



AGENDA

40th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 10 DECEMBER 2024

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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 10 December 2024

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

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

- 4.01 Elected Members
- 4.02 Staff

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 19 November 2024, 7 pages; and
- Confidential Council Meeting held Tuesday 19 November 2024, 3 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
on Tuesday 19 November 2024 at 6:00pm

Present	Doug Barden Kevin Harlan Rachael Wright Mathew Salter Mark Sidey Emma Sharp	Mayor (Chair) Deputy Mayor, Councillor Central Ward Councillor North Ward Councillor North Ward Councillor South Ward (<i>Electronic Attendance</i>) Councillor South Ward
Staff	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Jill Enriquez Kelly Aherne	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Policy and Governance Program Leader Community Participation Officer Executive Support
Public	Nil	

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: Deputy Mayor Harlan

Seconded: Cr Wright

THAT Council approve Councillor Sidey to attend the meeting electronically.

CARRIED (6-0) ORD2024 11-235

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

Nil.

5. PUBLIC QUESTIONS

Nil.

CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Deputy Mayor Harlan

Seconded: Cr Sharp

THAT Council confirms the following minutes as a true and accurate record of those meetings:

- Ordinary Council Meeting held Tuesday 15 October 2024, 9 pages,
- Special Council Meeting held Tuesday 12 November 2024, 2 pages and
- Ordinary Confidential Meeting held Tuesday 15 October 2024, 3 pages.

CARRIED (6-0) ORD2024-11-236

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Harlan

Seconded: Cr Sharp

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

CARRIED (6-0) ORD2024 11-237

6. PETITIONS

Nil.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Wright

Seconded: Deputy Mayor Harlan

THAT the late report Item 13.02.03 Local Government Association of the Northern Territory Executive Board Nominations – Casual Vacancy, be accepted and included under Officer's reports in the Open Section of the meeting for consideration.

CARRIED (6-0) ORD2024 11-238

9. NOTICES OF MOTION

Nil.

10. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Sidey

THAT Council receive and note Item 11.01 Mayor's monthly report for the period of 16 October 2024 to 19 November 2024.

CARRIED (6-0) ORD2024 11-239

11. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil.

12. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – October 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Salter

THAT Council note the Litchfield Council Finance Report for 31 October 2024 and add the Chief Executive Officer signature to the report.

CARRIED (6-0) ORD2024 11-240

13.01.02 People, Performance and Governance Report – October 2024

Moved: Cr Wright
Seconded: Cr Sharp

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

CARRIED (6-0) ORD2024 11-241

13.01.03 Special Rate – Meade Road

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

THAT Council:

1. Note the submission received for the Meade Road, Road Seal Levy Consultation and thank the resident for their input;
2. Approves the Road Seal Levy of \$5,947.50 per property in Meade Road, Road Seal Levy; and
3. Approves the inclusion of the Meade Road, Road Seal Levy of \$47,580 into Budget 2026

CARRIED (6-0) ORD2024 11-242

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – October 2024

Moved: Cr Sharp
Seconded: Cr Wright

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

CARRIED (6-0) ORD2024 11-243

13.02.02 Reserves Management Committee Meeting Minutes

Moved: Cr Wright
Seconded: Cr Salter

THAT Council:

1. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Wednesday 9 October 2024, at Attachment A; and
2. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 10 October 2024, at Attachment B.

CARRIED (6-0) ORD2024 11-244

13.02.03 Local Government Association of the Northern Territory Executive Board Nominations – Casual Vacancy

Moved: Cr Wright
Seconded: Cr Salter

THAT Council nominates Mayor Doug Barden to the Local Government Association of the Northern Territory Executive Board for the position of Board Director – Municipal.

CARRIED (6-0) ORD2024 11-245

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – October 2024

Moved: Cr Salter
Seconded: Cr Sidey

THAT Council:

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

13. OTHER BUSINESS

Nil.

14. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Harlan
Seconded: Cr Sharp

THAT Council Pursuant to Section 99 (2) of the *Local Government Act* and Regulation 51(1) of the *Local Government (General) Regulations 2019* the meeting be closed to the public to consider the following Confidential Items:

15.01.01 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.

15.01.02 Filling Casual Vacancies on Council

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

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

15.01.03 2024-25 Annual Community Grants

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

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.

CARRIED (6-0) ORD2024 11-247

The meeting moved to Confidential Session at 6:36pm.

Moved: Cr Sharp
Seconded: Cr Wright

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* the meeting be re-opened to the public.

CARRIED (6-0) ORD2024 11-251

The meeting moved to Open Session of the meeting at 7:32pm.

Items moved from Confidential:

Nil.

15. CLOSE OF MEETING

The Chair closed the meeting at 7:32pm.

17. NEXT MEETING

Tuesday 10 December 2024

MINUTES TO BE CONFIRMED

Tuesday 10 December 2024

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

In Progress
Completed

Ongoing
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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; 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 note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>In Progress</p> <p>Review of contract has concerns around details of future ownership. Further advice being sought.</p>
ORD2023 11-093	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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; 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 receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<p>In Progress</p> <p>Works are progressing with the first of the AMP and assessment for Freds Pass Reserve aimed for Late November early December. With work continuing on data collection and condition assessment on the other reserve infrastructure.</p>

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

THAT Council

- | | | | | |
|-------------------|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-----|
| ORD2023
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
11-142 | 1. | adopt the Freds Pass Reserve land expansion concept to include: <ul style="list-style-type: none"> a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways; | 15/08/2023 | DIO |
| | 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

Crown discussions postponed for development of proposed use plan for the new area.

Part 2 Ongoing

DIPL have progressed conceptual design for the shared path link adjacent the highway.

Part 3 Ongoing

Development Permit expected any time. Road Opening letter to go to the now new minister.

INF06 Private Roads Policy – Extension of Review				Ongoing	
ORD 2023 11-242	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of one year and authorise the Chief Executive Officer to make minor amendments; and 2. approve the ongoing review of the private roads policy as a 'project' to be completed by December 2024 and approve additional funding for consultants and legal fees in the current budget. 	12/12/2023	DIO	<p>Policy updated accordingly.</p> <p>Slow progress on updates to the future ownership portion of the policy, due to the basis of the works requiring a meeting with DIPL, LTO and Surveyor General. Private Roads paper proposed for December.</p>	
Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension				In Progress	
ORD 2024 11-085	<p>THAT Council:</p> <ol style="list-style-type: none"> 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. 	16/04/2024	CEO	<p>Funding Agreement signed by Council CEO and issued to Palmerston and Litchfield Seniors Association for execution.</p>	
Request for Land (5 Campbell Road)				In Progress	
ORD 2024 11-159	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. support the development of policies that would enable Council to lease Council owned land in a fair and equitable process and include provisions around financial management and asset management; and 2. approve the Director Infrastructure and Operations to provide a response to the requestee advising of the above. 	16/07/2024	DIO	<p>Project viability subject to development of Leasing of Council Owned Land policy.</p> <p>Response provided to the requestee.</p>	

Request for Land Lease – Rural Potters Association

THAT Council:

1. Provide in principle support for proposed options for locating the Rural Potters Shed within the Humpty Doo Village Green;
2. Request Rural Potters Association to provide a full project plan addressing the following;
 - a. Detailed design plan for endorsement by Litchfield Council.
 - b. Detailed development costs for construction of the building, including all relevant permits and connection to existing onsite services.
 - c. Any necessary additional costs for site investigations and design.
 - d. Total project cost with evidence of ability to fund the proposal.
 - e. Communications plan inclusive of interruptions to access any parts of the Humpty Doo Village Green during construction.
 - f. Contractor selection process.
 - g. Any additional requirements as stipulated through liaison with Council Noting the above requirements are at no cost to Litchfield Council.
3. Provide in principle support for a user agreement/licence to be established with the Rural Potters Association and Litchfield Council (pending acceptance of the above) particularly noting the requirements for financial and maintenance obligations, risk management, work health and safety and public liability insurance (due to the nature of the activities); and
4. Support acceptance of Assets as detailed in the Delegation Manual.

ORD 2024
11-161

16/07/2024 DIO

In Progress

Staff have been working with potters in developing the project documentation in access to relevant services, like electricity, water and sewer.

Development Permit Issued – Mira Road South

THAT Council:

1. In relation to DP24/0115, Section 00618 Hundred of Cavenagh (160 Mira Road South, Darwin River) support a firm stance in relation to the conditions of the development permit particularly in regard to crossovers and driveways and the status of the current unmaintained road;
2. Endorse correspondence included in Attachment A addressed to the Chair of the Development Consent Authority detailing Council's disappointment in the proceedings of the DCA hearing and subsequent outcome and issued permit, subject to minor editorial amendments;
3. Support the commencement of establishing a suite of policies and supporting procedures in regard to Council's road assets inclusive of seeking legal advice;
4. Support a staged approach to review and update the Litchfield Council Development Standards in harmonisation with the NT Subdivision and Development Guidelines to provide sufficient basis for Council staff to refer to; and
5. make public this resolution.

ORD 2024
11-166

16/07/2024

DIO

In Progress

Several discussions have taken place over the past few months with relevant DLI (DIPL) bodies. Council's concern is certainly being heard.

Disposal of Contaminated Concrete Waste Stockpiles from Council's Waste Transfer Stations

THAT Council resolve to commit a Budget of \$3,000,000.00 to disposing of the contaminated concrete waste piles from Howard Springs and Humpty Doo Waste Transfer Stations. The budget is to come from the Waste Asset Reserve.

ORD 2024
11-183

20/08/2024

DIO

In Progress

Works are progressing with the project plan to manage the waste having been submitted to the EPA for approval.

Once Off Waste Clean-up Amnesty

THAT Council implement a voucher system, providing all rateable properties with a number of vouchers permitting the resident to dump the specified number of items upon redemption of the voucher.

ORD 2024
11-185

20/08/2024

DIO

In Progress

Investigations into utilising the 'My Litchfield' platform have commenced. Project timeline still being determined.

Humpty Doo Village Green – Capital Works				In progress
ORD 2024 11-186	THAT Council approve the allocation of \$45,000 from the New Initiatives budget to complete the following Capital Works projects at the Humpty Doo Village Green:			Repairs and installation of shade sail scheduled. Skate Park mural will follow reinstatement of the shade sail. Contractor appointed for Bowls Club gate/fence works, and works scheduled.
	a) Shade Sail replacement;			
	b) Gate/fence replacement works; and			
	c) Development of an art mural at the skate park.			
		20/08/2024	DIO	

Safer Local Roads Infrastructure Program – Project Selection					
ORD 2024 11-210	THAT Council:				In Progress
	1.	support grant application(s) to the Safer Local Roads Program for the Brougham Road, Thorngate Road, Whitewood Road, Bees Creek Road and Mango Roads 2 projects;	17/09/2024	DIO	Grant submissions have been lodged for Brougham Road, Whitewood Road and Thorngate Road.
	2.	approve, upon notification of a successful Safer Local Roads Program grant application, the allocation of a Council co-contribution of \$3.66 million funded via a reduction to the proposed 2025/2026 Capital works budget; and			Survey and design works are expected to be engaged in the coming month for several of the other projects.
	3.	approve the Chief Executive Officers to submit application(s) to the Safer Local Roads Program for the above projects; and			
	4.	support the ongoing development of designs for future road projects and commit \$300,000 from asset reserves towards capital design development so that projects can be shovel ready for when relevant grants become available.			

Freds Pass Reserve – Lakeview Hall Roof Repair

ORD 2024
11-230

THAT Council:

1. proceed with a temporary repair of the roof; and
2. request a full project outline for the renovation of the building be brought to Council for consideration in Budget Review 1 2024/2025.

15/10/2024

DIO

In Progress

RFQ has gone to market for the review and documentation of proposed works.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 10 December 2024

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	10/12/2024
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period from 19 November to 10 December 2024.

Summary

DATE	EVENT / MEETING
20 November 2024	Holtze Land Company's Builders Forum
23 November 2024	Freds Pass Sport & Recreation Management Board Special General Meeting
23 November 2024	Freds Pass Sport & Recreation Management Board Annual General Meeting
23 November 2024	The 50 th Anniversary of the Sitting of the First Legislative Assembly
23 November 2024	Open Rural Carols by Candlelight event
25 November 2024	2024 St John NT Excellence Awards, Parliament House
27 November 2024	Berry Springs Water Advisory Committee – Meeting 4
27 November 2024	47 th Annual Meeting of St John Ambulance (NT) Inc
30 November 2024	Cyclone Tracy: 50 th Anniversary Commemorative Service
2 December 2024	Australia Day Community Awards Committee Meeting
3 December 2024	INPEX Stakeholder Appreciation Breakfast Event
3 December 2024	Strategic Discussion and Briefing Session
5 December 2024	Freds Pass Reserve Project Steering Committee Meeting
6 December 2024	TOPROC Meeting and Christmas Lunch
10 December 2024	Ordinary Council Meeting

Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 19 November to 10 December 2024.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 10 December 2024

12 Reports from Council Appointed Representatives

Meeting

Representative

Nil.

13 Officers Reports

13.01 Corporate and Community

13.01.01 **Late Report** Litchfield Council Finance – November 2024

13.01.02 People, Performance and Governance Report – November 2024

13.01.03 Budget Review 1 2024-25

13.01.04 RMAC Minutes 24 October 2024

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – November 2024

13.02.02 Appointment of Deputy Mayor

13.02.03 GOV14 Filling Casual Vacancies on Council Policy

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – November 2024

13.03.02 RMAC Minutes 24 October 2024

13.03.03 Grant Opportunity – Active Transport Fund Program



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – November 2024
Author & Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	10/12/2024
Attachments:	A: Litchfield Council Finance Report – November 2024

Executive Summary

This report presents the Litchfield Council Finance Report for 30 November 2024. Budget 2024/25 figures are shown.

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 2023/24 audited financial statements and Financial Reserves has been updated with budget review two figures 2024.

The annual rates and waste charges were levied in July 2024. As instalment dates pass, the outstanding rates ratio will continue to decline.

Recommendation

THAT Council note the Litchfield Council Finance Report 30 November 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**

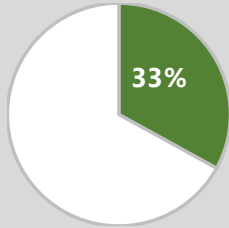


Finance Report

November 2024

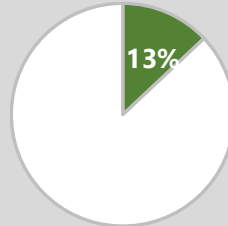
November 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$3.24m
Municipal Plan Target – 33%



Rates Outstanding

\$ 2.31m Outstanding
Municipal Plan Target – <18%
(Less than 3.30Mn)



Current Cash Investments

\$ 32.34m

2 of 19

Budgeted Capital Programs
2024/25

7 of 22

Carry Forward Programs
2023/24

\$19.52m

Budgeted Cash
Reserves October 2024

\$ 20.21m

OPERATIONAL REVENUE

\$22.53m Budget– 89.70% Target
Achieved

\$ 11.32m

OPERATIONAL EXPENSES

\$27.41m Budget– 41.30% Spent

\$ 8.89m

OPERATING SURPLUS

Budget (\$ 4.88m)

\$0.8m

CAPITAL REVENUE

\$ 9.51m Budget– 8.41% Achieved

\$ 3.24m

CAPITAL EXPENSES

\$ 16.24m Budget– 19.95% Spent

\$ 2.44m

CAPITAL DEFICIET

Budget (\$ 6.73m)

RATIOS

33%

Asset Sustainability
Target 30% and more



Achieved

13%

Rates Outstanding
Target less than 18%



Achieved

64%

Own Source Revenue Ratio
Target 60% and more



Achieved

8.5

Current Ratio
Target 1 and more



Achieved

0

Debt Service Ratio
Target less than 1



Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent 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 \$
OPERATING INCOME				
Rates	15,260,826.41	15,453,753.00	192,926.59	15,453,753.00
Charges	119,555.70	72,916.67	(46,639.03)	175,000.00
Fees and Charges	866,321.82	846,237.50	(20,084.32)	2,030,970.00
Operating Grants and Subsidies	4,049,280.82	1,647,660.00	(2,401,620.82)	3,954,384.00
Interest / Investment Income	(30,795.14)	322,500.00	353,295.14	774,000.00
Other Income	(57,164.53)	58,333.33	115,497.86	140,000.00
TOTAL OPERATING INCOME	20,208,025.08	18,401,400.50	(1,806,624.58)	22,528,107.00
OPERATING EXPENDITURE				
Employee Expenses	2,726,717.06	3,125,161.25	398,444.19	7,500,387.00
Materials and Contracts	4,042,538.88	3,740,003.33	(302,535.55)	8,976,008.00
Elected Member Allowances	107,205.49	143,666.67	36,461.18	344,800.00
Elected Member Expenses	43,898.72	22,127.50	(21,771.22)	53,106.00
Council Committee & LA Allowances	3,356.00	4,166.67	810.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation and Impairment	-	-	-	-
Accumulated Depreciation	4,144,166.67	4,144,166.67	-	9,946,000.00
Interest Expenses	-	-	-	-
Other Expenses	253,786.98	242,168.75	(11,618.23)	581,205.00
TOTAL OPERATING EXPENDITURE	11,321,669.80	11,421,460.83	99,791.04	27,411,507.00
OPERATING SURPLUS / DEFICIT	8,886,355.28	6,979,939.67	(1,906,415.62)	(4,883,400.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	9,715,188.62	6,979,939.67	(2,735,248.95)	(4,883,400.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	4,144,166.67	4,144,166.67	-	9,946,000.00
TOTAL NON-CASH ITEMS	3,315,333.33	4,144,166.67	-	9,946,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,242,082.20)	(6,768,660.42)	(3,526,578.22)	(16,244,785.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(2,109,417.08)	(2,109,417.08)	(5,062,601.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,242,082.20)	(8,878,077.50)	(5,635,995.30)	(21,307,386.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	500,000.00	541,666.67	41,666.67	1,300,000.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	270,635.80	-	(270,635.80)	-
Road Seal Levy	54,813.00	112,469.58	57,656.58	269,927.00
Transfers from Reserves	-	6,114,524.17	6,114,524.17	14,674,858.00
TOTAL ADDITIONAL INFLOWS	825,448.80	6,768,660.42	5,943,211.62	16,244,785.00
NET OPERATING POSITION	10,613,888.55		(1,599,199.30)	

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

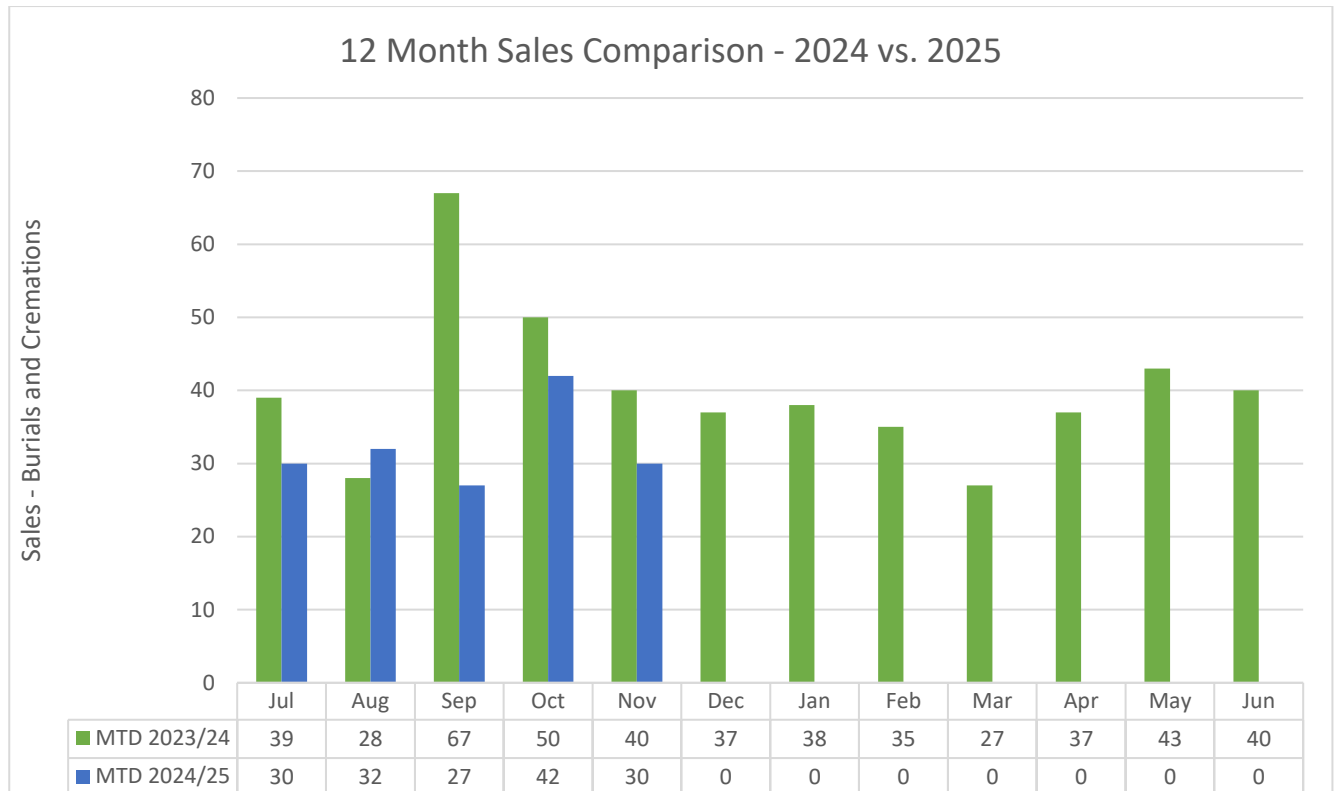
Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2024.

	2024/25 YTD Actuals	2024/25 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	12,226.50	-	0%
Corporate	(23,244.79)	-	0%
Information Services	-	-	0%
Finance & Customer Service	12,366,358.89	(13,574,552.00)	-91.10%
Infrastructure & Assets	3,161,246.87	(3,184,131.00)	-99.28%
Waste Management	3,544,394.21	(3,636,225.00)	-97.47%
Community	24,230.39	(129,885.00)	-18.66%
Community - Library	305,055.85	(308,234.00)	-98.97%
Mobile Workforce	-	-	0%
Regulatory Services	120,109.20	(175,000.00)	-68.63%
Thorak Cemetery	697,647.96	(1,520,092.00)	-45.90%
TOTAL REVENUE	20,208,025.08	(22,528,119.00)	-89.70%
EXPENSES			
Council Leadership	359,494.24	1,455,976.00	24.69%
Corporate	261,242.94	673,016.00	38.82%
Information Services	317,698.58	702,581.00	45.22%
Finance & Customer Service	1,162,484.72	2,099,867.00	55.36%
Infrastructure & Assets	1,643,472.09	3,991,911.00	41.17%
Waste Management	1,447,684.73	3,393,474.00	42.66%
Community	810,867.89	1,977,531.00	41.00%
Community - Library	187,335.82	370,551.00	50.56%
Mobile Workforce	317,442.72	1,241,111.00	25.58%
Regulatory Services	218,715.00	482,869.00	45.29%
Thorak Cemetery	451,064.40	1,076,619.00	41.90%
TOTAL EXPENSES	7,177,503.13	17,465,506.00	41.10%
OPERATING RESULT	13,030,521.95	(39,993,625.00)	-32.58%

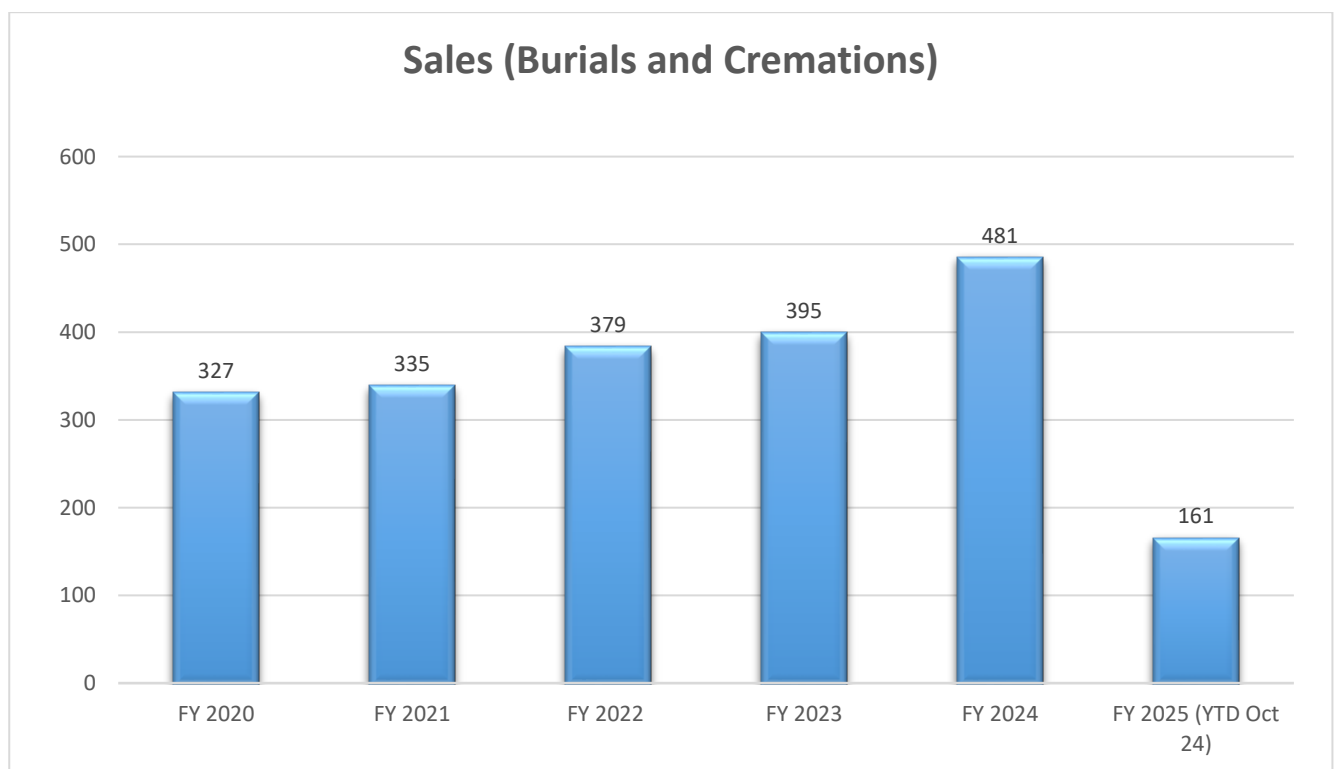
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 161 Interments and cremations, a decrease of 63 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last six years, average over the six years including 2025 Financial Year to date is 346.33.



CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	33,051.50	295,833.33	262,781.83	710,000.00
Infrastructure (including roads, footpaths, park furniture)	3,002,534.13	6,083,243.75	3,080,709.62	14,599,785.00
Plant and Machinery				
Fleet	206,496.57	389,583.33	183,086.76	935,000.00
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings				
Other Leased Assets				
TOTAL CAPITAL EXPENDITURE	3,242,082.20	6,768,660.42	3,526,578.22	16,244,785.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	270,635.80	2,109,416.67	1,838,780.87	5,062,600.00
Capital Grants	500,000.00	1,741,687.50	1,241,687.50	4,180,050.00
Transfers from Cash Reserves	-	2,805,086.67	2,805,086.67	6,732,208.00
Borrowings	-			
Sale of Assets (including trade-ins)	-			
Other Funding				
Special Road Seal Levy	54,813.00	112,469.58	57,656.58	269,927.00
TOTAL CAPITAL EXPENDITURE	825,448.80	6,768,660.42	5,943,211.62	16,244,785.00
FUNDING				

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.

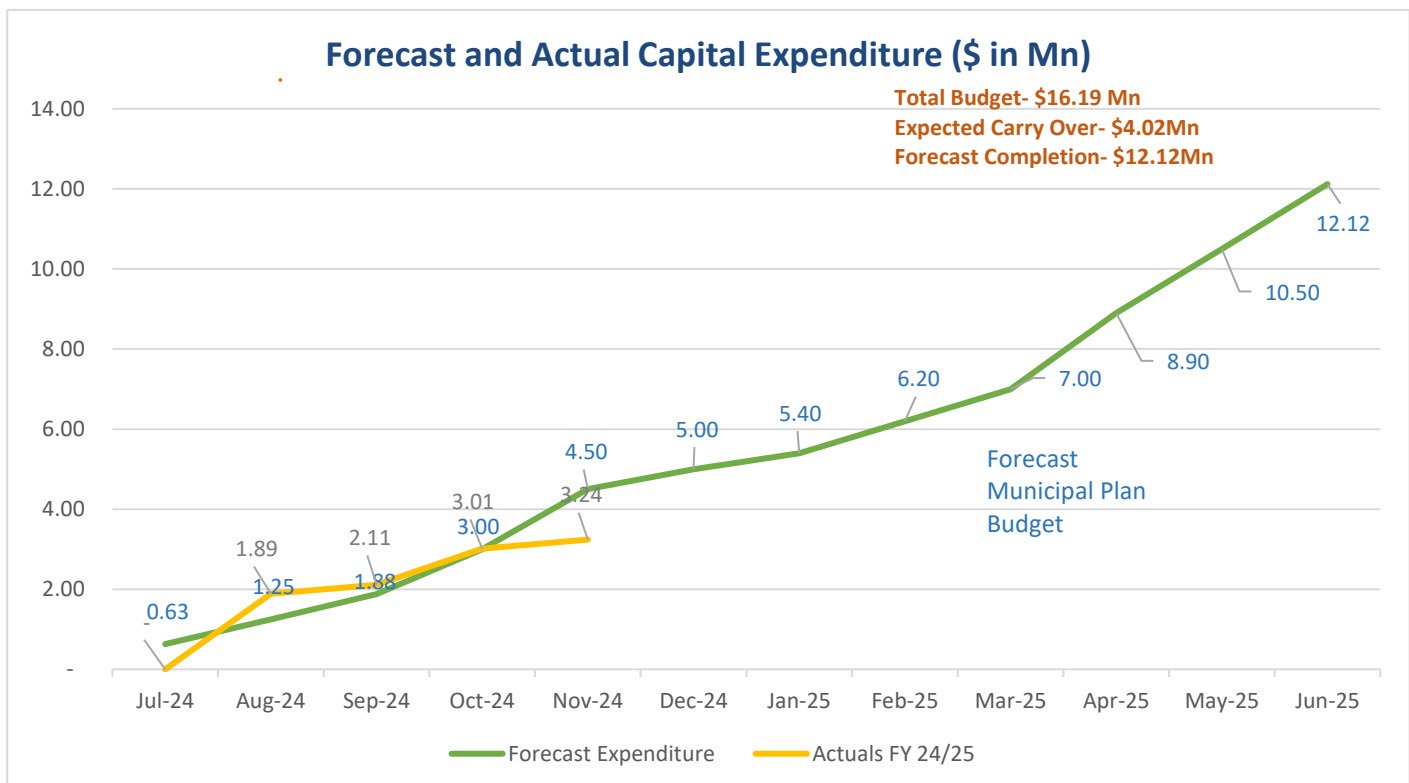


Table 2.2 Monthly Report on Planned Major Capital Works

2024/25 CAPITAL PROJECTS												
	Asset Type	Municipal Plan Program	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	1,125,000.00	1,125,000.00	0.00%	Sep 25	Yes	Yes	Project Delivery	Roads being scoped for pre-seal works
2	Roads	Pavement Renewals – Thorngate Road, Whitewood Road	-	-	1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Project submitted for Grant funding
3	Roads	Pavement Renewals – Heavy patches - various	132,510.84	132,510.84	300,000.00	167,489.16	44.17%	Sep 25	Yes	Yes	Project Delivery	Various Heavy Patches already completed. Further works are programmed.
4	Roads	Gravel surface Renewal	259,565.00	259,565.00	322,000.00	62,435.00	80.61%	Sep 25			Complete	Completed. Remaining funds to be rolled over for next years projects
5	Roads	Unsealed to Sealed Road – Brougham Road	-	-	1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Project has been submitted for Grant funding
6	Roads	Road Safety Upgrades – Shoulder widening	-	-	300,000.00	300,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	RFQ released
7	Roads	Road Safety Upgrades - Intersections	-	-	380,000.00	380,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Design in progress
8	Roads	Road Safety Upgrades - (other) – Challoner Circuit	-	-	380,000.00	380,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Design finalised and released for Tender.
9	Roads	Road Safety – Intersection upgrades- Pioneer Anglessey	-	-	430,000.00	430,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Design in progress
10	Drainage	Drainage Renewal	-	-	200,000.00	200,000.00	0.00%	Sep 25	Yes	Yes	Project Deliver	Various drainage projects awarded. Further works being quoted.
11	Drainage	Drainage Upgrade - Floodways	-	-	30,000.00	30,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	RFQ released for digital sign
12	Buildings	Council Administration Building – Replace AC unit and Chambers Kitchen	-	-	95,000.00	95,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.

	Asset Type	Municipal Plan Program	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
13	Thorak	Thorak Asset Renewal	13,958.98	13,958.98	530,000.00	516,041.02	2.63%	Jun 25	Yes	Yes	Project Planning	Tender closed and assessing
14	Waste	Waste Asset Renewal – Compactor Replacement	-	-	400,000.00	400,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress. Tender to be released in December
15	Reserves	Freds Pass Reserve	35,322.91	35,322.91	300,000.00	264,677.09	11.77%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress
16	Reserves	Howard Park Reserve – BMX track softfall	8,640.00	8,640.00	80,000.00	71,360.00	10.80%	Sep 25	Yes	Yes	Project Planning	Refer to community report.
17	Reserves	Berry Springs Reserve - Painting	86,047.36	86,047.36	85,000.00	-1,047.36	101.23%	Dec 24	Yes	Yes	Completed	Painting work is completed.
18	Reserves	Gregg Park	-	-	20,000.00	20,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Not started
19	Fleet	Council Vehicle Replacement	206,496.57	206,496.57	535,000.00	328,503.43	38.60%	Sep 25	Yes	Yes	Project Delivery	Vehicles ordered and replacement ongoing
			742,541.66	742,541.66	7,512,000.00	6,769,458.34						

Carried Forward Capital Projects

CARRY FORWARD PROJECTS												
	Class of Assets	Municipal Plan Program	FY 24/25 YTD Actuals \$	Total Actuals \$	Total Approved Budget – Rollover \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal 2023/24	-	-	1,000,000.00	1,000,000.00	0.00%	Nov-24	Yes	Yes	Project Delivery	Seal Works nearing completion and line marking to follow
2	Roads	Pavement Renewal – Thorngate	-	-	553,980.00	553,980.00	0.00%	Oct-25	Yes		Project Planning	Project submitted for Grant funding
3	Roads	Gravel Road Sealing – Meade Rd	226,940.49	226,940.49	1,075,000.00	1,075,000.00	0.00%	Dec-24	Yes		Project Delivery	Work progressing and expected to be handed over in early December
4	Roads	Gravel Road Sealing – Brougham Rd	-	-	938,000.00	938,000.00	0.00%	Oct-25	Yes		Project Planning	Project submitted for Grant funding
5	Roads	Road Safety Upgrades – Shoulder widening - Mckinlay Road	89,319.27	89,319.27	100,000.00	10,680.73	89.32%	Aug-24			Complete	Complete

CARRY FORWARD PROJECTS												
	Class of Assets	Municipal Plan Program	FY 24/25 YTD Actuals \$	Total Actuals \$	Total Approved Budget – Rollover \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
6	Roads	Road Safety Upgrades – Shoulder widening - Hopewell Road	125,298.18	125,298.18	114,000.00	-11,298.18	109.91%	Aug-24			Complete	Complete
7	Roads	Road Safety – Intersection upgrades-Street lighting-McMinns Drive	-82,642.36	-82,642.36	215,893.50	215,893.50	0.00%	Mar-25		Yes	Project Delivery	Light bases in at McMinns Drive. Awaiting Light poles
8	Roads	Road Safety – Intersection upgrades-Street lighting- Rogers Road	-	-	120,000.00	120,000.00	0.00%	Mar-25		Yes	Project Delivery	Work setout and contractor to commence works in November
9	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	77,479.00	77,479.00	123,010.00	45,531.00	62.99%	Jun-25	Yes	Yes	Project Delivery	New base stations have been delivered and contractor engaged to install.
10	Drainage	Drainage renewals – Horne Road	-	-	200,000.00	200,000.00	0.00%	Oct-25		Yes	Project Delivery	Design complete RFQ developed for release. Likely postpone due to wet season
11	Drainage	Drainage upgrade – various floodway's	197,770.57	197,770.57	278,472.00	80,701.43	71.02%	Nov-24	Yes	Yes	Project Delivery	Project works ongoing. Power Road complete.
12	Buildings	Thorak Cemetery - Asset Renewal	19,092.52	19,092.52	17,709.46	-1,383.06	107.81%	Dec-24			Complete	Budget overrun to be managed at BR1
13	Roads	Road Seal Renewal - LRCI	-	-	971,331.00	971,331.00	0.00%	Dec-24	Yes	Yes	Project Delivery	Seal works nearing completion and line marking to follow
14	Roads	Shared Path Upgrade - LRCI Phase 4	-	-	681,009.50	681,009.50	0.00%	Dec-25	Yes	Yes	Project Planning	Project Design complete. Cost estimates outside of allocated budget. Refer to Council report.
15	Buildings	WIFI & CCTV upgrades-Litchfield Office	33,051.50	33,051.50	100,000.00	95,358.85	4.64%	Sep-24	Yes	Yes	Project Delivery	
16	Reserves	Mira Square	570.00	570.00	30,000.00	29,430.00	1.90%	Feb 25	Yes	Yes	Project Delivery	Project works awarded and expected to be completed in December
17	Reserves	Humpty Doo Village Green	5,530.00	5,530.00	30,000.00	24,470.00	18.43%	Sep-24				Cancelled as per Oct OCM Resolution
18	Reserves	Knuckey Lagoon Recreation Reserve	-	-	30,000.00	30,000.00	0.00%	Sep-24	Yes	Yes	Project Planning	Scope development being undertaken
19	Reserves	Howard Park Reserve	-	-	20,000.00	20,000.00	0.00%	Sep-24				Cancelled as per Oct OCM Resolution
20	Roads	Road Seal Renewal 2022/23	471,165.05	471,165.05	510,140.00	38,974.95	92.36%	Nov-24			Complete	Works Completed

CARRY FORWARD PROJECTS												
	Class of Assets	Municipal Plan Program	FY 24/25 YTD Actuals \$	Total Actuals \$	Total Approved Budget – Rollover \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
21	Roads	Pavement Renewal Spencely Road	79,209.13	79,209.13	467,659.93	388,450.80	16.94%	Nov-24	Yes	Yes	Project Closure	Final Seal works to be completed on the 15 th Dec. Awaiting line marking.
22	Roads	Gravel Road Sealing- Guys Creek Road	1,255,936.17	1,255,936.17	1,156,579.54	-99356.63	108.59%	Oct-24			Complete	Carryover amount to be reviewed in BR1
			2498719.52	2498719.52	8732784.93	6,234,065.41						
			3,242,082.20	3,242,082.20	16,244,784.93	13,002,702.73						

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

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2023/24 annual audited financial statements.

BALANCE SHEET AS AT 31 OCT 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	32,336,867.89	
Untied Funds	3,194,535.09	
Accounts Receivable		
Trade Debtors	281,175.88	(2)
Rates & Charges Debtors	5,924,684.28	
Other Current Assets	(139,189.67)	
TOTAL CURRENT ASSETS	41,598,073.47	
Non-Current Financial Assets	4,205,901.98	
Property, Plant and Equipment	440,009,483.09	
TOTAL NON-CURRENT ASSETS	444,215,385.07	
TOTAL ASSETS	485,813,458.54	
LIABILITIES		
Accounts Payable	2,351,692.75	(3)
ATO & Payroll Liabilities	(107,227.99)	(4)
Current Provisions	672,200.00	
Accruals	1,970,458.39	
Other Current Liabilities	16,977.43	
TOTAL CURRENT LIABILITIES	4,904,100.58	
Non-Current Liabilities		
Non-Current Provisions	213,550.10	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	213,550.10	
TOTAL LIABILITIES	5,117,650.68	
NET ASSETS	480,695,807.86	
EQUITY		
Asset Revaluation reserve	417,942,457.46	
Reserves	27,296,226.98	
Accumulated Surplus	35,457,123.42	
TOTAL EQUITY	480,695,807.86	

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)	6/02/2024	500,000.00	5.02%	28/01/2025	357	6,000,000.00	18.55%	24,549.86
	9/04/2024	1,000,000.00	5.02%	11/03/2025	336			46,211.51
	23/07/2024	1,500,000.00	5.20%	1/04/2025	336			53,852.06
	24/09/2024	1,000,000.00	4.85%	3/06/2025	252			33,484.93
	14/11/2024	1,000,000.00	5.10%	26/06/2025	224			31,298.63
	26/11/2024	1,000,000.00	5.05%	8/07/2025	224			30,991.78
Commonwealth (S&P A1+)	23/01/2024	2,000,000.00	4.91%	17/12/2024	329	9,336,867.89	28.87%	88,514.52
	5/03/2024	1,000,000.00	4.85%	25/02/2025	357			47,436.99
	13/08/2024	1,000,000.00	4.70%	15/04/2025	245			31,547.95
	28/08/2024	1,000,000.00	4.66%	30/04/2025	245			31,279.45
	11/09/2024	2,000,000.00	4.71%	27/05/2025	258			66,585.21
	24/09/2024	1,000,000.00	4.73%	10/06/2025	359			46,522.47
	8/10/2024	1,000,000.00	4.71%	17/06/2025	252			32,518.36
	8/10/2024	336,867.89	4.71%	17/06/2025	252			10,954.39
Defence Bank (S&P A2)	23/10/2024	1,000,000.00	4.80%	24/06/2025	245	4,000,000.00	12.37%	32,219.18
	14/11/2024	1,000,000.00	5.05%	26/06/2025	224			30,991.78
	26/11/2024	2,000,000.00	5.05%	22/07/2025	238			65,857.53
NAB (S&P A1+)	9/01/2024	1,500,000.00	5.10%	10/12/2024	336	13,000,000.00	40.20%	70,428.55
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,930.80
	20/02/2024	1,000,000.00	5.10%	11/02/2025	343			47,926.03
	6/03/2024	1,000,000.00	5.05%	25/02/2025	356			49,254.79
	23/04/2024	1,000,000.00	5.06%	10/03/2025	321			44,506.49
	25/06/2024	1,000,000.00	5.15%	8/04/2025	287			40,494.53
	16/07/2024	2,000,000.00	5.30%	25/03/2025	252			73,183.56
	28/08/2024	1,000,000.00	5.00%	30/04/2024	249			33,561.65
	11/09/2024	1,000,000.00	5.00%	27/05/2025	258			35,342.47
	8/10/2024	1,500,000.00	5.00%	17/06/2025	252			51,780.82
	26/11/2024	1,000,000.00	5.10%	22/07/2025	238			33,254.79
TOTAL INVESTMENTS		32,336,867.89				32,336,867.89	100%	1,232,481.08

% of Total Investment Portfolio	A1 & A1+ (max 100%)	59.80%	A2 (max 60%)	40.20%	100%
Total Investments/ Tied Funds	\$ 32,336,867.89		Total Year to date Investments Earnings	150,257.69 ²	
General Bank Funds	\$ 3,023,456.69				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 3,024,731.69				
Total all funds	\$ 35,361,599.58				

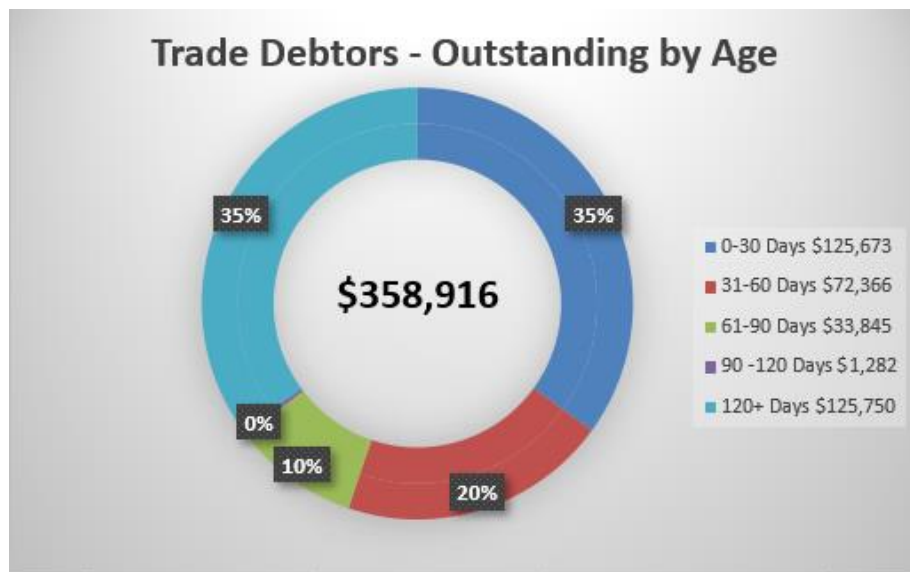
² Due to Accrued Interest posted for month of November-24

Note 2: Statement of Trade Debtors

Total Debtors as of 30 November 2024 is \$358,916; \$125,750 relates to invoices outstanding over 90 days. \$61,030 of the 90+ days debtors relate to the charge of legal fees on regulatory service orders. 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 Seventy-Four (274) infringements outstanding with a total balance of \$68,218.58 an increase of \$3,085.55 from October. Twenty One (21) issued, Nineteen (19) reminder notices produced, Two Hundred and Twenty Two (222) are with the Fines Recovery Unit (FRU, Five (05) Part Payment in Progress, Three (03) On Hold and Four (04) 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	-	425.00	-	-	51,979.37	52,404.37
Cemetery	-	68,240.40	32,058.80	1,281.60	12,823.70	114,404.50
Waste	-	2,241.44	-	-	55.38	2,296.82
Recreation Reserves	1,916.60	(178.90)	306.00	-	(138.07)	1,905.63
Planning	-	-	-	-	-	-
GST Receivable	119,686.80	-	-	-	-	119,686.80
Infringements	4,070.00	1,638.00	1,480.00	-	6,1029.58	68,217.58
Total	125,673.40	72,365.94	33,844.80	1,281.60	125,749.96	358,915.70



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	443,205.70	-	-	-	-	443,205.70
Cemetery	9,770.27	-	-	-	-	9,770.27
Total	452,975.97	-	-	-	-	452,975.97

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 Receivable (Payable)	17,736.00	-	-	-	-	17,736.00
Payroll	-	-	-	-	-	-
Total	17,736.00	-	-	-	-	17,736.00

Financial Reserves

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

	2023-2024 Actuals \$	2024-2025 Forecast Net Movement \$	2024-2025 Budget Review \$
Externally Restricted			
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)	-
Total Externally Restricted Reserves	7,669,107.00	(7,319,026.00)	350,081.00
Internally Restricted			
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	1,933,706.00	-	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
Total Internally Restricted Reserves	16,456,877.00	2,712,355.00	19,169,232.00
TOTAL RESERVES	24,125,984.00	(4,606,671.00)	19,519,313.00

Outstanding Rates

Prior Years Rates Outstanding³

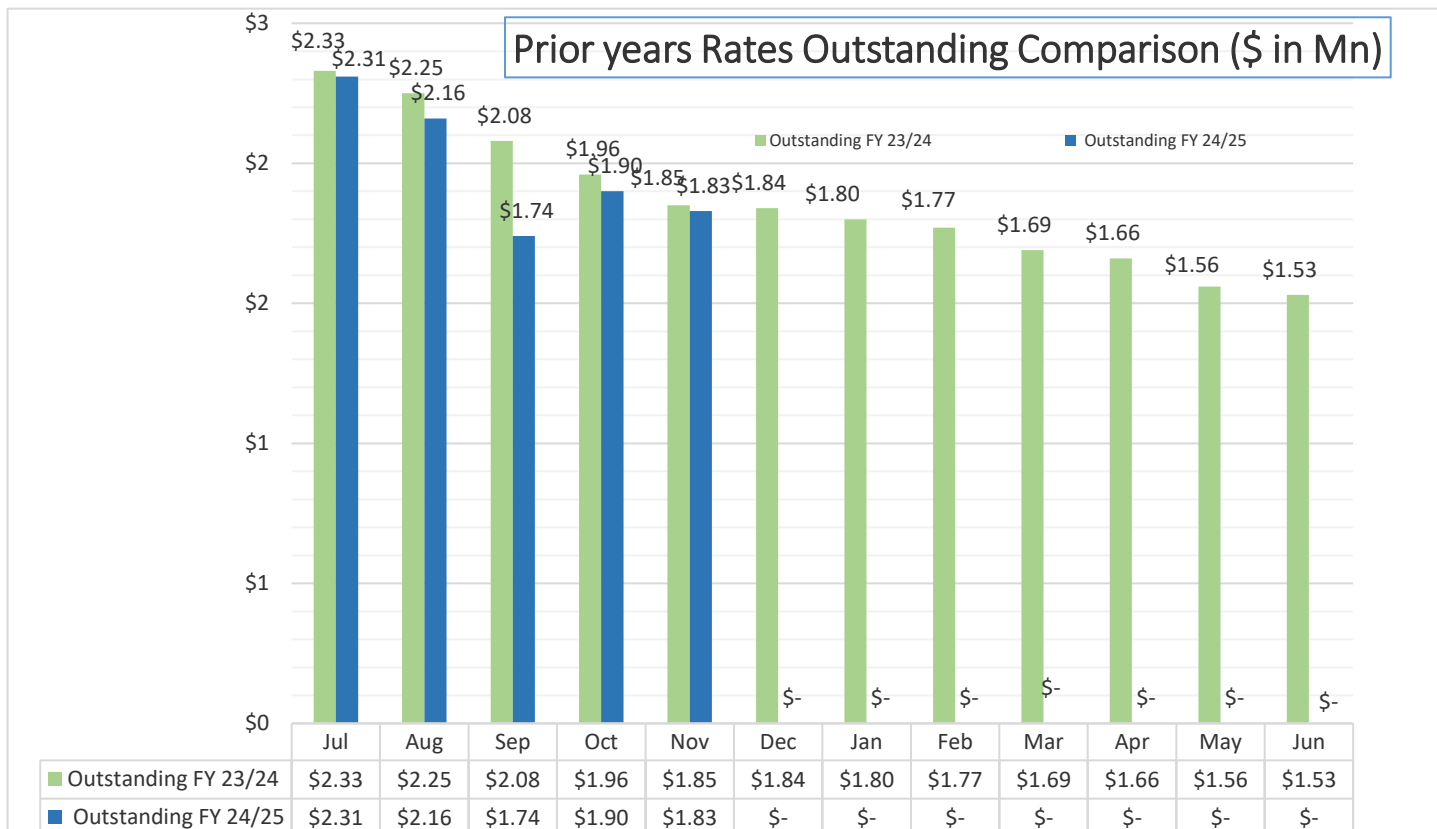
The below table illustrates the split of prior year outstanding rates, currently at \$1.83 million.

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 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (October 2024) (\$)	Current Month (November 2024) (\$)
CANCELLED ASSESSMENT	-	51,511.94	51,916.70
COMMERCIAL	162,616.16	27,119.04	27,140.35
GAS PLANT	-	4,926.08	-
MINING	251,049.24	1,406,714.35	1,340,161.81
HORTICULTURE AGRICULTURE	41,427.11	33,018.85	32,888.80
NON-RATEABLE GENERAL	20,028.76	153,255.33	146,115.20
NON-RATEABLE WASTE	43,388.18	20,496.26	20,613.14
PASTORAL	-	43,748.36	43,399.68
RURAL RESIDENTIAL	1,998,920.23	-	-
URBAN RESIDENTIAL	164,433.35	162,305.31	163,970.96
TOTAL	2,681,863.03	1,903,095.52	1,826,206.64
Arrears LESS Legal	2,571,270.04	1,792,633.66	1,713,771.00

The graph below compares prior years rates outstanding between 2023/24 and 2024/25 financial years.



³ Includes prior years outstanding rates (FY 2024 and prior)

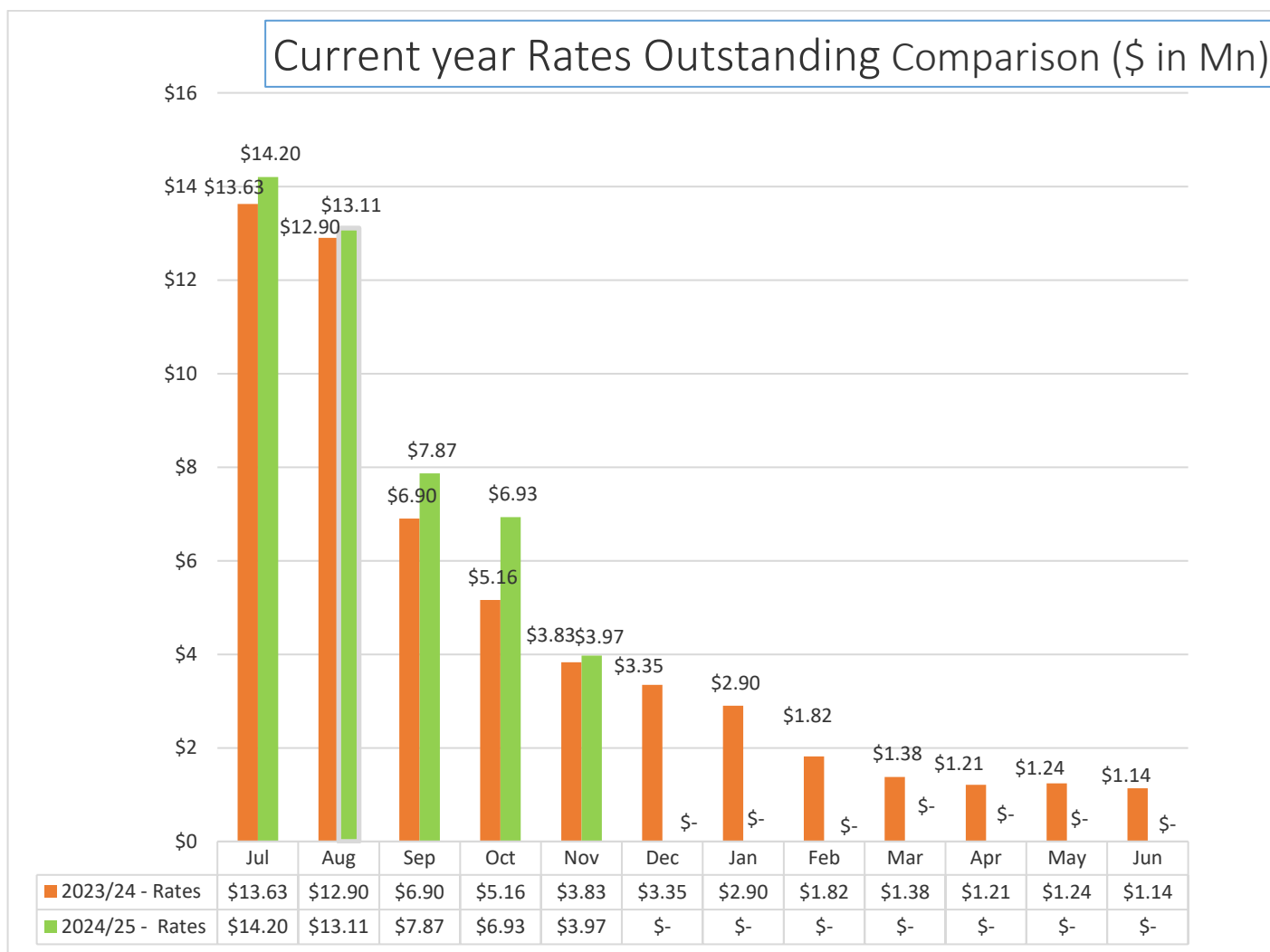
Current Year Rates⁴

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.11m and the second instalment was due 30 November 2024.

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

	Previous Month (October 2024) (\$)	Current Month (November 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	1,271,860.38	597,223.56	674,636.82	30-Sep-24
Instalment 2	2,702,095.15	1,084,188.22	1,617,906.93	30-Nov-24
Instalment 3	2,954,053.48	2,293,554.45	660,499.03	28-Feb-25
TOTAL	6,928,009.01	3,974,966.23	2,953,042.78	

The graph below compares annual rates between 2023/24 and 2024/25.



⁴ Includes current year outstanding rates (FY 2025)

Accounts Payable Report

Cheque No.	Payee	Description	Amount
1600.1387-01	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 26 June 2025	\$1,000,000.00
1600.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit - Maturity Date 26 June 2025	\$1,000,000.00
1603.1387-01	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 22 July 2025	\$1,000,000.00
1597.1000-01	LAVERCOMBE GRADER SERVICES	2024/2025 Gravel Resheeting - Various Roads, Litchfield Council Municipality	\$284,311.50
1600.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFT24-431 Meade Road Upgrade	\$163,314.79
1601.1000-01	LAVERCOMBE GRADER SERVICES	Stockwell Road Drainage Upgrades	\$87,130.05
1604.280-01	CITY OF DARWIN	Oct 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$85,147.00
1600.874-01	VTG WASTE & RECYCLING	Oct 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations & Jakirra Estate to Shoal Bay Receiving Station	\$56,383.27
1601.2815-01	JLM CONTRACTING SERVICES PTY LTD	RFQ24-451 Tobin Road Drainage and Driveways	\$45,167.65
1604.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 11 (24/25) - Cycle 1 WE 17 Nov 2024	\$45,151.08
1600.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 10 (24/25) - Cycle 1 WE 10 Nov 2024	\$35,820.00
1604.260-01	EARL JAMES & ASSOCIATES	Topographic/Underground Investigation - Lambells Lagoon	\$29,920.00
1597.2877-01	FOURIER COMMUNICATIONS PTY LTD	Council CCTV Installation Final Phase of Installation and Set Up	\$29,777.40
1604.810-01	UHY HAINES NORTON	Financial Statements Preparation - FY 2023/2024	\$27,280.00
1604.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 11 2025-13 WE 17 Nov 2024	\$26,123.16
1600.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 10 2025-2024	\$25,400.27
1604.2750-01	TMH SERVICES	Drain Clean / Clear Works - Various Locations Litchfield Council Municipality	\$21,505.00
1600.1787-01	ORANGETEK INTERNATIONAL PTY LTD	Installation of IGNIS Mini Street Lights - Various Locations Litchfield Council Municipality	\$21,285.00
1600.1898-01	AEROMETREX LIMITED	MetroMap 2D Enterprise Plan - October 2024 - October 2025	\$21,175.00
1601.2141-01	DELOS DELTA	Grant Support Services - Safer Local Roads	\$19,959.50
1604.1564-01	FOURIER TECHNOLOGIES PTY LTD	Nov 2024 - ICT Managed Services Contract	\$19,724.33
1601.926-01	JACANA ENERGY	Oct 2024 - Electricity MWF & HDWTS & Streetlight Maintenance	\$18,436.80
1604.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS: Material & Consumables for Repairs to Bins	\$18,381.00
1601.2765-01	LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	Survey Works - Thorak Cemetery	\$18,282.00
1604.2815-01	JLM CONTRACTING SERVICES PTY LTD	Variation - RFQ24-451 Tobin Road Drainage	\$18,195.38
1600.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS: Material & Consumables for Repair Bins	\$17,193.00
1604.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$10,896.42
1601.849-01	WEX AUSTRALIA (PUMA CARD)	Oct 2024 - Litchfield Council/ Thorak Fuel Account for Fleet Vehicles and Heavy Machinery	\$10,720.88
1600.1023-01	AUSLINE ENGINEERING	Slasher # 2 Refurbishment	\$10,316.70
1600.170-01	NTRS (NT RECYCLING SOLUTIONS)	Oct 2024 - Waste Collection Litchfield Council Rural Residents	\$9,570.12
1600.2765-01	LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	Survey Works Howard Park Recreation Reserve	\$9,504.00
1601.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$9,196.47
1600.1068-01	MR D S BARDEN	Oct 2024 - Elected Members Allowance	\$8,893.44
1600.162-01	CIVICA PTY LTD	Pre-Paid Authority Support Hours	\$8,800.00
1597.794-01	TOP END R.A.C.E.	July 2024 - Streetlight Maintenance	\$8,730.31
1604.1088-01	TALENT PROPELLER	Recruitment Plant Operators & Library Staff	\$8,283.00

1600.1022-01	KPMG	Audit 2024 LRCI 2 & 3 and Roads to Recovery	\$8,046.50
1601.2750-01	TMH SERVICES	Drainage Cleaning - Various Roads, Litchfield Council Municipality	\$7,755.00
1597.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$7,031.19
1598.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Install Irrigation System G Section - Thorak Cemetery	\$6,754.00
1597.2641-01	DAMN STRAIGHT FENCING	Supply and Fit Step in Front Gate, Increase Fence Height and Supply/Fit new Gate	\$6,083.00
1600.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Inspections HPRR	\$6,050.00
1599.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Oct 2024 - Grave Preparation Thorak Cemetery	\$6,040.00
1600.2750-01	TMH SERVICES	Cornelius Circuit Works	\$5,940.00
1600.14-01	AUSTRALIA POST	2024-2025 Dog Overdue Renewal Letters Postage	\$5,893.57
1604.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Litchfield Council Waste Stations EMP Review	\$5,793.70
1597.1088-01	TALENT PROPELLER	Recruitment- Plant Operators & Library Staff	\$5,500.00
1601.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	2023-2024 Annual Report Design	\$5,230.50
1604.2983-01	FOURIER INFOSEC	Nov 2024 - MSSA - Cyber Security	\$5,105.27
1601.2039-01	ROUSSOS LEGAL ADVISORY	Legal Advice- Council Matters	\$4,692.60
1600.2711-01	GABBERT DESIGN	Changes to Brief - Proposed Netball Facility	\$4,180.00
1597.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$4,097.50
1600.2987-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$4,000.30
1600.792-01	VRAHOS CONTRACTORS	Traffic Management Including Diagrams/Lane Closures	\$3,971.00
1604.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR, KLRR AND HDWTS/MWF WE: 25 Oct 2024	\$3,960.00
1601.1141-01	NORTHERN GROUND MAINTENANCE	Oct 2024 - FQ24-424 Ground Maintenance Parks and Reserves	\$3,954.50
1599.1970-01	NH CONSTRUCTIONS NT PTY LTD	Concrete Beam replacement - Palm Garden - Thorak Cemetery	\$3,905.00
1604.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Electrical Compliance Works - HDVG	\$3,792.43
1600.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,772.73
1601.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,772.73
1600.2910-01	KRAMNETS CONSULTING SERVICES	Authority- Training Revenue	\$3,652.00
1604.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 24 Nov 2024	\$3,642.34
1600.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 10 Nov 2024	\$3,642.34
1600.2238-01	MR K R HARLAN	Oct 2024 - Elected Members Allowance	\$3,418.58
1600.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works BSRR	\$3,135.00
1599.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Supply and Install New Irrigation Lines	\$3,124.00
1601.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Data Logging for Caretakers Residence HDVG	\$3,117.07
1597.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	\$3,018.18
1604.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Nov 2024 - Cleaning Litchfield Council Office and Thorak Cemetery	\$2,929.59
1604.2641-01	DAMN STRAIGHT FENCING	Replace Fencing - Village Green/Bowls Club	\$2,794.00
1600.1088-01	TALENT PROPELLER	Recruitment New Litchfield Council Employees	\$2,783.00
1600.2249-01	MS R A WRIGHT	Oct 2024 - Elected Members Allowance	\$2,763.39
1605.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Remove/ Grind Tree Stumps Thorak Cemetery	\$2,612.50
1599.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$2,328.26
1604.2981-01	DARWIN ARGOS PAINTING	Variation 1 - Painting Berry Springs Recreation Reserve	\$2,200.00
1600.2239-01	MR M SIDEY	Oct 2024 - Elected Members Allowance	\$2,163.39

1601.512-01	SELTHER SHAW PLUMBING PTY LTD	Bowls Club Septic Repair	\$2,145.40
1604.347-01	INFORMATION CONSULTANTS P/L	Processing of Incoming FOI Request	\$2,145.00
1605.2089-01	ELGAS LTD	Weekly Gas Charges - Crematorium WE 08 Nov 2024	\$2,122.31
1601.1152-01	LANE COMMUNICATIONS	2nd QTR Overdue Reminder Rates Notices	\$2,001.51
1601.2991-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$2,000.00
1601.1829-01	PACSETTER SERVICES	Pacesetter Crystal Reports Annual Fee	\$1,980.00
1605.28-01	RURAL FIRE PROTECTION	Supply and Install - LED Emergency Exits Battens	\$1,873.52
1600.2252-01	MRS E SHARP	Oct 2024 - Elected Members Allowance	\$1,863.39
1600.498-01	MR M I G SALTER	Oct 2024 - Elected Members Allowance	\$1,863.39
1602.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$1,862.61
1602.926-01	JACANA ENERGY	Oct 2024 - Electricity - Thorak Cemetery	\$1,844.73
1597.280-01	CITY OF DARWIN	Ranger Training for Dog Bite Prevention	\$1,772.10
1604.2861-01	HCS CONSTRUCTIONS NT PTY LTD	Berry Springs Recreation Reserve Roof Repairs	\$1,771.00
1597.2861-01	HCS CONSTRUCTIONS NT PTY LTD	Lakeview Hall Roof Repairs	\$1,771.00
1601.2564-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement - Internet - Feb to Oct 2024	\$1,589.00
1600.2977-01	DUNDEE TRAINING & ASSESSING	Assessment- VOC's x 30 - MWF Team Members on all Machines/Apparatus	\$1,500.00
1601.1674-01	FRESH START - FOR CLEANING	Cleaning Services HPRR & KLRR WE: 08 Nov 2024	\$1,500.00
1604.2142-01	LAND DEVELOPMENT CORPORATION	Rates Refund	\$1,499.19
1597.2965-01	FIRSTAIDPRO AUSTRALIA PTY LTD	First Aid and CPR Training - all MWF Crew	\$1,386.00
1600.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Oct 2024 - Security Patrol- HDWTS and Litchfield Council Office	\$1,381.09
1604.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges WE 15 Nov 2024	\$1,320.00
1597.384-01	MS C VERNON	Oct 2024 - Authority Consultancy Services	\$1,309.00
1600.28-01	RURAL FIRE PROTECTION	Fire Equip Services - HPRR & KLRR	\$1,295.25
1600.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 06 Oct 2024	\$1,293.33
1601.1471-01	RICOH AUSTRALIA PTY LTD	Oct 2024 - Photocopier Hire & Consumables for all Litchfield Council Printers	\$1,225.06
1604.815-01	JEFFRESS ADVERTISING	RFT24-457 Design and Construct of Plant and Machinery Shed at Thorak Cemetery	\$1,217.91
1600.1000-01	LAVERCOMBE GRADER SERVICES	Gravel Re-Sheeting - Various Locations Litchfield Council Municipality	\$1,210.00
1604.2996-01	LITCHFIELD COUNCIL RATE PAYER	Rates Refund	\$1,200.00
1600.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement Mower Blades	\$1,101.76
1599.2089-01	ELGAS LTD	Weekly Gas Delivery - Thorak Crematorium	\$1,090.44
1599.132-01	AIRPOWER NT PTY LTD	1000Hr Service RTV CE73EW	\$1,085.00
1600.132-01	AIRPOWER NT PTY LTD	Repairs to Kubota M110GX Tractor CD90VW	\$1,085.00
1604.2989-01	CURRENT AUTOELECTRICS AND AIR	Hino Tipper, CA65OL. Electrical Testing	\$1,084.80
1601.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - Dec 2024 - Mar 2025	\$1,051.42
1604.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station and Thorak Cemetery	\$942.36
1597.2049-01	AJ SECURITY DARWIN	Oct 2024 - HPRR Security, Open & Close	\$905.30
1598.2049-01	AJ SECURITY DARWIN	Oct 2024 - Thorak Security, Open & Close	\$905.30
1599.941-01	EVERLON BRONZE	Memorial Plaque NT-TRC-B240919A-1 Thorak Customers	\$893.20
1600.2641-01	DAMN STRAIGHT FENCING	HDVG Vandalism- Fence Panel Repair	\$880.00
1601.1253-01	CRAIG BURGDORF	HDWTS: Loader Service 250HR	\$864.70

1604.1392-01	AKRON GROUP NT PTY LTD	Traffic Controller and Vehicle for A/H Call Out	\$853.60
1601.1564-01	FOURIER TECHNOLOGIES PTY LTD	Replacement Docking Stations	\$829.13
1597.2769-01	JPC CONTRACTING PTY LTD	Howard Hall Garden Beds Maintenance	\$825.00
1604.2270-01	TYRECYCLE PTY LTD	Tyre Collection - HDWTS WE 30 Oct 2024	\$820.91
1601.1866-01	NUTRIEN AG SOLUTIONS	Spray Logs and Envirodye for Garden Maintenance	\$702.35
1601.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Hydraulic Hose Repair and Call Out - Kubota	\$689.36
1597.874-01	VTG WASTE & RECYCLING	HDWTS - Waste Oil Collection WE 29 Oct 2024	\$667.92
1597.132-01	AIRPOWER NT PTY LTD	100 Hr Service on Kubota Tractor MX135GX	\$659.00
1604.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Nov 2024 - Litchfield Council Archive Storage Fees	\$625.94
1604.78-01	POWER & WATER CORPORATION	Jul - Nov 2024- Water Swipe Cards and Water KLRR	\$621.55
1598.2464-01	CAPS AUSTRALIA PTY LTD	Generator Inspection at Thorak Cemetery	\$616.17
1599.708-01	PARADISE LANDSCAPING	Purchase/Delivery of Marathe's to Thorak Cemetery for Gardens	\$570.00
1601.1278-01	SEEK LIMITED	Advertisement- Business Support Officer	\$561.00
1597.1674-01	FRESH START - FOR CLEANING	Cleaning Services Berry Springs WTS & MWF Shed	\$540.00
1605.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$520.00
1605.766-01	DARWIN PLANT WHOLESALERS	Mature Tree/s Delivered to Thorak Cemetery	\$517.00
1604.2997-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Fob and Venue Bond After Completed Hire	\$483.00
1597.2984-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Venue Bond after Event Hire	\$483.00
1597.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST)	Oct 2024 - Plant Hire/Maintenance - Taminmin Library and Litchfield Council Office	\$477.20
1600.1253-01	CRAIG BURGDORF	Diagnose HDWT Forklift Battery Issues	\$473.00
1604.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	2024 Annual Termite Inspection KLRR	\$472.00
1600.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Oct 2024 - Garden Maintenance Humpty Doo Community Garden	\$460.00
1598.2089-01	ELGAS LTD	Weekly Gas Delivery - Thorak Crematorium	\$457.15
1604.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$454.02
1604.926-01	JACANA ENERGY	Oct 2024 - Electricity KLRR	\$389.37
1597.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	\$389.31
1597.1152-01	LANE COMMUNICATIONS	2024-2025 Dog Registration Overdue Letters	\$386.89
1599.134-01	FIGLEAF POOL PRODUCTS	Oct 2024 - Monthly Water testing	\$372.00
1600.1278-01	SEEK LIMITED	Advertisement- Community Participation Officer	\$368.50
1597.1278-01	SEEK LIMITED	Advertisement- Accountant	\$346.50
1604.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Office	\$345.70
1597.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Costs - Zoetel	\$342.20
1600.506-01	TURBO'S TYRES	Flat-proofing of Mower Tyres.	\$339.90
1604.1278-01	SEEK LIMITED	Advertisement- Technical Officer	\$335.50
1604.1181-01	ODD JOB BOB	KLRR Flooring Repair	\$327.80
1601.2529-01	TOTAL SAFETY SOLUTIONS	PPE - MWF Crews	\$325.63
1604.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Provide and Deliver Catering - 05 & 19 Nov 2024, Council Meetings and Taminmin Library Seniors Morning Tea	\$322.00
1599.874-01	VTG WASTE & RECYCLING	Oct 2024 - Waste Collection Thorak Cemetery	\$316.25
1600.1674-01	FRESH START - FOR CLEANING	Cleaning Services Berry Springs WTS & MWF Shed	\$315.00

1597.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre Employment Check - New Litchfield Employee	\$314.60
1601.2378-01	PACK & SEND DARWIN	Oct 2024 - Courier Services Taminmin Library	\$300.00
1601.2992-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Youth Development Grant - Lego League Nationals	\$300.00
1601.2993-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Youth Development Grant - Lego League Nationals	\$300.00
1600.1558-01	NT RETAIL TECHNOLOGY (SILTEC PTY LTD)	Item Barcodes for Taminmin Library Content	\$296.00
1605.862-01	KOKODA INDUSTRIES (HPA INCORPORATED)	Wooden Stakes for Thorak Cemetery	\$293.75
1597.928-01	RSEA PTY LTD	PPE - Planning Staff Member	\$288.98
1597.78-01	POWER & WATER CORPORATION	Sep 2024 - HDWTS - Water Usage	\$263.55
1597.2378-01	PACK & SEND DARWIN	Sep 2024 - Courier Services Taminmin Library	\$240.00
1599.896-01	E.E. MUIR & SONS PTY LTD	Fertiliser COT Campbells for Cemetery Ground Maintenance	\$239.36
1597.895-01	AUSTRALIA DAY COUNCIL NT	Conference Registration Australia Day Council	\$220.00
1601.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Air Filters	\$214.43
1600.2930-01	GIRRAWEE VETINARY HOSPITAL	Redemption of Desexing Voucher	\$200.00
1597.855-01	TENDERLINK	RFT24-457 Design and Construct Contract	\$184.80
1600.577-01	ARJAYS SALE & SERVICE PTY LTD	Replaced Batteries Speed Check Screen	\$184.25
1597.2753-01	VISION IDZ (JENANDREW PTY LTD)	Resin Coating for ID Card System	\$173.25
1597.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Nov 2024 - ASSA Monthly Membership	\$165.00
1604.1527-01	FAST CALL PLUMBING	Goods & Services	\$150.92
1597.1330-01	PAWS DARWIN LTD	Oct 2024 Impounded Dog Transfers	\$150.00
1600.926-01	JACANA ENERGY	Sep 2024 - Electricity BSWTS	\$149.81
1600.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$145.50
1599.2316-01	KYAM ELECTRICAL PTY LTD	A/H Call Out to Identify Power Fault - Thorak Cemetery	\$143.00
1600.2088-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement for Items @ Bunnings Card Not Available for Use	\$140.84
1598.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY TRUST)	Oct 2024 - Plant Hire / Maintenance Thorak Cemetery	\$132.05
1604.790-01	BOBTOW TILT TRAY SERVICES	AV Tow- Henning Rd Coolalinga to HDWTS	\$132.00
1597.2960-01	ANTE PEST CONTROL	Eradication of Wasp Infestation - HDVG	\$121.00
1602.220-01	THE BIG MOWER	Replacement Bump Feed Spool	\$119.40
1600.2986-01	LITCHFIELD COUNCIL RATE PAYER	Refund of Trap Deposit after Hire Period	\$115.50
1597.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$113.98
1601.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA PTY LTD)	Investigate Air Conditioning Fail - Finance Area	\$110.00
1597.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	New Grease Nipple Line for Slasher CE27S	\$100.61
1604.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	\$100.00
1604.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$100.00
1601.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	\$100.00
1600.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$100.00
1597.2975-01	NATIONAL WINDSCREENS	Windscreen Chip Repair CF27ZZ	\$85.00
1600.2988-01	LITCHFIELD COUNCIL RATE PAYER	Refund Partial Dog Rego # 2500 (Deceased)	\$84.20
1597.2982-01	SAVE A PAW NT	Oct 2024 - Impounded Dog Transfers	\$75.00
1604.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response - LC Office 13 Nov 2024	\$71.50

1601.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check - New Litchfield Council Employee	\$66.00
1597.36-01	BRIDGE TOYOTA	Hire Car - Free Service of CF70XG - Fuel Refill Prior to Return	\$65.01
1604.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE15 Nov 2024	\$63.95
1601.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 08 Nov 2024	\$63.95
1597.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 25 Oct 2024	\$63.95
1600.2849-01	ARMAGUARD PTY LTD	Collect Council Banking - WE 01 Nov 2024	\$63.95
1601.443-01	TERRITORY UNIFORMS	Litchfield Council Logo Polo Shirts	\$56.80
1600.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply WE 06 Nov 2024	\$37.50
1597.25-01	LAND TITLES OFFICE	October 2024 - Rates Tittle Searches	\$33.50
1602.1809-01	RGM MAINTENANCE DARWIN	Replacement Door Clips	\$30.18
1597.926-01	JACANA ENERGY	Sep 2024 - Electricity Gregg Park Humpty Doo	\$18.89
1598.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary for Thorak Cemetery	\$2.95
		TOTAL	\$4,487,336.51

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

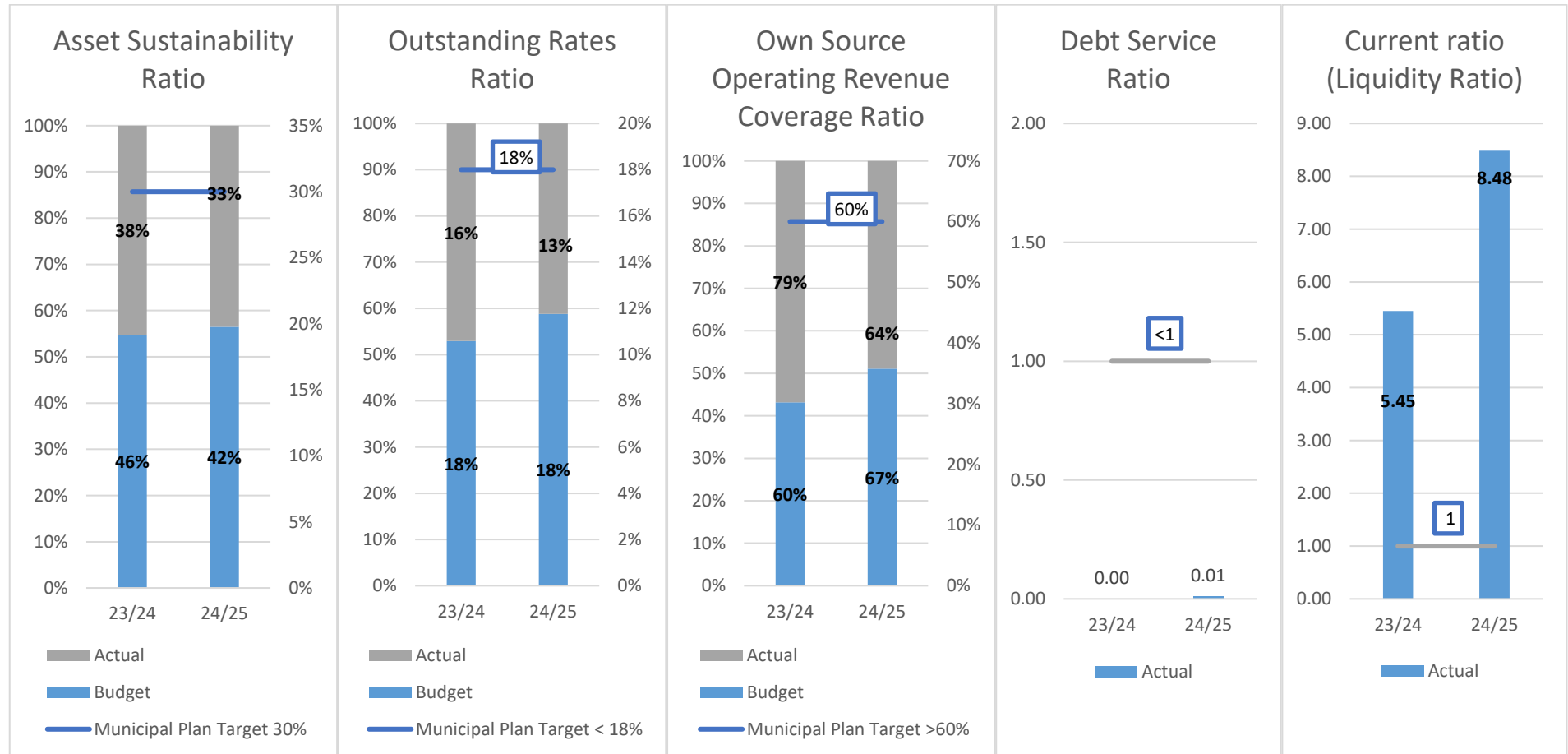
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
21/10/2024	15.00	NT Independent	Monthly Subscription Fee
31/10/2024	33.43	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
31/10/2024	99.00	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
31/10/2024	45.00	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
Total	192.43		

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
31/10/2024	33.43	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
31/10/2024	99.00	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
31/10/2024	45.00	Qantas	Flight Change Fee- LGANT Conference- Mayor Barden
Total	177.43		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2024/25 Municipal Plan includes the following financial KPIs.



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of November is 33% matches 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 13% less 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 64% 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 8.5 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.

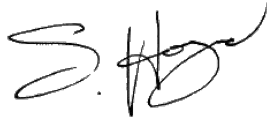
CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 30.11.2024

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: 06/12/2024



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – November 2024
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	10/12/2024
Attachments:	A: People, Performance and Governance Report – November 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 November 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 2024-2025 allows for 58.83 full-time equivalent staff across three departments. Council's Enterprise Agreement 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater. For 2023-2024 a 2% increase applied from July 2023.

PEOPLE AND PERFORMANCE MONTHLY REPORT

November 2024

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

Employment Separation

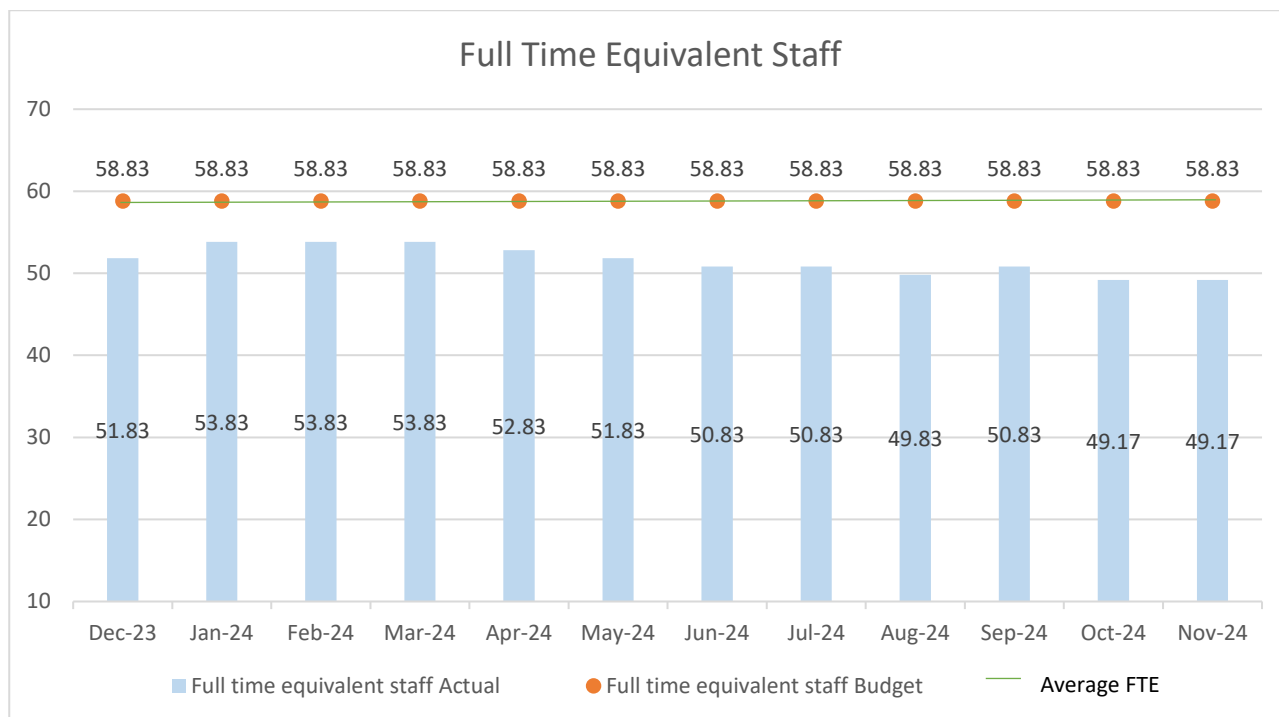
Position	Department	End date	Permanent/Temporary
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NA

	Approved	Actual	Difference
Full Time Equivalent	45.00	38.00	-7
Part-time	5.18	4.52	0.66
Contract	5.00	3.00	-2
Casual	3.65	3.65	0
Total	58.83	49.17	-9.66

Recruitment Overview:

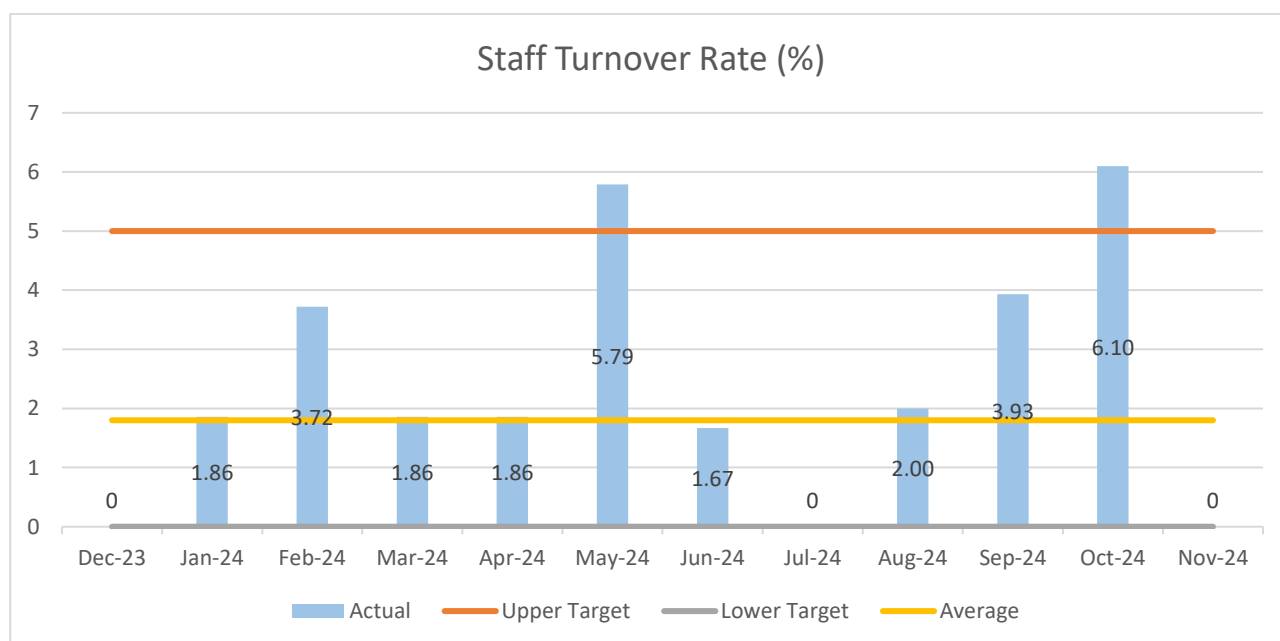
Role	In Progress	Completed
Planning & Development PL		✓
Supervisor Regulatory Services		✓
Rates Officer		✓
Ranger Officer	✓	
Plant Operator	✓	
BSO – Planning	✓	



Turnover Rate:

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

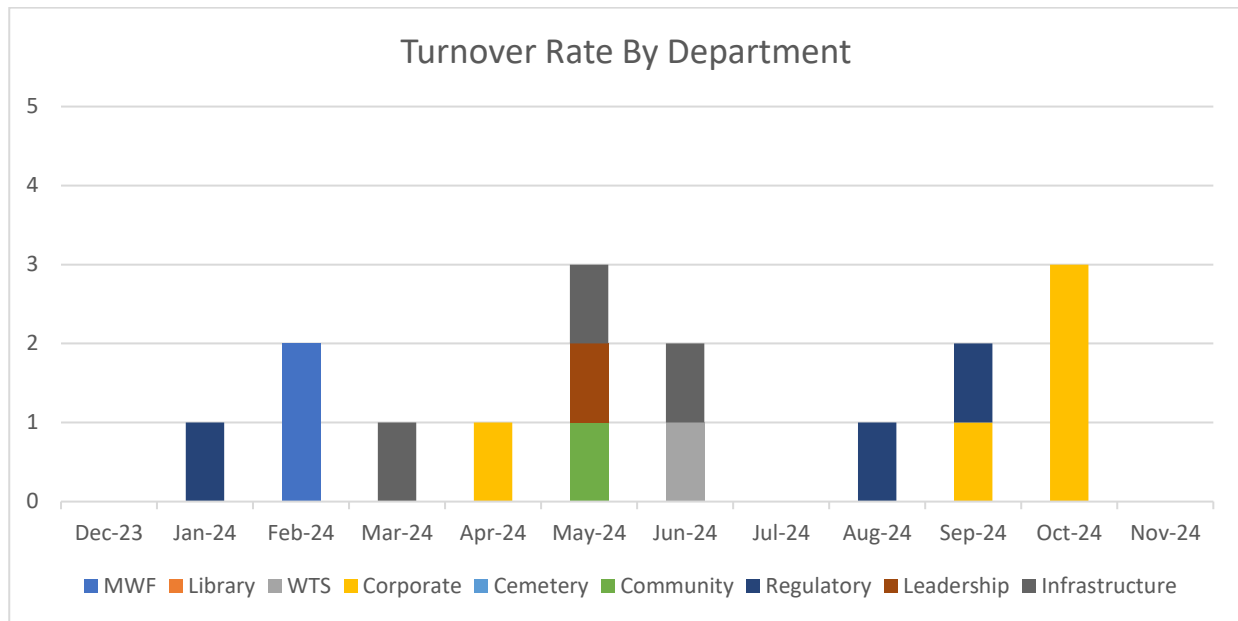
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Average
0%	1.86%	3.72%	1.86%	1.86%	5.79%	1.96%	0.00%	2.00%	3.93%	6.10%	0%	2.40%
0	1	2	1	1	3	1	0	1	2	3	0	1.25

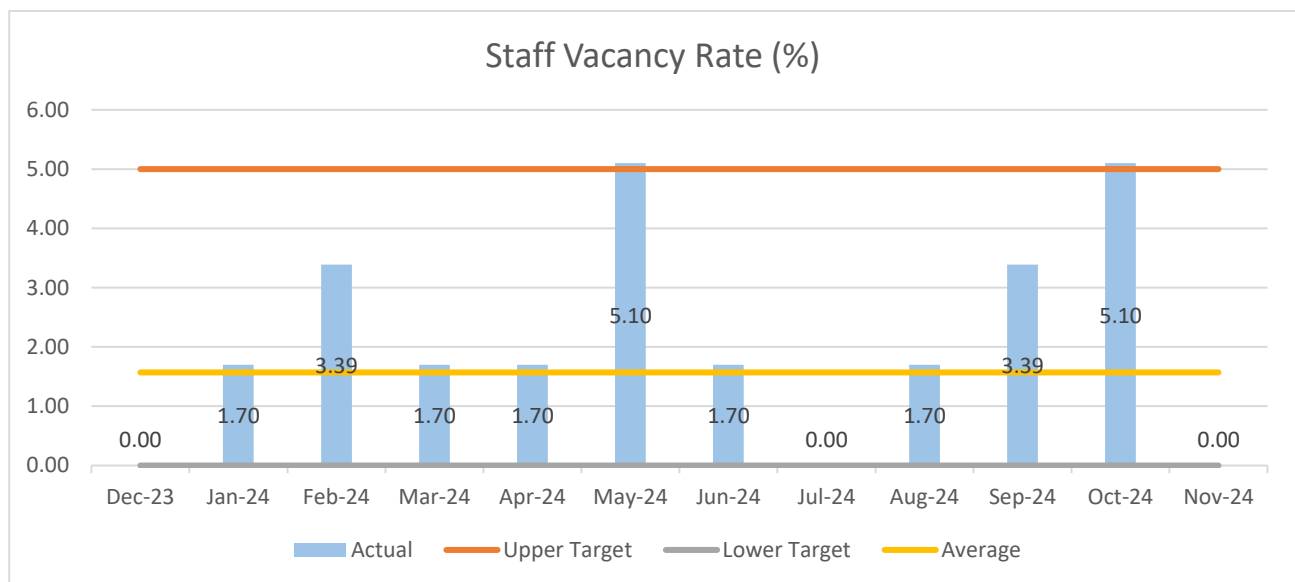
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

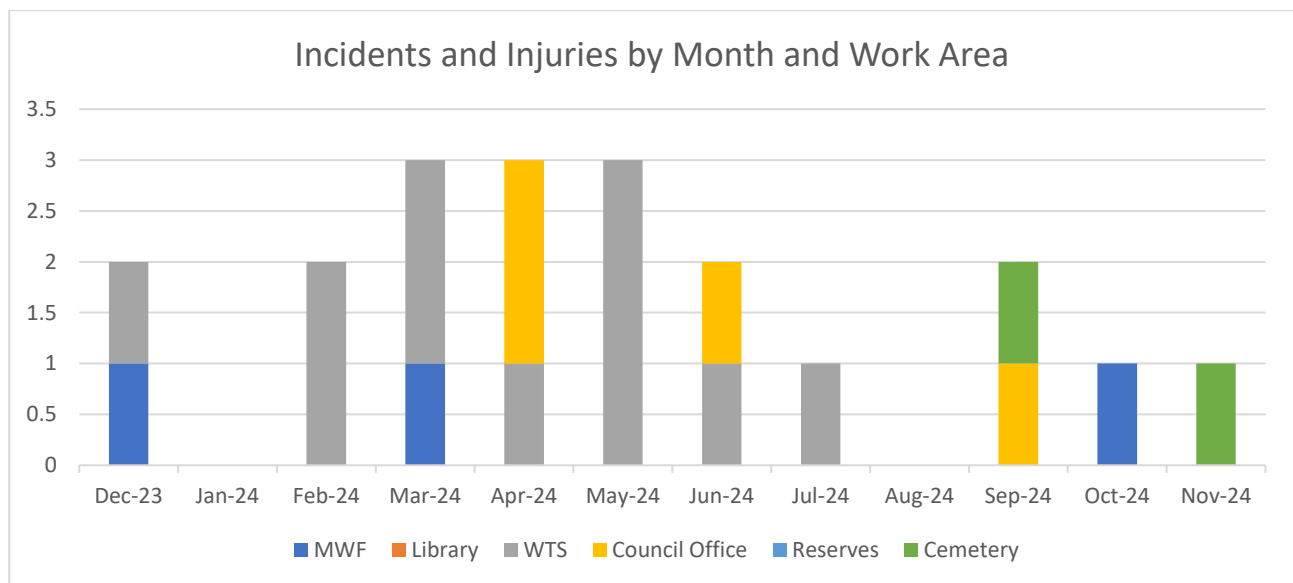
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Average
0.00%	1.70%	3.39%	1.70%	1.70%	5.10%	1.70	0.00%	1.70%	3.39%	5.10%	0.00 %	2.12%

Target: Between 0% to 5%

Workplace Health and Safety:



There was one workplace health and safety incident recorded in November 2024:

1. An employee was verbally abused by a customer in the course of their duties.

Governance

The *Local Government Act 2019* (Act) commenced on 1 November 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 2024/2025 period. Council policies are reviewed every four years, unless otherwise specified or in response to changes in relevant legislation and/or best practice. These policies will be presented to Council in due course.

Policies	Review Date
INF04 Place Names	08/12/2024
INF06 Private Roads	11/12/2024
GOV16 Compliance and Enforcement (Incorrect Review Date 11/02/2024)	11/02/2025
GOV17 Public Question Item (Incorrect Review Date 17/02/2024)	17/02/2025
FIN15 Purchasing Card Policy - Council Members and CEO	17/03/2025
COM01 Youth	18/03/2025
GOV14 Casual Vacancies on Council	21/04/2025
GOV18 Confidential Items	21/04/2025
HR14 Human Resource Principles	21/04/2025
FIN19 Sufficient Interest in the assessment record	18/05/2025
COM03 Sport and Recreation	15/06/2025



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Budget Review 1 2024-25
Author:	Ganeesha Maduwanthi, Finance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	10/12/2024
Attachments:	A: Departmental Operating Income Statement 2024/2025 B: Capital Expenditure C: Amended Long Term Financial Plan

Executive Summary

This Discussion Paper provides elected members with the draft Budget Review One for 2024/2025 based on the end of September 2024 actuals and relevant council decisions made since adopting Budget 2024/2025.

Recommendation

That Council approves the 2024-2025 budget amendments as per Budget Review 1 2024-2025.

Background

This budget review generates a net profit (excluding depreciation) of \$2,393,198. The largest movement is the three-million-dollar budget for contaminated concrete removal. Operational items are predominantly made up of the following. Attachment A also provides a breakdown of the departments.

Several Council decisions relating to reserve funding have been included in the budget.

Total Income

There was a reduction of \$206,698 in rates due to the correction of mining tenements as per Council decision CARRIED (7-0) ORD2024-11-163 and the flow on effect of the corrected application of legislation in this area. However, an increase in interest income of \$446,000 from favourable current interest returns on investments resulted in an overall increase in income for the Council of \$238,762.

Operational Expenditure

Overall expenditure has increased by \$3,078,097. The significant increase is due to the three-million-dollar budget for contaminated concrete removal. More details follow:

Sundry Expense: An increase of \$41,196 is primarily due to Recruitment Cost increases and increases in processing green waste. Some cost savings have reduced the overall negative impact in this area.

Computer / IT Costs: The increase of \$11,250 is due to additional Geographic Information System mapping costs.

Employee Costs: The increase of \$116,991 relates to staff increases and is offset by savings in Worker's Compensation Insurance premium costs.

Professional Fees: The significant increase is due to the \$3,000,000 budget allocation for contaminated concrete removal as per Council Decision CARRIED (5-0) ORD2024-11-183 and is offset by some savings in this area. Additionally, Council approved the allocation of \$45,000 from the New Initiatives budget to complete shade sail replacement, gate/fence replacement works, and the development of an art mural at the skate park at Humpty Doo Village Green under Council decision CARRIED (4-1) ORD2024-11-186. These funds have been moved to Capital Works.

Parts, accessories and consumables: Realignment of budgets in this area has resulted in a \$64,200 savings.

Cemetery Operations: An increase of \$27,100 is due to increases in gas price, grave digging, memorials, and insurance.

Contractors: The expenditure increase of \$19,490 comprises increases in tree maintenance costs for Berry Springs Reserve, Humpty Doo Village Green and Howard Park Reserve totalling \$15,000 and an increase to Infrastructure and Assets Department of \$80,690 offset by savings in Mobile Workforce and Waste Management. Infrastructure expenditure predominantly relates to works not completed in 2024 year.

Donations and Community Support: The net increase of \$24,000 is requested to be taken from Cash for Cans Reserve which has a current balance of \$224,777.

Grants	Additional Funding
Youth Grants	\$ 7,000
Sponsorships Paid	\$ 5,000
Community Events and Local Needs	\$ 12,000
	\$ 24,000

Maintenance: The overall decrease of \$14,230 includes an increase of \$15,970 in expenditures to cover the water backflow device at Knuckey Lagoon and maintenance for Gregg Park. However, cost savings in Waste more than cover these costs.

Energy: An increase of \$16,000 to cover actual expenses.

Operational

Litchfield Council						
Operating Income Statement 2024/25						
	2023/24- Actual (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	Variance - 24/25 adopted budget vs Budget Review 1(D- E/D)	
Grants	1,171,199.00	3,582,445.00	3,954,384.00	3,954,872.00	(488)	0%
Inv Income	1,357,427.00	410,746.82	774,000.00	1,220,000.00	(446,000)	-58%
User Charges	2,753,903.00	505,239.36	2,030,974.00	2,029,946.00	1,028	0%
Rates	15,027,477.00	15,531,379.78	15,723,680.00	15,516,982.23	206,698	1%
Stat Charges	192,440.00	92,980.50	175,000.00	175,000.00	0	0%
Other Revenue	300,487.00	33,804.65	140,000.00	140,000.00	0	0%
Total Income	20,802,933	20,156,596	22,798,038	23,036,800	(238,762)	-1%
Operational Expenditure						
Sundry	608,369.00	133,270.22	589,209.00	630,405.00	(41,196)	-7%
Computer / IT Costs	404,526.00	165,360.56	464,080.00	475,330.00	(11,250)	-2%
Employee Costs	6,548,592.00	1,536,332.75	7,500,387.00	7,617,377.62	(116,991)	-2%
Professional Fees	841,335.00	254,976.66	1,518,500.00	4,419,000.00	(2,900,500)	-191%
Parts, accessories & consumables	211,223.00	27,959.04	275,980.00	211,780.00	64,200	23%
Cemetery Operations	378,471.00	105,801.56	491,772.00	518,872.00	(27,100)	-6%
Auditors Fees	51,296.00	2,529.50	62,000.00	62,000.00	0	0%
Contractors	4,237,079.00	1,259,177.90	4,719,838.00	4,739,328.00	(19,490)	0%
Legal Expenses	23,718.17	4,157.00	82,000.00	82,000.00	0	0%
Donations and Community Support	97,903.00	8,050.00	175,934.00	199,934.00	(24,000)	-14%
Maintenance	677,240.00	164,335.19	594,900.00	580,670.00	14,230	2%
Elected Member	330,580.00	104,852.85	397,906.00	397,906.00	0	0%
Energy	213,275.00	36,625.54	216,300.00	232,300.00	(16,000)	-7%
Insurance	437,359.10	435,822.94	476,700.00	476,700.00	0	0%
Bad Debts	(62,467.91)	-	-	-	0	
Total Expenses	14,998,498	4,239,252	17,565,506	20,643,603	(3,078,097)	-18%
Net result (Excluding Depreciation)	5,804,435	15,917,344	5,232,532	2,393,198	2,839,334	54%

Capital Expenditure

Total Capital expenditure for the year increases from \$16,244,784.93 to \$26,974,914.35. The Capital Works Budget includes the \$10,000,000 Freds Pass Reserve Upgrade project and other relevant Council decisions.

Attachment B provides a breakdown with further details.

Reserves

Summary Financial Reserve Movements 2024/25 - Budget Review One							
RESERVES	2023/24 Actual (\$)	2024-25 Adopted Budget (\$)	Transfers from (\$)	Transfers to (\$)	Net Movement (\$)	Budget Review -1 Balance (\$)	Budget Variance (\$)
Developer Contributions Reserve	1,008,353	676,000			-	1,008,353	332,353
Waste Management Reserve	6,068,257	5,596,000	(3,400,000)	234,807	(3,165,193)	2,903,064	(2,692,936)
Unexpended Grants Reserve	-	-	-	-	-	-	-
Total Restricted	7,076,610	6,272,000	(3,400,000)	234,807	(3,165,193)	3,911,417	(2,360,583)
Unexpended Capital Works	5,777,735	-	(5,777,735)		(5,777,735)	-	-
Asset Reserve	9,200,659	9,708,000	(6,165,269)	2,393,198	(3,772,071)	5,428,588	(4,279,412)
Thorak Regional Cemetery	2,756,842	2,201,000	(587,709)	417,173	(170,536)	2,586,306	385,306
Election Reserve	200,000	200,000	-	-	-	200,000	-
Disaster Recovery Reserve	400,000	400,000	-	-	-	400,000	-
Strategic Initiatives Reserve	400,000	400,000	-	-	-	400,000	-
Cash for Cans Reserve	224,777	142,000	(24,000)	-	(24,000)	200,777	58,777
Total Unrestricted	18,960,013	13,051,000	(12,554,713)	2,810,371	(9,744,342)	9,215,671	(3,835,329)
TOTAL	26,036,623	19,323,000	(15,954,713)	3,045,178	(12,909,535)	13,127,087.62	(6,195,912)

Reserve balances have been updated with audited closing balances as of 30 June 2024 and are forecasted to have a balance of \$13,127,087.62 after the First Budget Review for 2024/25.

Elected members have received a briefing note regarding an additional \$31,804.05 in funding for the Annual Grants. If approved, this amount will come from the Cash for Cans Reserve, in addition to the current \$24,000.

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

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Under the *Local Government Act 2019*, section 203, Council is required to undertake two budget reviews of the 2024/2025 Original Budget.

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

Risks

Financial

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

Governance

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

Community Engagement

NA

Council Leadership			Corporate			Community			Community - Library			
	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)
Grants	-	-	-	-	-	-	-	28,014.00	28,014.00	8,200.00	305,399.00	305,887.00
Inv Income	-	-	-	-	-	-	-	-	-	-	-	-
User Charges	-	-	-	-	-	-	15,989.22	101,871.00	101,871.00	1,062.32	2,835.00	2,835.00
Rates	-	-	-	-	-	-	-	-	-	-	-	-
Stat Charges	-	-	-	-	-	-	-	-	-	-	-	-
Other Revenue	90.00	-	-	33,714.65	-	-	-	-	-	-	-	-
Total Income	90	-	-	33,715	-	-	15,989	129,885	129,885	9,262	308,234	308,722
Operational Expenditure												
Sundry	4,055.61	30,900.00	30,900.00	19,583.68	56,500.00	76,500.00	690.73	9,800.00	9,800.00	18,178.04	72,000.00	51,500.00
Computer / IT Costs	1,578.65	25,200.00	25,200.00	-	-	-	-	-	-	1,744.31	7,830.00	7,830.00
Employee Costs	87,096.99	644,170.00	535,726.00	102,514.75	472,516.00	655,933.62	-	117,109.00	108,622.00	84,284.44	288,521.00	382,513.00
Professional Fees	4,257.72	312,000.00	267,000.00	1,728.10	84,000.00	89,500.00	-	60,000.00	60,000.00	-	-	-
Parts, accessories & consumables	-	2,000.00	2,000.00	-	-	-	-	-	-	1,949.20	2,200.00	3,200.00
Cemetery Operations	-	-	-	-	-	-	-	-	-	-	-	-
Auditors Fees	-	-	-	1,678.00	10,000.00	10,000.00	-	-	-	-	-	-
Contractors	128.00	8,500.00	8,500.00	-	-	-	293,040.98	1,310,688.00	1,325,688.00	-	-	-
Legal Expenses	(178.00)	30,000.00	30,000.00	4,335.00	50,000.00	50,000.00	-	2,000.00	2,000.00	-	-	-
Donations and Community Support	-	-	-	-	-	-	8,050.00	175,934.00	199,934.00	-	-	-
Maintenance	1,480.36	2,700.00	2,700.00	-	-	-	75,743.66	302,000.00	317,970.00	-	-	-
Elected Member	104,852.85	397,906.00	397,906.00	-	-	-	-	-	-	-	-	-
Energy	1,955.11	2,600.00	2,600.00	-	-	-	-	-	-	-	-	-
Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Bad Debts	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	205,227	1,455,976	1,302,532	129,840	673,016	881,934	377,525	1,977,531	2,024,014	106,156	370,551	445,043
Net result (Excluding Depreciation)	(205,137)	(1,455,976)	(1,302,532)	(96,125)	(673,016)	(881,934)	(361,536)	(1,847,646)	(1,894,129)	(96,894)	(62,317)	(136,321)

Finance & Customer Service			Information Services			Infrastructure & Assets			Thorak Cemetery			
2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)
545,790.00	635,350.00	635,350.00	-	-	-	3,028,455.00	2,985,621.00	2,985,621.00	-	-	-	-
390,886.53	704,000.00	1,150,000.00	-	-	-	-	-	-	4,449.24	10,000.00	10,000.00	-
10,908.50	50,716.00	50,716.00	-	-	-	29,213.91	198,510.00	198,630.00	401,395.94	1,510,092.00	1,510,092.00	-
12,097,678.96	12,314,405.00	12,107,707.23	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	140,000.00	140,000.00	-	-	-	-	-	-	-	-	-	-
13,045,264	13,844,471	14,083,773	-	-	-	3,057,669	3,184,131	3,184,251	405,845	1,520,092	1,520,092	-
28,121.78	113,500.00	113,500.00	-	1,000.00	1,000.00	16,488.18	52,500.00	54,900.00	-	-	-	11,501.33
362.50	1,800.00	1,800.00	158,572.45	408,750.00	420,000.00	2,440.41	5,000.00	5,000.00	-	-	-	-
432,699.99	1,185,867.00	854,831.00	8,904.25	95,581.00	51,084.00	173,445.40	1,258,611.00	1,165,221.00	146,990.06	577,847.00	656,443.00	115,639.90
46,117.40	270,000.00	270,000.00	4,433.39	25,000.00	25,000.00	193,485.69	550,000.00	500,000.00	-	-	-	405.00
2,882.09	7,000.00	7,000.00	-	-	-	15,452.52	169,000.00	101,000.00	-	-	-	2,815.70
-	-	-	-	-	-	-	-	-	105,801.56	491,772.00	518,872.00	-
500.50	45,000.00	45,000.00	-	-	-	-	-	-	351.00	7,000.00	7,000.00	-
-	-	-	-	172,250.00	172,250.00	583,003.27	1,961,800.00	2,042,490.00	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	1,133.13	6,000.00	6,000.00	-	-	-	21,160.53
-	-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	18,748.03	89,000.00	89,000.00	-	-	-	4,751.41
435,822.94	476,700.00	476,700.00	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-
946,507	2,099,867	1,768,831	171,910	702,581	669,334	1,004,197	4,091,911	3,963,611	253,143	1,076,619	1,182,315	156,274
12,098,757	11,744,604	12,314,942	(171,910)	(702,581)	(669,334)	2,053,472	(907,780)	(779,360)	152,703	443,473	337,777	(156,274)

Mobile Workforce		Waste Management			Regulatory Services			Total		
2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2024/25 Actual (P3) (\$)	2024/25 Adopted Budget	2024/2025 Budget Review 1 (\$)	2023/24 - Adopted Budget (\$)	2023/24 Budget Review 1 (\$)	2024/25 Proposed Budget
-	-	-	-	-	-	-	-	3,582,445.00	3,954,384.00	3,954,872.00
-	-	15,411.05	60,000.00	60,000.00	-	-	-	410,746.82	774,000.00	1,220,000.00
-	-	46,529.47	166,950.00	165,802.00	140.00	-	-	505,239.36	2,030,974.00	2,029,946.00
-	-	3,433,700.82	3,409,275.00	3,409,275.00	-	-	-	15,531,379.78	15,723,680.00	15,516,982.23
-	-	-	-	-	92,980.50	175,000.00	175,000.00	92,980.50	175,000.00	175,000.00
-	-	-	-	-	-	-	-	33,804.65	140,000.00	140,000.00
-	-	3,495,641	3,636,225	3,635,077	93,121	175,000	175,000	20,156,596	22,798,038	23,036,800
60,100.00	61,200.00	25,677.62	165,404.00	202,900.00	8,973.25	27,505.00	28,205.00	133,270.22	589,209.00	630,405.00
4,700.00	4,700.00	-	3,400.00	3,400.00	662.24	7,400.00	7,400.00	165,360.56	464,080.00	475,330.00
904,811.00	1,008,532.00	267,439.07	1,568,670.00	1,608,552.00	117,317.90	386,684.00	589,920.00	1,536,332.75	7,500,387.00	7,617,377.62
40,000.00	29,300.00	4,549.36	175,000.00	3,175,700.00	-	2,500.00	2,500.00	254,976.66	1,518,500.00	4,419,000.00
64,000.00	66,600.00	-	-	-	4,859.53	31,780.00	31,980.00	27,959.04	275,980.00	211,780.00
-	-	-	-	-	-	-	-	105,801.56	491,772.00	518,872.00
-	-	-	-	-	-	-	-	2,529.50	62,000.00	62,000.00
35,000.00	20,000.00	381,715.65	1,212,600.00	1,151,400.00	1,290.00	19,000.00	19,000.00	1,259,177.90	4,719,838.00	4,739,328.00
-	-	-	-	-	-	-	-	4,157.00	82,000.00	82,000.00
-	-	-	-	-	-	-	-	8,050.00	175,934.00	199,934.00
80,000.00	80,000.00	64,275.01	201,200.00	171,000.00	542.50	3,000.00	3,000.00	164,335.19	594,900.00	580,670.00
-	-	-	-	-	-	-	-	104,852.85	397,906.00	397,906.00
52,500.00	68,500.00	10,337.36	67,200.00	67,200.00	833.63	5,000.00	5,000.00	36,625.54	216,300.00	232,300.00
-	-	-	-	-	-	-	-	435,822.94	476,700.00	476,700.00
-	-	-	-	-	-	-	-	-	-	-
1,241,111	1,338,832	753,994	3,393,474	6,380,152	134,479	482,869	687,005	4,239,252	17,565,506	20,643,603
(1,241,111)	(1,338,832)	2,741,647	242,751	(2,745,075)	(41,359)	(307,869)	(512,005)	15,917,344	5,232,532	2,393,198

No.	GL	Department	Program	Work Order Number	Carry over WO	Project	Project cost FY24/25 (P3)	2024/25 Budget	2023/24 Rollover	Budget Review 1 24/25	Total Budget	Remaining Budget	Comments	Developer Contribution	Thorak Grant	LGIP Grant	LRCI Grant Phase 4A	LRCI Grant Phase 4B	Fred Pass Grant	R2R Grant	Blackspot Grant	Waste Management Reserve	Cemetery Reserve	Unexpended Grant reserve	Unexpended Capital Reserve	Asset Reserves
1		Infrastructure & Assets	Road Seal Renewal	5385/53 86/5387/ 5388/53 89/5390/ 5291/52 92/5317/ 5391/53 5293/52 92/5393/ 5394	5288/52 89/5290/ 5291/52 92/5317/ 5293/52 94/5295/ 5296/52 97	Road Seal Renewal	471,165.05	1,125,000.00	2,481,471.00		3,606,471.00	3,135,305.95					270,801.00	700,530.00		2,202,897.39					510,140.00	77,897.39
2	07350.07			Infrastructure & Assets	Pavement Renewal	5227	5156	Pavement Renewal	60,475.87	1,000,000.00	1,067,659.00		2,067,659.00	2,007,183.13												
3		Infrastructure & Assets	Pavement Renewal - Heavy Patches	5281/53 81/5402/ 5403/53 48		Pavement Renewal - Heavy Patches	72,034.97	300,000.00			300,000.00	227,965.03														300,000.00
4	07356.07			Infrastructure & Assets	Gravel Surface Renewal	5404/54 05/5406		Gravel Surface Renewal		322,000.00			322,000.00	322,000.00							284,311.50					
5	07350.07	Infrastructure & Assets	Unsealed to Sealed Road Upgrade		5234/52 35	Unsealed to Sealed Road Upgrade		1,000,000.00	2,013,000.00		3,013,000.00	3,013,000.00												1,938,000.00	1,075,000.00	
6	07355.07	Infrastructure & Assets	Road Safety Upgrades - (Shoulder Widening)	5407/54 08/5409	5307/53 08	Road Safety Upgrades - (Shoulder Widening)	139,488.03	300,000.00	214,000.00		514,000.00	374,511.97								129,152.00				214,000.00	170,848.00	
7	07355.07	Infrastructure & Assets	Road Safety Upgrades - Intersections	5410		Road Safety Upgrades - Intersections		380,000.00	120,000.00	- 120,000.00	380,000.00	380,000.00												120,000.00	260,000.00	
8	07355.07	Infrastructure & Assets	Road Safety Upgrades - (other)	5439		Road Safety Upgrades - (other)		380,000.00		300,000.00	680,000.00	680,000.00	Blackspot grant notification received								300,000.00				380,000.00	
9	07355.07	Infrastructure & Assets	Road Safety Upgrades - (lighting)	5412/54 13	5229/52 30/5164	Road Safety Upgrades - (lighting)	29,540.00	400,000.00	215,893.50	195,129.42	811,022.92	781,482.92	Refund from Pawa for Power Road Lights											215,893.50	595,129.42	
10	07355.07	Infrastructure & Assets	Road Safety Upgrades - (lighting)		5340/53 42	Road Safety Upgrades - (lighting)		30,000.00	123,010.00		153,010.00	153,010.00												123,010.00	30,000.00	
11	07382.07	Infrastructure & Assets	Drainage Renewal	5411	5347	Drainage Renewal		200,000.00	200,000.00		400,000.00	400,000.00												200,000.00	200,000.00	
12	07382.07	Infrastructure & Assets	Drainage Upgrade - Flood Mitigation	5422	5352/51 55	Drainage Upgrade - Flood Mitigation	110,392.82	30,000.00	278,472.00		308,472.00	198,079.18												278,472.00	30,000.00	
13	07106.07	Infrastructure & Assets	Council Administration Building	5440	5240	Council Administration Building		30,000.00	100,000.00		130,000.00	130,000.00					100,000.00								30,000.00	
14	07106.07	Infrastructure & Assets	Council Administration Building	5441		Council Administration Building		65,000.00			65,000.00	65,000.00													65,000.00	
15	23100.07	Infrastructure & Assets	Thorak Asset Renewal	5423	5327/53 12	Thorak Asset Renewal	18,712.52	500,000.00	17,709.46		517,709.46	498,996.94											517,709.46		-	
16	23100.07	Infrastructure & Assets	Thorak Asset Renewal	5442	5328/53 38	Thorak Asset Renewal		30,000.00			30,000.00	30,000.00											30,000.00		-	
17	07410.07	Waste Management	Waste Asset Renewal	5443		Waste Asset Renewal		400,000.00			400,000.00	400,000.00										400,000.00				
18	07266.07	Community	Freds Pass Reserve Asset Renewal	5325/54 49	5319	Freds Pass Reserve Asset Renewal	35,322.91	300,000.00			300,000.00	264,677.09													300,000.00	
19	07266.07	Community	Howard Park Reserve Asset Renewal	5421		Howard Park Reserve Asset Renewal		80,000.00	20,000.00	- 20,000.00	80,000.00	80,000.00	Resolution to move \$20K LRCI												80,000.00	
20	07266.07	Community	Berry Springs Reserve Asset Renewal	5447		Berry Springs Reserve Asset Renewal		85,000.00		10,000.00	95,000.00	95,000.00	\$5000 extra required to complete painting												95,000.00	
21	07266.07	Community	Gregg Park Reserve Asset Renewal	5448		Gregg Park Reserve Asset Renewal		20,000.00			20,000.00	20,000.00													20,000.00	
22		Infrastructure & Assets	Fleet AMP	5359/53 57/5362/ 5374/53 75/5376/ 5377/53 78		Fleet AMP	184,958.78	535,000.00			535,000.00	350,041.22											40,000.00		495,000.00	
23	07350.07			Infrastructure & Assets	Mira Square		5424	Mira Square		-	30,000.00	30,000.00	60,000.00	60,000.00	Resolution				60,000.00							-
24	07350.07	Infrastructure & Assets	Humpty Doo Village Green			Humpty Doo Village Green		-	30,000.00	15,000.00	45,000.00	45,000.00	Resolution to move \$30K LRCI and \$45K from resolution												45,000.00	
25	07350.07	Infrastructure & Assets	Knuckey Lagoon Recreation Reserve		5425	Knuckey Lagoon Recreation Reserve		-	30,000.00	20,000.00	50,000.00	50,000.00	Resolution				50,000.00								-	
26	07350.07	Infrastructure & Assets	Gravel Road Sealing- Guys Creek Road		5324	Gravel Road Sealing- Guys Creek Road	991,460.93			1,110,560.47	1,110,560.47	119,099.54												1,110,560.47	-	
27	07266.07	Infrastructure & Assets	Shared Path Upgrade - Whitewood Road - Hillier to Hicks	5261/53 48		Shared Path Upgrade - Whitewood Road - Hillier to Hicks			681,009.50		681,009.50	681,009.50					681,009.50								-	
28		Infrastructure & Assets	Consultation - Forward Design			Consultation - Forward Design				300,000.00	300,000.00	300,000.00	Resolution												300,000.00	
29	07266.07	Infrastructure & Assets	Freds Pass Reserve Upgrades			Freds Pass Reserve Upgrades Buildings				10,000,000.00	10,000,000.00	10,000,000.00	Freds Pass Grant						10,000,000.00					-		
							2,113,551.88	7,512,000.00	8,732,784.93	10,730,129.42	26,974,914.35	24,861,362.47		-	-	-	1,161,810.50	700,530.00	10,000,000.00	2,616,360.89	300,000.00	400,000.00	587,709.46	-	5,777,734.97	5,430,768.53

Long Term Financial Plan

17. Financial Statements

ToC Error check breaches: 0. Active error alerts: 0

Financial Scenario: Low Scenario

OK
OK

FinancialStatements_O

17.01 Flags

Units

Period start	1 Jul 21	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32	1 Jul 33
Period end	30 Jun 22	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33	30 Jun 34

17.02 Comprehensive Income Statement

Revenue from Operating Activities

Rates and Charges	\$'000	11,927	14,128	15,027	15,247	16,200	17,040	17,922	18,850	19,828	20,857	21,942	22,911	23,926
Special Charges	\$'000	-	-	-	270	-	-	-	-	-	-	-	-	-
Grants - Operating (Recurrent)	\$'000	5,911	5,940	1,171	3,955	3,955	3,955	3,955	3,955	3,955	3,955	3,955	3,955	3,955
Grants - Capital (Recurrent)	\$'000	-	2,318	2,604	-	-	-	-	-	-	-	-	-	-
Grants - Capital (Non-recurrent)	\$'000	-	-	-	14,779	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Contributions (Non monetary)	\$'000	-	18,586	16,478	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-	-
User Charges	\$'000	2,014	2,227	2,754	2,030	2,133	2,239	2,351	2,469	2,592	2,722	2,858	3,001	3,151
Statutory Fees and Fines	\$'000	209	210	192	175	175	175	175	175	175	175	175	175	175
Total Revenue from Operating Activities	\$'000	20,061	43,409	38,226	39,456	27,196	29,142	30,136	32,182	33,283	35,442	30,663	31,775	32,940

Revenue from Outside of Operating Activities

Interest Revenue	\$'000	162	212	1,357	1,220	778	782	786	789	793	797	801	805	809
Other Revenue Outside of Operating Activities	\$'000	98	696	300	140	140	140	140	140	140	140	140	140	140
Total Revenue from Outside Operating Activities	\$'000	260	908	1,657	1,360	918	922	926	929	933	937	941	945	949

Total Revenue	\$'000	20,321	44,317	39,883	40,816	28,114	30,064	31,062	33,111	34,216	36,379	31,604	32,720	33,889
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Operating Expenses from Ordinary Activities

Employee Costs	\$'000	(6,865)	(6,987)	(6,548)	(7,617)	(7,725)	(7,957)	(8,196)	(8,442)	(8,695)	(8,956)	(9,225)	(9,501)	(9,876)
Materials & Consumables	\$'000	(8,211)	(9,591)	(8,449)	(13,026)	(10,314)	(10,623)	(10,942)	(11,270)	(11,609)	(11,957)	(12,316)	(12,685)	(13,066)
Depreciation	\$'000	(10,125)	(10,057)	(11,331)	(11,500)	(11,886)	(12,170)	(12,460)	(12,757)	(13,034)	(13,320)	(13,551)	(13,810)	(14,070)
Interest on Borrowings (Finance Costs)	\$'000	-	-	-	-	(0)	(0)	0	0	0	0	0	0	0
Total Operating Expenses	\$'000	(25,201)	(26,635)	(26,328)	(32,143)	(29,925)	(30,750)	(31,598)	(32,469)	(33,338)	(34,233)	(35,092)	(35,996)	(37,012)
Net Surplus/(Deficit) from Operations	\$'000	(4,880)	17,682	13,555	8,673	(1,811)	(686)	(536)	642	878	2,146	(3,488)	(3,276)	(3,123)

Adjustments

Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	19	(20)	(3)	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Disposal of Infrastructure	\$'000	60	-	-	-	-	-	-	-	-	-	-	-	-
Total Adjustments	\$'000	79	(20)	(3)	-	-	-	-	-	-	-	-	-	-

Operating Surplus/(Deficit) after Adjustments	\$'000	(4,801)	17,662	13,552	8,673	(1,811)	(686)	(536)	642	878	2,146	(3,488)	(3,276)	(3,123)
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Adjusted Underlying Surplus (Deficit)	\$'000	(4,801)	(924)	(2,926)	(9,106)	(6,544)	(6,419)	(6,269)	(6,091)	(5,855)	(5,587)	(5,221)	(5,009)	(4,856)
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Period end

30 Jun 22

30 Jun 23

30 Jun 24

30 Jun 25

30 Jun 26

30 Jun 27

30 Jun 28

30 Jun 29

30 Jun 30

30 Jun 31

30 Jun 32

30 Jun 33

30 Jun 34

17.03 Balance Sheet**Current Assets**

Cash and Cash Equivalents	\$'000	22,484	27,639	28,814	18,443	13,780	12,865	12,852	13,452	14,838	16,678	19,103	18,321	20,547
Trade and Other Receivables	\$'000	2,639	3,863	4,012	3,778	6,015	6,301	6,583	6,916	7,249	7,599	7,946	8,300	8,647
GST Receivable	\$'000	-	-	-	-	66	67	69	71	73	74	76	78	80
Total Current Assets	\$'000	25,123	31,502	32,826	22,221	19,861	19,233	19,503	20,439	22,159	24,351	27,125	26,699	29,274

Non Current Assets

Property Plant and Equipment	\$'000	-	-	-	-	400	1,521	2,854	3,276	3,521	3,811	4,059	4,263	4,425
Infrastructure Assets	\$'000	401,189	426,570	441,154	459,629	457,938	456,950	454,995	454,505	453,633	453,517	447,214	441,739	436,047
Other Financial Assets	\$'000	4,407	1,846	964	-	-	-	-	-	-	-	-	-	-
Total Non Current Assets	\$'000	405,596	428,416	442,118	459,629	458,337	458,471	457,848	457,781	457,154	457,329	451,273	446,002	440,472
Total Assets	\$'000	430,719	459,918	474,944	481,850	478,198	477,704	477,352	478,221	479,313	481,680	478,398	472,701	469,747

Current Liabilities

Trade and Other Payables	\$'000	4,013	6,756	6,110	8,376	6,541	6,737	6,920	7,147	7,362	7,583	7,789	5,368	5,537
Current Provisions	\$'000	620	614	672	712	712	712	712	712	712	712	712	712	712
Current Interest Bearing Liabilities	\$'000	6	6	7	7	3	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Total Current Liabilities	\$'000	4,639	7,376	6,789	9,094	7,256	7,448	7,632	7,859	8,074	8,294	8,501	6,080	6,249

Non Current Liabilities

Non Current Provisions	\$'000	358	341	200	336	336	336	336	336	336	336	336	336	336
Non Current Interest Bearing Loans and Borrowings	\$'000	23	17	10	3	-	-	-	-	-	-	-	-	-
Total Non Current Liabilities	\$'000	381	358	210	339	336	336	336	336	336	336	336	336	336
Total Liabilities	\$'000	5,020	7,734	6,999	9,433	7,592	7,784	7,967	8,194	8,409	8,630	8,836	6,416	6,584

Net Assets	\$'000	425,699	452,184	467,945	472,417	470,606	469,920	469,384	470,026	470,904	473,050	469,562	466,285	463,162
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Equity

Accumulated Surplus	\$'000	1,303	15,323	23,965	41,347	40,058	40,193	39,573	39,507	38,881	39,057	33,002	27,732	22,203
Other Reserves	\$'000	20,484	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management Reserve	\$'000	-	5,482	6,068	2,903	2,883	2,883	2,693	2,474	2,334	2,314	2,314	2,314	2,314
Asset Reserve	\$'000	-	7,899	9,201	5,429	4,927	4,150	4,449	5,433	7,117	9,107	11,674	13,667	16,073
Election Reserve	\$'000	-	200	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	400
Strategic Initiatives Reserve	\$'000	-	400	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	3,864	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	-	1,934	2,757	2,586	2,586	2,542	2,517	2,460	2,420	2,420	2,420	2,420	2,420
Unexpended Capital Works Reserve	\$'000	-	3,129	5,778	-	-	-	-	-	-	-	-	-	-
Cash for Cans Reserve	\$'000	-	142	225	201	201	201	201	201	201	201	201	201	201
Developer Contribution Reserve - DCP/ICP	\$'000	-	676	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008	1,008
Asset Revaluation Reserve	\$'000	403,912	412,735	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943	417,943
Total Equity	\$'000	425,699	452,184	467,945	472,417	470,606	469,920	469,384	470,026	470,904	473,050	469,562	466,285	463,162

Period end

30 Jun 22

30 Jun 23

30 Jun 24

30 Jun 25

30 Jun 26

30 Jun 27

30 Jun 28

30 Jun 29

30 Jun 30

30 Jun 31

30 Jun 32

30 Jun 33

30 Jun 34

17.04 Cash Flow Statement**Cash flows from Operating Activities**

Rates and Charges Received	\$'000	12,465	13,686	14,813	15,013	14,220	16,764	17,648	18,529	19,506	20,519	21,605	22,573	23,592
Grants - Operational Received	\$'000	5,878	6,646	1,171	3,955	3,834	3,955	3,956	3,954	3,955	3,955	3,956	3,954	3,955
Grants - Capital Received	\$'000	-	-	1,760	14,779	1,680	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	98	294	1,113	1,220	778	782	786	789	793	797	801	805	809
User Fees Received	\$'000	2,216	2,074	3,029	2,233	2,275	2,453	2,577	2,705	2,840	2,982	3,132	3,287	3,453
Statutory Fees and Fines Received	\$'000	208	231	212	175	187	193	193	192	193	193	193	192	193
Other Receipts	\$'000	1,428	824	768	140	149	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(6,894)	(7,011)	(6,631)	(7,442)	(7,903)	(7,938)	(8,178)	(8,420)	(8,674)	(8,935)	(9,205)	(9,476)	(9,845)
Materials and Consumables Paid	\$'000	(11,653)	(9,655)	(8,568)	(14,562)	(13,002)	(11,508)	(11,871)	(12,192)	(12,576)	(12,953)	(13,361)	(16,399)	(14,235)
GST Received / (Paid)	\$'000	-	-	-	1,100	721	805	826	847	868	890	912	935	958
Trust Funds and Deposits	\$'000	-	-	(135)	-	-	-	-	-	-	-	-	-	-

Net Cash flows from Operating Activities	\$'000	3,746	7,089	7,532	16,611	2,938	7,393	7,824	8,290	8,792	9,335	9,920	7,758	10,766
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Cash flows from Investing Activities

Payment for Property, Infrastructure, Plant and Equipment	\$'000	(5,253)	(2,006)	(6,484)	(26,975)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
Proceeds from Property, Infrastructure, Plant and Equipment	\$'000	149	78	133	-	-	-	-	-	-	-	-	-	-
Proceeds/(Payments) from/for Investment Property	\$'000	(68)	-	-	-	-	-	-	-	-	-	-	-	-
Proceeds from/(to) Investments	\$'000	67	-	-	-	-	-	-	-	-	-	-	-	-

Net Cash flows from Investing Activities	\$'000	(5,105)	(1,928)	(6,351)	(26,975)	(7,594)	(8,304)	(7,837)	(7,690)	(7,407)	(7,495)	(7,495)	(8,540)	(8,540)
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Cash flows from Financing Activities

Proceeds from Interest Bearing Loans and Borrowings	\$'000	37	-	-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000	(17)	-	-	(7)	(7)	(3)	-	-	-	-	-	-	-
Finance Costs	\$'000	-	-	-	-	(0)	(0)	0	0	0	0	0	0	0
Repayment of lease liabilities	\$'000	-	(6)	(6)	-	-	-	-	-	-	-	-	-	-

Net Cash flows from Financing Activities	\$'000	20	(6)	(6)	(7)	(7)	(3)	0	0	0	0	0	0	0
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Net Change in Cash Held	\$'000	(1,339)	5,155	1,175	(10,371)	(4,663)	(915)	(13)	600	1,385	1,840	2,425	(782)	2,226
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Cash at Beginning of the Financial Year	\$'000	23,823	22,484	27,639	28,814	18,443	13,780	12,865	12,852	13,452	14,838	16,678	19,103	18,321
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Cash at End of the Financial Year	\$'000	22,484	27,639	28,814	18,443	13,780	12,865	12,852	13,452	14,838	16,678	19,103	18,321	20,547
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Cash and Cash Equivalents

Unrestricted Cash	\$'000	22,484	27,639	28,814	5,316	1,175	1,081	984	876	758	628	486	(2,289)	(2,469)
Restricted Cash (due to reserves)	\$'000	-	-	-	13,127	12,605	11,784	11,868	12,576	14,080	16,050	18,617	20,610	23,016
Cash and Cash Equivalents	\$'000	22,484	27,639	28,814	18,443	13,780	12,865	12,852	13,452	14,838	16,678	19,103	18,321	20,547



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	Risk Management Audit Committee Open Minutes – 24 October 2024
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	10/12/2024
Attachments:	A: RMAC Unconfirmed Open Minutes 24 October 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 24 October 2024 through the unconfirmed minutes.

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 24 October 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 24 October 2024 at 9.30am

Present	Greg Arnott Shane Smith Cr Rachael Wright Mayor Doug Barden	Chairperson Independent Member Committee Member Ex-Officio
Staff	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
Presenters	Matthew Ward	Partner – KPMG

1. OPENING OF THE MEETING

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

2. APOLOGIES AND LEAVE OF ABSENCE

Moved: Cr Wright
Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee accept apologies from Deputy Mayor Harlan and Councillor Sidey.

CARRIED (3-0)

3. DISCLOSURES OF INTEREST

The Chair advised his recent appointment to the Risk and Audit Committee of the Australian Rural Remote Community Services.

Mayor Barden left the meeting at 9.35am

Mayor Barden returned to the meeting at 9.36am

4. CONFIRMATION OF MINUTES

Moved: Cr Wright

Seconded: Independent Member Shane Smith

THAT the Risk Management and Audit Committee confirm the full minutes, 6 pages, of the open portion of the Risk Management and Audit Committee Meeting held Thursday 29 August 2024.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Independent Member Shane Smith

Seconded: Cr Wright

THAT the Risk Management and Audit Committee:

1. receives and notes the Action Sheet, and
2. notes that the update relating to the 'Risk Management Framework Audit – Update and Management Responses' item will be received by the Committee at its February 2025 meeting.

CARRIED (3-0)

6. PRESENTATIONS

Presentation by External Auditors KPMG – Confidential

****to be delivered at Item 10.02****

Matthew Ward of KPMG joined the meeting at 9.39am

10. CONFIDENTIAL ITEMS

Moved: Cr Wright
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 Annual Financial Statements and Closing Audit Report 2023-2024

- (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)

The meeting was closed to the public at 9:41am.

Moved: Cr Wright
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 (3-0)

The meeting returned to open session at 10:43am.

Items moved from Confidential:

10.02 Annual Financial Statements and Closing Audit Report 2023-2024

Moved: Independent Member Shane Smith
Seconded: Cr Wright

THAT the Risk Management and Audit Committee:

1. endorse the draft Litchfield Council 2023-2024 General Purpose Financial Statements, as at Attachment A, are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council;

10.02 Annual Financial Statements and Closing Audit Report 2023-2024 (Continued)

2. endorse the draft Thorak Regional Cemetery Special Purpose Financial Statements 2023- 2024, as at Attachment B, are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council;
3. endorse the Summary of Financials, as at Attachment C, are suitable for inclusion in the Annual Report and presented to Council;
4. receive and note the closing audit report from KPMG for 30 June 2024 financial year, as at Attachment D; and
5. makes public its resolution on this matter.

CARRIED (3-0)

10.01 Confirmation of Confidential Minutes

Moved: Independent Member Shane Smith
Seconded: Cr Wright

THAT the Risk Management and Audit Committee:

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

CARRIED (3-0)

Independent Member Shane Smith left the meeting at 10.45am

Independent Member Shane Smith returned to the meeting at 10.46am

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 2023-2024 Key Performance Indicators Summary

Moved: Independent Member Shane Smith
Seconded: Cr Wright

THAT the Risk Management and Audit Committee notes the Key Performance Indicators, at Attachment A, for inclusion into the 2023-2024 Annual Report.

CARRIED (3-0)

9. OTHER BUSINESS

Nil.

10. CLOSE OF MEETING

The Chair closed the meeting at 11:03am.

MINUTES TO BE CONFIRMED

Thursday 27 February 2025

.....

Chairperson

Greg Arnott

Unconfirmed



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – November 2024
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	10/12/2024
Attachments:	Nil

Executive Summary

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

Recommendation

THAT Council note the Community Services and Development Monthly Report for November 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

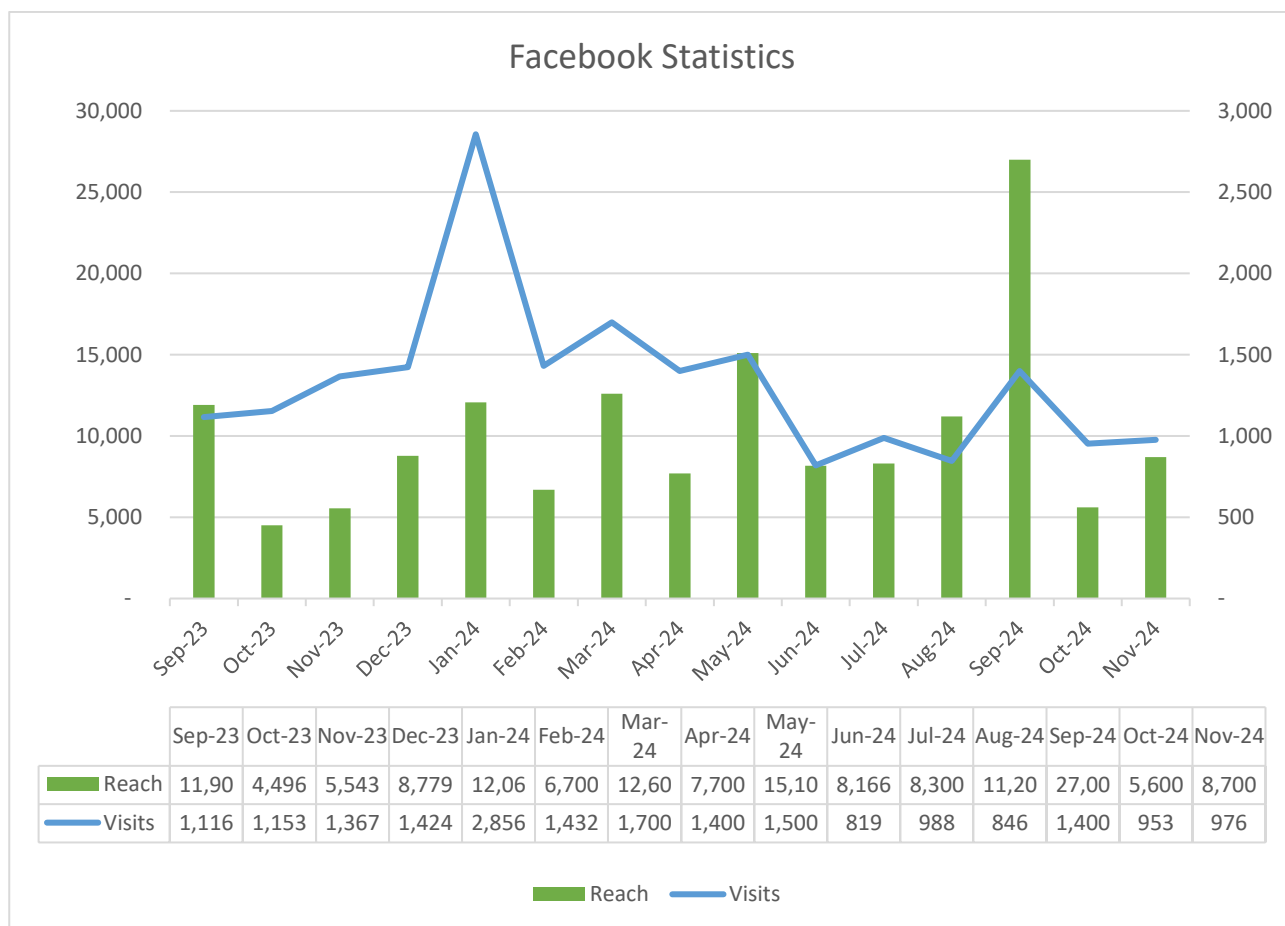
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric. Reach statistics also include audiences reached on pages to which your post was shared.

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

There were 24 new Facebook follows (page 'likes') for the reporting period.



Website Users

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

Website New Users

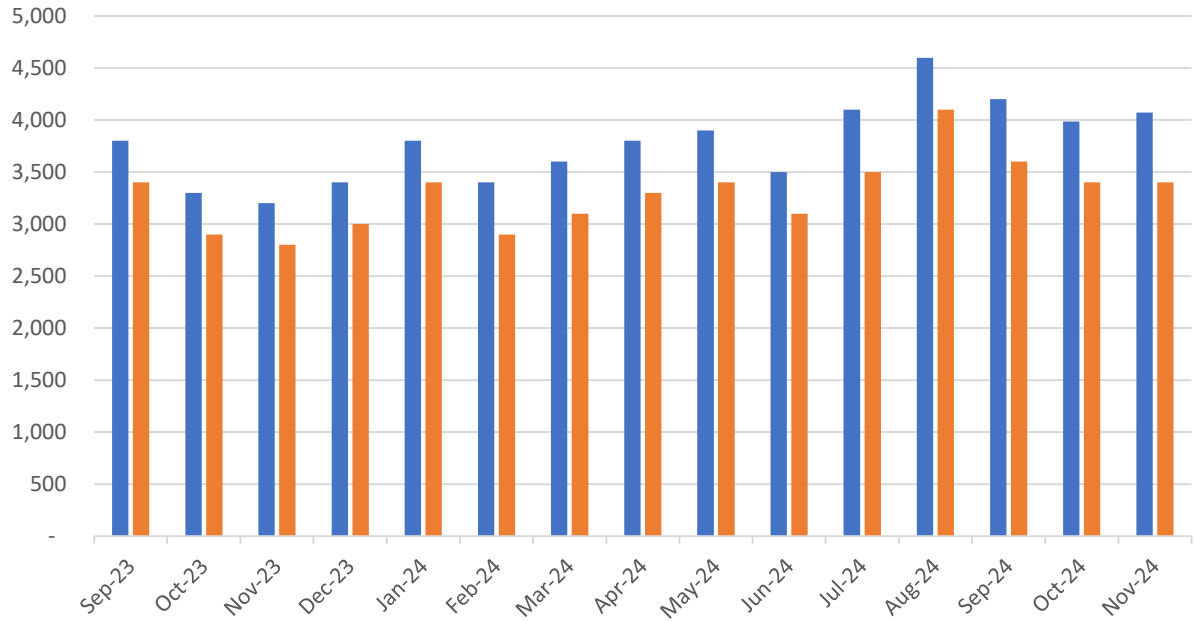
The number of first-time users during the selected date range.

Page Views

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

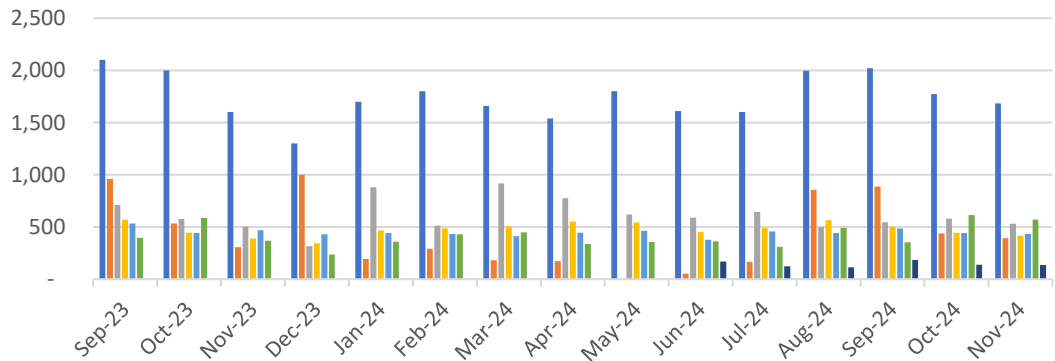
The website statistics have remained steady in the last 2 months, whilst there is a slight increase in the Facebook reach due to a post about a litter of puppies that were found by the Regulatory Services team in mid-November.

Users



	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Users	3,800	3,300	3,200	3,400	3,800	3,400	3,600	3,800	3,900	3,500	4,100	4,600	4,200	3,987	4,071
New User	3,400	2,900	2,800	3,000	3,400	2,900	3,100	3,300	3,400	3,100	3,500	4,100	3,600	3,400	3,400

Page Views



	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Welcome to Litchfield	2,100	2,000	1,600	1,300	1,700	1,800	1,659	1,541	1,800	1,610	1,600	1,997	2,020	1,772	1,684
Pay Online	959	533	308	1,000	193	291	182	172		52	166	857	887	438	394
Waste Transfer Stations	711	577	503	315	881	512	916	776	621	590	644	499	546	579	531
Search	572	446	390	343	466	487	506	552	543	451	492	566	502	446	418
Contact Us	535	443	471	431	442	432	410	446	464	377	456	443	485	441	434
Current Vacancies	397	587	369	237	360	430	448	339	357	362	311	492	354	614	571
Library										170	123	113	185	138	134

Recreation Reserves

Meeting	Purpose
Darwin, Palmerston & Litchfield Interagency Tasking Coordination Group (DIPLITCG) Meetings	Collaborate with various agencies on strategic solutions that address anti-social behaviour and enhance community safety.

Project Updates

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

Location	Project	Status
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	Project plan is progressing. Additional funding as approved at the Oct OCM has been sent to LRCI for approval.
Southport Mira Square	BBQ Facilities and Shade	Project has been awarded and works have commenced and expected to be complete before Christmas.
Howard Park Reserve	BMX Softfall replacement	The lifespan of the existing material appears to be somewhat inefficient. Officers have been in contact with a consultant with advice being sought to consider options of modifications to not require as much of it.
<i>Berry Springs Reserve</i>	<i>Painting</i>	<i>The painting is completed.</i>

Youth and Community Engagement

November was a month filled with stories and connections, with books emerging as the theme in the events of the month.

We observed Remembrance Day at the Litchfield Office and Taminmin Community Library, paying tribute to those who served in the first World War.

At the Library, the Storytime and Nursery Time sessions featured a special guest: Territorian author Thomas Rees, who captivated young attendees by reading his book and leading a craft activity. The Young Territory Author Awards, sponsored by Litchfield Council, celebrated local talent with Maya Purdon winning both the regional award and the 16-18 year-old category. The Funky Chicken Club kept young readers engaged, with winners receiving book packs and sharing their favourite reads, inspiring others in the club.

Families also came together for NT Grandparents Day, showcasing the Library as a vital hub for social connections within the municipality.

For seniors, the month's highlights included the Movember movement and Mates in Construction presentation, promoting the importance of supporting mental health for men across the NT. They also continued with their digital literacy sessions, learning ways to access government services online.

Students and seniors held a moving Cyclone Tracy Commemoration, marking 50 years since the date. They came together to share personal stories, reflecting on the cyclone's lasting impact through the generations. The Library provided a safe and intimate space for rural residents to share memories of this tragedy on their own terms, while students gained a unique and personal perspective on history.

Meanwhile, our reserves have been undergoing maintenance, with repairs progressing steadily as part of the condition and compliance reports. At Humpty Doo Village Green, unexpected issues have extended repairs, to ensure the reserve meets community standards.

Finally, the Australia Day Awards nomination period has wrapped up, with the Awards Committee recommending recipients for Young Citizen, Citizen of the Year, and Event of the Year. Winners will be announced on Australia Day in January, where they will be honoured with a trophy and have the opportunity to celebrate their achievements with the community.

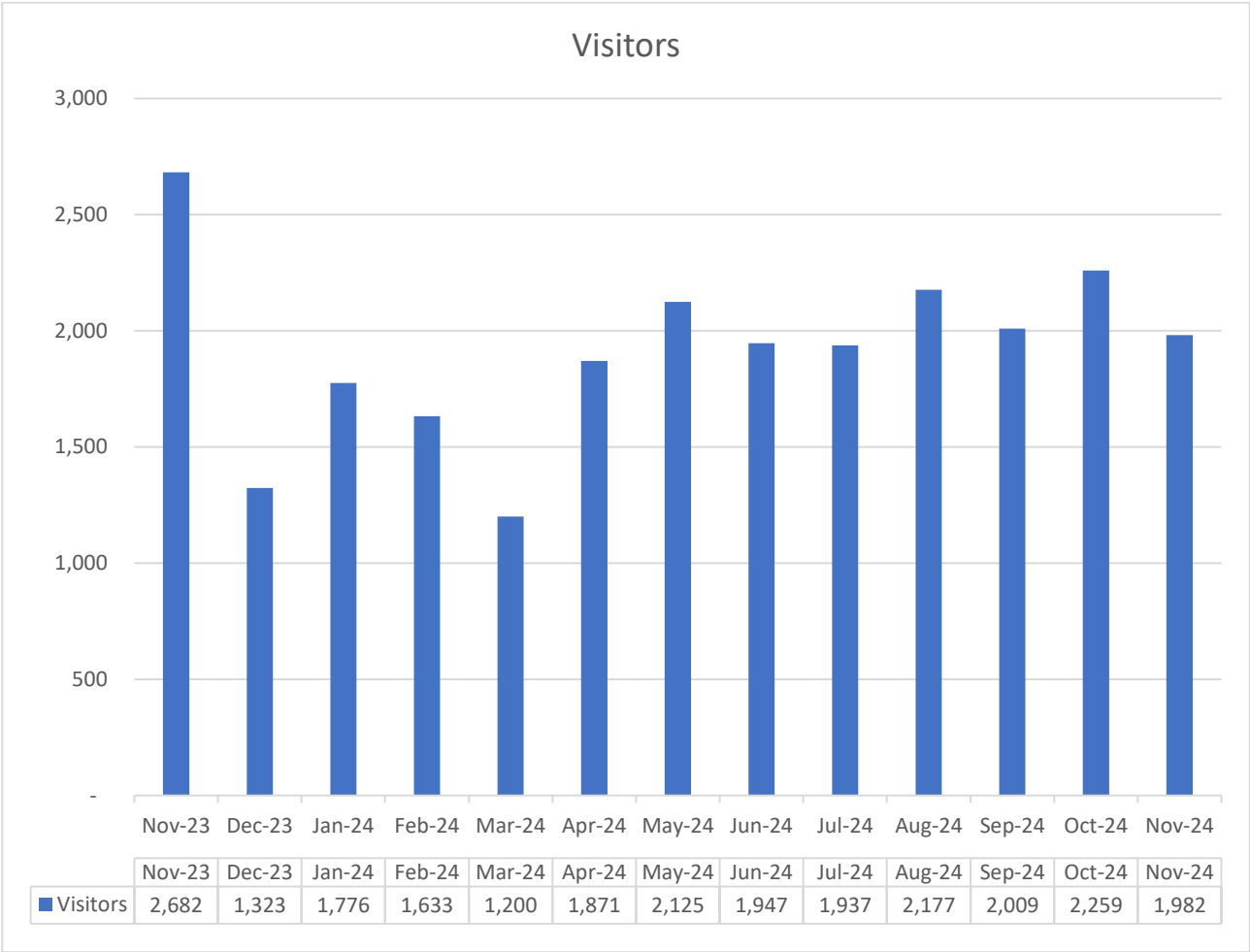
November was a month of reflection, celebration, and literary inspiration. Books tied many of the community activities together, fostering learning and connection across all ages.

Taminmin Community Library

Visitors to the Library

The library had 1,982 visitors in November 2024 and was open for 193.5 hours (including an extra weekend over full business days). The previous month of October 2024 compared at 2,259 visitors and was open for 201.5 hours.

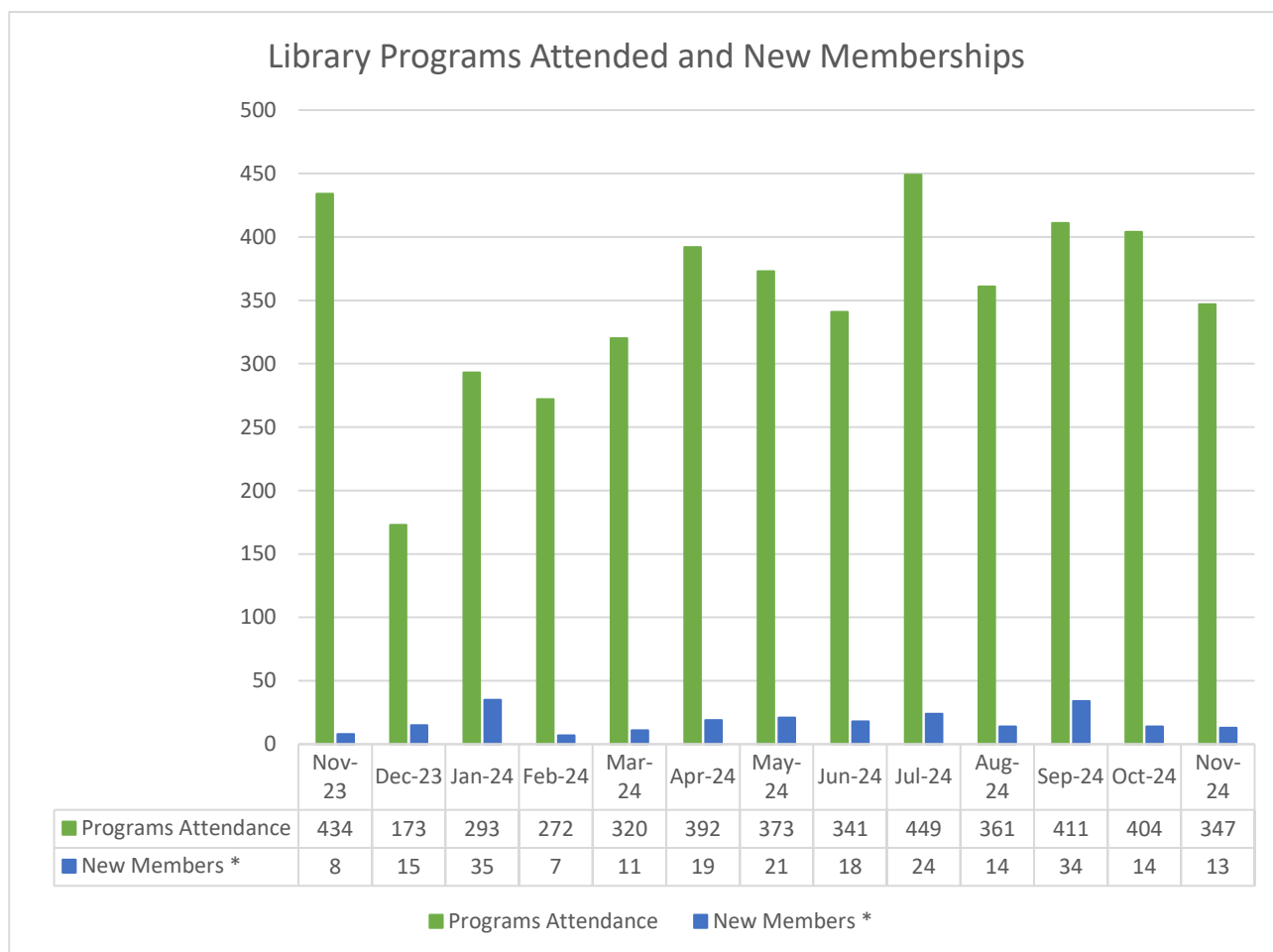
The following graph displays the data for the current month with a monthly comparison to the same time prior year. This is consistent with the monthly difference since implementation of the new counter system.



Library Programs and Memberships

A total of 16 activities were delivered in November 2024 with a total attendance of 347 participants. In the same month last year, the library had 434 attendees across 23 activities.

The library team signed up an outstanding 13 new library members during November 2024. This compared to 8 new members November 2023.



Library Projects

- Displays for Movember and Christmas/Christmas Storytime event
- Ongoing acquisitions of new release titles and popular authors
- Recruitment of 3 casual staff to create a replacement pool to cover staff leave Dec-Mar
- Reviewed CD collection and borrowing history - deletion of all CD Music - replaced the 4 borrowed since 2021 with DVDs
- Library Services Program Leader attended two days professional development and networking meeting, with training from IFLA (International Federation of Library Association) representative and Australian leading library professional Jan Richards.
- Library Administration Officer (Casual) and Library Services Program Leader also received three morning visits from Library and Archives, building the library's capacity in the library management system for reporting and cataloguing.

Grants Overview

The below grants have been successfully sourced to fund library programs in 2024-25. Grant applications, planning, delivery, administration, acquittals, and reporting are undertaken using library resources. Green highlight grants have been acquitted.

TAMINMIN COMMUNITY LIBRARY - GRANTS OVERVIEW 2024-25					
Amount	Name	Source	Activity/Purpose	Status	Comment/s
\$2,500	Science Week 2024	Inspired NT	Students vs Seniors : Barra Tales	Acquitted	Delivered successfully - acquittal submitted
\$1,500	Science Week 2024	Inspired NT	Species Survival : A VR Experience x 2 Saturday events	Acquitted	Delivered successfully - acquittal submitted
\$2,000	Seniors Month 2024	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Aquittal pending	Delivered successfully - acquittal due 31 October
\$1,000	Corp Community Grants 2024	Core Lithium	Students vs Seniors catering 2024-25	Partially Successful	Applied for \$2,000 Catering of 4 activities, up to \$1,000
\$500	Community Grant	Bendigo Bank Coolalinga	Students vs Seniors – transport for Seniors to Barra Tales Science Week 2024 event	Successful	Amount not successful from Science Week grant application - Completed
\$6,000	Vibe Holiday Grant 2024-25	Territory Families	TCL Holiday Programs 2024-25	Successful	Current for Sep-Oct, Jan, Jun-Jul holidays
\$13,500	TOTAL GRANT INCOME SOURCED BY LIBRARY FOR 2024-25				

Library Service Disruptions

Pleased to advice NIL major disruptions.

One power surge where main pc's went down during customer service, causing long delays whilst signing up new member. The technical fault has been identified and hardware replaced, so that future wet season power surges should not interrupt service.

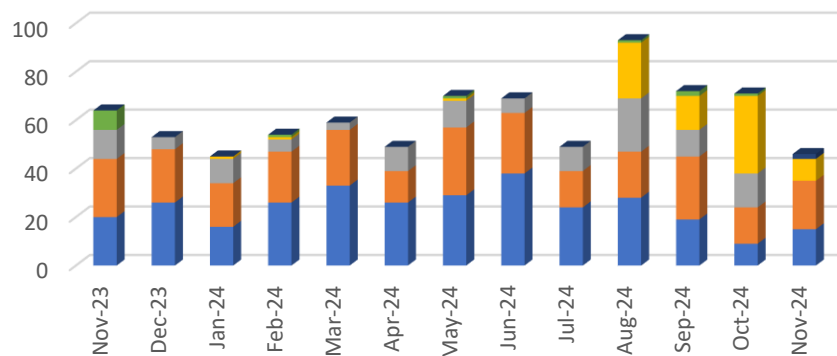
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in November 2024 was 46, 25 less than for October 2024 (71), and 18 less than for the same time last year (64). Note a new registration category has been added (Registered Breeder) which has not been previously captured.

The following graph identifies the total number of new dog registrations and the registration types by month over the last 12 months.

Total New Dog Registrations by Type November 23 - November 24



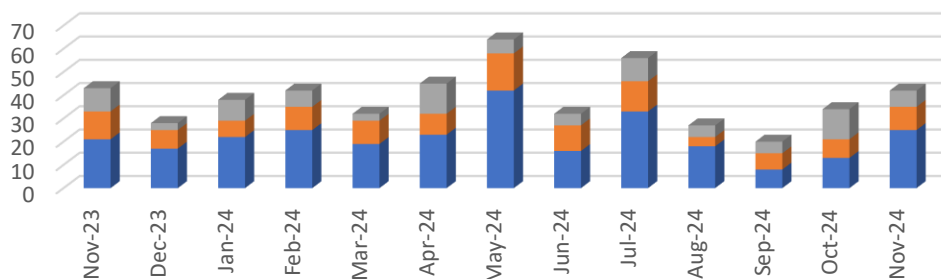
	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Registered Breeder	0	0	0	0	0	0	0	0	0	0	0	0	2
Working/Assistance	8	0	0	1	0	0	1	0	0	1	2	1	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup < 6 mths/Rescue	0	0	1	1	0	0	1	0	0	23	14	32	9
Desexed Lifetime	12	5	10	5	3	10	11	6	10	22	11	14	0
Desexed Annual	24	22	18	21	23	13	28	25	15	19	26	15	20
Entire Annual	20	26	16	26	33	26	29	38	24	28	19	9	15

Dog At Large, Pick Ups and Lost Dogs

From July 2024, reports of lost dogs are also included in statistics as they are also dogs at large. There were 42 recorded reports of recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (25, 10 and seven respectively) five above the average over the preceding 12 months. November's total was eight more than October, and one less than for the same time last year.

The average is 38.7 reports per month and would be significantly higher if it were not for the reach of social media and the involvement of vet clinics who routinely temporarily hold dogs and contact owners where possible before requesting Council's services for pick-ups, particularly after hours.

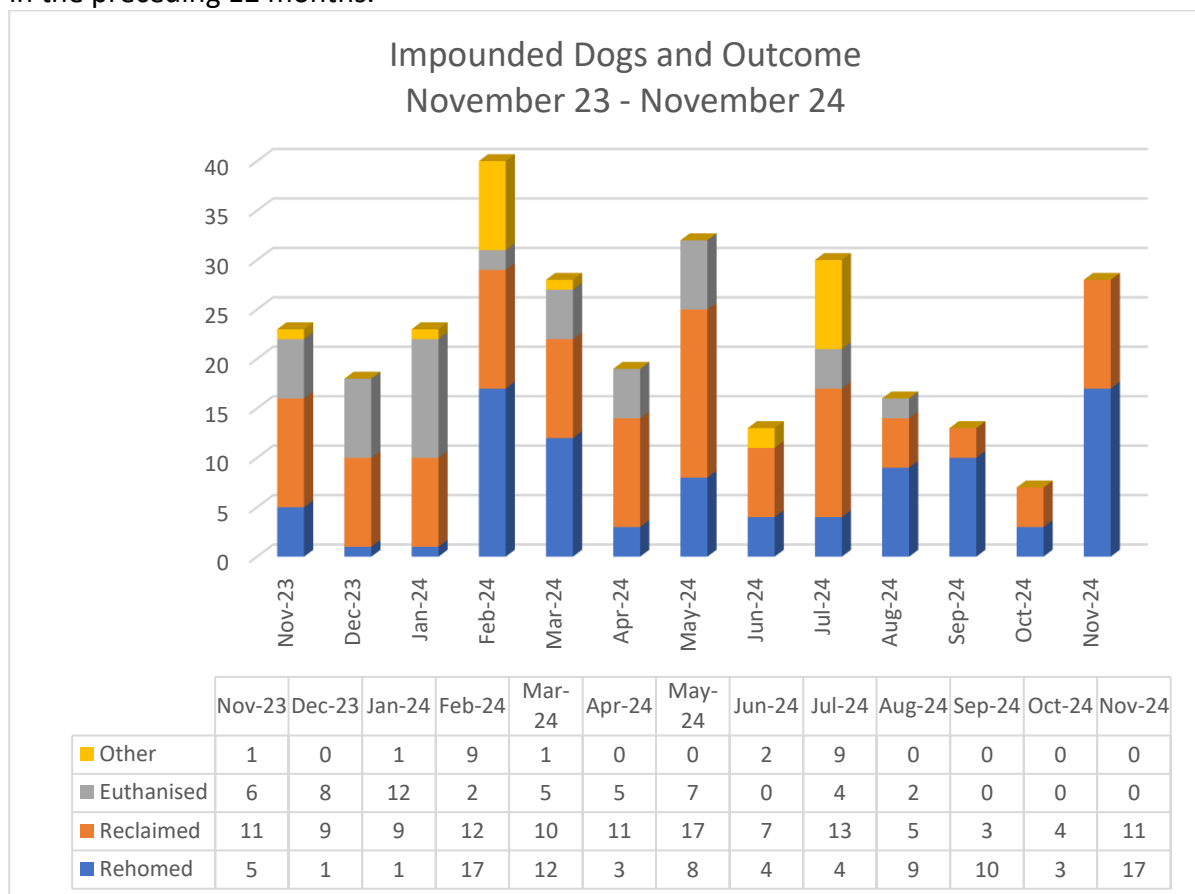
Dog At Large, Pick Up and Lost Dog Reports November 23 - November 24



	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24
Lost	10	3	9	7	3	13	6	5	10	5	5	13	7
Pick Up	12	8	7	10	10	9	16	11	13	4	7	8	10
At Large	21	17	22	25	19	23	42	16	33	18	8	13	25

Impounded Dogs

Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a warrant as a last resort for non-compliance with Council's By-laws. There were 32 dogs impounded in November, 24 more dogs than in October and 14 more than in November 2023, making it the highest number of impounds in the preceding 12 months, this can be attributed to a request by Animal Welfare to provide support where eight dogs were impounded and a litter of six pups found dumped in Humpty Doo. 11 dogs were reclaimed by their owner and 17 dogs were rehomed. There were no euthanasia's this month, the fourth time this has happened in the preceding 12 months.



81.8% of dogs impounded since November 2023 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

82.5% of dogs impounded since November 2023 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through all vet clinics in the Litchfield area.

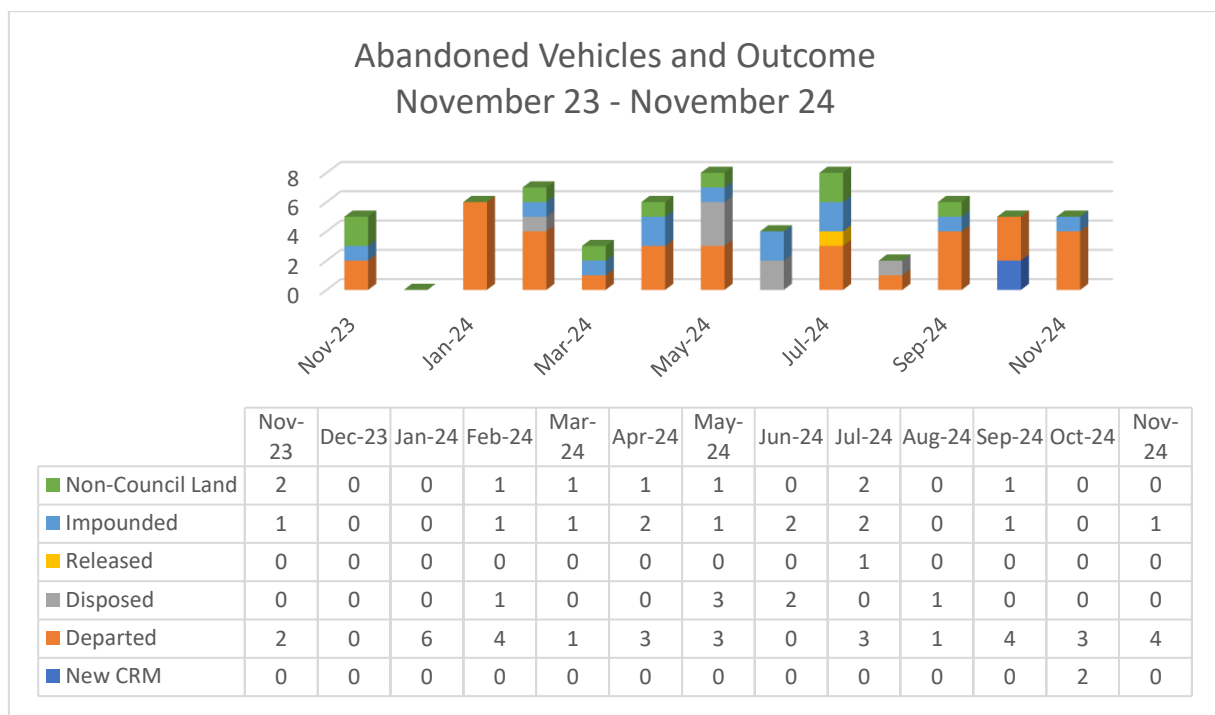
53.1% of dogs impounded over the last 12 months were male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

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 five abandoned vehicles reported to Council in November 2024, the same as received for September. This is the same for the same time last year and the same as the average of 5.0 per month over the last 12 months.

Since November last year, 52.3% 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. 18.5% of vehicles reported were impounded by Council were not retrieved by their owners, and were made available for sale via auction, typically for spare parts as they are rarely in working condition. A very small percentage 1.5% of impounded vehicles were retrieved by the owner. 13.8% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road where Council has no jurisdiction. 10.8% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



Links with Strategic Plan

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

Legislative and Policy Implications

COR01 Media Policy
GOV16 Compliance and Enforcement
COM01 Youth

COR02 Community Engagement
COM03 Sport and Recreation

Risks

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

Community Engagement

Not applicable for the operational report. Any specific community engagement with the community will be listed in the report above.



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Appointment of Deputy Mayor
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	10/12/2024
Attachments:	Nil

Executive Summary

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

Recommendation

THAT Council appoint Councillor _____ as Deputy Mayor for the remainder of the current term of Council.

Background

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

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

Special Council Meeting 15 September 2021	Cr Mathew Salter
Ordinary Council Meeting 19 April 2022	Cr Emma Sharp
Ordinary Council Meeting 13 December 2022	Cr Andrew Mackay
Ordinary Council Meeting 15 August 2023	Cr Rachael Wright
Ordinary Council Meeting 16 April 2024	Cr Kevin Harlan

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

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

Risks

Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	GOV14 Filling Casual Vacancies on Council
Author & Recommending Officer	Stephen Hoyne, Chief Executive Officer
Meeting Date:	10/12/2024
Attachments:	A: Draft GOV14 Filling Casual Vacancies on Council

Executive Summary

This report presents amended GOV14 Filling Casual Vacancies on Council for adoption.

Recommendation

THAT Council:

1. adopts draft GOV14 Filling Casual Vacancies on Council policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

Background

GOV14 Filling Casual Vacancies on Council policy (policy) outlines how casual vacancies on Council may be filled. Following a review of the policy, clause 4.2.2 has been amended to allow applicants enrolled in any ward within the Litchfield municipality to express their interest.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Subdivision 2 Casual Vacancies of the *Local Government Act 2019*.

Risks

None identified.

Community Engagement

Future expressions of interests to fill casual vacancies on Council will be in accordance with GOV14 Filling Casual Vacancies on Council.

Filling Casual Vacancies on Council **POLICY GOV14**

Name	GOV14 Filling Casual Vacancies on Council
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/04/2021 10/12/2024
Review Date	21/04/2025 9/12/2028

1. Purpose

This policy outlines how casual vacancies for the position of an ordinary member and an elected Mayor may be filled.

2. Scope

This policy applies to the positions of elected ordinary members and the Mayor.

3. Definitions

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

Council Member	A councillor elected to the Litchfield Council
Mayor	The Mayor elected to the Litchfield Council
Person	An individual not being a member of the Litchfield Council
Casual Vacancy	A position on the Elected Council which is created by the resignation via written notice or disqualification of an existing elected member in accordance with the Local Government Act
The Act	Local Government Act of the Northern Territory, 2019

4. Policy Statement

Council will fill vacancies in the office of an ordinary member as follows:

4.1. Casual Vacancies – Council Member

Date vacancy occurs	Action	<i>Local Government Act 2019 Section</i>
18 months or more before the next election.	Council will hold a by-election to fill the vacancy.	54 (2) (c)
Less than 18 months but not less than 6 months before the next general election.	Council will appoint a person to fill the vacancy until the next general election (in accordance with clause 4.2 of this policy).	54 (2) (a)
6 months or less before the next general election.	Council will leave the office of the ordinary member vacant.	54 (2) (b) (i)

4.2. Filling the office of a council member by appointment

- 4.2.1 As soon as practicable after the casual vacancy occurs in the office of a council member the Chief Executive Officer (CEO) will advertise the vacancy for appointment by publishing in a local newspaper, on the Council website and on Council noticeboards in the community.
- 4.2.2 The advertisement will:
 - (a) Invite applications from electors who are:
 - (i) Eligible under section 46 of the Act; and
 - (ii) Enrolled in the ~~relevant ward~~ Litchfield Municipality; and
 - (b) Invite applicants to provide either a written statement (1 page) or video submission (3 minutes) that outlines why the person wants to be a Council member and the qualities they would contribute to the public; and
 - (c) Advise that the written statement or video submission of the applicant may be made public by the Council.
- 4.2.3 The closing date for the applications will be 28 days from the date the advertisement is published in the local newspaper and on the Council website.
- 4.2.4 As soon as possible after the closing date, the CEO will provide copies of all applicants' statements to all Council members. At the next Ordinary Council Meeting or Special Council Meeting, following the closing date, the matter is to be included as an agenda item for Council's consideration.

- 4.2.5 When appointing a person to be a Council member, Council will give due consideration to:
- (a) The person's level of community involvement;
 - (b) The person's suitability for the role; and
 - (c) Any other relevant matters.
- 4.2.6 Council will decide the appointment by resolution, with official commencement to the office of Council member to take place 7 days after the date of the resolution.
- 4.2.7 The CEO is to ensure the successful applicant is advised of their appointment to Council and that an induction to the position is undertaken as soon as practicable, but no longer than four weeks after appointment.

4.3. Casual vacancies – Mayor

- 4.3.1 As election is the basis for filling the office of the Mayor, Council will fill a vacancy in the office of the Mayor as follows:

Date vacancy occurs	Action	<i>Local Government Act 2019 Section</i>
18 months or more before the next general election.	Council will hold a by-election to fill the vacancy in the office of the Mayor.	65(3)(a)
Less than 18 months, but not less than 6 months, before the next general election.	Council will appoint an existing council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(b)(i)
	Council will appoint a person to fill the vacancy in the office of a council member until the next general election (in accordance with clause 4.2 of this policy).	54(2)(a)

6 months or less, but not less than 3 months, before the next general election.	Council will appoint an existing Council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(b)(i)
	Council will leave the office of the Council member vacant.	54(2)(b)(i)
3 months or less before the next general election.	Council will appoint an existing council member to be the Mayor by vote of existing members (in accordance with clause 4.4 of this policy).	65(3)(c)(i)
	Council will leave the office of the Council member vacant.	54(2)(b)(ii)

4.4. Appointing a Mayor

- 4.4.1 The matter of appointing a person to fill a casual vacancy in the office of the Mayor is to be on the agenda at the next Ordinary Council meeting or Special Council meeting after the vacancy occurs. At the ordinary or special council meeting, Council will, by vote of existing council members, resolve to:
- (a) appoint an existing council member to fill the vacancy in the office of the Mayor until the next general election; and
 - (b) for the appointment to commence immediately.
- 4.4.2 The vacancy in the office of the Council member will be filled in accordance with clause 4.2 of this policy.

4.5 Appointing a Deputy Mayor

- 4.5.1 In the event the Deputy Mayor role is vacated, the appointment of the Deputy Mayor will occur in accordance with Council policy EM01 Elected Members before any by-election, where practical. The appointment of the Deputy Mayor if the position is vacated need not wait until the by-election is completed.

5. Associated Documents

EM01 Elected Members

6. References and Legislation

Northern Territory Local Government Act, 2019

7. Review History

Date Reviewed	Description of changes
24/04/2021	New Policy as required by the Act
<u>10/12/2024</u>	<u>Clause 4.2.2 amended to allow applications from electors from any ward within the Litchfield Municipality.</u>



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report – November 2024
Author:	Jaimie O'Connor, Planning and Development Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	10/12/2024
Attachments:	A: PA2024/0294 B: PA2024/0289 C: PA2024/0328 D: PA2024/0353 E: PA2024/0251 F: PA2024/0320 G: PA2024/0356 H: PA2024/0323

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 November 2024 to 31 November 2024. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Planning Scheme Amendment	0
Development Applications	8
Clearances for Development Permit Conditions	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Works Permits	12

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

Recommendation

THAT Council:

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

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	5
Planning applications supported, subject to specific issues being adequately addressed	2
Planning applications not supported/objected to for reasons related to Council issues	1
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2024/0294 Section 06312, Hundred of Bagot 8 Tawny Court, Howard Springs Attachment A	Outbuilding shed addition to a proposed dwelling-single with a reduced side setback. Council supported the application as the development is in accordance with the zoning of the property, and the reduced set back does not appear to impact neighbouring amenity whilst still providing compliance with fire breaks.
PA2024/0289 Section 05049, Hundred of Strangways 10 Scholes Road, Humpty Doo Attachment B	Proposed shed with reduced side setback Council supported the application as the reduced setback is in keeping with neighbouring properties. This property is only slightly larger than the 1Ha requirement where the smaller set-back would be permissible.
PA2024/0328 Section 03422, Hundred of Bagot 5 Pardalote Way, Howard Springs Attachment C	Dwelling-independent with a separate effluent disposal system Council supported the application as the development is in accordance with the requirements of the <i>NT Planning Scheme 2020</i>
PA2024/0353 Section 05894, Hundred of Bagot 49 McGill Road, Girraween Attachment D	Dwelling-single with ancillary dwelling-independent with floor area in excess of 80m2 and separate effluent disposal system Council supported the application, as whilst the proposal is not in accordance with the <i>NT Planning Scheme 2020</i> 5.4.13 maximum floor area for dwelling-independent in the RL – Rural Living zone, Council believes the property can adequately accommodate the proposal whilst maintaining private open space and amenity for both dwellings and the neighbouring property.
PA2024/0251 70 Brooking Circuit, Virginia / 24 Woodward Road, Virginia Attachment E	Subdivision to create four lots – Planning application re-exhibited due to a compliance issue with the advertising signage In Council's initial response to this planning application there were issues noted with the propose crossover/ access points for the proposed Lots including nil access for the remnant Lot. Following submission of the previous comments, the developer/ applicant has worked to provide a better outcome for the crossover locations, meeting the requirements of the <i>Planning Scheme 2020</i> , the <i>NT Subdivision and Development Guidelines</i> and the <i>AustRoads</i> standards. Council can now support the application, however subject to standard conditions.

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.

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2024/0320 Parcel 04231, Hundred of Bagot 213 Taylor Road, Holtze Attachment F	Subdivision to create 579 Lots in 18 stages Holtze Land Development	Council supported the application, providing extensive comments in relation to the aspects of the proposed subdivision masterplan as well as detailing the expected minimum conditions for both the masterplan and the delivery of stages. Council will continue working with the developer for the required outcomes. This development application will be on the agenda for the December DCA hearing however Council do not expect any surprising outcomes. There will be a query around the condition to pay a developer contribution fee however this may be presented to the Elected Members in a separate report.
PA2024/0356 Parcel 04625/ 04626 Hundred of Strangways 30, 10 Holly Road, Bees Creek Attachment G	Subdivision to create five lots in three stages	Council supported this application, noting the requirements to review the proposed existing and new crossover locations. A plan showing these locations was not submitted with the application, however through standard conditions, Council will work with the developer to meet the requirements of both Council and the developer. This location is directly on the boundary to the Coolalinga and Freds Pass Rural Activity Centre Plan and so Council is conscious of the potential future road network connections.

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
PA2024/0323 Parcel 07864, Hundred of Bagot 142 Thorngate Road, Holtze Attachment H	Excavation and Fill	It was not entirely clear what the purpose was of the application and request for excavation and fill however we understood the intent was to level the land. However, Council objected to the development as there is already a development permit issued for the site where several conditions were required to be met. This application proposed recognising the future subdivided lots and Council did not think this was appropriate.

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		

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
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
Freds Pass Polocrosse Association	Special Event Liquor Licence	Council supported the application.

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
0

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
7

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
12

2024 / 795	Kononen Road	Girraween	PWC	CORE	Transformer works	12.11.2024 - 18.11.2024	No	06.11.2024	Y	07.11.2024
2024 / 796	21-35 MacLeod Road	Howard Springs	MG ELECTRICAL	TRAFFICWERX	Pole base and earthing installation	18.11.2024 - 13.12.2024	No	06.11.2024	Y	07.11.2024
2024 / 797	Affleck Rd & Jarvis Rd	Acacia Hills	PWC	CORE	Transformer works	13.11.2024 - 14.11.2024	No	06.11.2024	Y	07.11.2024
2024 / 798	35 Hinton Road	Virginia	JN MOUSELLIS	TRAFFIC CONTR	Water leak repair works	13.11.2024	No	08.11.2024		08.11.2024
2024 / 799	Girraween Road & McMinn Road	Girraween	TOP END RACE	TRAFFICWERX	Street light upgrade works	11.11.2024 - 31.01.2025	Yes	11.11.2024	N/A	12.11.2024
2024 / 800	Girraween Rd, Mango Rd & Carruth Rd	Girraween	TOP END RACE	TRAFFICWERX	Street light upgrade works	11.11.2024 - 31.01.2025	Yes	11.11.2024	N/A	12.11.2024
2024 / 801	630 & 845 Anzac Parade	Middle Point	PWC	CORE	Network upgrade works	28.11.2024 - 04.12.2024	No	11.11.2024	Y	
2024 / 802	Thorngate Road & Paratus Parade	Holtze	BMD	KEEGAN GROUP	Sanding pavers in roadway	21.11.2024 - 28.11.2024	No	12.11.2024	Y	14.11.2024
2024 / 803	665-685 Mocato Road	Acacia Hills	MG ELECTRICAL	TRAFFICWERX	Pole base and earthing installation	20.11.2024 - 16.12.2024	No	12.11.2024	Y	14.11.2024
2024 / 804	295 Ewart Road	Lambells Lagoon	PWC	CORE	Repair damaged conductors	29.11.2024	No	14.11.2024	Y	
2024 / 805	10 Barrow Street	Southport	HCS CONSTRUCTIONS NT		Construction of a BBQ shelter with concrete sla	25.11.2024 - 28.02.2025	Yes	18.11.2024	N/A	19.11.2024
2024 / 806	Elizabeth Valley Road	Noonamah	REMOTE AREA TREE SERVICES	CORE	Pruning for line of sight improvements	04.12.2024 - 05.12.2024	Yes	18.11.2024	N/A	21.11.2024

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.



4 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0294

**Hun: 055 P: 06312 8 Tawny Court HOWARD SPRINGS, Hundred of Bagot
Outbuilding shed addition to a proposed dwelling-single (compliant) with a reduced building
setback to the side boundary**

Thank you for the Development Application referred to this office on 21/10/2024, 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 development is in accordance with the zoning of the property and is in keeping with the surrounding properties.
- b) The proposed reduced setback of the shed does not appear to impact amenity for neighbouring properties and still provides compliance with the fire break requirements.

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

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

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

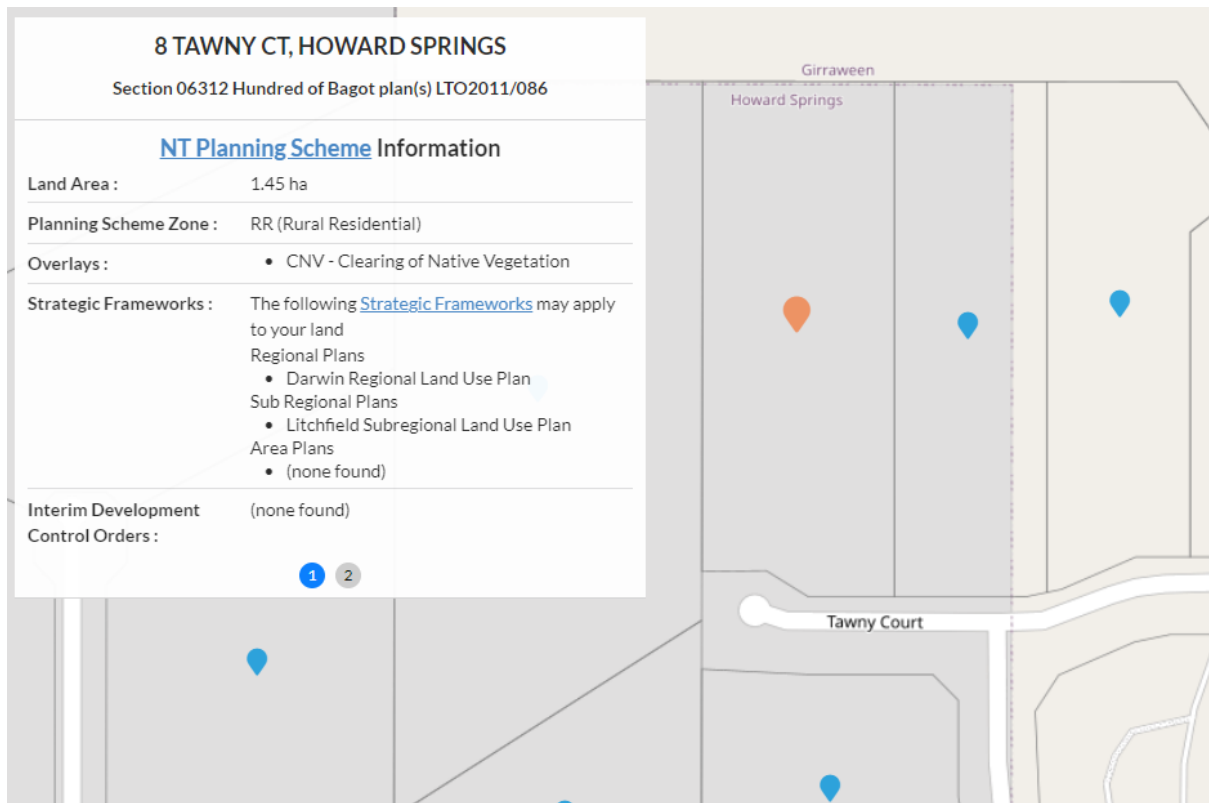
Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader

Section 06312 Hundred of Bagot plan(s) LTO2011/086

Land Area :	1.45 ha
Planning Scheme Zone :	RR (Rural Residential)
Overlays :	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation
Strategic Frameworks :	<p>The following Strategic Frameworks may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none"> • Darwin Regional Land Use Plan <p>Sub Regional Plans</p> <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan <p>Area Plans</p> <ul style="list-style-type: none"> • (none found)
Interim Development Control Orders :	(none found)



5 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0289
Hun: 695 P: 05049 10 Scholes Road HUMPTY DOO, Hundred of Strangways
Proposed Shed

Thank you for the Development Application referred to this office on 25/10/2024, 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 reduced setback is in keeping with neighbouring properties within the locality and does not pose any impact on neighbouring properties
- b) It is also noted that the property size only slightly goes over the 1Ha requirement where a reduced setback would be permitted under the *Planning Scheme 2020* as per Table D to Clause 5.4.3 Minimum building setbacks for residential buildings and ancillary structures in zones RR, RL, R,H and A

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

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

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

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

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

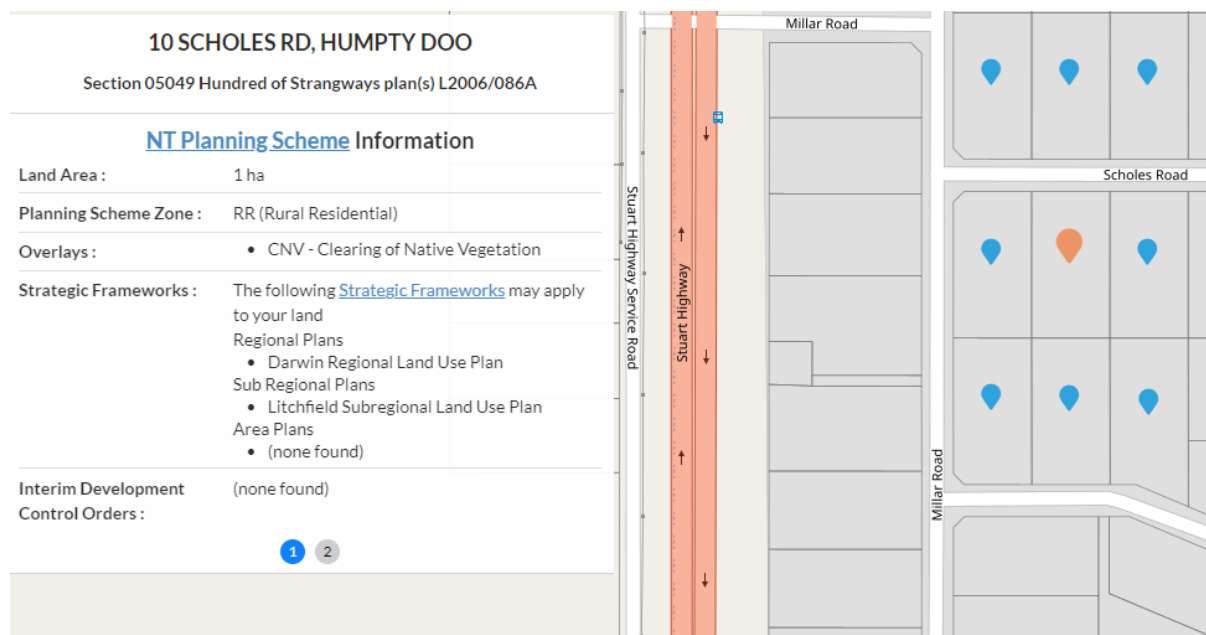
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader



15 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0238

**Hun: 055 P: 03422 5 Pardalote Way HOWARD SPRINGS, Hundred of Bagot
Dwelling-independent with a separate effluent disposal system**

Thank you for the Development Application referred to this office on 01/11/2024, 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 development is in accordance with the requirements of the NT *Planning Scheme 2020* noting the requirement for the separate effluent disposal system.
- b) The development supports the Litchfield Subregional Land Use Plan statements of policy for the Rural Area.

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

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

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader

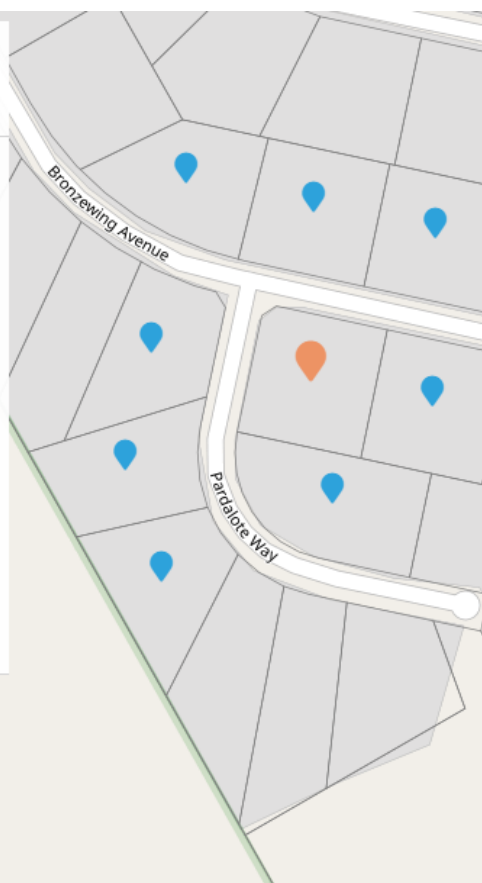
5 PARDALOTE WAY, HOWARD SPRINGS

Section 03422 Hundred of Bagot plan(s) LTO90/060A

[NT Planning Scheme](#) Information

Land Area :	1.05 ha
Planning Scheme Zone :	RL (Rural Living)
Overlays :	<ul style="list-style-type: none">• CNV - Clearing of Native Vegetation
Strategic Frameworks :	<p>The following Strategic Frameworks may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none">• Darwin Regional Land Use Plan <p>Sub Regional Plans</p> <ul style="list-style-type: none">• Litchfield Subregional Land Use Plan <p>Area Plans</p> <ul style="list-style-type: none">• (none found)
Interim Development Control Orders :	(none found)

1 2



22 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0353

**Hun: 055 P: 05894 49 McGill Road GIRRAWEEEN, Hundred of Bagot
Dwelling-single with ancillary dwelling-independent with floor area in excess of 80m2 and
separate effluent disposal system**

Thank you for the Development Application referred to this office on 08/11/2024, 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) Whilst the proposal does not comply with the Planning Scheme in respect to 5.4.13 (5) floor area, it is evident based on the supporting documentation and the site plan that the property can adequately accommodate the additional dwelling, noting that the current dwelling-single will become the dwelling-independent.
- b) Council supports the rural amenity and access to the rural lifestyle and both dwellings will provide adequate open space and does not impact on neighbouring amenity.

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

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

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

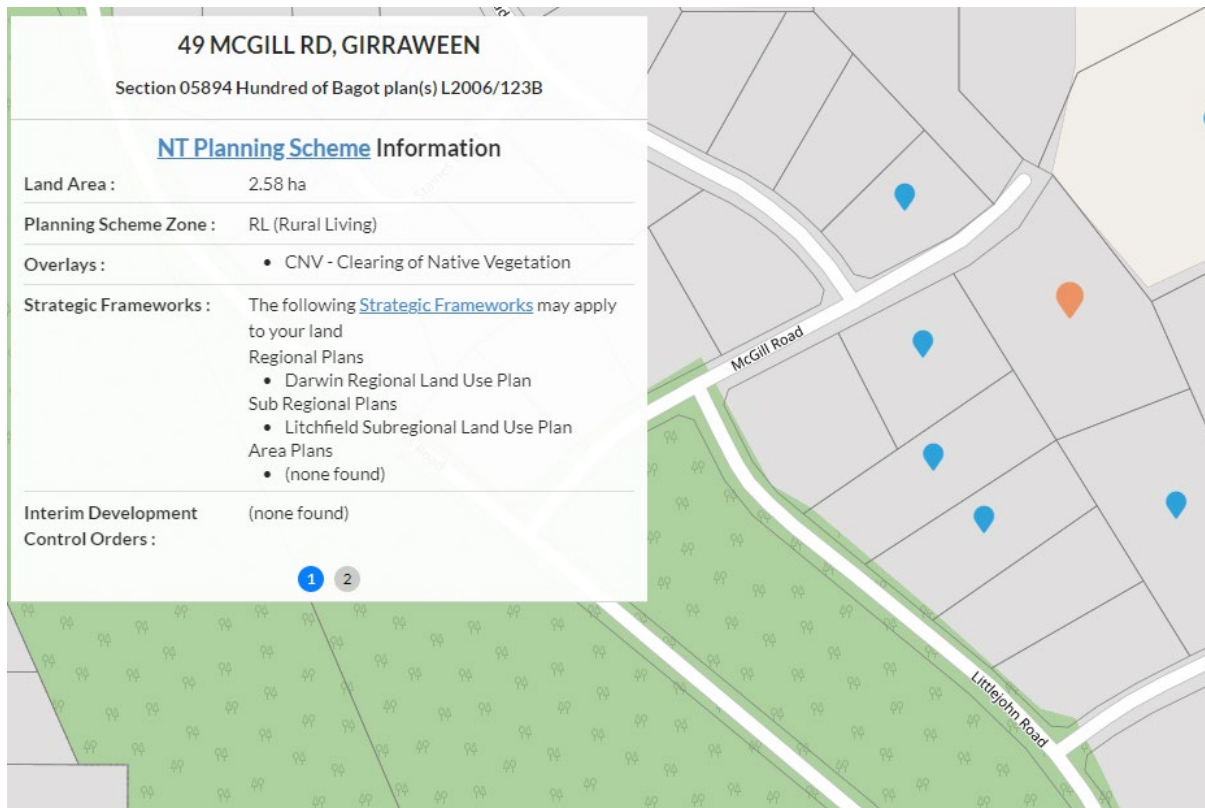
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader



27 November 2024

Development Assessment Services
Department of Lands, Planning & Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0251

**Hun: 6121 P: LTO2023/24 70 Brooking Circuit VIRGINIA, 24 Woodward Road VIRGINIA, Hundred of Strangways
Subdivision to create four lots**

Thank you for the Development Application re-referred to this office on 15/11/2024, 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 current zoning of the subject parcels allows for a subdivision as is proposed and is in keeping with the Holtze to Elizabeth River Subregional Land Use Plan.
- b) The application considers the unconstrained access to all proposed new and existing Lots within the application as well as Council's previous comments in relation to the location of the crossovers.

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

Within the previous letter of comment, Council outlined concerns with the location of the proposed crossovers and their interaction with Beasley Road. The developer has addressed these concerns by providing an alternate placement of the driveway crossover. Whilst this is acceptable to Council, it should be noted that the placement of crossovers should always be in accordance with Austroads guidelines and the NT Subdivision and Development Guidelines and where required informed by engineering investigation and design.

Further to this, the update Lot plan, does show that the axle handle for Lot C is a total length of 195.04m. Council does not generally support an axle handle of this length, however provided that support is given by other necessary service authorities, Council has no objection.

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

- a) The crossover and driveways shall meet Litchfield Council's requirements, and be in accordance with the NT Subdivision and Development Guidelines and standard drawings.

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

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

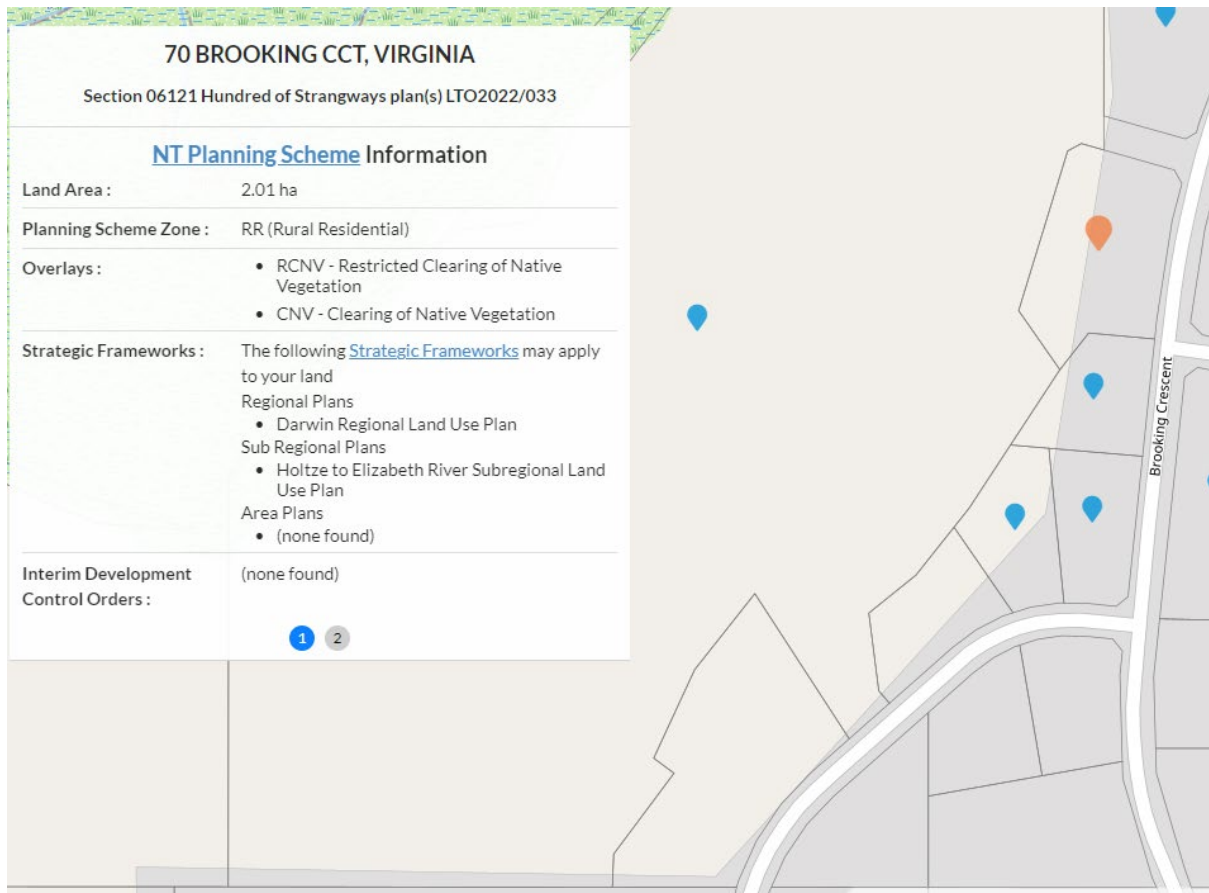
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader





22 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0320

**Hun: 055 P: 04231 213 Taylor Road HOLTZE, Hundred of Bagot
Subdivision to create 579 lots in 18 stages**

Thank you for the Development Application referred to this office on 24/10/2024, 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:

The proposed Subdivision Masterplan considers the planning principles within the Greater Holtze Area Plan (GHAP) and provides purposeful zoning types which provide a variety of housing options allowing for future growth within the Litchfield municipality.

The proposal further considers the requirements of the *Planning Scheme 2020* as well as the NT Subdivision and Development guidelines and provides for the most part suitable outcomes for each of the requirements or alternative propositions.

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

PRELIMINARY COMMENTS

- a) Council understands that as the site is a Greenfield development this subdivision is reliant upon the Part A and Part B headworks being undertaken by Land Development Unit (LDU). These headworks will enable the provision of power, water and sewerage to the subdivision, noting that the initial stages of the subdivision will be serviced from the existing public infrastructure supply to the Palmerston Regional Hospital parcel.
- b) Further to this, the road access to the subdivision via Gunn Point Road and Linco Road will be established in these headworks. Confirmation is required from LDU for the design and delivery of Gunn Point Road to the Taylor Road connection point, which would provide a northern entry point to the subdivision. Planning of the surrounding road network and the future of Taylor

Road is subject to further discussion and development. Further to this, confirmation of the access points from within the subdivision to the Territory Reserve Parcel is also to be confirmed.

- c) Given that the proposal includes a Subdivision Masterplan, Council recommends issuing the development permit in two parts;
 - a. Part A – Subdivision Masterplan
 - i. Conditions Precedent
 - b. Part B – Stages of Development
 - i. Conditions Precedent for each ‘stage’ of the development
 - ii. Conditions General for each ‘stage’ of the development
- d) Staging – the staging of the development should consider the delivery of the Public Open Space areas and the availability of passive surveillance as detailed in the Community Safety Design Guide. The provision of 10% Public Open Space should be maintained throughout the delivery of stages and to that effect some amendment to the proposed staging should be considered. Staging should also consider the delivery of the road network ensuring connectivity at all times which includes the accessibility to public transport. Council is also conscious of ensuring the protection of delivered and finalised stages of the development and therefore the Developer should consider the inclusion of buffer protection zones, particularly in the later stages of the development.
- e) Where there are proposed drainage catchments external to the development site, these WILL NOT be maintained by Litchfield Council unless by express agreement by resolution of the Council and in writing with the Land Development Unit, Crown Land or other party to the agreement. Litchfield Council will not be responsible for clearing conditions relating to these proposed catchments, however where drainage impacts a Council owned road (such as Taylor Road) there should be no impact to the road or access for current residents and these works should be of no cost to Council.
- f) Stakeholder communications will remain the responsibility of the LDU and the Developer.
- g) In consideration of the *Bringing Land to Market* recommendations, Council has requested that this development be included in the Independent Compliance Auditor (ICA) program trial, noting that this is subject to further discussion and agreement of all parties.

DEVELOPMENT DETAILED COMMENTS

Environment

Council notes the environmental approval contained in Attachment F of the submitted documents. Council would like to request that in support of this approval, consideration be given to transplanting/ redistributing some of the species *Cycas Armstrongii* (Darwin Cycad) within open space areas as a means of retaining aspects of the natural bushland. In respect to the *Typhonium praetermissum* plants, it is understood that management of these areas have been considered by the LDU.

Council supports the requirements of the Department of Health – Medical Entomology and their published paper Guidelines for Preventing Biting Insect Problems for Urban Residential Developments or Subdivisions in the Top End of NT. Council’s preference is to ensure that there are no opportunities for mosquito breeding within the subdivision. The site drainage should consider these guidelines ensuring

the subdivision is completely free draining to avoid the potential for mosquito breeding during low flow periods.

Infrastructure

The subdivision design should where practical be in accordance with the Northern Territory Subdivision Development Guidelines however Council wishes to highlight the following items as points of interest;

- All earthworks are to be designed to eliminate the need for excessive fill and retaining walls for the subdivision.
- Road networks should consider the Greater Holtze Area Plan (GHAP) and the overarching Austroads Standards and concepts noting that connectivity outside of the development area is to be addressed by the LDU.
- Public Transport network and connectivity should be accessible and the verges should be able to accommodate bus stops without disruption to the flow of traffic.
- Public Open Space areas should provide off-street parking as well as entry points for vehicles for the provision of maintenance.
- Street furniture inclusive of streetlights and stormwater access pits should consider the design and style concepts as agreed upon ensuring adherence to all relevant standards and operational efficiencies.

Planning

The application is generally in accordance with the provisions within the NT *Planning Scheme 2020* and Council is supportive of the reduced side setback plans noting the proposed minimum setback is 1.0m, and the incorporation into Schedule 9 of the planning scheme.

The application highlighted four specific lots where there were minor encroachments of the building envelopes into the minimum setback areas. In these instances Council would like the developer to consider the surrounding lot sizes and whether these lots can be absorbed by the neighbouring lots instead. This will also alleviate the issue with the proposed placement of the driveways. Where the issue being that driveways have been located in areas with minimal or compromised site distances. It is noted also, there may be more than the four stated lots with encroachments into the minimum setbacks.

There are also areas where Council considers there may be access issues for the likes of waste/ rubbish collection and as such would like the Developer to consider alternative solutions to either the configuration of the road or the lot boundary. This is to ensure that all waste collection ensures forward movement and there are no safety or restrictions for road users.

Council also notes the proposed indicative locations of private open space on some of the lots may not fully consider the outlook for the dwelling or the overall amenity and therefore may require some tweaking in respect to the orientation of the lots.

The Planning Principles within the GHAP are generally met however Council requests further consideration of principles 3 and 4 particularly in relation to the long row of housing backing onto the future Gunn Point Road. In this instance, it would be preferable for additional green space/ mid-block parks be introduced to break up the length of the housing. For arguments sake, this would look like Lots 1110 and 1711 to be earmarked for green space/ Public Open Space and, in order to provide walkability and connectivity Lots 1219 and 1125 should be green space/ Public Open Space areas also.

Further, there are a handful of lots that propose battleaxe design, Council is not generally supportive of this however as with the points above, these can all be discussed further with the Developer to arrive at an agreeable design.

Public Open Space / Landscaping

Council is generally supportive of the proposed Public Open Space areas. These areas should be designed with the *NT Subdivision and Development Guidelines*, Section 5 and 6, as well as the Core Design Principles in the *Community Safety Design Guide*, however also considering Councils specific development requirements in respect to tree species, playground configurations, irrigation and streetscapes. These should be spaces that are operationally efficient and present a desirable and usable open space amenity for the residents of both Holtze and those visiting from other areas. These should be multi-generational spaces and the design should align with the rural nature of Litchfield municipality.

Place Naming

Council has previously endorsed a bank of names to be utilised for the Holtze and Greater Holtze areas and provided feedback to the NT Place Naming Committee. These names have a designated theme that aligns with this development's proximity to the Palmerston Regional Hospital. It is expected that additional names will be submitted from Lands Planning (DLPE), which, may explore alternative themes. It should also be noted that any additional proposed names for this development by the Developer will need to address the guidelines for NT place naming and provide documentation of engagement with interested parties including Litchfield Council. The Developer should also consider these guidelines in respect to promotional or estate naming, noting that there are opportunities available to commemorate important aspects of the NT's history through this approach.

Construction

Council will propose that all driveway crossovers will be constructed at the time of the establishment of the roads, drainage and footpaths so as to negate any issues with disruption to pavement and road services in the future.

It is Council's preference that the Developer also hold their construction contractors as well as home builders accountable for operational and environmental management best practices to ensure the safety of the site and surrounds.

Council will request a Construction Management Plan which should be inclusive of addressing access points to the site. It is presumed that for large vehicle/ truck/ plant access will be required from the northern entrance point of the subdivision (the unmade Gunn Point Road corridor). This should be considered in the staging of the development and also in further discussion with the LDU.

Style and Design Concepts

As previously mentioned, Council would like to see this subdivision align with the rural character of the Litchfield Municipality though in an urban context. That is to say, green spaces and natural elements, highlighting the Territory lifestyle and colourful aspects of the Top End region. Council would propose working with the Developer to establish this design guide to ensure continuity for our municipality and residents.

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:

PART A – Subdivision Masterplan

- a) Prior to the endorsement of plans, the Subdivision Masterplan is to be prepared in accordance with the requirements of the NT Subdivision Development Guidelines and to be submitted to and approved by Litchfield Council to the satisfaction of the consent authority. The masterplan is to address;
 - i. A finalised Design and Style concepts (styleguide) for the overall subdivision
 - ii. Sequenced staging plan showing how the overall development will be delivered considering the delivery of Public Infrastructure and Public Open Space
 - iii. Minimum 30% design for all aspects of the subdivision inclusive of;
 - 1. Streets and pathways masterplan supported by an updated Traffic Impact Assessment showing distribution volumes for the subdivision network to support road classifications.
 - 2. Street and Public Lighting masterplan
 - 3. Stormwater Management Masterplan
 - 4. Electrical masterplan
 - 5. Water masterplan
 - 6. Wastewater masterplan
 - 7. Public open space masterplan
 - iv. Land use zoning and public open spaces
 - v. Lot layout and building envelope and setback plans
 - vi. Site earthworks plan indicating finished levels of the subdivision. Noting all earthworks are to be designed to eliminate the need for excessive fill and retaining walls for the subdivision.
 - vii. Operational Environmental management plan for the duration of the development and for the overall site.
- b) Prior to the commencement of works a dilapidation report shall be submitted for Taylor Road to the requirements of Litchfield Council, to the satisfaction of the consent authority.

PART B – Stage(s)

- a) Prior to the endorsement of plans and prior to the commencement of works (including site preparation), a site earthworks plan indicating finished levels of all proposed lots is to be submitted to and approved by Litchfield Council to the satisfaction of the consent authority. All cut and fill works are to be designed to eliminate the need for excessive cut/fill/retaining wall works for the proposed lots and stormwater flow from lots.
- b) Prior to the commencement of works, a Construction Traffic Management Plan (CTMP) must be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority.
- c) Prior to the commencement of works (including site preparation) the developer shall submit detailed design documentation (engineering design, design report and specifications) for the following components and for all such proposed works to the satisfaction of Litchfield Council, prepared by a suitably qualified persons, to the satisfaction of the consent authority;
 - i. Roads,
 - ii. Stormwater drainage
 - iii. Streetlighting
 - iv. Vehicular accesses

- v. Pedestrian/ cycle paths
 - vi. Landscaping
 - vii. Open space/ park areas (including permanent irrigation) and;
 - viii. Streetscaping
- d) Prior to the commencement of works (including site preparation), a Type 2 Erosion and Sediment Control Plan (ESCP) must be developed in accordance with the Department of Lands, Planning and Environment Erosion and Sediment Control Plan (ESCP) procedures. The ESCP must be developed and certified by a Certified Professional in Erosion and Sediment Control (CPESC). The ESCP must be submitted for acceptance prior to the commencement of any earth disturbing activities (including clearing and early works) to Development Assessment Services via email: das.ntg@nt.gov.au and circulated 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 development must proceed in the order of stages as shown on the subdivision masterplan approved under condition precedent, unless otherwise approved by the consent authority and in agreement with Litchfield Council
- b) The works carried out should be in accordance with the Construction Traffic Management Plan and the Traffic Impact Assessment as approved by the condition(s) precedent.
- c) All proposed roads, street lighting, stormwater drainage, site earthworks, vehicular access/ crossovers, pedestrian/ cycle corridors, public open space and streetscaping/ landscaping must be designed by a practicing and registered civil engineer and constructed at the developer's expense in accordance with the NT Subdivision and Development Guidelines and to the technical requirements of Litchfield Council, to the satisfaction of the consent authority.
Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.
- d) Any development on or adjacent to any easements on site shall be carried out to the requirements of the relevant service authority to the satisfaction of the consent authority.
- e) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.
- f) Upon completion of any works within or impacting upon existing or proposed road reserves, such as Taylor Road, the road reserves shall be rehabilitated to the standards and requirements of Litchfield Council and returned to the condition as documented in the dilapidation report, unless by prior written agreement and subject to approved design, improvements are undertaken by the developer and at no cost to Litchfield Council.
- g) Prior to the issue of titles a road safety audit must be prepared by a suitably qualified traffic engineer in accordance with the Austroads Document Guide tot Traffic Management Part 12: Traffic Impacts of Developments and be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority.
- h) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

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

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

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader



27 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0356

**Hun: 695 P: 04625 30 Holly Road BEES CREEK, Hundred of Strangways
Subdivision to create five lots in three stages**

Thank you for the Development Application referred to this office on 15/11/2024, 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 is in alignment with the recent rezoning of the properties which was undertaken for the purpose of this subdivision.
- b) The land suitability assessment advises that the proposed land to be subdivided supports the requirements of the NT *Planning Scheme 2020* and provides a minimum of 1ha of unconstrained land per lot.

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

- a) Existing crossovers will need to be reviewed to ensure they meet the current standards in accordance with Austroads and the NT Subdivision and Development Guidelines and to the requirements of Litchfield Council. This may include the removal or upgrading of existing crossovers.
 - Council makes particular note of the access to proposed Lot C of Parcel 4626 from Lowther Road and its assessment against Austroads Guide to Road Design Part 4: Intersections and Crossings – General (section 7).
Noting, the Coolalinga and Freds Pass Rural Activity Centre Plan (plan), future road networks and planning principles should be considered, given that these Lots are adjoining the boundary of the plan.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - i. Council requires driveway crossovers to be in accordance with the NT Subdivision and Development guidelines, Standard Drawing SS1008 Vehicle Access
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

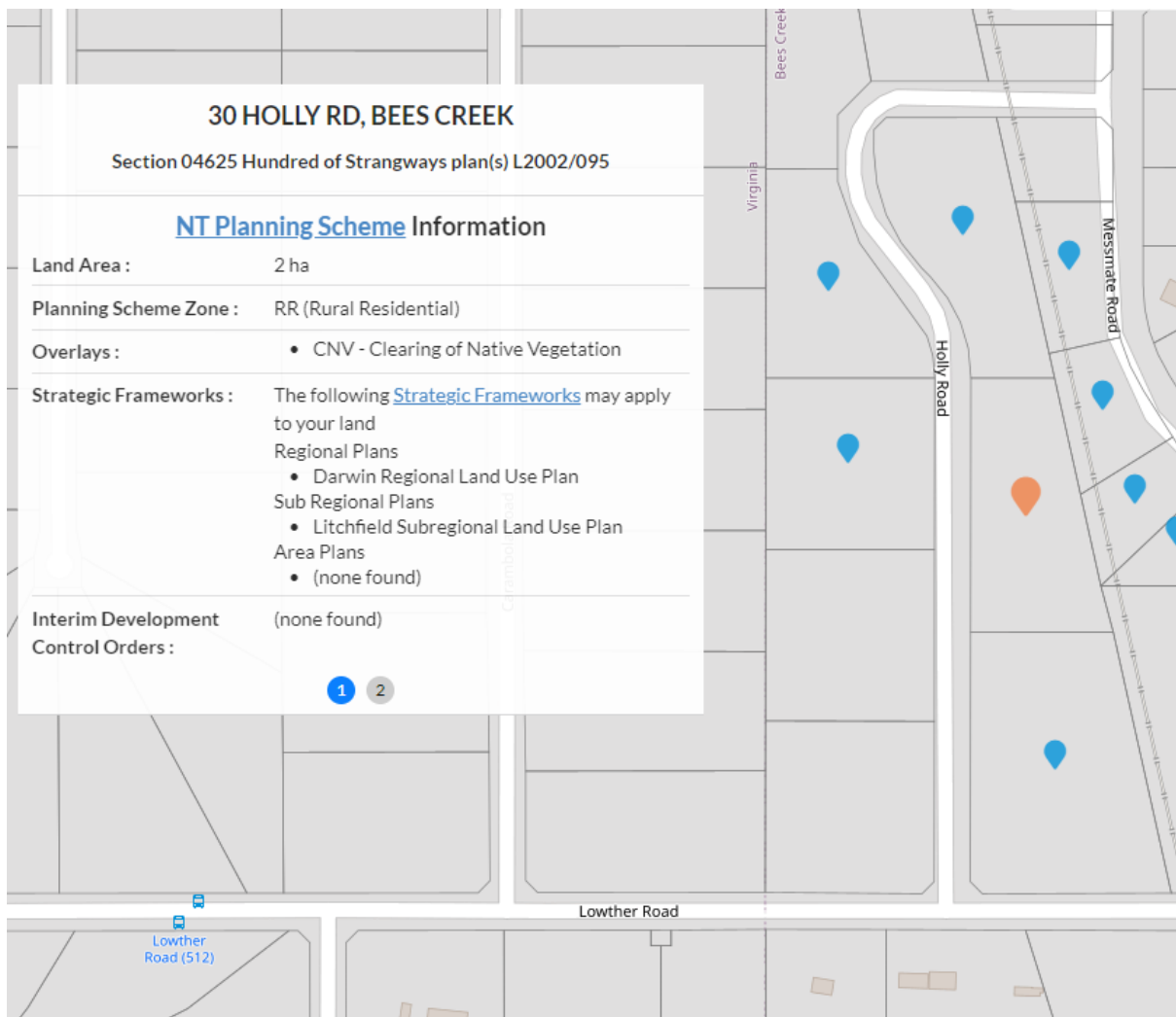
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Kind Regards,



Jaimie O'Connor
Planning and Development Program Leader





18 November 2024

Development Assessment Services
Department of Lands, Planning and Environment
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Development Application

PA2024/0323

**Hun: 055 P: 07864 142 Thorngate Road HOLTZE, Hundred of Bagot
Excavation and Fill**

Thank you for the Development Application referred to this office on 04/11/2024, 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 does not support the granting of a Development Permit for the following reasons:

- a) Whilst we understand the intent of the excavation and fill proposal to level the land in the future proposed Lot F (as per DP22/0156 endorsed plans), it is not clearly outlined why this should take place prior to the previously approved subdivision development of the site.
- b) All previous conditions in the issued development permit should be addressed prior to the development of the site and/ or an amendment to the staging of the previously approved permit should take place to accommodate this proposal.

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

- a) It has also come to Council's attention that the variation to the staging of development permit DP22/0156 which resulted in DP22/0156A was never circulated to Litchfield Council for comment and further to this, the extension of time granted to the developer which resulted in DP22/0156B was not circulated to Council either.
- b) It does not appear that any parts of the proposed subdivision have taken place as yet.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, designs for crossovers and driveways shall be submitted to and approved by Council's as meeting its requirements.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Council's stormwater drainage system, shall be submitted to and approved by Council. The plan shall be as per the subdivision guidelines and include details such as:
 - i. Site levels and Council's stormwater drainage connection point(s).
 - ii. Demonstrated capability that stormwater run-off can be being discharged across the lot surface to the main drainage system or to an approved alternate connection. Council stormwater discharge guidelines do not allow concentrated discharge of stormwater to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve. The plan shall demonstrate that the drainage system is designed to cater for both initial storms and major storm events.
 - iii. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Council's drainage system.
- c) 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.
- d) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.

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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

Note: Design drawings shall be approved by Litchfield Council prior to construction of the works.

- b) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, prepared by a suitability certified traffic auditor, shall be approved by Litchfield Council.
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

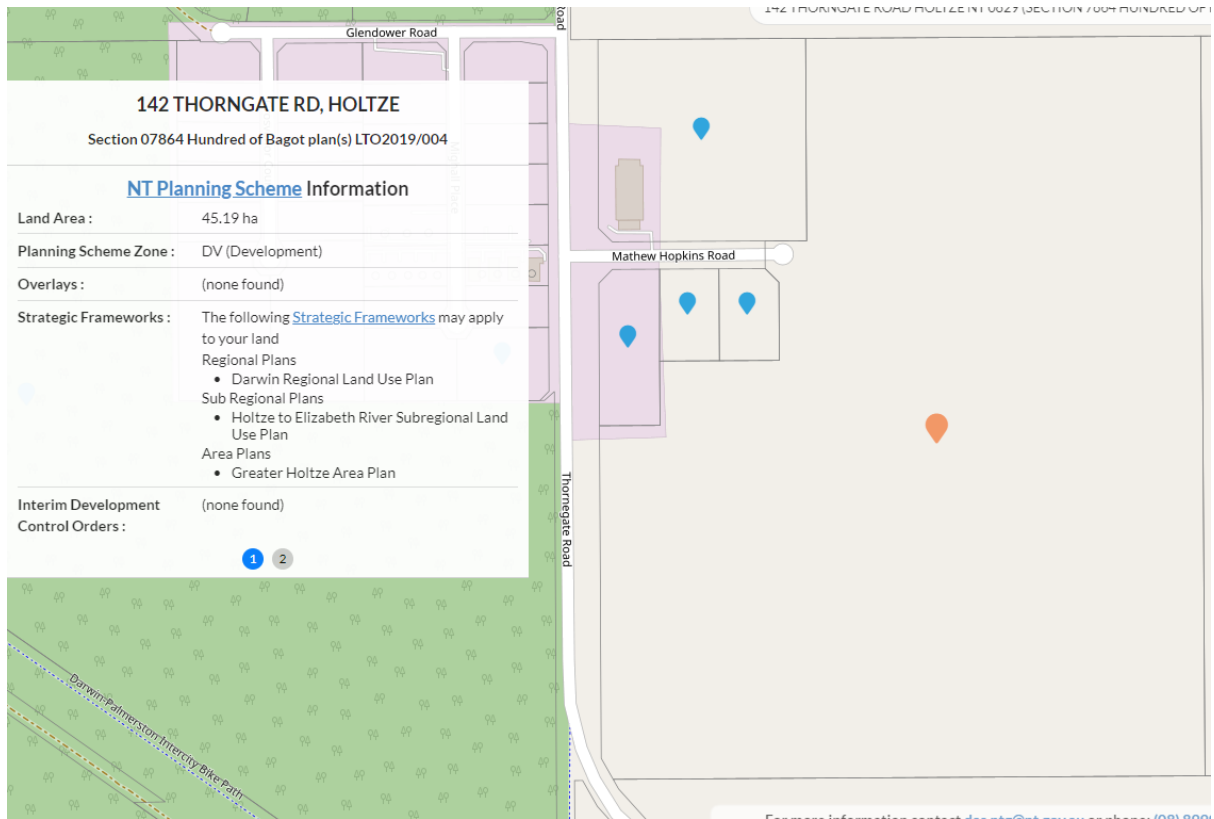
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Planning & Development Program Leader





COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Private Road Roads – No Name Road
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	10/12/2024
Attachments:	A: Private Road Policy B: Priority List of Unsealed Private Roads

Executive Summary

This paper provides Elected Members with a proposal to begin work on Private Roads to formally take ownership of the road corridors with a proposal to use No Name Road as a trial, real life example. The trial will inform updates to the Private Road Policy INF06 to provide a clear process. The report seeks allocation of \$100,000 to the consultant budget to start the trial.

In addition to the trial, the Private Road Policy INF06 is due for renewal on the 11th December 2024. It is proposed that whilst these works are being undertaken, the policy be extended for a further 12 months without change.

Recommendation

That Council

1. Commit to the trial of running through the process of a Road Opening for a Private Road and driving the process for residents.
2. Allocate No Name Road as the proposed road for the trial.
3. Allocate \$100,000 of consultant budget to come from Financial Reserves
4. Renew the policy as it stands with no changes for a further 12 months.

Background

A legacy issue that Council received with formation is Private Roads. These 'Roads' consist of various battleaxe blocks and right of ways, all of which are unsealed gravel roads and a legacy maintenance burden now put on Council.

Council has a well-developed policy for private roads, which has several functions, firstly to clearly set out the maintenance levels that will be provided to these roads and secondly has attempted to set out a process for future ownership of these roads. What the policy current does not do is clearly show this future ownership process and nor does the policy consider once the road is owned, how does Council commit to sealing of the now legal road corridor. These aspects are currently under

review as part of the policy review however what is being proposed is to address at this time is the future ownership.

In reviewing the future ownership portion of the policy, it has become apparent that there are some challenging steps within the process, that do not form part of the current documented process. It is proposed that with the opportunity to use a real life situation and work through the process step by step, the final flow chart or process can be developed to adequately show the process and inform the policy updates.

The very first step of the process will involve developing a formal instrument document that requests each property owner to commit to the process of a Road Opening, which will involve gifting of the land portion associated with the Road to Council and changes to the individual land titles that could impact mortgages. This process will need to be driven by Council and is where the process immediately differs from the policy. In the past, this instrument has not been in place and the process effectively, whilst vague, the policy states 'Property owners can request to hand over a private road to Council'. This first major change in implementing an instrument document will very quickly identify if the process can continue for that road, as without all property owners support, the Road Opening cannot proceed and would become a land acquisition process, which would become costly to Council and likely not viable.

It must however be noted, that whilst the process above could fall over, alternative options are still being investigated for things like easements over properties, however this just adds to the complexity of an already messy situation.

The Priority Document to Attachment B shows that Gullick Road would be the first cab off the rank, however based on the appetite of property owners on No Name Road, it is proposed that No Name Road be used for the trial.

The Trial would consist of the following:

- Survey of the road corridor and develop the road opening survey plan that addresses the changes to each individual lot boundaries.
- Development of the instrument and communicating this instrument to all residents on No Name Road including the above draft plan as the attachment.
- Formal road design to consider if any additional drainage easements are required over properties so these can form part of the instrument.
- Complete Road Opening Process and complete all relevant LTO documentation to formalise the Road Opening.

What this proposal does not include, is commitment to construction of the road, and this needs to be clearly portrayed to the residents in the development of what is being proposed. The function of this trial is to conduct the Road Opening process so the Road is open and in full ownership of Council. Considerations for communications of the Road Seal levy being applied should be discussed, potentially before entering into the trial as to ascertain whether this should be part of the instrument.

It is not known the exact financial cost to Council to work through this process. It is proposed by this report to request a budget of \$100,000 be allocated to the project, with updates on progress and budget expenditure to be provided when necessary.

Timeframes to complete this trial project are also not predictable, though the parts that are within Council power will be completed in normal processing times. The survey works can kick off immediately as well as development of the draft survey plan. Development of the Instrument will be sought through a legal firm and works on this can begin also. Once the instrument and communications get to the Residents, the process is really in the hands of the residents.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

INF06 Private Roads Policy

Risks

The process of dealing with the Private Roads has really been put in the too hard basket for a long time now. Without a trial, understanding what all the challenges are associated with the process involved for formally transferring these roads into Council ownership will continue to be unknown. The requests from residents on these roads appears to come in waves, however this is an opportunity for Council to say they are committed to coming up with a solution.

Financial

The financial risk to Council in this early stage is quite low, though at this time the cost overall to complete the works is not known. Financial commitment to sealing the road is not being requested at this time, but should be considered in making the decision, as it is likely an expectation at the end of the process.

Community Engagement

Nil

Private Roads **POLICY INF06**

Name	INF06 Private Roads
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	12/12/2023
Review Date	11/12/2024

1. Purpose

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

2. Scope

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

3. Definitions

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

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

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

4. Policy Statement

4.1. Private Roads Overview

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

4.2. Private Roads Access from Council Roads

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

4.3. Battle-axe Maintenance

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

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

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

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

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

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

4.4. Private Roads Maintenance and Treatment

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

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

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

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

- 4.4.2.3. Appropriate signage to meet Australian Standards.
 - 4.4.2.4. Drainage clearing to protect road surfaces.
 - 4.4.3. Requests for works beyond the maintenance identified in 4.4.2 will be considered by Council on their merit, including the cost and benefit to the community.
 - 4.4.4. Council will manage the roads as identified within relevant approved budgets and at a service level no greater than that of Council roads.
 - 4.4.5. Council will prepare suitable agreements to enable maintenance and management of private roads by Council, and these will be progressively established with relevant landowners.
 - 4.4.6. On request by landowners or as identified by Council, private roads not identified within 4.4.1 will be considered for maintenance and management by Council, whereby following inclusion, all policy requirements will apply.
- 4.5. Private Roads – Future Council Ownership
- 4.5.1. Property owners can request to hand over a private road to Council, either through a road opening process or vesting of a right of way easement. Council will assist in this process and support landowners with the administrative process.
 - 4.5.2. Handing over of land to enable the formal opening of a road is subject to each of the following being met:
 - 4.5.2.1. The road provides access to a minimum of three properties;
 - 4.5.2.2. A road reserve width to meet NT Subdivision and Development Guidelines and to Council's approval can be achieved;
 - 4.5.2.3. There is no cost to Council for the land;
 - 4.5.2.4. All land owners confirm their agreement in writing prior to Council consideration;
 - 4.5.2.5. Council may provide in kind support (surveying, advertising, fees etc) when requested by owners (subject to Council resolution);
 - 4.5.2.6. Opening of roads process to be followed to ensure legislative requirements are met.
 - 4.5.3. Council will work with property owners, the Northern Territory Government and Power and Water Corporation to determine ongoing ownership and maintenance requirements for these roads.
 - 4.5.4. Where subdivision and development occurs that impact these properties and private roads, Council will request handover of land at that time.
 - 4.5.5. Council will lobby the Northern Territory Government and Australian Government to assist in the formalisation of roads and funding for upgrading roads to Council standards.

5. Associated Documents

INF02 Driveway Crossovers

INF05 Sealing of Roads

NT Subdivision and Development Guidelines

6. References and Legislation

Northern Territory Local Government Act 2019

Control of Roads Act 1953

Planning Act 1999

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/01/2020	Update to new policy template, new policy number, full review of policy content (1920/130), Replaces LC29
4/9/2012	New policy (Council resolution - PA12/CAM/056)
15/1/2020	Reviewed and updated Policy, superseding LC21
06/12/2023	ORD2023 11-242 Policy reviewed with minor amendments. Policy to be reviewed in 12 months time.

Priority List of Unsealed Private Roads												
Asset ID	Road Segment	Road Name	Surface Type	Length (m)	Width (m)	Area (sqm)	Number of properties directly serviced by the road	Points	Total Priority Points	Year	Cost to Seal (\$)	Comments
34597	Gullick Road Surface 001 - south	Gullick Road	Gravel	602.63	6	3615.78	15	20.00	20.00		723,156.00	
7298	Hughes Road Surface 001	Hughes Road	Gravel	1449.95	8	11599.60	13	17.33	17.33		1,739,940.00	
35533	No Name Road Surface 001	No Name Road	Gravel	1428.07	6	8568.42	13	17.33	17.33		1,713,684.00	Could be 15 depends on if we include corners of Strangways
34598	Dalgety Road Surface xxx	Dalgety Road	Gravel	719.71	5	3598.55	13	17.33	17.33		863,652.00	
7982	Walker Road Surface 001	Walker Road	Gravel	1372.46	8	10979.68	12	16.00	16.00		1,646,952.00	
34550	Notta Road Surface 002	Notta Road	Gravel	718.77	7	5031.39	12	16.00	16.00		862,524.00	
34551	Notta Road Surface 003	Notta Road	Gravel	328.28	9	2954.52	12	16.00	16.00		393,936.00	
7786	Sandy Road Surface 001	Sandy Road	Gravel	1318.77	8	10550.16	11	14.67	14.67		1,582,524.00	
35474	Cooper Road Surface 001	Cooper Road	Gravel	868.99	6	5213.94	8	10.67	10.67		1,042,788.00	Check fencing between properties if they are just battleaxe blocks.
7992	Warren Road Surface 001	Warren Road	Gravel	1298.88	7	9092.16	7	9.33	9.33		1,558,656.00	Already Right of way Roads so limited survey work to upgrade
6938	Canarium Road Surface 001	Canarium Road	Gravel	680.00	8	5440.00	5	6.67	6.67		816,000.00	Already Right of way Roads so limited survey work to upgrade
7898	Swamp Road Surface 001	Swamp Road	Gravel	763.76	11	8401.36	5	6.67	6.67		916,512.00	
6773	Alba Road Surface 001	Alba Road	Gravel	333.55	5	1667.75	4	5.33	5.33		400,260.00	Access for 1 alotment really
35550	Ross Road Surface 001	Ross Road	Gravel	833.67	6	5002.02	4	5.33	5.33		1,000,404.00	
34590	Ironwood Place 2 Surface 001	Ironwood Place 2	Gravel	804.58	7	5632.06	3	4.00	4.00		965,496.00	
35554	Some Road Surface 001	Some Road	Gravel	433.22	6	2599.32	3	4.00	4.00		519,864.00	Check fencing between properties if they are just battleaxe blocks.
7718	Pipeline Road Surface 002	Pipeline Road	Gravel	1128.38	7	7898.66	2	2.67	2.67		1,354,056.00	
35568	Pipeline Road East Surface 002	Pipeline Road East	Gravel	788.49	6	4730.94	0	0.00	0.00		946,188.00	
				15872.16		108960.53					13,860,324	

* Cost to seal does not include land acquisition costs, design costs, major stormwater infrastructure or driveways



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	Grant Opportunity - Active Transport Fund Program
Author & Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	10/12/2024
Attachments:	Attachment A – Active Transport Fund - Guidelines

Executive Summary

This paper provides Elected Members with information about a grant that has been made available for Local Government for the construction of Shared Paths and Cycle Paths, that provide benefit to the community under the Active Transport Fund Program. Whilst Council has a project shovel ready that could utilise this grant funding, the project has already been allocated funding through the LRCI program.

This report also seeks additional funding be added to the already committed LRCI grant amount to enable the project to proceed and, requests the consideration for the use of consultant budget to progress with feasibility documentation and cost estimates for further shared path projects that may be suitable for future opportunities under this program or others.

Recommendation

THAT Council approve to:

1. Utilise the LRCI grant to complete the project and allocate an additional \$268,000 of Council asset reserve to the project budget.
2. Support the development of feasibility documentation for future projects that can utilise the Active Transport Fund Program should further tranches be available in the future and commit a sum of \$40,000 of Council asset reserve to the project budget.

Background

On the 31 October 2024, Council received notice of a new grant under the Active Transport Fund Program.

Through the program, \$100 million in funding will be available from 2024-25 to 2028-29. The aim of the program is to encourage an increase in active transport through the upgrade of existing and construction of new bicycle and walking pathways across Australia.

The program has been created as part of the Australian Government's commitment, under the National Road Safety Strategy 2021-30, to improve road safety outcomes for bicyclists and pedestrians. The program also supports the Australian Government's commitment to reducing transport emissions and supporting active and liveable communities.

The program is an application-based, merit-assessed funding program, open to all state and territory governments and Local Government Authorities (LGAs). Applications must be for bicycle or walking pathways and must directly address at least one of the program's focus areas which are linked to active transport priorities.

The Focus Areas for the program are:

- road safety
- reducing transport emissions
- active and liveable communities

The program has been designed to give flexibility to address current and emerging active transport priorities. If funding is not fully allocated, additional tranches may be announced in the future at the discretion of the Australian Government.

Projects must meet all eligibility requirements detailed in this section.

Eligible projects must:

- Be for the upgrade of an existing or construction of a new bicycle or walking pathway;
- Directly address at least one focus area, and be supported by evidence;
- Be located on a publicly owned road asset or corridor that is accessible to the public; and
- Be a whole and complete project (not reliant on other works).

The program will contribute up to a maximum of \$5 million in Australian Government funding for each eligible project.

The program is an application-based, merit-assessed funding program.

Applications open 31 October 2024 and close 13 January 2025 at 11:59pm (AEDT).

Projects submitted by LGAs, the Australian Government recognises that some LGAs, particularly those in regional areas, may be limited in their ability to provide a 50% co-contribution. Alternative funding co-contributions can be sought as part of the application.

With this opportunity arising, this report is to provide details of projects that fit the eligibility but more so of a project that is shovel ready and needs further funding.

Council has design documentation and cost estimations for the shared path connection on Whitewood Road from Hillier Road to Hicks Road in Howard Springs. The project was originally proposed to utilise LRCI grant funding with \$682,000 allocated of this funding to complete the project. Since full detail design has been undertaken along with a cost estimate for the construction works, it has become apparent that the total estimated project cost without contingences is \$790,000. With the addition of contingency of approximately 20% the project is significantly outside the window to utilise just the LRCI grant funding and would require additional funding from Council to complete the project. (\$950,000 estimated total project cost)

Given its eligibility, this report seeks to consider lodging the Whitewood Road from Hillier Road to Hicks Road Shared Path Project for the Active Transport Fund Program in leu of using the LRCI funding. This would however require a 50% contribution from Council as commitment to this project.

The options are as follows:

Total Project Cost	\$950,000	Total Project Cost	\$950,000
Utilising LRCI	\$682,000	Utilising ATFP @ 50%	\$475,000
Council Contribution	\$268,000	Council Contribution	\$475,000

Whilst the Council contribution is close to double when using the proposed ATFP grant, utilising this specific for footpaths grant would free up the allocation of \$682,000 LRCI funding to be allocated to an alternative project that has a wider variety of options other than footpaths or cycle paths.

In addition, this is the only section of Shared path that Council have in the process of design or feasibility assessment to understand cost estimates for. Whilst an alternative section of shared path may be considered for this grant application, the time frame available to conduct sufficient assessment and documentation to enable the grant application to be put together, is simply not achievable.

With the likelihood of a second Tranche for the Active Transport Fund Program, it should be considered to approve Council officers to obtain assessments and feasibility reports for the following sections of shared path, in preparation for future opportunities:

- Bees Creek Road – Sattler Crescent to Lowther Road
- Virginia Road – Hinton Road to the Childcare Centre

Further to all of the above, the challenges in adapting the rural nature of our roads to accommodate shared path networks, costs a considerable amount of money, with the majority of the costs involved to construct the shared paths, actually being absorbed by drainage upgrades, driveway upgrades to manage drop off and clearances for the safety of pedestrians utilising the paths.

Without any other eligible projects developed far enough to support an application for the ATFP grant, it is suggested that the required additional budget to complete the project, be provided from the asset reserve in contribution to the already allocated \$682,000 of LRCI funding.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

INF01 Asset Management
FIN03 Procurement

Risks

Strategical

Whilst the Shared Path plan identifies where the connectivity of shared path networks is required, consideration as to the viability of constructing shared paths needs to be considered further as to the cost benefit to complete these projects.

Financial

Commitment of funding from the financial reserve is unplanned and impacts to Long Term Financial Plans needs to be considered. With this project already in motion and some funding made available through LRCI, further contribution amounts need to be considered.

Community Engagement

Nil



Australian Government

Department of Infrastructure, Transport,
Regional Development, Communications and the Arts

Guidelines

Active Transport Fund

October 2024

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1 About the Guidelines

These Guidelines outline the eligibility criteria, application process and certain administrative requirements for the Active Transport Fund (the program).

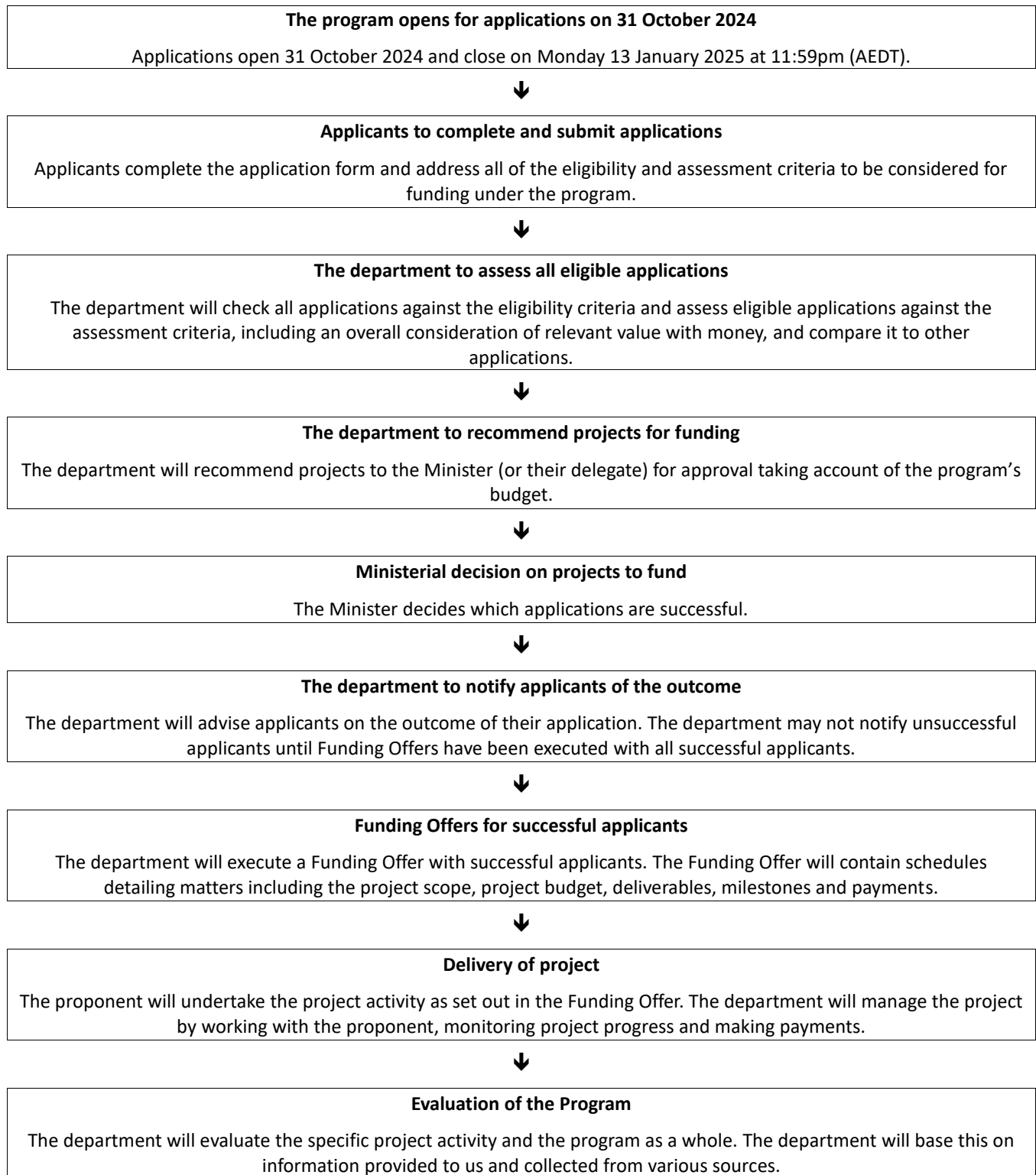
The program is governed by and administered under the following (as in force or implemented from time-to-time):

- the *National Land Transport Act 2014* (Cth) (NLT Act);
- the Intergovernmental Agreement on Federal Financial Relations (FFR);
- the Federation Funding Agreement – Infrastructure (FFA) and the FFA Schedule on Land Transport Infrastructure Projects (FFA Schedule), the associated Funding Tables;
- the Notes on Administration for Land Transport Infrastructure Projects (NoA); and
- these Guidelines.

The program is a sub-program for the purposes of the FFA Schedule Funding Tables. Projects under this program are administered under the NLT Act, and payments for this program are made to States and Territories under the FFA and Funding Table, including where the applicant is a Local Government Authority (LGA). The Guidelines should be read subject to the NLT Act, and in conjunction with relevant sections of the FFR, FFA and Funding Tables and the NoA.

A glossary of common terms can be found on page 28 of the Guidelines.

1.1 Processes for the program



1.2 About the Active Transport Fund

The program commences on 31 October 2024 to provide funding for the design and construction of new or existing bicycle and walking pathways to encourage the use of active transport.

Through the program, \$100 million in funding will be available from 2024-25 to 2028-29.

The aim of the program is to encourage an increase in active transport through the upgrade of existing and construction of new bicycle and walking pathways across Australia.

The program has been created as part of the Australian Government's commitment, under the National Road Safety Strategy 2021-30, to improve road safety outcomes for bicyclists and pedestrians. The program also supports the Australian Government's commitment to reducing transport emissions and supporting active and liveable communities.

The program is an application-based, merit-assessed funding program, open to all state and territory governments and Local Government Authorities (LGAs). Applications must be for bicycle or walking pathways and must directly address at least one of the program's focus areas which are linked to active transport priorities.

The Focus Areas for the program are:

- road safety
- reducing transport emissions
- active and liveable communities

The program has been designed to give flexibility to address current and emerging active transport priorities. If funding is not fully allocated, additional tranches may be announced in the future at the discretion of the Australian Government.

2 Eligibility criteria

This section outlines the eligibility criteria for applications under the program. The Department of Infrastructure, Transport, Regional Development, Communications and the Arts (department) will only consider applications that satisfy all eligibility criteria.

2.1 Eligible applicants

2.1.1 Applications can only be made by state and territory governments and all LGAs, including:

- the relevant authorities that provide local council services for Christmas Island, Cocos (Keeling) Islands and Norfolk Island.
- the relevant state governments and authorities that provide local council services to 'unincorporated areas' in Australia
- the Local Government Association for NT for specific local roads on behalf of some regional NT councils.

2.1.2 Where an applicant referred to in 2.1.1 proposes to carry out a project in partnership with another entity, the application may only be in the name of an applicant referred to in 2.1.1.

2.2 Eligible projects

Projects must meet all eligibility requirements detailed in this section.

Eligible projects must:

- Be for the upgrade of an existing or construction of a new bicycle or walking pathway;
- Directly address at least one focus area, and be supported by evidence;
- Be located on a publicly owned road asset or corridor that is accessible to the public; and
- Be a whole and complete project (not reliant on other works).

2.2.1 Be for the upgrade of an existing or construction of new bicycle or walking pathway

Projects must be for the design and construction of new or existing bicycle or walking pathways to encourage the use of active transport.

Projects must have the primary purpose of 'construction' (as defined in section 4(2) of the [NLT Act](#)) of a road-based asset (which meets the definition of a 'road' as defined in section 4(1) Road of the [NLT Act](#) and the National Land Transport Regulations 2022). Construction can include both the upgrade and/or replacement of a road-based asset. However, maintenance or design only projects are ineligible under the program.

- A pathway is a road-based asset as defined in section 4(1) Road of the [NLT Act](#) and the National Land Transport Regulations 2022.
- Pathways must be on a road asset or corridor, but may be a separated pathway within that corridor.

Non road-based assets are not eligible under the program.

2.2.2 Directly address one or more Focus Areas

Projects must directly address one or more of the Focus Areas in the table below. These Focus Areas relate to priorities in active transport.

The Australian Government may choose to seek applications that address only one Focus Area or target area. Any changes will be communicated to applicants in advance.

Applications should outline how project outcomes address the Focus Area and relevant target area. Supporting evidence demonstrating how the project directly addresses a Focus Area must be provided.

Examples of supporting evidence may include:

- Safety plans, road safety audits and infrastructure asset reports
- Existing Net Zero plans or strategies
- Analysis that shows the project will increase cyclist or pedestrian numbers, increase use of public transport or remove cars from roads
- Active Transport Strategies
- Urban Strategies to connect communities and increase liveability

Focus Areas	Objectives	Target Areas
Road safety	To improve road safety and reduce road trauma for cyclists and pedestrians.	<p>Projects at locations where cyclists and pedestrians are at greater risk of road trauma, which supports the Infrastructure Policy Statement and the Vulnerable Road User priority of the National Road Safety Strategy 2021-30.</p> <p>Projects based on safety considerations and strategic alignment with existing plans (including safety plans, road safety audits and infrastructure asset reports), advocating for a systemic approach to road safety to maximise the impact of the intervention/s.</p>
Reduce transport emissions	To support commuters to choose more efficient,	Projects focused on reducing transport emissions through enabling people to

Focus Areas	Objectives	Target Areas
	healthy, affordable and sustainable modes of transport, including walking and cycling.	choose active transport, or a combination of public and active transport, over private vehicle journeys. This supports the Australian Government's commitment to achieving Net Zero by 2050.
Active and liveable communities	To invest in projects which better connect people and where they live and work, reduce traffic-related air and noise pollution, promote outdoor physical activity, while also providing better opportunities in lower socio-economic areas.	<p>This includes active transport projects which better connect people and where they live and work, promote outdoor physical activity, while also providing better opportunities in lower socio-economic areas. Projects should also create and support local jobs both during construction, and also as a result of the project.</p> <p>Projects in lower socio-economic areas, including projects that advance equity for Indigenous Australians and vulnerable communities, and improve the prosperity, accessibility and liveability of our communities.</p> <p>Projects may include those that promote active travel as a form of physical activity to improve health outcomes.</p>

2.2.3 On a publicly owned road asset or corridor that is accessible to the public

Pathways must be on a publicly owned road asset or corridor which is accessible to the public.

Projects on privately owned roads or land are ineligible.

2.2.4 Be a whole and complete project

The pathway must be a standalone project that is not reliant on the completion of other works. Artificial divisions of a larger project into smaller projects to fit under the Australian Government funding limit will be deemed ineligible.

An example of an ineligible project is an artificial sub-division of a pathway into smaller sections of the same pathway, where each project will not be complete without the other projects

2.3 Funding eligibility

2.3.1 Funding rules

The program is designed to support pathway projects that cannot commence without funding support from the Australian Government. The program will not support projects already underway, including where tenders have been awarded, construction has already commenced or will commence ahead of an application being approved and funding offer signed.

The Australian Government will only fund activities for a project once under the program. Applicants must not make a profit from the project. The program must not be used to cost shift business as usual expenditure to the Australian Government.

The funding is not intended to replace existing expenditure commitments or regular scheduled maintenance but rather to enable further, additional expenditure as needed to address active transport options.

The program will contribute up to a maximum of \$5 million in Australian Government funding for each eligible project.

All projects will require a funding co-contribution which may be sourced from LGAs, state and territory governments, other Australian Government programs and/or private funding sources. Applicants are required to list all funding sources being used to meet their project cost contribution in the application form.

When an application is submitted all funding co-contributions must be secured and evidence of this supplied with the application. Co-contributions from other Australian Government programs must also comply with the rules and/or guidelines for that program.

For **projects submitted by state and territory governments**, the program will contribute up to 50% of the total project cost for all projects, regardless of project location, up to the cap of \$5 million per project, unless otherwise agreed by the Minister.

For **projects submitted by LGAs**, the Australian Government recognises that some LGAs, particularly those in regional areas, may be limited in their ability to provide a 50% co-contribution. Alternative funding co-contributions can be sought as part of the application.

Where an alternative co-contribution is sought, justification must be provided to demonstrate the need for an alternative arrangement.

The definition of regional is taken from the [Australian Statistical Geography Standard](#). Urban projects are those located in Major Cities of Australia and regional projects are those in any of the other remoteness categories (Inner Regional, Outer Regional, Remote and Very Remote).

The program provides funding to projects under the [NLT Act](#) with approved projects to be administered under the FFA Schedule. Payments will be made to, and through, state and territory governments. Where the applicant is an LGA, the relevant state or territory government will be the eligible funding recipient under the NLT Act, and responsible for providing the funding to the LGA. The Australian Government will not provide funding directly to LGAs (refer to section 5.3 below)

2.3.2 Eligible and ineligible project costs

In accordance with section 20 of the [NLT Act](#) an Applicant must expend funds wholly on approved purposes for the funded project.

All eligible project costs must be part of a pathway project.

The table below lists examples of project costs likely to be eligible and ineligible.

Eligible project costs	Ineligible project costs
<ul style="list-style-type: none"> • re-alignment of pathways to improve safety • separate pathways along a road corridor • kerb extensions • intersection upgrades • pedestrian and cyclist crossings and refuges • widening of roads to accommodate pathways, with the primary outcome of the project to be delivery of a pathway • traffic signs, including signage related to the safe and proper use of the pathway • traffic control equipment • street lighting equipment • purchase of materials • labour hire • plant and equipment hire • construction activities • project management costs • labour costs for eligible work • ancillaries directly related to the project, such as insurance costs, as long as they can be broken down into a project specific allocation, such as an hourly or item rate. • direct land acquisition costs, excluding any legal or administrative costs incurred to facilitate the transaction 	<ul style="list-style-type: none"> • end of trip facilities • bike racks (that are not part of permanent pathway) • maintenance/repair costs for an existing asset • approval costs for the project (i.e. planning, environment, cultural, etc) • procurement costs that are not the direct acquisition of a material or service, such as consultant reviews of the competitiveness of tender responses • project costs incurred prior to the funding offer being signed • overhead for your organisation that cannot be broken down into a project specific allocation, such as staff training, office expenses and software subscriptions • legal costs • advertising and media costs, such as costs incurred by publicising the release of a public tender in a newspaper

2.3.3 Specific funding eligibility issues

Temporary pathways

For projects funded by the Active Transport Fund, construction of a temporary pathway that is needed to ensure safety of users while a permanent pathway is upgraded or constructed is eligible for funding, so long as its cost is included as part of the overall project costs for delivering the permanent pathway.

The construction of temporary pathways, including for the purposes of detours or temporary traffic management, for infrastructure projects not funded by the Active Transport Fund, are ineligible.

Pre-construction design costs

The program will provide funding for ‘construction only’ projects and ‘design and construction’ projects, with specific timeframes for delivery for each type of project outlined in 2.4 below.

Design costs are eligible for funding for design and construction projects, up to 10% of the total Australian Government funding under the program.

For construction only projects, design costs are ineligible for funding, except in unexpected circumstances after construction has commenced, and as agreed with the department on a case-by-case basis.

Design only projects are ineligible.

Internal costs

Subject to the NLT Act, costs that are internal to the organisation applying for funding may be included where those costs can be attributed to the project. For example, it is possible to claim the costs of a project manager already employed by an organisation, where the time spent by that person on the project can be identified. The department may require the applicant to provide evidence to substantiate the amount it is claiming.

Internal costs that are ineligible include those not directly related to the project, such as training undertaken by members of the project team.

2.4 Project delivery timeframes

Proponents have 30 calendar days from the date the funding offer is sent out to complete, sign and return it to the department for approval otherwise the offer may be withdrawn.

Note that delivery timeframes cannot commence until a funding offer is approved by the department and the proponent has been advised in writing via email when it is approved.

Delivery milestone	Construction only projects	Design and construction projects
To complete design	Not applicable	Within 12 months of the funding offer being approved
To commence construction	Within 12 months of the funding offer being approved	Within 24 months of the funding offer being approved
To complete construction	Within 36 months of the funding offer being approved	Within 48 months of the funding offer being approved

An acceptable Post Completion Report must be provided within three months of completion of construction for each project.

In the case of unforeseen factors such as adverse weather events, it may be possible to vary the timeframe for a project, up to 31 December 2028 subject to agreement by the department.

All projects must be physically and financially completed by 30 June 2029.

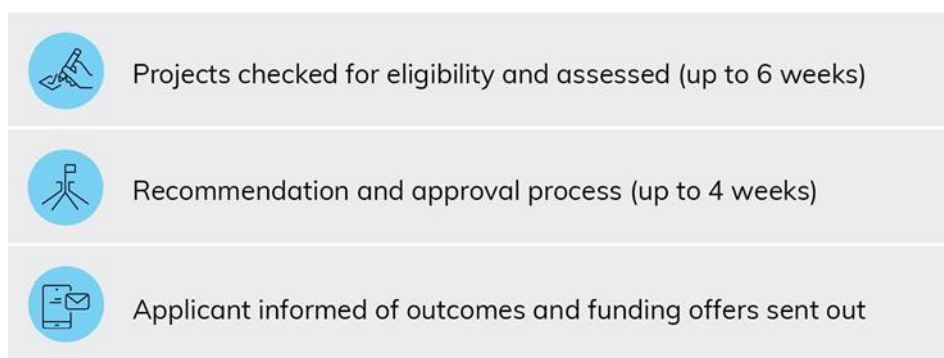
3 Application process

The program is an application-based, merit-assessed funding program.

Applications open 31 October 2024 and close 13 January 2025 at 11:59pm (AEDT).

If funding is not fully allocated, additional tranches may be announced in the future at the discretion of the Australian Government.

The diagram below provides an overview of the process, as well as approximate timeframes for assessment and approval.



When submitting an application, consideration should be given to the assessment and approval timeframes, particularly if seasonal construction periods are applicable to the project.

Scenario: Determining a project commencement date for an application

Michael is putting together an application on behalf of the state government he works for. Considering the approximate 12 weeks needed for the assessment and approval processes, as well as potential weather-related project delays in the colder months of the year, Michael has planned for a project commencement date of 7 April and noted this date in the application form.

3.1 How to apply

Step 1: Check eligibility

Review the eligibility criteria in these guidelines against the proposed project to confirm it satisfies all eligibility criteria prior to submitting an application.

Tips:

- Use the eligibility checklist in the application form.

Step 2: Prepare an application

Download an application form from the [department's website](#) Applications must include:

- A fully completed application form addressing the assessment criteria. All fields in the application form need to be completed correctly to enable the application to be assessed.
- Attachments of all information and documentation that may assist with the assessment of the application. The naming of attachments should align with the content and purpose of the document.
- Mandatory evidence as stated in these guidelines (refer to section 3.2) must accompany the application form.

Note that incomplete or incorrect applications may be deemed ineligible.

Tips:

- When determining project commencement and completion dates, consider timeframes for the assessment and approval of the application as well as any weather-related issues that may affect the commencement of the project, and delivery timeframes.
- Use the prompts in the application form to assist with structuring responses.
- Provide an answer to every relevant field in the application form.

Step 3: Submit the application

All applications must be submitted through the department's online portal unless otherwise advised by the department. The department may refuse to assess an application sent outside the portal.

Tips:

- If there are issues submitting an application on the portal, including attaching mandatory evidence and supporting documentation, email IMSHelp@infrastructure.gov.au for help.
- If the department issues advice that applications can be submitted via email for a specific time period, follow that advice.

3.2 Mandatory attachments

Applications that do not include mandatory attachments cannot be assessed and will be deemed ineligible.

- Evidence must be provided to demonstrate that co-contribution funding for the project has been secured prior to submitting an application. Examples of acceptable co-contribution evidence include official letters and budget papers.
- Applications must include evidence to support how a project addresses one or more Focus Area. Examples of focus area supporting evidence is provided in section 2.2.2 of these guidelines.

3.3 Assessment criteria

All applications must address the first three criteria below and provide evidence to support the responses. The criteria are weighted equally.

Criterion 1: Strategic fit

Outline the rationale for the project, why there is a strong case for action, how it will achieve the stated objectives, and how it meets the needs of the community.

- State which Focus Area(s) the project aligns with and the outcomes the project aims to achieve.
- Clearly explain the case for change, including what the problems and opportunities are, and how the works will address the issue/s.
- Justify why the proposal is the most appropriate response to address the issue/s and opportunities.
- Outline the support for the proposal and buy-in from stakeholders and the community, noting how it responds to their needs.
- Explain how the project directly contributes to relevant national, state, territory and local government goals, objectives, policies and strategic plans.

Criterion 2: Project impact and benefits

Demonstrate the road safety, social, economic and environmental value of the project with supporting evidence-based analysis. This includes direct project benefits as well as benefits during the construction of the project.

- Explain how the proposal will improve road safety for cyclists and/or pedestrians. Outline how the project will reduce road trauma for cyclists and/or pedestrians at locations where they are at greater risk; and/or
- Explain how the project will reduce transport emissions. Outline how the project will encourage the use of active transport options over the use of private vehicle journeys; and/or
- Explain how the proposal will encourage active and liveable communities. Outline how the project will better connect communities, provide health and social benefits, including improving the quality of life for users by encouraging outdoor physical activity, reducing traffic-related air pollution and noise pollution, providing safety and accessibility benefits and/or advancing equity for Indigenous Australians and vulnerable communities; and/or
- Explain how the proposal provides economic benefits, including productivity and efficiency benefits, employment benefits and regional significance benefits.

Criterion 3: Project deliverability

Demonstrate the capability and capacity to deliver the project, including mitigating identified risks.

- Outline the plan to deliver the project by its proposed timeframes.
- Detail the skills, capacity and experience of those being engaged to deliver the project.

- State if the required approvals to deliver the project successfully have been obtained, including development, cultural and environmental approvals. If they have not been granted, outline when they will be sought and expected timeframe for approvals.
- State if land acquisition and/or the relocation of utilities is required, and if consent has been provided. If it has not been provided outline when it will be sought and expected timeframe for consent to be granted.
- Explain the size and adequacy of the project budget, including allowances for contingency.
- Outline the project governance and how it is appropriate for successful delivery of the project.
- Outline the procurement model for the project and how it may contribute to wider outcomes (listed under section 13) as well as deliver value of relevant money.
- Outline project risks and mitigation strategies, including where there may be project delays, cost overruns and/or changes in scope.

3.4 Merit assessment

The department will review all applications against the eligibility criteria, including which focus area it addresses. If eligible, applications will be assessed against the assessment criteria (see section 3.3). The department will consider each application on its merits, based on:

- how well it meets the assessment criteria
- how it compares to other applications
- whether it provides value of relevant money.

When assessing the extent to which the application represents **value of relevant money**, the department will have regard to:

- the overall objective/s to be achieved by the project
- how well the project supports the Focus Area/s and relevant target area
- the extent to which the evidence/information/analysis in the application demonstrates that it will contribute to meeting the outcomes/objectives
- the relevant value of the funding sought

In addition, the department will also consider proper use of relevant money in accordance with the *Public Governance, Performance and Accountability Act 2013*.

The department may contact applicants to clarify information provided in the application, however for probity and to avoid bias, it will not consider new or additional information after the application period has closed.

3.5 Ministerial decision making

Once all applications have been assessed, the department will recommend projects to the Minister or their delegate for approval, taking account of the program budget.

The Minister or their delegate will make the final decision on which projects will receive funding.

3.6 Notification of outcomes

Following the Minister's decision, the department will contact all applicants to advise of the outcome of their application/s.

3.7 Feedback and re-submissions

Applicants with unsuccessful applications will be offered feedback.

The department will not keep a reserve list of projects. Should a future tranche be opened, applicants would need to reapply for funding for a project that was unsuccessful, as costs for projects can change significantly and other factors can shift over time.

4 The Funding Offer

When an application is approved, the proponent will receive a funding offer from the department. The funding offer will contain schedules detailing matters including the project scope, project budget, deliverables, milestones and payment. If any of the details in the funding offer are incorrect, please contact the department to be issued an amended funding offer.

The proponent will need to complete, sign and return the funding offer to the department within 30 calendar days from when the funding offer is sent out. The department will review the completed funding offer and advise in writing via email to the nominated contact/s when it is approved.

Where a proponent does not return the funding offer within the 30-day timeframe specified, the department will contact the proponent, and the funding offer may be withdrawn.

Funding offers with LGA proponents will be shared with their relevant state or territory government agency to assist with the management of project payments (see section 5.3 below).

Construction only projects

Proponents **must not** commence construction without the department's written advice of approval of the signed funding offer. Commencing construction before this time may result in the withdrawal of the funding offer or non-payment for costs incurred.

For this purpose, construction includes all site works, including works required to move utilities, fabrication of major components off-site, and acceptance of any contracts.

Design and construction projects

For design and construction projects, design may commence prior to approval of the funding offer, however only design work undertaken after approval will be eligible for funding.

Following the design stage of a project, if the cost estimate for construction is within the approved project budget, it may continue onto construction. However, if the cost estimate for construction is more than the approved project budget, or if the project scope has changed significantly, the proponent may either:

- Elect for the project to proceed to construction, with the proponent bearing any additional costs above the approved funding amounts.
- Lodge a project variation request within four weeks of the time it became known the project could not be delivered according to the funding offer. The request will be considered by a delegate who holds complete discretion to approve or reject the request.
- Make contact with the department to discuss other options, including withdrawing the project if a contract for construction has not been awarded. If a contract for construction has been awarded the project may still be cancelled, in line with the FFA Schedule Terms 51-56.

In any of these circumstances, the proponent should contact the department within two weeks of the issue being identified, to discuss and agree an approach.

5 Milestone payments

5.1 Default milestone schedule

Large projects (\$200,000 and over)

Projects with \$200,000 or more Australian Government funding will have default milestone payment schedules as per the table below, unless otherwise agreed by the department.

Milestone	Construction only projects	Design and construction projects
Completion of pre-construction design	Not applicable	<u>up to</u> 10%* of Australian Government funding
Commencement of construction	40% of Australian Government funding	40% of Australian Government funding
Completion of construction	40% of Australian Government funding	30% of Australian Government funding
Acceptance of Post Completion Report	20% of Australian Government funding	20% of Australian Government funding

*Only actual design expenditure incurred after approval of the funding offer will be paid. Savings under the design milestone may be used to finance construction overruns if valid evidence for the expenditure is provided.

Scenario: Milestone payment claim for design costs

Vanessa works for an LGA and manages a design and construction project under the program. Her project's milestone payment schedule is as below:

Milestones	Amount payable
Milestone 1: Completion of pre-construction design	Up to \$100,000
Milestone 2: Commencement of construction	\$400,000
Milestone 3: Completion of construction	\$300,000
Milestone 4: Acceptance of Post Completion Report	\$200,000
Total Australian Government Funding	\$1,000,000

Pre-construction design for the project has just been completed with a total cost for design of \$80,000. Although the milestone payment schedule indicates that the department will pay up to \$100,000 for design costs, Vanessa is only able to claim \$80,000 as the actual design expenditure.

There will be \$20,000 savings under the design milestone. For this project, \$900,000 of Australian Government funding has been allocated to construction costs. If construction costs for the project exceeds \$900,000, Vanessa will be able to use the \$20,000 savings under the design milestone against the construction milestone payments, if valid evidence for the expenditure is provided.

Small projects (less than \$200,000)

By default, smaller projects with less than \$200,000 in Australian Government funding will have a single financial milestone, payable on completion of the project and presentation of an acceptable Post Completion Report, unless otherwise agreed with the department.

5.2 Achievement of milestones

Payment will be made on the basis of achievement of milestones according to the milestone payment schedule in the funding offer. All Australian Government funding is Goods and Services Tax (GST) exempt.

Milestone claim forms must be submitted for each payment using the department's Milestone Claim Form on the [department's website](#). Proponents must provide evidence to support the claim that the milestone has been achieved for payment to be made. The department has the discretion to accept or reject the evidence provided, or update the requirements for evidence.

In order to reduce reporting requirements, proponents may wish to consider aligning milestones with the quarterly reporting timeframes of February, May, August and November.

The Post Completion Report template is also available on the [department's website](#).

The table below provides a guide to the evidence required for each milestone, to be submitted with the Milestone Claim Form.

Milestone	Required mandatory evidence
Completion of pre-construction design	<ul style="list-style-type: none"> Evidence of the completion of design (e.g. samples of design drawings). Provision of an invoice or expenditure report on design costs.
Commencement of construction	<ul style="list-style-type: none"> Photographic evidence of installed signage (see section 12) Evidence that work has advanced towards construction, such as commencing earthworks or delivery of machinery on site, including photographic evidence. <p><i>To note:</i></p> <ul style="list-style-type: none"> <i>The clearing of debris on site cannot count as commencement of construction.</i> <i>If pre-fabricated components have been ordered, the department may consider a partial milestone payment. The department can only pay the entire commencement milestone when construction has commenced on site.</i> <i>Photographs that show the anticipation of work commencement is not sufficient proof that work has commenced.</i>
Completion of construction	<ul style="list-style-type: none"> Photographic evidence showing the site before works commenced, and after the project has been completed. Documentation to support completion i.e. letter from contractor notifying of completion, or final invoice etc. <p><i>To note: Consistent with the signage guidelines (refer to section 12), signage must be displayed for the duration of the construction period.</i></p>
Acceptance of Post Completion Report	<ul style="list-style-type: none"> A completed Post Completion Report Provision of an expenditure report for the project

5.3 Payment of milestones to LGAs are made indirectly via relevant State or Territory

The Active Transport Fund is administered under the NLT Act and FFA and FFA Schedule on Land Transport Infrastructure Projects (FFA Schedule).

Paragraph D13 of Schedule D of the Intergovernmental Agreement on Federal Financial Relations says:

Where a payment to a State or Territory includes a nominated amount in respect of a third party — for example, non-government schools and local governments — that State or Territory will on-forward that payment to the third party in a timely manner.

Accordingly, where a proponent is an LGA, payments will be made to the relevant state/territory government agency, who will then make payments to the relevant LGA. The state/territory

government agency may have additional requirements of the LGA before funds can be paid, such as the provision of an invoice. Payment arrangements must be made directly between the LGA and state/territory government agency.

6 Funding amount/percentage of Australian Government funding

The funding amount for the project is set out in the funding offer. This is a maximum amount of Australian Government funding and can only be increased through an approved project variation request (see section 9), to a maximum of \$5 million per project. All funding amounts and claims for payment are GST exclusive and paid in whole dollar amounts only.

Increases in Australian Government funding must be approved by the Minister or their delegate.

The percentage of Australian Government funding for each project is set out in the funding offer. It can be reduced or maintained through an approved project variation request where funding changes, however the percentage cannot be increased. See section 2.3 for the maximum percentages of Australian Government funding for projects.

6.1 Projects over budget

Notwithstanding exceptional circumstances which may give rise to project variations (see section 9), all costs over the original project budget are the responsibility of the proponent. Where a project goes over budget, additional funds from the Australian Government will be at the Minister's or their delegate's discretion and must be sought through a project variation request.

6.2 Projects under budget

In the event an approved project is completed under the original budget, the savings must be shared proportionally between the Australian Government and the proponent in accordance with the funding percentages set out in the funding offer. As a result, projects completed under budget will not receive the maximum amount of Australian Government funding amount outlined in the funding offer.

Proponents cannot use the Australian Government component of cost savings towards other projects.

The following scenario provides an example of how project savings are managed.

Scenario

An LGA proponent has a project in an urban location with a total project cost of \$1,000,000.

The approved Australian Government funding in their funding offer is \$500,000, or 50% of total project costs. The remaining project costs are borne by the proponent and state government partner.

At the completion of the project, it has been delivered under budget at a total project cost of \$800,000.

Based on the 50:50 funding split in the funding offer, the savings of \$200,000 are split equally between the Australian Government and the proponent so that the Australian Government funding would be reduced to \$400,000 (or 50% of total project costs). The proponent and any other funding contributors would fund the remaining project costs of \$400,000 (or 50% of total project costs).

7 Project costs

Examples of costs which are likely to be eligible and ineligible project costs under the [NLT Act](#) are listed in section 2.4. If a proponent requires advice about the eligibility of project costs, they can contact the department (see section 16). The application form includes a proposed budget including a breakdown of costs which should be developed using a rigorous cost estimation process to avoid cost overruns. The department has recommended a range of contingency amounts that is based on current construction trends. The proponent is required to provide a rationale for the contingency amount selected in the application form and may be asked for further details on how the estimate was developed during the assessment process.

7.1 Financial records

Proponents must keep financial records for each project and be able to accurately report on costs. Proponents will be asked to provide a copy of the expenditure report, including the dates the expenses were incurred for each project, to substantiate the final payment for the project.

7.2 Acquittal of project funds

As part of the Post Completion Report requirements, the department will require an acquittal of costs incurred and funding used against the cost estimates submitted with the original application and any subsequent approved variations. The final acquittal should include where contingency has been used and an explanation of why it was required.

8 Reporting and evaluation

Proponents have obligations to report on the status of their projects as outlined below.

8.1 Quarterly reporting

Proponents are required to provide quarterly reports in February, May, August and November on the status of their project(s), including information on project progress, timelines (including if milestones are still on track), risks and finances (including if it is anticipated a project will have cost overruns or savings). State and Territory governments must report using the department's Reporting Form, which can be downloaded through the department's online portal.

LGA proponents must report through their relevant State or Territory government, using the department's Reporting Form which can be downloaded from the [department's website](#).

8.2 Ad-hoc reporting

If there is material change to projects outside of the quarterly reporting period, proponents must inform the department as soon as practicable (see section 16).

Examples of incidents that require ad-hoc reporting to the department include:

- Change of senior personnel on the project, such as the project manager.
- Change to the funding sources for the project, such as the granting of further funding from other sources or changes to the co-contributor.
- Changes to the scope, timeframe, or cost of the project (both increases and decreases). These changes must be approved by the department before being delivered.
- Issues that are likely to impact the delivery of the project (e.g. extreme weather, natural disasters or unforeseen project management issues).
- Events to be held in relation to the project or communications to be issued about the project (see section 11).

If a proponent is unsure whether it needs to do an ad-hoc report for its project, it should contact the department.

8.3 Evaluation

Evaluation of the outcomes of the program may be undertaken from time to time and proponents may be required to provide additional information for evaluation. Where possible, the department will use data already available to the department.

9 Project variations

The department recognises that unexpected events may affect delivery of the project. In these circumstances, the proponent must submit a project variation request, including:

- changing the project name
- changing the project scope, including increasing, decreasing and re-scoping
- extending project delivery timeframes

- changing project budget, including any changes to Australian Government funding and co-funding contributions

Project variations must be requested through the department's Project Variation Form which can be downloaded from the [department's website](#).

Project variations must be sought as soon as practicable and within four weeks of the time that the proponent becomes aware of any changes to the approved project, and prior to the completion of the construction of the project. After the construction of a project has been completed, the department will only consider project variation requests with valid reasons, on a case by case basis.

Where there are cost overruns on a project, the proponent must investigate other options to meet the cost increase for the project before seeking a funding increase from the department.

Increases to Australian Government funding under the program will only be considered:

- if regular, accurate reporting has been maintained;
- where the increase is the result of an exceptional, unforeseen circumstance that is outside the control of the funding recipient; and
- upon formal request in writing to the department.

Project variations must be approved prior to any change in work. Proponents should not assume that a variation request will be successful. Regular reporting and engagement with the department must be maintained through the project's life to be eligible for variations. The Minister or their delegate has complete discretion to approve or reject requests, noting the project must always represent good value for money.

Where a request for a project variation is rejected, the proponent will need to contact the department to discuss options to deliver the project, including re-scoping the project or consideration of withdrawal or cancellation of the project.

Where any change would necessitate a project variation but the proponent fails to request a project variation or if the department rejects a project variation then funding for the project may be withdrawn. Australian Government funds from completed, withdrawn or cancelled projects cannot be redirected to other approved projects.

10 Withdrawal and Cancellation of projects

Proponents may request to withdraw a project using the department's Project Withdrawal Form which can be downloaded from the [department's website](#). The department may request the withdrawal or cancellation of a project under specific circumstances.

The department considers the term *withdrawal* to refer to a project which has had no Australian Government funding paid towards it. Conversely, the department considers the term *cancellation* to refer to a project where Australian Government funding has been paid.

In circumstances where funding has been paid towards a project, the department will work with the proponent to understand the circumstances of the project and review the eligibility of the costs incurred on a case by case basis. This will include an assessment of milestone payments that have been made, with consideration given to whether reimbursement of Australian Government funding already paid may be required.

The maximum amount the Australian Government will contribute is the amount of the funds already paid or the percentage of the expenditure already incurred, whichever is the lower amount.

Withdrawn or cancelled projects may be a factor in the assessment of future project applications from relevant proponents.

11 Events, announcements, promotions and publicity

If a proponent proposes to hold a works commencement ceremony, opening ceremony, or any other event in relation to the project they must inform the department at least four weeks before the proposed event is to be held. Details of the proposed event should be sent to events@infrastructure.gov.au, and they will liaise with the appropriate Australian Government official on the proponent's behalf. If requested by the department or Australian Government representative, proponents are expected to arrange a joint event.

Any public statement about the project is expected to acknowledge Australian Government funding, and must be cleared by the department prior to use. A draft should be provided to media@infrastructure.gov.au at least five days prior to its proposed release.

If a proponent proposes to issue any other communications, displays, publications or advertising relating to the project, they should acknowledge and give appropriate recognition to the contribution of the Australian Government. A draft should be provided to events@infrastructure.gov.au at least five days prior to its proposed release.

12 Signage requirements

Proponents must install Australian Government signage prior to the commencement of construction of a project in accordance with the [Signage Guidelines](#) available on the department's website.

Proponents are required to submit final proofs of signs and plaques to events@infrastructure.gov.au for clearance prior to production and installation. Proponents should ensure their manufacturing timetable deadlines include sufficient time for comment and approvals from the department (five working days may be required).

13 Procurement

In undertaking projects funded under this program, proponents must comply with the rules and guidelines in their state or territory for the expenditure of public money and the procurement of good and services.

Additionally, all goods and services for the project must be procured through a competitive process unless either their value does not exceed \$100,000 (including GST) or the proponent obtains an exemption from the department.

Consistent with procurement requirements outlined in the FFA Schedule, taking into account the opportunities and market capabilities in their respective jurisdictions, proponents should optimise

procurement practices to enable the wider outcomes listed below and deliver value of relevant money:

- a) An uplift in socioeconomic outcomes for First Nations people and businesses and First Nations cultural heritage protection, in line with Closing the Gap and consistent with the revised First Nations policy framework to be developed and agreed by all jurisdictions by the end of 2024;
- b) A reduction in embodied carbon in transport infrastructure in line with Australia's Net Zero commitments;
- c) An increase in women's participation at all levels of the construction industry;
- d) Optimising recycled content in transport infrastructure to support Australia's transition to a circular economy by 2030;
- e) Optimising opportunities for Australian and local businesses and industry; and
- f) Optimising opportunities for trainees and apprentices, including Australian Skills Guarantee targets, to ensure a pipeline of skilled workers.

14 Construction Standards

All construction must comply with relevant standards in place at the time of construction, including construction standards, building codes and work, health and safety requirements.

15 Administration

15.1 Amendment of the Guidelines

The Australian Government may amend these Guidelines from time to time. Proponents must comply with updated Guidelines from the time they are published. Updates will be communicated and published via the [department's website](#).

15.2 Confidentiality

Information from applications may be used for reporting purposes. In addition, the details of funded projects, including the project name, project scope, funding recipient and project costs, will be made publicly available on the department's website.

Applicants should identify any information which they are proposing to submit which they wish to be considered as confidential, supported by reasons for the request. The Australian Government reserves the right to accept or refuse a request to treat information as confidential. The *Privacy Act 1988* applies to the handling of personal information about individuals obtained in the course of the delivery of the program.

Information received (including confidential and personal information) may be disclosed by the Commonwealth as permitted or required by law, or in response to a request from a Commonwealth Minister, or from a Committee or a House of the Parliament of the Commonwealth of Australia.

15.3 Probity

It is important that the Australian Government avoids bias and the perception of bias and other probity issues in the operation of this program.

Any information which may have a material impact on the decision to approve an application must be disclosed in the application. This includes any actual or perceived conflicts of interest.

Failing to declare relevant information or making a false declaration on the application may make it ineligible.

16 Enquiries about the program

For all enquiries related to the program, please contact the department by email:

ActiveTransportFund@infrastructure.gov.au

17 Glossary

Term	Definition
Applicant	The Local Government Authority, state or territory government agency that submits the application. Applications with multiple co-funding partners must have a single applicant that submits the application.
Application	A completed application form, and associated documents, requesting funding under the program. Once approved, applications become projects.
Australian Government funding	The Australian Government funding amount and percentage committed to a project under the program.
Bridge	<p>For the purposes of this program, a bridge may be either a road bridge or a culvert. A road bridge is a structure that is designed to carry a road across an obstacle by spanning it. A culvert is a structure designed to allow the passage of water under a road. A key engineering difference between a bridge and a culvert is that a bridge does not have a structural floor whereas a culvert does.</p> <p>(Definition taken from Austroads Engineering Guidelines to Bridge Asset Management – Guideline AP-G94-21)</p>
Commencement Date	The expected start date for the project activity.
Completion Date	The expected end date for the project activity.
Conflict of Interest	The exercise of a power or making of a decision by a person in a way that may be, or may be perceived to be, influenced by either a material personal interest (whether financial or non-financial) or a material personal association
Design	The plans, specifications and other related materials which together provide the instructions for construction of the project.
Eligible applications	An application or proposal for funding under the program that meets the eligibility requirements in accordance with these guidelines.
Focus Area	One of the focus areas defined in Para 2.2.2
Infrastructure	Physical structures and facilities (e.g. buildings, roads, power supplies) needed for the operation of a community
LGA	Local Government Authority
Pathway	<p>A publicly owned road-based asset which is accessible to the public.</p> <p>(a) a path for the use of pedestrians;</p> <p>(b) a path for the use of persons using any form of transport</p>
Road	<p>Subsection 4(1) of the <i>National Land Transport Act 2014</i></p> <p>Road:</p> <p>(a) Subject to paragraph (b), includes any of the following associated with a road:</p> <p>(i) traffic signs;</p> <p>(ii) traffic control equipment;</p> <p>(iii) street lighting equipment;</p> <p>(iv) a bridge or tunnel, including a bridge or tunnel for the use of pedestrians;</p> <p>(v) a path for the use of persons riding bicycles;</p>

Term	Definition
	<p>(va) a facility off the road used by heavy vehicles in connection with travel on the road (for example, a rest area or weigh station);</p> <p>(vi) any other thing that is specified in the regulations for the purposes of this definition</p> <p>(b) when used in Part 8:</p> <p>(i) also includes a vehicular ferry associated with a road; but</p> <p>(ii) does not include the other things specified in the regulations referred to in subparagraph (a) (vi)</p> <p>For the purposes of the definition of road in subsection 4(1) of the <i>National Land Transport Act 2014</i>, the following things are specified to the extent they are not otherwise a road:</p> <p>(a) a path for the use of pedestrians;</p> <p>(b) a path for the use of persons using any form of transport;</p> <p>(c) a bus stop;</p> <p>(d) a bus station or interchange;</p> <p>(e) a facility for passengers to enter or exit road vehicles;</p> <p>(f) a facility for the transfer of cargo or passengers from one road vehicle to another;</p> <p>(g) a car park;</p> <p>(h) a facility off the road used by road vehicles (for example, a rest area);</p> <p>(i) amenities for the use of persons who travel on a road (for example, shelter, toilets, seating, waste receptacles, drinking-water facilities and eating facilities);</p> <p>(j) a facility for the care or management of livestock travelling on a road;</p> <p>(k) a facility for charging electric or hydrogen fuel cell road vehicles;</p> <p>(l) technology relating to road transport.</p>
State and Territory Governments	<p>State and Territory Governments are the:</p> <ul style="list-style-type: none"> • Australian Capital Territory Government • New South Wales Government • Northern Territory Government • Queensland Government • South Australia Government • Tasmanian Government • Victorian Government • Western Australia Government
The department	<p>The Department of State of the Commonwealth administered by the Minister (currently the Department of Infrastructure, Transport, Regional Development, Communications and the Arts).</p>
The Minister	<p>The Minister of State of the Commonwealth who administers the <i>National Land Transport Act 2014</i></p>
The program	<p>The Active Transport Fund</p>

Term	Definition
The Proponent	The Local Government Authority, state or territory government agency delivering the project
Value of relevant money	Value of relevant money is a judgement based on the application representing an efficient, effective, economical and ethical use of public resources and determined from a variety of considerations.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 10 December 2024

14 Other Business

15 Confidential Items

15.01.01 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.

15.01.02 RMAC Confidential Minutes – 24 October 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(d) information subject to an obligation of confidentiality at law, or in equity.

15.01.03 Application for Contiguous Tenements

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.

15.01.01 2024-25 Australia Day Community Awards

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