



AGENDA

29th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 16 JANUARY 2024

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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 January 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

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 12 December 2023, 8 pages; and
- Ordinary Confidential Council Meeting held Tuesday 12 December 2023, 2 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 12 December 2023 at 6:00pm

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

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:00pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

3.2 Apologies

Moved: Cr Harlan

Seconded: Deputy Mayor Wright

THAT Council acknowledge apologies from Cr Sidey.

CARRIED (5/0) ORD2023 11-000

Elected Members were advised that Cr Salter was attending the meeting electronically however he advised the Mayor over a mobile telephone conversation he was unable to join.

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.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Wright
Seconded: Cr Sharp

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 21 November 2023, 10 pages, as amended as follows:
 - Item 13.02.03 the mover and seconder be recorded; and
- Ordinary Confidential Council Meeting held Tuesday 21 November 2023, 5 pages.

CARRIED (5/0) ORD2023 11-231

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Wright
Seconded: Cr Harlan

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

CARRIED (5/0) ORD2023 11-232

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Sharp

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 22 November 2023 to 12 December 2023.

CARRIED (5/0) ORD2023 11-233

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Refer to the Confidential Section.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – November 2023

Moved: Cr Sharp
Seconded: Cr Harlan

THAT Council:

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

CARRIED (5/0) ORD2023 11-234

13.01.02 Budget Review 1 – 2023/2024

Moved: Cr Harlan
Seconded: Cr Mackay

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

CARRIED (5/0) ORD2023 11-235

13.01.03 People Performance and Governance Monthly Report – November 2023

Moved: Cr Sharp
Seconded: Cr Harlan

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

CARRIED (5/0) ORD2023 11-236

13.01.04 Burial and Cremation Act 2022 - Delegation

Moved: Cr Harlan
Seconded: Deputy Mayor Wright

THAT Council:

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

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

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

CARRIED (5/0) ORD2023 11-237

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – November 2023

Moved: Cr Sharp
Seconded: Deputy Mayor Wright

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

CARRIED (5/0) ORD2023 11-238

13.02.02 NTCAT Decision – Salter vs Fletcher

Moved: Cr Harlan
Seconded: Cr Mackay

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

CARRIED (5/0) ORD2023 11-239

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report November 2023

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council:

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

CARRIED (5/0) ORD2023 11-240

13.03.02 Cost to maintain eight owned Council reserves

Moved: Cr Harlan
Seconded: Cr Mackay

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

CARRIED (5/0) ORD2023 11-241

13.03.03 INF06 Private Roads Policy – Extension of Review

Moved: Cr Mackay

Seconded: Cr Sharp

THAT Council:

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

CARRIED (0/0) ORD2023 11-242

13.03.04 Policy Review – INF08 Subdivision and Development

Moved: Deputy Mayor Wright

Seconded: Cr Harlan

THAT Council:

1. note the status of the implementation of Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations; and
2. support the proposed changes to INFO08 Subdivision and Development Policy to align with the introduction of the Northern Territory Subdivision Development Guidelines.

CARRIED (5/0) ORD2023 11-243

14. OTHER BUSINESS

Nil.

15. CONFIDENTIAL ITEMS

Moved: Cr Mackay

Seconded: Cr Sharp

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

15.01 Confidential Council Minutes

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

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

15. CONFIDENTIAL ITEMS (Continued)

15.02 Code of Conduct Complaints – Status Update

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

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

15.03 Australia Day Awards Panel Meeting Minutes

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

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

15.04 Application to Write-Off Rates and Charges

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

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

CARRIED (5/0) ORD2023 11-244

The meeting moved to Confidential Session at 6:58pm.

Cr Harlan left the meeting at 6:58pm.

Moved: Cr Sharp
Seconded: Cr Mackay

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

CARRIED (4-0) ORD2023 11-248

The meeting moved to Open Session at 7:24pm.

Items moved from Confidential

15.04 Application to Write-Off Rates and Charges

Moved: Cr Mackay
Seconded: Deputy Mayor Wright

THAT Council:

1. approve the write-off rates charges, totalling \$11,586.49, for Assessment 10032506 being a Cross Referenced lot;
2. approve the write-off rates and interest charges, totalling \$3,914.10, for Assessment 10004554 being a non-rateable lot; and
3. make public its resolution on this matter.

CARRIED (4/0) ORD2023 11-247

17. CLOSE OF MEETING

The Chair closed the meeting at 7:24pm.

18. NEXT MEETING

Tuesday 16 January 2024.

MINUTES TO BE CONFIRMED

Tuesday 16 January 2024.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.

Cost to maintain the eight owned Council reserves

THAT Council:

1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;
2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and
3. receive the report prior to the first 2023-2024 Budget Review Meeting.

ORD2023
11-093

20/06/2023

DIO

Ongoing

Council have supported the proposed timeline to provide individual asset management plans for all Council reserves.

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

THAT Council

1. appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023;
2. writes to Mr John Fuller, Ms Millie Feeney and Mrs Tou Samarat to inform them of Council's decision;
3. writes to Mr Rus Swan and Ms Cate-Linne Fraser to thank them for their commitment to the reserve and committee; and
4. advertises for nominations to the two vacancies for a community member and a community representative (not representing a User Group) on the Knuckey Lagoon Recreation Reserve Management Committee.

ORD2023
11-121

18/07/2023

CEO

In progress

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

Freds Pass Reserve Expansion

THAT Council:

1. adopt the Freds Pass Reserve land expansion concept to include:
 - a. Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and
 - b. Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways;
2. adopt the concept to acquire land from Power and Water Corporation's Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and
3. approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required.

ORD2023
11-142

15/08/2023 DIO

Ongoing

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

Ongoing

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

Guys Creek Road Upgrade Gravel to Seal

THAT Council:

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

ORD2023
11-173

19/09/2023 DIO

In Progress

Strategy adopted and re-design works complete. Report presented for January OCM.

Freds Pass Show Proposed Site Location

THAT Council:

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

ORD2023
11-210

21/11/2023

DIO

In Progress

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

Burial and Cremation Act 2022 - Delegation

THAT Council:

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

Pursuant to Section 12 of the Cemeteries Act, delegates to the Chief Executive Officer all its powers and functions under the Cemeteries Act to undertake the care, control and management of the public cemetery known as Thorak Regional Cemetery and located in Litchfield Council's area (Section 269 Local Government Act); and
2. notes that the *Burial and Cremation Act 2022* directly provides delegation to both the Council and Chief Executive Officer.

ORD2023
11-237

12/12/2023

DCC

Complete

Delegation Manual updated accordingly.

INF06 Private Roads Policy – Extension of Review

ORD 2023 11-242	THAT Council:			
	<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; and2. 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	In Progress Policy Updated accordingly.

Policy Review – INF08 Subdivision and Development

ORD 2023 11-243	THAT Council:			
	<ol style="list-style-type: none">1. note the status of the implementation of Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations; and2. support the proposed changes to INFO08 Subdivision and Development Policy to align with the introduction of the Northern Territory Subdivision Development Guidelines.	12/12/2023	DIO	Complete Policy Updated accordingly.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 January 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:	16/01/2024
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 13 December 2023 to 16 January 2024.

Summary

13 December 2023	Litchfield Development Consent Authority Meeting	Berrimah
16 December 2023	Elected Members Xmas Lunch	Coolalinga Tavern
16 January 2024	Community Forum	
16 January 2024	Ordinary Council Meeting	

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 January 2024

12 Reports from Council Appointed Representatives

Meeting
Nil

Representative

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – December 2023

13.01.02 FIN03 Procurement Policy

13.01.03 People Performance and Governance Monthly Report –
December 2023

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report –
December 2023

13.02.02 Municipal Plan 2023-2024 Quarterly Performance Report –
October to December 2023

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – December
2023

13.03.02 Guys Creek Road – Revised Design



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – December 2023
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	16/01/2024
Attachments:	A: Litchfield Council Finance Report – December 2023

Executive Summary

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

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

The Balance Sheet has been updated in accordance with 2023/2024 audited financial statements and Financial Reserves has been updated with budget review one figures.

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

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 December 2023.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

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

Financial Implications

Nil.

Risks

Financial

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

Community Engagement

Not applicable.

**LITCHFIELD
COUNCIL**

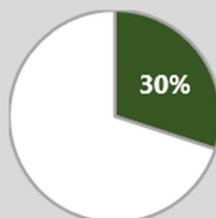


Finance Report

December 2023

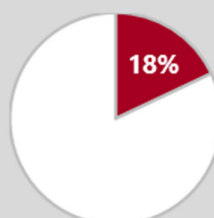
DEC 2023

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 3.25m
Municipal Plan Target – 30%



Rates Outstanding

\$ 3.12m Outstanding
Municipal Plan Target – <18%
(Less than 2.9mn)

\$ 17.36m

OPERATIONAL REVENUE

\$21.68m Budget – 80.10% Target
Achieved

\$ 7.23m

OPERATIONAL EXPENSES

\$16.86m Budget – 42.90% Spent

\$ 10.13m

OPERATING SURPLUS

Budget \$ 4.82m

\$ 0.29m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 3.25m

CAPITAL EXPENSES

\$ 14.68m Budget

\$ (2.96)m

CAPITAL DEFICIT

Budget (\$ 8.74m)

RATIOS

30%

Asset Sustainability
Target 30% and more

18%

Rates Outstanding
Target less than 18%

81%

Own Source Revenue Ratio
Target 60% and more

6.21

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1

Current Cash Investments

\$ 28.36m

0 of 18 Budgeted Capital Programs 2023/24
\$0.08m Spent (1.24%)

0 of 9 Additional Capital Programs 2023/24
\$0.14m Spent (5.80%)

18 of 27 Carry Forward Programs from 2022/23-\$3.03m Spent (68.80%)

\$16.38m Budgeted Cash Reserves June 2024

<div style="width: 15px; height: 15px; background-color: green; display: inline-block;"></div>	Achieved
<div style="width: 15px; height: 15px; background-color: red; display: inline-block;"></div>	Not Achieved
<div style="width: 15px; height: 15px; background-color: green; display: inline-block;"></div>	Achieved
<div style="width: 15px; height: 15px; background-color: green; display: inline-block;"></div>	Achieved
<div style="width: 15px; height: 15px; background-color: green; display: inline-block;"></div>	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 half of the annual budget except for Rates, which is represented in full as it is levied in July in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,621,371.91	14,706,885.00	85,513.09 ²	14,706,885.00
Charges	149,754.00	87,500.00	(62,254.00)	175,000.00
Fees and Charges	1,324,118.04	967,128.50	(356,989.54)	1,934,257.00
Operating Grants and Subsidies	398,067.00	1,977,192.00	1,579,125.00	3,954,384.00
Interest / Investment Income	760,722.63	385,000.00	(375,722.63)	770,000.00
Other Income	106,096.33	70,000.00	(36,096.33)	140,000.00
TOTAL OPERATING INCOME	17,360,129.91	18,193,705.50	833,575.59	21,680,526.00
OPERATING EXPENDITURE				
Employee Expenses	3,274,511.25	3,592,094.50	317,583.25	7,184,189.00
Materials and Contracts	3,513,684.59	4,350,434.50	836,749.91	8,700,869.00
Elected Member Allowances	118,262.33	170,500.00	52,237.67	341,000.00
Elected Member Expenses	37,325.48	24,881.00	(12,444.48)	49,762.00
Council Committee & LA Allowances	3,356.00	5,000.00	1,644.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	4,677,500.00	4,677,500.00	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	282,408.36	289,667.50	7,259.14	579,335.00
TOTAL OPERATING EXPENDITURE	11,907,048.01	13,110,077.50	1,203,029.49	26,220,155.00
OPERATING SURPLUS / DEFICIT	5,453,081.90	5,083,628.00	(369,453.90)	(4,539,629.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	5,453,081.90	5,083,628.00	(369,453.90)	(4,539,629.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	4,677,500.00	4,677,500.00	-	9,355,000.00
TOTAL NON-CASH ITEMS	4,677,500.00	4,677,500.00	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,254,784.21)	(7,340,421.50)	(4,085,637.29)	(14,680,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(2,407,685.50)	(2,407,685.50)	(4,815,371.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,254,784.21)	(9,748,107.00)	(6,493,322.79)	(19,496,214.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	2,971,191.50	2,971,191.50	5,942,383.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	294,986.48	-	(294,986.48)	-
Transfers from Reserves	-	4,369,230.00	4,369,230.00	8,738,460.00
TOTAL ADDITIONAL INFLOWS	294,986.48	7,340,421.50	7,045,435.02	14,680,843.00
NET OPERATING POSITION	7,170,784.17	7,353,442.50³	182,658.33	-

¹ Numbers in statements may include minor rounding differences.

² Due to Rates write off and budgeted Rates recovery cost.

³ Due to full year Rates income consider to YTD Budget.

Operating Position by Department

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

	2023/24 YTD Actuals	2023/24 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	14,500.00 ⁴	-	-
Corporate	12,298.14 ⁵	-	-
Information Services	-	-	-
Finance & Customer Service	12,027,394.36	12,888,107.00	93.32%
Infrastructure & Assets	426,047.68	3,174,678.00	13.42%
Waste Management	3,488,684.23	3,561,428.00	97.96%
Community	119,032.01	125,034.00	95.20% ⁶
Community - Library	295,689.78	308,099.00	95.97% ⁷
Mobile Workforce	-	-	-
Regulatory Services	150,110.75	175,000.00	85.78% ⁸
Thorak Cemetery	826,372.96	1,448,180.00	57.06%
TOTAL REVENUE	17,360,129.91	21,680,526.00	80.07%
EXPENSES			
Council Leadership	444,718.11	1,249,071.00	35.60%
Corporate	276,447.40	661,633.00	41.78%
Information Services	300,761.93	700,136.00	42.96%
Finance & Customer Service	1,108,364.35	1,953,380.00	56.74% ⁹
Infrastructure & Assets	1,069,205.02	3,959,748.00	27.00%
Waste Management	1,425,650.20	3,353,811.00	42.51%
Community	1,081,552.22	1,882,873.00	57.44% ¹⁰
Community - Library	231,581.20	353,062.00	65.59%
Mobile Workforce	483,881.96	1,218,406.00	39.71%
Regulatory Services	288,823.22	473,496.00	61.00%
Thorak Cemetery	518,562.40	1,059,539.00	48.94%
TOTAL EXPENSES	7,229,548.01	16,865,155.00	42.87%
OPERATING RESULT	10,130,581.90	4,815,371.00	210.38%

⁴ Includes Australia Day Community Grants Program Grant Income

⁵ Includes Insurance claims received.

⁶ Includes Cash for Can Income.

⁷ Includes TFHC Library Grant and Science Week Grant funds.

⁸ Includes Annual Dog Registration Income

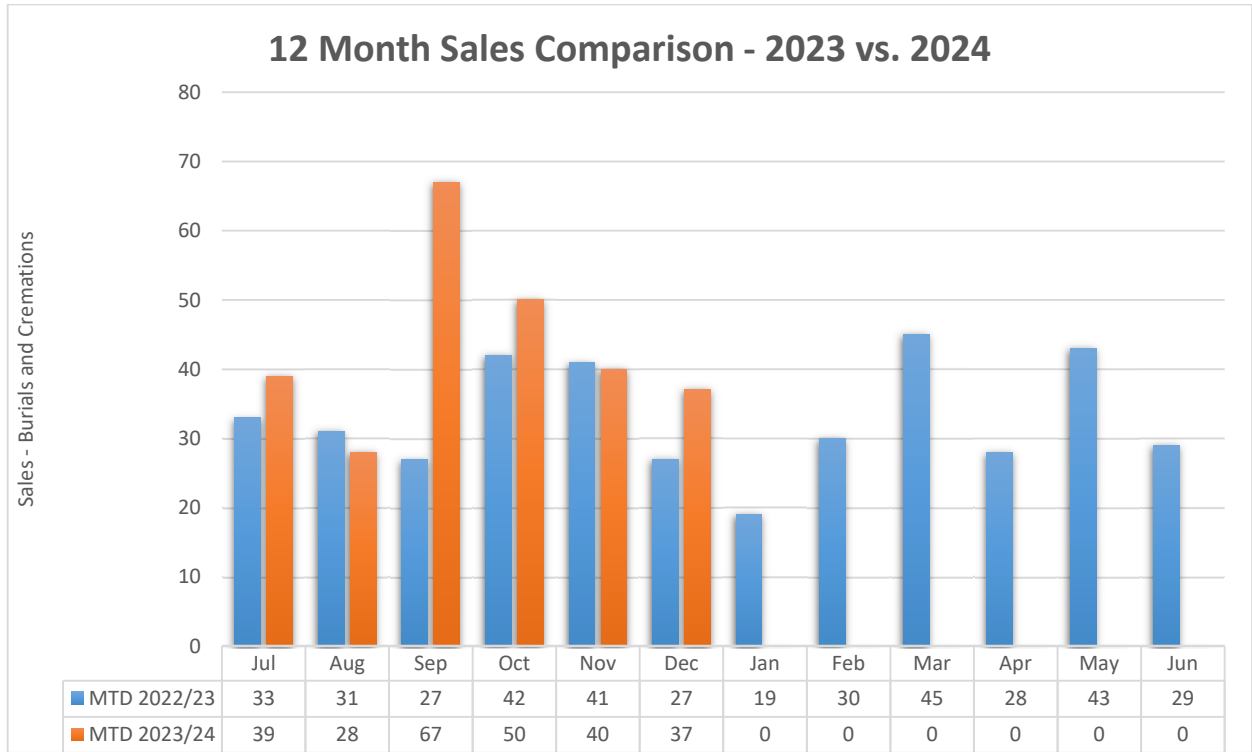
⁹ Includes Annual Insurance Renewals for 2023/24.

¹⁰ Includes 1st and 2nd quarter reserve payments.

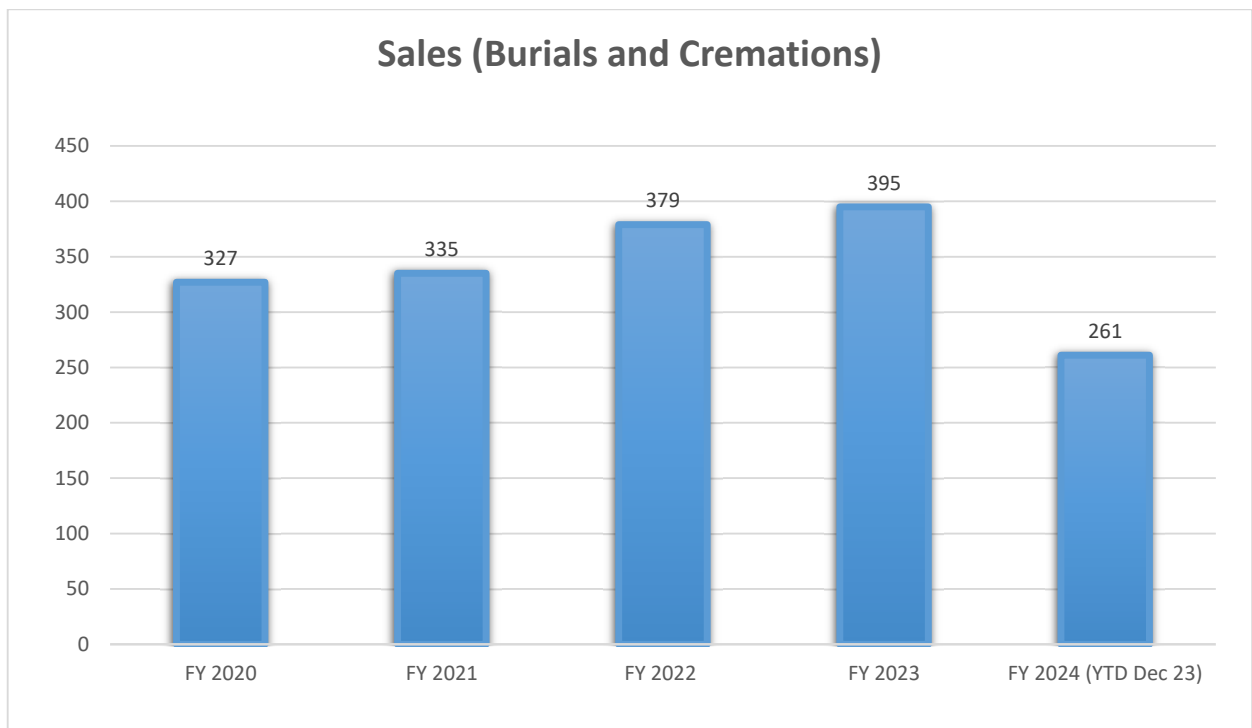
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 261 interments and cremations, an increase of 60 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2024 Financial Year to date is 339.4.



STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	36,376.03	329,472.57	293,096.54	658,945.13
Infrastructure (including roads, footpaths, park furniture)	3,218,408.18	6,702,423.62	3,484,015.44	13,404,847.23
Plant and Machinery	-	-	-	-
Fleet	-	308,525.32	308,525.32	617,050.64
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	3,254,784.21	7,340,421.50	4,085,637.29	14,680,843.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	2,971,191.50	2,971,191.50	5,942,383.00
Transfers from Cash Reserves	-	4,369,230.00	4,369,230.00	8,738,460.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	294,986.48	-	(294,986.48)	-
TOTAL CAPITAL EXPENDITURE				
FUNDING	294,986.48	7,340,421.50	7,045,435.02	14,680,843.00

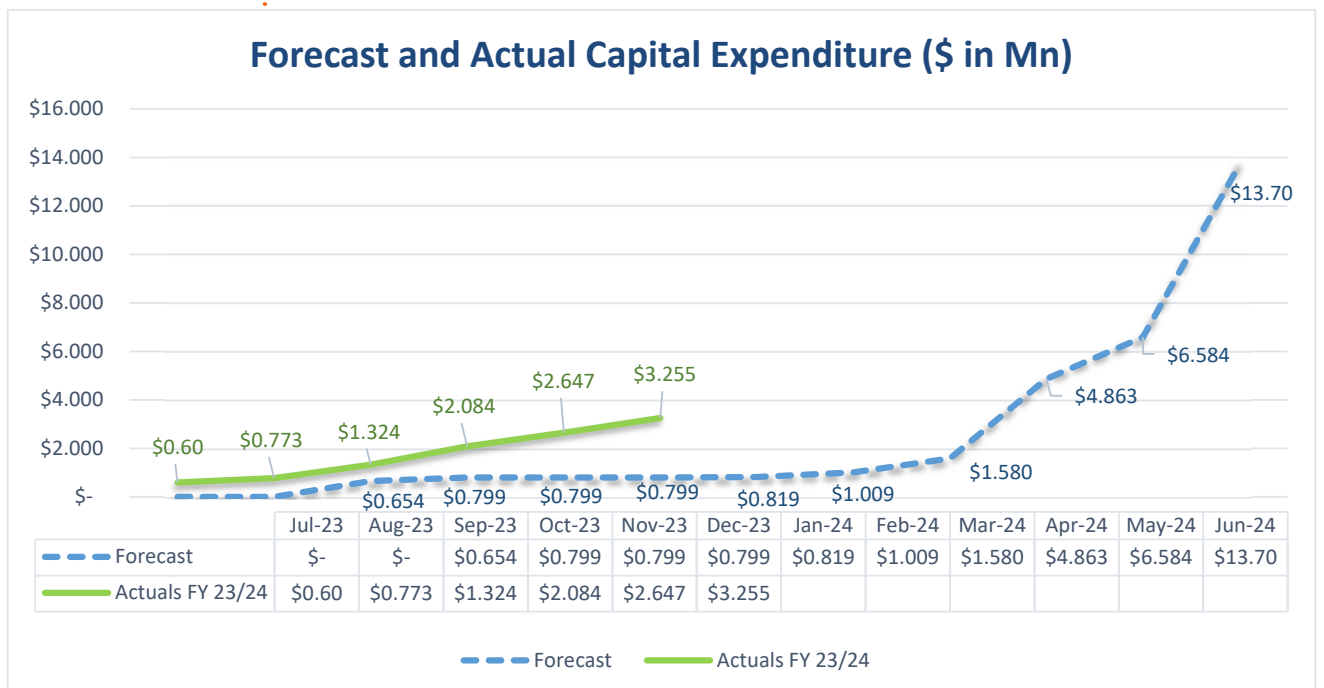


Table 2.2 Monthly Report on Planned Major Capital Works

2023/24 CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Road Reseal List complete. Tender documents prepared for release.
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Dec-24	Project Planning	Design in progress
3	Roads	Pavement Renewals	-	-	-	400,000.00	400,000.00	0.00%	Jun-24	Project Planning	RFQ released.
4	Roads	Gravel Seal Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Project Planning	First grader run in progress. Details from grader run to inform testing and prioritisation program.
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Project Planning	RFQ for design awarded.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Dec-24	Project Planning	Survey complete. Flood Modelling to commence. Expect allocated funding is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening-Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	May-24	Project Planning	RFQ released
		Road Safety Upgrades – Shoulder widening-Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	May-24	Project Planning	RFQ released
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girrorween Road / McMinns Drive	-	-	-	232,361.38	232,361.38	0.00%	Jun-24	Project Planning	Design complete. With PAWA for approval
		Road Safety – Intersection upgrades- Street lighting- Girrorween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design complete. With PAWA for approval

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
9	Roads	Road Safety Upgrades - Schools	-	79,749.36	79,749.36	100,000.00	20,250.64	79.75%	Jun-24	Project Delivery	Projects mostly complete. Minor signage and line marking still to occur.
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Project Planning	Project is ongoing with continued upgrading of existing lighting to LED.
11	Drainage	Drainage renewal – Horne Road	-	-	-	200,000.00	200,000.00	0.00%	Jun-24	Project Planning	Survey complete. RFQ for design released.
12	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Project Planning	Project Scoping for Design
13	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
14	Buildings	Bees Creek Office – Undercover walkway/parking	-	-	-	75,000.00	75,000.00	0.00%	Jun-24	Project Planning	RFQ released.
15	Fleet	Plant/Vehicle replacement	-	-	-	340,000.00	340,000.00	0.00%	Jun-24	Project Delivery	Project delivery is ongoing through the financial year.
16	Buildings	Freds Pass Reserve Asset Renewal	-	-	-	190,000.00	190,000.00	0.00%	Jun-24	Project Planning	Initial walk through with Freds Pass Show Complete. Preparing scope for contractor works.
17	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
18	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
			-	79,749.36	79,749.36	6,447,361.38	6,367,612.02	1.24%			

2023/24 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	77,214.31	77,214.31	130,000.00	52,785.69	59.40%	Oct-23	Complete	Complete
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	7,295.50	7,295.50	120,000.00	112,704.50	6.08%	Jun-24	Project Delivery	Refer to Community Report for project status
		Community Hall Car Parking Upgrade				100,000.00	100,000.00	0.00%	Jun-24	Project Delivery	Project RFQ released
		Mira Square Community Building & Road Surface improvements	-	5,460.00	5,460.00	50,000.00	44,540.00	10.92%	Jun-24	Project Delivery	Project RFQ released
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24	Project Delivery	Council Decision ORD2023 11-127. Refer to Community Report
2	Community	Humpty Doo Village Green Cenotaph upgrades	-	-	-	65,645.00	65,645.00	0.00%	On hold		Refer to Community Report for project status
3	Buildings	Thorak Cemetery - Asset Renewal- Conc Beams, Fencing, Chapel Cameras, Old Cremator Removal, Irrigation, Chapel Carpet, and road repairs	-	-	-	90,888.97	90,888.97	0.00%	Jun-24	Project Planning	Works will be ongoing through the year.
4	Roads	Road Seal Renewal - LRCI	-	-	-	973,429.00	973,429.00	0.00%	Jun-24	Project Planning	Road Reseal List complete. Tender documents prepared for release.
		Shared Path Upgrade - LRCI Phase 4	-	-	-	682,628.00	682,628.00	0.00%	Dec 24	Project Planning	Project Design at 75%.
5	Buildings	Wi-Fi & CCTV – Council Building - LRCI	-	-	-	100,000.00	100,000.00	0.00%	Mar-24	Project Planning	Project in initial stages of planning. Awaiting LRCI Approval
6	Community	Mira Square BBQ facilities and shade - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
7	Community	Humpty Doo Village Green lighting - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
8	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment. - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status
9	Community	Howard Park Recreation Reserve Carpark Upgrade - LRCI	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Project Planning	Refer to Community Report for project status.
			-	144,099.81	144,099.81	2,482,590.97	2,338,491.16	5.80%			

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	258,518.20	664,769.94	923,288.14	1,433,429.00	1,174,910.80	510,140.86	64.41%	Jun-24	Project Delivery	Phase 2 works scoped and Tender prepared for release.
2	Roads	Pavement Renewal various roads	65,769.07	168,176.93	233,946.00	533,429.00	467,659.93	299,483.00	43.86%	Mar-24	Project Delivery	Works on Spencely ongoing and weather dependant.
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	21,476.00	55,500.00	84,024.00	50,000	28,524.00	66.05%	Nov-23	Complete	Complete
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	76,690.91	6,674.00	-	100.00%	Complete	Complete	Complete
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	17,740.00	-	-	100.00%	Complete	Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	315,398.13	5,963.27	-	100.00%	Complete	Complete	Complete
5	Roads	Gravel Road Sealing- Guys Creek Road	-	15,000.00	15,000.00	1,199,690.50	1,199,690.50	1,159,456.86	7.24%	TBA	Project Planning	Project re-design complete. Report in January OCM.
6	Roads	Gravel Road Sealing - Guys Creek Road	50,309.50	25,233.64	75,543.14	50,309.50						
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	101,385.98	101,385.98	100,000.00	100,000.00	(1,385.98)	101.39%	Dec-23	Complete	Project Complete
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	218,807.62	218,807.62	250,000.00	250,000.00	31,192.38	87.52%	Jun-24	Project Delivery	Road Works complete. Awaiting PAWA works.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	70,063.89	34,461.16	-	100.00%	Oct-23	Complete	Project complete
10	Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	357,232.10	-	-	100.00%	Complete	Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrades	131,194.98	-	131,194.98	300,000.00	168,805.02	168,805.02	43.73%	Apr-24	Project Delivery	Resheeting works completed. Drainage protection works to be completed in February.
12	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	48,000.00	26,429.00	74,429.00	80,000.00	32,000.00	5,571.00	93.04%	Dec-23	Complete	Project complete
13	Buildings	Thorak Cemetery Asset Renewal-As per AMP	76,222.81	9,111.03	85,333.84	85,333.84	-	-	100.00%	Complete	Complete	Complete
14	Buildings	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	40,000.00	2,801.51	1,965.51	95.09%	Aug-23	Complete	Complete
15	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	563,518.97	183,050.64	183,050.64	67.52%	Jun-24	Project Delivery	Awaiting delivery of Tractor
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	95,531.71	-	-	100.00%	Complete	Complete	Disposal of assets still to be completed
		Waste Vehicle Replacement	162,112.20	-	162,112.20	162,112.20	92,725.75	-	100.00%	Dec-23	Complete	Complete
16	Roads	Southport Roads – Gravel to Seal Upgrade	171,082.18	1,727,329.99	1,898,412.17	2,071,858.00	1,900,775.82	173,445.83	91.63%	Feb-24	Project Delivery	Initial Contract complete. Variation to reseal with remaining budget has been awarded

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
17	Community	Mira Square - Construction of a new playground	65,000.00	-	65,000.00	70,000.00	5,000.00	5,000.00	92.86%	Complete	Complete	Complete
18	Community	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement	27,934.00	1,200.00	29,134.00	35,000.00	7,066.00	5,866.00	83.24%	Dec-23	Project Closure	Refer to Community Report for project status
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	25,200.00	-	25,200.00	30,000.00	4,800.00	4,800.00	84.00%	Complete	Complete	Complete
20	Buildings	Installation of power and lighting to existing storage shed at Knuckey Lagoon	18,000.00	-	18,000.00	18,000.00	2,000.00	0.00	100.00%	Complete	Complete	Complete
21	Community	Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	26,923.00	-	26,923.00	28,717.17	3,077.00	1,794.17	93.75%	Dec-23	Complete	Complete
22	Community	Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve	-	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%	Complete	Complete	Complete
23	Community	LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG	101,099.14	9,886.29	110,985.43	120,985.43	2,183.69	10,000.00	91.73%	TBA	Complete	Complete
24	Fleet	Compactor refurbishment	-	-	-	94,000.00	94,000.00	94,000.00	0.00%	Jun-24	Project Delivery	Works on going through the year
25	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design	121,080.31	(29,103.16)	91,977.15	121,080.31	-	29,103.16	75.96%	Jun-24	Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades										
		Girraween Road - McMinns Drive Intersection Upgrades	226,645.45	10,993.17	237,638.62	237,638.62	123,354.55	0.00	100.00%	Dec-23	Complete	Complete
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25							
		Girraween Primary School	685.00	-	685.00							
		Schools Safety Audits-Howard Springs Primary School	1,541.25	-	1,541.25							
		Schools Safety Audits-Good Shepherd	1,541.25	-	1,541.25							
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	1,541.25	-	1,541.25							
		Road Safety Upgrades -Street Lights, intersections, Challoner Circuit	-	-	-							
26	Roads (Roads Safety Upgrades)					6,850.00	-	-	100.00%	Oct-23	Complete	Complete
27	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26	-	49,365.26	58,508.88	17,566.36	9,143.62	84.37%	Dec-23	Project Closure	Grant acquittal
			2,966,251.05	3,030,935.04	5,997,186.09	8,717,142.16	5,938,566.00	2,719,956.07	68.80%			
		Total	2,966,251.05	3,254,784.21	6,221,035.26	17,647,094.51	5,938,566.00	11,426,059.25	35.25%			

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 30 NOV 23	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	28,336,867.89	
Untied Funds	3,360,222.33	
Accounts Receivable ¹¹		
Trade Debtors	170,628.47	(2)
Rates & Charges Debtors	4,814,239.97	
Other Current Assets	570,364.98	
TOTAL CURRENT ASSETS	37,252,323.64	
Non-Current Financial Assets	5,101,245.58	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	431,670,895.41	
TOTAL ASSETS	468,923,219.05	
LIABILITIES		
Accounts Payable ¹²	2,371,213.16	(3)
ATO & Payroll Liabilities	76,448.19	(4)
Current Provisions	613,815.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	5,996,531.03	
Non-Current Liabilities		
Non-Current Provisions	340,562.00	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	340,562.00	
TOTAL LIABILITIES	6,337,093.03	
NET ASSETS	462,586,126.02	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	24,465,080.62	
TOTAL EQUITY	462,586,126.02	

¹¹ Includes Allowance for Doubtful debt.

¹² Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

Note 1: Details of Cash and Investments Held

Investment Schedule

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

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	30/06/2023	1,000,000.00	5.40%	19/03/2024	263	4,000,000.00	14.12%	38,909.59
	4/07/2023	1,000,000.00	5.45%	7/05/2024	308			45,989.04
	10/10/2023	1,000,000.00	4.86%	24/09/2024	350			46,602.74
	22/11/2023	1,000,000.00	5.15%	26/11/2024	370			52,205.48
Commonwealth (S&P A1+)	25/05/2023	2,000,000.00	4.94%	23/01/2024	243	8,336,867.89	29.42%	65,776.44
	30/06/2023	1,000,000.00	5.23%	5/03/2024	249			35,678.63
	23/08/2023	1,000,000.00	5.43%	25/06/2024	307			45,671.51
	3/10/2023	1,000,000.00	5.28%	13/08/2024	315			45,567.12
	3/10/2023	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	24/10/2023	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	24/10/2023	336,867.89	5.24%	8/10/2024	350			16,926.46
	21/11/2023	1,000,000.00	5.12%	12/11/2024	357			50,077.81
Defence Bank (S &P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	4,500,000.00	15.88%	46,735.62
	10/08/2023	1,500,000.00	5.20%	11/06/2024	306			65,391.78
	8/11/2023	1,000,000.00	5.20%	22/10/2024	349			49,720.55
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	9/05/2023	1,500,000.00	4.72%	9/01/2024	245	11,500,000.00	40.58%	47,523.29
	20/06/2023	1,000,000.00	5.39%	6/02/2024	231			34,112.05
	27/06/2023	1,000,000.00	5.40%	20/02/2024	238			35,210.96
	30/06/2023	1,000,000.00	5.47%	9/04/2024	284			42,561.10
	30/06/2023	1,000,000.00	5.49%	23/04/2024	298			44,822.47
	5/09/2023	1,000,000.00	5.15%	3/07/2024	302			42,610.96
	19/09/2023	1,000,000.00	5.15%	16/07/2024	301			42,469.86
	20/09/2023	1,000,000.00	5.16%	23/07/2024	307			43,400.55
	20/09/2023	1,000,000.00	5.17%	30/07/2024	314			44,476.16
	3/10/2023	1,000,000.00	5.30%	10/09/2024	343			49,805.48
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
TOTAL INVESTMENTS		28,336,867.89				28,336,867.89	100%	1,233,851.42

% of Total Investment Portfolio	A1 & A1+ (max 100%)	70.00%	A2 (max 60%)	30.00%	100%
Total Investments/ Tied Funds	\$ 28,336,867.89		Total Year to date Investments Earnings	\$ 640,682.71	
General Bank Funds	\$ 3,358,947.33				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 3,360,222.33				
Total all funds	\$ 31,697,090.22				

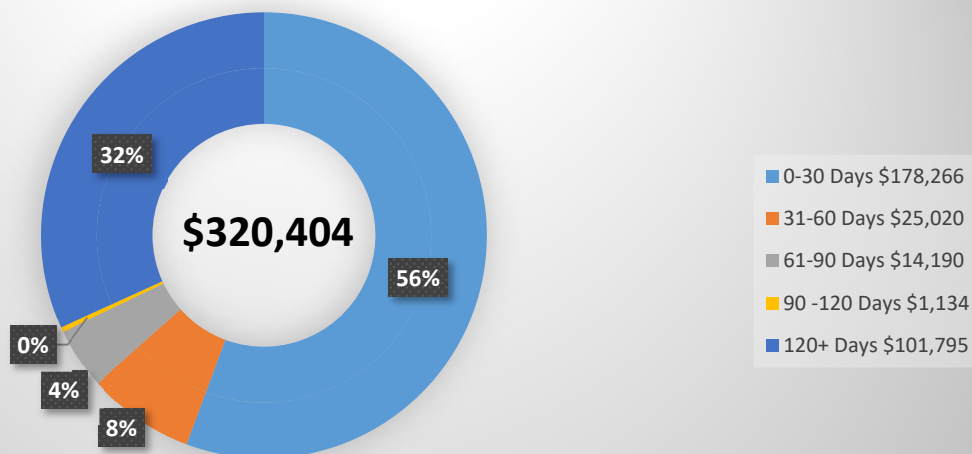
Note 2: Statement of Trade Debtors

Total Debtors as of 31 December 2023 is \$ 320,404.51; \$101,794.91 relate to invoices outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Statutory charges placed against the property as a part of recovery process. A provision for doubtful debt has been made during the end of year financial statements preparation.

Fines and Infringements - Council has two hundred and eighty (280) infringements outstanding with a total balance of \$67,540 decrease of \$150 from November. Five (5) are newly issued, forty-eight (48) reminder notice produced, two hundred and nineteen (219) are with the Fines Recovery Unit (FRU) and eight (8) are on hold.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	-	-	-	-	51,141.91	51,141.91
Cemetery	48,889.80	17,640.00	5,667.00	-	-	72,196.80
Waste	-	-	-	-	21.00	21.00
Recreation Reserves	300.27	304.30	0.50	-	-	605.07
Planning	-	-	-	-	-	-
GST Receivable	128,899.73	-	-	-	-	128,899.73
Infringements	176.00	7,076.00	8,522.00	1,134.00	50,632.00	67,540.00
Total	178,265.80	25,020.30	14,189.50	1,134.00	101,794.91	320,404.51

Trade Debtors - Outstanding by Age



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	465,243.32	-	-	-	-	465,243.32
Cemetery	1,052.00	-	-	-	-	1,052.00
Total	466,295.32	-	-	-	-	466,295.32

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	12,311.97	-	-	-	-	12,311.97
Payroll- Superannuation	25,312.25	-	-	-	-	25,312.25 ¹³
Total	37,624.22	-	-	-	-	37,624.22

Financial Reserves 2023

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

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

¹³ Balance is due to System error- System administrator investigating the issue.

Outstanding Rates

Prior Years Rates Outstanding¹⁴

The below table illustrates the split of prior year outstanding rates, currently at \$1.84 million.

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

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

	Beginning of 2023/24 Prior Years Rates Outstanding (\$)	Previous Month (November 2023) (\$)	Current Month (December 2023) (\$)
COMMERCIAL	54,188.57	36,610.98	37,354.64
GAS PLANT	53.19	-	-
MINING	150,206.57	151,804.83	153,700.56
HORTICULTURE AGRICULTURE	97,114.26	90,863.09	91,487.98
NON-RATEABLE GENERAL	18,663.65	19,231.48	19,351.81
NON-RATEABLE WASTE	38,409.98	38,557.72	38,859.11
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,379,398.43	1,368,472.31
URBAN RESIDENTIAL	222,758.42	133,235.20	132,789.00
TOTAL	2,440,333.63	1,849,701.73	1,842,015.41
Arrears LESS Legal	2,278,848.35	1,714,892.67	1,714,334.56

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



¹⁴ Includes prior years outstanding rates (FY 2023 and prior)

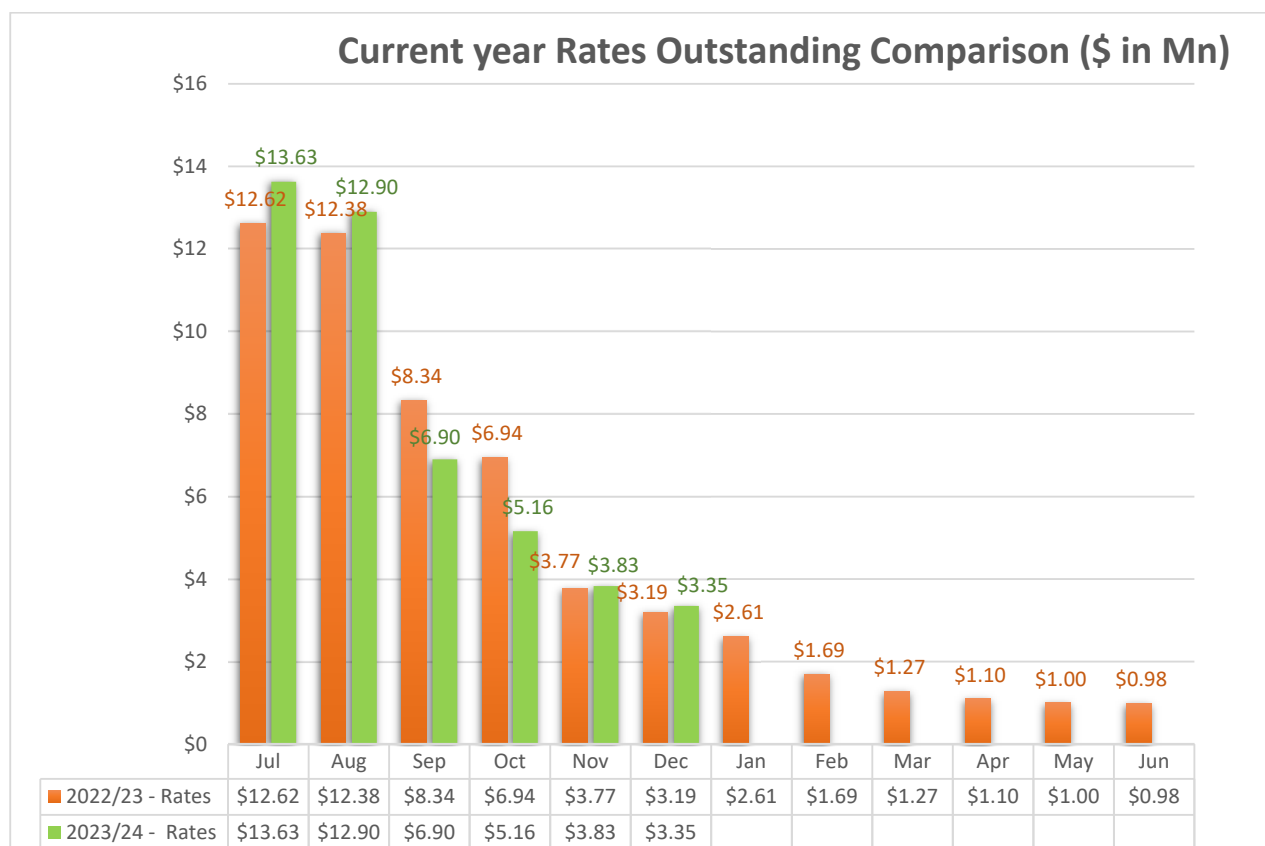
Current Year Rates¹⁵

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

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

	Previous Month (November 2023) (\$)	Current Month (December 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	506,010.27	459,280.64	46,729.63	30-Sep-23
Instalment 2	1,159,498.90	820,821.67	338,677.23	30-Nov-23
Instalment 3	2,165,727.05	2,072,109.78	93,617.27	28-Feb-24
TOTAL	3,831,236.22	3,352,212.09	479,024.13	

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



¹⁵ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1485.1387-01	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 26 Nov 2024	1,000,000.00
1484.114-01	NATIONAL AUSTRALIA BANK LTD	Term Deposit - Maturity Date 26 Nov 2024	500,000.00
1488.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFT23-329 LRCI Program - Southport Roads Project	213,860.61
1492.1890-01	CLAIRE CONSTRUCTIONS & CIVIL PTY LTD	RFQ23-361 Power Pioneer Intersection Rehabilitation	134,840.33
1490.78-01	POWER & WATER CORPORATION	Design for Relocation of Power Pole Pioneer Road & NOV-23 Power and water bills	115,706.11
1490.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	Variation 10 - Additional Earthworks - Southport Roads Project	112,581.35
1490.280-01	CITY OF DARWIN	Nov 2023 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	75,563.00
1490.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 12 (22/23) - Cycle 1 & 99	51,908.87
1490.874-01	VTG WASTE & RECYCLING	Nov 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	48,141.66
1486.260-01	EARL JAMES & ASSOCIATES	RFQ23-398 Brougham Road Survey	47,772.00
1490.2750-01	TMH SERVICES	RFQ23-405 Drainage Upgrade - Various Locations Litchfield Council Municipality	32,890.00
1490.2009-01	ADG ENGINEERS (AUST) PTY LTD	RFQ23-396 Goode Road - Upgrade to Gravel	31,682.07
1490.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment109 - Cyc 99 WE 08 Dec 2023	29,085.17
1486.2765-01	LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	RFQ23-394 Goode Road Survey	18,436.00
1490.1564-01	FOURIER TECHNOLOGIES PTY LTD	Power banks, Onsite IT Support, and Licencing	17,618.30
1486.2791-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	15,000.00
1486.2440-01	STANTEC AUSTRALIA PTY LTD	Footpath and Drainage Sketch - Howard Park Recreation Reserve	11,795.52
1490.849-01	WEX AUSTRALIA (PUMA CARD)	Nov 2023 - Litchfield Council and Thorak Fuel Account	11,455.26
1490.2141-01	DELOS DELTA	Freds Pass Reserve Business Case Priority	11,275.00
1490.170-01	NTRS (NT RECYCLING SOLUTIONS)	Nov 2023 - LC Rural Transport General Waste to Shoal Bay Receiving Station	10,461.45
1486.2024-01	CROSS SOLUTIONS	RFQ23-399 Finn Road Floodway Upgrade Survey	9,368.15
1486.78-01	POWER & WATER CORPORATION	Aug - Nov 2023 - Power & Water - HDVG, HPRR, Litchfield Council Office	9,233.17
DD 28122	WESTPAC CARDS & DIRECT DEBITS	Oct 2023 - Credit Card Purchases Litchfield Council Officers	8,673.96
1490.1068-01	MR D S BARDEN	Nov 2023 - Elected Members Allowances	8,606.56
1486.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	8,134.11

Cheque No.	Payee	Description	Amount (\$)
1486.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Shoulder Top Up - Various Locations Litchfield Council Municipality	7,975.00
1490.2769-01	JPC CONTRACTING PTY LTD	Cleaning/Clearing of Culverts - Various Locations Litchfield Council Municipality	7,260.00
1490.2765-01	LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS)	RFQ23-395 Horne Road - Drainage Renewal	6,869.50
1492.2011.01	SOUTHERN DISTRICTS FOOTBALL CLUB	Community Grant	5,000.00
1489.307-01	RANDFLEX PTY LTD	Presentation Boxes - For Thorak Cemetery Customers	4,922.72
1487.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Nov 2023 - Grave Preparation Thorak Cemetery	4,488.00
1492.2769.01	JPC CONTRACTING PTY LTD	Drain Cleaning / Clearing - Various Locations Litchfield Council Municipality	4,180.00
1490.2794-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	4,000.00
1486.1674-01	FRESH START - FOR CLEANING	Nov 2023 - Cleaning MWF Shed, and all Waste Stations, HPRR, KLRR and HDVG	3,825.39
1490.436-01	DELTA ELECTRICS NT PTY LTD	Quarterly Maintenance of Litchfield Council Generator	3,723.77
1490.2252-01	MRS E SHARP	Nov 2023 - Elected Members Allowances	3,603.28
1490.2089-01	ELGAS LTD	Gas Supply and Delivery for Crematorium - Thorak Cemetery	3,582.64
1490.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Drain Cleaning / Clearing - Various Locations Litchfield Council Municipality	3,575.00
1490.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Repairs and Replacement Parts for Komatsu	3,458.40
1490.926-01	JACANA ENERGY	Nov 2023 - Electricity Litchfield Council, HPRR and HDVG	3,447.03
1486.2089-01	ELGAS LTD	Gas Supply and Delivery for Crematorium - Thorak Cemetery	3,241.12
1490.2249-01	MS R A WRIGHT	November 2023 - Elected Members Allowances	3,114.75
1490.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM)	Nov 2023 - Mowing Service HDVG, HPRR, KLRR	2,948.00
1490.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 10 December 2023	2,913.92
1490.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	2,881.28
1490.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Dec 2023 - Cleaning Litchfield Council Office and Thorak Cemetery Chapel and Office	2,810.16
1490.28-01	RURAL FIRE PROTECTION	Supply/Install Fire Hose Reel/Parts at HDWTS	2,763.09
1486.2529-01	TOTAL SAFETY SOLUTIONS	PPE- Uniforms for MWF Crews	2,553.97
1490.1032-01	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION	Plan and Engage Virtual Training for Community Engagement Officer	2,400.00
1486.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - New Litchfield Council Employees	2,354.00
1490.506-01	TURBO'S TYRES	Repairs to Tyres / Replacements for MWF Machines	2,310.00
1490.2239-01	MR M SIDEY	November 2023 - Elected Members Allowances	2,303.28

Cheque No.	Payee	Description	Amount (\$)
1486.2718-01	JUSTIFIED SERVICES PTY LTD	Monthly WHS consultancy services	2,288.00
1490.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Nov 2023 - Security Patrol HDWTS	2,257.60
1490.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Major Service, Parts & Consumables for JD 6110M Tractor	1,905.39
1489.941-01	EVERLON BRONZE	Memorial Plaques for Thorak Customers	1,878.25
1490.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	1,834.64
1489.926-01	JACANA ENERGY	Nov 2023 - Electricity Thorak Cemetery	1,808.44
1490.2238-01	MR K R HARLAN	November 2023 - Elected Members Allowances	1,803.28
1490.2253-01	MR A MACKAY	November 2023 - Elected Members Allowances	1,803.28
1490.498-01	MR M I G SALTER	November 2023 - Elected Members Allowances	1,803.28
1490.1428-01	HANNA'S COOLING PTY LTD	Investigate Finance Air Conditioner / Repair with Replacement Parts and Labour	1,782.00
1487.2049-01	AJ SECURITY DARWIN	Nov 2023- Security Patrols - HDVG	1,610.40
1490.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	1,532.97
1490.1471-01	RICOH AUSTRALIA PTY LTD	Nov 2023 - Photocopier& Consumables for all Litchfield Council, Thorak, Waste Stations and MWF	1,435.28
1486.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag Equipment - 6 Monthly Council Office and All Fleet Vehicles	1,122.00
1486.2792-01	DARWIN AND RURAL POULTRY CLUB	Funding to Purchase New Exhibition Cages	1,090.00
1486.817-01	DORMAKABA (TERRITORY DOOR SERVICES)	Service of MWF Roller Doors at HDWTS	1,078.00
1490.384-01	MS C VERNON	Nov 2023 - Authority Consultancy Services	1,075.25
1486.1716-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	1,063.77
1490.1392-01	AKRON GROUP NT PTY LTD	Whitewood Road Pressure Footpath of Debris After Accident	1,056.00
1490.508-01	EASA	Onsite Training and Support	956.03
1490.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering - Bi-Monthly Staff Meetings and Council Meetings	920.00
1490.2529-01	TOTAL SAFETY SOLUTIONS	PPE - Uniforms for Casual Outdoor Workforce	870.97
1492.2769-01	JPC CONTRACTING PTY LTD	Repairs to Sidewalls - Various Locations Litchfield Council Municipality	825.00
1487.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Leaking Main Line Thorak Cemetery	756.25
1486.794-01	TOP END R.A.C.E.	Replacement of Timer Clock at Jakira Park	750.60
1489.2464-01	CAPS AUSTRALIA PTY LTD	Generator Service Thorak Cemetery	737.28
1486.2049-01	AJ SECURITY DARWIN	Nov 2023 - HPRR x 2 Day Security Checks	724.54

Cheque No.	Payee	Description	Amount (\$)
1486.2049-01	AJ SECURITY DARWIN	Nov 2023 - Thorak Cemetery Security Checks	724.54
1490.2110-01	HARLIN NOMINEES PTY LTD	HDVG Window & Security Screen Reglaze	687.00
1490.512-01	SELTHER SHAW PLUMBING PTY LTD	Nov 2023- KLRR Water Pressure in Toilets Repaired	664.35
1486.2034-01	MARNIE JAY ART	Artwork with Copyright Permission - Annual Report	625.00
1490.90-01	INDUSTRIAL POWER SWEEPING	Horsnell Road - Sweeping of Debris	610.50
00413315	LITCHFIELD COUNCIL PETTY CASH	Sep to Nov Sep 2023 - Petty Cash Reimbursement	604.35
1490.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Dec 2023 - Litchfield Council Archive Storage	590.56
1486.2164-01	SCOUT TALENT PTY LTD	Nov 2023 - E-Learning Monthly Subscription	582.12
1490.2375-01	NTIT (NT-IT PTY LTD)	Cordless Headset for Taminmin Library	565.62
1487.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	520.00
1490.1316-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	500.00
1487.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Test & Tag Equipment all Areas & Equipment Thorak Cemetery	484.00
1490.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Removal of Fallen Tree - Storm Damage	484.00
1486.1211-01	MR G S MAYO	Nov 2023 - Weekend Pound Maintenance	480.00
1486.2063-01	QUALITY INDOOR PLANTS HIRE	Nov 2023 - Plant Hire/Maintenance Litchfield Council Office	477.20
1490.1566-01	WINC AUSTRALIA PTY LTD	Nov 2023 - KLRR Hand rolls	473.32
1486.2389-01	CUNNINGTON ROSSE TOWN PLANNING	Planning Consultancy PA2023/0055	462.00
1490.2746-01	ARBORICULTURE AUSTRALIA LTD	Refund of Hire Bond after Using Facility	460.00
1490.2756-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	443.00
1486.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Regulatory Services - Infringement Books	430.76
1490.98-01	ALL RURAL MECHANICAL	Major Service Fleet Vehicle	427.90
1490.1008-01	OUTBACK BATTERIES P/L	Replacement Battery for Kubota Mowers	391.00
1490.953-01	HWL EBSWORTH LAWYERS	Legal Services	376.20
1492.828.01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia / Disposal of Impounded Dogs	375.00
1490.815-01	JEFFRESS ADVERTISING	Public Notice Advertisement - NT News Tender Announcement	371.42
1486.1866-01	NUTRIEN AG SOLUTIONS	Chemical Application Items for MWF	368.30
1486.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia / Disposal of Impounded Dogs	345.00

Cheque No.	Payee	Description	Amount (\$)
1490.1087-01	TOTAL TOOLS DARWIN	Ratchets and Disposable Rags Bulk Purchase	334.75
1486.36-01	BRIDGE TOYOTA	Major Service of Vehicle	331.54
1490.2691-01	COMMERCIAL DOORS & HARDWARE NT	HDVG - Rehang and Fit Toilet Door	330.00
1489.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Thorak Cemetery Staff	302.00
1490.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	301.99
1486.2785-01	CATHOLIC CHURCH OF THE DIOCESE OF DARWIN	Refund of Overpaid Rates	273.98
1490.851-01	OFFICEWORKS	Chairs for Foyer and Assorted Stationary Items for Litchfield Council Office	265.00
1490.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	HDVG Repairs to Hot Water Unit	255.42
1486.1253-01	CRAIG BURGDORF	HDWTS: Repair Forklift - Brake pads	254.50
1489.874-01	VTG WASTE & RECYCLING	Nov 2023 - Empty of Bins at Thorak Cemetery	220.00
1491.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 12 - Cyc 99 WE 10 Dec 2023	204.50
1490.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Nov 2023 - Garden Maintenance HD Community	200.00
1490.2419-01	RAPID SPRAY PTY LTD	Oil Sealing Kits for Sprayers MWF	189.01
1490.1459-01	TERRITORY SPRINGWATER AU PTY LTD	2023/2024 Water Cooler Rental CEO's Office	186.50
1487.287-01	HARVEY DISTRIBUTORS	Bulk Purchase Bin Liners	183.57
1490.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Checks - New Litchfield Council Employees	181.50
1487.1809-01	RGM MAINTENANCE DARWIN	Rego Inspections for MWF Trucks	178.75
1490.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Lockable Fuel Caps for MWF Machines	170.72
1490.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Dec 2023 - Monthly Subscription	165.00
1490.1040-01	SUPERCHEAP AUTO	Consumables - Degreaser Bulk Purchase for MWF Machines	145.92
1486.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 17 Nov 2023	123.54
1490.2789-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Bond on Return of Item	110.00
1489.851-01	OFFICEWORKS	Stationary Replenishment - Thorak Cemetery	105.06
1490.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	100.00
1490.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	100.00
1490.2434-01	BELLS PURE ICE	Ice supply for MWF Staff Delivered to HDWTS	99.00
1489.287-01	HARVEY DISTRIBUTORS	Bulk Purchase of Hand Towels for Bathrooms HDVG	75.27

Cheque No.	Payee	Description	Amount (\$)
1490.1013-01	BTC PARTS & ACCESSORIES PTY LTD	Replacement Jockey Wheel for Buggy Trailer	75.00
1487.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	75.00
1490.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO HARDWARE)	Spray Units Consumable Spare Parts	69.98
1490.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 01 Dec 2023	61.77
1486.2790-01	TOP END 4WD CLUB INC	Refund of Key Bond after Venue Hire	58.00
1490.2793-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key Bond after Venue Hire	58.00
1493.1412.03	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	52.00
1490.671-01	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Consumable Oil Products for MWF Machines	39.38
1486.2787-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fees Charged at HD Waste Station in Error	26.20
1486.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items Regulatory Services	5.70
TOTAL			2,692,793.14

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

Cardholder Name: Stephen Hoyne

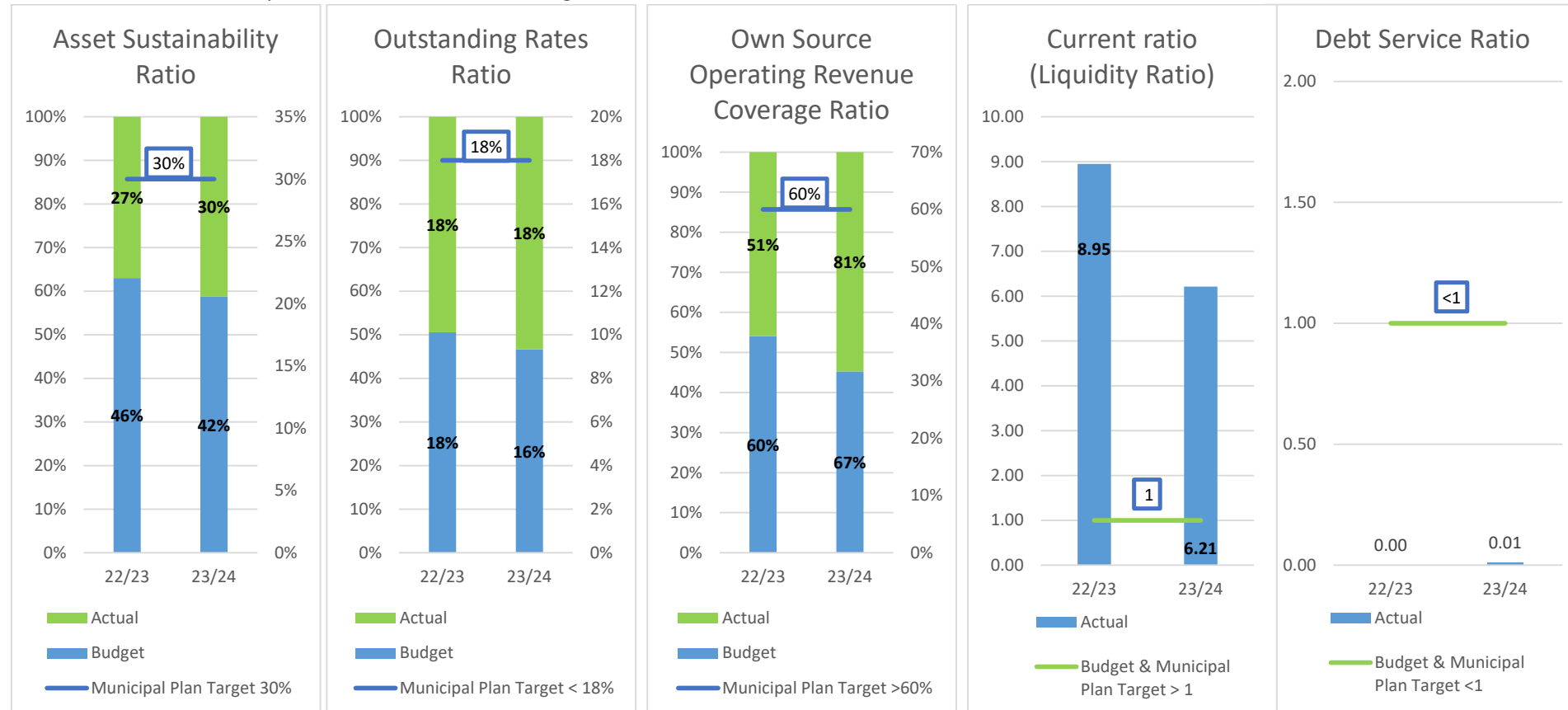
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
12/12/2023	10.00	PAYSTAY SOUTH WHARF AUS	Parking Fee
20/12/2023	6.00	Westpac	Credit Card Monthly Fee
Total	16.00		

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

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
N/A			
Total			

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of December is 30% achieve the Municipal Plan target of 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 18.30% slightly above the Municipal Plan target of 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 81% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 6.21 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

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

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

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31.12.2023

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

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

CEO Signed:

A handwritten signature in black ink, appearing to be 'S. Hone', written over a horizontal line.

Date Signed: 09/01/2024



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	FIN03 Procurement Policy
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	16/01/2024
Attachments:	A: Draft FIN03 Procurement Policy B: Quotation Exemption Form

Executive Summary

This report presents to Council the revised FIN03 Procurement Policy and Quotation Exemption Form.

Recommendation

THAT Council adopt the draft policy FIN03 Procurement Policy, as at Attachment A, and authorises the Chief Executive Officer to make minor amendments.

Background

Correspondence dated 6 December 2023 from the Local Government Division, Department of the Chief Minister and Cabinet (the Department) identified the following:

“FIN03 – Procurement Policy refers to outdated legislation and processes that is not compliant with the current requirements of the Local Government (General) Regulations 2021 (Regulations). In particular Clause 4.2.3. Procurement Thresholds and Competition of the FIN03 - Procurement Policy makes reference to outdated legislation; and the quotation exemption form needs to be updated to accurately incorporate the allowable exemptions listed under regulation 38 of the Regulations.”

FIN03 Procurement Policy and Quotation Exemption Form has now been reviewed, as at Attachment A and B, in accordance with the Departments feedback, *Local Government (General) Regulations 2021* and the *Local Government Act 2019*.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Regulation 38 of the *Local Government (General) Regulations 2021*
Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.

Procurement **POLICY FIN03**

Name	FIN03 Procurement
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/04/2021 16/01/2024
Review Date	21/04/2025 15/01/2028

1. Purpose

The purpose of this Policy is to:

- provide guidance to Council to allow consistency and control over procurement activities;
- demonstrate accountability to rate payers;
- provide guidance on ethical behaviour in public sector purchasing;
- demonstrate the application of elements of best practice in purchasing; and
- increase the probability of obtaining the best outcome when purchasing goods and services.

2. Scope

The Policy relates to all full-time, part-time and casual employees of Litchfield Council, as well as Elected Members.

3. Definitions

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

The Act	<i>Local Government Act</i>
Agency	The Department of Local Government and Community Development <u>Chief Minister and Cabinet</u>
Commercial Confidence	Information that, if released, may prejudice the business dealings of the party (e.g. discounts, rebates, profits, methodologies and process information). It is information provided for a specific purpose that is not to be used for any other purpose than set out in the initial document.
Conditions of Tendering	Rules governing the content and submission of tenders and the conduct of the tendering process.
Contract Management	The process that ensures both parties to a contract fully meet their respective obligations as efficiently and effectively as possible, in order to deliver the business and operational objectives required from the contract and, in particular, to provide value for money.

Council staff (Council Representative/Contracts Manager)	Includes full time and part-time Council officers, and temporary employees while engaged by the Council.
Delegation	A power handed down by the Council or Chief Executive Officer in an instrument to enable a delegate to act on Council's behalf.
Evaluation Panel	A panel of Council staff members appropriate for determining and undertaking the evaluation of a supplier.
Expression of Interest (EOI)	An invitation for persons to submit a proposal for the provision of the goods, works and services which generally set out the overview of requirements contained in the document. This invitation is not an offer or a contract.
Panel Contract Arrangements	A contract that sets rates for goods and services which are available for the term of the agreement. However, no commitment is made under the agreement to purchase a specified value or quality of goods or services.
Policy	Refers to this specific policy document.
Probity	The dictionary definition of probity refers to uprightness, honesty, proper and ethical conduct and propriety in dealings. Within Government, the word "probity" is often used in a general sense to mean "good process." A procurement process that conforms to the expected standards of probity is one in which clear procedures that are consistent with the Council's policies and legislation are established, understood and followed from the outset. These procedures need to consider the legitimate interests of suppliers and ensure that all potential suppliers are treated equitably.
Probity Advisor	An observer in dealings with tenderers and the evaluation panel at presentations and interviews. The probity advisor would be available to answer questions and provide advice to the evaluation team and/or steering committee.
Probity Auditor	Reviews all processes and documentation throughout the procurement process and provides a report on their findings at the conclusion of the process.
Procurement	Procurement is the whole process of acquisition of external goods, works and services. This process spans the whole life cycle from initial concept through to the end of the useful life of an asset (including disposal) or the end of a service contract.
Shared Services	Shared services is the provision of services through collaboration between more than one local authority.

Sustainability	Activities that meet the need for goods, works and services in a way that achieves value for money on a whole of life basis in terms of generating benefits not only to Council, but also to society and the economy, while minimising damage or enhancing the environment.
Tender Process	The process of inviting parties to submit a tender by public advertisement, followed by evaluation of submissions and selection of a successful bidder or tenderer.
Thresholds	The value above which a procurement, unless exempt, is subject to the mandatory procurement process.
Quotation Process	The process of inviting parties to submit a quotation followed by evaluation of submissions and selection of a successful respondent.
Value for Money	Value for Money in procurement is about selecting the supply of goods, works and services taking into account both cost and non-cost factors including; <ul style="list-style-type: none"> • contribution to the advancement of the Council's priorities; • non-cost factors such as fitness for purpose, quality service and support, project delivery, risk, economic contribution to the municipality, financial capacity; and • cost-related factors including whole-of-life costs and transaction costs associated with acquiring, using, holding, maintaining and disposing of the goods, services or works.

4. Policy Statement

4.1. Litchfield Council recognises that having a strong procurement approach and adopting appropriate best practice contracting and procurement principles, policies, processes and procedures for all goods, works and services by Council enhances achievement of Council objectives.

4.2. The elements of best practice applicable to local government procurement incorporate:

- Broad principles covering ethics, value for money, responsibilities and accountabilities.
- Guidelines giving effect to those principles.
- Open and effective competition.
- A system of delegations (i.e. The authorisation of officers to approve a range of functions in the procurement process).
- Procurement processes, with appropriate procedures covering minor simple procurement to high value complex procurement.

- A professional approach to all tenders undertaken.
- Support for Council's corporate strategy and objectives.
- A long term strategic view of procurement needs while continually assessing reviewing and auditing procedures, strategy and objectives.
- A robust and transparent audit trail which ensures that procurement projects are delivered on time, within cost constraints and that the needs of end users are fully met.
- Processes conducted, and are seen to be conducted, in an impartial, fair and ethical manner.
- Value for money and quality in the acquisition of goods, works and services.
- Identification, assessment and management of risk at all stages of the procurement process.
- Strategic procurement practices and innovative procurement solutions, in particular making use of collaboration and partnership opportunities.
- Compliance with legislation.
- Support for business in the local community where possible.
- Support for skills and training of apprentices where possible.

4.3. This Procurement Policy is made under the Local Government Regulations and the Act. The Regulations requires Council to prepare, approve and comply with a procurement policy encompassing the principles, processes and procedures applied to all purchases of goods, works and services by Council.

4.4. All monetary values related to this policy exclude GST except where specifically stated otherwise.

4.5. Ethics and probity

4.5.1. Requirement

The Council's procurement activities shall be performed with integrity and in a manner able to withstand the closest possible scrutiny.

4.5.2. Conduct of Elected Members and Council staff

Elected Members and Council staff shall at all times conduct themselves in ways that are ethical and will:

- Treat potential and existing suppliers with equality and fairness.
- Not seek or receive personal gain.
- Maintain confidentiality of competing companies' information, such as pricing, specifications, quotations, tender, bid or any other commercial proprietary information.
- Present a high standard of professionalism and probity.

- Deal with suppliers in an honest and impartial manner that does not allow conflicts of interest.
- Provide all suppliers and tenderers with the same information and equal opportunity.
- Be able to account for all decisions and provide feedback on them.
- Maintain fair, equitable and non-discriminatory procedures for addressing complaints and concerns raised by suppliers or members of the community regarding Council's procurement activities.

4.5.3. Market Testing

Council may need to conduct market analysis in order to define the required goods and services in more detail to determine the best way to procure the goods or services. The amount of time and effort taken on deciding on how goods and services will be purchased should be comparative to the value of the goods and services Council is purchasing.

4.5.4. Conflict of Interest

Elected Members and Council staff shall at all times avoid situations in which private interests conflict or might reasonably be deemed to have the potential to conflict, with their Council duties.

Elected Members and Council staff shall not participate in any action or matter associated with the arrangement of a contract (i.e. evaluation, negotiation, recommendation, or approval), where that person or any member of their immediate family has a direct or indirect interest or holds a position of influence or power in a business undertaking tendering for the work. The onus is on the Elected Member and Council staff involved to promptly declare a direct or indirect, actual or potential, conflict of interest to Council or to the CEO in the case of staff members (as per HR01 Code of Conduct for Employees and EM02 Code of Conduct for Elected Members).

4.5.5. Fair and Honest Dealing

All prospective contractors and suppliers must be afforded an equal opportunity to tender or quote. Impartiality must be maintained in selecting contractors and suppliers so that Council can withstand public scrutiny. The commercial interests of existing and potential suppliers must be protected and will be treated as Commercial in Confidence.

4.5.6. Accountability and Transparency

The processes by which all procurement activities are conducted will be in accordance with this Procurement Policy and related Council policies and procedures to ensure an accountable and transparent process if followed.

All Council staff are required to comply with the Code of Conduct for Council staff and must be able to account for all procurement decisions made over the lifecycle of all goods, works and services purchased by the Council and provide feedback on them; and all procurement activities are to leave an audit trail for monitoring and reporting purposes. Elected Members must not direct or influence a member of Council staff in the exercise of any power in the performance of any duty or function.

4.5.7. Disclosure of Information

Information received by the Council that is Commercial in Confidence must not be disclosed and is to be stored in a secure location. Elected Members and Council staff are to protect,

- information disclosed by organisations in tenders, quotation or during tender negotiations;
- all information that is Commercial in Confidence; and
- pre-contract information including but not limited to information provided in quotes and tenders or subsequently provided in pre-contract negotiations.

Elected Members and Council staff are to avoid references to current or proposed contracts in discussion with acquaintances or outside interests. Discussion with potential suppliers during tender evaluations should not go beyond the extent necessary to resolve doubt or clarify what is being offered by that supplier. At no stage should any discussion be entered into which could have potential contractual implications prior to the contract approval process being finalised.

Tenderers are, however, advised that a report on a tender process may be presented at an open meeting of Council, and some information arising from the tender will be publicly available for three years from the date of the awarded tender.

Only successful tendering should be presented in open meetings of Council and only successful tenders will be published as per the Regulations. ~~Otherwise tendering reports are dealt with in closed meeting as per the Local Government (Administration) Regulations.~~

4.6. Governance

4.6.1. Structure

The Council has a procurement management responsibility structure and delegations that ensures;

- accountability, traceability and auditable procurement decisions;
- that it is flexible enough to purchase in a timely manner the diverse range of goods, works and services required by Council;
- prospective contractors and suppliers are afforded an equal opportunity to tender/quote;

- competition is encouraged; and
- policies that impinge on the purchasing policies and practices are communicated and implemented.

4.6.2. Standards

The Council's procurement activities shall be carried out to the professional standards required by best practice and in compliance with

- the Act;
- Council's policies and procedures;
- Elected Members and Staff Codes of Conduct; and
- other relevant legislative and policy requirements.

4.6.3. Methods

The Council's standard methods for purchasing goods, works and services shall be by one of the following:

- Costed purchase order
- Under contract following a tender or quotation process
- Petty cash
- Credit card
- Under purchasing schemes including collaborative purchasing arrangements with other Councils, Local Buy and commercial schemes such as provided by Territory Purchase Contracts.
- Through a shared service arrangement with another local government

4.6.4. Multi-staged tender process

A multi-stage tender process may commence with an expression of interest stage followed by a tender process. Expressions of Interest (EOI) may be appropriate where:

- Council wishes to consider ahead of the formal tender process such issues as whether those tendering possess the necessary technical, managerial and financial resources to successfully complete the project.
- Council wishes to determine the market interest of suppliers or vendors tendering for the provision of goods, services or works.
- It is necessary to pre-qualify suppliers and goods to meet defined standards.
- Council is required to gain a greater understanding of its needs, the availability of relevant goods and services and the likely costs on the open market.

4.6.5. Responsible Financial Management

The principles of responsible financial management in accordance with the Act and its Regulations shall be applied to all procurement activities. Council staff must not authorise the expenditure of funds in excess of their financial delegations. Council funds must be

used efficiently and effectively to procure goods, works and services and every attempt must be made to contain the costs of the procurement process without comprising any of the procurement principles set out in this Policy.

4.6.6. Probity Advisor/Auditor

Council will consider the appointment of a probity advisor or probity auditor for tender requests based on the nature and complexity of the proposed procurement.

4.7. Procurement Thresholds and Competition

4.7.1. Quotations

When procuring goods and services and/or works the following requirements must be observed in accordance with the Local Government Regulations.

- For purchase up to \$1,000 a minimum of one verbal quote is required to confirm the cost prior to receiving the goods. Invoice must be obtained to accompany either credit card statement or purchase order.
- For purchases from \$1000 up to \$10,000, a minimum of a single written quote is required to confirm the cost prior to receiving the goods or services.
- For purchases greater than \$10,000 but less than \$100,000, a minimum of three (3) written quotes through a written request for quotation containing a detailed scope. The supplier will be chosen from amongst those submitting written quotations.
- For purchases greater than \$100,000 but less than \$150,000, a minimum of three (3) written quotes through a request for written quotation by public notice. The supplier will be chosen from amongst those submitting written quotations.

If it is not practicable to obtain quotations from three (3) possible suppliers under the Regulations, Council must obtain as many as practicable and must record in writing its reasons for not obtaining the three (3) quotations using the Quotation Exemption Form.

4.7.2. Minimum Spend Competition Thresholds

The Local Government Regulations provides that Council must not enter into a contract for the provision of supplies to the Council at a cost of more than \$150,000, unless it has first called for tenders for that contract by public notice published in a newspaper circulating the Council's area. A contract is limited under the Regulations to a maximum of five (5) years and this includes options to extend.

Council will determine the optimum period for the contract, based on value for money and the efficiency and effectiveness of the procurement and then assess the value of the contract.

~~Council may choose as per section 88 of the Local Government Regulations to apply for an exemption or apply any general exemption issued by the Northern Territory Government.~~

Council may undertake a public tender where the value of goods, works and services does not reach the threshold sums. These may be situations where a public tender is preferred or prudent, managing risk considerations are paramount, or there is a desire for greater transparency of the procurement.

As a rule Council will not accept late tenders, the exception being where it can be substantiated that;

- There was a Council related system failure/interruption in the case of submission of an electronic tender, or
- Access was denied or hindered in relation to the physical tender box.

The Chief Executive Officer can accept a late tender where it can be determined the above circumstances prevailed at the time of attempted lodgement.

4.7.3. Tender and Quotation Processes

It is a breach of this policy to split purchases to manipulate the quotation and tender thresholds.

All tender and quotation processes shall be conducted in accordance with the requirements of this policy and any associated procedures, relevant legislation, relevant Australian Standards and the Act, ~~including the possibility of obtaining a quotation or tender exemption as per Regulation 31 of the Local Government (Accounting) Regulations or the general exemptions issued by the Department of Local Government.~~

As per Local Government Regulations, some circumstances are exempt from the tender and quotation process. When undertaking procurement under an exemption, the Litchfield Council Quotation Exemption Form is required to be completed.

4.8. Delegation of Authority

- 4.8.1. Delegation of procurement authority allows specified Council Officers to approve certain purchases, quotations, tender and contractual processes without prior referral to the Council. This enables Council to conduct procurement activities in an efficient and timely manner whilst maintaining transparency and integrity. Procurement delegations ensure accountability and provide confidence to Council and the public that purchasing activities are dealt with at the appropriate level. As such, Council has delegated responsibilities as detailed below relating to the expenditure of funds for the purchase of goods, works and services, the acceptance of quotes and tenders and for contract management activities.
- 4.8.2. Council maintains a documented record of authorised procurement delegations, identifying Council officers authorised to make such procurement commitments in respect

of goods, works and services on behalf of Council, including but not limited to the following:

- Power to authorise and issue order forms for goods and services
- Power to enter into contracts within approved budgets
- Power to sign letters of acceptance on behalf of Council to enter into contracts; and
- Power to sign contract term extensions and contract variations

4.8.3. Elected members can not commit Council funding or approve purchase orders, quotations, tender and contractual commitments.

4.8.4. Tender recommendations where the expenditure is over the Chief Executive Officer's delegations must be approved by Council.

4.9. Internal Controls

4.9.1. The Council will establish and maintain procurement processes that will ensure;

- more than one person is involved in and responsible for a transaction end to end;
- transparency in the procurement process;
- a clearly documented audit trail exists for procurement activities;
- appropriate authorisations are obtained and documented; and
- systems are in place for appropriate monitoring and performance measurement.

4.10. Risk Management

4.10.1. General

Risk Management is to be appropriately applied at all stages of procurement activities and will be properly planned and carried out in a manner that will protect and enhance the Council's capabilities to prevent, withstand and recover from interruption to the supply of goods, service and works. Risk Management will be carried out in accordance with the stated requirements in Council and Territory regulatory requirements.

4.10.2. Supply by Contract

The provision of goods, works and services by contract potentially exposes the Council to risk. The Council will minimise its risk exposure by measure such as:

- Standardising contracts to include current, relevant clauses.
- Requiring security deposits where appropriate.
- Referring specifications to relevant experts.
- Requiring contractual agreement before commencement.
- Use of or reference to relevant Australian standards (or equivalent).
- Effectively managing the contract including monitoring and enforcing performance.

4.10.3. Work Health and Safety and Other Mandatory Requirements

Council undertakes due diligence activities on all suppliers to ensure compliance to legislative and business requirements. Council requires all contractors to meet safety legislative requirements. These are mandatory requirements and non-compliance will disqualify prospective suppliers. Suppliers must provide evidence of insurance, when requested, for the provision of goods, services or works.

4.10.4. Contract Terms

To protect the best interests of the Council, terms and conditions must be settled in advance of any commitment being made with a supplier. Any exceptions in this process will expose the Council to risk and thus must be authorised by the appropriate member of Council staff.

4.10.5. Endorsement

In the interests of fair market share and transparency, Council staff must not endorse any one specific product or service above another brand or company.

4.10.6. Freedom of Association

All parties have the right to freedom of association. This means that parties are free to join or not to join industrial associations of their choice and not be discriminated against or victimised on the grounds of membership or non-membership of an industrial association.

4.10.7. Dispute Resolution

All Council contracts shall incorporate dispute management and alternative dispute resolution provisions to minimise the potential for legal action.

4.10.8. Contract Management

The purpose of contract management is to ensure that the Council, and where applicable its clients, receive the goods, services or works delivered as per the required Australian Standards of quality and quantity and as stipulated in the contract by:

- Establishing a system reinforcing the performance of both parties
- Detailing responsibilities and obligations under the contract
- Ensuring adherence with Council's Risk Management framework and compliance with applicable Work Health & Safety procedures
- Providing a means for the early recognition of issues and performance problems and the identification of solutions

Contracts are to be proactively managed by the member of Council staff responsible for the delivery of the contracted goods, services or works to ensure the Council receives Value for Money.

4.10.9. Electronic Tendering Systems

An electronic tendering system is integral to the overall development of procurement processes and involves the use of an electronic system to acquire goods, service and works through an online portal which manages all 'tender' interactions between a prospective tenderer and the organisation, adding greater transparency and accountability to our systematic obligations.

By utilising an electronic tendering system, the aim is to;

- reduce transaction costs
- ensure probity and record keeping
- make processes more efficient
- improve management information and visibility of spend
- increasing control and consistency of processes and
- improve spend compliance.

4.11. Demonstrate Sustained Value

4.11.1. Integration with Council Strategy

Council's procurement strategy supports its strategic priorities and outcomes (as outlined in Litchfield Council's Municipal Plan) – "Everything you need", "A great place to live" and "A beautiful and safe natural environment" enabled by a "well run Council". Council will set the appropriate decision criteria and weighting where applicable.

4.11.2. Achieving Value for Money

Requirement	<p>The Council's procurement activities will be carried out on the basis of obtaining Best Value for Money. Lowest price is not necessarily an indicator of value for money and cost is not the only factor for assessing value for money. When evaluating competing company's submissions, a comparative analysis or a weighting score system shall be used.</p> <p>Key tools used in the assessment criteria include but are not limited to:</p> <ul style="list-style-type: none"> • Local Development and Value Adding • Past Performance • Timelines • Capacity • Innovation • Scope Specific • Indigenous employment • Price
Approach	<p>This will be facilitated by:</p> <ul style="list-style-type: none"> • Developing, implementing and managing procurement strategies that support the co-ordination and streamlining of activities throughout the entire procurement process

	<ul style="list-style-type: none"> • Making use of collective procurement agreements, such as the Localbuy collective agreement facilitated by the Local Government Association of the Northern Territory, consistent with the Act where appropriate • Effective use of competition • Using schedule of rates and panel contract arrangements where appropriate • Continual monitoring and evaluation of procurement processes • An emphasis placed on the procurement planning process • Council staff responsible for providing procurement services or assistance within the Council providing competent advice in terms of available products and agreements • Working with suppliers to create relationships that are professional and productive, and are appropriate to the value and importance of the goods, works and services being acquired • Undertaking analysis of Council's category spending patterns • Ensuring procurement effort corresponds with risk and expected return
Role of Specifications	<p>Specifications used in expressions of interest, quotations, tenders and contracts are to support and contribute to the Council's Value for Money objectives through being written in a manner that:</p> <ul style="list-style-type: none"> • Ensures impartiality and objectivity whilst remaining reasonably practicable • Encourages the use of standard products • Encourages sustainability • Eliminates unnecessary stringent requirements

4.11.3. Performance Measures and Continuous Improvement

Council will establish an appropriate management and reporting system to monitor performance against targets and compliance with procurement policies, procedures and controls. Procurement will use the performance measurements developed to;

- highlight trends and exceptions where necessary to enhance performance
- improve the internal efficiency of the procurement process and where relevant the performance of suppliers and
- facilitate relevant programs to drive improvement in procurement to eliminate waste and inefficiencies across key spend categories.

4.11.4. Sustainable Procurement

Council is committed to reducing its environment impacts and operating in a socially, financially and environmentally responsible manner. Council will encourage the design

and use of products and services which have minimal impact on the environment and human health.

Council shall encourage suppliers to adopt good environmental practices. Council will actively promote green procurement throughout its supply chain and where possible consider selection which has minimum environmental impact.

4.11.5. Support of Local Business

Council is committed to buying from local businesses where such purchases may be justified on Value for Money grounds, whilst remaining compliant with the legislation requirements. Wherever practicable, Council will give effective and substantial preference to contracts for the purchases of goods, machinery or materials/contractors within the Municipality. Council will also seek from prospective suppliers/contractors, where applicable, what economic contribution they will make to the Municipality. The percentage applied to any procurement will be determined by the quotation or tender evaluation panel.

All Council procurement will be consistent with any local content contractual requirements identified by external funding bodies.

Such examples may include:

- Engaging and contracting with local suppliers
- Engaging local sub-contractors
- Suppliers/contractors participation in any apprenticeship schemes or employment of apprentices
- Contributing to the financial, social and environmental well-being of the region
- Enabling the business expansion, growth and servicing of local business and contractors
- Being an existing local business
-

4.12. Apply a consistent and Standard Approach

4.12.1. Standard Processes

Council will provide effective commercial arrangements covering standard products and standard service provisions across the Council to enable employees to source requirements in an efficient manner. This will be achieved via a combination of the following areas:

- Use of preferred supplier-based system
- Pricing where relevant
- Processes, procedures and techniques
- Tools and business systems e.g. Tenderlink, e-quotation sourcing arrangements
- Reporting requirements

- Application of standard contract terms and conditions

4.12.2. Performance Indicators and Management Information

Performance indicators and management information may include criteria such as;

- the proportion of spend against corporate contracts and
- user and supplier satisfaction levels measuring the success of procurement initiatives.

4.13. Build and Maintain Supply Relationships

4.13.1. Developing and Managing Suppliers

Council recognises the importance of effective and open working relationships with its suppliers, and is committed to the following:

- Managing existing suppliers, to ensure the benefits are delivered.
- Maintaining approved preferred supplier lists and compliance with Council's requirements for insurances, work health and safety etc.
- Developing new suppliers and improving the capability of existing suppliers where appropriate.

4.13.2. Supply Market Development

A wide range of contractors and suppliers will be encouraged to compete for Council work. This will be achieved through a Panel of Preferred Contractors, advertising through newspapers and utilising the electronic media i.e. Tenderlink portal.

4.13.3. Relationship Management

Council is committed to developing constructive long-term relationships with suppliers. It is important that the Council identifies its key suppliers so that its efforts are focussed to best effect. Such areas may include:

- Size of spend across the Council
- Criticality of goods/services supplier, to the delivery of authorised services
- Availability of substitutes
- Market share and strategic share of suppliers

4.13.4. Communication

External communication is critical in ensuring a healthy interest from a broad spectrum of potential suppliers and partners to Council. The Tenderlink portal will play a key role in achieving this outcome by making available to local, regional and national entities, outline information and industry best practice and directions – data shall include:

- Information about Council and how to become an approved supplier
- Guidelines for doing business with Council
- Standard documentation used in the procurement process

- Links to other relevant sites

4.14. Shared Services

Council will engage in shared services or joint procurement arrangements with other local governments where operationally feasible and economically advantageous for Council.

4.15. Continual Improvement

Council will focus on developing and maintaining effective working relationships with external and internal stakeholders, to assist in delivery of Council’s strategic objectives. Council’s procurement strategy aims to support Council’s objectives by implementing continuous improvement and value for money opportunities in the following areas:

- Technology
- Process and Governance
- People and Skills
- Strategy and Organisation
- Leadership and Influence
- Sourcing and Collaboration
- Supplier Management
- Sustainability

5. Associated Documents

- EM01 Code of Conduct for Elected Members
- EM06 Conflict of Interest
- EM07 Elected Member Gifts and Benefits
- FIN12 Purchasing Card
- HR01 Code of Conduct for Employees
- Litchfield Council Delegation Manual
- Litchfield Council Quotation Exemption Form

6. References and Legislation

- Northern Territory Local Government Act
- Northern Territory Local Government Regulations
- Local Government General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/08/2014	Compliance updates (PA/CAM/068)
15/10/2015	Compliance updates, update to new policy code from LC56 to FIN03. (15/0138/02)
21/06/2017	Compliance updates
21/11/2018	Full review to remove procedural items into a procurement manual and clarify Council's policy objectives
21/04/2021	Update of policy to conform with the Local Government Act 2019

Purchasing Quotation Exemption Form

Local Government (General) Regulations 2021

34 Quotations

- (1) Subject to the council's or local government subsidiary's policies, a council or local government subsidiary need not obtain quotations for the provision of supplies if the cost of the supplies is less than \$10 000.*
- (2) If a council or local government subsidiary proposes to obtain supplies at a cost of \$10 000, but not more than \$100 000, the council or local government subsidiary must obtain:*
 - a) quotations from at least 3 possible suppliers and the council or local government subsidiary may only accept a quotation for the provision of supplies from among those who submitted quotations; or*
 - b) public quotations under regulation 35; or*
 - c) tenders under regulation 36.*
- (3) If it is not practicable to obtain quotations from 3 possible suppliers under subregulation (2)(a), the council or local government subsidiary must obtain as many as practicable and must record in writing its reasons for not obtaining the 3 quotations.*

38 Quotations and tenders not required in certain circumstances

- (1) A quotation or tender is not required for the provision of a supply consisting of, or related to, any of the following:*
 - a) the purchase of land, including the leasing or licensing of land;*
 - b) a contract for legal services;*
 - c) the acquisition of insurance entered into through a broker;*
 - d) the renewal of an existing licence;*
 - e) education or training in relation to existing equipment, licences, qualifications or software from a supplier endorsed by the supplier of the equipment, licence, qualification or software;*
 - f) a telecommunications service if:*
 - i. the supply is ancillary to an existing telecommunications service; and*
 - ii. the council or local government subsidiary believes on reasonable grounds that it is necessary to obtain the supply from the supplier of the existing service;*
 - g) recovery work during or immediately after a natural disaster and the council or local government subsidiary believes on reasonable grounds that it is necessary to obtain the supply from a particular supplier;*
 - h) the acquisition of a supply from a supplier if the council or local government subsidiary believes on reasonable grounds that it is unlikely that there is more than one supplier of the supply;*
 - i) the acquisition of a supply from a supplier if a Commonwealth or Territory funding agreement entered into by the council or local government subsidiary states that a particular supplier is to provide the supply;*
 - j) the acquisition of a supply from a particular supplier that is the only feasible option because of an event that caused major disruption to the council or local government subsidiary;*

- k) *the acquisition of a supply where:*
- i. *obtaining a quotation or tender for the supply would cause major operational inconvenience or have other serious consequences of a similar nature for the council or local government subsidiary; and*
 - ii. *the council or local government subsidiary has not had prior opportunity to obtain a quotation or tender for the supply;*
- l) *a contract variation mentioned in regulation 42(4).*

Under what section of the <i>Local Government (General) Regulations 2021</i> does the exemption apply:	
Quotations Sought:	
Number of Quotes Received:	
Quotation Amount (if applicable):	
Please provide reason for not obtaining 3 quotations below:	

Approved / Not Approved

Approved / Not Approved

Responsible Officer Name

Manager's Name

Signature

Signature

Date

Date

Approved / Not Approved

Chief Executive Officer

Signature

Date



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	People, Performance and Governance Report – December 2023
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	16/01/2024
Attachments:	A: People, Performance and Governance Report – December 2023

Executive Summary

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

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

Recommendation

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

Background

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

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

Service Delivery

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

Community Engagement

Not Applicable.

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

PEOPLE AND PERFORMANCE MONTHLY REPORT

December 2023

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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Customer Service Officer – library	Library	19 December	Casual
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Employment Separation

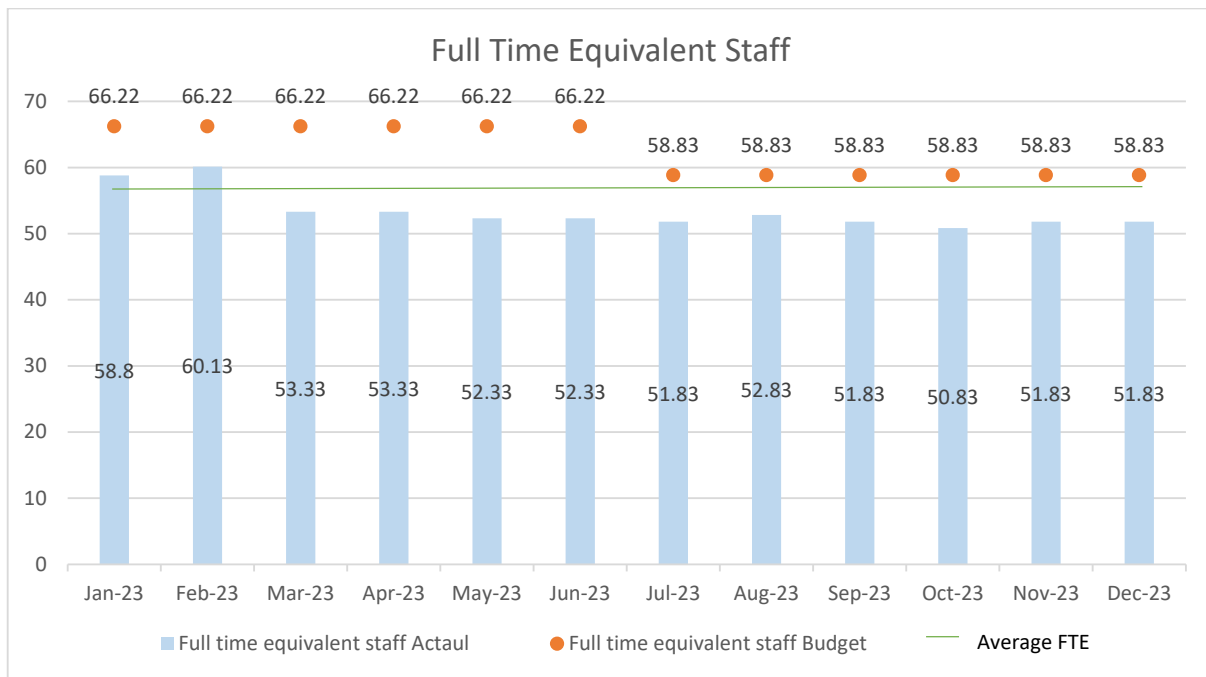
Position	Department	End date	Permanent/Temporary
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NA

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

Recruitment Overview:

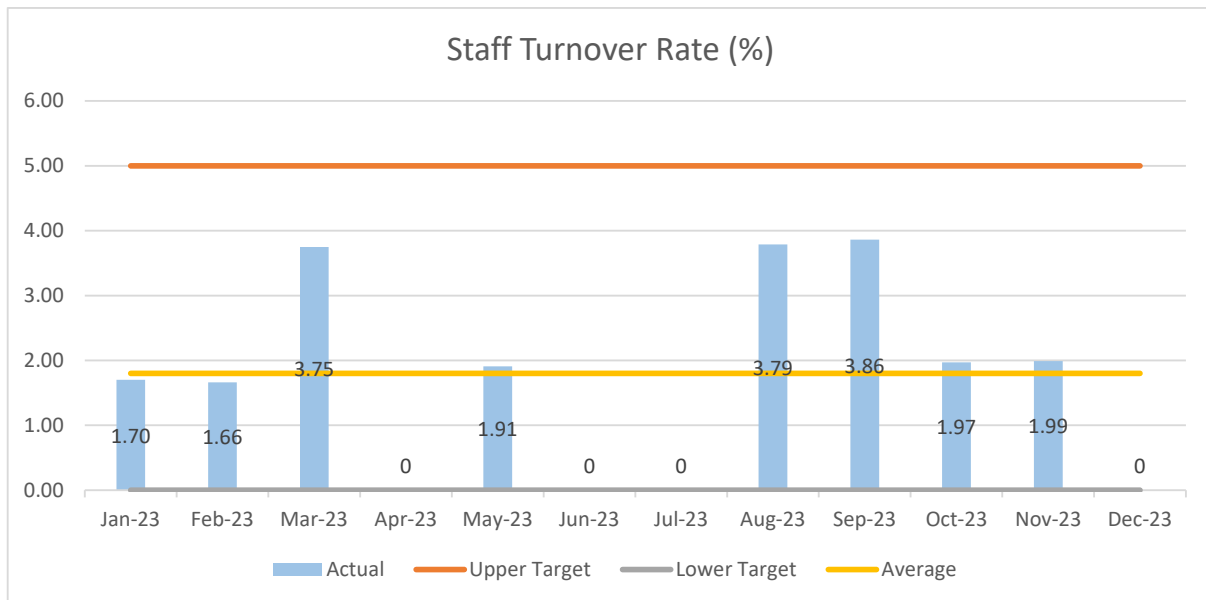
Role	In Progress	Completed
Asset Management Officer		✓
Ranger Officer		✓
Customer Service Officer		✓



Turnover Rate:

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

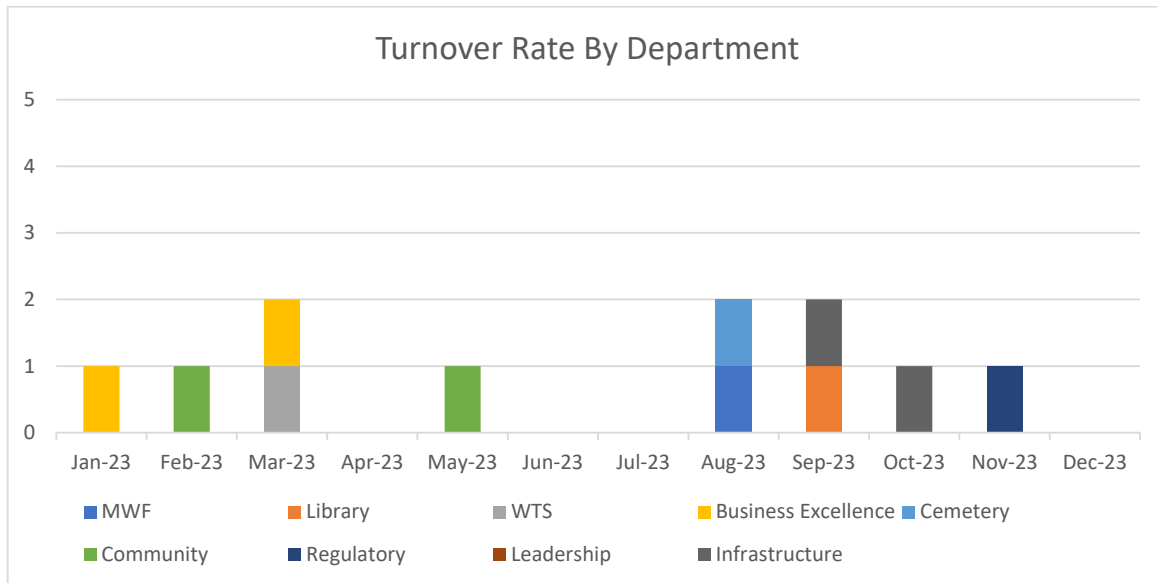
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Average
1.70 %	1.66 %	3.75%	0%	1.91%	0%	0%	3.79%	3.86 %	1.97%	1.99%	0%	1.72%
1	1	2	0	1	0	0	2	2	1	1	0	0.92

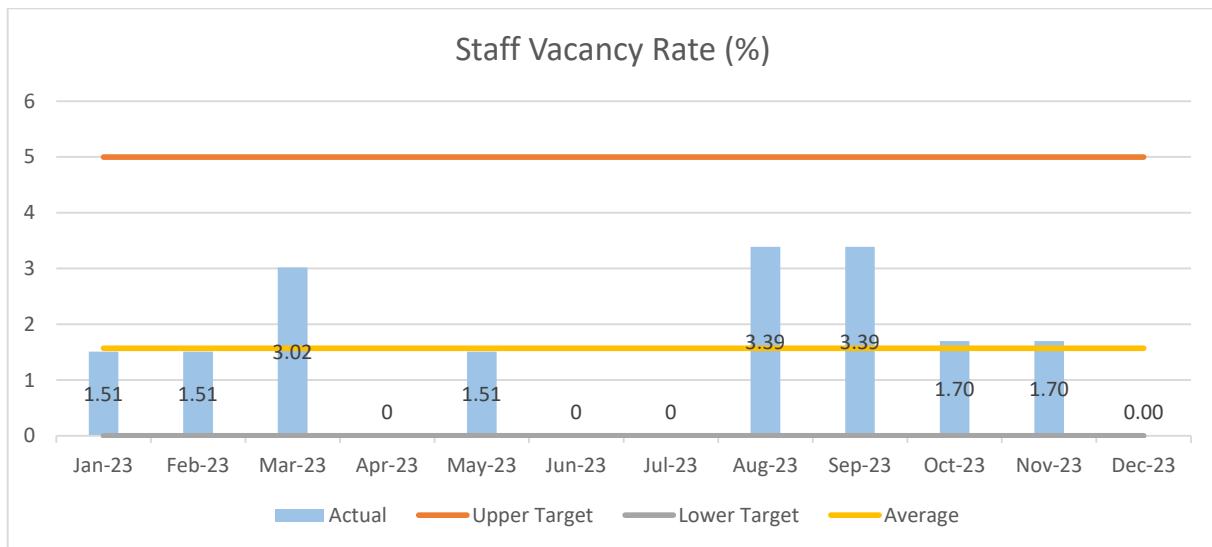
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

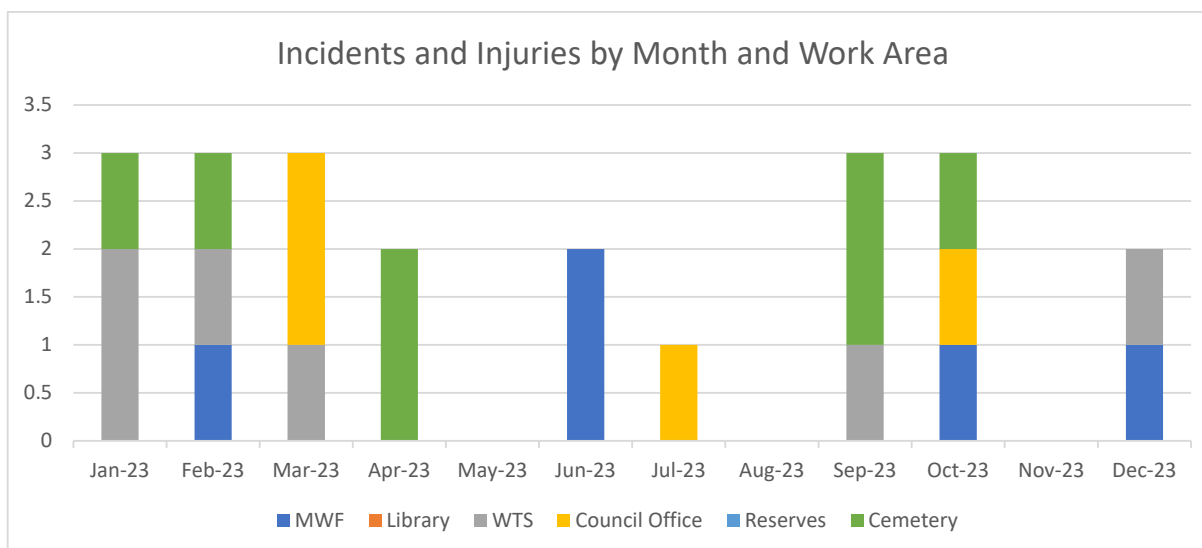
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Jan	Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Average
1.51%	1.51%	3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	0.00	1.48%

Target: Between 0% to 5%

Workplace Health and Safety:



There were two workplace health and safety incidents recorded in December 2023.

Incident 1: An employee sustained a minor injury while operating machine.

Incident 2: An employee sustained a minor injury while operating machine.

Governance

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

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

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

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

Policies	
FIN01 Asset Disposal	GOV02 Meeting Procedures
FIN08 Risk Management	GOV01 Policy Framework
GOV11 Common Seal Policy	



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – December 2023
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/01/2024
Attachments:	Nil

Executive Summary

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

Recommendation

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

Background

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

Media and Communications

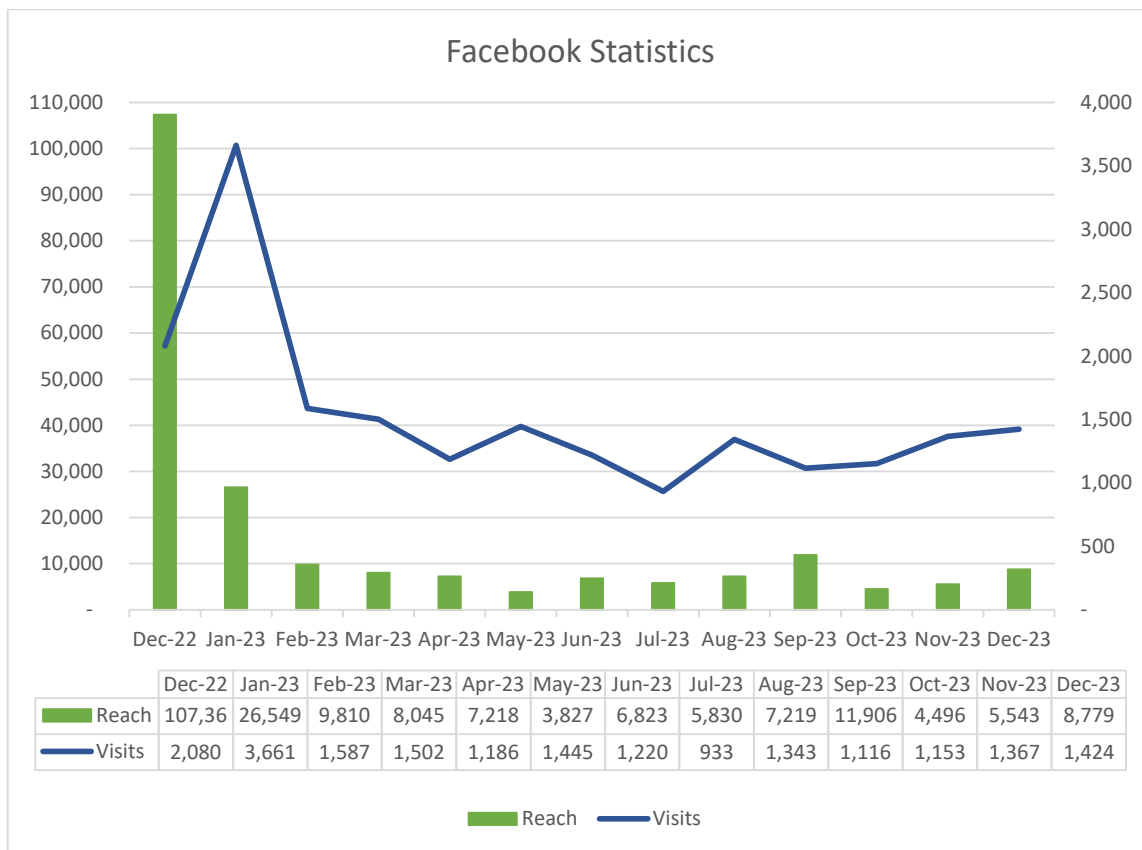
Facebook Reach

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

Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules. The page received 39 new 'likes' over the reporting period.

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



Website Users

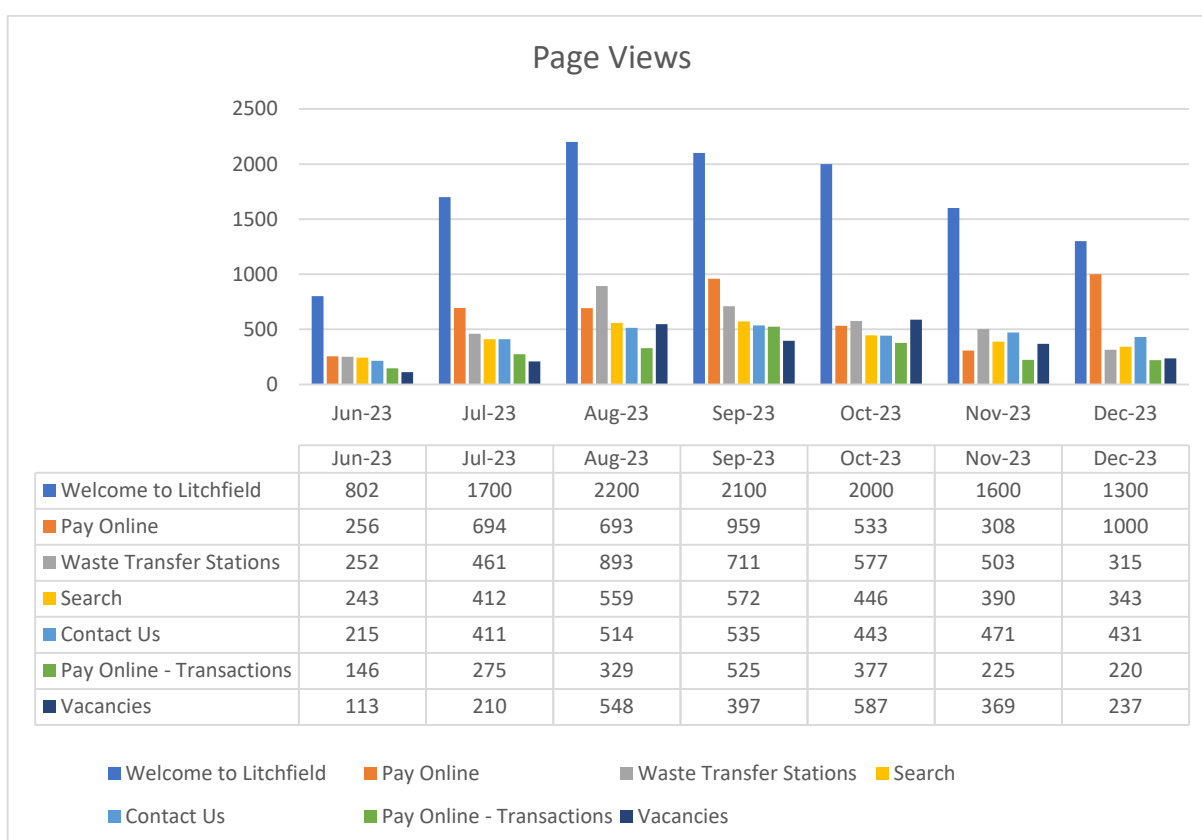
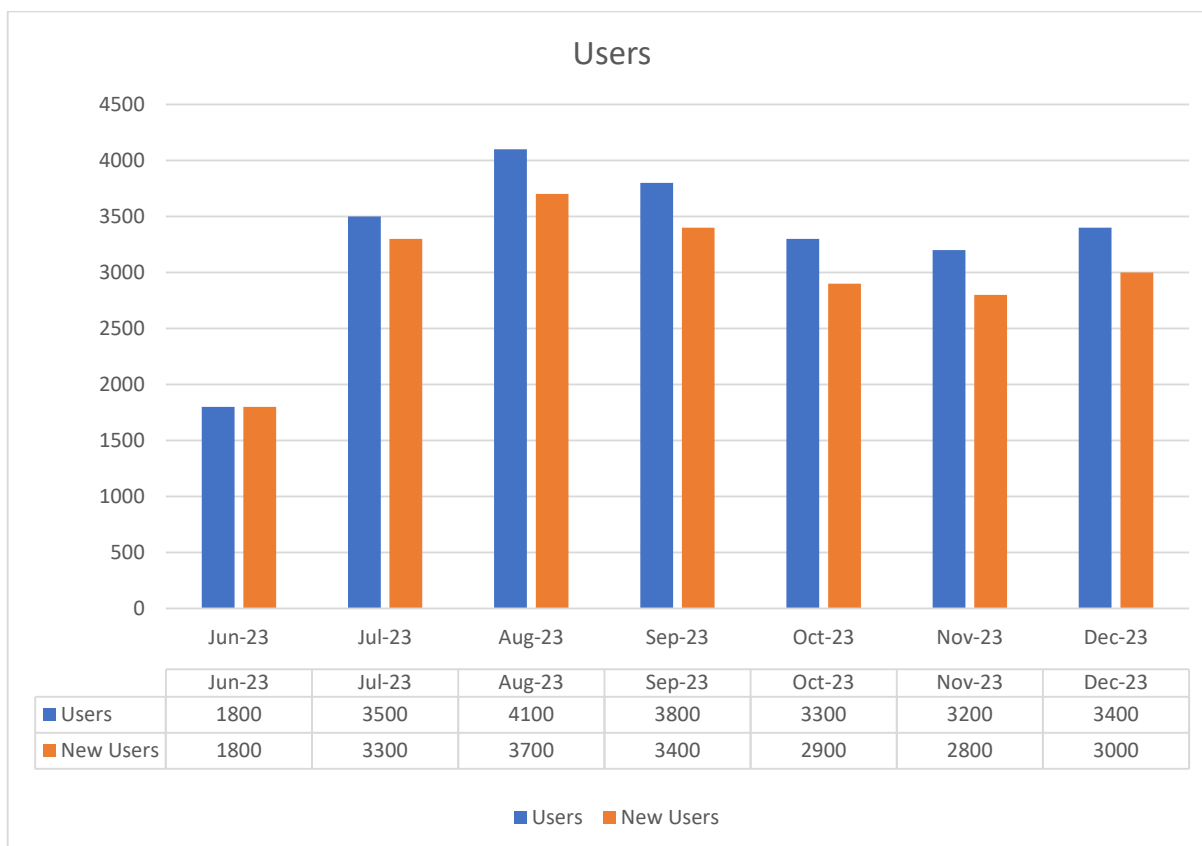
A website user is a person who is accessing, browsing, or interacting with a website.

Website New Users

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

Page Views

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



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

Recreation Reserves

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

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

Project Updates

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

Location	Project	Status
McMinns Lagoon	Shed extension	Works Completed.
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	<p>The preliminary concept drawings for the upgrades were shared with the HPRR Committee on October 2, following the committee meeting. The plans were also tabled at the December committee meeting. Feedback received has been conveyed to the Director of Infrastructure and Operations.</p> <p>Project quotations have been received and being assessed for award. Project timeline will be confirmed on award.</p>
Humpty Doo Village Green	Lighting upgrade	<p>Not Started</p> <p>LRCI grant funding approval is still being sort for all Phase 4a and b projects.</p>

Location	Project	Status
Humpty Doo Village Green	BBQs	Completed
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	The Berrimah Scouts' group, representing the long-term users who will primarily utilize the space, provided feedback on their preferences. A preliminary project plan has been formulated and subsequently submitted to the Director of Infrastructure for review. LRCI grant funding approval is still being sort for all Phase 4a and b projects.
Southport Mira Square	BBQ Facilities and Shade	The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback. The Community Participation Officer has verified both the location and the preferred design, as determined by the committee. Following consultation, a preliminary project plan has been formulated and subsequently submitted to the Director of Infrastructure for review. LRCI grant funding approval is still being sort for all Phase 4a and b projects.
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	This includes the recent resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. An initial meeting has occurred with the show organisers to run through their wish list to determine a scope for the works in the palm garden area.

Youth and Community Engagement

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

Stakeholder Engagement

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

Australia Day 2024

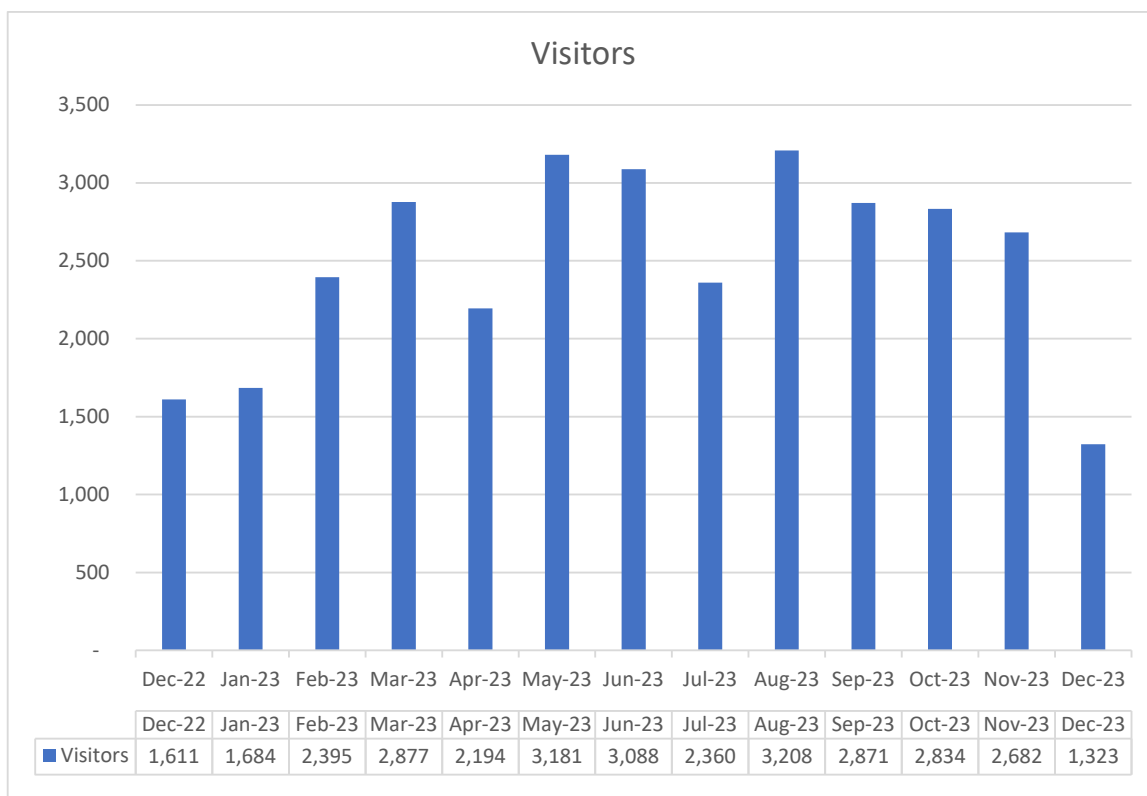
Planning is underway for the 2024 Litchfield Council Australia Day event at the Freds Pass market shed. An expression of Interest web form has been created on the Litchfield Council website to gauge interest in market stalls for the upcoming show. All previous stall holders have been contacted and urged to submit their interest. So far, we have received over 18 expressions of interest, the page will remain open until Friday 12 January. The Community Participation Officer will go through submissions and determine how many stalls will be possible and contact successful applicants.

An event page has been created on Social media and on the Council website for the Australia Day Event. To enhance visibility, a two-week advertising campaign was carried out during the Christmas period on social media platforms to drive more traffic to the event page. Ongoing monitoring of the event and website will be maintained, and any updates or changes to the event will be updated accordingly.

Taminmin Library

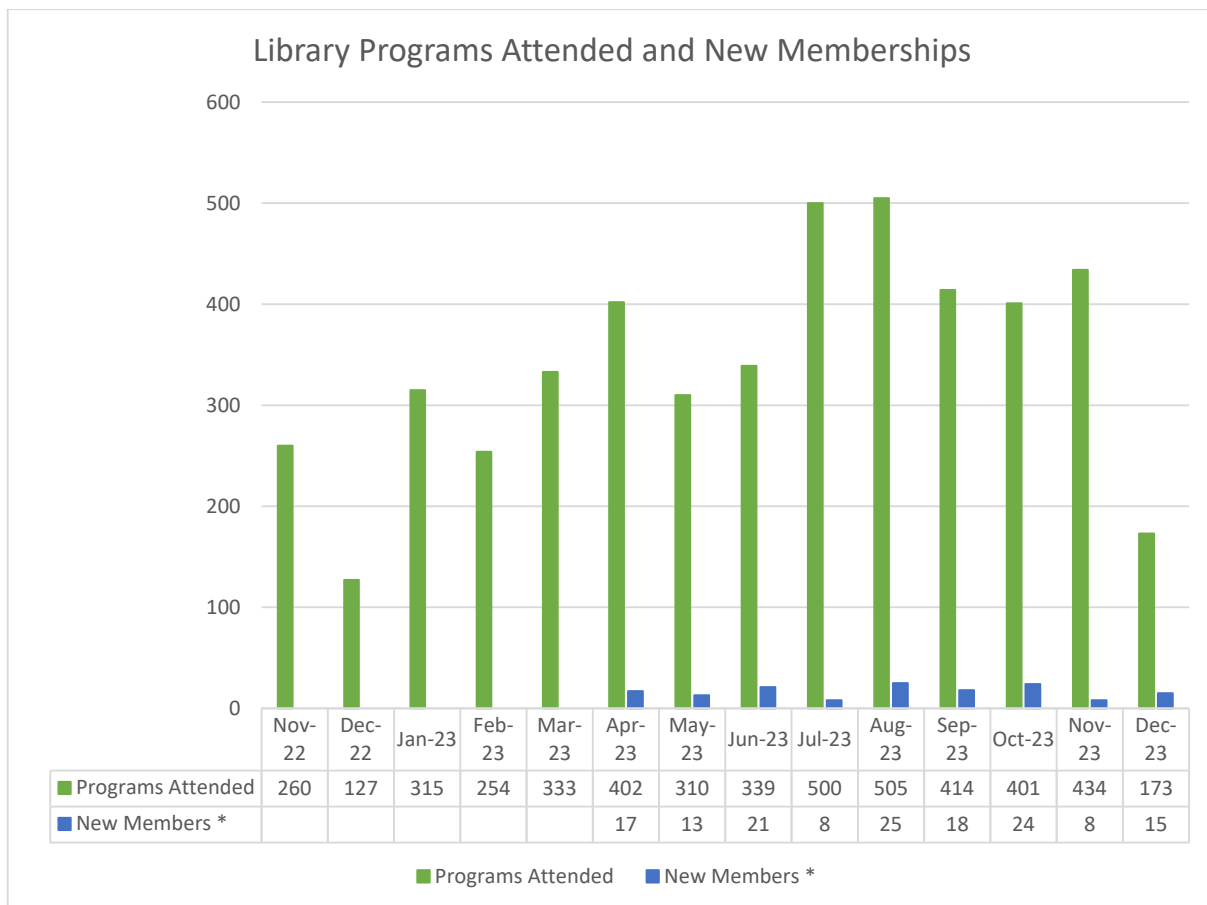
Visitors to the Library

The library had 1,323 visitors in December 2023 and was open for 137.5 hours. The previous month of November compared at 2,682 visitors and was open for 199 hours. The below graph displays this data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

There were 10 program activities delivered across a variety of community demographics, with a total attendance of 173 participants. In the same period last year, the library had 127 attendees across the various programs. Fifteen new people joined the library during December 2023.



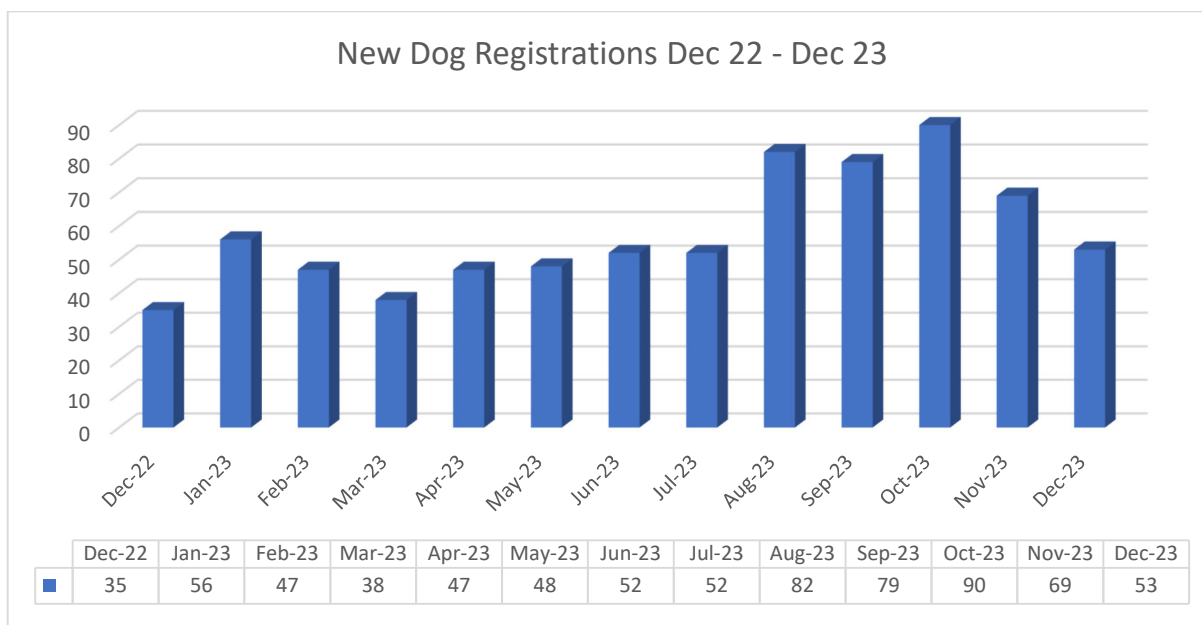
Library Disruptions

No service interruptions for the month of December 2023.

Regulatory Services

New Dog Registrations

The number of new dogs registered in December 2023 was 53, this is 16 less than the previous month and less than the average of 62 per month for the previous 12 months. In comparison, 35 new registrations were received for the same time last year.



2023/24 Dog Registration Renewals/Updates Program

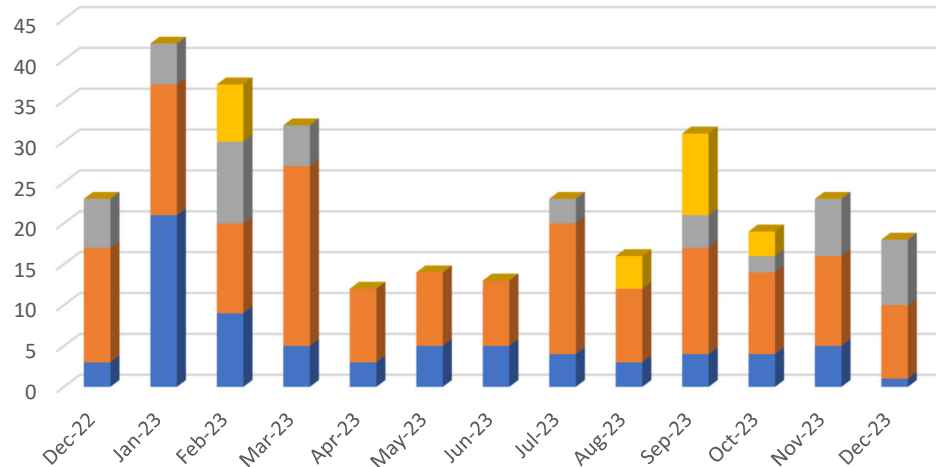
At the commencement of the dog registration renewal update program there were 971 unregistered dogs in Council's registration database. At the conclusion of the registration audit this was reduced to 196. 775 (80%) of dogs were either re-registered or their owners advised the dogs had either departed the municipality or were deceased.

Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 18 dogs impounded in December, 5 less than the previous month and less than the average of 25.3 for the previous 12 months and 5 less than in December 2022.

From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figures are a consequence of dogs that are not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity and unable to receive them. The category "Other" refers to those dogs that are still impounded pending the 72-hour holding period at the end of the month, are still to be claimed by a known owner, have been transferred to another Council or have been impounded pending the conclusion of an investigation.

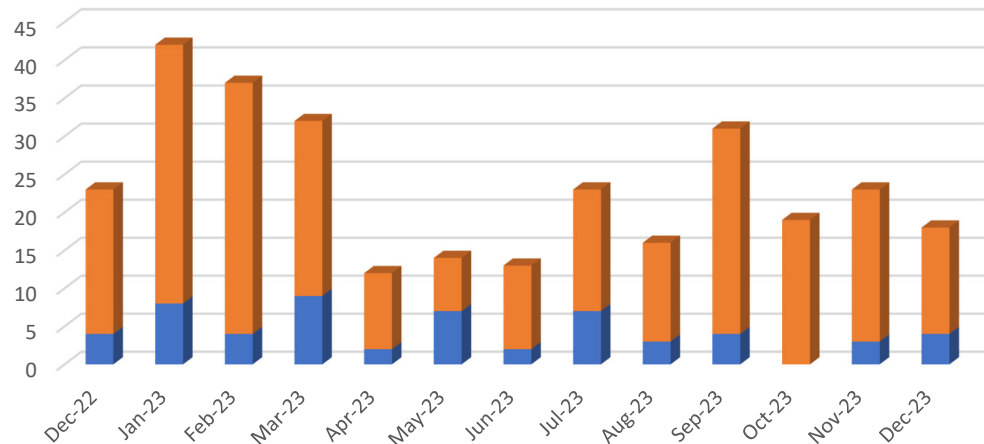
Impounded Dogs and Outcome Dec 22 - Dec 23



	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Other	0	0	7	0	0	0	0	0	4	10	3	0	0
Euthanised	6	5	10	5	0	0	0	3	0	4	2	7	8
Reclaimed by Owner	14	16	11	22	9	9	8	16	9	13	10	11	9
Rehomed	3	21	9	5	3	5	5	4	3	4	4	5	1

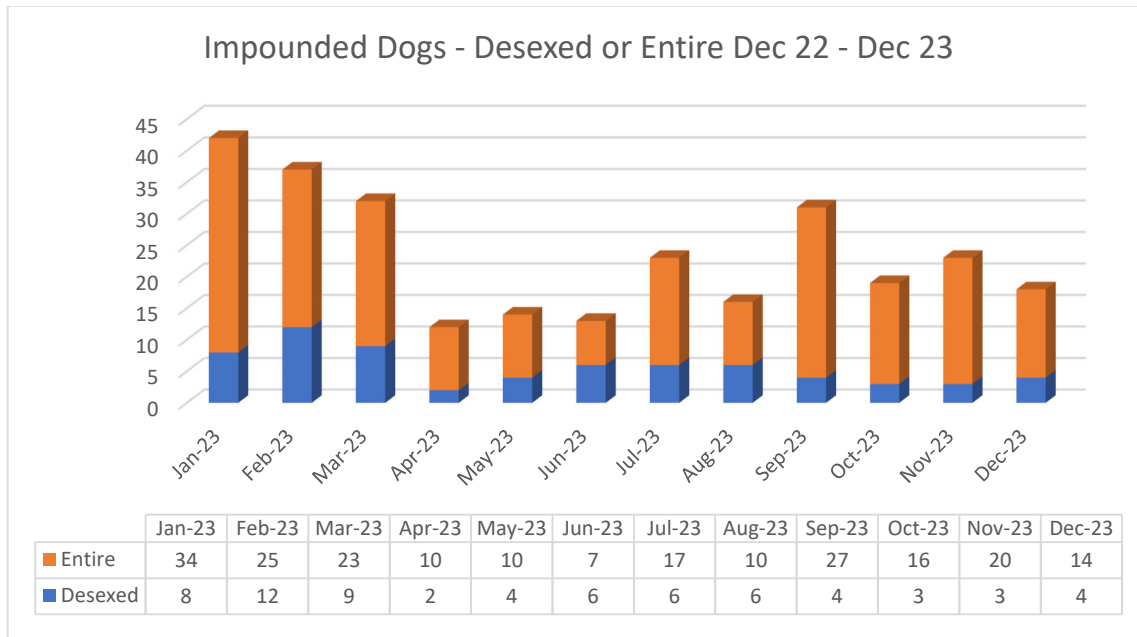
The number of dogs impounded identified as either registered or not registered over the past 12 months can be seen below. 81% of dogs impounded over the last 12 months were not registered at the time of impounding. The majority of dogs registered at the time of impounding typically were already registered from a previous impounding.

Impounded Dogs Registration Status Dec 22 - Dec 23



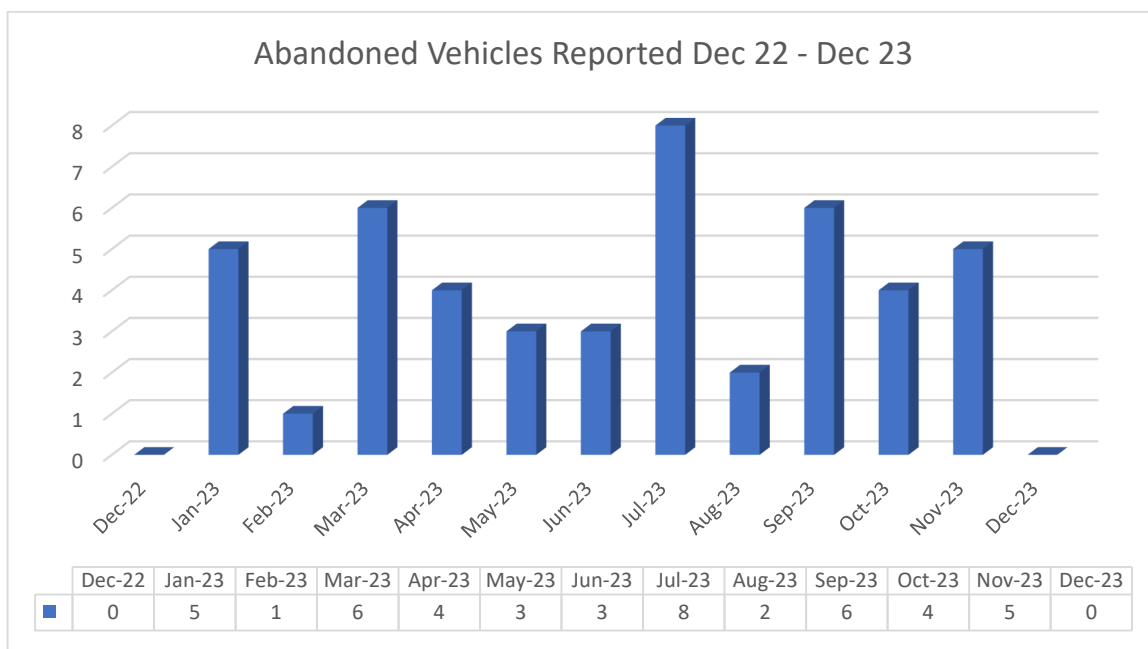
	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23
Not Registered	19	34	33	23	10	7	11	16	13	27	19	20	14
Registered	4	8	4	9	2	7	2	7	3	4	0	3	4

The reproductive status of dogs impounded over the last 12 months indicates 76% have not been desexed, as per the graph below. This clearly demonstrates entire dogs are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.



Abandoned Vehicles

While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were no reports made to Council of abandoned vehicles in December 2023, which is under the average for the previous 12 months of 3.9 per month, and the same as December 2022 receiving no reports. As shown below, there is no particular trend or pattern that can be identified.



Links with Strategic Plan

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

Legislative and Policy Implications

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

Risks

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

Community Engagement

Not applicable for the operational report.

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



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Municipal Plan 2023-2024 Quarterly Performance Review October - December 2023
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	16/01/2024
Attachments:	A: Municipal Plan 2023-2024 Quarterly Performance Review – KPI Progress Update

Executive Summary

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

Recommendation

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

Background

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

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

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.



Quarterly Performance Report:

October to December 2023



Quarter 2 Performance Report 2023-2024

The Best Place to Live in the Top End

Chief Executive Officer Overview

I am pleased to present the Chief Executive Officer's overview of our performance for the second quarter of 2023-2024. It is with pride that I reflect on the accomplishments and challenges that have shaped our journey during this period.

In Q2, Council remained determined in its commitment to our identified strategic goals, core deliverables and community services. Our focus on financial stability, community engagement, infrastructure development, and environmental sustainability has guided our actions and decisions.

I am pleased to report that our financial performance has remained healthy, demonstrating disciplined management of resources. Our efforts to optimise expenditures and explore new revenue streams have contributed to the overall economic health of the Council. These savings will be invaluable for the delivery of projects and services in the long term.

Engaging with our community has been at the forefront of our efforts. Through community forums, and social media interactions, we have actively sought and incorporated valuable feedback. This approach ensures that our decisions are reflective of the diverse needs and aspirations of the Litchfield community.

The second quarter witnessed significant strides in our infrastructure projects. Road maintenance, park upgrades, and drainage management initiatives have improved the physical landscape and enhanced the overall well-being of our residents. During the quarter there were meetings with the Minister for Infrastructure, Planning and Logistics and other NT Government senior representatives, we continue to keep Litchfield's voice strong in advocating for improved road works, the extension of water reticulation within the municipality and the future vision for Freds Pass Recreation Reserve.

Our commitment to environmental sustainability has manifested in practical measures such as waste reduction and recycling programs. Council is dedicated to implementing practices that leave a positive impact and enjoy hearing from residents with input on how we can partner successfully to reduce our environmental footprint.

Adhering to the highest standards of governance and compliance has been non-negotiable for us. Recent audits and reviews have ensured transparency, accountability, and the ethical conduct expected of a public organisation. Council's Risk Management and Audit Committee (RMAC) met during Q2, this Committee plays a vital role in ensuring Council's probity. The October RMAC meeting was the last for outgoing Independent Chairperson Iain Summers and amongst other items saw Council's external Financial Auditor present our full 2022-20233 financial statements. We welcome new Chair Greg Arnott and look forward RMAC bringing continued value to the organisation.

Our most valuable asset is our people, and in Q2, we continued to invest in their well-being and development. Training programs and initiatives aimed at creating a positive workplace culture have been instrumental in maintaining a motivated and capable workforce.

While celebrating our successes, we acknowledge the challenges encountered during Q2. External economic factors, price increases and unforeseen anti-social behaviour and other events tested our resilience.

As we look toward the future, the Litchfield Council is poised for continued success. We are committed to building upon the momentum of Q2, addressing areas for improvement, and ensuring that our community receives the highest standard of service.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

This quarter has also seen Council celebrate and acknowledge our dedicated employees through yearly awards and years of service. Congratulations to the following employees:

10 Years of service

- Charissa Monteleone
- Stephen Robins

5 Years of service

- Wendy Brookhouse
- Mick Nichols

Health and Safety Champion 2023 –
Anthony Van Zeeventer.



Employee of the Year 2023 – Melissa Waite



As always, it has been a busy quarter for the People and Performance team in the recruitment space. The People and Performance Team managed several recruitment campaigns in varying stages. A robust and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisation's reputation from a market and candidate perspective and ensures that the best talent is identified, engaged, and onboarded.

Governance and Risk

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

- Endorsement of the Annual 2022-2023 Financial Statements;
- Payroll Audit; and
- Appointment of External Auditor.

Corporate Services

Work on the Council's Municipal Plan for the 2024-2025 financial year commences in this quarter with teams reviewing operational budgets and Fees and Charges based on the November 2023 figures, and officers have started having conversations about the required adjustments. Work also commences for budget workshop presentations.

Council's second Rates instalment was due on 30 November 2023, and in December, work commenced for reminder letters, which will be sent out in early January 2024.

The external audit for the 2022-23 financial year and the annual reports were completed and received very favourable reviews from the external auditors as well as RMAC and Council. All legislative requirements were met before the 15 November 2023 legislated deadline.

Taminmin Community Library

The library has had a very successful quarter and continues to perform highly despite funding cuts from Libraries and Archives NT (LANT) and numerous staffing changes.

A total of 1,008 people attended 52 library programs during Quarter 2, 2023-2024. In the same quarter of the previous year, attendance was reported as 815 over 46 programs. The data reflects how the library team is working smarter rather than harder with what we have.

There were 6,839 visitors to the library during this quarter.

Collection loans have also remained consistent with 3,774 loans compared to 3,206 in the previous quarter.

The library collection continues to be improved through weeding of tired or damaged items. Purchasing has been focused on community Reader Requests, titles relevant to programs and new releases by popular authors. Our non-fiction section has had quality shelving signage added to highlight topics in the collection and make selection easier for borrowers.

Digital Literacy has been a highlight of this period with the delivery of eight sessions across a range of topics. The topics aim to increase skills and confidence using smartphones and tablets, with sessions delivered free to Seniors thanks to grant funding from Be Connected. Facilitation was by either an NBN representative or library staff, with 27 community members benefitting from attending one or any number of the offered sessions.



Other library services, such as the Public PC's, internet and printing services have been well utilised this quarter. The library recorded 325 hours of PC time utilised over 448 PC sessions, demonstrating the value of this service to the rural community. Staff also provide one-on-one IT assistance where possible and will start recording the time to provide this valued service, with a view to its impact on resourcing.

Thanks to one of our major events of the year, 2023 ended well with Christmas Storytime. Held at the Humpty Doo Village Green, with a range of activities for families with babies and young children, 83 people attended this well-loved event and activities. Santa again visited on a fire truck, with the support of volunteers from Humpty Doo Volunteer Fire Brigade.



Regulatory Services

At the end of the second quarter 2023-2024, there were 3,949 dogs registered in Litchfield, with 3,057 (77.4%) desexed. This is a decrease of 63 dogs from the end of Quarter 1 (2023-4), accounting for new and renewed dog registrations, and the removal from Council's database of deceased and departed dogs and dogs whose registration has been inactive for over two years. Dog registration renewal notices were sent in August for the 2023-2024 registration period. Of the total number of dogs in Council's register, after a significant audit process there were approximately 196 dogs whose owners failed to re-register for the 2023-2024 registration period. Enforcement by way of issuing Unregistered Dog infringements commenced in September through to the end of November, for which 92 infringements were issued.

There were 60 dogs impounded in the second quarter 2023-2024, 10 less than the first quarter. Of these, 3 separate litters of puppies found in the municipality were handed in to Council. Thirty (52.5%) of the dogs impounded were reclaimed by their owners. Of the unclaimed impounded dogs 10 were transferred to the rehoming organisations RSPCA and PAWS.

Seventeen dogs were not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity and unable to receive them.

The dog registration renewal program is a priority activity undertaken in the first quarter of every year and into the second quarter. A review was conducted on outstanding dog registration renewals, courtesy calls were finalised in December 2023 to dog owners whose registration renewals were still outstanding as a final attempt to gain compliance and to update the details in Council's registration database.

At the commencement of the dog registration renewal update program there were 971 unregistered dogs in Council's registration database. At the conclusion of the registration audit this was reduced to 196, resulting in 775 (80%) of dogs either being re-registered or their owners advised the dogs had either departed the municipality or were deceased.

Rangers attended the Bunnings Pet Expo on Saturday 21 October 2023. This was an opportunity to provide the community with information such as Ranger services, the benefits of dog behaviour management, registration, desexing and microchipping and other issues.



Regulatory Services created 242 Customer Action Requests in Q2, 46 more than Q1. This represents 62% of the total received for Council as a whole. Of these requests, 31% related to dogs at large and contained dogs for pick up. There were 18 investigations conducted for dog attack/menace against persons or animals, 13 for dog attack animals.

53 desexing vouchers were issued during the second quarter, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. A total of 103 vouchers for the 2023-24 year have been issued, of which 63 have been redeemed by the end of the second quarter.

Nine reports of abandoned vehicles were received by Council for investigation and action in the second quarter 2023-4. This is in comparison to 16 abandoned vehicle reports for the 1st quarter 2023-24.

Thorak Cemetery

- An Independent safety review has been conducted
- Reviewing opportunities around renewable energy within the Cemetery
- Wet Season Cemetery clean up
- Planting of 15 new trees
- Annual termite treatment program, test and tag electrical inspection and fire extinguisher inspections have been conducted
- Engagement of two new staff members
- Staff recognition for employee of the month October and Health & Safety Champion of the Year

MWF

- Weed Spraying started mid-November with the Mowers & Tractors starting at the beginning of December. Selected Firebreaks & easements over the entire council area have also had a round of spraying.
- The slashers have completed the Lambells Lagoon area, Knuckey Lagoon, Darwin River, Blackmore & now are moving to the Livingstone & Fly creek area.
- On going litter collection, sign repairs and CRM responses are also attended to on a as required basis.

Waste

- Scrap Steel collection has been completed for the season. We are forecasting to commence Green Waste mulching in April/May and Concrete Grinding in March/April.

- A major focus for the next 6 months is the asset management strategy of the HDWTS Compactor system and Compactor Bins.

Planning

- Attended the Planning Institute of Australia NT Planning Symposium on Liveability
- Provided clearance for Cyrus Road subdivision which will enable release of 21 lots for sale.
- Provided clearance for Humpty Doo Industrial Park which will enable release of 20 lots for sale.
- Awarded panel contract for Planning consultation services to three planning firms based in Darwin and Katherine.
- Provided letters of comment for Planning Scheme amendments, new subdivision at Coolalinga, and an upgrade to the Virginia Childcare Centre.
- 90% completion of updating Litchfield Council forms relating to works permits and stormwater approvals, finalization expected January 2024.
- Continued attendance to a number of technical working group meetings as well as the Holtze Kowandi green corridor workshop, and the independent compliance auditor workshop and Coolalinga Sewer infrastructure workshop
- Updated policy INF08 Planning and Development

Infrastructure

During this quarter, significant progress was made on various infrastructure projects, contributing to the improvement and safety of our community. The following key works were successfully completed:

- **Kentish Road Drainage Upgrades:** Completed upgrades to the drainage system enhancing water flow and minimising the risk of flooding.
- **Whitewood Road Drainage Upgrades:** Completed drainage enhancements on Whitewood Road, mitigating water-related issues and improving overall road safety.
- **School Safety Upgrades:** Implemented safety enhancements in school zones, prioritising the well-being of our students and road users improving the road safety.
- **Mocatto Road Pavement Rehabilitation:** Completed extensive rehabilitation work on Mocatto Road, enhancing the road's durability and providing a smoother and safer driving experience for commuters.
- **Deloraine Road Drainage Upgrades:** Drainage upgrades on Deloraine Road, addressing water drainage challenges and enhancing the road's resilience.

- **Grading Round One:** Conducted the initial phase of grading activities, laying the groundwork for improved road quality and safety across designated areas.
- **Southport Road Upgrades:** The final stages of the Southport Road Upgrades, transitioning from gravelled to sealed surfaces, are approaching completion. Additional reseal works to be completed.



School Safety Upgrades – Challoner Circuit



Grading Round 1



Mocatto Road Pavement Rehabilitation

Deloraine Road Drainage Upgrades



2023/24 KEY PERFORMANCE INDICATORS

PEOPLE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	The philosophies detailed in the Community Engagement Strategy and Action Plan have been integrated in Council's community engagement liaison and activities.
	Social Media Management	Maintain interaction on Council's Facebook page – page followers	4,500	Yes	Yes	Yes	Yes	Continued interaction with Council's Facebook page is being realised, with 80 new 'likes' over the quarter. The page currently has 4,825 followers.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Community Development	Council partnership and support grants	Number of partnerships supported	8	Yes	Yes	Yes	Yes	Currently, 14 Youth Development Grants and 5 Community initiative grants have been approved under the CEO delegation.
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements Established	Yes	Yes	Yes	Yes	All funding agreements have been signed and the first quarter has been paid.
	Annual Community Grants Program Initiatives	Number of community events and programs supports	8	Yes	Yes	Yes	Yes	A total of 13 applications were submitted. Following the review process, the Council granted approval to 8 of the applicants during the October Ordinary Council Meeting.
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	Yes	Yes	Yes	Yes	\$16,150 collected in the first half of the FY. Numbers are on par to achieve the target.
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	N/A	N/A	Total of 2,735.1 Tonnes of waste transferred for YTD.
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	Yes	Yes	N/A	N/A	135.2 Tonnes transferred YTD

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Regulatory Services	Responsible dog ownership	Number of registered dogs increased	>10%	Yes	Yes	N/A	N/A	There were 213 new dog registrations in Q2 (5.4%), the same as for Q1. Q2 had an overall decrease of 63 (1.6%) registered dogs compared to Q1, accounting for the removal of non-financial (2+ years), deceased and departed dogs.
		Number of impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	Q2 saw 60 dogs impounded, 10 less than Q1 (70). 30 dogs (52.5%) of impounded dogs were reclaimed by the owner compared to 54.3% in Q1.
	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	Yes	Yes	N/A	N/A	Regulatory Services' second newsletter is planned to be distributed with registration renewal letters/emails in July 2024.
		Dog Awareness Program delivered at schools	6+ visits	No	No	N/A	N/A	No sessions were delivered at the request of participating schools, however may be rescheduled for Q3 and 4.

		Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	N/A	N/A	Potential event planned with other Top End Councils led by City of Darwin Council in first half of 2024.
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Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Library	Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	During Q2 6,839 visitors, averaging 526 people visiting library per week. Increase from Q2 2022 of 10.5%.
		Followers of the Library Facebook page	>1,150	Yes	Yes	Yes	Yes	Library Facebook page has reached 1,314 followers, an increase of 19 since Q1.
		New members joined the 'Funky Chickens' children's reading club	>60	Yes	Yes	N/A	N/A	7 new Funky Chickens memberships, which is below target of 15. Anticipate strong sign-up during January holidays and have introduced members only activities. Promotion and school assembly visits in 2024 will contribute to meet annual overall KPI.

PROGRESS

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	N/A	N/A	N/A	N/A	No processing of green waste has occurred YTD.
		Volume of concrete crushed for resale	>450 cubic metres	N/A	N/A	N/A	N/A	No processing of concrete waste has occurred this quarter.
	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	Yes	Yes	N/A	N/A	YTD Approx 2861.3 tonnes 50% of waste diverted. Well above the target for the year.
		Amount of total waste that is dry recyclables	>14%	Yes	Yes	N/A	N/A	972 tonnes of dry waste was processed. Approx 17% of total waste. On Target for the year.
		Quantity of scrap metal collected and recycled	>1,000 tonnes	Yes	Yes	N/A	N/A	YTD 796.2 Tonnes of Scrap Steel has been recycled.
		Quantity of electronics collected for TechCollect	>50 tonnes	Yes	Yes	N/A	N/A	YTD 60 stillage containers at an approx. have been collected. weight of 10 tonnes. On Target for the year.
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	27000L of oil 6 tonnes of batteries 1393 tyres

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Thorak Cemetery	Awareness of cemetery profiles and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	Leaflets provided at front counter, at the Cemetery and at the Library.
	Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%	Yes	Yes	N/A	N/A	Early wet season rains increased grave subsiding and increased turf growth. Wet seasons clean up underway. 74.64 % adequate – very good satisfactory rate.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Regulatory Services	Animal Management Investigations	Minor investigations completed within 30 working days	>60%	Yes	Yes	N/A	N/A	91.2% of short-term investigations were completed within target.
		Complex investigations completed within 60 working days	>60%	Yes	Yes	N/A	N/A	94.5% of more complex investigations were completed or are still within target. Overall, 94% of all investigations were completed within the set target duration, up from 79% for the previous quarter.
		Abandoned vehicles investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	There were 9 abandoned vehicles reported to Council in Q2, compared with 16 for Q1. All were completed within 60 days, with the exception of 2 pending owner retrieval.
		Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of the total 242 CRMs actioned in Q2, 95% were actioned within two working days, compared to 96% in Q1.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Library	Library Collection	Number of annual loans	>14,000	Yes	Yes	Yes	Yes	Continue to exceed quarterly target of 3,500 with 3,774 item loans Q2.
	Program delivery	Programs provided	>180	Yes	Yes	Yes	Yes	Total of 52 programs delivered in Q2 - 63% of annual target achieved.
	Library events	Events delivered	>3	Yes	Yes	Yes	Yes	Christmas Storytime held at Humpty Doo Village Green in December this quarter was the first of the major events to be held over the year.

PROSPERITY

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	Yes	Yes	N/A	N/A	Meeting every two months with senior DIPL Executives.
	Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Management have sought a prioritised list of advocacy projects.
	Australia Day Event	Community participation	Maintain attendance levels	Yes	Yes	Yes	Yes	Planning is underway for the 2024 event.
	Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	Scheduled for March 2024.
	Tourism and Events Strategy	Actions implemented	25%	N/A	N/A	N/A	N/A	Continue to support existing major events, example - Freds Pass Show.
Community Development	Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 60% of meetings	Yes	Yes	N/A	N/A	CPO in attendance for both November and December PARYS meetings.
Infrastructure	Submissions to the Northern Territory Government	Comments submitted on applications within required timeframes	>90%	Yes	Yes	N/A	N/A	100% (19/19) of planning submissions met required timeframes.

PLACES

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Planning and Development	Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Yes	Yes	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
	Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid).	Plan reviews for building certification issued within 10 working days	>90%	Yes	Yes	N/A	N/A	90% (20/22) of Building certification plans were reviewed and actioned within timeframes.
		Plan and report reviews for development and subdivision issued within 15 working days	>90%	No	No	N/A	N/A	60% (2/3) of plans and/or reports for development and subdivision issued within 15 working days
		Works Permits issued within five days	>90%	No	No	N/A	N/A	77% (29/38) of Work Permits issued within five days. Delays in part due to change in scope of works, requests for further information and consultation with Power and Water Corporation.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	Yes	Yes	N/A	N/A	All Stakeholders and affected residents have been consulted prior to works commencing.
	Capital Works Program	Programmed works completed within budget	>80%	N/A	N/A	Yes	Yes	Projects completed in Q2 were completed within budget.
	Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	Blackspot Grant acquittals in progress.
	Road Maintenance Program	Potholes patched and repaired – Added to maintenance scheduled	<15 days	Yes	Yes	N/A	N/A	Identified and reported potholes are managed under the current period contract.
	Street lighting maintenance	Added to maintenance scheduled	<10 days	Yes	Yes	N/A	N/A	Actioned when identified or reported.
	Shared Path Program	Current year program completed	Complete	Yes	Yes	Yes	Yes	Project funding allocated under LRCI Phase 4.
	Major Road Network disruptions	Emergency response time	<24 hours	Yes	Yes	N/A	N/A	No requests for emergency response during the quarter.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Mobile Workforce	Roadside maintenance	Volume of litter collected	Reducing Trend	Yes	Yes	N/A	N/A	855 bags (3T) plus 1 large Bulky item of rubbish and 15 tyres collected YTD. No increase in complaints.
		Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	The first round of Slashing and mowing of areas is underway which was delayed due to late Wet Season. On Target.
	Weed Management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Yes	Yes	N/A	N/A	The First round of Weed spraying is underway which was delayed due to late Wet Season. On Target
	Bushfire Management	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	Firebreaks & easements over the entire Municipality have had a round of spraying
		Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	Pruned and opened the firebreak around the council office property for better maintenance access.
		Hazard burns undertaken in consultation with other authorities	Complete	N/A	N/A	N/A	N/A	No hazard burns conducted in this quarter

	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 hours urgent 14 days standard	Yes	Yes	N/A	N/A	YTD 562 new replacements installed, 427 damaged beyond repair cut and removed and 956 straightened.
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Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1	No	No	No	No	Nil. Training to be held early 2024.
	Annual Survey	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Council's overall performance was rated by 80% of respondents as being very good, good or adequate. Compared to an average of 65% over the past 3 years.
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	Yes	Yes	Yes	Yes	Grants acquitted within timeframes.
	Media monitoring and management	Media response time	<48 hours	N/A	N/A	N/A	N/A	Nil enquiries received.
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	Yes	Yes	All statutory reporting requirements are currently met.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Human Resources	Human resources policies, procedures, checklists	3 policies reviewed and compliant	Complete	N/A	N/A	N/A	N/A	HR policies will be reviewed and approved as required.
	An engaged and productive workforce	Staff Turnover rate	<30%	Yes	Yes	Yes	Yes	The staff turnover rate for the second quarter is 3.96% compared to 7.65% for the first quarter.
		Staff satisfaction survey	>70%	Yes	Yes	N/A	N/A	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction. A new staff survey is scheduled for February 2024.
	Number of workplace safety incidents	Number of reportable incidents	0	Yes	Yes	Yes	Yes	There were no notifiable incidences for the first or second quarter.
		Lost time injury rate	0	No	No	No	No	The lost time injury rate for this quarter was 3.44 because of two workers compensation claims.
		Workers 'compensation claims	<3	Yes	Yes	Yes	Yes	There are currently 2 workers compensation claims for the year.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Information Services	Information and Communications Technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Yes	Yes	Yes	Yes	96% of the Service Desk Requests were addressed over the quarter.
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	N/A	N/A	Civica Authority Version 7.1 is up and running with the required patches being updated regularly.
	Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	No	N/A	N/A	Actions imminent for council to move to prioritised mitigation strategy.
	ICT Security Audit actions	Annual actions completed	100%	No	No	N/A	N/A	Actions imminent for council to implement a Cyber Hygiene Improvement Program.
	Geographical Information Systems (GIS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Currently partnering with GIS experts for ongoing GIS maintenance.
		Age of NTG downloaded date	<1 week	No	No	N/A	N/A	Currently partnering with GIS experts for ongoing GIS maintenance.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Governance	<i>Local Government Act 2019</i> compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	90%	No	No	N/A	N/A	Council is in the final stages of finalising the Compliance Audit Actions. Once complete, Council will be compliant with the Act.
	Policy Framework	Council policies reviewed before due date	>90%	Yes	Yes	N/A	N/A	3 Policies are overdue.
	Elected members support	Breaches of the code of conduct by elected members	<3	Yes	Yes	N/A	N/A	2 Code of Conduct Complaints received for this quarter. Matters are under investigation.
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	RMAC meetings were held in September 2023 and October 2023. The next RMAC meeting is scheduled for February 2024.
	Records management	Number of refresher courses conducted	>1	Yes	Yes	N/A	N/A	One refresher course completed in first quarter.
Library	Funding agreement	Development of new Library Agreement	100%	Yes	Yes	Yes	Yes	The new Public Library Funding Agreement 2023-2028 with LANT was executed on 15 August 2023. KPI is complete.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Council received an unqualified Audit for 2022-2023, and council's Annual Report was adopted prior to 15 November 2023.
		Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability will increase as spending on asset renewal increase throughout the year.
		Renewal Gap Not funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.
		Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 7.07 with Council maintaining a good cash balance with No debt. This ratio indicates Council is well placed to fulfil its short-term liabilities as and when they fall due.
		Debt Service Ratio	>1	Yes	Yes	N/A	N/A	Council has No debt.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council raised its annual rates and charges in July 2023, and as of 30 December 2023, the own source revenue ratio is at 82%.
	Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	N/A	N/A	All investments have been placed in line with Council policy and legislation.
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	N/A	N/A	Council's Outstanding Rates is at 14% and Council will continue to work in this area through debt recovery initiatives.
	Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey the respondents who had contacted Council rated 54% for the service they received as very good, good or adequate.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Thorak Cemetery	Servicing community needs and regulatory obligations by keeping cemetery records and maintain rights of burial	Compliance with legislative requirements	100%	Yes	Yes	Yes	Yes	Awaiting NTG outline of changes to Multi-burial policy under the Burial & Cremations Act 2022.
	Quarterly reporting to the Litchfield Council	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	Meeting set operational budgets.



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report October 2023
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	16/01/2024
Attachments:	A: PA2023/0391 B: PA2023/0407 C: PA2023/0412 D: PA2023/0360 E: PA2023/0373 F: PA2023/0399 G: PA2023/0408 H: LL2023/5018

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 December 2023 to 31 December 2023. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	7
Clearances for Development Permit Conditions	1
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Works Permits	10

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 December 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to 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	3
Planning applications supported, subject to specific issues being adequately addressed	4
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Planning Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0391 Section 04629 Hundred of Strangways, 732 Strangways Rd, Humpty Doo NT Attachment A	Dwelling-independent with a separate effluent disposal system Council supports the development as it aligns with the Litchfield Subregional Land Use Plan supporting rural amenity and lifestyle choice.
PA2023/0407 02865, Hundred of Cavenagh, 94 Stockwell Road, Blackmore NT Attachment B	Subdivision to create 4 lots Council supports the granting of the development permit, as all works were previously completed under DP18/0011. All conditions have been met.
PA2023/0412 00004, Hundred of Cavenagh, 510 Hopewell Road, Berry Springs NT Attachment C	Dwelling-independent (conversion of existing dwelling) with a separate effluent disposal system. Council supports the development as the dwelling size is under 80sqm which complies with the Planning Scheme, further the Litchfield Subregional Land Use Plan supports rural amenity and lifestyle choice.

Planning Applications supported, subject to specific issues being adequately addressed

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0360 Section 00002, Hundred of Colton, 3740 Stuart Highway, Acacia Hills NT Attachment D	Telecommunications facility with a 40m high monopole and associated antennas and equipment shelters Council supports the development. However, the following issues are noted to be addressed; The establishment of the telecommunications facility takes place following a project application process, which is initiated via nomination from residents at the subject location. Council requests supporting documentation for this project initiation. Noting also that the proposed site location C contact with the property owner was unsuccessful. Given the proximity of the final site location E to the neighbouring fence line of location C it is recommended that the applicant continue to establish contact with the resident seeking their approval for the proposed telecommunications facility. Further comments question the amount of community consultation that has taken place.
PA2023/0373 Section 00429, Hundred of Strangways, 1320 Redcliffe Road, Hughes NT Attachment E	Subdivision to create 2 lots Council supports the granting of the development permit as it complies with the planning scheme minimum lot sizes for the zones. Council does request that the location of the access to Lot B be addressed as currently it is opposite Monck Road and does not comply with Aus Roads Standards.
PA2023/0399 Section 1792, Hundred of Strangways, 32 Challoner Cct, Humpty Doo NT Attachment F	Dwelling-group (3 x 1 bedroom) in a single storey building. Council supports the development as it aligns with the Draft Humpty Doo Rural Activity Centre Plan and the development is permissible in the zoning. Council provided comments for consideration regarding the type of fencing used on the development and also, given the high traffic area the construction schedule and traffic management plan during the development.
PA2023/0408 Section 07103, Hundred of Bagot, Biddlecombe Rd, Coolalinga NT Attachment G	Subdivision to create 19 Lots Council supports the development as it aligns with the Coolalinga – Freds Pass Rural Activity Centre Area Plan. However the support is only given provided issues relating to the proposed detention basin, stormwater, public open space and road network is addressed.

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
LL2023/5018 2 Challoner Cct, Humpty Doo NT (28 Freds Pass Rd, Humpty Doo NT) Attachment H	Material Alteration to increase the footprint of the beergarden and the bottleshop while decreasing the footprint of Mangrove Jacks Sportsbar. No change to the overall size or location of the existing licenced area.	Council supports the material alteration as it complies with the Planning Scheme in that there is no significant increase to the floor area. Also the proposed changes provide a safer environment for the staff. However, Council provides comments for consideration, whilst there is no overall increase to the floor area, there is a 19.17m ² increase to the bottleshop browsing area. Normally under the planning scheme this would trigger a requirement for additional carparks however as it is not under a development application the existing available carparks are likely sufficient.

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
1

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
3

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
10

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

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.

Ref: PA2023/0391

30 November 2023

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

RE: Letter of Comment Development Application

**Hun: 695 P: 04629 732 Strangways Road HUMPTY DOO, Hundred of Strangways
Dwelling-independent with a separate effluent disposal system.**

Thank you for the Development Application referred to this office on 24/11/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the granting of a Development Permit for the purpose of a dwelling-independent with a separate effluent disposal system for the following reasons;

- a) as indicated the location of the dwelling-independent meets the criteria specified in the Planning Scheme section 5.4.6 Private Open Space and;
- b) the Litchfield Subregional Land Use Plan supports rural amenity and lifestyle choice

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

- a) The 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,

A handwritten signature in black ink, appearing to read 'J O'Connor', followed by a period.

Jaimie O'Connor
Acting Planning & Development Program Leader

732 Strangways Road, Humpty Doo NT





Ref: PA2023/0407

15 December 2023

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

RE: Letter of Comment Development Application

**Hun: 160 P: 02865 94 Stockwell Road BLACKMORE, Hundred of Cavanagh
Subdivision to create 4 Lots.**

Thank you for the Development Application referred to this office on 01/12/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) All works have been completed to the satisfaction of Litchfield Council.
- b) All conditions have been met to the satisfaction of Litchfield Council under DP 18/0011.

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. Additional information can be found at www.litchfield.nt.gov.au.

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

Yours faithfully

Rodney Jessup
Director Infrastructure and Operation

94 Stockwell Rd, Blackmore NT





Ref: PA2023/0412

15 December 2023

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

RE: Letter of Comment Development Application

Hun: 160 LTO: 76028 P: 00004 510 Hopewell Road BERRY SPRINGS, Hundred of Cavenagh Dwelling-independent (conversion of existing dwelling) with a separate effluent disposal system.

Thank you for the Development Application referred to this office on 01/12/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the purpose of a dwelling-independent with a separate effluent disposal system for the following reasons:

- a. as indicated the location of the dwelling-independent meets the criteria specified in the Planning Scheme section 5.4.6 Private Open Space and;
- b. The Litchfield Subregional Land Use Plan supports rural amenity and lifestyle choice.
- c. The Dwelling size is under 80 Sqm which is compliant to the planning scheme requirement.

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.

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

Kind Regards,



Rodney Jessup
Director Infrastructure and Operations

510 Hopewell Rd, Berry Springs NT





11 December 2023
Ref: PA2023/0360

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

RE: Letter of Comment Development Application

**Hun: 175 LTO: 76021 P: 00002 3740 Stuart Highway ACACIA HILLS, Hundred of Colton
Telecommunications facility with a 40m high monopole and associated antennas and
equipment shelters.**

Thank you for the Development Application referred to this office on 24/11/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the granting of a Development Permit for the purpose of a Telecommunications facility with a 40m high monopole and associated antennas and equipment shelter.

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

- a) The establishment of the telecommunications facility takes place following a project application process, which is initiated via nomination from residents at the subject location. Council requests supporting documentation for this project initiation.
- b) Noting also that the proposed site location C as detailed in 6.1.3 contact with the property owner was unsuccessful. Given the proximity of the final site location E to the neighbouring fence line of location C it is recommended that the applicant continue to establish contact with the resident seeking their approval for the proposed telecommunications facility.

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

- a) As determined in the applicant's statement of Effect, the proposed tower is not considered 'Low Impact' and therefore triggers the requirement for a Development application. In review of the information provided around Community consultation, the assessment appears limited and vague and Council questions whether adequate community consultation has occurred as required by the Act

and in particular the Deployment Code. Further detail of the consultation conducted is requested.

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

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

Yours faithfully



Rodney Jessup
Director Infrastructure and Operations

3740 Stuart Highway, Acacia Hills NT



Ref: PA2023/0373

04 December 2023

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

RE: Letter of Comment Development Application

**Hun: 695 P: 00429 1320 Redcliffe Road HUGHES, Hundred of Strangways
Subdivision to create 2 lots.**

Thank you for the Development Application referred to this office on 17/11/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit as the proposed subdivision is in keeping with the land use objectives in the Litchfield Subregional Land Use Plan and the permitted minimum lot sizes for zones RL and R as per the Planning Scheme.

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

- a) The location of the crossover to Lot B requires review as in its current form it is not a primary access point to the property however, intending that it will be the primary access point for Lot B moving forward the location is not adequate and will not meet Design Guidelines and standards given its proximity to the intersection of Monck Road.

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. Location of crossover at Lot B be moved to meet Aus Roads Standards and NT Subdivision and Development Guidelines
- 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) 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.
- d) 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 29.

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

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader

1320 Redcliffe Road, Hughes NT





15 December 2023

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

RE: Letter of Comment Development Application

PA2023/0399

**Hun: 695 P: 01792 32 Challoner Circuit HUMPTY DOO, Hundred of Strangways
Dwelling-group (3 x 1 bedroom) in a single storey building.**

Thank you for the Development Application referred to this office on 01/12/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit for the following reasons:

- a) The development aligns with the Draft Humpty Doo Rural Activity Centre plan vision statement, providing for many lifestyles, life stages and needs of the local community.
- b) For Zone LMR-Low Density Residential, the allowable dwelling density is 1 per 300m². Lot 1792 is 924m² and with three (3) dwellings proposed, the density is 1 per 308m².

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

- a) It is noted that the secondary setback for unit 1 is satisfactory, Council request to consider the installation of a 1.8m high Colorbond fence in lieu of a chain mesh to mitigate the impact of car headlamp glare turning into Pater Street during the night, ensuring a more private and comfortable environment for the residents of Unit 1.
- b) A construction schedule and traffic management plan should consider the utilisation of Challoner Circuit by all government and non-government schools, pedestrians and commercial bus services, noting that the entry and exit to the Humpty Doo bus interchange is directly adjacent to the development site.

Should the application be approved, the Council requests the following conditions be included as Conditions Precedent in any Development Permit issued by the consent authority:

- a) The crossover and driveway shall be in accordance with the NT Subdivision and Development Guidelines and meet Litchfield Council's requirements.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Yours faithfully



Rodney Jessup
Director Infrastructure and Operations



20 December 2023

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

RE: Letter of Comment Development Application

PA2023/0408
Hun: 055 P: 07103 Biddlecombe Road COOLALINGA, Hundred of Bagot
Subdivision to create 19 Lots

Thank you for the Development Application referred to this office on 01/12/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed site is considered suitable for the residential land development and is consistent with the established zonings on site.
- b) The proposed lot sizes are in accordance with the expectations of the NT Planning Scheme and proposed internal road network is reasonably consistent with the Coolalinga – Freds Pass Area Plan.

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

- a) Additional details are required for the stormwater management, beyond that provided in the application regarding:
 - the precise location of the detention basin with the allotment
 - designated discharge points when releasing the collected water
 - where the collected water in the basin is intended to be discharged.
 - ownership of the detention basin.
 - the maintenance responsibilities for the basin.
- b) The noted public open space area is to incorporate the detention basin as provided in the application and Council is unsure how a detention basin and public open space

can co-exist. It is also noted that the developer will seek a variation to the requirement for public open space however it is not stated what type of variation. Council supports the requirement for public open space as per section 5 of the NT Subdivision and Development Guidelines and requests that this be considered further through the planning stages of the development. Inclusive of the requirement to provide a minimum of 50 percent of public open space that is landscaped/developed space.

- c) The Patsalou Road extension is to provide connectivity to future road networks as per the Coolalinga Freds Pass Rural Activity Centre Area 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) Prior to the endorsement of plans and prior to the commencement of works, engineering drawings for the proposed internal road network, streetlighting, stormwater drainage, shared paths, streetscaping and driveway crossovers shall be submitted for Litchfield Council approval and must be designed in accordance with Northern Territory Subdivision Guidelines technical specification.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) Prior to the endorsement of plans and prior to the commencement of works, an Erosion and Sediment Control Plan shall be submitted to the Council and will be required during the whole construction stage.
- 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 of construction equipment 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) 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:

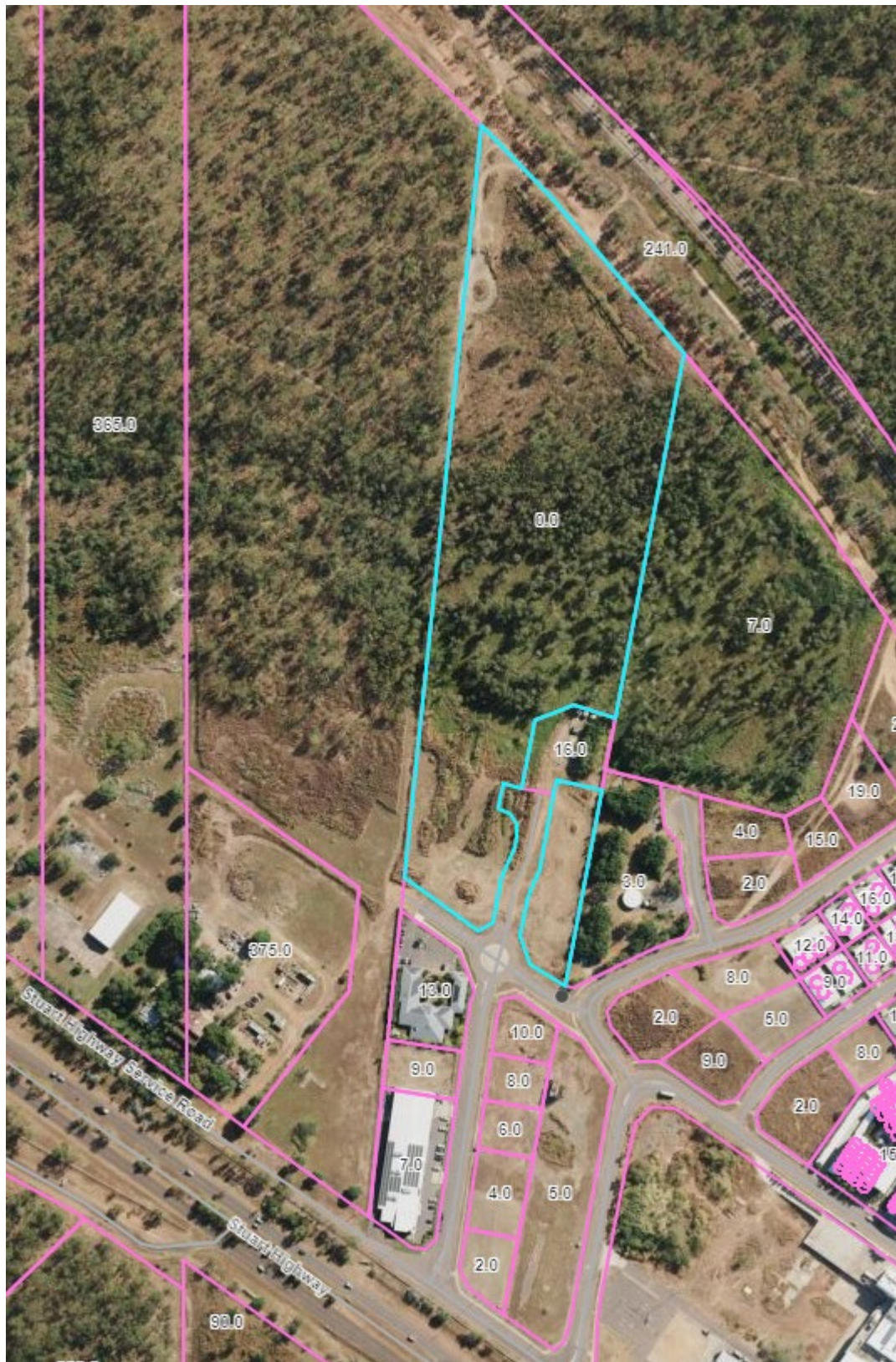
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- a) A *Works Permit*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

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

Yours faithfully



Rodney Jessup
Director Infrastructure and Operations





12 December 2023

Licensing NT
Department of the Attorney-General and Justice
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a Liquor Licence

LL2023/5018

**Hun: 695 P: 04144 28 Freds Pass Road HUMPTY DOO, Hundred of Strangways
Material Alteration to an existing licenced premises**

Thank you for the material alteration to a liquor license referred to this office on 28/11/2023, regarding the Increase to the footprint of the beer-garden and the bottle-shop areas while decreasing the footprint of Mangrove Jacks Sportsbar. 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 Licensing NT:

Council supports the granting of the material alteration to a liquor licence for the following reasons:

- a) The proposed material alteration complies with 5.5.4 of the Planning Scheme as there is no significant increase to floor area
- b) The proposed changes will provide for a safer environment for the staff at the Humpty Doo tavern, increasing security of the premises
- c) The proposed cover for the beer-garden will provide protection from the elements thus providing more space and area for customers to move around the premises

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

- a) At the time of receiving the application, the application was incomplete as it did not include the detailed and scale plans for the alterations, nor did it include the building permit for the structure over the beer-garden, noting that these are requirements of the Liquor Act 2019, Part 4, 96 (3) (a) and (b). Further plans have since been received however it is noted the applicant is still awaiting the building permit.

- b) Whilst there is no increase to the overall floor space of the licensed premises, it is noted that the bottle-shop area is being increased by 19.17 m² which is a significant increase to the storage and browsing area of the bottle-shop. This does concern Council noting that under a development application, which is impact assessable for a commercial zone this development would normally be required to address car parking obligations under the Planning Scheme 5.2.4. Noting, carparking for a bottle-shop requires 10 car spaces.
- c) If this application was required to undertake a development application, the developer would be required to address carparking, landscaping and loading bays at a minimum.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- c) 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.
- d) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

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

Yours faithfully



Rodney Jessup
Director Infrastructure and Operations.

2 Challoner Cct, Humpty Doo NT (28 Freds Pass Rd, Humpty Doo)

Humpty Doo Tavern





COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Guys Creek Road Upgrade – Revised Design
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	16/01/2024
Attachments:	A: Council Report September 2023 – Guys Creek Road Update Gravel to Seal

Executive Summary

Following an extensive report brought to Council in September 2023, this report seeks support from Elected Council to proceed with the alternate design for Guys Creek Road, updated cost estimates and proceed to tender noting the additional required budget.

Recommendation

THAT Council:

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

Background

The report presented to Council in September 2023 (Attachment A) gave a detailed overview of the state of the Guys Creek Road upgrades. Within that report was a detailed strategy that would enable an achievable design and potentially mitigate the excessive construction costs currently estimated.

The strategy:

- Amend the design parameters of the road and stormwater infrastructure to a Q2 level
- Apply a single seal to the road pavement and add the application of a second seal to the 'reseal' program in 12 months
- Go to tender with the revised design

Stormwater is the major contributor to the design of this road however the level of risk for this project to design to a lower level of storm event is 'low' given that flood modelling for a Q5 and Q20 event suggests minimal to nil effect between the existing stormwater impact and the proposed stormwater design impact on the adjoining properties. This impact is only considered minimal, with the installation of the required stormwater structures, being the sizing of the roadside drains and

the cross-road culverts at chainage 100, 1250 and 1675. Any flooding impact for higher level events appears to be only towards the bottom of Guys Creek Road which the risk to property inundation or roads being cut is no greater than the existing conditions.

The level of risk to reduce the seal to a single seal is also considered to be 'low'. The road use is minimal and a single seal will provide sufficient protection to the road pavement for a 12-month period.

In adopting the above strategy a new design was procured in October 2023. The redesign with the revised stormwater parameters has seen changes to:

- Vertical road geometry lowered reducing earthworks
- Reduction in the size and depths of road side drainage
- Reduction in the size and capacity of cross road culverts
- Adoption of an overflow floodway at the corner of Guys Creek Road and Whitstone Road.

These reductions have significantly reduced the approximate cost estimate for the construction from \$3.189 million to a reduced estimate of \$1.586 million. The revised estimate is based on current rates, obtained through recent projects like Southport Roads and the tendered rates from the Maintenance of Pavements period contract recently awarded.

Council endorsed the following funding allocations of 2020/2021 Capital Works Budget \$500,000 (excluding GST) and 2021/2022 Capital Works Budget \$750,000 (excluding GST), giving a total of \$1,250,000 (excluding GST) to complete the upgrades.

Based on approximate cost estimates of \$1.586 million a further \$500,000 is sought to provide a total budget of \$1,750,000, providing sufficient funding including contingency to complete the project.

Following approval of the increased budget, final review of the documentation will be conducted and tender documents prepared for release early in the new year. Council officers are comfortable that with revised design parameters and the additional required budget that this project once tendering is closed can be completed within 2024 and allay the concerns and disruptions to local residents.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

INF05 Sealing of Roads Policy

Risks

Risk to Council in choosing to design or construct to lower standards:

- Further reconstruction or reworks to rectify under designed components which cost Council both in financial and staff resourcing.

- Storm inundation of private properties as a result of new works, resulting in cost to acquire land or rectifying damage.
- Road geometries impacting road safety where design creates potential road crash hazards or situations.

Community Engagement

Potential Community backlash, in particular from residents on Guys Creek Road is to be managed through communications of the outcomes following the completion of the proposed recommended strategy plan.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 January 2024

14 Other Business

15 Confidential Items

15.01 Confirmation of Confidential Minutes

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

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

15.02 Code of Conduct Complaints – Status Update

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

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

15.03 Update on Compliance Review

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

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

15.04 Additional Funding Request – Forward Design

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

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

15.05 Breach of Code of Conduct Complaint – 21 October 2023

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

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