



AGENDA

28th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 12 DECEMBER 2023

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 12 December 2023

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

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 21 November 2023, 10 pages; and
- Ordinary Confidential Council Meeting held Tuesday 21 November 2023, 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 21 November 2023 at 6:00pm

Present	Doug Barden Andrew Mackay Mathew Salter Kevin Harlan Mark Sidey Emma Sharp	Mayor (Chair) Councillor Central Ward Councillor North Ward Councillor Central Ward Councillor South Ward Councillor South Ward (<i>electronically</i>)
Staff	Stephen Hoyne Rodney Jessup Maxie Smith Ankit Pascal Ashleigh Young Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Corporate and Community Human Resources and Records Management (<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 Salter
Seconded: Cr Harlan

THAT Council approve Cr Sharp to attend the meeting electronically.

CARRIED (6/0) ORD2023 11-204

3.2 Apologies

Moved: Cr Mackay
Seconded: Cr Salter

THAT Council acknowledge apologies from Deputy Mayor Wright.

CARRIED (6/0) ORD2023 11-205

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 and its policies regarding the same.

4.1 Elected Members

Cr Salter declared an interest in Item 15.07 Breach of Code of Conduct Complaint – 17 October 2023 and Item 15.08 Breach of Code of Conduct Complaint – 21 October 2023 and agreed to leave the meeting during the discussion.

4.2 Staff

The Chief Executive Officer declared an interest in Item 15.07 Breach of Code of Conduct Complaint – 17 October 2023 and Item 15.08 Breach of Code of Conduct Complaint – 21 October 2023 and agreed to leave the meeting during the discussion.

5. PUBLIC QUESTIONS

5.1 Ceclia Coleman – Parkin Road

Ms Coleman was invited to make an appointment with the Infrastructure Team to discuss Parkin Road.

5.2 Shirley Preston and Tim West – Freds Pass Rural Show

Refer to item 13.03.02.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 17 October 2023, 8 pages;
- Ordinary Confidential Council Meeting held Tuesday 17 October 2023, 4 pages; and
- Special Council Meeting held 7 November 2023, 3 pages.

CARRIED (6/0) ORD2023 11-206

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 (6/0) ORD2023 11-207

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

9.1 Award Contract Variation – RFT23-329 LRCI Program – Southport Roads Upgrades

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council accept Item 15.10 Award Contract Variation – RFT23-329 LRCI Program – Southport Roads, Upgrades as a late item and include it in the Confidential Section for consideration.

CARRIED (6/0) ORD2023 11-208

10. NOTICES OF MOTION

Nil.

ORDER OF BUSINESS

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council move Item 13.03.02 Freds Pass Show Proposed Site Location forward for consideration.

CARRIED (6/0) ORD2023 11-209

13.03.02 Freds Pass Show Proposed Site Location

Moved: Cr Mackay

Seconded: Mayor Barden

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.

AMENDMENT

Moved: Cr Sidey

Seconded: Cr Harlan

THAT Council lay the matter on the table until the December 2023 Ordinary Council Meeting.

MOTION LOST (2/4)

13.03.02 Freds Pass Show Proposed Site Location

THE ORIGINAL MOTION WAS PUT:

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
5. provide support to the Freds Pass Rural Show Incorporated by approving a budget allocation of \$150,000 towards site location upgrade works;
6. approve the use of unallocated 'New Initiative' funding for the upgrade works; and
7. 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.

CARRIED (4/2) ORD2023 11-210

11. MAYORS REPORT

Moved: Mayor Barden

Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 18 October 2023 to 21 November 2023.

CARRIED (6/0) ORD2023 11-211

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Updates from appointed representatives will be provided within the meeting during when the reports are considered.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – October 2023

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council note the Litchfield Council Finance Report for the period ended 31 October 2023.

CARRIED (6/0) ORD2023 11-212

13.01.02 People Performance and Governance Monthly Report – October 2023

Moved: Cr Sharp
Seconded: Cr Harlan

THAT Council note the People, Performance and Governance Report for October 2023.

CARRIED (6/0) ORD2023 11-213

13.01.03 Risk Management and Audit Committee Open Minutes – 25 October 2023

Moved: Cr Sidey
Seconded: Cr Sharp

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 25 October 2023 meeting, as at Attachment A.

CARRIED (6/0) ORD2023 11-214

13.01 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – October 2023

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council note the Community Services and Development Monthly Report for October 2023.

CARRIED (6/0) ORD2023 11-215

13.02.02 Howard Park Recreation Reserve Management Committee Minutes

Moved: Cr Salter
Seconded: Cr Harlan

THAT Council receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of 2 October 2023, at Attachment A.

CARRIED (6/0) ORD2023 11-216

13.02.03 Knuckey Lagoon Recreation Reserve Management Committee Minutes

Moved: Choose an item.
Seconded: Choose an item.

THAT Council receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of 30 October 2023, at Attachment A.

CARRIED (6/0) ORD2023 11-217

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report October 2023

Moved: Cr Salter
Seconded: Cr Mackay

THAT Council:

1. receive the Summary Planning and Development Report October 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to F of this report.

CARRIED (6/0) ORD2023 11-218

14. OTHER BUSINESS

14.01 Deputy Mayor

Appreciation to be expressed to the Deputy Mayor for filling the role of the Mayor during his leave of absence.

15. CONFIDENTIAL ITEMS

Moved: Cr Harlan
Seconded: Cr Mackay

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 Confidential Council 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*:

(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*.

(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. CONFIDENTIAL ITEMS (Continued)

15.03 Humpty Doo Village Green Operating Hours

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*.

(c)(iii) information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

15.04 Appointment of External Auditors

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*.

(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.

15.05 2023-2024 Annual Community Grants

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*.

(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.

15.06 Award Contract – RFT23-365 Maintenance of Pavement Repairs and New Works

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*.

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

15.07 Breach of Code of Conduct Complaint – 17 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*.

(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. CONFIDENTIAL ITEMS (Continued)

15.08 Breach of Code of Conduct Complaint – 21 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*.

(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.

15.09 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*.

(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 Award Contract Variation – RFT23-329 LRCI Program – Southport Roads Upgrades

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*.

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

CARRIED (6/0) ORD2023 11-219

The meeting moved to Confidential Session at 7:38pm.

Cr Sharp left the meeting at 8:33pm and Cr Salter left the meeting at 8:48pm.

Moved: Cr Harlan
Seconded: Cr Mackay

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 (4-0) ORD2023 11-230

The meeting moved to Open Session at 9:20pm.

Items moved from Confidential

15.04 Appointment of External Auditor

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council:

1. authorise the Chief Executive Officer to engage KPMG as the external financial auditor for a two-year term beginning in 2023-24 financial year and ending in 2024-25 financial year;
2. recommend the approval of the external auditor's remuneration of \$93,580 (excluding GST and out of pocket expenses) for the two-year term; and
3. make public its Resolution on this matter.

CARRIED (5/0) ORD2023 11-225

17. CLOSE OF MEETING

The Chair closed the meeting at 9:20pm.

18. NEXT MEETING

Tuesday 12 December 2023.

MINUTES TO BE CONFIRMED

Tuesday 12 December 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: <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	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.

Cost to maintain the eight owned Council reserves

THAT Council:

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.

ORD2023
11-093

20/06/2023

DIO

Ongoing

Report to December 2023 Ordinary Council Meeting to extend the timelines.

Appointment of Committee Members to the Knuckey Lagoon Recreation Reserve Management Committee

THAT Council

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.

ORD2023
11-121

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:

1. adopt the Freds Pass Reserve land expansion concept to include:
 - 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.

ORD2023
11-142

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.

Guys Creek Road Upgrade Gravel to Seal

THAT Council:

1. approve the Guys Creek Road Upgrade to Seal Report as presented;
2. approve the proposed recommended strategy to upgrade Guys Creek Road from Gravel to Seal; and
3. approve Brougham Road Upgrades Gravel to Seal project construction to be put on hold so Council staff can undertake a detailed investigation and design work to allow comprehensive budget submissions to be made in hope of obtaining the required budget for construction in the future.

ORD2023
11-173

19/09/2023

DIO

In Progress

Strategy adopted and re-design works well underway

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

Initial meeting has been held with Freds Pass Show representatives to determine specifics of the project scope.

Appointment of External Auditor

THAT Council:

1. authorise the Chief Executive Officer to engage KPMG as the external financial auditor for a two-year term beginning in 2023-24 financial year and ending in 2024-25 financial year;
2. recommend the approval of the external auditor's remuneration of \$93,580 (excluding GST and out of pocket expenses) for the two-year term; and
3. make public its Resolution on this matter.

ORD2023
11-225

21/11/2023 DCC

Complete

Notification of proposal acceptance sent to KPMG 23 November 2023.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 12 December 2023

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:	12/12/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 November 2023 to 12 December 2023.

Summary

25 November 2023	Freds Pass Rural Show AGM	Goyder Electoral Office
25 November 2023	Rural Carols by Candlelight Committee – Opening Ceremony	Bees Creek Primary
27 November 2023	Community Councils – Member for Nelson	Parliament House
29 November 2023	Carers NT Opening Wellbeing Centre	Howard Springs
1 December 2023	TOPROC Meeting	City of Palmerston
4 December 2023	Inpex Stakeholder Appreciation Function	Mindil Beach Casino
5 December 2023	Berry Springs Seniors Meeting	Berry Springs
5 December 2023	NT Remuneration Tribunal – Presentation	Council Chambers
5 December 2023	Strategic Discussion and Briefing Session	Council Chambers
6 December 2023	Australia Day Awards Panel Meeting	Council Chambers
7 December 2023	Local Government Legislation Compliance Meeting – Local Government Division	Council Chambers
11 December 2023	Palmerston Regional Hospital – Christmas Decoration Judging Team	Palmerston Regional Hospital
12 December 2023	Ordinary Council Meeting	Council Chambers

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 12 December 2023

12 Reports from Council Appointed Representatives

Meeting

Representative

Australia Day Awards Panel – referred to Confidential

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – November 2023

13.01.02 Budget Review 1 2023-2024

13.01.03 People Performance and Governance Monthly Report –
November 2023

13.01.04 Burial and Cremation Act 2022 - Delegation

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report –
November 2023

13.02.02 NTCAT Decision – Salter vs Fletcher

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – November
2023

13.03.02 Cost to maintain eight owned Council reserves

13.03.03 INF06 Private Roads Policy Update

13.03.04 INF08 Subdivision and Development Policy Update



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – November 2023
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	12/12/2023
Attachments:	A: Litchfield Council Finance Report – November 2023

Executive Summary

This report presents the Litchfield Council Finance Report for 30 November 2023. Budget 2023/2024 reflected the adopted budget for the financial year and capital rollover movements as per Council decision ORD2023 11-161.

Operational Income reflects the entire year of rates levied. As expenses are incurred over the year, the current surplus position will gradually decrease. On 22 November 2023 staff invested with Bendigo Bank for a period of 370 days. This period contravenes council's FIN 14 – Investment Policy which states at 4.5.2 "Investments fixed for greater than 12 months are to be approved by Council". To comply with the policy Council is asked to approve the below recommendation.

The Balance Sheet has been updated in accordance with 2023/2024 audited financial statements. Financial Reserves will be updated as part of the December report after adopting Budget Review One.

The annual rates and waste charges were levied in July 2023, and the first instalment was due on 30 September 2023, and second instalment was due on 30 November 2023. Rates outstanding from previous years continue to decrease compared to the same time last year. Outstanding rates will continue to decline as scheduled payments occur and Council implements rates recovery initiatives.

Recommendation

THAT Council:

1. note the Litchfield Council Finance Report for 30 November 2023; and
2. approve the term deposit invested on 22 November 2023 for 370 days with Bendigo Bank.

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**

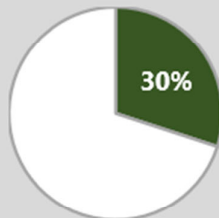


Finance Report

November 2023

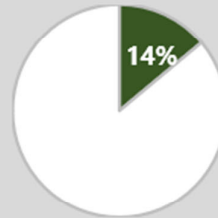
NOV 2023

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 2.65m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.35m Outstanding
Municipal Plan Target – <18%
(Less than 2.9mn)



Current Cash Investments

\$ 27.8m

- 0 of 27** Budgeted Capital Programs 2023/24
\$0.08m Spent (1.03%)
- 0 of 1** Additional Capital Programs 2023/24
\$0.14m Spent (31.33%)
- 20 of 29** Carry Forward Programs from 2022/23-\$2.43m Spent (60.42%)

\$15.78m Budgeted Cash Reserves June 2024

\$ 17.08m

OPERATIONAL REVENUE

\$21.48m Budget – 79.5% Target
Achieved

\$ 6.03m

OPERATIONAL EXPENSES

\$16.69m Budget – 36.10% Spent

\$ 11.05m

OPERATING SURPLUS

Budget \$ 4.79m

\$ 0.29m

CAPITAL REVENUE

\$ 5.20m Budget*

\$ 2.65m

CAPITAL EXPENSES

\$ 13.70m Budget*

\$ (2.36)m

CAPITAL DEFICIT

Budget (\$ 8.50m)*

RATIOS

- 30%** Asset Sustainability
Target 30% and more
- 14%** Rates Outstanding
Target less than 18%
- 82%** Own Source Revenue Ratio
Target 60% and more
- 7.07** Current Ratio
Target 1 and more
- 0** Debt Service Ratio
Target less than 1

- Achieved
- Achieved
- Achieved
- Achieved
- Achieved

* Includes Approved Capital Works Rollover as per Council decision ORD2023-11 161.

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 five-twelfth of the annual budget.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,630,945.63	6,056,797.92	(8,574,147.71)	14,536,315.00
Charges	142,889.00	72,916.67	(69,972.33)	175,000.00
Fees and Charges	1,196,928.78	802,516.67	(394,412.11)	1,926,040.00
Operating Grants and Subsidies	395,567.00	1,681,526.25	1,285,959.25	4,035,663.00
Interest / Investment Income	613,741.51	279,166.67	(334,574.84)	670,000.00
Other Income	103,093.47	58,333.33	(44,760.14)	140,000.00
TOTAL OPERATING INCOME	17,083,165.39	8,951,257.50	(8,131,907.89)	21,483,018.00
OPERATING EXPENDITURE				
Employee Expenses	2,776,908.77	2,934,037.08	157,128.31	7,041,689.00
Materials and Contracts	2,857,110.97	3,613,158.75	756,047.78	8,671,581.00
Elected Member Allowances	95,224.62	142,083.33	46,858.71	341,000.00
Elected Member Expenses	36,765.04	20,734.17	(16,030.87)	49,762.00
Council Committee & LA Allowances	3,356.00	4,166.67	810.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	3,897,916.67	3,897,916.67	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	260,479.67	238,571.25	(21,908.42)	572,571.00
TOTAL OPERATING EXPENDITURE	9,927,761.74	10,850,667.92	922,906.18	26,041,603.00
OPERATING SURPLUS / DEFICIT	7,155,403.65	(1,899,410.42)	(9,054,814.07)	(4,558,585.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	7,155,403.65	(1,899,410.42)	(9,054,814.07)	(4,558,585.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	3,897,916.67	3,897,916.67	-	9,355,000.00
TOTAL NON-CASH ITEMS	3,897,916.67	3,897,916.67	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(2,646,781.12)	(5,710,414.58)	(3,063,633.46)	(13,704,995.00) ²
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,998,506.25)	(1,998,506.25)	(4,796,415.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(2,646,781.12)	(7,708,920.83)	(5,062,139.71)	(18,501,410.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	2,168,255.42	2,168,255.42	5,203,813.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	294,986.48	-	(294,986.48)	-
Transfers from Reserves	-	3,542,159.17	3,542,159.17	8,501,182.00
TOTAL ADDITIONAL INFLOWS	294,986.48	5,710,414.58	5,415,428.10	13,704,995.00
NET OPERATING POSITION	8,701,525.68	-	(8,701,525.68)	-

¹ Numbers in statements may include minor rounding differences.

² Includes Approved Capital Works Rollover as per Council decision ORD2023-11 161.

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	12,000.00 ³	-	-
Corporate	12,298.14 ⁴	-	-
Information Services	-	-	-
Finance & Customer Service	11,891,432.06	12,644,145.00	94.05%
Infrastructure & Assets	424,685.68	3,174,570.00	13.38%
Waste Management	3,470,256.85	3,531,861.00	98.26%
Community	113,654.90	97,020.00	117.15% ⁵
Community - Library	295,425.13	417,392.00	70.78% ⁶
Mobile Workforce	-	-	-
Regulatory Services	143,245.75	175,000.00	81.85% ⁷
Thorak Cemetery	720,166.88	1,443,030.00	49.91%
TOTAL REVENUE	17,083,165.39	21,483,018.00	79.52%
EXPENSES			
Council Leadership	364,355.30	1,416,171.00	25.73%
Corporate	237,919.01	666,633.00	35.69%
Information Services	281,220.40	695,136.00	40.46%
Finance & Customer Service	1,047,304.95	1,733,380.00	60.42% ⁸
Infrastructure & Assets	828,894.10	3,960,748.00	20.93%
Waste Management	1,203,615.78	3,242,811.00	37.12%
Community	784,769.60	1,808,452.00	43.39% ⁹
Community - Library	190,635.95	417,532.00	45.66%
Mobile Workforce	393,608.65	1,218,706.00	32.30%
Regulatory Services	251,998.58	473,496.00	53.22%
Thorak Cemetery	445,522.75	1,053,538.00	42.29%
TOTAL EXPENSES	6,029,845.07	16,686,603.00	36.14%
OPERATING RESULT	11,053,320.32	4,796,415.00	230.45%

³ Includes Australia Day Community Grants Program Grant Income

⁴ Includes Insurance claims received.

⁵ Includes Cash for Can Income.

⁶ Includes TFHC Library Grant and Science Week Grant funds.

⁷ Includes Annual Dog Registration Income

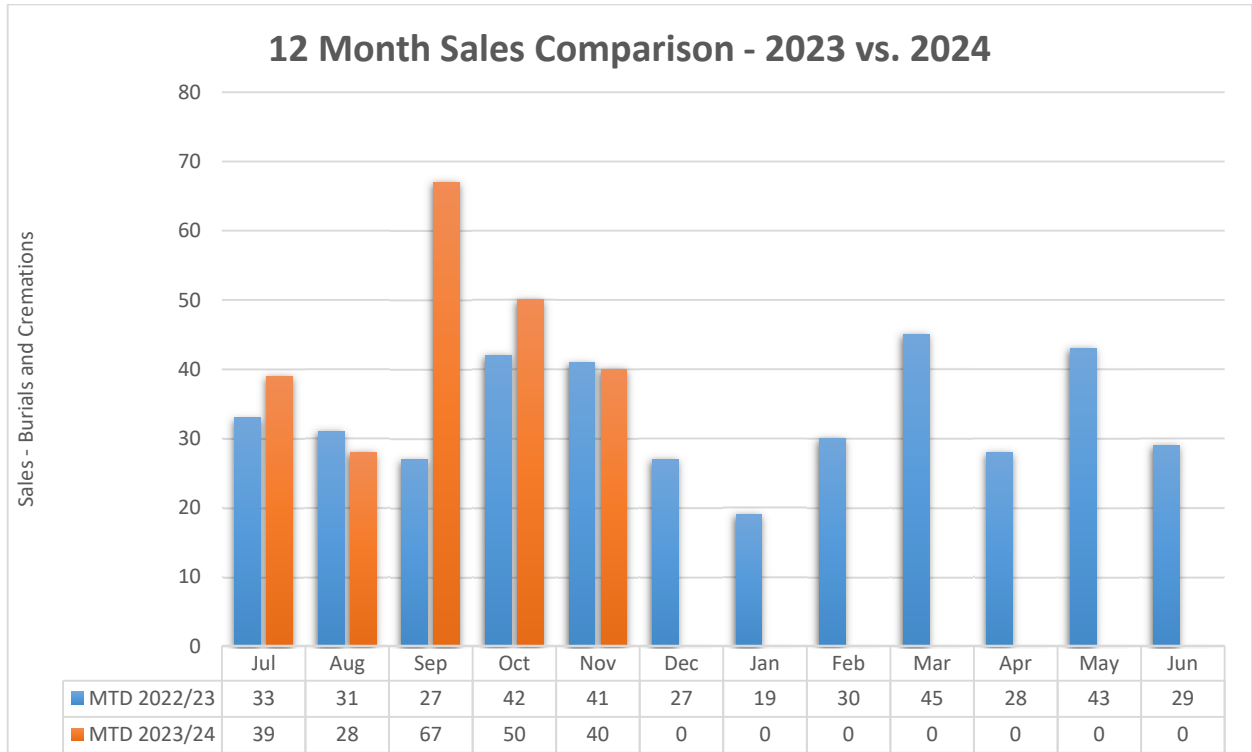
⁸ Includes Annual Insurance Renewals for 2023/24.

⁹ Includes 1st and 2nd quarter reserve payments.

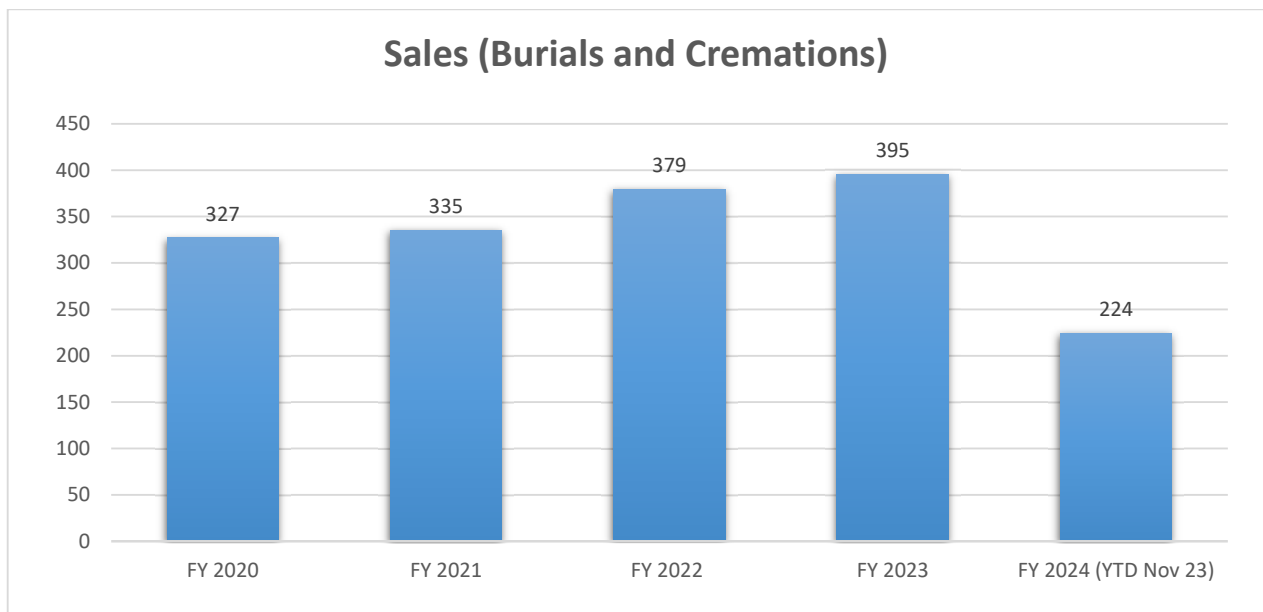
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 224 interments and cremations, an increase of 50 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 332.

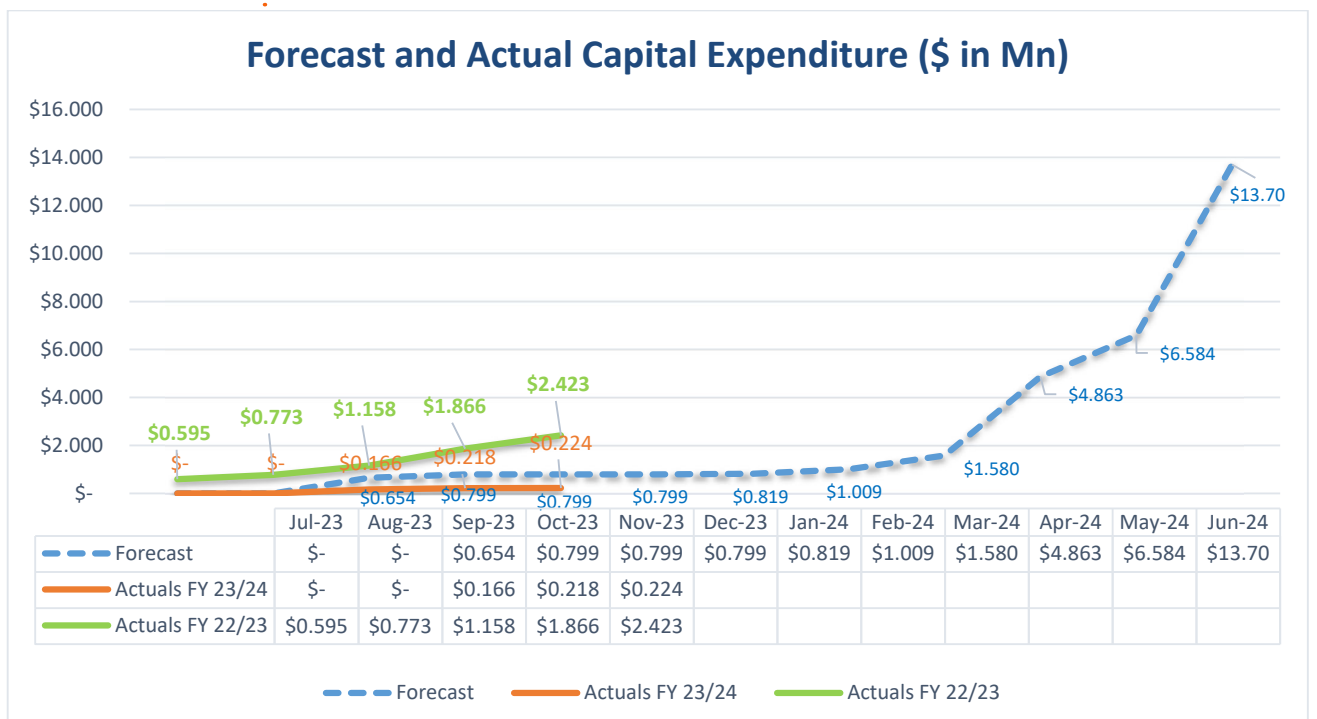


STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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	36,376.03	174,736.61	138,360.58	419,367.87
Infrastructure (including roads, footpaths, park furniture)	2,610,405.09	5,239,937.81	2,629,532.72	12,575,850.74
Plant and Machinery		-	-	-
Fleet	-	295,740.16	295,740.16	709,776.39
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	2,646,781.12	5,710,414.58	3,063,633.46	13,704,995.00¹⁰
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	2,168,255.42	2,168,255.42	5,203,813.00
Transfers from Cash Reserves	-	3,542,159.17	3,542,159.17	8,501,182.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	294,986.48	-	(294,986.48)	-
TOTAL CAPITAL EXPENDITURE	294,986.48	5,710,414.58	5,415,428.10	13,704,995.00
FUNDING				



¹⁰ Includes Approved Capital Works Rollover as per Council decision ORD2023-11 161.

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 Budget after Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Road Reseal List complete. Tender documents being prepared.
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Jun-24	Project Planning	Design in progress
3	Roads	Pavement Renewals	-	-	-	400,000.00	400,000.00	0.00%	Jun -24	Project Planning	Project Scoping complete. RFQ in progress
4	Roads	Gravel Seal Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Project Planning	First grader run in progress. Details from grader run to inform testing and prioritisation program.
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Survey complete. RFQ for design in progress.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Jun-24	Project Planning	Survey complete. RFQ for design in progress.
7	Roads	Road Safety Upgrades – Shoulder widening-Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project Scoping complete. RFQ development in progress
		Road Safety Upgrades – Shoulder widening-Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	Jun-24	Project Planning	Project Scoping complete. RFQ development in progress
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girraween Road / McMinns Drive	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design complete. With PAWA for approval
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design complete. With PAWA for approval

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
9	Roads	Road Safety Upgrades - Schools	-	79,749.36	79,749.36	100,000.00	20,250.64	79.75%	Jun-24	Project Delivery	Projects mostly complete. Minor signage and line marking still to occur.
10	Roads	TBC Road Safety Upgrades – various roads	-	-	-	398,000.00	398,000.00	0.00%	TBA	Project Planning	Eligible projects being tabulated for assessment
11	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Project Planning	Project is ongoing with continued upgrading of existing lighting to LED.
12	Roads	Road Seal Renewal List to be confirmed after Road Inspections	-	-	-	953,429.00	953,429.00	0.00%	Jun-24	Project Planning	Road Reseal List complete. Tender documents being prepared.
13	Drainage	Drainage renewal – Horne Road	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Survey complete. RFQ for design in progress.
14	Drainage	Drainage upgrade – Bees Creek Road	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project Scoping for extent of works
15	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Project Planning	Project Scoping for Design
16	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
17	Buildings	Bees Creek Office – Undercover walkway/parking	-	-	-	75,000.00	75,000.00	0.00%	Jun-24	Project Planning	Project scoping complete. RFQ development in progress.
18	Buildings	Wi-Fi & CCTV – Council Building	-	-	-	100,000.00	100,000.00	0.00%	Mar-24	Project Planning	Project in initial stages of planning.
19	Fleet	Plant/Vehicle replacement	-	-	-	340,000.00	340,000.00	0.00%	Jun-24	Project Delivery	Project delivery is ongoing through the financial year. . There are still substantial supply delays in the automotive industry.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
20	Buildings	Freds Pass Reserve Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
21	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
22	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
23	Community	Mira Square BBQ facilities and shade	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
24	Community	Humpty Doo Village Green lighting	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
25	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment.	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
26	Community	McMinns Lagoon Recreation Reserve – boardwalk design	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Project Planning	Project Cancelled as per LRCI report in Sep OCM.
27	Community	Howard Park Recreation Reserve Carpark Upgrade	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
			-	79,749.36	79,749.36	7,766,429.00	7,686,679.64	1.03%			

2023/24 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark Upgrades	-	77,214.31	77,214.31	200,000.00	122,785.69	38.61%	Oct-24	Project Delivery	Project Physically complete, processing final invoices.
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	7,295.50	7,295.50	50,000.00	42,704.50	14.59%	Jun-24	Project Delivery	Project Scope complete and consultation with Howard Park Reserve Committee complete.
		Community Hall Car Parking Upgrade				100,000.00	100,000.00	0.00%	Jun-24	Project Delivery	Project RFQ out to market
		Mira Square Community Building & Road Surface improvements	-	5,460.00	5,460.00	50,000.00	44,540.00	10.92%	Jun-24	Project Delivery	Project RFQ out to market
		Humpty Doo Upgrades	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Oct-24	Project Delivery	Council Decision ORD2023 11-127. Works are currently underway
			-	144,099.81	144,099.81	460,000.00	315,900.19	31.33%			

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 Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	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%	Jun-24	Project Delivery	Phase 1 resealing and Line marking complete. Phase 2 works scoped, and Tender documents being prepared
2	Roads	Pavement Renewal various roads	65,769.07	85,858.25	151,627.32	533,429.00	467,659.93	381,801.68	28.43%	Mar-24	Project Delivery	Parts of program complete. Works on Spencely ongoing and weather dependant.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	21,476.00	55,500.00	84,024.00	50,000	28,524.00	66.05%	Nov-23	Complete	Complete.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	76,690.91	6,674.00	-	100.00%	Complete	Complete	Complete
		Forward Design of Road Projects- Mala Plains-Mulgara Road drainage	-	-	-	-	-	-	0.00%	Discontinued	Discontinued	Discontinued
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	17,740.00	-	-	100.00%	Complete	Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	315,398.13	5,963.27	-	100.00%	Complete	Complete	Complete
5	Roads	Gravel Road Sealing- Guys Creek Road	-	15,000.00	15,000.00	1,199,690.50	1,199,690.50	1,159,456.86	0.75%	TBA	Project Planning	Project re-design underway. 50% design review complete.
6	Roads	Gravel Road Sealing - Guys Creek Road	50,309.50	25,233.64	75,543.14	50,309.50						
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	98,085.98	98,085.98	100,000.00	100,000.00	1,914.02	98.09%	Complete	Complete	Complete
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	250,000.00	0.00%	Jun-24	Project Delivery	Project awarded. Works have commenced and awaiting PAWA relocation of power pole works.
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%	Complete	Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
10	Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	354,927.92	-	(2,304.18)	100.65%	Complete	Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrades	131,194.98	-	131,194.98	300,000.00	168,805.02	168,805.02	43.73%	Apr-24	Project Delivery	Resheeting works to commence and be completed in December
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%	Complete	Complete	Complete
13	Buildings	Thorak Cemetery Asset Renewal-As per AMP	76,222.81	9,111.03	85,333.84	76,222.81		(9,111.03)	111.95%	Complete	Complete	Complete
14	Buildings	Waste Transfer Station Renewal- Pavement and Sawtooth renewal at HSWTS	-	-	-	-	-	-	0.00%	Discontinued	Discontinued	Discontinued
15	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%	Complete	Complete	Complete
16	Buildings	Reserves Asset Renewal	-	-	-	-	-	-	0.00%	Complete	Complete	Not Carried over
17	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	563,518.97	183,050.64	183,050.64	67.52%	Jun-24	Project Delivery	Crew Truck due for delivery
		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	254,837.95	92,725.75	92,725.75	63.61%	Complete	Complete	Complete
18	Roads	Southport Roads – Gravel to Seal Upgrade	171,082.18	1,423,753.20	1,594,835.38	2,071,858.00	1,900,775.82	477,022.62	76.98%	Dec-23	Project Delivery	Initial Contract mostly complete. Variation to reseal with

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
												remaining budget has been awarded.
19	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
20	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
21	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
22	Buildings	Installation of power and lighting to existing storage shed at Knuckey Lagoon	18,000.00	-	18,000.00	20,000.00	2,000.00	2,000.00	90.00%	Complete	Complete	Complete
23	Community	Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	26,923.00	-	26,923.00	30,000.00	3,077.00	3,077.00	89.74%	Complete	Complete	Complete
24	Community	Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve	-	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%	Complete	Complete	Complete
25	Community	LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG	101,099.14	9,886.29	110,985.43	103,282.83	2,183.69	(7,702.60)	107.46%	Complete	Complete	Complete
26	Fleet	Compactor refurbishment	-	-	-	94,000.00	94,000.00	94,000.00	0.00%	Jun-24	Project Planning	Assessment of the compactor is in progress to ascertain refurbishment requirements.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
27	Roads	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	121,080.31	(29,103.16)	91,977.15	121,080.31	-	29,103.16	75.96%	Jun-24	Complete	Complete
28	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	226,645.45	10,993.17	237,638.62	350,000.00	123,354.55	112,361.38	67.90%	Complete	Complete	Complete
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25	6,850.00	-	-	100.00%	Complete	Complete	Complete
		Girraween Primary School	685.00	-	685.00							
		Schools Safety Audits-Howard Springs Primary School	1,541.25	-	1,541.25							
		Schools Safety Audits-Good Shepherd	1,541.25	-	1,541.25							
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	1,541.25	-	1,541.25							
		Road Safety Upgrades -Street Lights, intersections, Challoner Circuit	-	-	-							

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after Rollover \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
29	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26	-	49,365.26	66,931.62	17,566.36	17,566.36	73.75%	Dec-23	Project Closure	Final invoices being processed and then acquittal.
			2,966,251.05	2,422,931.95	5,389,183.00	8,904,817.05	5,938,566.00	3,515,634.05	60.42%			
Municipal Plan Budget							7,766,429.00					
Total Approved Budget 23/24 inclusive of rollover							13,704,995.00					

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 30 NOV 23	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	27,836,867.89	
Untied Funds	4,344,329.16	
Accounts Receivable ¹¹		
Trade Debtors	177,765.85	(2)
Rates & Charges Debtors	5,336,503.06	
Other Current Assets	493,139.76	
TOTAL CURRENT ASSETS	38,188,605.72	
Non-Current Financial Assets	4,493,242.49	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	431,062,892.32	
TOTAL ASSETS	469,251,498.04	
LIABILITIES		
Accounts Payable ¹²	1,850,231.33	(3)
ATO & Payroll Liabilities	(32.27)	(4)
Current Provisions	613,815.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	5,399,068.74	
Non-Current Liabilities		
Non-Current Provisions	340,562.00	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	340,562.00	
TOTAL LIABILITIES	5,739,630.74	
NET ASSETS	463,511,867.30	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	25,390,821.90	
TOTAL EQUITY	463,511,867.30	

¹¹ Includes Allowance for Doubtful debt.

¹² 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)	5/04/2023	1,000,000.00	4.50%	19/12/2023	258	5,000,000.00	17.96%	31,808.22
	30/06/2023	1,000,000.00	5.40%	19/03/2024	263			38,909.59
	4/07/2023	1,000,000.00	5.45%	7/05/2024	308			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 ¹³			52,205.48
Commonwealth (S&P A1+)	25/05/2023	2,000,000.00	4.94%	23/01/2024	243	8,336,867.89	29.95%	65,776.44
	30/06/2023	1,000,000.00	5.23%	5/03/2024	249			35,678.63
	23/08/2023	1,000,000.00	5.43%	25/06/2024	307			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
Defence Bank (S & P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	3,500,000.00	12.57%	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
NAB (S&P A1+)	7/03/2023	500,000.00	4.76%	5/12/2023	273	11,000,000.00	39.52%	17,801.10
	9/05/2023	1,500,000.00	4.72%	9/01/2024	245			47,523.29
	20/06/2023	1,000,000.00	5.39%	6/02/2024	231			34,112.05
	27/06/2023	1,000,000.00	5.40%	20/02/2024	238			35,210.96
	30/06/2023	1,000,000.00	5.47%	9/04/2024	284			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
TOTAL INVESTMENTS		27,836,867.89				27,836,867.89	100%	1,179,784.02

% of Total Investment Portfolio	A1 & A1+ (max 100%)	69.46%	A2 (max 60%)	30.54%	100%
Total Investments/ Tied Funds	\$ 27,836,867.89		Total Year to date Investments Earnings	\$ 512,975.22	
General Bank Funds	\$ 4,343,054.16				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 4,344,329.16				
Total all funds	\$ 32,181,197.05				

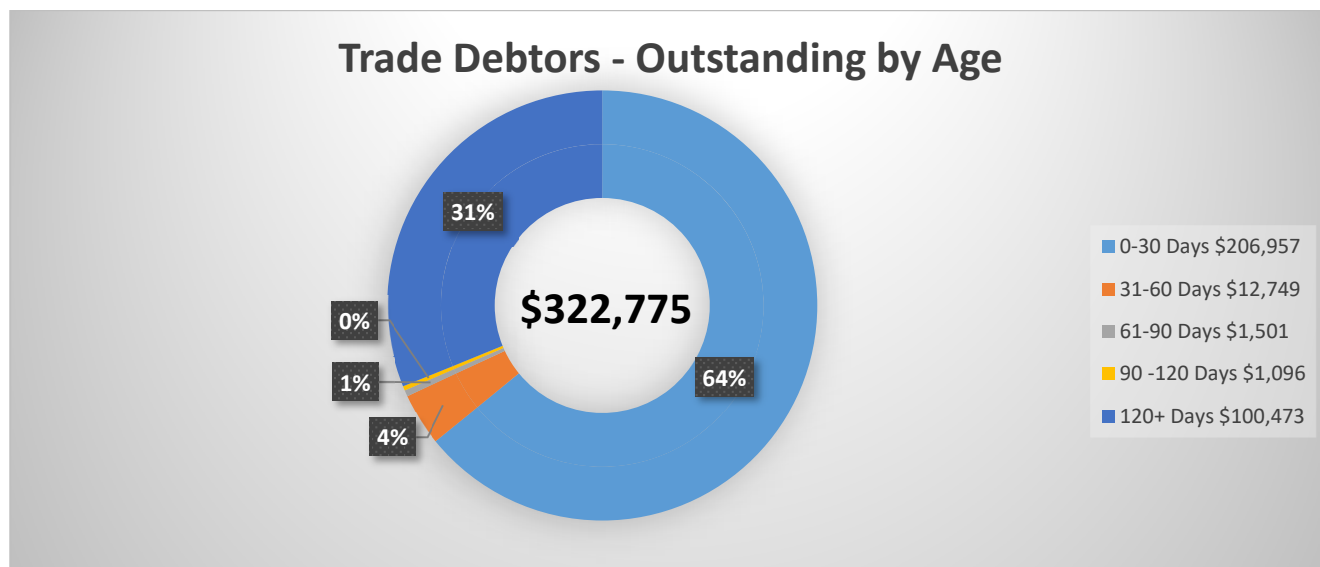
¹³ As per FIN 14 Investment Policy seek recommendation to adopt the term deposit invested on 22nd November 2023 for 370 days with Bendigo Bank.

Note 2: Statement of Trade Debtors

Total Debtors as of 30 November 2023 is \$ 322,775.13; \$100,473.04 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.

Fines and Infringements - Council has two hundred and eighty-two (282) infringements outstanding with a total balance of \$67,690 an increase of \$756 from October. Thirty (30) are newly issued, forty-six (46) reminder notice produced, two hundred and two (206) 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	18,495.74	-	-	-	51,141.91	69,637.65
Cemetery	66,541.36	5,667.00	-	-	(0.30)	72,208.06
Waste	-	279.36	169.65	21.00	-	470.01
Recreation Reserves	189.35	0.50	196.86	-	(138.57)	248.14
Planning	-	-	-	-	-	-
GST Receivable	112,521.27	-	-	-	-	112,521.27
Infringements	9,209.00	6,802.00	1,134.00	1,075.00	49,470.00	67,690.00
Total	206,956.72	12,748.86	1,500.51	1,096.00	100,473.04	322,775.13



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	96,146.99	-	-	-	-	96,146.99
Cemetery	407.06	-	-	-	-	407.06
Total	96,554.05	-	-	-	-	96,554.05

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	18,690.70	-	-	-	-	18,690.70
Payroll- Superannuation	25,312.25	-	-	-	-	25,312.25 ¹⁴
Total	44,002.95	-	-	-	-	44,002.95

Financial Reserves 2023

The financial reserve balances for 2023/24 is based on the adopted budget for the year. The reserve balances are subject to change once the 2023/24 Budget Review -1 adopted.

	2022-23 Forecast Balance \$	2023-24 Net Movement \$	2023-24 Budget Balance \$
Externally Restricted			
Developer Contribution Reserve	576,000.00	-	576,000.00
Unexpended Grants / Contributions	-	-	-
Unexpended Capital Works	-	-	-
Total Externally Restricted Reserves	576,000.00	-	576,000.00
Internally Restricted			
Asset Reserve	8,954,000.00	(367,000.00)	8,587,000.00
Waste Management Reserve	3,947,000.00	-	3,947,000.00
Thorak Regional Cemetery Reserve	1,579,000.00	(22,000.00)	1,557,000.00
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	113,000.00	-	113,000.00
Total Internally Restricted Reserves	15,593,000.00	(389,000.00)	15,204,000.00
TOTAL RESERVES	16,169,000.00	(389,000.00)	15,780,000.00

¹⁴ Includes Superannuation Payments process on EOM Oct.

Outstanding Rates

Prior Years Rates Outstanding¹⁵

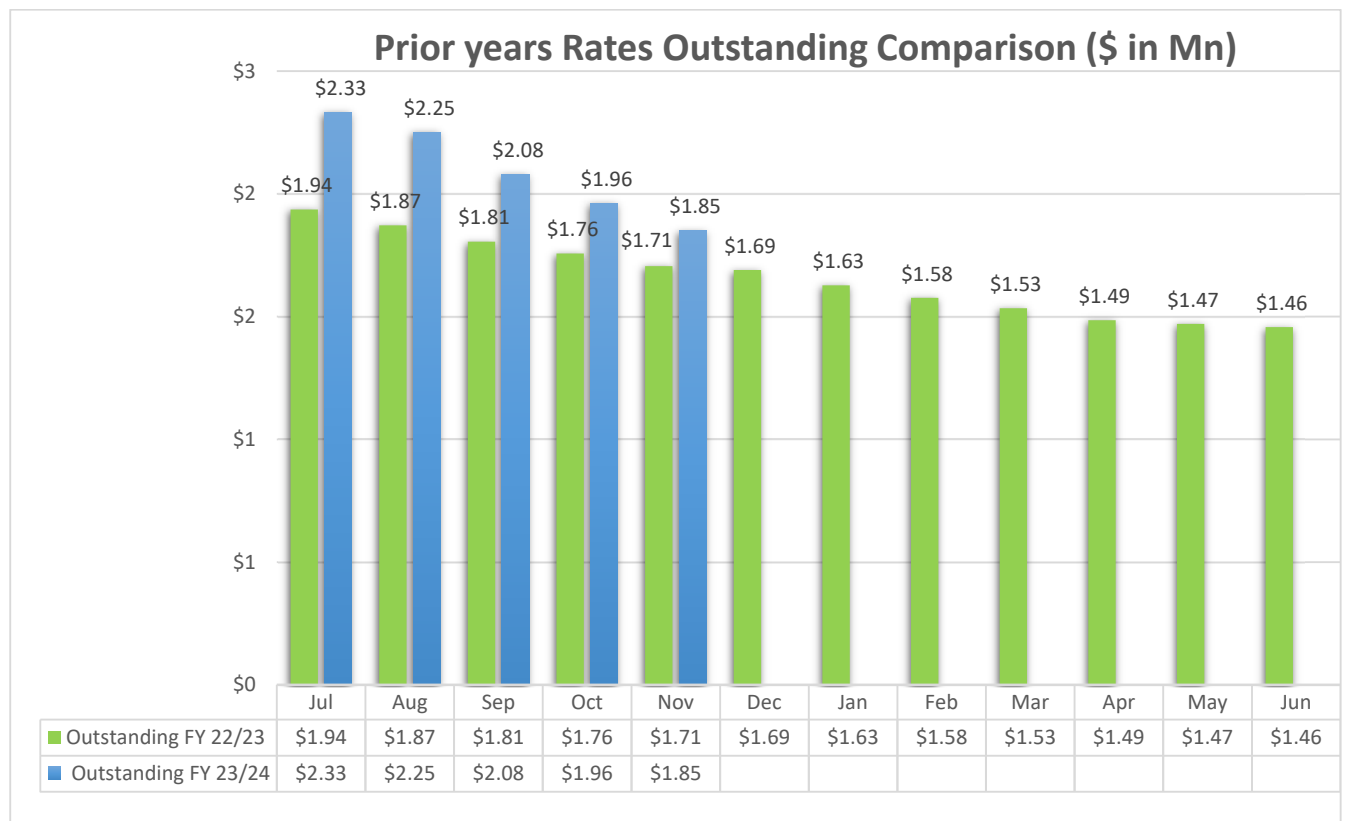
The below table illustrates the split of prior year outstanding rates, currently at \$1.85 million.

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 (October 2023) (\$)	Current Month (November 2023) (\$)
COMMERCIAL	54,188.57	36,225.89	36,610.98
GAS PLANT	53.19	-	-
MINING	150,206.57	151,717.06	151,804.83
HORTICULTURE AGRICULTURE	97,114.26	93,662.00	90,863.09
NON-RATEABLE GENERAL	18,663.65	19,118.67	19,231.48
NON-RATEABLE WASTE	38,409.98	38,298.90	38,557.72
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,445,984.29	1,379,398.43
URBAN RESIDENTIAL	222,758.42	181,508.99	133,235.20
TOTAL	2,440,333.63	1,966,515.80	1,849,701.73
Arrears LESS Legal	2,278,848.35	1,831,706.74	1,714,892.67

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



¹⁵ Includes prior years outstanding rates (FY 2023 and prior)

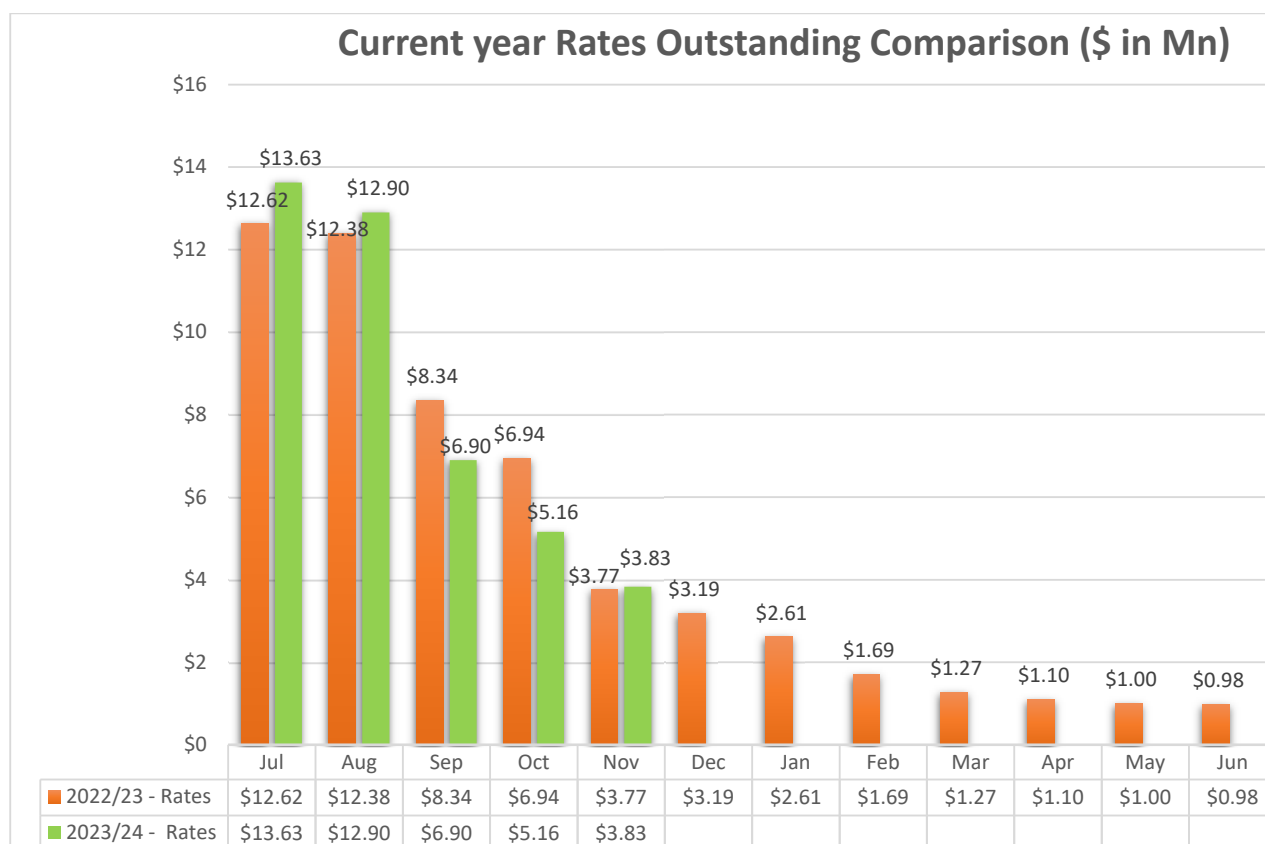
Current Year Rates¹⁶

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$14.6m and first instalment was due on 30 September 2023 and second instalment was due on 30 November 2023.

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

	Previous Month (October 2023) (\$)	Current Month (November 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	689,261.01	506,010.27	183,250.74	30-Sep-23
Instalment 2	2,132,967.61	1,159,498.90	973,468.71	30-Nov-23
Instalment 3	2,340,821.33	2,165,727.05	175,094.28	28-Feb-24
TOTAL	5,163,049.95	3,831,236.22	1,331,813.73	

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



¹⁶ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1473.1387-01	DEFENCE BANK LIMITED	Term Deposit	1,000,000.00
1478.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit	1,000,000.00
1477.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFT23-329 LRCI Program - Southport Roads Project	611,311.34
1477.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Seal - Various Locations Litchfield Council Municipality	157,043.28
1482.280-01	CITY OF DARWIN	Oct 2023 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	73,570.50
1482.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable PAY 11 (22/23) - Cycle 1 WE 26 Nov 2023	46,853.00
1477.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable PAY 10 (22/23) - Cycle 1 WE 16 Nov 2023	45,492.00
1472.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable PAY 09 (22/23) - Cycle 1 WE 29 Oct 2023	45,282.00
1477.874-01	VTG WASTE & RECYCLING	Oct 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	30,298.56
1477.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 10 - Cyc 1 WE 03 Nov 2023	26,762.74
1482.810-01	UHY HAINES NORTON	Financial Statements Preparation 2022/2023	25,987.50
1482.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 11 - Cyc 1 WE 26 Nov 2023	25,958.15
1472.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 09 - Cyc 1 WE 29 Oct 2023	24,596.50
1479.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFQ23-356 School Safety Upgrades Shared Path	23,776.50
1482.1564-01	FOURIER TECHNOLOGIES PTY LTD	Oct 2023 - RFT21-264 ICT Service Provision	23,228.46
1472.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFQ23-356 School Safety Upgrades Shared Path	19,403.96
1472.1898-01	AEROMETREX LIMITED	Supply of Aerial Imagery for 2022/2023	19,250.00
1477.2750-01	TMH SERVICES	Freds Pass Reserve Shoulder Top Up Work	18,612.00
1479.926-01	JACANA ENERGY	Oct 2023 - Electricity HDWTS, BSWTS, MWF, HDVG, HPRR and KLRR and Unmetered Stret Lighting	18,196.41
1475.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Compactor Bins - Repairs and Materials	17,736.29
1475.874-01	VTG WASTE & RECYCLING	Sep 2023 - Collection of General Waste from Bins and Oil from Waste Stations and from all Reserves and Thorak Cemetery	17,260.62
1472.162-01	CIVICA PTY LTD	Authority Services Account - Prepaid Support and Payroll Training	16,775.00
1476.2262-01	ADASROOFING & CONSTRUCTION	Replace Electrical Wiring, Tiles, Hot Water System, including Removal of Roof from Chapel	16,541.80
1482.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Minor Works - Culvert and Driveways - Various Locations Litchfield Council Municipality	14,756.50
1482.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	13,135.64

Cheque No.	Payee	Description	Amount (\$)
1479.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Initial Hygiene Services Annual Fee - Thorak Cemetery and Litchfield Council	13,005.07
1482.409-01	F & J BITUMEN SERVICES PTY LTD	Reseal of Driveways - Various Locations Litchfield Council Municipality	12,500.00
1477.849-01	WEX AUSTRALIA (PUMA CARD)	Oct 2023 - Litchfield Council and Thorak Fuel Account	11,544.84
1472.2767-01	OUTBACK SAFETY (HILL INNOVATION)	Speed Limit Review and Compliance Check	11,385.00
1477.170-01	NTRS (NT RECYCLING SOLUTIONS)	Oct 2023 - LC Rural Transport General Waste to Shoal Bay Receiving Station	11,335.01
1472.1383-01	GHD PTY LTD	Consultancy Services	10,430.20
1477.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	9,394.24
1475.1068-01	MR D S BARDEN	October 2023 - Elected Members Allowance	8,893.44
1471.2145-01	ACE PAINTING SERVICES NT	Painting Old Crematorium at Thorak Cemetery	8,020.00
1482.260-01	EARL JAMES & ASSOCIATES	Contour and Feature Survey - Pathway Whitewood Road	7,700.00
1472.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	6,960.59
1477.14-01	AUSTRALIA POST	Postage for Reminder Notices & 2nd Instalment Notices	6,634.46
1477.2089-01	ELGAS LTD	Gas Supply / Delivery - Thorak Crematorium	6,286.79
1482.2765-01	LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	Survey Works - Mira Square Proposed Carpark	6,006.00
1482.85-01	TELSTRA	Nov 2023 - Thorak & LC Internet ,Data and Mobiles	5,963.02
1479.85-01	TELSTRA	Oct 2023 - Thorak & LC Internet ,Data and Mobiles	5,875.80
1477.1113-01	GRAPHICS'LL DO	Design and Artwork for Rates Newsletter	5,802.50
1479.78-01	POWER & WATER CORPORATION	Oct 2023 - Power & Water - HPRR Lot 1916	5,765.84
1477.1081-01	AUSTRALIAN INSTITUTE OF COMPANY	Company Directors Course - Director Corporate and Community	5,300.00
1477.2776-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	5,061.61
1482.2750-01	TMH SERVICES	RFQ23-401 Drainage Easement Work - Various Locations Litchfield Council Municipality	5,060.00
1482.1253-01	CRAIG BURGDORF	HDWTS - Komatsu - Repair and Parts and Call to site	5,015.77
1481.1708-01	DARWIN RURAL CHURCHES CAROLS BY CANDELIGHT	Community Carols by Candlelight 2023	5,000.00
1482.16-01	BERRY SPRINGS RESERVE	Funding for Reserve Annual Events 2023	5,000.00
1477.1022-01	KPMG	Grant Acquittals FY 2023	4,715.29
1479.1829-01	Pacesetter Services	Pacesetter Crystal Reports Package	4,620.00
1477.2777-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	4,563.77

Cheque No.	Payee	Description	Amount (\$)
1474.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Oct 2023 - Grave Preparation Thorak Cemetery	4,560.00
1477.1674-01	FRESH START - FOR CLEANING	Oct 2023 - Cleaning of all Waste Stations and Reserve Venues	4,170.00
1482.2010-01	TOP END GEM & MINERAL CLUB INC	Funding for Additional Cabbng Machine	4,090.00
1472.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Road - Additional Reflectors on Roadside	3,891.50
1482.1722-01	QS SERVICES	Prep -Cost Estimator - Proposed Netball & Basketball Court	3,850.00
1475.2249-01	MS R A WRIGHT	October 2023 - Elected Members Allowance	3,818.58
1482.356-01	SOUTHPORT PROGRESS ASSOCIATION	Purchase Whitegoods Mira Square Community Hall	3,753.00
1482.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	3,684.99
1475.2239-01	MR M SIDEY	October 2023 - Elected Members Allowance	3,563.39
1475.2711-01	GABBERT DESIGN	High Level Concept Plan for Netball/Multi-Purpose Facility	3,300.00
1475.2049-01	AJ SECURITY DARWIN	Oct 2023- HPRR - Twice Daily Security Patrols, Thorak Cemetery and HDVG	3,218.79
1475.498-01	MR M I G SALTER	October 2023 - Elected Members Allowance	3,163.39
1475.87-01	TOP END LINEMARKERS PTY LTD	Livingstone Carpark Line Marking	3,064.80
1475.2238-01	MR K R HARLAN	October 2023 - Elected Members Allowance	3,063.39
1477.1829-01	PACESETTER SERVICES	Authority Rates Module Training 01-03 Nov 2023	2,970.00
1477.1141-01	NORTHERN GROUND MAINTENANCE	Oct 2023- Mowing Service HPRR, KLRR and HDVG	2,948.00
1482.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 26 Nov 2023	2,913.92
1479.132-01	AIRPOWER NT PTY LTD	Service of both MWF Buggy's	2,867.00
1477.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	October 2023 - MLA - Shed Extension, Litchfield Council Agreed Funding	2,862.20
1482.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Nov 2023 - Cleaning LC Office and Thorak Cemetery	2,810.16
1482.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Repairs to Komatsu - Troubleshoot, Repair, Parts and Labour and Site Call out	2,799.15
1477.1088-01	TALENT PROPELLER	Recruitment Advertisement	2,750.00
1475.1866-01	NUTRIEN AG SOLUTIONS	Bulk Purchase of Outright 770 Spray for Weed Management	2,706.00
1471.766-01	DARWIN PLANT WHOLESALERS	Trees for Landscaping at Thorak Cemetery	2,460.70
1474.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works & Stump Grinding - Various Locations Litchfield Council Municipality	2,409.00
1477.2722-01	ACACIA CLEANING SERVICES	Aug- Sept 2023 - Acacia Cleaning -HDVG, HPRR, HDVG and KLRR	2,380.00
1477.2527-01	NORTHCOAST REFRIGERATION	Sep 2023 HDWTS - Degas Aircons and Fridges Prior to Transport for Recycling	2,227.50

Cheque No.	Payee	Description	Amount (\$)
1480.926-01	JACANA ENERGY	Oct 2023 - Electricity Thorak Cemetery	2,168.83
1477.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 12 Nov 2023	2,115.12
1479.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	2,097.57
1479.1253-01	CRAIG BURGDORF	HSWTS - Inspect/Repair Backhoe Compactor	2,093.08
1482.1181-01	ODD JOB BOB	Materials and Labour to Install Privacy Screen Panels to Internal Office Windows	2,024.00
1472.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement of Library Network Monitoring System	1,976.91
1479.1152-01	LANE COMMUNICATIONS	2nd QTR Instalment Notices 2023/2024	1,956.24
1474.676-01	FINAL TOUCH AUSTRALIA	Variety of Memorial Urns for Thorak Cemetery Customer Purchases	1,872.59
1475.2252-01	MRS E SHARP	October 2023 - Elected Members Allowance	1,863.39
1475.2253-01	MR A MACKAY	October 2023 - Elected Members Allowance	1,863.39
1479.226-01	BARNYARD TRADING PTY LTD	Replacement Honda/ Christie Engineering Post Driver	1,815.00
1482.2781-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Defect Bond DP14/0366	1,799.89
1477.384-01	MS C VERNON	Sep 2023 - Authority Consultancy Services	1,799.88
1475.1564-01	FOURIER TECHNOLOGIES PTY LTD	Sep 2023 – We Fix IT Onsite Support	1,732.50
1482.2711-01	GABBERT DESIGN	High Level Concept Plan for Proposed Netball / Basketball Courts	1,650.00
1482.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations Litchfield Council Municipality	1,650.00
1475.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Palm Removal HD Bowls Club	1,573.00
1479.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	1,474.89
1482.1023-01	AUSLINE ENGINEERING	Remove / Realign and Refit of Skids to MWF Mower	1,452.00
1479.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items for Thorak Cemetery	1,448.38
1476.1772-01	WATER DYNAMICS PTY LTD	Irrigation Parts for Thorak Cemetery Grounds Maintenance	1,395.83
1472.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 29 Nov 2023	1,371.37
1475.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Oct 2023 - Security Patrol HDWTS and Litchfield Council Office	1,360.00
1482.2644-01	NORTH LANDSCAPES PTY LTD	HDVG BBQ Upgrades- BBQ Installation onto Concrete Slab	1,320.00
1482.78-01	POWER & WATER CORPORATION	Oct 2023 - Water for HDWTS	1,313.18
1476.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Nov 2023 - Tree Hole Digging at Thorak Cemetery	1,287.00
1475.170-01	NTRS (NT RECYCLING SOLUTIONS)	Oct 2023 - Empty of Litchfield Council Sites - Recycling Bins	1,263.24

Cheque No.	Payee	Description	Amount (\$)
1476.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B230816A-1 Plaque for Cemetery Customer	1,241.90
1472.384-01	MS C VERNON	Oct 2023 - Authority Consultancy Services	1,229.53
1475.1152-01	LANE COMMUNICATIONS	1st Overdue Rate Notices 2023/2024	1,184.17
1479.1471-01	RICOH AUSTRALIA PTY LTD	Oct 2023 - Photocopier& Consumables for all Litchfield Council, Thorak, Waste Stations and MWF	1,172.66
1482.2718-01	JUSTIFIED SERVICES PTY LTD	Oct 2023 - RFQ23-378 WHS consultancy Services	1,144.00
1475.202-01	MR I SUMMERS	RMAC Meeting - 25 October 2023	1,054.90
1482.874-01	VTG WASTE & RECYCLING	HSWTS and HDWTS - Liquid Waste Disposal WE 15 Nov 2023	1,034.00
1475.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	1,012.90
1477.28-01	RURAL FIRE PROTECTION	Oct 2023 - Service of all Fire Equipment - Litchfield Council Office and Vehicles	1,005.40
1482.2779-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	991.68
1475.132-01	AIRPOWER NT PTY LTD	Replacement Deck Shrouds for Kubota's	983.82
1472.100-01	NORTHERN TERRITORY PEST & WEED CONT	Sep 2023 - NT Pest Annual Service KLRR	983.00
1479.2780-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of CA Membership 2023-2024	947.00
1482.2783-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	936.26
1482.612-01	CREMASCO CIVIL PTY LTD	Removal and Disposal of Damaged Bollards	918.50
1479.2752-01	ZIP PRINT (FATS PRINTING PTY LTD)	Disability Permits - Plastic Pocket to Hold Permit	902.00
1472.2419-01	RAPID SPRAY PTY LTD	Replacement Remote Keypads	880.00
1482.1690-01	DAMN STRAIGHT FENCING	Humpty Doo Waste Transfer Station - Fence Repairs	880.00
1477.81-01	RHO SURVEYS	Survey Old Bynoe and Darwin River Floodway	847.00
1472.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	842.06
1479.953-01	HWL EBSWORTH LAWYERS	Legal Advice	819.17
1475.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	816.17
1482.926-01	JACANA ENERGY	Oct 2023 - Electricity HSWTS	787.57
1477.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Replacement/Replenish of MWF First Aid Kits	774.67
1474.2049-01	AJ SECURITY DARWIN	Oct 2023 - Security Open & Lock Up Thorak Cemetery	754.79
1472.815-01	JEFFRESS ADVERTISING	RFT23-365 Maintenance of Pavement Repair	742.84
1472.2671-01	MR G ARNOTT	RMAC Meeting - 25 October 2023	719.00

Cheque No.	Payee	Description	Amount (\$)
1482.828-01	HOWARD SPRINGS VETERINARY CLINIC	Oct 2023 - Euthanasia / Disposal of Impounded Dogs	656.00
1477.78-01	POWER & WATER CORPORATION	July-Oct 2023 - Power & Water - KLRR	641.40
1472.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Oct 2023 - Catering - Bi-Monthly Staff Meetings	620.00
1472.187-01	NORSIGN	Construction Hazard Marker Signage	606.87
1472.389-01	LITCHFIELD VET HOSPITAL	Oct 2023 - Redemption Desex Vouchers	600.00
1477.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary for Litchfield Council Office	592.15
1472.2164-01	SCOUT TALENT PTY LTD	Oct 2023 - E-Learning Monthly Subscription	582.12
1480.1133-01	NT WATER FILTERS	Water Filter Replacements Thorak Cemetery Water Dispensers	559.40
1472.1579-01	DARWIN ISUZU UTE / HEATH HINO	75K Service, and Replacement Parts	546.12
1482.2786-01	LITCHFIELD COUNCIL RATEPAYER	Refund Due to Overcharge of Cemetery Fee	540.00
1475.81-01	RHO SURVEYS	Check Floodway Levels for Depth Markers	539.00
1472.906-01	WARD KELLER PTY LTD (LAWYERS)	Litchfield Council Solicitor's Representation	528.00
1471.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	520.00
1482.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	513.74
1479.2375-01	NTIT (NT-IT PTY LTD)	Wireless Headset	500.50
1479.1298-01	RURAL COMMUNITY CAROLS	Community Initiative Grant - Carols by Candlelight	500.00
1482.2782-01	VIV.O PTY LTD (I'M PLASTIC FREE)	Community Grant - Recycling Education at Taminmin Library	500.00
1482.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Nov 2023 - Litchfield Council Archive Storage Fees	497.99
1477.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS - Weld Repair Head Shute on Compactor Bin	495.00
1475.1211-01	MR G S MAYO	Oct - Nov 2023 Weekend Pound Maintenance	480.00
1475.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering Christmas Trivia afternoon - Health and Wellbeing Initiative	480.00
1480.2751-01	ONIT TRANSPORT	Shipping Container Storage and Delivery to Thorak Cemetery	462.00
1477.506-01	TURBO'S TYRES	20,000 km Service - Hilux CF 09 HZ	458.31
1479.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Wash, Dry and Press Lined used in Chambers	455.00
1475.1103-01	HASTINGS DEERING	HSWTS - Fault Find / Repair Drive Engage	451.66
1479.2229-01	IWATER NT PTY LTD	Irrigation Repairs KLRR	434.50
1472.1152-01	LANE COMMUNICATIONS	Annual Rates Notice - Mining Tenements	423.93

Cheque No.	Payee	Description	Amount (\$)
1477.2774-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	403.74
1477.2764-01	NT NATIVE PLANTS	Refund of Venue Bond	402.00
1477.1278-01	SEEK LIMITED	Advertisement- Ranger Recruitment	401.50
1477.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	400.00
1479.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption Desexing Vouchers	400.00
1476.1133-01	NT WATER FILTERS	Replacement Water Cooler Filters Thorak	371.00
1482.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Removal of Fallen Tree - Storm Damage	363.00
1479.1431-01	TRANSFORM ELECTRICAL	Remove and Replace Faulty Light in Chambers	344.00
1472.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	339.81
1472.61-01	GREENTHEMES INDOOR PLANT & HIRE	Oct 2023 - Indoor Plant Hire Litchfield Council Office	338.47
1472.997-01	KELLEDYJONES LAWYERS	Legal Advice	330.00
1479.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	Replacement of Remote for Compactor	330.00
1479.2739-01	BODYBAR	Health & Well-being - Onsite Visit for Litchfield Council	326.70
1475.1674-01	FRESH START - FOR CLEANING	Cleaning Services - Waste Stations WE 06 Nov 2023	315.00
1482.1674-01	FRESH START - FOR CLEANING	Cleaning Services - BSWTS WE 20 Nov 2023	315.00
1479.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption Desexing Vouchers	300.00
1472.851-01	OFFICEWORKS	Stationary Replenishment - Thorak Cemetery	298.72
1475.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 14 Jan 2022	295.04
1475.862-01	KOKODA INDUSTRIES (HPA INCORPORATED)	Wooden Stakes	293.75
1474.874-01	VTG WASTE & RECYCLING	Oct 2023 - Empty of Bins at Thorak Cemetery	275.00
1482.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	HSWTS - Replace Switches	274.86
1482.2785-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	273.98
1477.2550-01	VISIMAX (BUCCI HOLDINGS PTY LTD)	Snappy Snares for Regulatory Services	264.00
1475.508-01	EASA	EAP Counselling Sessions from 16-31 October 2023	252.01
1482.1040-01	SUPERCHEAP AUTO	Consumable Oils - for MWF Machinery	251.69
1477.2378-01	PACK & SEND DARWIN	Oct 2023 - Courier Service Taminmin Library	240.00
1479.1834-01	CAMBUSH SECURITY SOLUTIONS NT PTY LTD	Call Out for Camera Inspection after Power Outage	231.00

Cheque No.	Payee	Description	Amount (\$)
1472.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal Impounded Dog	230.00
1482.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical New Employee - Late Cancellation Fee	227.71
1476.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Cremator Trolley Hydraulic Lift Repairs	225.50
1475.1330-01	PAWS DARWIN LTD	Oct 2023 Pound Transfers for Impounded Dog	225.00
1482.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	220.42
1483.941-01	EVERLON BRONZE	Memorial Plaque NT-TRC-B231012A-2 Thorak Customer	210.10
1479.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Vouchers	200.00
1477.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA	Police Checks - New Litchfield Council Employees	181.50
1480.1866-01	NUTRIEN AG SOLUTIONS	Bulk Purchase Roundup for Cemetery Ground Maintenance	168.30
1475.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Nov 2023 - ASSA Monthly Membership	165.00
1479.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Oct 2023 - Garden Maintenance HD Community Garden	160.00
1476.287-01	HARVEY DISTRIBUTORS	Replenish Hand Towels etc for Thorak Cemetery	145.82
1477.926-01	JACANA ENERGY	Sept 2023 - JACANA - HDVG Lot 1799	142.88
1471.851-01	OFFICEWORKS	Stationary Replenishment - Thorak Cemetery	138.68
1475.2131-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of Travel Expenses	134.61
1475.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items for Waste Stations	129.92
1472.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 29 Sep 2023	123.54
1477.367-01	BUNNINGS GROUP LIMITED	Consumable Items - Regulatory Services	122.00
1477.2434-01	BELLS PURE ICE	Ice supply for MWF Staff Delivered to HDWTS	118.80
1482.2784-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	118.30
1477.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	115.00
1475.2772-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Hire Period	110.00
1477.2770-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond after Hire Period	110.00
1479.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption Desexing Voucher	100.00
1483.85-01	TELSTRA	Nov 2023 - Telstra Line Rental Thorak Cemetery	90.85
1482.906-01	WARD KELLER PTY LTD (LAWYERS)	Refund of Duplicate Rate Search	88.00
1480.1772-01	WATER DYNAMICS PTY LTD	Replacement Sprinklers for Chapel Garden Bed	87.38

Cheque No.	Payee	Description	Amount (\$)
1474.559-01	BLACKWOODS	Safety Flags	78.00
1480.85-01	TELSTRA	Oct 2023 - Telstra Line Rental Thorak Cemetery	68.49
1482.25-01	LAND TITLES OFFICE	Title Search ILIS	65.00
1474.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Office	62.50
1477.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT, Bottled Water Supply for Dispenser	62.50
1477.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 03 Nov 2023	61.77
1479.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 10 Nov 2023	61.77
1472.2425-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key Bond after Venue Hire	58.00
1479.2666-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key Bond after Venue Hire	58.00
1475.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO)	Connector Valve Ball	53.90
1475.2063-01	QUALITY INDOOR PLANTS HIRE	Oct 2023 - Plant Hire/Maintenance Taminmin Library	52.00
1471.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	50.00
1477.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bolts and Hex Nuts for MWF Machines	36.48
1482.2787-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fees Charged at HD Waste Station	26.20
1483.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	12.50
1482.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary for Litchfield Council Office	8.34
TOTAL			3,715,024.44

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

Cardholder

Name: Stephen Hoyne

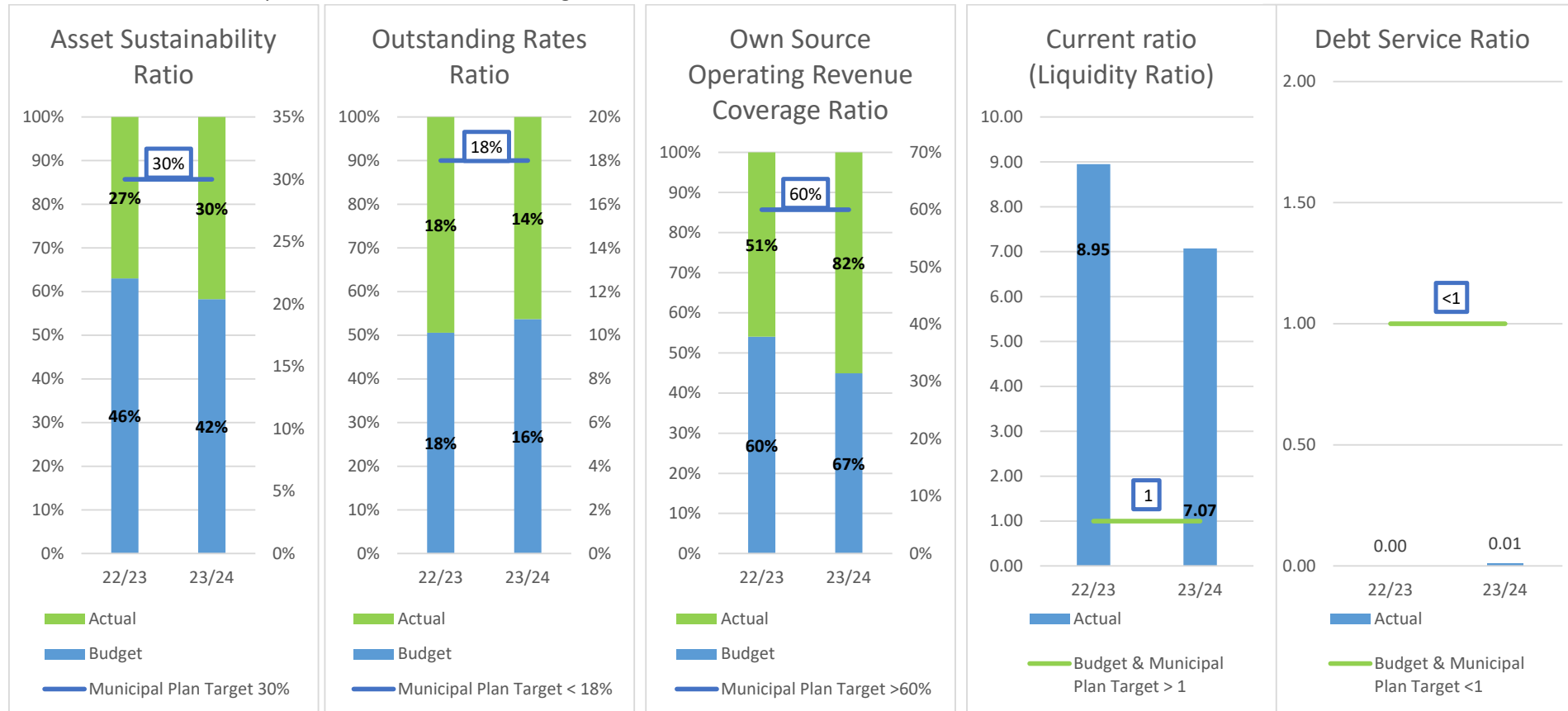
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
8/11/2023	2.00	BG Hotels Darwin	Parking City of Darwin - LGANT and NT Author Awards
9/11/2023	8.00	BG Hotels Darwin	Parking City of Darwin - LGANT and NT Author Awards
14/11/2023	5.00	Darwin Convention Centre	Parking City of Darwin - LGANT and NT Author Awards
27/11/2023	4.00	Waterfront Parking	Parking City of Darwin - LGANT and NT Author Awards
20/11/2023	6.00	Westpac	Credit Card Monthly Fee
Total	25.00		

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
N/A			
Total			

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of November is 30% achieve the Municipal Plan target of 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	<p>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.</p> <p>Council's Outstanding Rates Ratio of 14% achieve the Municipal Plan target of 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.</p>
Own Source Revenue Ratio	<p>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.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 82% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 7.07 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.</p>
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: 30.11.2023

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: 7 December 2023



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	Budget Review 1 – 2023/2024
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	12/12/2023
Attachments:	A: Departmental Operating Income Statement 2023/2024 B: Amended Long Term Financial Plan

Executive Summary

This report presents to Council for their approval, the draft Budget Review One for 2023/2024 based on end of September 2023 actuals and relevant council decisions made since the adoption of the 2023/2024 budget.

Recommendation

THAT Council approve the amendments to the 2023-2024 budget as per the Budget Review 1 2023/2024.

Background

This budget review generates a net surplus of \$18,956. Operational items are detailed below, and Attachment A also provides a breakdown per department.

Several Council decisions relating to reserve funding, resolved post budget 2023-2024, have been included in the budget review.

Total Income

Although there was a reduction of \$81,279 in NTG Grant Funding, primarily related to a decrease in NTG Library funding, overall income has increased by \$197,508 due to increased revenue from investment income, actual rates levied, and user charges.

Operational Expenditure

Overall expenditure has increased by \$178,552.

Sundry Expense: An increase of \$6,764 is primarily due to additional cost in Community for NBN/Telstra charges for Recreation Reserves of \$6,700.

Computer / IT Costs: The increase of \$35,180 is due to additional Civica and Fourier license costs increased by \$8,180, as well as ESRI re-establishment costs of \$27,000.

Employee Costs: The increase of \$142,500 due to Worker's Compensation Insurance premium costs that were higher than anticipated.

Professional Fees: A decrease of \$163,000 is mainly the realignment of the budget to fund increases in other expenses. \$150,000 was transferred to Capital to fund the Freds Pass Rural Show upgrade works as per council decision (ORD2023- 11-210).

Parts, accessories and consumables: Expenditure has increased by \$75,200. These include an increase of \$5,000 for furniture and fans for the pergola area. \$50,000 is for materials purchased for road maintenance—signage costs in Virginia Road, Ryan Road, and the Wildlife signs. \$14,840 for the guide posts in Infrastructure for road maintenance, and \$5,360 covers the purchase of another pallet to replenish stocks.

Cemetery Operations: A minor increase of \$4,501 is due to an increase in Gas price, an increase in yearly subscription for ACCA (Australasian Cemeteries & Crematoria Association) Membership, and an increase in maintenance.

Auditor Fees: The \$2,000 increase is due to the actual increase of the Audit fee FY2023 in the Thorak Department.

Contractors: The expenditure decrease of \$47,742 comprises cost savings in Council Leadership, Information Services, and Infrastructure and Assets Departments. Funding for Shoal Bay charge increase is taken from Waste Reserve.

Donations and Community Support: The net increase of \$30,014 includes \$7,000 for the Freds Pass Show as per council decision (ORD2023 11-149) and a \$5,000 increase for the Annual Art Exhibition provided by DCA (Darwin & Rural Community Arts) which is offset by income. There was also \$21,300 committed to the ESRI Tree Management Grant for preparing Australian Community projects, with \$18,014 in grant funding received.

Maintenance: The increase of \$23,135 is primarily due to an increase in expenditure of Vandalism cost, an increase in several repairs, including fencing in Humpty Doo Green Village (resolution number ORD2023 11-127), and VTG Waste and Recycling collection charges at Gregg Rd Park as part of the new council asset.

Energy: A decrease of \$2,500 is the realignment budget to fund increases in other expenses.

Insurance: An increase of \$72,500 is due to the actual increase in Annual insurance premiums renewal cost.

Operational

Litchfield Council Operating Income Statement 2023/24						
	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	Variance	
Grants	5,388,654	338,877	4,035,663	3,954,384	(81,279)	-2%
Inv Income	980,627	330,318	670,000	770,000	100,000	15%
User Charges	1,915,509	478,824	1,926,040	1,934,257	8,217	0%
Rates	13,858,416	14,630,006	14,536,315	14,706,885	170,570	1%
Stat Charges	210,208	94,234	175,000	175,000	0	0%
Other Revenue	259,106	4,816	140,000	140,000	0	0%
Total Income	22,612,521	15,877,075	21,483,018	21,680,526	197,508	1%
Operational Expenditure						
Sundry	561,046	168,007	572,571	579,335	6,764	1%
Computer / IT Costs	329,734	174,602	428,900	464,080	35,180	8%
Employee Costs	6,971,684	1,641,258	7,041,689	7,184,189	142,500	2%
Professional Fees	1,475,846	54,212	1,531,500	1,368,500	(163,000)	-11%
Parts, accessories & consumables	150,208	47,478	200,780	275,980	75,200	37%
Cemetery Operations	494,521	85,078	484,484	488,985	4,501	1%
Auditors Fees	58,737	(31,779)	60,000	62,000	2,000	3%
Contractors	4,382,145	887,287	4,603,466	4,555,724	(47,742)	-1%
Legal Expenses	65,786	8,857	82,000	82,000	0	0%
Donations and Community Support	182,510	5,459	141,000	171,014	30,014	21%
Maintenance	683,254	174,822	549,151	572,286	23,135	4%
Elected Member	306,871	47,607	390,762	390,762	0	0%
Energy	258,374	19,698	218,800	216,300	(2,500)	-1%
Insurance	379,415	452,219	381,500	454,000	72,500	19%
Bad Debts	57,351	-	-	-	0	
Total Expenses	16,357,480	3,734,804	16,686,603	16,865,155	178,552	1%
Net result (Excluding Depreciation)	6,255,041	12,142,271	4,796,415	4,815,371	18,956	0%

Capital Expenditure

Total Capital expenditure for the year increases from \$7,766,429 to \$14,680,841.83. A value of \$7,766,429, with \$5,938,564.37 of this amount relating to capital projects carried over from 2022/23 for completion in 2023/24. The remaining increase comprises LRCI Phase 4 grant-funded projects resolved by Council post budget 2023-2024.

Reserves

Summary Financial Reserve Movements 2023/24 - Budget Review One							
RESERVES	2022/23 Actual (\$)	2023-24 Adopted Budget (\$)	Transfers from (\$)	Transfers to (\$)	Net Movement (\$)	Budget Review -1 Balance (\$)	Variance (\$)
Developer Contributions Reserve	675,986	576,000	-	-	-	675,986	99,986
Waste Management Reserve	5,482,478	3,947,000	(94,000)	207,617	113,617	5,596,095	1,649,095
Unexpended Grants Reserve	3,863,668	-	(3,863,668)	-	(3,863,668)	-	-
Total Restricted	10,022,132	4,523,000	(3,957,668)	207,617	(3,750,051)	6,272,081	1,749,081
Unexpended Capital Works	3,129,453	-	(3,129,453)	-	(3,129,453)	-	-
Asset Reserve	7,898,788	8,587,000	(5,353,007)	4,219,112	(1,133,894)	6,764,894	(1,822,106)
Thorak Regional Cemetery	1,933,705	1,557,000	(122,000)	388,642	266,642	2,200,347	643,347
Election Reserve	200,000	200,000	-	-	-	200,000	-
Disaster Recovery Reserve	400,000	400,000	-	-	-	400,000	-
Strategic Initiatives Reserve	400,000	400,000	-	-	-	400,000	-
Cash for Cans Reserve	141,906	113,000	-	-	-	141,906	28,906
Total Unrestricted	14,103,852	11,257,000	(8,604,460)	4,607,754	(3,996,705)	10,107,147	(1,149,853)
TOTAL	24,125,984	15,780,000	(12,562,128)	4,815,371	(7,746,756)	16,379,227.54	599,228

Reserve balances have been updated with audited closing balances as of 30 June 2023 and are forecasted to have a balance of \$16,379,227.54 after the First Budget Review for 2023/24.

The Council's Long-Term Financial Plan has been updated to reflect these changes and is presented in Attachment B.

Links with Strategic Plan

Prosperity - Our Economy and Growth
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Under the *Local Government Act 2019*, section 203, Council is required to undertake two budget reviews of the 2023/2024 Original Budget.

If the Council's amended budget has a material impact on its long-term financial plan, division 4 of the Local Government (General) Regulations 2021, requires the council to amend the long-term financial plan at the same time as adopting the amended budget.

Risks

Financial

Council is managing financial risk through the review of its annual budget. Council has a legislative requirement to review the annual budget twice per year. The budget review provides the opportunity to update the budget. Council's budget is compared to its actual annual results in the annual financial statements at year-end.

Governance

Council has a legislative requirement to review the annual budget twice per year. The budget review provides the opportunity to update the budget. Council's budget is compared to its actual annual results in the annual financial statements at year-end.

Community Engagement

Not applicable.

	Council Leadership				Corporate				Community			
	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)
Grants	28,761.14	-	-	-	-	-	-	-	-	-	-	28,014.00
Inv Income	-	-	-	-	-	-	-	-	-	-	-	-
User Charges	-	-	-	-	-	-	-	-	105,282.60	8,975.67	97,020.00	97,020.00
Rates	-	-	-	-	-	-	-	-	-	-	-	-
Stat Charges	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	805.00	-	-	-	115,350.76	4,816.14	-	-	2,032.77	-	-	-
Total Income	29,566	-	-	-	115,351	4,816	-	-	107,315	8,976	97,020	125,034
Operational Expenditure												
Sundry	17,930.84	4,552.69	36,362.00	30,900.00	75,021.28	6,266.32	56,500.00	56,500.00	4,823.32	1,244.84	3,100.00	9,726.21
Computer / IT Costs	9,294.81	1,731.07	25,200.00	25,200.00	1,858.97	-	5,000.00	-	-	-	-	-
Employee Costs	620,222.64	104,388.96	592,209.00	594,409.00	518,943.24	92,372.28	461,133.00	461,133.00	181,115.03	22,722.58	114,173.00	114,173.00
Professional Fees	40,144.08	7,954.51	320,000.00	162,000.00	46,617.32	16,422.66	84,000.00	84,000.00	9,347.00	7,600.00	50,000.00	60,000.00
Parts, accessories & consumables	1,346.24	98.08	2,500.00	2,000.00	-	-	-	-	-	-	-	-
Cemetery Operations	-	-	-	-	-	-	-	-	-	-	-	-
Auditors Fees	-	-	-	-	3,596.00	1,678.00	10,000.00	10,000.00	-	-	-	-
Contractors	8,079.09	-	11,000.00	8,500.00	-	-	-	-	1,036,529.81	476,475.99	1,242,266.00	1,246,574.18
Legal Expenses	51,715.50	8,856.98	30,000.00	30,000.00	12,820.00	-	50,000.00	50,000.00	-	-	2,000.00	2,000.00
Donations and Community Support	-	-	-	-	-	-	-	-	182,509.90	5,459.00	141,000.00	171,014.00
Maintenance	3,681.92	748.27	3,038.00	2,700.00	-	-	-	-	415,010.98	131,930.28	255,913.00	279,385.79
Elected Member	306,870.51	47,606.74	390,762.00	390,762.00	-	-	-	-	-	-	-	-
Energy	9,544.43	1,373.15	5,100.00	2,600.00	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	1,068,830	177,310	1,416,171	1,249,071	658,857	116,739	666,633	661,633	1,829,336	645,433	1,808,452	1,882,873
Net result (Excluding Depreciation)	(1,039,264)	(177,310)	(1,416,171)	(1,249,071)	(543,506)	(111,923)	(666,633)	(661,633)	(1,722,021)	(636,457)	(1,711,432)	(1,757,839)

	Community - Library				Finance & Customer Service				Information Services			
	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)
Grants	432,581.17	294,187.00	414,692.00	305,399.00	879,203.00	3,830.00	635,350.00	635,350.00	-	-	-	-
Inv Income	-	-	-	-	899,824.64	313,306.67	600,000.00	700,000.00	-	-	-	-
User Charges	2,413.86	551.95	2,700.00	2,700.00	34,178.75	7,823.00	48,300.00	48,300.00	-	-	-	-
Rates	-	-	-	-	10,689,142.31	11,287,579.26	11,220,495.00	11,364,456.85	-	-	-	-
Stat Charges	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	140,500.00	-	140,000.00	140,000.00	-	-	-	-
Total Income	434,995	294,739	417,392	308,099	12,642,849	11,612,539	12,644,145	12,888,107	-	-	-	-
Operational Expenditure												
Sundry	76,881.54	15,182.45	96,800.00	62,000.00	103,932.14	21,688.73	110,000.00	113,700.00	253.47	70.92	1,000.00	1,000.00
Computer / IT Costs	10,430.46	659.25	16,200.00	7,830.00	1,412.78	-	3,000.00	1,800.00	305,097.68	168,356.36	359,000.00	408,750.00
Employee Costs	359,908.59	91,137.58	283,032.00	281,032.00	814,055.98	415,477.94	921,880.00	1,061,880.00	72,107.14	13,840.48	93,136.00	93,136.00
Professional Fees	-	-	15,000.00	-	140,892.75	(19,538.84)	270,000.00	270,000.00	38,190.61	3,718.67	25,000.00	25,000.00
Parts, accessories & consumables	2,201.04	-	6,500.00	2,200.00	-	-	2,000.00	7,000.00	-	-	-	-
Cemetery Operations	-	-	-	-	-	-	-	-	-	-	-	-
Auditors Fees	-	-	-	-	47,904.56	(26,457.00)	45,000.00	45,000.00	-	-	-	-
Contractors	-	-	-	-	-	-	-	-	207,583.15	3,824.32	217,000.00	172,250.00
Legal Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Donations and Community Support	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance	-	-	-	-	-	-	-	-	-	-	-	-
Elected Member	-	-	-	-	-	-	-	-	-	-	-	-
Energy	-	-	-	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	379,415.27	452,218.66	381,500.00	454,000.00	-	-	-	-
Bad Debts	-	-	-	-	57,350.76	-	-	-	-	-	-	-
Total Expenses	449,422	106,979	417,532	353,062	1,544,964	843,389	1,733,380	1,953,380	623,232	189,811	695,136	700,136
Net result (Excluding Depreciation)	(14,427)	187,760	(140)	(44,963)	11,097,884	10,769,149	10,910,765	10,934,727	(623,232)	(189,811)	(695,136)	(700,136)

	Infrastructure & Assets				Thorak Cemetery				Mobile Workforce			
	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)
Grants	4,031,509.00	40,860.00	2,985,621.00	2,985,621.00	-	-	-	-	-	-	-	-
Inv Income	-	-	-	-	8,889.33	3,667.87	10,000.00	10,000.00	-	-	-	-
User Charges	135,042.97	9,002.70	188,949.00	189,057.15	1,392,833.11	398,108.43	1,433,030.00	1,438,180.00	-	-	-	-
Rates	-	-	-	-	-	-	-	-	-	-	-	-
Stat Charges	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	417.73	-	-	-	-	-	-	-	-	-	-	-
Total Income	4,166,970	49,863	3,174,570	3,174,678	1,401,722	401,776	1,443,030	1,448,180	-	-	-	-
Operational Expenditure												
Sundry	36,031.80	10,905.67	51,500.00	52,500.00	4,350.00	-	-	-	70,831.43	22,619.28	60,400.00	60,100.00
Computer / IT Costs	201.78	3,819.45	5,000.00	5,000.00	-	-	-	-	565.75	35.45	4,700.00	4,700.00
Employee Costs	890,413.85	190,151.36	1,223,648.00	1,226,448.00	560,240.15	139,088.99	564,054.00	563,554.00	953,887.54	205,776.13	882,106.00	882,106.00
Professional Fees	264,912.29	36,446.20	550,000.00	550,000.00	-	-	-	-	13,343.42	-	40,000.00	40,000.00
Parts, accessories & consumables	64,269.31	42,918.56	94,000.00	169,000.00	-	-	-	-	63,581.63	2,455.14	64,000.00	64,000.00
Cemetery Operations	-	-	-	-	494,520.91	85,078.25	484,484.00	488,984.50	-	-	-	-
Auditors Fees	-	-	-	-	7,236.25	(7,000.00)	5,000.00	7,000.00	-	-	-	-
Contractors	1,817,298.38	102,615.28	1,941,600.00	1,861,800.00	-	-	-	-	15,249.18	986.73	35,000.00	35,000.00
Legal Expenses	-	-	-	-	-	-	-	-	-	-	-	-
Donations and Community Support	-	-	-	-	-	-	-	-	-	-	-	-
Maintenance	7,945.92	2,182.37	6,000.00	6,000.00	-	-	-	-	134,978.37	21,027.12	80,000.00	80,000.00
Elected Member	-	-	-	-	-	-	-	-	-	-	-	-
Energy	79,832.49	4,527.20	89,000.00	89,000.00	-	-	-	-	94,019.90	3,167.36	52,500.00	52,500.00
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	3,160,906	393,566	3,960,748	3,959,748	1,066,347	217,167	1,053,538	1,059,539	1,346,457	256,067	1,218,706	1,218,406
Net result (Excluding Depreciation)	1,006,064	(343,703)	(786,178)	(785,070)	335,375	184,609	389,492	388,642	(1,346,457)	(256,067)	(1,218,706)	(1,218,406)

	Waste Management				Regulatory Services				Total			
	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2022/23- Actual (\$)	2023/24 Actual (P3) (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)
Grants	16,600.00	-	-	-	-	-	-	-	5,388,654.31	338,877.00	4,035,663.00	3,954,384.00
Inv Income	71,913.35	13,343.66	60,000.00	60,000.00	-	-	-	-	980,627.32	330,318.20	670,000.00	770,000.00
User Charges	242,948.85	54,214.62	156,041.00	159,000.00	2,809.10	147.65	-	-	1,915,509.24	478,824.02	1,926,040.00	1,934,257.15
Rates	3,169,273.45	3,342,426.65	3,315,820.00	3,342,428.00	-	-	-	-	13,858,415.76	14,630,005.91	14,536,315.00	14,706,884.85
Stat Charges	-	-	-	-	210,208.15	94,234.00	175,000.00	175,000.00	210,208.15	94,234.00	175,000.00	175,000.00
Other Revenue	-	-	-	-	-	-	-	-	259,106.26	4,816.14	140,000.00	140,000.00
Total Income	3,500,736	3,409,985	3,531,861	3,561,428	213,017	94,382	175,000	175,000	22,612,521	15,877,075	21,483,018	21,680,526
Operational Expenditure												
Sundry	147,561.35	77,864.39	129,404.00	165,404.00	23,429.31	7,611.91	27,505.00	27,505.00	561,046.48	168,007.20	572,571.00	579,335.21
Computer / IT Costs	589.00	-	3,400.00	3,400.00	282.68	-	7,400.00	7,400.00	329,733.91	174,601.58	428,900.00	464,080.00
Employee Costs	1,381,729.89	248,719.52	1,529,007.00	1,529,007.00	619,059.57	117,582.60	377,311.00	377,311.00	6,971,683.62	1,641,258.42	7,041,689.00	7,184,189.00
Professional Fees	917,698.66	1,388.64	175,000.00	175,000.00	4,700.00	220.00	2,500.00	2,500.00	1,475,846.13	54,211.84	1,531,500.00	1,368,500.00
Parts, accessories & consumables	-	-	-	-	18,809.52	2,006.38	31,780.00	31,780.00	150,207.74	47,478.16	200,780.00	275,980.00
Cemetery Operations	-	-	-	-	-	-	-	-	494,520.91	85,078.25	484,484.00	488,984.50
Auditors Fees	-	-	-	-	-	-	-	-	58,736.81	(31,779.00)	60,000.00	62,000.00
Contractors	1,290,680.41	298,101.96	1,137,600.00	1,212,600.00	6,725.00	5,282.50	19,000.00	19,000.00	4,382,145.02	887,286.78	4,603,466.00	4,555,724.18
Legal Expenses	1,250.00	-	-	-	-	-	-	-	65,785.50	8,856.98	82,000.00	82,000.00
Donations and Community Support	-	-	-	-	-	-	-	-	182,509.90	5,459.00	141,000.00	171,014.00
Maintenance	117,165.09	18,917.50	201,200.00	201,200.00	4,471.70	16.60	3,000.00	3,000.00	683,253.98	174,822.14	549,151.00	572,285.79
Elected Member	-	-	-	-	-	-	-	-	306,870.51	47,606.74	390,762.00	390,762.00
Energy	67,941.67	9,663.71	67,200.00	67,200.00	7,035.23	966.14	5,000.00	5,000.00	258,373.72	19,697.56	218,800.00	216,300.00
Insurance	-	-	-	-	-	-	-	-	379,415.27	452,218.66	381,500.00	454,000.00
Bad Debts	-	-	-	-	-	-	-	-	57,350.76	-	-	-
Total Expenses	3,924,616	654,656	3,242,811	3,353,811	684,513	133,686	473,496	473,496	16,357,480	3,734,804	16,686,603	16,865,155
Net result (Excluding Depreciation)	(423,880)	2,755,329	289,050	207,617	(471,496)	(39,304)	(298,496)	(298,496)	6,255,041	12,142,271	4,796,415	4,815,371

Flags		Units										
Period start		1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32
Period end		30 Jun 23	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
Comprehensive Income Statement												
Revenue from Operating Activities												
Rates and Charges	\$'000	14,128	14,707	15,306	16,203	17,149	18,149	19,206	20,324	21,505	22,578	23,704
Grants - Operating (Recurrent)	\$'000	5,940	3,954	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036
Grants - Operating (Non-recurrent)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Recurrent)	\$'000	2,318	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000	-	5,942	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	-	-
Reimbursements and Subsidies	\$'000	1	-	-	-	-	-	-	-	-	-	-
User Charges	\$'000	2,227	1,934	2,031	2,132	2,239	2,351	2,468	2,592	2,721	2,857	3,000
Statutory Fees and Fines	\$'000	210	175	175	175	175	175	175	175	175	175	175
Total Revenue from Operating Activities	\$'000	24,824	26,712	26,281	27,279	29,332	30,444	32,618	33,860	36,170	31,379	32,648
Revenue from Outside of Operating Activities												
Interest Revenue	\$'000	696	770	774	778	782	786	789	793	797	801	805
Other Revenue Outside of Operating Activities	\$'000	212	140	140	140	140	140	140	140	140	140	140
Total Revenue from Outside Operating Activities	\$'000	908	910	914	918	922	926	929	933	937	941	945
Total Revenue	\$'000	25,732	27,622	27,195	28,197	30,253	31,369	33,548	34,793	37,108	32,321	33,594
Operating Expenses from Ordinary Activities												
Employee Costs	\$'000	(6,987)	(7,184)	(7,253)	(7,470)	(7,695)	(7,925)	(8,163)	(8,408)	(8,660)	(8,920)	(9,188)
Materials & Consumables	\$'000	(9,591)	(9,681)	(10,434)	(10,644)	(10,861)	(11,186)	(12,022)	(12,383)	(12,754)	(13,137)	(13,531)
Depreciation	\$'000	(10,058)	(9,900)	(10,167)	(10,432)	(10,699)	(10,973)	(11,253)	(11,512)	(11,752)	(11,962)	(12,214)
Other Expenses	\$'000	-	-	(2)	-	(2)	-	(2)	-	(2)	-	(2)
Total Operating Expenses	\$'000	(26,636)	(26,765)	(27,856)	(28,546)	(29,257)	(30,084)	(31,440)	(32,303)	(33,168)	(34,019)	(34,935)
Net Surplus/(Deficit) from Operations	\$'000	(904)	857	(662)	(349)	997	1,286	2,108	2,490	3,939	(1,699)	(1,341)
Adjustments												
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	(20)	-	-	-	-	-	-	-	-	-	-
Physical Resources received free of charge	\$'000	18,586	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000	18,566	-	-	-	-	-	-	-	-	-	-
Operating Surplus/(Deficit) after Adjustments	\$'000	17,662	857	(662)	(349)	997	1,286	2,108	2,490	3,939	(1,699)	(1,341)
Adjusted Underlying Surplus (Deficit)	\$'000	17,662	(5,085)	(5,395)	(5,082)	(4,736)	(4,447)	(4,625)	(4,243)	(3,794)	(3,432)	(3,074)

Period end		30 Jun 23	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
Balance Sheet												
Current Assets												
Cash and Cash Equivalents	\$'000	27,639	21,041	20,073	18,804	17,440	17,143	17,359	18,224	19,948	22,113	20,814
Trade and Other Receivables	\$'000	3,863	5,836	5,718	6,022	6,343	6,664	7,040	7,419	7,819	8,162	8,567
GST Receivable	\$'000	-	62	67	68	69	71	77	79	81	83	85
Total Current Assets	\$'000	31,502	26,939	25,859	24,895	23,852	23,877	24,477	25,722	27,847	30,357	29,467
Non Current Assets												
Property Plant and Equipment	\$'000	-	727	1,172	1,471	2,492	3,724	4,059	4,202	4,147	4,229	4,427
Infrastructure Assets	\$'000	426,570	430,624	431,053	431,506	432,670	432,884	434,577	435,906	438,010	433,937	430,707
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	428,416	433,197	434,071	434,823	437,008	438,454	440,482	441,954	444,003	440,013	436,980
Total Assets	\$'000	459,918	460,136	459,930	459,718	460,860	462,331	464,958	467,676	471,850	470,370	466,447
Current Liabilities												
Trade and Other Payables	\$'000	6,756	6,117	6,571	6,709	6,852	7,037	7,555	7,782	8,015	8,233	5,649
Current Provisions	\$'000	620	620	621	621	622	622	624	624	625	625	626
Total Current Liabilities	\$'000	7,376	6,737	7,192	7,330	7,474	7,660	8,178	8,405	8,640	8,858	6,275
Non Current Liabilities												
Non Current Employee benefits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Non Current Provisions	\$'000	358	358	359	359	359	359	360	360	361	361	362
Total Non Current Liabilities	\$'000	358	358	359	359	359	359	360	360	361	361	362
Total Liabilities	\$'000	7,734	7,095	7,551	7,689	7,833	8,019	8,539	8,765	9,001	9,219	6,636
Net Assets	\$'000	452,184	453,041	452,379	452,030	453,026	454,312	456,420	458,910	462,850	461,151	459,810
Equity												
Accumulated Surplus	\$'000	15,323	20,104	20,977	21,730	23,914	25,359	27,387	28,859	30,907	26,917	23,883
Reserve Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	5,482	5,596	5,596	5,576	5,576	5,386	5,167	5,027	5,007	5,007	5,007
Asset Reserve	\$'000	7,899	10,587	9,252	8,120	6,927	6,882	7,238	8,636	10,498	12,739	14,332
Election Reserve	\$'000	200	200	-	50	100	200	200	-	50	100	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	3,864	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	1,934	2,201	2,201	2,201	2,157	2,132	2,075	2,035	2,035	2,035	2,035
Unexpended Capital Works Reserve	\$'000	3,129	-	-	-	-	-	-	-	-	-	-
ICT Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	142	142	142	142	142	142	142	142	142	142	142
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	452,184	453,041	452,379	452,030	453,026	454,312	456,420	458,910	462,850	461,151	459,810
Check:	OK	-	-	-	-	-	-	-	-	-	-	-

Period end		30 Jun 23	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
Cash Flow Statement												
Cash flows from Operating Activities												
Rates and Charges Received	\$'000	13,686	13,077	15,096	15,908	16,838	17,837	18,842	19,956	21,117	22,246	23,314
Grants - Operational Received	\$'000	6,646	3,844	4,028	4,036	4,036	4,037	4,035	4,036	4,036	4,037	4,035
Grants - Capital Received	\$'000	3,561	5,777	2,078	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	294	770	774	778	782	786	789	793	797	801	805
User Fees Received	\$'000	2,074	2,068	2,225	2,336	2,453	2,576	2,704	2,840	2,982	3,132	3,287
Statutory Fees and Fines Received	\$'000	231	187	192	193	193	193	192	193	193	193	192
Other Revenue Received	\$'000	824	150	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(7,011)	(7,246)	(7,246)	(7,452)	(7,677)	(7,908)	(8,142)	(8,388)	(8,639)	(8,901)	(9,164)
Materials and Consumables Paid	\$'000	(9,655)	(11,227)	(11,031)	(11,588)	(11,823)	(12,136)	(12,728)	(13,415)	(13,817)	(14,252)	(17,492)
External Contracts Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Utilities Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Landfill Rehabilitation Expenditure Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
GST Received / (Paid)	\$'000	-	681	803	819	830	850	918	946	970	994	1,019
Short-term, low value and variable lease payments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Trust Funds and Deposits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Expenses Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Operating Activities	\$'000	10,650	8,083	7,073	6,916	7,519	8,122	8,498	8,848	9,525	10,137	7,883
Cash flows from Investing Activities												
Payment for Property Plant and Equipment and Infrastructure	\$'000	(8,566)	(14,681)	(8,041)	(8,185)	(8,883)	(8,419)	(8,281)	(7,984)	(7,801)	(7,972)	(9,181)
Proceeds from Property Plant and Equipment and Infrastructure	\$'000	78	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Investment Property	\$'000	595	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Intangible Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Proceeds from/(to) Investments	\$'000	(3,953)	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Financial Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Investing Activities	\$'000	(11,846)	(14,681)	(8,041)	(8,185)	(8,883)	(8,419)	(8,281)	(7,984)	(7,801)	(7,972)	(9,181)
Cash flows from Financing Activities												
Proceeds from Interest Bearing Loans and Borrowings	\$'000	6,357	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000	-	-	-	-	-	-	-	-	-	-	-
Finance Costs	\$'000	-	-	-	-	-	-	-	-	-	-	-
Interest paid - lease liability	\$'000	-	-	-	-	-	-	-	-	-	-	-
Repayment of lease liabilities	\$'000	(6)	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000	6,351	-	-	-	-	-	-	-	-	-	-
Net Change in Cash Held	\$'000	5,155	(6,598)	(968)	(1,269)	(1,364)	(297)	217	864	1,724	2,165	(1,298)
Cash at Beginning of the Financial Year	\$'000	22,484	27,639	21,041	20,073	18,804	17,440	17,143	17,359	18,224	19,948	22,113
Cash at End of the Financial Year	\$'000	27,639	21,041	20,073	18,804	17,440	17,143	17,359	18,224	19,948	22,113	20,814
Cash and Cash Equivalents	\$'000											
Unrestricted Cash	\$'000	3,513	839	1,406	1,240	1,062	925	1,062	908	740	614	(2,377)
Restricted Cash (due to reserves)	\$'000	24,126	20,202	18,667	17,565	16,378	16,218	16,298	17,316	19,208	21,499	23,192
Cash and Cash Equivalents	\$'000	27,639	21,041	20,073	18,804	17,440	17,143	17,359	18,224	19,948	22,113	20,814
Check:	OK	-	-	-	-	-	-	-	-	-	-	-



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	People, Performance and Governance Report – November 2023
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	12/12/2023
Attachments:	A: People, Performance and Governance Report – November 2023

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 November 2023.

Background

Litchfield Council strongly values our people, and good governance. This report presented monthly 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 as a result of 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 a number of 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

November 2023

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
BSO- Infrastructure & Assets	Infrastructure	20 November 2023	Full time

External Appointments

Position	Department	Start date	Permanent/Temporary
Engineering Officer	Infrastructure	1 November 2023	Fixed term
Cemetery- Ground Staff	Cemetery	30 November 2023	Full time

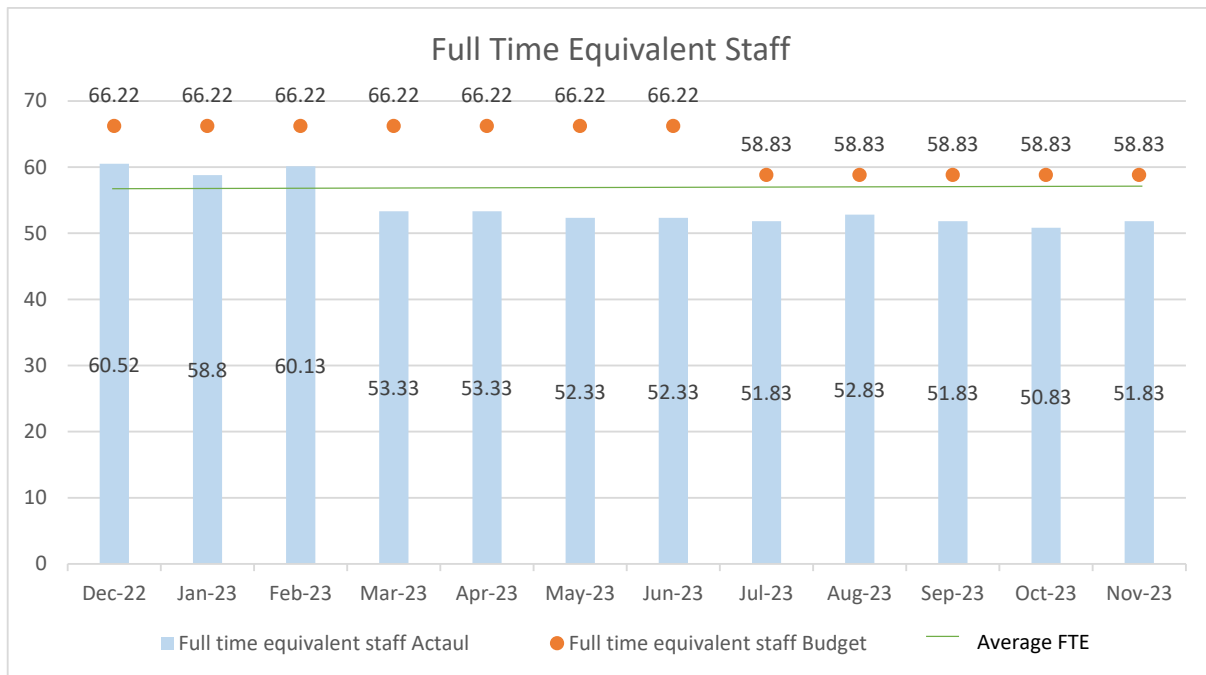
Employment Separation

Position	Department	End date	Permanent/Temporary
Ranger Officer	Regulatory	15 November 2023	Full time
Customer Service Officer	Corporate	17 November 2023	Full time

	Approved	Actual	Difference
Full Time Equivalent	45.00	38.00	-7
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	51.83	-7.00

Recruitment Overview:

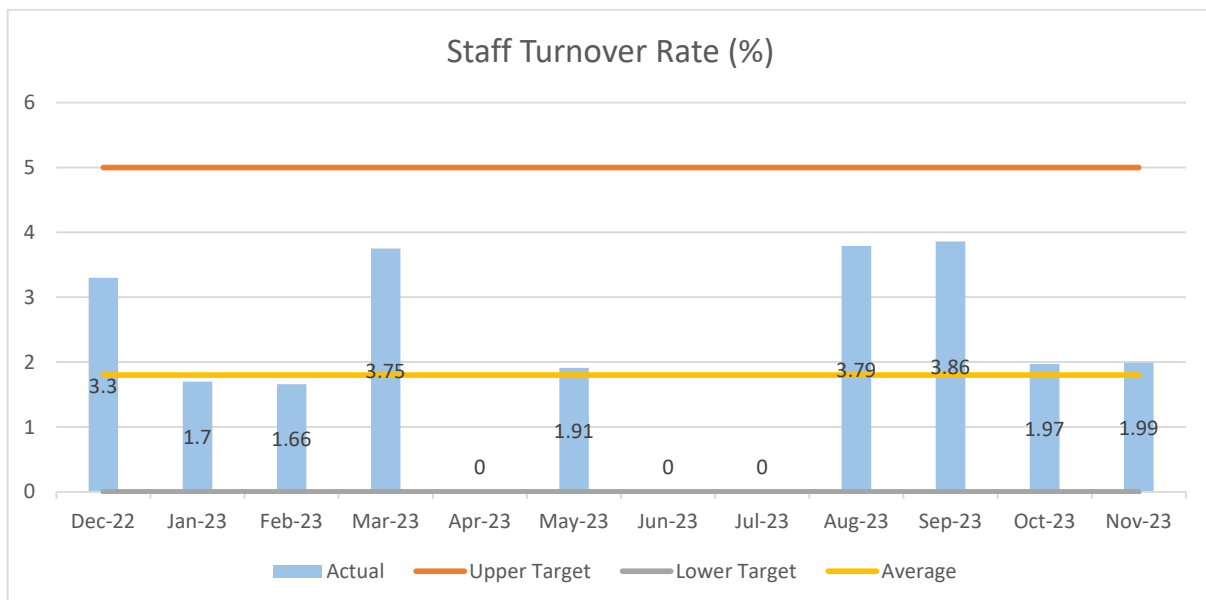
Role	In Progress	Completed
Engineering Officer		✓
Grounds Person Cemetery		✓
Plant Operators (Mobile Workforce)		✓
Library Customer Service Officer - Casual		✓
Business Support Officer - IA		✓
Asset Management Officer	✓	
Ranger Officer	✓	
Customer Service Officer	✓	



Turnover Rate:

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

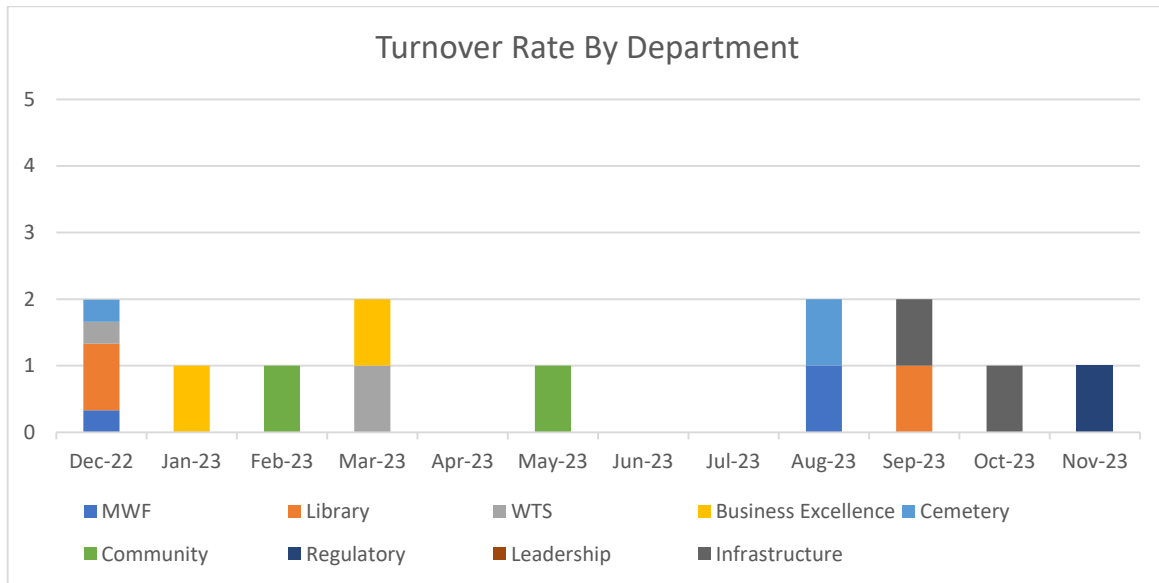
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Dec	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Average
3.30 %	1.70 %	1.66 %	3.75%	0%	1.91%	0%	0%	3.79%	3.86 %	1.97%	1.93%	1.99%
2	1	1	2	0	1	0	0	2	2	1	1	1.08

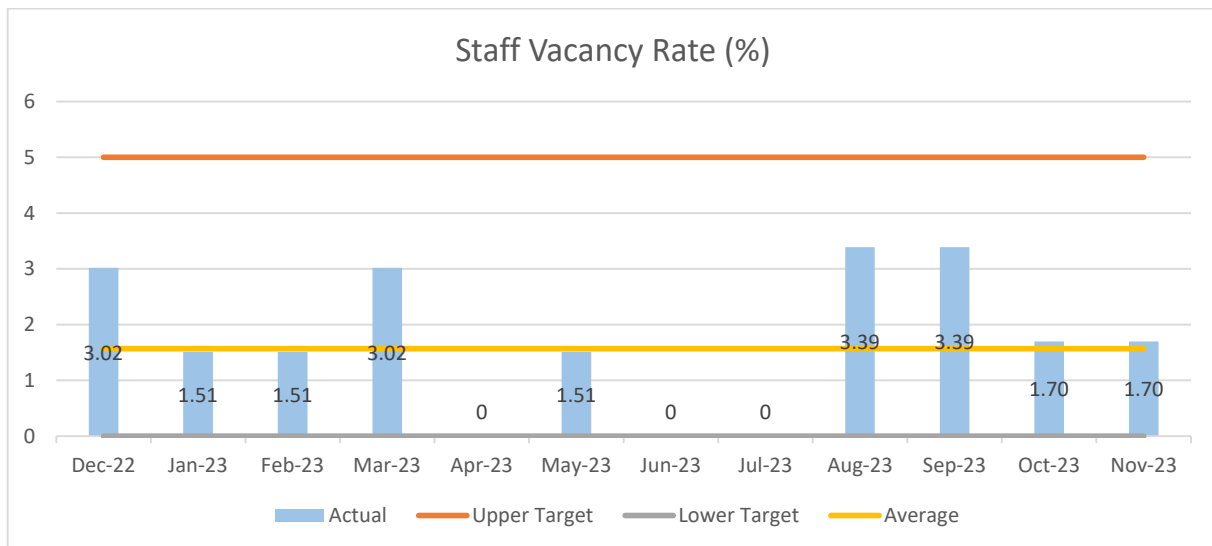
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

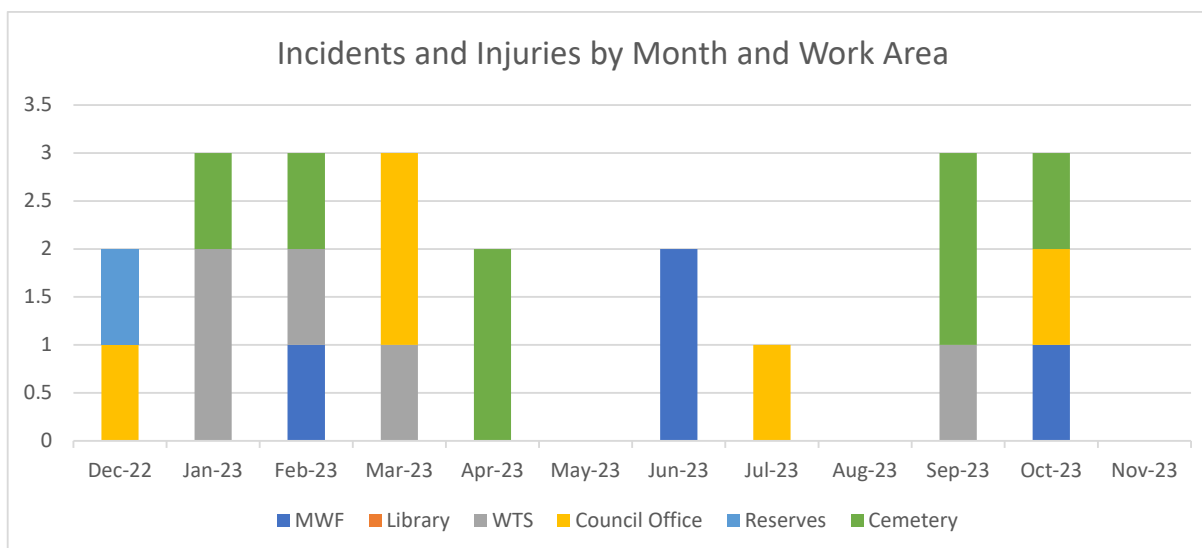
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Dec	Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Average
3.02%	1.51%	1.51%	3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	1.73%

Target: Between 0% to 5%

Workplace Health and Safety:



There were no workplace health and safety incidents recorded in November 2023.

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

COM01 Youth policy remains overdue for review during from the 2022/2023 period. This policy will be presented to Council in due course.

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	GOV02 Meeting Procedures
FIN08 Risk Management	GOV01 Policy Framework
GOV11 Common Seal Policy	INF06 Private Roads
INF08 Subdivision and Development	



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	Burial and Cremation Act 2022 - Delegation
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	12/12/2023
Attachments:	Nil

Executive Summary

This report presents the delegation requirements under the *Burial and Cremation Act 2022*.

Recommendation

THAT Council

1. notes the superseded legislation in the resolution below, and the removal of the resolution from Council's Delegation Manual:

Pursuant to Section 12 of the Cemeteries Act, delegates to the Chief Executive Officer all its powers and functions under the Cemeteries Act to undertake the care, control and management of the public cemetery known as Thorak Regional Cemetery and located in Litchfield Council's area (Section 269 Local Government Act); and

2. notes that the *Burial and Cremation Act 2022* directly provides delegation to both the Council and Chief Executive Officer.

Background

At its Ordinary Council meeting on 15 February 2022, Council made the following resolution:

Pursuant to Section 12 of the Cemeteries Act, delegates to the Chief Executive Officer all its powers and functions under the Cemeteries Act to undertake the care, control and management of the public cemetery known as Thorak Regional Cemetery and located in Litchfield Council's area (Section 269 Local Government Act).

Following the introduction of the new *Burial and Cremation Act 2022*, advice was sort from the Local Government Unit, Department of the Chief Minister and Cabinet, to determine if Council was required to make a new resolution. The following information was provided:

"...Unless explicitly stated, the Burial and Cremation Act 2022 (the Act) makes councils the 'responsible entity' for a public or community cemetery on its land.

As responsible entities, councils must discharge the obligations detailed under the Act.

While Section 40(6A) of the Act (Local Government Act 2019) does not allow councils to delegate their role as a responsible entity, it does not stop it directing their CEOs to do whatever is needed to ensure it meets its obligations as the responsible entity....”

Under the *Burial and Cremation Act 2022*, both the Council (as the responsible entity) and Chief Executive Officer (CEO) (as the manager of a cemetery) are delegated separate powers and functions.

In summary, there is not a requirement for Council to delegate the powers and functions of the *Burial and Cremation Act 2022* to the CEO and in fact, under Section 40(6A) of the *Local Government Act 2019*, is not allowed to be delegated.

Council’s Delegation Manual will therefore be updated to reflect the information above, by removing the delegation for the Cemeteries Act.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 40(6A) of the *Local Government Act 2019*
Burial and Cremation Act 2022

Risks

Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – November 2023
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	12/12/2023
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 November 2023.

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

Australia Day 2024

The nominations for the Litchfield Council Australia Day Awards were officially launched on Friday 27 October. The nominations were open for a period of four weeks and closed on Friday 24 November. To nominate someone, an online web form was created on the Litchfield Council website. Downloadable hard-copy forms are also available. Council promoted the awards via social media and targeted email campaigns directed at previous award recipients, community groups, charities, local schools, user groups, committees, and local MLAs.

All Nominees were reviewed at the Awards Panel Committee Meeting on Wednesday 6 December.

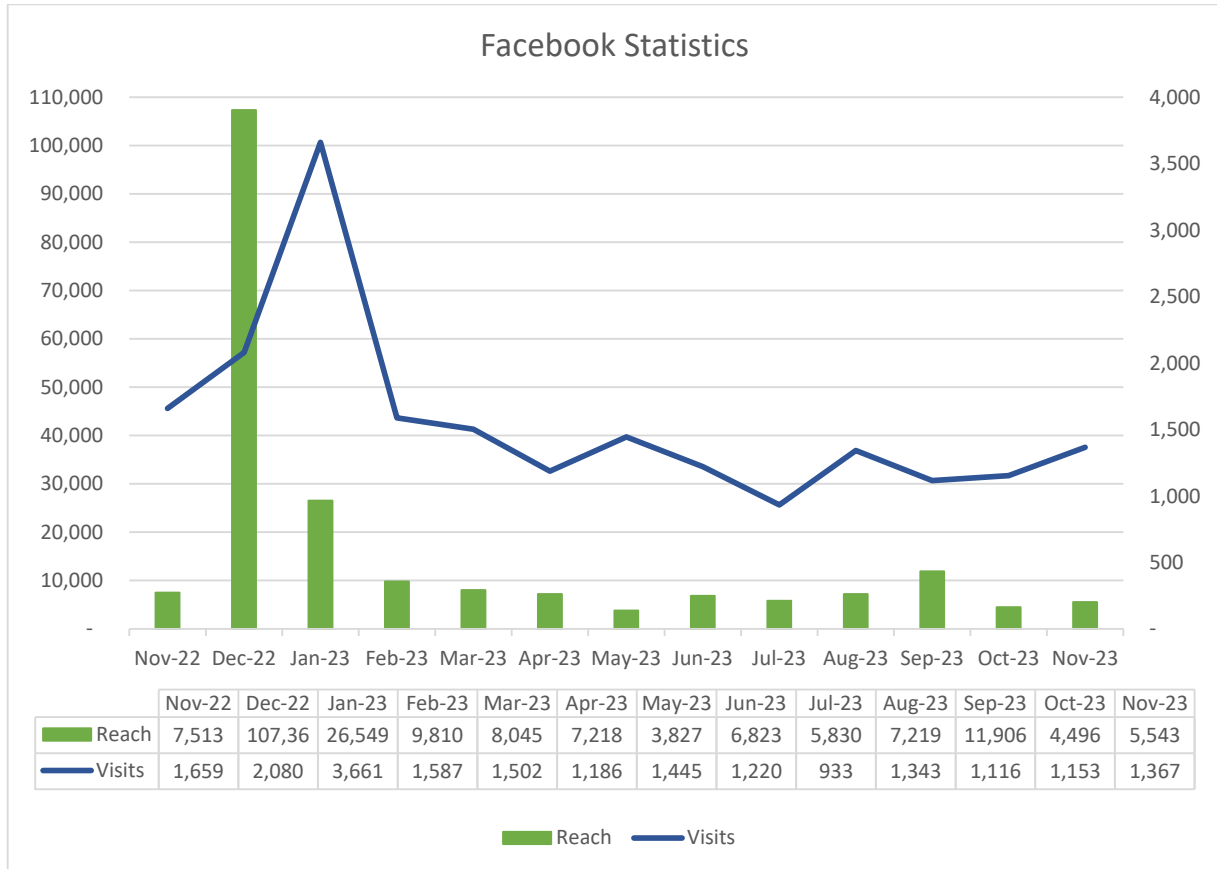
Facebook Reach

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 23 new 'likes' 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

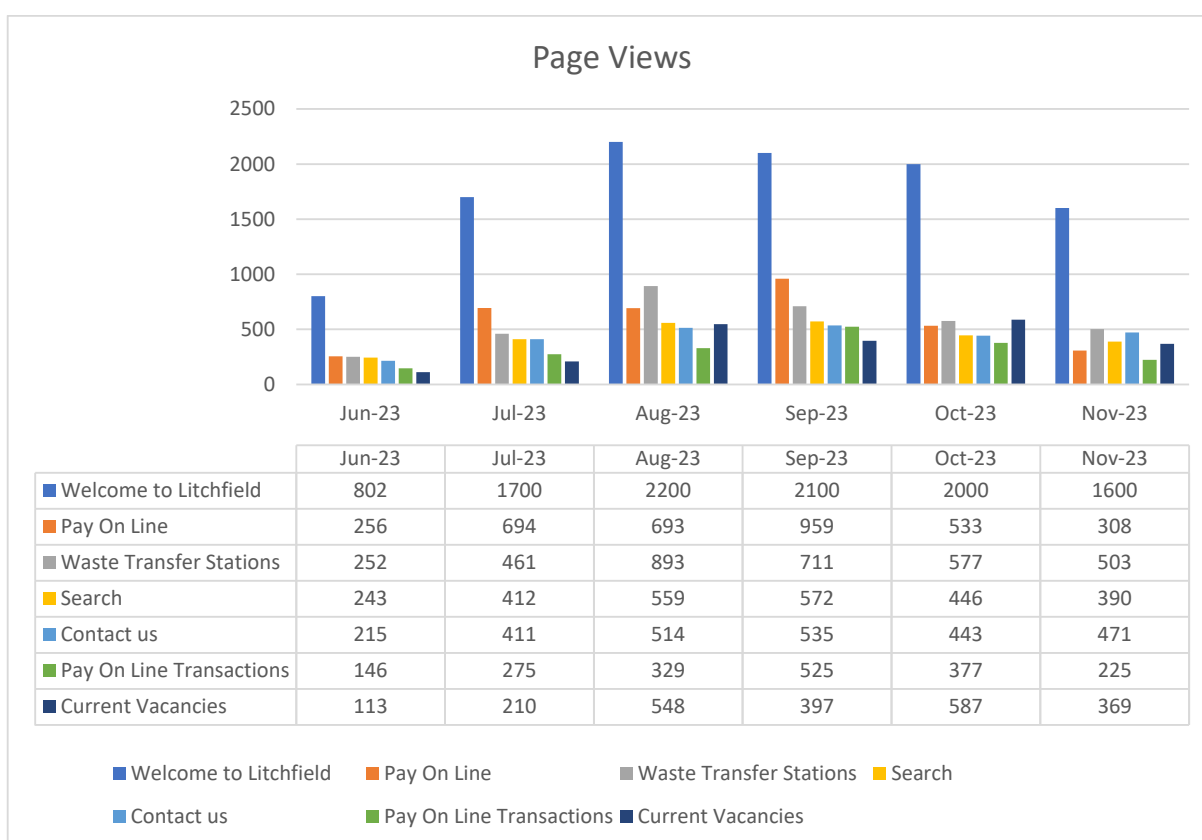
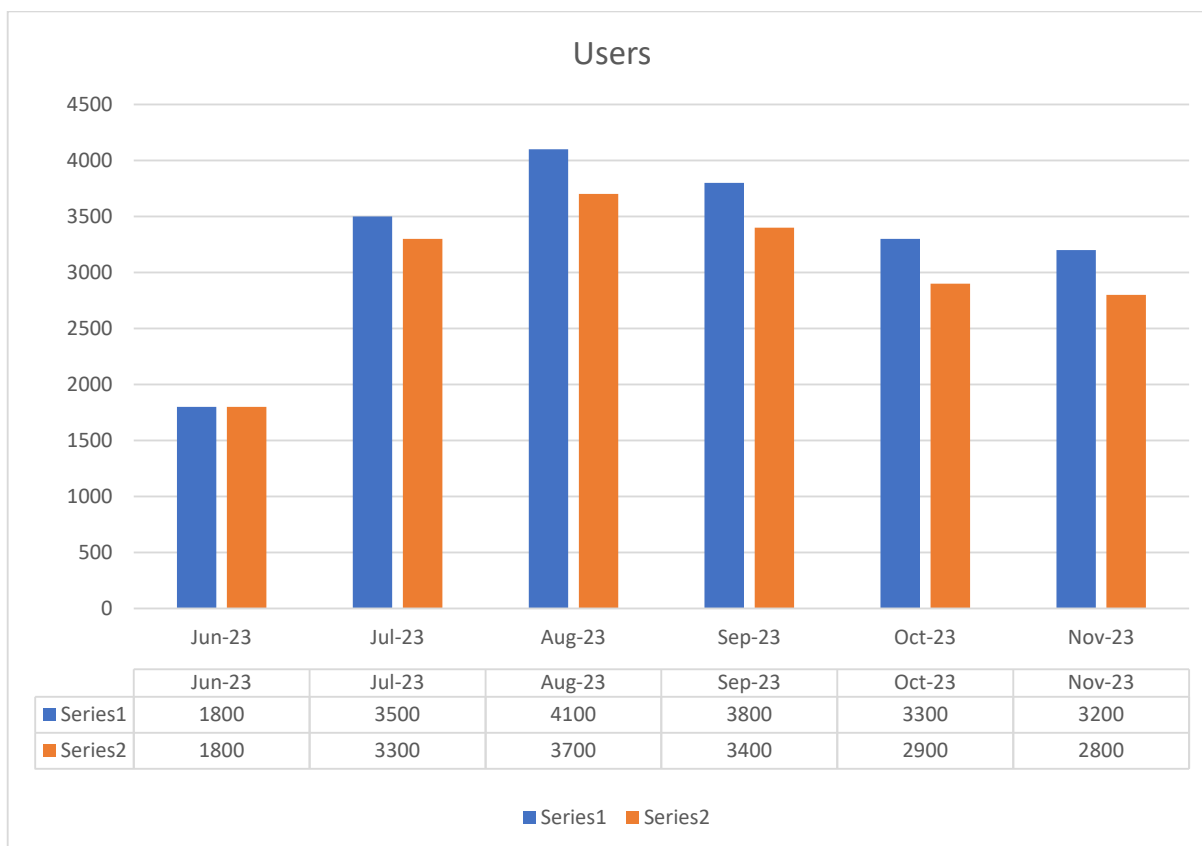
A website user is a person who is accessing, browsing, or interacting with a website.

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.



** 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 November.

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.
Southport Progress Association November Meeting	Act as council delegate and communicate info to the association.
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.
NT Women in Sport & Quarterly Sports Forum	Litchfield Council Representative

Project Updates

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

Location	Project	Status
McMinns Lagoon	Shed extension	Works Completed.
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	The preliminary concept drawings for the upgrades were shared with the HPRR Committee on October 2, following the committee meeting. The plans were also tabled at the December committee meeting. Feedback received has been conveyed to the Director of Infrastructure and Operations.

Location	Project	Status
Humpty Doo Village Green	Lighting upgrade	Not Started
Humpty Doo Village Green	BBQs	The installation of the BBQ in the village green took place on Saturday, November 18.
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	The Berrimah Scouts' group, representing the long-term users who will primarily utilize the space, provided feedback on their preferences. The Community Participation Officer presented a preliminary project plan to the KLRR committee for their review and input. All received feedback was subsequently shared with the Director of Infrastructure and Operations.
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 for review and feedback. This will be discussed at the December committee meeting and feedback given via email.
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	This includes the recent resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. An initial meeting has occurred with the show organisers to run through their wish list to determine a scope for the works in the palm garden area.

Youth and Community Engagement

In partnership with Simona Paganetto from "I'm Plastic Free," two workshops were conducted—one at Whitewood Hall and the other at Taminmin Library. These sessions aimed to encourage a more sustainable approach to Christmas by showcasing examples of minimizing food and plastic waste during the festive season. The workshop at Taminmin drew the highest attendance and offered valuable insights into incorporating sustainable practices into daily activities.

Taminmin Library has successfully finalized the grant application for Youth Week activities. In the upcoming year, our goal is to engage in collaborative efforts to introduce innovative programs for the Youth Week forum. While the planning is still in its early stages, our emphasis will be on creating activation spaces.

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.

Australia Day 2024

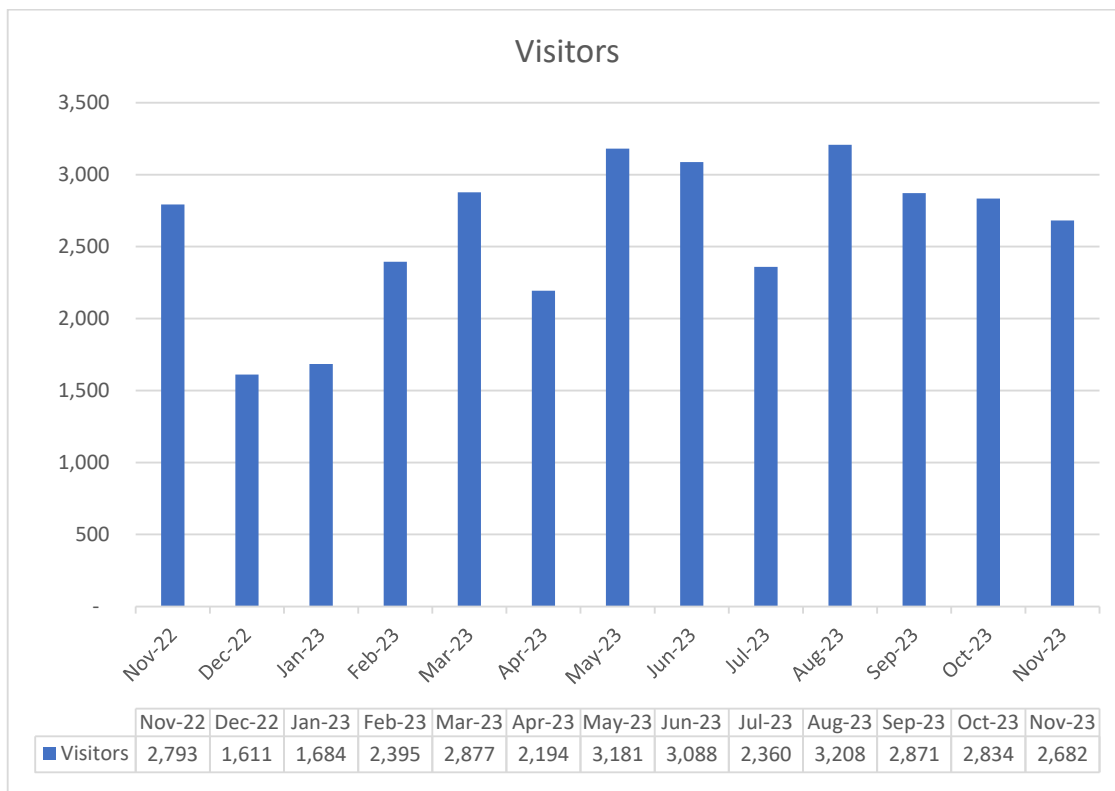
The Australia Day Awards Panel convened on Wednesday, December 6th, to assess and provide recommendations to Council for the Litchfield Citizen of the Year, Young Citizen of the Year and Event of Year awards recipient for 2024.

Planning is underway for the 2024 Litchfield Council Australia Day event at the Freds Pass market shed. An expression of Interest web form has been created on the Litchfield Council website to gauge interest in market stalls for the upcoming show. All previous stall holders have been contacted and urged to submit their interest.

Taminmin Library

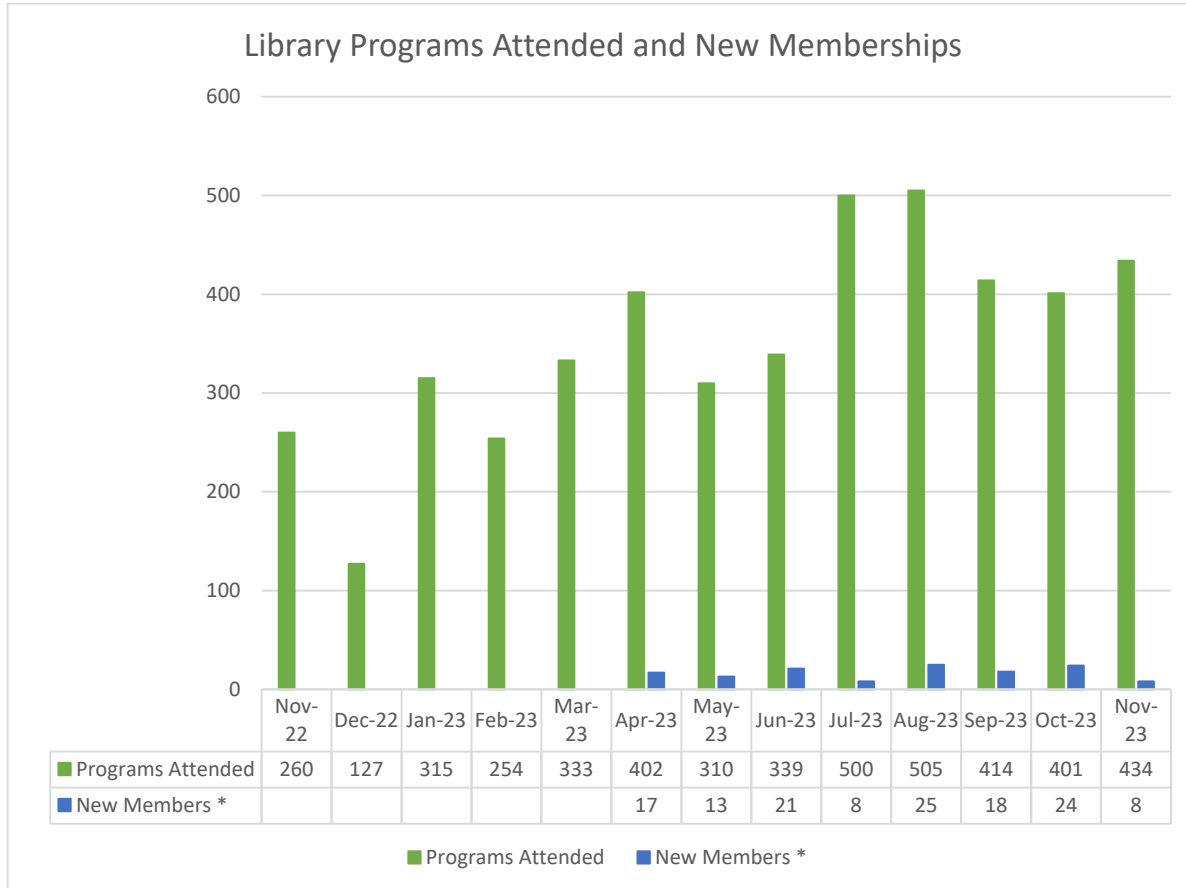
Visitors to the Library

The library had 2,682 visitors in November 2023 and was open for 199 hours. The previous month of October compared at 2,834 visitors and was open for 191.5 hours. The below graph displays this data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

There were 23 program activities delivered across a variety of community demographics, with a total attendance of 434 participants. This is attributed to the popularity of Students vs Seniors, Seniors Morning Tea, strong attendance at Children's programs and the new Digital Literacy workshops. In the same period last year, the library had 260 attendees across the various programs. Eight new people joined the library during November 2023.



Library Disruptions

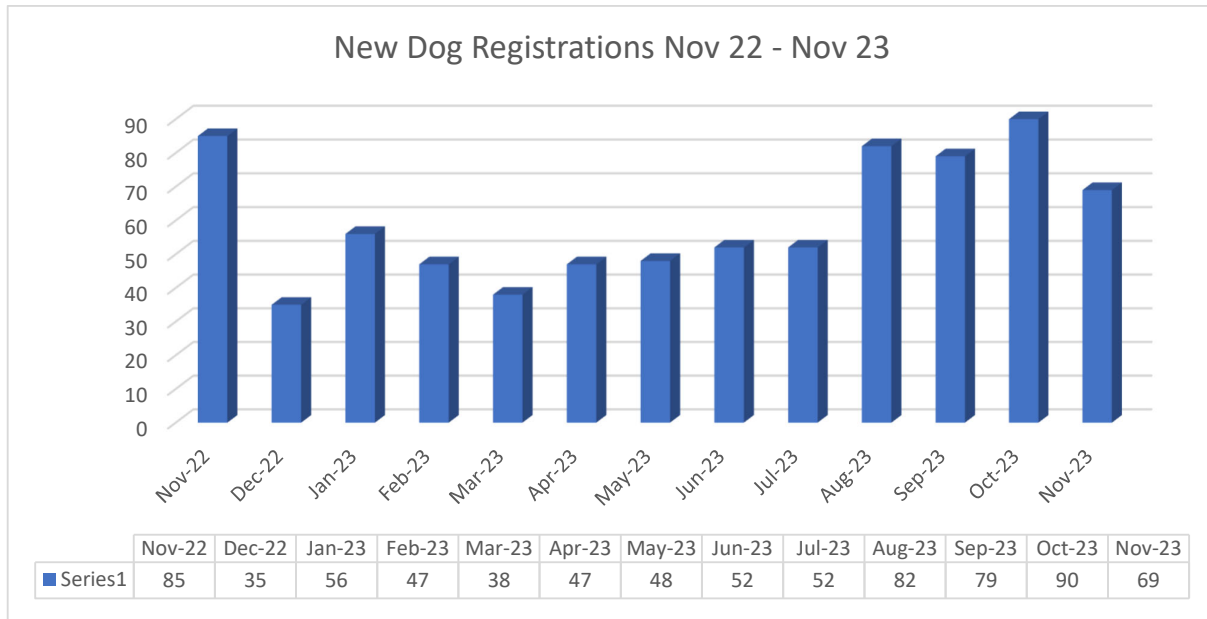
No safety emergencies or gate closures in month of November. Only one unavoidable interruption to library services in November 2023. Date/s effected as follows:

Thursday 2 November	Litchfield LEGO League families and staff member affected by yelling and swearing student.	Student has been banned from library for poor behaviour and did not like being reminded he could not come in. One particular mother and child quite upset by experience.
Monday 13 November	Due to a communications interruption some computers and telephone services were disrupted / unavailable for half the day. Public computers and service desk systems for loans were uninterrupted.	Power outage for approximately an hour and communications interruption for all of school block.

Regulatory Services

New Dog Registrations

The number of new dogs registered in November 2023 was 69, 21 less than the previous month and slightly more than the average of 64 per month for the previous 12 months. In comparison, 85 new registrations were received for the same time last year.



2023/24 Dog Registration Renewals/Updates Program

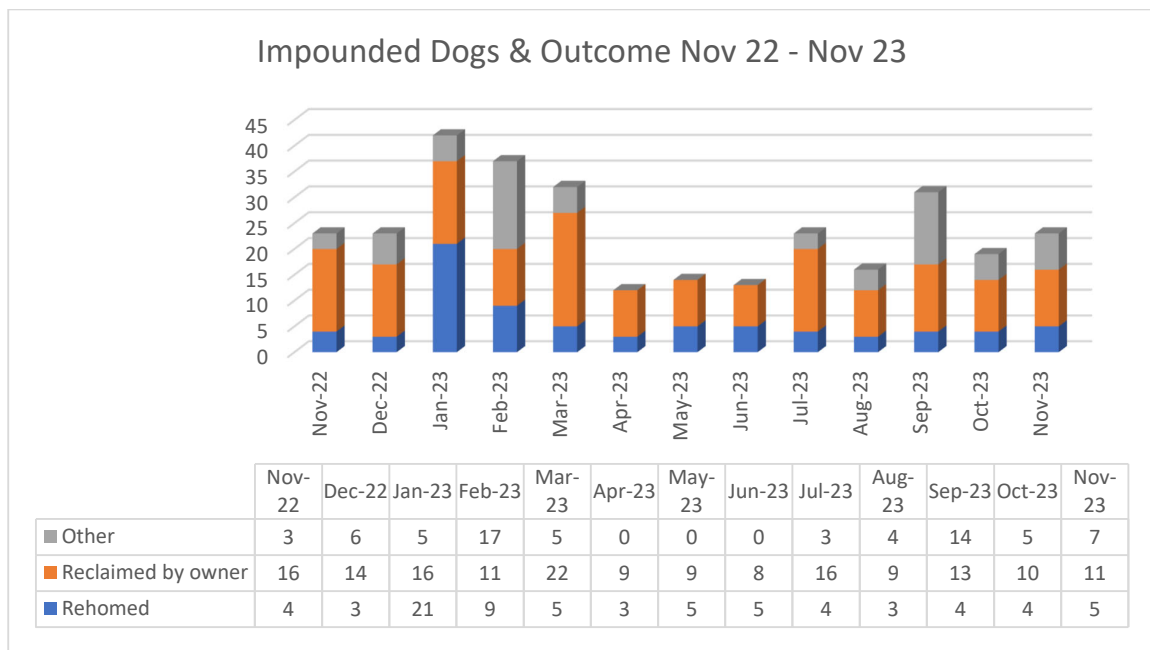
The issuing of infringements for unregistered dogs commenced in early October and ceased at the end of November. During this period, 92 infringements for failing to renew registration were issued. Further non-compliance will attract additional enforcement through issuing dog owners with an intention to seize letter. Courtesy calls are continuing to dog owners whose registration renewals are still outstanding as a final attempt to gain compliance and to update the details in Council's registration database. To date, approximately 650 customers have either paid their registration or updated their dogs' details. Significantly, for this registration period there were only 8 infringement disputes by customers compared to the 23 received in the 2022/23 registration period because of the follow up courtesy calls.

Impounded Dogs

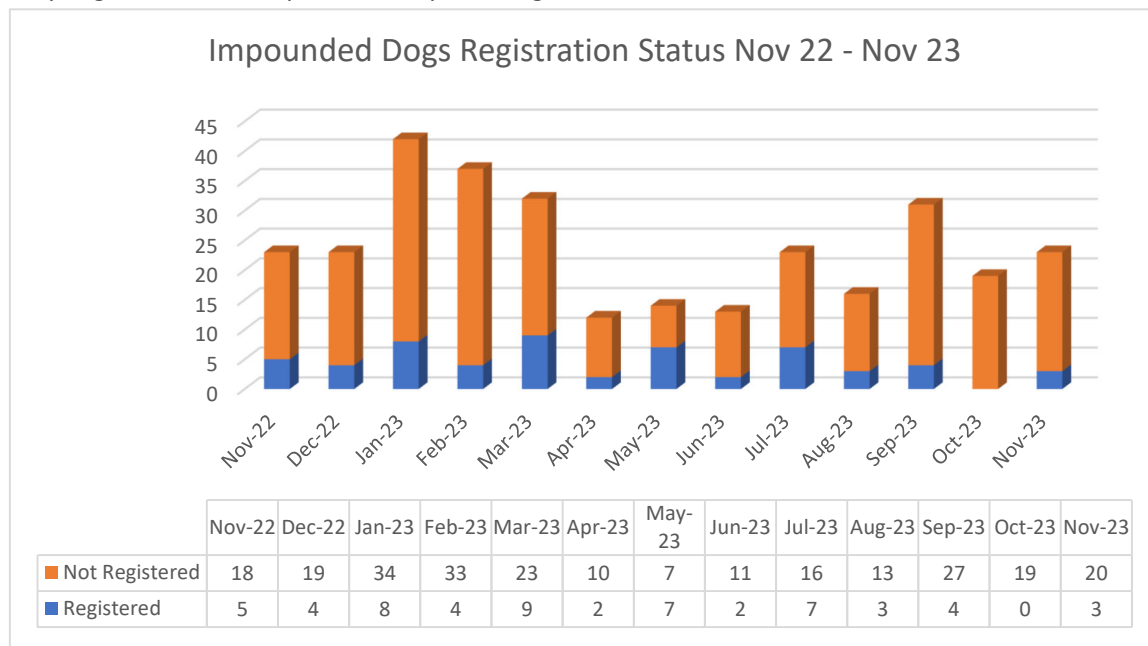
Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 23 dogs impounded in November, 4 more than the previous month and less than the average of 26 for the previous 12 months and the same as for November 2022.

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 or DACS NT. The category “Other” refers to:

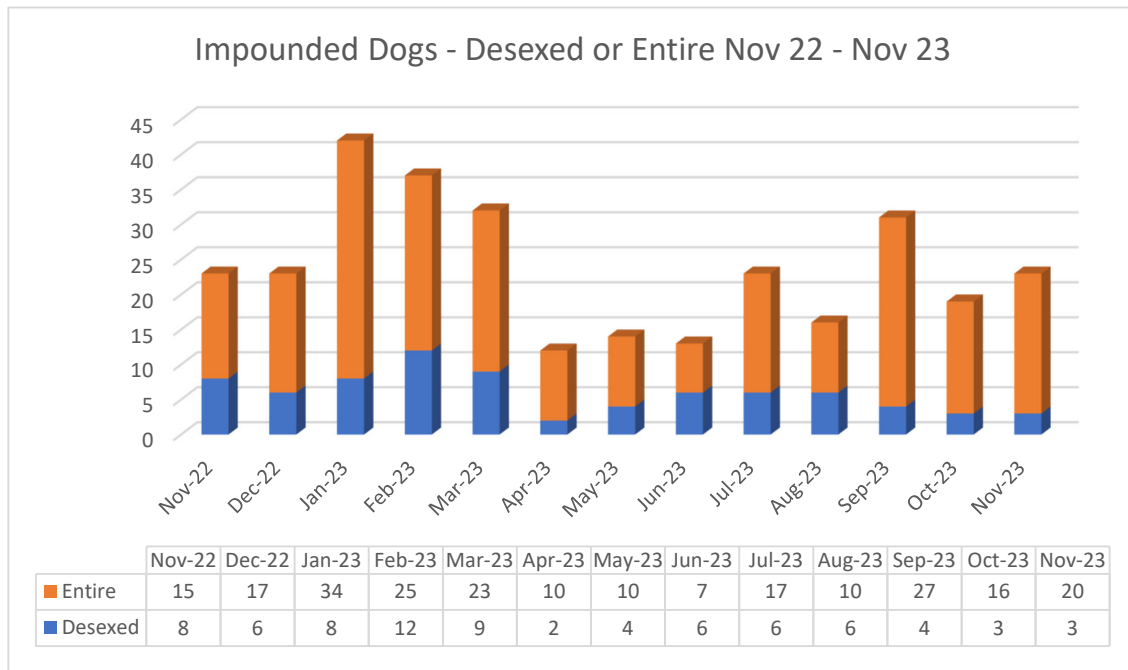
- those dogs that are not considered suitable for rehoming due to temperament or illness/injury,
- were unable to be received by rescue organisations,
- are still impounded pending the 72-hour holding period,
- are still to be claimed by a known owner, or
- are still required to be held pending the conclusion of an investigation.



The number of dogs impounded identified as either registered or not registered over the past 12 months can be seen below. 81% 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.

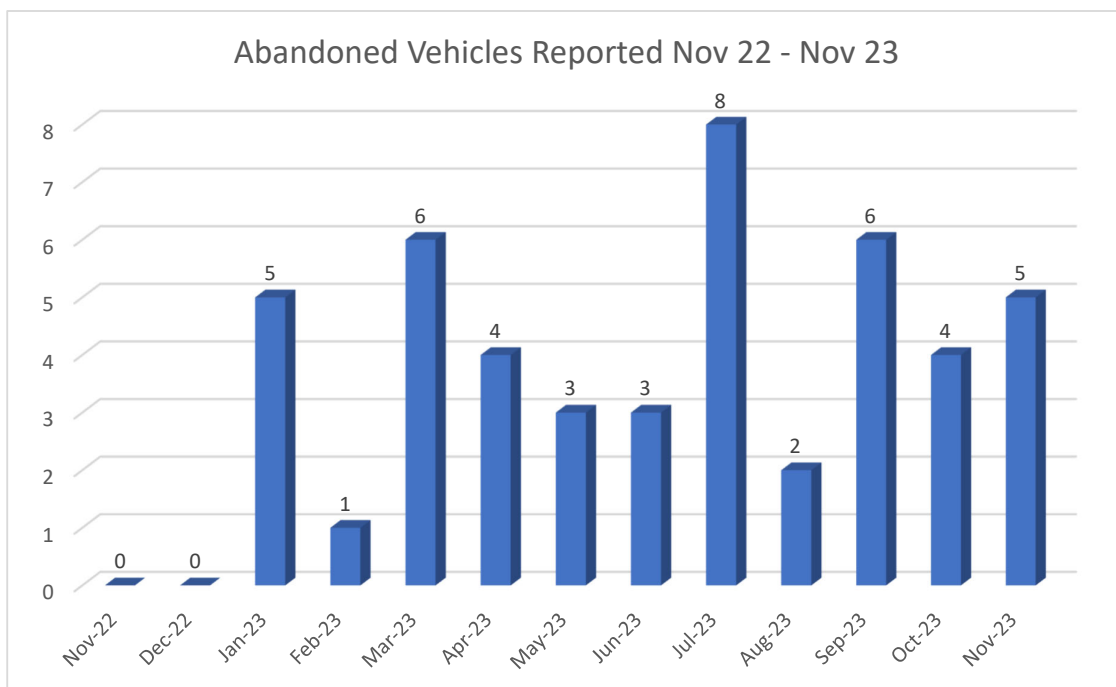


The reproductive status of dogs impounded over the last 12 months indicates 75% have not been desexed, as per the graph below. This clearly demonstrates entire dogs are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.



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. Five reports were made to Council of abandoned vehicles in November 2023, slightly over the average for the previous 12 months of 3.9 per month, and November 2022 receiving no reports. 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:	NTCAT Decision – Salter vs Fletcher
Author & Recommending Officer:	Stephen Hoyne
Meeting Date:	12/12/2023
Attachments:	Nil

Executive Summary

The purpose of this report is in accordance with the intent of Section 81 of the *Local Government NT 2019 Act*, the Chief Executive Officer is required to table a summary of any decision from a Breach of Code of Conduct Complaint.

Recommendation

THAT Council receive and note the NTCAT Decision – Salter vs Fletcher report.

Background

In November 2019 the former Chief Executive Officer received a complaint from a Litchfield Council staff member against Cr Salter regarding allegations of behaviour inconsistent with the Code of Conduct for Elected Members.

Under the *Local Government Act 2018* the complaint was considered by the Local Government Disciplinary Committee and on 25th January 2020 made findings against Cr Salter wherein it accepted 5 of the 6 incidents cited in the breach. The committee additionally imposed a financial penalty. Cr Salter appealed the decision and referred the matter to NTCAT.

The *Local Government Act 2019* came in effect on 1 July 2021 whereby the Prescribed Corporation Panel replaced the role of the Local Government Disciplinary Committee.

On the 15 November 2021 NTCAT confirmed its support for the previous disciplinary committee decision, including the imposition of a financial penalty.

Summary of the decision is as follows (individual names have been redacted):

The Complaint alleged that the Applicant breached the Litchfield Council Code of Conduct by engaging in behaviours that constituted bullying and harassment, unrespectful conduct, and disrespect and discourtesy in his conduct towards [REDACTED], during six incidents (set out in correspondence from the First Respondent to the Applicant dated 3 December 2019), being:

- a. Incident 1 – Comments about [REDACTED] at a meeting on 7 June 2018;
- b. Incident 2 - Accusation that [REDACTED] had engaged in fraud during a meeting on 23 October 2019;
- c. Incident 3 Comments about [REDACTED] in a letter from the Applicant handed to the First Respondent on 1 November 2019;
- d. Incident 4 Email sent by Applicant to [REDACTED] in response to an email sent by [REDACTED] on 7 November 2019;
- e. Incident 5 Email sent by Applicant to [REDACTED] in response to an email sent by [REDACTED] on 15 November 2019; and
- f. Incident 6 Aggressive questioning of [REDACTED] by the Applicant at pre-council meeting on 20 November 2019.

Decision by Second Respondent being reviewed by Tribunal

The Complaint was referred to the Second Respondent under s. 80D of the LGA and on 25 January 2020, it:

- a. found that incident 1 in the Complaint was not proven;
- b. found that incidents 2 to 6 in the Complaint, both numbers inclusive had been proven; and
- c. imposed an aggregate fine upon the Applicant of 15 penalty units, in the sum of \$2,370.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act NT 2019

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



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report October 2023
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	12/12/2023
Attachments:	A: PA2023/0306 B: PA2023/0358 C: PA2023/0363

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 November 2023 to 31 November 2023. 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	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	16

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 November 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to C 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
PA2023/0306 Section 01870 Hundred of Ayers, 611C Wickham Point Rd, Wickham NT Attachment A	Dredging within Darwin Harbour for gas pipeline Council wishes to note that it support the continuation of this gas pipeline development as it is considered appropriate given the nature of existing development and land use within the area. Council encourages all works be undertaken in an environmentally sustainable manner.
PA2023/0358 (EDP02/0015) 01860 Hundred of Ayers , 611A-C Wickham Point Road, Wickham NT Attachment B	Variation to condition 1 of EDP02/0015 for the purpose of alterations and addition to an existing gas processing facility (shore crossing) Council wishes to note that it support the continuation of this gas pipeline development as it is considered appropriate given the nature of existing development and land use within the area. Council encourages all works be undertaken in an environmentally sustainable manner.

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
PA2023/0363 Section 08061, Hundred of Bagot, 90 Virginia Road, Virginia NT Attachment C	Virginia Childcare – Childcare Centre (replace existing) in a single storey building with ground level car parking Council supports the development as it aligns with the Litchfield Subregional Land Use Plan in that it provides social infrastructure in and around rural activity centres such as Coolalinga and meets the needs of local residents and the community. Support is provided should the issue of carparking be addressed where in the proposal the number of spaces was not calculated adequately.

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	
	10

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
16

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Repair Stolen Earth	14 Hamilton Road HOWA...	28/11/2023	12/12/2023
Replace Leaking Tansformer	42 Mango Road GIRRAW...	28/11/2023	07/12/2023
Repair of Stolen Earth - Collard Road	Collard Street DALY NT ...	21/11/2023	05/12/2023
Service Repalcement - Bruce Court & Collard Road	12 Bruce Court HUMPTY ...	21/11/2023	30/11/2023
Stolen earth replacement with use of drill rig - Scrutton Road, Livingstone Road, Kenti...	20 Scrutton Road LIVING...	17/11/2023	28/11/2023
Service repairs to households with use of EWP to access pole tops - Edwin Road, Bear...	45 Edwin Road HUMPTY ...	17/11/2023	15/11/2023
Service Repalcement	Collard Street DALY NT ...	17/11/2023	01/12/2023
Power Line Extension	5 Hicks Road HOWARD S...	14/11/2023	28/11/2023
Service replacement to pole tops Produce road, EWP on site under stop slow. Progres...	51 Akers Road HUMPTY D...	13/11/2023	28/11/2023
Replace Control Panel Switch	75 Campbell Road KNUCK...	10/11/2023	22/11/2023
Installation of Power and water HV cabling and Installation of new street lighting at Th...	220 Thorngate Road HOL...	09/11/2023	15/11/2023
installation of clearance pole to house Melaleuca Road use of EWP	175 Melaleuca Road HO...	09/11/2023	16/11/2023
Install Transformer Earthing	170 Stockwell Road BLAC...	08/11/2023	21/11/2023
Power Quality Isuue	13 Radford Road HOWA...	03/11/2023	14/11/2023
vegetation clearing from overhead power lines	300 Girraween Road MC...	03/11/2023	13/11/2023
completion of road construction and associated protection works for new subdivision ...	408 Brougham Road DAR...	02/11/2023	08/11/2023

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.



24 November 2023
Ref: PA2023/0306

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

RE: Letter of Comment New Development

PA2023/0306
Section 01870 Hundred of Ayers, 611C Wickham Point Rd, Wickham NT
Dredging within Darwin Harbour for gas pipeline

Thank you for the Development Application referred to this office on 26 October 2023, 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 wishes to note that it supports the continuation of this gas pipeline development as it is considered appropriate given the nature of existing development and land use within the area. Council encourages all works be undertaken in an environmentally sustainable manner.

If you have any questions regarding the above comments, please do not hesitate to contact Council on 08 8983 0600, and you will be directed to the relevant officer.

Yours faithfully

Jaimie O'Connor
Acting Planning & Development Program Leader



24 November 2023

Ref: PA2023/0358

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

RE: Letter of Comment Exceptional Development Permit Application

PA 2023/0358 _ EDP02/0015

**Hun: 045 P: 01860 611A Wickham Point Road WICKHAM, 611C Wickham Point Road
WICKHAM, 611B Wickham Point Road WICKHAM, Hundred of Ayers**

**Variation to condition 1 of EDP02/0015 for the purpose of alterations and addition to an
existing gas processing facility (shore crossing)**

Thank you for the Variation to Exceptional Development Permit Application referred to this office on 27 October 2023, 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 wishes to note that it supports the continuation of this development as it is considered appropriate given the nature of existing development and land use within the area. Council encourages all works be undertaken in an environmentally sustainable manner.

If you have any questions regarding the above comments, please do not hesitate to contact Council on 08 8983 0600, and you will be directed to the relevant officer.

Yours faithfully

Jaimie O'Connor
Acting Planning & Development Program Leader

611 A, 611B, 611C Wickham Point Rd, Wickham NT



20 November 2023

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

RE: Letter of Comment Development Application

VIRGINIA CHILDCARE
Hun: 055 P: 08061 90 Virginia Road VIRGINIA, Hundred of Bagot
Childcare Centre (replace existing) in a single storey building with ground level car parking

Thank you for the Development Application referred to this office on 03/11/2023, 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 as the proposal aligns with the Litchfield Subregional Land Use Plan;

- a) Social infrastructure in and around rural activity centres such as Coolalinga
- b) And meets future needs of local residents and the community

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

- a) It is noted that the NT Planning Scheme states in 5.2.4 that there should be sufficient off-street car parking, constructed to a standard and conveniently located, are provided to service the proposed use of a site. The minimum number of parking spaces for childcare being 1 for every employee PLUS 1 for every 20 children. The proposed 28 car parking spaces seems under calculated based on the provided plans noting that staff ratios do not appear to be adequately addressed and no provision for administration or domestic staff included in the 'employee' calculation.

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.
- b) An Operational Environmental Management Plan (OEMP) that addresses the day to day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.
- c) 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.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to 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) 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.

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 'J O'Connor', with a stylized flourish at the end.

Jaimie O'Connor
Acting Planning & Development Program Leader

90 Virginia Road, Virginia NT





COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Cost to Maintain Council Reserves
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	12/12/2023
Attachments:	

Executive Summary

Following a Notice of Motion in June 2023, Council staff have developed an updated timeline to provide information relating to the costs to maintain council reserves and estimated timeframes to develop asset management plans for all eight reserves. It is recommended that Council receive and note the timelines in the following report.

Recommendation

THAT Council support and note the proposed timeline to provide individual asset management plans for all Council reserves.

Background

At the Ordinary Council Meeting held in June 2023, Cr Harlan put forward a Notice of Motion for consideration.

Council resolved the following:

THAT Council:

- 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.*

A further report was provided to the September 2023 Ordinary Council Meeting detailing the proposed action Council should take moving forward.

Council resolved the following:

THAT Council receive and note Item 13.03.03 Audit Approach - Cost to Maintain Council Recreation Reserves.

Whilst the final outcome is to have meaningful useful information contained in Asset Management Plans that will provide a basis for making financial decisions, the current state of data held on record for the eight Council reserves is incomplete.

The accuracy of Asset Management Plans utilising existing data would be inaccurate and would not provide Council with the detail to make informed decisions about reserve operation and maintenance expenditure. As such, over the past five weeks Council staff have been collecting Asset Data from the eight Council reserves.

It is anticipated that the collection of data will continue for another six to eight weeks before the collation of information can assist to finalise the asset database. Noting, that Council is currently recruiting for an Asset Management Officer which will provide dedicated support to this project.

The release of a Request for Quote is pending the asset database update.

An interim approach that was considered was to provide an internal audit of previous years operations and maintenance expenses for each reserve inclusive of recent capital investment to address item 1 of the Notice of Motion. However, expenses to date have been reactive and not necessarily in keeping with a planned Asset Management approach. Therefore, whilst the previous years financial information will be collated this will be used to inform the overall Asset Management plans and the renewals required.

Generally, industry standard percentage rates are used to determine approximate expenditure that should be provided for as maintenance and operational expenses. Until Asset Management plans are finalised Council could take this approach, noting that whilst this would provide a high-level estimate, this cannot be considered as an accurate approach for the longer-term forecasting and management of the reserves.

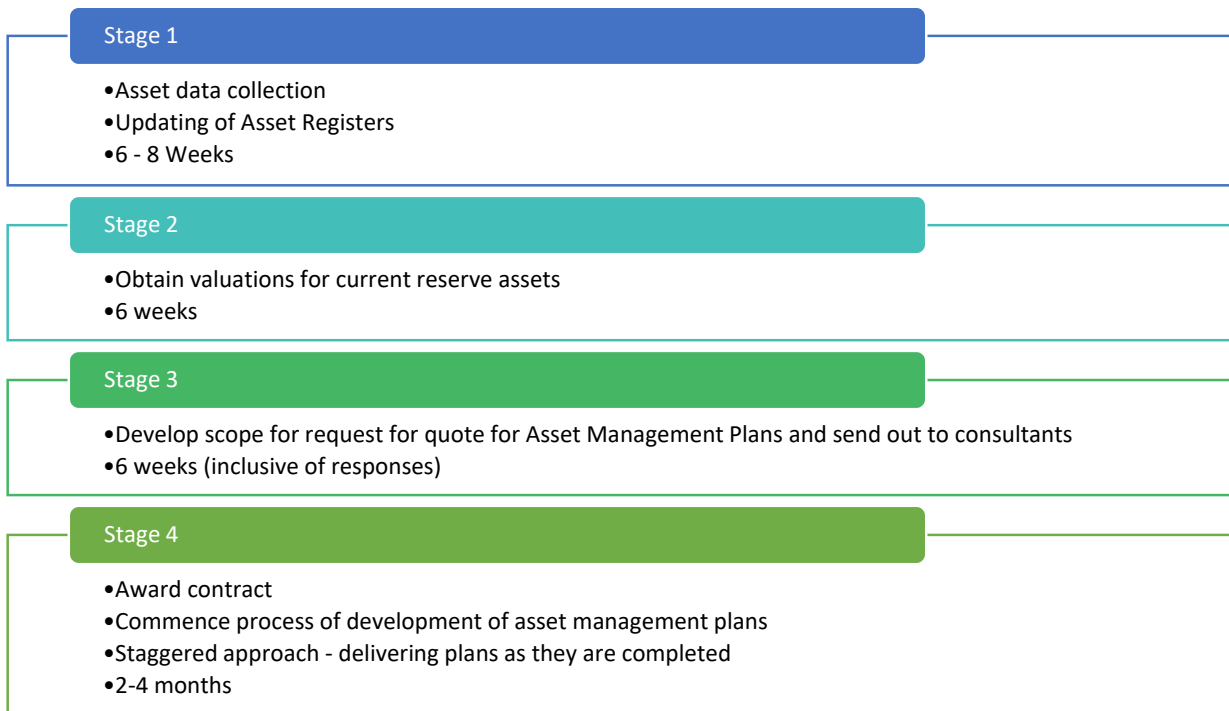
Moving forward, once the collation of asset data is finalised, Council will seek valuations where necessary from an independent contractor as well as utilise tools such as NAMS+ to ascertain asset values.

Throughout the above process of collating data and seeking valuations, Council staff will be able to put forward a more detailed scope of works to put out and Request for Quote for services relating to Asset Management Plans

It is proposed that individual Asset Management Plans be created for each reserve addressed as per the standard ISO 55000 series on Asset Management. This is inclusive of Operations and Maintenance, Capital replacements and improvements, Multi Use expansion and expansion of communities. The plans will consider the individual use specific to facilities with differing types of assets and user groups.

Consideration for budget allocation to complete the works will be presented when more accurate quotations are received.

An estimated timeline:



Links with Strategic Plan

Progress - Continuity of Services and Facilities

Places - Roads and Infrastructure

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Northern Territory Local Government Act 2019

Risks

The risk of not completing the process methodically and cautiously with industry practice in mind, is that any information provided can be misinterpreted and considered factual when in fact it isn't. This could both tarnish reputation and have both short and long-term financial implications in the future.

Community Engagement

Community and User groups will be consulted with throughout the process of establishing Asset Management Plans for the Council Reserves as appropriate.



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	INF06 Private Roads Policy – Extension of Review
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	12/12/2023
Attachments:	A: INF06 Private Roads Policy

Executive Summary

INF06 Private Roads Policy is due for review in January 2024, as such there is potential to update the policy to include further provisions within the policy. The inclusion of additional provisions however will require an extension to the policy review date, financial approval to source additional information for inclusion in the policy and potential update of associated documents. This report seeks support for these requirements.

Recommendation

THAT Council;

- 1) Adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of 3 years and authorise the Chief Executive Officer to make minor amendments.
- 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;
OR
- 3) Approve the review of INF06 Private Roads Policy to be included in the 2024/25 Municipal Plan as a project with allocated budget and completed within the Financial year.

Background

The Private Roads policy was originally introduced as a new policy by Council Resolution (PA12/CAM/056) in September 2012.

In January 2020 the policy was taken to Council where the original policy was rescinded and the updated policy INF06 Private Roads was adopted.

The report to Council at the time detailed the processes taken to update the policy including consultation with residents, letters to landowners and letters to Government departments. Noting that the majority of private roads were established in 1977 prior to self-government. Also that Power and Water Corporation have power easements over a number of the private roads.

At the time, research and review of the policy was within the existing budgets of Council however the report alluded to additional actions to minimise risk(s) to Council that appear to have not commenced.

Moving forward, it is proposed that to continue the work carried out in the review in 2019, that the policy have a further intensive review considering the legislation and legalities of following areas more specifically;

- Sealing of roads where the road is not owned/ vested in Council.
- Road Openings over multiple properties
- Right of Way easements for utility providers

That is, to research if there are alternative economic solutions to a complex process where property owners need to be in agreement and permissions provided by the mortgagee. Further it will assist with understanding the implications of statutory charges being held over a property and if and where Ministerial approval should be sought for acquisitions of land to aid in the process.

In addition to this proposal, there has been an informal request from property owners at the end of Dalgety Road for consideration for inclusion of a Dalgety Road extension, be included in the private road policy. This proposal would address an existing concern around restricted access to these properties, where access from Goode Road is being used currently.

This benefit to Council, would decrease the need for short term upgrades to Goode Road and the associated major costs to improve access to these lots.

As such, where the policy was due for review in January 2024 the work required to investigate the abovementioned areas as well as inclusion of Dalgety Road is expected to take some time.

A project plan will be developed on resolution to provide project specific objectives and timelines with a proposed new target date for a new draft of the policy to be presented to the Elected Council in December 2024.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Northern Territory Local Government Act 2019

Northern Territory Planning Act 1999

Control of Roads Act 1953

Risks

By not undertaking an effective review of this policy Council will continue supporting this legacy issue, without providing avenue for outcome.

Community Engagement

As forms and policies are finalised the website will be updated accordingly. This information will be communicated to customers on an as needs basis.



Name	INF06 Private Roads
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	15/01/2020
Review Date	15/01/2024

1. Purpose

This policy provides an outline of the types of private roads that exist within the Litchfield municipality, and how Council services these assets.

2. Scope

This policy applies to all roads and tracks (but not including single property driveways) which are not under the legal care, control and management of the Council or the Territory (Private Roads).

3. Definitions

For the purposes of this Policy, the following definitions apply:

Battle-axe access	A portion of a property that provides access to a property that runs alongside an adjacent property at a width of at least 6m (typically 10m) to provide single property connection to a public road. The access is part of the entire property and is not typically shared with other properties.
Driveway Crossover	The vehicular accessway from the road carriageway to the property boundary.
Formed Road	A road that has been formed but not constructed with a pavement. Access may be limited at periods of wet weather.
Private Road	A portion of land formed and functioning as a road which is used to access multiple properties. The land that the road exists is a portion of the adjacent properties, typically with a 3-5m wide strip that is a part of each individual property. The road may or may not be recorded or registered and gazetted and may be a track, formed, unsealed or sealed.
Right of Way	A portion of land formed and functioning as a road that has a dedicated right of way on a property title. The road does not have a formal road reserve but is vested as being a right of way to either Council, Northern Territory Government, or specific private owners.

Road	A road that has been registered and published in a Northern Territory Gazette Notice as a road.
Sealed Road	A road that has been sealed with a bituminous surface
Track	An unformed track within road reserve land that is largely used for recreational or emergency access. Access is likely to be limited at periods of wet weather.
Unsealed Road	A road that has been formed and pavement constructed, with a gravel surface.

4. Policy Statement

4.1. Private Roads Overview

- 4.1.1. Council is responsible for maintaining roads that are under its care, control and management.
- 4.1.2. Council is not obligated to maintain roads not under its control, care and management.
- 4.1.3. Council is not liable for maintenance of roads not under its control, care and management.
- 4.1.4. Council's obligation to care, control and manage a road will guide Council's treatment of the private roads.
- 4.1.5. Council will not accept ownership or maintenance of private road arrangements in new subdivisions and developments in accordance with its Development and Subdivision Standards.
- 4.1.6. Private roads owned by private owners are considered to have been constructed to enable the connection of multiple properties to Council roads and Council has maintained a number of private roads as a legacy from the development of land prior to Council.
- 4.1.7. Private roads under the control of Northern Territory Government, such as on Crown Land, are not included within this policy.

4.2. Private Roads Access from Council Roads

- 4.2.1. Council will maintain a suitable access from its adjoining Council owned road to private roads in accordance with its policy for driveways, INF02 Driveway Crossover.
- 4.2.2. Where a private road is under the care, control and management of Council and access is constructed as an intersection, Council will maintain the intersection.

4.3. Battle-axe Maintenance

4.3.1. Council will maintain the following battle-axe accesses:

- 4.3.1.1. Cooper Road East, Acacia Hills, 415m
- 4.3.1.2. Cooper Road West, Acacia Hills, 415m
- 4.3.1.3. Ironwood Place 2, Girraween, 323m
- 4.3.1.4. Some Road, Acacia Hills, 433m

4.3.2. Battle-axe accesses not listed within this policy will not be maintained by Council. The battle-axe accesses listed are included as they have previously been maintained by Council as a result of previous Council Policies.

4.3.3. Maintenance of battle-axe accesses will be undertaken as requested, within available budgets, and at a service level no greater than that of Council roads.

4.3.4. Capital works, including resheeting of gravel, sealing and drainage works, will not be carried out by Council.

4.3.5. Council will prepare suitable agreements to enable maintenance of the listed battle-axe accesses by Council, and these will be progressively established with relevant landowners.

4.4. Private Roads Maintenance and Treatment

4.4.1. The following private roads will receive maintenance and treatment by Council:

- 4.4.1.1. Gullick Road, Noonamah, 1240m
- 4.4.1.2. Hughes Road, Hughes, 1468m
- 4.4.1.3. No Name Road, Humpty Doo, 1428m
- 4.4.1.4. Notta Road, Livingstone, 1310m (sealed and unsealed section)
- 4.4.1.5. Old Bynoe Road, Livingstone, 1780m (section adjacent to Notta Road)
- 4.4.1.6. Ross Road, Acacia Hills, 834m
- 4.4.1.7. Russ Road, Tumbling Waters, 1399m
- 4.4.1.8. Sandy Road, Hughes, 1357m
- 4.4.1.9. Swamp Road, Herbert, 764m
- 4.4.1.10. Walker Road, Blackmore, 1371m

4.4.2. The level of maintenance and treatment for these private roads will include:

- 4.4.2.1. Reactive maintenance, on request.
- 4.4.2.2. Renewal of surfaces, including grading, re-sheeting for unsealed roads, re-sealing for sealed roads for the extent of the road suitable for renewal.

- 4.4.2.3. Appropriate signage to meet Australian Standards.
- 4.4.2.4. Drainage clearing to protect road surfaces.
- 4.4.3. Requests for works beyond the maintenance identified in 4.4.2 will be considered by Council on their merit, including the cost and benefit to the community.
- 4.4.4. Council will manage the roads as identified within relevant approved budgets and at a service level no greater than that of Council roads.
- 4.4.5. Council will prepare suitable agreements to enable maintenance and management of private roads by Council, and these will be progressively established with relevant landowners.
- 4.4.6. On request by landowners or as identified by Council, private roads not identified within 4.4.1 will be considered for maintenance and management by Council, whereby following inclusion, all policy requirements will apply.

4.5. Private Roads – Future Council Ownership

- 4.5.1. Property owners can request to hand over a private road to Council, either through a road opening process or vesting of a right of way easement. Council will assist in this process and support landowners with the administrative process.
- 4.5.2. Handing over of land to enable the formal opening of a road is subject to each of the following being met:
 - 4.5.2.1. The road provides access to a minimum of three properties;
 - 4.5.2.2. A road reserve width to meet ~~Council's Development and~~NT-SSubdivision and Development Standards Guidelines and to Council's approval can be achieved;
 - 4.5.2.3. There is no cost to Council for the land;
 - 4.5.2.4. All land owners confirm their agreement in writing prior to Council consideration;
 - 4.5.2.5. Council may provide in kind support (surveying, advertising, fees etc) when requested by owners (subject to Council ~~resolution~~approval);
 - 4.5.2.6. Opening of roads process to be followed to ensure legislative requirements are met.
- 4.5.3. Council will work with property owners, the Northern Territory Government and Power and Water Corporation to determine ongoing ownership and maintenance requirements for these roads.
- 4.5.4. Where subdivision and development occurs that impact these properties and private roads, Council will request handover of land at that time.
- 4.5.5. Council will lobby the Northern Territory Government and Australian Government to assist in the formalisation of roads and funding for upgrading roads to Council standards.

5. Associated Documents

INF02 Driveway Crossovers

INF05 Sealing of Roads

~~Development and Subdivision Standards~~ [NT Subdivision and Development Guidelines](#)**6. References and Legislation**Northern Territory Local Government Act [2019](#)Control of Roads Act [1953](#)[Planning Act 1999](#)**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/01/2020	Update to new policy template, new policy number, full review of policy content (1920/130), Replaces LC29
4/9/2012	New policy (Council resolution - PA12/CAM/056)
15/1/2020	Reviewed and updated Policy, superseding LC21
06/12/2023	Reviewed and updated Policy



COUNCIL REPORT

Agenda Item Number:	13.03.04
Report Title:	Policy Review – INF08 Subdivision and Development
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	12/12/2023
Attachments:	A: INF08 Subdivision Development policy – track changes

Executive Summary

Although the policy INF08 Subdivision and Development is not due for review until March 2024, due to the introduction of the Northern Territory Subdivision Development Guidelines, amendments have been made to the policy. This reports seeks acceptance of the updated policy.

Recommendation

THAT Council;

- 1) Note the status of the implementation of Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations
- 2) Support the proposed changes to INF08 Subdivision and Development Policy to align with the introduction of the Northern Territory Subdivision Development Guidelines

Background

The Northern Territory Subdivision Development Guidelines set out minimum design and construction standards for land subdivisions. Authorities that have approved and accepted the guidelines are listed on page IV in part 1 of the guidelines. Part 1 also includes section 14 variations that detail when authorities depart from the guidelines. Access to the full document, including reference documents, standard drawings and technical specifications can be viewed here: [Northern Territory Subdivision Development Guidelines](#)

On 18 March 2020 Council resolved to:

1. support the implementation of the Northern Territory Subdivision Development Guidelines;
2. approve INF08 Subdivision and Development Policy; and
3. delegate to the Chief Executive Officer authority to:
 - a. implement the Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations; and
 - b. review and amend the Litchfield Council Development and Standards.

Since the release of the NTSDG a revised edition was published on 17 April 2023 following review

and consultation with councils, service authorities, government agencies and representatives of the land development and building industries.

The draft Litchfield Council Schedule of Variations were finalised and submitted to Land Development, Department of Infrastructure Planning and Logistics on 27 February 2023 for review and feedback. On 30 March 2023 the proposed Schedule of Variations were approved by the Land Development Committee. The variations detail specifications including street carriageway widths, design vehicle for rural, industrial and mixed-use road intersections, and landscaping. A copy of the Litchfield Council Schedule of Variations are available to view here [Northern Territory Subdivision Development Guidelines](#)

Since the 2020 Council resolution, drafting of the revised Litchfield Council Development and Standards has progressed but remains incomplete. In general, standards for development are largely captured in the subdivision standards set out in the NTSDG. Whilst it may yet be a desirable outcome to review and amend the Litchfield Council Development and Standards, it is no longer identified as a current priority for Council. To this end, the INF08 Subdivision and Development Policy has been reviewed and proposed changes are identified at Attachment A.

In summary, the draft Policy update prioritises the NTSDG as the Council standard, and application of the existing Litchfield Council standards, which are still titled the Development and Subdivision Standards (dated 20 July 2017), would apply where:

- there is no applicable standard in the NTSDG; or
- the development or subdivision was approved under a Development Permit that was issued prior to the adoption of the NTSDG by Council on 18 March 2020.

The Planning and Development team are progressing with an update to the Litchfield Council website, reviewing forms and policies to reference the NTSDG. Whilst the review of forms and policies is underway an interim webpage is being developed. The changes include:

- A statement to identify that Council's Development and Subdivision Standards apply where standards are not specified in the NTSDG; and
- Removal of the link to Standard Drawings which are outdated and specify detail that is outside of the Austroad Guidelines.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Northern Territory Local Government Act 2019

Northern Territory Planning Act 1999

Northern Territory Planning Scheme 2020

Control of Roads Act 1953

Risks

The policy is being updated to align with the introduction of the Northern Territory Subdivision Development guidelines. There is not expected to be any risk to the organisation.

Community Engagement

As forms and policies are finalised the website will be updated accordingly. This information will be communicated to customers on an as needs basis.



Subdivision and Development **POLICY INF08**

Name	INF08 Subdivision and Development
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	18/03/2020
Review Date	17/03/2024

1. Purpose

This policy provides an overview of Council's requirements for subdivisions and developments within the Litchfield Municipality.

2. Scope

This policy applies to all subdivisions and developments within the Litchfield Municipality.

3. Definitions

For the purposes of this Policy, the following definitions apply:

Activity Centre	Locality as defined by identification in Northern Territory Government strategic planning documents.
Area Plan	Strategic planning document developed by Northern Territory Government; adopted Area Plans are found within the NT Planning Scheme.
Developer	Any person, or business, or representative thereof, that undertakes Development or Subdivision works.
Development	Any development or construction within a property's boundaries, which may or may not have an impact on Council infrastructure, including impacts throughout the duration of the construction process and the operation of the new structure/use on the site. This includes works within Council road reserves, whether by the developer or by others at the instruction of the developer.
Development and Subdivision Standards (Standards)	Litchfield Council's Development and Subdivision Standards, current at the time of Development approval Northern Territory Subdivision Development Guidelines .
Schedule of Variations	The Schedule of Variations within the Northern Territory Government Subdivision Development Guidelines where Council has included specific requirements.

Subdivision and Development **POLICY INF08**

Subdivision	The subdivision (and/or consolidation) of properties, which may or may not require the development of new assets that impact and/or will be handed over for Council ownership.
Subdivision Development Guidelines (Guidelines)	Northern Territory Government Subdivision Development Guidelines, current at the time of Subdivision approval.

4. Policy Statement

4.1. Council Responsibility

- 4.1.1. Council is responsible for ensuring that developers are provided with the minimum standards acceptable to Litchfield Council for dDevelopment and sSubdivision design, construction, and maintenance for land within Litchfield Municipality.
- 4.1.2. Council is responsible for ensuring that new Council assets created, or impact upon existing Council assets, by dDevelopments and sSubdivisions meet Council's requirements for long term control and maintenance.
- 4.1.3. Council may, from time to time, adopt Policies that take precedence over any Guidelines or Standards that are in place.
- 4.1.4. Council aims to ensure that dDevelopment and sSubdivision within the Litchfield Municipality is suitable to the area and supports retaining the amenity of the municipality. The overarching amenity of the municipality is rural, with urban features within Activity Centres and/or Area Plan areas.

4.2. Development and Subdivision

- 4.2.1. Developers undertaking dDevelopment or subdivision works within the Litchfield Municipality are required to meet the Litchfield Council Subdivision and Development StandardsNorthern Territory Subdivision Development Guidelines, including Council's schedule of variations, or agreed-alternative agreed to by Council, to the satisfaction of Council.
- 4.2.1.
- 4.2.2. The Northern Territory Subdivision Development Guidelines were released on 31 August 2020 and the Litchfield Council Schedule of Variations were adopted on 30 March 2023. The Litchfield Council's Development and Subdivision Standards were issued on 20 July 2017Subdivisions
- 4.2.3. Where subject to a Development Permit under the Planning Act 1999, the requirements that apply at the time of Development approval may be applied, or alternative agree to by Council to the satisfaction of Council.

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Subdivision and Development **POLICY INF08**

~~4.3. Litchfield Council Development and Subdivision Standards may also apply where there is no applicable standard in the Northern Territory Subdivision Development Guidelines~~

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~~4.3.1. Developers undertaking Subdivision works within the Litchfield Municipality are required to meet the requirements of the Northern Territory Government Subdivision Development Guidelines, including Council's Schedule of Variations within the Guidelines, or alternative agreed to by Council, to the satisfaction of Council.~~

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5. Associated Documents

Any policies, templates, procedures, guidelines, strategies or plans relevant to the policy.

6. References and Legislation

Northern Territory Local Government Act [2019](#)

Northern Territory Planning Act [1999](#)

Northern Territory Planning Scheme [2020](#)

Control of Roads Act [1953](#)

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/03/2020	New Policy (Decision No. 1920/173)
13/11/2023	Policy updated to align with new NT Subdivision Development Guidelines



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 12 December 2023

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 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(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.

15.03 Australia Day Awards Panel Meeting 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(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.

15.04 Application to Write-Off Rates and 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.

16 Close of Meeting