



# AGENDA

## 26<sup>th</sup> Ordinary Council Meeting

### 11<sup>th</sup> Council of Litchfield

### TUESDAY 17 OCTOBER 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](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

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## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 October 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 19 September 2023, 12 pages; and
- Ordinary Confidential Council Meeting held Tuesday 19 September 2023, 6 pages.

### **6.02 Council Action Sheet / Business Arising from Previous Meetings**

- Business Arising from previous Ordinary Council Meetings.



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

**Minutes of Ordinary Meeting**  
**held in the Council Chambers, Litchfield**  
**Tuesday 19 September 2023 at 6:00pm**

<b>Present</b>	Doug Barden Rachael Wright Andrew Mackay Mathew Salter Kevin Harlan Mark Sidey Emma Sharp	Mayor (Chair) Deputy Mayor / Councillor North Ward Councillor Central Ward Councillor North Ward Councillor Central Ward ( <i>electronically</i> ) Councillor South Ward ( <i>electronically</i> ) Councillor South Ward ( <i>electronically</i> )
<b>Staff</b>	Stephen Hoyne Maxie Smith Rodney Jessup Julie Hillier Gayathri Sivaraj Ashleigh Young Debbie Branson	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Manager Planning and Development ( <i>electronically - in part</i> ) Manager Corporate Services ( <i>in part</i> ) Community Participation Officer ( <i>electronically - in part</i> ) Executive Assistant
<b>Public</b>	As per Attendance Register	

#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which we 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 6:01pm*

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: Deputy Mayor Wright  
Seconded: Cr Mackay

THAT Council approve Cr Sidey, Cr Harlan and Cr Sharp to attend the meeting electronically.

**CARRIED (7/0) ORD2023 11-155**

#### **3.2 Apologies**

Nil.

#### **3.3 Leave of Absence Previously Granted**

Nil.

#### **3.4 Leave of Absence Request**

Nil.

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

Nil.

#### **4.2 Staff**

Chief Executive Officer, Stephen Hoyne declared an interest in Item 15.07 – Workplace Matter however it was not considered necessary for the Chief Executive Officer to leave the meeting for the first part of this being discussed where the Chief Executive Officer would present his summary of the issues and his reasons for the requested items. The Chief Executive Officer was asked to leave the meeting while Council deliberated on its resolution.

## 5. PUBLIC QUESTIONS

### 5.01 Clare Haynes – Freds Pass Reserve

Ms Haynes submitted a public question via a webform submission as follows:

*It is great to see the Fred's Pass Reserve Expansion Plan as this facility will continue to serve as the recreation and sporting hub for our community as the rural area expands. As stated in the Shared Path Plan, "the promotion of walking and cycling can greatly assist and contribute to Litchfield's outcome of being a safe and liveable community by having well connected networks." I, along with other families living in the rural area, would like to know - what will it take for investment into the healthy and safe future for Litchfield residents via shared paths to take place? The Litchfield Council is becoming increasingly popular for young families, and we would love to see our children along with their families and all residents be able to safely use bikes or walk to the education and recreational facilities that Freds Pass Reserve provides and then link up to the Coolalinga shopping precinct and even to the fantastic bike path that goes into the city. We need to look to a healthy liveable engaged future for our community.*

The question was taken on notice.

### 5.02 Narelle Goodrem – Telstra Towers

Ms Goodrem submitted the following public questions via a webform submission as follows:

1. *What are LC roles and responsibilities within the Australian Government regulatory framework for the telecommunications industry in regards the oversight and management of the number of towers going up in the Litchfield area?*
2. *What policies (if any) does Litchfield Council have in regards how requests/proposals from telecommunication companies are investigated for compliance with the above regulatory framework?*
3. *What is Councils understanding of residents' concerns in relation to the 5G rollout in the Litchfield area and what steps has Council taken to undertake its own research on scientific claims about the possible dangers of 5G?*
4. *Does Council have the following documents for each tower*
  - *Health and Safety Risk Assessment;*
  - *Environmental Impact Analysis;*
  - *Insurance Policy for the equipment; and*
  - *The Material Safety Data Sheet for each tower?*
5. *Did Council request for an extension to the timeframe for feedback on Optus letter dated 24 August 2023 advising of the need to upgrade the facility. If so what length of extension was requested and what is the new date for a response to proposed upgrade?*
6. *Are Council aware of the current International Appeal by EMF Scientists to stop the rollout of the current 5G format? (Attachment sent under separate cover)*

The matter will be heard at the Development Consent Authority on Wednesday 20 September 2023 and Litchfield Council will advocate accordingly.

## **6 CONFIRMATION OF MINUTES**

### **6.1 Confirmation of Minutes**

Moved: Deputy Mayor Wright  
Seconded: Cr Harlan

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 15 August 2023, 9 pages;
- Ordinary Confidential Council Meeting held Tuesday 15 August 2023, 3 pages;
- Special Council Meeting held Wednesday 23 August 2023, 3 pages; and
- Special Confidential Council Meeting held Wednesday 23 August 2023, 3 pages.

**CARRIED (7/0) ORD2023 11-156**

### **6.2 Council Action Sheet / Business Arising from Previous Meetings**

Moved: Deputy Mayor Wright  
Seconded: Cr Sidey

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

**CARRIED (7/0) ORD2023 11-157**

## **7. PETITIONS**

Nil.

## **8. DEPUTATIONS AND PRESENTATIONS**

Nil.

## **9. ACCEPTING OR DECLINING LATE ITEMS**

Moved: Cr Mackay  
Seconded: Cr Sharp

THAT Council the late report item 15.08 Breach of Code of Conduct Complaint, be accepted and included under Confidential Reports for consideration.

**CARRIED (7/0) ORD2023 11-158**

## **10. NOTICES OF MOTION**

Nil.

## **11. MAYORS REPORT**

Moved: Mayor Barden  
Seconded: Cr Sharp

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 16 August 2023 to 19 September 2023.

**CARRIED (7/0) ORD2023 11-159**

## **12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

The verbal updates were referred to the relevant items within the agenda.

## **13. OFFICERS' REPORTS**

### **13.01 Corporate and Community**

#### **13.01.01 Litchfield Council Finance Report – August 2023**

Moved: Cr Sharp  
Seconded: Cr Sidey

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

**CARRIED (7/0) ORD2023 11-160**

#### **13.01.02 Capital Works Rollover 2022-23 to 2023-24**

Moved: Cr Mackay  
Seconded: Cr Sidey

THAT Council:

1. receive and note the Capital Works Rollover 2022/23 to 2023/24 report and the corresponding Attachment A: Capital Works Rollover
2. adopts the capital works rollover movements for 30 June 2023 of:
  - \$3,129,452.82 transfer to Unexpended Capital Works Financial Reserve
  - \$2,622,385.81 transfer to Unexpended Grants Financial Reserve
  - \$186,725.75 transfer to Waste Management Financial Reserve
3. adopts the capital works rollover movements and recognise the capital income and expenditure as of 1 July 2023 of:
  - \$3,129,452.82 transfer from Unexpended Capital Works Financial Reserve
  - \$2,622,385.81 transfer from Unexpended Grants Financial Reserve
  - \$186,725.75 transfer from Waste Management Financial Reserve
  - \$5,938,564.38 increase to capital expenditure
  - \$2,622,385.81 increase to capital income
4. acknowledges the decision made on this report will supersede Council Decision ORD2023 11-136.

**CARRIED (6/1) ORD2023 11-161**

**13.01.03 People Performance and Governance Monthly Report – August 2023**

Moved: Deputy Mayor Wright  
Seconded: Cr Harlan

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

**CARRIED (7/0) ORD2023 11-162**

**13.01.04 Local Roads and Community Infrastructure (LRCI) Stage 4 Project Selection Phase**

Moved: Cr Mackay  
Seconded: Cr Sharp

THAT Council approve the variations to Local Roads and Community Infrastructure Stage 4 Part A with a \$682,628 allocation to the shared path works and recommends the allocation of \$682,628 of LRCI Stage 4 Part B to be solely for road reseals.

**CARRIED (7/0) ORD2023 11-163**

**13.01.05 Risk Management Audit Committee Open Minutes – 6 September 2023**

Moved: Cr Sidey  
Seconded: Cr Mackay

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 6 September 2023 meeting, as at Attachment A.

**CARRIED (7/0) ORD2023 11-164**

**13.01.06 DRAFT GOV04 Whistleblowing Policy**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council adopt the draft policy GOV04 Whistleblowing policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

**CARRIED (7/0) ORD2023 11-165**

**13.02 Executive and Community Development**

**13.02.01 Community Services and Development Monthly Report – August 2023**

Moved: Cr Salter  
Seconded: Cr Harlan

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

**CARRIED (7/0) ORD2023 11-166**

**13.02.02 Litchfield Council 2023 Annual Community Survey**

Moved: Deputy Mayor Wright  
Seconded: Cr Salter

THAT Council:

1. thank the community members that provided feedback via the survey; and
2. receive and note the Litchfield Council 2023 Annual Community Survey Results, as at Attachment A.

**CARRIED (7/0) ORD2023 11-167**

**13.02.03 Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes**

Moved: Cr Harlan  
Seconded: Cr Salter

THAT Council:

1. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 3 August 2023, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 14 August 2023, at Attachment B.

**CARRIED (7/0) ORD2023 11-168**

**13.02.04 Project Steering Committee Terms of Reference – Freds Pass Sport and Recreation Reserve \$10M Grant Project Works**

Moved: Cr Mackay  
Seconded: Deputy Mayor Wright

THAT Council approve the establishment of the Project Steering Committee in line with the Terms of Reference as at Attachment A with the following amendments:

Item 3 – Composition - within the Terms of Reference to include invited guests, deputations or guest speakers.

Item 3 – Chairperson – appointed at the inaugural meeting.

Item 7 – Decision-Making Process

- c) only Elected Members representatives are entitled to vote.

**CARRIED (7/0) ORD2023 11-169**



**13.02.04 Project Steering Committee Terms of Reference – Freds Pass Sport and Recreation Reserve \$10M Grant Project Works**

Moved: Cr Mackay  
Seconded: Deputy Mayor Wright

THAT Council:

1. appoints Councillor Sidey, Councillor Sharp, and Councillor Harlan as the Council Representatives on the Project Steering Committee and appoints Mayor Doug Barden as the alternate member;
2. appoints the Chief Executive Officer, or their delegate, as a member of the Project Steering Committee; and
3. request a nominated representative from the Freds Pass Sport and Recreation Reserve Management Board on the Project Steering Committee.

**CARRIED (7/0) ORD2023 11-170**

**13.02.05 NT Remuneration Tribunal – Members Allowances Inquiry**

Moved: Deputy Mayor Wright  
Seconded: Cr Mackay

THAT Council:

1. receive and note correspondence from NT Remuneration Tribunal dated 15 August 2023, as at Attachment A;
2. note that individual Councillors may make independent submissions to the NT Remuneration Tribunal; and
3. authorise the Chief Executive Officer to make submission to the NT Remuneration Tribunal on behalf of Council.

**CARRIED (7/0) ORD2023 11-171**

**13.03 Infrastructure and Operations**

**13.03.01 Summary Planning and Development Report August 2023**

Moved: Cr Harlan  
Seconded: Cr Sharp

THAT Council:

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

**CARRIED (7/0) ORD2023 11-172**

**13.03.02 Guys Creek Road Upgrade Gravel to Seal**

Moved: Cr Mackay  
Seconded: Mayor Barden

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.

**CARRIED (6/1) ORD2023 11-173**

**13.03.03 Audit Approach – Cost to Maintain Council Recreation Reserves**

Moved: Cr Harlan  
Seconded: Cr Sidey

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

**CARRIED (7/0) ORD2023 11-174**

**14. OTHER BUSINESS**

**14.01 Taminmin Community Library – Revisiting Relocation Long Term**

**14.02 Humpty Doo Transfer Station – Steel Collection / Compaction Statistics**

**14.03 Berry Creek – Hopewell Road – Clearing – Update on Investigation**

**15. CONFIDENTIAL ITEMS**

Moved: Cr Mackay  
Seconded: Deputy Mayor Wright

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

**15.03 Road Seal Levy Hold of Interest 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*.

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

**15.04 Development Consent Authority Nominations**

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*.

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

**15.05 Moving of Confidential Items**

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)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) – prejudice the interests of the council or some other person.

**15.06 Sale of Land – 80 and 84 Southport Road**

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)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) – prejudice the interests of the council or some other person.

**15.07 Workplace Matter**

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.

#### **15.08 Breach of Code of Conduct Complaint**

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.

**CARRIED (0/0) ORD2023 11-175**

The meeting moved to Confidential Session at 8:14pm.

#### **15.02 Road Seal Levy Hold Interest Charges**

Moved: Cr Mackay  
Seconded: Cr Sharp

THAT Council:

1. note that interest is not currently being charged on road seal levies;
2. approves the withholding of interest charges for the 2023/2024 financial year for the affected road seal levies;
3. authorises correspondence informing Guys Creek landowners of this resolution; and
4. makes public this resolution.

**CARRIED (7/0) ORD2023 11-177**

#### **15.04 Moving of Confidential Items to Open**

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council:

1. resolves to move the confidential resolutions as listed in Attachment A to public; and
2. make public this resolution and the listing of resolutions as at Attachment A.

**CARRIED (7/0) ORD2023 11-179**

Moved: Cr Mackay  
Seconded: Cr Sidey

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

**CARRIED (7-0) ORD2023 11-185**

The meeting moved to Open Session at 10:12pm.

**17. CLOSE OF MEETING**

The Chair closed the meeting at 10:12pm.

**18. NEXT MEETING**

Tuesday 17 October 2023.

**MINUTES TO BE CONFIRMED**

Tuesday 17 October 2023.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne

Unconfirmed

## 6.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed

Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<b>Road Opening Closing Meade Road, Darwin River</b> THAT Council: <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>3. note that this is an administrative process only and there is no commitment by Council to construct the road.</li> </ol>	19/07/2022	DIO	<b>In Progress</b> Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2023 11-012	<b>Guys Creek Road Land Acquisition and Road Opening</b> THAT Council: <ol style="list-style-type: none"> <li>1. approve the purchase of 8062.3m<sup>2</sup> from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and</li> <li>2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve.</li> </ol>	17/01/2023	DIO	<b>Completed</b> Land acquisition is complete.

### 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 included in September Ordinary Council Meeting Agenda.

### 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

CEO

#### Ongoing

Engaged consultant to prepare Development Application for consolidation.

### Capital Works Rollover 2022-23 to 2023-24

THAT Council:

1. receive and note the Capital Works Rollover 2022/23 to 2023/24 report and the corresponding Attachment A: Capital Works Rollover
2. adopts the capital works rollover movements for 30 June 2023 of:
  - \$3,129,452.82 transfer to Unexpended Capital Works Financial Reserve
  - \$2,622,385.81 transfer to Unexpended Grants Financial Reserve
  - \$186,725.75 transfer to Waste Management Financial Reserve
3. adopts the capital works rollover movements and recognise the capital income and expenditure as of 1 July 2023 of:
  - \$3,129,452.82 transfer from Unexpended Capital Works Financial Reserve
  - \$2,622,385.81 transfer from Unexpended Grants Financial Reserve
  - \$186,725.75 transfer from Waste Management Financial Reserve
  - \$5,938,564.38 increase to capital expenditure
  - \$2,622,385.81 increase to capital income
4. acknowledges the decision made on this report will supersede Council Decision ORD2023 11-136.

ORD2023  
11-161

19/09/2023

DCC

#### Complete

Budget 2023/2024 reflected the adopted budget for the financial year and capital rollover movements as per Council decision ORD2023 11-161.



ORD2023 11-163	<p><b>Local Roads and Community Infrastructure (LRCI) Stage 4 Project Selection Phase</b></p> <p>THAT Council approve the variations to Local Roads and Community Infrastructure Stage 4 Part A with a \$682,628 allocation to the shared path works and recommends the allocation of \$682,628 of LRCI Stage 4 Part B to be solely for road reseals.</p>	19/09/2023	DCC	<p><b>Complete</b></p> <p>Budget Review 1 2023/2024 will reflect the adopted budget for the financial year and LRCI Phase 4 movements as per Council decision ORD2023 11-163.</p>
ORD2023 11-169	<p><b>Project Steering Committee Terms of Reference – Freds Pass Sport and Recreation Reserve \$10M Grant Project Works</b></p> <p>THAT Council approve the establishment of the Project Steering Committee in line with the Terms of Reference as at Attachment A with the following amendments;</p> <p>Item 3 – Composition - within the Terms of Reference to include invited guests, deputations or guest speakers.</p> <p>Item 3 – Chairperson – appointed at the inaugural meeting.</p> <p>Item 7 – Decision-Making Process</p> <p>c) only Elected Members representatives are entitled to vote.</p>	19/09/2023	CEO	<p><b>Complete</b></p> <p>Terms of Reference updated</p>
ORD2023 11-170	<p><b>Project Steering Committee Terms of Reference – Freds Pass Sport and Recreation Reserve \$10M Grant Project Works</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. appoints Councillor Sidey, Councillor Sharp, and Councillor Harlan as the Council Representatives on the Project Steering Committee and appoints Mayor Doug Barden as the alternate member;</li> <li>2. appoints the Chief Executive Officer, or their delegate, as a member of the Project Steering Committee; and</li> <li>3. request a nominated representative from the Freds Pass Sport and Recreation Reserve Management Board on the Project Steering Committee.</li> </ol>	19/09/2023	CEO	<p><b>In Progress</b></p> <p>Freds Pass Sport and Recreation Reserve Management Board invited to nominate a representative</p>

#### NT Remuneration Tribunal – Members Allowances Inquiry

ORD2023 11-171	THAT Council:				
	1. receive and note correspondence from NT Remuneration Tribunal dated 15 August 2023, as at Attachment A;				
	2. note that individual Councillors may make independent submissions to the NT Remuneration Tribunal; and	19/09/2023	CEO	<b>Completed</b>	Nil submissions from individual Council members or collective Council.
	3. authorise the Chief Executive Officer to make submission to the NT Remuneration Tribunal on behalf of Council.				

#### Guys Creek Road Upgrade Gravel to Seal

ORD2023 11-173	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	19/09/2023	DIO	<b>In Progress</b>	Strategy adopted and re-design works commencing.
	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.				



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 October 2023

**7      Petitions**

**8      Deputations and Presentations**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayor's Report**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	11.01
<b>Report Title:</b>	Mayor's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Doug Barden, Mayor
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 20 September 2023 to 17 October 2023.

### Summary

Date	Event
20 September 2023	Litchfield Development Consent Authority
27 September 2023	ABC Head Honcho Program
29 September 2023	National Police Remembrance Day
2 October 2023	Strategic Discussion and Briefing Session
8 October 2023	Senator Susan McDonald
10 October 2023	Annual Community Grants Committee
17 October 2023	Ordinary Council Meeting

### Recommendation

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 October 2023

#### 12 Reports from Council Appointed Representatives

**Meeting**  
Nil.

**Representative**

#### 13 Officers Reports

##### 13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – September 2023

13.01.02 People Performance and Governance Monthly Report –  
September 2023

##### 13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report –  
September 2023

13.02.02 Municipal Plan 2023-2024 Quarterly Performance Report  
Jul-Sep 2023

##### 13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – September  
2023



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.01
<b>Report Title:</b>	Litchfield Council Finance Report – September 2023
<b>Author:</b>	Gayathri Sivaraj, Manager Corporate Services
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	A: Litchfield Council Finance Report – September 2023

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 September 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.

The Balance Sheet and Financial Reserves figures are subject to change as the end of the financial year works and audit is finalised.

The annual rates and waste charges were levied in July 2023 and the first instalment was due on 30 September 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 note the Litchfield Council Finance Report for 30 September 2023.

### 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

## September 2023



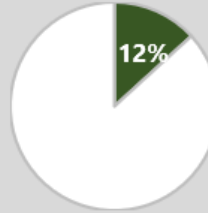
SEP 2023

## DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$ 1.32m  
Municipal Plan Target – 30%



### Rates Outstanding

\$ 2.08m Outstanding  
Municipal Plan Target – <18%  
(Less than 2.9mn)

**\$ 15.92m**

#### OPERATIONAL REVENUE

\$21.48m Budget – 74.1% Target  
Achieved

**\$ 3.73m**

#### OPERATIONAL EXPENSES

\$16.69m Budget – 22.4% Spent

**\$ 12.19m\***

#### OPERATING SURPLUS

Budget \$ 4.79m

**\$ 0.00m**

#### CAPITAL REVENUE

\$ 5.20m Budget

**\$ 1.32m\*\***

#### CAPITAL EXPENSES

\$13.70m Budget \*\*

**\$ (1.32)m\*\***

#### CAPITAL DEFICIT

Budget (\$ 8.5m)\*\*

### RATIOS

<b>32%</b>	Asset Sustainability Target 30% and more
<b>12%</b>	Rates Outstanding Target less than 18%
<b>76%</b>	Own Source Revenue Ratio Target 60% and more
<b>8.05</b>	Current Ratio Target 1 and more
<b>0</b>	Debt Service Ratio Target less than 1

### Current Cash Investments

**\$ 23.8m**

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**0 of 27** Budgeted Capital Programs 2023/24  
\$0.08m Spent (1.09%)

**0 of 1** Additional Capital Programs 2023/24  
\$0.08m Spent (26.09%)

**10 of 29** Carry Forward Programs from 2022/23-\$1.16m Spent (46.25%)

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**\$15.78m** Budgeted Cash Reserves June 2024

Achieved
Achieved
Achieved
Achieved
Achieved

\* June 2023 period is still open for Year End process; therefore, the surplus/deficit results will change once the year-end finalized.

\*\* Capital Expenditure includes the approved rollover of capital projects as per Council decision ORD2023 11-161

## STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET<sup>1</sup>

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 three-twelfth of the annual budget.

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	14,630,005.91	3,634,078.75	(10,995,927.16)	14,536,315.00
Charges	94,234.00	43,750.00	(50,484.00)	175,000.00
Fees and Charges	478,824.02	481,510.00	2,685.98	1,926,040.00
Operating Grants and Subsidies	338,877.00 <sup>2</sup>	1,008,915.75	670,038.75	4,035,663.00
Interest / Investment Income	330,318.20	167,500.00	(162,818.20)	670,000.00
Other Income	55,050.53	35,000.00	(20,050.53)	140,000.00
<b>TOTAL OPERATING INCOME</b>	<b>15,927,309.66</b>	<b>5,370,754.50</b>	<b>(10,556,555.16)</b>	<b>21,483,018.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	1,641,258.42	1,760,422.25	119,163.83	7,041,689.00
Materials and Contracts	1,876,253.95	2,167,895.25	291,641.30	8,671,581.00
Elected Member Allowances	44,557.94	85,250.00	40,692.06	341,000.00
Elected Member Expenses	3,048.80	12,440.50	9,391.70	49,762.00
Council Committee & LA Allowances	1,678.00	2,500.00	822.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	2,338,750.00	2,338,750.00	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	168,007.20	143,142.75	(24,864.45)	572,571.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>6,073,554.31</b>	<b>6,510,400.75</b>	<b>436,846.44</b>	<b>26,041,603.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>9,853,755.35</b>	<b>(1,139,646.25)</b>	<b>(10,993,401.60)</b>	<b>(4,558,585.00)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>9,853,755.35</b>	<b>(1,139,646.25)</b>	<b>(10,993,401.60)</b>	<b>(4,558,585.00)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	2,338,750.00	2,338,750.00	-	9,355,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>2,338,750.00</b>	<b>2,338,750.00</b>	<b>-</b>	<b>9,355,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(1,324,421.51)	(3,426,248.75)	(2,101,827.24)	(13,704,995.00) <sup>3</sup>
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,199,103.75)	(1,199,103.75)	(4,796,415.00)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(1,324,421.51)</b>	<b>(4,625,352.50)</b>	<b>(3,300,930.99)</b>	<b>(18,501,410.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	-	1,300,953.70	1,300,953.70	5,203,814.81
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	-	-	-	-
Transfers from Reserves	-	2,125,295.05	2,125,295.05	8,501,180.19
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>-</b>	<b>3,426,248.75</b>	<b>3,426,248.75</b>	<b>13,704,995.00</b>
<b>NET OPERATING POSITION</b>	<b>10,868,083.84</b>	<b>-</b>	<b>(10,868,083.84)</b>	<b>-</b>

<sup>1</sup> Numbers in statements may include minor rounding differences.

<sup>2</sup> Library Grants funds and a portion of FAGS Grants received

<sup>3</sup> 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
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Council Leadership	-	-	-
Corporate	4,816.14	-	-
Information Services	-	-	-
Finance & Customer Service	11,612,538.93	12,644,145.00	91.84%
Infrastructure & Assets	49,862.70	3,174,570.00	1.57%
Waste Management	3,409,984.93	3,531,861.00	96.55%
Community	59,210.06	97,020.00	61.03%
Community - Library	294,738.95	417,392.00	70.61% <sup>4</sup>
Mobile Workforce	-	-	-
Regulatory Services	94,381.65	175,000.00	53.93%
Thorak Cemetery	401,776.30	1,443,030.00	27.84%
<b>TOTAL REVENUE</b>	<b>15,927,309.66</b>	<b>21,483,018.00</b>	<b>74.14%</b>
<b>EXPENSES</b>			
Council Leadership	177,310.45	1,416,171.00	12.52%
Corporate	116,739.26	666,633.00	17.51%
Information Services	189,810.75	695,136.00	27.31% <sup>5</sup>
Finance & Customer Service	843,389.49	1,733,380.00	48.66% <sup>6</sup>
Infrastructure & Assets	393,566.09	3,960,748.00	9.94%
Waste Management	654,655.72	3,242,811.00	20.19%
Community	645,432.69	1,808,452.00	35.69%
Community - Library	106,979.28	417,532.00	25.62%
Mobile Workforce	256,067.21	1,218,706.00	21.01%
Regulatory Services	133,686.13	473,496.00	28.23%
Thorak Cemetery	217,167.24	1,053,538.00	20.61%
<b>TOTAL EXPENSES</b>	<b>3,734,804.31</b>	<b>16,686,603.00</b>	<b>22.38%</b>
<b>OPERATING RESULT</b>	<b>12,192,505.35</b>	<b>4,796,415.00</b>	<b>254.20%</b>

<sup>4</sup> Includes TFHC Library Grant and Science Week Grant funds.

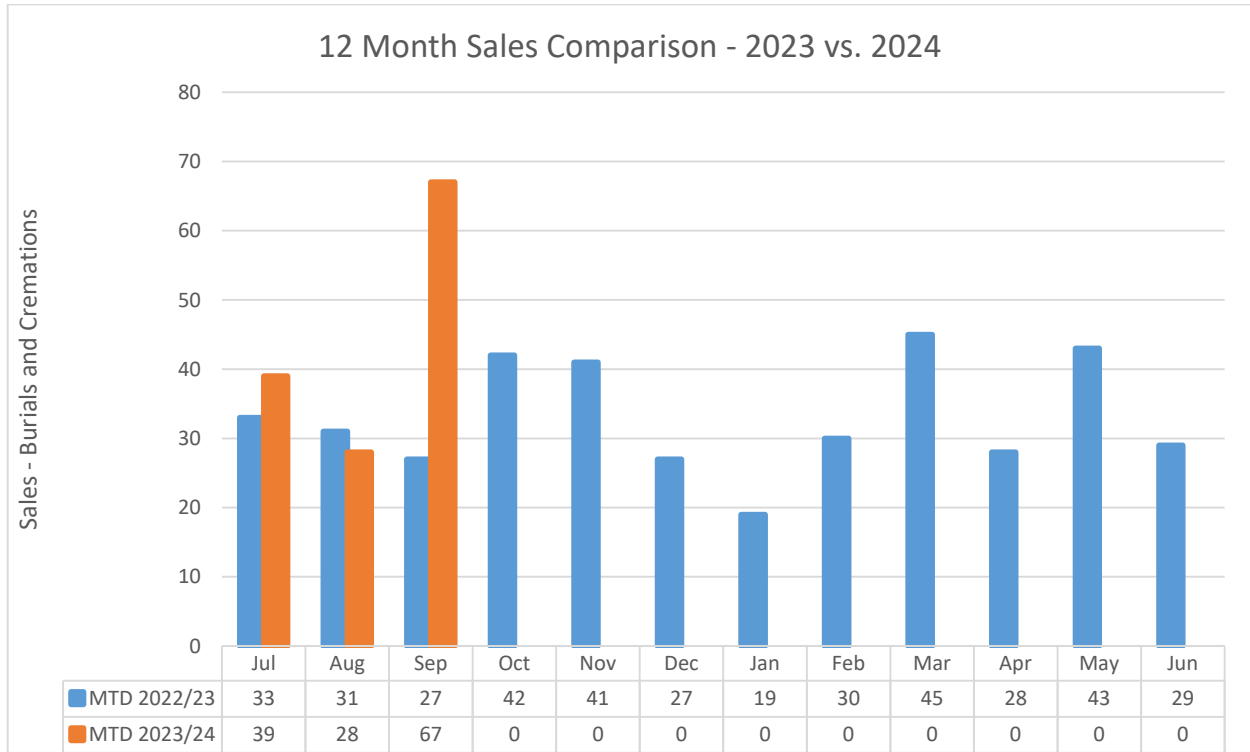
<sup>5</sup> Annual IT License and Support Costs for 2023/24 are included

<sup>6</sup> Includes Annual Insurance Renewals for 2023/24

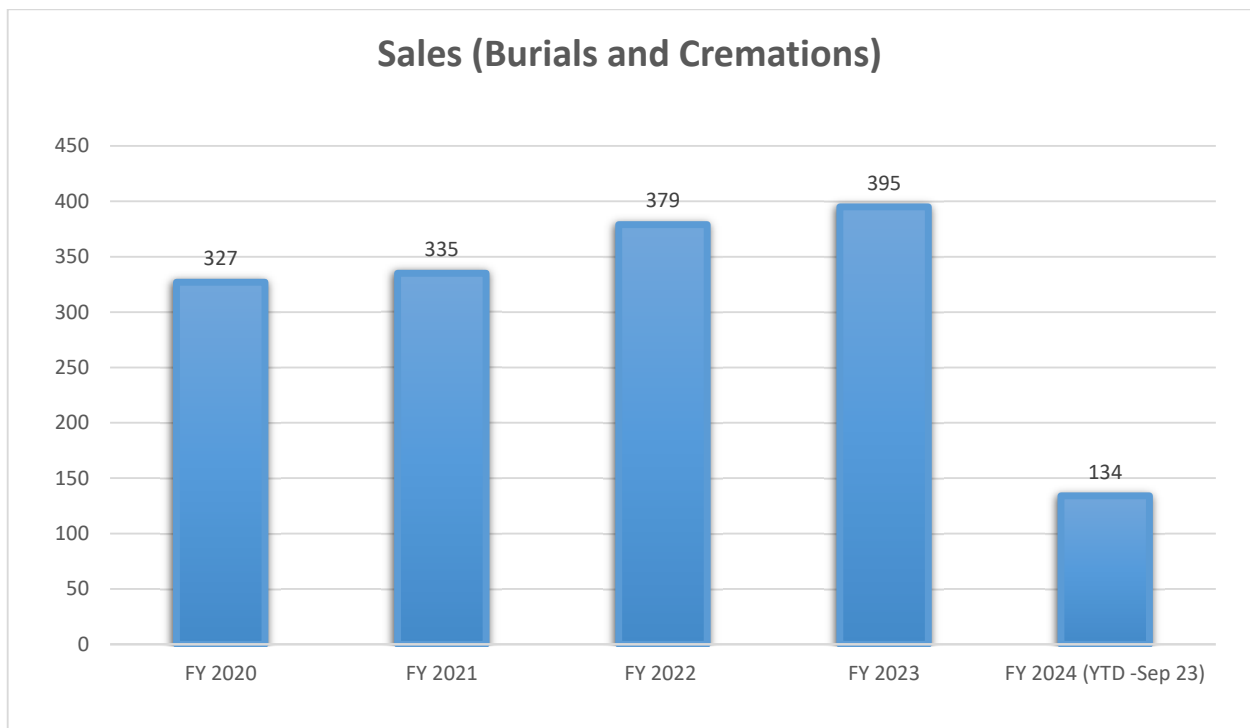
### Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 134 interments and cremations, an increase of 43 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 year to date is 314.

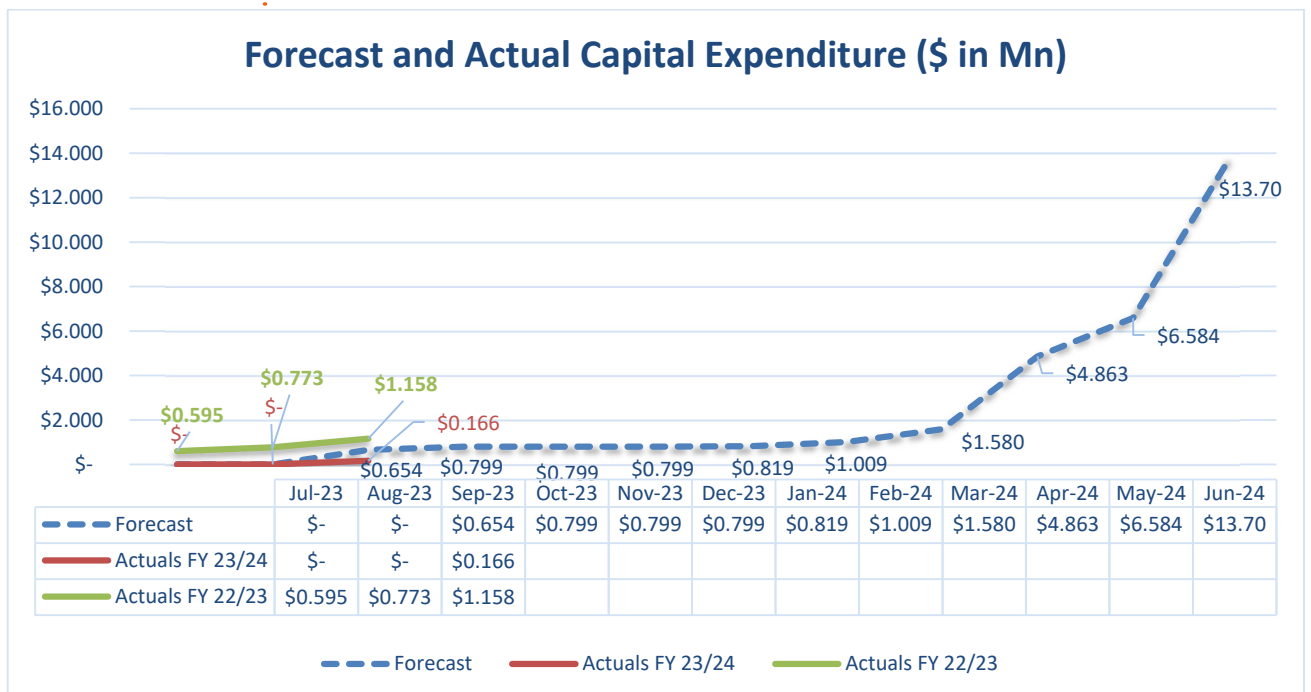


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

**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	170,286.95	214,317.33	44,030.38	857,269.33
Infrastructure (including roads, footpaths, park furniture)	1,154,134.56	3,103,431.42	1,949,296.86	12,413,725.67
Plant and Machinery	-	-	-	-
Fleet	-	108,500.00	108,500.00	434,000.00
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>1,324,421.51</b>	<b>3,426,248.75</b>	<b>2,101,827.24</b>	<b>13,704,995.00</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	1,300,953.70	1,300,953.70	5,203,814.81
Transfers from Cash Reserves	-	2,125,295.05	2,125,295.05	8,501,180.19
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>		<b>3,426,248.75</b>	<b>3,426,248.75</b>	<b>13,704,995.00</b>
<b>FUNDING</b>				



**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 \$	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 Completed - Final site checking prior to finalisation
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Jun-24	Project Planning	Project Scoping for Design
3	Roads	Pavement Renewal – Finn	-	-	-	400,000.00	400,000.00	0.00%	Jun -24	Project Planning	Project Scoping for Design
4	Roads	Gravel Seal Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Project Planning	Road inspections to be conducted in October
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Project Scoping for Design
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	-	Project Planning	Project Scoping for Design
7	Roads	Road Safety Upgrades – Shoulder widening-Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project Scoping for extent of work
		Road Safety Upgrades – Shoulder widening-Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	Jun-24	Project Planning	Project Scoping for extent of work
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 documents at 75% review. Then documents will require PAWA approval.
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design documents at 75% review. Then documents will require PAWA approval.
9	Roads	Road Safety Upgrades - Schools	-	40,494.40	40,494.40	100,000.00	59,505.60	40.49%	Dec-23	Project Delivery	Various portions of the project are in the process of delivery.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
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 Telecell 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 Completed - Final site checking prior to finalisation
13	Drainage	Drainage renewal – Horne Road	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project Scoping for extent of works
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 in initial stages of planning.
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. There are still substantial supply delays in the automotive industry.
20	Community	Freds Pass Reserve Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
21	Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
22	Community	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	Project in initial stages of planning.
24	Community	Humpty Doo Village Green lighting	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
25	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment.	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
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	Project in initial stages of planning.
			-	40,494.40	40,494.40	7,766,429.00	7,725,934.60	0.52%			

#### 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 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark Upgrades	-	74,428.13	74,428.13	200,000.00	125,571.87	37.21%	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 scheduling for Stage 2 in progress.
		Community Hall Car Parking Upgrade				100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project RFQ going to market in October.
		Mira Square Community Building & Road Surface improvements	-	-	-	50,000.00	50,000.00	0.00%	Jun-24	Project Delivery	Project RFQ going to market in October.
		Humpty Doo Upgrades	-	43,830.00	43,830.00	60,000.00	16,170.00	73.05%	Oct-23	Project Delivery	Council Decision ORD2023 11-127. Works are currently underway
				125,553.63	125,553.63	460,000.00	334,446.37	27.29%			



**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 \$	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	663,282.67	921,800.87	900,000.00	1,174,910.80	(21,800.87)	102.42%	Dec-23	Project Delivery	All resealing works complete. Line marking being finalised.
2	Roads	Pavement Renewal various roads	65,769.07	38,774.25	104,543.32	533,429.00	467,659.93	428,885.68	19.60%	Dec-23	Project Delivery	Portions of program complete. Works started on Spencely Road
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	11,994.00	46,018.00	23,608.80	50,000	(22,409.20)	194.92%	Nov-23	Project Delivery	Project designs at 75% review with final documentation to go to PAWA for approval.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	70,826.40	6,674.00	(5,864.51)	108.28%	Complete	Complete	Complete
		Forward Design of Road Projects- Mala Plains-Mulgara Road drainage	-	-	-	70,826.40	-	70,826.40	0.00%	Discontinued	Discontinued	Discontinued
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	17,740.00	-	-	100%	Complete	Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	300,000.00	5,963.27	(15,398.13)	105.13%	Complete	Complete	Complete
5	Roads	Gravel Road Sealing- Guys Creek Road	-	15,000.00	15,000.00	814,088.16	814,088.16	799,088.16	1.84%	TBA	Project Planning	Project re-design RFQ. Assessing submissions.
6	Roads	Gravel Road Sealing - Guys Creek Road	50,309.50	22,650.00	72,959.50	500,000.00	385,602.34	427,040.50	14.59%	TBA	Project Planning	Project re-design RFQ. Assessing submissions

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	4,538.44	4,538.44	100,000.00	100,000.00	95,461.56	4.54%	Dec-23	Project Delivery	Various portions of the project are in the process of delivery.
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. Reliant on PAWA relocation of power pole works.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	100,000.00	34,461.16	29,936.11	70.06%	Oct-23	Project closure	Project complete with final invoices being processed
10	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	350,000.00		(7,232.10)	102.07%	Complete	Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrades	131,194.98	-	131,194.98	350,000.00	168,805.02	218,805.02	37.48%	Apr-24	Project Delivery	95% complete with final re-sheeting works to commence in October
12	Buildings	Council Administration-Council Building - AC Replacement Building Renewal	48,000.00	14,900.00	62,900.00	80,000.00	32,000.00	17,100.00	78.63%	Dec-23	Project closure	New unit installed. Processing final invoices.
13	Buildings	Thorak Cemetery Asset Renewal-As per AMP	76,222.81	9,111.03	85,333.84	83,000.00		(2,333.84)	102.81%	Complete	Complete	Complete
14	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00		35,000.00	0.00%	Discontinued	Discontinued	Discontinued
15	Community	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	40,000.00	2,801.51	1,965.51	95.09%	Aug-23	Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
16	Community	Reserves Asset Renewal	-	-	-	80,000.00	-	80,000.00	0%	N/A	Discontinued	Discontinued
17	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	535,000.00	183,050.64	154,531.67	71.12%	Jun-24	Project Delivery	Awaiting delivery of a Crew Truck.
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	25,000.00	0.00	(70,531.71)	382.13%	Complete	Complete	Complete
		Waste Vehicle Replacement	162,112.20	-	162,112.20	230,000.00	92,725.75	67,887.80	70.48%	Dec-23	Project Planning	Awaiting delivery
18	Roads	Southport Roads – Gravel to Seal Upgrade	171,082.18	326,108.18	497,190.36	2,071,858.00	1,900,775.82	1,574,667.64	24.0%	Dec-23	Project Delivery	Contractor is expecting completion by the end of November. Weather permitting.
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		27,934.00	35,000.00	7,066.00	7,066.00	79.81%	Dec-23	Project Delivery	Further Detail in Community report.
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	Community	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-	-	19,775.57	19,775.57	10,000.00	10,000.00	(9,775.57)	197.76%	Nov-23	Project Delivery	Further Detail in Community report.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<i>McMinns Lagoon Recreation Reserve</i>										
25	Community	LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Kunkey Lagoon, HDVG	101,099.14	110.72	101,209.86	103,282.83	2,183.69	2,183.69	97.89%	TBA	Project Delivery	Project is at its final stage
26	Waste	Compactor refurbishment	-	-	-	94,000.00	94,000.00	94,000.00	0.00%	Jun-24	Project Planning	Project scope finalised, commencing RFQ process.
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	350,000.00	-	258,022.85	26.28%	Jun-24	Project Delivery	Various projects still in early design fazes. Ie. Thorngate Road Pavement Rehab
28	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	226,645.45	10,993.17	237,638.62	454,910.00	123,354.55	217,271.38	52.24%	Dec-23	Project Closure	Final invoices being processed.
		<i>Schools Safety Audits-Humpty Doo - Challoner Circuit Area</i>	<i>1,541.25</i>	-	<i>1,541.25</i>	94,452.85		87,602.85	7.25%	Oct-23	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							

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Road Safety Upgrades - Street Lighting, intersections, Challoner Circuit review	-	-	-							
29	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26		49,365.26	66,930.00	17,566.36	17,564.74	73.76%	Dec-23	Project Closure	Final invoices being processed and then acquittal.
			2,966,251.05	1,158,373.48	4,124,624.53	8,918,952.44	5,938,566.00	4,794,327.91	46.25%			
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 are subject to change after the completion of the 2022/23 annual audited financial statements.

BALANCE SHEET AS AT 30 SEP 23	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	23,825,545.33	
Untied Funds	6,821,711.73	
Accounts Receivable <sup>7</sup>		
Trade Debtors	184,522.89	(2)
Rates & Charges Debtors	8,656,653.36	
Other Current Assets	406,033.23	
<b>TOTAL CURRENT ASSETS</b>	<b>39,894,466.54</b>	
Non-Current Financial Assets	7,365,703.84	
Property, Plant and Equipment	426,569,649.83	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>433,935,353.67</b>	
<b>TOTAL ASSETS</b>	<b>473,829,820.21</b>	
<b>LIABILITIES</b>		
Accounts Payable <sup>8</sup>	1,407,973.34	(3)
ATO & Payroll Liabilities <sup>9</sup>	(32.27)	(4)
Current Provisions	613,815.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
<b>TOTAL CURRENT LIABILITIES</b>	<b>4,956,810.75</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	340,562.00	
Other Non-Current Liabilities	-	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>340,562.00</b>	
<b>TOTAL LIABILITIES</b>	<b>5,297,372.75</b>	
<b>NET ASSETS</b>	<b>468,532,447.46</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	30,411,402.06	
<b>TOTAL EQUITY</b>	<b>468,532,447.46</b>	

<sup>7</sup> Includes Allowance for Doubtful debt.

<sup>8</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

<sup>9</sup> Includes Superannuation Payments awaiting to be recovered.

## 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)	11/01/2023	1,000,000.00	4.50%	10/10/2023	272	4,000,000.00	16.79%	33,534.25
	5/04/2023	1,000,000.00	4.50%	19/12/2023	258			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
Commonwealth (S&P A1+)	24/01/2023	1,000,000.00	4.36%	24/10/2023	273	7,325,545.33	30.75%	32,610.41
	13/01/2023	325,545.33	4.47%	24/10/2023	284			11,322.56
	8/02/2023	1,000,000.00	4.54%	8/11/2023	273			33,956.71
	21/02/2023	1,000,000.00	4.81%	21/11/2023	273			35,976.16
	25/05/2023	2,000,000.00	4.94%	23/01/2024	243			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
Defence Bank (S & P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	2,500,000.00	10.49%	46,735.62
	10/08/2023	1,500,000.00	5.20%	11/06/2024	306			65,391.78
NAB (S&P A1+)	7/03/2023	500,000.00	4.76%	5/12/2023	273	10,000,000.00	41.97%	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
<b>TOTAL INVESTMENTS</b>		<b>23,825,545.33</b>				<b>23,825,545.33</b>	<b>100%</b>	<b>918,349.42</b>

% of Total Investment Portfolio	A1 & A1+ (max 100%)	70%	A2 (max 60%)	30%	100%
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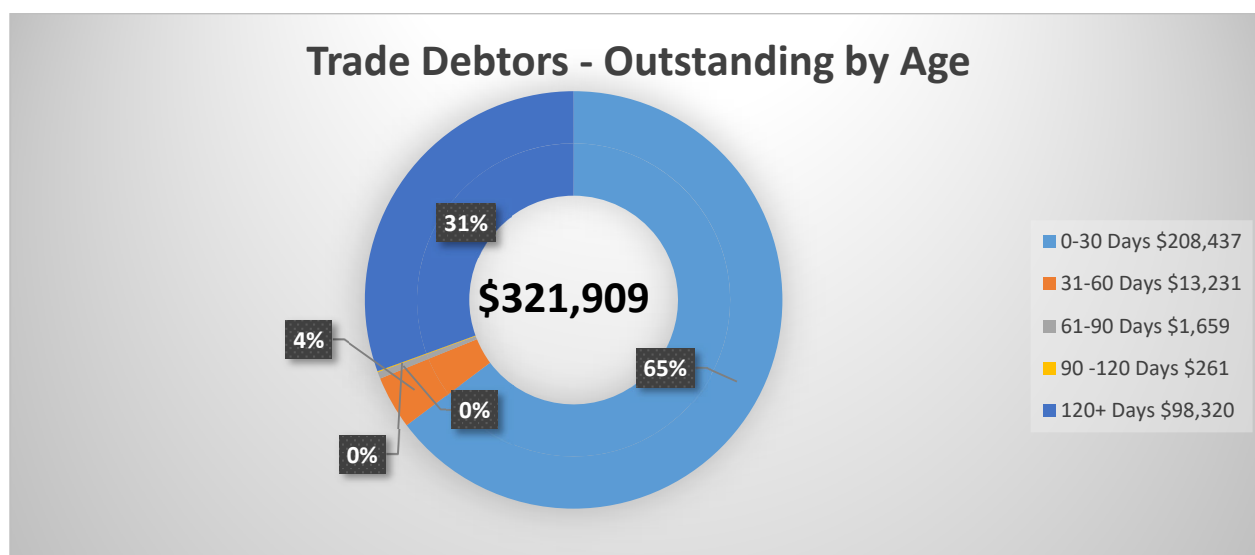
Total Investments/ Tied Funds	\$ 23,825,545.33	Total Year to date Investments Earnings	\$ 280,796.48
General Bank Funds	\$ 6,820,436.73		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 6,821,711.73		
Total all funds	\$ 30,647,257.06		

## Note 2: Statement of Trade Debtors

Total Debtors as of 30 September 2023 is \$ 321,908.60 ; \$98,320.04 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. Follow-up is continuing to settle the outstanding balances. A provision for doubtful debt has been made during the end of year financial statements preparation.

Fines and Infringements - Council has two hundred and eighteen (218) infringements outstanding with a total balance of \$56,534 an increase of \$1,167 from August. Five (5) are newly issued, five (5) reminder notice produced, two hundred and four (204) 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	-	882.00	(300.00)	(300.00)	51,741.91	52,023.91
Cemetery	57,438.23	10,844.20	214.00		(3,371.30)	65,125.13
Waste	2,502.33	357.00	103.00	-	-	2,962.33
Recreation Reserves	473.22	72.90	-	-	(138.57)	407.55
Planning	-	-	-	-	-	-
GST Receivable	144,855.68	-	-	-	-	144,855.68
Infringements	3,168.00	1,075.00	1,642.00	561.00	50,088.00	56,534.00
<b>Total</b>	<b>208,437.46</b>	<b>13,231.10</b>	<b>1,659.00</b>	<b>261.00</b>	<b>98,320.04</b>	<b>321,908.60</b>



## 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	511,018.15	-	-	-	-	511,018.15
Cemetery	1,336.86	-	-	-	-	1,336.86
<b>Total</b>	<b>512,355.01</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>512,355.01</b>



#### 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	157,315.56					157,315.56
Payroll- PAYG	-					-
<b>Total</b>	<b>157,315.56</b>	-	-	-	-	<b>157,315.56</b>

#### 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 2022/23 annual audited financial statements are complete.

	2022-23 Forecast Balance \$	2023-24 Net Movement \$	2023-24 Budget Balance \$
<b>Externally Restricted</b>			
Developer Contribution Reserve	576,000.00	-	576,000.00
Unexpended Grants / Contributions	-	-	-
Unexpended Capital Works	-	-	-
<b>Total Externally Restricted Reserves</b>	<b>576,000.00</b>	-	<b>576,000.00</b>
<b>Internally Restricted</b>			
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
<b>Total Internally Restricted Reserves</b>	<b>15,593,000.00</b>	<b>(389,000.00)</b>	<b>15,204,000.00</b>
<b>TOTAL RESERVES</b>	<b>16,169,000.00</b>	<b>(389,000.00)</b>	<b>15,780,000.00</b>

## Outstanding Rates

### Prior Years Rates Outstanding

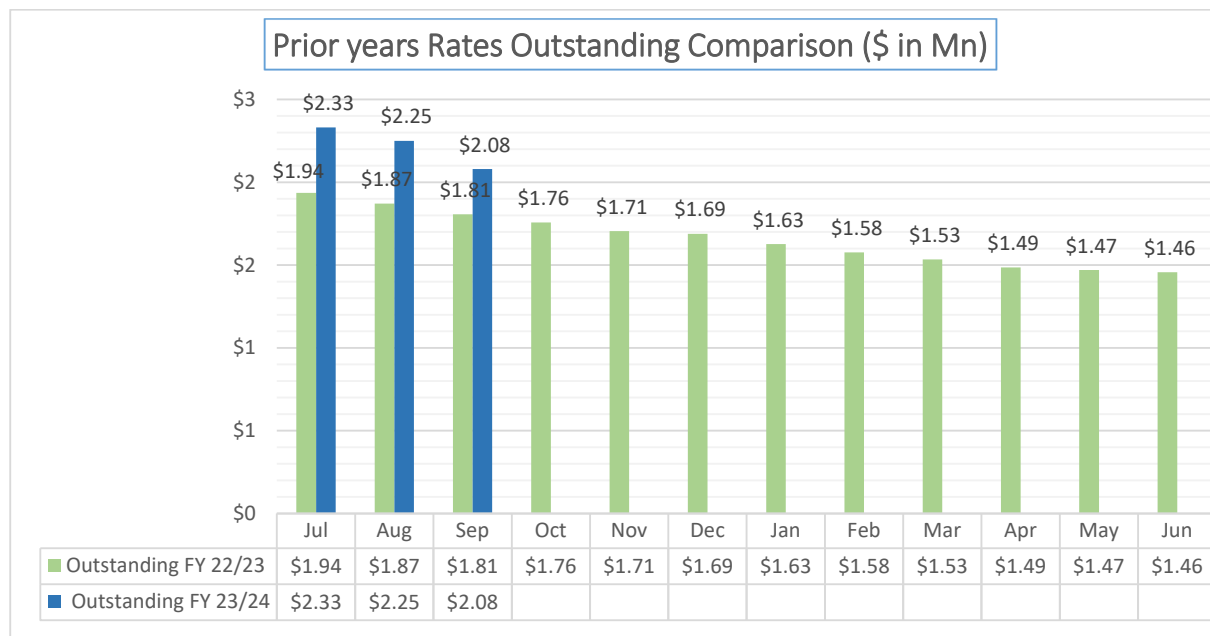
The below table illustrates the split of prior year outstanding rates, currently at \$2.08million.

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 (August 2023) (\$)	Current Month (September 2023) (\$)
COMMERCIAL	32,403.11	38,232.13	38,569.12
GAS PLANT	29.33	53.60	-
MINING	133,581.68	151,080.95	150,298.98
HORTICULTURE AGRICULTURE	74,580.88	97,428.24	95,989.08
NON-RATEABLE GENERAL	18,663.65	18,889.30	19,005.86
NON-RATEABLE WASTE	35,650.57	38,233.79	38,037.42
PASTORAL	-	-	-
RURAL RESIDENTIAL	987,004.00	1,702,532.91	1,537,555.05
URBAN RESIDENTIAL	175,316.16	211,835.72	200,734.44
<b>TOTAL</b>	<b>1,457,229.38</b>	<b>2,258,286.64</b>	<b>2,080,189.95</b>
<b>Arrears LESS Legal</b>	<b>1,295,744.10</b>	<b>2,082,821.10</b>	<b>1,895,847.24</b>

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



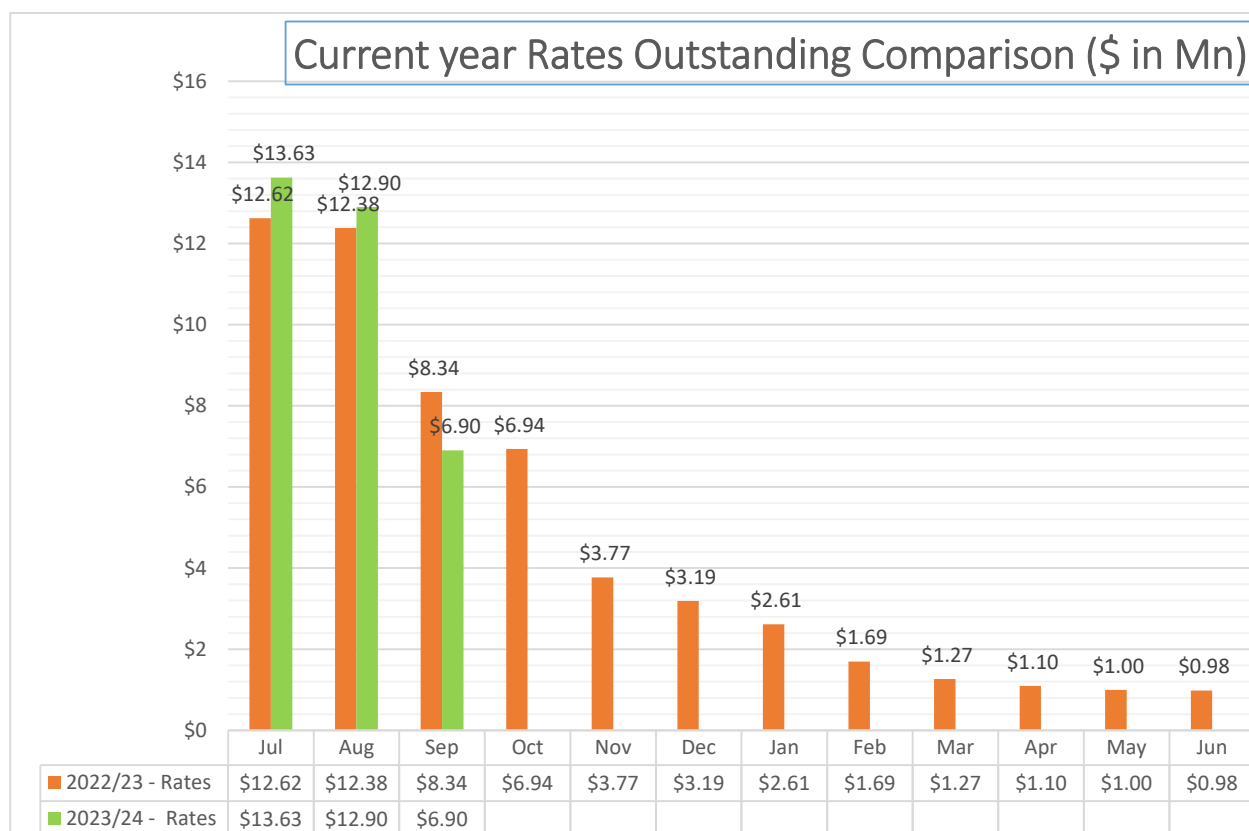
## Current Year Rates

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

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

	Previous Month August 2023) (\$)	Current Month (September 2023) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	4,114,220.72	1,627,965.90	<b>2,486,254.82</b>	<b>30-Sep-23</b>
<b>Instalment 2</b>	4,331,058.26	2,555,807.75	<b>1,775,250.51</b>	<b>30-Nov-23</b>
<b>Instalment 3</b>	4,457,740.45	2,707,435.50	<b>1,750,304.95</b>	<b>28-Feb-24</b>
<b>TOTAL</b>	<b>12,903,019.43</b>	<b>6,891,209.15</b>	<b>6,011,810.28</b>	

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



## Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1456.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 23 Jul 2024	2,000,000.00
1451.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 03 Jul 2024	1,000,000.00
1460.67-01	JARDINE LLOYD THOMPSON PTY LTD	2023/2024 Litchfield Council - Insurance Renewals	444,359.96
1455.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFT23-329 LRCI Program - Southport Roads Upgrade	260,730.80
1453.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	Variation 4- Extra Telstra Asset Relocation	97,988.19
1458.162-01	CIVICA PTY LTD	Nov 23 - Oct 24 - Annual Licence Renewal and CRM Procure to Pay Training	82,502.60
1460.280-01	CITY OF DARWIN	Aug 2023 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	77,029.00
1453.409-01	F & J BITUMEN SERVICES PTY LTD	Reseal Roads - Various Locations Litchfield Council Municipality	64,086.19
1455.874-01	VTG WASTE & RECYCLING	Jul 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	50,506.03
1453.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 05 (22/23) - Cycle 1 WE 03 Sep 2023	49,652.00
1455.2714-01	SK FENCING PTY LTD	Remove Chainmesh and Install Powder Coat Fencing at HDVG	47,410.00
1458.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 06 (22/23) - Cycle 1 WE 17 Sep 2023	45,862.00
1453.1524-01	ESRI AUSTRALIA PTY LTD	Learning and Services Program Units	29,700.00
1453.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment 05 - Cyc 1 WE 03 Sep 2023	25,692.37
1458.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment 06 - Cyc 1 WE 17 Sep 2023	25,566.66
1460.260-01	EARL JAMES & ASSOCIATES	RFQ23-372 Guys Creek Road Survey	24,915.00
1460.2009-01	ADG ENGINEERS (AUST) PTY LTD	Whitewood Road Foot Path - Hillier to Hicks Road	22,616.00
1453.1829-01	PACESETTER SERVICES	Authority Asset Revaluation	16,830.00
1453.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jul 2023 - RFT21-264 ICT Services and Support	16,058.25
1458.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Drain Cleaning - Various Locations Litchfield Council Municipality	15,180.00
1460.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Drainage Reformation - Various Locations Litchfield Council Municipality	15,070.00
1453.512-01	SELTOR SHAW PLUMBING PTY LTD	HDVG & KLRR Water Valve Testing, and Repairs HDVG	14,323.80
1455.906-01	WARD KELLER PTY LTD (LAWYERS)	Professional legal services	12,100.00
1455.170-01	NTRS (NT RECYCLING SOLUTIONS)	Aug 2023 - LC Rural Transport General Waste to Shoal Bay Receiving Station	11,791.52
1460.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Fabrication of Flail Mower Slasher Blades and Shackles	10,763.06

Cheque No.	Payee	Description	Amount (\$)
1460.78-01	POWER & WATER CORPORATION	Aug 2023 - Water HPRR, HDWTS and HSWTS	10,533.69
1460.1564-01	FOURIER TECHNOLOGIES PTY LTD	Authority and Site Support - Remote	10,391.10
1460.810-01	UHY HAINES NORTON	Complete Council's Work in Progress Analysis and Capitalisation of Assets 2022/2023	10,175.00
1458.849-01	WEX AUSTRALIA (PUMA CARD)	Aug 2023 - Litchfield Council and Thorak Fuel Account	9,859.55
1455.1068-01	MR D S BARDEN	August 2023 - Elected Members Allowances	8,893.44
1452.1736-01	TROJON CONTRACTORS (MSKK PTY LTD)	Install Colourbond Fencing at Thorak Cemetery	8,118.00
1455.14-01	AUSTRALIA POST	Postage - Annual Rates Notice 2023/2024	8,023.19
1458.192-01	MAGIQ SOFTWARE (INFOXPRT)	Magiq Documents - Managed Services for Electronic Archive	7,685.17
1455.1829-01	PACESETTER SERVICES	Rates Module Training	6,930.00
1453.85-01	TELSTRA	Aug 23 - Thorak & LC Internet, Data and Mobiles	6,565.92
1453.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	6,496.08
1460.85-01	TELSTRA	Sep 23 - Thorak & LC Internet, Data and Mobiles	6,148.97
1455.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Driveway Repair Works - Various Locations Litchfield Council Municipality	5,775.00
1455.2390-01	MASTERPLAN SA PTY LTD	Freds Pass Reserve - Consolidation of Lots	5,374.82
1453.951-01	MINTER ELLISON	Professional Legal Fees	5,340.50
1455.2737-01	DR C FORD OAM	Professional Legal Fees	4,399.98
1458.1564-01	FOURIER TECHNOLOGIES PTY LTD	New Lenovo Workstation inc Configuration	4,201.40
1458.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Drainage Clearing - Various Locations Litchfield Council Municipality	4,158.00
1453.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	4,149.12
1458.1253-01	CRAIG BURGDORF	BSWTS - Service of Heavy Machinery on-site, including Consumables	4,002.70
1453.78-01	POWER & WATER CORPORATION	May - Aug 2023 - Power and Water HDVG	3,802.08
1458.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Removal - Various Locations Litchfield Council Municipality	3,674.00
1452.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Aug 2023 - Grave Preparation Thorak Cemetery	3,432.00
1458.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	3,246.65
1460.926-01	JACANA ENERGY	Aug 2023 - Electricity - All Waste Stations, Council Office, HDVG, HPRR and MWF	2,987.12
1458.2697-01	SOS SCREEN WINDOWS & DOORS	Service On Security (SOS) Screen Doors including Installation HDVG	2,970.00
1458.1141-01	NORTHERN GROUND MAINTENANCE	Aug 2023 - Mowing Service HPRR, HDVG and KLRR	2,948.00

Cheque No.	Payee	Description	Amount (\$)
1460.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Sep 2023 - Cleaning Litchfield Council Office and Thorak Cemetery	2,810.16
1455.2249-01	MS R A WRIGHT	August 2023 - Elected Members Allowances	2,562.84
1455.2253-01	MR A MACKAY	August 2023 - Elected Members Allowances	2,519.13
1458.436-01	DELTA ELECTRICS NT PTY LTD	Generator Service - Litchfield Council Office	2,515.54
1454.512-01	SELTHER SHAW PLUMBING PTY LTD	Irrigation Replacement - Thorak Cemetery	2,423.99
1455.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	2,408.55
1455.2252-01	MRS E SHARP	August 2023 - Elected Members Allowances	2,363.39
1455.2239-01	MR M SIDEY	August 2023 - Elected Members Allowances	2,263.39
1460.1152-01	LANE COMMUNICATIONS	2023-2024 Annual Rate Notices Production and Distribution	2,174.76
1453.2049-01	AJ SECURITY DARWIN	Aug 2023 - Security Open and Lock Up HPRR - Increased Patrols Due to Vandalism	2,171.59
1460.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	2,144.96
1457.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	2,095.97
1455.409-01	F & J BITUMEN SERVICES PTY LTD	Reseal Roads - Various Locations Litchfield Council Municipality	1,907.35
1455.2238-01	MR K R HARLAN	August 2023 - Elected Members Allowances	1,863.39
1455.498-01	MR M I G SALTER	August 2023 - Elected Members Allowances	1,863.39
1459.926-01	JACANA ENERGY	Aug 2023 - Electricity Thorak Cemetery	1,757.27
1453.2084-01	NT CRICKET ASSOCIATION	Refund 2023 Cricket Season Fee Amendment	1,651.20
1460.162-01	CIVICA PTY LTD	July 2023 - Rates On Demand Training and Assistance	1,584.00
1458.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	1,509.22
1453.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	1,436.99
1458.1392-01	AKRON GROUP NT PTY LTD	Traffic Control - Emergency Road Closure	1,423.13
1455.78-01	POWER & WATER CORPORATION	Jul 2023 - Water - Litchfield Council Office	1,374.87
1453.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 03 Sep 2023	1,371.37
1458.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 17 Sep 2023	1,371.37
1460.2672-01	TROPICAL TREE SERVICES	Remove and Clear Trees from Drains - Various Locations Litchfield Council Municipality	1,320.00
1453.1152-01	LANE COMMUNICATIONS	Rates Brochure - Production	1,304.60
1455.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Aug 2023 - Security Patrol HDWTS and Litchfield Council Office	1,297.82

Cheque No.	Payee	Description	Amount (\$)
1455.668-01	INSTITUTE OF PUBLIC WORKS ENGINEERING	Subscription Fee Renewal - 2023/2024	1,237.50
1460.2229-01	IWATER NT PTY LTD	Excavate and Repair Irrigation on Main Line at Thorak Cemetery	1,221.00
1454.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	1,180.12
1455.384-01	MS C VERNON	Aug 2023 - Authority Consultancy Services	1,168.75
1457.132-01	AIRPOWER NT PTY LTD	Service RTV Kubota CE73WD	1,140.10
1458.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2023 - Photocopier& Consumables for all Litchfield Council, Thorak, Waste Stations and MWF	1,132.97
1460.794-01	TOP END R.A.C.E.	Investigate and Repair Lights CRM 31147	1,129.55
1458.2744-01	LITCHFIELD COUNCIL RESIDENT	Refund Defect Bond	1,115.40
1455.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary Litchfield Council Office	1,090.17
1452.287-01	HARVEY DISTRIBUTORS	Stainless Steel Toilet Paper Dispenser and Refills, and Consumables Thorak Cemetery	1,072.21
1458.202-01	MR I SUMMERS	Chair Fee for RMAC Meeting 6 September 23	1,054.90
1453.1016-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	1,000.00
1460.1000-01	LAVERCOMBE GRADER SERVICES	Supply Livingstone Car Park Digital Data	935.00
1453.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Council Employees	834.91
1458.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Variation - For the Install of the Large Fan	825.00
1458.512-01	SELTHER SHAW PLUMBING PTY LTD	Repairs to Sewerage Whilst Fencing Installation HDVG	803.00
1457.220-01	THE BIG MOWER	Replacement Mower Blades and Spool Cord for Whippers	784.35
1452.2049-01	AJ SECURITY DARWIN	Aug 2023 - Security Open & Lock Up Thorak Cemetery	781.19
1455.953-01	HWL EBSWORTH LAWYERS	Professional legal services	734.72
1455.2671-01	MR G ARNOTT	RMAC Meeting - 06 September 2023	719.00
1455.90-01	INDUSTRIAL POWER SWEEPING	Shared Path Sweep of Rocks on Thorngate Road	704.00
1458.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	HSWTS Inspect and Fill Stock	685.50
1455.1674-01	FRESH START - FOR CLEANING	Sep 2023 - Cleaning - MWF Shed & Waste Stations	675.00
1460.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering - Council Meetings / Strategic Briefing Session	670.00
1453.2703-01	MILLS OAKLEY	Professional legal services	662.20
1460.1944-01	NTOI PTY LTD (NT OFFICE INSTALLATIONS)	July 2023 - Office Moves and Furniture Removal	660.00
1458.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary Litchfield Council Office	655.99

Cheque No.	Payee	Description	Amount (\$)
1459.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	651.10
1455.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items MWF	647.52
1452.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	644.96
1458.612-01	CREMASCO CIVIL PTY LTD	Installation of Waste Tally Signs HDWTS	633.60
1460.90-01	INDUSTRIAL POWER SWEEPING	Sweep Carruth Rd - Girraween School Access Area	610.50
1458.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Sep 23 - Library Buddies Session	600.00
1453.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jul 2023 - Litchfield Council Archive Storage Costs	595.42
1460.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Aug 2023 - Litchfield Council Archive Storage Costs	594.95
1453.2164-01	SCOUT TALENT PTY LTD	Aug 2023 - E-Learning Monthly Subscription	582.12
1455.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employee	559.90
1455.940-01	ABG PTY LTD	Heavy Vehicle Registration Checks	550.00
1458.2378-01	PACK & SEND DARWIN	Jul 2023 - Courier Service Taminmin Library	540.00
1460.1853-01	GOSPEL CHURCH GROUP	Refund for the non-use of Venue 25th & 27th September 2023	532.90
1452.941-01	EVERLON BRONZE	Plaques for Thorak Customers	528.00
1455.512-01	SELTHER SHAW PLUMBING PTY LTD	HSWTS: Repair Underground Water Leak	507.03
00413314	LITCHFIELD COUNCIL PETTY CASH	Jul - 11 Sep 23 - Petty Cash Reimbursement	506.70
1458.2266-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Community Grant -- Native Plant Sale Fun	500.00
1460.2745-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - Dance Around the World Competition	500.00
1458.1211-01	MR G S MAYO	Aug 2023 - Weekend Pound Maintenance	480.00
1458.1428-01	HANNA'S COOLING PTY LTD	Investigate AC not Cooling and Repair on-site	473.00
1455.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Site Test & Tag Recertification of Electrical Appliances - Taminmin Library	468.60
1453.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Site Test & Tag Recertification of Electrical Appliances - Waste Stations and MWF	462.00
1460.828-01	HOWARD SPRINGS VETERINARY CLINIC	Aug 2023 - Euthanasia and Disposal of Impounded Dogs	460.00
1458.2742-01	HIGH PRESURE DARWIN	Pressure Clean of KLRR BBQs	423.50
1458.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs and Maintenance HPRR	407.00
1460.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS - Weld Repair Split in Floor of Skid Steer	363.00
1453.874-01	VTG WASTE & RECYCLING	HSWTS - Liquid Waste Disposal WE 23 Aug 2023	352.00



Cheque No.	Payee	Description	Amount (\$)
1458.1730-01	DARLS ART	Cultural Activities - Taminmin Library School Holiday Program	350.00
1458.828-01	HOWARD SPRINGS VETERINARY CLINIC	Sep 2023 - Euthanasia and Disposal of Impounded Dogs	345.00
1453.55-01	CHUBB FIRE & SECURITY PTY LTD	Annual Monitoring Dialler & Preventative Maintenance	330.10
1458.2739-01	BODYBAR	Health & Wellbeing - Onsite Visit for Litchfield Council Employees	326.70
1458.25-01	LAND TITLES OFFICE	Land Title Searches - Planning and Rates	321.90
1453.2731-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - School Sports Competitor	300.00
1453.2733-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - Tassell Rugby League Cup Challenge	300.00
1453.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	300.00
1455.2738-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - Tassell Rugby League Cup Challenge	300.00
1458.2740-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant- Tassell Rugby League Cup Challenge	300.00
1458.2741-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - Pony Club Championships	300.00
1460.2747-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - State Equestrian Championships	300.00
1460.2748-01	LITCHFIELD COUNCIL GRANT RECIPIENT	Youth Development Grant - School Sports Competitor	300.00
1460.1674-01	FRESH START - FOR CLEANING	Cleaning MWF and All Waste Stations WE 19 Sep 2023	292.50
1454.874-01	VTG WASTE & RECYCLING	Aug 2023 - Empty of Waste Bins at Thorak Cemetery	275.00
1453.1503-01	ENVISIONWARE PTY LTD	Envisionware LPT Renewal 2023-2024	256.58
1458.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Apr - Jun 2023 - FRU Fines Enforcement	242.00
1458.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	235.73
1453.2734-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	225.00
1455.1330-01	PAWS DARWIN LTD	Aug 2023 - Animal Impound Transfers and Rehoming	225.00
1455.1697-01	RSPCA	Aug 2023 - Animal Impound Transfers and Rehoming	225.00
1453.2735-01	LITCHFIELD COUNCIL DOG OWNER	Refund of Duplicate Dog Registration Tak	220.00
1453.2730-01	LITCHFIELD COUNCIL RESIDENT	Refund of Overcharge of Waste at HDWTS	186.84
1454.287-01	HARVEY DISTRIBUTORS	Bulk Purchase Bin Liners for Thorak Cemetery	183.57
1460.1143-01	WORKPRO ( RISK SOLUTIONS AUSTRALIA)	Pre-employment checks x 3	181.50
1453.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Sep 2023 - ASSA Monthly Membership	165.00
1459.1700-01	SAGE CONSTRUCTIONS PTY LTD	Sand Delivered to Thorak Cemetery	150.00

Cheque No.	Payee	Description	Amount (\$)
1460.2378-01	PACK & SEND DARWIN	Collection from CDU and Delivery to Taminmin Library	150.00
1458.790-01	BOBTOW TILT TRAY SERVICES	Remove Abandoned Vehicle from Litchfield Council Municipality	132.00
1453.25-01	LAND TITLES OFFICE	Land Title Searches - Planning and Rates	130.00
1460.663-01	ACCESS HARDWARE (NT) PTY LTD	Replacement Fobs for New Swipe Access System to Hire Venues	121.79
1455.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Aug 2023 - Garden Maintenance, Humpty Doo Community Garden	120.00
1459.776-01	HME AIRCONDITIONING & ELECTRICAL	Diagnose and Repair Blocked Air Conditioning Pipes	115.01
1453.2726-01	LITCHFIELD COUNCIL RESIDENT	Refund of Animal Hired Equipment	110.00
1455.2726-01	LITCHFIELD COUNCIL RESIDENT	Refund of Animal Hired Equipment	110.00
1460.2743-01	LITCHFIELD COUNCIL RESIDENT	Refund of Animal Hired Equipment	110.00
1455.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Mirror Assembly SV4594 JD	105.36
1453.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	102.40
1453.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	100.00
1453.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	100.00
1455.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	100.00
1458.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	100.00
1460.565-01	CURBY'S (NT) PTY LTD	Engraved Name Bar for Chambers	99.00
1453.2729-01	LITCHFIELD COUNCIL DOG OWNER	Refund Dog Registration	96.00
1453.2732-01	LITCHFIELD COUNCIL DOG OWNER	Refund Dog Registration	96.00
1454.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) IN	CPR Training Course	95.00
1453.1133-01	NT WATER FILTERS	Clean and Sterilise Litchfield Council Foyer Water Cooler	90.00
1458.926-01	JACANA ENERGY	Jul & Aug 2023 - Electricity HDVG House	77.37
1459.85-01	TELSTRA	Sep 2023 - Telstra Line Rental Thorak Cemetery	76.79
1460.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2023 - Additional Alarm Responses	72.88
1453.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:25 Aug 2023	61.77
1455.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:01 Sep 2023	61.77
1460.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:15 Sep 2023	61.77
1453.2493-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit on Return	58.00

Cheque No.	Payee	Description	Amount (\$)
1458.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for HSWTS	57.75
1455.2736-01	LITCHFIELD COUNCIL DOG OWNER	Registration Refund AN 11589	51.00
1453.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bolts & Nuts for Signage Installs	49.01
1452.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	46.20
1457.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	23.10
1453.1013-01	BTC PARTS & ACCESSORIES PTY LTD	Fuse Blade Holders	21.00
<b>TOTAL</b>			<b>4,721,389.87</b>

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

Cardholder Name: Stephen Hoyne

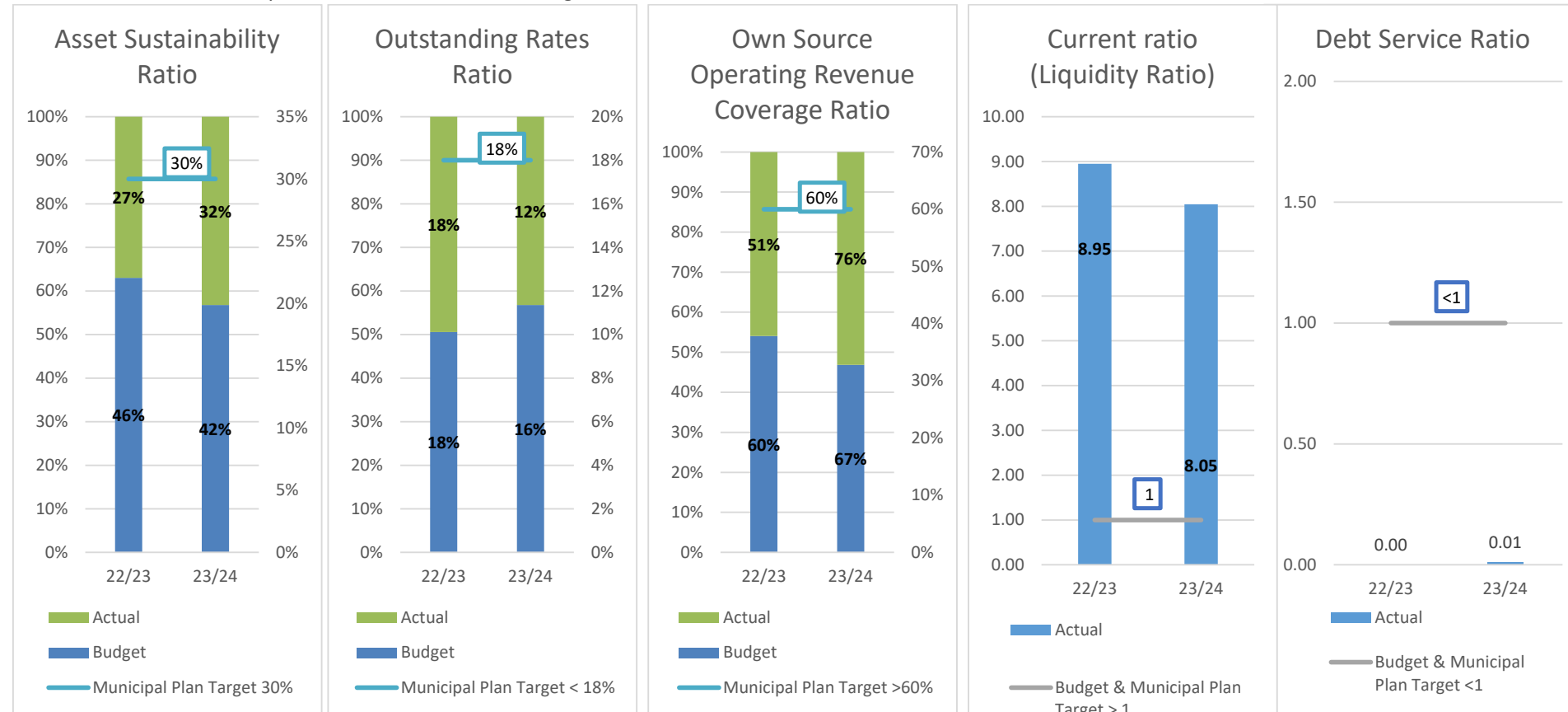
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
20/09/2023	6.00	Card fee	Card fee
19/09/2023	920.00	Essex Court	Accommodation CEO professional development
18/09/2023	709.15	Mangates	Joint Asset Management Training
11/09/2023	1,211.18	Airnorth	Flights – CEO Training
08/09/2023	12.50	Nevaehs Sushi Café	Mediation lunch
<b>Total</b>	<b>2,858.83</b>		

#### 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			
<b>Total</b>			

## 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 municipal target for Asset Sustainability is at 30%. Council's Asset Sustainability ratio of 32% for the month of September. 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 12% 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 67% 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 8.05 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:** 30.09.2023

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:

A handwritten signature in black ink, appearing to be 'S. H. [unclear]', written over a horizontal line.

Date Signed: 11 October 2023



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – September 2023
<b>Author:</b>	Ankit Pansal, HR and Records Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	A: People, Performance and Governance Report – September 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 September 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.

At the 15 August 2023 Ordinary Council Meeting, elected members requested some changes be made to the way data is presented within this report. A draft revised version of the report will be presented to elected members for their feedback later in the year with the intention that the report will subsequently be presented in the updated format.

### 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

### September 2023

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA			

#### External Appointments

Position	Department	Start date	Permanent/Temporary
Accountant	Corporate	25 September 2023	Fixed Term Contract

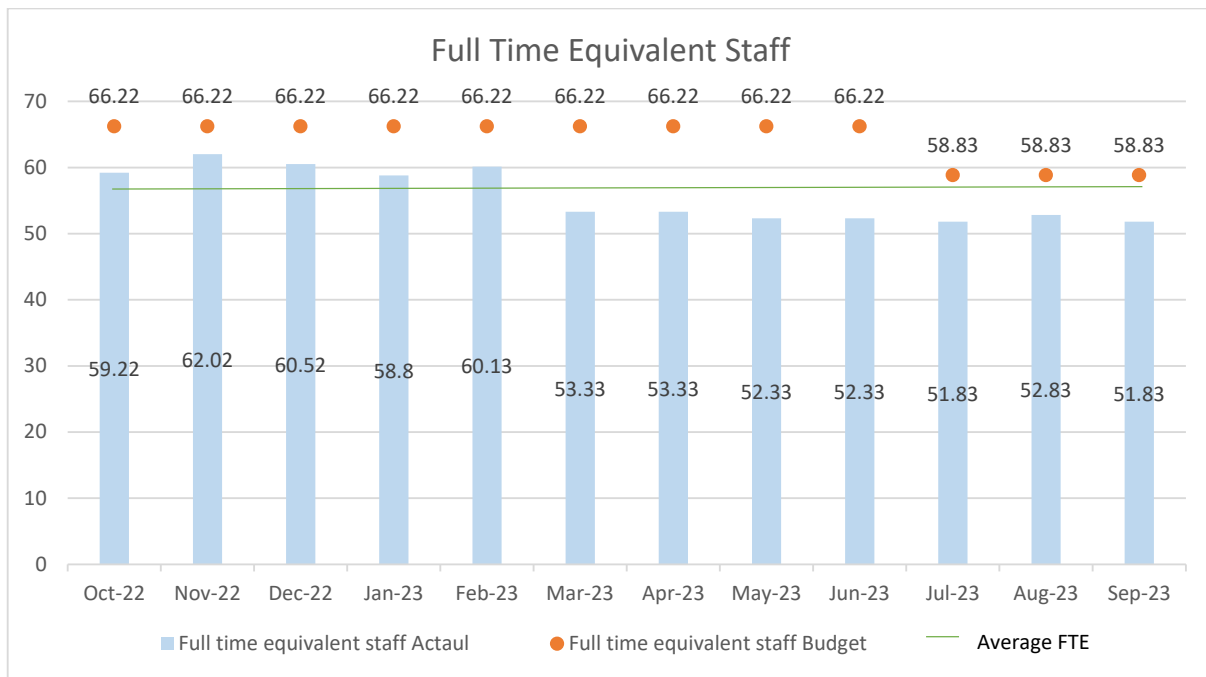
#### Employment Separation

Position	Department	End date	Permanent/Temporary
Project Engineer	Infrastructure	12 September 2023	Fixed Term Contract
Library Customer Service Officer	Library	28 August 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
<b>Total</b>	<b>58.83</b>	<b>51.83</b>	<b>-7.00</b>

#### Recruitment Overview:

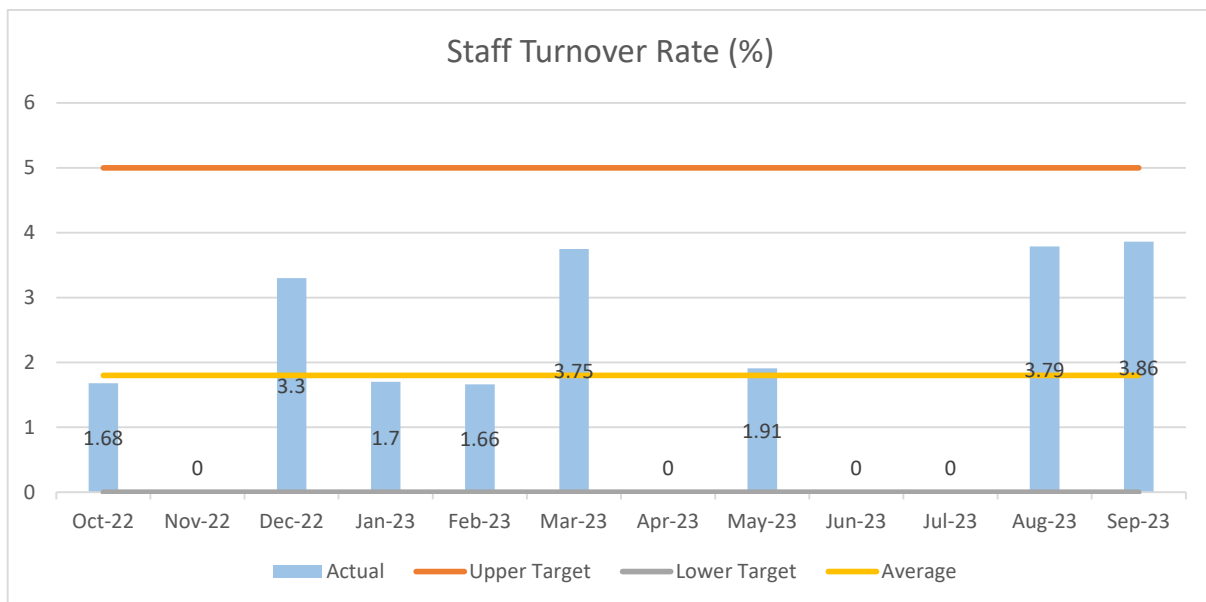
Role	In Progress	Completed
Manager Corporate Services		✓
Engineering Officer - Casual	✓	
Grounds Person - Thorak	✓	
Library Programs Officer	✓	
Plant Operators (Mobile Workforce)	✓	
Library Customer Service Officer - Casual	✓	



#### Turnover Rate:

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

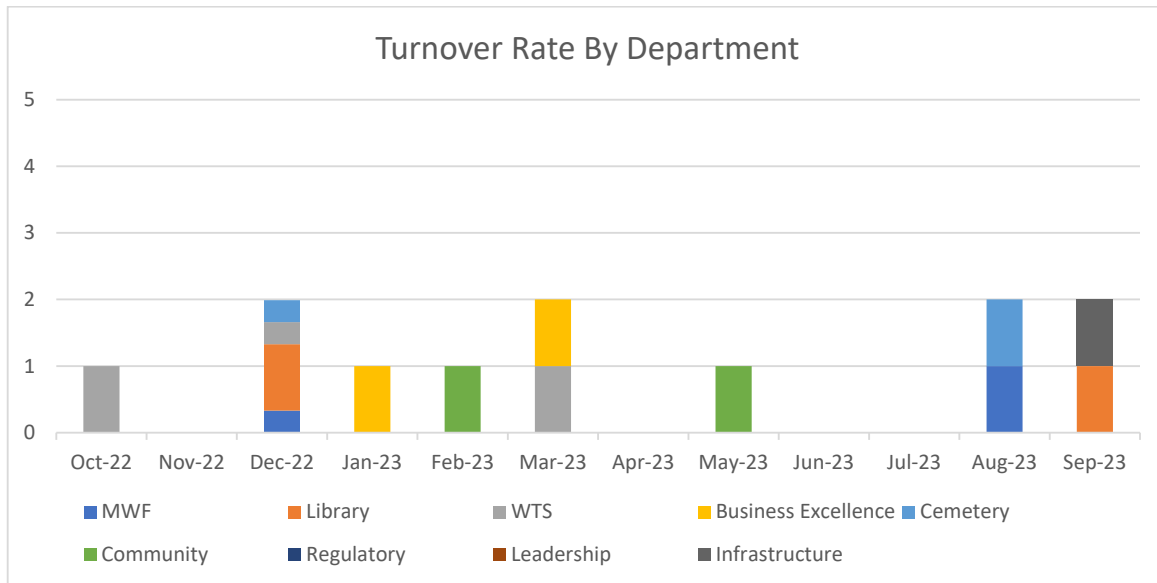
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Sept	Average
1.68%	0%	3.30 %	1.70 %	1.66 %	3.75%	0%	1.91%	0%	0%	3.79%	3.86 %	1.80%
1	0	2	1	1	2	0	1	0	0	2	2	1.00

Target Average: Between 0% to 5%

### Turnover Rate by Department:



### Comparison with total FTE:

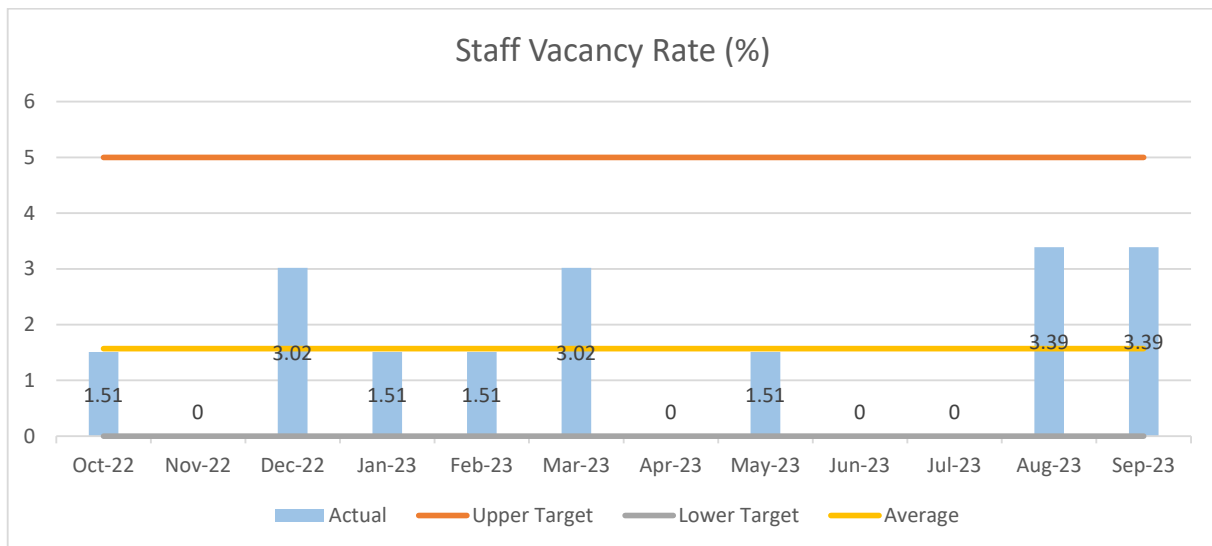
Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	1	1.93
Library	1	1.93
Corporate	0	NA
Community	0	NA
Leadership	0	NA
<b>Total</b>	<b>2</b>	<b>3.86%</b>

### Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
Infrastructure	1	11.11
Library	1	40.00
<b>Total</b>	<b>2</b>	<b>51.11</b>

### Staff Vacancy Rate:

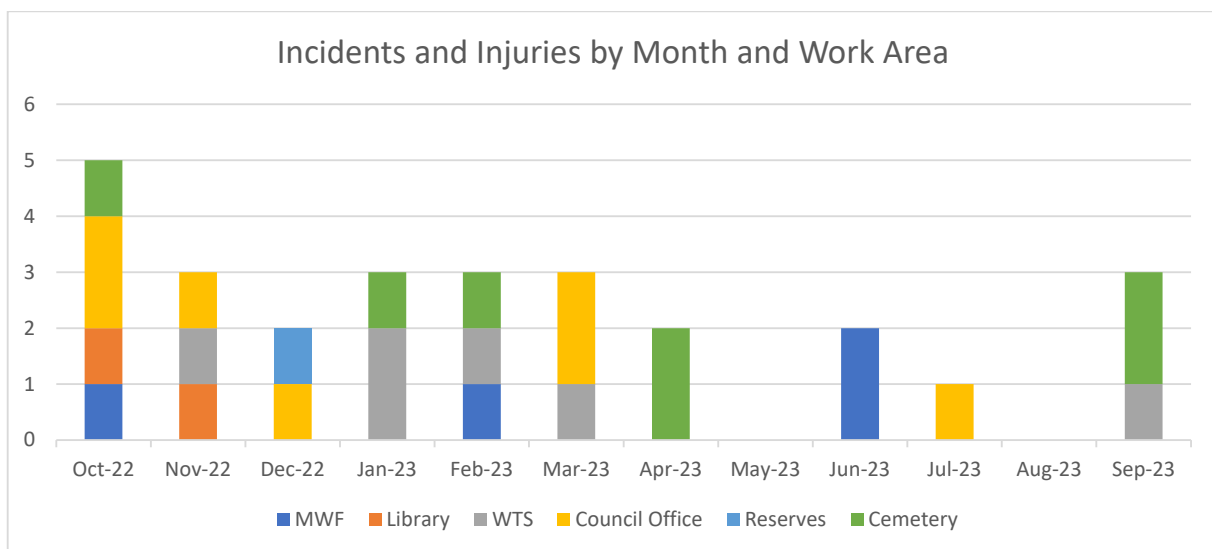
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Sept	Average
1.51%	0.00%	3.02%	1.51%	1.51%	3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.57%

Target: Between 0% to 5%

### Workplace Health and Safety:



There were three workplace health and safety incidents recorded in September 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

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Community Services and Development Monthly Report – September 2023
<b>Author and Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	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 September 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

### Annual Community Grants

Annual Community Grant applications closed on Thursday 28th September 2023. The Community Grants Committee are scheduled to meet on Tuesday 10 October in Council Chambers to consider the applications. Incorporated groups or not-for-profit organisations based in the municipality can apply for grants of up to \$5,000 to deliver a project or activity that benefits the Litchfield community. The cost of this grant program is covered by cans and bottles collected at the Council's Waste Transfer Stations under the 10c container deposit scheme.

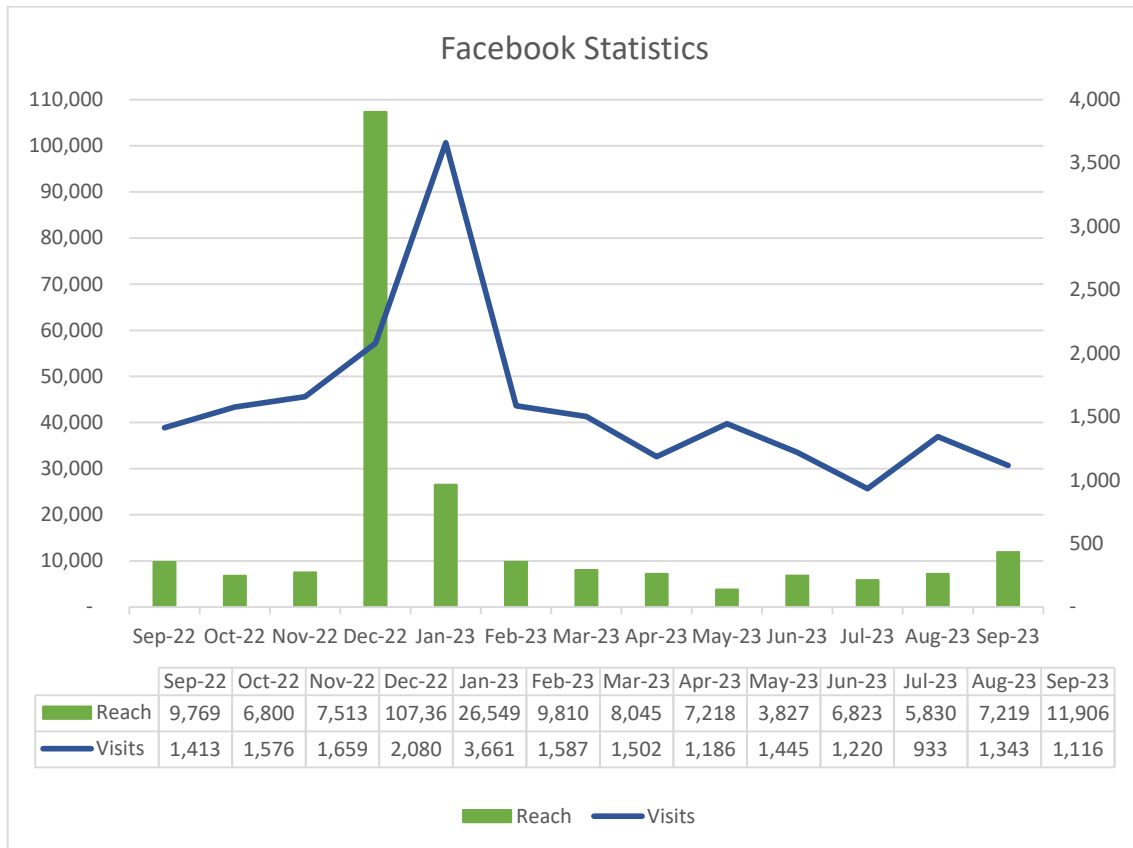
### Facebook Reach

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

### 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, Instagram feed, marketing promotion, or your page rules. The page received 32 new 'likes' over the reporting period.

The below graph displays this data for the current month with a monthly comparison to the same month the year prior.



### Website Users

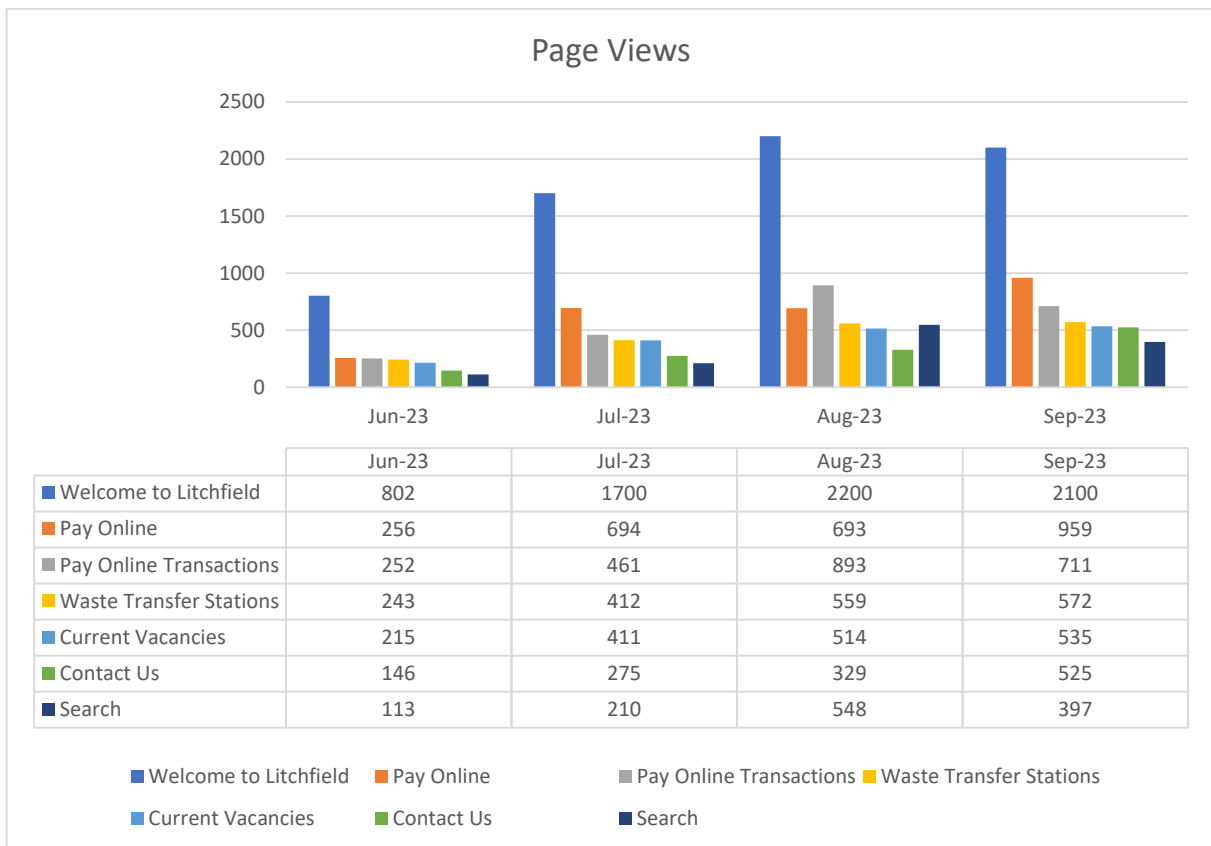
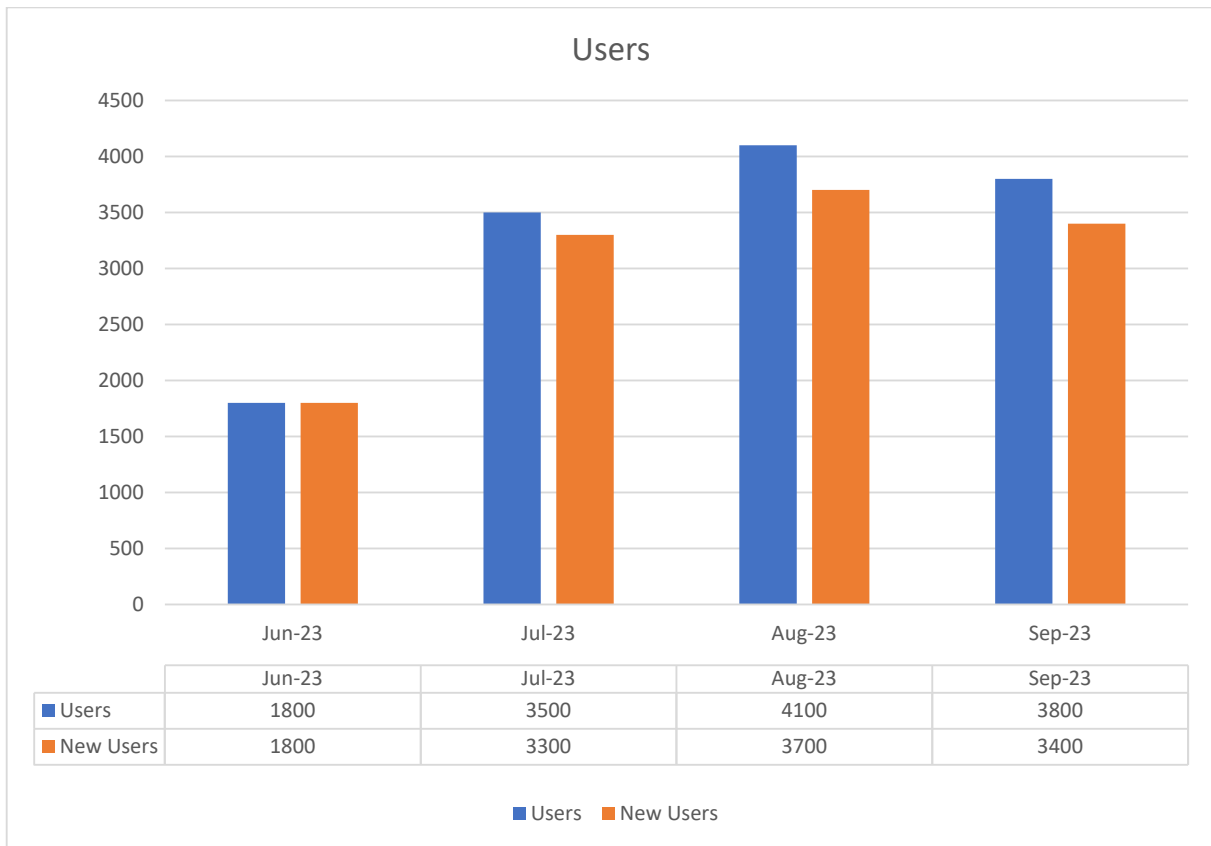
A website user is a person who is accessing, browsing, or interacting with a website.

### 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.

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 August Board meeting	Act as council delegate and communicate info to the Management Board.
McMinns Lagoon Reserve Association AGM	Act as council delegate and communicate info to the Reserve 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.

### Project Updates

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

Location	Project	Status
McMinns Lagoon	Pathway lighting	Works currently underway. Project is awaiting the arrival of bollards and other equipment with the final stages due for completion toward the end of October.
HPRR/HDVG/KLRR	CCTV + Wi-Fi	<b>Complete across all reserves.</b> Installation of a fifth camera at the Humpty Doo Village Green is currently underway. This camera will capture the western back boundary closest to the Humpty Doo bus depot.
Humpty Doo Village Green	BBQs	BBQ ready for installation. On hold until back boundary fence has been repaired. The exploration of a possible 6 <sup>th</sup> camera is also being discussed to ensure the new equipment can be monitored at a closer range.

Location	Project	Status
Humpty Doo Village Green	Boundary Fencing	<p>Installation of garrison fencing along the back boundary of HDVG began Monday 4 September. After completion, a section of the back boundary was damaged. Contractors have been contacted to repair the damage to the fence with reinforced concrete.</p> <p>Approval for the extension of the front cyclone fencing has been granted. Contractors have been engaged to commence the work of reinforcing and increasing the height of the fence.</p>
Humpty Doo Village Green	Cenotaph Upgrade	<p>Conversations regarding potential ideas for the upgrade of the Humpty Doo Village Green Cenotaph have resumed. The CPO has reinitiated discussions with the Lions Club to explore any potential ideas that align with the expectations of all stakeholders.</p>

### Youth and Community Engagement

In collaboration with the Department of the Chief Minister and Cabinet and the Department of Education, Build-Up Skateboarding has been contracted to provide skateboarding workshops at the Humpty Doo Village Green Skatepark. These workshops will be held on Friday afternoons from 3:00pm to 5:00pm for a total of 8 weeks, beginning Friday 15 September. The primary objective of these workshops is to foster youth empowerment and enhance confidence in skateboarding skills, while also offering engaging activities for young participants.

### Stakeholder Engagement

The police camera stationed in between the community hall and scout hall has been replaced by Humpty Doo police. The village green remains an action item with the Darwin, Palmerston and Litchfield Interagency Tasking Coordination Group (DPLITCG) which the CPO attends every Monday morning with representatives from the NTPFES, Palmerston, Darwin, and Litchfield councils and delegates from the NTG. CPO will communicate the need for an additional police camera if issues continue to persist. Instances of ASB have significantly declined since the start of the school holidays.

## Taminmin Library

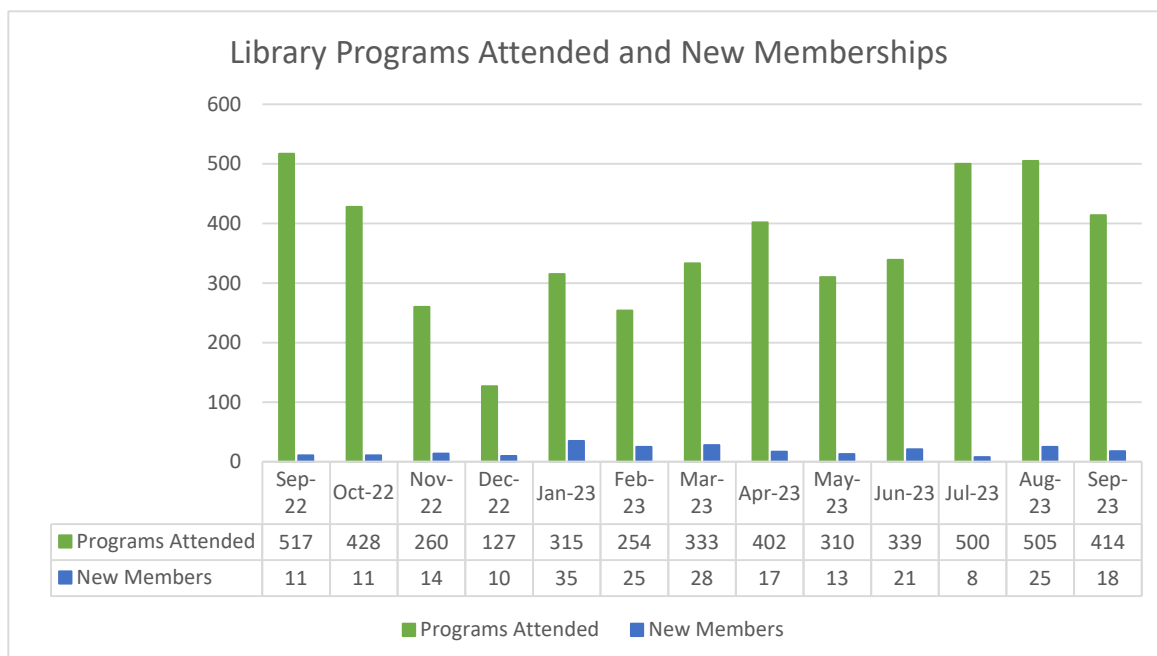
### Visitors to the Library

The library had 2,871 visitors in September 2023 and was open for 186 hours (one public holiday and one week of school holiday hours during which hours are 10am-5pm). The previous month of August compared at 3,208 visitors and was open for 199 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 20 program activities delivered across a wide variety of community demographics, with a total attendance of 414 participants. In the same period last year, the library had 517 attendees at 22 programs. 18 new people joined the library during September 2023, compared to 25 new members in the previous month. In September 2022 the library had 11 new members.



## Library Disruptions

A few interruptions to library access and services in September 2023. Dates effected as follows:

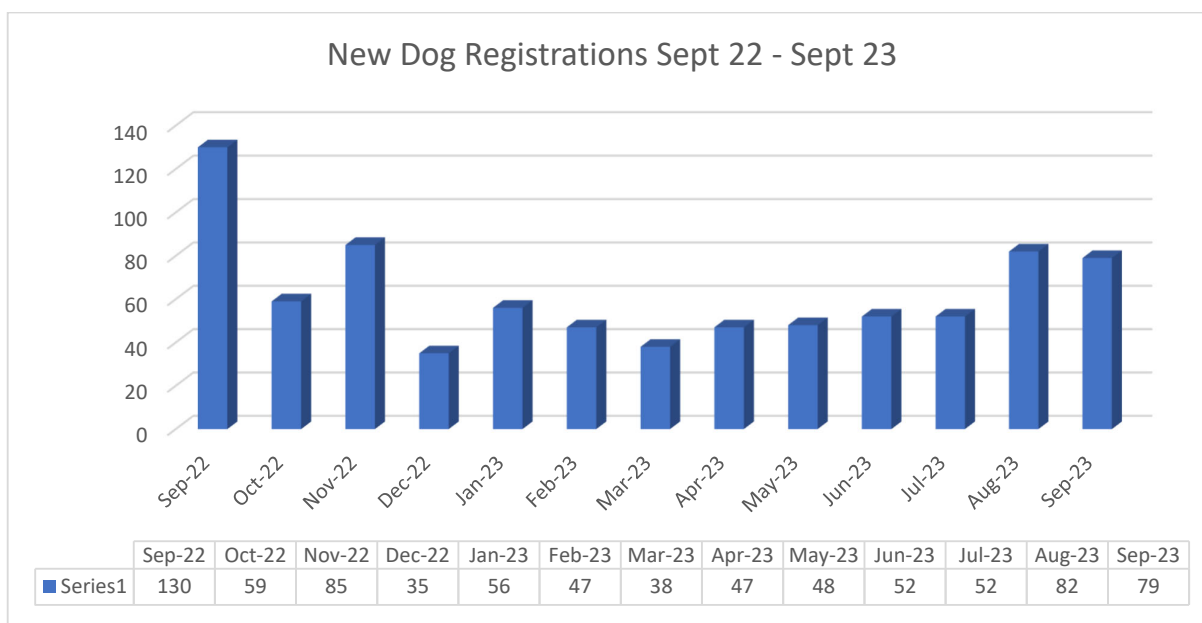
Thursday 7 September	Gates closed to carpark and manned approx. 9.30am to approximately 1.15pm.	Due to violence at Village Green. Two patrons rang to ask if library open. Programs effected: Storytime..
Wednesday 13 and Thursday 14 September	Semi-gate closure and manned (e.g. one side open and one side closed).	Due to external youth coming onto grounds to target student/s Programs effected: Nurserytime and Storytime

## **Regulatory Services**

### New Dog Registrations

Dog registration renewal notices for the 2023-24 period due on 31 August 2023 were sent to all dog owners on 19 July 2023, with overdue reminder text messages sent on 12 September 2023 to all those owners whose registration payments were still outstanding. Payment of registration renewals typically results in additional new registrations, as does targeted advertising and proactive dog registration patrols in key areas within the municipality scheduled in the 2023-24 renewal program.

The number of new dogs registered in August 2023 was 79, above the average of 67 per month for the previous 12 months, however significantly less than the 130 new registrations received for the same time last year.



### 2023 Dog Registration Renewals/Updates Program

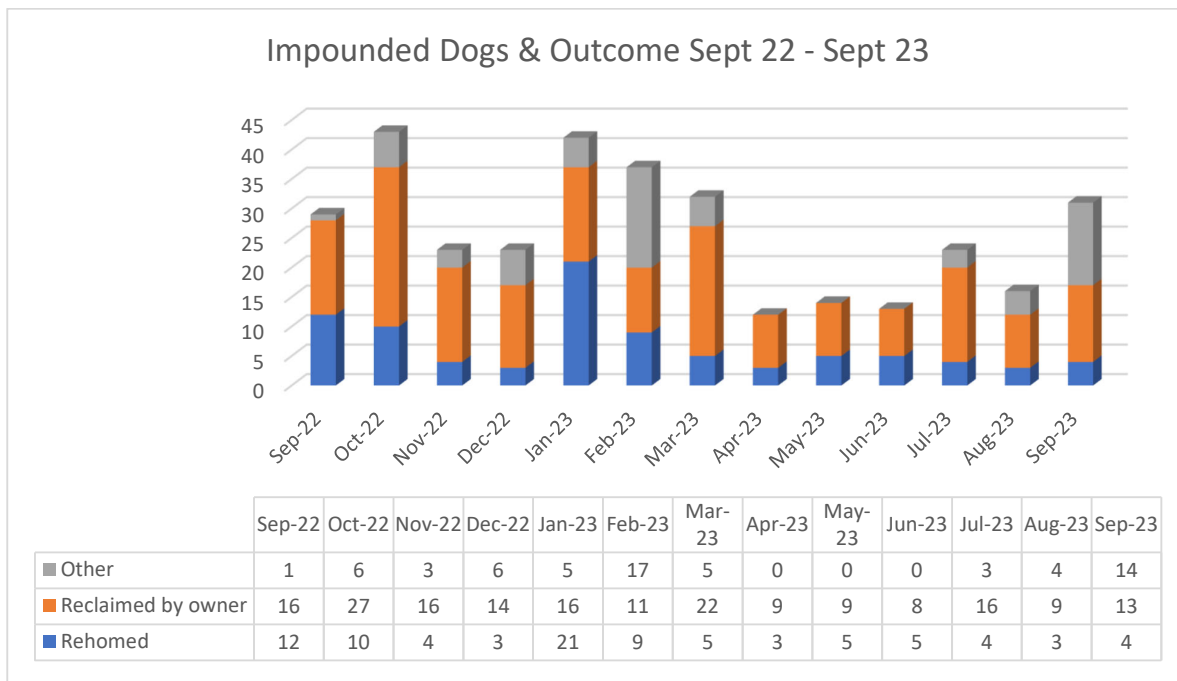
1,850 registration renewal reminder letters were sent to residents for the 23-24 registration period, as well as reminder text messages, and resulted in 1,227 dogs re-registered or otherwise identified by their owners as deceased or departed from the municipality. This represented a 43% response rate to the renewal letters and text message by the due date of 31 August 2023.

There were 639 overdue reminder letters sent to those owners of dogs whose registration was still outstanding on 18 September 2023, accounting for 974 dogs. A further 125 renewals or updated details have occurred since the overdue reminder letter and text message in mid-September. The issuing of infringements for unregistered dogs will commence in early October to the end of November.

### Impounded Dogs

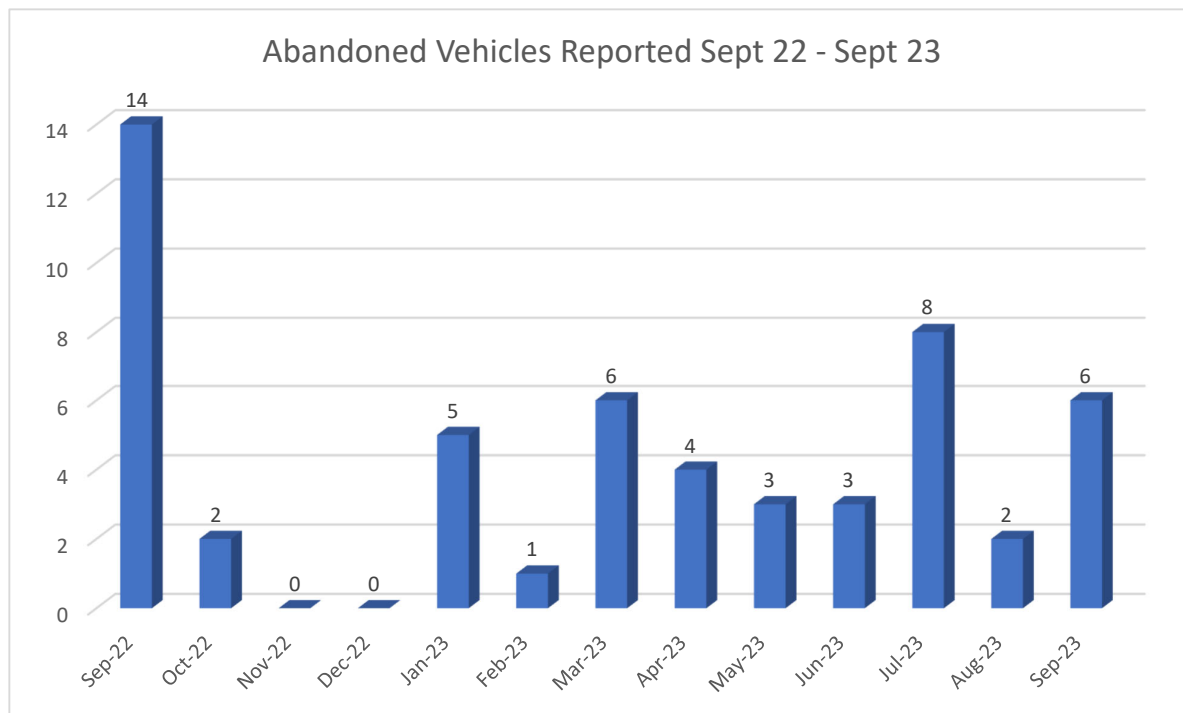
Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 31 dogs impounded in September, slightly over the average of 28 for the previous 12 months and for September 2022. There was a higher than usual number of dogs surrendered to Council in September (3 litters – 10 puppies) and rehoming agencies suffered from parvovirus outbreaks, reducing their capacity to accept new dogs for rehoming. Consequently, Council held these dogs for longer than the minimum 72 hours.

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 or are still impounded pending the 72-hour holding period, are still to be claimed by a known owner or if still required to be held pending the conclusion of an investigation. The number predominantly relates to euthanasia, however for September 2023 it mostly relates to dogs being held longer than usual.



### 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. Six reports were made to Council of abandoned vehicles in September 2023, slightly over the average for the previous 12 months of 4.5 per month, with September 2022 being anomalously high and influencing the monthly average.



#### 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

<b>Agenda Item Number:</b>	13.02.02
<b>Report Title:</b>	Municipal Plan 2023-2024 Quarterly Performance Review July – September 2023
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	A: Municipal Plan 2023-2024 Quarterly Performance Review – KPI Progress Update

### Executive Summary

The Municipal Plan 2023-2024 Quarterly Performance Report July to September 2023 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

### Recommendation

THAT Council receive the Municipal Plan 2023-2024 Quarterly Performance Report for the first quarter ending 30 September 2023.

### Background

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2023-2024 for July to September 2023.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2023-2024. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter, and further presents progress against the 'new initiative' projects.

As the level of reporting matures, the details and commentary within this report will become clearer and more useful and demonstrate more succinctly how the organisation is achieving its outcomes.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*NT Local Government Act 2019*

**Risks**

Nil identified.

**Community Engagement**

Not applicable.





# Quarterly Performance Report:

## July to September 2023



## Quarter 1 Performance Report 2023-2024

### *The Best Place to Live in the Top End*

I continue to look forward to working with staff and Council members to progress the priorities of the Litchfield community.

#### **Chief Executive Officer Overview**

We present the first quarter performance report for 2023-24 and which demonstrates our continued commitment to progressing the priorities of the Municipal Plan 2023-24 and the 2022-25 Strategic Plan.

Council have continued to lobby the Federal Government in relation to a \$10 million key funding commitment for Fred's Pass Infrastructure upgrades and new facilities. A project steering committee has been formed to finalise the detailed Grant application along with ongoing consultation of effected user groups.

Strategic advocacy remains a focus for Council and we continue to advocate on behalf of the Litchfield community to State and Federal governments on priority projects and services. An example of this being Council's continued engagement with the NTG on the planning of residential land within the proposed suburbs of Holtze/Kowandi.

Sealing of approximately 2.4km of roads and associated drainage in Southport is nearing completion with local residents soon to benefit from the reduced traffic generated dust. Also, in Southport the Mira Square community building and playground were opened in July with locals now making full use of the facility.

The local community and especially members of the Southport Progress Association (SPA) are to be congratulated for their patience and perseverance in working alongside Council to see this project through to completion.

Also, thank you to all Litchfield residents that supported our petition seeking to have the Bees Creek/Stuart Highway intersection design reviewed by the NTG. The Department of Infrastructure, Planning and Logistics have since committed to review the intersection design and implement safety improvements.

**STEPHEN HOYNE**  
**CHIEF EXECUTIVE OFFICER**

## **People and Performance and Workplace Health and Safety**

As always, it has been a busy quarter for the People and Performance team, finalising the two significant audits conducted in the last financial year (Work Health and Safety and Payroll). The team and council staff continue to address identified issues and implement new processes to ensure Council complies with relevant legislation.

This quarter has also seen the People and Performance Team manage several recruitment campaigns in varying stages. A robust and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisation's reputation from a market and candidate perspective and ensures that the best talent is identified, engaged, and onboarded.

### **Governance and Risk**

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in September 2023 and discussed the following key issues:

- Risk Register;
- Emerging Risks; and
- Management responses to the compliance review and the work health and safety internal audit.

### **Corporate Services**

Council's adopted Municipal Plan for 2023-24 financial year came into effect on 1 July 2023 and Council has completed its first quarter of the annual budget. The first budget review for 2023-24 financial year will be based on the 30 September 2023 figures and officers have started having conversations about the required adjustments.

Council's first rates instalment was due on 30 September 2023 and Three Thousand and Thirteen (3,013) ratepayers have paid their rates in full. When compared to the previous year there has been an increase in the take-up of Ezybill registrations (1,326 active payers) and online payments. With both rates and dog registrations falling due this quarter, the front counter officers have had a large volume of calls and emails related to this area.

The external audit for 2022-23 financial year and the preparation of annual reports are nearing completion with the legislated deadline for the audited financial statements being 15 November 2023.

The reports are due to be presented to the Risk Management and Audit Committee on 25 October 2023.

### **Taminmin Community Library**

A total of 1,419 people attended 62 library programs during Quarter 1 2023-24. This provides an increase from the previous quarter attendance of 1,051 over 84 programs. Interestingly, the positive results are regardless of a reduced number of programs on offer, as required to align with less funding from NT Government in 2023-24. The data reflects how the library team is working smarter rather than harder with what we have.

8,439 residents attended the library during the quarter (data excludes the student door), which maintained consistent visitation from Q4 2022-23 at 8,463 visitors.

Collection loans have also remained consistent with 4,130 loans compared to 4,242 in previous quarter.

Approx 600 titles have been added to the collection during this period, with areas targeted that required refreshing (removal of deteriorated or dated materials and addition of current and quality resources) such as Junior Fiction.

Other library services, such as the public pc, internet and printing services, have been well utilised this quarter. The library recorded 250 hours of PC time utilised over 378 PC sessions, demonstrating the value of this service to the rural community.

The new Public Library Agreement 2023-2028 has been executed and completes this KPI for the year.

### **Regulatory Services**

At the end of the first quarter 2023-24, there were 4,012 dogs registered in Litchfield, with 3,057 (79.0%) desexed. This is a decrease of 236 dogs from the end of Quarter 4 (2022-23), accounting for new and renewed dog registrations, and the removal of deceased and departed dogs and other anomalies. Dog registration renewal notices were sent in August for the 2023/24 registration period. Of the total number of dogs in Council's register, there are still over 800 dogs that have failed to be re-registered for the 2023/24 registration period, for which enforcement is now required.



The dog registration renewal program is a priority activity undertaken in the first quarter of every year and into the second quarter. Consequently, no activities were undertaken on Ranger services or community engagement opportunities on the benefits of dog behaviour management, registration, desexing microchipping and other issues. RSPCA Darwin typically holds a free microchipping day with attendance by Rangers. However, they did not host an event this quarter.

Regulatory Services received 196 Customer Action Requests in Q1 which represents 60.7% of the total received for Council as a whole. Of these requests, 43.4% related to dogs at large and contained dogs for pickup. There were 18 investigations conducted for dog attack/menace against persons or animals, 13 for dog attack animals.

50 desexing vouchers were issued during the first quarter, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality and also allowing owners to avail themselves of lifetime registration. 15 vouchers had been redeemed by the end of the first quarter.

16 reports of abandoned vehicles were received by Council for investigation and action in the first quarter 2023-4. Five were impounded and not viable for sale via public auction, therefore were disposed of for recycling. Two vehicles remain impounded pending owner reclamation. This is in comparison to 10 abandoned vehicle reports for the 4th quarter 2022-23.

#### **Thorak Cemetery**

- Consultation and instigation for the removal of the Cemeteries (old) Matthew Cremator
- Consulted with JMJ Interior designs on Chapel interior design.
- Soil testing and Fertilising of new F section turf.
- Disposed of surplus remnant irrigation/plumbing infrastructure.
- Annual Cremator service undertaken.



## MWF

- A full round of litter collection was completed with ongoing attention on main arterial 'hot spots'. 568 bags of rubbish collected in this quarter which is over 2 T in bags + large and bulky items i.e.: cardboard boxes, tradie debris, illegal dumping on council land, etc., 41 dumped Tyres collected.
- Full round of guidepost audit completed with 494 new replaced, 367 damaged beyond repair and 956 straightened
- The wet season casual recruitment process is currently underway.
- Working with infrastructure to continue the improvement of floodway signage and further replacement of regulatory signage across the municipality. 277 new signs installed.

## Planning

- Reviewed the proposed planning scheme amendment to introduce an Area Plan for greater Holtze.
- Prepared final inspection report for the Humpty Doo industrial subdivision, Strangways Road, in anticipation of a receiving information required to consider the issue of clearance of conditions of the Development Permit, to enable the release of 20 lots within stage 1
- Attended the Institute of Public Works and Engineers Australia QLD/NT Branch Conference
- Participated in Technical Working Group workshops to review the NT Subdivision Development Guidelines
- Completed the land acquisition and road opening process to widen Guys Creek Road

## Infrastructure

- Southport Roads project in full swing. Concrete works 90% complete and lime stabilization works completed to subbase.
- School safety upgrades progressing with Wombat Crossings installed at on Carruth Road in front of Girraween Primary School, Sattler Crescent Bees Creek and Kundook Place Howard Springs.
- Byers Road Pavement rehabilitation works completed, providing a safe smooth surface for road users.

- Shared Path works completed in front of Girraween Primary connecting the network to Girraween Road.
- Council Building airconditioner replacement works have been completed, providing a more efficient unit to cool the building and save on utility costs.

## Request for Tender Advertised

- RFT23-365 Maintenance of Pavement, Repair and New Works
- RFT23-382 Pavement Marking



Wombat Crossing on Caruth Road



Byers Road



Carruth Road – Girraween Primary School

## 2023/24 KEY PERFORMANCE INDICATORS

### PEOPLE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	The philosophies detailed in the Community Engagement Strategy and Action Plan have been integrated in Council's community engagement liaison and activities.
	Social Media Management	Maintain interaction on Council's Facebook page – page followers	4,500	Yes	Yes	Yes	Yes	Continued interaction with Council's Facebook page is being realised, with 74 new 'likes' over the quarter. The page Now has 4,431 'likes'.



Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Community Development	Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Currently, 12 Youth Development Grants and 3 Community initiative grants have been approved under the CEO delegation.
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established	Yes	Yes	Yes	Yes	All funding agreements have been signed and the first quarter has been paid.
	Annual Community Grants Program Initiatives	Number of community events and programs supports	8	No	No	Yes	Yes	13 applications have been received. Grants application process to be approved by Council at the October Council Meeting, following the grants committee meeting.
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000					TBA
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes					TBA
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes					TBA

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Regulatory Services	Responsible dog ownership	Number of registered dogs increased	>10%	Yes	Yes	N/A	N/A	Q1 had an increase of 213 (3.07%) new registered dogs.
		Number of impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	Q1 saw 70 dogs impounded, 29 more than Q4 (41). 38 dogs (54.3%) of impounded dogs were reclaimed by the owner compared to 53.6% in Q4.
	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	Yes	Yes	N/A	N/A	Regulatory Services' first newsletter was distributed with registration renewal letters/emails in July 2023.
		Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	N/A	N/A	8 planned sessions for Sept/Oct were cancelled by one school with a request for biennial sessions.
		Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	Yes	Yes	Event planned in early 2024 in conjunction with other Councils



Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Library	Visitors to the library	Weekly door council	>400	Yes	N/A	N/A	N/A	During Q1 8,439 visitors, averaging 649 people visiting library per week.
		Followers of the Library Facebook page	>1,150	Yes	N/A	N/A	N/A	Library Facebook page has reached 1,295 followers in part due to innovative online content for Harry Potter Library Buddies reaching new audience/s.
		New members joined the 'Funky Chickens' children's reading club	>60	No	N/A	N/A	N/A	New Funky Chickens memberships fell for the quarter with 6 sign-ups. Promotion and school assembly visits in 2024 will contribute to meet annual overall KPI.

## PROGRESS

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres					TBA
		Volume of concrete crushed for resale	>450 cubic metres					TBA
	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%					TBA
		Amount of total waste that is dry recyclables	>14%					TBA
		Quantity of scrap metal collected and recycled	>1,000 tonnes					TBA
		Quantity of electronics collected for TechCollect	>50 tonnes					TBA
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes					TBA

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Thorak Cemetery	Awareness of cemetery profiles and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	Leaflets provided at front counter, at the Cemetery and at the Library.
	Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	N/A	N/A	75% of respondents were satisfied with the maintenance of Council's Reserves.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Regulatory Services	Animal Management Investigations	Minor investigations completed within 30 working days	>60%	Yes	Yes	N/A	N/A	76% of short-term investigations were completed within target.
		Complex investigations completed within 60 working days	>60%	Yes	Yes	N/A	N/A	82.5% of more complex investigations were completed within target. Overall, 79% of all investigations were completed within the set target duration.
		Abandoned vehicles investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	There were 16 abandoned vehicles reported to Council in Q1, all were completed within 60 days, with the exception of 4 commenced just prior to the end of Q1.
		Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of the total 196 CRMs actioned in Q1, 96% were actioned within two working days, compared to 95.6% in Q4 of the prior year.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Library	Library Collection	Number of annual loans	>14,000	Yes	Yes	Yes	Yes	This KPI has exceeded the quarterly target of 3,500 with item loans at 4,130 for Q1.
	Program delivery	Programs provided	>180	Yes	Yes	Yes	Yes	45 activities per quarter required to meet annual KPI. Q1 saw an additional 17 delivered for total 62 programs for community.
	Library events	Events delivered	>3	Yes	Yes	Yes	Yes	No major events were planned for this quarter. Christmas Storytime will occur in next quarter.

## PROSPERITY

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Meeting every two months with senior DIPL Executives.
	Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Management have sought a prioritised list of advocacy projects.
	Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Planning is underway for the 2024 event. CPO will submit grant applications once grants open in early October.
	Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	Scheduled for March 2024
	Tourism and Events Strategy	Actions implemented	25%	N/A	N/A	N/A	N/A	Pending identification of alternate signature event. Continue to support existing major events, example - Freds Pass Show.
Community Development	Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 60% of meetings	No	No	N/A	N/A	CPO did Not attend August or September meetings.

Infrastructure	Submissions to the Northern Territory Government	Comments submitted on applications within required timeframes	>90%	Yes	Yes	N/A	N/A	100% (16/16) of planning submissions met required timeframes.
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## PLACES

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Planning and Development	Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Yes	Yes	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
	Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid).	Plan reviews for building certification issued within 10 working days	>90%	Yes	Yes	N/A	N/A	98% (35/36) of Building certification plans were reviewed and actioned within timeframes.
		Plan and report reviews for development and subdivision issued within 15 working days	>90%	Yes	Yes	N/A	N/A	100% of plans and/or reports for development and subdivision issued within 15 working days
		Works Permits issued within five days	>90%	No	No	N/A	N/A	80% (28/35) of Work Permits issued within five days. Delays in part due to change in scope of works, requests for further information and consultation with Power and Water Corporation.



Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	Yes	Yes	N/A	N/A	All Stakeholders and affected residents have been consulted prior to works commencing.
	Capital Works Program	Programmed works completed within budget	>80%	N/A	N/A	Yes	Yes	Projects completed in Q1 were completed within budget.
	Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	LRC1 phase 2 acquittal is complete. Blackspot Grant acquittals in progress.
	Road Maintenance Program	Potholes patched and repaired – Added to maintenance scheduled	<15 days	Yes	Yes	N/A	N/A	Identified and reported potholes are managed under the current period contract.
	Street lighting maintenance	Added to maintenance scheduled	<10 days	Yes	Yes	N/A	N/A	Actioned when identified or reported.
	Shared Path Program	Current year program completed	Complete	Yes	Yes	Yes	Yes	Project funding allocated under LRCI Phase 4. Works commencing on design and initial cost estimates.
	Major Road Network disruptions	Emergency response time	<24 hours	Yes	Yes	N/A	N/A	A number of temporary road closures implemented in conjunction with fire response crews during the quarter in the Darwin River region and Girraween region. Non greater than 24 hours.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Mobile Workforce	Roadside maintenance	Volume of litter collected	Reducing Trend	Yes	Yes	N/A	N/A	568 bags (2T) of rubbish collected in this quarter. No increase in complaints.
		Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	Yes	Yes	Slashing and mowing of areas that were still too wet following slashing season completed.
	Weed Management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Yes	Yes	N/A	N/A	Weed spraying for the next season to commence. Recruitment for wet season casuals in progress.
	Bushfire Management	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	Slashing and mowing of our easements and firebreaks in the areas that were still too wet completed.
		Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	Pruned and opened the firebreak around the council office property for better maintenance access.
		Hazard burns undertaken in consultation with other authorities	Complete	N/A	N/A	N/A	N/A	No hazard burns conducted in this quarter
	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 hours urgent 14 days standard	Yes	Yes	N/A	N/A	494 new replacements installed, 367 damaged beyond repair cut and removed and 956 straightened.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1	Yes	Yes	Yes	Yes	Developing Northern Australia Conference – Mayor Barden.
	Annual Survey	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Council's overall performance was rated by 80% of respondents as being very good, good or adequate. Compared to an average of 65% over the past 3 years.
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	Yes	Yes	Yes	Yes	Grants acquitted within timeframes.
	Media monitoring and management	Media response time	<48 hours	N/A	N/A	N/A	N/A	Nil enquiries received.
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	Yes	Yes	All statutory reporting requirements are currently met.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Human Resources	Human resources policies, procedures, checklists	3 policies reviewed and compliant	Complete	N/A	N/A	N/A	N/A	HR policies will be reviewed and approved as required.
	An engaged and productive workforce	Staff Turnover rate	<30%	7.65%	Yes	N/A	N/A	The staff turnover rate for last quarter was 9.77% compared to 7.65%.
		Staff satisfaction survey	>70%	70%	Yes	N/A	N/A	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction.
	Number of workplace safety incidents	Number of reportable incidents	0	No	No	N/A	N/A	There were four reportable incidents this quarter.
		Lost time injury rate	0	No	No	N/A	N/A	The lost time injury rate for this quarter was 3.44.
		Workers 'compensation claims	<3	Yes	Yes	N/A	N/A	There are currently 2 worker compensation claims for the year.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Information Services	Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Yes	Yes	Yes	Yes	99% of the Service Desk Requests were addressed over the quarter.
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	N/A	N/A	Civica Authority Version 7.1 is up and running with the required patches being updated regularly.
	Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	No	N/A	N/A	Actions being re-evaluated, council to move to prioritised mitigation strategies, in the form of the Strategies to Mitigate Cyber Security Incidents.
	ICT Security Audit actions	Annual actions completed	100%	No	No	N/A	N/A	Actions being re-evaluated, council utilising CHIPS (Cyber Hygiene Improvement Program).
	Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Currently investigating partners for ongoing GIS maintenance.
		Age of NTG downloaded date	<1 week	No	No	N/A	N/A	Currently investigating partners for ongoing GIS maintenance.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Governance	<i>Local Government Act 2019</i> compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	90%	Yes	Yes	N/A	N/A	Council remains compliant with the Act.
	Policy Framework	Council policies reviewed before due date	>90%	Yes	Yes	N/A	N/A	1 Policy overdue.
	Elected members support	Breaches of the code of conduct by elected members	<3	Yes	Yes	N/A	N/A	1 Code of Conduct Complaint received for the quarter.
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	One RMAC Meeting was held, on 6 September, during Q1.
	Records management	Number of refresher courses conducted	>1	Yes	Yes	N/A	N/A	One refreshment course done in this quarter
Library	Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	The new Public Library Funding Agreement 2023-2028 with LANT was signed on 15 August 2023.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Audit 2022-2023 to be presented to RMAC in October and included in Annual Report for Council adoption prior to 15 November 2023.
		Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability will increase as spending on asset renewal increase throughout the year.
		Renewal Gap Not funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.
		Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 8.05 with Council maintaining a good cash balance with No debt. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
		Debt Service Ratio	>1	Yes	Yes	N/A	N/A	Council has No debt.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council raised its annual rates and charges in July 2023 and as of 30 September 2023 the own source revenue ratio is at 76%.
	Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	N/A	N/A	All investments have been placed in line with Council policy and legislation.
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	N/A	N/A	Council's Outstanding Rates is at 12% and Council will continue to work in this area through debt recovery initiatives.
	Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey the respondents who had contacted Council rated 54% for the service they received as very good, good or adequate.



Team	Key Outputs	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Thorak Cemetery	Servicing community needs and regulatory obligations by keeping cemetery records and maintain rights of burial	Compliance with legislative requirements	100%	Yes	Yes	N/A	N/A	Changes to the Jewish section from a Monument section to allow individuals the opportunity to decide on the memorial of their choice within a designated Headstone and Plaque section;
	Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	Yes	Yes	N/A	N/A	Year to date income is meeting operational surplus. This result is due to on-going interment pre needs purchases.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report September 2023
<b>Author:</b>	Julie Hillier, Manager Planning and Development
<b>Recommending Officer:</b>	Rodney Jessup, Director Infrastructure and Operations
<b>Meeting Date:</b>	17/10/2023
<b>Attachments:</b>	A: PA2023/0259 B: PA2023/0300 C: PA2023/0273 D: PA2023/0285

### 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 September 2023 to 30 September 2023. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	4
Clearances for Development Permit Conditions	1
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	11

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 September 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to D 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.

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Planning applications supported, subject to normal Council conditions	1
Planning applications supported, subject to specific issues being adequately addressed	2
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	1
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.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2023/0259  Section 1585 (535) Anzac Parade, Middle Point, Hundred of Guy  <b>Attachment A</b>	<p>The application is for the purpose of a telecommunications facility with a 40m high monopole and associated antennas and equipment shelter.</p> <p>Council supported the application and noted that Anzac Parade is a road controlled by the Territory and requirements relating to access and stormwater management should be addressed by Transport and Civil Services, Department of Infrastructure, Planning and Logistics.</p>

### **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.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2023/0300  Section 2055 (109) Shewring Road, McMinns lagoon, Hundred of Strangways  <b>Attachment B</b>	<p>The application is for the purpose of a dwelling-single with ancillary dwelling-independent with a separate effluent disposal system.</p> <p>Council supported the application and noted that should approval be granted, the site plan should be updated to show the vehicle access to the lot from Shewring Road, as approved by Council.</p>
PA2023/0273  Section 1716 (350) Anzac Parade, Middle Point, Hundred of Guy  <b>Attachment C</b>	<p>The application is for the purpose of a telecommunications facility with a 7m high satellite station with associated equipment shelters.</p> <p>Comments during the exhibition period noted that the application did not meet Clause 5.8.10 (Telecommunications Facility) of the NT Planning Scheme 2020 and that Anzac Parade is a road controlled by the Territory. Subsequently, the application was amended to include further information to address Clause 5.8.10 (Telecommunications Facility) and the application is supported.</p>

**Development Applications objected to for reasons not directly related to Council issues**

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Reasons for Objection</b>
PA2023/0285  Lot 72 (50) Lacey Road, Howard Springs, Hundred of Bagot  <b>Attachment D</b>	<p>The application is for the purpose of a storage of business vehicles and materials associated with a dwelling-single.</p> <p>The subject land is within Zone RL (Rural Living) and has an area of 2.34 hectares. The development area is 8620m<sup>2</sup>.</p> <p>The application is for an undefined use and is retrospective. The storage of business vehicles and materials are associated with a plumbing business located on other land.</p>	<p>The application was not supported for the following reasons:</p> <ul style="list-style-type: none"><li>a) The use of the land for storage is associated with an industrial use.</li><li>b) The application indicates the Development Consent Authority considers the use does not form part of the residential or other uses that are permitted within Zone RL (Rural Living) and is therefore an impact assessable use.</li><li>c) Whilst the current planning scheme does not clearly define the use, the previous version of the NT Planning Scheme 2007 included a definition of industry that reflects the development and use outlined in the application, being the use of land for the storage of goods, equipment or vehicles not in association with any other activity on the site.</li><li>d) The use of land for the purpose of a light or general industry is prohibited within Zone RL.</li><li>e) With the current definition of industry and the ongoing potential for industrial use and development to be considered as impact assessable, the broader implications on the integrity of the road network within the municipality is raised, in addition to the potential impact on rural amenity.</li></ul>

### **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.

<b>Development Permit No. and Purpose</b>	<b>Location</b>	<b>Purpose of clearance</b>
DP23/0161  Subdivision to create five lots	Virgina:  Section 5662 (240) Morgan Road, Hundred of Strangways	Condition precedent: stormwater plan

### **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.

<b>Purpose of works</b>	<b>Location of Works Permit Application</b>	<b>Application Date Received</b>	<b>Proposed Start Date</b>
Transformer Replacement	170 Stockwell Road BLAC...	28/09/2023	09/10/2023
Thorngate road Closure	220 Thorngate Road HOL...	25/09/2023	23/10/2023
Repair of Stolen Earth	395 Strangways Road HU...	22/09/2023	10/10/2023
Power Upgrade	10 Barrow Street SOUTH...	18/09/2023	05/10/2023
pot hole service investigations utilising a vac truck to inspect cables and take photos	160 Secrett Road KNUCK...	12/09/2023	14/09/2023
Service Repalcement	39 Doxas Road HUMPTY ...	11/09/2023	16/09/2023
Repair a leaking water service located within the verge of #45Girraween Road.	45 Girraween Road HOW...	08/09/2023	14/09/2023
Service Repalcement	45 Krichauff Road HUMPT...	06/09/2023	09/09/2023
Extension of culvert in the entry to Acacia Hills Mango Farm by one cell to improve acce...	120 Golding Road ACACI...	06/09/2023	13/09/2023
cutting the trees and mulching inside the BMD clearing limit boundary. Work area is appro...	455 Thorngate Road HOL...	05/09/2023	06/09/2023
Removal and stump grinding of trees in verge to reduce shade cast on property owners ...	65 Kennedy Road HUMPT...	04/09/2023	11/09/2023

**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.



15 September 2023  
Ref: PA2023/0259

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

**RE: Letter of Comment Development Application**

**Section 1585 (535) Anzac Parade, Middle Point, Hundred of Guy  
Telecommunications facility with a 40m high monopole and associated antennas and  
equipment shelter**

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Thank you for the Development Application referred to this office on 31/08/2023, 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 supports the granting of a Development Permit for the purpose of a Telecommunications facility with a 40m high monopole and associated antennas and equipment shelter.

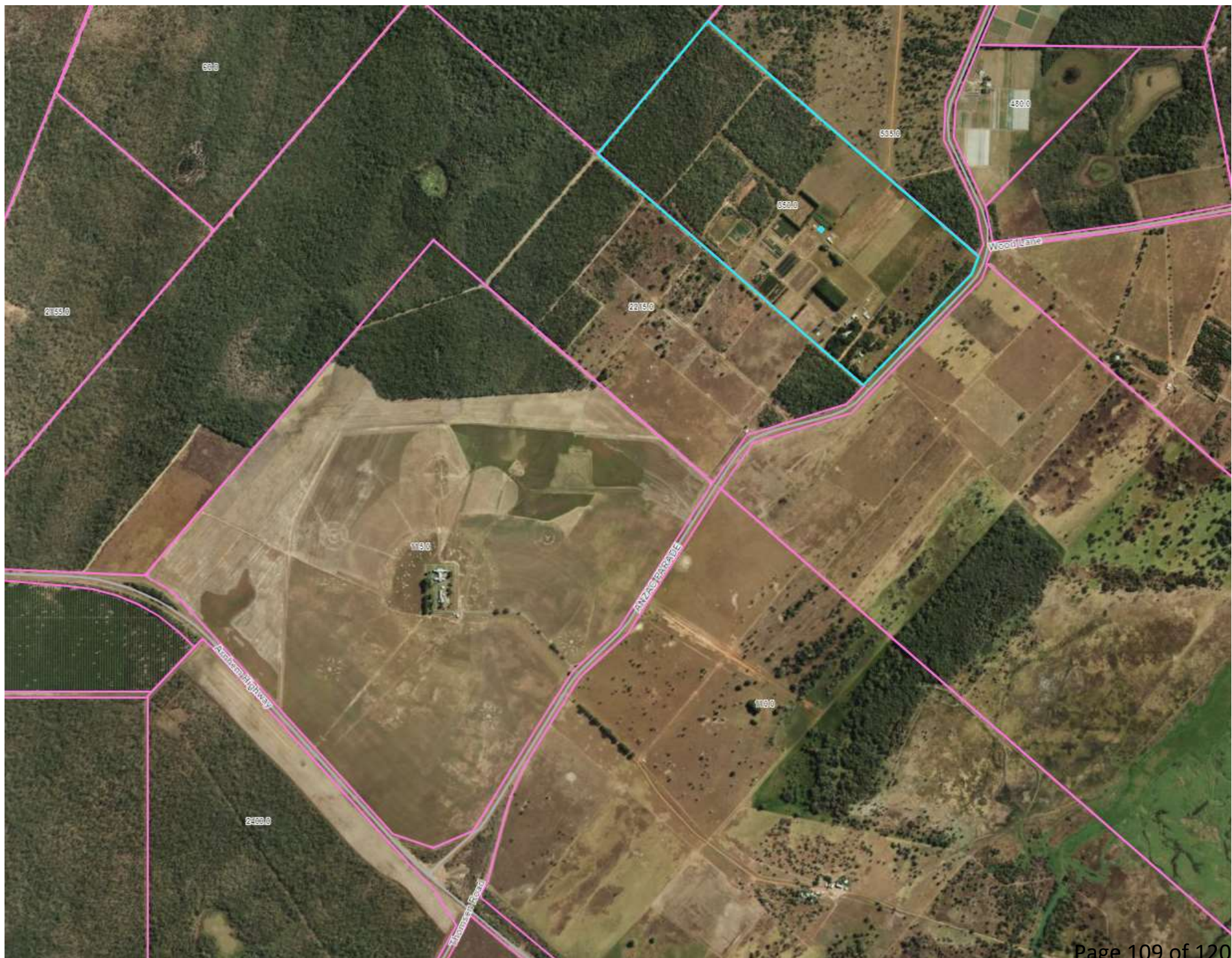
It is noted that Anzac Parade is a road controlled by the Territory and requirements relating to access and stormwater management should be addressed by Transport and Civil Services, Department of Infrastructure, Planning and Logistics.

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

Yours faithfully

Julie Hillier  
Manager, Planning and Development







29 September 2023  
Ref: PA2023/0300

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

**RE: Letter of Comment Development Application**

**Section 2055 (109) Shewring Road McMinns Lagoon, Hundred of Strangways  
Dwelling-single with ancillary dwelling-independent with a separate effluent disposal system**

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Thank you for the Development Application referred to this office on 15/09/2023, 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 supports the granting of a Development Permit for the purpose of a dwelling-single with ancillary dwelling-independent with a separate effluent disposal system.

However, it is noted that the site plan does not identify vehicle access to the lot from Shewring Road. In 2019 Council approved a single 6m wide crossover to the southern corner of the site. It is requested that should approval be granted, the site plan is updated to include vehicle crossover as approved by Council.

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

Yours faithfully

Julie Hillier  
Manager, Planning and Development







15 September 2023

Ref: PA2023/0273

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

**RE: Letter of Comment Development Application**

**Section 1716 (350) Anzac Parade, Middle Point, Hundred of Guy  
Telecommunications facility with a 7m high satellite station  
with associated equipment shelters**

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Thank you for the Development Application referred to this office on 28/08/2023, 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 can provide the following comments in relation to the above application for the purpose of a telecommunications facility with a 7m high satellite station with associated equipment shelters:

- a) Anzac Parade is a road controlled by the Territory and requirements relating to access and stormwater management should be addressed by Transport and Civil Services, Department of Infrastructure, Planning and Logistics.
- b) It is noted that the application is incomplete as a feasibility assessment of at least three sites for the establishment of the facility and the rationale for the preferred site has not been provided, in accordance with Clause 5.8.10 (Telecommunication Facility) of the Northern Territory Planning Scheme 2020.

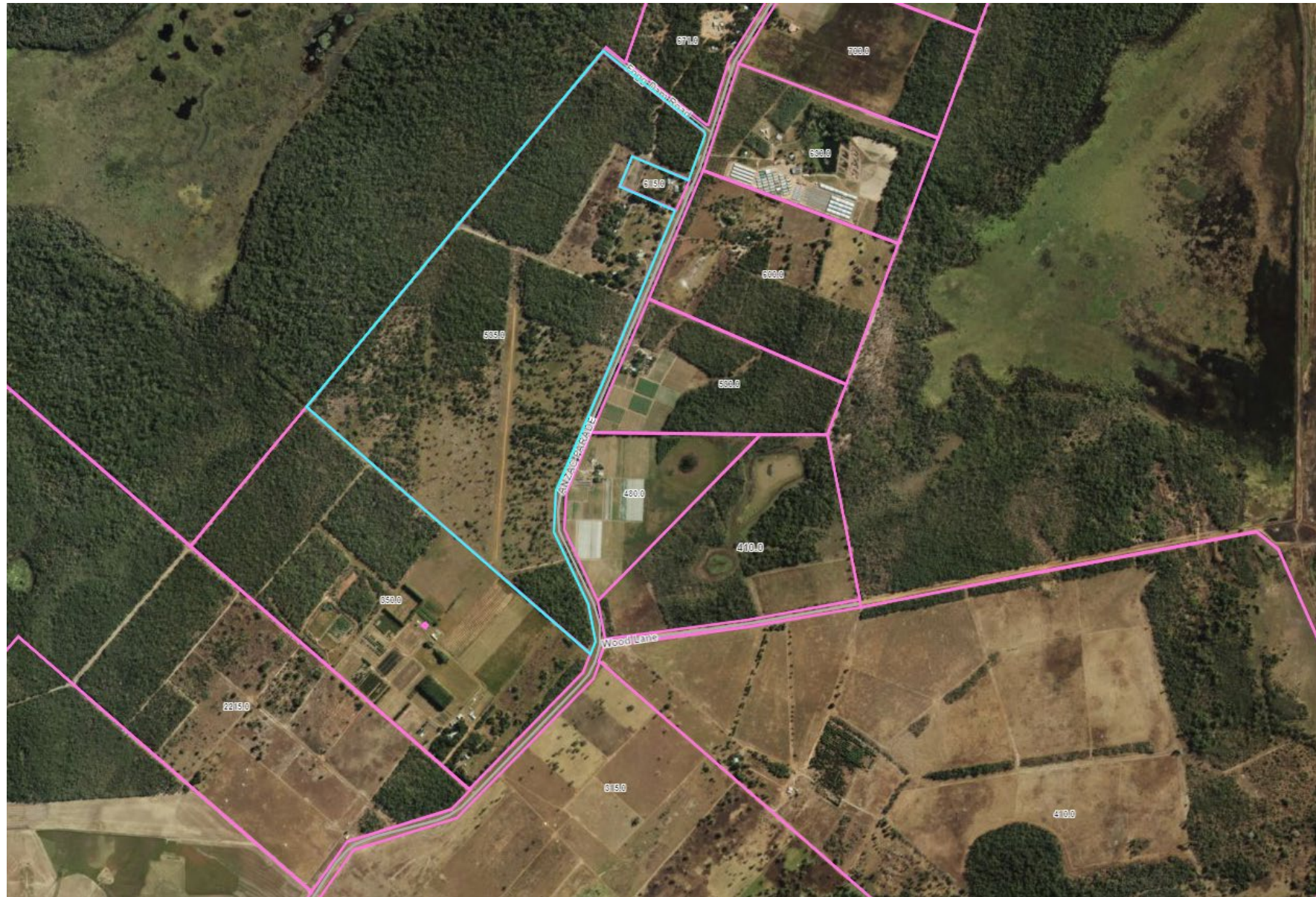
Should the applicant provide further information to demonstrate compliance with Clause 5.8.10 (Telecommunication Facility) of the Northern Territory Planning Scheme 2020, Council can provide support for the application.

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

Yours faithfully

Julie Hillier  
Manager, Planning and Development





15 September 2023

Ref: PA2023/0285

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

**RE: Letter of Comment Development Application**

**Lot 72 LTO 67001 (50) Lacey Road Howard Springs, Hundred of Bagot  
Storage of business vehicles and materials associated with a dwelling-single**

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Thank you for the Development Application referred to this office on 01/09/2023, 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 wishes to lodge the following submission under Section 49(3) of the *Planning Act 1999*, in which Council objects to the granting of a Development Permit for the purpose of an undefined use (storage of business vehicles and materials associated with a dwelling-single) on the above site for the following reasons:

- a) The use of the land for storage is associated with an industrial use, being a plumping business, that is based on a site within the industrial precinct on Spencely Road, Humpty Doo, hence the nature of the use is industrial;
- b) The application indicates the Development Consent Authority considers the use does not form part of the residential or other uses that are permitted within Zone RL (Rural Living) of the NT Planning Scheme 2020 and does not clearly fit within a definition contained in Schedule 2 of the Scheme. The application is therefore an *impact* assessable use;
- c) Whilst the current planning scheme does not clearly define the use, the previous version of the NT Planning Scheme 2007 included a definition of *industry* that reflects the development and use outlined in the application, being the use of land for the storage of goods, equipment or vehicles not in association with any other activity on the site. The definition of industry in the former and current scheme is provided below:

NT Planning Scheme 2007	NT Planning Scheme 2020
<p>industry includes the following operations: (a) the carrying out of a process of manufacture whether or not to produce a finished article; (b) the dismantling of an article, machinery or vehicle; (c) the treatment of waste materials; (d) the packaging of goods or machinery; (e) the process of testing or analysis of an article, goods or materials; (f) the storage of goods, equipment or vehicles not in association with any other activity on the site, but not including transport terminal, vehicle sales and hire or warehouse; and if on the same land as any of the operations referred to in paragraphs (a) to (f) above: (g) the storage of goods used in conjunction with or resulting from any of the above operations; (h) the provision of amenities for persons engaged in the operations; (i) the sale of goods resulting from the operations; (j) any work of administration or accounting in connection with an operation; and (k) an industry or class of industry particularly described in this Planning Scheme; but does not include motor body works, motor repair station or a home occupation;</p>	<p>industry means the use of land for processes involving manufacturing, assembling, packaging, altering, repairing, renovating, finishing, cleaning, treating of waste materials, testing or analysis or dismantling of an article, goods, or material including the storage or transportation associated with any such activity;</p>

- d) The use of land for the purpose of a light or general industry is prohibited within Zone RL.
- e) With the current definition of industry and the ongoing potential for industrial use and development to be considered as impact assessable, the broader implications on the integrity of the road network within the municipality is raised, in addition to the potential impact on rural amenity.

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

Should the application be approved, the following condition(s) pursuant to the *Planning Act 1999* and Council's responsibility under the *Local Government Act 2019* are also recommended for inclusion in any Development Permit issued by the consent authority:



- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- c) 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.
- d) 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](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

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

Yours faithfully

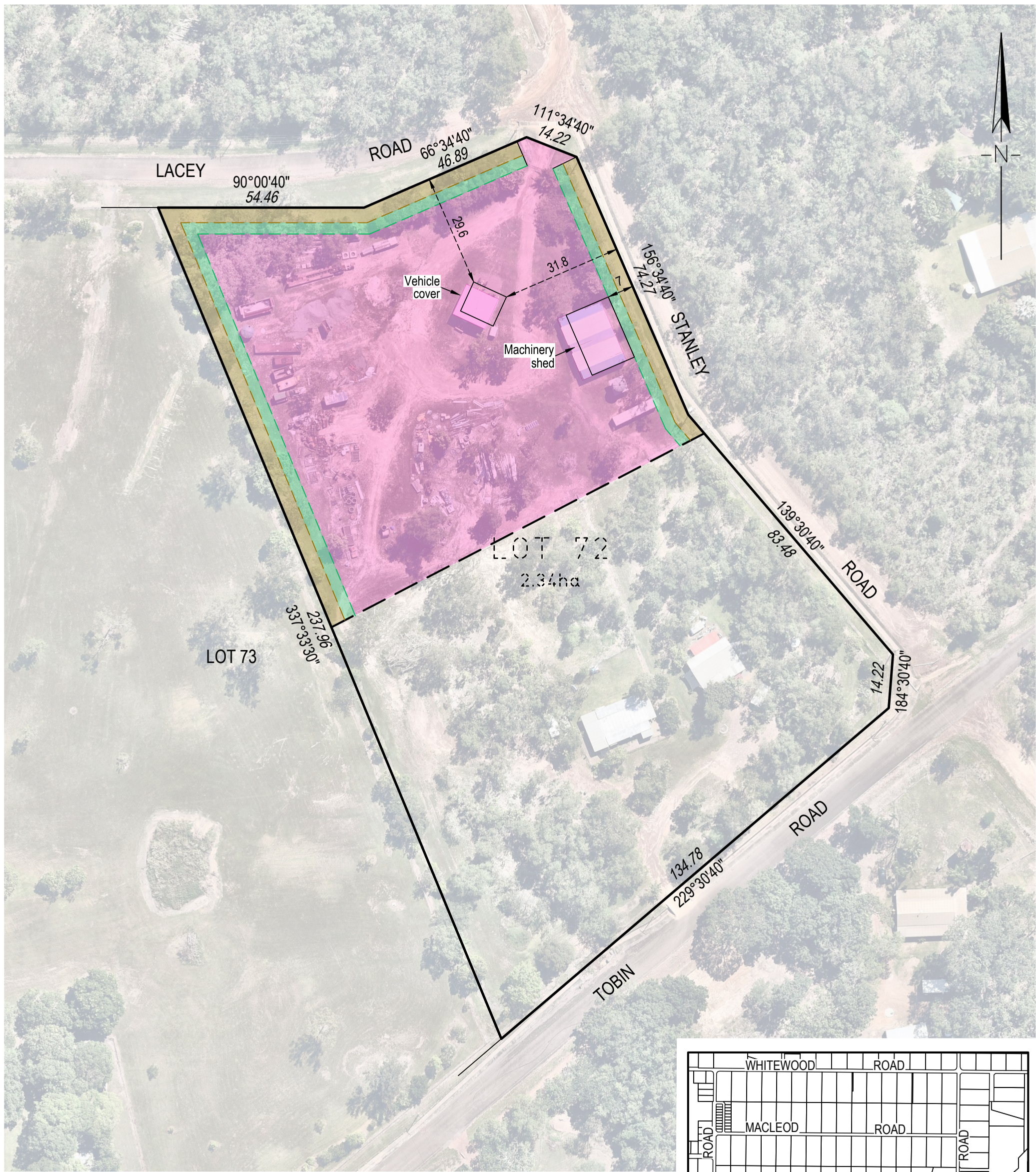


Julie Hillier  
Manager, Planning and Development





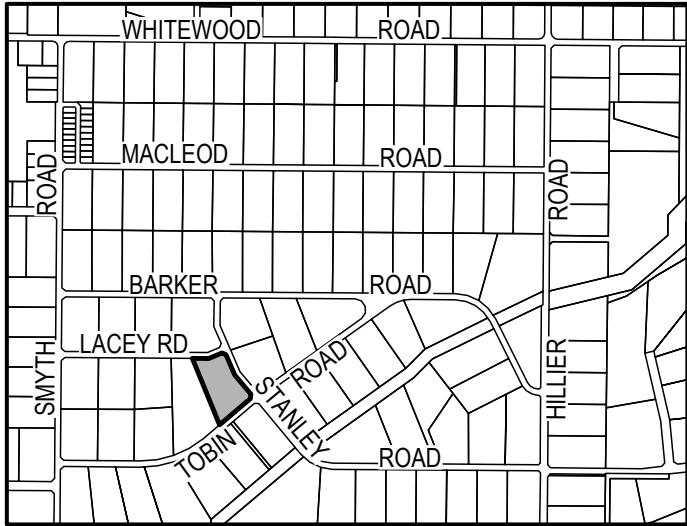
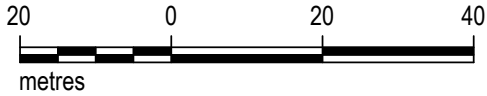




**Note**

Easements should be confirmed with the current Certificate of Title  
Areas and dimensions (including easements) are subject to survey  
Aerial image obtained from Nearmap, dated 02/05/2023  
Aerial image is shown for background information only  
and is not rectified or accurately positioned

- 4m wide Fire Break
- Minimum of 3m wide Landscaping
- Storage of vehicles and plumbing materials (8620m<sup>2</sup>)



**ENLARGEMENT**

Not to Scale



**SURVEY & PLANNING  
CONSULTANTS**  
10 HARVEY STREET  
DARWIN NT 0801  
PH. (08) 8981 2494  
FAX. (08) 8981 5205  
darwin@eja.com.au  
www.eja.com.au

**LOT 72, HUNDRED OF BAGOT  
50 LACEY ROAD, HOWARD SPRINGS**

**DEVELOPMENT APPLICATION**

Client: **ANDRE TAYLER**

Licensed Surveyor:  
Date:

Drawn by: LC  
Date: 17/08/2023  
Cad File: 12645-1.DWG

Scale: 1:1000 (A3)

Datum:

Drawing No:  
**23/12645/1**  
Page 118 of 120





## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 October 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 Tender Evaluation Report – RFT23-365 Maintenance of Pavement, Repair and New Works (Late Report)

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

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

##### 15.03 RMAC Chair and Independent Member

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 Potential Breach Local Government Act**

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

8(c)(iv) information that would, if publicly disclosed, be likely to subject to subregulation (3) - prejudice the interests of the council or some other person.

#### **15.05 Breach of Code of Conduct Complaint**

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.

#### **15.06 Workplace Matter - Arbitration**

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

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

### **16 Close of Meeting**