



# AGENDA

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

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

#### TUESDAY 18 June 2024

Meeting to be held commencing 6:00pm  
in Council Chambers at 7 Bees Creek Road, Freds Pass  
[https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89\\_2eg/live](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live)

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

**Stephen Hoyne**  
Chief Executive Officer

#### COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



## COUNCIL AGENDA

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# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 June 2024

### 1. Acknowledgement of Traditional Ownership

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

### 2. Opening of Meeting

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

### 3. Electronic Attendance / Apologies and Leave of Absence

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

### 4. Disclosures of Interest

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

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

- 4.01 Elected Members
- 4.02 Staff



## **5. Public Questions**

## **6. Confirmation of Minutes**

### **6.01 Confirmation of Minutes**

- Ordinary Council Meeting held Tuesday 21 May 2024, 13 pages; and
- Ordinary Confidential Council Meeting held Tuesday 21 May 2024, 2 pages.

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

- Business Arising from previous Ordinary Council Meetings.



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
Tuesday 21 May 2024 at 6:00pm

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<b>Present</b>	Doug Barden Kevin Harlan Rachael Wright Andrew Mackay Emma Sharp Mathew Salter	Mayor (Chair) Deputy Mayor, Councillor Central Ward ( <i>electronically</i> ) Councillor North Ward Councillor Central Ward Councillor South Ward Councillor North Ward
<b>Staff</b>	Stephen Hoyne Rodney Jessup Ankit Pansal  Belinda Moylan Megan Leo Jill Enriquez	Chief Executive Officer Director Infrastructure and Operations HR and Records Management Program Leader ( <i>electronically and in part</i> ) Acting Executive Assistant Executive Assistant to Director Corporate and Community Acting Community Participation Officer
<b>Public</b>	As per Attendance Register	

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#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

#### 2. OPENING OF THE MEETING

*The Mayor opened the meeting at 6.03pm*

The Mayor welcomed members of the public.

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

### **3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE**

#### **3.1 Electronic Attendance**

Moved: Cr Mackay

Seconded: Cr Salter

THAT Council approve Deputy Mayor Harlan to attend the meeting electronically.

**CARRIED (6/0) ORD2024 11-095**

#### **3.2 Apologies**

Moved: Cr Wright

Seconded: Cr Mackay

THAT Council accept apologies from Cr Sidey.

**CARRIED (6/0) ORD2024 11-096**

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

Nil.

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

Nil.

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

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

#### **4.1 Elected Members**

Nil.

#### **4.2 Staff**

Nil.

## 5. PUBLIC QUESTIONS

### 5.1 Rural Potters Association – Site at Freds Pass Reserve

Ms Angela Agostini, Secretary Rural Potters Association raised the following question:

*Question: The Rural Potters Association wishes to inform the Litchfield Shire Council that a number of its representatives would like to attend the monthly shire council meeting on Tuesday 21 May 2024 to seek an update on a site at Fred's Pass Reserve for a Potters Studio and to continue this discussion.*

Response:

Rural Potter representatives were not in attendance. Update will be provided upon request.

### 5.2 Holtze Development Area April 2024

Ms Plaxy Purick raised the following questions via Webform, and response is as follows:

*What is the modelling for the intensive urbanisation of the Holtze Development area within Litchfield Council Municipality?*

The modelling for the Holtze Development Area is as determined in the Greater Holtze Area Plan. This area plan identifies the intensive urbanisation areas as well as Natural green corridors and water sensitive design. More information can be found at: <https://haveyoursay.nt.gov.au/78237/widgets/375110/documents/246489>

*Is it going to be planned exactly like another Palmerston or is it going to be developed with a transition from rural living to urbanisation?*

The specifics of the density are yet to be finalised with the lot yield and lot layout, however the details in the recent Media Release show the key development areas for the Holtze Development.

*How will the Council manage the rubbish?*

Council have reviewed options for waste management for when the first properties are made available, and it is likely that Kerb Side Collection will be made available for the Holtze Area.

*How will the Council be rating these new lots?*

All new allotments will be rated under Councils rating policy at the time the lots are made available.

*Will Council be creating another Community Hall to accommodate the additional thousands of people?*

Council are advocating for Community Purpose land portions as part of the development that may be used for facilities like Community Halls.

*Will the recreational areas align with Litchfield's mission statement priorities or Palmerston's?*

Councils mission is to remain focused on delivering the priorities in Councils Strategic Plan to help deliver on our vision for Litchfield. So any proposed recreation areas will continue this focus in prioritising services and facilities at best value for our community.

*Where within the Strategic Plan 2022-2025 priorities does this urbanisation of Holtze fit? I ask because it doesn't align with Litchfield Councils Strategic Plan.*

Council priorities include support for the development of Holtze / Kowandi in encouraging the *Our Economy and Growth* for business success and jobs growth.

<https://www.litchfield.nt.gov.au/file/download/2905>

### **5.3 ROAD SEALING AND ROAD SEALING LEVY**

Mr and Mrs Karl and Anne Schmidt raised the following questions via Webform, and response is as follows:

*Q1/Why is Litchfield Council asking Southport residents to contribute to roadworks (road sealing)that the Federal Government have already funded under LRCI Phase III?  
(Reference:1/ letter to residents advising funding received for Southport Roads, copy attached*

*2/LC-Finance Report February 2023 (pg34); reference LRCI phase III approval received \$2,071,858.00 funding for Southport Roads, named as Aldridge street, Riverside street and Collett street.)*

*Q2/Why was there no consultation with impacted Southport residents prior to the roadworks/road sealing commencing, advising them that they would have to contribute towards the cost, even though this had been federally funded?*

*(Reference:1/ As ratepayers, Karl and Anne Schmidt confirm we were not consulted or advised that we would have to pay a Special Rates- Road Seal Levy for these works at any time in 2023.*

*2/Recording of Council Meeting April 16th, 2024.- In answer to a question about consultation with residents for the Special Rates- Road Seal Levy, The Chair, Mayor Doug Barden responded, and I quote, said, "there was consultation about the project and the work but not specifically a special rate levy")*

*Q3/On what date and at which Council Meeting did Councillors approve imposing a Special Rates- Road Seal Levy on Southport residents? Could you please provide the reference in the relevant Minutes where approval was given for this decision to impose a Special Rates- Road Seal Levy on Southport Residents.*

Response:

Writers were not present at the meeting, a response will be forwarded to the person asking the question in writing following the meeting.

#### 5.4 HUMPTY DOO WASTE TRANSFER STATION

Mr Tony Pritchard raised the following questions in person during the May Ordinary Council Meeting:

*Who gave approval to another person to place a trailer at the Waste Station to obtain old bikes?*

*Wanted to know who provided him a cease-and-desist letter and was it Council?*

*Wanted to know why he has been prevented or not allowed to take bikes from the Transfer Station, after doing so for 6 months?*

Response:

Council advised Mr Pritchard at the meeting that the process was Operational in nature.

Question was taken on notice. A written response will be forwarded to Mr Pritchard following the meeting.

#### 5.5 SOUTHPORT ROAD SEAL LEVY

Mr Barry Moriarty raised the following concerns and questions in person during the May Ordinary Council Meeting:

*Mr Moriarty stated that Council did not consult with residents correctly around the Southport Seal Levy.*

*Mr Moriarty stated that he believes there should be a review of the Southport Road Seal levy charging scheme regarding frontage per m2.*

*Mr Moriarty stated that perfectly good bitumen roads are being resealed with grant monies, and those residents fronting those roads are not paying any levy for this.*

*Mr Moriarty raised the fact he came into Council to ask about levy charges and was not provided any information.*

Response:

Question taken on Notice, Council will consider the concerns during the 2024/2025 Municipal Plan Process.

#### 5.6 SNAP SEND SOLVE – 1 February 2024

Deputy Mayor Harlan raised the matter that Snap Send Solve 4224716 from the 1 February 2024 has not yet been actioned or responded too.

Response:

Question taken on Notice, Council will follow up the Snap Send Solve and contact the complainant.

## **6 CONFIRMATION OF MINUTES**

### **6.1 Confirmation of Minutes**

Moved: Deputy Mayor Harlan

Seconded: Mayor Barden

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 16 April 2024, 15 pages; and
- Ordinary Confidential Council Meeting held Tuesday 16 April 2024, 3 pages.

**CARRIED (6/0) ORD2024 11-097**

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

Moved: Cr Mackay

Seconded: Cr Wright

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

**CARRIED (6/0) ORD2024 11-098**

## **7. PETITIONS**

Nil.

## **8. DEPUTATIONS AND PRESENTATIONS**

Nil.

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

Moved: Cr Wright

Seconded: Cr Salter

THAT the report item 13.03.02 Naming of Shared Path Northern Australia Railway, be accepted and included under Officers Reports for consideration.

**CARRIED (6/0) ORD2024 11-099**

## **10. NOTICES OF MOTION**

### **Item 10.01 Notice of Motion – Establish an Advocacy and New Initiatives Committee**

Moved: Cr Sharp  
Seconded: Cr Wright

THAT Council establish an Advocacy and New Initiatives Committee, as per draft Terms of Reference attached in Attachment A.

**CARRIED (6/0) ORD2024 11-100**

## **11. MAYORS REPORT**

Moved: Mayor Barden  
Seconded: Cr Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 16 April 2024 to 21 May 2024.

**CARRIED (6/0) ORD2024 11-101**

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

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

Moved: Cr Mackay  
Seconded: Cr Wright

THAT Council acknowledge the verbal updates provided by the Council appointed representatives.

**CARRIED (6/0) ORD2024 11-102**

## **13. OFFICERS' REPORTS**

### **13.01 Corporate and Community**

#### **13.01.01 Litchfield Council Finance Report – April 2024**

Moved: Cr Mackay  
Seconded: Cr Wright

THAT Council note the Litchfield Council Finance Report for April 2024.

**CARRIED (6/0) ORD2024 11-103**



**13.01.02 People, Performance and Governance Report – April 2024**

Moved: Deputy Mayor Harlan  
Seconded: Cr Wright

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

**CARRIED (6/0) ORD2024 11-104**

**13.01.03 Budget Review Two – 2023/2024 and Departmental Operating Income Statement 2023/2024 and Capital Expenditure and Amended Long Term Financial Plan**

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

THAT Council:

1. receive and note the report entitled Budget Review 2 – 2023/2024.
2. adopt Budget Review 2 – 2023/2024, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$21,954,890, Total Operational Expenditure to \$17,263,382 and Total Capital Expenditure to \$15,240,841; and
3. adopt the Financial Reserve movement of \$3,140,086 for 2023/2024 consisting of:
  - a) Developer Contributions Reserve reduction of \$325,905,
  - b) Waste Management Reserve reduction of \$113,617,
  - c) Asset Reserve increase of \$3,846,249; and
  - d) Thorak Regional Cemetery reduction of \$266,642.

**CARRIED (5/1) ORD2024 11-105**

**13.01.04 Draft FIN01 Asset Disposal**

Moved: Deputy Mayor Harlan  
Seconded: Cr Wright

THAT Council:

1. adopts draft FIN01 Asset Disposal Policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

**CARRIED (6/0) ORD2024 11-106**

**13.02 Executive and Community Development**

**13.02.01 Community Services and Development Monthly Report April 2024**

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

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

**CARRIED (6/0) ORD2024 11-107**

**13.02.02 Municipal Plan 2023-2024 Quarterly Performance Report January to March 2024**

Moved: Deputy Mayor Harlan  
Seconded: Mayor Barden

THAT Council receive the Municipal Plan 2023-2024 Quarterly Performance Report for the third quarter ending 31 March 2024.

**CARRIED (6/0) ORD2024 11-108**

**13.02.03 Sponsorship Request – Acacia Hills Motocross Association Coaching for NT Thunder Motocross Team**

Moved: Mayor Barden  
Seconded: Cr Wright

THAT Council:

1. approve the allocation of one-time funding of \$2,000.00, equivalent to a gold sponsorship, to support a 5-month training/coaching program for Team NT Thunder; and
2. endorse the utilisation of funds from the community grants scheme budget within the current 2023/24 financial year budget for this purpose.

**CARRIED (6/0) ORD2024 11-109**

**13.02.04 “Too Much Stuff” Market Partnership**

Moved: Deputy Mayor Harlan  
Seconded: Cr Wright

THAT Council support lay this matter on the table with a two month trial.

**13.02.04     “Too Much Stuff” Market Partnership *(continued from previous page)***

**AMENDMENT**

Moved:     Cr Mackay

Seconded: Cr Wright

THAT Council:

1. support the delivery of the “Too Much Stuff?” recycling program by Litchfield Council;
2. approve an allocation \$1,500 for a two month trial;
3. request a report be brought to Council prior to the end of trial to assess the program; and
4. give consideration to other Reserves or locations.

**CARRIED (5/1) ORD2024 11-110**

**13.02.05     Knuckey Lagoon and Howard Park Recreational Reserve Management**

Moved:     Cr Salter

Seconded: Cr Wright

THAT Council:

1. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 18 April 2024, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 8 April 2024, at Attachment B.

**CARRIED (6/0) ORD2024 11-111**

**13.03         Infrastructure and Operations**

**13.03.01     Summary Planning and Development Report April 2024**

Moved:     Deputy Mayor Harlan

Seconded: Cr Wright

THAT Council:

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

**CARRIED (6/0) ORD2024 11-112**

### **13.03.02 Naming of Shared Path Northern Australia Railway**

Moved: Cr Mackay

Seconded: Cr Sharp

THAT Council:

1. receive and note the request as detailed in Attachment A;
2. provide in-principle support for the naming of the shared path network (or part thereof) as outlined in Attachment A to be 'North Australia Railway Trail' or as deemed appropriate subject to further historical information and provide a letter to Place Names NT; and
3. provide delegation to the CEO to approve further documentation in relation to the naming of the shared path network as deemed necessary.

**CARRIED (6/0) ORD2024 11-113**

### **14. OTHER BUSINESS**

14.1 Cr Salter questioned the disclosures made by Mayor Barden, and the currency of, the Annual Returns of Interest Register.

14.2 The Mayor offered his condolences to the family of Tony Lee following his recent passing.

### **15. CONFIDENTIAL ITEMS**

Moved: Cr Wright

Seconded: Cr Salter

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:

**CARRIED (6/0) ORD2024 11-114**

*Deputy Mayor Harlan left the meeting at 8.00pm*

#### **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 Application for Write-Off of Rate Charges**

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

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

**15. CONFIDENTIAL ITEMS (*continued from previous page*)**

**15.03 Code of Conduct Complaints – Status Update**

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

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

**15.05 Breach of Code of Conduct Complaint – 10 April 2024**

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

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

The meeting moved to Confidential Session at 8.08pm.

Moved: Cr Mackay  
Seconded: Cr Wright

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

**CARRIED (4/0) ORD2024 11-118**

The meeting moved to Open Session at 8.26pm.

***Items moved from Confidential:***

**15.02 Application for Write-Off of Rate Charges**

Moved: Cr Mackay  
Seconded: Cr Wright

THAT Council:

1. approve the write-off rates charges, totalling \$73,512.09, for Assessment 10031995, being a Dead Man's Lot;
2. make public its resolution on the matter.

**CARRIED (5/0) ORD2024 11-115**

**17. CLOSE OF MEETING**

The Chair closed the meeting at 8.27pm.

**18. NEXT MEETING**

Tuesday 18 June 2024.

**MINUTES TO BE CONFIRMED**

Tuesday 18 June 2024.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne

unconfirmed

## 6.02 - Business Arising from the Minutes

In Progress
Completed

Ongoing
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p><b>Road Opening Closing Meade Road, Darwin River</b></p> <p>THAT Council:</p> <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	<p><b>In Progress</b></p> <p>Contract has been received from the proponent and is being assessed.</p>
ORD2023 11-093	<p><b>Cost to maintain the eight owned Council reserves</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>3. receive the report prior to the first 2023-2024 Budget Review Meeting.</li> </ol>	20/06/2023	DIO	<p><b>Ongoing</b></p> <p>Council have supported the proposed timeline to provide individual asset management plans for all Council reserves. Data updating is progressing.</p>

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

THAT Council

- |                   |    |  |            |     |
|-------------------|----|--|------------|-----|
| ORD2023<br>11-121 | 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;       | 18/07/2023 | CEO |
|                   | 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. |            |     |

#### In progress

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

### Freds Pass Reserve Expansion

THAT Council:

- |                   |    |   |            |     |
|-------------------|----|---|------------|-----|
| ORD2023<br>11-142 | 1. | adopt the Freds Pass Reserve land expansion concept to include:   | 15/08/2023 | DIO |
|                   | 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. |            |     |

#### Part 1a,1b Ongoing

Initial discussions to take place in May.

#### Part 2 Ongoing

Discussions to take place in meeting with PAWA in May. DIPL have shown signs of progressing the link adjacent the highway.

#### Part 3 Ongoing

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



#### INF06 Private Roads Policy – Extension of Review

ORD 2023 11-242	THAT Council:			
	<ol style="list-style-type: none"><li>1. adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of one year and authorise the Chief Executive Officer to make minor amendments; and</li><li>2. approve the ongoing review of the private roads policy as a 'project' to be completed by December 2024 and approve additional funding for consultants and legal fees in the current budget.</li></ol>	12/12/2023	DIO	<b>In Progress</b> Policy updated accordingly.

#### Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034

ORD 2024 11-079	THAT Council:			<b>Complete</b>
	<ol style="list-style-type: none"><li>1. adopt t a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2024-2025 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) Local Government (General) Regulations 2021;</li><li>2. endorse the draft Municipal Plan 2024-2025 as at Attachment A for the purposes of public exhibition and consultation;</li><li>3. advertise the draft Municipal Plan 2024-2025, including special rates, as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024;</li><li>4. endorse the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as at Attachment B for the purposes of public exhibition and consultation;</li><li>5. advertise the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024; and</li><li>6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.</li></ol>	16/04/2024	DCC	<p>Public Notice informing of pubic constation period placed in NT News edition of Monday 22 April.</p> <p>Campaign to promote public consultation period undertaken via Council's Website and Facbook page for the duration of the submission period.</p> <p>Report presenting public feedback to Council is provided in the 18 June 2024 Ordinary Council Meeting Agenda.</p>

**Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension**

THAT Council:

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

ORD 2024  
11-085

16/04/2024

CEO

**In Progress**

Awaiting return of Funding Agreement from other party.

**Notice of Motion – Establish an Advocacy and New Committee**

THAT Council:

1. establish an Advocacy and New Initiatives Committee, as per draft Terms of Reference attached in Attachment A.

ORD 2024  
11-100

21/05/2024

CEO

**In Progress**

**Budget Review Two – 2023/2024 and Departmental Operating Income Statement  
2023/2024 and Capital Expenditure and Amended Long Term Financial Plan**

ORD 2024 11-105	THAT Council:				Complete
	<ol style="list-style-type: none"> <li>1. receive and note the report entitled Budget Review 2 – 2023/2024.</li> <li>2. adopt Budget Review 2 – 2023/2024, pursuant to Section 203 of the <i>Local Government Act 2019</i>, amending Total Operational Income to \$21,954,890, Total Operational Expenditure to \$17,263,382 and Total Capital Expenditure to \$15,240,841; and</li> <li>3. adopt the Financial Reserve movement of \$3,140,086 for 2023/2024 consisting of: <ol style="list-style-type: none"> <li>a) Developer Contributions Reserve reduction of \$325,905,</li> <li>b) Waste Management Reserve reduction of \$113,617,</li> <li>c) Asset Reserve increase of \$3,846,249; and</li> <li>d) Thorak Regional Cemetery reduction of \$266,642.</li> </ol> </li> </ol>	21/05/2024	DCC		<p>Budget Review 2 has been published on Councils Website, notification has been sent to the Agency and a public notice was published in the NT News of Saturday 25 May 2024.</p> <p>Budget Review 2 has been processed in Council's financial software.</p>

**“Too Much Stuff” Market Partnership**

ORD 2024 11-110	THAT Council:				
	<ol style="list-style-type: none"> <li>1. support the delivery of the “Too Much Stuff?” recycling program by Litchfield Council;</li> <li>2. approve an allocation \$1,500 for a two month trial;</li> <li>3. request a report be brought to Council prior to the end of trial to assess the program; and</li> <li>4. give consideration to other Reserves or locations.</li> </ol>	21/05/2024	CEO		<b>In Progress</b>

**Draft FIN01 Asset Disposal**

ORD 2024  
11-106

THAT Council:

1. adopts the FIN01 Asset Disposal Policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

21/05/2024

DCC

**Complete**

Policy published on Council's Website and Policy Register updated.

**Naming of Shared Path Northern Australia Railway**

THAT Council:

THAT Council:

1. receive and note the request as detailed in Attachment A;
2. provide in-principle support for the naming of the shared path network (or part thereof) as outlined in Attachment A to be 'North Australia Railway Trail' or as deemed appropriate subject to further historical information and provide a letter to Place Names NT; and
3. provide delegation to the CEO to approve further documentation in relation to the naming of the shared path network as deemed necessary.

ORD 2024  
11-113

21/05/2024

DIO

**In Progress**



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 June 2024

**7**      **Petitions**

**8**      **Deputations and Presentations**

**9**      **Accepting or Declining Late Items**

**10**     **Notices of Motion**

**10.01**      Composition of the Litchfield Municipal Council Risk Management and  
Audit Committee  
*(Item being discussed under Confidential – refer to Item 15.06)*

**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>	18/06/2024
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 May 2024 to 18 June 2024.

### Summary

DATE	EVENT / MEETING
21 May 2024	NT Grants Commission Visit to Litchfield & Tour of Humpty Doo Transfer Station
24 May 2024	60 <sup>th</sup> Anniversary of NT Water Ski Association
25 May 2024	2024 Freds Pass Rural Show Official Opening
28 May 2024	ABC Head Honcho
30 May 2024	Risk Management and Audit Committee Meeting
01 June 2024	Palmerston Citizenship Ceremony
04 June 2024	Strategic Discussion and Briefing Session
05– 06 June 2024	LGANT Circular Economy Symposium
07 June 2024	Tony Lee's - Funeral
14 June 2024	Scouts NT Annual General Meeting

### Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 21 May 2024 to 18 June 2024.



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 June 2024

#### 12 Reports from Council Appointed Representatives

**Meeting**

Risk Management and Audit Committee

**Representative**

Cr Sidey

Cr Salter

#### 13 Officers Reports

**13.01 Corporate and Community**

13.01.01 Litchfield Council Finance Report – May 2024

13.01.02 People, Performance and Governance Report – May 2024

13.01.03 FIN08 Risk Management Policy

13.01.04 RMAC Minutes - 30 May 2024

13.01.05 Local Government Immediate Priority Grants

**13.02 Executive and Community Development**

13.02.01 Community Services and Development Monthly Report – May 2024

13.02.02 Declaration of Rates and Charges 2024 - 2025

13.02.03 Proposed Fees and Charges 2024 - 2025

13.02.04 Municipal Plan 2024 - 2025

13.02.05 Council Members Professional Development Activity

13.02.06 Code of Conduct Complaint – Notice of Decision

### **13.03 Infrastructure and Operations**

13.03.01 Summary Planning and Development Report – May 2024





## COUNCIL REPORT

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

### Executive Summary

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

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

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

The annual rates and waste charges were levied in July 2023, and all instalment dates have passed. Outstanding rates ratio will continue to decline as Council implements rates recovery initiatives.

### Recommendation

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

### Background

Detailed financial information is presented on the following pages.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

## Legislative and Policy Implications

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

## Financial Implications

Nil.

## Risks

### Financial

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

## Community Engagement

Not applicable.

**LITCHFIELD  
COUNCIL**

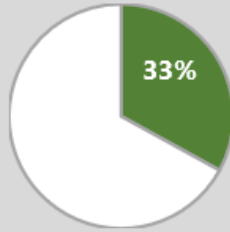


# Finance Report

## May 2024

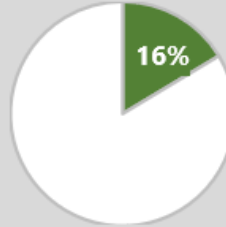
MAY 2024

## DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$ 5.1m  
Municipal Plan Target – 30%



### Rates Outstanding

\$ 2.80m Outstanding  
Municipal Plan Target – < 18%  
(Less than 2.9mn)

**\$ 19.30m**

#### OPERATIONAL REVENUE

\$21.95m Budget – 88% Target Achieved

**\$ 1.15m**

#### CAPITAL REVENUE

\$ 5.94m Budget

**\$ 13.02m**

#### OPERATIONAL EXPENSES

\$17.26m Budget – 75.4% Spent

**\$ 5.11m**

#### CAPITAL EXPENSES

\$ 15.24m Budget

**\$ 6.29m**

#### OPERATING SURPLUS

Budget \$ 4.69m

**\$ (3.95)m**

#### CAPITAL DEFICIT

Budget (\$ 9.30m)

### RATIOS

**33%**

Asset Sustainability  
Target 30% and more

**16%**

Rates Outstanding  
Target less than 18%

**81%**

Own Source Revenue Ratio  
Target 60% and more

**5.94**

Current Ratio  
Target 1 and more

**0**

Debt Service Ratio  
Target less than 1

**Current Cash Investments**  
**\$ 26.83m**

**0 of 18**

Budgeted Capital Programs  
2023/24  
\$0.665m Spent (13.01%)

**0 of 9**

Additional Capital Programs  
2023/24  
\$0.321m Spent (6.28%)

**22 of 27**

Carry Forward Programs  
from 2022/23-\$4.12m Spent  
(80.63%)

**\$19.52m**

Budgeted Cash  
Reserves June 2024

	Achieved
	Achieved
	Achieved
	Achieved
	Achieved

## 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 tenth-twelfth of annual budget except for Rates, which is represented in full as it is levied in July in full.

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	14,710,890.42	14,706,885.00	(4,005.42)	14,706,885.00
Charges	187,319.75	160,416.67	(26,903.08)	175,000.00
Fees and Charges	2,201,457.25	1,970,152.25	(231,305.00)	2,149,257.00
Operating Grants and Subsidies	500,325.40	3,638,143.67	3,137,818.27	3,968,884.00
Interest / Investment Income	1,498,183.51	705,833.33	(792,350.18)	770,000.00
Other Income	206,280.40	169,458.67	(36,821.73)	184,864.00
<b>TOTAL OPERATING INCOME</b>	<b>19,304,456.73</b>	<b>21,350,889.58</b>	<b>2,046,432.85</b>	<b>21,954,890.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	6,166,951.08	6,612,236.58	445,285.50	7,213,349.00
Materials and Contracts	6,024,486.78	8,039,881.67	2,015,394.89	8,770,780.00
Elected Member Allowances	234,298.09	312,583.33	78,285.24	341,000.00
Elected Member Expenses	52,848.18	50,656.83	(2,191.35)	55,262.00
Council Committee & LA Allowances	4,315.00	9,166.67	4,851.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	8,575,416.67	8,575,416.67	-	9,355,000.00
Accumulated Depreciation	6,495.55	-	-	-
Interest Expenses	-	-	-	-
Other Expenses	527,225.50	800,242.67	273,017.17	872,992.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>21,592,036.85</b>	<b>24,400,184.42</b>	<b>2,814,643.12</b>	<b>26,618,383.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(2,287,580.12)</b>	<b>(3,049,294.83)</b>	<b>(768,210.27)<sup>2</sup></b>	<b>(4,663,493.00)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(2,287,580.12)</b>	<b>(3,049,294.83)</b>	<b>(768,210.27)</b>	<b>(4,663,493.00)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	8,575,416.67	8,575,416.67	-	9,355,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>8,575,416.67</b>	<b>8,575,416.67</b>	<b>-</b>	<b>9,355,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(5,105,199.58)	(13,970,772.75)	(8,865,573.17)	(15,240,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(4,300,548.08)	(4,300,548.08)	(4,691,507.00)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(5,105,199.58)</b>	<b>(18,271,320.83)</b>	<b>(13,166,121.25)</b>	<b>(19,932,350.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	754,947.50 <sup>3</sup>	5,447,184.42	4,692,236.92	5,942,383.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	322,455.00 <sup>4</sup>	-	(328,258.64)	-
Sale of Assets (including trade-ins)	75,635.77 <sup>5</sup>	426,841.25	357,009.12	-
Transfers from Reserves	-	8,523,588.33	8,523,588.33	9,298,460.00
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,153,038.27</b>	<b>13,970,772.75</b>	<b>12,817,734.48</b>	<b>15,706,488.00</b>

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

<sup>2</sup> Due to full year Rates income consider to YTD Budget.

<sup>3</sup> Portion of LRCI Phase 4 Grant Income.

<sup>4</sup> Developer Contributions Income.

<sup>5</sup> Sale of Motor Vehicle Assets.

NET OPERATING POSITION	2,335,675.24	1,225,573.75	(1,116,597.04)	-
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### 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	30.00 <sup>6</sup>	-	-
Corporate	78,539.97 <sup>7</sup>	44,864.00	175.06%
Information Services	-	-	-
Finance & Customer Service	12,873,467.73	12,888,107.00	99.89%
Infrastructure & Assets	496,566.84	3,374,678.00	14.71% <sup>8</sup>
Waste Management	3,604,429.85	3,576,428.00	100.78%
Community	182,781.05	139,534.00	130.99% <sup>9</sup>
Community - Library	308,974.46	308,099.00	100.28%
Mobile Workforce	-	-	-
Regulatory Services	187,996.00	175,000.00	107.43% <sup>10</sup>
Thorak Cemetery	1,571,670.83	1,448,180.00	108.53%
<b>TOTAL REVENUE</b>	<b>19,304,456.73</b>	<b>21,954,890.00</b>	<b>87.93%</b>
<b>EXPENSES</b>			
Council Leadership	846,096.33	1,249,071.00	67.74%
Corporate	543,126.61	674,133.00	80.57% <sup>11</sup>
Information Services	443,298.81	700,136.00	63.32%
Finance & Customer Service	1,524,964.18	1,953,380.00	78.07% <sup>12</sup>
Infrastructure & Assets	2,154,405.32	4,259,748.00	50.58%
Waste Management	2,945,296.49	3,411,811.00	86.33% <sup>13</sup>
Community	1,661,093.45	1,917,049.00	86.65% <sup>14</sup>
Community - Library	419,838.67	353,062.00	118.91% <sup>15</sup>
Mobile Workforce	1,025,606.40	1,218,406.00	84.18% <sup>16</sup>
Regulatory Services	544,623.01	467,048.00	116.61% <sup>17</sup>
Thorak Cemetery	908,270.91	1,059,539.00	85.72% <sup>18</sup>
<b>TOTAL EXPENSES</b>	<b>13,016,620.18</b>	<b>17,263,383.00</b>	<b>75.40%</b>

<sup>6</sup> Includes FOI receipt income.

<sup>7</sup> Includes Insurance claims received.

<sup>8</sup> Budgeted Operational Grants income yet to be received.

<sup>9</sup> Includes Cash for Can Income.

<sup>10</sup> Includes Annual Dog Registration Income.

<sup>11</sup> Includes Advertising Cost that's has increased.

<sup>12</sup> Due to Insurance cost increased substantially.

<sup>13</sup> Maintenance Costs increased.

<sup>14</sup> Includes full year reserve payments.

<sup>15</sup> Includes Program running cost during school holidays.

<sup>16</sup> Includes Materials and Contracts cost that has increased.

<sup>17</sup> Due to vet cots increased substantially.

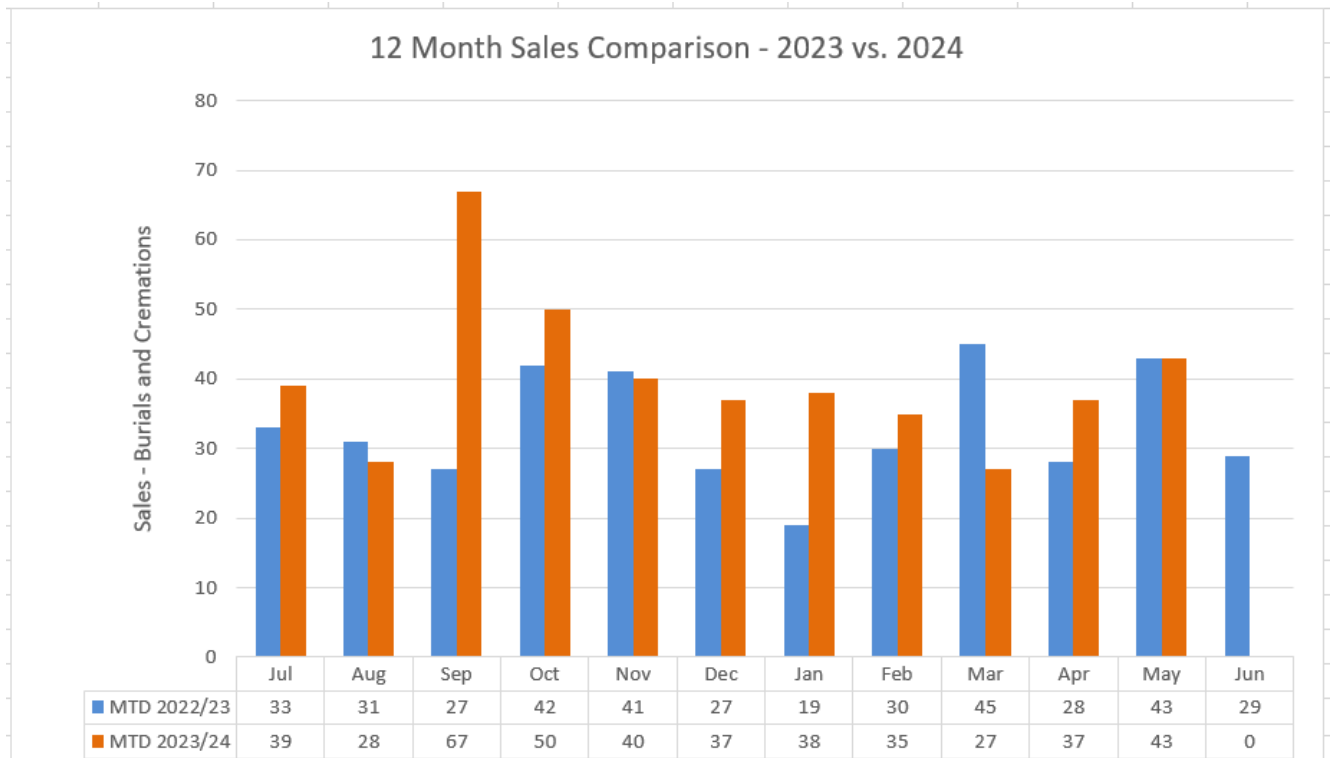
<sup>18</sup> Repairs and Maintenance Cost increased.

OPERATING RESULT	6,287,836.55	4,691,507.00	134.03%
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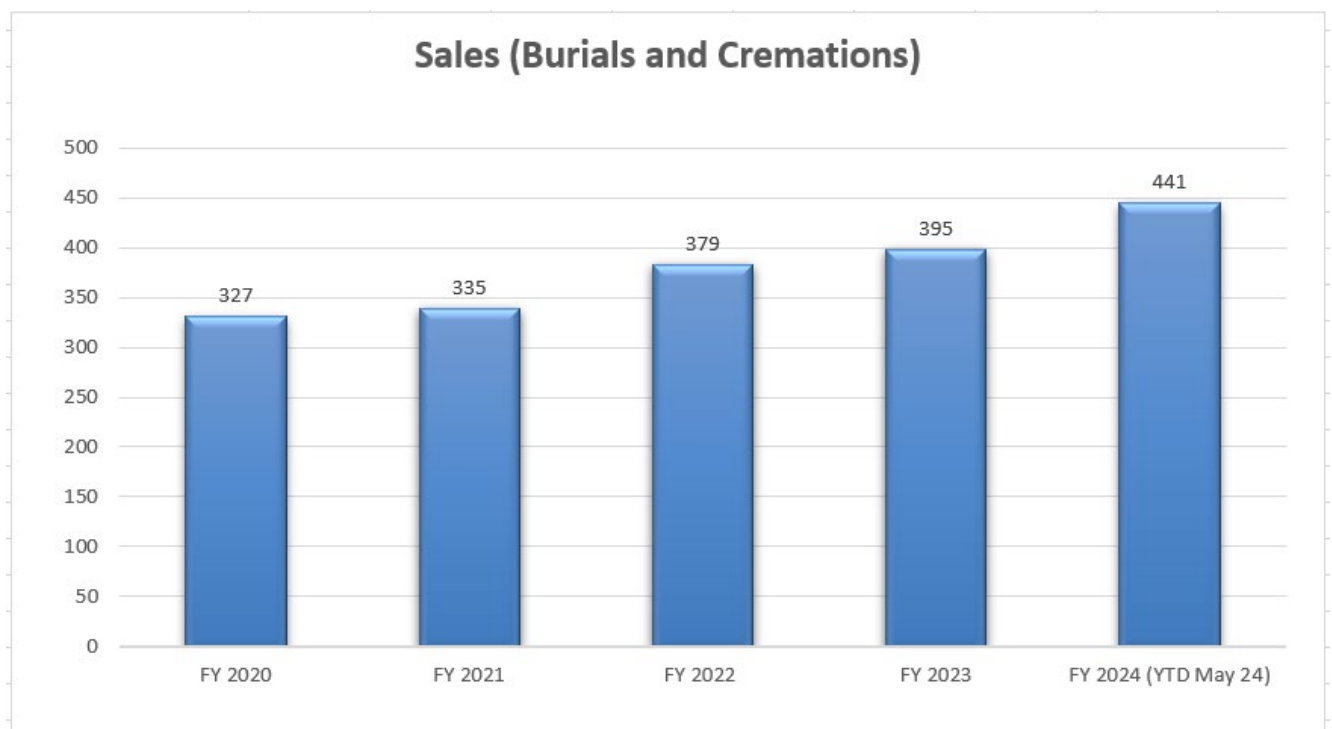
### Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 441 Interments and cremations, an increase of 75 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2024 Financial Year to date is 375.4.

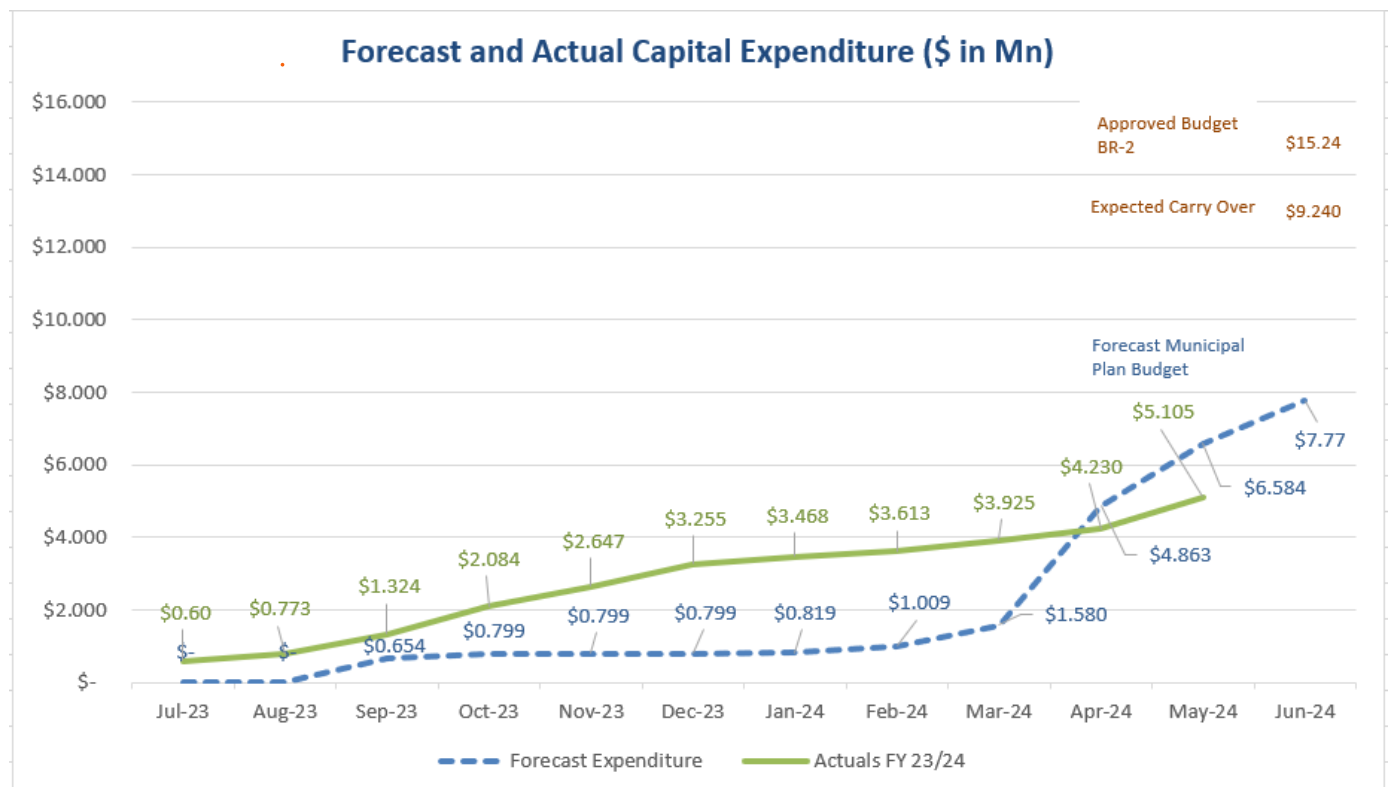


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	507,005.72	1,101,826.92	594,821.20	1,201,993.00
Infrastructure (including roads, footpaths, park furniture)	4,048,436.54	12,168,433.75	8,119,997.21	13,274,665.00
Plant and Machinery		-	-	-
Fleet	549,757.32	700,512.08	150,754.76	764,195.00
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>5,105,199.58</b>	<b>13,970,772.75</b>	<b>8,865,573.17</b>	<b>15,240,843.00</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	754,947.50	5,447,184.42	4,692,236.92	5,942,383.00
Transfers from Cash Reserves	-	8,523,588.33	8,523,588.33	9,298,460.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	75,947.50	-	(75,635.77)	-
Other Funding	322,455.00	-	(322,455.00)	-
<b>TOTAL CAPITAL EXPENDITURE</b>				
<b>FUNDING</b>	<b>1,153,038.27</b>	<b>13,970,772.75</b>	<b>12,817,734.48</b>	<b>15,240,843.00</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) \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget – BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Aug-24	Yes	Yes	Project Delivery	Resealing works has commenced
2	Roads	Pavement Renewal – Thorngate	-	27,450.00	27,450.00	600,000.00	572,550.00	4.58%	Jul-25	Yes		Project Planning	Design is complete and cost estimate being reviewed.
3	Roads	Pavement Renewals – Heavy patches - various	-	9,540.00	9,540.00	400,000.00	390,460.00	2.39%	Sep-24	Yes	Yes	Project Delivery	Works program nearing completion
4	Roads	Gravel Surface Renewal	-	9,227.27	9,227.27	300,000.00	290,772.73	3.08%	Jun-24	Yes	Yes	Project Closure	Physical Works Completed
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Yes		Project Planning	Tender evaluation in progress
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Aug-25	Yes		Project Planning	RFQ for design released Based on initial assessment, allocated budget is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening- Mckinlay Road - 250m and Hopewell Road - 350m	-	-	-	214,000.00	214,000.00	0.00%	Aug-24	Yes	Yes	Project Delivery	Works now due to commence in July.
8	Roads	Road Safety – Intersection upgrades- Street lighting-Girraween Road / McMinns Drive and Girraween Road / Rogers Road	-	-	-	352,361.38	232,361.38	0.00%	Aug-24		Yes	Project Delivery	Project awarded and commencing in Late June
9	Roads	Road Safety Upgrades - Schools	-	81,879.36	81,879.36	100,000.00	18,120.64	81.88%	Jun-24	Yes	Yes	Project Complete	Complete
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Dec-24	Yes	Yes	Project Delivery	New base stations procured. Delivery is expected to take 3 months from UK.
11	Drainage	Drainage renewals	-	-	-	200,000.00	200,000.00	0.00%	Oct-24		Yes	Project Delivery	RFQ developed for release

2023/24 CAPITAL PROJECTS													
	Class of Assets	Municipal Plan Program	Total Prior Year(s) \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget – BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
12	Drainage	Drainage upgrade – various floodway's	-	137,067.37	137,067.37	458,000.00	320,932.63	29.93%	Sep-24	Yes	Yes	Project Delivery	Project works ongoing.
13	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Yes	Yes	Project Delivery	Works underway and expected to be complete end of June
14	Buildings	Bees Creek Office – Parking Shed	-	56,818.19	56,818.19	75,000.00	18,181.81	75.76%	Jun-24	Yes	Yes	Project Delivery	Physically complete and awaiting Occupancy permit
15	Fleet	Plant/Vehicle replacement	-	204,258.63	204,258.63	291,000.00	86,741.37	70.19%	Dec-24		Yes	Project Delivery	Project delivery is ongoing through the financial year. Expected delays in supply.
15	<i>Fleet</i>	<i>Plant/Vehicle replacement</i>	-	<i>86,232.93</i>	<i>86,232.93</i>	<i>109,000.00</i>	<i>767.07</i>	<i>99.12%</i>	<i>Jun-24</i>	<i>Yes</i>	<i>Yes</i>	<i>Complete</i>	<i>Complete</i>
16	Buildings	Freds Pass Reserve Asset Renewal Show Works and Market Shed Disabled Car Parking	-	52,597.36	52,597.36	190,000.00	137,402.64	27.68%	Jul-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
17	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
18	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
			-	<b>665,071.11</b>	<b>665,071.11</b>	<b>6,507,361.38</b>	<b>5,842,290.27</b>	<b>10.32%</b>					

### 2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded or by Resolution

	Class of Assets	Municipal Plan Program	Total Prior Year(s) \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	114,759.76	114,759.76	130,000.00	15,240.24	88.28%	Oct-23			Complete	Complete
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	64,404.00	64,404.00	120,000.00	55,596.00	53.67%	Jun-24			Complete	Complete
		Mira Square Community Building Carpark	-	87,998.32	87,998.32	150,000.00	137,998.32	58.67%	Jun-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24			Complete	Complete
2	Community	Humpty Doo Village Green Cenotaph upgrades	-	-	-	65,645.00	65,645.00	0.00%	On hold				Refer to Community Report for project status.
3	Buildings	Thorak Cemetery - Asset Renewal- Conc Beams, Fencing, Chapel Cameras, Old Cremator Removal, Irrigation, Chapel Carpet	-	-	-	90,888.97	90,888.97	0.00%	Sep-24	Yes	Yes	Project Delivery	Works will be ongoing through the year.
4	Roads	Road Seal Renewal - LRCI	-	-	-	973,429.00	973,429.00	0.00%	Aug-24	Yes	Yes	Project Delivery	Resealing works has commenced
		Shared Path Upgrade - LRCI Phase 4	-	-	-	682,628.00	682,628.00	0.00%	Dec-25	Yes	Yes	Project Planning	Project Design complete. Assessing cost estimates. Project Timeline reconsidered
5	Buildings	Wi-Fi & CCTV – Council Building - LRCI	-	-	-	100,000.00	100,000.00	0.00%	Mar-25	Yes	Yes	Project Planning	Project in initial stages of planning.
6	Community	Mira Square BBQ facilities and shade - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
7	Community	Humpty Doo Village Green lighting - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
8	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment. - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Dec-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
9	Community	Howard Park Recreation Reserve Carpark Upgrade - LRCI	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
			-	321,292.08	321,292.08	2,482,590.97	2,161,298.89	12.34%					

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	258,518.20	1,288,863.69	1,547,381.89	1,174,910.80	(372,471.09)	131.70%	Jun-24	Yes	Yes	Project Delivery	Resealing works has commenced
2	Roads	Pavement Renewal various roads	65,769.07	301,439.66	367,208.73	467,659.93	100,451.20	78.52%	Jun-24		Yes	Project Delivery	Initial asphalt works complete. Resealing to take place in June
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	28,097.00	62,121.00	50,000.00	(12,121.00)	124.24%	Nov-23			Complete	Complete
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	6,674.00	-	100.00%	Complete			Complete	Complete
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	-	-	100.00%	Complete			Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	5,963.27	-	100.00%	Complete			Complete	Complete
5	Roads	Gravel Road Sealing-Guys Creek Road	-	15,000.00	15,000.00	1,699,690.50	1,634,381.00	3.84%	Sep-24	Yes	Yes	Project Delivery	Works Commenced. And progressing well.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	-	-	-							
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	101,385.98	101,385.98	100,000.00	(1,385.98)	101.39%	Dec-23			Complete	Complete
8	Roads	Road Safety - Intersection Upgrades- Pioneer Drive/Power	-	218,807.62	218,807.62	250,000.00	31,192.38	87.52%	Jun-24			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
		Road Intersection											
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	34,461.16	-	100.00%	Oct-23			Complete	Complete
10	Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	2,304.18	-	100.00%	Complete			Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrade	131,194.98	101,140.00	232,334.98	168,805.02	(63,529.96)	137.64%	Jul-24	Yes	Yes	Project Delivery	Works to commence in June. Minor adjustment to project timeline.
12	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	48,000.00	26,429.00	74,429.00	32,000	5,571.00	93.04%	Dec-23			Complete	Complete
13	Buildings	Thorak Cemetery Asset Renewal- As per AMP	76,222.81	9,111.03	85,333.84	9,111.03	-	100.00%	Complete			Complete	Complete
14	Buildings	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	2,801.51	1,965.51	95.09%	Aug-23			Complete	Complete
15	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	183,050.64	183,050.64	67.52%	Jun-24			Complete	Complete. Tractor delivered
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	-	-	100.00%	Complete			Complete	Complete
		Waste Vehicle Replacement	162,112.20	-	162,112.20	-	-	100.00%	Dec-23			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
16	Roads	Southport Roads – Upgrade from Gravel to Seal	171,082.18	1,941,763.60	2,112,845.78	1,900,775.82	(40,987.78)	101.98%	Apr-24			Complete	Complete
17	Community	Mira Square - Construction of a new playground	65,000.00	-	65,000.00	5,000.00	5,000.00	92.86%	Complete			Complete	Complete
18	Community	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement	27,934.00	1,200.00	29,134.00	7,066.00	5,866.00	83.24%	Dec-23			Complete	Complete
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	25,200.00	-	25,200.00	4,800.00	4,800.00	84.00%	Complete			Complete	Complete
20	Buildings	Installation of power and lighting to existing storage shed at Knuckey Lagoon	18,000.00	-	18,000.00	-	0.00	100.00%	Complete			Complete	Complete
21	Community	Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	26,923.00	-	26,923.00	1,794.17	1,794.17	93.75%	Dec-23			Complete	Complete
22	Community	Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve	-	10,000.00	10,000.00	10,000.00	-	100.00%	Complete			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
23	Community	LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG	101,099.14	15,191.75	116,290.89	19,886.29	4,694.54	96.12%	TBA			Complete	Complete
24	Fleet	Compactor refurbishment	-	28,278.44	28,278.44	94,000.00	65,721.56	30.08%	Jun-24	Yes	Yes	Project Closure	Bin has been delivered. Final invoicing.
25	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	-	29,103.16	75.96%	Jun-24			Complete	Complete
26	Roads (Roads Safety Upgrades )	Girraween Road - McMinns Drive Intersection Upgrades	226,645.45	10,993.17	237,638.62	10,993.17	0.00	100.00%	Dec-23			Complete	Complete
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25	-	-	100.00%	Oct-23			Complete	Complete
		Girraween Primary School	685.00	-	685.00								
		Schools Safety Audits- Howard	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 Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
		<i>Springs Primary School</i>											
		<i>Schools Safety Audits- Good Shepherd</i>	1,541.25	-	1,541.25								
		<i>Road Safety Upgrades - Schools Safety Audits- Middle Point School</i>	1,541.25	-	1,541.25								
27	Buildings	<i>Thorak Cemetery - Irrigation Grant</i>	49,365.26	-	49,365.26	9,143.62	9,143.62	84.37%	Dec-23			Complete	Complete
			<b>2,966,251.05</b>	<b>4,118,839.39</b>	<b>7,085,087.44</b>	<b>8,989,952.35</b>	<b>1,592,238.97</b>	<b>81.28%</b>					
	<b>Total</b>		<b>2,966,251.05</b>	<b>5,105,199.58</b>	<b>8,071,450.63</b>	<b>15,240,843.46</b>	<b>9,575,828.13</b>	<b>23.52%</b>					

Yes
No

Indicates that the relevant aspect is as planned and on schedule

Indicates that the relevant aspect is not as planned and not on schedule for various reasons

Indicates that there are external aspects that are impacting the schedule, whether it be weather dependent or reliant on a 3<sup>rd</sup> party approval

#### Notes:

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



### STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 31 APRIL 2024	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	26,836,867.89	
Untied Funds	2,435,876.90	
Accounts Receivable <sup>19</sup>		
Trade Debtors	217,304.00	(2)
Rates & Charges Debtors	1,985,882.78	
Other Current Assets	762,520.71	
<b>TOTAL CURRENT ASSETS</b>	<b>32,238,452.28</b>	
Non-Current Financial Assets	3,617,692.25	
Property, Plant and Equipment	429,747,830.85	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>433,365,523.10</b>	
<b>TOTAL ASSETS</b>	<b>465,603,975.38</b>	
<b>LIABILITIES</b>		
Accounts Payable <sup>20</sup>	2,113,204.76	(3)
ATO & Payroll Liabilities	(1,297.33)	(4)
Current Provisions	619,199.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
<b>TOTAL CURRENT LIABILITIES</b>	<b>5,666,161.11</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	397,261.00	
Other Non-Current Liabilities		
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>397,261.00</b>	
<b>TOTAL LIABILITIES</b>	<b>6,063,422.11</b>	
<b>NET ASSETS</b>	<b>459,540,553.27</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	21,419,507.87	
<b>TOTAL EQUITY</b>	<b>459,540,553.27</b>	

<sup>19</sup> Includes Allowance for Doubtful debt.

<sup>20</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

## Note 1: Details of Cash and Investments Held

### Investment Schedule

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

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	10/10/2023	1,000,000.00	4.86%	24/09/2024	350	3,500,000.00	13.04%	46,602.74
	22/11/2023	1,000,000.00	5.15%	26/11/2024	370			52,205.48
	6/02/2024	500,000.00	5.02%	28/01/2025	357			24,549.86
	9/04/2024	1,000,000.00	5.02%	11/03/2025	336			46,211.51
Commonwealth (S&P A1+)	23/08/2023	1,000,000.00	5.43%	25/06/2024	307	8,336,867.89	31.06%	45,671.51
	3/10/2023	1,000,000.00	5.28%	13/08/2024	315			45,567.12
	3/10/2023	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	24/10/2023	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	24/10/2023	336,867.89	5.24%	8/10/2024	350			16,926.46
	21/11/2023	1,000,000.00	5.12%	12/11/2024	357			50,077.81
	23/01/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
	5/03/2024	1,000,000.00	4.85%	25/02/2025	357			47,436.99
Defence Bank (S & P A2)	10/08/2023	1,500,000.00	5.20%	11/06/2024	306	3,500,000.00	13.04%	65,391.78
	8/11/2023	1,000,000.00	5.20%	22/10/2024	349			49,720.55
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	5/09/2023	1,000,000.00	5.15%	3/07/2024	302	11,500,000.00	42.85%	42,610.96
	19/09/2023	1,000,000.00	5.15%	16/07/2024	301			42,469.86
	20/09/2023	1,000,000.00	5.16%	23/07/2024	307			43,400.55
	20/09/2023	1,000,000.00	5.17%	30/07/2024	314			44,476.16
	3/10/2023	1,000,000.00	5.30%	10/09/2024	343			49,805.48
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
	9/01/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,926.03
	20/02/2024	1,000,000.00	5.10%	11/02/2025	357			49,882.19
	6/03/2024	1,000,000.00	5.05%	25/02/2025	356			49,254.79
<b>TOTAL INVESTMENTS</b>		<b>26,836,867.89</b>				<b>26,836,867.89</b>	<b>100%</b>	<b>1,265,230.31</b>

% of Total Investment Portfolio	A1 & A1+ (max 100% )	68.79%	A2 (max 60%)	31.21%	100%
Total Investments/ Tied Funds	\$ 26,836,867.89	Total Year to date Investments Earnings		\$ 1,275,046.01 <sup>21</sup>	
General Bank Funds	\$ 2,432,542.41				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 2,433,817.41				
Total all funds	\$ 29,270,685.30				

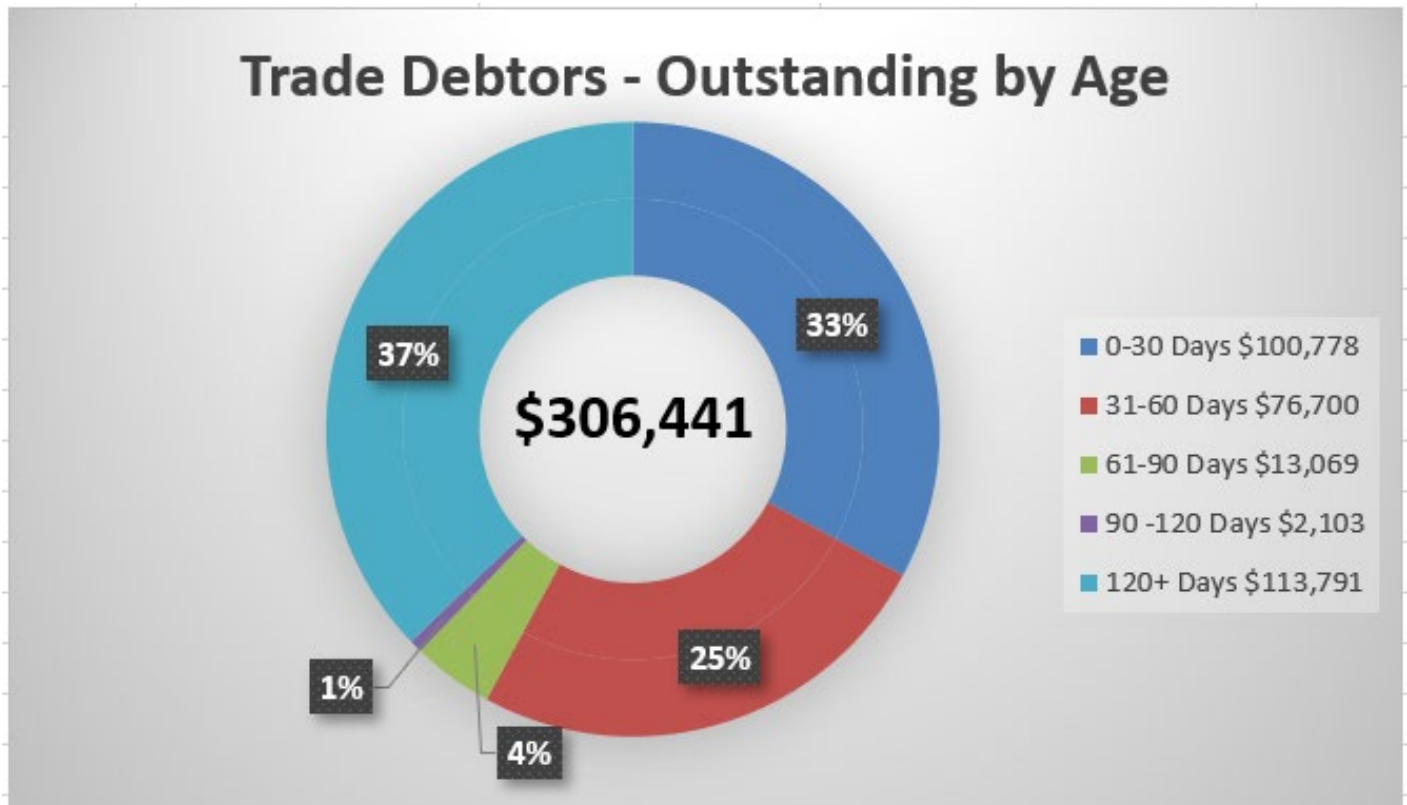
<sup>21</sup> Due to Accrued Interest posted for month of May -24

## Note 2: Statement of Trade Debtors

Total Debtors as of 31 May 2024 is \$306,441; \$113,791 relates to invoices outstanding over 90 days. \$51,258 of the 120+ days debtors relate to the charge of legal fees on regulatory service orders. Statutory charges were placed against the property as a part of the recovery process. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and sixty-three (264) infringements outstanding with a total balance of \$66,614.46 an increase of \$5,417.46 from April. Four (4) are newly issued, fourteen (14) reminder notice produced, two hundred and thirty-eight (238) are with the Fines Recovery Unit (FRU), two (2) being re-send to Fines Recovery Unit (FRU), four (4) are partly payment in progress, and two (2) paid in full.

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	4,500.00	-	-	-	50,954.37	55,454.37
Cemetery	12,253.88	74,087.44	9,902.20		8,499.70	104,743.22
Waste	-	1,862.99		-	-	1,862.99
Recreation Reserves	598.72	534.50	-	(204.02)		929.20
Planning	227.00	-	-	-	-	227.00
GST Receivable	76,609.33	-	-	-	-	76,609.33
Infringements	6,589.00	215.00	3,167.00	2,307.00	54,336.46	66,614.46
<b>Total</b>	<b>100,777.93</b>	<b>76,699.93</b>	<b>13,069.20</b>	<b>2,102.98</b>	<b>113,790.53</b>	<b>306,440.57</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	584,248.16	-	-	-	-	584,248.16
Cemetery	6,283.97	-	-	-	-	6,283.97
<b>Total</b>	<b>590,532.13</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>590,532.13</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	26,194.00	-	-	-	-	26,194.00
Payroll	-	-	-	-	-	-
<b>Total</b>	<b>26,194.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>26,194.00</b>

### Financial Reserves

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

	2022-2023 Actuals \$	2023-2024 Forecast Net Movement \$	2023-2024 Budget Review 2 \$
<b>Externally Restricted</b>			
Developer Contribution Reserve	675,986.00	(325,905.00)	350,081.00
Unexpended Grants / Contributions	3,863,668.00	(3,863,668.00)	-
Unexpended Capital Works	3,129,453.00	(3,129,453.00)	-
<b>Total Externally Restricted Reserves</b>	<b>7,669,107.00</b>	<b>(7,319,026.00)</b>	<b>350,081.00</b>
<b>Internally Restricted</b>			
Asset Reserve	7,898,788.00	2,712,354.00	10,611,142.00
Waste Management Reserve	5,482,478.00	-	5,482,478.00
Thorak Regional Cemetery Reserve	1,933,705.00	1.00	1,933,706.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserves	141,906.00	-	141,906.00
<b>Total Internally Restricted Reserves</b>	<b>16,456,877.00</b>	<b>2,712,355.00</b>	<b>19,169,232.00</b>
<b>TOTAL RESERVES</b>	<b>24,125,984.00</b>	<b>(4,606,671.00)</b>	<b>19,519,313.00</b>

## Outstanding Rates

### Prior Years Rates Outstanding<sup>22</sup>

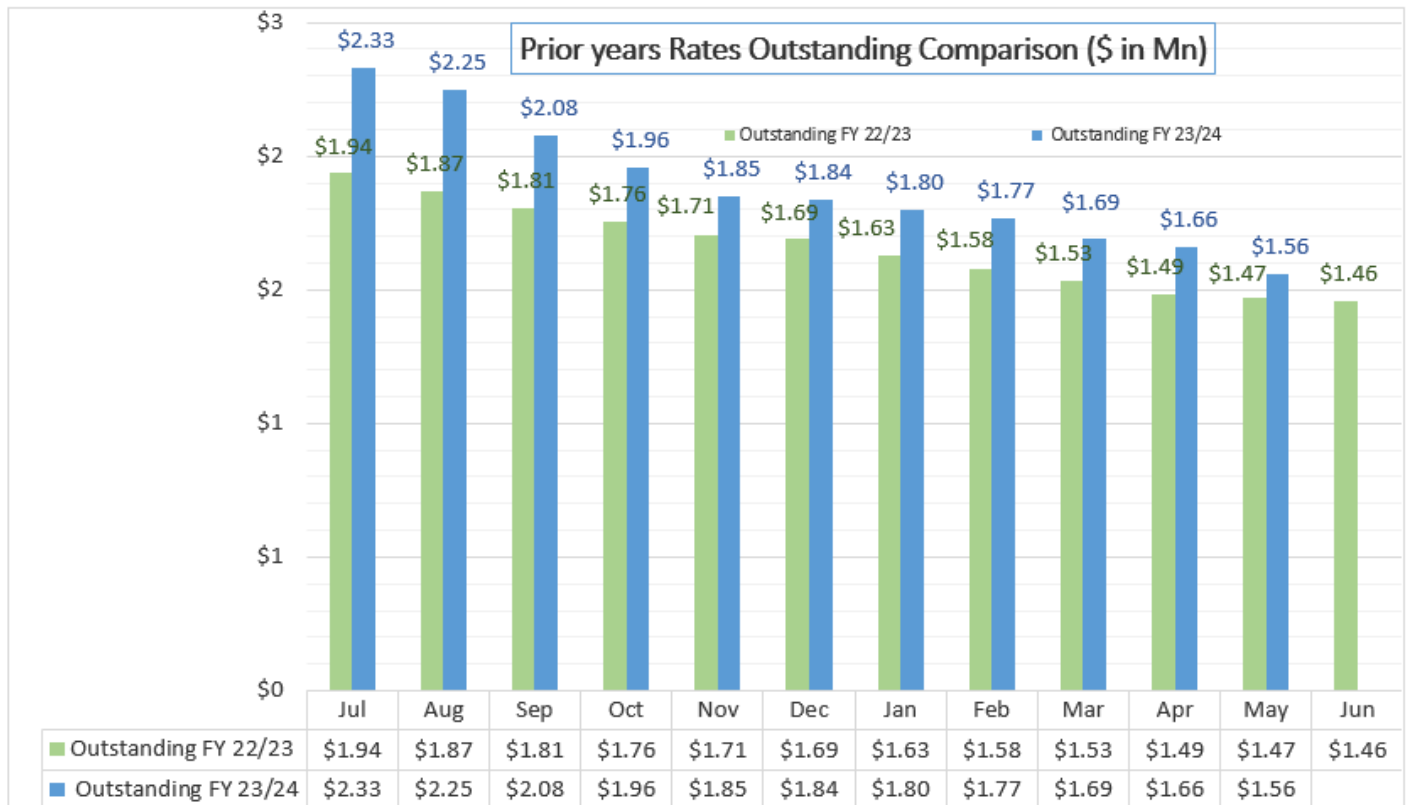
The below table illustrates the split of prior year outstanding rates, currently at \$1.56 million.

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

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

	Beginning of 2023/24 Prior Years Rates Outstanding (\$)	Previous Month (April 2024) (\$)	Current Month (May 2024) (\$)
COMMERCIAL	54,188.57	28,389.78	29,035.18
GAS PLANT	53.19	-	-
MINING	150,206.57	161,698.16	163,788.58
HORTICULTURE AGRICULTURE	97,114.26	93,326.73	21,645.66
NON-RATEABLE GENERAL	18,663.65	19,803.12	19,927.23
NON-RATEABLE WASTE	38,409.98	39,960.92	40,242.49
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,182,659.71	1,157,517.55
URBAN RESIDENTIAL	222,758.42	135,771.15	137,481.61
<b>TOTAL</b>	<b>2,440,333.63</b>	<b>1,661,609.57</b>	<b>1,569,638.30</b>
<b>Arrears LESS Legal</b>	<b>2,278,848.35</b>	<b>1,548,178.40</b>	<b>1,461,930.69</b>

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



<sup>22</sup> Includes prior years outstanding rates ( FY 2023 and prior )

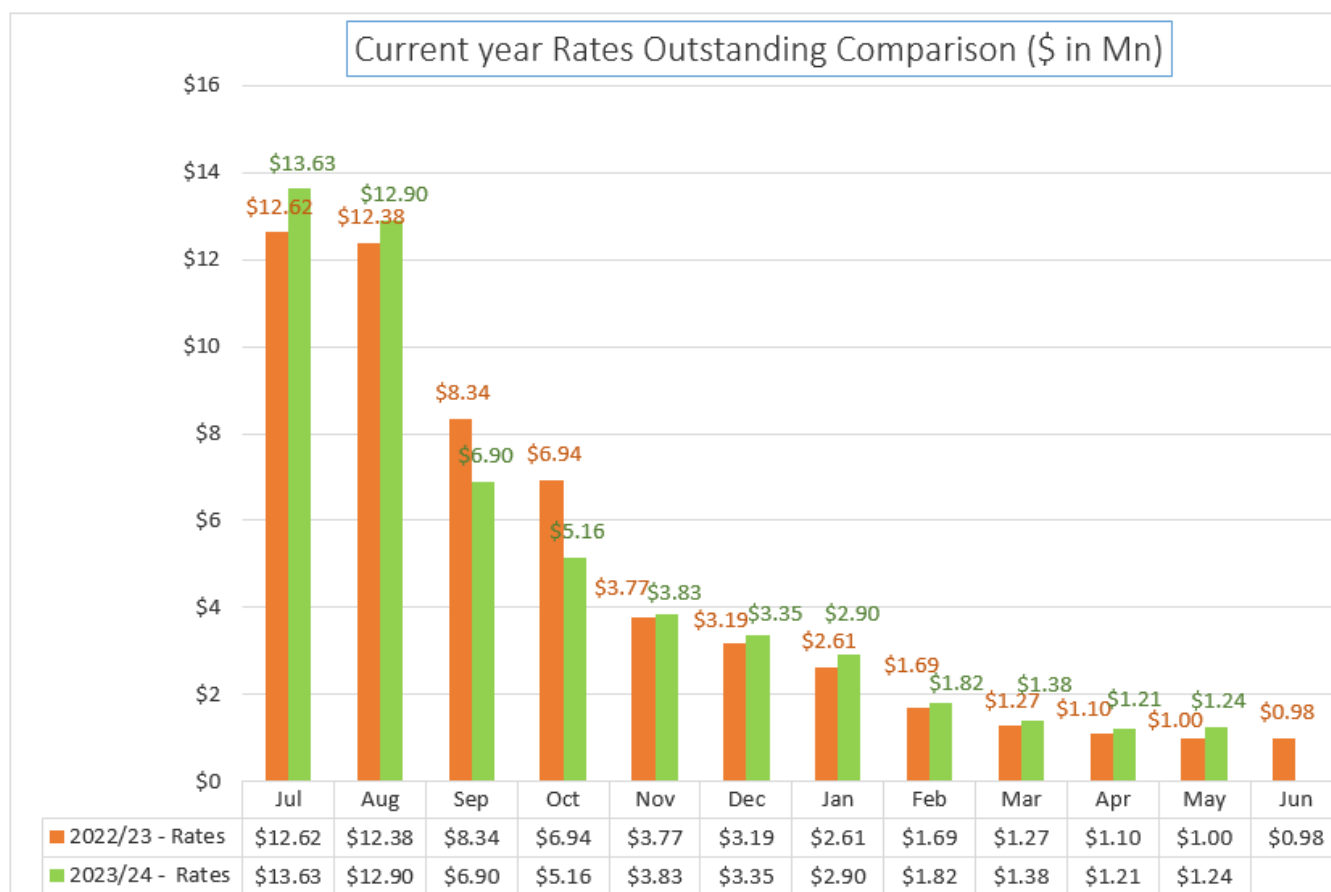
### Current Year Rates<sup>23</sup>

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

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

	Previous Month (April 2024) (\$)	Current Month (May 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	256,816.28	233,851.95	22,964.33	30-Sep-23
Instalment 2	416,455.36	393,348.91	23,106.45	30-Nov-23
Instalment 3	545,225.21	612,963.44 <sup>24</sup>	-	28-Feb-24
<b>TOTAL</b>	<b>1,218,496.85</b>	<b>1,240,164.30</b>	<b>-</b>	<b>21,667.45</b>

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



<sup>23</sup> Includes current year outstanding rates (FY 2024)

<sup>24</sup> Amount is higher than last month due to Commercial industry being levied on May 2024.

## Accounts Payable Report

Cheque No.	Payee	Description	Amount
1536.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFQ24-425 Mira Square Carpark Construction	\$ 271,472.95
1537.132-01	AIRPOWER NT PTY LTD	Purchase of Kubota Tractor M135GGX, and Equipment	\$ 215,647.95
1536.409-01	F & J BITUMEN SERVICES PTY LTD	RFQ23-404 Spencely Road Rehabilitation	\$ 146,589.00
1536.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ23-402- Pavement Repair Work at Lowther, London and Levy Roads	\$ 134,371.80
1537.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (23/24) - Cycle 1 WE 01 and 15 May 2024	\$ 103,364.00
1541.280-01	CITY OF DARWIN	Apr 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$ 100,776.00
1533.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation - Cyc 99 Py 22 23/24 WE 01 May 2024	\$ 57,857.18
1540.874-01	VTG WASTE & RECYCLING	Apr 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$ 56,723.63
1541.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 24 (23/24) - Cycle 1 WE 29 May 2024	\$ 51,860.00
1536.60-01	FREDS PASS SPORT & RECREATION	Grant Funding Agreement - Access Road Upgrade	\$ 42,857.10
1537.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Cyc 99 Py 23 WE 15 May 2024	\$ 29,519.44
1536.2815-01	JLM CONTRACTING SERVICES PTY LTD	RFQ23-381 Construction Concrete Path and Fence at HPRR	\$ 28,435.00
1541.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 24 2024 WE 29 May 2024	\$ 26,603.92
1533.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Verge Top Up and Leveling Challoner Circuit	\$ 22,902.00
1541.409-01	F & J BITUMEN SERVICES PTY LTD	Howard Park Car Park Reseal	\$ 21,449.00
1539.2862-01	CHRONICLE RIP PTY LTD	Digital Cemetery Plot & Survey	\$ 21,136.50
1540.849-01	WEX AUSTRALIA ( PUMA CARD)	Apr 2024 - Litchfield Council/ Thorak Fuel Account	\$ 19,394.23
1536.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Clearing of the Easement - Lockerley Road, and Install Stone Pitching Wall	\$ 18,524.00
1537.1022-01	KPMG	Audit of the Risk Management Framework	\$ 14,656.13
1533.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	\$ 14,437.50
1536.926-01	JACANA ENERGY	Jan - Mar 2024 - Unmetered Streetlighting Charges	\$ 14,181.22
1540.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (23/24) - Cycle 99 Out of Cycle Payments	\$ 13,691.06
1540.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Install Stone Pitching 12 Meter Wall	\$ 11,415.80
1537.2795-01	MALA-NGOOR ENTERPRISES PTY LTD	Removal and Replacement of Damaged Signs - Various Locations Litchfield Council Municipality	\$ 10,681.66
1536.170-01	NTRS (NT RECYCLING SOLUTIONS)	April 2024 - Waste Contractor Rural Residents	\$ 10,033.87

1537.794-01	TOP END R.A.C.E.	Maintenance of Street Lights - Various Locations Litchfield Council Municipality	\$ 9,873.32
DD250524	WESTPAC CARDS & DIRECT DEBITS	Apr 2024 - Credit Card Purchases Litchfield Council Officers	\$ 8,969.94
1540.1646-01	TROPPO GARDENS	Prune, Mulch, and Garden Maintenance Litchfield Council Office Gardens	\$ 8,910.00
1536.1068-01	MR D S BARDEN	April 2024 - Elected Members Allowances	\$ 8,606.56
1536.72-01	LIVINGSTONE RECREATION RESERVE INC	Sept 2022- Oct 2023- LVBB Water - Reimbursed Water Bills Paid	\$ 7,848.99
1533.2440-01	STANTEC AUSTRALIA PTY LTD	Meade Road - Upgrade from Gravel to Seal	\$ 7,822.10
1536.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations Litchfield Council Municipality	\$ 6,916.58
DD260524	WESTPAC CARDS & DIRECT DEBITS	May 2024 - Credit Card Purchases Litchfield Council Officers	\$ 6,554.27
1536.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Mar 2024 -Waste Transfer Station Water Sampling/Testing	\$ 6,237.00
1533.85-01	TELSTRA	Apr 2024 - Thorak & Litchfield Council Internet, Data & Mobiles	\$ 6,127.88
1538.183-01	CHRIS'S BACKHOE HIRE PTY LTD	April 2024 - Grave Preparation Thorak Cemetery	\$ 5,544.00
1537.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Supply/Fit Front Tail Shaft and Hoses. Labour and Parts for MWF Tractors/Slashers	\$ 5,045.46
1536.2855-01	TOP END SOUNDS PTY LTD	Freds Pass Show 2024 - TES Marquee , Equipment and Sound	\$ 5,022.58
1533.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Easement Drainage Repairs - Various Locations Litchfield Council Municipality	\$ 5,016.00
1540.1949-01	DARWIN RIVER TAVERN	Community Grant - 2024 Eden Festival	\$ 5,000.00
1537.2481-01	TERRITORY SPORTSMEDICINE	Ergonomic Assessments - Litchfield Council Employee Workstation Assessments	\$ 4,860.00
1540.1253-01	CRAIG BURGDORF	Service and Consumables for Komatsu	\$ 4,714.38
1536.498-01	MR M I G SALTER	April 2024 - Elected Members Allowances	\$ 4,503.28
1541.1829-01	PACESETTER SERVICES	Supplementary Rates and Subdivision Training	\$ 4,224.00
1537.506-01	TURBO'S TYRES	Tyres, Services and Puncture Repairs MWF Fleet	\$ 3,917.65
1540.2865-01	THORAK CEMTERY CUSTOMER	Refund - Overpaid Cemetery Invoices, Duplicated in Customers Banking Processing	\$ 3,876.56
1537.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance Works HDVG	\$ 3,850.00
1541.926-01	JACANA ENERGY	Apr 2024 - Electricity all Waste Stations, MWF SHED, HPRR and KLRR	\$ 3,711.91
1538.189-01	H.D. ENTERPRISES P/L	Repair Power to Vertical Multi Switch Board HPRR	\$ 3,193.95
1537.162-01	CIVICA PTY LTD	Work Patterns Implementation- Payroll	\$ 3,104.94
1540.132-01	AIRPOWER NT PTY LTD	1000 Hr service for CE 73 VR FS 3690	\$ 3,021.00
1535.2089-01	ELGAS LTD	Weekly Gas Delivery Thorak Cemetery Crematorium	\$ 3,000.27
1536.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 2,999.22



1541.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 26 May 2024	\$ 2,969.59
1533.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 28 April 2024	\$ 2,969.59
1537.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 12 May 2024	\$ 2,969.59
1540.1141-01	NORTHERN GROUND MAINTENANCE	Apr 2024 - Mowing Services HDVG, HPPR & KLRR	\$ 2,948.00
1541.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	May 2024 - Cleaning LC Office and Thorak Cemetery	\$ 2,810.16
1537.1088-01	TALENT PROPELLER	Recruitment- Development Engineer	\$ 2,750.00
1536.2252-01	MRS E SHARP	April 2024 - Elected Members Allowances	\$ 2,703.28
1536.2800-01	ARBORWORK TREE SERVICES PTY LTD	Roadside Tree Prunning - Various Locations Litchfield Council Municipality	\$ 2,640.00
1541.1022-01	KPMG	Audit of the Risk Management Framework	\$ 2,586.38
1536.2249-01	MS R A WRIGHT	April 2024 - Elected Members Allowances	\$ 2,502.73
1536.2238-01	MR K R HARLAN	April 2024 - Elected Members Allowances	\$ 2,415.30
1541.862-01	KOKODA INDUSTRIES (HPA INCORPORATED)	Parkland Table for Gazebo Area Litchfield Council	\$ 2,400.00
1536.2239-01	MR M SIDEY	April 2024 - Elected Members Allowances	\$ 2,203.28
1541.1542-01	CAM INTERIORS	Replacement High Back Chairs for Litchfield Council Office	\$ 2,118.60
1536.187-01	NORSIGN	Caution Signs - Waste Stations	\$ 2,096.82
1540.815-01	JEFFRESS ADVERTISING	NT News Advertisement - Tenders	\$ 2,029.70
1540.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations Litchfield Council Municipality	\$ 1,980.00
1540.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 1,951.73
1539.926-01	JACANA ENERGY	Mar 2024 - Electricity Thorak Cemetery	\$ 1,845.29
1540.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Electrical Investigation HPPR, Switchboard	\$ 1,809.50
1533.653-01	GOLD MEDAL SERVICES (NT) PTY LTD	HPPR - Howard Hall Electrical Repairs	\$ 1,809.50
1536.2253-01	MR A MACKAY	April 2024 - Elected Members Allowances	\$ 1,803.28
1541.2686-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$ 1,800.00
1542.290-01	AUSTENG ENGINEERING SOLUTIONS	Cremator Repairs - Replace Modulator Motor	\$ 1,795.20
1537.1253-01	CRAIG BURGDORF	HDWTS: Service Komatsu	\$ 1,750.38
1540.1392-01	AKRON GROUP NT PTY LTD	Old Bynoe Road - Closure, Traffic Control	\$ 1,738.00
1533.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 05 April 2024	\$ 1,727.92
1537.926-01	JACANA ENERGY	Mar 2024 - Jacana - HDVG Lot 1799	\$ 1,726.16

1537.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR & Waste Stations and MWF Shed WE 10 May 2024	\$ 1,720.00
1540.78-01	POWER & WATER CORPORATION	Dec - May 2024 - MWF Swipe Water Card and Water HPRR	\$ 1,655.46
1536.616-01	PALMERSTON & RURAL PARTY HIRE	Australia Day 2024 - Table and Chair Hire	\$ 1,640.00
1537.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers	\$ 1,549.85
1541.78-01	POWER & WATER CORPORATION	April 2024 - Power & Water - HPRR Lot 1916	\$ 1,548.40
1539.2089-01	ELGAS LTD	Weekly Gas Delivery Thorak Cemetery Crematorium	\$ 1,536.22
1533.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR WE 24 Apr 2024	\$ 1,500.00
1537.1016-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 1,500.00
1541.2866-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$ 1,434.45
1536.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Apr 2024 - Security Patrols Litchfield Council Office and Humpty Doo Waste Station	\$ 1,381.41
1541.72-01	LIVINGSTONE RECREATION RESERVE INC	26 Oct - 03 Apr 2024 - Livingstone Fire Brigade Reimbursement of Water Account	\$ 1,373.41
1537.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 17 April 2024	\$ 1,354.56
1533.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 1,348.58
1536.1023-01	AUSLINE ENGINEERING	Repairs of Linkage and Skin Skids - Tractor	\$ 1,303.50
1536.874-01	VTG WASTE & RECYCLING	April 2024 - HSWTS and HDWTS - Liquid Waste Disposal	\$ 1,298.11
1539.941-01	EVERLON BRONZE	Bronze plaque NT-TRC-B240216B-1 - Thorak Customer	\$ 1,276.00
1540.1471-01	RICOH AUSTRALIA PTY LTD	Apr 2024 - All Litchfield Council Sites -Hire of Photocopiers & Consumables	\$ 1,266.87
1540.577-01	ARJAYS SALE & SERVICE PTY LTD	Trouble Shoot / Fault Find Speed Sign - Humpty Doo School	\$ 1,251.80
1534.2089-01	ELGAS LTD	Weekly Gas Delivery - Thorak Cemetery Crematorium	\$ 1,246.65
1537.384-01	MS C VERNON	Apr 2024 - Authority Consultancy Services	\$ 1,215.50
1537.1181-01	ODD JOB BOB	Replacement of Floor Vinyl at HSWTS	\$ 1,204.50
1533.926-01	JACANA ENERGY	Mar 2024 - Electricity - HSWTS	\$ 1,157.18
1536.2718-01	JUSTIFIED SERVICES PTY LTD	Monthly WHS Consultancy Services	\$ 1,144.00
1536.1181-01	ODD JOB BOB	Supply of Materials / Consumables Repairs for Works at Litchfield Council Office	\$ 1,108.25
1536.36-01	BRIDGE TOYOTA	Battery Supplied / Fitted, A/C Filters and Service on Litchfield Council Fleet Vehicles	\$ 1,094.67
1537.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement Electric Battery Unit	\$ 1,079.96
1537.87-01	TOP END LINEMARKERS PTY LTD	Challoner Circuit - Yellow No Parking Lines	\$ 1,052.00
1540.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - Waste Stations	\$ 1,028.51

1538.2089-01	ELGAS LTD	Weekly Gas Delivery - Crematorium, Thorak Cemetery	\$ 2,025.29
1536.508-01	EASA	EAP Counselling Sessions from 16-30 April 2024	\$ 1,008.04
1537.1152-01	LANE COMMUNICATIONS	3rd Quarter Overdue Rates Notices 2023 / 2024	\$ 998.62
1538.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Line Cemetery Display Lawn	\$ 990.00
1541.1103-01	HASTINGS DEERING	BSWTS: Backhoe 250hr Service	\$ 981.57
1540.1431-01	TRANSFORM ELECTRICAL	Replacement of LED Lights, Litchfield Council Office	\$ 979.00
1536.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Apr 2024- ANZAC Day Cookies	\$ 965.00
1542.2702-01	MELAMON MONUMENTAL	Gold leaf Inscription/Photo - Thorak Customer	\$ 949.99
1540.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace Seals for Tilt Crowd Cylinder MWF Machine	\$ 864.42
1541.31-01	TOP END SIGN SALES	Freds Pass Annual Show - Core Flute Posters	\$ 841.50
1536.1330-01	PAWS DARWIN LTD	Mar 2024 Pound Transfers	\$ 825.00
1537.2527-01	NORTHCOAST REFRIGERATION	Apr 2024 - HDWTS - Degas Aircons and Fridges	\$ 825.00
1536.1431-01	TRANSFORM ELECTRICAL	Installation and Supply of Wall Fan Outdoor Area	\$ 820.00
1541.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Top Dress and Divot, and Irrigation Repairs	\$ 804.10
1537.1379-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 800.00
1535.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 799.91
1542.220-01	THE BIG MOWER	Loop Handle Brush Cutter	\$ 799.00
1535.2049-01	AJ SECURITY DARWIN	Apr 2024 - Security Open & Lock Up Thorak Cemetery	\$ 792.48
1536.2049-01	AJ SECURITY DARWIN	Apr 2024 - HPRR x 2 Day Security Checks	\$ 792.48
1534.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Temporary Staff Placement Litchfield Council	\$ 781.48
1540.1741-01	DARWIN COMMUNITY ARTS	Youth Week - 2 Workshops	\$ 770.00
1537.2295-01	COLEMANS PRINTING	Magnetic Numbers 27 Sets including Artwork	\$ 746.90
1536.2819-01	POWER CLEAN NT	Fatality Girraween Rd - After Hours Call-out for Clean up	\$ 726.00
1537.2654-01	MAXINE DOWLEY	Freds Pass Recreation Reserve Show - Consultancy Services	\$ 701.25
1541.928-01	RSEA PTY LTD	PPE - Boots and Uniforms New MWF Team Leader	\$ 616.47
1537.443-01	TERRITORY UNIFORMS	Litchfield Council Polo Shirts with Logo	\$ 597.19
1541.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Makita Battery Powered Blower & Battery MWF	\$ 596.29
1537.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Apr 2024 - Litchfield Council Archive Services	\$ 593.45

1537.36-01	BRIDGE TOYOTA	CC51PU - Repairs for Faulty Oxygen Sensor	\$ 588.51
1541.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Blades for Slashers	\$ 585.82
1536.2164-01	SCOUT TALENT PTY LTD	Apr 2024 - E-learning Monthly Subscription	\$ 582.12
DD270424	WESTPAC CARDS & DIRECT DEBITS	Apr 2024 - Credit Card Purchases Thorak Cemetery Council Officer	\$ 579.79
1541.1211-01	MR G S MAYO	Litchfield Council Weekend Pound Maintenance	\$ 570.00
1533.1211-01	MR G S MAYO	06 Apr - 28 Apr 2024 - Weekend Pound Maintenance	\$ 570.00
1533.187-01	NORSIGN	Replacement Tribular Bolts for MWF Machines	\$ 569.64
1541.2529-01	TOTAL SAFETY SOLUTIONS	PPE Supplies - Gloves, Glasses and Clothing	\$ 566.63
1536.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Sprinkler Repairs HPRR	\$ 561.00
1533.28-01	RURAL FIRE PROTECTION	1/2 Year Fire Equipment Servicing Office	\$ 539.00
1538.220-01	THE BIG MOWER	Mower Deck Belt - Hustler Super Z Hyperd	\$ 527.30
1533.2419-01	RAPID SPRAY PTY LTD	Replacement 3 Way Ball Valves	\$ 525.00
1539.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$ 1,040.00
1540.2382-01	FVS FIRE PTY LTD	Replacement Fire Extinguishers with Brackets MWF Fleet Vehicles	\$ 518.10
1541.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 2024 - Litchfield Council Archive Storage Fees	\$ 515.39
1533.506-01	TURBO'S TYRES	Service Isuzu Dmax CD 92 ZN	\$ 510.95
1542.785-01	ARROW BRONZE	Memorial Plaque for Thorak Cemetery Customer	\$ 510.82
1541.665-01	AL'S PANEL SHOP	TOYOTA Hilux CF27ZY Insurance Claim - Excess	\$ 500.00
1533.2372-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 500.00
1537.1842-01	LITCHFIELD COUNCIL RATEPAYER	Youth Grant - Represent NT Dance Around the World	\$ 500.00
1533.2582-01	CODA MOBILE COFFEE	25 April 2024 - Coda Mobile Coffee - ANZAC Day	\$ 496.50
1536.2063-01	QUALITY INDOOR PLANTS HIRE	Apr 2024 - Plant Hire / Maintenance Litchfield Council Office and Taminmin Library	\$ 477.20
1536.2857-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 475.67
00413317	LITCHFIELD COUNCIL PETTY CASH	Mar - 02 May 2024 - Petty Cash Reimbursement	\$ 458.80
1533.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Hay & Power for Freds Pass Rural Show	\$ 450.00
1537.78-01	POWER & WATER CORPORATION	MWF Water Swipe Cards to Fill Water Tanks	\$ 444.06
1542.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs Aluminium Grave Covers	\$ 440.00
1533.2641-01	DAMN STRAIGHT FENCING	Fence Repairs Hicks Road	\$ 440.00

1533.400-01	THE ARK ANIMAL HOSPITAL PTY LTD	Zoletil Training for 2 Litchfield Council Rangers	\$ 440.00
1536.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - All Waste Stations	\$ 402.96
1536.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Apr 2024 - Garden Maintenance Humpty Doo Community Garden	\$ 400.00
1537.2238-01	MR K R HARLAN	April 2024 - Elected Members Allowances	\$ 400.00
1537.874-01	VTG WASTE & RECYCLING	Mar 2024 - Waste Collection HDVG	\$ 386.98
1541.820-01	MOTION AUSTRALIA PTY LTD	Consumable Grease Kits and Hose Clamps	\$ 386.83
DD270524	WESTPAC CARDS & DIRECT DEBITS	May 2024 - Credit Card Purchases Thorak Cemetery Officer	\$ 375.21
1534.134-01	FIGLEAF POOL PRODUCTS	Mar 2024 - Water Testing Thorak Cemetery	\$ 372.00
1536.130-01	MOBILE LOCKSMITHS	Replacement Keys Cut	\$ 363.00
1538.36-01	BRIDGE TOYOTA	10K Service Hilux Ute CF27ZV	\$ 361.82
1537.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$ 347.30
1536.2654-01	MAXINE DOWLEY	Freds Pass Show 2024- Coordinating Services	\$ 340.00
1540.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD	Laundering of Chambers Linen	\$ 332.50
1536.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Cyc 98 Py 22 2023/2024	\$ 327.20
1536.1674-01	FRESH START - FOR CLEANING	Cleaning of Waste Transfer Stations/MWF Shed	\$ 315.00
1536.1911-01	KERRY'S BODY THERAPY	Wellbeing Massage Litchfield Council Employees - Health and Wellbeing Initiative	\$ 313.50
1536.2034-01	MARNIE JAY ART	Copyright for Municipal Plan 2024-2025 Artworks	\$ 312.50
1540.790-01	BOBTOW TILT TRAY SERVICES	Pickup AV and Truck Mighall Place and Transport to HDWTS	\$ 308.00
1541.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR - WE 22 May 2024	\$ 300.00
1537.2859-01	LITCHFIELD COUNCIL RATEPAYER	Youth Development Grant - NT School Sports	\$ 300.00
1537.2860-01	LITCHFIELD COUNCIL RATEPAYER	Youth Grant - Humpty Doo Scouts WA Trek	\$ 300.00
1541.2378-01	PACK & SEND DARWIN	Apr 2024 - Courier Service Taminmin Library	\$ 298.00
1533.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 286.99
1533.790-01	BOBTOW TILT TRAY SERVICES	Pickup AV Butler Place & Sunset Place to HDWTS	\$ 286.00
1533.1341-01	BETA COOLALINGA BUTCHER	Catering for ANZAC Day 2024	\$ 282.88
1540.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 279.71
1535.874-01	VTG WASTE & RECYCLING	Apr 2024 - Empty of Bins at Thorak Cemetery	\$ 275.00
1541.1040-01	SUPERCHEAP AUTO	Bulk Purchase Transmission Oil MWF Machines	\$ 264.74

1537.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Irrigation HPRR	\$ 264.00
1540.2378-01	PACK & SEND DARWIN	Mar 2024 - Courier Service Taminmin Library	\$ 240.00
1535.1319-01	MOWER WORLD DARWIN	Pump Repairs Subaru	\$ 230.69
1540.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Costs - Impounded Dogs	\$ 228.20
1537.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Freds Pass Recreation Reserve Show 2024 - Poster Design	\$ 222.00
1541.1253-01	CRAIG BURGDORF	Compactor Refurbishment	\$ 209.00
1537.187-01	NORSIGN	Caution/Instruction Signage Waste Stations	\$ 203.28
1533.78-01	POWER & WATER CORPORATION	Mar 2024 - Water - HDWTS	\$ 190.49
1533.855-01	TENDERLINK	RFT24-403 Comingle & Cardboard Recyclables	\$ 184.80
1537.855-01	TENDERLINK	RFT24-431 Meade Road Upgrade Public Tender	\$ 184.80
1536.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	May 2024 - ASSA Monthly Membership	\$ 165.00
1541.2867-01	ST JOHN AMBULANCE (CADETS)	Youth Development Grant - Cadet National Championships	\$ 150.00
1541.2868-01	LITCHFIELD COUNCIL RATE PAYER	Youth Development Grant - NT Netball Championships	\$ 150.00
1540.2863-01	LITCHFIELD COUNCIL RATE PAYER	Youth Grant - NT Links Netball - Darwin	\$ 150.00
1540.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office	\$ 145.76
1542.287-01	HARVEY DISTRIBUTORS	Consumable Toilet Supplies Thorak Cemetery	\$ 144.65
1540.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Humpty Doo Waste Transfer Station Defibrillator Pads	\$ 140.00
1533.1181-01	ODD JOB BOB	Install whiteboard in Payroll Office	\$ 132.00
1541.2855-01	TOP END SOUNDS PTY LTD (T/A TOTAL EVENTS)	Table Hire for Freds Pass Show	\$ 128.99
1533.1777-01	CLEVER PATCH PTY LTD	Various Craft supplies for School Holiday Programs	\$ 118.17
1540.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Replacement Screws for Windscreen	\$ 115.08
1540.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	\$ 110.00
1533.2851-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Bond Deposit after Hire	\$ 110.00
1540.2434-01	BELLS PURE ICE	Ice supply for MWF Crew and Delivered to HDWTS	\$ 108.90
1533.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$ 100.00
1537.14-01	AUSTRALIA POST	Stamps - Purchase of Additional Stamps after Price Increase	\$ 99.30
1533.2434-01	BELLS PURE ICE	Ice supply for MWF Staff Delivered to HDWTS	\$ 99.00
1533.25-01	LAND TITLES OFFICE	Apr 2024 Title Searches - Rates	\$ 97.50

1533.1352-01	PRO-TEK T/A KLP TRADING PTY LTD	Phone Case and Charger Customer Service Phone	\$ 95.00
1536.1566-01	WINC AUSTRALIA PTY LTD	HPRR - Toilet Paper for Wash Rooms	\$ 94.53
1534.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary for Thorak Cemetery	\$ 91.31
1533.2564-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement as Council Fuel Card Not Accepted	\$ 79.92
1537.2548-01	WSB DISTRIBUTORS	Replacement Pressure Guage for Rapid Spray Unit	\$ 78.10
1541.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office 15 May 2024	\$ 76.18
1536.1866-01	NUTRIEN AG SOLUTIONS	Star Pickets - Replacements for MWF Crews	\$ 73.70
1536.2548-01	WSB DISTRIBUTORS	Replacement Pressure Gauge	\$ 73.70
1534.85-01	TELSTRA	Apr 2024 - Telstra Line Rental Thorak Cemetery	\$ 73.59
1536.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Restock of Saline to First Aid Kit	\$ 70.29
1540.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 10 May 2024	\$ 61.76
1533.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 19 Apr 2024	\$ 61.76
1536.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 26 Apr 2024	\$ 61.76
1537.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 03 May 2024	\$ 61.76
1537.2827-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Bond Deposit after Hire	\$ 59.00
1542.874-01	VTG WASTE & RECYCLING	Apr 2024 - Empty Bins, Gregg Park Jakira Estate	\$ 51.56
1536.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply	\$ 50.00
1533.2548-01	WSB DISTRIBUTORS	Replacement Bleed Screws for Tractors	\$ 41.91
1542.85-01	TELSTRA	May 2024 - Telstra Line Rental Thorak Cemetery	\$ 37.02
1533.2856-01	LITCHFIELD COUNCIL RATEPAYER	Refund AN Payment 12513	\$ 37.00
1538.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Replacement Cost for Lost/Damaged Bottle	\$ 30.00
1541.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 23.59
1533.1566-01	WINC AUSTRALIA PTY LTD	Office Supp Replenishment Litchfield Council Office	\$ 13.82
1541.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office 15 May 2024	\$ 76.18
1536.1866-01	NUTRIEN AG SOLUTIONS	Star Pickets - Replacements for MWF Crews	\$ 73.70
1536.2548-01	WSB DISTRIBUTORS	Replacement Pressure Gauge	\$ 73.70
1534.85-01	TELSTRA	Apr 2024 - Telstra Line Rental Thorak Cemetery	\$ 73.59
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1533.1566-01	WINC AUSTRALIA PTY LTD	Office Supp Replenishment Litchfield Council Office	\$ 13.82
		<b>TOTAL</b>	<b>\$1,765,382.32</b>



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

**Cardholder Name:** Stephen Hoyne

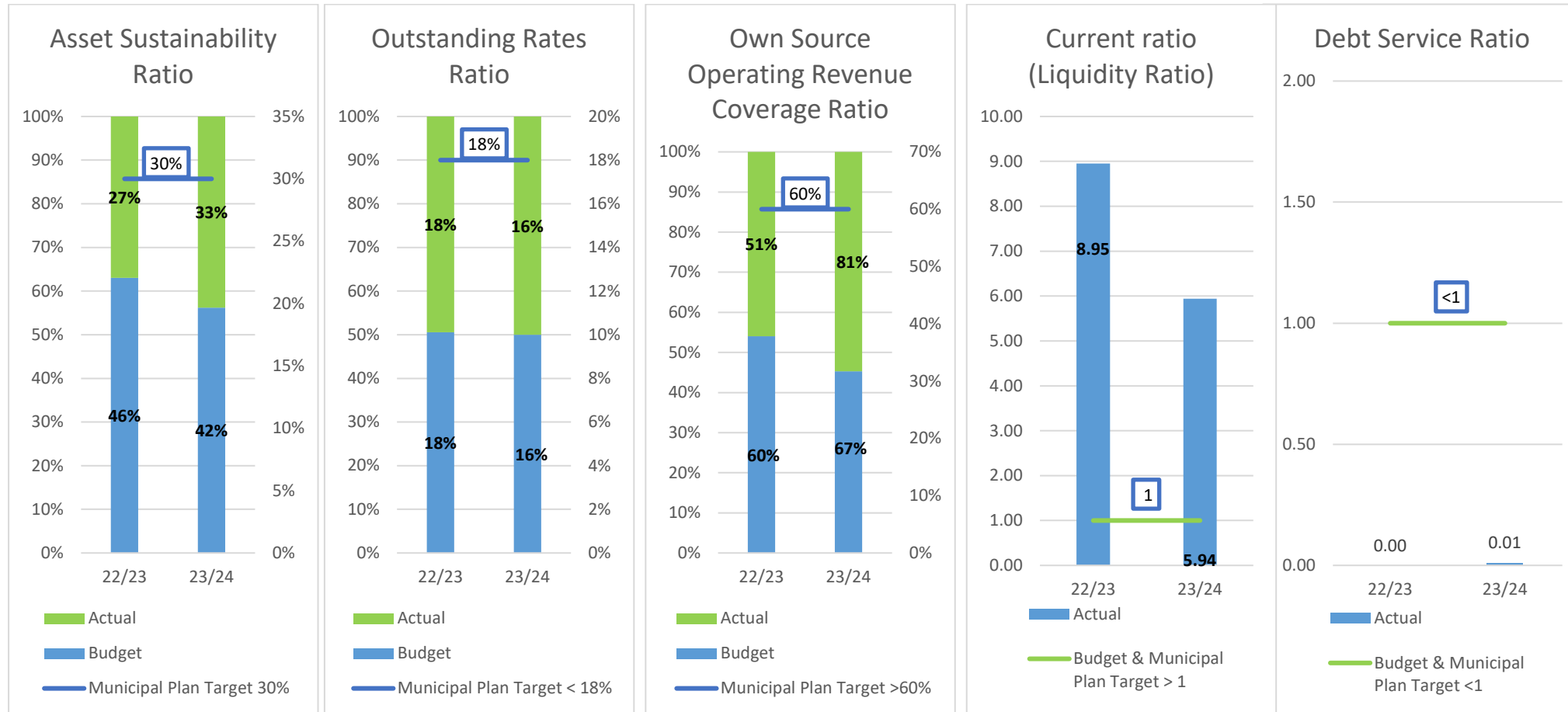
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
08/05/2024	231.00	Outback Batteries	Replacement Battery for Vehicle CE53SQ
13/05/2024	12.68	Scroll Time Bakery	Council Business Meeting
15/05/2024	5.00	Darwin Convention Centre Parking	State Budget Meeting
20/05/2024	6.00	Westpac	Credit Card Monthly Fee
<b>Total</b>	<b>254.68</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
<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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<b>KPI</b>	<b>Explanation</b>
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of May is 33% below from the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 16% slightly above the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
Own Source Revenue Ratio	This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 81% is above the Municipal Plan target of greater than 60%.
Current Ratio (Liquidity Ratio)	A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments. Council's Current Ratio of 5.94 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

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

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

## CERTIFICATION BY THE CEO TO THE COUNCIL

**Council Name:** Litchfield Council  
**Reporting Period:** 31.05.2024

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

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

CEO Signed:



Date Signed: 12 June 2024



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – May 2024
<b>Author:</b>	Ankit Pansal, HR and Records Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: People, Performance and Governance Report – May 2024

### Executive Summary

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

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

### Recommendation

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

### Background

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil.

## Risks

### Health & Safety

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

### Service Delivery

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

## Community Engagement

Not Applicable.

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

## PEOPLE AND PERFORMANCE MONTHLY REPORT

### May 2024

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Mobile Workforce Program Leader	Infrastructure	7 May	Permanent
Project Officer	Infrastructure	13 May	Permanent

#### External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

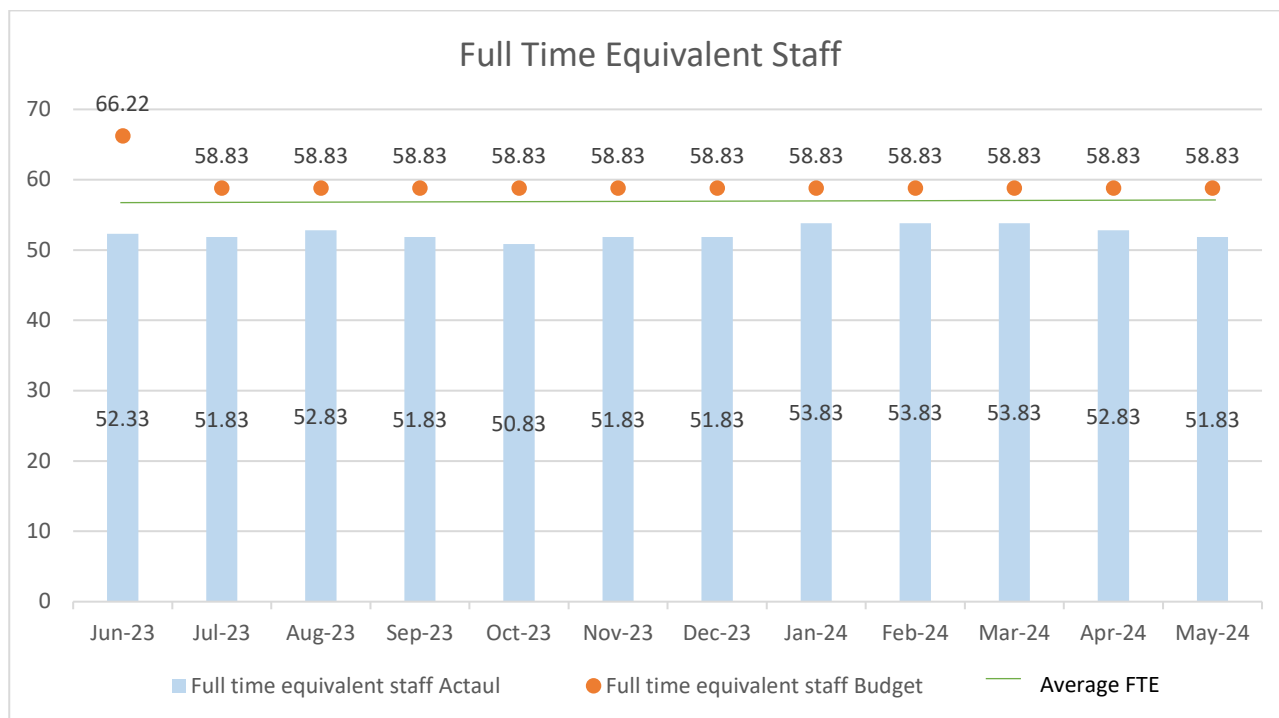
#### Employment Separation

Position	Department	End date	Permanent/Temporary
Development Engineer	Infrastructure	17 May	Permanent
Community Participation Officer	Community	16 May	Permanent
Executive Assistant to the Mayor and CEO	Executive	10 May	Permanent

	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:

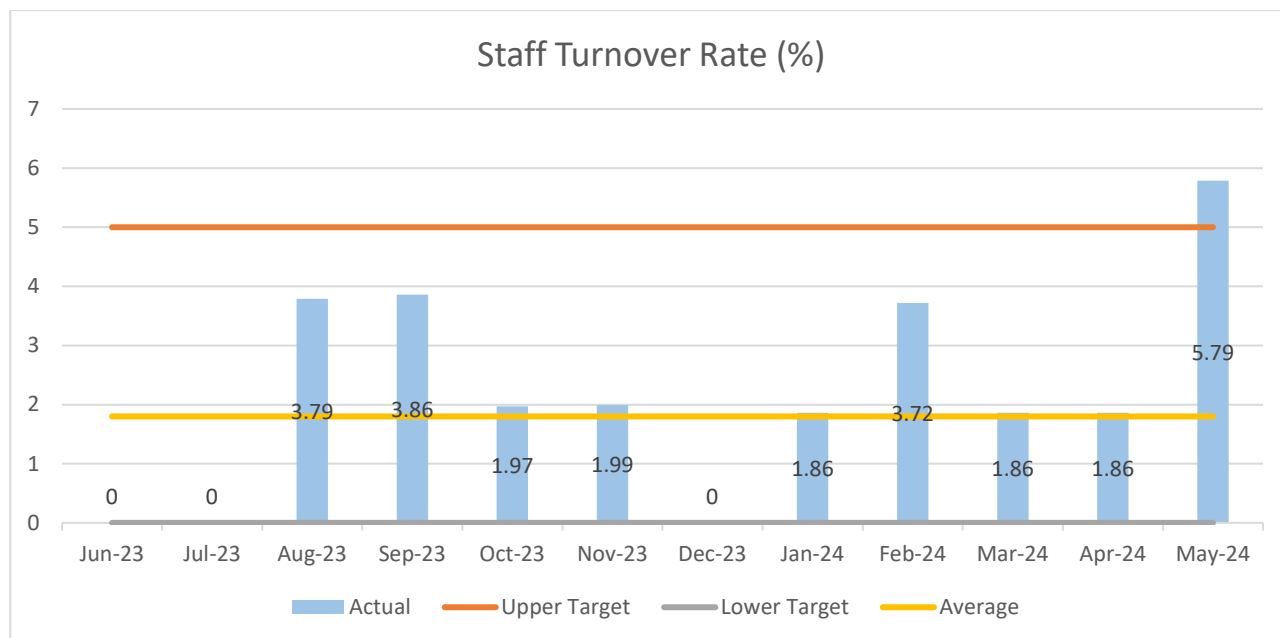
Role	In Progress	Completed
Senior Project Officer	✓	
MWF Program Leader		✓
Project Officer		✓
Finance & Customer Service PL	✓	
Development Engineer	✓	
Community Participation Officer	✓	



#### Turnover Rate:

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

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

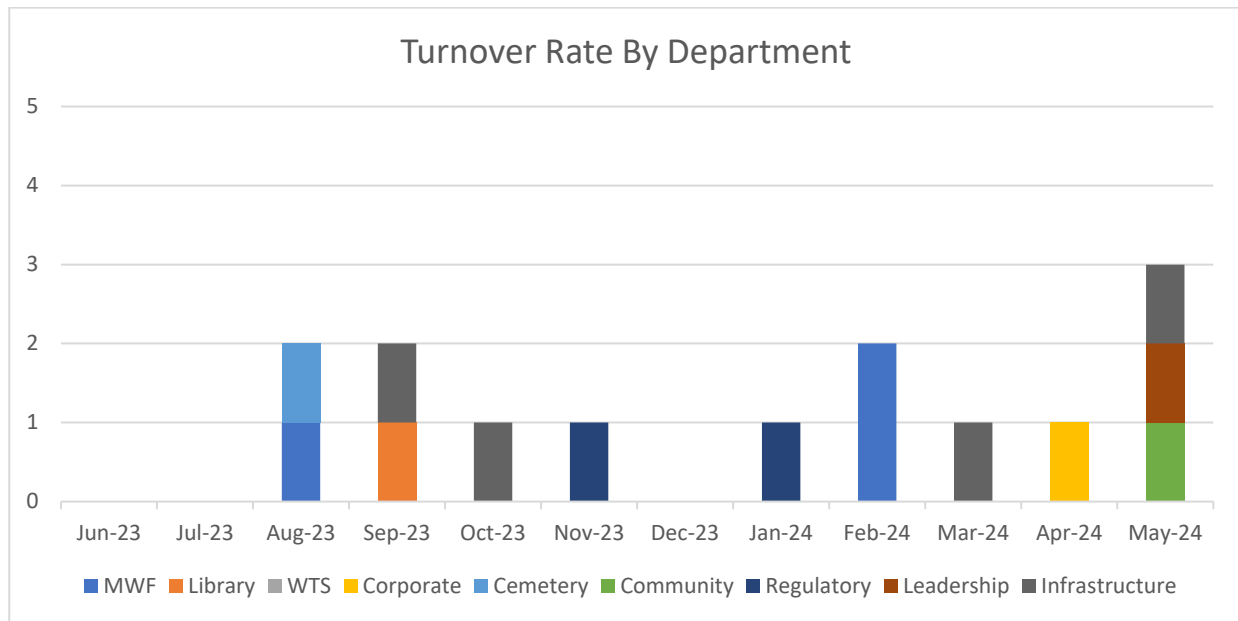


June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Average
0%	0%	3.79%	3.86 %	1.97%	1.99%	0%	1.86%	3.72%	1.86%	1.86%	5.79%	2.23%
0	0	2	2	1	1	0	1	2	1	1	3	1.67

Target Average: Between 0% to 5%

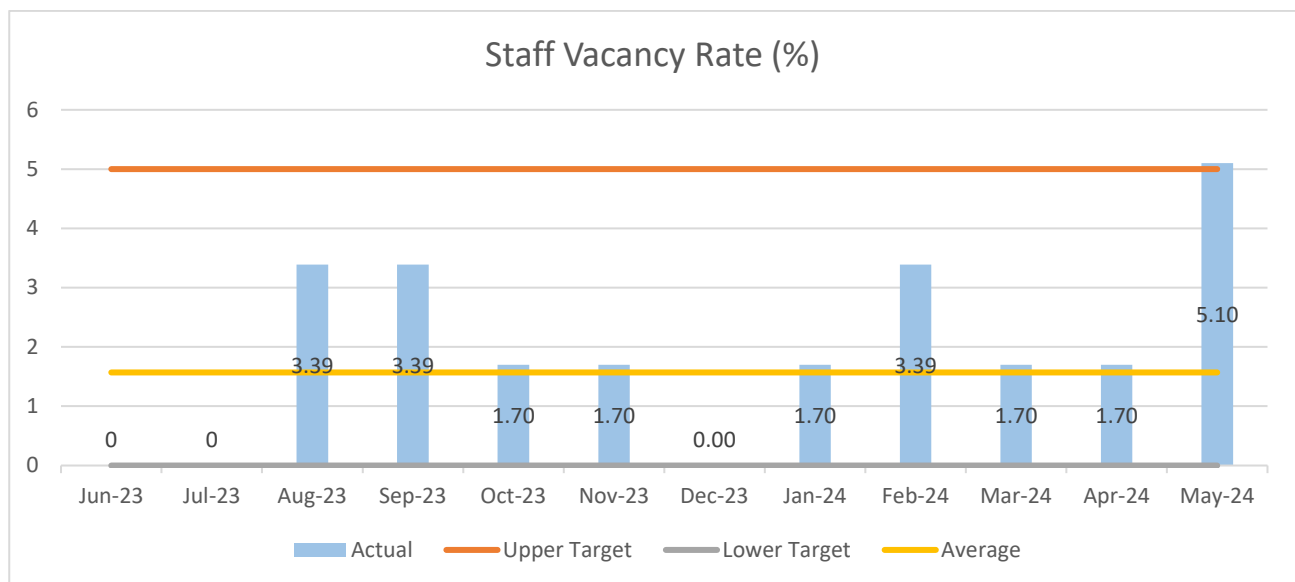


### Turnover Rate by Department:



### Staff Vacancy Rate:

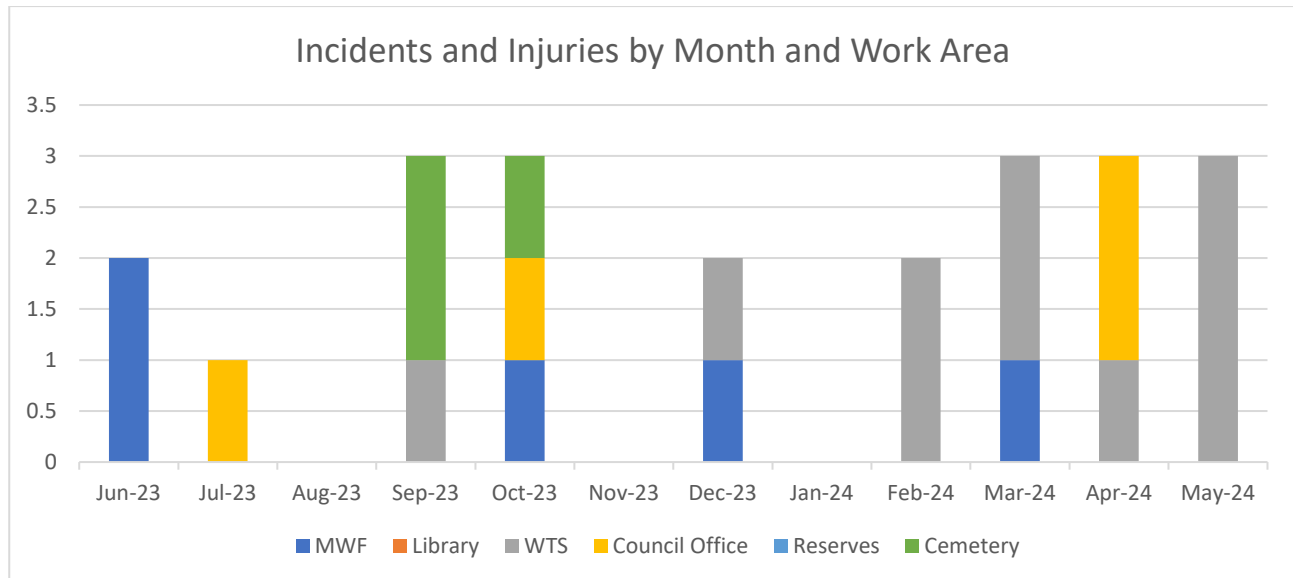
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	Average
0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	0.00	1.70%	3.39%	1.70%	1.70%	5.10%	1.98%

Target: Between 0% to 5%

## Workplace Health and Safety:



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

- Incident 1: An employee received a minor injury while operating machine.
- Incident 2: An employee received a minor injury while operating machine.
- Incident 3: An employee received a minor Insect bite.

## Governance

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

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

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

Policies	
FIN08 Risk Management	



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.03
<b>Report Title:</b>	Draft FIN08 Risk Management Policy
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Draft FIN08 Risk Management Policy

### Executive Summary

This report presents to Council, for consideration to adopt, the revised FIN08 Risk Management Policy.

### Recommendation

THAT Council:

1. adopts draft FIN08 Risk Management Policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

### Background

FIN08 Risk Management policy has a review date of May 2024. The policy has now been reviewed in accordance with Council's Risk Management and Governance Framework and relevant legislation.

The following changes were made;

- Reference to Risk Management Standards updated to AS/NZS ISO 31000:2018 Risk Management;
- Reference to Risk Management and Audit Committee updated; and
- Minor formatting and grammar changes.

Consideration of the recent internal audit of the Risk Management and Governance Framework and associated Risk Register was taken into consideration. No changes to the policy were required.

The draft FIN08 Risk Management policy was presented to the Risk Management and Audit Committee at its meeting on 30 May 2024 and was recommended for Council approval.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

## **Legislative and Policy Implications**

*Local Government Act 2019*  
AS/NZS ISO 31000:2018 Risk Management

## **Risks**

Nil identified.

## **Community Engagement**

Not applicable.



Name	FIN08 Risk Management
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	<del>20/05/2020</del> 18/06/2024
Review Date	<del>19/05/2024</del> 17/06/2028

### 1. Purpose

Risk Management is an important part of Litchfield Council's corporate governance and covers areas such as strategic management, internal controls, business development, project management ~~and~~, finance, ~~etc.~~ It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and council policies ~~ss/rulings~~ are complied with and financial reporting is accurate and reliable. Effective risk management in Council operations is critical in achieving its goals and objectives.

### 2. Scope

This policy applies to all Council officers and Elected Members.

### 3. Definitions

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

Risk	The effect of uncertainty on objectives.
Risk Management	A coordinated set of activities and methods that is used to direct an organisation and to control the many risks that can affect its ability to achieve objectives.

### 4. Policy Statement

~~4.1.~~ Council is committed to maintaining an effective risk management environment. This policy is based on the following principles:

#### ~~4.1.~~

~~4.1.1.~~ Managing risks relating to the stewardship of public resources requires effective internal controls.

#### ~~4.1.1.~~

~~4.1.2.~~ Council requires a framework for an effective risk management system which conveys to managers that they are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.

4.1.2.

~~4.1.3.~~ Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

4.1.3.

~~4.2.~~ The Risk Management Process

4.2.

4.2.1. The process followed by Council in developing the framework shall be based on ~~Australian/New Zealand Standard~~ AS/NZS ISO 31000:2018 Risk Management009.

~~4.2.1.1.~~ Establish Goals ~~and~~ Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.

4.2.1.1.

~~4.2.1.2.~~ Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.

4.2.1.2.

~~4.2.1.3.~~ Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

4.2.1.3.

~~4.2.1.4.~~ Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.

4.2.1.4.

~~4.2.1.5.~~ Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.

4.2.1.5.

~~4.2.1.6.~~ Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.

4.2.1.6.

4.2.1.7. Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the effectiveness of risk treatments and report progress to the Senior Management Team and the Audit Committee at regular intervals.

4.3. Risk Management Approach

- 4.2.1 Council will maintain an internal control framework, which will be based upon a pro-active risk management culture.
- 4.2.2 The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities.
- 4.2.3 It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.
- 4.2.4 Council will develop a culture that emphasises integrity, ethical values and competence.

#### 4.4. Roles and Responsibilities

- 4.3.1 The Chief Executive Officer is responsible for establishing Internal Controls and associated framework, which ensures Council objectives are achieved efficiently and effectively as required by Section 6(1) of the Local Government (General) Regulations. Updates on changes to the framework will be presented to the Risk Management ~~Internal~~-Audit Committee before being presented to Council for adoption.
- 4.3.2 The Chief Executive Officer must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls and is responsible for ensuring Council employees conduct their duties in accordance with internal control policies, procedures and practices of Council.

#### ~~4.5.~~ Elements of the Internal Control Framework

##### 4.5.

- 4.5.1. The essential elements of an effective internal control framework are:

- Structure and culture of Council;
- Delegations of Authority;
- Policies and procedures;
- Trained and properly qualified staff;
- Information Technology controls;
- Review process e.g. internal audit;
- Liaison with auditors and legal advisors;
- Senior Management compliance assurance;
- Risk identification and assessment.

#### ~~4.6.~~ Accounting and Policy Manual

##### 4.6.

- ~~4.6.1.~~ The Local Government (General) Regulations prescribes that a council must maintain an internal accounting policies and procedures.



4.6.1.

~~4.6.2.~~ The Accounting and Policy Manual includes the following:

4.6.2.

~~4.6.2.1.~~ ~~A~~n organisation chart showing the functions of the council, its committees and responsible officers;

4.6.2.1.

~~4.6.2.2.~~ ~~A~~a statement of the duties and responsibilities of the CEO and responsible officers;

4.6.2.2.

~~4.6.2.3.~~ ~~A~~a statement of the principal accounting policies of the council;

4.6.2.3.

~~4.6.2.4.~~ ~~I~~nformation about the timing and content of financial management reports to the council and the CEO;

4.6.2.4.

~~4.6.2.5.~~ ~~A~~a statement of the procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;

4.6.2.5.

~~4.6.2.6.~~ ~~T~~he information necessary to ensure the proper operation of any computer-based accounting system in use;

4.6.2.6.

4.6.2.7. ~~D~~etails of all administrative and accounting procedures, policies and delegations of authority, including:

~~i.~~ details of internal control procedures; and

i.

~~ii.~~ details of personnel and financial delegations; and

ii.

~~iii.~~ a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and

iii.

iv. procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

#### 4.7. Review of Internal Controls Framework

4.6.1 Council will establish an internal audit plan to review internal controls.

4.6.2 The annual audit of financial statements provides review of internal controls.

~~4.6.3~~ The Litchfield Council Accounting and Policy Manual will be reviewed at least every twelve months following the annual financial audit to ensure all controls are current and appropriate. The Chief Executive Officer will inform the Risk Management and ~~Internal~~ Audit Committee of each review and update on progress with action plans identified during the reviews.

#### 4.6.44.6.3

### 5. Associated Documents

Litchfield Council Policies

Litchfield Council Risk Management Governance Framework

### 6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Local Government (General) Regulations 2021

and associated Regulations and Ministerial Guidelines

Australian/New Zealand Standard 31000:2018 Risk Management ~~AS/NZS ISO 31000:2009~~

### 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Policy Adopted
16/11/2016	Policy amended (16/0248)
20/05/2020	Remove requirement for annual review
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
<u>18/06/2024</u>	<u>Minor content changes including reference to risk management standard. Minor formatting changes.</u>



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.04
<b>Report Title:</b>	Risk Management Audit Committee Open Minutes – 30 May 2024
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: RMAC Unconfirmed Open Minutes 30 May 2024

### Executive Summary

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC) meeting held on 30 May 2024 through the unconfirmed minutes.

### Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 30 May 2024 meeting, as at Attachment A.

### Background

In accordance with Section 101(4) of the *Local Government Act 2019*, the minutes for RMAC meetings are required to be tabled at the following Council meeting.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*Local Government Act 2019*, Section 101(4).

### Risks

Nil identified.

### Community Engagement

Not applicable.

# RISK MANAGEMENT AND AUDIT COMMITTEE

## MINUTES

### LITCHFIELD COUNCIL COMMITTEE MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Thursday 30 May 2024 at 9.30am

---

<b>Present</b>	Greg Arnott Shane Smith Cr Mark Sidey Cr Mathew Salter Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member Ex-Officio
<b>Staff</b>	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Program Leader Policy and Governance Executive Support
<b>Presenters</b>	Heather Martens Shirley Yam	Director, KPMG ( <i>electronically in part</i> ) Manager Enterprise, KPMG ( <i>electronically in part</i> )

---

#### 1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the Meeting at 9:32am.

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

#### 3. DISCLOSURES OF INTEREST

Chairperson, Mr Greg Arnott, declared the following disclosure of interest:

- Chief Executive Officer at Machado Joseph Disease (MJD) Foundation.

**5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sidey  
Seconded: Chairperson Greg Arnott

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

**CARRIED (2-0)**

**6. PRESENTATIONS**

Moved: Chairperson Greg Arnott  
Seconded: Independent Member Shane Smith

THAT Pursuant to Section 93 of the *NT Local Government Act 2019* and Regulation 51 of *Local Government (General) Regulations* the meeting be closed to the public to receive a presentation from KPMG representatives and to consider the following Confidential Items:

**10.04 Risk Management Framework Audit Report**

*Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:*

*(e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest*

**CARRIED (3-0)**

*Cr Salter joined the meeting at 9:38am*

The meeting was closed to the public at 9:38am.

Moved: Cr Salter  
Seconded: Independent Member Shane Smith

THAT Pursuant to Section 93(2) of the *NT Local Government Act 2019* and Regulation 51(1) of *Local Government (General) Regulations* the meeting be re-opened to the public.

**CARRIED (4-0)**

The meeting was re-opened to the public at 10:22am.

**4. CONFIRMATION OF MINUTES**

Moved: Cr Sidey

Seconded: Cr Salter

THAT the full minutes of the open portion of the Risk Management and Audit Committee Meeting held Thursday 29 February 2024, 7 pages, be confirmed.

**CARRIED (4-0)**

**7. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**8. OFFICERS REPORTS**

**8.1 Internal Audit Plan**

Moved: Cr Sidey

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee receive and note the progress on the internal audits.

**CARRIED (4-0)**

**8.2 FIN08 Risk Management Policy**

Moved: Cr Salter

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee endorse the draft FIN08 Risk Management Policy, at Attachment A, for presentation to the June Ordinary Council Meeting.

**CARRIED (4-0)**

## **9. OTHER BUSINESS**

### **9.1 Engagement of External Auditors**

Moved: Chairperson Greg Arnott  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. request that the policy relating to the appointment of external auditors be brought to the 29 August 2024 RMAC meeting for review; and
2. request Management investigate if there should be provision in the policy for exclusion for appointment of auditors for other Council work.

**CARRIED (4-0)**

### **9.2 Succession Planning**

Cr Salter asked what Council currently has in place for CEO succession should something unforeseen eventuate.

The Committee discussed that there is provision to address these circumstances under the *NT Local Government Act 2019*.

## **10. CONFIDENTIAL ITEMS**

Moved: Cr Salter  
Seconded: Independent Member Shane Smith

THAT Pursuant to Section 93 of the *NT Local Government Act 2019* and Regulation 51 of *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

### **10.1 Confirmation of Confidential Minutes**

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

### **10.2 Local Government Compliance Review 2022 – Audit Close Out**

- (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.

### **10.3 Interim Audit Report**

- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

### **10.4 Risk Management Framework Audit Report**

- (e) subject to subregulation (3) – information provided to the council on condition that it be kept confidential and would, if publicly disclosed, be likely to be contrary to the public interest.

**CARRIED (4-0)**

The meeting was closed to the public at 11:06am.

Moved: Independent Member Shane Smith  
Seconded: Cr Salter

THAT Pursuant to Section 93(2) of the *NT Local Government Act 2019* and Regulation 51(1) of *Local Government (General) Regulations* the meeting be re-opened to the public.

**CARRIED (4-0)**

The meeting returned to open session at 11:16am.

#### ***Items moved from Confidential:***

### **10.04 Risk Management Framework Audit Report**

Moved: Cr Sidey  
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee:

1. receive and note the Risk Management Framework Audit Report, at Attachment A;
2. note that an update on the Risk Management Framework Audit, including management responses, will be presented to RMAC at its next meeting in August; and
3. make public its resolution on this matter.

**CARRIED (4-0)**



#### **10.01 Confirmation of Confidential Minutes**

Moved: Cr Sidey  
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. confirm the full minutes, 3 pages, of the confidential portion of the Risk Management and Audit Committee Meeting held Thursday 29 February 2024; and
2. make public its resolution on this matter.

**CARRIED (3-0)**

#### **10.02 Local Government Compliance Review 2022 – Audit Close Out**

Moved: Chairperson Greg Arnott  
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. note the correspondence received from the Local Government Division, Department of the Chief Minister and Cabinet dated 6 December 2023 as at Attachment A;
2. note the correspondence sent to the Local Government Division, Department of the Chief Minister and Cabinet dated 19 January 2024 as at Attachment B;
3. note the correspondence received from the Local Government Division, Department of the Chief Minister and Cabinet dated 12 March 2024 as at Attachment C;
4. note the Local Government Division, Department of the Chief Minister and Cabinets confirmation that corrective actions required to address all Issues raised in the Compliance Review 2022 are complete;
5. acknowledge and thank management and staff for their contribution to this process; and
6. make public its resolution on this matter.

**CARRIED (4-0)**

## **10.02 Interim Audit Report – for year ended 30 June 2024**

Moved: Independent Member Shane Smith  
Seconded: Chairperson Greg Arnott

THAT the Risk Management and Audit Committee:

1. receive and note the KPMG Interim Audit Report for year ended 30 June 2024, as at Attachment A; and
2. make public its resolution on this matter.

**CARRIED (4-0)**

*Cr Sidey left the meeting at 11:16am*

## **11. CLOSE OF MEETING**

The Chair closed the meeting at 11:17am.

### **MINUTES TO BE CONFIRMED**

Thursday 29 August 2024

.....  
Chairperson  
Greg Arnott



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.05
<b>Report Title:</b>	Local Government Immediate Priority Grant 2022-23 Acquittal
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Immediate Priority Grant Acquittal Form for \$250,000 (Application Number: 22231PG00016) & Immediate Priority Grant Acquittal Form for \$150,000 (Application Number: 22231PG00017)

### Executive Summary

In 2023, Council received two grants from the Department of The Chief Minister and Cabinet for road upgrades and recreation reserve safety upgrades, respectively. This report presents to Council the acquittal of these Local Government Priority Grants 2022-23.

### Recommendation

THAT Council receive and note the Local Government Priority Grant 2022-23 Acquittals.

### Background

Two Local Government Priority Grants 2022-23 have been completed and are detailed below. The acquittal documents are attached for reference and will be signed by the CEO before submission.

Income and Expenditure Acquittal for the Period Ending 30 April 2024		
	LGIP Grant-Mira Square Community Building & Road Surface Improvements	LGIP-Howard Park Recreation Reserve - Footpath & LGIP-Livingstone Recreation Reserve - Carpark Upgrades
Local Government Immediate Priority Grant	150,000	250,000
Total Expenditure	141,794	238,064
Surplus	8,206	11,936

## **Links with Strategic Plan**

Places - Roads and Infrastructure

## **Legislative and Policy Implications**

*Local Government Act 2019*

## **Risks**

### Governance

Council needs to acquit grants in line with funding agreements to ensure future application continue to be considered by the Department of The Chief Minister and Cabinet.

## **Community Engagement**

Not applicable.

## Acquittal of Local Government Immediate Priority Grant 2022-23

File Number: HCD2017/01687

Purpose of Grant: Recreation Reserve Safety Upgrades

Application Number: 2223IPG00016

Purchases were in accordance with the Northern Territory Buy Local Plan:

(If no to question above please provide a written explanation with this acquittal)

☒ Yes ☐ No

## INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 April 2024

Local Government Immediate Priority Grant	\$250 000 (ex GST)
Other income	
Total income	
Expenditure (Specify accounts and attach copies of ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	
Total Expenditure	\$238,064
Surplus/(Deficit)	\$ 11,936

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☒ Yes ☐ No

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Maxie Smith 07 / 06 / 2024Laid before the Council at a meeting held on 18 / 06 / 2024 Copy of minutes attached.CEO or CFO: Stephen Hoyne 07 / 06 / 2024

## DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ NoExpenditure conforms to purpose: ☐ Yes ☐ NoProcurement - Bought from Territory Enterprise: ☐ Yes ☐ NoMinutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

## ACQUITTAL ACCEPTED:

☐ Yes ☐ No

Acquittal checked by: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

Celia Hill, Manager Grants Program \_\_\_\_\_/\_\_\_\_/\_\_\_\_

# Litchfield Council

## Acquittal of Local Government Immediate Priority Grant 2022-23

File Number: HCD2017/01687

Purpose of Grant: Southport Road Upgrades

Application Number: 2223IPG00017

Purchases were in accordance with the Northern Territory Buy Local Plan:  
(If no to question above please provide a written explanation with this acquittal)

☒ Yes ☐ No

### INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 30 April 2024

Local Government Immediate Priority Grant	\$150 000 (ex GST)
Other income	
Total income	
Expenditure (Specify accounts and attach copies of ledger entries) An 'administration fee' is not to be apportioned to the grant for acquittal purposes.	
Total Expenditure	\$141,794
Surplus/(Deficit)	\$ 8,206

IS THE PROJECT COMPLETED AS APPROVED BY THE MINISTER: ☒ Yes ☐ No

We certify, in accordance with all the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by: Maxie Smith 07 / 06 / 2024

Laid before the Council at a meeting held on 18 / 06 / 2024 Copy of minutes attached.

CEO or CFO: Stephen Hoyne 07 / 06 / 2024

### DEPARTMENTAL USE ONLY

Grant amount correct: ☐ Yes ☐ No

Expenditure conforms to purpose: ☐ Yes ☐ No

Procurement - Bought from Territory Enterprise: ☐ Yes ☐ No

Minutes checked: ☐ Yes ☐ No

Balance of funds to be acquitted: \_\_\_\_\_

Date next acquittal due: \_\_\_\_/\_\_\_\_/\_\_\_\_

ACQUITTAL ACCEPTED: ☐ Yes ☐ No

Acquittal checked by: \_\_\_\_\_/\_\_\_\_/\_\_\_\_

Comments:

Celia Hill, Manager Grants Program \_\_\_\_\_/\_\_\_\_/\_\_\_\_





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Community Services and Development Monthly Report – May 2024
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Community & Corporate Services
<b>Meeting Date:</b>	18/06/2024
<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 May 2024.

### Background

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

## Media and Communications

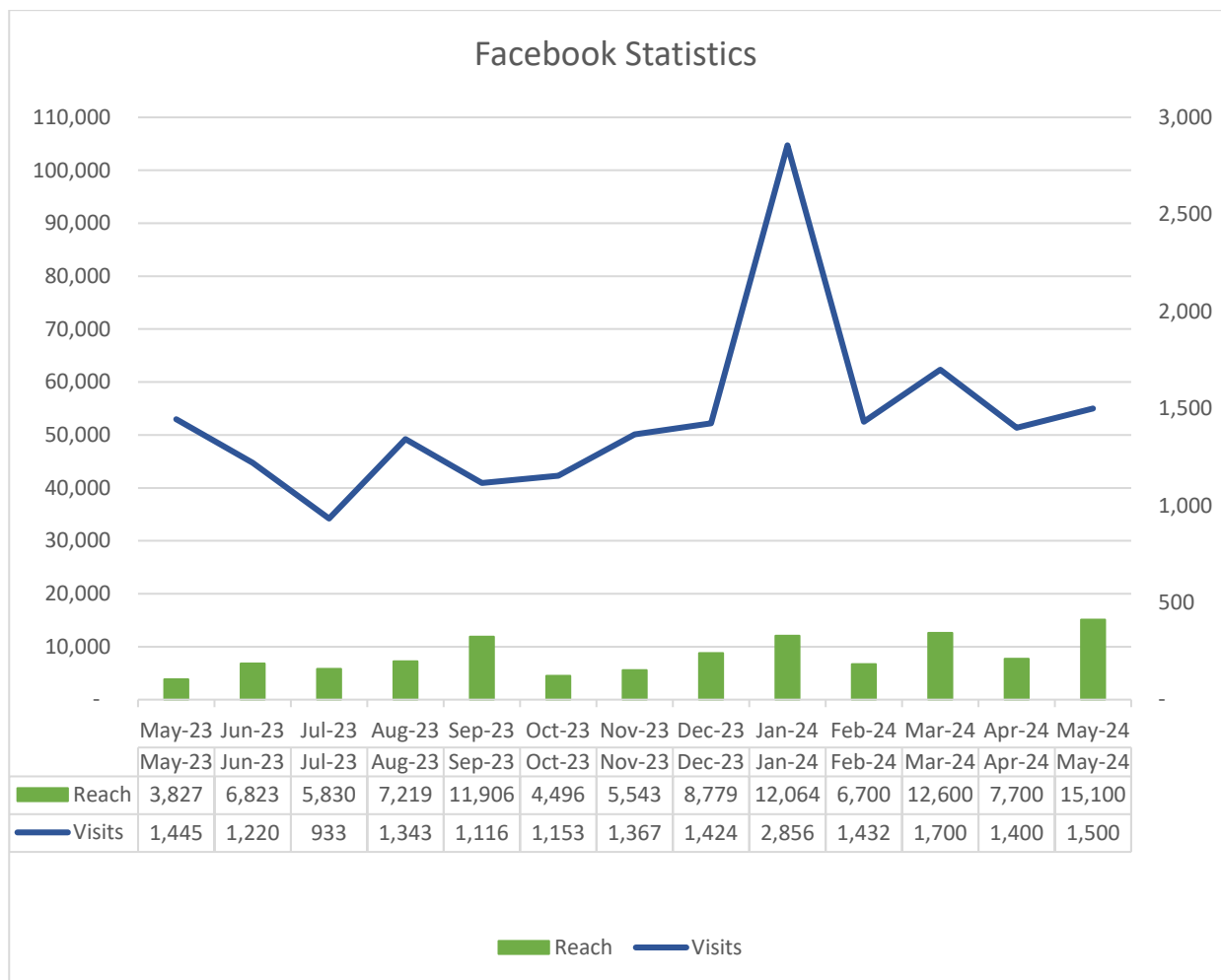
### Facebook Reach

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

### Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules. The page received 32 new 'likes/follows' over the reporting period.

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



## Website Users

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

## Website New Users

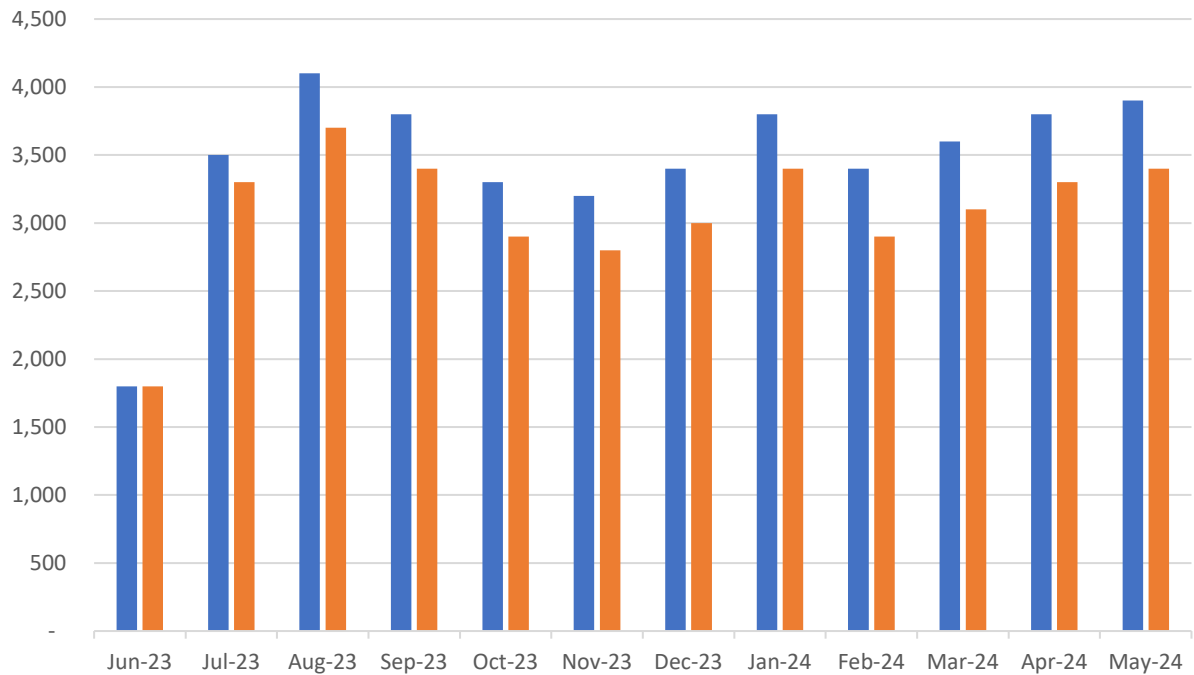
The number of first-time users during the selected date range.

## Page Views

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

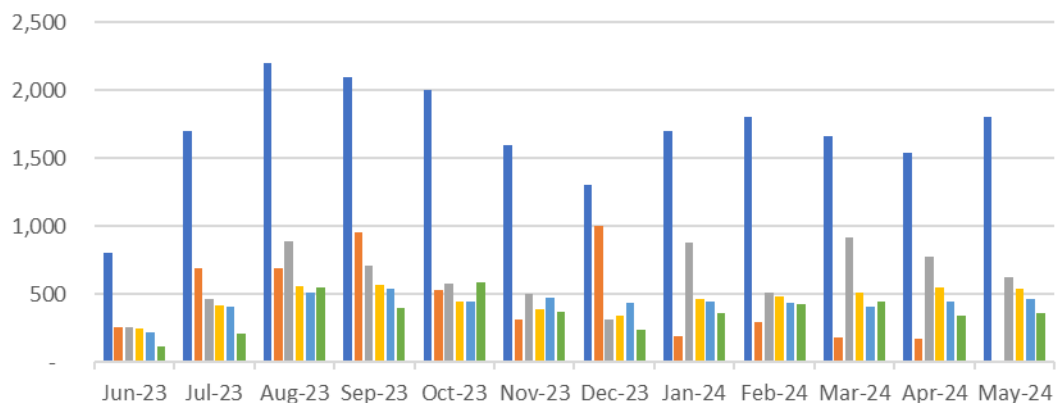


## Users



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Users	1,800	3,500	4,100	3,800	3,300	3,200	3,400	3,800	3,400	3,600	3,800	3,900
New User	1,800	3,300	3,700	3,400	2,900	2,800	3,000	3,400	2,900	3,100	3,300	3,400

## Page Views



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Welcome to Litchfield	802	1,700	2,200	2,100	2,000	1,600	1,300	1,700	1,800	1,659	1,541	1,800
Pay Online	256	694	693	959	533	308	1,000	193	291	182	172	
Waste Transfer Stations	252	461	893	711	577	503	315	881	512	916	776	621
Search	243	412	559	572	446	390	343	466	487	506	552	543
Contact Us	215	411	514	535	443	471	431	442	432	410	446	464
Current Vacancies	113	210	548	397	587	369	237	360	430	448	339	357

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

## Recreation Reserves

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

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.

### Project Updates

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

Location	Project	Status
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	Footpath and carpark re-seal have been completed, with mulch being placed in the past week. The grant acquittal to cover the works is being undertaken.
Humpty Doo Village Green	Lighting upgrade	LRCI grant funding approval has been received for all Phase 4a and b projects. Scope for the project will be finalised in collaboration with the new licence area managers and a work program developed for delivery.
Humpty Doo Village Green	Cenotaph Upgrades	Confirmation of a potential change of scope has been floated with the grant body, the Department of Veteran Affairs. It appears as though this will be denied as the grant was due to be expended by 30 June 2024. We are waiting a response, however It is likely the funds will need to be returned.
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	LRCI grant funding approval has been received for all Phase 4a and b projects. The project plan has been concluded in consultation with users. The initial phase will commence once contractors have been selected and finalised.
Southport Mira Square	BBQ Facilities and Shade	The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback.  Scope for the project will be finalised and a work program developed for delivery. There appears to be insufficient allowance for the shelter and BBQ and this will be reviewed further.

Location	Project	Status
Southport Mira Square	Carpark Upgrades	Carpark upgrades have been completed.  The grant acquittal to cover the works is being undertaken.
<i>Freds Pass Sport and Recreation Reserve</i>	<i>Reserve Asset Renewal</i>	<i>Show Pre Works</i>  <i>Works have been completed for the site preparation ahead of schedule.</i>
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	Market Shed Disabled Carparking spaces.  Design is complete and has been reviewed by the Freds Pass Board to progress. RFQ has closed and assessment of quotes is being undertaken.

#### Youth and Community Engagement

The proposed collaboration with Taminmin Library and the ABC television and YouTube program 'Good Game Spawn Squad' is currently on hold due to budgetary considerations from ABC. However, there are plans to revisit this opportunity in the upcoming dry season.

Taminmin Library has launched its much-anticipated school holiday program, offering a diverse array of engaging activities tailored to youth during their school break. Designed to appeal to both art and computer gaming enthusiasts, these stimulating events promise an exciting experience for participants in the upcoming months.

#### Stakeholder Engagement

It has been observed that the Village Green has experienced a notable reduction in incidents of vandalism, signalling a positive trend in the security and upkeep of the reserve. An adjustment has been made to the opening hours of the Village Green to accommodate community request and promote outdoor activities as part of school children's morning routines.

Due to these changes, it has been decided that the interim Community Participation Officer will no longer attend the Darwin, Palmerston, and Litchfield Interagency Tasking Coordination Group (DPLITCG), reflecting a shift away from addressing antisocial behaviour due to these positive developments.

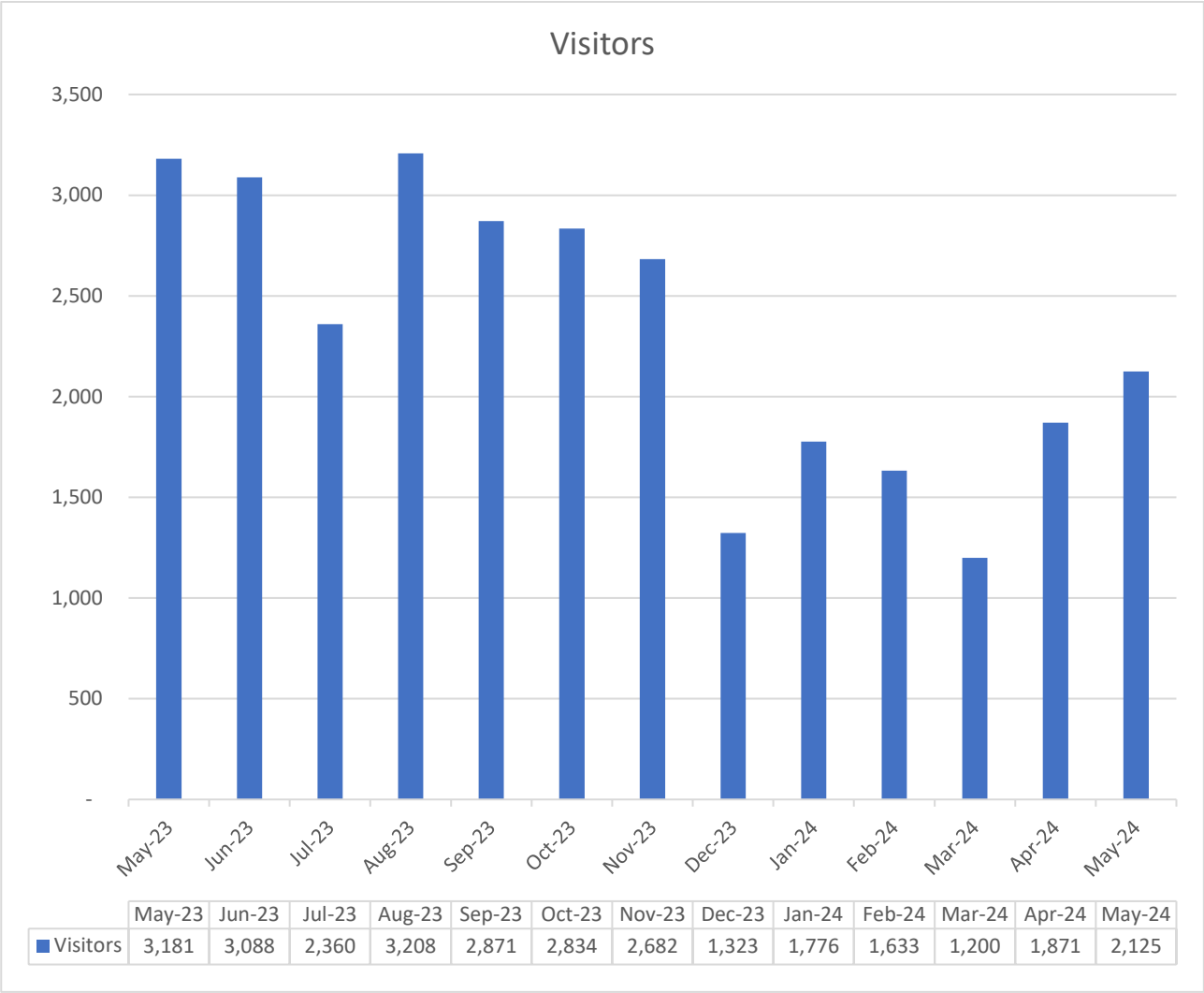
#### Annual Freds Pass Rural Show 2024

Litchfield Council actively engaged with the community at the show, emphasizing our commitment to public involvement. Staff played key roles, from event preparation to hands-on engagement. The Library team hosted engaging activities, while Regulatory Services drew visitors with giveaways and educational activities. The Mayor, Councillors, and staff ensured a comfortable experience for attendees which was well-received. A post-event debriefing session was conducted to improve future events, during which staff provided valuable feedback. Council staff, alongside the Community Participation Officer, aided in managing the stall throughout both days of the show and facilitated setup, pack-down, as well as pre and post-event cleaning.

Taminmin Community Library

Visitors to the Library

The library had 2,125 visitors in May 2024 and was open for 199 hours. The previous month of April 2024 compared at 1,871 visitors and was open for 174.5 hours. The library had 3,181 visitors for the month of May 2023 and a higher number of loans. The below graph displays the data for the current month with a monthly comparison to the same time prior year.



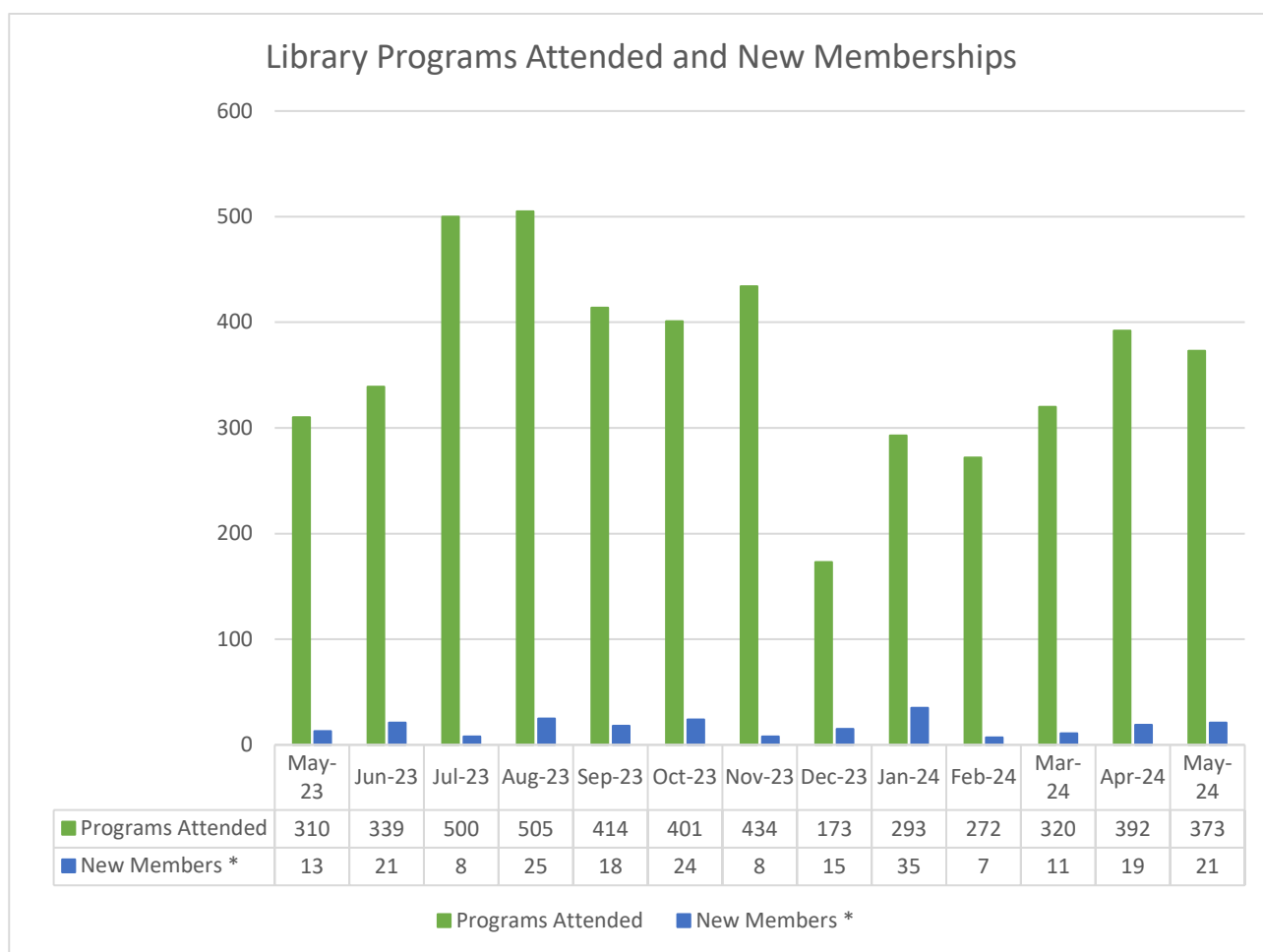
## Library Programs and Memberships

There were 20 activities delivered in May 2024 with a total attendance of 373 participants. These sessions covered a variety of community demographics and included offsite delivery of:

- “National Simultaneous Storytime” held at Territory Wildlife Park, a major annual event; and
- Storytime session at Freds Pass Show.

In the same month last year, the library had 310 attendees across 31 activities. It is notable that despite offering a reduced number of programs, program attendance numbers have not been impacted. This demonstrates the library team’s focus on offering fewer programs in line with reduced resources available, yet ensuring quality in all that we do.

Twenty-two new people joined the library during May 2024, compared to thirteen in May 2023.



## Library Collection Projects

Over the last few months the library have completed strategic acquisitions worth \$13,300 in line with the Taminmin Community Collection Guidelines. This ensures that the budget allocation through the Library and Archives NT (LANT) Local Resource Allocation (LRA) is expended and receipted prior end of financial year.

Including the introduction of the Ageing Well collection to offer support and quality of life to our retiring/retired Seniors in the rural community, as regular users of the library.

A review of the Funky Chicken Book Club Membership program is being undertaken following the below outline, with Part 1 already completed.

Part 1 – Assess data to remove all members who have aged beyond eligibility of program.

Part 2 – Engage with all members to confirm have not moved away or no longer an active member.

Part 3 – Increase communication and opportunities for club members to add value (commenced).

Undertake LMS Reporting and review of data for Part 1 have now been completed. This action ensures that Funky Chicken members are 16 years or under and have not outgrown eligibility of the program this has not previously been monitored. Review has resulted in 271 book club members, reduced from previous total of 304 which was not reflective of active membership. New Funky Chicken membership continues to increase, with the team achieving 54 new members towards the annual KPI and on track for 60 for 2023-24.

### Grants Overview

<u>Name</u>	<u>Source</u>	<u>Activity/Purpose</u>	<u>Status</u>	<u>Comment/s</u>
Building Digital Skills Grant - \$2,500	Good Things Foundation	Be Connected Digital Literacy Sessions 2023	Acquitted	Completed. In 2024 NBN facilitate free
Vibe Holiday Grant 2023-24 - \$6,000	Territory Families	TCL Holiday Programs 2023-24	Under delivery	Due for completion July 2024
Youth Engagement Grants - \$2,000	Territory Families	Youth Week 2024	Acquittal submitted	Completed
Mens Places Grant - \$2,000	Territory Families	Students vs Seniors activities for 2023-24	Unsuccessful	Aim to increase male participation/connection
Science Week 2024 - \$2,500	Inspired NT	Students vs Seniors : Barra Bites	Successful	Planning/promotion in progress
Science Week 2024 - \$1,500	Inspired NT	Species Survival : A VR Experience	Successful	Planning/promotion in progress
Seniors Month 2024 - \$2,000	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Outcome pending	Ready to commence Term 3 if successful
Corp Community Grants 2024 - \$1,000	Core Lithium	Students vs Seniors catering 2024-25	Successful	Applied for \$2,000

### Library Service Disruptions

No interruptions to library services to report in May 2024.

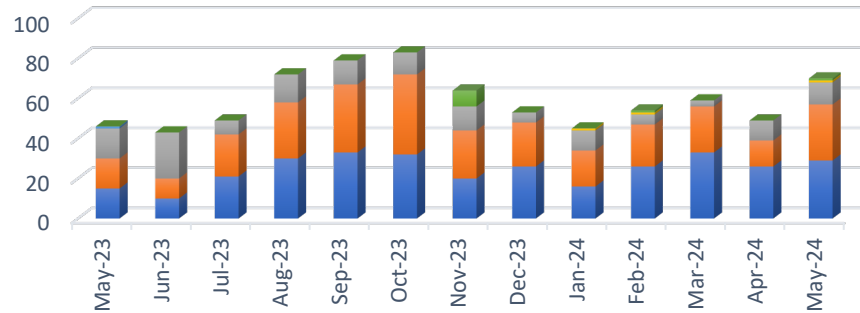
## **Regulatory Services**

### New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in May 2024 was 70, 21 more in the previous month and 24 more than the same time last year.

The graph below identifies the total number of new dog registrations and the registration types by month over the last 12 months. Nearly 57% of new dog registrations over the past 12 months are for desexed dogs (annual and lifetime) and 41.4% are registered as entire (annual only).

## Total New Dog Registrations by Type May 23 - May 24

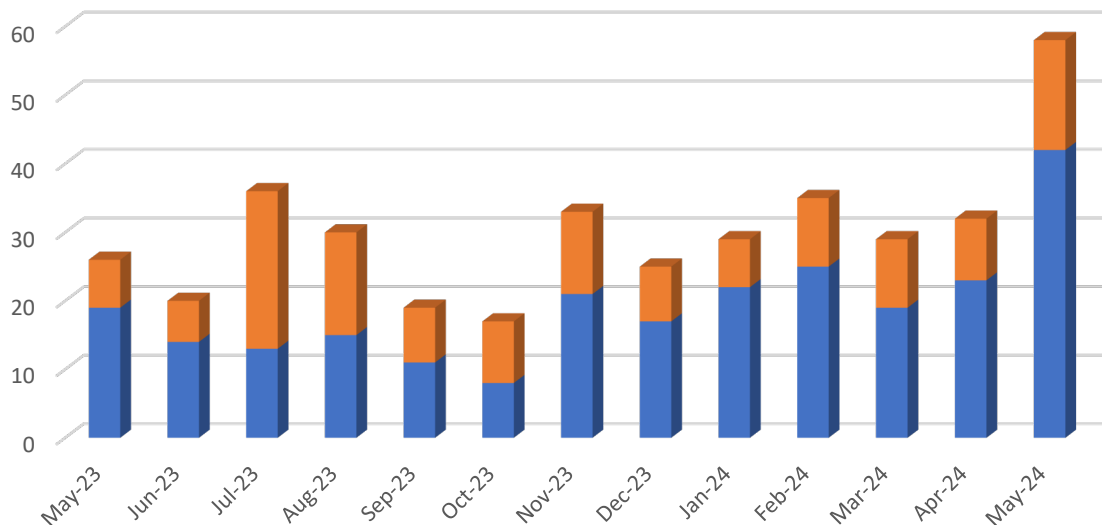


	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Working/Assistance	0	0	0	0	0	0	8	0	0	1	0	0	1
Declared Dangerous	1	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup under 6 mths/Rescue	0	0	0	0	0	0	0	0	1	1	0	0	1
Lifetime Desexed	15	23	7	14	12	11	12	5	10	5	3	10	11
Annual Desexed	15	10	21	28	34	40	24	22	18	21	23	13	28
Entire	15	10	21	30	33	32	20	26	16	26	33	26	29

## Dog At Large and Pick Ups

Over the past 12 months there have been 389 requests for the pick-up of contained dogs or reports of dogs at large. Note these are reports where one or more offending dogs may be involved during an incident rather than the number of dogs reported. This equates to approximately 21 and 12 dog at large and dogs for pick-up reports per month respectively. May recorded 42 reports for dogs at large and a further 16 for pick-up or 58 reports in total, 26 more than April and over double for the same time last year and significantly more than any other month. It is unknown what specific factors have contributed to this spike in numbers for May.

## Dog At Large and Pick Up Reports May 23- May 24

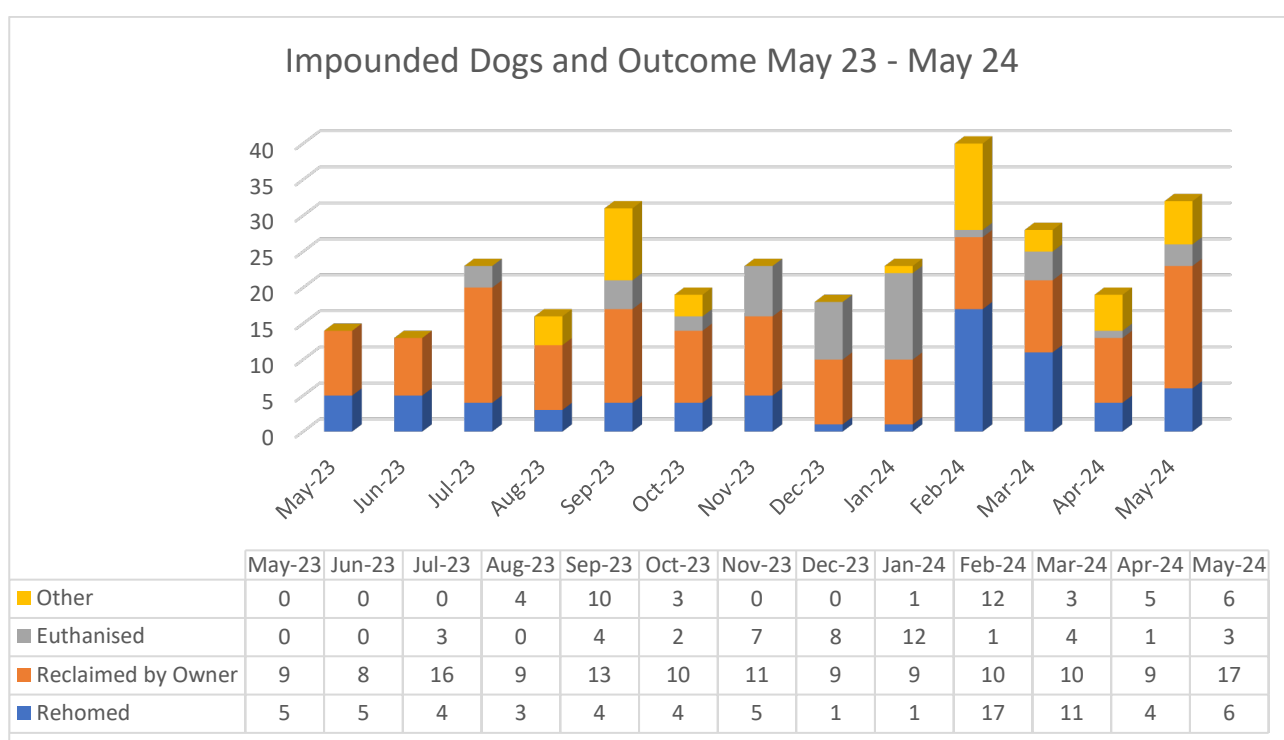


	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Pick Up	7	6	23	15	8	9	12	8	7	10	10	9	16
At Large	19	14	13	15	11	8	21	17	22	25	19	23	42

## Impounded Dogs

Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a court-ordered warrant as a last resort for non-compliance with Council's By-laws. There were 32 dogs impounded in May, 13 more the previous month, more than double the same time last year (14) and seven over the average of nearly 25 over the last 12 months.

From the number of dogs impounded over the past 12 months, 46.8% have been reclaimed by their owners. A further 23.4% were unclaimed but suitable for adoption and accepted by either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figure of 15.1% is a consequence of dogs that are not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity or under quarantine and unable to receive them. The category "Other" refers to those dogs that are still impounded pending the holding period at the end of the month, are still to be claimed by a known owner, have been transferred to another Council or have been impounded pending the conclusion of an investigation.



83.6% of dogs impounded over the last 12 months were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

78% of dogs impounded over the last 12 months have not been desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasising the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.

58% of dogs impounded over the last 12 months are male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

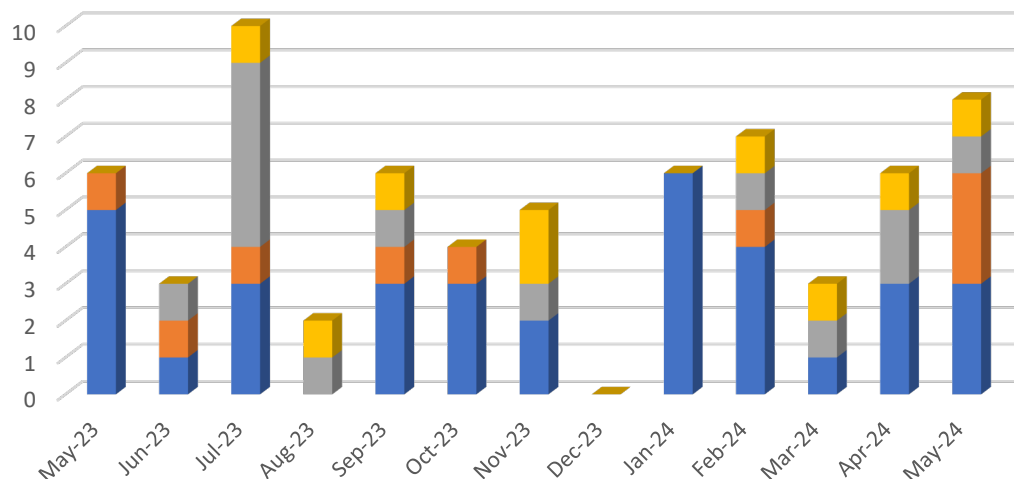


## Abandoned Vehicles

While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were eight abandoned vehicles reported to Council in May 2024. The second highest recorded for the year, two more than the previous month and above the average for the previous 12 months of 5.5 per month. There have now been 58 abandoned vehicle reports for this financial year to date (there may be multiple vehicles identified in any given report); in comparison there were 45 reports in 22-23 financial year which was surpassed in April.

For the past 12 months, 53.4% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. 22.4% of vehicles reported were impounded and then retrieved by their owner after the payment of associated fees and costs, however the majority were sold at auction, typically for spare parts. Nearly 14% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road or property where Council has no jurisdiction. 10.3% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for scrap.

Abandoned Vehicles Reported and Outcome May 23- May 24



	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24
Non-Council Road	0	0	1	1	1	0	2	0	0	1	1	1	1
Impounded	0	1	5	1	1	0	1	0	0	1	1	2	1
Disposed	1	1	1	0	1	1	0	0	0	1	0	0	3
Departed	5	1	3	0	3	3	2	0	6	4	1	3	3

## **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>	Special Resolution and Declaration of Rates and Charges 2024/2025
<b>Author:</b>	Maxie Smith, Director Corporate and Community
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Certification of Assessment Record June 2024 B: Declaration of Rates and Charges 2024/2025

### Executive Summary

This report presents to Council, for consideration to adopt, a Special Rate declared for Southport roads seal, the proposed Declaration of Rates and Charges for the financial year 2024/2025 and the certification of the Assessment Record by the Chief Executive Officer (CEO).

The Declaration of Rates and Charges 2024/2025 reflects an increase of 5% for rateable properties and a 2% increase in Waste Charges.

### Recommendation

THAT Council by special resolution:

in accordance with Section 238 of the *Local Government Act 2019*, a special rate of \$5,641 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2025. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2024/2025, which is attached to this report at Attachment B.

THAT Council:

1. receive and note the Chief Executive Officer's certification of the Assessment Record in line with Section 29 *Local Government (General) Regulations 2021* as at Attachment A to this report; and
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2025 as noted in the Declaration of Rates and Charges 2024/2025 as at Attachment B to this report.
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2024-2025 on Council's website and in the newspaper circulating generally in the area.

### Background

In line with Section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is

a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year. Certification is presented in Attachment A.

Under the *Local Government Act 2019* (Act) a special rate requires a special resolution which must be supported by the votes of at least three-quarters of the total number of members of the council.

The Act further states in section 238 (4) After considering any submissions made, the council may:

(a) by special resolution, declare special rates that are:

(i) consistent with the proposed special rates specified in the notices under subsection (2);

or

(ii) reduced for one or more of the allotments for which the special rates were proposed;

or

(iii) reduced for all of the allotments for which the special rates were proposed;

or

(b) not declare special rates.

Further the Declaration of Rates and Charges 2024/2025 presented in Attachment B reflects:

- a 5% increase for Commercial, Residential and Wickham area ratepayers. This equates to a \$0.99 increase per week for residential ratepayers;
- a 2% increase for Waste Charges in line with the Long-term Financial Plan.
- Interest remains at 17%.

The declaration has been reviewed by legal counsel for accuracy to legislation.

#### **Links with Strategic Plan**

Prosperity - Our Economy and Growth

Performance - An Effective and Efficient Organisation

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

Progress - Continuity of Services and Facilities

Places - Roads and Infrastructure

#### **Legislative and Policy Implications**

In compliance with section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year.

In line with Section 237 of the *Local Government Act 2019* Council must declare rates on or before 30 June each year.

(1) A council must, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates (general rates) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.

(2) The council may, at the same time, raise an amount towards a special purpose.

- (3) The declaration must state:
  - (a) the amount:
    - (i) to be raised for general purposes; and
    - (ii) if an amount is to be raised for a special purpose – to be raised for the special purpose; and
  - (b) the basis or bases of the rates; and
  - (c) if the rates are to be payable in instalments – the number of instalments and when the instalments are payable; and
  - (d) the relevant interest rate that accrues on any unpaid rates for the financial year.

According to Section 238 of the *Local Government Act 2019* Council can impose charges on the land for the benefit of land or the occupiers of land within its area.

Policy FIN02 – Rating Policy.

### **Risks**

#### Financial

Should Council not declare its rates by 30 June 2024, Council's budget would be invalid creating dire financial consequences.

#### Governance

Should Council not declare its rates by 30 June 2024, Council would be in breach of legislation leading to governance issues.

### **Community Engagement**

The increase of 5% for rateable properties, the 2% increase in Waste Charges and the Special Rate declared for Southport roads reseal formed part of the wider community consultation for Council's Draft 2024/2025 Municipal Plan and Budget.

## ATTACHMENT A

### **Certification of Assessment Records As per section 29 Local Government (General) Regulations 2021**

This is to certify that assessments 10000024-10117018 declared pursuant to Section 230 of the *Local Government Act 2019* are recorded in the assessment record and to the best of my knowledge, information, and belief the assessment record is a comprehensive record of all rateable land within the Litchfield Municipality.

Signed:   
Stephen Hoyne  
Chief Executive Officer

Date: 12 June 2024

## LITCHFIELD COUNCIL

### DECLARATION OF RATES AND CHARGES 2024/25

Notice is hereby given pursuant to Section 241 of the *Northern Territory Local Government Act 2019* (Act) that the following rates and charges were declared by Litchfield Council pursuant to Section 237 and Section 239 of the Act at the Council meeting held on 18 June 2024 pursuant to Chapter 11 of the Act in respect of the financial year ending 30 June 2025.

#### 1. RATES

- 1.1 Pursuant to Section 227 of the Act, the Council adopts the Unimproved Capital Value as the basis of the assessed value of allotments within the Litchfield Municipality ("**the Council Area**").
- 1.2 Pursuant to Section 237 of the Act Council declares that the amount it intends to raise for general purposes for the financial year ending 30 June 2025 by way of rates is \$11,994,486 by the application of a combination of the following fixed amounts (**fixed rates**) and differential valuation-based amounts (**differential rates**) with minimum amounts (**minimum amounts**) being payable in the application of those differential rates.

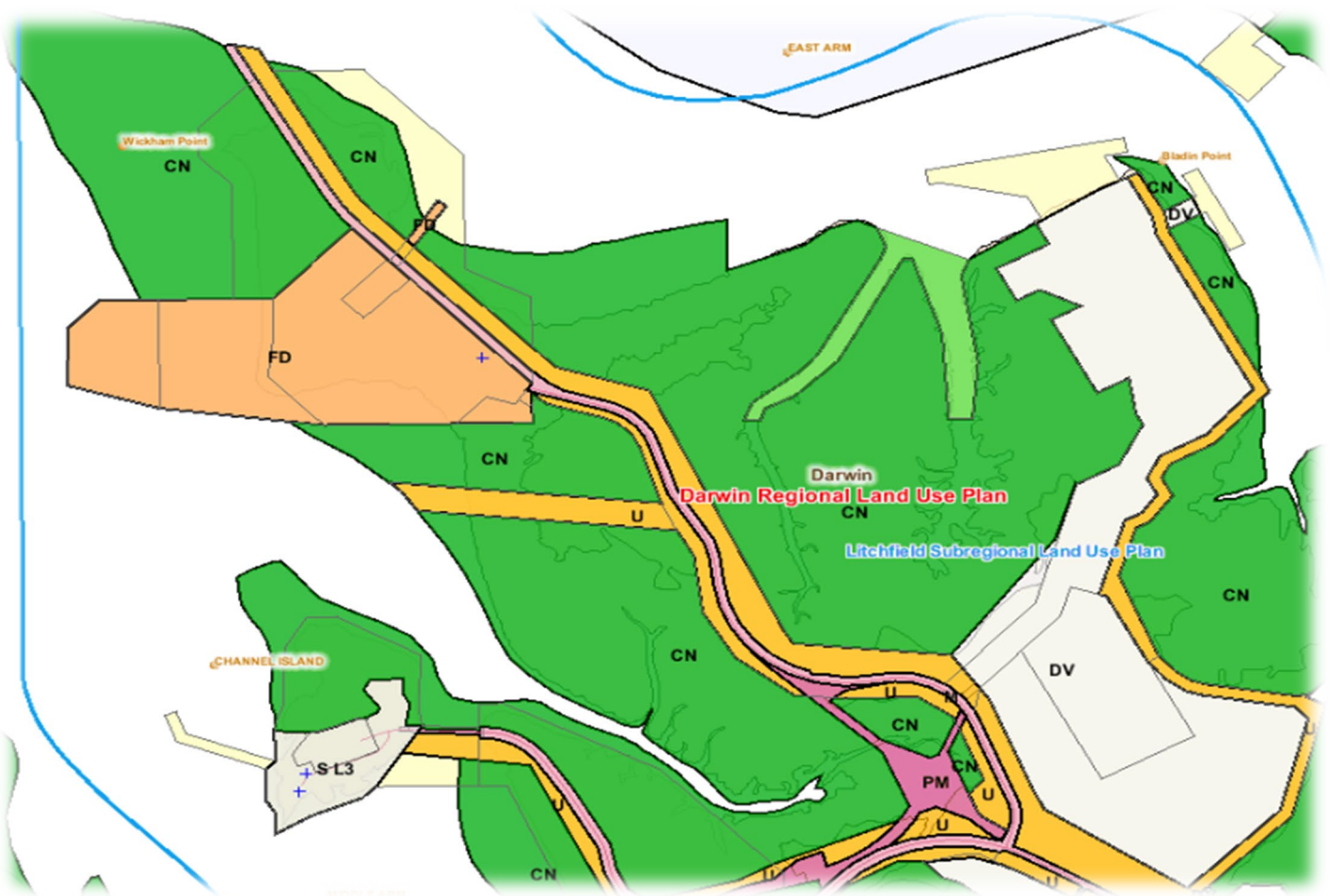
The Council declares the following fixed rates, differential rates with the following minimum amounts payable in the application of those differential rates, special rates and charges for the financial year ending 30 June 2025.

#### A. RESIDENTIAL

- i. With respect to every allotment of rateable land within those parts of the Council Area zoned SD, MD, MR and SL11 under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,076.52.
- ii. With respect to every allotment of rateable land within those parts of the Council Area zoned H and A under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,076.52.
- iii. With respect to every allotment of rateable land within those parts of the Council Area zoned R, RR, RL, WM, CN, SL14, SL18 and FD under the *NT Planning Scheme* (other than conditionally rateable land) a fixed rate of \$1,076.52.

#### B. COMMERCIAL

- i. With respect to every allotment of rateable land within the Council Area other than limited area within Wickham zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* (other than conditionally rateable land), a differential rate calculated at a rate of 0.315184% of the unimproved capital value of the land, with the minimum amount payable in the application of that differential rate being \$1,925.65
- ii. With respect to every allotment of rateable land within that part of the Council Area known as Wickham and marked FD and DV, on the below map, a differential rate calculated at a rate 9.265889% of the unimproved capital value of the land.



### C. OTHER LAND

With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a differential rate calculated at a rate of 0.315184% of the unimproved capital value of the land with the minimum amount payable in the application of that differential rate being \$1,925.65.

### D. MINING TENEMENTS

With respect to conditionally rateable land within the Council Area occupied under a mining tenement, a differential rate calculated at a rate of 0.8741% of the assessed value of the mining tenement with the minimum amount payable in the application of that differential rate being \$2,241.18, in accordance with the Gazette notice published by the Minister on 26 April 2024.

### E. PASTORAL LEASES

With respect to conditionally rateable land within the Council Area held under a pastoral lease as defined in the *Pastoral Land Act 1992*, a differential rate calculated at a rate of 0.0770% of the unimproved capital value of the land within each such pastoral lease, with



the minimum amount payable in the application of that differential rate being \$946.94 in accordance with the Gazette notice published by the Minister on 26 April 2024.

## F. SPECIAL RATES

**Pursuant to Section 238 of the Act Council declares a special rate (special rate) as provided below: The purpose for which the special rate is imposed is to defray the cost and expense of sealing roads within that part of the Council Area described in paragraph vi below (subject area).**

- i. The amount to be raised by the special rate is \$400,511.
- ii. The special rate is a fixed amount of \$5,641 for each allotment within the subject area.
- iii. The special rate is payable on or before 30 June 2026.
- iv. The special rate is declared for and will be levied on rateable land within the subject area in line with Council's FIN02 Rating Policy.
- v. The rateable land that is subject to the special rate are the allotments listed below.

Lot / Portion	Hundred Area	Lot / Portion	Hundred Area
715 00412	Townsite of Southport	715 00401	Townsite of Southport
715 00413	Townsite of Southport	715 00266	Townsite of Southport
715 00414	Townsite of Southport	715 00267	Townsite of Southport
715 00065	Townsite of Southport	715 00278	Townsite of Southport
715 00093	Townsite of Southport	715 00279	Townsite of Southport
715 00104	Townsite of Southport	715 00286	Townsite of Southport
715 00119	Townsite of Southport	715 00287	Townsite of Southport
715 00126	Townsite of Southport	715 00298	Townsite of Southport
715 00139	Townsite of Southport	715 00299	Townsite of Southport
715 00146	Townsite of Southport	715 00306	Townsite of Southport
715 00159	Townsite of Southport	715 00307	Townsite of Southport
715 00166	Townsite of Southport	715 00314	Townsite of Southport
715 00179	Townsite of Southport	715 00315	Townsite of Southport
715 00186	Townsite of Southport	715 00323	Townsite of Southport
715 00201	Townsite of Southport	715 00421	Townsite of Southport
715 00204	Townsite of Southport	715 00268	Townsite of Southport
715 00205	Townsite of Southport	715 00269	Townsite of Southport
715 00220	Townsite of Southport	715 00276	Townsite of Southport
715 00221	Townsite of Southport	715 00277	Townsite of Southport
715 00224	Townsite of Southport	715 00274	Townsite of Southport
715 00225	Townsite of Southport	715 00275	Townsite of Southport
715 00240	Townsite of Southport	715 00409	Townsite of Southport
715 00241	Townsite of Southport	715 00291	Townsite of Southport
715 00244	Townsite of Southport	715 00294	Townsite of Southport
715 00261	Townsite of Southport	715 00295	Townsite of Southport
715 00264	Townsite of Southport	715 00311	Townsite of Southport
715 00280	Townsite of Southport	715 00270	Townsite of Southport

Lot / Portion	Hundred Area	Lot / Portion	Hundred Area
715 00284	Townsite of Southport	715 00324	Townsite of Southport
715 00285	Townsite of Southport	715 00325	Townsite of Southport
715 00300	Townsite of Southport	715 00326	Townsite of Southport
715 00301	Townsite of Southport	715 00328	Townsite of Southport
715 00304	Townsite of Southport	715 00329	Townsite of Southport
715 00305	Townsite of Southport	715 00333	Townsite of Southport
715 00320	Townsite of Southport	715 00334	Townsite of Southport
715 00371	Townsite of Southport	715 00335	Townsite of Southport
715 00397	Townsite of Southport		

## 2. CHARGES

Pursuant to Section 239 of the Act, the Council declares a Waste Management Charge:

- i. The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of the waste disposal services, including the management and operation of the three waste transfer stations, which Council provides for the benefit of all rateable land within the Council Area, other than the land described in paragraph 2 iv below, and the occupiers of such land.
- ii. The amount Council intends to be raised by this Charge is \$3,409,267.
- iii. The amount of the Charge declared is \$419.19 per allotment.
- iv. The Charge will be levied on all rateable land within the Council Area with the exception of allotments within that part of the Council area zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* and including the allotments identified in paragraph 1 B ii above and any conditionally rateable land.

## RELEVANT INTEREST RATE

The Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 245 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

## PAYMENT

The Council determines that the Rates and Charges declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

- 30 September 2024;
- 30 November 2024; and
- 28 February 2025.

STEPHEN HOYNE  
CHIEF EXECUTIVE OFFICER  
LITCHFIELD COUNCIL



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.03
<b>Report Title:</b>	Proposed Fees and Charges 2024/2025
<b>Author:</b>	Maxie Smith, Director Corporate and Community
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Litchfield Council Fees and Charges 2024/2025 B: Thorak Regional Cemetery Fees and Charges 2024/2025

### Executive Summary

This report presents to Council, for consideration to adopt, the proposed Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2024/2025.

### Recommendation

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2024/2025 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2024/2025 as at Attachment B to this report; and
3. approve the CEO to make minor editorial changes.

### Background

Fees and Charges for Litchfield Council and Thorak Regional Cemetery are set annually as part of the Annual Budget process and are the basis for the projected income.

Council acknowledges current cost of living pressures and remain firmly committed to deliver minimal increases. As such, there has been an increase of 5% to Fees and Charges which remains in line with the Long-Term Financial Plan. As discussed during budget workshops and Strategic Discussion and Briefing Session of March 2024, the below table lists amendments:

Fee/Charge	Change	Reason
Litchfield Council (including Waste Transfer Stations)	Increase 5%	In line with Long Term Financial Plan
Thorak Regional Cemetery	Increase 5%	In line with Long Term Financial Plan

The below administrative changes have been included:

- Regulatory services: Pound release fees as an additional incentive/disincentive to dog owners for repeated at-large offences:
  - First impound – Registered - nil impound fee if retrieved same day, no infringement.
  - Unregistered – Current impound fee (\$187) + 25%, registration fee (variable), no infringement.
  - Second impound – Registered - Current impound fee (\$187), Dog at Large infringement (\$176).
  - Unregistered – Current impound fee (\$187) + 25%, registration fee (variable), Dog at Large infringement (\$176).
  - Third and successive impound.
  - Registered – Current impound fee (\$187)+ 25%, Dog Nuisance infringement (\$352).
  - -Unregistered – Current impound fee (\$187) + 25%, registration fee (variable), Dog Nuisance infringement (\$352).
- Library Services: No change.
- Thorak Cemetery: 10% discount for current and former Litchfield residents in care for up to 5 years post-residency (evidence or statutory declaration).
- Thorak Cemetery: Adult Cremation remains as last year.

#### **Links with Strategic Plan**

Performance - An Effective and Efficient Organisation

#### **Legislative and Policy Implications**

The *Northern Territory Local Government Act 2019* (the Act) Section 201 requires Council to list fees for services as part of the budget process. The Act allows Council to impose fees under section 289.

#### **Risks**

##### Financial

Fees and Charges are an integral part of Council's income. As such, it is imperative that they are set at a rate that underpins sustainable service delivery.

#### **Community Engagement**

The increase of 5% to Litchfield Council and Thorak Regional Cemetery Fees and Charges formed part of the wider community consultation for Council's Draft 2024/2025 Municipal Plan and Budget.

## LITCHFIELD COUNCIL

# Fees and Charges 2024-25

Effective from 1 July 2024

**LITCHFIELD  
COUNCIL**



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## ADMINISTRATION FEES

<b><u>Assessment Record Inspection Fee</u></b>	\$
Pursuant to Section 152(4) of the Local Government Act, inspection of an assessment record is free of charge at the Councils public office.	No charge

<b><u>Rates Notice Reprint</u></b>	
Current year rates reprint for any zoning	29.00
Prior year rates reprint for any zoning	34.50

<b><u>Written Rate Search Fee</u></b>	
A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	92.50

<b><u>Freedom of Information (FOI)</u></b>	
FOI - Information Request (non-personal information)	30.00 + 25.00/hour

<b><u>Disabled Parking Permits</u></b>	
Parking Permit for Disabled Persons	12.00



## COMMUNITY SERVICES

### **Howard Park Reserve + Knuckey Lagoon Reserve\***

<i>Community Organisations (non-profit)</i>	\$
Room Hire - Casual (per hour)	25.50
Room Hire – Full Day (8 hours)	166.50
Bond for Functions	422.00
Key Deposit	61.00 per key
Oval Hire – Casual (per hour)	13.50
Oval Hire – Full Day (8 hours)	84.00

#### *Commercial / Government*

Room Hire - Casual (per hour)	33.00
Room Hire – Full Day (8 hours)	255.00

#### *Permanent Rates (only applicable to Howard Park Reserve)*

External Sheds (per annum)	1,276.50
External Buildings (per annum)	2,169.50
Internal Rooms (per annum)	1,276.50

\* Long-term user groups of Knuckey Lagoon Reserve will be charged at 50% of normal fee.

### **Humpty Doo Village Green Reserve**

Room Hire - Casual (per hour)	29.00
Room Hire – Half Day (4 hours)	173.50
Room Hire – Full Day (8 hours)	405.50
Room Hire - Full Day (including set up time the day before)	578.50
Bond for Functions	578.50
Outdoor Space (Park) Hire – Casual (per hour)	17.50





## LIBRARY SERVICES

<b>Photocopying and printing Black and White</b>	<b>\$</b>
A4 single	0.20
A4 double	0.40
A3 single	0.30
A3 double	0.60

<b>Photocopying and printing Colour</b>	
A4 single	1.00
A4 double	2.00
A3 single	1.50
A3 double	3.00









<b>Laminating</b>	
A4	2.00
A3	4.00

<b>Other Costs</b>	
Membership Card Replacement	2.50
Replacement of lost / damaged items (in addition to cost of replacement)	2.20

Note: scanning and usage of public computer is free of charge.



## REGULATORY SERVICES

<b><u>Dog Registration</u></b>	<b>\$</b>	
Entire Dog Annual Registration (Includes Microchip for new registrations) <sup>1,5,7</sup>	101.00	
Entire Dog Annual Concession Registration <sup>1,5,7,10</sup>	53.50	
Desexed Dog Annual Registration (Includes Microchip for new registrations) <sup>1,5,7</sup>	23.00	
Dog Annual Registration – Remainder of Current registration period free from Rehoming Organisation <sup>1,2,5,7</sup>	No charge	
Declared Dangerous Dog Annual Registration <sup>1,5,7</sup>	335.50	
Desexed Dog Annual Concession Registration <sup>1,5,7,10</sup>	12.00	
Registered Breeder Annual Registration <sup>1,3,5,7</sup>	53.50	
Puppies under 6 months at 1 September Annual Registration	No charge	
Reciprocal Registration from approved Councils <sup>4</sup>	No charge	
Working Dog Registration <sup>8</sup>	No charge	
Assistance Dog Registration <sup>9</sup>	No charge	
Desexed Dog Lifetime Registration <sup>6</sup>	115.50	
Desexed Dog Lifetime Concession Registration <sup>6</sup>	58.00	

<sup>1</sup> Registration period is from 1 September to 31 August. A 50% pro rata applies for all new annual registration applications that are received after 1 March each year.

<sup>2</sup> Rehoming Organisations include PAWS Darwin, RSPCA and DACS NT.

<sup>3</sup> Registered Breeders must be current members of Dogs NT.

<sup>4</sup> Up to 1-year free equivalent registration to end of registration period from City of Darwin, City of Palmerston, Coomalie Council, Wagait Shire Council and Belyuen Community Government Council.

<sup>5</sup> New registrations received from 1 July to 31 August will receive current and the following registration period.

<sup>6</sup> Lifetime Registration purchase prior to 30 June 2020 will remain valid.

<sup>7</sup> Refunds available on request for deceased animals within 6 months of 1 September.

<sup>8</sup> Working Dog owners will be required to provide evidence that they are carrying on a business of primary production.

<sup>9</sup> Assistance Dog owners will be required to provide evidence the dog has been trained by a recognised assistance dog training institution or general practitioner.

<sup>10</sup> Concession applies to pensioners who are eligible to obtain a concession.



**Other Regulatory Service Charges**

	\$	
Microchip - not associated with registrations fee	43.00	
Microchip (Concession for Pensioners) – not associated with registration fee	29.00	
Replacement registration tags – per tag	10.50	
Pound Release Fee – Registered Dog <ul style="list-style-type: none"><li>• First Impound</li><li>• Second Impound</li><li>• Third and successive impound</li></ul>	Nil if retrieved same day 196.50 196.50 + 25% (245.50)	
Pound Release Fee – Unregistered Dog (first and successive impound)	196.50 + 25% (245.50)	
Pound daily maintenance fee (first 72 hours)	33.50	
Pound daily maintenance fee (after 72 hours)	67.00	
Dispose of dead animal/dog	133.50	
Surrender Fee - fee per dog	133.50	
Seizure Fee – fee per dog	133.50	
Hire of animal trap - fee per week	27.00	
Hire of animal trap - fee per month	81.00	
Delivery & Pick Up of Animal trap	27.00	
Cage animal trap ( <i>bond</i> )	115.50	
Abandoned Vehicle Release Fee	336.00	
Infringement Reminder Letter	Determined by Fines Recovery Unit	
Infringement Penalty Unit	Determined by Fines Recovery Unit	



## PLANNING FEES

<u>All Planning &amp; Works Fees</u>	\$	
Administrative Fee for Clearance of Conditions relating to Subdivision  (Includes one inspection for each required Construction hold point, one handover inspection at time of Clearance of General Conditions, and two final inspections at time of Release from Defects Liability Period; charged at time of request for Clearance of General Conditions   Practical Completion Approval)	2% of estimated Value of Assets (Min \$284.76)	
Administrative Fee for Clearance of Conditions relating to a Development where no new assets are handed to Council  (Includes one stormwater plan approval; inspection fees (if required) charged separately refer to fee listed)	285.00	
Plan Approval Fee <ul style="list-style-type: none"> <li>• Driveway Access plans</li> <li>• Stormwater Design plans</li> <li>• Disturbance to Council Asset</li> </ul> (Per submission, charged at time of application)	119.00	
Application Fee for Works Permit (charged at time of application)	119.00	
Defect Liability Period Bond (Charged prior to issuing Clearance of General Conditions/ At completion and acceptance of works)	5% of estimated Value of Assets (Min \$578.50)	
Outstanding Works Bond (Charged prior to issuing Clearance of General Conditions/ At completion and acceptance of works)	Determined by Council, based on industry rates	
Inspection Fee (as required, applies for each inspection except as detailed above under Subdivision Fees; charged prior to issuing clearance)	167.00	
Road Openings/Road Closings – initial administrative fee	2,431.00	
Oversize Vehicle Authorisation (DIPL Oversize/Overmass Permit Review) Administration Fee (non-refundable)	297.50	
Oversize Vehicle - Refundable bond (charged at the discretion of DIO or CEO) Refundable Bond require prior to move being undertaken ** Must be paid by MVR permit holder ** <ul style="list-style-type: none"> <li>• Inspection fees and damages cost will be deducted from bond as required (see charge for new or replacement of Litchfield Council Assets)</li> </ul>	2,894.00	
Charge for new or replacement of all Litchfield Council assets (includes but is not limited to lighting controllers, bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works)	Actual Cost + 30%	



## WASTE DISPOSAL

Council has three waste transfer stations.

- Humpty Doo Waste Transfer Station (HDWTS)
- Howard Springs Waste Transfer Station (HSWTS)
- Berry Springs Waste Transfer Station (BSWTS)

Litchfield Council Residents [Notes 2, 3, 4]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Free	Free	Free
Contaminated Green Waste	Free	Free	Free
Contaminated & Unsorted Residential Household Waste	Free	Free	Free
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	Free	Not Accepted	Not Accepted
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.	Free		
<i>Construction waste</i> Unsorted and certified free of listed waste substances.	Free		
<i>Construction waste</i> Unsorted and un-certified free of listed waste substances.	Not Accepted		

Non-Litchfield Residents [Notes 1, 2, 4]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste - Non-Residents	per tonne (min Charge)	18.00	Not Accepted	Not Accepted
Unsorted Waste - Non-Residents	per tonne (min Charge)	22.00		

Sales - All Waste Transfer Stations	HDWTS	HSWTS	BSWTS
Green waste mulch per cubic metre	27.50	27.50	27.50
Green waste mulch per cubic metre (minimum of 30 cubic metres taken in 10 cubic meter instalments by arrangement only)	16.50	16.50	N/A
Crushed Concrete per cubic metre	27.50	27.50	N/A



Commercial Waste [Notes 1, 2, 3]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	per tonne	79.50	Not Accepted	Not Accepted
Contaminated Green Waste	per tonne	198.50		
Contaminated & Unsorted Waste	per tonne	198.50		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain, and terracotta which are clean and uncontaminated (including without steel reinforcing).	per tone	41.00		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain, and terracotta which are contaminated with steel reinforcing or scrap metal only	per tonne	113.50		
Minimum charge (per load)	per tonne	22.00		



Cost Recovery Fees Commercial or Residential	HDWTS	HSWTS	BSWTS
<b>Tyres (Each)</b>			
PASSENGER [Note 5]	9.50	Not Accepted	Not Accepted
PASSENGER CONTAMINATED OR W/RIM [Note 5]	22.00		
LIGHT TRUCK / 4WD [Note 5]	16.50		
LIGHT TRUCK / 4WD CONTAMINATED OR W/RIM [Note 5]	44.00		
TRUCK [Note 5]	33.00		
TRUCK CONTAMINATED OR W/RIM [Note 5]	93.50		
SUPER SINGLE	60.50		
SUPER SINGLE CONTAMINATED OR W/RIM	182.00		
SOLID SMALL - 0m - 0.35m	33.00		
SOLID MEDIUM - 0.36m - 0.50m	49.50		
SOLID LARGE - 0.51 - 0.65m	66.00	Not Accepted	Not Accepted
SOLID EXTRA LARGE - > 0.65m	82.50		
RACING SLICKS	13.00		
TRACTOR SMALL - 0m - 1.10m	143.50		
TRACTOR LARGE - 1.11m - 2.10m	226.00		
FORKLIFT SMALL - 0m - 0.35m	22.00		
FORKLIFT MEDIUM - 0.36m - 0.50m	38.50		
FORKLIFT LARGE - 0.51 - 1 m	55.00		
GRADER	138.00		
MOTORCYCLE	6.50	Not Accepted	Not Accepted
MOTORCYCLE CONTAMINATED OR W/RIM	20.00		
EARTH MOVER SMALL - 0m - 1.20m	182.00		
EARTH MOVER MEDIUM - 1.21m - 1.60m	450.00		
EARTH MOVER LARGE - 1.61m - 2.20m	895.00		
EARTH MOVER EXTRA LARGE - 2.21m – 2.60m	1,786.00		
SKID-STEER	23.00		
Mattress of any size	35.00		
Air conditioners: Certified De-gassed [Note 6]	FREE	Not Accepted	Not Accepted
Air conditioners: Not De-gassed	22.05		
Fridges and Freezers: Certified De-gassed [Note 6]	FREE		
Fridges and Freezers: Not De-gassed	22.00		
Gas bottles: Top removed and additional hole	FREE		
Gas bottles: complete un-processed	19.50		
Fire Extinguishers: Discharged and top removed	FREE		
Fire Extinguishers: Complete un-processed	19.50		



## NOTES

1. Commercial material generated within the municipality is assessed on arrival, or through prior arrangement, and is accepted based on site availability for the material being disposed. Management reserves the right to not accept material which is suspected to contain any listed waste not permitted at the waste transfer stations.
2. Residents charges and acceptance requires demonstration of residency within Litchfield Municipality and material being presented for disposal. Vehicles and/or trailers are to have <1 tonne capacity, except with prior arrangement. Management reserves the right to class residential waste as commercial if there is reason to believe the material is generated from a business working from a residential property based on quantity and content.
3. Small (<50kg) of residential waste may be accepted from commercial vehicles at the discretion of the Waste Transfer Station staff.
4. Applied for each Ute and trailer load. Trailers are to have a maximum capacity of 1 tonne. All other vehicles will be charged at commercial rates.
5. Tyre sizes are determined based on the sizing schedule (Attachment A). Tyres must be clean, unpainted, and complete with identifiable tyre size where applicable.
6. Certification must be in the form of a declaration from a qualified trades person that clearly identifies the items that are being certified de-gassed.





Passenger		Light Truck / 4WD	Truck
Passenger to 235mm	SUV to 225mm Passenger 245mm up	Light Truck / SUV > 235mm	
12" Passenger		18" Passenger 245mm up	19.5 All Sizes
13" Passenger	215/75R15	All 19" Passenger and above	825-20 to 1200-20
14" Passenger	225/75R15	ALL 18" SUV/4X4 and above	22.5 to 305mm
15" Passenger	205/65R16	235/75R15	
16" Passenger	215/65R16	255/70R15	
17" Passenger	225/65R16	265/70R15	
18" Passenger to 235mm	215/70R16	9R15	
155R12LT	225/65R16	10R15	
155R13LT	215/70R16	11R15	
165R13LT	225/70R16	31x10.50R15	
175R13LT	205/85R16	235/70R16	
165R14LT	215/85R16	245/70R16	
175R14LT	215/65R17	255/70R16	
185R14LT	225/75R17	265/70R16	
195R14LT	205R16	275/70R16	
205/75R14LT	650R16	245/75R16	
215/75R14LT	700R16	265/75R16	
195R15LT	750R16	235/60R17	
205/65R15LT		235/65R17	
215/65R15LT		245/65R17	
195/70R15LT		255/65R17	
205/70R15LT		285/65R17	
215/70R15LT		245/70R17	
225/70R15LT		265/70R17	
215/60R16LT		235/80R17	
		235/85R16	
		ALL 17.5	



# THORAK REGIONAL CEMETERY

## Fees and Charges 2024-25

Effective from 1 July 2024

**LITCHFIELD  
COUNCIL**



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## Administration Fees

	Charge
<b>All Litchfield residents / ratepayers receive a 10% discount on all fees and charges.</b>	
10% discount for current and former Litchfield residents in care for up to 5 years post-residency	10% on fee charged
<b>Refund Administration Fee</b>	\$45

## Notes

All fees and charges are GST inclusive.

Note 1: For further internments an extra depth fee of \$543 applies to first interment. Second interment fee due at time of second interment.

Note 2: Cremated remains interred into an existing occupied grave.

Note 3: Coffins over 750mm wide are subjected to extra fees for larger grave preparation.

Note 4: Prices include niche front engraving of name and date up to 37 characters.

Note 5: "Niche A" second urn must be correct size to fit limited space.

Note 6: Exclusive Right of Burial Fee of \$10 applies as per Subdivision 1 part 50 – Burial & Cremations Act 2022.

Note 7: Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable due to underground rock formations.

Note 8: All exclusive right of interment for burials and cremations attracts an interment fee in addition to the Cemetery Fee, except where otherwise stated.

Note 9: Child fees apply to aged twelve (12) years and under

Note 10: Exclusive Rights reservations issued before the introduction of CEM02 Rights of interment Policy 2018 will attract the Cemetery Fee and the Interment Fee at the time of interment.

Note 11: The purchase for a "At need/ Pre-need" Extra depth interment whether Adult or Child will incur the higher cost of an Adult. Should a second burial be required within a "At need/ Pre-need" child's Exclusive rights of Interment then a full Adult Exclusive rights of Interment fee would be charged.

## Exclusive Rights of Interment – Burials<sup>8, 9, 10</sup>

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
Section A & G (Plaque) <sup>1, 2, 3, 6</sup>	
Adult	4,494
Child	2,482
Section B (Headstone & Plaque) <sup>1, 2, 3, 6</sup>	
Adult	6,825
Child	3,400
<b>**Section Monument B, C, D &amp; E (Monuments) <sup>1, 2, 3, 6, 7</sup></b>	
Adult	9,134
Child	6,046
Orthodox Section (Monuments) <sup>1, 2, 3, 6</sup>	
Adult	9,134
Child	6,046
Muslim Section (Monuments) <sup>3, 6</sup>	
Adult	9,134
Child	6,046
Muslim Section (Flat Marker) <sup>3, 6</sup>	
Adult	4,494
Child	2,482
Baha'i Section (Plaque) <sup>3, 6</sup>	
Adult	4,494
Child	2,482
Jewish Section (Headstone & Plaque) <sup>1, 2, 3, 6</sup>	
Adult	6,825
Child	3,400
Garden of Angels <sup>1, 2, 6</sup>	
<b><i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i></b>	
Section A - Plaque only	2,482
Section B - Headstone and Plaques	3,400
Children's Cremated Remains Interment Garden	519
Un-Registrable Foetus burial	519

## Exclusive Rights of Interment – Cremated Remains

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
<b>Exclusive Right of Interment - Cremated Remains<sup>6</sup></b>		
Memorial Palm Garden (single interment only)		519
Memorial Lawn Garden (single interment)		519
Niche Wall (+ \$38 per additional container)		713
Niche Wall (Lower two rows of niche walls) (+ \$38 per additional container)		366
Memorial Beam – B Section		615
Memorial Palm Scattering Garden		167
Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)		333
Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)		333
<b>Courtyard of Tranquillity<sup>6</sup></b>		
Row 5,6,7 & 8 (single interment only)		519
Row 1,2,3 & 4 (two interments per plot)		1,021
Row 1,2,3 & 4 (second interment)		Interment fee only
<b>Courtyard of Tranquillity – Columbarium<sup>4, 6</sup></b>		
<b>Row # 1, 2, 3, 4</b>		
Niche B (Single)		1,633
Niche A (allows 2 medium sized urns) 5		2,767
Niche A (Second urn interment) 5		Interment fee only
Niche C (Double allows 2 large urns)		2,987
Niche C (Second urn interment)		Interment fee only
<b>Row # 5</b>		
Niche B (Single)		1,633
Niche A (allows 2 medium sized urns) 5		2,767
Niche A (Second urn interment) 5		Interment fee only
<b>Courtyard of Tranquillity – Family Tree Cremation Garden<sup>6</sup></b>		
Allows up to twenty ash interments under one tree. Includes first memorial permit fee.		4,713
<b>Courtyard of Tranquillity – Memorial Tree<sup>6</sup></b>		
Includes the tree, memorial permit fee, concrete plinth, installation and standard plaque (Maximum of four per tree)		1,682

## Cremation Services

Please see cemetery office staff for urns, necklaces, and keepsakes for cremated remains.		Charge
Adult Cremation		1,838
Infant Cremation (Coffin size not to exceed 110cm long)		964
Adult Cremations with Oversized coffins (200kg or heavier)		2,445
Un-Registrable Foetus Cremation		413
Incineration of materials		1,253
Additional Ash Containers		38
Viewing of Cremation (per cremation)		167
Packaging and posting of cremated remains (within Australia only)		248
Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)		3,450
Extended Cremation Service Package – Oversized Coffin		4,519
Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)		1,787
Purchase of an assembled capsule		619
Refrigerated storage of coffin (per night, maximum 5 nights)		52
Cleaning of Cremator (per hour or part thereof)		248
Extra Charge on Byron Coffins (extra residue, extra processing)		118

## Interment Fees

	Charge
Burial interment	1,208
Un-Registrable Foetus burial	325
Cremation interment	325
Courtyard of Tranquillity – Family Tree Cremation Garden	
Interment fee & permit fee for each additional individual cremated remains (max 20 per tree)	482
Courtyard of Tranquillity – Memorial Trees	
Additional Plinth, standard Plaque, installation & permit fee (max 4 per tree)	908

## Administrational Charges for Exclusive Rights

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Hold on the right to purchase an Exclusive Right of Interment The hold is for a three-month period in line with CEM 02 Interment Rights Policy		235
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.		235
Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains Applicable for all plots for cremated remains.		111
Extension of Hold The plot is held for an additional three months. Maximum hold time 6 months total.		111
Reprint of Exclusive Right Certificate		10
Refund of Exclusive Rights Upon proof of purchase, 75% of the fee at time of purchase will be refunded less administration fee and the certificate fee of \$16 pre-1st July 2013, \$10 after 1st July 2013. Transfer of exclusive right of burial prohibited under the Burial and Cremation Act 2022.		

## Second & Subsequent interments: All sections (By approval)

		Charge
Second & subsequent Interments: All sections Where the upper surface of coffin is below 1000mm from ground level		1,622
Grave Investigation To ascertain depth per hour per staff member		164



## Miscellaneous Charges

	Charge
Extra Depth fee / Oversize fee	543
Exhumations coffins – ground preparation (pending Cemetery & Ministerial approval required)	1,705
Disinterment of Cremated Remains from ground	164
Removal of Cremated Remains from Columbarium/Niche Wall	164
Pre-digging of grave	680
Display Beam Annual Fee	1,052
Columbarium replacement granite panel	589
Grave Shoring (to stabilise the grave sides)	382
<b>Chapel Services</b>	
Chapel Hire, includes private family viewing room and Kitchenette (per hour)	485
Chapel Overtime Fee (per hour or part thereof)	225
Hire of Viewing room only per hour (does not include cremation viewing)	166
<b>Non-regular hour service charges</b>	
Monday - Friday: After 4.30pm (per staff per hour or part thereof)	248
Cremations after 3:00pm (per hour or part thereof)	248
Burials after 4.00pm (per hour per staff or part thereof)	248
After 3hrs has been exceeded (per staff per hour or part thereof)	330
Weekends: Per hour per staff member	330
Public Holidays: Per hour per staff member	330
(Weekends and public holidays minimum two hours labour)	
<b>Memorial Permits</b>	
Plaques (Fee is GST Exempt)	166
Headstones (Fee is GST Exempt)	279
Monuments (Fee is GST Exempt)	413
Benches (Fee is GST Exempt)	240
<b>Memorial Installation Fees via Thorak Staff</b>	
Plaque	164
Removal and/or re-installation of memorial plaque	164
Installation of memorial benches	686
Installation of concrete slanting pillow	164
<b>Other Charges</b>	
Outside Service	382
Marquee Rental 4 x 4 m (includes 20 chairs)	164
Marquee Rental 6 x 3 m (includes 20 chairs)	248
Funeral Directors Permit Fee per financial year (Fee is GST Exempt)	1,726
Individual funeral permit fee per financial year (Fee is GST Exempt)	144
Concrete Slanting Pillow (Supply)	198
Ornamental Memorial options (Urns, necklaces and keepsakes)	cost + 60%
Brass Plaques – various sizes and designs	cost + 60%
Floating Plaques and Ornamental Cylinders	cost + 60%

## Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service. Only one claim per infant allowable.
- The subsidy is applicable to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice, or any other identification document as approved by the Cemetery Manager



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.04
<b>Report Title:</b>	Draft Municipal Plan 2024-25 and Draft Financial Management Strategy and Long Term Financial Plan and 2024-25 to 2033-34
<b>Author:</b>	Maxie Smith, Director Corporate and Community
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Recommended Amendments B: Public Consultation Results C: Draft Municipal Plan 2024-2025 D: Draft Financial Management Strategy and Long Term Financial Plan 2024-25 to 2033-34

### Executive Summary

This report presents to Council the recommended amendments to the Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 following the public consultation period. The Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 are further presented for Council's adoption.

### Recommendation

THAT Council:

1. note submissions received for the Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2024-2025 and Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 if required;
4. adopt the 2024-2025 budget as per Section 203 of the *Local Government Act 2019*; and
5. adopt the Municipal Plan 2024-2025, as at Attachment C, as per Section 35(1) of the *Local Government Act 2019* and Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034, as at Attachment D; and
6. set aside any surplus/deficit from the 2023-2024 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

## Background

At the Ordinary Council Meeting of 16 April 2024, Council approved the Draft Municipal Plan 2024/2025 and the draft Financial Management Strategy and Long-Term Financial Plan 2024/2025 to 2033/2034 for public consultation for a period of 35 days, from 22 April to 26 May 2024.

Council has received a total of 24 written submissions, 8 Survey Monkey responses and 1 verbal response through the consultation period. The feedback was generally related to the road seal levy for Southport Roads and included concerns around consultation and funding.

Attachment A presents the changes and proposed amendments for the final Municipal Plan and Long Term Financial Plan as a result of the Department of the Chief Minister and Cabinet feedback and members of the public. Changes are reflected in the Draft Municipal Plan at Attachment C.

Attachment B provides copies of written submissions and responses received via Survey Monkey.

## Links with Strategic Plan

Progress - Continuity of Services and Facilities

## Legislative and Policy Implications

Part 3.3 and Part 10.5 of the *Local Government Act 2019*.

## Risks

### Governance

Council will be in breach of the *Local Government Act 2019* should we not adopt its Municipal Plan and budget by 30 June 2024.

## Community Engagement

The Draft 2024-2025 Municipal Plan and Budget and Financial Management Strategy and Long Term Financial Plan 2024-2025 to 2033-2034 (Plans) were placed on public exhibition for a period of 35 days, from 22 April and ran until 26 May 2024.

A Public Notice was placed in the NT News on Monday 22 April 2024, as per the Legislative requirement. A dedicated page on Council's website with links to the Plans and ways to provide feedback also went live on that same day.

A Facebook campaign was also undertaken informing the Plans were available for public comment. The campaign included non-boosted and boosted posts, a feature cover profile image and a quotation from the Mayor. All posts provided a link to complete the survey and other ways to make a submission, and some posts featured QR codes.

Hard copy posters with QR codes to the Plans and to the survey were featured at various Council facilities. An iPad to complete the survey was available at Council's reception to allow completion of the survey.

The draft Plans were a focus at Council's Freds Pass Rural Show stall on 25 and 26 May 2024, with stall visitors able to collect copies of the Plans and complete the feedback survey. Alternately they could take a flyer with the QR codes and complete the survey at a time that was suitable for them.

Amendments	Comments	Management Comments
Sustainability and Compliance Team (The Department)	<ol style="list-style-type: none"> <li>1. It is recommended that the conditional rates on page 28, under “Rating Structure”, be amended to be in line with the Notice of Rateability of Conditionally Rateable Land for 2024-25 Financial Year issued by the Minister for Local Government. For example, the minimum charge for mining tenements in 2024-25 has been set as \$2,241.18.</li> <li>2. On page 28, under “Fees and Charges by department”, the link for the “Schedule of Fees and Charges” directed the reader to Council’s website which is 2023-24 information. It is recommended that once the plan is finalised, the link be updated to show 2024-25 fees and charges.</li> <li>3. On page 36 under “Internally Restricted” reserve balances, the budget 2024-25 balance for Asset Reserve (9,746) is presented in brackets. The brackets appear to be an error in presentation and should be removed.</li> </ol>	<ol style="list-style-type: none"> <li>1. Rating Structure on page 28 of Draft Municipal Plan to be amended as per Notice of Rateability of Conditionally Rateable Land for 2024-25, specifically;               <ol style="list-style-type: none"> <li>a. Mining Tenements – Minimum Charge \$2,241.18 0.8741%</li> <li>b. Pastoral Lease – Minimum Charge \$946.94 0.0770%</li> </ol>               Budget and municipal plan updated as per above.             </li> <li>2. Link will be amended following adoption of the plan and the proposed Fees and Charges.</li> <li>3. Value amended to remove brackets.</li> </ol>
Member of the public	Cherry Street spelt incorrectly on page 5	Amendment made in final draft.

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**From:** [REDACTED]  
**Sent:** Tuesday, 9 April 2024 5:41 AM  
**To:** Municipalplan  
**Subject:** Southport roads upgrade

Good Morning,

We received a letter from the Lichfield Council stating that there is a proposed cost of \$5,641.00 for each house owner for the upgrades of the roads out here in Southport.

The first and only time that we knew anything about these road upgrades was when we received a letter from Litchfield Council on the 15 March 2023 stating that the Council has secured LRCI funding for the works. We were never consulted about these works and why wasn't there something put into this letter stating that there would be a cost? If the Council had been open with the residents involved it would have been great. One of the residents out here informed me that he had spoken with the Lord mare and he informed this resident that it would be capped at around \$4,000. I have been lead to believe that a residential block costs less to have the road works done than that of a rural block.

I would like to know why the over kill and ridicules size of the storm water drain that was built down the side of Aldridge street that now causes flooding and road erosion at the end of Aldridge street.

The storm water drain that runs down the side of Cherry street and then under Kersly street which then send the water into the Blackmore river has worked fine in the last thirteen years that we have lived out here.

The designee of Aldridge street now causes houses that to get water running through their yards where as this never happened before. Why did three perfectly good roads get resealed ?

I do think that the Lichfield Council at least should explain their reasoning for the drainage and the resealing of the three roads.

What ever the cost is I will need longer than a two year interest free period to pay because I am unemployed and have medical issues that are causing me to be unable to work again, also my wife is the career for our son so money is very tight. I do hope that the Council can give me some answers to the questions that I have asked and that we can come to some arrangement to pay what ever the cost will be.

Regards [REDACTED]

Sent from [Mail](#) for Windows

---

**From:** [REDACTED]  
**Sent:** Tuesday, 9 April 2024 1:47 PM  
**To:** Municipalplan  
**Subject:** Special Rate

To Whom it may concern.

I am writing in regards to assessment number [REDACTED] for the sum of \$5641.00.

The said works carried out need to be rectified regarding storm water run off as previously discussed with council engineers & the contractors.

This has been an ongoing problem for many years. Refer to previous emails.

Council had plenty of time to rectify this problem during construction. Engineers even came out & said it needed to be fixed.

I am not the only resident with this problem.

[REDACTED]



**From:** [REDACTED]  
**To:** [Municipalplan; Doug Barden](#)  
**Subject:** Southport Special rate.  
**Date:** Wednesday, 10 April 2024 8:13:21 PM  
**Attachments:** [SP Road Doc 1.pdf](#)

---

Hi.

Assessment Number [REDACTED]

I would like to submit an objection to the \$5641.00 for the new road levy for road works carried out on Aldridge St and other roads in Southport.

1. How did you come to this figure?
2. Attached is document 1 we received that states, council has secured funding for the said works, and there is NO mention that land owners were going to have to contribute to the cost of works.
3. There was NO community consultation with regards to the road upgrades and what the cost to owners would be, and if we even wanted the roads upgraded for that price. That should have happened before works were started.
4. I and others, have asked on many occasions if there would be a cost to the residents/owners and there was never a definitive answer and or cost indication.
5. I have since been made aware that the project came in under budget and council made a decision to resurface the existing bitumen roads (that were in excellent condition) with the outstanding funds. That would mean that the special rate would also be contributing the that, when the property owners on those streets don't have to contribute anything.
6. If the above figure (\$5641.00) is a standard charge from Litchfield Council rural roads upgrades, it should be adjusted to give consideration to the size of the road frontage in Southport. I.e: if that is for a 5 acre block with road frontage of about 110 metres, they are paying \$51.28 per metre of road. As Southport blocks are ½ acre and only 30 metres of road frontage, and we are being asked to pay \$188.03 per meter. THAT SOUNDS EXCESSIVE AND UNREASONBLE in anyones' language .

I am awaiting your response to this email.

Kind regards

[REDACTED]  
[REDACTED]



15 March 2023

To The Resident

### **SOUTHPORT ROADS UPGRADES**

Council (*image overleaf*) has secured LRCI Funding in the 2022/2023 Program. Works are scheduled to occur in the coming weeks. (Early May 2023) The works will include:

- The Road Upgrades is proposed to seal approximately 2.32 km of unsealed roads within the Southport Community in Litchfield Municipal. The series of roads to be sealed are shown in figure 1-1 below.
  1. Aldridge Street, 1.06 km
  2. Ringwood Street, 200 m
  3. Riverside Street, 310m
  4. Collett Street to Cheery Street Intersection, 150 m
  5. Cheery Street to Collett Street, 300 m (\*Note: Cheery Street is 50% sealed from Kersley Street intersection to Ringwood Intersection)
  6. Barrow Street from Kersley Street to Ringwood Street, 300 m (\*Note Barrow Street East will service the Community Hall)

Traffic management will be required during these works. The contractors will attempt to keep impact to a minimum.

Please drive safely and follow all traffic management. We thank you in advance for your patience.

Should you wish to be provided with project updates during construction, please email [council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au) with you contact details.

If you require any further information, please contact Council on 8983 0600.

Kind regards,

sig-1.jpg



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*Litchfield Council acknowledges the Traditional Owners of the land we work on and recognises their continuing connection to land, water and communities. We pay our respects to all Traditional Owners and to the Elders past, present and emerging.*

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**From:** Dheran Young <[Dheran.Young@nt.gov.au](mailto:Dheran.Young@nt.gov.au)>  
**Sent:** Wednesday, April 10, 2024 2:52 PM  
**To:** Doug Barden <[Doug.Barden@litchfield.nt.gov.au](mailto:Doug.Barden@litchfield.nt.gov.au)>  
**Cc:** Council <[council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)>  
**Subject:** Doc 597422 Litchfield Council Special Rates - Southport

Hi Doug

Hope this email finds you well. I've had a number of constituents come into my office today concerned about the special rates notice received in the mail.

Please see attached letter I've written on behalf of many constituents concerned about this.

Kind regards,

**Dheran Young MLA**  
Member for Daly  
Ph: (08) 8999 6432  
PO BOX: 456 Berry Springs NT 0838  
E: [Electorate.daly@nt.gov.au](mailto:Electorate.daly@nt.gov.au)



**[boundlesspossible.com.au](http://boundlesspossible.com.au)**



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# DERAN YOUNG MLA

Member for Daly



Doug Barden  
Mayor  
Litchfield Council

*Doug*  
Dear Mayor,

I am writing on behalf of my constituents who reside in the Southport, who have raised significant concerns about the recent road upgrades in Southport.

Many constituents have contacted me saying they received letters asking for a special rate of **\$5641** for each property that shares a common boundary with the road. I'm told there was no consultation or warning before introducing these rates, nor was any justification provided. This lack of communication has caused confusion and frustration among residents facing unexpected financial burdens.

Therefore, as local representative, I request that you look into this matter urgently and explain the purpose of the special rates to the residents. It is essential to address the concerns of the constituents and maintain transparency in any decision that affects the community.

I appreciate your attention to this issue and await your response.

Thank you

Kind regards,

**Dheran Young MLA**  
**Member for Daly**

10 April 2024

**From:** [REDACTED]  
**To:** [Municipalplan](#); [Rates](#)  
**Cc:** [REDACTED]  
**Subject:** Municipal Plan and rates  
**Date:** Friday, 12 April 2024 7:51:22 AM  
**Attachments:** [image001.jpg](#)  
[image002.jpg](#)  
[image003.jpg](#)

---

Good morning

I have adjusted my fortnightly payment of rates due for AN [REDACTED] [REDACTED] Southport). I like that the sealed road is one part of my boundary which gives other residents a safe and sealed access to other roads.  
I would like to nominate to pay the special rate of \$5,641 over a 2 year period in fortnightly instalments.

Cheers [REDACTED]

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]

[REDACTED]  
[REDACTED]



[REDACTED]



[REDACTED]



**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Cc:** [electorate.daly@nt.gov.au](mailto:electorate.daly@nt.gov.au); [Council](#)  
**Subject:** Urgent Request for Reconsideration of Proposed Special Rate [SEC=UNOFFICIAL]  
**Date:** Friday, 12 April 2024 10:47:42 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)  
[image003.png](#)  
**Importance:** High

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To Whom It May Concern,

I am writing to formally express my profound concern and objection to the draft Municipal Plan 2024-25 introduced by Litchfield Council, particularly regarding the road seal levy and its proposed "special rate" of \$5,641 expected from each resident "having a common boundary" with roads recently sealed.

My name is [REDACTED], and I reside at [REDACTED]. In 2022, I purchased a home here as an economically viable option for my family, which includes my partner [REDACTED].

[REDACTED] Our decision was heavily influenced by our modest financial circumstances and the ongoing health challenges [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED] we are already stretched thin on a limited income. The introduction of such a substantial "special rate" is not only unexpected but also untenable for our family's budget.

Moreover, recent municipal activities have directly impacted our property's condition, with noticeable damage to our front fence and the driveway during road works, as well as problematic water pooling at our front gate. While I have refrained from raising these issues previously, the cumulative effect of these unresolved problems and the proposed rate increase compel me to now voice our difficulties faced.

Given these circumstances, I urgently request Litchfield Council reconsider the imposition of this significant financial burden. Our concerns are shared by a growing group of similarly affected residents, with whom I am coordinating a collective response, including media involvement, should our concerns remain unaddressed.

I am prepared to provide photographic evidence of the mentioned damages and discuss this matter further at your convenience. We trust that the council will review this matter with the seriousness it warrants and engage with us in finding a more feasible solution.

Thank you for your attention to this urgent issue.

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Special rate payment.  
**Date:** Friday, 12 April 2024 3:37:53 PM

---

I pay my rates correct amount and on time. It is not my intention to pay extra or special payments. Thanks. [REDACTED]



**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Municipal Plan 2024-2025  
**Date:** Thursday, 18 April 2024 5:39:27 PM

---

Hello.

Today I am in receipt of your letter regarding the special rates for a road seal levy in Southport.

This has come as a great surprise to me. Surely this should have been discussed prior to the sealing of the roads. I am sure if residents knew they were to be paying/contributing financially for it they would not have agreed to it.

I like many can not afford the proposed rates and to expect residents to pay is unreasonable. The rates already paid by residents should be sufficient in having sealed roads in the municipality.

I do not support the proposed rates nor a road seal levy.

Thank you.

Regards

[REDACTED]

**From:** [Council](#)  
**To:** [Rates; Municipalplan](#)  
**Subject:** FW: Southport Roadworks Special Rate  
**Date:** Friday, 26 April 2024 1:04:29 PM  
**Attachments:** [IMG\\_20240414\\_172833.jpg](#)  
[IMG\\_20240414\\_172657 HDR.jpg](#)  
[IMG\\_20240414\\_172802.jpg](#)  
[image001.png](#)  
[image002.png](#)  
[image003.jpg](#)

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Customer Service Officer

T: 08 8983 0600

E: [Dhanushi.Gajanayaka@litchfield.nt.gov.au](mailto:Dhanushi.Gajanayaka@litchfield.nt.gov.au)

7 Bees Creek Road, Freds Pass NT 0822 | PO Box 446 Humpty Doo NT 0836



sig-1.jpg



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*Litchfield Council acknowledges the Traditional Owners of the land we work on and recognises their continuing connection to land, water and communities. We pay our respects to all Traditional Owners and to the Elders past, present and emerging.*

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**From:** [REDACTED]  
**Sent:** Thursday, April 25, 2024 8:01 AM  
**To:** Council <[council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)>  
**Subject:** Southport Roadworks Special Rate

Good morning,

I am writing in regards to the special rate being levied on me for the recent sealing of Southport roads.

I live at [REDACTED].

I would like to bring to your attention that the butuman ends barely two metres across my property boundary. Ninety percent of my frontage is still dirt. As people make their way over the edge of the butuman towards the boat ramp it will likely break up and become a hindrance, certainly not an improvement from my perspective.

Also I am the house at the end of the street where most of the water will drain to.

Every other property in the street got a culvert over the drainage channel to drive across. I did not.

While the channel may appear shallow, my car bottoms out every time I drive over it. I have not yet tried the Harley, I think I will take it out my second firebreak onto the dirt and not risk it. I have not

had a chance to see how much water I will have to drive thru in a storm.

I have attached a couple of photos I took from my phone but would advise you to come inspect for yourself.

I was happy with the old road and will make do with what I have now, I accept the lack of infrastructure living rural, it is part of the charm.

HOWEVER, asking me to pay over \$5000 for infrastructure I have essentially missed out on and gained no benefit from I feel is unacceptable.

I would appreciate you looking into this for me before you finalise the special rate.

Yours Sincerely,

[REDACTED]  
[REDACTED]





**From:** [REDACTED]  
**To:** [Council](#); [Municipalplan](#); [chief.minister@nt.gov.au](mailto:chief.minister@nt.gov.au); [electorate.daly@nt.gov.au](mailto:electorate.daly@nt.gov.au)  
**Subject:** Road sealing  
**Date:** Wednesday, 1 May 2024 8:30:03 AM

---

Good morning,

I'm confused as to why we are being asked to pay for our roads to be sealed in Southport?  
We received a pamphlet saying that council had received ( LRC ) funding and at the meeting we were told there would be no cost to the residents.

How do you expect people to pay this when we weren't expecting this and really had no choice.

We were not asked our opinion on whether we wanted the road sealed , if we were I was fine with our dirt road .

Can I please have a response to these questions.

Sincerely,

[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Rates - sealing road  
**Date:** Monday, 6 May 2024 10:51:20 AM

---

As I understand this is still in draft, I have not heard of this in other municipalities in regards to charging additionally for road sealing.  
My feedback is I do not agree to the proposed additional charges.

Please provide options for me moving forward

Thank you

[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Fw: [REDACTED]  
**Date:** Tuesday, 7 May 2024 8:33:57 AM

---

Hello I hope this email finds you well.

I have received your letter about the road seal levy, the only correspondence I have seen is that you received funding from the LRCI which sounds great but who the hell are LRCI? I would like to say that I never wanted the sealed road and I have been informed that if you only have a half acre block that you pay the same as residents that have larger say 1 to 2 acre blocks, lastly does the resident who lives across the road who shares the same piece of road pay the same amount? Which would mean that we are paying the same for half the road. The way I see it is the council have made money of selling dead man blocks and you seem to have a problem with managing the council finances which always falls onto the rate payer and I thought council members worked for us the tax payer or maybe I have it around the wrong way. I think it is absolutely ridiculous that the council is even trying to introduce this levy for something I didn't want or need. Regards [REDACTED]



**From:** [REDACTED]  
**Sent:** Thursday, May 16, 2024 10:27 PM  
**To:** Emma Sharp <[emma.sharp@litchfield.nt.gov.au](mailto:emma.sharp@litchfield.nt.gov.au)>; Mark Sidey <[mark.sidey@litchfield.nt.gov.au](mailto:mark.sidey@litchfield.nt.gov.au)>  
**Subject:** Proposed Southport Roads Levy

Hi Councillors,

I am reaching out to clarify your position on the proposed Special Rates - Road Seal Levy - as detailed in the Draft Municipal Plan 24-25. The proposed levy places a charge on relevant South Ward (Southport) ratepayers for road sealing completed at Southport recently. The first advice of such a proposal was provided to ratepayers after the completion of the works. It is the only Special Rate Road Seal Levy being proposed across the Municipality in 24-25.

Ratepayers were advised by Litchfield Council prior to the commencement of Southport road seal works that a Federal Government Grant, via the Local Roads and Community Infrastructure (LRCI) Program had been allocated to enable the works. The corresponding council budget details the allocation for road sealing throughout the 23-24 financial year.

I and other ratepayers potentially impacted by the proposed levy, are unclear as to why a levy is necessary.

As South Ward Representatives, can you please confirm your understanding of the reasoning for a levy. For example:

Was there a cost over-run of the road seal works at Southport?  
When was it decided that a special rate would be applied to these works?  
Why were impacted ratepayers not consulted prior to the works being undertaken?  
How was the rate of the proposed levy determined?

Finally - could you please indicate if you are in favour of, or do you oppose the proposed Special Rate - Road Seal Levy, as detailed in the Draft Municipal Plan, 24-25?

Feel free to let me know via return email - or alternately, come and have a chat at the Southport Market on Sunday 19 May between 0800-1200.

thanks in advance,

[REDACTED]  
Ratepayer South Ward

[REDACTED]



**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Fwd: Southport Roadworks Special Rate  
**Date:** Monday, 20 May 2024 6:32:14 PM  
**Attachments:** [IMG\\_20240414\\_172833.jpg](#)  
[IMG\\_20240414\\_172657 HDR.jpg](#)  
[IMG\\_20240414\\_172802.jpg](#)

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Please see below.

I think it is disgusting that you would impose such a levy without consultation.

We were all happy with the roads the way they were before.

Southport is a low socioeconomic area and most of us cannot afford this.

----- Forwarded message -----

**From:** [REDACTED]  
**Date:** Thu, 25 Apr 2024, 08:00  
**Subject:** Southport Roadworks Special Rate  
**To:** <[council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)>

Good morning,

I am writing in regards to the special rate being levied on me for the recent sealing of Southport roads.

[REDACTED]  
I would like to bring to your attention that the butuman ends barely two metres across my property boundary. Ninety percent of my frontage is still dirt. As people make their way over the edge of the butuman towards the boat ramp it will likely break up and become a hindrance, certainly not an improvement from my perspective.

Also I am the house at the end of the street where most of the water will drain to.

Every other property in the street got a culvert over the drainage channel to drive across. I did not. While the channel may appear shallow, my car bottoms out every time I drive over it. I have not yet tried the Harley, I think I will take it out my second firebreak onto the dirt and not risk it. I have not had a chance to see how much water I will have to drive thru in a storm.

I have attached a couple of photos I took from my phone but would advise you to come inspect for yourself.

I was happy with the old road and will make do with what I have now, I accept the lack of infrastructure living rural, it is part of the charm.

HOWEVER, asking me to pay over \$5000 for infrastructure I have essentially missed out on and gained no benefit from I feel is unacceptable.

I would appreciate you looking into this for me before you finalise the special rate.

Yours Sincerely,

[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Cc:** [electorate.daily@nt.gov.au](mailto:electorate.daily@nt.gov.au)  
**Subject:** FW: Litchfield Council road seal levy  
**Date:** Tuesday, 21 May 2024 1:52:41 PM  
**Attachments:** [Southport roads upgrades - Litchfield Council.pdf](#)  
[Special Levy - Roadworks - Litchfield Council.pdf](#)  
[LCRI funding Litchfield Council.pdf](#)  
**Importance:** High

---

Dear Council members

Re: Public feedback 26 May 2024 – Litchfield Council Road funding

I write this letter on behalf of my [REDACTED].  
[REDACTED]

I have attached a copy of a letter dated 15 March 2023 on Southport roads upgrades stating the council had secured LCRI funding in the 2022/2023 Program. This letter stated the timeframe of the works to be completed and for all the locations that this would affect, including my father's premises on [REDACTED]

Another letter was received dated 4<sup>th</sup> April 2024 now with advice that the council is about to endorse a draft Municipal Plan 2024/2025 which includes a road seal levy for the recent road sealing that I mention above.

Please explain:

- why only after the road sealing is completed is the council is now expecting residents of Southport to pay a special rate of \$5.641?
- Where was the consultation to Southport residents of these costs prior to the works being started?
- why was this not mentioned in the 15<sup>th</sup> March 2023 letter that there would be a cost to residents?
- Councils letter dated 15<sup>th</sup> March 2023 is a blatant lie as you stated you secured LCRI funding for Southport Road upgrades, so why are residents being asked to pay a levy? Funding is funding isn't it?
- Isn't this funding under a community road funding umbrella?
- Did council over spend on budgets that you now expect residents to pick up? Where is the transparency?
- The letter to residents clearly suggests that LCRI funding was received for the sealed roads in Southport with no mention of the costs.
- With mention of the LCRI funding 2022/23 received on the Southport roads, why is it now being costed as a special levy in 2024/25?
- In the LCRI Funding recipient amounts it has a total for Litchfield Council of \$46,877,214, is there a breakdown of where the Southport Road costs are?

So, if 71 properties were impacted by this special rate charge, would this put the project cost at approximately \$400,511? Or is this the Council classing as Revenue? Double dipping?

This has caused undue stress on my father, he already is having to pay Councils rates without any Pension rebates, even though we have tried directly with the office. [REDACTED]  
[REDACTED]

Look forward to receiving some response into this levy you are requesting payment for.

Kind regards  
[REDACTED]

Location	Funding recipient	Phase 1	Phase 2	Phase 3	Phase 4 - Part A	Phase 4 - Part B	Part 4 - Total	Total - All Phases
NT	Belyuen Community Government Council	\$14,994	\$14,596	\$29,988	\$14,994	\$8,648	\$23,642	\$81,220
NT	Central Desert Regional Council	\$399,793	\$377,748	\$799,586	\$399,793	\$230,609	\$630,402	\$2,307,529
NT	City of Darwin	\$862,060	\$2,753,517	\$1,724,120	\$862,060	-	\$862,060	\$6,201,757
NT	City of Palmerston	\$411,889	\$1,280,590	\$823,778	\$411,889	\$237,581	\$649,475	\$3,165,732
NT	Coomalie Community Government Council	\$215,886	\$179,937	\$431,772	\$215,886	\$124,527	\$340,413	\$1,168,008
NT	Department of Infrastructure, Planning and Logistics <sup>1</sup>	\$6,569,766	\$4,573,736	\$13,139,533	\$6,569,766	\$3,789,589	\$10,359,355	\$34,642,390
NT	East Arnhem Regional Council	\$566,290	\$649,438	\$1,132,580	\$566,290	\$326,648	\$892,938	\$3,241,246
NT	Katherine Town Council	\$288,649	\$471,678	\$577,298	\$288,649	\$166,499	\$455,148	\$1,792,773
NT	Litchfield Council	\$1,183,429	\$1,460,870	\$2,166,858	\$1,183,429	\$682,628	\$1,866,057	\$6,877,214
NT	Local Government Association of the Northern Territory	\$711,844	\$474,563	\$1,423,688	\$711,844	\$410,607	\$1,122,451	\$3,732,546
NT	MacDonnell Regional Council	\$455,503	\$485,495	\$911,006	\$455,503	\$262,744	\$718,247	\$2,570,251

<sup>1</sup> Previously known as Department of Transport.

Regional Funding Allocations



15 March 2023

To The Resident

#### **SOUTHPORT ROADS UPGRADES**

Council (image overleaf) has secured LRCI Funding in the 2022/2023 Program. Works are scheduled to occur in the coming weeks. (Early May 2023) The works will include:

- The Road Upgrades is proposed to seal approximately 2.32 km of unsealed roads within the Southport Community in Litchfield Municipal. The series of roads to be sealed are shown in figure 1-1 below.

1. Aldridge Street, 1.06 km
2. Ringwood Street, 200 m
3. Riverside Street, 310m
4. Collett Street to Cheery Street Intersection, 150 m
5. Cheery Street to Collett Street, 300 m (\*Note: Cheery Street is 50% sealed from Kersley Street Intersection to Ringwood Intersection)
6. Barrow Street from Kersley Street to Ringwood Street, 300 m (\*Note Barrow Street East will service the Community Hall)

Traffic management will be required during these works. The contractors will attempt to keep impact to a minimum.

Please drive safely and follow all traffic management. We thank you in advance for your patience.

Should you wish to be provided with project updates during construction, please email [council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au) with you contact details.

If you require any further information, please contact Council on 8983 0600.

Kind regards,

Tel (08) 8983 0600 • Fax (08) 8983 1165 • Email [council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au)  
7 Bees Creek Road, Freds Pass NT 0822 • PO Box 446 Humpty Do NT 0836 • [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)  
ABN: 45 018 934 501





Assessment Number: [REDACTED]

4 April 2024

Dear Sir or Madam

The purpose of this letter is to advise that Council is about to endorse its draft Municipal Plan 2024-2025 which includes a road seal levy for the recently completed sealing of road sections in Southport and a special rate to contribute to the expenses of these upgrades.

With these works completed, a special rate of **\$5,641.00** is proposed on each property having a common boundary with these roads as of 1 July 2024. The above-mentioned property has been identified as such property attracting the special rate. Landowners will have a two-year interest free period to pay this rate.

If landowners choose to take up the option to pay the \$5,641.00 with instalments over the two-year period, an instalment payment plan will be established. Instalments can be made on a weekly, fortnightly, or monthly basis.

Any amounts outstanding after the two-year period will be subject to penalty interest charge.

For any comments or feedback on the proposed special rates, please email [municipalplan@litchfield.nt.gov.au](mailto:municipalplan@litchfield.nt.gov.au) or mail to PO Box 446 Humpty Doo NT 0836 by close of business 26<sup>th</sup> May 2024.

Should you have any questions regarding this information, please do not hesitate to contact Council's office on 08 8983 0600.

Yours faithfully,

Rates Department

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Municipal Draft Plan 2024-2025  
**Date:** Thursday, 23 May 2024 5:57:18 PM

---

Having purchased my property a year ago there was nothing come up in the searches about these works and I'm sure the funding would have been approved well before this. Since purchasing i have no correspondence from the council regarding these works either.  
Having no background information to go on could I please be informed of or given a site to look up what formula was used to arrive at the \$5641.00 figure.

It seems every property in the street was given the same figure. surprising seeing that some have larger frontages and others having a lot more works done. North of Barrow Street it looks like many were provided with driveways and culverts, some quite substantial. my property has only 31.875 metres of frontage onto Aldridge Street with no driveway provided  
it seems strange that without notification of what is really occurring I'm sent a letter telling me that I will be liable for this figure.

I would appreciate any information that can be provided.

Yours Sincerely

[REDACTED]

Southport.

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** [REDACTED] letter to Litchfield Council re Road Levy - sealed roads in Southport  
**Date:** Friday, 24 May 2024 1:27:56 PM  
**Attachments:** [REDACTED] [to Litchfield Council re Road Levy.pdf](#)

---

Afternoon, please find attached two pages, letter from [REDACTED], along with a copy of Litchfield Council letter dated 15 March, 2023, in relation to “road levy” for sealed roads,  
In Southport. N.T (2 pages)

[REDACTED]  
[REDACTED]  
[REDACTED]

Litchfield Council,  
P.O. Box 446,  
Humpty Doo. N.T. 0836

Email: [municipalplan@litchfield.nt.gov.au](mailto:municipalplan@litchfield.nt.gov.au)

Dear Council,

RE: [REDACTED]

Litchfield Council Letter dated 4 April, 2024 - Special Rate \$5,641.00  
[REDACTED]

I write to Litchfield Council on behalf of my husband and myself, who are the owners of [REDACTED] Street, Southport.

A signed letter from Litchfield Council dated 15 March, 2023 from Nauman Zaland, Project Engineer, advising that Council had secured LRCI Funding in the 2022/2023 Program. Works are scheduled to occur in the coming weeks (Early May 2023,) along with an image of roads being sealed in Southport.

This letter, along with 2 letters from Colemans Contracting & Earthmoving, 22/5/23, stapled together, were hand delivered (letter drop) by Coleman's, prior to Coleman's "Meeting at Mira Square Hall " Saturday 3<sup>rd</sup> June, 2023 re roads, to all block owners on the planned roads to be sealed.

I would suggest that on reading the above mentioned Litchfield Council letter, that one would understand that the LRCI Funding would be covering the cost for the planned sealed roads in Southport.

I feel, it is only fair and correct that a block owner should be officially advised by the Litchfield Council, that the intended newly sealed road running past their property would attract a "road levy" to be paid to Litchfield Council, even though Litchfield Council have received LRCI funding. (It maybe at this stage that an actual figure is not known, but an estimate would be better than not being advised at all).

One cannot but come to the conclusion that Litchfield Council is possibly "Double Dipping" as no explanation has been forthcoming re how this LRCI funding works, or how much of this funding was actually allocated to newly sealed roads in Southport.

An explanation from Council would be appreciated.

My question is, as I am unaware of what the Contract price was that Colemans won the contract for, for sealing selected roads in Southport, I ask about the resealing of selected roads in Southport?

It would appear that the cost for the sealing of the selected roads in Southport (A), came out at a lower total cost than the contracted figure.

So then it appears the resealing of other roads in Southport took place.

One can only guess that the cost for this (B) was the unused funds left over from the new sealing.

In the figure that the council arrived at \$5,641.00 for each block owner, was this calculated on (A) the total actual cost for sealing of the new roads, and not the original contract price, which ended up including (B) resealing other roads in Southport.?

To my mind, if this "Road Levy" is proven to be legal in the way the Litchfield Council carried out the procedure, (as legislated – notifying etc), then the owners living on the newly sealed road should not be expected to pay for cost of resealed roads in Southport.

...../2



So , to sum up my points:-

Litchfield Council should officially advise owners that even though they have received LRCI Funding for the sealing of selected roads, the owners of property on the road/s still have to pay a Litchfield Council raised "road levy".

I understand that this information would be sent to owners well before the commencement of works happening.

I would also like to mention, that some people in Southport would find it extremely difficult to pay this \$5641.00, even with the 2 year interest free period , that the Council is offering.  
Is there any consideration from Council to extend this interest free period.

We await your response.

Email: 

24/5/24



15 March 2023

To The Resident

### **SOUTHPORT ROADS UPGRADES**

Council (*image overleaf*) has secured LRCI Funding in the 2022/2023 Program. Works are scheduled to occur in the coming weeks. (Early May 2023) The works will include:

- The Road Upgrades is proposed to seal approximately 2.32 km of unsealed roads within the Southport Community in Litchfield Municipal. The series of roads to be sealed are shown in figure 1-1 below.
  1. Aldridge Street, 1.06 km
  2. Ringwood Street, 200 m
  3. Riverside Street, 310m
  4. Collett Street to Cheery Street Intersection, 150 m
  5. Cheery Street to Collett Street, 300 m (\*Note: Cheery Street is 50% sealed from Kersley Street intersection to Ringwood Intersection)
  6. Barrow Street from Kersley Street to Ringwood Street, 300 m (\*Note Barrow Street East will service the Community Hall)

Traffic management will be required during these works. The contractors will attempt to keep impact to a minimum.

Please drive safely and follow all traffic management. We thank you in advance for your patience.

Should you wish to be provided with project updates during construction, please email [council@litchfield.nt.gov.au](mailto:council@litchfield.nt.gov.au) with your contact details.

If you require any further information, please contact Council on 8983 0600.

Kind regards,



Nauman Zaland  
Project Engineer

*Nauman*

**Southport Roads:**



**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Date:** Friday, 24 May 2024 8:46:34 AM

---

I wish to voice my objection to the passing on of excessive cost to seal Aldridge street Southport to ratepayers /landowners there was very little consultation no details on costs to be passed on to landowners so I was shocked to receive your letter demanding \$5641.00 residents of Southport get very little in return for the rates we pay to Litchfield council unlike other councils that provide a full range of services we also note several rate increases in recent times so in a cost of living crisis

When people are really struggling to pay bills and put food on the table this is an unfair cost to landowners I look forward to your response and explanation regarding this matter thankyou !

Sent from my iPhone

Sent from my iPhone

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** assessment number [REDACTED]  
**Date:** Friday, 24 May 2024 5:20:00 PM  
**Attachments:** [Litchfield Council \[REDACTED\].docx](#)

---

[REDACTED]



Litchfield Council

7 Bees Creek Road

E: [municipalplan@litchfield.nt.gov.au](mailto:municipalplan@litchfield.nt.gov.au)

[REDACTED]  
[REDACTED]  
E: [REDACTED]  
[REDACTED]

Dear Rates Department,

Assessment Number: [REDACTED]

Recent upgrades and bitumen seal of roads at Southport,

I received a letter proposing a special rate of \$5641.00 to be applied to each property having a common boundary with these works.

Why were we not consulted about these costs at the SP 2022 AGM. Doug Barden announced the works were in planning stages and we would get a visit from Council Planning Engineers, nobody saw anyone and no mention of having to pay.

Mid 2023 we get a notice from SPA advising Coleman had been awarded the Contract. A meeting was held at the new Mira Square to discuss traffic control and access to property's while works were in progress, still no mention of having to pay.

Last year at the age of 70 I decided to retire and had not budgeted for this. Had I known I would have made a different plan to save up.

Why are you asking 70+ year old's to pay for Public roads. I have been in the workforce for 56 years and have paid Rates and Taxes all of my working life and am now expected to pay for something that I will never own, The road will way out live me.

The amount \$5641.00 seems excessive for only 32 meters of seal with property's on either side of the road contributing.

Kind Regards

[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Special Rate Road Seal Levy - Southport (comments)  
**Date:** Saturday, 25 May 2024 8:14:50 AM

---

Dear Councillors,

I would like to put on record my objection to this Special Rate Road Seal Levy for Southport roads due to the fact that Federal Funding (LRCI) has been received for this road sealing project.

I consider this project to be fully funded and paid for under Federal Funding (LRCI) as advised in a letter to Residents, March 2023.

Questions for council:

- Why then do Southport Residents have to pay money to Council for something Council have already been paid for?
- How many Litchfield Council roads have been sealed under Federal funding where residents have also been asked to pay a special rate or levy?

I was never consulted or advised that I would have to pay a Special Rate Road Seal Levy at any time before the roads were sealed. The Southport Association have advised by email that they were unaware of a Special Rate Levy being imposed on Southport Residents prior to the roads being sealed. The only information I received was advice that LRCI funding had been received and the project would start in May 2023.

Yours sincerely,

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Feedback  
**Date:** Sunday, 26 May 2024 4:41:12 PM

---

**Feedback on the Draft Litchfield Municipal Plan ('The Plan') is as follows:**

- The Mayor's Message mentions his delight that Council delivers the sealed roads in Southport. The Mayor's Message, and The Plan fails to mention that the ratepayers who have this road pass their property are to be hit with a Special Rate to 'defray the costs' associated with the project.
- The Mayor's Message, and The Plan does not advise other Litchfield Municipality ratepayers that this is occurring after the roads have been completed, with no prior advice to, or consultation with, the impacted ratepayers.
- Furthermore –prior to the works proceeding, the impacted ratepayers were advised that the project was occurring as a result of receipts from the Commonwealth Government's Local Roads and Community Infrastructure Program. This information was also missing from the Mayor's Message, and The Plan.

I suggest that the Draft Litchfield Municipal plan be amended to more accurately reflect the Council's actions and intent.



**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Subject:** Southport Special Rate- Road Seal Levy- comment feedback and questions  
**Date:** Sunday, 26 May 2024 10:18:52 AM

---

Dear Councillors,

I object to the proposed rate/levy for the sealing of roads in Southport, as advised in Council's letter of April 4<sup>th</sup> 2024.

- *I note: Southport roads were fully funded by the Federal Government, under the LRCL program, Phase III, recorded in Litchfield Council Finance paper, February 2023- \$2,071,858.00 funding received for Southport Roads, named as Aldridge street, Riverside street and Collett street.*

As a Ratepayer, I find it very concerning that Litchfield Councillors are asking residents to contribute to roadworks that the **Federal Government has already paid for**.

**No Consultation process:**

- I confirm that I was not consulted or advised **prior** to these works commencing, that I would have to contribute to these costs through a Special Rate- Road Seal Levy.
- The Secretary/Treasurer of the Southport Association (SPA), Doreen Rutledge has advised via email to me that SPA has not had any official discussions about charges for road sealing, as they had not received any information from Litchfield Council re this matter.
- I refer to the Recording of the Council Meeting April 16th, 2024 - In answer to Agenda item 5 /Public Question, what consultation was held with residents for the Special Rates- Road Seal Levy? The Chair-Mayor Doug Barden responded, and I quote, said:
  - **"there was consultation about the project and the work but not specifically a special rate levy"**

Question:

- Why does Litchfield Council need money from ratepayers for a project that has been **PAID FOR** by the Federal Government?
- Why were Southport residents not consulted or advised prior to these works starting that they would have to contribute to the cost of this project through a Special Rates - Road Seal Levy, due from July 1, 2024, which is 3.9 times their annual rates.
- **Reference: Proposed Special rate/levy of \$5641 for sealing roads in Southport.**
  - Was this decision discussed, voted on and confirmed by Councillors before the letter was sent out to Ratepayers?
  - Was this decision to charge a rate/levy/ discussed, voted on and confirmed by Councillors at any time in 2022/2023, prior to the roads being sealed in Southport.
  - Which meeting was this decision discussed at, and the decision made by Councillors to charge Southport residents a rate/levy of \$5641?
  - Could you please provide the meeting date/s and reference point in the Minutes of relevant meetings discussing this rate/levy and the **'for and against'** vote of this

decision to charge ratepayers a special rate/levy for the sealing of roads in Southport.

- If the elected Councillors of the Litchfield Council did not make or direct these decisions, who did?

Yours sincerely

[Redacted signature block]

From: [REDACTED]  
To: [Municipalplan](#)  
Subject: Objection - Special Rate - Road Seal Levy Southport  
Date: Sunday, 26 May 2024 4:52:32 PM

---

## **Submission - Objection to Special Rate Road Seal Levy – Southport**

I object to the proposed Special Rate Road Seal Levy. I do not believe that the Litchfield Council has provided appropriate grounds for such a levy to be imposed. My rationale is as follows:

### **1. The road seal upgrades were fully funded by Commonwealth Funds.**

In March 2023 residents were advised in writing that certain roads in Southport would be sealed. This letter stated that Council has secured LRCI Funding in the 22/23 Program.

Consistent with this, Litchfield Council acknowledges receipt of \$2,366,858.00 from this Commonwealth Program in, of which \$2,071,858.00 is sanctioned for road seal, as detailed in 2022/23 Additional Capital Projects report. (ref. Council Mtg Minutes March 21, 2023 p.34)

Road Seal for Southport Roads is allocated a budget of 2,071,858.00 with works scheduled for dry season 2023. (ref. Council Mtg Minutes May 16 2023 p.41)

The works were completed throughout the remainder of 2023. Records of the 22/23 Carried Forward Capital projects reports that the project 'Southport Roads – Gravel to Seal Upgrades' initial contract was mostly complete, and that a variation had been granted to undertake some re-seal; this variation was 'with remaining budget'. (ref. Council Mtg Minutes December 12 2023 pp.36 -37).

This provides confirmation that the road seal was funded and completed within budget, and that these funds were provided by Commonwealth Government Grant (LRCI Funding) – as residents were initially advised.

### **2. Litchfield Council did not consult with residents/ratepayers about the road seal upgrades**

At no time prior to the advice received of the LRCI Funding and proposed road upgrades, nor were residents consulted about their preferences regarding road seal upgrades.

The Litchfield Road Assets Management Plan 2019 did not schedule upgrades for these roads at this time (ref. Appendix C Projected Upgrades 10-year Capital Works pp.31-32), so ratepayers were not necessarily anticipating these works were imminent.

From the letter from Litchfield Council of March 2023 advising of the LRCI Funding, it was evident that these works were being bought forward because of the availability of funding. No other rationale has been provided by Council.

### **3. Litchfield Council did not consult with, nor advise ratepayers of their intention to impose a Road Seal Levy until the works were completed.**

At no time prior to the completion of the works, and indeed some months after their completion, did the council advise impacted ratepayers of the intention to impose a Road Seal Levy. (ref. Council Mtg Minutes 16 April 2024 pp. 2-3). There is no clear reason. if this was the intent of Council, why consultation did not occur prior to the commencement of the works?

### **4. Litchfield Council has not provided justification of the amount it has determined is payable by impacted ratepayers.**

The Draft Litchfield Municipal Plan identifies projected income of \$401,000 from the imposition of the Special Rate – Road Seal Levy. There has been no information provided to impacted ratepayers on how this amount has been determined. Given that the road seal was funded directly from a Commonwealth Grant (LRCI Funding Program), there appears to be no justification for any amount to be redeemed from ratepayers.

**5. Notice/s provided by Litchfield Council on the Special Rate – Road Seal Levy to date does not meet the requirements set out in the *Local Government Act 2019***

The act requires the notice under subsection 2(a) must contain the following particulars; 3(c) ‘the basis of the proposed rates’. This has not been provided.

In summary, I consider that the proposed Special Rates – Road Seal Levy, is not, and cannot be justified. As a taxpayer I consider that I have already contributed to the Commonwealth Grant funds received by Council. I do not accept that Litchfield Council should be imposing a levy on ratepayers for a project that was already funded.

Councillors, you have the right to vote down this levy. I ask you to do so.

For your consideration



Ratepayer South Ward

**From:** [REDACTED]  
**To:** [Municipalplan](#)  
**Cc:** [REDACTED]  
**Subject:** OBJECTION TO SOUTHPORT ROAD LEVY PROPOSAL [REDACTED]  
**Date:** Sunday, 26 May 2024 6:05:01 PM  
**Attachments:** [240325](#) [REDACTED] [LEVY\(1\).pdf](#)

---

Good morning,  
Please find attached as per subject line.

Thank you.

Regards,

[REDACTED]

**OBJECTION TO SOUTHPORT ROAD LEVY PROPOSAL-** [REDACTED]

**TO WHOM IT MAY CONCERN**

I, [REDACTED] of [REDACTED], SOUTHPORT NT, formally lodge my objection to the subject proposal.

Firstly, I purchased the property in July 23. There was no communication a Road Levy was due from Litchfield Council, via Licensed Conveyancer or Realtor a road levy was impending. The road proposal had been submitted prior to purchase. Litchfield Council's submission was the Land Rates were due for 24-25.

Secondly, the property at the afore mentioned address has a total frontage of less than 100 feet. The total requested, either via "interest free" payment or otherwise is totally disproportionate, inappropriate and unacceptable as the road that was *not required!*, with a failure of any community consultation. Unfair on all affected Southport residents.

Finally, it has been brought to my attention that Councils' intent is to conduct a "closed" meeting regarding the Road Levy. Regardless, if Council decides to open this meeting, I intend to make representations to the NT ICAC regarding the administrative process, individual council employees conduct in regard to this decision, focusing upon lack of accountability and justification. Individuals are required to be accountable for their decision-making processes in any job role/appointment.

Southport is a strong and welcoming community Township, with historical ties to Australia's and Territory history. The imposition of the levy during a cost-of-living crisis is ill thought and ill managed. As a Army Veteran of 26years, having served overseas and resided in every capitol city in Australia and regional centres this imposition is unheard off. I retired in Southport.

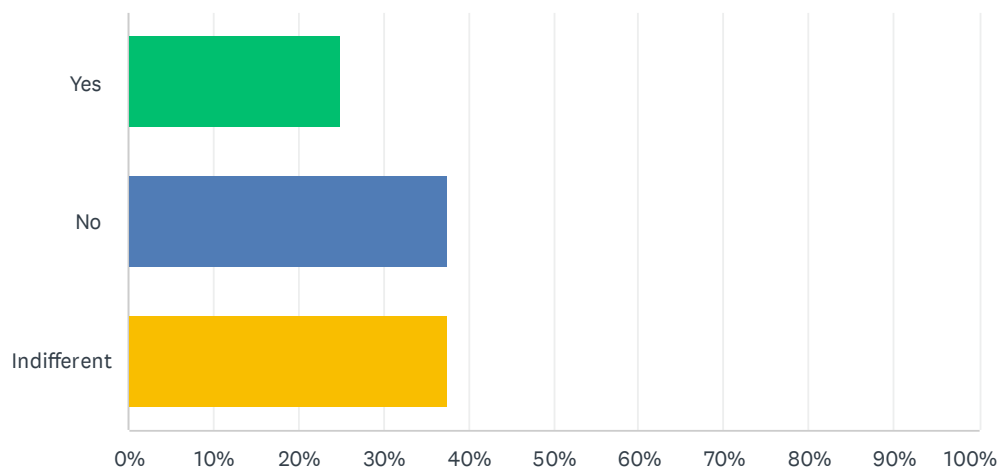
Thank you for your time considering this objection.

Regards,

[REDACTED]

Q1 Does the Draft Municipal Plan 2024-2025 provide a good overview of Council's intentions over the next year?

Answered: 8    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	25.00%	2
No	37.50%	3
Indifferent	37.50%	3
TOTAL		8

## Q2 If no, please provide details.

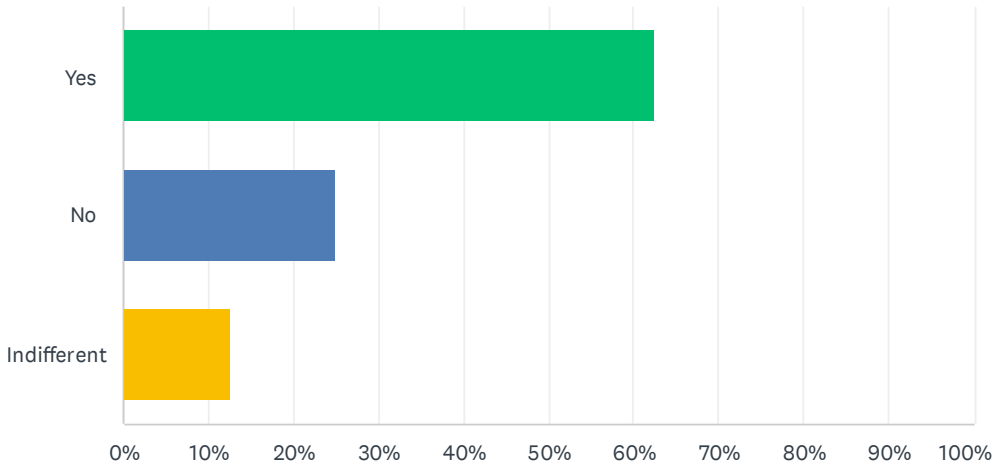
Answered: 4   Skipped: 4

#	RESPONSES	DATE
1	Can't find exactly where it addresses the ridiculously illegal theft of money from Southport residents for a road upgrade you have completed, and now claim that Southport residents need to pay because of your sheer incompetency of for budgeting the works in the first place. I hole the residents stand up to Council and obtain legal representation	5/22/2024 8:21 PM
2	Rate payers were not notified of cost to them to seal Southport Roads.	5/21/2024 11:29 AM
3	no consultation with the community at Southport before imposing a special rates levy when it had previously announced that the council had a Federal government grant to complete the work ...in my opinion this is undemocratic and poor governace	5/20/2024 8:40 AM
4	There is no mention of costs to the rate payer.	5/12/2024 4:32 PM



Q3 Is there anything you feel is missing from the Municipal Plan 2024-2025, that Council should consider when planning for the next 12 months?

Answered: 8    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	62.50%	5
No	25.00%	2
Indifferent	12.50%	1
TOTAL		8

## Q4 If yes, please provide details.

Answered: 5   Skipped: 3

#	RESPONSES	DATE
1	Outline all projects, especially funding around verge maintenance. The work put in for Gamba grass is something Council has managed well. The staff involved should be proud. Elected members have not actively done anything in the community. They should hang their heads in shame. Especially when they are paid over \$20,000 to sit around and act like absolute idiots at every Council Meeting. Matthew Salter should be removed and banned from ever holding a seat on any future Council. Police should be stepping in to deal with the way he harasses othe elected members	5/22/2024 8:21 PM
2	Consider consulting residents before hand.	5/21/2024 11:29 AM
3	Consult with community before imposing Special rates Levys	5/20/2024 8:40 AM
4	Before conducting works, upgrades or road sealing, ask the households that will be impacted first. A special rate of \$5600 per property is ludicrous. If I was asked, and notified at that cost I would have told you to shove it	5/13/2024 7:07 PM
5	How about proper communication	5/12/2024 4:32 PM

## Q5 Please provide any other feedback you may have on the Draft Municipal Plan 2024-2025.

Answered: 4 Skipped: 4

#	RESPONSES	DATE
1	As you received government funding for this project isn't it being greedy and double dipping asking ratepayers to pay as well. Also some of us are battling to keep up with rising interest rates and cost of living there simply is no way to pay the asking amount or any amount.	5/21/2024 11:29 AM
2	We were never told of any costs to the rate payer.	5/12/2024 4:32 PM
3	I do not agree with the Special rates for Southport roads. Had this been discussed prior to the sealing of the roads I for one would not have agreed to have the works completed. Of all the things Southport needs, sealed roads would be low on the list. Additionally given the current financial economy, I do not have an additional \$200+ a month to pay for said levy. This is out of reach for us as a single income family [REDACTED] and will financially cripple us. This is on top of high interest mortgage rates and the cost of living. Please do not make these charges to residents. I have never heard of being charged a levy for a basic necessity as such as a road. Particularly when it is only 99% residents using this road. Thank you.	5/12/2024 3:56 PM
4	Our Litchfield area is growing. Our schools are bursting at the seams and we are having issues with teenage behaviours. My children loved Humpty Doo village green but this was Humpty Doo of years ago. Families are now centred around Coolalinga and Humpty Doo is for old school rural people and for tourists. I wonder if Coolalinga might be a better place for the library and the main playground now. Have a look at what Rowville in outer Melbourne has done with their shopping centre/library/plqyground/community centre. It is an amazing facility all in one location for their more rural edge population. I wonder if Humpty Doo is not better as a cultural centre. It is a main tourism thoroughfare with the Arnhem highway and is not really the hub for families. Freds Pass reserve is a fantastic sporting facility and the rural clubs just keep growing in their reputations. This is where we see positive things happen with our teens. Overall I am very happy living in Litchfield Council. My concern is the very loud minority that doesn't want to see progress and improvements. Yes we want to keep rural rural but that doesn't mean we don't want progress. With clever planning there is a way to have both. Our young people need us to think bigger.	5/3/2024 6:50 PM

Q6 Please upload any additional feedback you may have on the Draft  
Municipal Plan 2024-2025.

Answered: 0   Skipped: 8

#	FILE NAME	FILE SIZE	DATE
There are no responses.			

## Q7 Please provide your details (optional).

Answered: 4   Skipped: 4

ANSWER CHOICES	RESPONSES	
Name	100.00%	4
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	4
Phone Number	75.00%	3

#	NAME	DATE
1	[REDACTED]	5/21/2024 11:29 AM
2	[REDACTED]	5/20/2024 8:40 AM
3	[REDACTED]	5/12/2024 4:32 PM
4	[REDACTED]	5/12/2024 3:56 PM

#	COMPANY	DATE
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There are no responses.

#	ADDRESS	DATE
---	---------	------

There are no responses.

#	ADDRESS 2	DATE
---	-----------	------

There are no responses.

#	CITY/TOWN	DATE
---	-----------	------

There are no responses.

#	STATE/PROVINCE	DATE
---	----------------	------

There are no responses.

#	ZIP/POSTAL CODE	DATE
---	-----------------	------

There are no responses.

#	COUNTRY	DATE
---	---------	------

There are no responses.

#	EMAIL ADDRESS	DATE
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1	[REDACTED]	5/21/2024 11:29 AM
2	[REDACTED]	5/20/2024 8:40 AM
3	[REDACTED]	5/12/2024 4:32 PM
4	[REDACTED]	5/12/2024 3:56 PM

## Draft Municipal Plan 2024-2025

#	PHONE NUMBER	DATE
1	[REDACTED]	5/21/2024 11:29 AM
2	[REDACTED]	5/20/2024 8:40 AM
3	[REDACTED]	5/12/2024 4:32 PM





LITCHFIELD  
COUNCIL

DRAFT

# Municipal Plan 2024-2025

# Our vision

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

# Our Mission

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

# Our Priorities

## People

Community and lifestyle

## Progress

Continuity of services and facilities

## Prosperity

Our economy and growth

## Places

Roads and infrastructure

## Performance

An effective and efficient organisation

# Acknowledgment of Country

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

# Introduction

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

## Cover and Publication Artwork

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

[www.marniejay.com](http://www.marniejay.com)





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# MESSAGE FROM YOUR MAYOR



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

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

Spread over approximately 3,100km<sup>2</sup>, the Litchfield Municipality is uniquely positioned sharing borders with the Palmerston and Darwin local government areas and unincorporated land in outer Darwin and its surrounding regions. Although recent times have seen us follow the Territory wide trend of only marginal population growth, Litchfield newcomers continue to be attracted by our rural lifestyle and amenity. As well as the envied lifestyle, I am proud that our municipality plays an important role in the economic activity and output of the Territory.

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

Council will continue to invest in community infrastructure, predominately through the sealing of roads. With a capital budget for 2024-2025 of \$7.51 million to be funded through external grant funding, operating surplus and a drawdown of \$748,889 from Council's Financial Reserves. Infrastructure and Assets, and Waste Management remain the most significant cost centres for Council. Investment in these areas enables Council to operate its three waste transfer stations for residents and commercial users and deliver quality roads across the community.

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

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

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

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

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

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

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

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

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

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

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

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



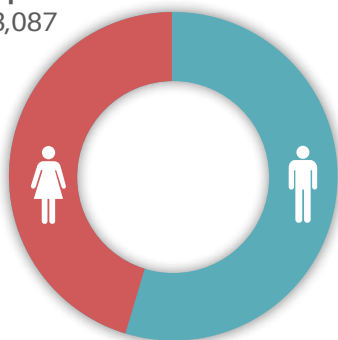
# LITCHFIELD OVERVIEW



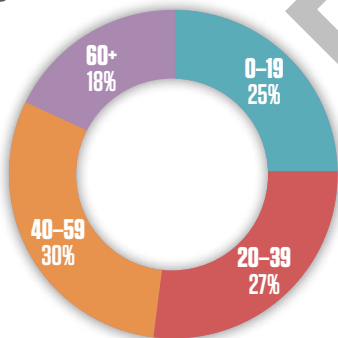
## Litchfield Profile\*

**Geographical area**  
3,100km<sup>2</sup>

**Population**  
23,087



**Age (%)**



## Our Economy\*

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



## Council Data

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



# BUDGET AT A GLANCE

Operational **\$22.5M**

Capital **\$1.3M**

Road Seal Levy **\$0.4M**

## Revenue

Total Revenue  
**\$24.2m**

DEFICIT  
**\$0.7m**

## Expenditure

Council Leadership **\$1.5M**

Corporate **\$0.7M**

Information Services **\$0.7M**

Finance and Customer Service **\$2.1M**

Infrastructure and Assets **\$4.0M**

Total Expenditure  
**\$24.9m**

Waste Management **\$3.4M**

Community **\$2.0M**

Library **\$0.4M**

Mobile Workforce **\$1.2M**

Regulatory Services **\$0.5M**

Thorak Cemetery **\$1.1M**

Land Building **\$0.7M**

Infrastructure **\$5.8M**

Fleet **\$0.9M**

Operational Capital





# YOUR COUNCIL



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



**Mayor**  
**Doug Barden**

Mobile:  
0429 875 390  
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**Andrew Mackay**

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**North Ward Councillor**  
**Rachael Wright**

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**North Ward Councillor**  
***Mathew Salter***

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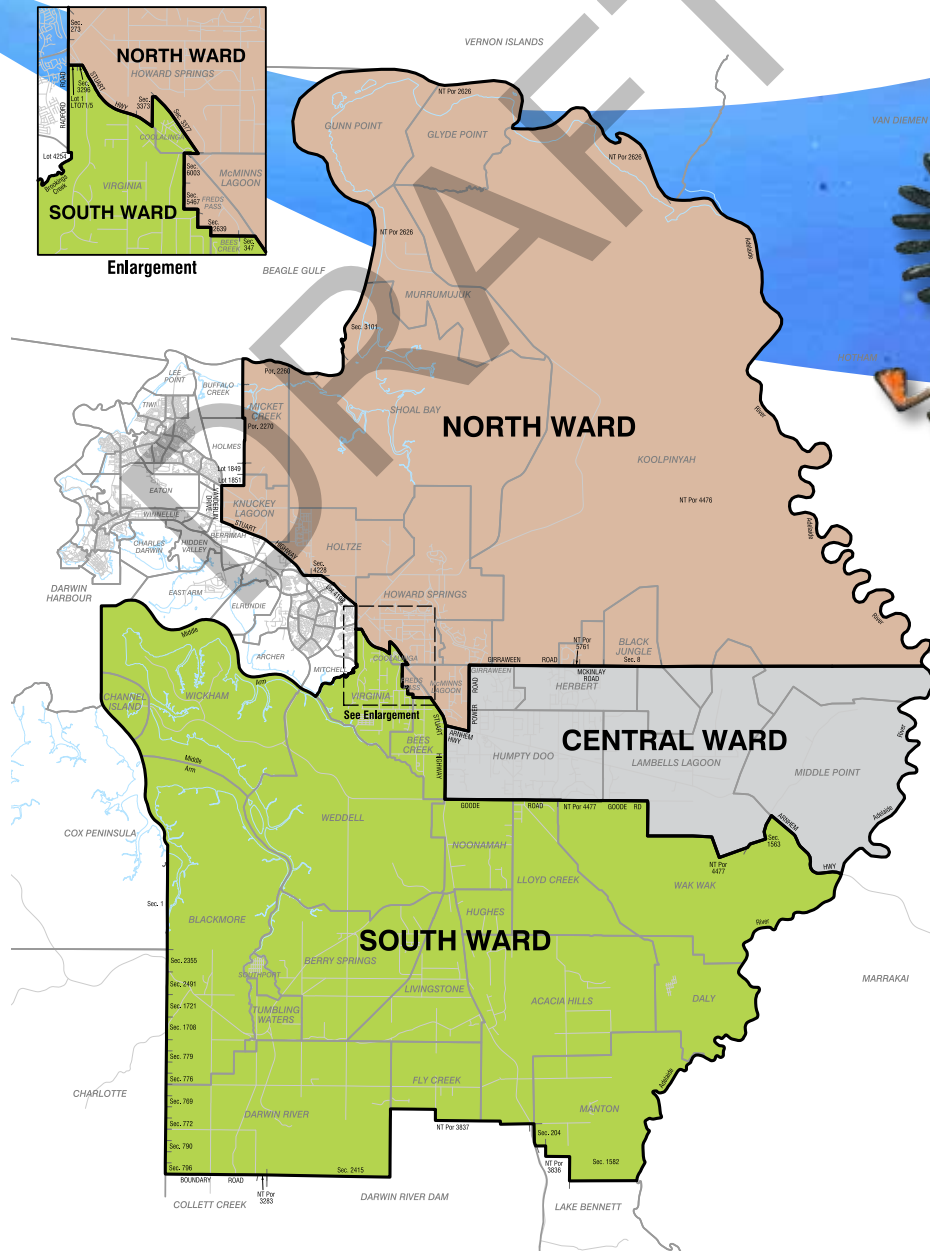
**South Ward Councillor**  
***Emma Sharp***

Mobile:  
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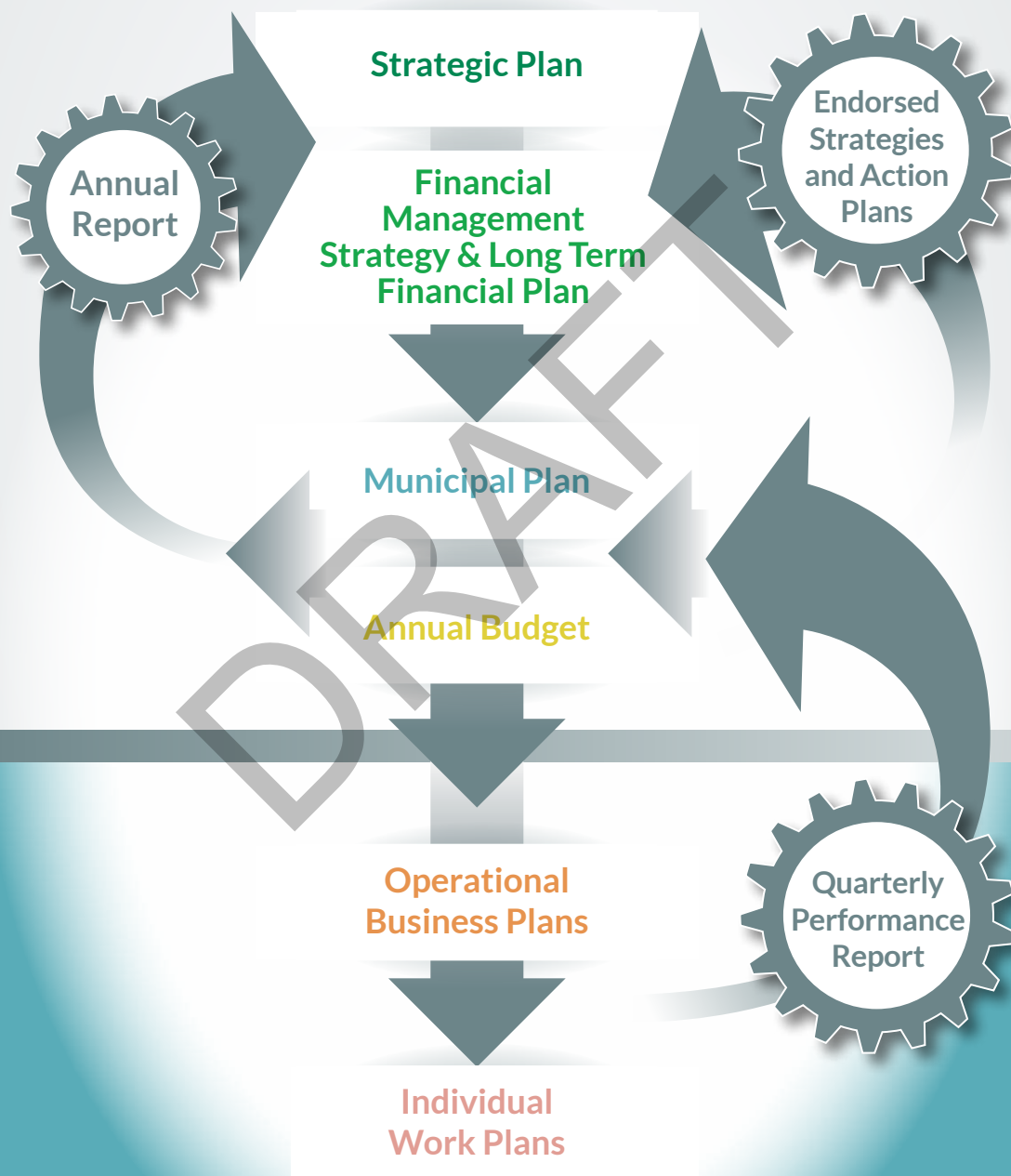
**South Ward Councillor**  
***Mark Sidey***

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# REPORTING FRAMEWORK

## Litchfield Council Integrated Strategic Planning and Reporting Framework





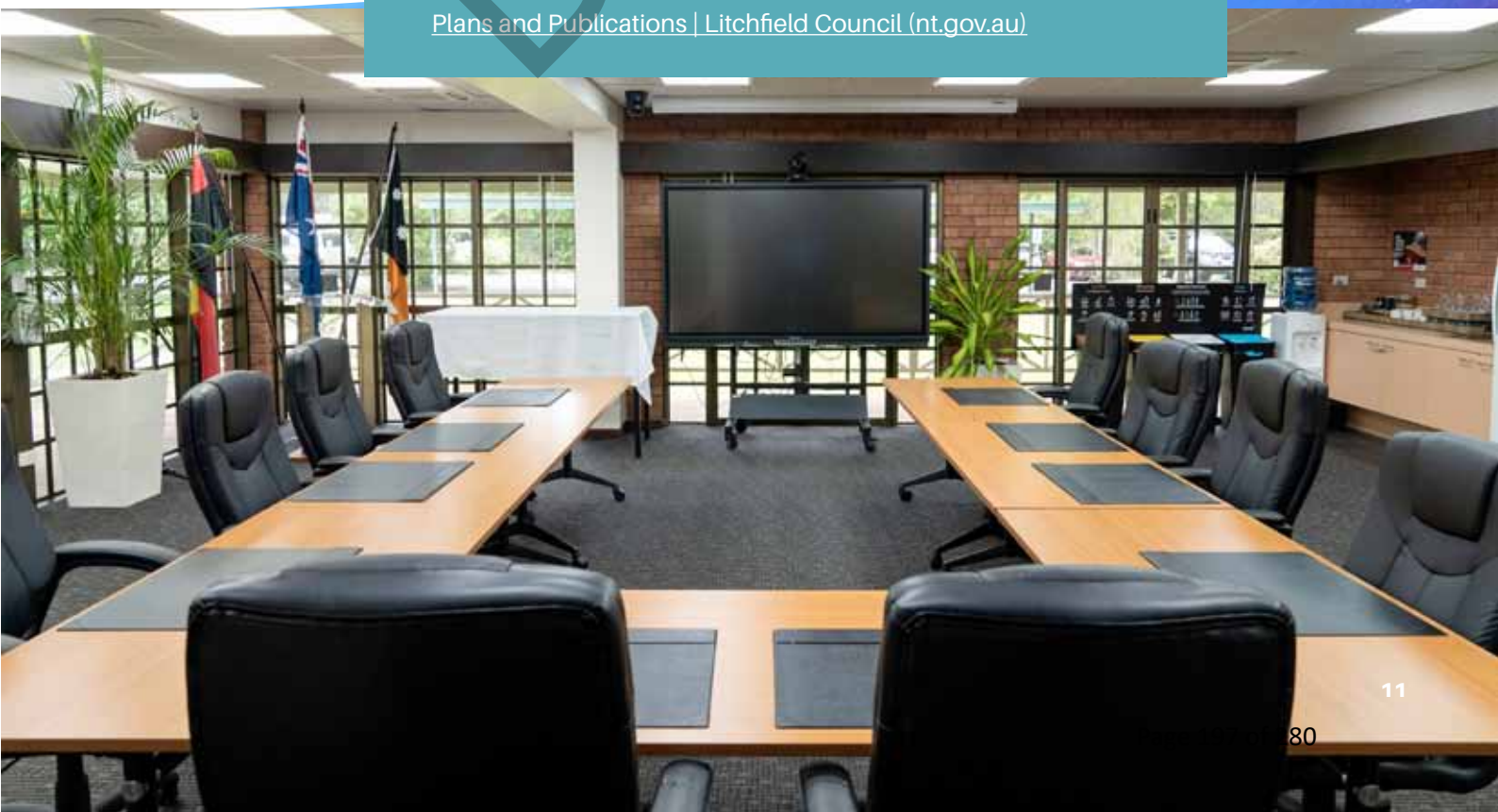
# COUNCIL PLANS AND STRATEGIES



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

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

Further information can be found on Litchfield Council website via [Plans and Publications | Litchfield Council \(nt.gov.au\)](https://litchfield.nt.gov.au/plans-and-publications)





# STRATEGIC ADVOCACY FOCUS



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

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





## PRIORITY PROJECT

### 320 Arnhem Highway - Litchfield Library, Community and Business Hub

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

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

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

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



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

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



## PRIORITY PROJECT

### Roads

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

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

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



## PRIORITY PROJECT

### Children's Playground in Coolalinga

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



## PRIORITY PROJECT

### Bike/ Share Paths

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

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

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

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

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

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





# STRATEGIC PROJECTS

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

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

## **Community / Student Art at Skate Parks**

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

## **Cash for Cans**

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

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



## **Clean-up**

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

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

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

# PROGRAM PROFILES



## Office of the Chief Executive

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

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

## Infrastructure and Operations

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

## Corporate and Community

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

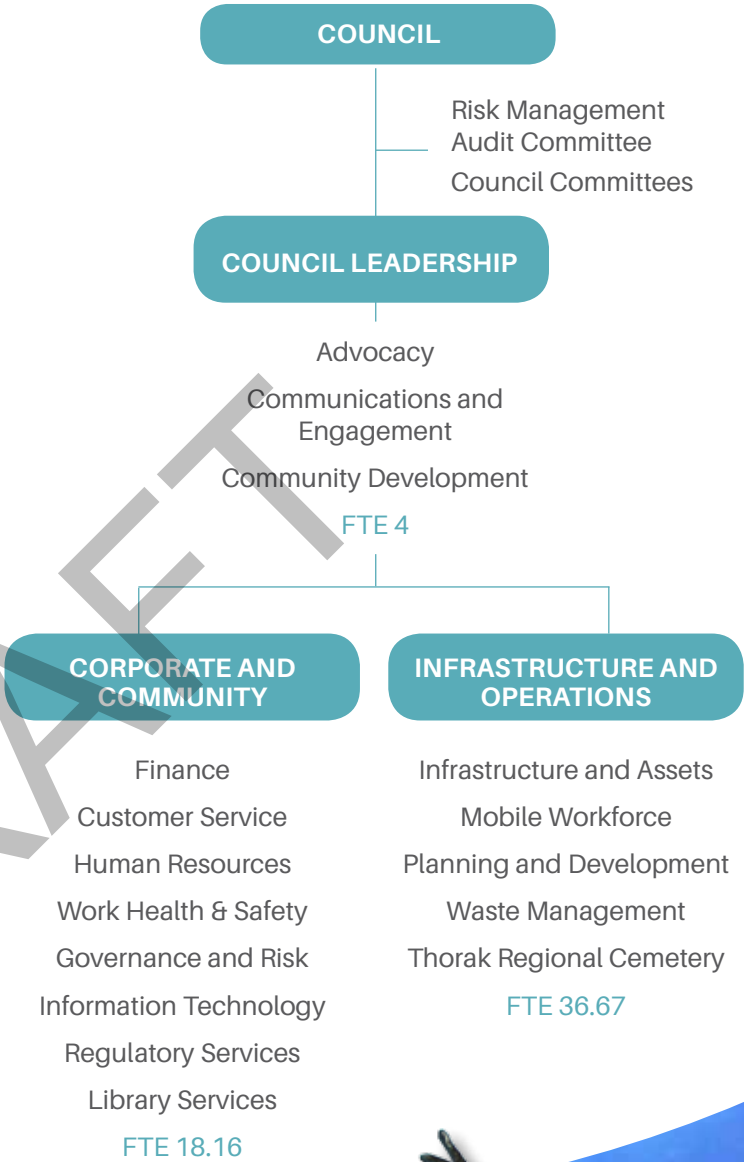
# OUR PEOPLE



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

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

## ORGANISATION CHART







# 2024-2025 Annual Budget



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

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



# 2024-2025 BUDGET BY DEPARTMENT PROFILE

PROGRAM	Operational Revenue (\$)	Operational Expense (\$)	Operational Surplus/(Deficit) (\$)	Capital Income (\$)	Capital Expense (\$)	Capital Deficit (\$)
Council Leadership	-	1,455,976	(1,455,976)	-	-	-
Corporate	-	673,016	(673,016)	-	-	-
Information Services	-	702,581	(702,581)	-	-	-
Finance and Customer Service	13,574,543	2,099,868	11,474,675	400,511	-	400,511
Infrastructure and Assets	3,184,131	3,991,911	(807,780)	1,300,000	6,627,000	(5,327,000)
Waste Management	3,636,225	3,393,475	242,751	-	400,000	(400,000)
Community	129,885	1,977,531	(1,847,646)	-	485,000	(485,000)
Library	308,234	370,552	(62,318)	-	-	-
Mobile Workforce	-	1,241,111	(1,241,111)	-	-	-
Regulatory Services	175,000	482,869	(307,869)	-	-	-
Thorak Cemetery	1,520,089	1,076,619	443,470	-	-	-
<b>Total</b>	<b>22,528,107</b>	<b>17,465,507</b>	<b>5,062,600</b>	<b>1,700,511</b>	<b>7,512,000</b>	<b>(5,811,489)</b>



# ANALYSIS OF THE OPERATIONAL BUDGET

## Operating revenue

DEPARTMENT	2023-2024 (\$)	2024-2025 (\$)	Variance (\$)	(%)
Finance and Customer Service	12,644,146	13,574,543	930,397	7.41%
Infrastructure and Assets	3,174,570	3,184,131	9,561	0.3%
Waste Management	3,531,861	3,636,225	104,364	3.0%
Community	97,020	129,885	32,865	33.9%
Library	417,392	308,234	(109,158)	-26.2%
Regulatory Services	175,000	175,000	-	0.0%
Thorak Cemetery	1,443,030	1,520,089	77,059	5.3%
<b>Total Revenue</b>	<b>21,483,019</b>	<b>22,523,107</b>	<b>1,045,088</b>	<b>4.9%</b>

Overall Revenue is budgeted to increase by 4.9% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2024-2025 making up 68% of the total revenue. Rates have increased by 5% reflecting an increase of only ninety-nine cents (\$0.99) per week for Residential properties

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

## Operational expenditure

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

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

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

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

# ANALYSIS OF THE CAPITAL BUDGET

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

Council's capital budget for 2024-2025 is \$7.51 million and is funded through external grant funding, operating surplus and Council's cash backed reserves. In 2024-2025 Council expects to draw down \$748,889 from Financial Reserves to fund the capital works program. A special road seal levy in Southport generates \$400,511.

## Capital Expenditure on Assets

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

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

Total Capital Expenditure funded by	2024-2025 Budget (\$)
Operating Income (operational surplus from savings)	5,062,600
Capital Grant	1,300,000
Special Road Seal Levy	400,511
Transfer from Cash Reserves	748,889
Borrowings	-
Sale of Assets (including trade-ins)	-
Other Funding	-
<b>Total Capital Expenditure Funding</b>	<b>7,512,000</b>

## Capital Expenditure by Department

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

## Capital Expenditure

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

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

## Budget by Planned Major Capital Works

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

Major Capital Project	Actuals 2023-2024 (\$) (A)	Budget 2024-2025 (\$) (B)	Budget 2025-2026 (\$) (C)	Total Planned Budget (\$) (A+B+C)	Expected Project Completion Date
<b>Infrastructure and Assets</b>					
Pavement Renewal 2023-2024	168,177	-	-	168,177	June 2025
Gravel Road Sealing 2023-2024	40,234	-	-	40,234	June 2025
Road Safety Intersection Upgrades 2023-2024	218,808	-	-	218,808	June 2025
Road Seal Renewals 2024-2025	-	1,125,000	-	1,125,000	June 2025
Pavement Renewals 2024-2025	-	1,300,000	-	1,300,000	June 2025
Gravel Surface Renewal 2024-2025	-	322,000	-	322,000	June 2025
Unsealed to Sealed Road Upgrades 2024-2025	-	1,000,000	-	1,000,000	June 2025
Road Safety Upgrades (Shoulder Widening) 2024-2025	-	300,000	-	300,000	June 2025
Road Safety Upgrades (Intersections) 2024-2025	-	380,000	-	380,000	June 2025
Road Safety Upgrades (Schools) 2024-2025	-	380,000	-	380,000	June 2025
Road Safety Upgrades (Lighting ) 2024-2025	-	430,000	-	430,000	June 2025
Drainage Renewal 2024-2025	-	200,000	-	200,000	June 2025
Drainage Upgrade (Flood Mitigation)	-	30,000	-	30,000	June 2025
Freds Pass Reserve (Asset Renewal) 2024-2025	-	300,000	-	300,000	June 2025
Howard Park Reserve (Asset Renewal)	-	80,000	-	80,000	June 2025
Gregg Park Reserve	-	20,000	-	20,000	June 2025
Waste Transfer Stations (Asset Renewal) 2024-2025	-	400,000	-	400,000	June 2025
<b>Fleet and Plant</b>					
Fleet 2024-2025	-	535,000	-	535,000	June 2025
<b>Land and Buildings</b>					
Thorak Cemetery	-	530,000	-	530,000	June 2025
Council Office Asset Renewal	-	95,000	-	95,000	June 2025
Berry Springs Reserve (Asset Renewal)	-	85,000	-	85,000	June 2025
<b>Total</b>	<b>427,218.19</b>	<b>7,512,000</b>	<b>-</b>	<b>7,939,218</b>	



## Capital Income

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

## Annual Budget summary

	2023-2024 Budget (\$)	2024-2025 Budget (\$)	Variance (%)
Operational revenue	21,483,018	22,528,107	4.86
Capital revenue	2,581,429	1,300,000	(49.64)
Special Road Seal Levy	-	400,511	-
<b>Total revenue</b>	<b>24,064,447</b>	<b>24,228,618</b>	<b>0.68</b>
Operating expenditure	16,686,601	17,465,507	4.67
Capital expenditure	7,766,429	7,512,000	(3.28)
<b>Total expenditure</b>	<b>24,453,030</b>	<b>24,977,507</b>	<b>2.14</b>
<b>Net transfers from reserves</b>	<b>(388,583)</b>	<b>(748,889)</b>	<b>92.72</b>

# RATING STRATEGY

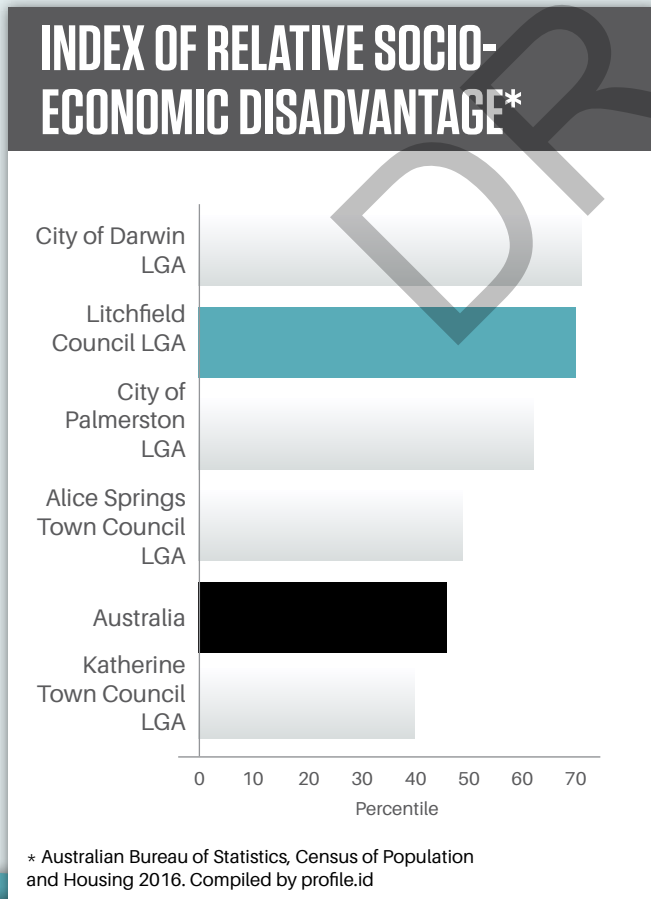
## Social and Economic Impact Statement of Rating Strategy

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

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

The following data informed Council's Decision.

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





## Principles of the Rating Policy FIN02

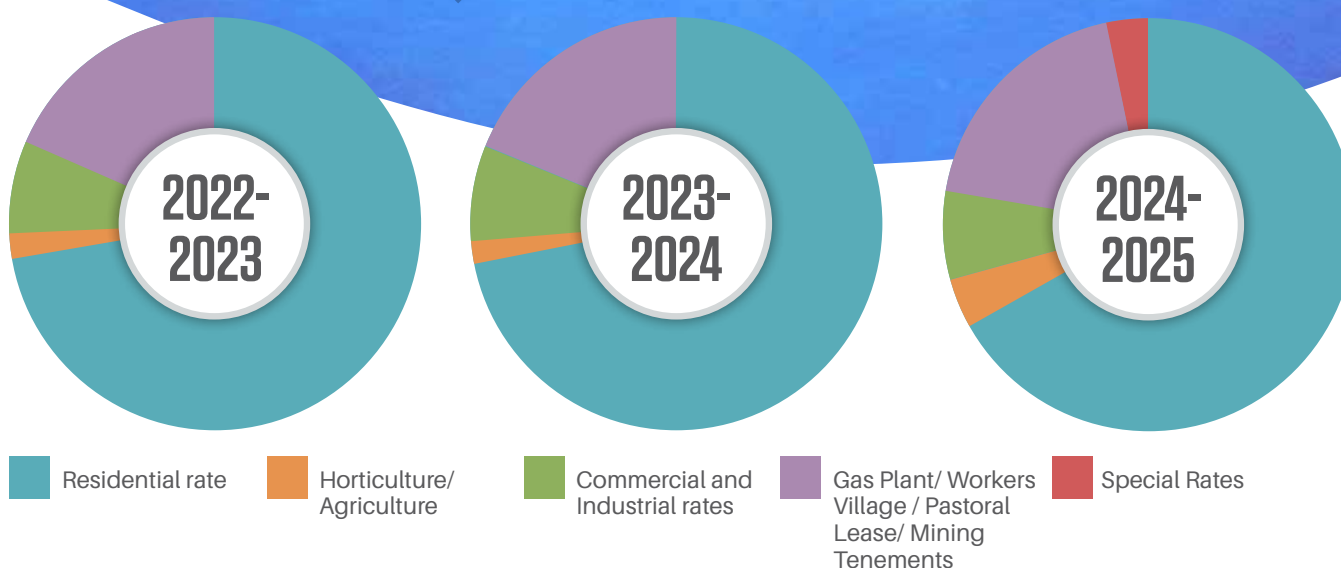
Council's Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

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

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

## Rate revenue

	2022-2023 Budget (\$)	2023-2024 Budget (\$)	2024-2025 Budget (\$)
<b>Residential Rate</b>	7,623,067	8,024,990	8,234,324
<b>Horticulture / Agriculture</b>	195,288	205,052	476,900
<b>Commercial and Industrial Rates</b>	769,029	834,557	847,405
<b>Gas Plant/ Workers Village / Pastoral Lease/ Mining Tenements</b>	1,953,372	2,105,897	2,435,857
<b>Special Rates</b>	-	-	400,511
<b>TOTAL</b>	<b>10,540,756</b>	<b>11,170,496</b>	<b>12,394,997</b>



# RATING STRUCTURE

Rating category (in line with Policy FIN02)	Planning Zones	No. of properties	Rate 2023-2024	Rate 2024-2025
<b>Fixed Rates</b>				
<b>Residential</b>	R; RR; RL; WM; CN; SL 14; SL 18; FD; SD; MD; MR; SL 11	7,881	\$1,025.26	\$1,076.52
<b>Horticulture/Agriculture</b>	H; A	200	\$1,025.26	\$1,076.52
<b>Valuation- Based</b>				
<b>Allotments of Commercial/ Industrial Land</b>	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL 1; SL 1; SL 3; SL 4; SL 5; SL 6; SL 7; SL 8; SL 9; SL 10; SL 12; SL 13; SL 15; SL 17; SL 23	269	0.300175% Min Charge \$1,833.95	0.315184% Min Charge \$1,925.65
<b>Gas Plant</b>	FD, DV	3	8.824656%	9.265889%
<b>Mining Tenements</b>	As set by the Minister	111	0.6427% Min Charge \$1,647.93	0.8741% Min Charge \$2,241.18
<b>Pastoral Lease</b>	As set by the Minister	4	0.0566% Min Charge \$696.28	0.0770% Min Charge \$946.94
<b>Total Number of Rateable Properties</b>		8,468		
<b>Charge</b>				
<b>Waste Charge</b>		8,121	\$410.97	\$419.19
<b>Special Rate</b>				
Southport Road	R	71	-	\$5,641.00

## Fees and Charges by department

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

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

# RECREATION RESERVES FUNDING SUPPORT

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

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

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

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



## Operating Contribution to Recreation Reserve

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

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

# SPONSORSHIP, GRANTS, AND OPERATING SUBSIDIES

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



# GRANTS AND DONATIONS

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

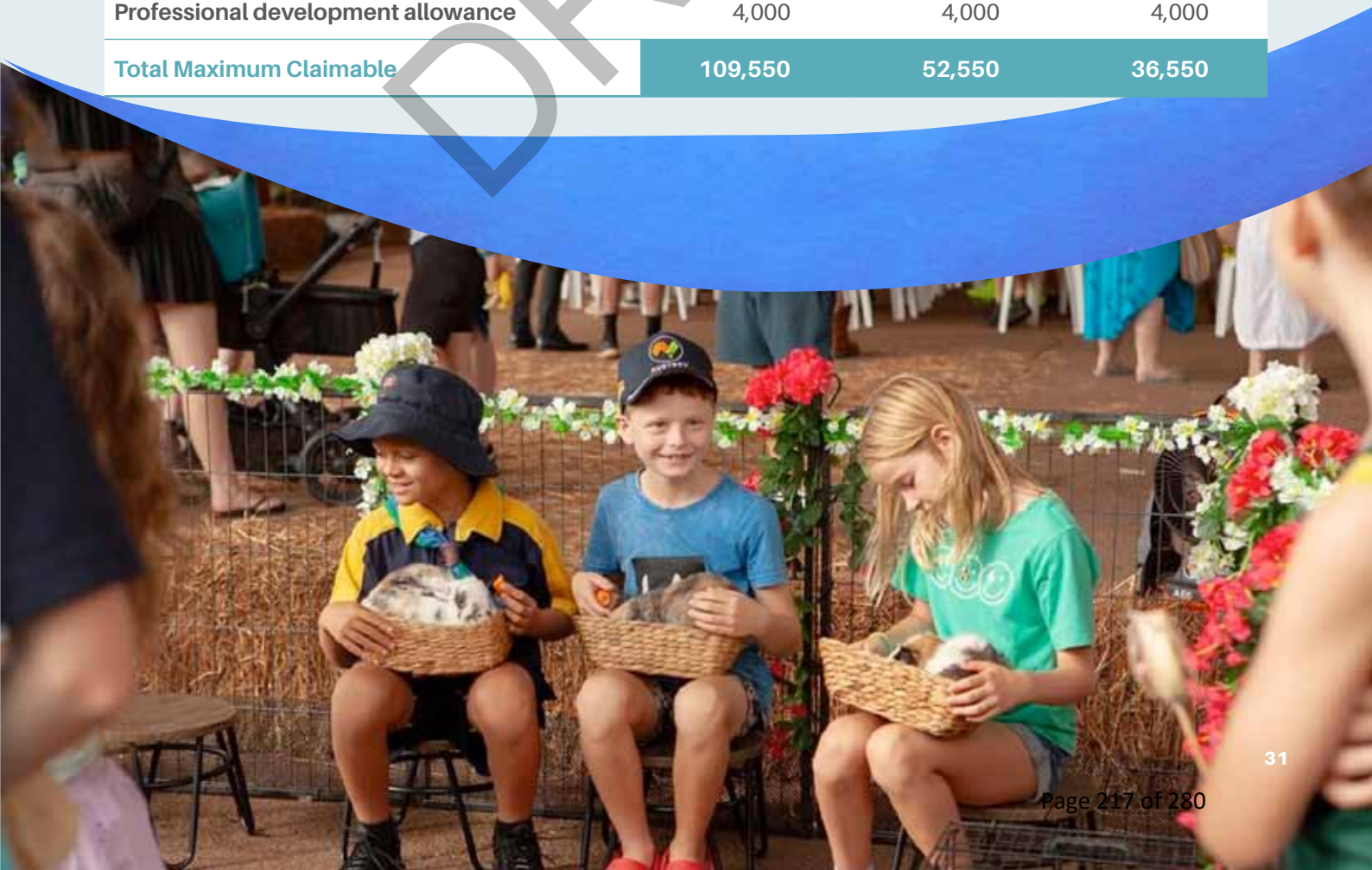
## Council continues to support the following:

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

# ELECTED MEMBERS ALLOWANCES

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

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



# FINANCIAL STATEMENTS

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

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

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

## BUDGETED STATEMENT OF COMPREHENSIVE INCOME

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

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



# BUDGETED STATEMENT OF COMPREHENSIVE INCOME

	2023-2024 Budget \$'000's	2024-2025 Budget \$'000's
<b>OPERATING INCOME</b>		
Rates	14,536	15,454
Charges	175	175
Fees and Charges	1,926	2,031
Operating Grants and Subsidies	4,036	3,954
Interest / Investment Income	670	774
Other Income	140	140
<b>TOTAL OPERATING INCOME</b>	<b>21,483</b>	<b>22,528</b>
<b>OPERATING EXPENDITURE</b>		
Employee Expenses	7,042	7,500
Materials and Contracts	8,672	8,968
Elected Member Allowances	341	345
Elected Member Expenses	50	53
Council Committee and LA Allowances	10	10
Council Committee and LA Expenses	-	-
Depreciation, Amortisation, and Impairment	9,355	9,946
Interest Expenses	-	-
Other Expenses	572	589
<b>TOTAL OPERATING EXPENDITURE</b>	<b>26,042</b>	<b>27,411</b>
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>(4,559)</b>	<b>(4,883)</b>
Add Back Non-Cash Expenses	9,355	9,946
<b>TOTAL NON-CASH ITEMS</b>	<b>9,355</b>	<b>9,946</b>
<b>OPERATING SURPLUS /(DEFICIT)</b>	<b>4,796</b>	<b>5,063</b>
<b>Less ADDITIONAL OUTFLOWS</b>		
Capital Expenditure	7,766	7,512
Borrowing Repayments (Principal Only)	-	-
Transfer to Reserves	-	-
Other Outflows	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(7,766)</b>	<b>(7,512)</b>
<b>Add ADDITIONAL INFLOWS</b>		
Capital Grants Income	2,581	1,300
Non-Cash Income	-	3,000
Special Charges (Special Road Seal Levy)	-	401
Prior Year Carry Forward Tied Funding	-	-
Other Inflow of Funds	-	-
Transfers from Reserves	389	748
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,970</b>	<b>5,549</b>
<b>Remove NON-CASH ITEMS</b>		
<b>Less Non-Cash Income</b>	<b>-</b>	<b>(3,000)</b>
<b>NET OPERATING POSITION</b>	<b>0</b>	<b>0</b>



# BUDGETED STATEMENT OF FINANCIAL POSITION

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

	Audited 2022-2023 \$000's	Budget 2024-2025 \$000's
<b>CURRENT ASSETS</b>		
Cash & Cash Equivalents	27,638	20,575
Trade and Other Receivables	3,863	5,821
Other Financial Assets	-	-
Other Current Assets	-	-
<b>TOTAL CURRENT ASSETS</b>	<b>31,501</b>	<b>26,396</b>
<b>NON-CURRENT ASSETS</b>		
Infrastructure, Property, Plant & Equipment	428,416	433,763
Other Non-Current Assets	-	-
<b>TOTAL NON-CURRENT ASSETS</b>	<b>428,416</b>	<b>433,763</b>
<b>TOTAL ASSETS</b>	<b>459,917</b>	<b>460,159</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	6,756	6,322
Current Provisions	614	620
Current Interest Bearing Liabilities	6	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>7,376</b>	<b>6,942</b>
<b>NON-CURRENT LIABILITIES</b>		
Non-Current Provisions	340	358
Non-Current Interest Bearing Liabilities	17	-
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>357</b>	<b>358</b>
<b>TOTAL LIABILITIES</b>	<b>7,733</b>	<b>7,300</b>
<b>NET ASSETS</b>	<b>452,184</b>	<b>452,859</b>
<b>EQUITY</b>		
Accumulated Surplus	15,323	20,670
Asset Revaluation Reserve	412,735	412,735
Other Reserves	24,126	19,454
<b>TOTAL EQUITY</b>	<b>452,184</b>	<b>452,859</b>

# BUDGETED STATEMENT OF CASH FLOW

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

	Audited 2022-2023 \$000's	Budget 2024-2025 \$000's
<b>Cash flows from Operating Activities</b>		
Rates and Charges Received	13,686	15,962
Grants - Operational Received	6,646	3,958
Grants - Capital Received	3,561	1,301
Interest Received	294	774
User Fees Received	2,074	2,236
Statutory Fees and Fines Received	231	193
Other Revenue Received	824	154
Employee Costs Paid	(7,011)	(7,480)
Materials and Consumables Paid	(9,655)	(10,776)
GST Received/ (Paid)	-	724
<b>Net Cash flows from Operating Activities</b>	<b>10,650</b>	<b>7,046</b>
<b>Cash flows from Investing Activities</b>		
Payment for Property Plant and Equipment and Infrastructure	(8,566)	(7,512)
Proceeds from Property Plant and Equipment and Infrastructure	78	-
Proceeds/(Payments) from/for Investment Property	595	-
Proceeds from/(to) Investments	(3,953)	-
<b>Net Cash flows from Investing Activities</b>	<b>(11,846)</b>	<b>(7,512)</b>
<b>Cash flows from Financing Activities</b>		
Proceeds from Interest Bearing Loans and Borrowings		-
Repayments of Interest Bearing Loans and Borrowings		-
Repayment of Lease Liabilities	6,351	-
<b>Net Cash flows from Financing Activities</b>	<b>6,351</b>	<b>-</b>
<b>Net Change in Cash Held</b>	<b>5,155</b>	<b>(466)</b>
<b>Cash at Beginning of the Financial Year</b>	<b>22,484</b>	<b>21,041</b>
<b>Cash at End of the Financial Year</b>	<b>27,639</b>	<b>20,575</b>

# BUDGETED STATEMENT OF RESERVES

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

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

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

	Forecast 2023-2024 \$000's	Net movements 2024-2025 \$000's	Budget 2024-2025 \$000's
<b>Externally Restricted</b>			
Developer Contribution Reserve	676	-	676
Unexpended Grants/Contributions	-	-	-
Unexpended capital works	-	-	-
<b>Total Externally Restricted Reserves</b>	<b>676</b>	<b>-</b>	<b>676</b>
<b>Internally Restricted</b>			
Asset Reserve	10,587	(748)	9,839
Waste Management Reserve	5,596	-	5,596
Thorak Regional Cemetery Reserve	2,201	-	2,201
Election reserve	200	-	200
Disaster Recovery Reserve	400	-	400
Strategic Initiatives Reserve	400	-	400
Cash for Cans Reserve	142	-	142
<b>Total Internally Restricted Reserves</b>	<b>19,526</b>	<b>(748)</b>	<b>18,778</b>
<b>TOTAL RESERVES</b>	<b>20,202</b>	<b>(748)</b>	<b>19,454</b>

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

## Budget Assumptions

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

# LONG TERM FINANCIAL PLAN

## Long Term Financial Plan assumptions

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

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

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

- 1

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

Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

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

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

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

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

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

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);
- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.



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

### The LTFP is based on the following strategies:

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

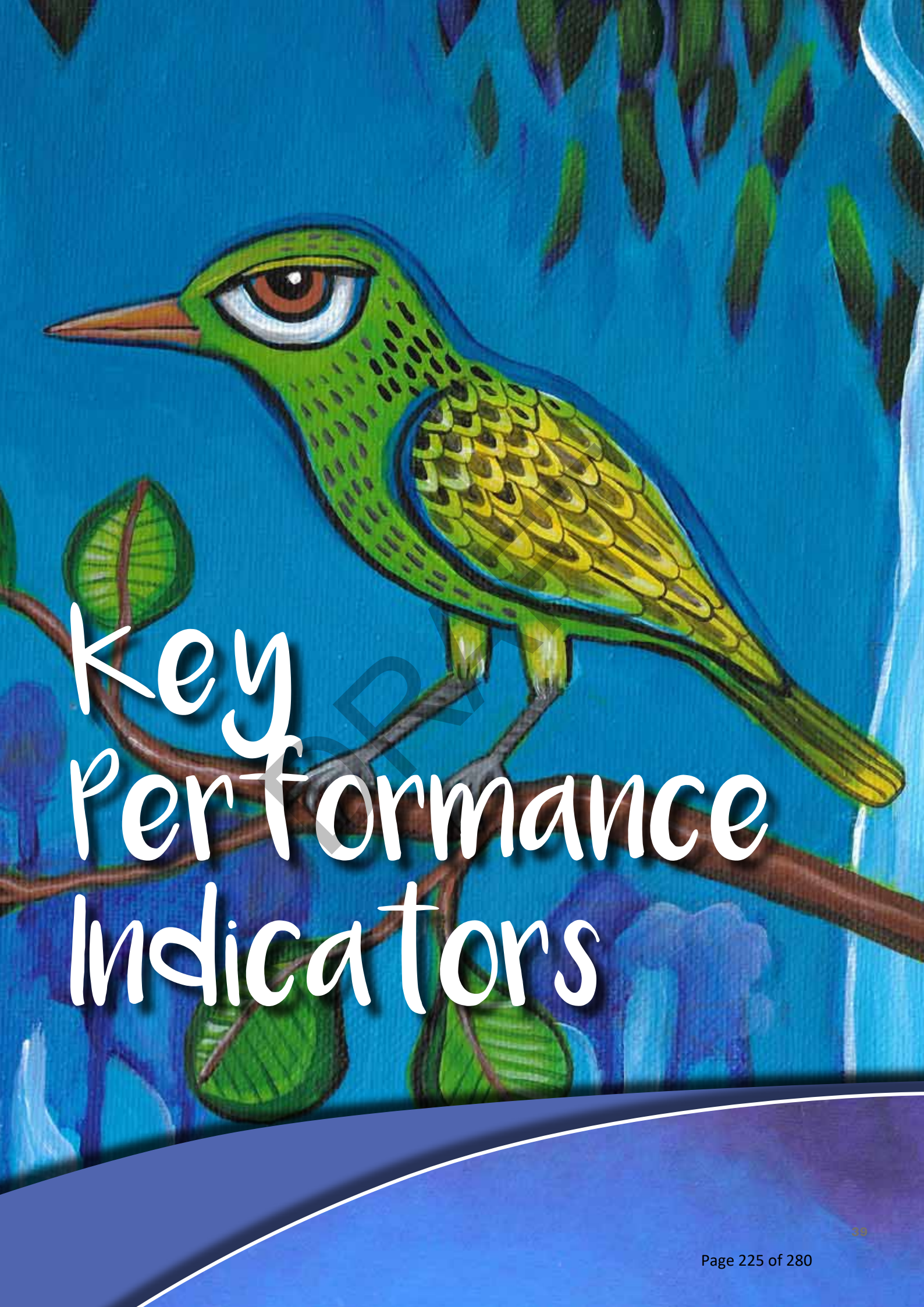
Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council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

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

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

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





# Key Performance Indicators

# PEOPLE

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



# PEOPLE CONT.

## Performance Indicators

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

# PROGRESS

## Performance Indicators

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

# PROSPERITY

## Performance Indicators

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

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# PLACES

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

# PERFORMANCE

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

# PERFORMANCE CONT.

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

# LOCAL GOVERNMENT ACT 2019

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

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

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

Municipal Plan		Reference
34(1)(a)(i)	a service delivery plan	16
34(1)(a)(ii)	Council's budget	18-36
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	11
34(1)(b)(ii)	Council's Long-term Financial Plan	37-38
34(1)(d)	Indicators for judging the standard of Council's performance	39-46
Annual Budget		Reference
201(2)(a)	i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives	39-46
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	33-36
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	28
201(2)(d)	state the amount to be allocated to the development and maintenance of infrastructure for the financial year	23
201(2)(e)	state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and	26-28
201(2)(f)	include an assessment of the social and economic effects of its rating policies; and	26-28
201(2)(g)	state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and	31
201(2)(i)	include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and	Completed
201(2)(j)	be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	Completed



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[www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)



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



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Freds Pass



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

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## Acknowledgement of traditional owners

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

## Overview

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

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

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

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

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

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

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

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

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

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

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

The LTFP is based on the following strategies:

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

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

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

## Financial Management Strategy and Long-Term Financial Plan Objective

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

An LTFP provides a framework to consider:

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

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

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

## Financial Management Strategy

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

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

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

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

## Alignment with Strategic Plan 2022-2025

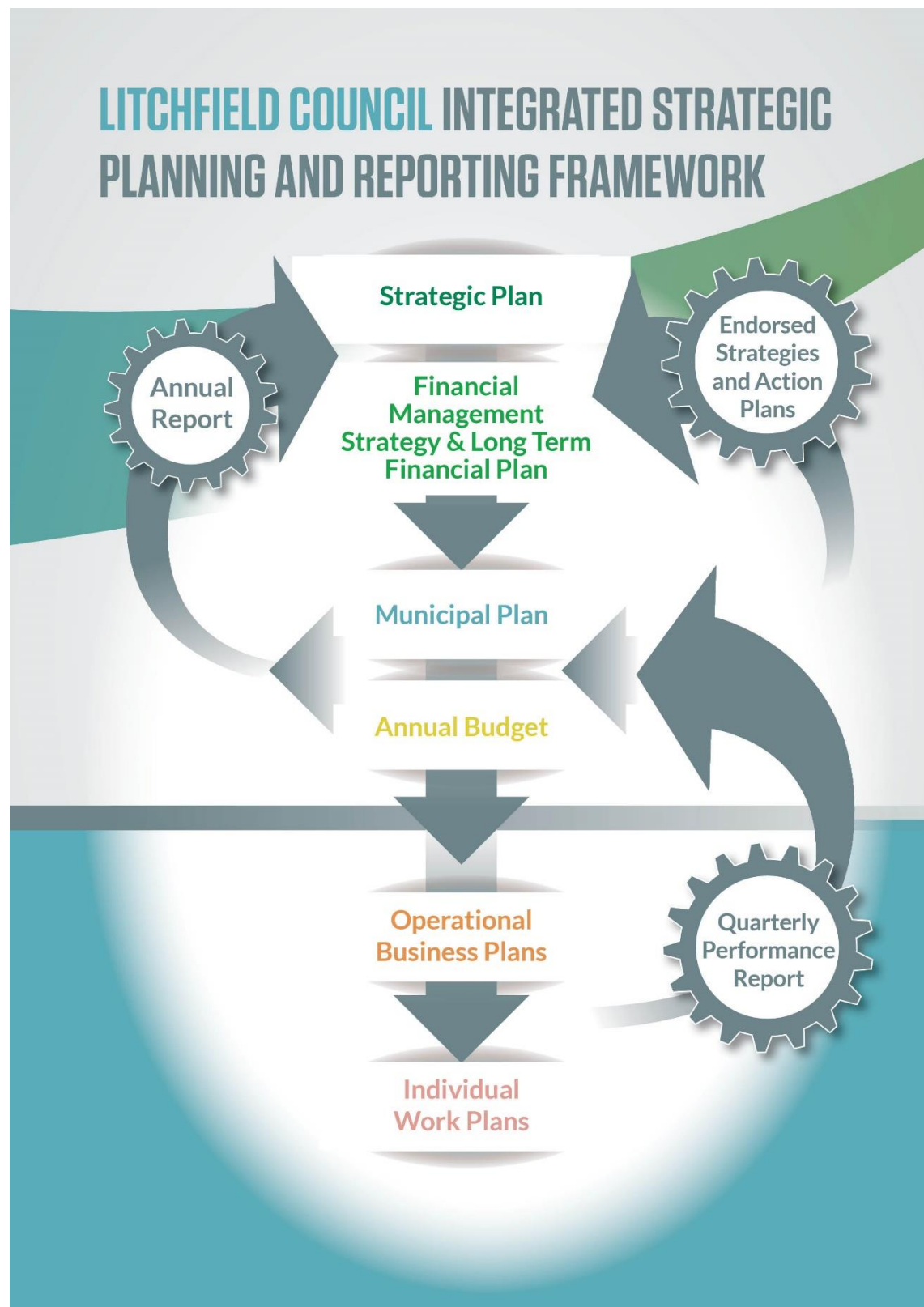
The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

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



	<p>Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.</p>
<b>Places</b>	
<p>Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget.</p>	<p>Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimize value.</p> <p>Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.</p> <p>A project management business model framework that enhances the project identification, selection and prioritization (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.</p>
<b>Performance</b>	
<p>In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.</p>	<p>Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.</p> <p>Council will continue to review Fees &amp; Charges schedules to ensure full cost recovery across users pays services.</p> <p>Council will measure its performance through community engagement and an annual community survey.</p> <p>Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.</p>

## Litchfield Council Reporting Framework



## Historical Financial Performance

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

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

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

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

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

Requires Improvement

On Target

## Forecast Long Term Financial Plan Performance

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

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

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

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

Financial Performance Indicator	Units	2024-25 Budget	2025-34 Forecast Average	LTFP Target	Comment
<b>Financial Performance</b>					
Net Result	%	-0.70%	2.26%	>0%	Includes capital revenue
Adjusted underlying result	%	-19.50%	-14.70%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-182	782	>5,000	Sufficient cash surplus to fund capital works
<b>Financial Position</b>					
Liquidity	ratio	3.80	4.06	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.80	0.70	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	380.20%	405.23%	100%	Sufficient current assets to meet current liabilities
<b>Revenue Ratios</b>					
Rates Outstanding/Total Rates Levied	%	16.00%	9.33%	<12%	
Recurrent Grants/Total Revenue	%	14.50%	12.33%	>5%	Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding.
Fees & Charges/Total Revenue	%	8.10%	8.61%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	76.80%	81.46%	>55%	Increase in rates projected
<b>Expense Ratios</b>					
Depreciation/Total Assets	%	2.20%	2.40%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	27.40%	27.66%	<30%	Maintain employee costs under 30% of total costs

Requires Improvement

On Target

## Emerging Issues

### The Impact of Growth

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

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

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

### Asset Management

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

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

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

### The Way Ahead – Improving Long Term Sustainability

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

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



The LTFP aims to improve sustainability by:

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

The following strategies are designed to address these challenges.

## Council's Financial Management Strategy

### Improve the operating position

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

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

### Advocate strongly for grants from other levels of government

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

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

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

### Asset management

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

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

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

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

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

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

## Assumptions

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

### Operating income and expenditures

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

## CHALLENGES AND OPPORTUNITIES

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

### CHALLENGES

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

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

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

#### OPPORTUNITIES

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

#### SIGNIFICANT RISKS

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

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

# 10 Year Income Statement

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
<b>Comprehensive Income Statement</b>												
<b>Revenue from Operating Activities</b>												
Rates and Charges	\$'000	14,707	15,454	16,200	17,040	17,922	18,850	19,828	20,857	21,942	22,911	23,926
Supplementary Rates	\$'000	-	-	-	-	-	-	-	-	-	-	-
Special Charges	\$'000	-	401	-	-	-	-	-	-	-	-	-
Rate Assistance Package	\$'000	-	-	-	-	-	-	-	-	-	-	-
Grants - Operating (Recurrent)	\$'000	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954	3,954
Grants - Operating (Non-recurrent)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Recurrent)	\$'000	5,942	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000	-	1,300	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Contributions (Non monetary)	\$'000	-	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-	-
Contributions (Monetary - Operating)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Contributions (Monetary - Capital)	\$'000	-	-	-	-	-	-	-	-	-	-	-
Reimbursements and Subsidies	\$'000	-	-	-	-	-	-	-	-	-	-	-
User Charges	\$'000	1,934	2,031	2,133	2,239	2,351	2,469	2,592	2,722	2,858	3,001	3,151
Statutory Fees and Fines	\$'000	175	175	175	175	175	175	175	175	175	175	175
<b>Total Revenue from Operating Activities</b>	\$'000	26,712	26,315	27,195	29,141	30,135	32,181	33,282	35,441	30,662	31,774	32,939
<b>Revenue from Outside of Operating Activities</b>												
Interest Revenue	\$'000	770	774	778	782	786	789	793	797	801	805	809
Other Revenue Outside of Operating Activities	\$'000	140	140	140	140	140	140	140	140	140	140	140
<b>Total Revenue from Outside Operating Activities</b>	\$'000	910	914	918	922	926	929	933	937	941	945	949
<b>Total Revenue</b>	\$'000	27,622	27,229	28,113	30,063	31,061	33,110	34,215	36,378	31,603	32,719	33,888
<b>Operating Expenses from Ordinary Activities</b>												
Employee Costs	\$'000	(7,184)	(7,500)	(7,725)	(7,957)	(8,196)	(8,442)	(8,695)	(8,956)	(9,225)	(9,501)	(9,876)
Employee Costs Provisioned	\$'000	-	-	-	-	-	-	-	-	-	-	-
Materials & Consumables	\$'000	(9,681)	(9,965)	(10,314)	(10,623)	(10,942)	(11,270)	(11,609)	(11,957)	(12,316)	(12,685)	(13,066)
Utilities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Bad and Doubtful Debts	\$'000	-	-	-	-	-	-	-	-	-	-	-
Depreciation	\$'000	(9,900)	(9,946)	(10,197)	(10,449)	(10,709)	(10,974)	(11,220)	(11,473)	(11,680)	(11,911)	(12,142)
<b>Total Operating Expenses</b>	\$'000	(26,765)	(27,411)	(28,236)	(29,029)	(29,847)	(30,686)	(31,524)	(32,386)	(33,221)	(34,097)	(35,084)
<b>Net Surplus/(Deficit) from Operations</b>	\$'000	857	(182)	(123)	1,034	1,214	2,424	2,691	3,992	(1,618)	(1,378)	(1,196)
<b>Adjustments</b>												
Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Disposal of Infrastructure	\$'000	-	-	-	-	-	-	-	-	-	-	-
Spare Adjustments line 1	\$'000	-	-	-	-	-	-	-	-	-	-	-
<b>Total Adjustments</b>	\$'000	-	-	-	-	-	-	-	-	-	-	-
<b>Operating Surplus/(Deficit) after Adjustments</b>	\$'000	857	(182)	(123)	1,034	1,214	2,424	2,691	3,992	(1,618)	(1,378)	(1,196)
<b>Adjusted Underlying Surplus (Deficit)</b>	\$'000	857	(4,482)	(4,856)	(4,699)	(4,519)	(4,309)	(4,042)	(3,741)	(3,351)	(3,111)	(2,929)

## 10 Year Balance Sheet

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
<b>Balance Sheet</b>												
<b>Current Assets</b>												
Cash and Cash Equivalents	\$'000	21,041	20,575	20,014	19,102	19,088	19,687	21,071	22,910	25,335	24,552	26,777
Trade and Other Receivables	\$'000	5,836	5,761	6,015	6,301	6,583	6,916	7,249	7,599	7,946	8,300	8,647
GST Receivable	\$'000	62	60	66	67	69	71	73	74	76	78	80
Total Current Assets	\$'000	26,939	26,396	26,095	25,470	25,739	26,674	28,393	30,584	33,357	32,929	35,504
<b>Non Current Assets</b>												
Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Property Plant and Equipment	\$'000	727	1,748	2,009	2,992	4,186	4,469	4,576	4,727	4,836	4,902	4,925
Infrastructure Assets	\$'000	430,624	430,169	430,305	431,177	431,111	432,543	433,624	435,494	431,200	427,764	424,139
Right-of-Use Assets	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Financial Assets	\$'000	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846	1,846
Total Non Current Assets	\$'000	433,197	433,763	434,160	436,015	437,143	438,858	440,046	442,067	437,882	434,512	430,909
Total Assets	\$'000	460,136	460,160	460,255	461,485	462,882	465,532	468,439	472,651	471,239	467,441	466,413
<b>Current Liabilities</b>												
Trade and Other Payables	\$'000	6,117	6,322	6,541	6,737	6,920	7,147	7,362	7,583	7,789	5,368	5,537
Current Provisions	\$'000	620	620	620	620	620	620	620	620	620	620	620
Total Current Liabilities	\$'000	6,737	6,942	7,161	7,357	7,540	7,767	7,982	8,203	8,409	5,988	6,157
<b>Non Current Liabilities</b>												
Non Current Employee benefits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Non Current Provisions	\$'000	358	358	358	358	358	358	358	358	358	358	358
Total Non Current Liabilities	\$'000	358	358	358	358	358	358	358	358	358	358	358
Total Liabilities	\$'000	7,095	7,300	7,519	7,715	7,898	8,125	8,340	8,561	8,767	6,346	6,515
Net Assets	\$'000	453,041	452,859	452,736	453,770	454,984	457,407	460,099	464,090	462,472	461,095	459,898
<b>Equity</b>												
Accumulated Surplus	\$'000	20,104	20,670	21,067	22,922	24,050	25,765	26,953	28,974	24,789	21,419	17,816
Reserve Land Under Roads	\$'000	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	5,596	5,596	5,576	5,576	5,386	5,167	5,027	5,007	5,007	5,007	5,007
Asset Reserve	\$'000	10,587	9,839	9,339	8,562	8,863	9,847	11,531	13,521	16,088	18,081	20,487
Election Reserve	\$'000	200	200	200	200	200	200	200	200	200	200	200
Disaster Recovery Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Strategic Initiatives Reserves	\$'000	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	2,201	2,201	2,201	2,157	2,132	2,075	2,035	2,035	2,035	2,035	2,035
Unexpended Capital Works Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
ICT Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	142	142	142	142	142	142	142	142	142	142	142
Reserve - Spare 11	\$'000	-	-	-	-	-	-	-	-	-	-	-
Developer Contribution Reserve - DCP/ICP	\$'000	676	676	676	676	676	676	676	676	676	676	676
Landfill Rehabilitation Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Asset Revaluation Reserve	\$'000	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735	412,735
Total Equity	\$'000	453,041	452,859	452,736	453,770	454,984	457,407	460,099	464,090	462,472	461,095	459,898
Check:	OK	-	-	-	-	-	-	-	-	-	-	-

## 10 Year Cash Flow Statement

Period end		30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34
<b>Cash Flow Statement</b>												
<b>Cash flows from Operating Activities</b>												
Rates and Charges Received	\$'000	13,077	15,962	15,991	16,764	17,648	18,529	19,506	20,519	21,605	22,573	23,592
Grants - Operational Received	\$'000	3,844	3,958	3,954	3,954	3,955	3,953	3,954	3,954	3,955	3,953	3,954
Grants - Capital Received	\$'000	5,777	1,301	1,697	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	770	774	778	782	786	789	793	797	801	805	809
User Fees Received	\$'000	2,070	2,236	2,337	2,453	2,577	2,705	2,840	2,982	3,132	3,287	3,453
Statutory Fees and Fines Received	\$'000	187	193	193	193	193	192	193	193	193	192	193
Other Receipts	\$'000	150	154	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(7,246)	(7,480)	(7,707)	(7,938)	(8,178)	(8,420)	(8,674)	(8,935)	(9,205)	(9,476)	(9,845)
Materials and Consumables Paid	\$'000	(11,227)	(10,776)	(11,146)	(11,508)	(11,871)	(12,192)	(12,576)	(12,953)	(13,361)	(16,399)	(14,235)
External Contracts Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Utilities Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
Landfill Rehabilitation Expenditure Paid	\$'000	-	-	-	-	-	-	-	-	-	-	-
GST Received / (Paid)	\$'000	681	724	781	805	826	847	868	890	912	935	958
Short-term, low value and variable lease payments	\$'000	-	-	-	-	-	-	-	-	-	-	-
Trust Funds and Deposits	\$'000	-	-	-	-	-	-	-	-	-	-	-
Other Payments	\$'000	-	-	-	-	-	-	-	-	-	-	-
<b>Net Cash flows from Operating Activities</b>	\$'000	8,083	7,046	7,033	7,392	7,823	8,289	8,791	9,334	9,919	7,757	10,765
<b>Cash flows from Investing Activities</b>												
Payment for Property, Infrastructure, Plant and Equipment	\$'000	(14,681)	(7,512)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
<b>Net Cash flows from Investing Activities</b>	\$'000	(14,681)	(7,512)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
<b>Net Cash flows from Financing Activities</b>												
<b>Net Cash flows from Financing Activities</b>	\$'000	-	-	-	-	-	-	-	-	-	-	-
<b>Net Change in Cash Held</b>	\$'000	(6,598)	(466)	(561)	(912)	(14)	599	1,384	1,839	2,424	(783)	2,225
<b>Cash at Beginning of the Financial Year</b>	\$'000	27,639	21,041	20,575	20,014	19,102	19,088	19,687	21,071	22,910	25,335	24,552
<b>Cash at End of the Financial Year</b>	\$'000	21,041	20,575	20,014	19,102	19,088	19,687	21,071	22,910	25,335	24,552	26,777





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.05
<b>Report Title:</b>	Council Member's Professional Development Activity
<b>Author:</b>	Maxie Smith, Director Corporate and Community
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	Nil

### Executive Summary

Some Council Members have expressed interest in completing the Company Directors Course offered by the Australian Institute of Company Directors.

### Recommendation

THAT Council approve Council Members' use of available Professional Development Allowances to complete the Australian Institute of Company Directors—Company Directors Course.

### Background

In compliance with Council Member Allowances and Support POLICY EM05 section 4.2. A professional development allowance is available for each Council Member as per the Remuneration Tribunal Determination. Any course or professional development activity must be specifically related to the role of the Council Member and be approved by the Council.

The current Professional Development Allowance is \$4,000 per year. As Council Members, you have the flexibility to utilise two years' worth, allowing for a total spend of no more than \$8,000 in one year. Some Elected Members have spent some Professional Development Allowance over the past year or the previous year and may not have the full \$8,000 available. Members will need to pay any costs that are beyond their available allowance.

This recommendation will allow interested Council Members to register for the Australian Institute of Company Directors—Company Directors Course of their own fruition and claim back the value they have remaining in their Professional Development Allowance up to the maximum the individual has available. Members will be responsible for covering the remaining cost themselves.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Council Member Allowances and Support POLICY EM05

**Risks**

Nil.

**Community Engagement**

Not Applicable.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.06
<b>Report Title:</b>	Breach of Code of Conduct Complaint – 5 March 2024 – Decision
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: Summary of the Decision

### Executive Summary

This report fulfils Section 81 of the *Local Government (General) Regulations 2021* by presenting the outcome of a Breach of Code of Conduct Complaint.

### Recommendation

THAT Council receive and note the Breach of Code of Conduct Complaint – 5 March 2024 – Decision Notice, as at Attachment A.

### Background

Council received a Summary Decision, dated 13 May 2024, from the Local Government Code of Conduct Panel (Prescribed Corporation Panel) on 20 May 2024.

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

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

### Risks

Nil.

### Community Engagement

Not applicable.

## ATTACHMENT A

a)	The names of the complainant and respondent	Complainant – Mathew Salter, Councillor Respondent – Doug Barden, Mayor
b)	The names of the Prescribed Corporation Panel Members, including the chairperson	Councillor Amber Garden – Chair President Sharon Beswick – Member MS Millicent Rushwaya – Member
c)	A description of the alleged contravention	It was alleged that Mayor Barden breached the Code of Conduct during a confidential Strategic Discussion and Briefing Session relating to the matter of commercial rates.
d)	Identification of the clauses of the code of conduct that were alleged to have been contravened	<ol style="list-style-type: none"> <li>1. Honesty and Integrity</li> <li>2. Care and Diligence</li> <li>4. Prohibition on Bullying</li> <li>7. Conflict of Interest</li> </ol>
e)	The decision made	The panel summarily rejected the complaint, on the basis that it was lacking in substance. The complaint does not demonstrate the presence of a substantive complaint for this panel to consider. There is no indication from the details provided in the complaint that there was a breach of honesty and integrity, care and diligence, nor was there any indication of bullying behaviours or a conflict of interest.
f)	The date of the decision	13 May 2024



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report May 2024
<b>Author:</b>	Jaimie O'Connor, Business Support Officer (Planning)
<b>Recommending Officer:</b>	Rodney Jessup, Director Infrastructure and Operations
<b>Meeting Date:</b>	18/06/2024
<b>Attachments:</b>	A: PA2024/0077 B: PA2024/0095 C: PA2024/0080 D: PA2024/0105

### Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 01 May 2024 to 31 May 2024. 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	2
Water Licence Applications	0
Mining Applications	0
Works Permits	13

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 May 2024; 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	3
Planning applications supported, subject to specific issues being adequately addressed	1
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	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>

**Development 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>
PA2024/0077  20 Beasley Road, Virginia NT <b>Attachment A</b>	Dwelling – independent with a separate effluent disposal system  Council supports the granting of a development permit as the application aligns with the subregional land use plans.
PA2024/0095  140 Townend Road, Acacia Hills NT <b>Attachment B</b>	Dwelling – independent with a separate effluent disposal system  Council supports the granting of a development permit as the application aligns with the subregional land use plans.
PA2024/0080  73D Gulnare Road, Bees Creek NT <b>Attachment C</b>	Intensive Animal Husbandry (Chicken Egg Farming)  Council supports the granting of a development permit as the proposal aligns with the zoning of the area and there is no impact on amenity for the neighbouring properties. Growth of the operation will be subject to additional planning approvals.

**Development Applications supported, subject to specific issues being adequately addressed**

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>	<b>Specific Issues to be Addressed</b>
PA2024/0105  30 Virginia Road, Virginia NT  <b>Attachment D</b>	Unit Title Subdivision to create two units and common property	Council supports the granting of the development permit as there is no change of use and the application is consistent with the land use plans. Support is provided noting a number of issues are addressed as required under the Planning Scheme 6.6.1. for unit title subdivision. Council has lodged an objection under Section 49 (3) of the NT Planning Act; This objection relates to the proponents advice that all required upgrades have been carried out under previous development permits – where it is not evident that the proposal would be compliant with the planning scheme. Further, previously the property owner has relied on the use of the carpark adjacent to the property however this will not be available should the property be sold.



**Development Applications not supported/objected to for reasons related to Council issues**

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
As above PA2024/0105		

**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.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

**LIQUOR LICENCE APPLICATIONS**

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
PQ2024/9006 Bees Creek NT	Special Event Liquor Licence	Council supports the granting of a Special Event Liquor Licence
PQ2024/9007 Darwin River NT	Special Event Liquor Licence	Council supports the granting of a Special Event Liquor Licence

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
1

### **STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

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

<b>No. Building Certification Applications</b>
6

### **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>No. Works Permit Applications</b>
13

<b>Purpose of works</b>	<b>Location of Works Permit Application</b>	<b>Application Date Received</b>	<b>Proposed Start Date</b>
EJA Surveying works - Virginia Road (adj. childcare)	90 Virginia Road VIRGINIA...	31/05/2024	10/06/2024
PWC - Arafura Tree Service - overhanging trees	5 Morgan Road VIRGINIA...	28/05/2024	05/06/2024
Removal of waste - Holtze Area Clean up	213 Taylor Road HOLTZE ...	24/05/2024	27/05/2024
PWC - Water main installation various locations	5 Byers Road ACACIA HI...	23/05/2024	27/05/2024
Cross Solutions - Survey works on verge, excavation ...	110 Brandt Road KNUCKE...	23/05/2024	29/05/2024
Installation of temporary signage in regard to Banana ...	7 Bees Creek Road FRED...	22/05/2024	10/06/2024
PWC - Service Repair	180 Wallaby Holtze Road ...	22/05/2024	28/05/2024
Reshape Drain, Trim vegetation, create swale drain, cl...	95 Deloraine Road KNUC...	20/05/2024	27/05/2024
WP - Humpty Doo Hotel Location Filming	25 Zamia Road HUMPTY ...	20/05/2024	30/05/2024
Hydro excavation to repair leaking 25 / 50mm water s...	30 Thornbill Crescent HO...	07/05/2024	14/05/2024
Overhead Power Supply Works	445 Elizabeth Valley Road...	02/05/2024	14/05/2024
road closure is requested to northbound traffic on Th...	455 Thorngate Road HOL...	02/05/2024	24/05/2024
Mowing of roadside 50m either side of solar farm dirve...	455 Thorngate Road HOL...	01/05/2024	02/05/2024

### **Links with Strategic Plan**

Prosperity - Our Economy and Growth

### **Legislative and Policy Implications**

Not applicable to this report.

### **Risks**

Nil identified.

### **Community Engagement**

Not applicable.

10 May 2024

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

**RE: Letter of Comment Development Application**

**Hun: 695 P: 03841 20 Beasley Road VIRGINIA, Hundred of Strangways  
Dwelling-independent with a separate effluent disposal system**

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Thank you for the Development Application referred to this office on 12/04/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed dwelling-independent aligns with the subregional land use plans within the zone RL – rural living
- b) The provided information supports the requirements as per the planning scheme

**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) Any new driveway/ crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)
- 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 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.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'J O'Connor', followed by a period.

Jaimie O'Connor  
Acting Planning & Development Program Leader

## 20 BEASLEY RD, VIRGINIA

Section 03841 Hundred of Strangways plan(s) LTO96/120

### [NT Planning Scheme](#) Information

Land Area : 2 ha

Planning Scheme Zone : RL (Rural Living)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

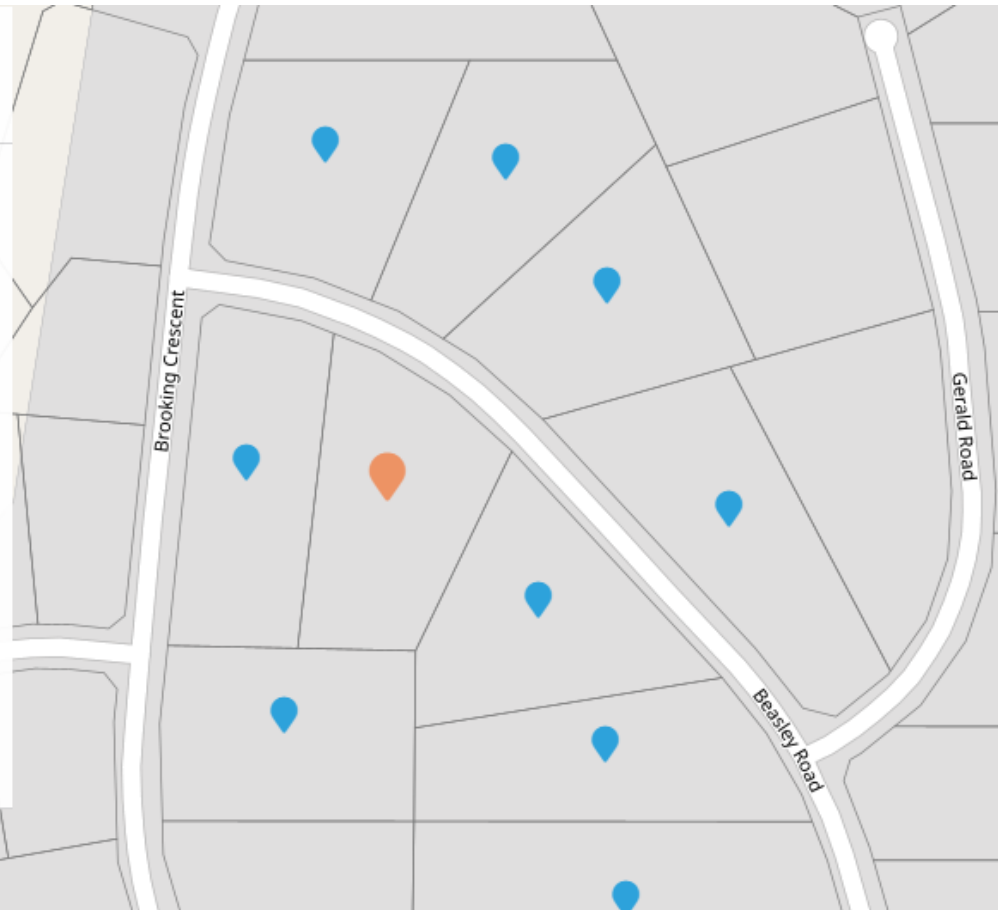
- Holtze to Elizabeth River Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)

1 2



10 May 2024

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

**RE: Letter of Comment Development Application**

**PA2024/0095**

**Hun: 695 P: 04848 140 Townend Road ACACIA HILLS, Hundred of Strangways  
Dwelling-independent with separate effluent disposal system**

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Thank you for the Development Application referred to this office on 29/04/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a development permit as the proposed dwelling-independent aligns with the subregional land use plan objectives providing rural lifestyle choices.

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

- a) Any new driveway/ crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au)
- b) Prior to 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 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 29.

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

Yours faithfully

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

Jaimie O'Connor  
Acting Planning & Development Program Leader

## 140 TOWNEND RD, ACACIA HILLS

Section 04848 Hundred of Strangways plan(s) L2006/125

### NT Planning Scheme Information

Land Area : 15.03 ha

Planning Scheme Zone : R (Rural)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

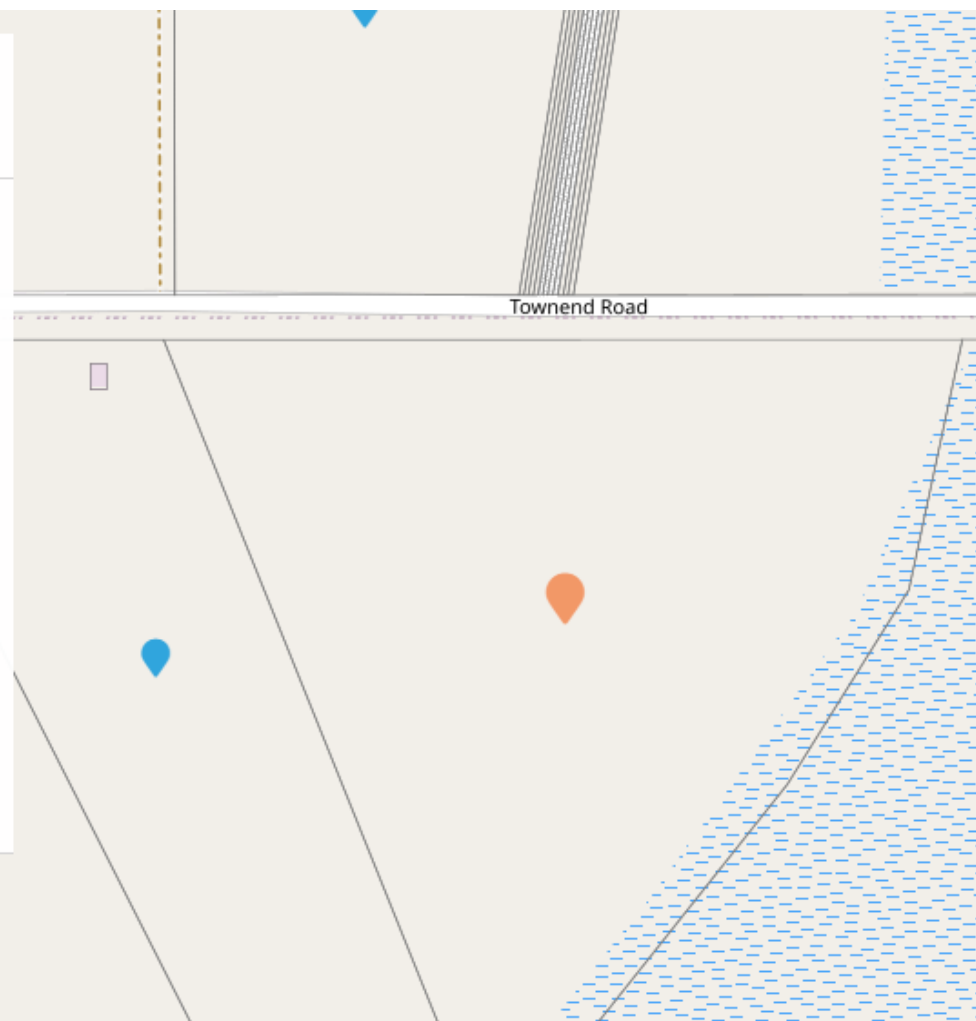
Area Plans

- (none found)

Interim Development (none found)

Control Orders :

1 2



17 May 2024

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

**RE: Letter of Comment Development Application**

**PA2024/0080**

**Hun: 695 LTO: 67002 P: 00009 73D Gulnare Road BEES CREEK, Hundred of Strangways  
Intensive Animal Husbandry (Chicken Egg Farming)**

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Thank you for the Development Application referred to this office on 12/04/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal to establish a small scale chicken egg farm aligns with the purpose of the zoning of the location.
- b) There is no impact on amenity for neighbouring properties as the proposal adequately addresses waste management and operational controls.

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

- a) Council supports this type of development contributing to the Territory's agricultural outputs.
- b) It further strengthens our local economy with sustainable supply to our local restaurants and cafés
- c) The proposal suggests that a long term plan to eventually establish a larger scale production and a training facility will adhere to all planning approvals as necessary when the time comes.
- d) Council notes the current access to the property is by right of way access as determined by the survey plan therefore the crossover to the property is not developed

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council.
- 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:**

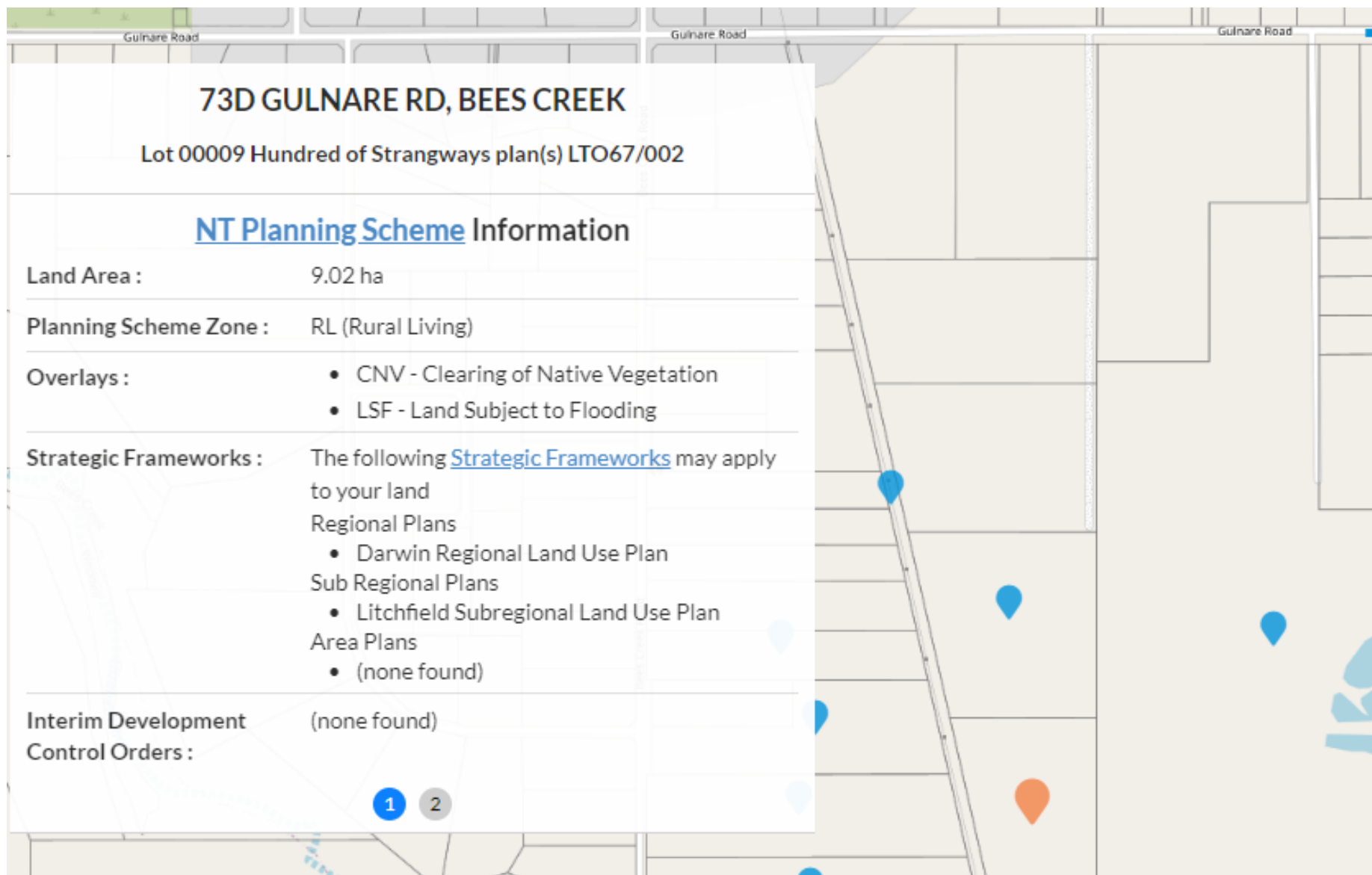
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, 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



Jaimie O'Connor  
Acting Planning and Development Program Leader



**73D GULNARE RD, BEES CREEK**

Lot 00009 Hundred of Strangways plan(s) LTO67/002

**[NT Planning Scheme](#) Information**

Land Area :	9.02 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none"><li>• CNV - Clearing of Native Vegetation</li><li>• LSF - Land Subject to Flooding</li></ul>
Strategic Frameworks :	<p>The following <a href="#">Strategic Frameworks</a> may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none"><li>• Darwin Regional Land Use Plan</li></ul> <p>Sub Regional Plans</p> <ul style="list-style-type: none"><li>• Litchfield Subregional Land Use Plan</li></ul> <p>Area Plans</p> <ul style="list-style-type: none"><li>• (none found)</li></ul>
Interim Development Control Orders :	(none found)

1 2

28 May 2024

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

**RE: Letter of Comment Development Application**

**PA2024/0105**

**Hun: 055 LTO: 67004 P: 00002 30 Virginia Road VIRGINIA, Hundred of Bagot  
Unit Title Subdivision to create two units and Common Property**

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Thank you for the Development Application referred to this office on 07/05/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposal does not require a change of use and is consistent with the applicable Land Use Plans.

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

- a) The Planning Scheme 6.6.1 states that subdivision for the purposes of a unit title scheme *ensure that older developments are upgraded*. This application states that previous development approvals address all requirements of the planning scheme and negates the need to upgrade any areas; Council requests a detailed site plan showing the compliance of the following with the planning scheme;
  - a. Car parking
  - b. Loading bay
  - c. Waste collection areas
  - d. End of Trip facilities
  - e. Approved crossovers including acceptance from Litchfield Council
- b) As per the Planning Scheme 5.5.13 (10) Caravan Park requirement *provide a 3m wide landscape strip to all property boundaries of the site* – it is not clear that this has previously been addressed as well as 5.5.13 (9) *provide a 1.8m high screen fence for*

*the full length of any property boundary adjoining an existing residential use or land in a residential zone*

- c) Whilst the application appears to address End of Trip facilities as outlined in the Planning Scheme the information provided does not show these facilities adequately located for both Unit 1 and 2 or contained within the common area. Given the intention to sell one or both units and that they will be operated independently of each other Council requests that the applicant demonstrate how they will meet this requirement. Or requests the developer to upgrade the facilities to address this.
- d) Further, within the Planning Scheme in relation to hotel/motel which is an established use of the proposed Unit 1 there is a requirement 5.5.15 (15) to provide bin storage areas and furthermore (23) development is to provide designated areas for rubbish collection. It is not clear that the current site meets this requirement due to the waste collection areas being contained within Unit 2 only.

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

- a) DP17/0142 was issued in April 2017 and the Notice of Consent addressed car parking stating that;
  - a. There are a total of 13 on-street car parking spaces available immediately adjacent with the road reserve (six on Hinton Road and seven on Virginia Road) that could be attributed to the car parking shortfall given that there are no other commercial businesses in the immediate vicinity that would benefit from the parking spaces.

Council would like to note that since this Notice of Consent was issued the plans have progressed for the Coolalinga Road Safety upgrades which determines that Hinton Road would be upgraded. This development should consider that provision of on-street car parking may be extinguished and as such any existing or future property owners will be required to ensure that car parking within the site complies with the planning scheme in line with the accepted use of the site.

- b) Whilst the application is for a Unit Title Subdivision and there is no change of use (currently) the application does not appear to address requirements of the planning scheme in consideration of the Units being independent of one another.

**Council wishes to lodge the following submission under Section 49(3) of the NT *Planning Act*, in which Council objects to the granting of a Development Permit for the following reasons:**

- a) Significant upgrades are required to the site to ensure that the use complies with the planning scheme in relation to car parking, loading bays, service vehicle access, waste collection, end of trip facilities, landscaping along Hinton Road and public amenity for neighbouring residents along Hinton Road.
- b) Previously applications have indicated provision for overflow carparking being accommodated adjacent to the property however this should not be considered acceptable should the property be sold in the future.



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

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Jaimie O'Connor  
Acting Planning & Development Program Leader

## 30 VIRGINIA RD, VIRGINIA

Lot 00002 Hundred of Bagot plan(s) LTO67/004A

### [NT Planning Scheme](#) Information

Land Area :	2.02 ha
Planning Scheme Zone :	C (Commercial)
Overlays :	(none found)
Strategic Frameworks :	The following <a href="#">Strategic Frameworks</a> may apply to your land Regional Plans <ul style="list-style-type: none"><li>Darwin Regional Land Use Plan</li></ul> Sub Regional Plans <ul style="list-style-type: none"><li>Litchfield Subregional Land Use Plan</li></ul> Area Plans <ul style="list-style-type: none"><li>Coolalinga Freds Pass Area Plan</li></ul>
Interim Development Control Orders :	(none found)

Hinton Road

1

2

Hinton Road

Virginia Road (507)

Virginia Road

Virginia Store (763)

Virginia Store



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 June 2024

#### 14 Other Business

#### 15 Confidential Items

##### 15.01 Confirmation of Confidential Minutes

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

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

##### 15.02 Confidential Minutes RMAC

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

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

##### 15.03 Code of Conduct Complaints – Status Update

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

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

#### **15.04 Increase to Budget Review Two: Vehicle Budget**

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

#### **15.05 Awarding of Contract RFT24-431 Meade Road Upgrade**

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

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

#### **15.06 Composition of the Litchfield Municipal Council Risk Management and Audit Committee**

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

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

### **16 Close of Meeting**