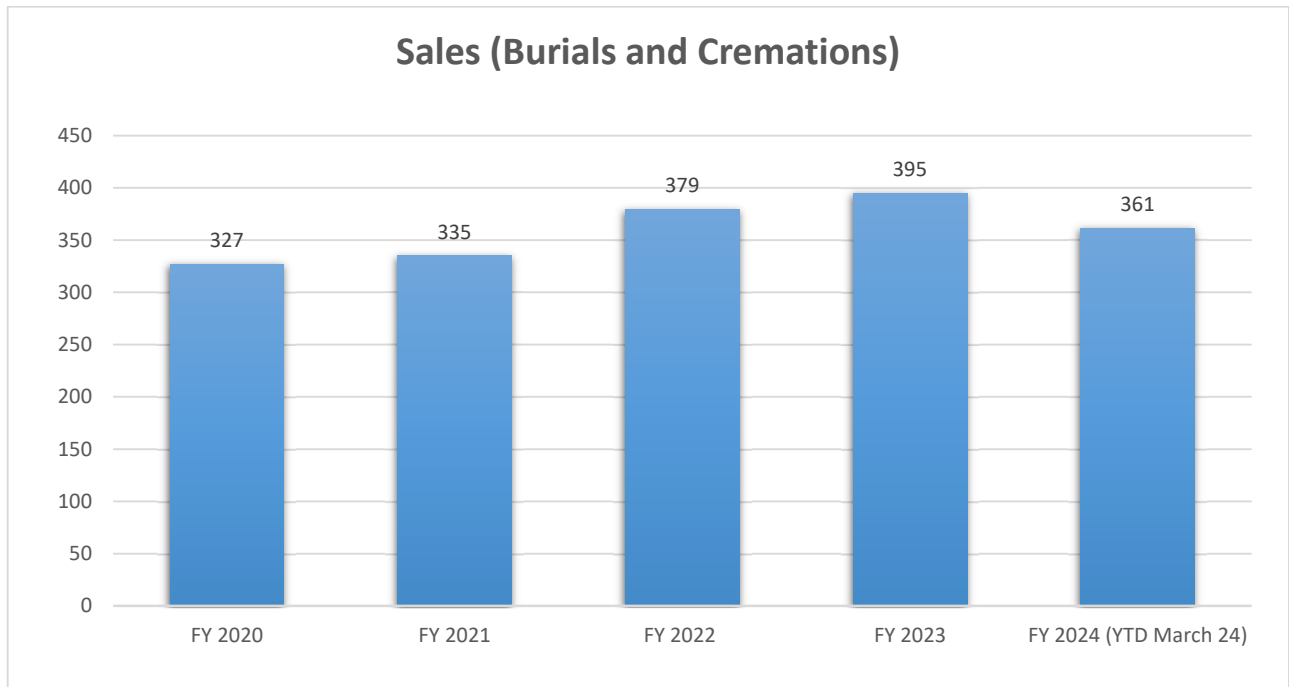
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 361 Interments and cremations, an increase of 66 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2024 Financial Year to date is 359.4.



STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

Table 2.1 By class of infrastructure, property, plant, and equipment

The table below compares capital revenue and expenditure to budget. Expenses will increase as projects progress.

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	86,376.03	494,208.85	407,832.82	658,945.13
Infrastructure (including roads, footpaths, park furniture)	3,606,567.33	10,053,635.42	6,447,068.09	13,404,847.23
Plant and Machinery		-	-	-
Fleet	232,537.07	462,787.98	230,250.91	617,050.64
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	3,925,480.43	11,010,632.25	7,085,151.82	14,680,843.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	746,423.00	4,456,787.25	3,710,364.25	5,942,383.00
Transfers from Cash Reserves	-	6,553,845.00	6,553,845.00	8,738,460.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	75,635.77	-	(75,635.77)	-
Other Funding	318,874.00	-	(318,874.00)	-
TOTAL CAPITAL EXPENDITURE FUNDED BY:	1,140,932.77	11,010,632.25	9,869,699.48	14,680,843.00

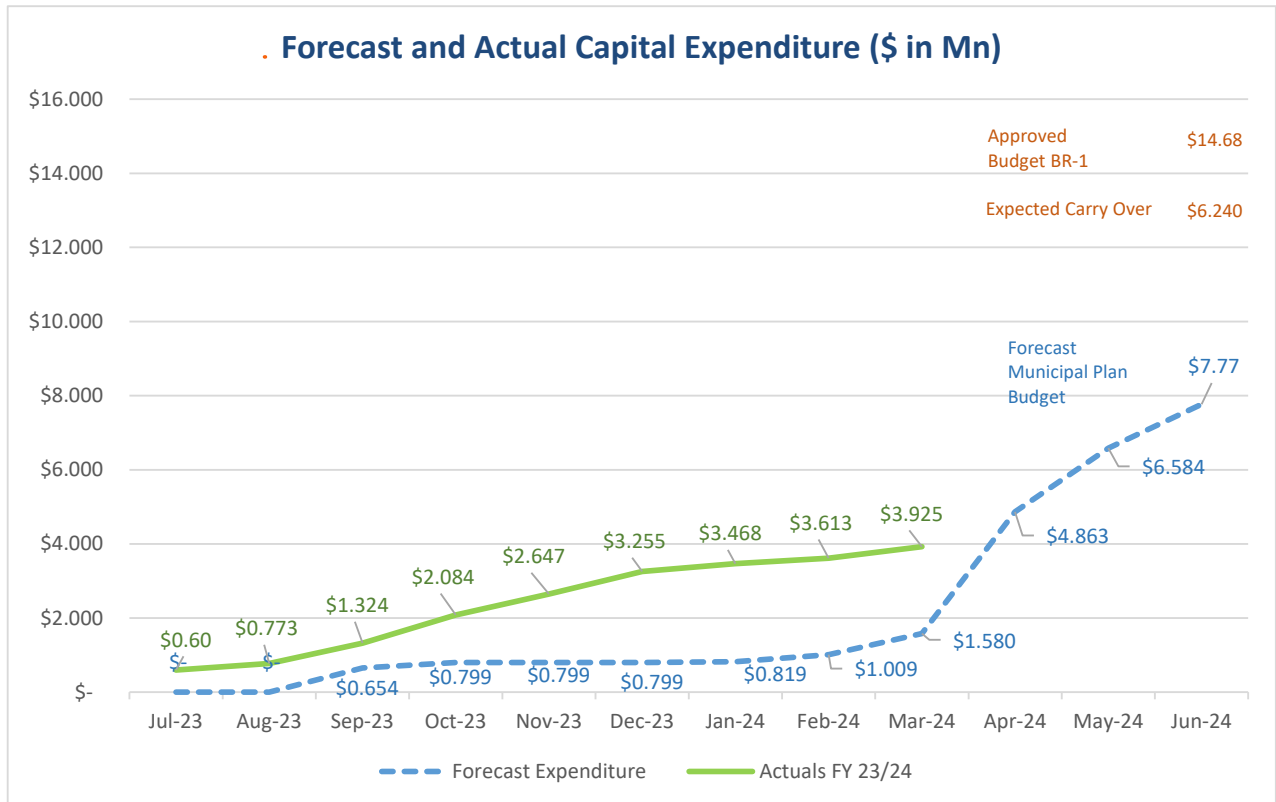


Table 2.2 Monthly Report on Planned Major Capital Works

2023/24 CAPITAL PROJECTS													
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jul-24	Yes	Yes	Project Planning	Tender Awarded and Startup meeting completed.
2	Roads	Pavement Renewal – Thorngate	-	27,450.00	27,450.00	600,000.00	572,550.00	4.58%	Dec-24	Yes		Project Planning	Design being finalised. Based on initial assessment, allocated budget is insufficient.
3	Roads	Pavement Renewals – Heavy patches - various	-	9,540.00	9,540.00	400,000.00	390,460.00	2.39%	Jun-24	Yes	Yes	Project Planning	Works awarded and program progressing
4	Roads	Gravel Surface Renewal	-	9,227.27	9,227.27	300,000.00	290,772.73	3.08%	Jun-24	Yes	Yes	Project Planning	Works to commence in May
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Yes		Project Planning	Design Complete. Project going out to Tender early April.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Dec-24	Yes		Project Planning	Flood Modelling nearing completion Based on initial assessment, allocated budget is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening- Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	May-24	Yes	Yes	Project Planning	Works to commence in late April
		Road Safety Upgrades – Shoulder widening- Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	May-24	Yes	Yes	Project Planning	Works to commence in late April early May
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girraween Road / McMinns Drive	-	-	-	232,361.38	232,361.38	0.00%	Jun-24		Yes	Project Planning	Tender Closed and being evaluated
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24		Yes	Project Planning	Tender Closed and being evaluated
9	Roads	Road Safety Upgrades - Schools	-	81,879.36	81,879.36	100,000.00	18,120.64	81.88%	Jun-24	Yes	Yes	Project Delivery	Projects mostly complete. Minor signage and line marking still to occur.

2023/24 CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project is ongoing with continued upgrading of existing lighting to LED.
11	Drainage	Drainage renewal – Horne Road	-	-	-	200,000.00	200,000.00	0.00%	Jun-24		Yes	Project Planning	90% Design review.
12	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Works awarded and parts of program commencing Mid April
13	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	RFQ developed.
14	Buildings	Bees Creek Office – Parking Shed	-	36,363.64	36,363.64	75,000.00	38,636.36	48.48%	Jun-24	Yes	Yes	Project Planning	Demolition complete. Awaiting building permits
15	Fleet	Plant/Vehicle replacement	-	204,258.63	204,258.63	340,000.00	135,741.37	60.08%	Dec-24		Yes	Project Delivery	Project delivery is ongoing through the financial year. Expected delays in supply.
16	Buildings	Freds Pass Reserve Asset Renewal	-	13,636.36	13,636.36	190,000.00	176,363.64	7.18%	Jun-24	Yes	Yes	Project Planning	Revised scope adopted. Works have commenced.
17	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
18	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
			-	382,355.26	382,355.26	6,447,361.38	6,065,006.12	5.93%					

2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded of By Resolution

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	114,759.76	114,759.76	130,000.00	15,240.24	88.28%	Oct-23	Yes	Yes	Complete	Complete
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	7,295.50	7,295.50	120,000.00	112,704.50	6.08%	Jun-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
		Mira Square Community Building Carpark	-	5,460.00	5,460.00	150,000.00	144,540.00	0.00%	Jun-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24	Yes	Yes	Project Delivery	Council Decision ORD2023 11-127. Refer to Community Report.
2	Community	Humpty Doo Village Green Cenotaph upgrades	-	-	-	65,645.00	65,645.00	0.00%	On hold				Refer to Community Report for project status.
3	Buildings	Thorak Cemetery - Asset Renewal- Conc Beams, Fencing, Chapel Cameras, Old Cremator Removal, Irrigation, Chapel Carpet	-	-	-	90,888.97	90,888.97	0.00%	Jun-24	Yes	Yes	Project Planning	Works will be ongoing through the year.
4	Roads	Road Seal Renewal - LRCI	-	-	-	973,429.00	973,429.00	0.00%	Jun-24	Yes	Yes	Project Planning	Tender Awarded and Startup meeting completed.
		Shared Path Upgrade - LRCI Phase 4	-	-	-	682,628.00	682,628.00	0.00%	Dec-24	Yes	Yes	Project Planning	Project Design at 90%.
5	Buildings	Wi-Fi & CCTV – Council Building - LRCI	-	-	-	100,000.00	100,000.00	0.00%	Mar-25	Yes	Yes	Project Planning	Project in initial stages of planning.
6	Community	Mira Square BBQ facilities and shade - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
7	Community	Humpty Doo Village Green lighting - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
8	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment. - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
9	Community	Howard Park Recreation Reserve Carpark Upgrade - LRCI	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
			-	181,645.26	181,645.26	2,482,590.97	2,300,945.71	7.32%					

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	258,518.20	664,769.94	923,288.14	1,433,429.00	1,174,910.80	510,140.86	64.41%	Jul-24	Yes	Yes	Project Delivery	Tender Awarded and Startup meeting completed.
2	Roads	Pavement Renewal various roads	65,769.07	168,176.93	233,946.00	533,429.00	467,659.93	299,483.00	43.86%	Jun-24		Yes	Project Delivery	Revised project timeline adopted. Works to commence early May
3	Roads	<i>Forward Design of Road Projects - Intersection Upgrades</i>	<i>34,024.00</i>	<i>28,097.00</i>	<i>62,121.00</i>	<i>84,024.00</i>	<i>50,000</i>	<i>21,903.00</i>	<i>73.93%</i>	<i>Nov-23</i>			<i>Complete</i>	<i>Complete</i>
		<i>Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade</i>	<i>70,016.91</i>	<i>6,674.00</i>	<i>76,690.91</i>	<i>76,690.91</i>	<i>6,674.00</i>	<i>-</i>	<i>100.00%</i>	<i>Comple t e</i>			<i>Complete</i>	<i>Complete</i>
		<i>Forward Design of Road Projects- Hillier Road</i>	<i>17,740.00</i>	<i>-</i>	<i>17,740.00</i>	<i>17,740.00</i>	<i>-</i>	<i>-</i>	<i>100.00%</i>	<i>Comple t e</i>			<i>Complete</i>	<i>Complete</i>
4	Roads	<i>Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List</i>	<i>309,434.86</i>	<i>5,963.27</i>	<i>315,398.13</i>	<i>315,398.13</i>	<i>5,963.27</i>	<i>-</i>	<i>100.00%</i>	<i>Comple t e</i>			<i>Complete</i>	<i>Complete</i>
5	Roads	Gravel Road Sealing-Guys Creek Road	-	15,000.00	15,000.00	1,199,690.50	1,199,690.50	1,184,690.50	5.22%	Sep-24	Yes	Yes	Project Planning	Project awarded and works commencing mid April.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	-	50,309.50	50,309.50								
7	Roads	<i>Road Safety Upgrades - (other)- School Safety Audit Priority List</i>	<i>-</i>	<i>101,385.98</i>	<i>101,385.98</i>	<i>100,000.00</i>	<i>100,000.00</i>	<i>(1,385.98)</i>	<i>101.39%</i>	<i>Dec-23</i>			<i>Complete</i>	<i>Project Complete</i>

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	218,807.62	218,807.62	250,000.00	250,000.00	31,192.38	87.52%	Jun-24		No	Project Delivery	Change in PAWA requirements require additional works. Power works to be reconsidered.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	70,063.89	34,461.16	-	100.00%	Oct-23			Complete	Project complete
10	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	357,232.10	-	-	100.00%	Comple t e			Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrade	131,194.98	101,140.00	232,334.98	300,000.00	168,805.02	67,665.02	77.44%	Jun-24	Yes	Yes	Project Delivery	Awaiting dry weather to commence final works. Contractor engaged.
12	Buildings	Council Administration-Council Building - AC Replacement Building Renewal	48,000.00	26,429.00	74,429.00	80,000.00	32,000.00	5,571.00	93.04%	Dec-23			Complete	Project complete
13	Buildings	Thorak Cemetery Asset Renewal- As per AMP	76,222.81	9,111.03	85,333.84	85,333.84	-	-	100.00%	Comple t e			Complete	Complete
14	Buildings	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	40,000.00	2,801.51	1,965.51	95.09%	Aug-23			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
15	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	563,518.97	183,050.64	183,050.64	67.52%	Jun-24	Yes	Yes	Project Delivery	Awaiting delivery of Tractor. Revised Timeline adopted
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	95,531.71	-	-	100.00%	Complete			Complete	Disposal of assets still to be completed
		Waste Vehicle Replacement	162,112.20	-	162,112.20	162,112.20	92,725.75	-	100.00%	Dec-23			Complete	Complete
16	Roads	Southport Roads – Upgrade from Gravel to Seal	171,082.18	1,941,763.60	2,112,845.78	2,071,858.00	1,900,775.82	(40,987.78)	101.98%	Apr-24	Yes	Yes	Project Delivery	Works Completed. Project closure and reconciliation.
17	Community	Mira Square - Construction of a new playground	65,000.00	-	65,000.00	70,000.00	5,000.00	5,000.00	92.86%	Complete			Complete	Complete
18	Community	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement	27,934.00	1,200.00	29,134.00	35,000.00	7,066.00	5,866.00	83.24%	Dec-23			Project Closure	Refer to Community Report for project status
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	25,200.00	-	25,200.00	30,000.00	4,800.00	4,800.00	84.00%	Complete			Complete	Complete
20	Buildings	Installation of power and lighting to existing storage shed at Knuckey Lagoon	18,000.00	-	18,000.00	18,000.00	2,000.00	0.00	100.00%	Complete			Complete	Complete
21	Community	Livingstone Recreation Reserve Carpark	26,923.00	-	26,923.00	28,717.17	3,077.00	1,794.17	93.75%	Dec-23			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
		<i>upgrade. Lining and expansion.</i>												
22	Community	<i>Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve</i>	-	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%	Comple t e			Complete	Complete
23	Community	<i>LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG</i>	101,099.14	15,191.75	116,290.89	120,985.43	2,183.69	4,694.54	96.12%	TBA			Complete	Complete
24	Fleet	Compactor refurbishment	-	28,278.44	28,278.44	94,000.00	94,000.00	65,721.56	30.08%	Jun-24	Yes	Yes	Project Delivery	Repair works complete. Awaiting delivery of new Bin.
25	Roads	<i>Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades</i>	121,080.31	(29,103.16)	91,977.15	121,080.31	-	29,103.16	75.96%	Jun-24			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
26	Roads (Roads Safety Upgrades)	<i>Girraween Road - McMinns Drive Intersection Upgrades</i>	226,645.45	10,993.17	237,638.62	237,638.62	123,354.55	0.00	100.00%	Dec-23			Complete	Complete
		<i>Schools Safety Audits-Humpty Doo - Challoner Circuit Area</i>	1,541.25	-	1,541.25	6,850.00	-	-	100.00%	Oct-23			Complete	Complete
		<i>Girraween Primary School</i>	685.00	-	685.00									
		<i>Schools Safety Audits- Howard Springs Primary School</i>	1,541.25	-	1,541.25									
		<i>Schools Safety Audits- Good Shepherd</i>	1,541.25	-	1,541.25									
		<i>Road Safety Upgrades - Schools Safety Audits- Middle Point School</i>	1,541.25	-	1,541.25									
		<i>Road Safety Upgrades -Street Lights, intersections, Challoner Circuit</i>	-	-	-									
27	Buildings	<i>Thorak Cemetery - Irrigation Grant</i>	49,365.26	-	49,365.26									
			2,966,251.05	3,361,479.91	6,327,730.96	8,717,142.16	5,938,566.00	2,389,411.20	72.59%					
Total			2,966,251.05	3,925,480.43	6,891,731.48	17,647,094.51	5,938,566.00	10,755,363.03	20.08%					

Yes	Indicates that the relevant aspect is as planned and on schedule
No	Indicates that the relevant aspect is not as planned and not on schedule for various reasons
	Indicates that there are external aspects that are impacting the schedule, whether it be weather dependent or reliant on a 3 rd party approval

Notes:

1. Projects that are planned to be completed in the following financial year, are considered to be 'on time', provided they are meeting the projects planned proposed project timeline.
2. Grant funded projects do not necessarily have financial year completion dates. Reporting on 'on time' and 'on budget' will be reported based on the specific projects project planned timeline.
3. Projects in the Carried Forward table, are not necessarily considered 'not on time' if planned to be completed to be that way. (noting as per the above)
4. Projects that are marginally behind their 'on time' OR considered that they will still be completed by the project end date, are being considered as 'on time'.

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2022/23 annual audited financial statements.

BALANCE SHEET AS AT 31 MARCH 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	28,836,867.89	
Untied Funds	2,810,324.42	
Accounts Receivable ¹⁴		
Trade Debtors	169,218.34	(2)
Rates & Charges Debtors	2,459,617.84	
Other Current Assets	687,441.20	
TOTAL CURRENT ASSETS	34,963,469.69	
Non-Current Financial Assets	5,771,941.80	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	432,341,591.63	
TOTAL ASSETS	467,305,061.32	
LIABILITIES		
Accounts Payable ¹⁵	2,297,576.22	(3)
ATO & Payroll Liabilities	(868.98)	(4)
Current Provisions	578,000.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	5,809,761.92	
Non-Current Liabilities		
Non-Current Provisions	346,033.74	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	346,033.74	
TOTAL LIABILITIES	6,155,795.66	
NET ASSETS	461,149,265.66	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	23,028,220.26	
TOTAL EQUITY	461,149,265.66	

¹⁴ Includes Allowance for Doubtful debt.

¹⁵ Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

Note 1: Details of Cash and Investments Held

Investment Schedule

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings. Councils Investment Policy – FIN14 instates controls regarding the credit quality on the entire portfolio.

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	4/07/2023	1,000,000.00	5.45%	7/05/2024	308	3,500,000.00	12.14%	45,989.04
	10/10/2023	1,000,000.00	4.86%	24/09/2024	350			46,602.74
	22/11/2023	1,000,000.00	5.15%	26/11/2024	370			52,205.48
	6/02/2024	500,000.00	5.02%	28/01/2025	357			24,549.86
Commonwealth (S&P A1+)	23/08/2023	1,000,000.00	5.43%	25/06/2024	307	8,336,867.89	28.91%	45,671.51
	3/10/2023	1,000,000.00	5.28%	13/08/2024	315			45,567.12
	3/10/2023	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	24/10/2023	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	24/10/2023	336,867.89	5.24%	8/10/2024	350			16,926.46
	21/11/2023	1,000,000.00	5.12%	12/11/2024	357			50,077.81
	23/01/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
	5/03/2024	1,000,000.00	4.85%	25/02/2025	357			47,436.99
Defence Bank (S & P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	4,500,000.00	15.61%	46,735.62
	10/08/2023	1,500,000.00	5.20%	11/06/2024	306			65,391.78
	8/11/2023	1,000,000.00	5.20%	22/10/2024	349			49,720.55
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	30/06/2023	1,000,000.00	5.47%	9/04/2024	284	12,500,000.00	43.35%	42,561.10
	30/06/2023	1,000,000.00	5.49%	23/04/2024	298			44,822.47
	5/09/2023	1,000,000.00	5.15%	3/07/2024	302			42,610.96
	19/09/2023	1,000,000.00	5.15%	16/07/2024	301			42,469.86
	20/09/2023	1,000,000.00	5.16%	23/07/2024	307			43,400.55
	20/09/2023	1,000,000.00	5.17%	30/07/2024	314			44,476.16
	3/10/2023	1,000,000.00	5.30%	10/09/2024	343			49,805.48
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
	9/01/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,926.03
	20/02/2024	1,000,000.00	5.10%	11/02/2025	357			49,882.19
	6/03/2024	1,000,000.00	5.05%	25/02/2025	356			49,254.79
TOTAL INVESTMENTS		28,836,867.89				28,836,867.89	100%	1,354,626.76

% of Total Investment Portfolio	A1 & A1+ (max 100%)	72.26%	A2 (max 60%)	27.74%	100%
Total Investments/ Tied Funds	\$ 28,836,867.89		Total Year to date Investments Earnings	\$ 1,017,811.31 ¹⁶	
General Bank Funds	\$ 2,809,049.42				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 2,810,324.42				
Total all funds	\$ 31,647,192.31				

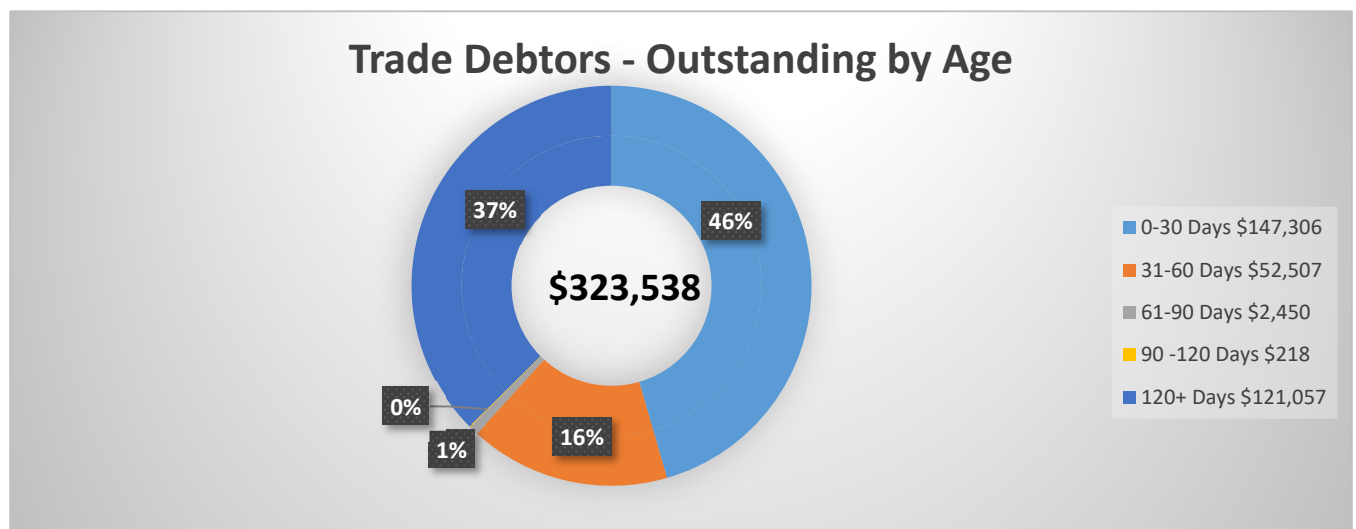
¹⁶ Due to Accrued Interest posted for month of March -24

Note 2: Statement of Trade Debtors

Total Debtors as of 31 March 2024 is \$ 323,537.88; \$121,057 relate to invoices outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Statutory charges placed against the property as a part of recovery process. A provision for doubtful debt has been made during the end of year financial statements preparation and out of \$11,615 of the cemetery debtors \$9,500 is under payment plan.

Fines and Infringements - Council has two hundred and sixty-three (263) infringements outstanding with a total balance of \$64,744 an increase of \$1,310 from February. Ten (10) are newly issued, four (4) reminder notice produced, two hundred and forty-five (245) are with the Fines Recovery Unit (FRU) and four (4) are on hold.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	(18,259.43)	-	-	-	50,954.37	32,694.94
Cemetery	57,719.70	48,683.40	1,713.00	3.00	11,615.90	119,735.00
Waste	-	2,204.64	91.89	-	-	2,296.53
Recreation Reserves	1,356.81	(648.62)	-	-	(138.07)	570.12
Planning	113.50	-	-	-	-	113.50
GST Receivable	103,383.33	-	-	-	-	103,383.33
Infringements	2,992.00	2,268.00	645.00	215.00	58,624.46	64,744.46
Total	147,305.91	52,507.42	2,449.89	218.00	121,056.66	323,537.88



Note 3: Statement of Trade Creditors

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
General	404,159.53	-	-	-	-	404,159.53
Cemetery	2,911.32	-	-	-	-	2,911.32
Total	407,070.85	-	-	-	-	407,070.85

Note 4: Statement on Australian Tax Office, Payroll, and Insurance Obligations

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	9,966.78	-	-	-	-	9,966.78
Payroll	-	-	-	-	-	-
Total	9,966.78	-	-	-	-	9,966.78

Financial Reserves

The Financial Reserves has been updated with budget review one figures.

	2022-2023 Actuals \$	2023-2024 Forecast Net Movement \$	2023-2024 Budget Review 1 \$
Externally Restricted			
Developer Contribution Reserve	675,986.00	-	675,986.00
Unexpended Grants / Contributions	3,863,668.00	(3,863,668.00)	-
Unexpended Capital Works	3,129,453.00	(3,129,453.00)	-
Total Externally Restricted Reserves	7,669,107.00	(6,993,121.00)	675,986.00
Internally Restricted			
Asset Reserve	7,898,788.00	(1,133,894.46)	6,764,893.54
Waste Management Reserve	5,482,478.00	113,617.00	5,596,095.00
Thorak Regional Cemetery Reserve	1,933,705.00	266,642.00	2,200,347.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserves	141,906.00	-	141,906.00
Total Internally Restricted Reserves	16,456,877.00	(753,635.46)	15,703,241.54
TOTAL RESERVES	24,125,984.00	(7,746,756.46)	16,379,227.54

Outstanding Rates

Prior Years Rates Outstanding¹⁷

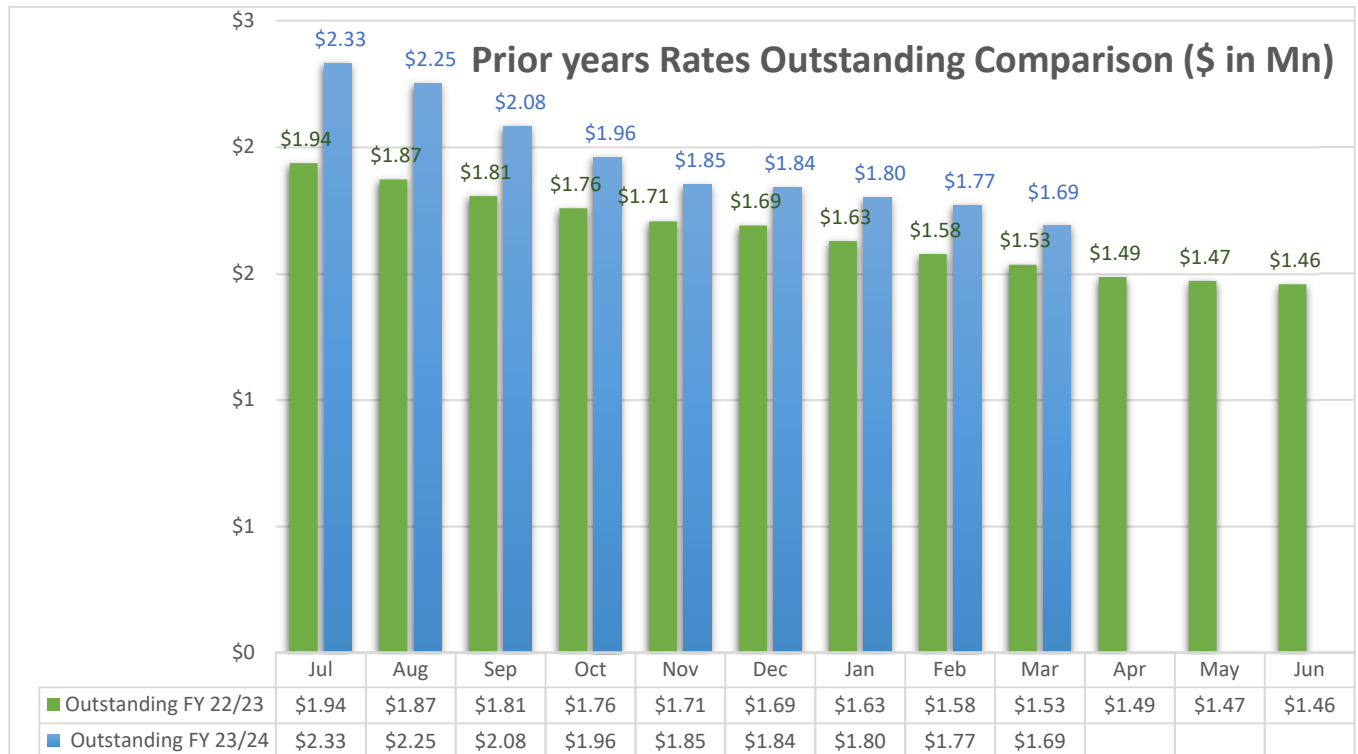
The below table illustrates the split of prior year outstanding rates, currently at \$1.69 million.

Council continues to promote awareness among ratepayers on obligations and implications of unpaid Rates and Charges, ensuring rates collectible remains at acceptable levels as Council fulfils its Municipal Plan targets to remain financially sustainable.

The table below shows the balance of the prior year's rates as at the beginning of the financial year, last month and the current month.

	Beginning of 2023/24 Prior Years Rates Outstanding (\$)	Previous Month (February 2024) (\$)	Current Month (March 2024) (\$)
COMMERCIAL	54,188.57	37,897.84	27,841.60
GAS PLANT	53.19	-	-
MINING	150,206.57	157,154.62	159,500.76
HORTICULTURE AGRICULTURE	97,114.26	92,157.64	92,606.49
NON-RATEABLE GENERAL	18,663.65	19,573.71	19,694.05
NON-RATEABLE WASTE	38,409.98	39,375.08	39,681.62
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,288,419.52	1,223,961.45
URBAN RESIDENTIAL	222,758.42	135,422.44	134,265.27
TOTAL	2,440,333.63	1,770,000.85	1,697,551.24
Arrears LESS Legal	2,278,848.35	1,646,185.27	1,580,008.48

The graph below compares prior years rates outstanding between 2022/23 and 2023/24 financial years.



¹⁷ Includes prior years outstanding rates (FY 2023 and prior)

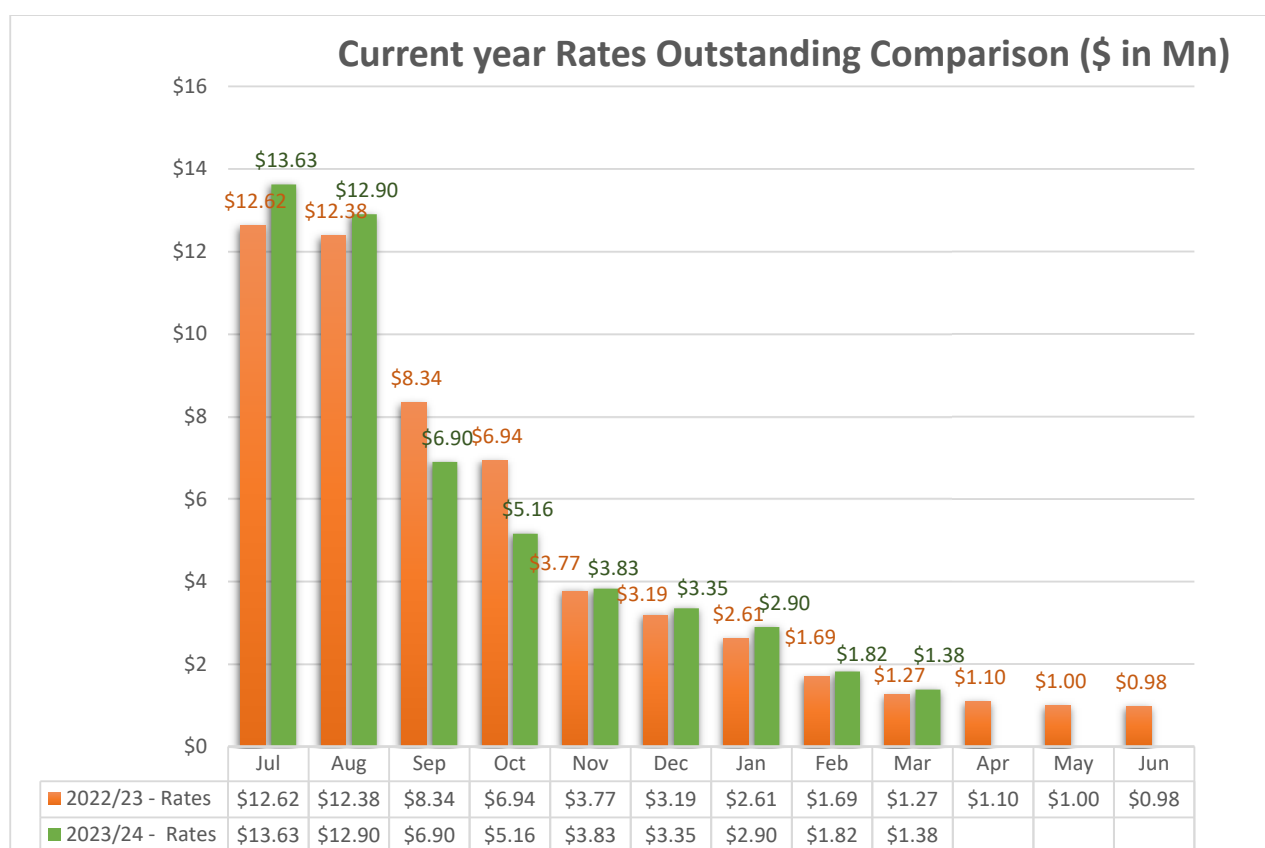
Current Year Rates¹⁸

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$14.6m and the last instalment was due on 28 February 2024.

The table below shows the movement in current year rates compared to last month.

	Previous Month (February 2024) (\$)	Current Month (March 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	338,023.60	277,563.40	60,460.20	30-Sep-23
Instalment 2	518,484.08	453,478.86	65,005.22	30-Nov-23
Instalment 3	964,821.36	649,412.08	315,409.28	28-Feb-24
TOTAL	1,821,329.04	1,380,454.34	440,874.70	

The graph below compares annual rates between 2022/23 and 2023/24.



¹⁸ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1514.114-01	NATIONAL AUSTRALIA BANK LTD	Term Deposit	\$ 1,000,000.00
1516.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	Southport Road Upgrades	\$ 233,244.16
1522.280-01	CITY OF DARWIN	Feb 2024 - HS, BS & HD Waste Stations DC	\$ 78,678.00
1517.874-01	VTG WASTE & RECYCLING	Feb 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$ 56,411.46
1516.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 18 (23/24) - Cycle 1 WE 03 March 2024	\$ 54,335.00
1520.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 19 (23/24) - Cycle 1 WE 17 March 2024	\$ 50,590.00
1522.87-01	TOP END LINEMARKERS PTY LTD	Southport Roads - Line marking of New Sealed Roads	\$ 38,309.20
1517.2821-01	GTC CONSTRUCTIONS & NT CUSTOM SHEDS	RFQ23-416 - Shed and Undercover Parking at Litchfield Council Office Compound	\$ 35,875.00
1520.268-01	BYRNE CONSULTANTS	Thorngate Road - Pavement Rehabilitation	\$ 30,195.00
1516.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Pay 18 2024-13 WE 03 March 2024	\$ 28,361.70
1520.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Pay 19 2024-13 WE 17 March 2024	\$ 27,724.69
1516.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS: Compactor - Internal Repairs/Parts/Labour and Travel to Site	\$ 23,177.00
1522.2142-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 22,287.22
1520.849-01	WEX AUSTRALIA (PUMA CARD)	Feb 2024 - Litchfield Council/ Thorak Fuel Accounts	\$ 18,814.91
1516.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 17,556.90
1520.2240-01	FREDS PASS RESERVE	Freds Pass Rural Showground Upgrades 2024	\$ 15,000.00
1522.1741-01	DARWIN COMMUNITY ARTS	2024 Art Exhibition Event Management	\$ 15,000.00
1522.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 24 - RFT21-264 ICT Service Provision	\$ 14,542.41
1516.2440-01	STANTEC AUSTRALIA PTY LTD	Meade Road - Upgrade from Gravel to Sealed	\$ 13,187.46
1522.1000-01	LAVERCOMBE GRADER SERVICES	Repairs for Culvert Washout - Gulnare Road	\$ 12,224.90
1517.170-01	NTRS (NT RECYCLING SOLUTIONS)	Feb 2024 - Waste Contractor Rural Residents	\$ 9,615.06
1522.85-01	TELSTRA	Feb 24 - Thorak & Litchfield Council Internet ,Data/Mobiles	\$ 9,611.38
1517.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Road - Wire Rope Refurbishment	\$ 9,471.00
1522.2009-01	ADG ENGINEERS (AUST) PTY LTD	Whitewood Road Shared Pathways Survey	\$ 9,154.61
1521.2464-01	CAPS AUSTRALIA PTY LTD	Generator Repairs, Including Parts and Consumables	\$ 8,636.10

Cheque No.	Payee	Description	Amount (\$)
1517.1068-01	MR D S BARDEN	February 2024 - Elected Members Allowances	\$ 8,319.67
1516.192-01	MAGIQ SOFTWARE (X INFOXPERT)	Managed Services and Documents May - Nov 2024	\$ 8,000.26
1517.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Replace Compactor Winch	\$ 7,854.20
DD270224	WESTPAC CARDS & DIRECT DEBITS	Feb 2024 - Credit Card Purchases Litchfield Council Officers	\$ 7,767.63
1517.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations - Litchfield Council Municipality	\$ 7,306.75
1516.2829-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 6,438.82
1522.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 6,116.39
1520.2842-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 5,595.93
1515.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Feb 2024 - Grave Preparation Thorak Cemetery	\$ 5,544.00
1516.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations - Litchfield Council Municipality	\$ 5,476.24
1517.1564-01	FOURIER TECHNOLOGIES PTY LTD	Schedule 3 Review - Hardware and Software	\$ 5,190.45
1516.78-01	POWER & WATER CORPORATION	Nov-Feb 2024 - Water Supply Gregg Park and HDVG	\$ 5,160.27
1522.2452-01	PATHWAYS AUSTRALIA	Staff Engagement Survey	\$ 4,950.00
1516.794-01	TOP END R.A.C.E.	Street Lighting Maintenance - Various Locations - Litchfield Council Municipality	\$ 4,763.94
1517.2249-01	MS R A WRIGHT	February 2024 - Elected Members Allowances	\$ 4,710.93
1520.1722-01	QS SERVICES	Review and Update of Valuations for New Litchfield Council Assets	\$ 4,554.00
1520.1253-01	CRAIG BURGDORF	HDWTS: Inspect/Repair/Parts/ Labour and Travel for Loader AC	\$ 4,494.43
1516.132-01	AIRPOWER NT PTY LTD	MWF Mower - Service of MWF Machines	\$ 4,114.00
1520.132-01	AIRPOWER NT PTY LTD	MX 110 Service and Replace Water Pump Cooler, Parts, Labour and Travel to Site	\$ 3,630.89
1517.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	SV4594 Inspect/Repair/Parts/ Labour and Travel for Tractor AC	\$ 3,474.17
1522.78-01	POWER & WATER CORPORATION	Feb 2024 - Water - HDWTS, HPRR and HDVG	\$ 3,361.32
1517.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 3,260.49
1517.2239-01	MR M SIDEY	February 2024 - Elected Members Allowances	\$ 3,158.77
1520.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS - Repair Split - Bin Damage, and other Repairs to Bins on Site	\$ 3,107.50
1522.165-01	THINK WATER DARWIN	Replacement Maruyama Pump for Rapid Spray Units	\$ 3,033.04
1517.1728-01	BRAINIUUM LABS	Web Support Hours with Ad Hoc Support - Litchfield Council Website	\$ 3,000.00
1520.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM)	Feb 2024 - Mowing Services HDVG, HPRR and KLRR	\$ 2,948.00

Cheque No.	Payee	Description	Amount (\$)
1516.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 03 March 2024	\$ 2,913.92
1520.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 17 March 2024	\$ 2,913.92
1517.1253-01	CRAIG BURGDORF	Repairs to HDWTS Compactor Carriage Roll - Compactor Refurbishments	\$ 2,880.90
1517.2252-01	MRS E SHARP	February 2024 - Elected Members Allowances	\$ 2,843.17
1517.1745-01	MAJESTIX MEDIA PTY LTD	Litchfield Council Chambers - Audio Upgrade	\$ 2,838.00
1522.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Mar 24 - Cleaning Litchfield Council Office and Thorak Cemetery	\$ 2,810.16
1522.1100-01	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	2024 NGA - Registration Mayor Barden and CEO	\$ 2,790.00
1516.1088-01	TALENT PROPELLER	Recruitment Advertisement	\$ 2,750.00
1522.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check- New Litchfield Council Employee	\$ 2,723.60
1517.2238-01	MR K R HARLAN	February 2024 - Elected Members Allowances	\$ 2,643.17
1515.2049-01	AJ SECURITY DARWIN	Feb 2024 - Security Open & Lock Up Thorak Cemetery, HDVG and HPRR	\$ 2,523.46
1522.2487-01	WORKZONE TERRITORY PTY LTD	Traffic Control for Slashing - Various Locations -- Litchfield Council Municipality	\$ 2,408.45
1517.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Rock Protection - Salter Crescent Works	\$ 2,343.00
1517.2130-01	APEX STEEL SUPPLIES	Replacement Steel Poles - Various Locations Litchfield Council Municipality	\$ 2,311.76
1516.1674-01	FRESH START - FOR CLEANING	Feb 2024 - Cleaning Services - Waste and MWF Sheds, HPRR, HDVG	\$ 2,310.00
1517.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$ 2,285.33
1516.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$ 2,155.16
1517.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS: Compactor Repairs - Catch Tray Unit	\$ 2,051.50
1517.132-01	AIRPOWER NT PTY LTD	MWF Mower - CF 51 YT 50hr Service	\$ 2,022.00
1520.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR WE 13 Mar 2024	\$ 1,980.00
1516.1745-01	MAJESTIX MEDIA PTY LTD	Replacement Amplifier for Council Chambers Audio Upgrade	\$ 1,973.37
1520.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 24-WeFixIT Onsite Support (Level 2) Site Support	\$ 1,878.53
1516.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 09 Feb 2024	\$ 1,775.63
1520.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA)	Diagnose and Repair AC for Chambers	\$ 1,749.00
1517.2253-01	MR A MACKAY	February 2024 - Elected Members Allowances	\$ 1,743.17
1517.498-01	MR M I G SALTER	February 2024 - Elected Members Allowances	\$ 1,743.17
1520.926-01	JACANA ENERGY	Feb 2024 - Electricity Litchfield Council Office	\$ 1,689.74

Cheque No.	Payee	Description	Amount (\$)
1522.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$ 1,688.73
1521.941-01	EVERLON BRONZE	NT-TRC-B240109D-1 Plaque for Thorak Customer Requests	\$ 1,603.80
1522.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges WE 21 March 2024	\$ 1,597.20
1522.926-01	JACANA ENERGY	Feb 2024- JACANA - HPRR Lot 2177	\$ 1,512.45
1516.2390-01	MASTERPLAN SA PTY LTD	Freds Pass Reserve - Consolidation of Lots	\$ 1,505.48
1520.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 23 Feb 2024	\$ 1,500.40
1520.130-01	MOBILE LOCKSMITHS	Replacement - Padlocks & Keys Waste Stations	\$ 1,452.00
1517.2832-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 1,432.23
1517.2089-01	ELGAS LTD	TRC Elgas Supply for Thorak Crematorium	\$ 1,430.54
1517.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Feb 2024 - Security Patrol HDWTS and Litchfield Council Office	\$ 1,360.00
1521.1809-01	RGM MAINTENANCE DARWIN	Service Fuso Canter Truck - Thorak Cemetery	\$ 1,285.13
1520.1181-01	ODD JOB BOB	Replacement of Door Handle - Parts & Labour at HDVG	\$ 1,270.50
1520.1471-01	RICOH AUSTRALIA PTY LTD	Feb 2024 - All Litchfield Council Sites -Hire of Photocopiers & Consumables	\$ 1,267.37
1517.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 16 Feb 2024	\$ 1,249.60
1517.2800-01	ARBORWORK TREE SERVICES PTY LTD	Removal of Dead Trees - Various Locations -- Litchfield Council Municipality	\$ 1,232.00
1516.384-01	MS C VERNON	Feb 2024 - Authority Consultancy Services	\$ 1,215.50
1520.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations -- Litchfield Council Municipality	\$ 1,188.80
1516.1802-01	VALUATIONS NT PTY LTD	Land Valuation - Southport Rd Per Resolution	\$ 1,100.00
1520.874-01	VTG WASTE & RECYCLING	Feb 2024 - HDWTS - Oil Disposal	\$ 1,056.00
1522.2830-01	HOMEGROWN LAWN MOWING PTY LTD	Yard Tidy-up HDVG Caretakers Residence	\$ 1,035.00
1522.187-01	NORSIGN	Replacement Signage - Various Locations -- Litchfield Council Municipality	\$ 1,030.70
1519.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO HARDWARE)	Repair to Bore - Labour, Parts and Consumables	\$ 987.60
1522.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS - Weld Repair Split in Compactor B	\$ 979.00
1522.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	Replacement of LED Batons and Exhaust HDVG	\$ 968.84
1522.436-01	DELTA ELECTRICS NT PTY LTD	Feb 2024 - Service Litchfield Council Generator	\$ 962.50
1516.2671-01	MR G ARNOTT	February 2024 - RMAC Meeting - Chair	\$ 959.00
1516.2089-01	ELGAS LTD	Gas Supply / Delivery - Thorak Cemetery	\$ 958.09

Cheque No.	Payee	Description	Amount (\$)
1522.2839-01	SHAANA McNAUGHT PHOTOGRAPHY	Photography - Updated Photos for Council Publications	\$ 957.00
1517.508-01	EASA	EAP Counselling Sessions from 16-29 Feb 2024	\$ 939.31
1517.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Ranger Uniforms, New Litchfield Employee	\$ 928.50
1516.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges WE 27 Mar 2024	\$ 907.50
1517.708-01	PARADISE LANDSCAPING	Tree Maintenance Works - Various Locations -- Litchfield Council Municipality	\$ 880.00
1522.1278-01	SEEK LIMITED	Recruitment Advertisement	\$ 880.00
1516.926-01	JACANA ENERGY	Jan 2024 - Electricity HDVG Hall and HSWTS	\$ 844.16
1517.512-01	SELTOR SHAW PLUMBING PTY LTD	Disconnect Water Pipes etc From Litchfield Council Compound Area	\$ 837.12
1517.1697-01	RSPCA	Feb 2024 - Impounded Transfers x 11	\$ 825.00
1520.1809-01	RGM MAINTENANCE DARWIN	Hardwire New Crew Truck Fuel Pod	\$ 823.91
1522.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 28 Feb 2024	\$ 781.99
1522.815-01	JEFFRESS ADVERTISING	NT NEWS ADVERTISEMENT - RFT23-414 - Litchfield Council Tender	\$ 742.83
1519.926-01	JACANA ENERGY	Feb 2024 - Electricity Thorak Cemetery	\$ 726.67
1516.2049-01	AJ SECURITY DARWIN	Feb 2024 - HPRR x 2 Day Security Checks, Open and Shut of Gates	\$ 701.86
1517.14-01	AUSTRALIA POST	Instalment 3 notice 2023/2024 Posted	\$ 700.00
1515.2316-01	KYAM ELECTRICAL PTY LTD	Repairs to Bore Pump at Thorak Cemetery	\$ 688.45
1519.2089-01	ELGAS LTD	Weekly Gas Delivery - Crematorium WE 06 March 2024	\$ 601.18
1516.2164-01	SCOUT TALENT PTY LTD	Feb 2024 - E-Learning Monthly Subscription	\$ 582.12
1521.1603-01	TICK OF APPROVAL PTY LTD	Inspection Certificate Chapel - Thorak Cemetery Chapel	\$ 550.00
1521.817-01	DORMAKABA (TERRITORY DOOR SERVICES)	Industrial Door Maintenance - Thorak Cemetery	\$ 550.00
1521.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$ 520.00
1522.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 2024 - Litchfield Council Archive Storage Fees	\$ 504.67
1516.1431-01	TRANSFORM ELECTRICAL	Diagnose/Repair Flickering Lights - Chambers, Litchfield Council Office	\$ 488.00
1516.1211-01	MR G S MAYO	Feb 2024 - Weekend Pound Maintenance	\$ 480.00
1516.512-01	SELTOR SHAW PLUMBING PTY LTD	Repair Water Line on Virginia Road	\$ 477.63
1516.2063-01	QUALITY INDOOR PLANTS HIRE	Feb 2024 - Plant Hire & Maintenance Taminmin Library and Litchfield Council Office	\$ 477.20
1517.671-01	BURSON AUTOMOTIVE PTY LTD	Retracting Air Hose Reels & Accessories	\$ 462.00

Cheque No.	Payee	Description	Amount (\$)
1516.1253-01	CRAIG BURGDORF	HDWTS: Compactor Major Refurb -Turn Buckle Works	\$ 458.15
1520.1278-01	SEEK LIMITED	Recruitment Advertisement	\$ 451.00
1520.2840-01	LITCHFIELD COUNCIL RATEPAYER	Youth Development - Motorcross Tittles VIC, and AFL NT	\$ 450.00
1518.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 441.13
1517.90-01	INDUSTRIAL POWER SWEEPING	Cleaning of Build-up of Excess Loose Gravel on Footpaths	\$ 434.50
1516.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Feb 2024 - Garden Maintenance HD Community Garden	\$ 400.00
1516.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY	Redemption of Desexing Vouchers	\$ 400.00
1517.790-01	BOBTOW TILT TRAY SERVICES	Recovery of Tractor - Tow to HDWTS	\$ 363.00
1522.2718-01	JUSTIFIED SERVICES PTY LTD	VOC - MWF Casuals -Tractor/Slasher, Buggies	\$ 357.50
1517.1431-01	TRANSFORM ELECTRICAL	Replace Broken Ceiling Fan HDVG	\$ 352.00
1516.1866-01	NUTRIEN AG SOLUTIONS	Wire Fence Mesh and Application Parts MWF	\$ 346.17
1516.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Replacement Washers, Nuts and Bolts for MWF Machines	\$ 339.99
1522.1674-01	FRESH START - FOR CLEANING	Mar 2024 - Cleaning Services - Waste and MWF Sheds	\$ 315.00
1520.78-01	POWER & WATER CORPORATION	Dec 2023 - 05 Mar 2024- Water Swipe Cards MWF and BSWTS	\$ 312.69
1520.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employees	\$ 302.50
1516.2378-01	PACK & SEND DARWIN	Feb 2024 - Courier Service Taminmin Library	\$ 300.00
1520.2838-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant - 2024 Age Swimming Championships QLD	\$ 300.00
1522.1181-01	ODD JOB BOB	Repair of Pound Latches and Fence after Break-in	\$ 299.75
1515.132-01	AIRPOWER NT PTY LTD	Kubota Tractor Replacement Nipple and Lube - Thorak Machines	\$ 295.90
1522.1253-01	CRAIG BURGDORF	HDWTS: Repair Forklift - Park Break Switch	\$ 294.40
1520.2831-01	CYAN PRINT PTY LTD	Management Challenge Team Shirts	\$ 293.91
1520.2837-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Green Waste Fees - Charged in Error	\$ 288.41
1516.2795-01	MALA-NGOOR ENTERPRISES PTY LTD	Taminmin College Signage / Overlay Installation of Signs	\$ 255.20
1517.2825-01	AUSTRALIA DAY AMBASSADOR	Aus Day 2024- Travel Expenses Reimbursement - Ambassador	\$ 253.81
1522.508-01	EASA	EAP Counselling Sessions from 1st-15th March 2024	\$ 252.01
1516.2588-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement	\$ 250.00
1522.2562-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 250.00

Cheque No.	Payee	Description	Amount (\$)
1522.1040-01	SUPERCHEAP AUTO	Bulk Purchase of Transmission Oil for MWF Machines	\$ 244.78
1516.1181-01	ODD JOB BOB	Repair of Pound latches After Break- in at Litchfield Council Compound	\$ 242.00
1520.1008-01	OUTBACK BATTERIES P/L	Replacement Battery for Hilux CF 09 HZ	\$ 231.00
1520.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Activity for Christmas Storytime at HDVG	\$ 220.00
1522.60-01	FREDS PASS SPORT & RECREATION	Australia Day 2024 - FPSRR - Venue Hire	\$ 220.00
1520.1860-01	NIC'S YOGA	Wellbeing Yoga Session WE 21 Mar 2024 Litchfield Council Officer	\$ 200.00
1517.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$ 200.00
1520.1911-01	KERRY'S BODY THERAPY	Wellbeing Massage 28 Feb 2024 at Thorak Cemetery	\$ 190.00
1522.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items	\$ 187.10
1516.855-01	TENDERLINK	RFT23-376 Guys Creek Road Upgrade Public Tender	\$ 184.80
DD250224	WESTPAC CARDS & DIRECT DEBITS	Feb 2024 - Credit Card Purchases Thorak Cemetery	\$ 176.20
1516.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Mar 2024 - ASSA Monthly Membership	\$ 165.00
1522.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Consultation - Medication for Impounded Dogs	\$ 158.20
1516.25-01	LAND TITLES OFFICE	LCPLAN - Title Searches - Rates and Planning	\$ 157.00
1516.953-01	HWL EBSWORTH LAWYERS	Legal Advice	\$ 151.80
1516.2828-01	LITCHFIELD COUNCIL RATEPAYER	Community Grant - AFL Championships NT	\$ 150.00
1520.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 146.32
1520.2826-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Item Returned	\$ 110.00
1520.2835-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Item Returned	\$ 110.00
1522.2434-01	BELLS PURE ICE	Ice supply for MWF Staff Delivered to HDWTS	\$ 105.60
1520.1566-01	WINC AUSTRALIA PTY LTD	Office Supply and Replenishment - Litchfield Council Officer	\$ 103.00
1520.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	\$ 100.00
1522.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERV	Redemption Desexing Vouchers	\$ 100.00
1520.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 96.27
1520.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Diagnose CE27SH Issue on site, and Update Software	\$ 93.50
1520.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable Nito Fittings and Hex Sockets MWF	\$ 85.59
1515.287-01	HARVEY DISTRIBUTORS	Consumable Cleaning/Toilet Supplies	\$ 75.61

Cheque No.	Payee	Description	Amount (\$)
1517.1330-01	PAWS DARWIN LTD	Jan 2024 - Impounded Dog Transfer	\$ 75.00
1516.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply	\$ 62.50
1516.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 23 Feb 2024	\$ 61.77
1517.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:01 Mar 2024	\$ 61.77
1520.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:08 Mar 2024	\$ 61.77
1522.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:15 Mar 2024	\$ 61.77
1516.2790-01	TOP END 4WD CLUB INC	Refund of Fob Bond after Venue Hire	\$ 58.00
1517.2163-01	TERRITORY NATIVE PLANTS	Refund of Fob Bond after Venue Hire	\$ 58.00
1517.2763-01	KELTIKKA PERFORMANCE DANCE COMPANY	Refund of Fob Bond after Venue Hire	\$ 58.00
1516.752-01	TOTALLY WORKWEAR PALMERSTON	PPE High Vis Vests - Infrastructure Team	\$ 49.50
1516.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF Crews	\$ 49.44
1521.85-01	TELSTRA	Mar 2024 - Telstra Line Rental Thorak Cemetery	\$ 40.94
1517.2692-01	ALS LIBRARY SERVICES PTY LTD	Assorted Books for Taminmin Library Content	\$ 37.66
1520.1088-01	TALENT PROPELLER	Recruitment Advertising - Phone Interview MWF	\$ 33.00
1522.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable Bolts, Nuts etc for MWF Machines	\$ 21.81
TOTAL			\$2,097,122.64

STATEMENT 4. MEMBER AND CEO COUNCIL CREDIT CARD TRANSACTION FOR THE MONTH

Cardholder Name: Stephen Hoyne

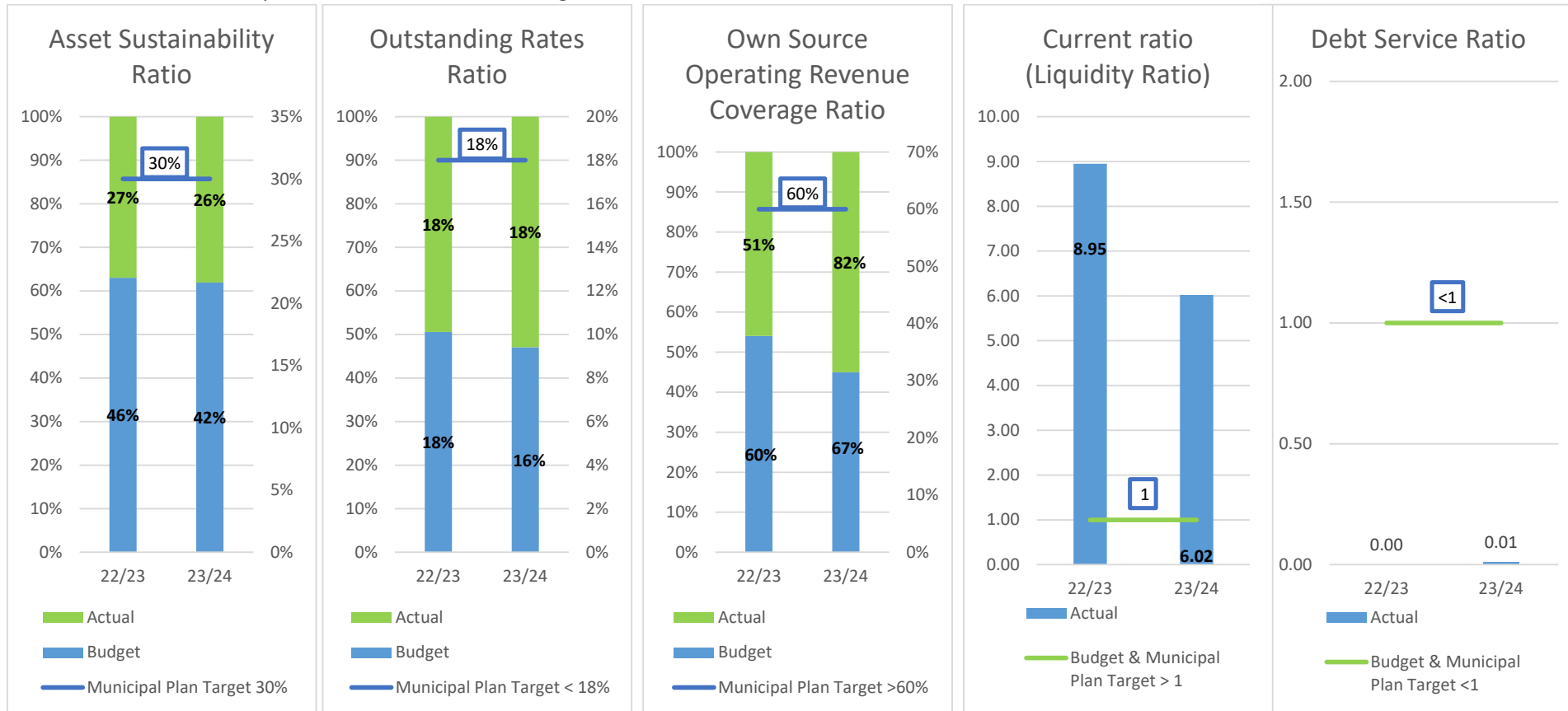
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
01/03/2024	1,809.96	Qantas	Flights NGA202 Canberra CEO
01/03/2024	65.00	Qantas	Flights NGA202 Canberra CEO
01/03/2024	15.00	Qantas	Flights NGA202 Canberra CEO
01/03/2024	65.00	Qantas	Flights NGA202 Canberra CEO
11/03/2024	5.00	Darwin Convention Centre	Parking - Aus Institute Company Directors Training
12/03/2024	5.00	Darwin Convention Centre	Parking - Aus Institute Company Directors Training
13/03/2024	5.00	Darwin Convention Centre	Parking - Aus Institute Company Directors Training
14/03/2024	5.00	Darwin Convention Centre	Parking - Aus Institute Company Directors Training
15/03/2024	5.00	Darwin Convention Centre	Parking - Aus Institute Company Directors Training
20/03/2024	509.55	AA&P EVENTS DARWIN AUS	LGANT Registration - Cr Sidey
20/03/2024	251.72	Knotts Crossing Reso Katherine	Accommodation - Seminar & Conference
20/03/2024	6.00	Westpac	Credit Card Monthly Fee
Total	2,747.23		

STATEMENT 5. ALLOWANCE AND EXPENSES FOR MEMBERS OF COUNCIL (AS PER LOCAL GOVERNMENT ACT 2019 SECTION 109 (3))

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
01/03/2024	1,809.96	Qantas	Flights NGA202 Canberra Mayor
01/03/2024	65.00	Qantas	Flights NGA202 Canberra Mayor
01/03/2024	15.00	Qantas	Flights NGA202 Canberra Mayor
01/03/2024	65.00	Qantas	Flights NGA202 Canberra Mayor
04/03/2024	909.90	Peppers Mantra- Surfers Parad	Accommodation - NGA202 Canberra Mayor
8/03/2024	126.82	Australian Local Government Associations	Regional Forum for NGA Delegate - Mayor Barden (INVNGA24542)
18/03/2024	509.55	AA&P EVENTS DARWIN AUS	LGANT Registration - Mayor
20/03/2024	509.55	AA&P EVENTS DARWIN AUS	LGANT Registration - Cr Sidey
Total	4,010.78		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2023/24 Municipal Plan includes the following financial KPIs.



<p>Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.</p>	<p>Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.</p>	<p>This ratio measures the degree to which Council relies on external funding to cover its operational expenses.</p>	<p>Identifies Council's ability to meet its short-term financial commitments as and when they fall due.</p>	<p>Indicates Council's ability to repay loans.</p>
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of March is 26% is below from the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 18.04% slightly above the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
Own Source Revenue Ratio	This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 82% is above the Municipal Plan target of greater than 60%.
Current Ratio (Liquidity Ratio)	A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments. Council's Current Ratio of 6.02 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.


** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31.03.2024

That, to the best of the CEO's knowledge, information, and belief:

- (1) The internal controls implemented by the council are appropriate; and
- (2) The council's financial report best reflects the financial affairs of the council.

CEO Signed: 

Date Signed: 10 April 2024



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – March 2024
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	16/04/2024
Attachments:	A: People, Performance and Governance Report – March 2024

Executive Summary

This report provides Council with key staffing information, workplace health and safety information and proposed major policy updates and reviews.

This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget. The metrics provided in this report track activity and report full-time equivalent (FTE) numbers, retention and Work Health and Safety performance.

Recommendation

THAT Council note the People, Performance and Governance Report for March 2024.

Background

Litchfield Council strongly values our people and good governance. This monthly report will ensure that important information is presented to understand any trends occurring and for the organisation to understand the factors influencing staff, their safety and policy initiatives.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

Public liability issues result from safety breaches by residents at Council's Waste Transfer Stations. Risk registers, standard operating procedures, and implementation of safety measures (e.g., education, signage etc) are used to reduce hazards during tasks and operations.

Service Delivery

Due to our location and market position, ongoing risks exist around the attraction of qualified staff into critical roles and retention of critical staff needed to deliver Council's business plans. Risks are being managed through several means, including implementing innovative HR practices and strengthening council's positive work culture to attract and retain talent.

Community Engagement

Not Applicable.

The staffing plan for 2023-2024 allows for 58.83 full-time equivalent staff across three departments. Council’s Enterprise Agreement 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater. For 2023-2024 a 2% increase applied from July 2023.

PEOPLE AND PERFORMANCE MONTHLY REPORT March 2024

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA			

External Appointments

Position	Department	Start date	Permanent/Temporary
Senior Ranger Officer	Regulatory	11 March	Permanent

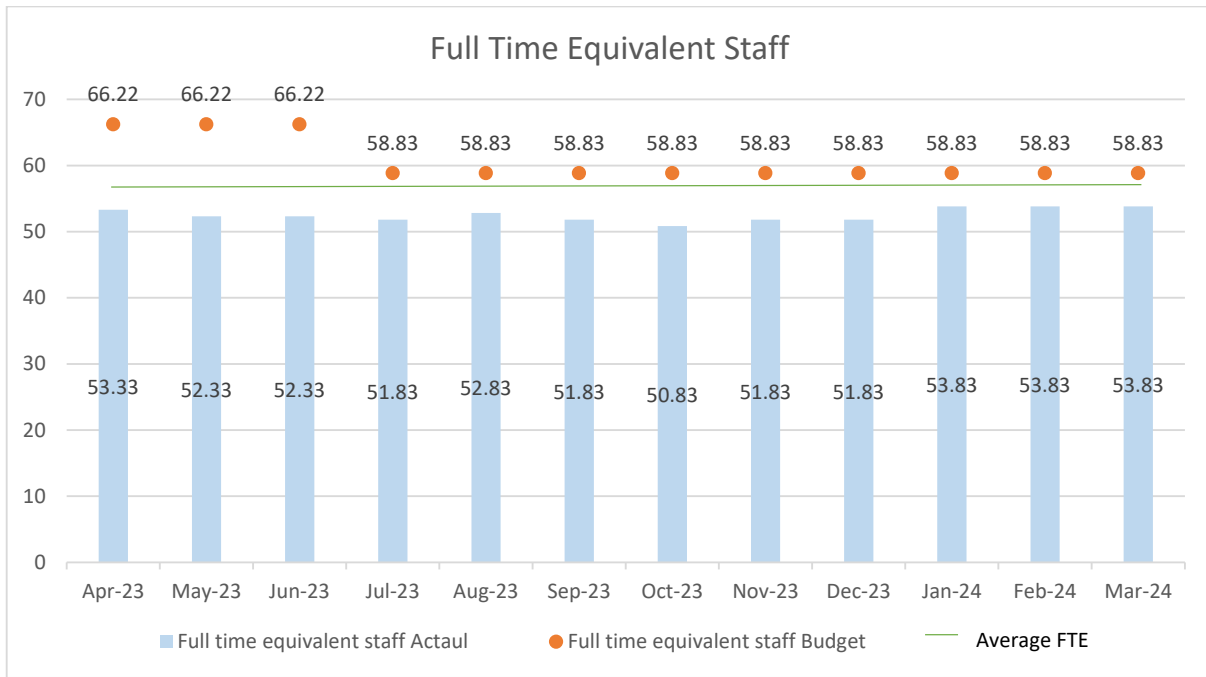
Employment Separation

Position	Department	End date	Permanent/Temporary
Program Manager Civil	Infrastructure	8 March	Permanent

	Approved	Actual	Difference
Full Time Equivalent	45.00	40.00	-5
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	53.83	-5.00

Recruitment Overview:

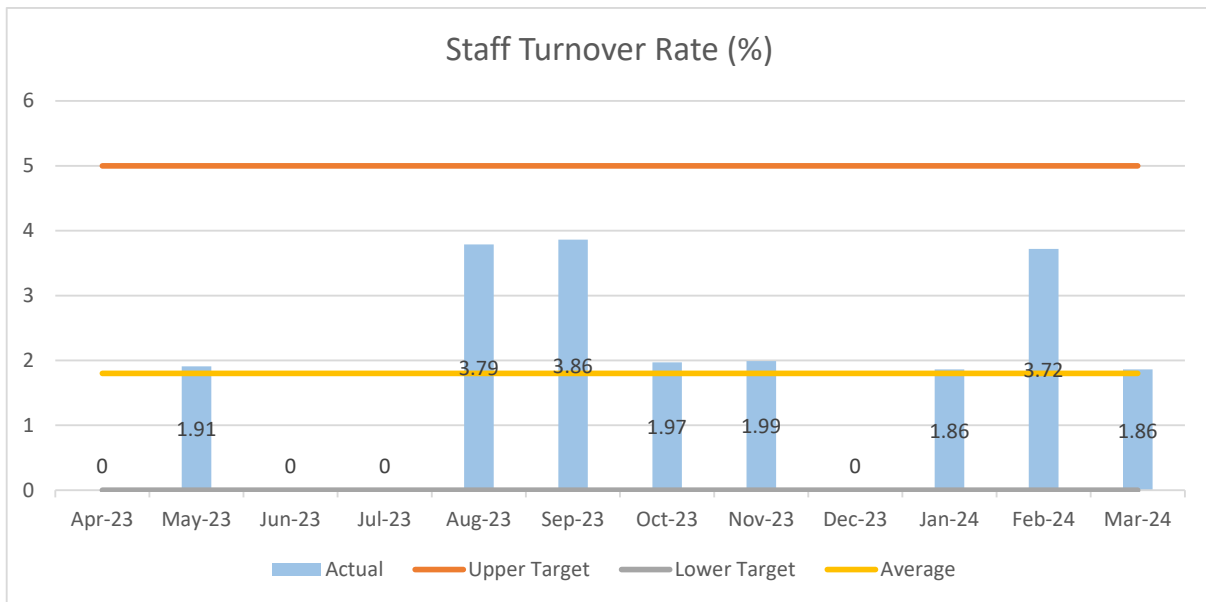
Role	In Progress	Completed
Senior Project Officer		
MWF Program Leader		
Project Officer		
Finance & Customer Service PL		



Turnover Rate:

The number of staff leaving council employment during the reporting period.

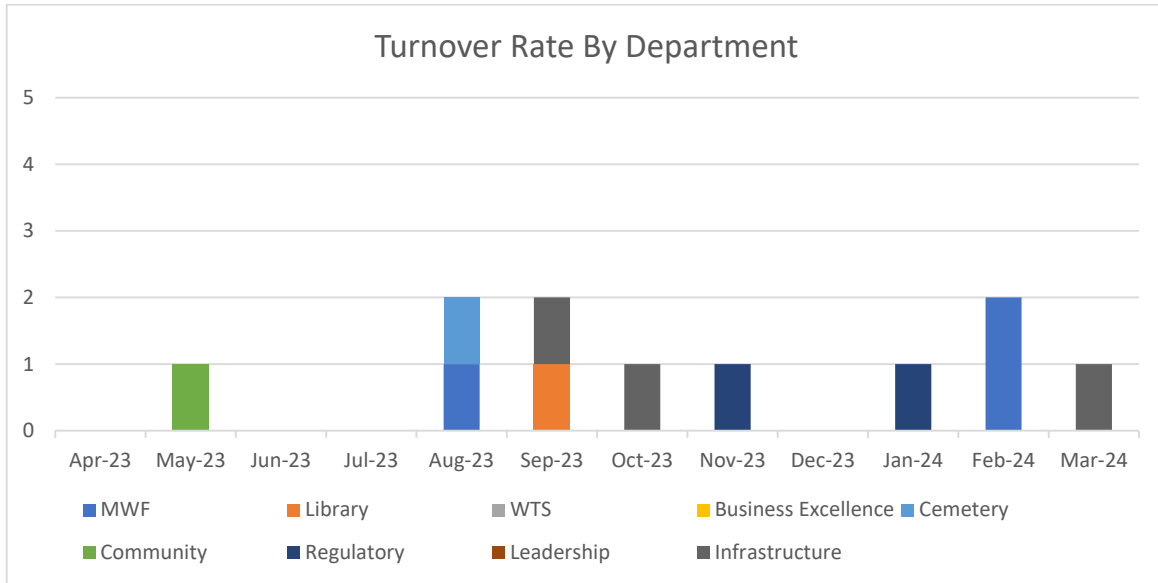
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Average
0%	1.91%	0%	0%	3.79%	3.86%	1.97%	1.99%	0%	1.86%	3.72%	1.86%	1.75%
0	1	0	0	2	2	1	1	0	1	2	1	0.92

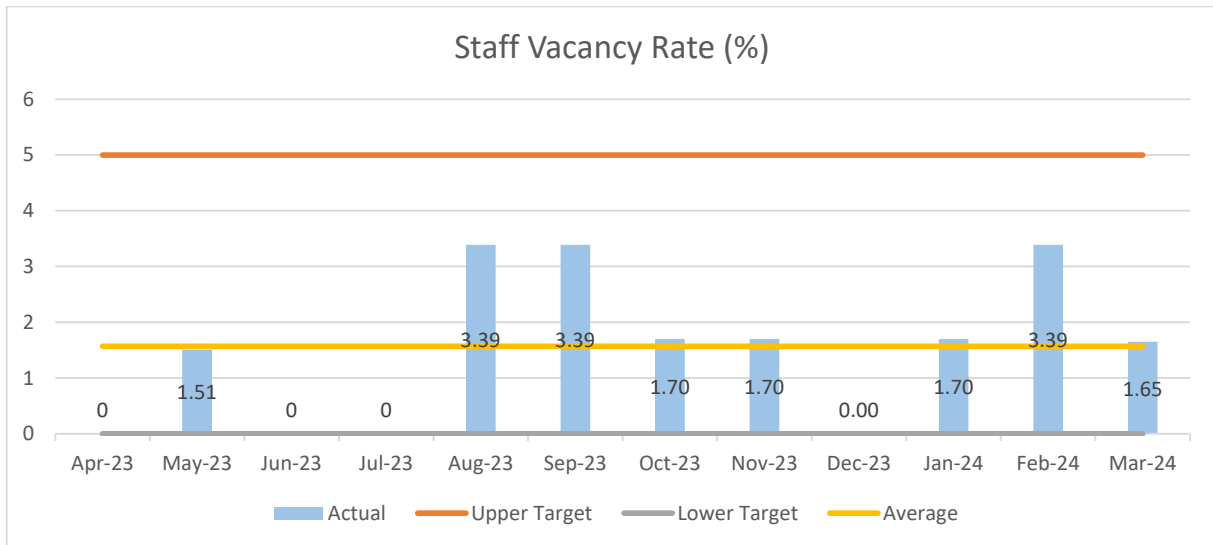
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

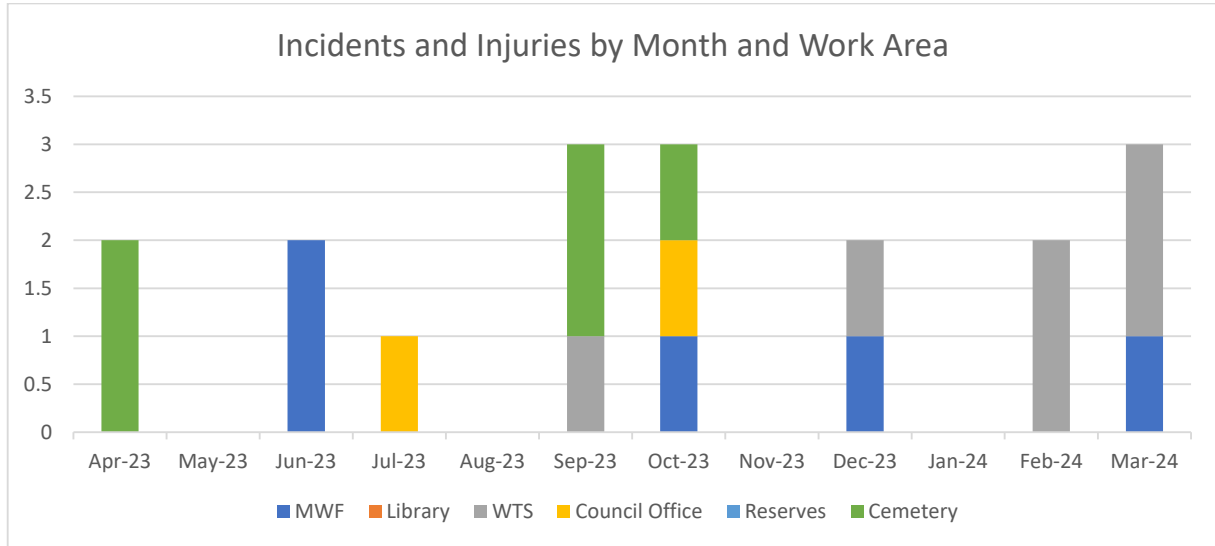
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Average
0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	0.00	1.70%	3.39%	1.70%	1.54%

Target: Between 0% to 5%

Workplace Health and Safety:



There were three workplace health and safety incidents recorded in March 2024:

- Incident 1: An employee received a minor injury while operating machine.
- Incident 2: An employee was verbally abused by a customer in the course of their duties.
- Incident 3: A serious incident involving a resident occurred at one of the Waste Transfer Stations. The incident was reported to NT WorkSafe as required.

Governance

The *Local Government Act 2019 (Act)* commenced on 1 August 2021. The following regulations, guidelines and general instructions have been made under the Act:

Regulations	Local Government (Electoral) Regulations 2021
	Local Government (General) Regulations 2021
Guidelines	Guideline 1: Local Authorities
	Guideline 2: Appointing a CEO
	Guideline 3: Borrowing
	Guideline 4: Assets
	Guideline 5: Budgets
	Guideline 6: Annual Report
	Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints
General Instructions	General Instruction 1: Procurement
	General Instruction 2: Annual Financial Statement

Below is a list of existing policies due for review during the 2023/2024 period. These policies will be presented to Council in due course.

Policies	
FIN01 Asset Disposal	FIN08 Risk Management



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	16/04/2024
Attachments:	A: Draft Municipal Plan 2024-2025 B: Draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034

Executive Summary

This report presents for Council endorsement the Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 to be placed on public exhibition inviting comments.

Recommendation

THAT Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2024-2025 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) *Local Government (General) Regulations 2021*.
2. endorse the draft Municipal Plan 2024-2025 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2024-2025, including special rates, as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024;
4. endorse the draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 as at Attachment B for the purposes of public exhibition and consultation;
5. advertise the draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024; and
6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

Background

The Draft Municipal Plan includes Council's Annual Budget 2024-2025 and Annual Service Delivery Plan that address priorities for action specified in the Litchfield Council Strategic Plan 2022-2025. Council is forecasting a balanced budget that keeps operating expenses constrained in line with the Financial Management Strategy and Long Term Financial Plan.

2024-2025 Budget Highlights:

- Rates increase of 5%;
- Waste increase of 2%;
- Road Seal Levy generating \$400K in revenue;
- 4% decrease in operating expenses;
- \$7.5 million in capital budget; and
- \$841K, drawn from Financial Reserves.

Financial Management Strategy and Long Term Financial Plan

Litchfield Council's Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making.

The draft Municipal Plan 2024-2025 and the draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 will be accessible from 22 April 2024 to 26 May 2024 for public comment.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Under Part 3.3 Section 33 of the *Local Government Act 2019 (Act)* the Municipal Plan is to contain the following:

- a service delivery plan for the period to which the municipal plan relates;
- Council's Annual Budget;
- any long-term, community or strategic plan adopted by the Council to which it relates;
- Council's Long Term Financial Plan; and
- indicators for judging the standard of Council's performance.

Council's Annual Budget must contain the following:

- the Council's objectives for the relevant financial year; and the measures the council proposes to take, during the financial year, towards achieving those objectives; and the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives;
- contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure;
- list the council's fees for services and the estimates of revenue from each of those fees;
- state the amount to be allocated to the development and maintenance of infrastructure for the financial year;

- state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year;
- include an assessment of the social and economic effects of its rating policies;
- state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances;
- include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and
- be in a form required by any guidelines that the Minister may make or as prescribed by regulation.

Attachment A – the draft Municipal Plan 2024-2025 for Litchfield Council complies with the above requirements.

Before Council adopts the Municipal Plan 2024-2025, a draft must be prepared and made accessible on the website and/or for people to inspect at Council's office. Council must publish a notice on its website and in the newspaper inviting submissions for a minimum period of 21 days. Council must then consider any submissions made and make changes if appropriate.

Risks

Community

There is a moderate risk to Council's reputation if the engagement with the community is not managed appropriately for the consultation on the Municipal Plan and Annual Budget 2024-2025. Council is working on a consultation program to ensure the entire municipality has an opportunity to understand the information, ask questions of elected members and staff and, that the risk of misinformation is managed.

Governance

There is a moderate compliance risk for Council in not meeting the legislative timelines. This risk has been mitigated through a timeline for the process of adopting the Municipal Plan and Annual Budget 2024-2025 in the required timeframe.

Community Engagement

The Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 will be made available to the public for a 35 day consultation period through a number of avenues, including Council's website www.litchfield.nt.gov.au, at Council's Office and at councils stand at Freds Pass Rural Show. Council welcomes community input in the form of written submissions.



LITCHFIELD
COUNCIL

DRAFT

Municipal Plan

2024-2025

Our Vision

To be the best place to live in the Top End.

Our Mission

To remain focused on delivering the priorities in Council's Strategic Plan to help us deliver on our vision for Litchfield.

Our Priorities

People

Community and lifestyle

Progress

Continuity of services and facilities

Prosperity

Our economy and growth

Places

Roads and infrastructure

Performance

An effective and efficient organisation

Acknowledgment of Country

We, the Litchfield Council, acknowledge the traditional custodians of this land. We pay our respect to their Elders, past, present, and future.

Introduction

The municipal plan (Plan) is Litchfield Council's action plan and annual budget for the 2024-2025 financial year. It includes key actions and services (deliverables) for Council to achieve its vision, mission and priorities in the Strategic Plan 2022-2025.

DRAFT

Cover and Publication Artwork

Marnie Jay is a Litchfield based visual artist who has worked in multiple disciplines using her background in graphic design and illustration. Mentored by Tony Oliver - Australian Geographic Illustrator and receiving an Award for "Best Graduating Illustrator". Marnie spent her professional life working with major media outlets, art institutions and freelancing to eventually find inspiration from the natural environment to progress to painting and become a full time artist in that medium. Her works are mostly inspired by the Litchfield area and surrounds with an emphasis on nature and the juxtaposition of urban and rural life on those habitats. Part environmental commentary, part wildlife documentation she uses humour, vibrant natural colour and her own unique interpretation of the region to depict Litchfield in her works. She paints weekdays and has a shop open weekends at Coolalinga Central, in rural Darwin, Northern Territory, Australia.

www.marniejay.com



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MESSAGE FROM YOUR MAYOR



On behalf of Council, I am honoured to present the 2024-2025 Municipal Plan and budget to the people of Litchfield. The Municipal Plan is Council's commitment to you, outlining our key actions and deliverables for the coming year. Our priorities, as set in Council's Strategic Plan, are People, Progress, Prosperity, Places and Performance. These priorities underpin our Mission and keep us on course to deliver our Vision for Litchfield to be *'the best place to live in the Top End'*

I value the collaborative approach taken to develop this Municipal Plan; robust conversations with my fellow Elected Members, working tirelessly together with Council staff and most importantly listening to the people of Litchfield to ensure our focus for the coming year delivers positive outcomes for our entire community.

Spread over approximately 3,100km², the Litchfield Municipality is uniquely positioned sharing borders with the Palmerston and Darwin local government areas and unincorporated land in outer Darwin and its surrounding regions. Although recent times have seen us follow the Territory wide trend of only marginal population growth, Litchfield newcomers continue to be attracted by our rural lifestyle and amenity. As well as the envied lifestyle, I am proud that our municipality plays an important role in the economic activity and output of the Territory.

We acknowledge current cost of living pressures and remain firm in our commitment to deliver minimal rate increases. Rates are set to increase by 5% reflecting an increase of only ninety-nine cents (\$0.99) per week for residential properties and an increase from \$1.76 per week for commercial properties. Waste charges will increase by only 2% or sixteen cents (\$0.16c) per week, and fees and charges will see an overall increase of 5%.

Council will continue to invest in community infrastructure, predominately through the sealing of roads. With a capital budget for 2024-2025 of \$7.51 million to be funded through external grant funding, operating surplus and a drawdown of \$841,801 from Council's Financial Reserves. Infrastructure and Assets, and Waste Management remain the most significant cost centres for Council. Investment in these areas enables Council to operate its three waste transfer stations for residents and commercial users and deliver quality roads across the community.

Sealing of roads can make an immense difference to residents, this was evident in Southport after recent sealing works on Aldridge, Ringwood, Riverside, Collett, Cheery and Barrow Streets. I am always delighted to see Council deliver projects with such tangible benefits across the municipality. In addition to sealing roads, Council has a Resolution to continue its review of INF06 Private Roads Policy. I am passionate about this body of work and look forward to its anticipated completion by December this year.

Council values its workforce and strongly believes that an engaged team is not only more productive, but it also delivers more positive outcomes for the community and to customers. With the current Enterprise Agreement (EA) 2020 due to expire on 18 September 2024, Council's Chief Executive Officer will lead a consultative bargaining process to ensure a new EA is in place in a timely manner. Further, council member allowances are determined by an independent Remuneration Tribunal, under Section 353 of the *Local Government Act 2019*, with a Determination made by the Tribunal in January 2024. Budgetary allowances have been made in consideration of these matters.

Council forecasts its operating expenses to increase by 4%, with the increase in expenditure mainly relating to employee costs and insurance charges as well as the inception of Council's Strategic Projects program. Overall, Council is keeping operational expenditure constrained in line with our Long Term Financial Plan 2024-2025 to 2033-2034 and is forecasting a balanced budget.

Council now has nine Recreation Reserves geographically spread throughout the municipality and they remain a key priority in our budget with over \$1.4 million allocated to support the volunteer management bodies to continue their great work managing these sporting and recreational facilities. Council submitted an application to the federal Priority Community Infrastructure Grant program seeking \$10 million for major upgrades to the Freds Pass Sport and Recreation Reserve. Favourable feedback has been received and an announcement of the outcome by the Federal government is anticipated before the end of the 2023-2024 financial year.

A strong advocacy focus lobbying for additional support from the Federal and Northern Territory Governments is high on Council's agenda. Council will continue to seek funding to meet the needs of Litchfield residents, to continue improving local

facilities and to safeguard the rural lifestyle we all know and love.

Council's advocacy focus in 2024-2025 will remain on priority projects including:

- 320 Arnhem Highway - Litchfield Library, Community and Business Hub;
- Sealing of Roads;
- Bike / shared pathways; and
- Kids playground in Coolalinga area.

The 2024-2025 year sees the introduction of Council's Strategic Projects program, this program aims to ensure continuous improvements in service delivery and provides an opportunity for Council to investigate and deliver viable events, projects or schemes that deliver targeted grass-roots benefits. The identified Strategic Projects to be investigated and undertaken in the 2024-2025 financial year include:

- Community / Student Art at Skate Parks;
- Improvement of Cash for Cans recycling program;
- Bike / shared pathways; and
- Community Clean-up activity.

Our flagship events such as the Australia Day Celebration and Community Art Exhibition will continue, working in conjunction with dedicated and passionate community groups to successfully deliver these events always instils an immense sense of pride in me - a real reminder of how strong our community spirit is! Likewise, our community grants program, funded through the cash for cans recycling, will continue. Supporting the youth of the municipality to develop knowledge, confidence and skill in their chosen areas and contributing to the activities of community groups is highly valued by the entire Council. Support of the Freds Pass Rural Show will continue, Council values their partnership with the Show's Committee and always enjoy being involvement in this premier event.

The draft Municipal Plan and Budget is made available for public feedback, allowing the community to have a direct say, and providing Council with further opportunity to gain insight into the direction locals would like to see the municipality take in the future. I encourage you all to provide feedback during the consultation period.

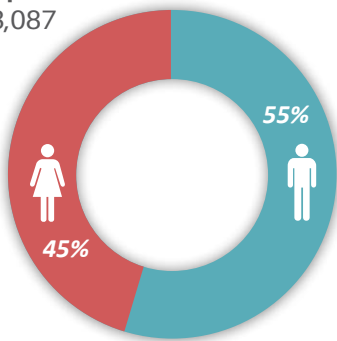
LITCHFIELD OVERVIEW



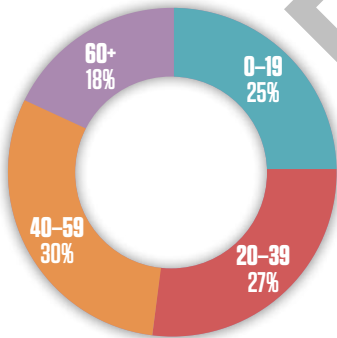
Litchfield Profile*

Geographical area
3,100km²

Population
23,087



Age (%)



Our Economy*

Local jobs	11,984
Local Businesses	2,025
Employed Residents	13,493



Council Data

Number of rateable assessments	8,468
Sealed Roads	645km
Unsealed Roads	71km
Pathways	16.5km
Registered Dogs	3,839
Recreation Reserves	9
Playgrounds	7
Cemeteries	1
Waste Transfer Stations	3
Library	1



BUDGET AT A GLANCE



Revenue

Expenditure



*Figures displayed on this page are rounded.

YOUR COUNCIL



The Council consists of the Mayor and six Councillors who were elected in August 2021 for a four-year term expiring in August 2025. There are three electoral wards being Central, North and South. Each ward is represented by two Councillors. The Deputy Mayor is appointed by a resolution of Council for a period of eight months.



Mayor
Doug Barden

Mobile:
0429 875 390
Email:
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Central Ward Councillor
Andrew Mackay

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Central Ward Councillor
Kevin Harlan

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North Ward Councillor
Rachael Wright

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**North Ward Councillor
Mathew Salter**

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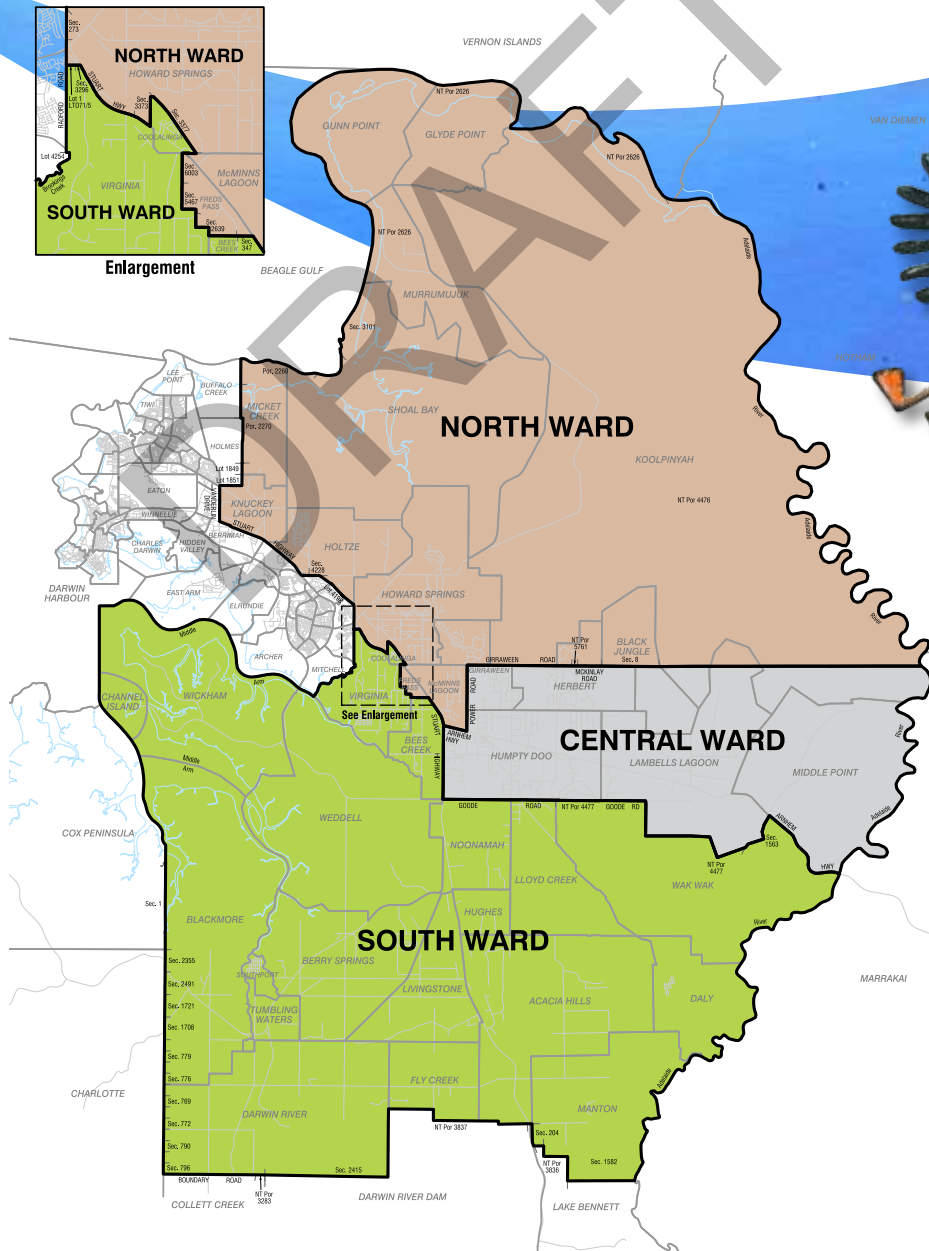
**South Ward Councillor
Emma Sharp**

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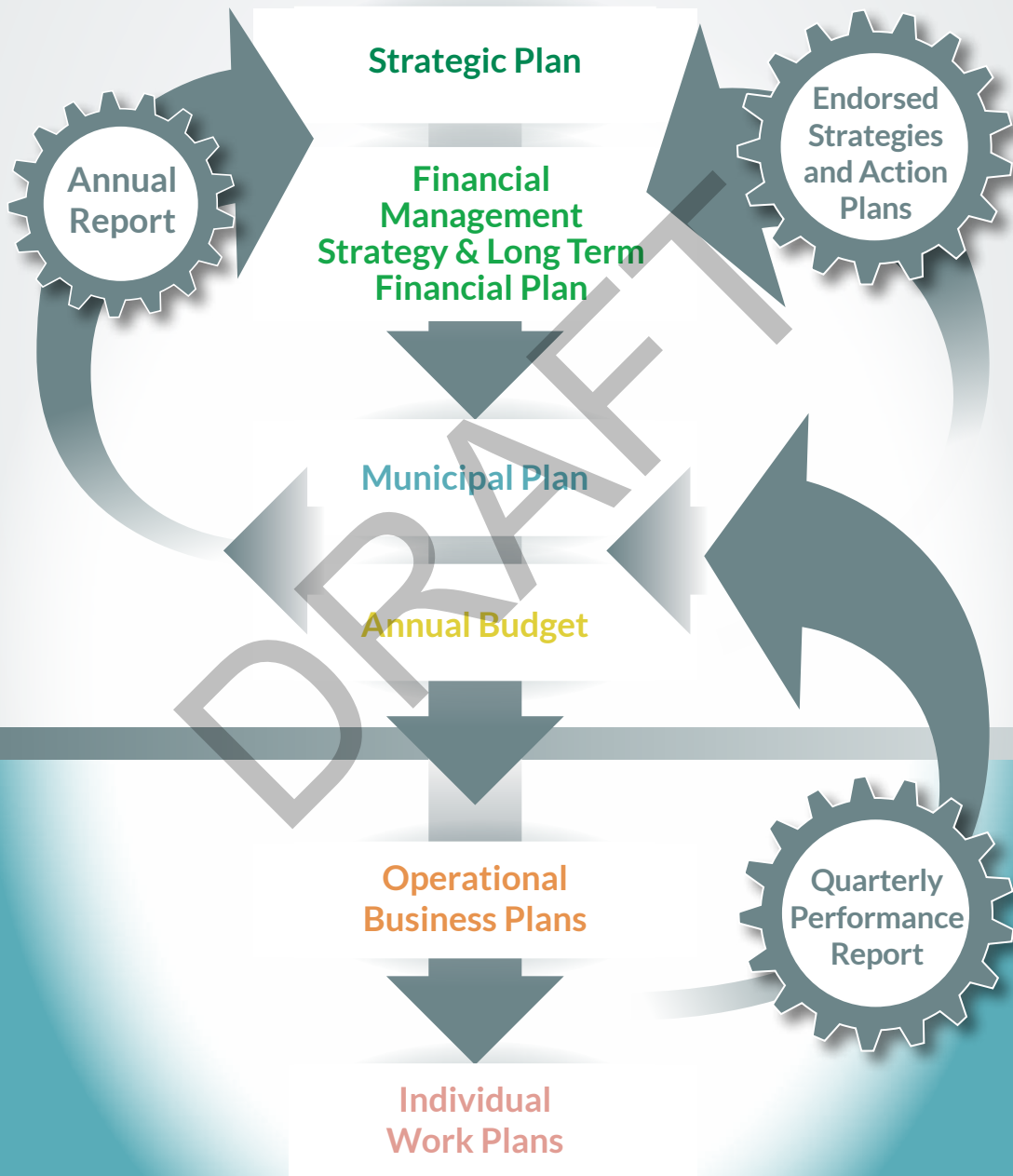
**South Ward Councillor
Mark Sidey**

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REPORTING FRAMEWORK

Litchfield Council Integrated Strategic Planning and Reporting Framework



COUNCIL PLANS AND STRATEGIES



Council plans articulate the goals and outcomes against which Council will be measured and explains, at an in-depth level, how it will achieve them. Council works toward updating plans as they fall due and remain relevant and aligned with community expectations. Council has the following plans:

- Strategic Plan 2022-2025
- Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034
- Asset Management Plans
- Waste Strategy
- Sport, Recreation and Open Space Strategy
- Animal Management Plan
- Advocacy Strategy
- Community Engagement Strategy and Action Plan
- Customer Service Charter
- Social Media Activation and Strategy Action Plan

Further information can be found on Litchfield Council website via [Plans and Publications | Litchfield Council \(nt.gov.au\)](#)





STRATEGIC ADVOCACY FOCUS



Litchfield Council will continue to advocate for increased support from the Federal and Northern Territory Governments to meet the needs of Litchfield residents to continue improving our rural lifestyle, and keep Litchfield the best place to live in the Top End.

Councils focus in 2024-2025 will remain on the following priority projects.





PRIORITY PROJECT

320 Arnhem Highway - Litchfield Library, Community and Business Hub

Litchfield Council is advocating to partner with the Northern Territory and Federal Governments to establish the Litchfield Community and Business Hub to serve the growing community on section 2897 (320) Arnhem Highway, Humpty Doo, Hundred Strangways which is a strategic parcel of undeveloped land within the Humpty Doo District Centre. The Northern Territory Government Litchfield Subregional Land Use Plan identified the need for additional community infrastructure, including a multi-purpose common facility and community hall with a modern library facility and spaces for art and cultural activities.

The Litchfield Community and Business Hub concept is a multi-purpose community facility, including a modern contemporary library, an air-conditioned community hall and visitor services space. The facility should support, through the provision of services or spaces for small local businesses and community organisations, space for arts and cultural uses and spaces for health and related service providers.

The Taminmin Community Library current location within Taminmin High School is less than ideal and limits the facility being run specifically as a community service. Locating the library within this community and business hub precinct would be ideal to serve the public of the Litchfield Municipality and its growing population. A Library Needs Study recommended that a new multi-user library and learning facility proposal, with sufficient capacity for additional learning spaces, including early development, digital literacy and other programs, be developed to deliver future library services in Litchfield. The study also suggested that there was an opportunity to co-locate with other services (community hall, other community uses) and ancillary commercial uses (café etc.).

An opportunity exists to explore options to utilise parts of the site for uses that may assist Council to offset the cost of community facilities that will form the focus or "heart" of the site. Utilising parts of the site for possible Tourist Commercial development and Residential Living may provide a mechanism to deliver the Community Facilities via the sale or lease of these portions of the site, improving long-term sustainability and income generation.



Council is working toward establishing a financial reserve for this project and seeking external government funding and proposes to commit millions to the project should the external funding eventuate.

Working toward this outcome, the council has, in previous years, drafted a Masterplan which provides an overview of key elements considered to bring together two master plan options for the site and assist Council and the community to engage in a conversation on the next steps to realise the community, business and tourism potential of the site. Additionally, council has completed a community engagement strategy and is ready to move forward on this exciting project.



PRIORITY PROJECT

Roads

The sealing of roads comes at a large expense, but the improvement to such assets is important to many of our residents. Council is committed to seeking grant opportunities and partnerships to continue the sealing of unsealed roads based on a strategic approach working with other levels of government to bring significant benefit to the Litchfield area and provide a higher level of service in the roads area of our municipality.

Council still has a substantial number of unsealed roads within the municipality as well as a number of privately owned roads.

In addition, in this area, the Council advocates for road safety upgrades as part of normal business as the need arises. For example, the Bees Creek Road safety upgrade initiative was advocated by council to the Northern Territory Government.



PRIORITY PROJECT

Children's Playground in Coolalinga

Council is actively seeking land within Coolalinga to be used for a playground in the suburb. There are a number of high-density buildings in this area, and currently no open space for physical activity. Council is keen to provide opportunity for children to play and interact with each other in a purpose built playground.



PRIORITY PROJECT

Bike/ Share Paths

Litchfield Council holds the key to future developments for the greater Darwin area, and as such, the construction of shared paths across the area is an important community asset and allows pedestrians, cyclists and mobile device users to move safely and efficiently around the Litchfield municipality.

There is a growing demand for high-quality shared path infrastructure across the Litchfield area and Territory-wide, with residents demanding a higher level of connectivity between work and home and utilising paths for their health benefits and for recreation purposes.

The Department of Infrastructure, Planning and Logistics | 2023 - 2033 NT Shared Path Review Outcomes Summary includes in the short-term plan for the Greater Darwin upgrades at its highest priority path along the Stuart Highway from Coolalinga to Arnhem Highway with work detail described as extend the Stuart Highway path from Coolalinga to Arnhem Highway, then along Arnhem Highway to connect to Freds Pass Road.

Opportunities for bike / share paths in the Litchfield area include:

- Coolalinga to Arnhem Highway to Noonamah to Acacia and beyond;
- Stuart Highway to Humpty Doo Shopping Centre along the Arnhem Highway; and/or
- Berry Springs shops to Territory Wildlife Park and onto the school.

Council will continue discussions and planning with the Department of Infrastructure, Planning and Logistics (DIPL) regarding Litchfield Council's priority shared paths and DIPL's shared path review.

STRATEGIC PROJECTS

Each year Council delivers new initiatives to ensure continuous improvements in service delivery. All initiatives contribute to achieving Council's strategic priorities.

Strategic projects to be investigated and undertaken in the 2024-2025 financial year include:

Community / Student Art at Skate Parks

Initiate a competition for contributions by local school students or local artists to paint themed murals on skate park concrete structures (ramps etc) across the municipality, especially Humpty Doo, to improve visual amenities and the feel of ownership. Staff will explore options to work with organisations who have skills in this area to bring this project to fruition.

Cash for Cans

Council's Community Grants Scheme is fully funded by the recycling efforts of our community at our three Waste Transfer Stations. All recycling money from the Container Deposit Scheme (10c containers), car batteries and scrap steel are provided back to the community in full through a grant application process.

Council will investigate and improve, where possible, the Cash for Cans recycling program with additional collection points at recreation reserves and council sites to add to the community grants fund.



Clean-up

Council will investigate a process that can allow for a once-off clean-up activity. The initial investigation will assess the level of resources required and the costs associated with facilitation. The program may take the form of holding an amnesty for a short period of time (a month) to allow Litchfield non-commercial residents to dispose of household waste, including tyres, white goods, green waste, etc., free of charge.

As a suggested time, this amnesty may be held in July/August to allow adequate time for Council to dispose of items before the cyclone season officially starts in October.

All current non-permitted waste restrictions would still apply (e.g., no building waste).

PROGRAM PROFILES



Office of the Chief Executive

Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.

Corporate Communications	Advises on and delivers community engagement activities, media management and corporate communications.
Community Development	Supports and resources recreation reserves management committees to provide fit-for-purpose sport and recreational facilities. Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community Grants Scheme and supports community events and programs.

Infrastructure and Operations

Infrastructure and Assets	Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.
Mobile Workforce	Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.
Planning and Development	Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.
Thorak Regional Cemetery	Operates the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the <i>Northern Territory Burial and Cremation Act 2022</i> , Burial and Cremation Regulations 2022, Council policies and community expectations.
Waste Management	Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.

Corporate and Community

Finance and Customer Service	Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations. Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.
Governance and Risk	Provides and supports best practice governance, statutory compliance, records and risk management for Council.
Information Services	Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.
Human Resources and Work Health Safety	Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.
Library Services	Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.
Regulatory Services	Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control other animals e.g. wild dogs, peacocks, roosters and livestock. Manages abandoned vehicles.

OUR PEOPLE



Litchfield Council is dedicated to providing an inclusive workplace that offers competitive benefits, encourages work-life balance and fosters an innovative culture. The organisation structure for 2024-2025 remains at 58.83 full-time equivalent (FTE) staff across three departments.

Council's Enterprise Agreement 2020, due to expire on 18 September 2024, set an annual pay increase of 1% or CPI capped at 2% whichever is greater. This current Agreement will continue until the new Enterprise Agreement is finalised.

ORGANISATION CHART





2024-2025 Annual Budget



Council is forecasting a balanced budget, achieved through consistency, and only requiring limited drawing on funds from financial reserves. Overall, Council keeps operating expenses constrained in line with the Long-Term Financial Plan 2024-2025 to 2033-2034.

The financial strategy is embedded in Council's Long-Term Financial Plan and throughout this Plan. It sets the parameters within which Council agrees to operate to maintain acceptable financial outcomes over a period of 10 years.

2024-2025 BUDGET BY DEPARTMENT PROFILE

PROGRAM	Operational Revenue (\$)	Operational Expense (\$)	Operational Surplus/(Deficit) (\$)	Capital Income (\$)	Capital Expense (\$)	Capital Deficit (\$)
Council Leadership	-	1,455,976	(1,455,976)	-	-	-
Corporate	-	673,016	(673,016)	-	-	-
Information Services	-	702,581	(702,581)	-	-	-
Finance and Customer Service	13,481,631	2,099,868	11,381,763	400,511	-	400,511
Infrastructure and Assets	3,184,131	3,991,911	(807,780)	1,300,000	6,627,000	(5,327,000)
Waste Management	3,636,225	3,393,475	242,751	-	400,000	(400,000)
Community	129,885	1,977,531	(1,847,646)	-	485,000	(485,000)
Library	308,234	370,552	(62,318)	-	-	-
Mobile Workforce	-	1,241,111	(1,241,111)	-	-	-
Regulatory Services	175,000	482,869	(307,869)	-	-	-
Thorak Cemetery	1,520,089	1,076,619	443,470	-	-	-
Total	22,435,195	17,465,507	4,969,688	1,700,511	7,512,000	(5,811,489)

ANALYSIS OF THE OPERATIONAL BUDGET

Operating revenue

DEPARTMENT	2023-2024 (\$)	2024-2025 (\$)	Variance	
			(\$)	(%)
Finance and Customer Service	12,644,146	13,481,631	837,485	6.6%
Infrastructure and Assets	3,174,570	3,184,131	9,561	0.3%
Waste Management	3,531,861	3,636,225	104,364	3.0%
Community	97,020	129,885	32,865	33.9%
Library	417,392	308,234	(109,158)	-26.2%
Regulatory Services	175,000	175,000	-	0.0%
Thorak Cemetery	1,443,030	1,520,089	77,059	5.3%
Total Revenue	21,483,019	22,435,195	952,176	4.4%

Overall Revenue is budgeted to increase by 4% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2024-2025 making up 68% of the total revenue. Rates have increased by 5% reflecting an increase of only ninety-nine cents (\$0.99) per week for Residential properties

and an increase from \$1.76 per week for Commercial properties. In addition, waste charges increase by only 2% or \$0.16 per week, and fees and charges increase by 5% overall. Investment income includes interest calculated on forecasted cash and investment balances which continues to reflect current interest rates.



Operational expenditure

DEPARTMENT	2023-2024 (\$)	2024-2025 (\$)	Variance	
			(\$)	(%)
Council Leadership	1,416,170	1,455,976	39,806	2.8%
Corporate	666,633	673,016	6,383	1.0%
Information Services	695,136	702,581	7,445	1.1%
Finance and Customer Service	1,733,380	2,099,868	366,488	21.1%
Infrastructure and Assets	3,960,748	3,991,911	31,163	0.8%
Waste Management	3,242,811	3,393,475	150,664	4.6%
Community	1,808,451	1,977,531	169,080	9.3%
Library	417,533	370,552	(46,981)	-11.3%
Mobile Workforce	1,218,706	1,241,111	22,405	1.8%
Regulatory Services	473,496	482,869	9,373	2.0%
Thorak Cemetery	1,053,538	1,076,619	23,081	2.2%
Total Expenses	16,686,602	17,465,507	778,905	4.7%

Council undertakes a robust review of the operational budgets and proposed projects to ensure Council continues to maintain existing delivery whilst aligning with Council's Strategic Plan 2022-2025. Through this review, Council continues to manage its expenditure and forecast its operating expenses to increase by less than 5% whilst maintaining service delivery. The increase in expenditure mainly relates to employee costs and insurance as well as the reinstatement of council's new initiative funds after being utilised for capital projects in 2024. Council continues to be diligent in the area of operational expenditure and prioritises a financially sustainable structure with minimal impact on Council services.

Infrastructure and Assets and Waste Management remain the most significant cost centres for Council. Investment in these areas enables Council to operate its three waste transfer stations for residents and commercial users and deliver quality roads across the community.

Under Section 353 of the *Local Government Act 2019*, Council member allowances are determined by the Remuneration Tribunal. The budget 2024-2025 includes the increases applicable for the elected members of Litchfield Council as per Determination No:1 of 2024.

ANALYSIS OF THE CAPITAL BUDGET

Capital works to improve or replace existing assets or create new assets for Council.

Council's capital budget for 2024-2025 is \$7.51 million and is funded through external grant funding, operating surplus and Council's cash backed reserves. In 2024-2025 Council expects to draw down \$841,801 from Financial Reserves to fund the capital works program. A special road seal levy in Southport generates \$400,511.

Capital Expenditure on Assets

Capital expenditure is planned to be spent and funded as per below:

Capital Expenditure	2024-2025 Budget (\$)
Land and Buildings	710,000
Infrastructure (including roads, footpaths, park furniture)	5,867,000
Fleet	935,000
Other Assets (including furniture and office equipment)	-
Leased Land and Buildings	-
Other Leased Assets	-
Total Capital Expenditure	7,512,000

Total Capital Expenditure funded by	2024-2025 Budget (\$)
Operating Income (operational surplus from savings)	4,969,688
Capital Grant	1,300,000
Special Road Seal Levy	400,511
Transfer from Cash Reserves	841,801
Borrowings	-
Sale of Assets (including trade-ins)	-
Other Funding	-
Total Capital Expenditure Funding	7,512,000

Capital Expenditure by Department

Programs	Costs (\$)
Infrastructure and Assets	
Road Seal Renewals	1,125,000
Pavement Renewals	1,300,000
Gravel Surface Renewal	322,000
Unsealed to Sealed Road Upgrades	1,000,000
Road Safety Upgrades (Shoulder Widening)	300,000
Road Safety Upgrades (Intersections)	380,000
Road Safety Upgrades (Schools)	380,000
Road Safety Upgrades (Lighting)	430,000
Drainage Renewal	200,000
Drainage Upgrade (Flood Mitigation)	30,000
Thorak Cemetery	530,000
Council Office Asset Renewal	95,000
Fleet (In accordance with Asset Management Plan)	535,000
Waste Transfer Stations Asset Renewal	400,000
Sub Total	7,027,000
Community	
Freds Pass Reserve (Asset Renewal)	300,000
Howard Park Reserve (Asset Renewal)	80,000
Gregg Park Reserve	20,000
Berry Springs Reserve (Asset Renewal)	85,000
Sub Total	485,000
Total	7,512,000

Capital Expenditure

The 2024-2025 budget includes \$4.3 million in capital renewal projects, reflecting an asset sustainability ratio of 41%. This is below both Council's target of 60% and best practice of 90%, highlighting Council's challenge in funding a sustainable capital program with the current level of revenue. Some of council's strategies in this area is to assess depreciation expense as part of a financial asset revaluation exercise including traffic utilisation.

The \$3.1 million new and upgraded capital investment includes \$1 million for sealing gravel roads. The capital works program includes \$0.5 million for Local Roads and Community Infrastructure Program Funding phase four and has also been recognised as capital income in the 2024-2025 budget.

Budget by Planned Major Capital Works

This table is to report major capital work projects that are either in progress, that will continue over more than one financial year or will be completed in this current financial year.

Major Capital Project	Actuals 2023-2024 (\$) (A)	Budget 2024-2025 (\$) (B)	Budget 2025-2026 (\$) (C)	Total Planned Budget (\$) (A+B+C)	Expected Project Completion Date
Infrastructure and Assets					
Pavement Renewal 2023-2024	168,177	-	-	168,177	June 2025
Gravel Road Sealing 2023-2024	40,234	-	-	40,234	June 2025
Road Safety Intersection Upgrades 2023-2024	218,808	-	-	218,808	June 2025
Road Seal Renewals 2024-2025	-	1,125,000	-	1,125,000	June 2025
Pavement Renewals 2024-2025	-	1,300,000	-	1,300,000	June 2025
Gravel Surface Renewal 2024-2025	-	322,000	-	322,000	June 2025
Unsealed to Sealed Road Upgrades 2024-2025	-	1,000,000	-	1,000,000	June 2025
Road Safety Upgrades (Shoulder Widening) 2024-2025	-	300,000	-	300,000	June 2025
Road Safety Upgrades (Intersections) 2024-2025	-	380,000	-	380,000	June 2025
Road Safety Upgrades (Schools) 2024-2025	-	380,000	-	380,000	June 2025
Road Safety Upgrades (Lighting) 2024-2025	-	430,000	-	430,000	June 2025
Drainage Renewal 2024-2025	-	200,000	-	200,000	June 2025
Drainage Upgrade (Flood Mitigation)	-	30,000	-	30,000	June 2025
Freds Pass Reserve (Asset Renewal) 2024-2025	-	300,000	-	300,000	June 2025
Howard Park Reserve (Asset Renewal)	-	80,000	-	80,000	June 2025
Gregg Park Reserve	-	20,000	-	20,000	June 2025
Waste Transfer Stations (Asset Renewal) 2024-2025	-	400,000	-	400,000	June 2025
Fleet and Plant					
Fleet 2024-2025	-	535,000	-	535,000	June 2025
Land and Buildings					
Thorak Cemetery	-	530,000	-	530,000	June 2025
Council Office Asset Renewal	-	95,000	-	95,000	June 2025
Berry Springs Reserve (Asset Renewal)	-	85,000	-	85,000	June 2025
Total	427,218	7,512,000	-	7,939,218	



Capital Income

The capital income for 2024-2025 includes \$1.3 million in external grant funding from Roads to Recovery. Council continues to advocate strongly for grant funding, focusing on renewal rather than new infrastructure.

Annual Budget summary

	2023-2024 Budget (\$)	2024-2025 Budget (\$)	Variance (%)
Operational revenue	21,483,018	22,435,195	4.43
Capital revenue	2,581,429	1,300,000	(49.64)
Special Road Seal Levy	-	400,511	-
Total revenue	24,064,447	24,135,706	0.30
Operating expenditure	16,686,601	17,465,507	4.67
Capital expenditure	7,766,429	7,512,000	(3.28)
Total expenditure	24,453,030	24,977,507	2.14
Net transfers from reserves	(388,583)	(841,801)	116.63

RATING STRATEGY

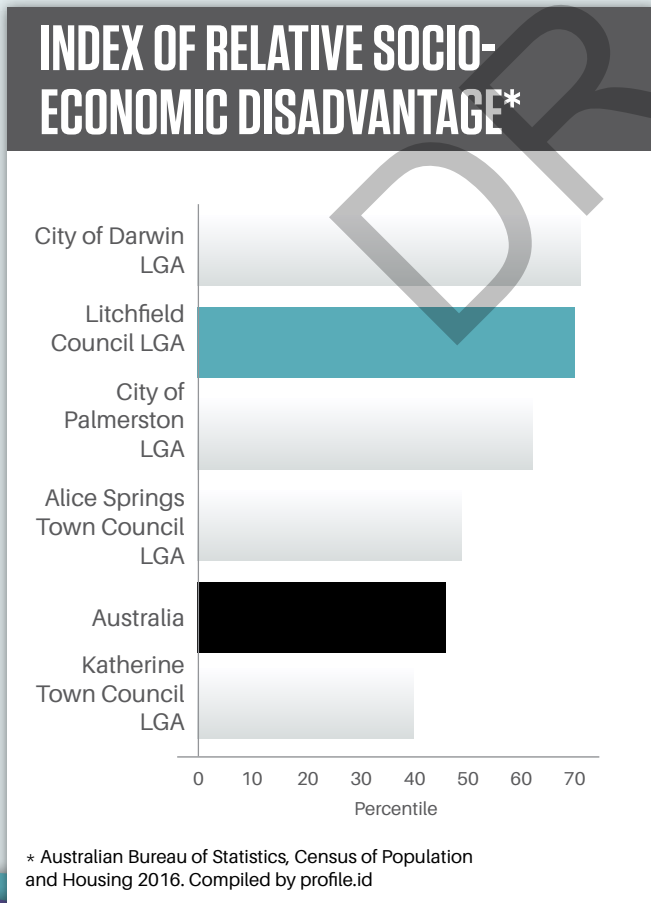
Social and Economic Impact Statement of Rating Strategy

Council has been guided by its Long Term Financial Plan, Strategic Plan and Litchfield’s demographic and economic data when setting rates and charges for the 2024-2025 financial year.

Council’s goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

The following data informed Council’s Decision.

Litchfield Household Data*	
Median weekly household income	\$2,269
Households with a mortgage	40%
Median Weekly mortgage repayment	\$513
Households renting	17%
Median weekly rent	\$380



Principles of the Rating Policy FIN02

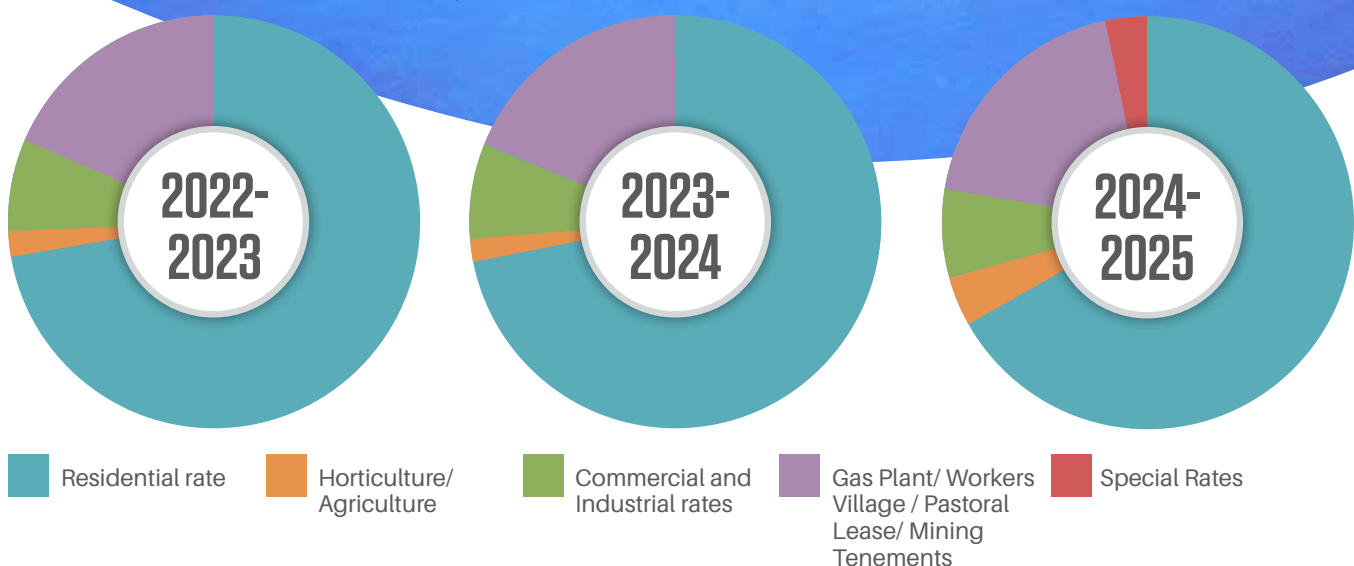
Council’s Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

A flat rate remains for urban residential, rural residential and horticultural / agricultural rateable properties.

As allowed for in the *Local Government Act 2019*, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and gas plant rating categories in 2024-2025. The NT Valuer-General sets the UCV of land. The relevant Northern Territory Government Minister sets rates for mining tenements and pastoral leases.

Rate revenue

	2022-2023 Budget (\$)	2023-2024 Budget (\$)	2024-2025 Budget (\$)
Residential Rate	7,623,067	8,024,990	8,234,324
Horticulture / Agriculture	195,288	205,052	476,900
Commercial and Industrial Rates	769,029	834,557	847,405
Gas Plant/ Workers Village / Pastoral Lease/ Mining Tenements	1,953,372	2,105,897	2,342,937
Special Rates	-	-	400,511
TOTAL	10,540,756	11,170,496	12,302,077



RATING STRUCTURE

Rating category (in line with Policy FIN02)	Planning Zones	No. of properties	Rate 2023-2024	Rate 2024-2025
Fixed Rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11	7,881	\$1,025.26	\$1,076.52
Horticulture/Agriculture	H; A	200	\$1,025.26	\$1,076.52
Valuation- Based				
Allotments of Commercial/ Industrial Land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL1; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	269	0.300175% Min Charge \$1,833.95	0.315184% Min Charge \$1,925.65
Gas Plant	FD, DV	3	8.824656%	9.265889%
Mining Tenements	As set by the Minister	111	0.6427% Min Charge \$1,647.93	0.6427% Min Charge \$1,647.93
Pastoral Lease	As set by the Minister	4	0.0566% Min Charge \$696.28	0.0566% Min Charge \$696.28
Total Number of Rateable Properties		8,468		
Charge				
Waste Charge		8,121	\$410.97	\$419.19
Special Rate				
Southport Road	R	71	-	\$5,641.00

Fees and Charges by department

Council has increased majority of the fees and charges by 5% whilst continuing to provide a range of free services. The Schedule of Fees and Charges can be viewed at Council Office as well as on Council's website: Fees and Charges | Litchfield Council (nt.gov.au)

Department	2024-2025 Budget (\$)
Finance and Customer Service	50,715
Infrastructure and Assets	198,510
Waste Management	166,950
Community	101,871
Library	2,835
Thorak Cemetery	1,510,089
Total	2,030,970

RECREATION RESERVES FUNDING SUPPORT

Council has nine recreation reserves across the municipality. It supports six by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council. Recreational reserve funding amounts are considered each year as part of council's budget process considering operational needs and prior year service delivery.

Council's newest reserve, Gregg Park in the Jakira Estate has recently come online and features in the municipal plan for the first time this year. The park, featuring play equipment and shaded picnic facilities is nestled amongst nature in keeping with the rural vibe of the municipality.

In addition to the recreation reserves operational funding, Council funds the tree and playground maintenance for these facilities. Costs associated with these works are in addition to the below budget but is included in Council's overall operational expenditure budget.

Council works with the management committee or board of the recreation reserves throughout the year and, where possible, accommodates unforeseen expenses to provide additional support for emergencies or other eventualities as required. In the 2023-2024 financial year, Council assisted in this capacity with a spend of \$440,545 (to end of March 2024) across reserves.



Operating Contribution to Recreation Reserve

Reserves	2023-2024 Budget (\$)	2024-2025 Budget (\$)	Increase (\$) (%)	
Operating Contributions to Recreation Reserve				
Berry Springs Reserve	79,841	84,631	4,790	6%
Freds Pass Reserve	847,919	898,794	50,875	6%
Humpty Doo Village Green	123,287	133,196	9,909	8%
Livingstone Reserve	69,677	73,860	4,183	6%
McMinns Lagoon Reserve	30,525	32,358	1,833	6%
Mira Square	16,211	18,144	1,933	12%
Recreation Reserves managed in-house by Council				
Howard Park Reserve	130,274	138,090	7,816	6%
Knuckey Lagoon Reserve	31,044	32,907	1,863	6%
Gregg Park (Jakira Estate)	1,473	5,000	3,527	239%
Total	1,330,251	1,416,980	86,729	7%

In addition to the reserve's operational funding and the tree and playground maintenance for the reserves, Council spends significant amounts on capital renewal projects that are included in the Council's overall capital works expenditure budget.

SPONSORSHIP, GRANTS, AND OPERATING SUBSIDIES

The Community Grants Scheme was launched in 2017 in line with the Grants, Donations and Sponsorship Policy FIN07. The scheme provides a framework for delivering grant funding to the community with clear links to achieving the Strategic Plan 2022-2025 outcomes and Council's vision to be the best place to live in the Top End. The funding supports community groups and organisations to run events, facilities and programs that provide opportunities to connect and to enrich life in local communities. The scheme also supports the municipalities youth through Youth Development Grants. These grants aim to develop the knowledge, confidence and skill of youth. The scheme is 100% funded through money made from recycling of bottles, cans and batteries collected at Council's Waste Transfer Stations.

GRANTS AND DONATIONS

Grants/Donations/ Community Support	2023-2024 (\$)	2024-2025 (\$)
TOTAL	141,000	157,920

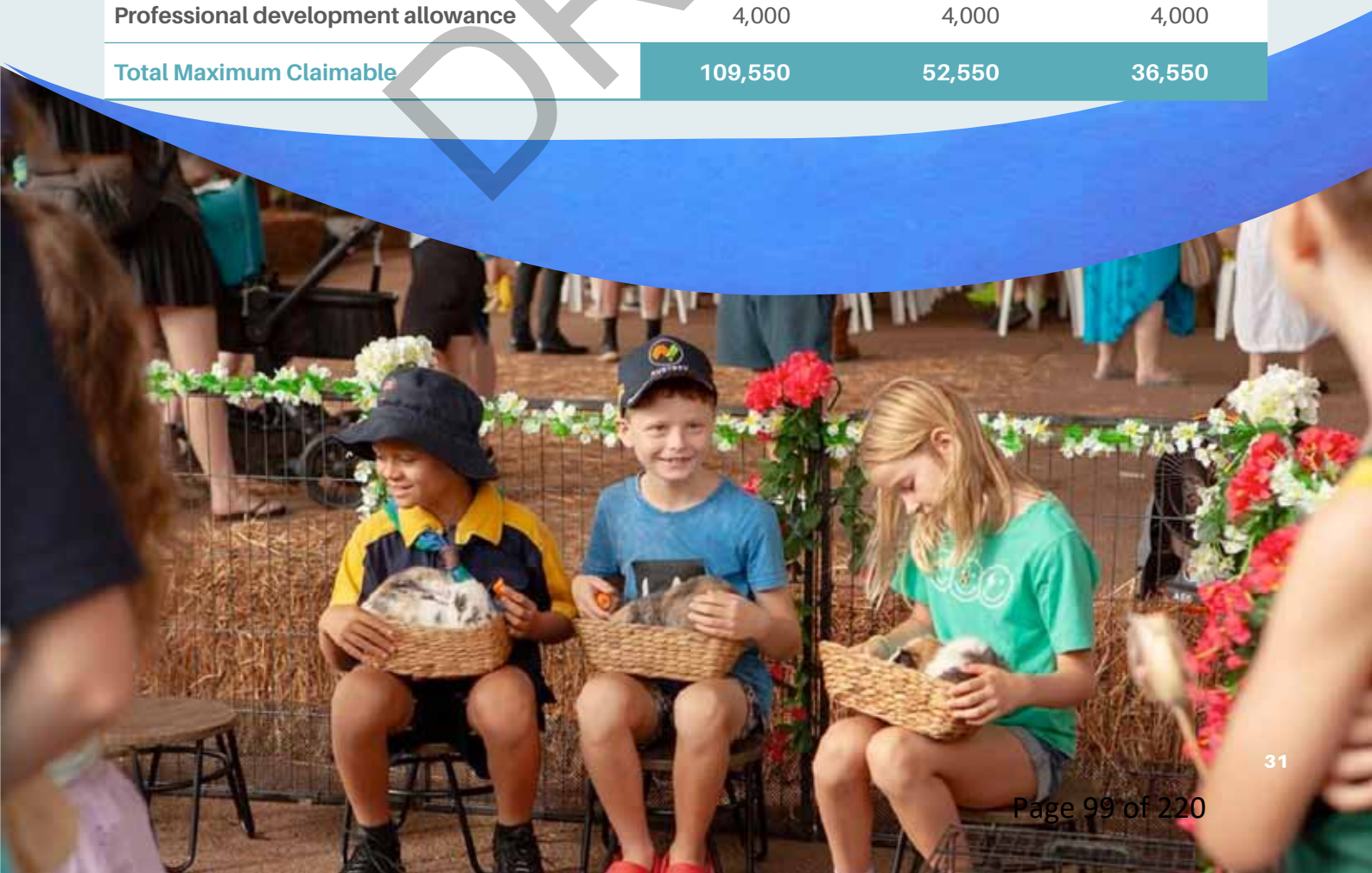
Council continues to support the following:

- Fred's Pass Rural Show
- Community Grants Scheme
- Sponsorship of the Palmerston and Litchfield Seniors Association
- Anzac Day Activities
- Australia Day Activities
- Youth Week
- Annual Art Exhibition

ELECTED MEMBERS ALLOWANCES

In accordance with Section 106 of the *Local Government Act 2019*, Elected Members' allowances are determined by the Remuneration Tribunal. The below table illustrates the Elected Member Allowances set by the Remuneration Tribunal for 2024-2025 financial year.

Allowance Type	Amount (\$)		
	Mayor	Deputy Mayor	Councillor
Annual allowance	105,550	38,550	22,550
Extra meeting allowance	-	10,000	10,000
Professional development allowance	4,000	4,000	4,000
Total Maximum Claimable	109,550	52,550	36,550



FINANCIAL STATEMENTS

The following financial statements have been prepared in accordance with the Act and Regulations:

- Budgeted Comprehensive Income Statement
- Budgeted Statement of Financial Position
- Budgeted Statement of Cash Flows
- Budgeted Statement of Financial Reserves

The financial statements have been prepared to compare 2024-2025 budget with Budget Review One from last financial year 2023-2024.

BUDGETED STATEMENT OF COMPREHENSIVE INCOME

This statement provides a detailed summary of Council's income and operating expenses, resulting in an operational surplus excluding depreciation. Including depreciation the operating deficit indicates Council's inability to fund the consumption of assets.

Section 202 of the *Local Government Act 2019* states that a council must not budget for a deficit except in accordance with the regulations. Regulation 10 of the General Regulations states a council may budget for a deficit if the reason for the deficit can be attributed to: depreciation, amortisation, asset write-downs, expenditure of tied grant funding recorded as income in a prior year, or other non-cash items. As a result of adding back non-cash items such as depreciation, Council forecasts a net operational surplus of \$4.9 million that funds a portion of the budgeted capital expenditure. Councils' ability to reduce the reliance on Financial Reserves over the past years continues to improve councils overall financial sustainability.



BUDGETED STATEMENT OF COMPREHENSIVE INCOME

	2023-2024 Budget \$000's	2024-2025 Budget \$000's
OPERATING INCOME		
Rates	14,536	15,361
Charges	175	175
Fees and Charges	1,926	2,031
Operating Grants and Subsidies	4,036	3,954
Interest / Investment Income	670	774
Other Income	140	140
TOTAL OPERATING INCOME	21,483	22,435
OPERATING EXPENDITURE		
Employee Expenses	7,042	7,500
Materials and Contracts	8,672	8,968
Elected Member Allowances	341	345
Elected Member Expenses	50	53
Council Committee and LA Allowances	10	10
Council Committee and LA Expenses	-	-
Depreciation, Amortisation, and Impairment	9,355	9,946
Interest Expenses	-	-
Other Expenses	572	589
TOTAL OPERATING EXPENDITURE	26,042	27,411
OPERATING SURPLUS / (DEFICIT)	(4,559)	(4,976)
Add Back Non-Cash Expenses	9,355	9,946
TOTAL NON-CASH ITEMS	9,355	9,946
OPERATING SURPLUS / (DEFICIT)	4,796	4,970
Less ADDITIONAL OUTFLOWS		
Capital Expenditure	7,766	7,512
Borrowing Repayments (Principal Only)	-	-
Transfer to Reserves	-	-
Other Outflows	-	-
TOTAL ADDITIONAL OUTFLOWS	(7,766)	(7,512)
Add ADDITIONAL INFLOWS		
Capital Grants Income	2,581	1,300
Non-Cash Income	-	3,000
Special Charges (Special Road Seal Levy)	-	401
Prior Year Carry Forward Tied Funding	-	-
Other Inflow of Funds	-	-
Transfers from Reserves	389	841
TOTAL ADDITIONAL INFLOWS	2,970	5,542
Remove NON-CASH ITEMS		
Less Non-Cash Income	-	(3,000)
NET OPERATING POSITION	0	0

BUDGETED STATEMENT OF FINANCIAL POSITION

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2025.

	Audited 2022-2023 \$000's	Budget 2024-2025 \$000's
CURRENT ASSETS		
Cash & Cash Equivalents	27,638	20,513
Trade and Other Receivables	3,863	5,790
Other Financial Assets	-	-
Other Current Assets	-	-
TOTAL CURRENT ASSETS	31,501	26,303
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	428,416	433,763
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	428,416	433,763
TOTAL ASSETS	459,917	460,066
CURRENT LIABILITIES		
Trade and Other Payables	6,756	6,322
Current Provisions	614	620
Current Interest Bearing Liabilities	6	-
TOTAL CURRENT LIABILITIES	7,376	6,942
NON-CURRENT LIABILITIES		
Non-Current Provisions	340	358
Non-Current Interest Bearing Liabilities	17	-
TOTAL NON-CURRENT LIABILITIES	357	358
TOTAL LIABILITIES	7,733	7,300
NET ASSETS	452,184	452,766
EQUITY		
Accumulated Surplus	15,323	20,670
Asset Revaluation Reserve	412,735	412,735
Other Reserves	24,126	19,361
TOTAL EQUITY	452,184	452,766

BUDGETED STATEMENT OF CASH FLOW

This statement provides a summary of the flow of cash and insight into where Council receives and spends its cash.

	Audited 2022-2023 \$000's	Budget 2024-2025 \$000's
Cash flows from Operating Activities		
Rates and Charges Received	13,686	15,896
Grants - Operational Received	6,646	3,960
Grants - Capital Received	3,561	1,302
Interest Received	294	774
User Fees Received	2,074	2,237
Statutory Fees and Fines Received	231	193
Other Revenue Received	824	154
Employee Costs Paid	(7,011)	(7,480)
Materials and Consumables Paid	(9,655)	(10,776)
GST Received/ (Paid)	-	724
Net Cash flows from Operating Activities	10,650	6,984
Cash flows from Investing Activities		
Payment for Property Plant and Equipment and Infrastructure	(8,566)	(7,512)
Proceeds from Property Plant and Equipment and Infrastructure	78	-
Proceeds/(Payments) from/for Investment Property	595	-
Proceeds from/(to) Investments	(3,953)	-
Net Cash flows from Investing Activities	(11,846)	(7,512)
Cash flows from Financing Activities		
Proceeds from Interest Bearing Loans and Borrowings		-
Repayments of Interest Bearing Loans and Borrowings		-
Repayment of Lease Liabilities	6,351	-
Net Cash flows from Financing Activities	6,351	-
Net Change in Cash Held	5,155	(528)
Cash at Beginning of the Financial Year	22,484	21,041
Cash at End of the Financial Year	27,639	20,513

BUDGETED STATEMENT OF RESERVES

This statement provides a summary of Council's financial reserve balances.

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise. Council's Financial Reserves Policy FIN04 describes Council's intentions in using those funds.

The financial reserves represent part of the cash assets and investments balance shown on the balance sheet, as they are cash-backed. Council has consistently reduced the amount required from financial reserves over the last years improving councils overall financial sustainability.

	Forecast 2023-2024 \$000's	Net movements 2024-2025 \$000's	Budget 2024-2025 \$000's
Externally Restricted			
Developer Contribution Reserve	676	-	676
Unexpended Grants/Contributions	-	-	-
Unexpended capital works	-	-	-
Total Externally Restricted Reserves	676	-	676
Internally Restricted			
Asset Reserve	10,587	(841)	(9,746)
Waste Management Reserve	5,596	-	5,596
Thorak Regional Cemetery Reserve	2,201	-	2,201
Election reserve	200	-	200
Disaster Recovery Reserve	400	-	400
Strategic Initiatives Reserve	400	-	400
Cash for Cans Reserve	142	-	142
Total Internally Restricted Reserves	19,526	(841)	18,685
TOTAL RESERVES	20,202	(841)	19,361

In 2024-2025 Council will draw \$0.8 million from financial reserves to fund capital investment.

Budget Assumptions

Council applied the Long Term Financial Plan assumptions in preparing its Annual Budget for 2024-2025. In addition, Council reviewed the local economic indicators published by Department of Treasury - Deloitte Access Economic December 2023 Economic Brief. The report forecasts the annual Consumer Price Index (CPI) to increase by 2.9% across Northern Territory whilst inflation in Australia is above 7%. Council developed its budget by rationalising its operational expenditure and applying only a 5% increase on Council's mainstream revenue, being rates. Council will actively monitor the budget throughout the year and make necessary adjustments during the budget review process.

LONG TERM FINANCIAL PLAN

Long Term Financial Plan assumptions

The Litchfield Council Long Term Financial Plan 2024-2025 to 2033-2034 (LTFP) is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making. This year Council has incorporated a Financial Management Strategy document into the LTFP to further consolidate Council's strategy moving forward sustainably.

The LTFP is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- 1 Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- 2 Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term.

In the long term, however, Council faces several challenges, including:

operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and

inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.



These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

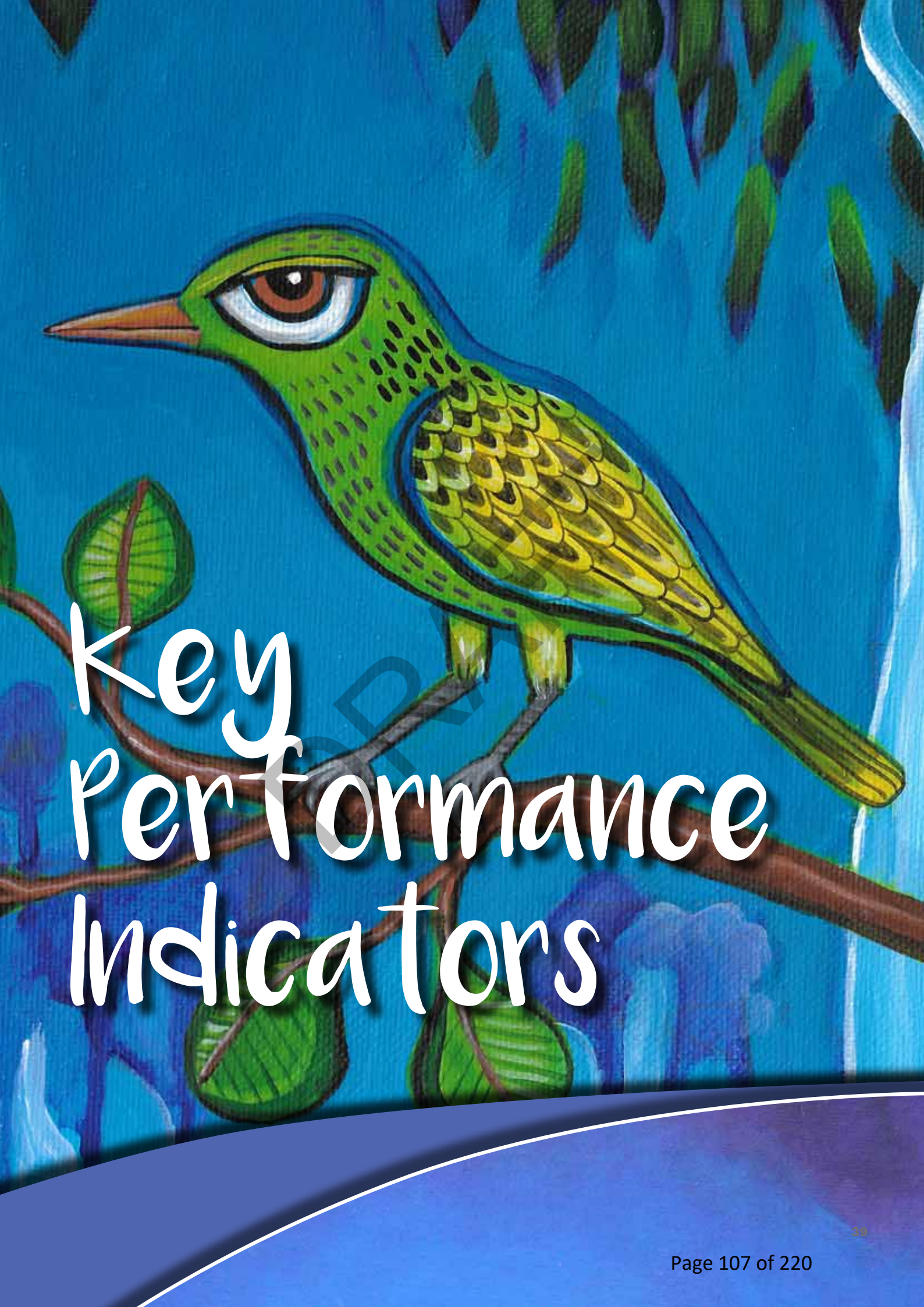
- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets
- Optimising potential income from residential and industrial land development

Combining these strategies will gradually improve Litchfield’s sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

Litchfield Council Long Term Financial Plan 2024-2025 to 2033-2034 can be found on the Council’s website: [Plans and Publications | Litchfield Council \(nt.gov.au\)](https://www.nt.gov.au/plans-and-publications/litchfield-council).

preparing the annual budget and the LTFP to provide current service levels.

	2026 Forecast \$'000's	2027-2034 Forecast \$'000's
Assumptions		
Rates - Residential	5.00%	5.00%
Rates - Commercial	5.00%	5.00%
Rates - Gas Plant	5.00%	5.00%
Waste Increase - No Collection	2.00%	2.00%
User Charge	5.00%	5.00%
Grants	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%
Materials & Contractors	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%
Cash Investment Interest Rate	5.00%	5.00%



Key Performance Indicators

PEOPLE

Key Performance Indicators

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	CEO
	Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500	
Community Development	Council partnership and support grants	Number of partnerships supported	8	
	Servicing community needs at the Reserve	Funding provided to community Reserves	Funding Agreements established and signed	
	Annual Community Grants Program Initiatives	Number of community events and programs supported	>8	
	Australia Day Event	Community participation	Maintain attendance levels	
	Annual Art Exhibition	Level of community participation	>60 entries	
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	DIO
Thorak Cemetery	Ongoing maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Service level rating from annual community survey	>60%	
Planning and Development	Submissions to the Northern Territory Government (Development Assessment Services)	Comments submitted on applications within required timeframe	>90%	
	Approval of Plans and Permits	Plan reviews for building certification issued within 10 working days	>90%	
	Meeting Attendance	Attendance to meetings and working groups in relation to development, subdivision standards	>80%	
Infrastructure	Asset Management Plans	Asset management plans drafted as per schedule	>70%	

PEOPLE CONT. Performance Indicators

Team	Key Outputs	Measures	Target	Responsible Officer	
Regulatory Services	Responsible Dog Ownership and community safety	Number of registered dogs de-sexed	>70%	DCC	
		Number of registered dogs increased	>10%		
		Number impounded dogs reclaimed by owner	>60%		
	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer		
		Dog Awareness Program delivered at schools	6+ visits		
		Promotional and community engagement events, targeting improved awareness, increase registration, general pet owner education	4+ events		
	Regulatory Services Investigations		Short-term investigations completed within 30 working days		>60%
			Long-term investigations completed within 60 working days		>60%
			Abandoned vehicle investigations completed within 60 working days		>90%
Customer requests actioned in less than two working days			>90%		
Finance and Customer Service	Front counter customer experience	Customer rating (very good, good, poor, very poor)			
Taminmin Library	Visitors to the library	Weekly door count	>400		
	Promotion of services	Followers of the Library Facebook page	>1,150		
	Lifelong learning/ engagement	New members joined to the 'Funky Chickens' children's book club members	>60		

PROGRESS

Key Performance Indicators

Team	Key Outputs	Measures	Target	Responsible Officer
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	DIO
		Volume of concrete crushed for resale	>450 cubic metres	
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	
		Quantity of cash for containers collected and recycled	>40 tonnes	
		Quantity of electronics collected for TechCollect	>50 tonnes	
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	
Quantity of scrap metal collected and recycled	>1,000 tonnes			
Thorak Cemetery	Increase awareness of cemetery profile and public awareness of Thorak services	Provide information and promotion through Services provided, advertisement and information pamphlets	Complete	
Taminmin Library	Library Collection	Number of annual loans	>14,000	DCC
	Program delivery	Attendees at programs provided by the Library	>180 attendees	
	Library events	Events delivered	>3	

PROSPERITY Performance Indicators

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	CEO
	Advocacy Strategy	Current year actions	Completed	
	Tourism and Events Strategy	Actions implemented	25%	
Finance and Customer Service	Long Term Rating Strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	DCC

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PLACES

Key Performance Indicators

Team	Key Outputs	Measures	Target	Responsible Officer
Thorak Cemetery	Operation maintenance regimes maintained including cremator maintenance, test and tag, generator maintenance, fleet and plant servicing and registration	Completed as per schedules and Agreements in place	Complete (Registers updated)	DIO
Infrastructure	Road Maintenance Program	Gravel Roads - Minimum Length of Roads re-sheeted	>2km per year	
		Lights within the municipality working	>70%	
	Asset Management Plans	Adopted Asset Management Plans Reviewed and Improvement Plan actions completed/ updated	Complete	
Mobile Workforce	Roadside maintenance	Vegetation slashed and Council roads mowed	2 rounds	
	Weed management	Weeds managed on Council roads and land as per the strategies in the Weed Management Plan	Complete	

PERFORMANCE Indicators

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Elected Members training and development	Min 1 per quarter	1	CEO
	Annual Community Survey	Overall satisfaction	>60%	
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	
	Media monitoring and management	Response time to media enquiries	<48 hours	
	Annual Budget, Annual Report and Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	
Waste	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	DIO
		Amount of total waste that is dry recyclables ie. Cardboard and plastics	>14%	
Planning and Development	Approval of Plans and Permits	Works Permits issued within five days	>90%	DIO
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	
	Capital Works Program	Programmed works completed on time	>75%	
	Road Maintenance Program	Respond to customer requests	90%	
	Road Maintenance Program	Gravel roads graded	Twice per year	
	Street lights	Reported faults added to maintenance schedule	<5 days	
Mobile Workforce	Bushfire management	Council managed firebreaks maintained	Complete	DIO
	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	
Human Resources	Employee Wellbeing	Regular employee benefits and inclusion activities	1 per quarter	DCC
	An engaged and productive workforce	Staff turnover rate	<7.5% (<30% yearly)	
		Staff satisfaction survey	>70%	

PERFORMANCE CONT.

Team	Key Outputs	Measures	Target	Responsible Officer	
Human Resources	Number of workplace safety incidents	Number of notifiable incidents	0	DCC	
		Lost time injury rate	<3.5		
		Workers' compensation claims	<3		
Information Services	Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%		
		Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally		No more than 1 patch behind
		Information and Communications Technology Improvement Plan	Annual actions completed		100%
		ICT Security Audit actions	Annual actions completed		100%
		Geographical Information System (GIS)	Age of GIS imagery of populated areas		<1 year
Governance	Policy Framework	Council policies reviewed before due date	>90%		
		Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held		4 per year
		Records management	Number of refresher courses conducted		>1
Library	Funding Agreement	Development of new Library Agreement	100%		
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete		
		Asset Sustainability Ratio	30%		
		Renewal Gap Not Funded	<\$1 million		
		Current Ratio (Liquidity)	>1		
		Debt Service Ratio	>1		
	Investments	Compliance with policy and statutory requirements, reported monthly	>60%		
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%			

LOCAL GOVERNMENT ACT 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019* (Act), Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

Municipal Plan		Reference
34(1)(a)(i)	a service delivery plan	
34(1)(a)(ii)	Council's budget	
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	
34(1)(b)(ii)	Council's Long-term Financial Plan	
34(1)(d)	Indicators for judging the standard of Council's performance	
Annual Budget		Reference
201(2)(a)	<ul style="list-style-type: none"> i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives 	
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	
201(2)(d)	state the amount to be allocated to the development and maintenance of infrastructure for the financial year	
201(2)(e)	state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and	
201(2)(f)	include an assessment of the social and economic effects of its rating policies; and	
201(2)(g)	state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and	
201(2)(i)	include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and	
201(2)(j)	be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	

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www.litchfield.nt.gov.au



[litchfield.council](https://www.facebook.com/litchfield.council)



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**LITCHFIELD
COUNCIL**

**FINANCIAL MANAGEMENT STRATEGY
& LONG-TERM FINANCIAL PLAN
2024-25 to 2033-34**

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Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

The Financial Management Strategy (Strategy) is Council’s long-term financial plan that is underpinned by a series of policies, plans, risk responses and associated financial stability and sustainability targets to measure performance. A key outcome of the Strategy is the Long-Term Financial Plan (LTFP). The LTFP is Council’s ten-year financial forecast of Council’s planned approach to the management of financial resources and includes income, expenditure, cash flow projections, assets, liabilities and community equity. Council refers to this model when considering financial decisions, for example borrowings, long-term operational projections as well as capital expenditure forecasts. The LTFP provides a basis for assessing the medium to long term financial sustainability of the Council.

The LTFP is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of Cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. Council has been working diligently toward long term sustainably and has succeeded in total funding of depreciation in some years in this plan. However, in the long term, Council may still face several challenges, including:

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a sustained long-term, disciplined approach as council, has been applying over the past years, to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. These assumptions are based on interest rate expectations, employee award increases, estimated lifecycle costs for developer contributed assets, and other special income and expenses which are discussed in more detail in this Plan. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with Council's adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long-Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. The Plan must cover a minimum period of four years, however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long-term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over a four-year period and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.

Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

Strategic Plan Element	FMS and LTFP Strategic Requirement
People	
<p>Our community is at the heart of all we do.</p>	<p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals based on criticality, and grant opportunities to upgrade current assets.</p> <p>Service planning to ensure the service offering over the long term is affordable.</p> <p>Upgrade waste processing infrastructure with consideration to the waste service pricing and financial impacts.</p>
Progress	
<p>The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities.</p>	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency opportunities in the range of services, including asset enabled services, and consider an assessment tool, incorporating community engagement, with regards to ceasing services, and / or offering other revenue generating services.</p> <p>Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p>
Prosperity	
<p>We will work in partnership with our business community to encourage business success and jobs growth.</p>	<p>The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, all in the Litchfield Municipality.</p>

Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.

Places

Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget.

Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimize value.

Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.

A project management business model framework that enhances the project identification, selection and prioritization (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.

Performance

In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.

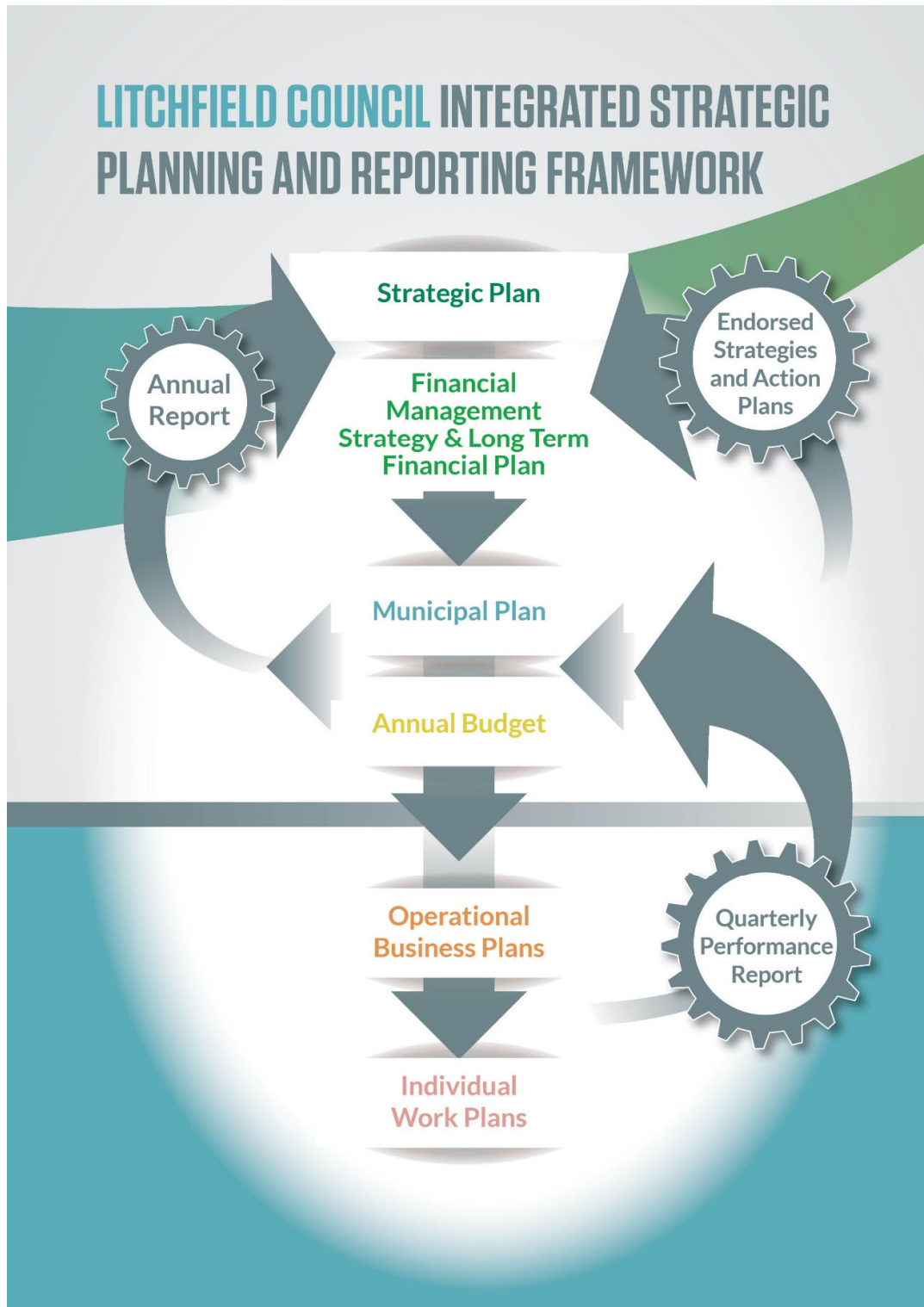
Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.

Council will continue to review Fees & Charges schedules to ensure full cost recovery across users pays services.

Council will measure its performance through community engagement and an annual community survey.

Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.

Litchfield Council Reporting Framework



Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2021 to 2023 financial years and Amended Budget 2023-24 after First Budget Review, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit but has significantly improved this trend through diligent management over the past years. Operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades, and augmentation.
- Depreciation as a percentage of total assets at 2.2% (2023-24 Budget) is still slightly high compared to the industry benchmark of 1.5% to 2%, however has been reduced due to the review of the useful life for Council's assets over the past two years. Reviews for asset classes will continue with other measures in this area.
- Council is maintaining healthy liquidity. The cash balance is \$21 million at 2023-24 end of year, and the budget for 2024-25 is projected the cash balance to slightly decrease to \$20 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to constraining expenditure on capital and not delivering on planned operating or capital expenditure.
- Council may be completing insufficient renewals to meet demand. LTFP spending for resealing of roughly \$1 million per year and pavement rehabilitation of \$1 million per year represents potential underinvestment in road renewal. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability subject to review in this area based on low traffic volumes and other measures.
- Council has a reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 65% of total revenue through annual rates and charges in 2024-25. A standard benchmark for local government is to achieve more than 70% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2-1. Financial Performance Indicators – Historical (2021-23) and Budget (2023-24)

Financial Performance Indicator	Units	2021-22 Actual	2022-23 Actual	2023-24 Budget	LTFP Target	Comment
Financial Performance						
Net Result	%	-23.60%	75.50%	3.10%	>0%	Includes capital revenue
Adjusted underlying result	%	-23.50%	39.90%	3.10%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-4,801	17,672	857	>5,000	Sufficient cash surplus to fund capital works
Financial Position						
Liquidity	ratio	5.4	4.3	4	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings
Capital replacement ratio	ratio	0.5	0.2	1.5	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	541.60%	427.10%	399.90%	>100%	Sufficient current assets to meet current liabilities
Revenue Ratios						
Rates Outstanding/Total Rates Levied	%	16.20%	18.00%	18.00%	<12%	
Recurrent Grants/Total Revenue	%	29.10%	25.40%	14.30%	>5%	Measure success in obtaining grant funding
Fees & Charges/Total Revenue	%	10.90%	10.40%	7.60%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	68.60%	69.90%	76.80%	>55%	Increase in rates projected
Expense Ratios						
Depreciation/Total Assets	%	2.40%	2.20%	2.20%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	27.20%	26.20%	26.80%	<30%	Maintain employee costs under 30% of total costs

Requires Improvement

On Target

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2024–25 to 2033-34 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance has been improving and net result reaches target in this LTFP period. Council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older development with lower land valuations. It is also likely that new developments require a higher level of service.
- The capital replacement ratio indicates whether the Council has completed asset renewals sufficient to meet the demand when compared to depreciation. The current annual budget for resealing and pavement rehabilitation of approximately \$2 million per year. This may represent significant underinvestment in road renewal. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability and investigate potential of depreciation rate assumptions based on traffic usage rates. Asset management plan development and updates form part of this strategy.

Table 2-2. Financial Performance Indicators – Budget 2024-25 and Forecast (2025-34)

Financial Performance Indicator	Units	2024-25 Budget	2025-34 Forecast Average	LTFP Target	Comment
Financial Performance					
Net Result	%	1.00%	1.87%	>0%	Includes capital revenue
Adjusted underlying result	%	-20.00%	-15.20%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-270	662	>5,000	Sufficient cash surplus to fund capital works
Financial Position					
Liquidity	ratio	3.80	3.97	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.80	0.70	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	379.00%	396.07%	100%	Sufficient current assets to meet current liabilities
Revenue Ratios					
Rates Outstanding/Total Rates Levied	%	16.00%	9.33%	<12%	
Recurrent Grants/Total Revenue	%	14.60%	12.33%	>5%	Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding.
Fees & Charges/Total Revenue	%	8.10%	8.64%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	77.90%	81.40%	>55%	Increase in rates projected
Expense Ratios					
Depreciation/Total Assets	%	2.20%	2.40%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	27.40%	27.66%	<30%	Maintain employee costs under 30% of total costs

Requires Improvement
On Target

Emerging Issues

The Impact of Growth

Litchfield Municipality has experienced substantial growth in population over the last ten years, and by 2036 it is expected to record a population of approximately 30,300 growing at an average rate of 1.8% per annum from 2021 (id Informed decisions).

Population growth can impact the Council's financial position in several ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increases. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example, library services and increased regulatory services. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council, with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the LTFP, growth in rateable properties from Holtze/Kowandi has been assumed. The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the next two years and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

Depreciation estimates the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the replacement of infrastructure assets. This challenge also extends to the Thorak Regional Cemetery.

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this LTFP relating to the current financial position, Council has substantial cash reserves and no debt, which means in the short term, it will be able to continue to deliver services and a limited amount of capital works to the community.

However, Litchfield Council faces challenges in the long term, relating to inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit and in doing so increase cash generated from operations to fund asset renewal and replacements;
2. increasing the funding available for capital expenditure from external sources (ie grants) – including advocating for sealing Council's unsealed roads;
3. improve the performance of assets, to extend the life of the assets and reduce the whole of life costs of the assets; and
4. promote and facilitate growth and development within the Council boundaries to increase the size of the local economy and the total revenue generated by the Council.

The following strategies are designed to address these challenges.

Council’s Financial Management Strategy

Improve the operating position

The Operating performance ratio measures a council’s ability to generate sufficient recurrent revenue to fund the recurrent operating expenditure, including the annual depreciation cost. Over the long term, a local government that continues to produce material operating deficits will most likely not be able to replace and renew assets as required, resulting in a deterioration of the asset portfolios, impacting upon service levels and requiring a high reliance upon external funding sources (e.g. grants) to fund assets replacement or renewal. Council continues to work toward improving its operating position to ensure long-term sustainability.

Council will continue to deliver on this strategy by constraining growth in operating costs, in particular employee costs, contractors, and materials. Council will explore efficiencies and productivity improvements across all services and ensure increases in recurrent operating expenditure are supported by a business case indicating funding from matching income sources or reductions in spending in another part of the budget.

Advocate strongly for grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves (acknowledging that Council has received approval of \$10million from the Australian Government for investment in Freds Pass recreation reserve). Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant

applications will be stepped-up to ensure that any available funding consistent with meeting Council's strategic objectives is targeted.

Asset management

Asset management is one of the key determinants of sustainability for local government. Councils with poor asset management have little foresight of sustainability and lack control over sustainability. The planning and management of assets across the lifecycle of the assets is an important component of financial sustainability for local government.

Integration of the asset management planning with the LTFP enables Council to plan for adequate funding to address the asset demands, and where insufficient funding is available, enabling Council to make decisions and prioritisations as appropriate to manage the impacts on long term sustainability of the assets (and the organisation more broadly).

To be financially sustainable Council must be able to hold and fund an asset portfolio to an acceptable standard and risk based on the services and service level requirements established with the community and informed by technical expertise and data.

Additional cost of asset ownership through new and upgraded assets, either through Council construction or contributed assets, without an adequate increase in revenue generated from the project, is a significant risk to the underlying operating deficit for Council.

Council will look to deliver on this strategy through the following:

- Continue developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs.
- Continue to improve the data and analysis of asset condition, valuation, and useful life, to support the assessment of the depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions.

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

	2025	2027-2034
\$'000's	Forecast	Forecast
Assumptions		
Rates - Residential	5.00%	5.00%
Rates - Commercial	5.00%	5.00%
Rates - Gas Plant	5.00%	5.00%
Waste Increase - No Collection	2.00%	2.00%
User Charge	5.00%	5.00%
Grants	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%
Materials & Contractors	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%
Cash Investment Interest Rate	5.00%	5.00%

CHALLENGES AND OPPORTUNITIES

As Council implements the financial sustainability strategic objectives, it is likely to confront the following challenges and opportunities, and it is recommended these and any others identified by officers be incorporated into Council’s Financial Management Strategy and Long-term Financial Plan and updated annually.

CHALLENGES

- Volatility in the economic environment – During the preparation of this Financial Sustainability Strategy, the Australian economy was experiencing high volatility, with high inflation and supply chain issues, the continuation of which is likely to increase the cost of services and the cost of construction/acquisition of assets, as well as potentially delay the delivery of capital works, increase borrowing costs and potentially limit the availability of funding from external sources (e.g., grants).
- Impact of the Holtze development on Council’s financial position – A proportion of the \$43 million investment into assets to enable services funded by the Northern Territory Government are proposed to be contributed to Council as gifted assets upon completion of construction. This will increase the expenditure on operating and maintaining the assets, as well as a significant increase in the depreciation expense. If additional revenue through rates, fees, charges and other revenue streams does not match the increase in operating

expenditure, the completion of the development will impact negatively upon the financial position of the Council.

- Policy changes from other levels of Government – changes to policies and strategies set by the Northern Territory and Federal Governments is likely to impact upon Council’s financial sustainability, therefore requiring strong advocacy and engagement with key stakeholders to protect the interests of the Council and its community.

OPPORTUNITIES

- Innovation and Technological Advancement – Council can improve long term sustainability through enhanced productivity and efficiencies achieved through adopting innovation and technological advancements, which will require Council to maintain effective relationships and professional networks with industry leaders.
- Regional Economic Development – There is significant opportunity for Council to leverage and realise significant development of the local economy and enhancement to the socio-economic profile of the region. Council can maximise the realised benefit through advocating and pursuing Council’s interests, as well as more broadly the community’s economic and socio-demographic interests.

SIGNIFICANT RISKS

The risks outlined below present a significant threat to the successful achievement of the Financial Sustainability Strategy.

- Economic Conditions - Council is impacted by the volatility of economic conditions. This has been experienced most significantly during the recent COVID-19 outbreak, where the income earned by Council for a range of services was significantly reduced. As such, any further impacts leading to significant change from the market assumptions adopted will require further revision by Council of planned investments and service expenditure.
- Expenditure Estimates - A key risk to the accuracy of the long-term forecast of operating and capital expenditure is the accuracy of cost estimates and actual inflation in future years being above assumptions used in the forecast.
- Impairment and Early Deterioration of Assets - While renewals are planned through the asset management planning process, the actual deterioration and performance of assets may deteriorate faster than projected or be impacted through natural disasters or other unforeseen events, bringing forward the need to renew and replace assets. This will require either re-prioritisation across the capital works plan, or additional cash investment.
- Local Government Municipal boundaries review - Northern Territory Government review of the local government municipal boundaries could cause substantial increase in costs or loss of income.

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2024-25 TO 2033-34

10 Year Income Statement

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
Comprehensive Income Statement												
Revenue from Operating Activities												
Rates and Charges	\$'000	14,707	15,361	16,102	16,938	17,814	18,737	19,709	20,733	21,811	22,773	23,782
Supplementary Rates	\$'000	-	-	-	-	-	-	-	-	-	-	-
Special Charges	\$'000	-	401	-	-	-	-	-	-	-	-	-
Rate Assistance Package	\$'000	-	-	-	-	-	-	-	-	-	-	-
Grants - Operating (Recurrent)	\$'000	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954
Grants - Operating (Non-recurrent)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Recurrent)	\$'000	5,942	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000	-	1,300	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Contributions (Non monetary)	\$'000	-	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-	-
Contributions (Monetary - Operating)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Contributions (Monetary - Capital)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Reimbursements and Subsidies	\$'000	-	-	-	-	-	-	-	-	-	-	-
User Charges	\$'000	1,934	2,031	2,133	2,239	2,351	2,469	2,592	2,722	2,858	3,001	3,151
Statutory Fees and Fines	\$'000	175	175	175	175	175	175	175	175	175	175	175
Total Revenue from Operating Activities	\$'000	26,712	26,222	27,097	29,039	30,027	32,068	33,163	35,317	30,531	31,636	32,795
Revenue from Outside of Operating Activities												
Interest Revenue	\$'000	770	774	778	782	786	789	793	797	801	805	809
Other Revenue Outside of Operating Activities	\$'000	140	140	140	140	140	140	140	140	140	140	140
Total Revenue from Outside Operating Activities	\$'000	910	914	918	922	926	929	933	937	941	945	949
Total Revenue	\$'000	27,622	27,136	28,015	29,961	30,953	32,997	34,096	36,254	31,472	32,581	33,744
Operating Expenses from Ordinary Activities												
Employee Costs	\$'000	(7,184)	(7,500)	(7,725)	(7,957)	(8,196)	(8,442)	(8,695)	(8,956)	(9,225)	(9,501)	(9,876)
Employee Costs Provisioned	\$'000	-	-	-	-	-	-	-	-	-	-	-
Materials & Consumables	\$'000	(9,681)	(9,965)	(10,314)	(10,623)	(10,942)	(11,270)	(11,609)	(11,957)	(12,316)	(12,685)	(13,066)
Utilities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Bad and Doubtful Debts	\$'000	-	-	-	-	-	-	-	-	-	-	-
Depreciation	\$'000	(9,900)	(9,946)	(10,197)	(10,449)	(10,709)	(10,974)	(11,220)	(11,473)	(11,680)	(11,911)	(12,142)
Total Operating Expenses	\$'000	(26,765)	(27,411)	(28,236)	(29,029)	(29,847)	(30,686)	(31,524)	(32,386)	(33,221)	(34,097)	(35,084)
Net Surplus/(Deficit) from Operations	\$'000	857	(275)	(221)	932	1,106	2,311	2,572	3,868	(1,749)	(1,516)	(1,340)
Adjustments												
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Disposal of Infrastructure	\$'000	-	-	-	-	-	-	-	-	-	-	-
Spare Adjustments line 1	\$'000	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000	857	(275)	(221)	932	1,106	2,311	2,572	3,868	(1,749)	(1,516)	(1,340)
Adjusted Underlying Surplus (Deficit)	\$'000	857	(4,575)	(4,954)	(4,801)	(4,627)	(4,422)	(4,161)	(3,865)	(3,482)	(3,246)	(3,073)

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2024-25 TO 2033-34

10 Year Balance Sheet

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
Balance Sheet												
Current Assets												
Cash and Cash Equivalents	\$'000	21,041	20,513	19,856	18,843	18,722	19,210	20,478	22,194	24,489	23,571	25,654
Trade and Other Receivables	\$'000	5,836	5,730	5,983	6,267	6,547	6,879	7,210	7,558	7,903	8,254	8,600
GST Receivable	\$'000	62	60	66	67	69	71	73	74	76	78	80
Total Current Assets	\$'000	26,939	26,303	25,904	25,177	25,338	26,160	27,760	29,827	32,469	31,903	34,334
Non Current Assets												
Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	\$'000	727	1,748	2,009	2,992	4,186	4,489	4,576	4,727	4,836	4,902	4,925
Infrastructure Assets	\$'000	430,624	430,169	430,305	431,177	431,111	432,543	433,624	435,494	431,200	427,764	424,139
Right-of-Use Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Financial Assets	\$'000	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846
Total Non Current Assets	\$'000	433,197	433,763	434,160	436,015	437,143	438,958	440,046	442,067	437,882	434,512	430,909
Total Assets	\$'000	460,136	460,067	460,064	461,192	462,481	465,018	467,806	471,894	470,351	466,415	465,243
Current Liabilities												
Trade and Other Payables	\$'000	6,117	6,322	6,541	6,737	6,920	7,147	7,362	7,583	7,789	5,368	5,537
GST Payable	\$'000	-	-	-	-	-	-	-	-	-	-	-
Trust Funds and Deposits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Unearned Income	\$'000	-	-	-	-	-	-	-	-	-	-	-
Current Provisions	\$'000	620	620	620	620	620	620	620	620	620	620	620
Total Current Liabilities	\$'000	6,737	6,942	7,161	7,357	7,540	7,767	7,982	8,203	8,409	5,988	6,157
Non Current Liabilities												
Non Current Employee benefits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Non Current Provisions	\$'000	358	358	358	358	358	358	358	358	358	358	358
Total Non Current Liabilities	\$'000	358	358	358	358	358	358	358	358	358	358	358
Total Liabilities	\$'000	7,095	7,300	7,519	7,715	7,898	8,125	8,340	8,561	8,767	6,346	6,515
Net Assets	\$'000	453,041	452,766	452,545	453,477	454,583	456,893	459,466	463,333	461,584	460,069	458,728
Equity												
Accumulated Surplus	\$'000	20,104	20,670	21,067	22,922	24,050	25,765	26,953	28,974	24,789	21,419	17,816
Reserve Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	5,596	5,596	5,576	5,576	5,386	5,167	5,027	5,007	5,007	5,007	5,007
Asset Reserve	\$'000	10,587	9,746	9,148	8,269	8,462	9,333	10,898	12,764	15,200	17,055	19,317
Election Reserve	\$'000	200	200	200	200	200	200	200	200	200	200	200
Disaster Recovery Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Strategic Initiatives Reserves	\$'000	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	2,201	2,201	2,201	2,157	2,132	2,075	2,035	2,035	2,035	2,035	2,035
Unexpended Capital Works Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
ICT Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	142	142	142	142	142	142	142	142	142	142	142
Reserve - Spare 11	\$'000	-	-	-	-	-	-	-	-	-	-	-
Developer Contribution Reserve - DCP/ICP	\$'000	676	676	676	676	676	676	676	676	676	676	676
Landfill Rehabilitation Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Asset Revaluation Reserve	\$'000	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735
Total Equity	\$'000	453,041	452,766	452,545	453,477	454,583	456,893	459,466	463,333	461,584	460,069	458,728

FINANCIAL MANAGEMENT STRATEGY AND LONG-TERM FINANCIAL PLAN FOR 2024-25 TO 2033-34

10 Year Cash Flow Statement

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
Cash Flow Statement												
Cash flows from Operating Activities												
Rates and Charges Received	\$'000	13,077	15,898	15,895	16,863	17,542	18,418	19,389	20,398	21,476	22,437	23,450
Grants - Operational Received	\$'000	3,844	3,960	3,954	3,954	3,955	3,953	3,954	3,954	3,955	3,953	3,954
Grants - Capital Received	\$'000	5,777	1,302	1,897	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	770	774	778	782	786	789	793	797	801	805	809
User Fees Received	\$'000	2,070	2,237	2,337	2,453	2,577	2,705	2,840	2,982	3,132	3,287	3,453
Statutory Fees and Fines Received	\$'000	187	193	193	193	193	192	193	193	193	192	193
Other Receipts	\$'000	150	154	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(7,246)	(7,480)	(7,707)	(7,938)	(8,178)	(8,420)	(8,674)	(8,935)	(9,205)	(9,476)	(9,845)
Materials and Consumables Paid	\$'000	(11,227)	(10,776)	(11,146)	(11,508)	(11,871)	(12,192)	(12,576)	(12,953)	(13,361)	(13,799)	(14,235)
External Contracts Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Utilities Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Landfill Rehabilitation Expenditure Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
GST Received / (Paid)	\$'000	681	724	781	805	826	847	868	890	912	935	958
Short-term, low value and variable lease payments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Trust Funds and Deposits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Payments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Operating Activities	\$'000	8,083	6,984	6,937	7,291	7,716	8,178	8,674	9,211	9,790	7,622	10,623
Cash flows from Investing Activities												
Payment for Property, Infrastructure, Plant and Equipment	\$'000	(14,681)	(7,512)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
Proceeds from Property, Infrastructure, Plant and Equipment	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Investment Property	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Intangible Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds from/(to) Investments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Financial Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000	(14,681)	(7,512)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
Cash flows from Financing Activities												
Proceeds from Interest Bearing Loans and Borrowings	\$'000	-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000	-	-	-	-	-	-	-	-	-	-	-
Finance Costs	\$'000	-	-	-	-	-	-	-	-	-	-	-
Interest paid - lease liability	\$'000	-	-	-	-	-	-	-	-	-	-	-
Repayment of lease liabilities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Change in Cash Held	\$'000	(6,598)	(528)	(657)	(1,013)	(121)	488	1,267	1,716	2,295	(918)	2,083
Cash at Beginning of the Financial Year	\$'000	27,639	21,041	20,513	19,856	18,843	18,722	19,210	20,478	22,194	24,489	23,571
Cash at End of the Financial Year	\$'000	21,041	20,513	19,856	18,843	18,722	19,210	20,478	22,194	24,489	23,571	25,654



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – March 2024
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/04/2024
Attachments:	Nil

Executive Summary

This report provides Council with a monthly review of the Community Services and Development including key achievements, highlights, and progress.

Recommendation

THAT Council note the Community Services and Development Monthly Report for March 2024.

Background

This monthly report will provide Council with an operational overview of various Recreation Reserves, Taminmin Library, Regulatory Services and Communications activities.

Media and Communications

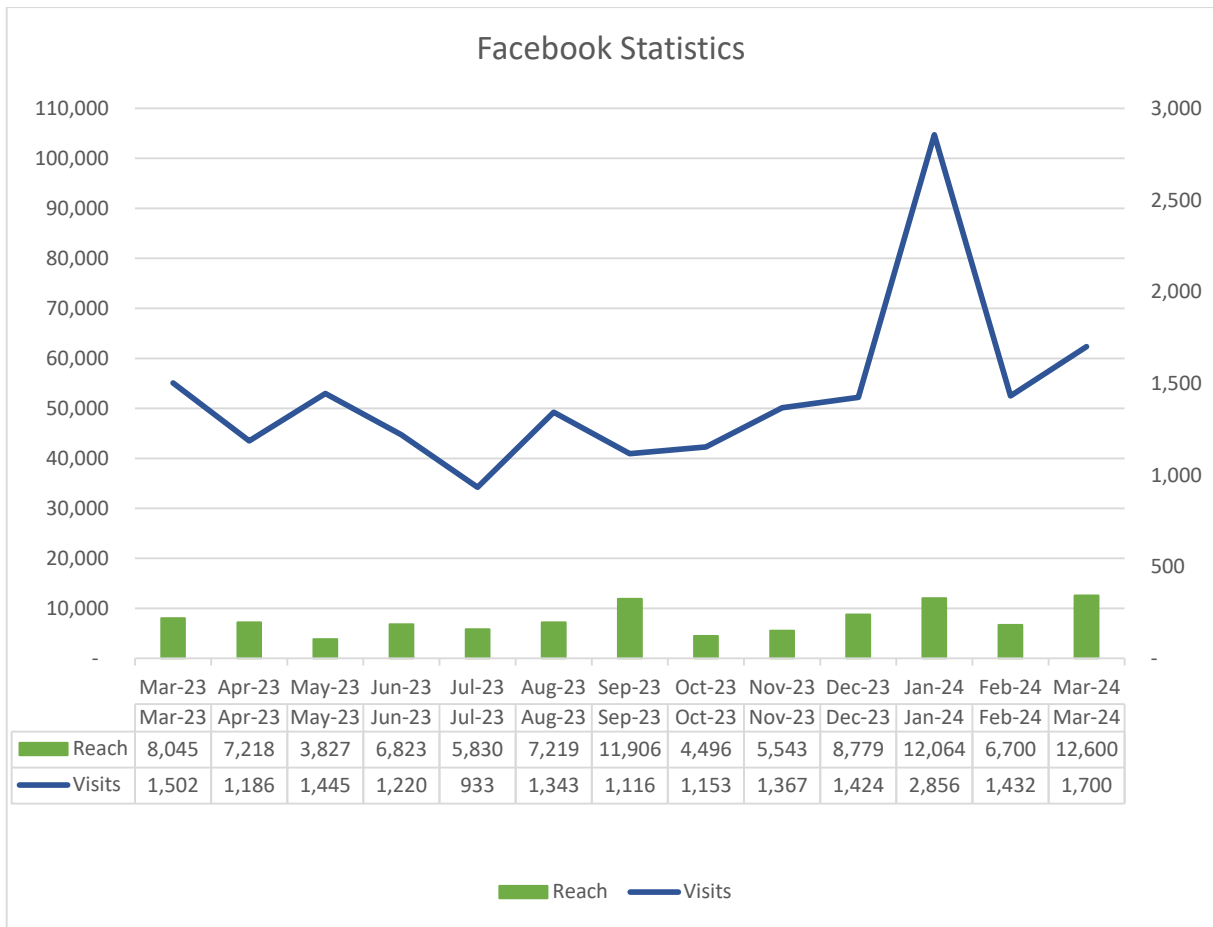
Facebook Reach

Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric.

Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules. The page received 68 new 'likes/follows' over the reporting period.

The graph on the following page displays this data for the current month and a monthly comparison over the prior 12-months.



Website Users

A website user is a person who is accessing, browsing, or interacting with a website.

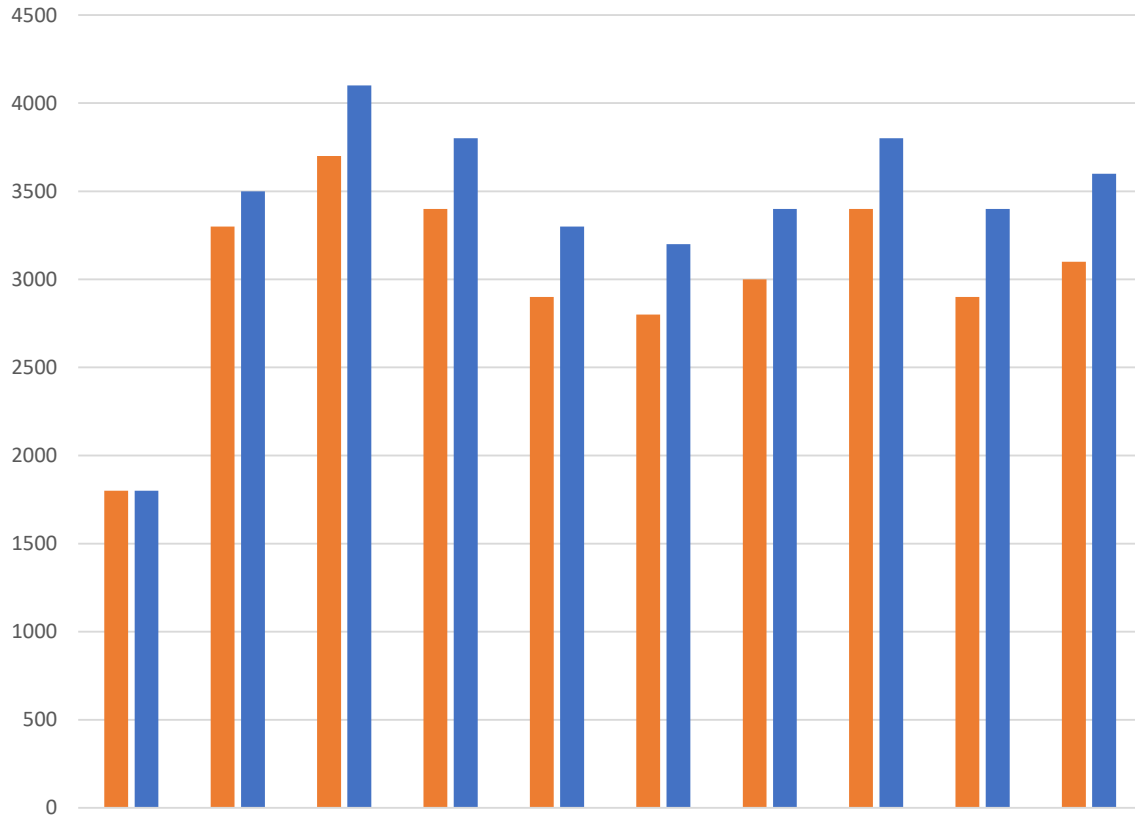
Website New Users

The number of first-time users during the selected date range.

Page Views

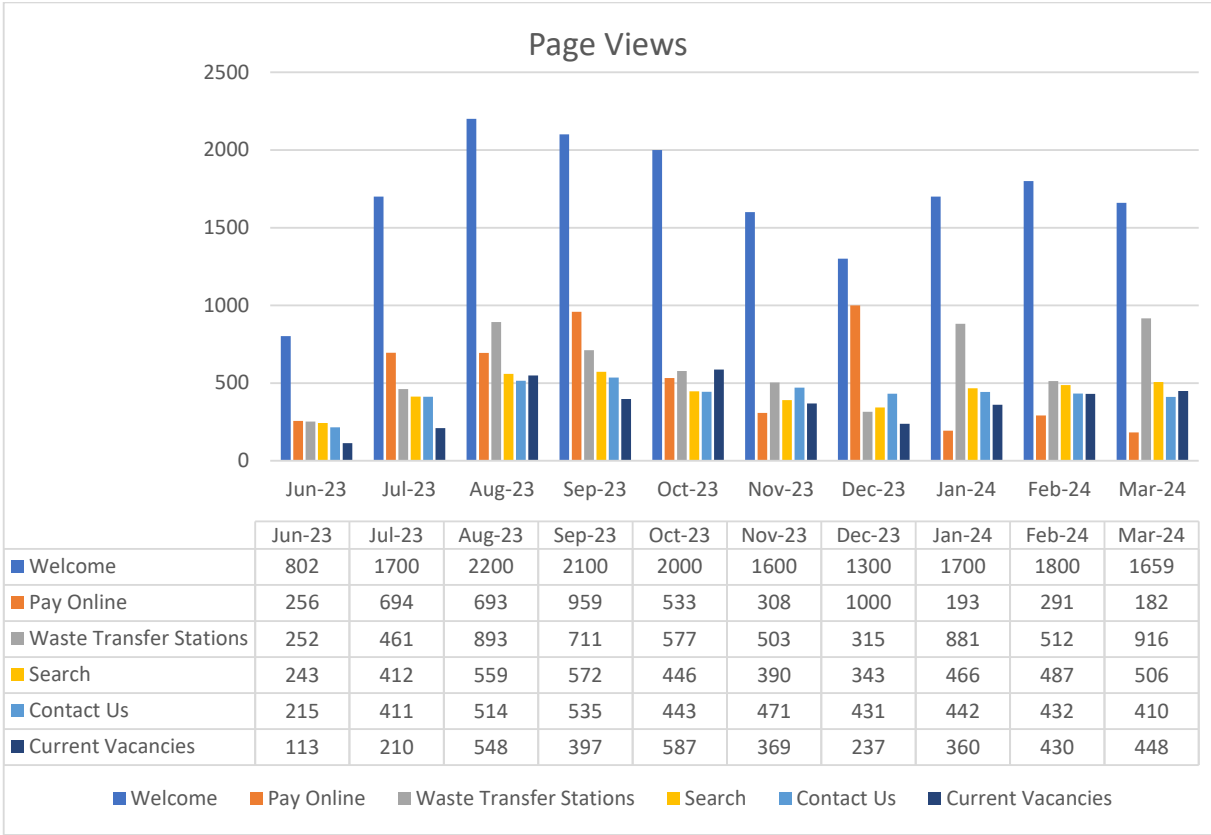
Page title and screen class. The web page title and default app screen class.

Users



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Users	1800	3300	3700	3400	2900	2800	3000	3400	2900	3100
New Users	1800	3500	4100	3800	3300	3200	3400	3800	3400	3600

■ Users ■ New Users



** Data is not available prior to 1 June 2023 as Google Analytics have upgraded the version and website.*

Recreation Reserves

Community and stakeholder meetings attended by the Community Participation Officer for the month of February.

Meeting	Purpose
Knuckey Lagoon Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Freds Pass Recreation Management Board November Board meeting	Act as council delegate and communicate info to the Management Board.
Darwin Palmerston Litchfield Interagency Tasking and Coordination Group (DPLITC)	Act as council delegate and identify and communicate causes of anti-social behaviour in Litchfield Municipality.

Project Updates

The below table provides an update on projects relating to the Council's Recreation Reserves.

Location	Project	Status
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	LRCI grant funding approval has been received for all Phase 4a and b projects. Works due to commence on Monday 18 March 2024. Community Participation officer will communicate start date to user groups.
Humpty Doo Village Green	Lighting upgrade	LRCI grant funding approval has been received for all Phase 4a and b projects. Scope for the project will be finalised and a work program developed for delivery.
Humpty Doo Village Green	Cenotaph Upgrades	Not Started The lack of clarity regarding the scope and proposal of this grant has resulted in a delay in moving forward with the project. A meeting has been scheduled involving the Community Participation Officer, a representative from the Litchfield Lions Club, and the CEO to explore additional ideas and avenues for advancing the project.
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	LRCI grant funding approval has been received for all Phase 4a and b projects. Scope for the project will be finalised and a work program developed for delivery.

Location	Project	Status
Southport Mira Square	BBQ Facilities and Shade	The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback. Scope for the project will be finalised and a work program developed for delivery.
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	This includes the resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. Works have been engaged and awaiting a delivery program.

Youth and Community Engagement

Taminmin Library has successfully finalized the grant application for Youth Week activities. Taking place from 8–11th April, activities include two Youth Basketball Skills Development workshops at the Humpty Doo Village Green and Freds Pass Reserve in collaboration with Palmerston and Regional Basketball Association (PaRBA). Other activities include virtual reality (VR) gaming sessions at the library, AFL skills development with Southern Districts Crocs, and Drawing and Art workshops with Darwin Community Arts Group. Youth Week received additional support through sponsorships from the Honourable Dheran Young, who generously contributed four gift cards as prizes, and the Honourable Gerard Maley, who provided refreshments for the sessions.

Stakeholder Engagement

The Village Green remains an action item with the Darwin, Palmerston, and Litchfield Interagency Tasking Coordination Group (DPLITCG) which the Community Participation Officer attends every Monday morning with representatives from the Northern Territory Police Fire and Emergency Services, Palmerston, Darwin, and Litchfield councils and delegates from the Northern Territory Government.

Humpty Doo Village Green Licence Agreement

The finalised Licence Agreement for the Management of the Humpty Doo Village Green has been successfully concluded between Litchfield Council and the Darwin Community Arts (DCA). The final transition of funds from the Council to the management board was coordinated to align with the final quarterly instalments for the other non-council-managed reserves on 4th April.

The DCA rural team will manage operations, expenditures, and repairs and maintenance on the reserve. An email informing all user groups of the changes was sent on April 3rd.

Art Exhibition 2024

The Litchfield Art Exhibition, held at the Humpty Doo Village Green from March 23rd to 24th, showcased over 90 exquisite artworks centred around the theme of 'The Natural World'.

Mayor Barden delivered the opening speech on the Friday evening with a great turnout for the opening night. Over the weekend, Rural Art Out conducted several fully booked art workshops for

both children and adults. The event concluded on Sunday with an art and craft fair, attended by over 200 people throughout the day.

ANZAC Day 2024

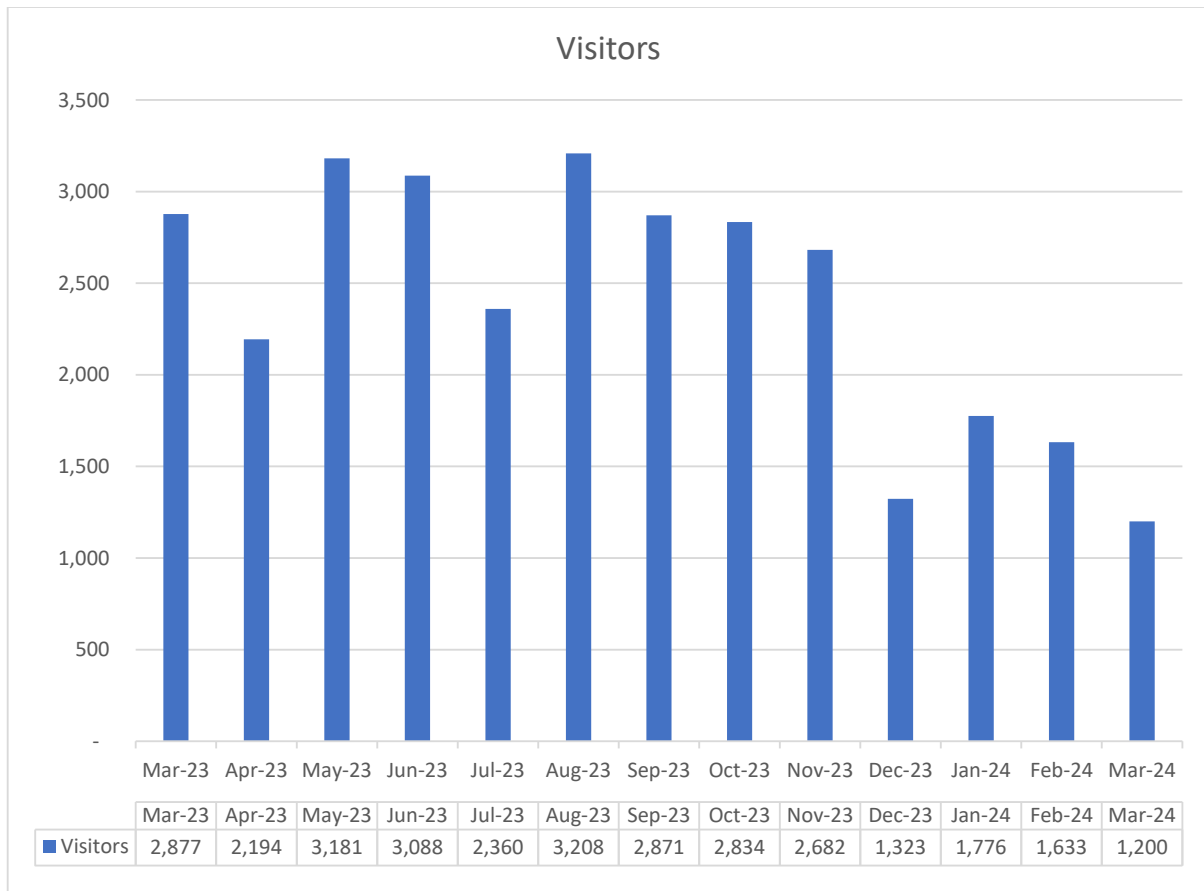
Community Participation Officer Attended a meeting with a representative from the Litchfield Lions Club to discuss action items for ANZAC Day. The Community Participation officer will arrange food and consumables for the day with Lions Clubs arranging seating and run sheets as per previous years. The Council website has been updated to include ANZAC Day 2024 under the events section and has been added to the home page for further visibility.

Taminmin Library

Visitors to the Library

The library had 1,200* visitors in March 2024 and was open for 182 hours (including an early Easter long weekend, usually in April). The previous month of February 2024 compared at 1,633 visitors and was open for 190.5 hours. The library had 2,877 visitors for month of March 2023, in the previous year. The below graph displays this data for the current month with a monthly comparison to the same time prior year.

** Due to technical issues, there is no people counter data for the period of 1 to 12 March 2024.*

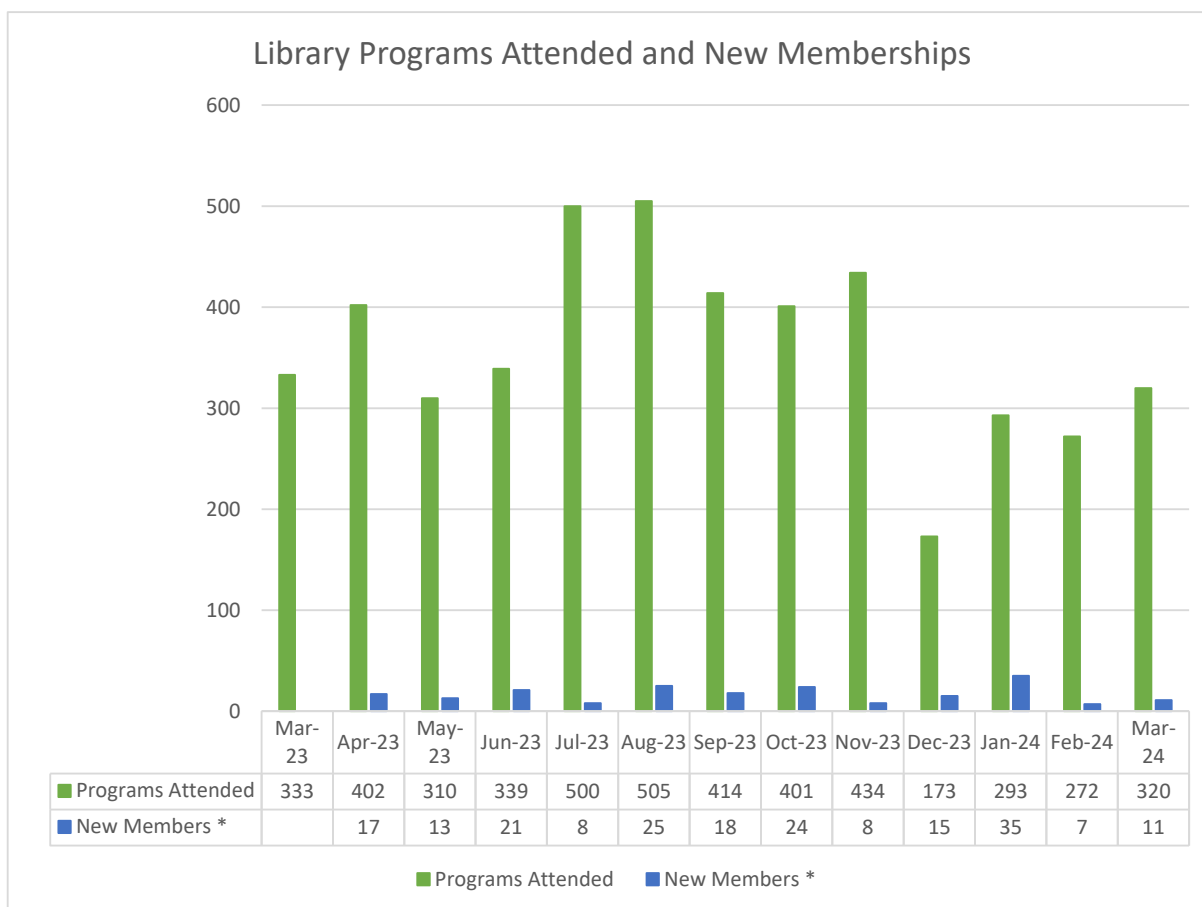


Library Programs and Memberships

There were 17 program activities delivered in March across a variety of community demographics, with a total attendance of 320 participants.

In the same month last year, the library had 333 attendees across 28 activities, which reflects the team’s intention to deliver programs strategically, sustainably utilising the resources available.

Eleven new people joined the library during March 2024, compared to seven in February 2024.



Library Service Disruptions

26/03/2024 – Fire alarm

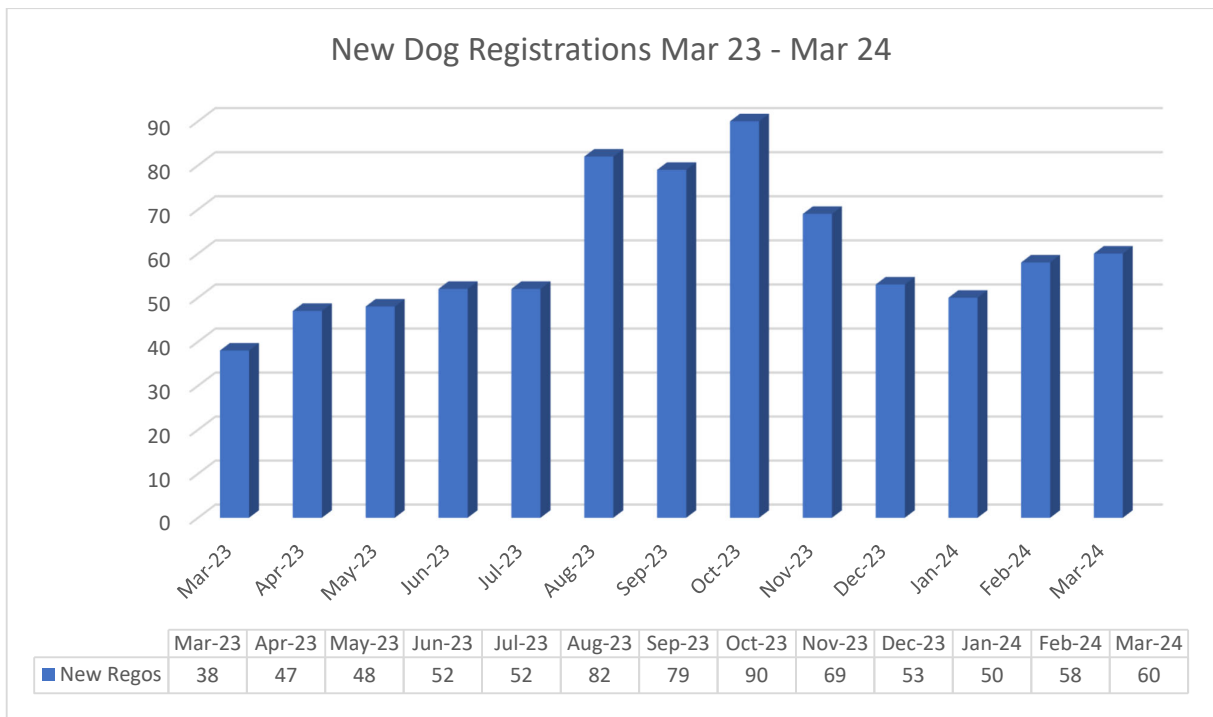
26/03/2024 – Code Red Lockdown approx. 45mins

27/03/2024 – Code Red Lockdown approx. 1.5hours

Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in March 2024 was 60, 22 more than the same time last year and a little less than the average of 64.8 per month for the previous 12 months. In comparison, 38 new registrations were obtained for the same time last year.

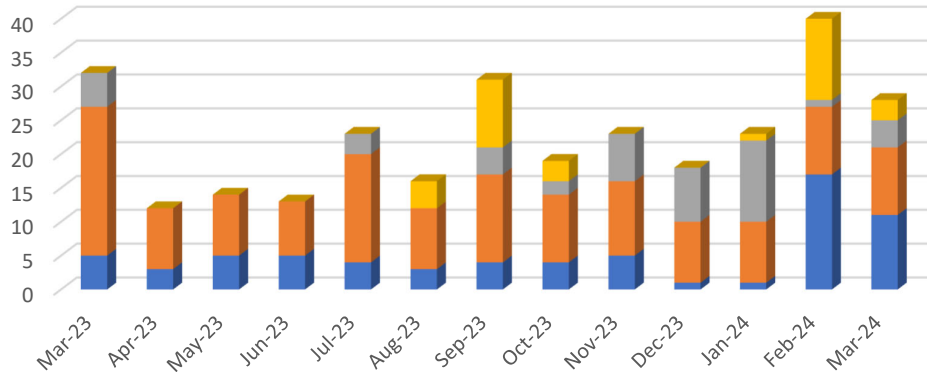


Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 28 dogs impounded in March, 12 less than the previous month and nearly 4 more than the average of 23.3 for the previous 12 months. In comparison, there were 32 impounds in March 2023.

From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figures are a consequence of dogs that are not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity and unable to receive them. The category “Other” refers to those dogs that are still impounded pending the holding period at the end of the month, are still to be claimed by a known owner, have been transferred to another Council or have been impounded pending the conclusion of an investigation.

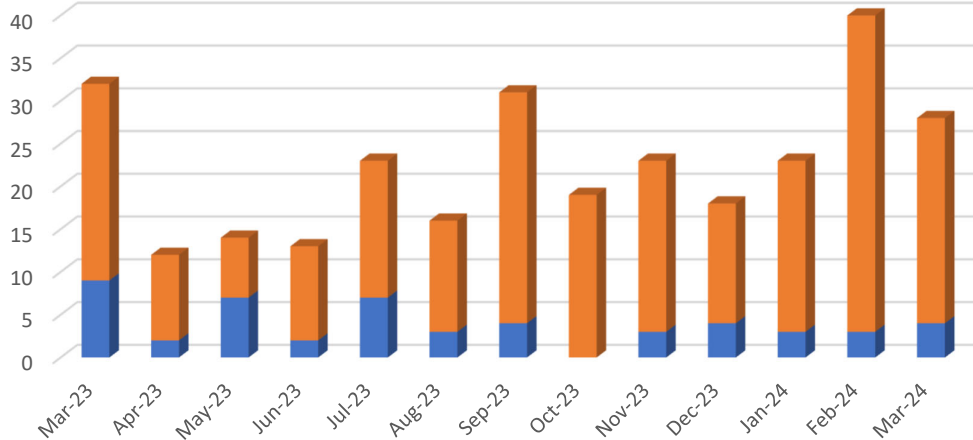
Impounded Dogs and Outcome Mar 23 - Mar 24



	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Other	0	0	0	0	0	4	10	3	0	0	1	12	3
Euthanised	5	0	0	0	3	0	4	2	7	8	12	1	4
Reclaimed by Owner	22	9	9	8	16	9	13	10	11	9	9	10	10
Rehomed	5	3	5	5	4	3	4	4	5	1	1	17	11

The number of dogs impounded and identified as either registered or not registered over the past 12 months can be seen below. 82.5% of dogs impounded over the last 12 months were not registered at the time of impounding. The majority of dogs registered at the time of impounding typically were already registered from a previous impounding.

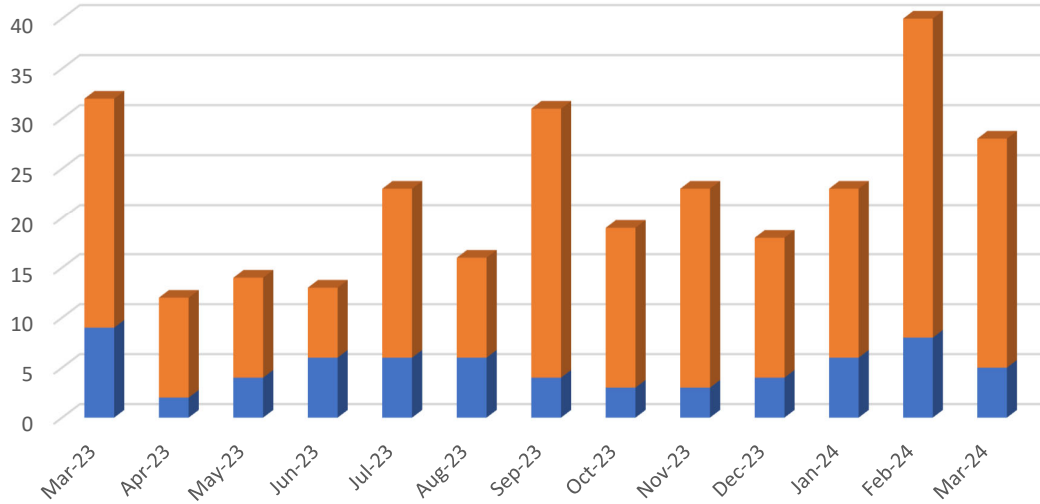
Impounded Dogs Registration Status by Month Mar 23 - Mar 24



	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Not Registered	23	10	7	11	16	13	27	19	20	14	20	37	24
Registered	9	2	7	2	7	3	4	0	3	4	3	3	4

The reproductive status of dogs impounded over the last 12 months indicates 77% have not been desexed, as per the graph below. This clearly demonstrates entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment and Council’s encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.

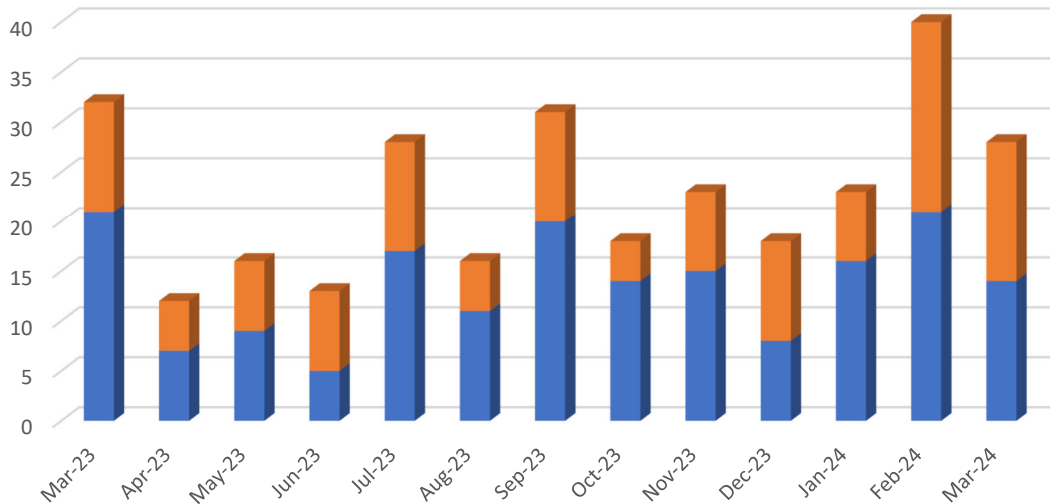
Impounded Dogs - Desexed v Entire Mar 23 - Mar 24



	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Entire	23	10	10	7	17	10	27	16	20	14	17	32	23
Desexed	9	2	4	6	6	6	4	3	3	4	6	8	5

Nearly 60% of dogs impounded over the last 12 months are male, as per the graph below.

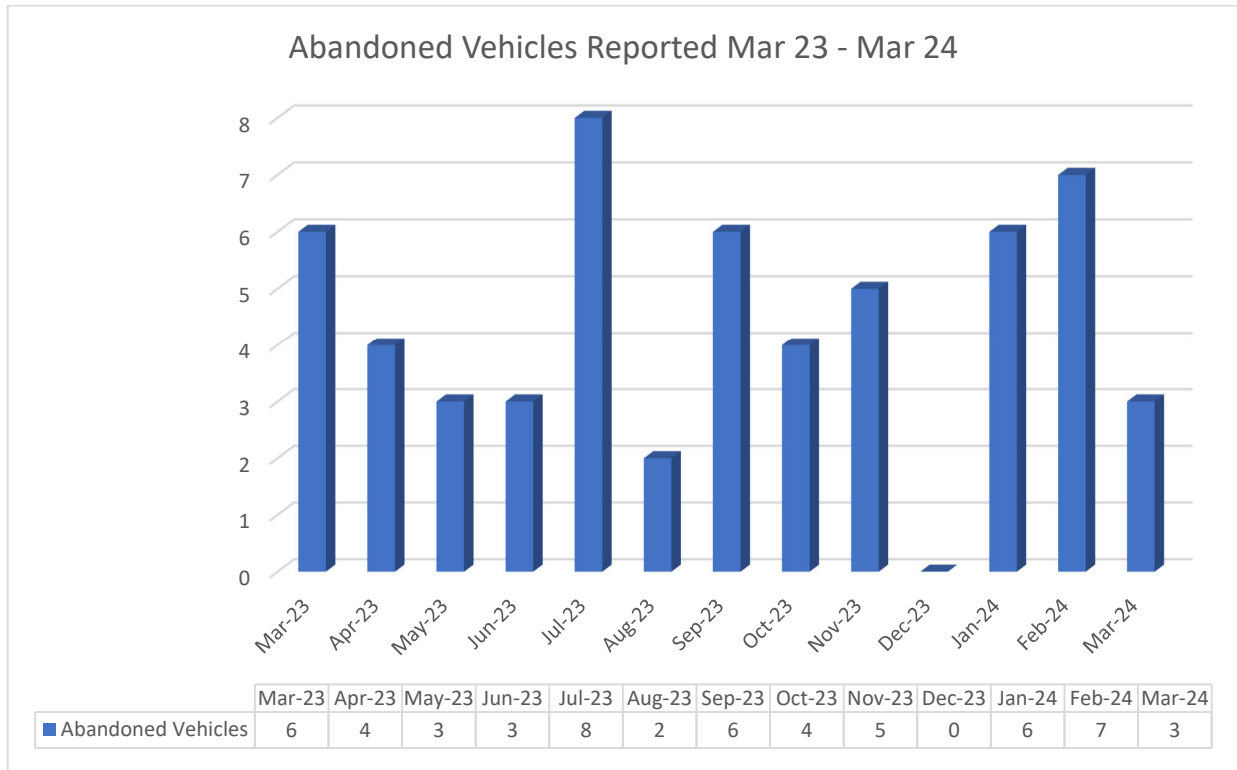
Impounded Dogs - Male v Female Mar 23 - Mar 24



	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Female	11	5	7	8	11	5	11	4	8	10	7	19	14
Male	21	7	9	5	17	11	20	14	15	8	16	21	14

Abandoned Vehicles

While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were 3 reports made to Council of abandoned vehicles in March 2024, which is below the average for the previous 12 months of 4.8 per month, and half that reported for the same time last year. As shown below, there is no particular trend or pattern that can be identified.



Links with Strategic Plan

People - Our Community is at the Heart of All We Do

Legislative and Policy Implications

COR01 – Media Policy
 COR02 – Community Engagement Policy
 GOV16 – Compliance and Enforcement Policy
 COM03 – Sport and Recreation Policy
 COM01 – Youth Policy

Risks

There are no risks identified in receiving and noting this report.

Community Engagement

Not applicable for the operational report.

Any specific community engagement with the community will be listed in the report above.



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Council Representatives
Author:	Stephen Hoyne, Chief Executive Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/04/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to provide Council an opportunity to discuss a motion that was moved by Cr Mackay to increase the membership of the CEO Performance Appraisal and Remuneration Review Committee.

Recommendation

THAT Council:

1. lift the motion from the table for consideration; and
2. appoint Cr Sidey, Cr Mackay and Cr Salter to the Chief Executive Officer Performance Appraisal and Remuneration Review Committee together with the existing Council representatives' Mayor Barden, Cr Wright, Cr Sharp and Cr Harlan.

Background

In September 2021 Council appointed Mayor Barden, Deputy Mayor Wright, Cr Sharp and Cr Harlan members on the committee.

At the March 2024 Ordinary Council Meeting, Cr Mackay submitted a Notice of Motion appointing Cr Mackay, Cr Harlan, Cr Salter, Cr Sidey, Cr Sharp, Deputy Mayor Wright and Mayor Barden to the CEO Performance Appraisal and Remuneration Review Committee.

The Council resolved to lay the matter on the table and raise it at the next Strategic Discussion and Briefing Session for discussion as two of the seven members were absent.

It is recommended that the full council are committee members. It is important to note that there is no legislative requirement to have a Chief Executive Officers Performance Appraisal and Remuneration Review Committee. Council could conduct the performance review and appraisal process.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 82 – *Local Government Act 2019*

Risks

Nil.

Community Engagement

N/A.



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Australia Day Awards Selection Panel TOR Review
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/04/2024
Attachments:	A: Draft Australia Day Awards Selection Panel Revised Terms of Reference

Executive Summary

This report presents to the Council for adoption of the revised Terms of Reference for the Australia Day Awards Selection Panel.

Recommendation

THAT Council:

1. adopt the revised Terms of Reference for the Australia Day Awards Selection Panel, as at Attachment A, and
2. authorises the Chief Executive Officer to make minor amendments.

Background

At the 19 March 2024 Ordinary Council Meeting, the Council requested that a review of the Australia Day Awards Selection Panel Terms of Reference be brought to the 16 April 2024 Ordinary Council Meeting for consideration.

In line with this request, the draft revised Terms of Reference is provided at Attachment A for consideration. Changes made to the policy are outlined below:

- Removal of previous award recipients and council staff from the selection panel composition,
- Revision of the selection panel's composition to include a total of seven members, comprising all elected members and the Litchfield mayor.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 82 of the Local Government Act 2019.

Risks

Nil

Community Engagement

Nil.



Australia Day Awards Panel Terms of Reference

Introduction

Annually Litchfield Council calls for nominations from the community for Australia Day Community Awards. A Council-appointed panel assesses all nominations in line with criteria and provides confidential recommendations to the Council. Decisions remain confidential and embargoed until after the Award recipients have been announced at the annual Australia Day event. Once the Award recipients have been publicly announced the information is released onto Council's website.

Purpose

The purpose of the Panel is to assess nominations received for:

- Litchfield Citizen of the Year;
- Litchfield Young Citizen of the Year; and
- Litchfield Community Event of the Year.

Against the following criteria:

Citizen of the Year and Young Citizen of the Year

Citizen of the Year and Young Citizen of the Year recipients are recognised for their outstanding contributions and achievements within the community assessed through the following points:

- How has the person made an outstanding positive contribution to the Litchfield Community?
- How has the person provided an inspirational role model for the community?
- How has the person demonstrated a commitment to enhancing the Litchfield Community?

Community Event of the Year

The Community Event of the Year Award recognises a community-led event that has made a significant and outstanding contribution within the community assessed through the following points:

- How has the event made an outstanding positive contribution to the Litchfield Community?
- How has the event been inspirational for the community?
- How has the event demonstrated a commitment to enhancing the Litchfield Community?



and make recommendations to Council on the award recipients.

Status

This Panel is a Council committee under Section 82 of the Local Government Act 2019. It is a committee appointed by Council for the purpose set out above.

Delegations

The Panel has no delegated authority and cannot incur expenditure or bind Council.

The Panel may make recommendations to the Council. Recommendations of the Panel will be presented to the Council in written form accompanied by a report from the Secretary.

Membership

The Australia Day Awards Selection Panel will consist of the Litchfield Council Mayor and Elected Members, as follows:

- Litchfield Council Mayor (Chair)
- Two Councillors from the South Ward
- Two Councillors from the North Ward
- Two Councillors from the Central Ward

Administrative support to the panel and coordination with the Australia Day Council NT will be provided by the Community Participation Officer or a delegate appointed by the CEO.

Term of Appointment

The Elected Members shall serve on the Panel for the term of Council unless Council decides otherwise.

Meetings

The Panel shall meet once after the closure of applications to consider the applications based on the established criteria



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Appointment of Deputy Mayor
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/04/2024
Attachments:	Nil

Executive Summary

This report refers to policy EM01 Elected Members and the requirement for the Council to appoint a Deputy Mayor.

Recommendation

THAT Council appoint Councillor _____ as Deputy Mayor for an 8-month period ending at the first ordinary council meeting held in December 2024.

Background

In September 2021 Council amended EM01 Elected Member Policy so that the duration of the Deputy Mayor appointment period was reduced from twelve months to eight months to potentially allow for each elected member to be appointed equally, on a rotational basis.

The following Deputy Mayor appointments have been made since the Council was elected in 2021:

Special Council Meeting 15 September 2021	Cr Mathew Salter
Ordinary Council Meeting 19 April 2022	Cr Emma Sharp
Ordinary Council Meeting 13 December 2022	Cr Andrew Mackay
Ordinary Council Meeting 15 August 2023	Cr Rachael Wright

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

This decision is consistent with the Local Government Act – Section 59

Risks

Nil identified.



COUNCIL REPORT

Agenda Item Number:	13.02.05
Report Title:	Breach of Code of Conduct Complaint – 21 October 2023 – Summary Decision
Author & Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	16/04/2024
Attachments:	A: Summary of the Decision

Executive Summary

This report fulfils Section 81 of the *Local Government (General) Regulations 2021* by presenting to the Council a summary of the Prescribed Corporation Panel's decision.

Recommendation

THAT Council receive and note the Breach of Code of Conduct Complaint – 21 October 2023 – Summary Decision.

Background

A summary decision was received by the Local Government Code of Conduct Panel (Prescribed Corporation Panel) on 19 March 2024.

As per Section 81(2) of the *Local Government (General) Regulations 2021*, the summary of the decision is tabled at the next Ordinary Council Meeting (Attachment A).

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government (General) Regulations 2021
Litchfield Council Code of Conduct for Elected Members EM02 Policy
Litchfield Council Breach of Code of Conduct GOV19 Policy

Risks

Nil.

Community Engagement

N/A

ATTACHMENT A

a)	The names of the complainant and respondent	Complainant – Stephen Hoyne, CEO Respondent – Mathew Salter, Councillor
b)	The names of the Prescribed Corporation Panel Members, including the chairperson	Councillor Peter Pangquee, City of Darwin (Chair); President Sharon Beswick, Coomalie Community Government Council; and Ms Millicent Rushwaya, Department of the Chief Minister and Cabinet
c)	A description of the alleged contravention	It was alleged that Councillor Salter made defamatory remarks directed at the Litchfield Council Chief Executive Officer at a Friends of Tamimin Library meeting held on 21 October 2023.
d)	Identification of the clauses of the code of conduct that were alleged to have been contravened	Clause 1: Honesty and Integrity Clause 2: Care and Diligence Clause 5: Conduct towards council staff - a member must not direct, reprimand or Interfere in the management of council staff Clause 7: Conflict of interest Clause 11: Interest of the municipality, region or shire to be paramount
e)	The decision made	<p>The panel summarily rejected the complaint, on the basis that it was lacking in substance. Based on the information provided, the applicant did not establish that there was more than a remote possibility of a well-founded claim. The complaint does not demonstrate the presence of a substantive complaint for this panel to consider.</p> <p>The Complainant alleges that statements made by the Respondent in a public forum were in breach of the Code of Conduct. The statements included words to the effect of the Respondent saying he is "not a fan" of the Complainant and hoped that the Complainant is "not there much longer", it is also alleged that the Respondent said the Complainant was making decisions behind the Councilors' back.</p>
f)	The date of the decision	19 March 2024



COUNCIL REPORT

Agenda Item Number:	13.02.06
Report Title:	Palmerston and Litchfield Seniors Association – Request for Funding Agreement Extension
Author:	Ashleigh Young, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/04/2024
Attachments:	A: PLSA Litchfield Council Funding Agreement 2021-24 B: PLSA Litchfield Council Sponsorship Submission 2024/25-2026/27 C: PLSA Correspondence 12 March 2024 D: PLSA 2022-2023 Audit Report

Executive Summary

This report presents for the Council's consideration a request from the Palmerston and Litchfield Seniors Association (PLSA) for a three-year sponsorship agreement, at an increased level, commencing in the 2024/2025 financial year.

Since 2022, the council has entered into a triennial operational funding agreement, providing \$7,500.00 per financial year. Additionally, yearly increases are implemented in alignment with the Consumer Price Index (CPI), as outlined in Attachment A. Currently, Litchfield Council is considered a Gold Sponsor (Attachment B).

Recommendation

THAT Council:

1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2025 - 2027, commencing with base-level funding of \$10,000 per annum for 2024 – 2025 with any additional funding to be considered during the 2025/26 budget process; and
3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.

Background

Since 2016, the Litchfield Council has proudly served as a gold sponsor of the PLSA, formerly known as the Palmerston and Rural Seniors Committee (PRSC). Throughout this period, there have been adjustments to sponsorship amounts and agreements. Since 2022, the council has entered into a triennial operational funding agreement, providing \$7,500.00 per financial year. Additionally, yearly increases are implemented in alignment with the Consumer Price Index (CPI), as outlined in Attachment A.

The Palmerston and Litchfield Seniors Association (PLSA) caters to all seniors in the Palmerston and rural region bounded by the City of Palmerston and Litchfield councils. As of 30 September 2023, the PLSA has 253 members, of whom 69 or 27.3% are Litchfield municipality residents. However, it is worth noting that over five years (2018-2023) membership numbers have decreased within the Litchfield region from an average of 30.2% in 2018 to 27.3% in 2023.

Each year the PLSA holds a fortnight of activities and events, celebrating seniors. Attendance at such events is free to members but a charge is applied to non-members. Seniors Fortnight Program for 2024/25 has not been finalized but the PLSA has indicated two events scheduled to be held within the Litchfield Municipality similar to 2023 (Attachment C).

Attached for the Council's information is the PLSA Litchfield Gold Sponsorship Investment Package for 2025-2027 (Attachment B).

The benefit and value the PLSA brings to senior residents in the municipality is recognised. Along with programs offered by the Taminmin Library, funding the PLSA is the most direct way in which Council delivers services to seniors.

Membership fees are set at \$30.99 per annum and with currently 253 financial members this returns \$7840.47 annually, so grants and sponsorship are essential to the Association's financial viability. To assist in understanding the Association's viability and its ability to attract funding from other sources Council requested that the PLSA provide Council with a copy of its audited financial statements for internal use, not publication, to assist in understanding the cash value of any other grants and sponsorship it receives and in evaluating the request for increased funding. Audited accounts have been received and outlined in attachment D.

It is proposed that Council continue to support PLSA with a three-year funding agreement, commencing with the base level funding of \$10,000 per annum for 2024/2025, and consider the application for an increase in funding during the 2025/2026 budget development process.

We propose adopting the previous method of a three-year funding agreement, which relies on evaluating a proposed budget, as the preferred approach over the sponsorship memorandum of understanding used in previous years.

Links with Strategic Plan

People – Our Community is at the heart of all we do

Legislative and Policy Implications

Policy FIN07 Community Grants, Donations and Sponsorships Policy

Risks

Financial

Council's adopted 2023/2024 budget includes the current \$10,000 per annum. An increase in future years would need to be entered in the forward budget register for discussion during the Council's budget workshops and deliberations.

Community Engagement

Not applicable.

FUNDING AGREEMENT

LITCHFIELD COUNCIL

AND

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION Inc.

1. Introduction and Purpose

This agreement applies directly to all community organisations receiving operational funding from Council.

The purpose of this agreement is to provide funded organisations, Council, and the community with clarity regarding the operational funding and service level required in return.

Council is committed to supporting the provision of services across the municipality by a range of community organisations and respecting the work of volunteers who provide these services.

This agreement acknowledges the invaluable contribution that volunteers have provided to the community in managing and providing community services and encourages continuation of this support where volunteer capacity exists.

Definitions

The following definitions are referred to throughout this Agreement:

Council: refers to Litchfield Council.

Associations: refers to not for profit community organisations that are independent associations, approved under the Associations Act NT.

2. Objectives

The objectives of this funding agreement are to:

- support associations in the provision of community services;
- ensure a broad range of community services are available within the Litchfield municipality.
- improve community infrastructure.

3. Principles

- Multi-year operational funding will be increased by CPI annually to ensure that the funding allocation is sufficient to meet external cost increases;
- It is recognised that some associations may be able to source in-kind works and generate a level of own source funding to enhance funding allocated to some operational activities;
- Where an association receives operational funding, the association will be required to submit an annual acquittal at the end of the funding period. If the acquittal is not received by 30 September each year (or three months after the end of the financial year of the association) then operational grants for the following year may be withheld until the acquittal is received;
- Council acknowledges that the level of operational funding may need to be increased during the life of this agreement or that associations may grow to a level no longer requiring operational funding. All operational funding will be reviewed every three years and referred to the annual budget process for consideration.

4. Funding Conditions

Each year in this funding agreement, Council will provide an operational budget. The association is to use these funds in accordance with the responsibilities outlined in Appendix 1

Funding payments made directly to associations will be made in July, October, January and April each financial year or as otherwise agreed for those organisations whose major activities fall at a single point of the year, and on receipt of a tax invoice.

Council's financial contribution to the association will be provided based on the following terms and conditions:

1. The association works collaboratively with Council to develop aspects of its operations supported by the operational funding;
2. The association complies with all legal requirements of the Associations Act and its own constitution;
3. Fees and charges levied by the association for participation in activities are fair and equitable;
4. The association complies with the reporting and acquittal requirements outlined in section five of this agreement; and
5. Council will support associations in ensuring that the above terms and conditions are in place and management processes and procedures are developed, implemented and maintained.

5. Reporting and Acquittal

General Reporting

Associations are responsible for ensuring the following:

- Notification is provided to Council of resignations from or appointments to the executive;
- An updated COVID-19 Safety Plan in accordance with NT Government guidelines, if applicable, is to be forwarded to Council by 30 September each year;
- Compliance with any CHO directions in regard to COVID-19, as applicable.

Annual reporting and acquittal

Associations that receive funding from Council will be required to provide Council with an annual report of their activities during the preceding 12-month period by the by 30 September each year (or three months after the end of the financial year of the association)

The report should outline:

- the activities of the association;
- how it has delivered the services for which funding is received
- what outcomes/benefits for the community and users were achieved; and
- A broad plan for the next 12-month period outlining the association's objectives for the coming year.
- Minutes of the annual general meeting;
- A copy of the audited annual financial statements;
- How Council's funding has been acknowledged

6. Implementation and Review of Funding Agreement

This agreement will be in place from 1 July 2021 to 30 June 2024 and the payment schedule is contained in Appendix 1.

The intention is for this agreement to be a multi-year agreement and continuing, subject to three yearly review.

Associations may make recommendations to Council for amendments and updates to this agreement every three years or during the course of the agreement.

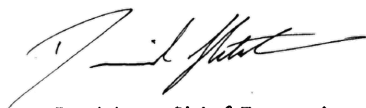
7. Insurance

The association will maintain public liability insurance to the level of a minimum of \$20 million for the life of this agreement.

8. Contacts

For the purposes of this agreement the contact individuals are:

Council



1/12/2021

Position: Chief Executive Officer

Name: Daniel Fletcher

Telephone: (08) 8983600

email: council@litchfield.nt.gov.au

Palmerston and Litchfield Seniors

Association Inc



Position: President

Name: Marg Lee

Telephone: 0455 660 026

email: plsant2019@gmail.com

9.

Appendix 1:

Funding schedule

\$7,500 to be paid to PLSANT on receipt of a tax invoice between 1 April and 30 April 2022

\$7,500 plus cpi to be paid to PLSANT on receipt of a tax invoice between 1 April and 30 April 2023

\$7,500 plus cpi to be paid to PLSANT on receipt of a tax invoice between 1 April and 30 April 2024

The funding is paid in a single payment to enable planning for Seniors Fortnight in each calendar year.

Should the Association be successful in any request for an increase in funding for years two and three of the agreement appendix 1 will be adjusted accordingly

Funding purposes

Provision of low or no cost activities for seniors throughout the year, including activities in Seniors Month (presently known as Seniors Fortnight).

Continuation of facilitated access to the Palmerston Volunteer Driver Program by seniors within the Litchfield community, providing the program remains viable.

Development of other community services that benefit seniors in the Litchfield municipality, in conjunction with Council where relevant.



PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

Linking Seniors through Smart Partnerships



Seniors Cruising the Corroboree Billabong and Enjoying Seniors Fortnight Opening and Closing Ceremonies and Morning Tea

Litchfield Council

Gold Sponsor

Sponsorship Submission 2024-25 through to 2026-2027

Recognition of Seniors

Their contribution, volunteering, and value within the
Community of the Litchfield region

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1.0 Highlights

Association Activity – 2022 and 2023	
2022	2023
56 + Seniors Events conducted	65 + Seniors Events Conducted
2022	2023
Event Places – Seniors Attended 3,683	Event Places – Seniors Attended 4,029
Fund Raising Events	2023
2022	Fundraising Events
59 +	70 +
2022	2023
Services Integration for Seniors	Services /Integration for Seniors
145	129 YTD

The Association has successfully operated since 1997 and as of 30 September 2023, there are 253 financial members, of whom, 69 are residents of the Litchfield Council region (27.3% of our membership currently). We are an Incorporated Association, IA03188 as of 24 November 2014.

Operations in 2022 and 2023 have not quite returned to the pre COVID-19 levels, but still demonstrating the PLSA's resilience and the member need for services/events. However, operational costs have been significantly impacted due to large rises in the cost of living, insurances, supplier charges and above normal CPI – well above the targets of the Reserve Bank of Australia (RBA). The following information is particularly relevant to the Associations operations:

- **The Association is wholly operated by 15 Volunteers** - with no paid employees.
- There is no formal office or Club House, and the registered office of the Association is 14 McPhee Place, GUNN.

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- The average age of members currently is 74.7 years young.
- The average age of the Volunteer Committee Members is 67.1 years young; with an age range between 67 to 79 years young!
- Due to the pressures on these Volunteers, in 2022, the PLSA capped the financial membership at 250 members plus the Committee and their partners – totalling notionally 270 people maximum.
- The Association became incorporated on the 24 November 2014 (IA03188).

Table 1 depicts membership the growth from 2015 to current date.

TABLE 1 - MEMBERSHIP

Year Ending	Total Financial Members	Litchfield Financial Members	% Litchfield Members
30 June 2015	84	9	
30 June 2016	131	26	
30 June 2017	166	50	30.1
31 December 2018	288	87	30.2
31 December 2019	320	96	30.0
31 December 2020	246	84	34.1
31 December 2021	251	83	32.4
31 December 2022	252	71	28.4
30 September 2023	253	69	27.3
		TOTAL Average % Litchfield Members	30.3%

In the first two years of establishment as an Incorporated Association, the PLSA was not actively working/recruiting residents of Litchfield Council region as members. Whilst the membership numbers have been included, they have been excluded in the equation above regarding the total average percentage of Litchfield Members. The total average percentage for Litchfield Council region is 30.3% over a seven-year period (2018-2023).

The funding provided by the Litchfield Council has assisted Seniors within the Litchfield region and the Association's growth. We continue currently to maintain a steady number of our members residing in the Litchfield region. The numbers of members in the Litchfield region have not quite bounced back to 30% mark since COVID-19 when looking at data of 2022 and 2023. **However, the PLSA continues to allocate event positions maintaining its formula of 30% for the Litchfield region, irrespective of the overall membership percentages.**

2.0 Objectives & Purposes

Remarks taken from the Constitution (last updated 05 February 2019) are as follows:

The Objectives and purposes of the Association are as follows:

2.1 To ensure all Seniors of the community have access to community events.

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- 2.2 To deliver safe and harmonious programs to the Seniors community within the City of Palmerston and Litchfield Council areas; and
- 2.3 To advocate for issues relating to social interaction, health, and well-being throughout the year on behalf of the Seniors community within the City of Palmerston and Litchfield Council areas.

3.0 Milestones

Since our previous Gold Sponsorship Investment Package agreement with the Litchfield Council, the PLSA has strived for continual improvement and assessing opportunities for Seniors, which includes improved marketing of our Gold Sponsor. The Litchfield Council has assisted/supported the PLSA with these achievements. These achievements have included:

- Increased events for Seniors.
- Increased event places and attendance for Seniors.
- Increased fund-raising events – supporting budget requirements.
- Increased services/integration for Seniors.
- Supportive governance.

4.0 Current Initiatives

The Association and its Seniors are actively involved in events and activities within the Litchfield Council region. Aside from initiatives outline in this submission, the Association is already working towards another Seniors Fortnight Program for 2024.

Popular events like the Opening and Closing Ceremony will be on the calendar. The Darwin Harbour Cruise and lunch is likely to be given a gong again. The Association is also currently negotiating to bring an event from Katherine to Palmerston for 2024 program as well as a couple of trips “down the track”.

Seniors will most likely embark on a trip to Batchelor and Lake Bennett as well as enjoy lunch at Adelaide River – it’s all in the pipeline. Planning is well under way for such events in 2024.

The Association will continue with Event Cinemas, Morning Teas at both Cazalys Palmerston Club and Humpty Doo & Rural Area Golf Club. We will continue with events at P.E.G – Helping People Achieve and Palmerston Christian School.

Some events aside from providing opportunities for our Seniors will create expenditure partially in the Litchfield Council region, supporting local growth, employment and building the Litchfield Council region.

4.1 Events for Seniors

The PLSA operates many events during the year for our Seniors. These include:

- Cazalys Palmerston Club Morning Tea (conducted 2nd and 4th Thursday each month) – many Litchfield Seniors come up to Cazalys Palmerston Club regularly.
- Humpty Doo & Rural Area Golf Club (conducted 1st Wednesday each month) – becoming more popular, regularly supported by both Litchfield and Palmerston Seniors.
- Palmerston Christian College Morning Tea (conducted at the school with year 7-8 students, once per term)
- P.E.G Day Program Morning Tea (conducted at P. E. G, Yarrawonga once each quarter)

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- Event Cinemas and Morning Tea (conducted bi-monthly) – regularly supported by Litchfield Seniors
- Seniors Fortnight events (9-10 events during Seniors Month – August)
- Seniors Christmas Lunch
- City of Palmerston Seniors Day
- Seniors Fortnight event in the region – in 2023, Corroboree Billabong Wetlands Tour/ Lunch Corroboree Tavern in 2023

Specifically, P.E.G. Morning Tea and Palmerston Christian School Morning Teas demonstrate diversity and cultural interaction with a variety of clients, as well as demonstrating interactive well-being and stability of mental health with regards our Seniors.

In addition, in 2024 the PLSA is currently negotiating with Katherine Outback Experience with the intent of bringing this event to Palmerston in conjunction with Riding for the Disabled at Marlow Lagoon. It is expected that there will be 150 PLSA members at this event and in addition we are opening this event up to Seniors from:

- Probus Palmerston
- 50+ Club
- Palmerston Croquet Club
- Palmerston Indoor Bowls
- Palmerston/Litchfield Rotary Club

This event demonstrates that the PLSA can work with other likeminded groups in our community and provide quality events in Litchfield and Palmerston for our Seniors.

4.2 Increased Event Places for Seniors

The PLSA endeavours to increase the number of event places for Seniors as the years go by. In demonstrating this increase, Seniors Week previously provided notionally 5 events in Seniors Month.

Due to demand and increased Seniors numbers, this was changed to Seniors Fortnight to increase the number of events and available event places. In 2023 Seniors Fortnight comprised of 10 events, providing 1,186 event places, of which 1,168 places were booked, of which 30% were allocated for Litchfield Seniors.

In addition, Event Cinema - Movie Morning & Morning Tea provides 6 events per year and notionally 400 places per year. This event was introduced in 2021.

4.3 Fund Raising

Fund raising to sustain the Association's events goes hand in hand with good governance. The Association is held in high regard by Government, Local Government, and local business houses alike.

The Association has and promotes their policy to wherever possible shop local, thus investing in growth within the Litchfield region, supporting local employment, obtaining services locally wherever possible.

The marketing of the Association is an integral component of operations and takes a variety of forms:

- Major Sponsorship
 - Litchfield Council - Gold Sponsor
 - Northern Territory Government – Gold Sponsor
 - Business House – Silver and Bronze Sponsors

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- Fund Raising Events
The Association runs regular fund-raising activities, sustaining the events and increasing Seniors' participation within the Association. These include:
 - Minor raffles conducted at Seniors Morning Teas conducted at both the Cazalys Palmerston Club and Humpty Doo & Rural Area Golf Club.
 - Minor raffles/lucky numbers at certain Seniors Fortnight events.
 - Major Christmas Lottery (5,000 tickets annually) – including selling tickets at Coolalinga adjacent to Woolworths.
 - Palmerston Community Wheel (each Saturday) in conjunction with the Palmerston Shopping Centre.
 - Bunnings BBQs.

By way of example - Table 2a & 2b highlights the demand/increase in attendance at the Humpty Doo & Rural Golf Club and Cazalys Palmerston Club Morning Teas, January to September 2023.

**TABLE 2a – Attendance
– Cazalys Palmerston Club Morning
Tea 2023**

Date	Attendance	Monthly Attendance
09 February	114	
23 February	81	195
09 March	87	
23 March	105	192
13 April	97	
27 April	102	199
11 May	86	
25 May	92	178
08 June	86	
22 June	112	198
13 July	82	
27 July	86	168
10 August	83	
24 August	95	178
14 September	85	
28 September	94	179
TOTAL YTD 2023		1,292

**TABLE 2b - Attendance
- Humpty Doo & Rural Golf Club
2023**

Date	Attendance	Monthly Attendance
01 February	48	48
05 March	48	48
03 April	49	49
03 May	38	38
07 June	40	40
05 July	56	56
02 August	38	38
06 September	22	22
04 October	44	44
TOTAL YTD 2023		383

As a Not-for-Profit Organisation (NFP) all funds raised are utilised for the operation of the Association and to provide events/activities and services for our Seniors with minimal or no charge to Seniors.

4.4 Service/Integration for Seniors

To ensure Seniors have a well balanced and rounded experience the Association has introduced various services and are integrating with other organisations to broaden our Seniors' experience; ensuring this integrating with other organisations is mutually beneficial.

The services introduced include:

- Palmerston Volunteer Drivers Program (PVDP)

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- P.E.G Day Program
- P.E.G Event Movie Program
- Palmerston Christian School Program
- Bunnings Warehouse Palmerston DIY Seniors Workshop Program
- Bunnings Warehouse Palmerston Trade Night/Christmas Fair
- Australia Day – Seniors Morning Tea

In addition, we have just commenced discussions with Palmerston College for 2024, regarding a similar program that we conduct with the Palmerston Christian School. These discussions are in their infancy but sounding and looking promising. A further discussion in its infancy is to operate a similar program with Taminmin College.

- **Palmerton Volunteer Drivers Program (PVDP)**

This program was implemented in 2020 due to some Seniors not being able to get to various appointments across Darwin generally, more specifically to the Royal Darwin Hospital and X-rays at Stuart Park. There are several Volunteer Drivers (unfortunately all Palmerston based) who provide door to door service for Seniors. This service has been very popular over the years, particularly as seniors age and due to limited bus services and no taxis service generally in the Litchfield region.

This service is administered in partnership with the Electoral Office of Brennan, who take all bookings and allocate drivers. This program is subsidised by the PLSA. Bookings have dramatically increased as demonstrated in Table 3, since its inception as has the Volunteer Drivers who provide the service. This service inadvertently has also added another level of confidence for some Seniors by providing some additional security/well-being for them.

This service is used by Litchfield Seniors, mostly from the Howard Springs area, however, we do travel as far east as Humpty Doo, south to Noonamah and west to Berry Springs if required.

Table 3 – PVDP Bookings

Year	Booking Numbers
2020	3
2021	84
2022	137
2023	128 (YTD)

- **P.E.G Day Program (HPA - Helping People Achieve)**

P.E.G Day Program is a centre-based disability program offering choice, diversity, and active participation for individuals with an intellectual and/or physical disability.

Participate – in Community Access.

Engage – in group activities.

Grow – in self-development.

The PLSA takes 10-12 Seniors on a quarterly basis, visiting P.E.G at Yarrowonga for morning tea. Morning Tea is prepared by P.E.G participants and this event enables both groups to interact socially and improve wellbeing, and skill levels. The P.E.G Coordinator, Tanya Wotton is very supportive of this program, and it has been running since early 2022. The cost of this activity is borne by the P.E.G Day Program.

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- **PEG Event Movie Program**

The P.E.G Event Movie Program provides access to the PLSA Movie Morning and Morning Tea for 10-12 P.E.G participants, joining Seniors for a morning tea and a movie up to six times a year. Once again, this interaction enables P.E.G participants and Seniors to interact socially and improve wellbeing, and skill levels. The program also builds tolerance levels and demonstrates to both groups that people can successfully work and play together. The cost of this activity is borne by the PLSA.

- **Palmerston Christian School Program (PCS)**

This program was borne out of discussions by the school to improve students’ skill levels, both in cooking, communication, tolerances and introduce Seniors to school children – some of whom do not have grandparents in the Territory.

This program operates once per term, usually with Year 7 or 8 students. Students prepare morning tea as part of their curriculum and notionally 12 Seniors attend the morning tea, having fruitful discussions, often about life in the Territory. This program demonstrates wellbeing, tolerance and understanding. To date, Anna Abbott, Program Coordinator believes the program is very productive in relation to students. The cost of the morning tea is borne by PCS.

The PLSA choose different Seniors to attend these events from their membership database for both the P.E.G and PCS Programs. These programs will continue into 2024.

- **Bunnings Warehouse Palmerston DIY Seniors Workshop Program**

Bunnings have provided PLSA Seniors with a dedicated DIY Workshop Program notionally once a month for up to 15 Seniors to attend, undertaking various projects. Projects this year have included fabrication of a small table, building, flower decorating, working with resin, and fabricating/decorating a “lazy susan”. They have also been involved with special gardening projects.

Seniors are chosen from the PLSA database to attend, and a Workshop Timetable is already approved by Bunnings Warehouse Palmerston for February to November 2024. These projects provide Seniors the opportunity to improve their skills, interact with likeminded people, improve confidence to undertake projects and improves Senior’s wellbeing and mental health. The cost of these DIY Workshops is borne by Bunnings Warehouse Palmerston.

- **Bunnings Warehouse Palmerston Trade Night/Christmas Fair**

Bunnings provides the opportunity for the PLSA to fund raise by conducting two Bunnings BBQs each year. Bunnings are **VERY** supportive of the Association and our Seniors when the PLSA require any assistance. To that end, to reciprocate, the Association is involved with Bunnings Trade Night and Christmas Fair.

The Association provide Volunteers to cook the BBQ at these events for and on behalf of Bunnings Warehouse Palmerston. At the Trade Night, usually 300-400 people pass through the BBQ area whilst the crowd at the Christmas Fair is expected to be around 1,000 people again this year. These BBQ tasks involve about 10-12 people to work on the BBQ, cooking, serving etc on a rotational basis.

This is not only a way to “give back” to the community, but to provide a community service to the people of Litchfield and Palmerston by helping a PLSA Sponsor out – Bunnings Warehouse Palmerston. These events are good for Seniors, again improving wellbeing, communication, stimulating mental health and keeping Seniors active in the Litchfield

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Community. We are also able to display our “pull up banners” at these events, depicting our involvement and that of our Gold Sponsor.

- **Australia Day – Seniors Morning Tea**

In each of the last two years the Association has been pivotal, in conjunction with the Australia Day Council and Seniors Of Excellence having organised a Seniors Morning Tea at Cazalys Palmerston Club for notionally 130 Seniors on each occasion. Speakers in 2023 included Bernard Tipularia who is the Senior Territorian of the Year in the NT 2023, plus Robyn Burridge OAM, Senior Territorian of the year in the NT 2022. In 2022 the guest speakers were Valmai Dempsey, Senior Australian of the Year and Robyn Burridge.



Valmai Dempsey



Robyn Burridge

We have been very fortunate to have the depth of such speakers attend functions of this calibre in Palmerston. These functions have provided a great opportunity for Litchfield and Palmerston Seniors to hear from such notorieties.

4.5 Supportive Governance

Good governance of the Association is paramount to our success in providing service/events to our Seniors and providing sustainability. Supportive governance a major component at the heart of a balanced budget as well as an awareness of current trends impacting on the Association’s operations and well-being. To provide such service/events to Seniors, we have in place:

- A strong Management Team with consistent membership, direction, and focus (Membership 5 people) – **All Endorsed Volunteers.**
- A strong General Committee to support targets, outcomes and to focus on the Association direction. (Membership 10 people) – **All Endorsed Volunteers.**
- Additional support includes:
 - Publicity/Tech Officer
 - Asset Officer
 - Grants Officer
 - NT Online Services (NTOS) – information technology company located in Palmerston (fee for service)
 - Able Insurance Services – advice related to insurance issues and policy renewals (fee for service).
- Resilient policy development and review, including ensuring documentation is gender neutral and balanced. (We undertake annual reviews of all PLSA prescribed documentation).

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- Training – both internal training and the need for external training. The Association retains:
 - a minimum of 4 Committee Members who hold basic first aid and CPR qualifications.
 - a minimum of 3 Committee Members who retain the competency; HLTINFCOV001 – Comply with infection prevention and control policies and procedures.
 - all Committee are competent to utilise either of the Association’s defibrillators and are familiar broadly with the contents of the two First Aid Kits.

- Insurances are a major component of our business to assist with Risk Management and stability. The Association maintains the following suite of insurances:
 - Public Liability - \$20M.
 - Director Insurance Liability.
 - Endorsed Volunteers Insurance.
 - Business Pack Insurance – including contents, money, and chattels.

Able Insurance Services are the Association’s preferred Insurance Broker.

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5.0 Litchfield Council – Gold Sponsorship Investment Package

We look forward to Council accepting our Gold Sponsorship Investment Package with the Litchfield Council for the triennium of 2024-2025 through to 2026-2027.

We are seeking a contribution from the Litchfield Council for a multi-year agreement of three years, valued in accordance with the schedule below, noting, no GST payable (PLSA is not registered for GST).

The Litchfield Council and PLSA multi-year agreement schedule as recommended is as follows:

All payments to be received by 31 March of the relevant financial year with a Tax Invoice being forwarded to the Litchfield by 28 February of the relevant financial year by the PLSA.

- A contribution of \$10,000 for the 2024-2025 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$10,000 for the 2025-2026 financial year towards supporting the events/activities of the PLSA.
- A contribution of \$10,000 for the 2026-2027 financial year towards supporting the events/activities of the PLSA.

In consideration, the PLSA offers the Litchfield Council the following Gold Sponsorship Investment Package opportunities.

The PLSA By-Laws have provision for the Gold Sponsor – Litchfield Council.

Item	Gold Sponsor
Acknowledgment of Sponsor/Partner at Seniors Fortnight Opening /Closing Ceremony	✓
Opportunity to promote business with posters/flyer at Seniors Fortnight Opening /Closing Ceremony	✓
Receive a Certificate of Appreciation for Sponsorship	✓
Logo on Seniors Fortnight Program and Newsletters	✓
Guest speaker provisions at Humpty Doo & Rural Golf Club Morning Tea as arranged	✓
Sponsor naming Rights 1 event during Seniors Fortnight (if selected)	✓
Name and Logo in prominent space on all PLSA “pull up banners” – Gold Sponsor	✓
Invitation for Mayor to officiate at either the Opening/Closing Ceremony	✓
Display at relevant events the Sponsors provided “pull up banner”	✓
Photo opportunities by Council at all PLSA events/activities	✓
Engaging with key stakeholders related to issues affecting seniors’ events, providing input	✓

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6.0 What's the deal for the PLSA?

- ✓ Multi-year agreement (3-year) - Gold Sponsorship Investment Package between the Litchfield Council and the Palmerston And Litchfield Seniors Association Inc. (PLSA).
- ✓ Multi-year agreement in accordance with the above schedule; paid into our account by the 31 March each financial year. Note, the PLSA is not registered for GST.
- ✓ The Association will arrange, organise, and manage all events, for its Seniors who reside in the Litchfield Council region. This will include:
 - ✓ Arrange and manage events for Seniors, including Seniors Fortnight.
 - ✓ Liaise with Litchfield Council regarding planning of relevant events.
 - ✓ Fund raising to support the balance of the PLSA budget, maintaining the current standard of events for Seniors.
 - ✓ Ensure the Litchfield Council logo is displayed prominently on all marketing materials.
 - ✓ Ensure compliance with various Acts and Legislation.
 - ✓ Maintain all relevant insurances, including Public Liability Insurance (currently \$20M).
 - ✓ Maintain all operational governance and associated documentation.
 - ✓ Maintain at least two qualified "First Aiders" on the Committee.
 - ✓ Ensure "First Aiders" annually upgrade their CPR skills.
 - ✓ Undertake Risk Management Matrix Assessment for all events.
 - ✓ Ensure financial records are managed, ensuring annual auditing and submission to relevant agency.
 - ✓ Work with the Litchfield Council, providing events for our Seniors.
 - ✓ Ensure the Litchfield Council is not brought into disrepute through our actions.

WE PRIDE OURSELVES ON THE FACT THAT NO SENIOR HAS EVER BEEN CHARGED FOR ATTENDING ANY EVENT DURING SENIORS FORTNIGHT AND THIS POLICY CONTINUES TO REMAIN IN PLACE FOR THE DURATION OF THIS MULTI-YEAR AGREEMENT.

THE PLSA WILL CONTINUE ITS POLICY; TO PURCHASE LOCALLY WHEREVER POSSIBLE, ASSISTING WITH LOCAL EMPLOYMENT AND PURCHASING OF GOODS AND SERVICES.

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Palmerston And Litchfield
Seniors Association Inc.

Linking Seniors through
Smart Partnerships

Palmerston And Litchfield Seniors Association Inc.

Patron: Natalie La Pira

President: Marg Lee
Vice President: Neville Driver
Secretary: Glenda Bradbury
Treasurer: Sheryl Sephton
Public Officer: Neville Driver

Ref No: 22/24

12 March 2024

Ms Debbie Branson
Executive Assistant to the Mayor and CEO
Litchfield Council
PO Box 446

HUMPTY DOO NT 0836

REF: Email 6 March 2024 – Funding Agreement

The PLSA thank you for your email of the 6 March 2024 regarding our Funding Agreement, which was considered at our Management Team Meeting of the 11 March 2024. For your information, I am not aware of any communications between the PLSA and Ashleigh Young to date.

Please find attached a copy of the PLSA sponsors and a copy of the 2023-2024 Audit Report as requested.

Regarding the value of contributions provided by sponsors, as Council would be aware these matters are commercial in confidence except for the City of Palmerston, as the figures provided to all recipients of funds from their Community Benefit Fund is published on their web site.

The approved details regarding the PLSA are as follows:

2023-2024	\$20,000
2024-2025	\$22,000
2025-2026	\$25,000
2026-2027	\$25,000

The Seniors Fortnight Program in 2024 is in draft format currently. Please note there are two events scheduled to be held in the Litchfield Council region this year, as was the case in 2023. The scheduled events are as follows:

EVENT DAY	EVENT DATE	EVENT NAME	EVENT LOCATION
Friday	23 August	Litchfield Council/Humpty Doo & Rural Area Golf Club – Lunch	Humpty Doo & Rural Area Golf Club
Sunday	25 August	City of Palmerston Seniors Fortnight Closing Ceremony	Village Green, Humpty Doo

In addition, the PLSA has provided naming rights to a further event; Litchfield Council – Lunch which will be held at Palmerston Tavern, Tuesday 13 August 2024 between 12.00 noon and 2.00pm.

As has been the practice, an invitation to the Mayor and Deputy Mayor to attend both events held in the Litchfield Council region will be forthcoming.

The Mayor will be invited to close Seniors Fortnight at the Village Green, Sunday 25 August 2024.

In addition, it was great to have Councillor Mackay join us at Morning Tea last Wednesday. In total there were 51 people present for morning tea at the Humpty Doo & Rural Area Golf Club.

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

NEVILLE DRIVER
Vice President
Public Officer
Marketing and Development Manager
Commissioner of Oaths

Eml: publicofficer@plsa.com.au

Mbl: 0455 660 026

PALMERSTON AND LITCHFIELD
SENIORS ASSOCIATION INC.
ABN 94 808 872 155

Financial Statements
For the year ended 30 June 2023

JKY & CO

Certified Practising Accountant

PO Box 38233

Winnellie NT 0821

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

STATEMENT BY THE COMMITTEE

FOR THE YEAR ENDED 30 JUNE 2023

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In our opinion –

- a) the accompanying financial report as set out on the following pages, being a special purpose financial statement, is drawn up so as to present fairly the state of affairs of the Association as at 30 June 2023 and the results of the Association for the year ended on that date;
- b) the accounts of the Association have been properly prepared and are in accordance with the books of account of the Association; and
- c) there are reasonable grounds to believe that the Association will be able to pay its debts as and when they fall due.

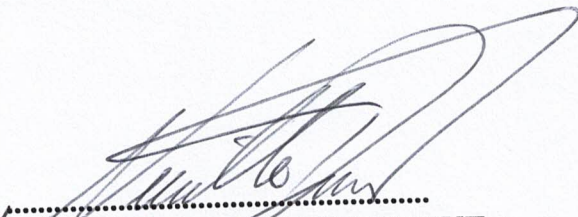
We confirm as follows:

- (a) The names of each committee member of the association during the relevant financial year were:

Margaret Lee	President
Neville Driver	Vice President and Public Officer
Sally Howarth	Secretary
Sheryl Sephton	Treasurer
Trevor Miller	Committee Member
Angie Ng	Committee Member
Janette Ashby	Committee Member
Geraldine Crowhurst	Committee Member
Val Haydock	Committee Member
Glenda Bradbury	Committee Member
Helen Lemcke	Committee Member
Elin McCarthy	Committee Member
Trudi Segura	Committee Member
Diane Spicer	Committee Member

(b) The principal activities of the association during the relevant financial year were to represent and maintain the interests and views of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

(c) The net profit of the association for the relevant financial year was:
\$25,439.56

A / 
.....
PRESIDENT / VICE PRESIDENT

.....19/7/23.....
DATED


.....
TREASURER

.....19/7/23.....
DATED

JKY & CO.

CERTIFIED PRACTISING ACCOUNTANT

PO Box 38233
48 Albatross Street
WINNELLIE NT 0821
Ph: 8947 7030

JOHN YOUSEF FCPA
Commissioner for Oaths

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.

Independent Audit Report For the year ended 30 June 2023

To the members of **PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.**

We have audited the accompanying financial report, being a special purpose financial report, of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC., which comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income for the year then ended, notes comprising a summary of significant accounting policies and other explanatory information and the Management Committee's assertion statement.

The Committee responsibility for the financial report

The Committee is responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 1 is in accordance with Australian Accounting Standards and has meet the requirements of the Associations Act and the needs of the members. The Management Committee's responsibility also includes such internal control as the Management Committee determines what is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Association's preparation of the financial report 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by Management Committee's as well as evaluating the overall presentation of the financial report.

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

Independence

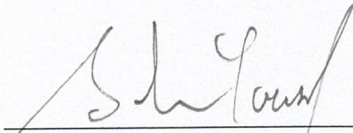
In conducting our audit, we have complied with the independence requirements of the Australian professional accounting bodies.

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. as at 30 June 2023 and of its financial performance and its cash flows for the year then ended on that date and complies with Australian Accounting Standards and the Associations Act to the extent described in Note 1.

Basis of accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling Management Committee's reporting responsibilities. As a result, the financial report may not be suitable for another purpose.



[Signature]
Certified Practising Accountant

John Yousef FCPA

21/7/2023

Date

Detailed Profit and Loss Statement
For the year ended 30 June 2023

	2023	2022
	\$	\$
Income		
	22,941.25	23,355.25
Raffles	10,292.58	1,134.35
Donations for Seniors Events (Non-Govt)	14,639.15	11,125.00
Community Wheel Income	30,055.00	41,807.00
Grants/Sponsorships : NT Govt & Councils	4,355.50	14,414.15
Fundraising Events	1,575.00	920.00
Volunteer Driver Program Contribution	4,560.00	4,655.00
Membership Fees	3,760.78	322.86
Bank Interest	<u>92,179.26</u>	<u>97,733.61</u>
Total income		
Expenses		
	1,642.50	1,800.00
Raffle Prizes	7,139.38	11,800.05
Fundraising Expenses	33,393.80	32,642.28
August Seniors Month Events	5,161.90	2,631.08
Community Wheel expenses	5.00	30.00
Entertainment	5,056.34	4,752.26
Insurance	38.00	18.00
Statutory Fees	2,405.55	1,580.00
Volunteer Driver Program Expenses	408.00	308.20
Postage	7,247.71	11,646.15
Stationery and Computer Expenses	4,241.52	3,585.33
Administrative Expenses	<u>66,739.70</u>	<u>70,793.35</u>
Total expenses		
Residual Funds	<u><u>25,439.56</u></u>	<u><u>26,940.26</u></u>

These financial statements are audited. They must be read in conjunction with the attached Audit Report and Accompanying Notes which form part of these financial statements.

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. ABN 94 808 872 155

Detailed Balance Sheet as at 30 June 2023

	Note	2023 \$	2022 \$
Current Assets			
Cash Assets			
Cash at Bank - Operating Account		6,382.76	9,300.72
Cash at Bank - Investment Account		62,817.95	37,296.33
Term deposit			130,095.10
Term Investment		132,000.00	
Petty Cash		200.00	136.00
		<u>201,400.71</u>	<u>176,828.15</u>
Total Current Assets		<u>201,400.71</u>	<u>176,828.15</u>
Non-Current Assets			
Property, Plant and Equipment			
Plant & equipment (cost)		24,737.34	23,870.34
		<u>24,737.34</u>	<u>23,870.34</u>
Total Non-Current Assets		<u>24,737.34</u>	<u>23,870.34</u>
Total Assets		<u>226,138.05</u>	<u>200,698.49</u>
Current Liabilities			
Financial Liabilities			
Unsecured:			
Unexpended Operational Funding		27,500.00	27,500.00
		<u>27,500.00</u>	<u>27,500.00</u>
Total Current Liabilities		<u>27,500.00</u>	<u>27,500.00</u>
Total Liabilities		<u>27,500.00</u>	<u>27,500.00</u>
Net Assets		<u><u>198,638.05</u></u>	<u><u>173,198.49</u></u>

These financial statements are audited. They must be read in conjunction with the attached Audit Report and Accompanying Notes which form part of these financial statements.

Detailed Balance Sheet as at 30 June 2023

	Note	2023 \$	2022 \$
Equity			
Reserves			
Members' Funds		74,534.94	74,534.94
Retained profits / (accumulated losses)		<u>124,103.11</u>	<u>98,663.55</u>
Total Equity		<u><u>198,638.05</u></u>	<u><u>173,198.49</u></u>

These financial statements are audited. They must be read in conjunction with the attached Audit Report and Accompanying Notes which form part of these financial statements.

PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC.
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 June 2023

1. STATEMENT OF ACCOUNTING POLICIES

Basis of accounting

The financial report is a special purpose financial report that has been prepared in accordance with Australian Accounting Standards, Urgent Issues Group Consensus Views and other authoritative pronouncements of the Australian Accounting Standards Board.

Reporting Entity

The association is not a reporting entity because in the committee's opinion there are unlikely to exist users who are unable to command the preparation of reports tailored so as to satisfy all of their information needs, and these accounts are therefore "special purpose accounts" that have been prepared solely to meet the requirements of the Constitution and the *Associations Act*.

The Profit and loss Statement and Balance Sheet have been prepared on an accrual basis and are in accordance with historical cost convention. Except where stated no allowance is made for the effect of changing prices on the results or the financial position.

Revenues and Expenses are recognised in the Profit and Loss Statement when and only when the flow or consumption or loss of economic benefits has occurred and can be easily measured.

1. STATEMENT OF ACCOUNTING POLICIES (Contd)

a) Acquisition of Assets

Assets are recorded at cost on acquisition except as stated below. The cost of acquisition includes the fair value of assets transferred in exchange.

Assets acquired at no cost, or for nominal consideration, are initially recognised as, assets and revenues at their fair value at the date of acquisition, except where they are acquired as part of a transfer of functions from another Government entity, in which case they are recognised as contributed equity at the carrying amount

b) Taxation

The Centre believes it is exempt from all forms of taxation except fringe benefits tax, PAYG and GST. Revenues and expenses are recognised net of the amount of GST. Receivables and payables in the statement of financial position are shown inclusive of GST.

c) Terms Conditions and Accounting Policies

Financial Assets

Cash at Bank

Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.

Cash Management

Deposits are recognised at their nominal amounts. Interest is credited to revenue as it accrues.

Receivables

These receivables are recognised at the nominal amounts due less any provision for bad and doubtful debts.

Financial Liabilities

Trade Creditors

Creditors and accruals are recognised at their nominal amounts, being the amount at which liabilities will be settled. Liabilities are recognised to the extent that the goods and services have been received (and irrespective of having been invoiced).

d) Interest Rate Risk

The entity's exposure to interest rate risk consists of:
Bank Balances – 0 – 19.95 %

PO Box 38233
48 Albatross Street
WINNELLIE NT 0821
Ph: 8947 7030
Fax: 8947 7032

JOHN YOUSEF FCPA
Commissioner for Oaths

18/07/2023

Dear Sheryl,

Re: PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED

You have requested that we audit the financial statements of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED for the year ended 30/06/2023 which comprises the special purpose financial statements and any notes presented which are subject to audit – for example statement of financial position as at 30/06/2023, statement of profit or loss for the year then ended, and notes comprising a summary of significant accounting policies and other explanatory information, and the declaration of those charged with governance. We are pleased to confirm our acceptance and our understanding of this engagement by means of this letter.

Our audit will be conducted with the objective of expressing an opinion on the financial statements.

The responsibilities of the auditor

We will conduct our audit in accordance with Australian Auditing Standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, there is an unavoidable risk that some material misstatements may not be detected, even though the audit is properly planned and performed in accordance with Australian Auditing Standards.

In making our risk assessments, we consider internal control relevant to the Association's preparation of the financial statements 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 entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies in internal control relevant to the audit of the financial statements that we have identified during the audit.

Our audit is not designed to be a complete examination of all aspects of your accounting system. Accordingly, any matters that are reported to you verbally or in writing should not be regarded as all-inclusive.

Responsibilities of those charged with governance

Our audit will be conducted on the basis that the management committee and, where appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a) For the preparation of the financial statements that present fairly the results of the Association for the reporting period and the financial position of the Association as at the end of the reporting period.
- b) To provide us with:
 - i. Access to all information of which the directors and management are aware that is relevant to the preparation of the financial report such as records, documentation and other matters;
 - ii. Additional information that we may request from the directors and management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- c) To advise us of any material and/or contentious issues relating to the preparation of the financial statements and any known or suspected frauds which have occurred within the Association.
- d) To maintain adequate accounting records, to ensure that proper internal controls are in place, to ensure the accuracy of all financial records, and to maintain and safeguard the entity's assets to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

Such internal controls reduce but do not eliminate the risk of misstatements in the financial statements from fraud or error. Those charged with governance assume responsibility for such risk. While the conduct of an audit may act as a deterrent against fraud or error, we cannot be held responsible for preventing them.

Those charged with governance are responsible for adjusting the financial statements to correct identified material misstatements. At the conclusion of each financial reporting engagement, we provide those charged with governance with a summary of any uncorrected misstatements we identify and request to confirm in writing that the effects of any uncorrected misstatements are immaterial, both individually and in aggregate, to the financial statements taken as a whole.

As part of our audit process, we will request from those charged with governance written confirmation concerning oral representations made to us by PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED in connection with the audit and that PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED acknowledges that such representations would be relied upon by us during the audit.

Reporting

We anticipate the issue of an unqualified audit report in accordance with Australian Auditing Standards; however, the form and content of our report may need to be amended in the light of our audit findings. The financial statements have been prepared to meet the reporting requirements of the Associations Incorporations Act and the reporting requirements of your funding bodies. We expect to complete your audit by 18/07/2023.

Independence

We have established policies and procedures designed to ensure our independence, including policies on the provision of non-audit work.

Fees

Our fee for the audit of the financial report of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED for the year ending 30/06/2023 is \$2,500.00 exclusive of GST and out-of-pocket expenses, as agreed. Our fees will be billed as the work progresses.

This fee assumes that all accounting transactions will have been processed and we will be presented with a final trial balance/set of financial statements at commencement of the audit.

If we incur additional costs as a result of factors such as:

- information not being provided to us within agreed time limits
 - significant errors in the information that is provided
 - the scale of the business significantly changing
 - a material issue arising which was not reasonably contemplated at the time of the fee quote
- then this additional time will also be billed.

Health and safety

We are required to comply with Occupational Health and Safety legislation by taking all practical steps to ensure the health and safety of our people. Our firm's policy expects mutual responsibility for our people to ensure their own safety and that no harm is caused to others in the workplace, but the Act places responsibility for their safety on your Association when they are visitors to your site.

Other services

We are pleased to provide any additional services that may be required from time to time, provided such services do not impair our independence. We note that this engagement letter applies only to the work described in this letter. Should further work be required over and above such work, separate terms of engagement will need to be agreed. In particular, this letter does not deal with accounting advice or assistance with accounts preparation.

Presentation of auditing financial statements on the internet

If PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED presents the audited financial statements and auditors' report electronically on a web site, the security and controls over information on the web site should be addressed by the Association to maintain the integrity of the data presented. The examination of the controls over the electronic presentation of audited financial information on the Association web site is beyond the scope of the audit of the financial statements. Responsibility for the electronic presentation of the financial statements on the Associations web site is that of the governing body of the entity.

Other financial information in reports

We read the financial information contained in the documents or statements that are issued with any of the financial statements, including the Committee reports, to identify material inconsistencies with the financial reports. However, we will not verify such other information.

General matters

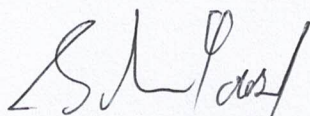
The terms of this letter apply to all work carried out by us in connection with this engagement prior to the date of signing this letter.

Engagement letter

This letter will be effective for future years unless we advise you of its amendment or replacement or the engagement is terminated.

Please sign and return the attached copy of this letter to indicate your acknowledgement of, and agreement with, the arrangements for our audit of the financial statements, including our respective responsibilities.

Yours sincerely



John Yousef
JKY & Co

21/7/23

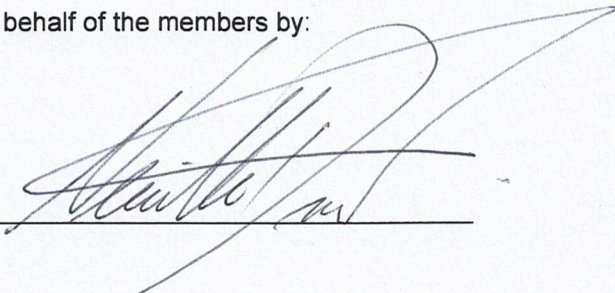
Date

Acknowledgement

We hereby acknowledge that the engagement letter dated 18/07/2023 is in accordance with our understanding of the arrangements for the audit of PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INCORPORATED's financial statements.

Signed for and on behalf of the members by:

Signature: _____



Name: _____

NEVILLE DRNER

Title: _____

A/President

Date: _____

19/7/23



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report March 2024
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	16/04/2024
Attachments:	A: PA2024/0018 B: PA2024/0043 C: PA2023/0388 D: PQ2024/7001 (1) E: PQ2024/7001 (2) F: PQ2024/9000

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 01 March 2024 to 31 March 2024. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	3
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	2
Liquor Licence Applications	3
Water Licence Applications	0
Mining Applications	0
Works Permits	12

Letters of comment for the noted development applications are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report March 2024; and
2. note for information the responses provided to relevant agencies within Attachments A to F of this report.

Background

DEVELOPMENT APPLICATIONS

The *Planning Act 1999* requires that the local government be notified of all Development Applications within Council's municipality. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

The following is a summary of all Planning Applications received and comments provided during the noted period.

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	2
Planning applications supported, subject to specific issues being adequately addressed	1
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	0

Note: Additional detail is provided below on all development applications.

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions regarding areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

To find out more about upcoming planning applications, meetings of the development consent authority (DCA) and previous determinations on applications at a meeting visit:

Current Planning Notices: <https://nt.gov.au/property/land-planning-and-development>

DCA meeting agendas: <https://dipl.nt.gov.au/committees/dca/meetings-and-agendas>

DCA meeting minutes: <https://dipl.nt.gov.au/committees/dca/minutes>

Planning Applications supported, subject to normal Council conditions

The table below describes the Planning Applications that are supported by Council.

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2024/0018 325 Willard Road, Holtze NT Attachment A	Addition of 38 demountable structure and an ancillary residential care facility to the Darwin Correctional Facility Council does not object to the granting of a development permit, noting the application is retrospective and serves as a compliance check for infrastructure in place.
PA2024/0043 42 Arnhem Highway, Humpty Doo NT Attachment B	Outbuilding (shed) addition to existing dwelling-single with a reduced building setback to the rear boundary Council supports the development as there are no apparent impacts on amenity for surrounding properties.

Planning Applications supported, subject to specific issues being adequately addressed

The table below describes the Planning Applications that are supported by Council subject to specific issues being adequately addressed.

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0388 10, 30, 60 Holly Road, Bees Creek NT Attachment C	Planning Scheme Amendment – rezoning of properties noted from Zone RL (Rural Living) to Zone RR (Rural Residential). Council supports the proposed rezoning as it aligns with the Coolalinga and Freds Pass Rural Activity Centre Plan and it supports growth and opportunity for a rural lifestyle. Support is provided subject to adequate access to services, land suitability assessment in respect to flooding and stormwater as well as consideration of impact to traffic on Lowther Road and Holly Road. Further comments were provided in respect to the process and information available for developers in relation to the provided area plans.

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

The table below describes the new applications for Sale of Crown Land to which Council has responded during the noted period.

Address and Attachment Reference	Purpose and Summary	Comments Provided
PQ2024/7001 (1) (2) Section 2698 – 955 Reedbeds Road, Berry Springs NT Section 2670 – 955 Reedbeds Road, Berry Springs NT Attachment D & E	2 applications were submitted for the ongoing maintaining and operating of Telecommunications Network and Service facilities	Council supports the granting of the Crown Land Licence noting that the applicants are existing licence holders and this is a renewal as such under the new legislation for the issuing of Crown Land Licences.

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for amendments to existing liquor licences or new applications for special event liquor licences to which Council has responded during the noted period.

Address and Attachment Reference	Purpose and Summary	Comments Provided
PQ2024/9000 Coolalinga Village Tavern 425 Stuart Highway, Coolalinga NT Attachment F	Application to; 1. Transfer of a Liquor Licence 2. Substitution of Premises 3. Variation of Conditions Relating to the transfer of an existing licence held in Alice Springs for a bottleshop (noted as wine club) Noting, the proposed location is yet to be built.	As this application is not required to undergo planning approval, Council whilst supporting the proposal provided extensive comments in relation to the requirements of the Planning Scheme. Particularly identifying car parking, loading bay and landscaping requirements as well as end of trip facilities. Standard inclusions to ensure Council is kept informed of the process to establish the new building
PQ2024/9003 Fred's Pass Recreation Reserve	Litchfield Polocrosse Carnival 05-07 April 2024	Council supports the granting of a Special Event Liquor Licence
PQ2024/9003 Fred's Pass Recreation Reserve	Litchfield Polocrosse Carnival 12-14 April 2024	Council supports the granting of a Special Event Liquor Licence

ASSESSMENT OF PLANS/REPORTS/DRAWINGS FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples of include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

Council reviews stormwater drainage plans and driveway crossovers for structures requiring building certification to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. The following table notes the number requests for assessment for building certification that Council received during the noted period.

No. Building Certification Applications
7

WORKS PERMIT APPLICATIONS

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

No. Works Permit Applications
12

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Installation of Driveway	5 Tufnell Road MCMINNS ...	26/03/2024	25/03/2024
major leak repair	65 Lagoon Road KNUCKE...	25/03/2024	27/03/2024
TREE TRIMMING TO REMOVE VEGETATION FROM POWER LINE	225 Whitewood Road HO...	21/03/2024	28/03/2024
Survey works on the road pavement and verge, under gaps in traffic ...	20 Bees Creek Road FRE...	19/03/2024	27/03/2024
power upgrade, pole top works EWP working from verge	295 Colton Road ACACIA...	18/03/2024	27/03/2024
power upgrade, pole works EWP stop slow traffic management	65 Girraween Road HOW...	15/03/2024	21/03/2024
Power Pole transformer maintenance EWP	810 Lawton Road BLACK...	14/03/2024	25/03/2024
construction of new driveway - PA2022/0472 - 2 Lot Subdivision	365 Spencer Road DARW...	12/03/2024	18/03/2024
stolen earth replacement to pole, EWP working from verge	220 Strangways Road HU...	07/03/2024	18/03/2024
onstruction of 2 concrete crossovers	220 Strangways Road HU...	06/03/2024	11/03/2024
Power Pole maintenance reconfigure LV services with use of EWP	95 Finn Road BERRY SPR...	02/03/2024	12/03/2024
The construction of 5 driveway access	240 Morgan Road VIRGIN...	01/03/2024	11/03/2024

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.

29 February 2024

Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0018

**Hun: 055 P: 06222 325 Willard Road HOLTZE, Hundred of Bagot
Thirty eight (38) demountable structure and an ancillary residential care facility addition to the
Darwin Correctional Facility.**

Thank you for the Development Application referred to this office on 16/02/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the granting of a Development Permit as the additional proposed structures are in keeping with the purpose of the facility. The size of the land and zoning of the subject site are also in keeping with the proposed use.

The addition of the residential care facility is within the permitted use also and Council supports the positive outcomes that the facility aims to provide.

Should the application be approved, the following condition(s) pursuant to the *Planning Act* and Council's responsibility under the *Local Government Act* are also recommended for inclusion in any Development Permit issued by the consent authority:

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

Should the application be approved, the following notes are recommended for inclusion in any Development Permit issued by the consent authority:

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.

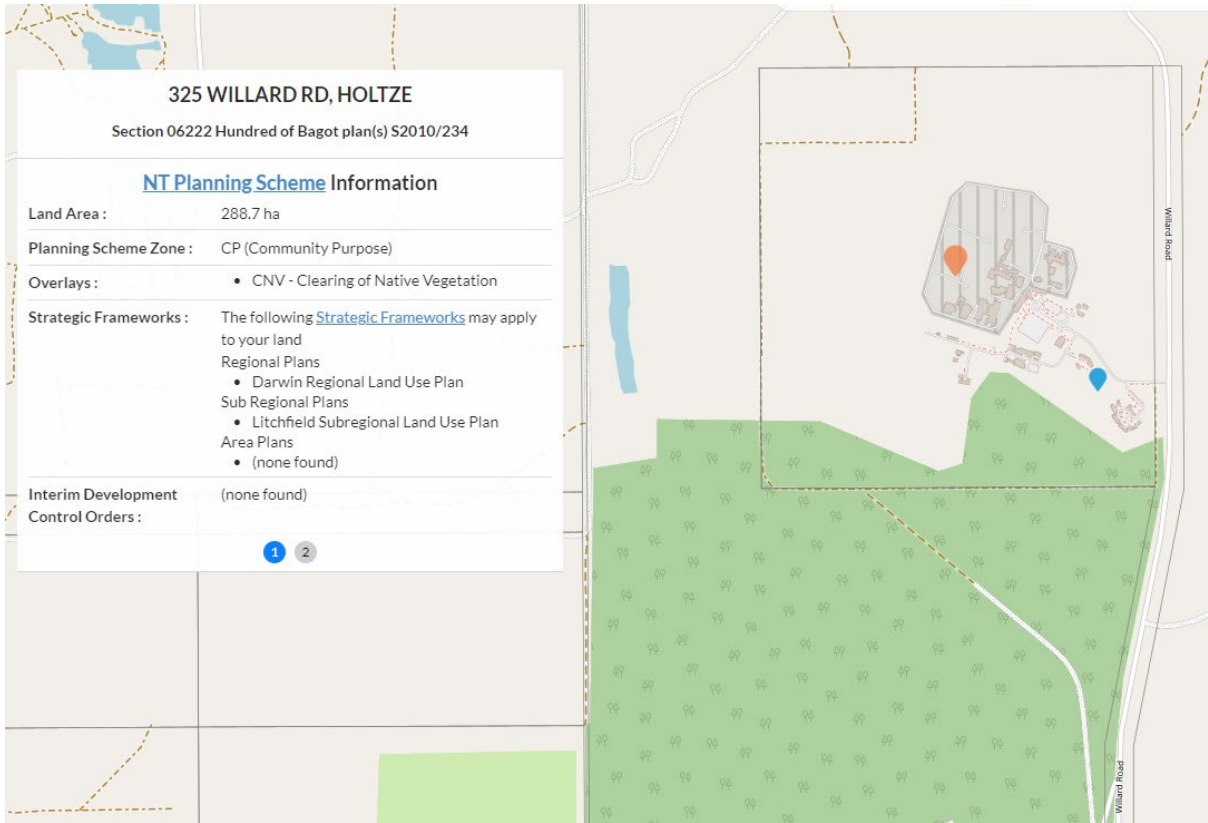
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Jaimie O'Connor', with a flourish at the end.

Jaimie O'Connor
Acting Planning & Development Program Leader



13 March 2024

Development Assessment Services
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0043

Hun: 695 LTO: 78009 P: 00016 42 Arnhem Highway HUMPTY DOO, Hundred of Strangways Outbuilding (shed) addition to existing dwelling-single with a reduced building setback to the rear boundary

Thank you for the Development Application referred to this office on 01/03/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the following reasons:

- a) As indicated in the statement of effect, there is an existing shed with a reduced setback of 5m – this development/ addition improves the setback by 40% with an increase to 7.5m.
- b) Council supports the provision of firebreaks for rural properties as governed by NTPFES and Bushfires NT.
- c) There is no apparent amenity impacts on surrounding properties

Should the application be approved, the Council requests the following condition(s) be included as Condition(s) Precedent in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

Should the application be approved, the following condition(s) pursuant to the *Planning Act* and Council's responsibility under the *Local Government Act* are also recommended for inclusion in any Development Permit issued by the consent authority:

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

Should the application be approved, the following notes are recommended for inclusion in any Development Permit issued by the consent authority:

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader

42 ARNHEM HWY, HUMPTY DOO
Lot 00016 Hundred of Strangways plan(s) LTO78/009

NT Planning Scheme Information

Land Area :	2.01 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none">• CNV - Clearing of Native Vegetation
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none">• Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none">• Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none">• (none found)
Interim Development Control Orders :	(none found)

1 2

08 March 2024

Lands Planning
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Planning Scheme Amendment Application

PA2023/0388

**Hun: 695 P: 04626 10 Holly Road BEES CREEK, 60 Holly Road BEES CREEK, 30 Holly Road BEES CREEK, Hundred of Strangways
Planning Scheme Amendment**

Thank you for the Planning Scheme Amendment Application referred to this office on 09/02/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 22(1) of the *NT Planning Act*:

Council does not object to the granting of a Planning Scheme Amendment for the following reasons:

- a) The proposed rezoning aligns with the Coolalinga and Freds Pass Rural Activity Centre Plan in regard to transition from Rural Residential to Rural Living properties
- b) Bees Creek is experiencing a period of growth due to its popularity and closeness to both Coolalinga service areas and Freds Pass sporting precinct and Council supports growth and opportunity for a rural lifestyle

The noted support is only given provided the following issues are adequately addressed;

- a) Prior to any amendment to the Planning Scheme or future applications being lodged for development in relation to these parcels:
 - a. Adequate access to and availability of services relating to power and water is determined
 - b. Land suitability assessment is conducted to ensure there are no constraints on development of these lots particularly in relation to flooding and stormwater flow

- c. Consideration of impacts on traffic on Lowther Road, Holly Road and Bees Creek Road intersections

Council can provide the following further comments in relation to the application:

Consideration should be given by NT Planning Commission to prioritise the need to address the enabling infrastructure within the Coolalinga and Freds Pass Rural Activity Centre. The current plan notes the requirement for an 'Infrastructure Plan' and without this broader plan development is progressing in a disjointed way. Without full assessment of all service authorities requirements in a combined setting, the developer is being lured into a false sense of security that the development is feasible, when in fact there is one or more facet required by the individual service authority that can't be achieved in detailed design that could undermine the whole development moving forward.

Further, whilst the plan refers to Essential Infrastructure this does not take into account the transitional areas where there appears to be more of an appetite for development. Requiring developers to contribute funding to upgrades for road connections, utilities and trunk services is not sufficient in that there is a lack of overall infrastructure planning on the outskirts of the activity centre plan.

It is recognised that there are limitations on the rural activity centre plan, and that development is likely progressing much more quickly than it was previously presumed however addressing these areas of concern would enable future development to progress more seamlessly.

Council supports development in the Litchfield Municipality however strives for a cohesive approach with all service authorities working together to create sustainable growth opportunities.

If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Jaimie O'Connor
Acting Planning and Development Program Leader

10 HOLLY RD, BEES CREEK

Section 04626 Hundred of Strangways plan(s) L2002/095

NT Planning Scheme Information

Land Area :	3.09 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none"> CNV - Clearing of Native Vegetation
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none"> Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> (none found)
Interim Development Control Orders :	(none found)

30 HOLLY RD, BEES CREEK

Section 04625 Hundred of Strangways plan(s) L2002/095

NT Planning Scheme Information

Land Area :	2 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	(none found)
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none"> Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> (none found)
Interim Development Control Orders :	(none found)

60 HOLLY RD, BEES CREEK

Section 05203 Hundred of Strangways plan(s) L2007/070

NT Planning Scheme Information

Land Area :	2 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none"> CNV - Clearing of Native Vegetation
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none"> Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> (none found)
Interim Development Control Orders :	(none found)

13 March 2024

Land Transactions – Crown Land Estate
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

**Hun: 160 P: 00725 (Section 2698 (A)) Hundred of Cavenagh
Maintaining and Operating Telecommunications Network and Service**

Thank you for the request for stakeholder comment referred to this office on 29/02/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the granting of a Crown Land licence for the ongoing provision of telecommunication services for residents, businesses and community members as this is required infrastructure.

If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader

13 March 2024

Land Transactions – Crown Land Estate
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

**Hun: 160 P: 00725 (Section 2670 (A)) Hundred of Cavenagh
Maintaining and Operating Telecommunications Network and Service**

Thank you for the request for stakeholder comment referred to this office on 29/02/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

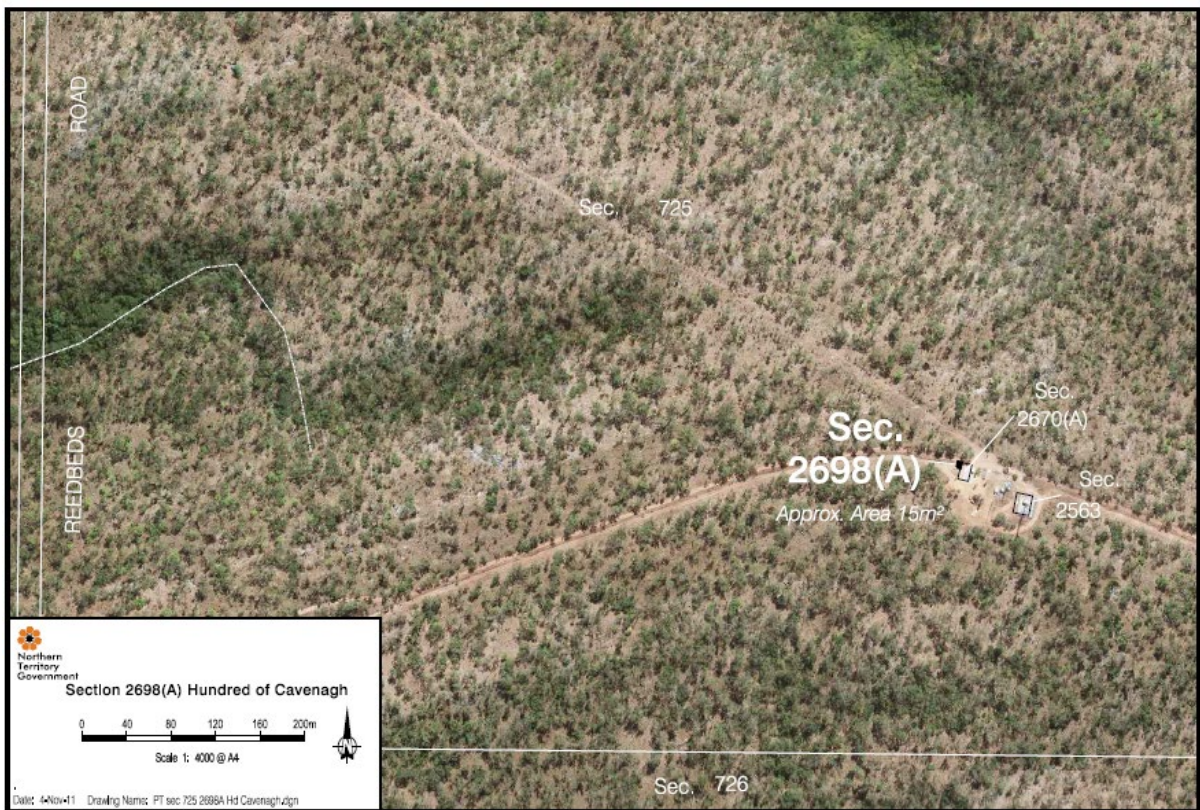
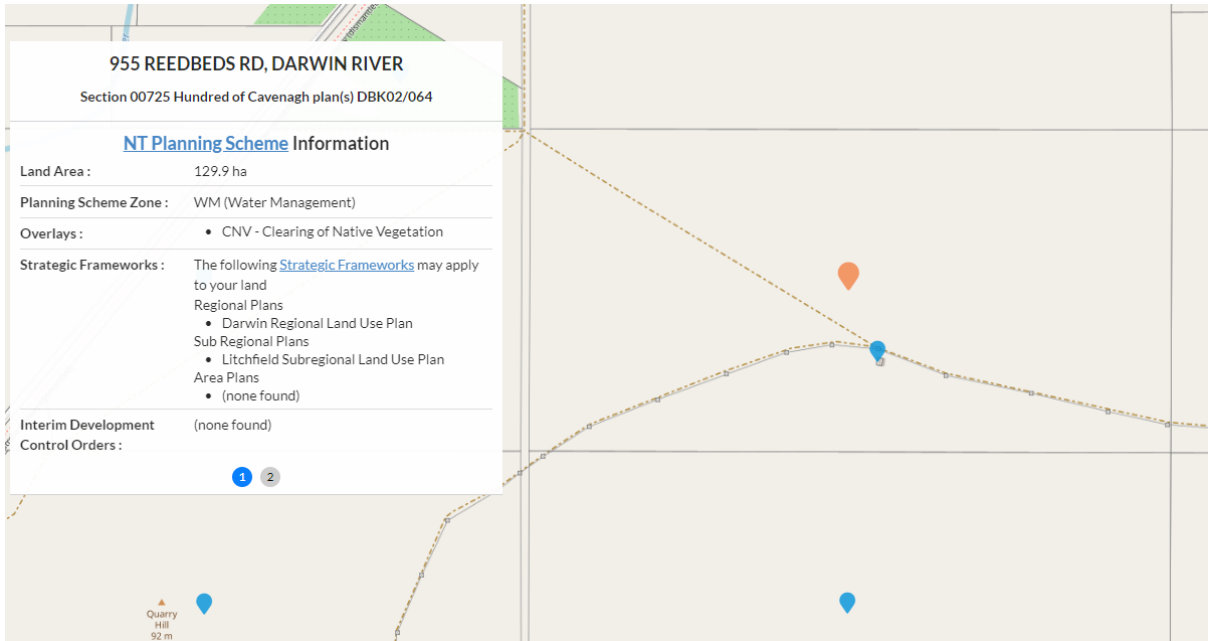
Council supports the granting of a Crown Land licence for the ongoing provision of telecommunication services for residents, businesses and community members as this is required infrastructure.

If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader



02 March 2024

Licensing NT
Department of Industry, Tourism and Trade
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Liquor Licence

PQ2024/9000

Hun: 055 P: 06493 425 Stuart Highway COOLALINGA, Hundred of Bagot

1. Transfer of a Liquor Licence 2. Substitution of Premises 3. Variation of Conditions

Thank you for the Liquor License application referred to this office on 15/02/2024, regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a liquor licence as the proposal does not impact the amenity of the neighbourhood of the licenced premises, or, the health, education, public safety or social conditions in the community of the licensed premises. However, Council notes the following for consideration;

Whilst the application is for a transfer of liquor licence, substitution of premises and a variation to conditions, it would appear that this application could also be considered a material alteration to existing premises. Whilst the proposal is for a transfer and substitution where the building is yet to be built, the applicant notes that the new premises will be connected to the existing Coolalinga Village Tavern and has even proposed that should a preference be to relinquish the existing licence so that only one licence is issued for the entirety of the operation they would be amenable to that.

Council refers to the Planning Scheme 2020 for guidance on permitted use. The proposed location was previously endorsed for 'future offices' under Development Permit DP17/0141 however given the zoning allows for interchangeable use the proposed bottleshop would be permitted.

The noted support is only given provided the following issues are adequately addressed:

- a) As per the Planning Scheme NT;
 - a. 5.2.4 a minimum of 10 additional car spaces will be required for a drive-thru bottleshop. Currently there is provision for 39 spaces although this appears understated since the endorsement of plans from the development permit. Calculation of the space and known use there should currently be 57 car spaces already in place.
 - b. 5.2.5 a minimum of 1 loading bay will be required for the new building
 - c. 5.2.6 ensure there is landscaping that is attractive, water efficient, contributes to a safe environment and is provided to a development to enhance the streetscape and overall amenity of the locality

- d. 5.3.7 End of trip facilities should be provided to promote various travel choices by workers
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
 - c) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
 - d) The applicant should also consider the impact of traffic on to Fairweather Crescent and as such Council requests a Traffic Impact Assessment be conducted noting that there is currently an application for development of a 19 lot subdivision on Biddlecombe Rd.
 - e) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
 - f) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
 - g) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
 - h) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

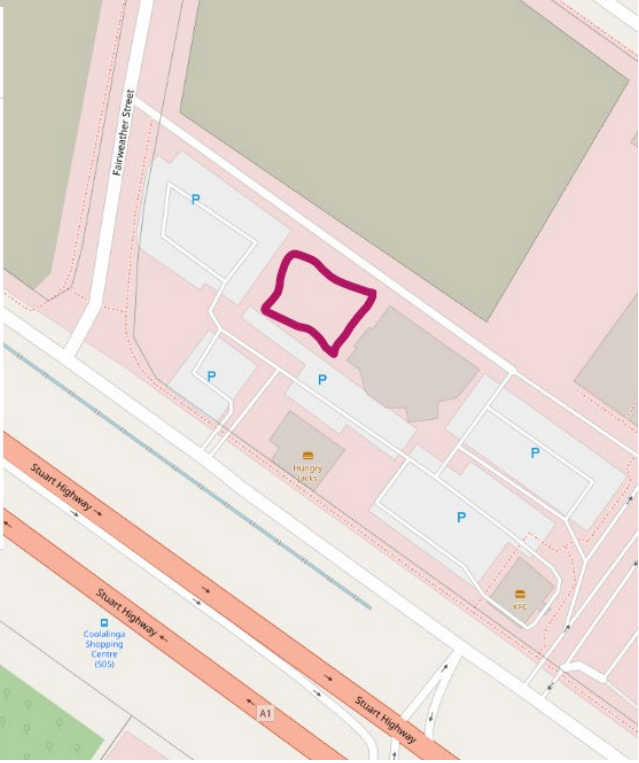
If you require any further discussion in relation to this application, please contact me on 08 8983 0600.

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader

425 STUART HWY, COOLALINGA	
Section 06493 Hundred of Bagot plan(s) LTO2012/073E	
NT Planning Scheme Information	
Land Area :	7.71 ha
Planning Scheme Zone :	C (Commercial)
Overlays :	(none found)
Strategic Frameworks :	The following Strategic Frameworks may apply to your land Regional Plans <ul style="list-style-type: none"> • Darwin Regional Land Use Plan Sub Regional Plans <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan Area Plans <ul style="list-style-type: none"> • Coolalinga Freds Pass Area Plan • Coolalinga North Rural Village Area Plan
Interim Development Control Orders :	(none found)
1 2	





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 April 2024

14 Other Business

15 Confidential Items

15.01 Confirmation of Confidential Minutes

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(d) information subject to an obligation of confidentiality at law, or in equity.

15.02 Moving of Confidential Items to Open

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(c)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

15.03 Appointment of Independent Member to RMAC

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(b) information about the personal circumstances of a resident or ratepayer.

15.04 Code of Conduct Complaints – Status Update

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(f) subject to subregulation (2) - information in relation to a complaint of a contravention of the code of conduct.

15.05 Breach of Code of Conduct Complaint – 5 March 2024

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(f) subject to subregulation (2) - information in relation to a complaint of a contravention of the code of conduct.

15.06 Chief Executive Officer Performance Appraisal and Remuneration Review Committee Minutes – 9 April 2024

This item is considered 'confidential' pursuant to Section 293(1) of the *Local Government Act 2019* and Section 51(1) of the *Local Government (General) Regulations 2021*.

8(a) information about the employment of a particular individual as a member of the staff or possible member of the staff of the council that could, if publicly disclosed, cause prejudice to the individual.

16 Close of Meeting