



AGENDA

31st Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 19 MARCH 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 19 March 2024

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 20 February 2024, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 20 February 2024, 4 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 20 February 2024 at 6:00pm

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

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:00pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Sharp
Seconded: Cr Mackay

THAT Council approve Cr Harlan to attend the meeting electronically.

CARRIED (7/0) ORD2024 11-020

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Councillor Salter disclosed a conflict of interest (during the Confidential Section of the Meeting) in Item 15.07 Breach of Code of Conduct Complaint – 16 January 2024 and agreed to leave the meeting before this item was considered.

4.2 Staff

Chief Executive Officer, Stephen Hoyne disclosed a conflict of interest in Item 15.06 NTCAT Orders Case Number 2023-04224-CT and Item 15.07 Breach of Code of Conduct Complaint – 16 January 2024 and agreed to leave the meeting before these items were considered.

5. PUBLIC QUESTIONS

5.01 Fiona Scott – Treasurer Rural Potters Association

Ms Scott voiced her frustration in relation to attempts to gain approval for the Rural Potters Association (Association) to build a shed at Freds Pass Sport and Recreation Reserve (FPSRR). The Association is in need of a new facility to operate from and has grant funding, design plans and a builder to construct a shed.

Ms Scott asked:

1. Has anything has been done by Council to secure the \$10M federal grant funding for the FPSRR?
2. Has anything been done to get certification for the Community Hall at FPSRR?
3. Can Council put in writing that it is the responsibility of the FPSRR Management Board to consider/approve their request to construct a facility on the FPSRR?
4. There are insufficient services available to support a building at the suggested possible alternate location of Humpty Doo Village Green.

Answers:

1. Mayor Barden advised the application for the \$10M federal grant funding for the FPSRR has been submitted.
2. CEO, Stephen Hoyne advised there is no additional plans or upgrades for the existing Community Hall.
3. CEO, Stephen Hoyne confirmed it is the responsibility of the Freds Pass Sport Recreation Reserve Management Board to consider/approve their request to construct a facility on the FPSRR. Council can support the approval.
4. Mayor Barden advised this question would be taken on notice.

Cr Sidey left the meeting at 6:07pm.

5.02 Jenny Smyth – Event Sponsorship (Agenda Item 13.02.04)

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

Why is Litchfield Council considering paying \$5000 of community raised funds to a for profit business to cover costs for a for profit dance event? Who's lining whose pockets here? Will council also consider paying for costs at events at Noonamah Tavern or Coolalinga Tavern or Berry Springs Tavern or Humpty Doo Tavern as well?

The cash for containers grants guidelines state:

Eligibility

Applicants must:

** Be an incorporated group or not for profit organisation based in Litchfield or provide services, activities or projects for the Litchfield community*

The question was taken on notice.

5.03 Jason – Sealing of Guys Creek Road

Jason submitted a public question via a webform submission as follows:

QUESTION FOR COUNCIL Why didn't Andrew Mackay declare conflict of interest in Guys Creek Rd sealing which is costing \$1.75 million of rate payers money?

FACTS He is the CLP candidate for Goyder, this road is in Goyder! Residents of this road are not contributing any money. He can claim he voted for this road to be sealed and buy their votes with our money. Something for ICAC for sure! He should step down now!

The question was taken on notice.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Cr Sidey returned to the meeting at 6:13pm.

Moved: Cr Sharp
Seconded: Deputy Mayor Wright

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 16 January 2024, 8 pages; and
- Ordinary Confidential Council Meeting held Tuesday 16 January 2024, 3 pages.

CARRIED (7/0) ORD2024 11-021

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Wright
Seconded: Cr Mackay

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

CARRIED (7/0) ORD2024 11-022

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Mackay
Seconded: Cr Harlan

THAT the late report Item 15.07 Breach of Code of Conduct Complaint – 16 January 2024, be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration.

CARRIED (7/0) ORD2024 11-023

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Salter

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 17 January 2024 to 20 February 2024.

CARRIED (7/0) ORD2024 11-024

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

Moved: Cr Mackay
Seconded: Cr Sharp

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

CARRIED (7/0) ORD2024 11-025

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – January 2024

Moved: Cr Sharp
Seconded: Cr Harlan

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

CARRIED (7/0) ORD2024 11-026

13.01.02 People, Performance and Governance Report – January 2024

Moved: Deputy Mayor Wright
Seconded: Cr Sharp

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

CARRIED (7/0) ORD2024 11-027

13.01.03 GOV08 Organisational Change Policy – Rescind

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council note this report and rescind GOV08 Organisational Change.

CARRIED (6/1) ORD2024 11-028

13.01.04 Policy Review: Draft GOV01 Policy Framework and Draft GOV11 Common Seal

Moved: Cr Sidey
Seconded: Cr Sharp

THAT Council:

1. adopt the draft policy GOV01 Policy Framework, as at Attachment A, and
2. adopt the draft policy GOV11 Common Seal, as at Attachment B, and
3. authorises the Chief Executive Officer to make minor amendments.

CARRIED (7/0) ORD2024 11-029

13.01.05 Local Government Code of Conduct Panel Summary Decision

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council receive and note the Code of Conduct Panel Summary Decision of 30 November 2023 in the matter of Hoyne vs Salter, as reflected in this report.

CARRIED (7/0) ORD2024 11-030

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – January 2024

Mayor Barden thanked the Litchfield Lions Club NT and Rotary Club of Litchfield/Palmerston for their continued hard work and effort in making the Australia Day event a success.

Moved: Cr Mackay
Seconded: Cr Sidey

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

CARRIED (7/0) ORD2024 11-031

13.02.02 Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes

Moved: Cr Harlan
Seconded: Deputy Mayor Wright

THAT Council:

1. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 1 February 2024, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 5 February 2024, at Attachment B.

CARRIED (7/0) ORD2024 11-032

13.02.03 National General Assembly of Local Government 2024

Moved: Cr Sidey
Seconded: Cr Sharp

THAT Council:

1. note the upcoming 2024 National General Assembly of Local Government in Canberra from 2 July 2024 to 5 July 2024;
2. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra; and
3. further support other elected members attending and utilising their available professional development allowance.

CARRIED (7/0) ORD2024 11-033

13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events

Moved: Cr Sidey

Seconded: Cr Sharp

THAT Council:

1. lay this report on the table until the 19 March Ordinary Council Meeting; and
2. review FIN07 Community Grants, Donations and Sponsorship Policy prior to 19 March Ordinary Council Meeting.

CARRIED (7/0) ORD2024 11-034

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report January 2024

Moved: Cr Sharp

Seconded: Deputy Mayor Wright

THAT Council receive and note the Summary Planning and Development Report January 2024.

CARRIED (7/0) ORD2024 11-035

14. OTHER BUSINESS

14.01 Condolences

Cr Harlan offered condolences on Council's behalf to the family of Camille Fogerty.

Mayor Barden offered condolences on Council's behalf to the McGrigor family.

14.02 NTCAT Matter 2023-04304 – Barden

Cr Salter advised that the Directions Hearing held 16 February 2024 was adjourned until Friday 8 March 2024.

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.

15.02 Rates in Arrears – in excess of two years

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.

15.03 Rates in Arrears – in excess of two years

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 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*.

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

15.05 Remuneration Tribunal Determination 1 of 2024 – Embargoed Copy

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*.

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

15.06 NTCAT Orders – Case Number 2023-04224-CT

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.

15.07 Breach of Code of Conduct Complaint – 16 January 2024

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

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

CARRIED (7/0) ORD2024 11-036

The meeting moved to Confidential Session at 7:11pm.

Moved: Cr Mackay
Seconded: Mayor Barden

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 (6-0) ORD2024 11-043

The meeting moved to Open Session at 8:11pm.

Items moved from Confidential:

15.02 Rates in Arrears – in excess of two years

THAT Council:

1. receive and note the report;
2. approve the Chief Executive Officer, or their delegate, to transact all official transactions relating to statutory charges including affirmation and release of statutory charge as outlined in Attachment B;
3. approve Council to proceed and apply Common Seal with all sale of land actions on some properties owing rates over 5 years; and
4. make public its resolution on this matter.

CARRIED (5/2) ORD2024 11-037

15.03 Application to Write-Off Rates Charges

THAT Council:

1. approve the write-off rates and interest charges, totalling \$2,971.05, for Assessment 10058808 being an unrateable lot; and
2. make public its resolution on this matter.

CARRIED (7/0) ORD2024 11-038

15.04 Remuneration Tribunal Determination No1 of 2024 – Embargoed

THAT Council:

1. receive and note the embargoed copy of the Remuneration Tribunal's Determination No. 1 of 2024, as at Attachment A;
2. note the lifting of the embargo following the tabling of the Remuneration Tribunal's Determination No. 1 of 2024 in the Northern Territory Legislative Assembly Sittings of 14 February 2024;
3. note the circulation of the non-embargoed Remuneration Tribunal's Determination No. 1 of 2024 to Elected Members via email on 20 February 2024; and
4. make public its resolution on this matter.

CARRIED (7/0) ORD2024 11-040

17. CLOSE OF MEETING

The Chair closed the meeting at 8:12pm.

18. NEXT MEETING

Tuesday 19 March 2024.

MINUTES TO BE CONFIRMED

Tuesday 19 March 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 Meeting held with the proponent to progress to legal contracts as required by crown for the agreement. The proponent is progressing to have these contracts produced.
ORD2023 11-093	Cost to maintain the eight owned Council reserves THAT Council: <ol style="list-style-type: none"> 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. 	20/06/2023	DIO	Ongoing Council have supported the proposed timeline to provide individual asset management plans for all Council reserves. Data updating is progressing.

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

THAT Council

ORD2023 11-121	1.	appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023;	18/07/2023	CEO	In progress Letters distributed. Vacancy for the committee has been advertised through social media and updated on the Litchfield council website.
	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.			

Freds Pass Reserve Expansion

THAT Council:

ORD2023 11-142	1.	adopt the Freds Pass Reserve land expansion concept to include:	15/08/2023	DIO	Ongoing Inform discussions have not commenced with PAWA in relation to point 2. NTG shared path plan still in development.
	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			Ongoing Engaged consultant to prepare Development Application for consolidation for Point 3.
	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.			

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

Scope has been developed and will be shared with the show committee.

INF06 Private Roads Policy – Extension of Review

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.

ORD 2023
11-242

12/12/2023

DIO

In Progress

Policy updated accordingly.

Guys Creek Road Upgrade – Revised Design

THAT Council:

1. approve the reduction in design requirements noting the risk 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 (excluding GST); and
3. proceed to Tender with the revised design and budget allocation.

ORD 2024
11-012

16/01/2024

DIO

In Progress

Project has been released for public tender. Tender closes Tuesday 5 March 2024.

ORD 2024 11-028	GOV08 Organisational Change Policy – Rescind THAT Council note this report and rescind GOV08 Organisational Change.	20/02/2024	DCC	Complete Policy rescinded and removed from Council’s website.
Policy Review: Draft GOV01 Policy Framework and Draft GOV11 Common Seal				
ORD 2024 11-029	THAT Council: 1. adopt the draft policy GOV01 Policy Framework, as at Attachment A, and 2. adopt the draft policy GOV11 Common Seal, as at Attachment B, and authorises the Chief Executive Officer to make minor amendments.	20/02/2024	DCC	Complete Updated Policy available on Council’s website.
National General Assembly of Local Government 2024				
ORD 2024 11-033	THAT Council: 1. note the upcoming 2024 National General Assembly of Local Government in Canberra from 2 July 2024 to 5 July 2024; 2. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra; and 3. further support other elected members attending and utilising their available professional development allowance.	20/02/2024	CEO	Complete Mayor and CEO registered to attend
Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events				
ORD 2024 11-034	THAT Council: 1. lay this report on the table until the 19 March Ordinary Council Meeting; and 2. review FIN07 Community Grants, Donations and Sponsorship Policy prior to 19 March Ordinary Council Meeting.	20/02/2024	CEO	In Progress Pending outcome of March 2024 Ordinary Council Meeting



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 March 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:	19/03/2024
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 21 February 2024 to 19 March 2024.

Summary

22-23 February 2024	LGANT Rates and Finance Symposium
26 February 2024	Larrakia Development Corporation – Rebrand Reveal Event
29 February 2024	RMAC
29 February 2024	AICD Darwin Directors Briefing AI Leadership
1 March 2024	TOPROC Meeting Coomalie
1 March 2024	Australian Army's 123 rd Birthday
4 March 2024	Meeting with the NT Thai Association – Land Availability
5 March 2024	Strategic Discussion and Briefing Session
11 March 2024	LGANT – Mayor and Presidents Catch Up
18 March 2024	Elected Members Code of Conduct Training
19 March 2024	ABC Radio Head Honcho Program

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 March 2024

12 Reports from Council Appointed Representatives

Meeting

RMAC – 29 February 2024

Representative

Mayor / Cr Sidey

13 Officers Reports

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – February 2024

13.01.02 People, Performance and Governance Report – February 2024

13.01.03 Draft GOV19 Breach of Code of Conduct Policy

13.01.04 Draft GOV02 Meeting Procedures Policy

13.01.05 RMAC Unconfirmed Minutes 29 February 2024

13.01.06 Closure of Local Government Compliance Review 2022

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – February 2024

13.02.02 Draft FIN07 Community Grants Donations and Sponsorships Policy

13.02.03 Draft COM01 Youth Policy

13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – February 2024



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – February 2024
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: Litchfield Council Finance Report – February 2024

Executive Summary

This report presents the Litchfield Council Finance Report for 29 February 2024. Budget 2023/24 figures have been updated with 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 2022/23 audited financial statements and Financial Reserves has been updated with budget review one figures.

The annual rates and waste charges were levied in July 2023, and the last instalment was due on 28 February 2024. 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 29 February 2024.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

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

Financial Implications

Nil.

Risks

Financial

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

Community Engagement

Not applicable.

**LITCHFIELD
COUNCIL**

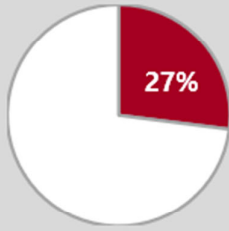


Finance Report

February 2024

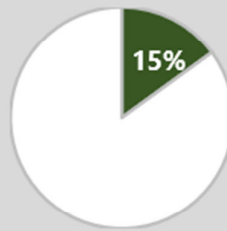
FEB 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 3.61m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.63m Outstanding
Municipal Plan Target – <18%
(Less than 2.9mn)

\$ 18.15m

OPERATIONAL REVENUE

\$21.68m Budget – 84% Target Achieved

\$ 9.28m

OPERATIONAL EXPENSES

\$16.86m Budget – 55% Spent

\$ 8.87m

OPERATING SURPLUS

Budget \$ 4.82m

\$ 0.37m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 3.61m

CAPITAL EXPENSES

\$ 14.68m Budget

\$ (3.24)m

CAPITAL DEFICIT

Budget (\$ 8.74m)

RATIOS

27% Asset Sustainability
Target 30% and more

15% Rates Outstanding
Target less than 18%

83% Own Source Revenue Ratio
Target 60% and more

6.13 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1

Current Cash Investments

\$ 28.83m

0 of 18 Budgeted Capital Programs 2023/24
\$0.29m Spent (4.50%)

0 of 9 Additional Capital Programs 2023/24
\$0.18m Spent (7.32%)

18 of 27 Carry Forward Programs from 2022/23-\$3.14m Spent (70.06%)

\$16.38m Budgeted Cash Reserves June 2024

	Not Achieved
	Achieved
	Achieved
	Achieved
	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 seven-twelfth of annual budget except for Rates, which is represented in full as it is levied in July in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,640,648.34	14,706,885.00	66,236.66	14,706,885.00
Charges	160,789.00	116,666.67	(44,122.33)	175,000.00
Fees and Charges	1,681,660.11	1,289,504.67	(392,155.44)	1,934,257.00
Operating Grants and Subsidies	450,757.00	2,636,256.00	2,185,499.00	3,954,384.00
Interest / Investment Income	1,071,023.00	513,333.33	(557,689.67)	770,000.00
Other Income	149,407.43	93,333.33	(56,074.10)	140,000.00
TOTAL OPERATING INCOME	18,154,284.88	19,355,979.00	1,201,694.12	21,680,526.00
OPERATING EXPENDITURE				
Employee Expenses	4,251,024.25	4,789,459.33	538,435.08	7,184,189.00
Materials and Contracts	4,458,816.89	5,800,579.33	1,341,762.44	8,700,869.00
Elected Member Allowances	162,320.27	227,333.33	65,013.06	341,000.00
Elected Member Expenses	39,573.57	33,174.67	(6,398.90)	49,762.00
Council Committee & LA Allowances	3,356.00	6,666.67	3,310.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	6,236,666.67	6,236,666.67	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	363,296.71	386,223.33	22,926.62	579,335.00
TOTAL OPERATING EXPENDITURE	15,515,054.36	17,480,103.33	1,965,048.98	26,220,155.00
OPERATING SURPLUS / DEFICIT	2,639,230.52	1,875,875.67	(763,354.86)	(4,539,629.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	2,639,230.52	1,875,875.67	(763,354.86)	(4,539,629.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	6,236,666.67	6,236,666.67	-	9,355,000.00
TOTAL NON-CASH ITEMS	6,236,666.67	6,236,666.67	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,612,925.55)	(9,787,228.67)	(6,174,303.12)	(14,680,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,210,247.33)	(3,210,247.33)	(4,815,371.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,612,925.55)	(12,997,476.00)	(9,384,550.45)	(19,496,214.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	3,961,588.67	3,961,588.67	5,942,383.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	303,321.48	-	(303,321.48)	-
Transfers from Reserves	-	5,825,640.00	5,825,640.00	8,738,460.00
TOTAL ADDITIONAL INFLOWS	303,321.48	9,787,228.67	9,483,907.19	14,680,843.00
NET OPERATING POSITION	5,566,293.12	4,902,295.00	(663,998.12)²	-

¹ Numbers in statements may include minor rounding differences.

² 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 ³	-	-
Corporate	44,864.38 ⁴	-	-
Information Services	-	-	-
Finance & Customer Service	12,340,288.24	12,888,107.00	95.75%
Infrastructure & Assets	489,814.97	3,174,678.00	15.43%
Waste Management	3,544,288.11	3,561,428.00	99.52%
Community	136,540.57	125,034.00	109.20% ⁵
Community - Library	304,202.56	308,099.00	98.74% ⁶
Mobile Workforce	-	-	-
Regulatory Services	161,145.75	175,000.00	92.08% ⁷
Thorak Cemetery	1,118,640.30	1,448,180.00	77.24%
TOTAL REVENUE	18,154,284.88	21,680,526.00	83.74%
EXPENSES			
Council Leadership	587,496.12	1,249,071.00	47.03%
Corporate	364,835.65	661,633.00	55.14%
Information Services	367,793.20	700,136.00	52.53%
Finance & Customer Service	1,256,736.35	1,953,380.00	64.34% ⁸
Infrastructure & Assets	1,489,802.80	3,959,748.00	37.62%
Waste Management	1,991,914.24	3,353,811.00	59.39%
Community	1,226,863.93	1,882,873.00	65.16%
Community - Library	300,627.85	353,062.00	85.15% ⁹
Mobile Workforce	653,056.69	1,218,406.00	53.60%
Regulatory Services	378,010.73	473,496.00	79.83% ¹⁰
Thorak Cemetery	661,250.13	1,059,539.00	62.41%
TOTAL EXPENSES	9,278,387.69	16,865,155.00	55.02%
OPERATING RESULT	8,875,897.19	4,815,371.00	184.32%

³ Includes Australia Day Community Grants Program Grant Income.

⁴ Includes Insurance claims received.

⁵ Includes Cash for Can Income.

⁶ Includes TFHC Library Grant and Science Week Grant funds.

⁷ Includes Annual Dog Registration Income.

⁸ Includes Annual Insurance Renewals for 2023/24.

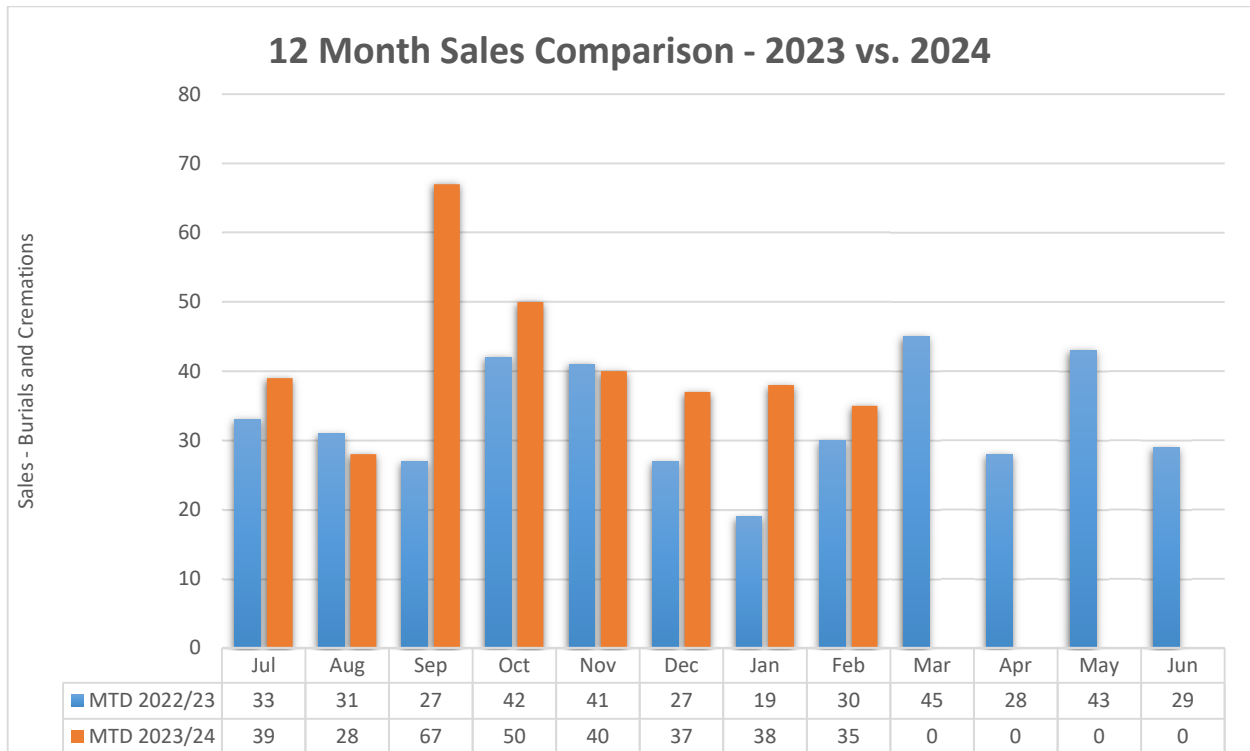
⁹ Includes Program running cost during school holidays.

¹⁰ Due to vet cots increased substantially.

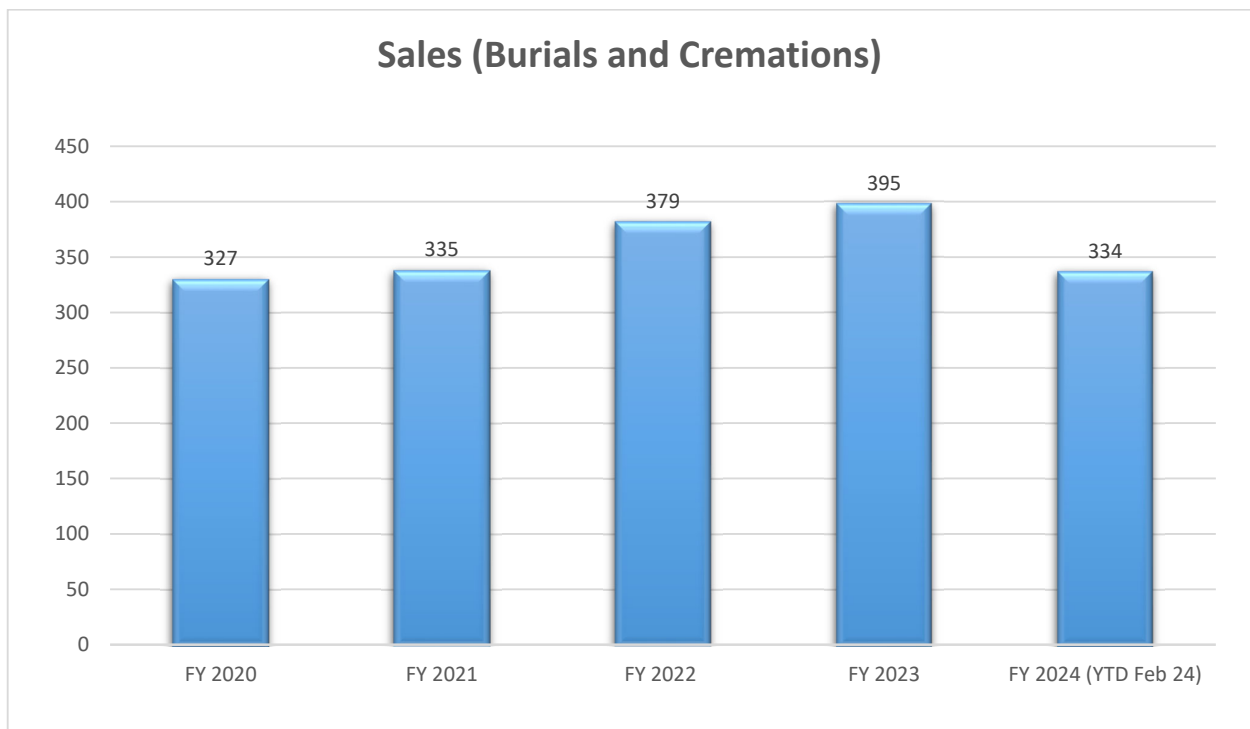
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 334 Interments and cremations, an increase of 84 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 354.



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	40,126.03	439,296.75	399,170.72	658,945.13
Infrastructure (including roads, footpaths, park furniture)	3,342,881.45	8,936,564.82	5,593,683.37	13,404,847.23
Plant and Machinery	-	-	-	-
Fleet	229,918.07	411,367.09	181,449.02	617,050.64
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	3,612,925.55	9,787,228.67	6,174,303.12	14,680,843.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	3,961,588.67	3,961,588.67	5,942,383.00
Transfers from Cash Reserves	-	5,825,640.00	5,825,640.00	8,738,460.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	75,601.93	-	(75,601.93)	-
Other Funding	297,517.84	-	(297,517.84)	-
TOTAL CAPITAL EXPENDITURE				
FUNDING	373,119.77	9,787,228.67	9,414,108.90	14,680,843.00

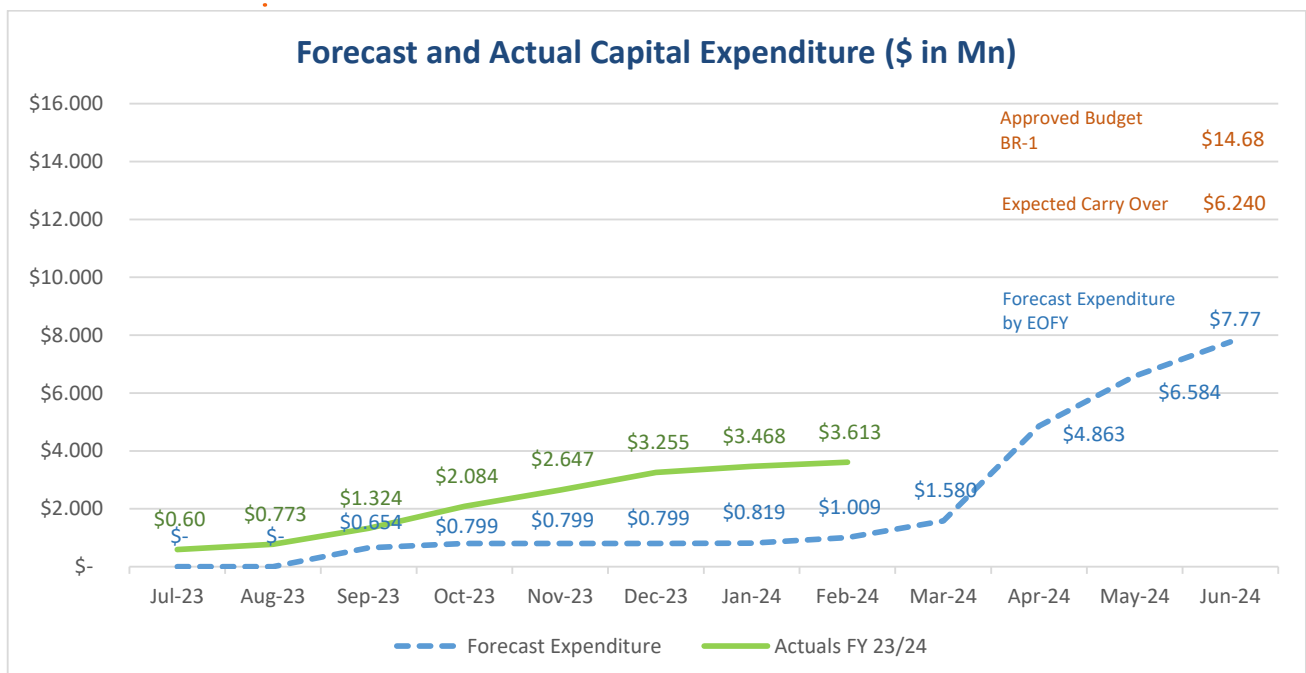


Table 2.2 Monthly Report on Planned Major Capital Works

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	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Tender Closed
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Dec-24	Yes		Project Planning	Design in progress. Based on initial assessment, allocated budget is insufficient.
3	Roads	Pavement Renewals – Heavy patches - various	-	-	-	400,000.00	400,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Works awarded and awaiting works program from contractor
4	Roads	Gravel Surface Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Gullick Road and Hughes Road
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Yes		Project Planning	90% design review completed.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Dec-24	Yes		Project Planning	Survey complete. Flood Modelling commenced. Based on initial assessment, allocated budget is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening- Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	May-24	Yes	Yes	Project Planning	Works awarded and awaiting works program from contractor
		Road Safety Upgrades – Shoulder widening- Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	May-24	Yes	Yes	Project Planning	Works awarded and awaiting works program from contractor
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girraween Road / McMinns Drive	-	-	-	232,361.38	232,361.38	0.00%	Jun-24		Yes	Project Planning	Project out to Tender
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24		Yes	Project Planning	Project out to Tender
9	Roads	Road Safety Upgrades - Schools	-	81,879.36	81,879.36	100,000.00	18,120.64	81.88%	Jun-24	Yes	Yes	Project Delivery	Projects mostly complete. Minor signage and line marking still to occur.

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	On Time	On Budget	Project Stage	Status Update
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Yes	Yes	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		Yes	Project Planning	50% Design review.
12	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Works awarded and awaiting works program from contractor
13	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Scope complete and RFQ developed.
14	Buildings	Bees Creek Office – Parking Shed	-	3,750.00	3,750.00	75,000.00	71,250.00	5.00%	Jun-24	Yes	Yes	Project Planning	Project awarded and demolition works commenced
15	Fleet	Plant/Vehicle replacement	-	204,258.63	204,258.63	340,000.00	135,741.37	60.08%	Dec-24		Yes	Project Delivery	Project delivery is ongoing through the financial year. Expected delays in supply.
16	Buildings	Freds Pass Reserve Asset Renewal	-	-	-	190,000.00	190,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Scope prepared for confirmation
17	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	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	Yes	Yes	Project Planning	Project in initial stages of planning.
			-	289,887.99	289,887.99	6,447,361.38	6,157,473.39	4.50%					

2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded of By Resolution													
	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	On Time	On Budget	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	114,759.76	114,759.76	130,000.00	15,240.24	88.28%	Oct-23	Yes	Yes	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	Yes	Yes	Project Delivery	Refer to Community Report for project status.
		Community Hall Car Parking Upgrade	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Yes	Yes	Project Delivery	RFQ advertised
		Mira Square Community Building & Road Surface improvements	-	5,460.00	5,460.00	50,000.00	44,540.00	10.92%	Jun-24	Yes	Yes	Project Delivery	RFQ advertised
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24	Yes	Yes	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	-	-	-	90,888.97	90,888.97	0.00%	Jun-24	Yes	Yes	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	Yes	Yes	Project Planning	Tender closed
		Shared Path Upgrade - LRCI Phase 4	-	-	-	682,628.00	682,628.00	0.00%	Dec 24	Yes	Yes	Project Planning	Project Design at 75%.
5	Buildings	Wi-Fi & CCTV – Council Building - LRCI	-	-	-	100,000.00	100,000.00	0.00%	Mar-24	Yes	Yes	Project Planning	Project in initial stages of planning.
6	Community	Mira Square BBQ facilities and shade - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
7	Community	Humpty Doo Village Green lighting - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
8	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment. - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
9	Community	Howard Park Recreation Reserve Carpark Upgrade - LRCI	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
			-	181,645.26	181,645.26	2,482,590.97	2,300,945.71	7.32%					

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 %	Schedule d Completi on Date	On Time	On Budget	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	Yes	Yes	Project Delivery	Tender closed.
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%	Jun-24		Yes	Project Delivery	Works on Spencely ongoing and weather dependant. Revised project timeline.
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	28,097.00	62,121.00	84,024.00	50,000	21,903.00	73.93%	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	1,184,690.50	5.22%	TBA	Yes	Yes	Project Planning	Project re-design complete. Tender closed. New Project Timeline Created. New budget approved.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	-	50,309.50	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

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 %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
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		No	Project Delivery	Change in PAWA requirements require additional works. Power works to be reconsidered.
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 Upgrade	131,194.98	101,140.00	232,334.98	300,000.00	168,805.02	67,665.02	77.44%	Apr-24	Yes	Yes	Project Delivery	Resheeting works completed. Drainage protection works to be completed in March/April.
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

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 %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
15	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	563,518.97	183,050.64	183,050.64	67.52%	Jun-24	Yes	Yes	Project Delivery	Awaiting delivery of Tractor. Revised Timeline adopted
		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 – Upgrade from Gravel to Seal	171,082.18	1,729,600.45	1,900,682.63	2,071,858.00	1,900,775.82	171,175.37	91.74%	Apr-24	Yes	Yes	Project Delivery	Initial Contract complete. Reseal works complete. Awaiting line marking
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	26,923.00	-	26,923.00	28,717.17	3,077.00	1,794.17	93.75%	Dec-23			Complete	Complete

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 %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
		upgrade. Lining and expansion.												
22	Communi ty	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%	Comple t e			Complete	Complete
23	Communi ty	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	-	25,659.44	25,659.44	94,000.00	94,000.00	68,340.56	27.30%	Jun-24	Yes	Yes	Project Delivery	Repair works 80% complete. Awaiting delivery of new Bin.
25	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades	121,080.31	(29,103.16)	91,977.15	121,080.31	-	29,103.16	75.96%	Jun-24			Complete	Complete

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 %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
26	Roads (Roads Safety 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	6,850.00	-	-	100.00%	Oct-23			Complete	Complete
		Girraween Primary School	685.00	-	685.00									
		Schools Safety Audits- Howard Springs Primary School	1,541.25	-	1,541.25									
		Schools Safety Audits- Good Shepherd	1,541.25	-	1,541.25									
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	1,541.25	-	1,541.25									
		Road Safety Upgrades -Street Lights, intersections, Challoner Circuit	-	-	-									
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	3,141,392.30	6,107,643.35	8,717,142.16	5,938,566.00	2,609,498.81	70.06%					
Total			2,966,251.05	3,612,925.55	6,579,176.60	17,647,094.51	5,938,566.00	11,067,917.91	37.28%					

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

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 29 FEB 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	28,836,867.89	
Untied Funds	2,677,240.66	
Accounts Receivable ¹¹		
Trade Debtors	103,710.03	(2)
Rates & Charges Debtors	3,175,372.17	
Other Current Assets	632,934.61	
TOTAL CURRENT ASSETS	35,426,125.36	
Non-Current Financial Assets	5,459,386.92	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	432,029,036.75	
TOTAL ASSETS	467,455,162.11	
LIABILITIES		
Accounts Payable ¹²	2,324,612.36	(3)
ATO & Payroll Liabilities	(57,570.12)	(4)
Current Provisions	578,000.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	5,780,096.92	
Non-Current Liabilities		
Non-Current Provisions	346,033.74	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	346,033.74	
TOTAL LIABILITIES	6,126,130.66	
NET ASSETS	461,329,031.45	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	23,207,986.05	
TOTAL EQUITY	461,329,031.45	

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	4,500,000.00	15.61%	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
	6/02/2024	500,000.00	5.02%	28/01/2025	357			24,549.86
Commonwealth (S&P A1+)	30/06/2023	1,000,000.00	5.23%	5/03/2024	249	8,336,867.89	28.91%	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
	23/01/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
Defence Bank (S &P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	4,500,000.00	15.61%	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+)	30/06/2023	1,000,000.00	5.47%	9/04/2024	284	11,500,000.00	39.88%	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
	9/01/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,926.03
	20/02/2024	1,000,000.00	5.10%	11/02/2025	357			49,882.19
TOTAL INVESTMENTS		28,836,867.89				28,836,867.89	100%	1,332,523.20

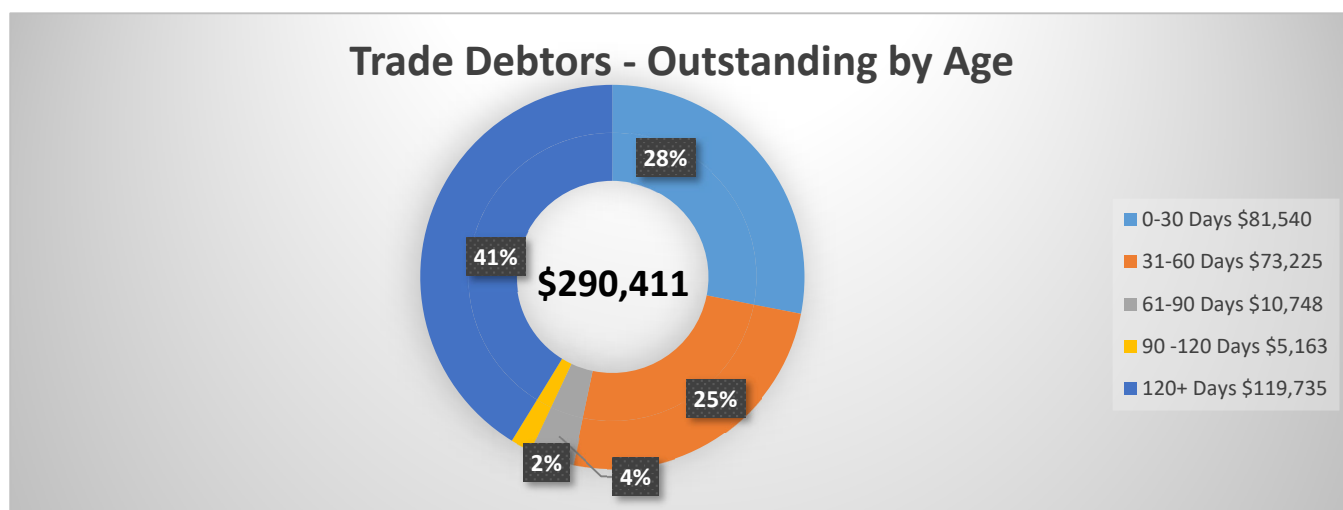
% of Total Investment Portfolio	A1 & A1+ (max 100%)	68.79%	A2 (max 60%)	31.21%	100%
Total Investments/ Tied Funds	\$ 28,836,867.89		Total Year to date Investments Earnings	\$ 887,748.25	
General Bank Funds	\$ 2,675,965.66				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 2,677,240.66				
Total all funds	\$ 31,514,108.55				

Note 2: Statement of Trade Debtors

Total Debtors as of 29 February 2024 is \$ 290,410.54; \$119,735 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 fifty-seven (257) infringements outstanding with a total balance of \$63,434.46 decrease of \$1,548 from January. Four (4) are newly issued, three (3) reminder notice produced, two hundred and forty-seven (247) are with the Fines Recovery Unit (FRU) and three (3) 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	-	-	-	-	50,954.37	50,954.37
Cemetery	2,508.20	62,394.70	10,241.00	3.00	13,615.90	88,762.80
Waste	2,792.53	91.86	-	-	-	2,884.39
Recreation Reserves	-	(709.37)	291.60	-	(138.07)	(555.84)
Planning	-	10,802.94	-	-	-	10,802.94
GST Receivable	74,127.42	-	-	-	-	74,127.42
Infringements	2,112.00	645.00	215.00	5,160.00	55,302.46	63,434.46
Total	81,540.15	73,225.13	10,747.60	5,163.00	119,734.66	290,410.54



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	112,004.74	-	-	-	-	112,004.74
Cemetery	371.51	-	-	-	-	371.51
Total	112,376.25	-	-	-	-	112,376.25

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	17,694.89	-	-	-	-	17,694.89
Payroll- Superannuation	-	-	-	-	-	-
Total	17,694.89	-	-	-	-	17,694.89

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

Outstanding Rates

Prior Years Rates Outstanding¹³

The below table illustrates the split of prior year outstanding rates, currently at \$1.77 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 (January 2024) (\$)	Current Month (February 2024) (\$)
COMMERCIAL	54,188.57	37,625.89	37,897.84
GAS PLANT	53.19	-	-
MINING	150,206.57	155,460.99	157,154.62
HORTICULTURE AGRICULTURE	97,114.26	91,893.37	92,157.64
NON-RATEABLE GENERAL	18,663.65	19,464.65	19,573.71
NON-RATEABLE WASTE	38,409.98	39,144.71	39,375.08
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,328,331.36	1,288,419.52
URBAN RESIDENTIAL	222,758.42	134,045.65	135,422.44
TOTAL	2,440,333.63	1,805,966.62	1,770,000.85
Arrears LESS Legal	2,278,848.35	1,679,702.53	1,646,185.27

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



¹³ Includes prior years outstanding rates (FY 2023 and prior)

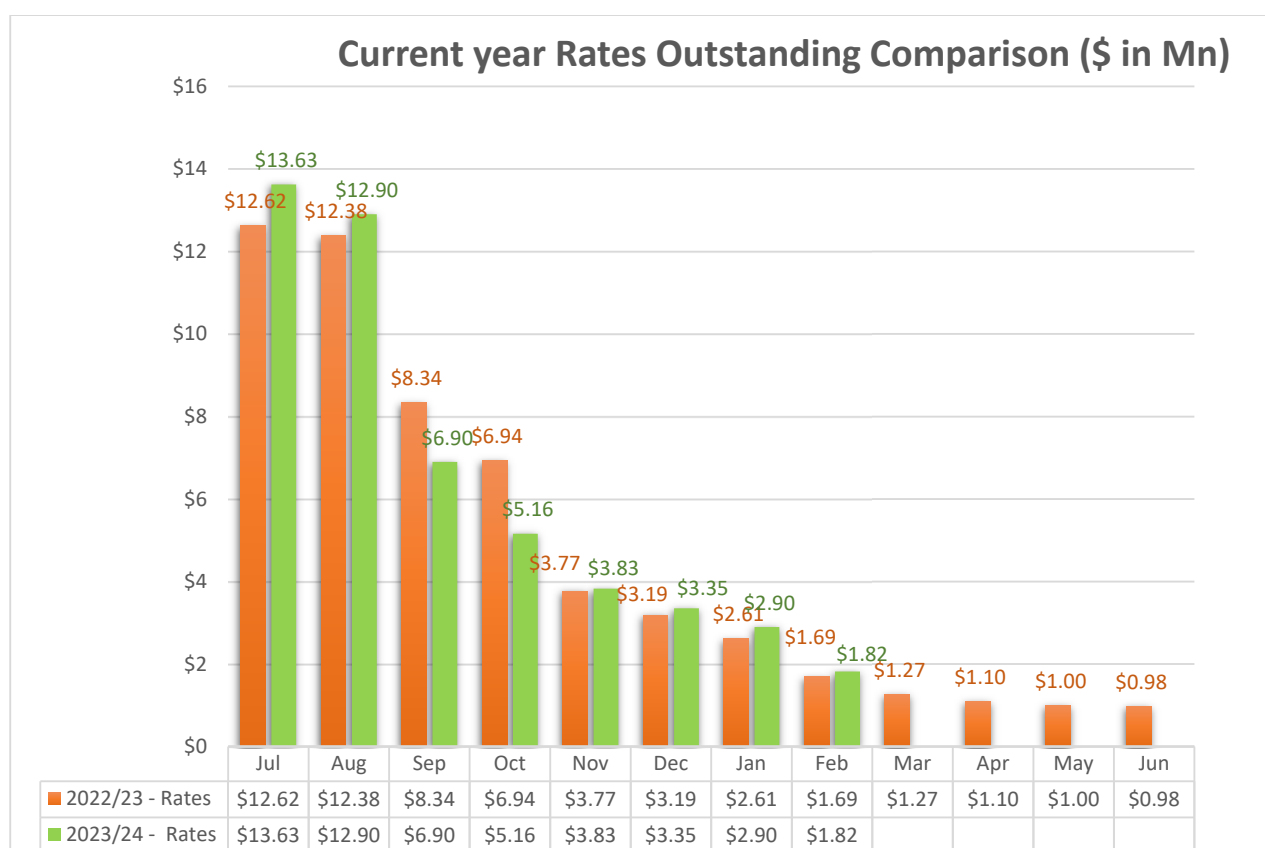
Current Year Rates¹⁴

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

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

	Previous Month (January 2024) (\$)	Current Month (February 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	386,783.23	338,023.60	48,759.63	30-Sep-23
Instalment 2	609,527.16	518,484.08	91,043.08	30-Nov-23
Instalment 3	1,910,795.82	964,821.36	945,974.46	28-Feb-24
TOTAL	2,907,106.21	1,821,329.04	1,085,777.17	

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



¹⁴ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1505.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit - Maturity Date 28 Jan 2025	500,000.00
1508.1809-01	RGM MAINTENANCE DARWIN	FUSO 918 STD Crew Cab Truck with Accessories	142,277.47
1512.280-01	CITY OF DARWIN	Jan 2024 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	130,644.00
1507.874-01	VTG WASTE & RECYCLING	Jan 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	57,643.41
1512.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 17 (2023/2024) - Cycle 1 WE 18 Feb 2024	50,630.00
1507.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 16 (2023/2024) - Cycle 1 WE 04 Feb 2024	49,938.00
1508.2817-01	TTC SERVICES	LRR Lightning Strike Repairs to all Electrics on Site	42,320.24
1507.1000-01	LAVERCOMBE GRADER SERVICES	Maintenance Grade - Various Roads, Litchfield Council Municipality	33,189.04
1511.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 17 - Cyc 1 WE 18 Feb 2024	27,370.92
1507.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 16 - Cyc 1 WE 04 Feb 2024	27,056.38
1503.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	26,678.57
1511.926-01	JACANA ENERGY	Oct - Dec 2023 -Streetlighting Charges & Other premises Electricity Charges	17,709.37
1508.849-01	WEX AUSTRALIA (PUMA CARD)	Jan 2024 - Litchfield Council/ Thorak Fuel Accounts	15,484.25
1512.1564-01	FOURIER TECHNOLOGIES PTY LTD	Authority License, Support & iPhone - Outright Purchase, and monthly Support	15,324.65
1512.409-01	F & J BITUMEN SERVICES PTY LTD	2 Seal Application - Stone, Various Roads Litchfield Council Municipality	14,910.03
1507.1852-01	LG SOLUTIONS PTY LTD	Financial Reporting Templates - YE 2023/2024	13,695.00
1507.260-01	EARL JAMES & ASSOCIATES	Thorngate Road Engineering Survey	12,650.00
1511.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Roads, Litchfield Council Municipality	12,426.62
1507.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jan 2024 - Waste Contractor Rural Residents	12,222.61
1507.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Repairs - Various Roads, Litchfield Council Municipality	12,092.29
1512.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations - Litchfield Council Municipality	10,689.80
1511.1253-01	CRAIG BURGDORF	HDWTS: Replace Travel Bin Rail Rollers	9,859.78
1512.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Clean / Clear Drains / Culvers - Various Locations - Litchfield Council Municipality	9,075.00
1507.1068-01	MR D S BARDEN	January 2024 - Elected Members Allowance	8,893.44
1503.2814-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	7,500.00

Cheque No.	Payee	Description	Amount (\$)
1512.1383-01	GHD PTY LTD	Consultancy Services	7,283.10
1507.14-01	AUSTRALIA POST	Postage - Rates Notice Reminders and 3rd Instalment Letters	6,270.44
1512.85-01	TELSTRA	Feb 2024 - Thorak & Litchfield Council Internet ,Data and Mobile Phones	6,137.88
1503.85-01	TELSTRA	Jan 2024 - Thorak & Litchfield Council Internet ,Data and Mobile Phones	6,119.49
1508.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	6,012.18
1507.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Repair/Replace Compactor Winch	6,004.62
1503.202348-01	D OMEGA CIVIL CONSTRUCTIONS	Installation of New Culverts, with Traffic Management - Various Roads, Litchfield Council Municipality	5,830.00
1508.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	5,670.09
1511.401-01	LOCAL GOVERNMENT MANAGERS AUSTRALIA	LG Management Challenge 2023/2024 - Entrance Fee	5,350.00
1509.2810-01	ALLKRAFT PTY LTD (DAISYBOX)	Cardboard Caskets with Hessian Handles & Accessories	5,190.90
1507.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations Litchfield Council Municipality	5,148.00
1503.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Storm Clean Up Works - Various Locations Litchfield Council Municipality	5,060.00
1503.1277-01	LANDCARE NT INC	Community Grant - Biodiversity Science	4,999.50
1512.708-01	PARADISE LANDSCAPING	Tree Removal FPRR	4,620.00
1506.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Jan 2024 - Grave Preparation Thorak Cemetery	4,224.00
1508.2821-01	GTC CONSTRUCTIONS & NT CUSTOM SHEDS	RFQ23-416 - Shed and Undercover Parking Deposit	4,125.00
1511.708-01	PARADISE LANDSCAPING	Tree Removal FPRR as requested	3,960.00
1512.2769-01	JPC CONTRACTING PTY LTD	Clearing / Blocked Culvert Floodway's - Various Locations Litchfield Council Municipality	3,630.00
1508.2822-01	THORAK CEMETERY CUSTOMER	Refund of Cremation Costs	3,564.90
1507.2818-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	3,500.00
1507.2249-01	MS R A WRIGHT	January 2024 - Elected Members Allowance	3,418.58
1508.28-01	RURAL FIRE PROTECTION	Supply and Install Smoke Detectors Litchfield Council Office	3,389.10
1503.390-01	HUMPTY DOO BOWLS CLUB INC	Community Grant - Upgrade to Club Facilities	3,264.03
1507.757-01	WILLOUGHBY & ASSOCIATES PTY LTD	Breach of Code of Conduct Investigation	3,226.30
1512.78-01	POWER & WATER CORPORATION	Jan 2024 - Water Charges Litchfield Council Office, HPRR & HSWTS & HDWTS	3,175.50
1508.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	HDVG- Zip Boiler Replacement	3,046.42
1508.1141-01	NORTHERN GROUND MAINTENANCE	Jan 2024 - Mowing Service HDVG, HPRR and KLRR	2,948.00

Cheque No.	Payee	Description	Amount (\$)
1507.2582-01	CODA MOBILE COFFEE	Australia Day 2024 Event - Coffee vendor	2,921.00
1507.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 04 February 2024	2,913.92
1511.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 18 February 2024	2,913.92
1507.389-01	LITCHFIELD VET HOSPITAL	Vet Services for Impounded Dogs	2,900.00
1504.2023-01	KYAM ELECTRICAL PTY LTD	Storm Surge Damage to Bore Control Circuit Board	2,864.40
1512.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Feb 2024 - Cleaning LC Office and Thorak Cemetery	2,810.16
1503.1215-01	RENT EVENT (NT Entertainment Solutions)	TiS Events- Stage & Equipment Hire Australia	2,643.20
1507.1023-01	AUSLINE ENGINEERING	Repair Headframe on Slasher and Skids for MWF Tractors	2,607.00
1508.820-01	CBC AUSTRALIA PTY LTD	Grease - all Machines & Bearings for MWF Tractors	2,577.90
1512.862-01	KOKODA INDUSTRIES (HPA INCORPORATED)	Outdoor Table for Litchfield Council Rear Patio	2,500.00
1511.268-01	BYRNE CONSULTANTS	RFQ22-333 Southport Road Upgrades Design	2,497.51
1511.2750-01	TMH SERVICES	Drain Clean/Clearing - Various Locations - Litchfield Council Municipality	2,453.00
1507.1674-01	FRESH START - FOR CLEANING	Cleaning Services - MWF Shed, Waste Stations and Recreation Reserve Halls/Rooms	2,430.00
1503.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	Stone Pitching - Cherry Street	2,400.00
1508.90-01	INDUSTRIAL POWER SWEEPING	Street Sweeping and Footpath Sweeping - Challoner Circuit (02nd & 05th Feb 2024)	2,387.00
1512.2270-01	TYRECYCLE PTY LTD	FEB 2024 - HDWTS - Tyre Collection for Recycling	2,356.87
1507.2252-01	MRS E SHARP	January 2024 - Elected Members Allowance	2,263.39
1507.2089-01	ELGAS LTD	Gas Supply and Delivery to Thorak WE 20 Feb 2024	2,241.29
1511.1674-01	FRESH START - FOR CLEANING	Cleaning Services - MWF Shed, Waste Stations and Recreation Reserve Halls/Rooms	2,175.00
1506.2049-01	AJ SECURITY DARWIN	Jan 2024 - Security Open and Lock Up HDVG & HPRR	2,174.08
1504.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B20231030A - Thorak Customer Purchases	2,142.80
1507.2239-01	MR M SIDEY	January 2024 - Elected Members Allowance	2,063.39
1511.1152-01	LANE COMMUNICATIONS	3rd Instalment Rate Notices	1,983.12
1507.1288-01	ABBOTT CLEANING SERVICE	Cleaning of Carpets and Floors Litchfield Council Office	1,980.00
1503.2800-01	ARBORWORK TREE SERVICES PTY LTD	Tree Removal - Various Locations Litchfield Council Municipality	1,980.00
1503.926-01	JACANA ENERGY	Dec 2023 – Jan 2024 - JACANA - HDVG, HPRR, KLRR	1,911.03
1507.2238-01	MR K R HARLAN	January 2024 - Elected Members Allowance	1,863.39

Cheque No.	Payee	Description	Amount (\$)
1507.2253-01	MR A MACKAY	January 2024 - Elected Members Allowance	1,863.39
1507.498-01	MR M I G SALTER	January 2024 - Elected Members Allowance	1,863.39
1511.1000-01	LAVERCOMBE GRADER SERVICES	RFT23-365 - Traffic Management Control for Road Works - Various Locations Litchfield Council Municipality	1,800.00
1512.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	1,620.40
1503.1253-01	CRAIG BURGDORF	HDWTS: Inspect/Replace Roller on Compact	1,597.47
1508.2089-01	ELGAS LTD	Gas Supply and Delivery to Thorak WE 31 Jan 2024	1,581.01
1511.2089-01	ELGAS LTD	Gas Supply and Delivery to Thorak WE 07 Feb 2024	1,576.38
1512.1253-01	CRAIG BURGDORF	HDWTS: Inspect/Repair Loader AC	1,475.07
1503.2564-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement - Internet - To 10 Jan 2024	1,439.00
1507.1253-01	CRAIG BURGDORF	HDWTS - Komatsu Inspect Overheating & Locking Issues	1,410.75
1508.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA)	Maintenance of Litchfield Council Office Airconditioning	1,391.50
1507.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Response Call Outs and Patrols - Jan 2024	1,370.70
1512.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temporary Staff Placement Litchfield Council	1,250.85
1512.506-01	TURBO'S TYRES	Replacement Tyres with Wheel Alignment	1,243.00
1508.55-01	CHUBB FIRE & SECURITY PTY LTD	2024 - Monitoring Dialler & Preventative Maintenance	1,166.68
1503.2089-01	ELGAS LTD	Gas Supply and Delivery to Thorak WE 17 Jan 2024	1,159.59
1507.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Wheel Studs and Nuts	1,151.83
1504.1133-01	NT WATER FILTERS	Under sink Filter and Chiller include Installation	1,130.00
1511.1471-01	RICOH AUSTRALIA PTY LTD	Jan 2024 - Photocopier & Consumables for all Litchfield Council Sites	1,105.30
1503.2706-01	JNE BORES & PUMPS	Remove Existing Bore and Obtain Flow Rate	1,100.00
1508.512-01	SELTHER SHAW PLUMBING PTY LTD	Investigate / Repair Leak near Front of Council Building	1,029.69
1511.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Control Services - HDWTS, HSWTS, BSWTS and Litchfield Council Office	1,028.51
1511.2382-01	FVS FIRE PTY LTD	Water & Dry Chemical Extinguishers - Replacement	988.35
1507.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Australia Day 2024 Event - Petting Zoo	962.50
1507.1152-01	LANE COMMUNICATIONS	2nd Quarter Overdue Reminder Notices 2023/2024 Rates	959.31
1503.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 08 Jan 2024	950.62
1508.187-01	NORSIGN	Bipod Legs for Water Over Road Signs	941.88

Cheque No.	Payee	Description	Amount (\$)
1507.1875-01	SURFACING AND PLAYGROUNDS	Replacement Toddler/Infant Seat for Playground HDVG	938.80
1512.2691-01	COMMERCIAL DOORS & HARDWARE NT	HDVG - Fibrecraft Storage Door Replacement	922.08
1507.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 13 Jan 2024	919.92
1503.2454-01	GIGGLING GECKOS JUMPING CASTLE HIRE	Australia Day 2024 Event - Hire of Crunch Bouncing Castle	913.00
BP-287	DEPARTMENT OF INFRASTRUCTURE, PLANNING & LOGISTICS	Cadastre, Topography & Orthimagery - Brougham Road	899.02
1507.577-01	ARJAYS SALE & SERVICE PTY LTD	Schedules for Speed Check Signs HS and HD	897.60
1512.1231-01	CROWN EQUIPMENT PTY LTD	HDTWS - Service Forklift CC91VA	897.41
1512.2089-01	ELGAS LTD	Feb 2024 - Gas Supply / Delivery - Thorak Cemetery	895.28
1513.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B240109B - Thorak Cemetery Customer Purchase	883.74
1507.828-01	HOWARD SPRINGS VETERINARY CLINIC	Vet Services for Impounded Puppies	880.00
1504.2464-01	CAPS AUSTRALIA PTY LTD	Generator Hire for Thorak Cemetery	869.00
1508.2795-01	MALA-NGOOR ENTERPRISES PTY LTD	Remove and Replace Signs - Various Locations Litchfield Council Municipality	857.01
1508.132-01	AIRPOWER NT PTY LTD	Replacement Shaft, Ball, Spring and Clips	834.81
1511.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	HDWTS - Degas Aircons and Fridges WE 10 Feb 2024	825.00
1508.2270-01	TYRECYCLE PTY LTD	HDWTS - Tyre Collection WE 19 Jan 2024	803.80
1507.2049-01	AJ SECURITY DARWIN	Jan 2024 - HPRR x 2 Day Security Checks	792.48
1508.1181-01	ODD JOB BOB	Put up Signs at Howard Park Skate Park & KLRR kitchen Roller - Door Vermin Cover	786.50
1512.1566-01	WINC AUSTRALIA PTY LTD	Stationary / Wastepaper Products Replenishment - Litchfield Council Office	775.65
1508.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	775.00
1511.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Feb 2024 - Catering - Bi-Monthly Staff Meetings	770.00
1512.508-01	EASA	EAP Counselling Sessions from 1-15 February 2024	733.12
1507.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	HDWTS - Degas Aircons and Fridges WE 21 Feb 2024	726.00
1507.1222-01	LARRAKIA NATION ABORIGINAL CORPORATION	Australia Day 2024 Event - Welcome to Country Ceremony	715.00
1507.397-01	INSTITUTE OF PUBLIC WORKS ENGINEERING QLD	Spray Seal Construction and Failure Review Course	715.00
1510.132-01	AIRPOWER NT PTY LTD	Brake Repairs Kubota	684.25
1510.926-01	JACANA ENERGY	Jan 2024 - Electricity Thorak Cemetery	680.28
1507.1038-01	IWEIGH SOLUTIONS PTY LTD	Installation of Application to Replacement Laptop	660.00

Cheque No.	Payee	Description	Amount (\$)
1507.453-01	PRECISION ENGRAVING	Australia Day 2024 Event - Precision Engraving- 3 x Trophies	660.00
1512.2590-01	IRONBARK SERVICES NT	June 2023 - Cleaning Services - KLRR	624.80
1503.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jan 2024 - Litchfield Council Archive Storage	613.75
1507.2164-01	SCOUT TALENT PTY LTD	Jan 2024 - E-Learning Monthly Subscription	582.12
1508.1851-01	DIVERSIFIED (AUST) PTY LTD	Council Chambers Projector Service	577.50
1510.1695-01	MICHAEL RILEY - FULL MOBILE MECHANIC	Service - Iseki Mower - Thorak Cemetery	572.42
1508.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Gate - Gregg Park Jakira Estate	572.00
1508.1564-01	FOURIER TECHNOLOGIES PTY LTD	HP USB Dock - Combo Audio Jacks	570.22
1508.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - New Ranger Uniform and Boots	565.00
1511.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Oct - Dec 2023 - Admin Enforcement Fees	550.00
1512.1088-01	TALENT PROPELLER	Recruitment- Casual Plant Operator (MWF)	543.31
1508.1253-01	CRAIG BURGDORF	Repairs to Compacting Machine HDWTS	524.15
1513.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	520.00
1507.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Stationary with Logo's for Litchfield Council Office	510.05
1512.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Feb 2024 - Litchfield Council Archive Storage	504.67
1507.2799-01	BUSH CHOOK DESIGNS	Jan 2024- Christmas School Holiday Program	500.00
1507.2812-01	MOLLY UPSTILL MC	Australia Day 2024 Event- Master of Ceremonies	500.00
00413316	LITCHFIELD COUNCIL PETTY CASH	Dec 2023 - 29 Feb 2024 - Petty Cash Reimbursement of Float	486.80
1507.2063-01	QUALITY INDOOR PLANTS HIRE	Jan 2024 - Plant Hire & Maintenance Taminmin Library and Council	477.20
1503.1881-01	DARWIN MAZDA	Vehicle Service	471.65
1509.220-01	THE BIG MOWER	Brush Cutter Repairs	454.70
1507.1211-01	MR G S MAYO	Jan - Feb 2024 - Weekend Pound Maintenance	450.00
1507.2045-01	SAYSHA HAM ENTERTAINMENT	Australia Day 2024 Event- Vocal Performance	450.00
1508.506-01	TURBO'S TYRES	30000 km Vehicle Service	448.47
1511.78-01	POWER & WATER CORPORATION	Oct 2023 - Jan 2024 - Power & Water - KLRR	446.14
1507.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Australia Day 2024 Event - Supply First Aid Services	425.00
1504.540-01	HOSEPOWER (NT) PTY LTD	Steel Tube Flare Damage - Cremation Trolley	411.71

Cheque No.	Payee	Description	Amount (\$)
1512.540-01	HOSEPOWER (NT) PTY LTD	Replacement Fuel Meter for Mower Fuel Pod	408.10
1503.2813-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	403.74
1508.158-01	NT ELECTRICAL GROUP	Electrical & CoC 11 Gregg Rd / Gregg Park	403.19
1503.1278-01	SEEK LIMITED	Advertisement - Senior Ranger Position	401.50
1507.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Jan 2024 - Garden Maintenance HD Community Garden	400.00
1506.158-01	NT ELECTRICAL GROUP	Cremator Motor Replacement	396.00
1508.2529-01	TOTAL SAFETY SOLUTIONS	Carbon Dust Masks with P2 Valves	383.20
1503.2584-01	PRECIOUS S2 PHOTOGRAPHY	Photography - Australia Day Event	375.00
1513.134-01	FIGLEAF POOL PRODUCTS	Feb 2024 - Water Testing Thorak Cemetery	372.00
1512.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	357.29
1503.1674-01	FRESH START - FOR CLEANING	Cleaning Services - MWF & HDWTS WE 15 Jan 2024	315.00
1507.2379-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - NT BMX Tittles	300.00
1507.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	298.64
1503.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	291.83
1508.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Jul - Sep 2023 - Administration Enforcement Fees	286.00
1506.874-01	VTG WASTE & RECYCLING	Jan 2024 - Empty of Bins at Thorak Cemetery	275.00
1508.2295-01	COLEMANS PRINTING	DL Face Envelopes	270.56
1508.2078-01	HUMPTY DOO NEWSAGENCY	Oct - Dec 2023 Daily Newspapers for Taminmin Library Patrons	265.32
1508.2819-01	POWER CLEAN NT	HPRR Graffiti Removal	264.00
1510.220-01	THE BIG MOWER	Brush Cutter Repairs	262.30
1503.1173-01	HUGHES NURSERY	Australian Citizenship Ceremony - Plants	255.00
1512.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Wear for Outdoor Work Employees	255.00
1507.508-01	EASA	EAP Counselling Sessions from 16 - 31 January 2024	252.01
1507.619-01	HOWARD SPRINGS BAKERY	Australia Day 2024 Event - Bakery items	245.00
1503.515-01	JC ELECTRONIC SECURITY PTY LTD	Inspect and Repair Security Cameras at HD & HS Waste Stations	242.00
1507.1350-01	ELMFERN PTY LTD	Australia Day 2024 Event - Hay Bales for Event	240.00
1507.2378-01	PACK & SEND DARWIN	Jan 2024 - Courier Service Taminmin Library	240.00

Cheque No.	Payee	Description	Amount (\$)
1511.512-01	SELTHER SHAW PLUMBING PTY LTD	HSWTS: Repair Underground Water Leak	239.82
1512.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD	Diagnose and Repair PTO on Tractor on Site HDWTS	239.80
1512.205-01	SAFEGWAY TEST & TAG (DAVID MILNER)	Test & Tag Electrical Items in MWF Shed	233.20
1512.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Fitting for New Crew Truck Fuel Pod Hose	225.85
1508.940-01	ABG PTY LTD	Registration Checks - MWF Vehicles	220.00
1512.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	203.14
1512.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation 12 Month WIFI Dongle Subscription	187.00
1507.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply WE 31 Jan 2024	186.50
1512.855-01	TENDERLINK	RFT23-414 - Reseal Various Roads - Various Locations Litchfield Council Municipality	184.80
BP-286	ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA	License Renewal	182.00
1507.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Feb 2024 - ASSA Monthly Membership	165.00
1513.559-01	BLACKWOODS	PPE - Heavy Duty Riggers Gloves	163.15
1512.1181-01	ODD JOB BOB	Removal of Fixed Floor Seating Litchfield Council Rear Veranda	162.25
1507.25-01	LAND TITLES OFFICE	Jan 2024 - Rates and Planning Land Title Searches	130.00
1508.2809-01	YOGASEA	January School Holiday Program - Yoga	120.00
1511.187-01	NORSIGN	Replacement Signage for Taminmin High to Taminmin College	111.14
1503.2816-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Hire Bond after Hire Return	110.00
1508.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	110.00
1503.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Element Filters	103.58
1503.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	100.00
1511.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Voucher	100.00
1511.25-01	LAND TITLES OFFICE	2023/2024 - ILIS searches Rates	92.00
1503.2696-01	VOEUK CONVEYANCING	Refund of Duplicate Rate Search	88.00
1508.2375-01	NTIT (NT-IT PTY LTD)	Call out to Correct Litchfield Council Phones and Message Bank	79.75
1509.851-01	OFFICEWORKS	Stationary Replenishment - Thorak Cemetery	79.33
1507.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Dry Cleaning	69.15
1511.2793-01	LITCHFIELD COUNCIL RESERVE USER	Refund Overpaid Venue Hire Charge HPRR	66.00

Cheque No.	Payee	Description	Amount (\$)
1504.85-01	TELSTRA	Jan 2024 - Telstra Line Rental Thorak Cemetery	64.22
1511.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	62.74
1507.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 24 Jan 2024	61.77
1503.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 19 Jan 2024	61.77
1508.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 02 Feb 2024	61.77
1511.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 09 Feb 2024	61.77
1512.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 16 Feb 2024	61.77
1508.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Check x- New Litchfield Council Employees	60.50
1508.926-01	JACANA ENERGY	15 - 31 Dec 2023 - Electricity Gregg Park Estate	59.44
1512.2666-01	LITCHFIELD COUNCIL RESERVE USER	Refund of Fob Bond after Venue Hire	58.00
1513.85-01	TELSTRA	Feb 2024 - Telstra Line Rental Thorak Cemetery	37.63
1506.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Chapel and Office	37.50
1508.2820-01	KLRR COMMITTEE MEMBER	Reimbursement for Purchase of Replacement Flags at KLRR	35.00
1507.671-01	BURSON AUTOMOTIVE PTY LTD	Coolant for Mowers	32.18
1507.78-01	POWER & WATER CORPORATION	Dec 2023 - Jan 2024 - HDWTS Standpipe Water Accounts	23.95
1503.1013-01	BTC PARTS & ACCESSORIES PTY LTD	Replacement Wheel Nuts for Slasher Jockey Wheel	12.00
TOTAL			1,534,822.00

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

Cardholder Name: Stephen Hoyne

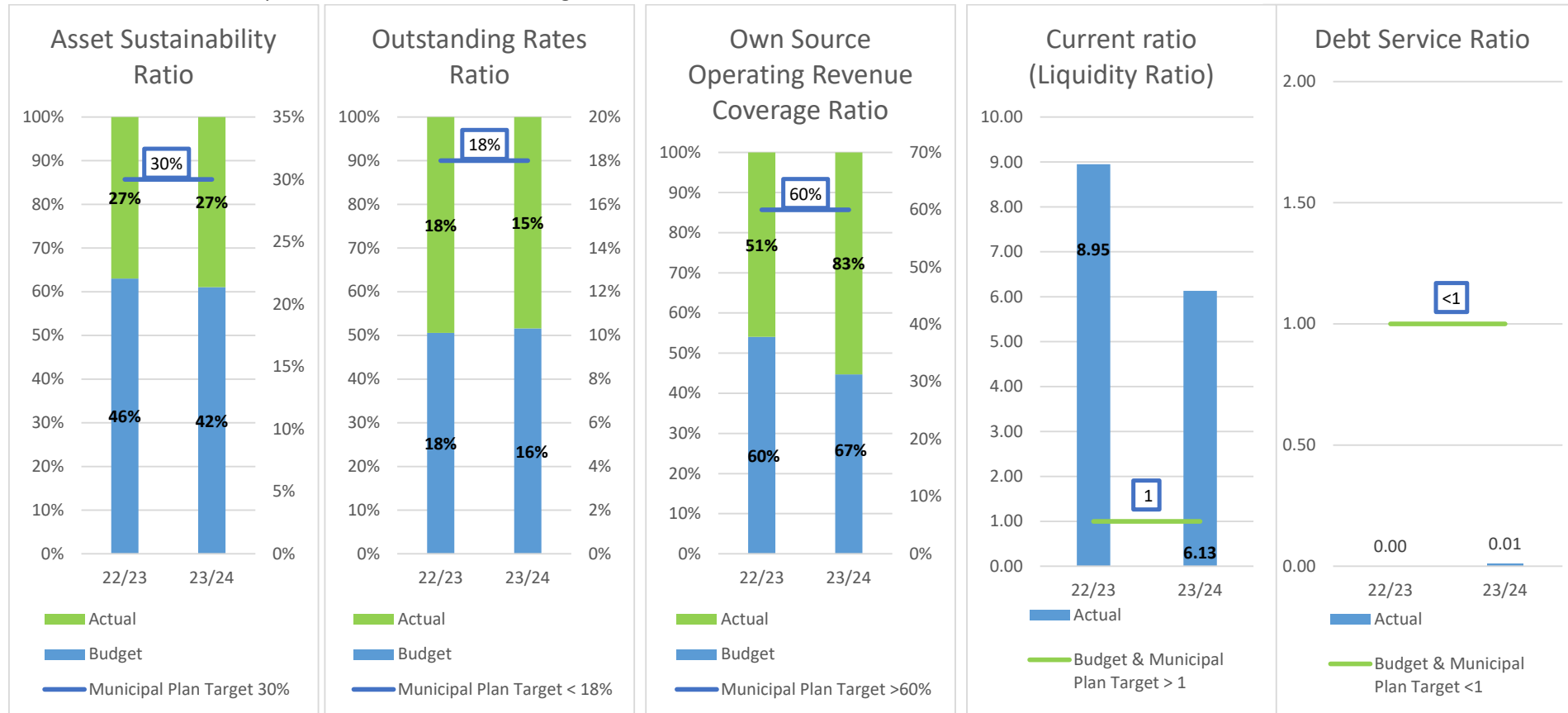
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
05/02/2024	60.00	Company Director	Company Director Short Course - CEO
12/02/2024	10.00	Pay Stay	Parking City of Darwin - CEO Litchfield Council Business
22/02/2024	10.00	Pay Stay	Parking City of Darwin - Finance Symposium
22/02/2024	70.00	Company Director	Company Director Short Course - Mayor
22/02/2024	6.00	Westpac	Credit Card Monthly Fee
Total	156.00		

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
12/02/2024	180.50	LGANT	Finance Symposium - 22 & 23 Feb 24 - Mayor
Total	180.50		

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.

KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of February is 27% is below from 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	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 15% achieve the Municipal Plan target of 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
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 Own Source Operating Revenue Coverage ratio of 83% 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 6.13 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: 29.02.2024

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

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

CEO Signed:



Date Signed: 13 March 2024



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – February 2024
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: People, Performance and Governance Report – February 2024

Executive Summary

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

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

Recommendation

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

Background

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

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

Service Delivery

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

Community Engagement

Not Applicable.

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

PEOPLE AND PERFORMANCE MONTHLY REPORT

February 2024

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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Casual Plant Operator	MWF	26 February	Casual
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Casual Plant Operator	MWF	26 February	Casual
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Employment Separation

Position	Department	End date	Permanent/Temporary
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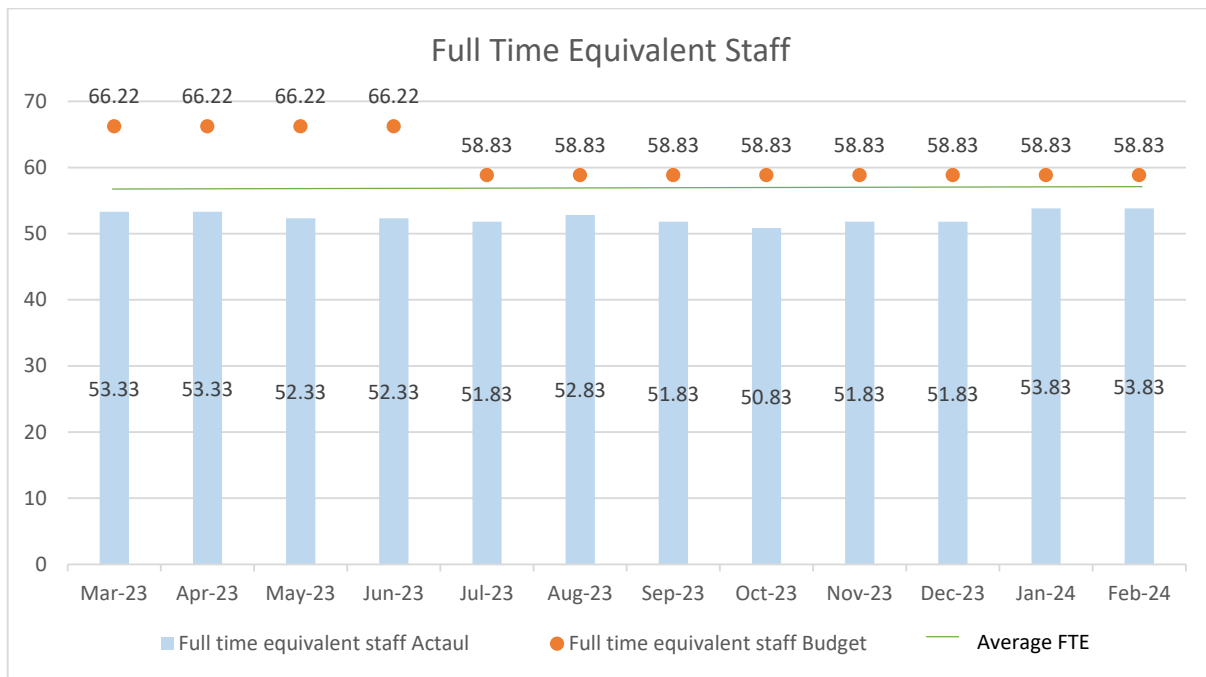
Casual Plant Operator	MWF	16 February	Casual
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Casual Plant Operator	MWF	23 February	Casual
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	Approved	Actual	Difference
Full Time Equivalent	45.00	40.00	-5
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	53.83	-5.00

Recruitment Overview:

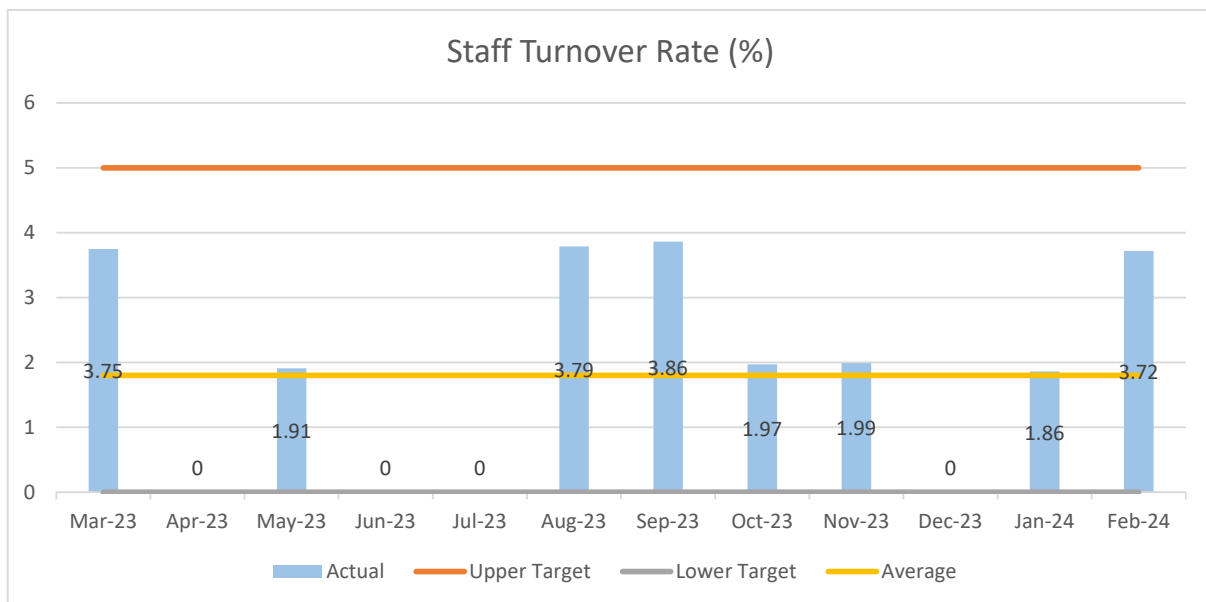
Role	In Progress	Completed
Senior Ranger		✓
MWF Program Leader	✓	
Plant Operator MWF (Casual)		✓



Turnover Rate:

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

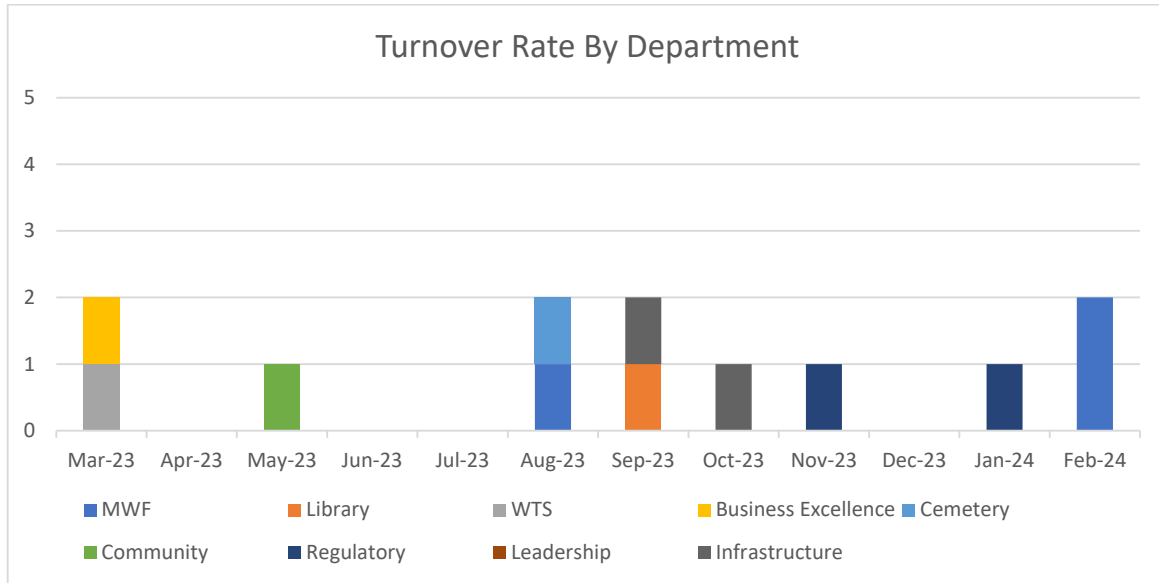
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Average
3.75%	0%	1.91%	0%	0%	3.79%	3.86 %	1.97%	1.99%	0%	1.86%	3.72%	1.90%
2	0	1	0	0	2	2	1	1	0	1	2	1.00

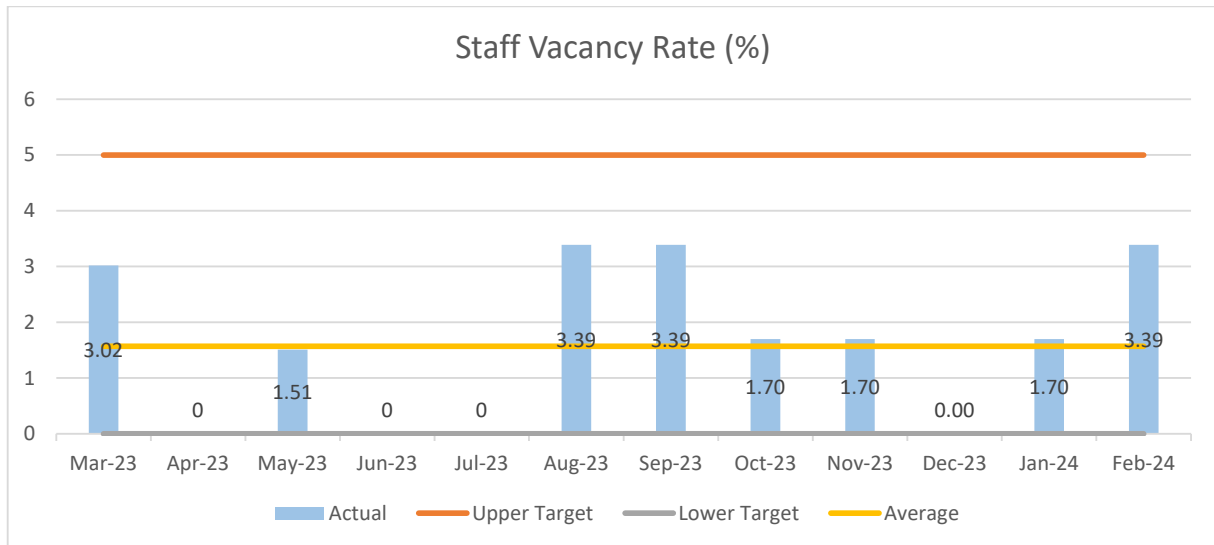
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

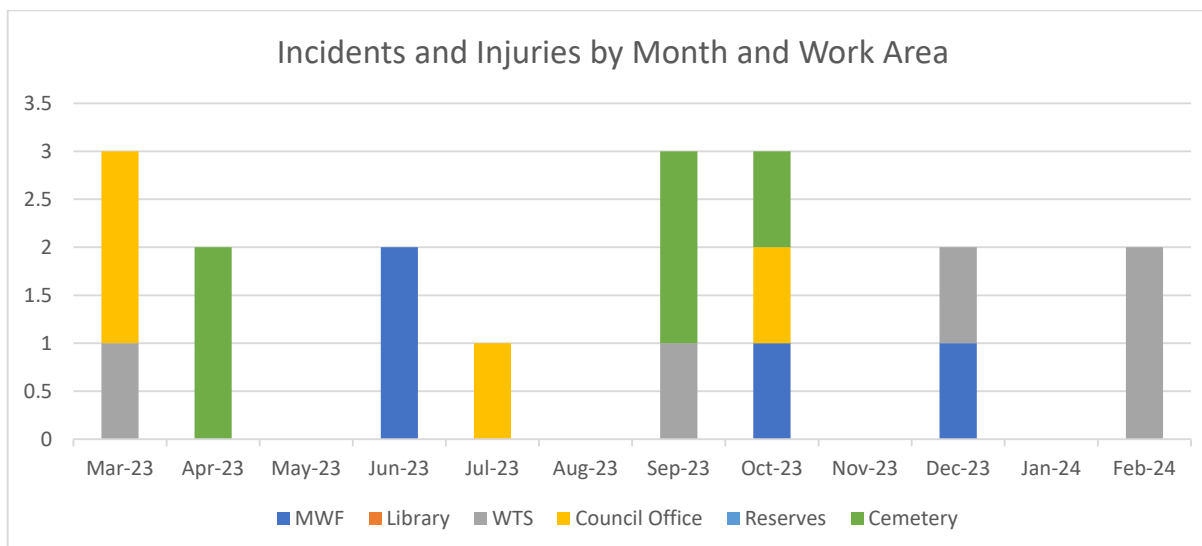
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	Average
3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	0.00	1.70%	3.39%	1.65%

Target: Between 0% to 5%

Workplace Health and Safety:



There were two workplace health and safety incidents recorded in February 2024:

- Incident 1: An employee received a minor injury while operating machine.
- Incident 2: An employee was verbally abused by a customer in the course of their duties.

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 at the 19 March 2024 Ordinary Meeting of Council.

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	



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Draft GOV19 Breach of Code of Conduct
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: Draft GOV19 Code of Conduct

Executive Summary

This report presents draft policy GOV19 Breach of Code of Conduct.

Recommendation

THAT Council:

1. adopt the draft policy GOV19 Breach of Code of Conduct, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

Background

GOV19 Beach Code of Conduct (policy) was adopted by Council in October 2021 following the introduction of the new *Local Government Act 2019* (Act).

Under Part 7.4 Code of Conduct of the Act, there are three ways for Council to manage a complaint (if not referred already to the prescribed corporation) being:

- Refer the complaint to a third party for advice; or
- Refer the complaint to a council panel, for the panel to decide the complaint; or
- Decide the matter as a Council.

It was the intention of the Council and the policy to restrict the options above to ensure that Code of Conduct complaints were only referred to a third party. At the time, this provided for a fair and impartial process.

However, since the adoption of the policy, Council has become familiar with the process and has had the opportunity to test the policy. The policy has proved too restrictive, with not all complaints requiring advice from a third party.

The revised policy at Attachment A, has been drafted using the Department of the Chief Minister and Cabinet, Local Government Division's sample policy and provides for all three options under the Act.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Part 7.4 Code of Conduct, *Local Government Act 2019*.

Risks

Nil identified.

Community Engagement

Not applicable.



Name	GOV19 Breach of Code of Conduct
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/03/2024
Review Date	18/03/2028

1. Purpose

This policy outlines the complaints handling process for alleged breaches of the Code of Conduct by a Council member.

2. Scope

This policy applies to all Council members.

3. Definitions

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

Code of Conduct	The Code of Conduct set out in Schedule 1 of the Act
Complainant	The person lodging a complaint (this person can be a council member, a council staff member or a member of the public)
Respondent	The council member who is alleged to have breached the Code of Conduct
LGANT	Local Government Association Northern Territory
ICAC	Independent Commission Against Corruption
Act	Northern Territory Local Government Act 2019

4. Policy Statement

In accordance with Part 7.4 of the *Local Government Act 2019* (Act), Council is required to have a policy in relation to a contravention (breach) of the Code of Conduct.

4.1. Complaint

4.1.1. The Act requires that a complaint alleging a breach of a Code of Conduct must:

- (a) be in the approved form (available on the council website); and
- (b) be made within three (3) months of the alleged breach of the Code of Conduct.

- 4.1.2. A Code of Conduct complaint must be lodged with the CEO, who will assess whether the complaint complies with the above requirements.
- 4.1.3. Should the complainant be the CEO, then an alternative Council officer will act on behalf of the CEO to carry out the role in accordance with section 4.2.2 and in accordance with Council's Delegation Manual.
- 4.1.4. If it appears that a complaint does not comply with the above requirements, the CEO will notify the complainant of the issues with the form of the complaint as soon as practicable and allow the complainant the opportunity to lodge a revised complaint.
- 4.1.5. If the complaint is of a serious nature and requires a referral to another external body, for example Police or ICAC, the CEO will refer the complaint as soon as practical.

4.2. Notifications

- 4.2.1. When a complaint is received, the CEO will provide notifications to the complainant and the respondent, in accordance with the requirements of the Act and Local Government (General) Regulations 2021.
- 4.2.2. The CEO carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent and any relevant witnesses on behalf of the Council or council panel.

4.3. Referral to LGANT

- 4.3.1. The CEO will refer the matter to LGANT if a complainant council member or respondent has elected to refer the complaint to LGANT under section 124(3) of the Act.
- 4.3.2. A complainant who is not a council member does not have the option to request referral to LGANT.

4.4. Initial consideration by Council

- 4.4.1. The CEO will refer the complaint to the Council for consideration in a confidential session in the next council meeting, unless the complaint has been referred to LGANT in accordance with clause 4.3.1 above.
- 4.4.2. Before the council meeting, the CEO will establish a list of suitable third parties who do not have a conflict of interest and are willing to accept a referral of the matter.
- 4.4.3. The CEO will provide a copy of the complaint and any response from the respondent, the list of suitable third parties and a draft terms of reference for Council's consideration.
- 4.4.4. The complainant, respondent and any council member with a conflict of interest in relation to the complaint are required to leave the meeting room during any discussion, consideration or decision relating to the complaint.
- 4.4.5. When considering a Code of Conduct Complaint, Council has the following three options;

- 4.4.5.1. Refer the complaint to a third party for advice; or
- 4.4.5.2. Refer the complaint to a council panel, for the panel to decide the complaint; or
- 4.4.5.3. decide the matter as the Council.

4.5. Referral to third party

- 4.5.1. Council may decide to refer the complaint to an independent third party for advice and recommendations by taking into the consideration the following:
 - a) whether the complainant or respondent requested the involvement of a third party;
 - b) the costs, if any, of referring the matter to a third party;
 - c) whether the advice of a third party is reasonably expected to assist in achieving constructive outcomes for the parties involved;
 - d) whether advice of a third party is reasonably expected to be received and able to be considered by the Council prior to the expiry of the 90 day period.
- 4.5.2. Council will not refer the matter to a third party unless satisfied of (c) and (d). Examples of a third party are: an alternative dispute practitioner; a mediator; a person experienced in local government matters; and a person experienced in conflict resolution.
- 4.5.3. Where the matter is referred to a third party, the terms of reference will include that the third party is to do the following:
 - a) consider the complaint and discuss with each of the parties;
 - b) explore and follow up avenues for resolution between the parties;
 - c) if resolution is not achievable, then the third party is to:
 - i. ensure natural justice is provided to both parties;
 - ii. interview any witnesses if necessary to form a view;
 - iii. provide a written report to Council by a specified date covering the process, summary of evidence, attempts to resolve and recommendation;
 - iv. provide a draft decision notice that may be used if council decide to adopt the recommendation.
- 4.5.4. Upon receiving the advice and any recommendations from the third party, provided the Council is satisfied that each party has been able to put their case and respond to any allegations of the other party, the Council will then decide the complaint. The Council is not bound by any advice or recommendations received from the third party.
- 4.5.5. Once the written report and draft decision notice is provided to the third party, the Council must decide the complaint in accordance with section 4.9.

4.6. Referral to council panel

- 4.6.1. Council may decide to refer the complaint to a council panel for decision.
- 4.6.2. In order to fulfil the secretariat role in managing the Code of Conduct complaints process, the CEO will be in attendance at council panel meetings.
- 4.6.3. If the Council decides to refer the complaint to a council panel, the Council will establish a council panel for the complaint.
- 4.6.4. The composition of the council panel will be the following:
 - (a) the Mayor (as chair of the council panel) – unless the Mayor is the complainant, respondent or has a conflict of interest;
 - (b) if the Mayor is the complainant, respondent or has a conflict of interest – the Deputy Mayor will be the chair of the council panel.
 - (c) if neither the Mayor or Deputy Mayor meet the requirements – the Council will choose a council member who is not the complainant or respondent and does not have a conflict of interest to chair the council panel;
 - (d) two other council members – who are not the complainant or respondent and do not have a conflict of interest.

4.7. Council or council panel process

- 4.7.1. The Council or the council panel will consider the complainant's written complaint and, if received, the respondent's written response to the complaint. In keeping with natural justice principles, the CEO may provide an opportunity for comment to ensure that each party has a fair opportunity to provide comment on submissions from the other party.

4.8. Requests for information

- 4.8.1. If the Council or council panel requires further information to determine whether a breach of the Code of Conduct occurred, the Council or council panel may request information from the complainant, respondent, or any relevant witnesses. The request for information will specify:
 - (a) the information that is being sought;
 - (b) that the information is to be provided as a written statement (including a statutory declaration); and
 - (c) a reasonable timeframe to receive the statement (between 3 and 14 days).
- 4.8.2. Any requests for information from council staff members will be appropriately directed and facilitated through the CEO. The Council or council panel will not make direct requests to a council staff member.

4.9. Decision

4.9.1. The Council or council panel will decide the complaint after the following steps have been completed:

- (a) the members have considered the written complaint;
- (b) the members have considered all written submissions and statements; and
- (c) the members have read and considered the report from the third party (if applicable).

4.9.2. The Council can make the following decisions:

- (a) to take no action (and not make a decision about whether the respondent breached the Code of Conduct);
- (b) that the respondent did not breach the Code of Conduct; or
- (c) that the respondent breached the Code of Conduct.

4.9.3. If the complainant is found by the Council or council panel to have breached the Code of Conduct, the Council or council panel may decide to:

- (a) take no action (for example, if it is evident that appropriate steps have already taken place to address the conduct, or the issue has been resolved between the affected parties); or
- (b) either or both of the following:
 - i. issue a reprimand to the respondent (for example, a reprimand may be a formal expression of disapproval in writing in the decision notice);
 - ii. recommend that the complainant, respondent or any other person attend training, mediation or counselling by a specified date.

4.9.4. In choosing from the above options, preference will be given to the option that the Council or council panel considers most likely to result in a constructive outcome.

4.9.5. If training, mediation or counselling is recommended to a council member, the council member may use their professional development allowance, if available, towards the cost of the training, mediation or counselling.

4.10. Decision notice

4.10.1. After the Council or council panel decides the complaint, the CEO will, as soon as practicable, draft a written decision notice that sets out the following matters:

- (a) the Council or council panel's decision and the reasons for it; and
- (b) any right the person to whom the notice is to be given has, under the Act or another Act, to apply for a review of the decision, to apply for a consideration of the matter or to appeal the decision.

- 4.10.2. The draft decision notice is to be electronically provided to the council member who chaired the meeting in which the Council decided the complaint, or if a council panel decided the complaint, to all members of the council panel. The decision notice is to be authorised by the chair or the council panel and may be authorised remotely if this is more practicable under the circumstances.
- 4.10.3. Within 90 days of receipt of the complaint was initially received by the CEO, and as soon as practicable after a decision has been authorised by the chair or council panel, the CEO will provide the authorised decision notice to the complainant and the respondent.
- 4.10.4. The decision notice will set out the decision and the reasons for the decision. It will also state that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.
- 4.11. Summary of decision
- 4.11.1. After the expiry of the 28 day appeal period, the CEO will seek advice from LGANT as to whether any of the parties have applied to LGANT for consideration of the complaint under section 126(3) of the Act.
- 4.11.2. If no parties have applied to LGANT for consideration of the complaint, the CEO will prepare a summary of the decision to be reviewed by the Council or council panel in the confidential session of the next meeting of the Council or council panel.
- 4.11.3. The summary of the decision is to set out the following information:
- (a) the names of the complainant and respondent;
 - (b) the date of the decision;
 - (c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
 - (d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent breached; or
 - (e) if a Code of Conduct was not found to be breached – that no breach of the Code of Conduct was established by the Council or council panel; and
 - (f) any actions or recommendations made by the Council or council panel.
- 4.11.4. The Council or council panel will consider the summary of the decision and, subject to the Council's or council panel's approval of the information that is to be included, finalise the summary.
- 4.11.5. The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

4 Associated Documents

EM02 Elected Members Code of Conduct

Breach of Code of Conduct by Council Member Complaint Form

Delegation Manual

Breach of Code of Conduct Flowchart

5 References and Legislation

Local Government Act 2019

Local Government (General) Regulations 2021

6 Review History

Date Reviewed	Description of changes
19/10/2021	New policy as per the Local Government Act 2019.
19/03/2024	Policy amended to include all three options for managing a complaint, available to Council under the Local Government Act 2019.



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	Draft GOV02 Meeting Procedures Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: Draft GOV02 Meeting Procedures Policy

Executive Summary

This report presents draft GOV02 Meeting Procedure Policy.

Recommendation

THAT Council:

1. adopt the draft policy GOV02 Meeting Procedure Policy, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

Background

GOV02 Meeting Procedure policy was due for review in January 2024. The policy has now been reviewed with amendments made to clause 4.1.2. for clarity and consistency with current processes. Minor formatting changes were also made throughout the policy.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 95, Procedure at Meeting, of the *Local Government Act 2019*.

Risks

Nil identified.

Community Engagement

Not applicable.

**LITCHFIELD
COUNCIL**

Name	GOV02 Meeting Procedures
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	16/01/2024 19/03/2024
Review Date	16/01/2027 18/03/2028

1. Purpose

This Policy governs meetings of Council and Council Committees and is intended to ensure the efficient and transparent transaction of Council business.

2. Scope

This policy applies to all Ordinary and Special meetings of Council and Council Committees.

3. Definitions

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

Clear days	In calculating the number of clear days before the date of a meeting: (a) the day on which a notice is given, or an application is made, and the day on which the meeting occurs, are not to be taken into account; and (b) Saturdays, Sundays and public holidays are not to be included.
Chairman	(a) the mayor or other presiding member of the council; or (b) the Chairman of a committee and includes another member of a committee when that member is presiding at a meeting of the committee.
Committee	(a) a standing committee of the council; or (b) a committee of the council.
Deputation	A person or group of persons who wish to appear personally before the council in order to address the council on a particular matter.
Formal motion	a motion: (a) that the meeting proceed to the next business; (b) that the question be put; (c) that the question lie on the table; (d) that the question be adjourned; or (e) that the meeting be adjourned.
Meeting	A a meeting of the council or a committee
Member	A a member of the council or a committee
Ordinary meeting	A an ordinary, rather than special, meeting of the council or a committee
Point of order	a point made to draw attention to an alleged breach of the Act or this Policy in relation to the proceedings of a meeting
Written notice	Notice given in a manner or form determined by the council.

4. Policy Statement

Litchfield Council is committed to transparency and efficiency in decision making, and to ensuring the participation of the community in meetings provides the community with an effective voice in the affairs of Council.

4.1. Meetings of council and committees

4.1.1. Ordinary meetings of the council

An ordinary meeting of the council must be held on the day and at the time in each month as the council determines by resolution.

4.1.2. The Council, with prior ~~permission~~notification to the Chief Executive Officer, will allow Elected Members to attend Ordinary Council, Committee and Special Council meetings by means of an electronic conferencing system, ~~as approved by the Chief Executive Officer.~~

~~a) Elected Members are to apply for Electronic Meeting Attendance at the time of seeking Leave of Absence.~~

~~b)~~a) Elected Members can seek Electronic Meeting Attendance at the meeting should unforeseen circumstances arise.

~~c)~~b) Council's resolution to allow for Electronic Meeting Attendance will be recorded in the minutes and elected members will be recorded as present.

~~d)~~c) Elected Members on Electronic Meeting Attendance must not chair the meeting.

4.1.3. Commencement of meetings and quorums

a) A meeting must commence as soon after the time specified in the notice of meeting as a quorum is present.

b) If the number of apologies received by the Chief Executive Officer indicates that a quorum will not be present at a meeting, the Chief Executive Officer may adjourn the meeting to a specified day and time.

c) If 30 minutes after the time specified in the notice of meeting as the time of commencement a quorum is not present, the Chairman or, in the Chairman's absence, the Chief Executive Officer must adjourn the meeting to a specified day and time.

d) If a meeting is adjourned for the want of a quorum, the Chief Executive Officer must record in the minute book:

- i. the reason for the adjournment;
- ii. the names of the members present (if any); and
- iii. the date and time to which the meeting is adjourned.

- e) If a meeting is adjourned to another day, the Chief Executive Officer must:
 - i. give notice of the adjourned meeting to each member setting out the date, time and place of the meeting; and
 - ii. give notice of the adjourned meeting to the public by displaying a notice setting out the date, time and place of the meeting at the council office.

4.1.4. Minutes

- a) The minutes of the proceedings at a meeting must be submitted for confirmation at the next ordinary meeting.
- b) No discussion on the minutes may occur before the confirmation except as to the accuracy of the minutes as a record of proceedings.
- c) Each page of the minutes must be consecutively numbered.
- d) On the confirmation of the minutes, the Chairman must place his or her signature and the date of confirmation at the foot of the last page of the minutes.

4.1.5. Order of business

- a) Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as the case may be) determines by resolution.
- b) Despite a determination under clause a), the order of business at an ordinary meeting may be altered for a particular meeting if the members at that meeting pass a motion to that effect.
- c) A motion under clause b) may be moved without notice.

4.1.6. Business paper

- a) The Chief Executive Officer must, as soon as practicable before an ordinary meeting or within such other time as the council or the committee (as the case may be) determines by resolution, prepare a business paper for the meeting.
- b) Copies of the business paper must be made available to the public, at the council office and at the other places the council or the committee (as the case may be) determines by resolution, as soon as practicable before the meeting.
- c) The business paper prepared under clause a) may contain any of the following:
 - i. matters of which notice has been given in accordance with this Policy;
 - ii. questions of which notice has been given in accordance with this Policy;
 - iii. matters referred to the council by a committee or matters referred to the committee by a subcommittee (as the case may be);
 - iv. officers' reports referred to the meeting by the Chief Executive Officer;
 - v. any other business the council or the committee (as the case may be) determines by resolution is to be contained in the business paper.

- d) Subject to this Policy, the council or the committee (as the case may be) may set by resolution a time prior to which items for inclusion in the business paper must be received by the Chief Executive Officer.

4.1.7. Chairman's report

After the confirmation of the minutes under clause 4.1.3, the Chairman may make any report to the meeting that he or she believes is necessary or expedient to make at the meeting.

4.1.8. Reports of delegates

At a meeting of the council, following the report (if any) of the Chairman under clause 4.1.6, any member who is a delegate or representative of the council in any other organisation may make a report to the council on any matter affecting that organisation that he or she considers should be brought to the attention of the meeting.

4.1.9. Questions

- a) Subject to this policy, a member at a meeting may ask a question for reply by another member or the Chief Executive Officer.
- b) A member may ask a question on notice by giving the Chief Executive Officer written notice of the question at least 5 clear days before the date of the meeting at which the question is to be asked.
- c) If notice of a question is given under clause b):
 - i. the Chief Executive Officer must ensure that the question is placed on the business paper for the meeting at which the question is to be asked; and
 - ii. the question and the reply must be entered in the minutes of the meeting at which the reply is given.
- d) A member may ask a question without notice at a meeting.
- e) The Chairman may allow the reply to a question without notice to be given at the next meeting.
- f) A question without notice and the reply may be entered in the minutes of the meeting at which the reply is given but only if the members present at that meeting resolve that the question and the reply should be entered in those minutes.
- g) The Chairman may rule that a question with or without notice is not required to be answered if the Chairman considers that the question is vague, irrelevant, insulting or improper.
- h) A question must be asked categorically and without argument and no discussion may occur at the meeting in relation to a reply by the member or Chief Executive Officer or a refusal of a member to reply to the question.
- i) A member who asks a question is taken as not having spoken to the debate on the motion to which the question relates.

4.1.10. Petitions

- a) A petition to the council must:
 - i. be legibly written or typed or printed;
 - ii. be addressed to the council;
 - iii. clearly set out the request or submission of the petitioners; and
 - iv. restate the whole of the petition on each page of the petition.
- b) If a page of a petition does not comply with clause [a\)iv](#) iv, the signatures on the page are not to be taken into account by the council when considering the petition.
- c) When a petition is presented to a meeting of the council, a member of the public who is associated with the petition and is present at the meeting may stand and, if recognised by the Chairman, may make a brief statement regarding the petition.
- d) A person must not append to a petition:
 - i. a signature purporting to be that of another person; or
 - ii. the name of another person.

4.1.11. Deputations.

- a) A deputation wishing to attend and be heard at a meeting of the council or a standing committee must, not less than 7 clear days before the date of the meeting, apply in writing to the Chief Executive Officer.
- b) The application must state why the deputation wishes to attend and be heard.
- c) On receiving an application under [clause a\)](#), the Chief Executive Officer must notify the mayor of the application, and the mayor must determine whether the deputation may be heard and notify the Chief Executive Officer accordingly.
- d) If the Chief Executive Officer is notified by the mayor under clause c), the Chief Executive Officer must:
 - i. inform the deputation of the mayor's determination; and
 - ii. where the mayor has determined to hear the deputation, arrange a convenient time for the deputation to be heard at a meeting of the council.
- e) Only 2 persons in a deputation may address a meeting of the council or a standing committee unless the members at the meeting determine otherwise by resolution.
- f) A person in a deputation who is addressing a meeting of the council or a standing committee must be temperate in speech and manner and must not use insulting or offensive language.
- g) The Chairman may terminate an address by a person in a deputation if:
 - i. the Chairman is satisfied that the purpose of the deputation has been sufficiently explained to the members at the meeting; or

- ii. the person is intemperate in speech or manner or uses insulting or offensive language.

4.1.12. Motions

- a) A member may bring forward any business in the form of a written notice of motion.
- b) The notice of motion must be given to the Chief Executive Officer at least 5 clear days before the date of the meeting at which the motion is to be moved.
- c) A motion the effect of which would, if carried, be to revoke or amend a resolution passed since the last general election of the council must be brought by written notice of motion.
- d) If a motion under clause c) is lost, a motion to the same effect cannot be brought:
 - i. until after the expiry of 3 months; or
 - ii. until after the next general election, whichever is the sooner.
- e) If a member who has given notice of a motion under clause a) is absent from the meeting at which the motion is to be considered, the motion may be:
 - i. moved by another member at the meeting; or
 - ii. deferred to the next ordinary meeting.
- f) Subject to the Act and this Policy, a member may also bring forward any business by way of a motion without notice.
- g) A member proposing a motion without notice must put it in writing if required to do so by the Chairman.
- h) The Chairman must not accept a motion without notice if the effect of the motion would, if carried, be to incur expenditure ~~in excess of~~ of more than \$1 000 unless:
 - i. the motion relates to the subject matter of a committee's or subcommittee's recommendation (as the case may be), or an officer's report, that is listed for consideration on the business paper; or
 - ii. the matter is urgent.
- i) The Chairman may refuse to accept a motion or amendment if, in his or her opinion, the subject matter is beyond the power of the council or the committee (as the case may be).
- j) A motion lapses if it is not seconded at the appropriate time.
- k) A member may only speak once to a motion and once to an amendment except:
 - i. to provide an explanation in regard to a material part of his or her speech but not so as to introduce any new matter;
 - ii. with leave of the meeting; or

- iii. as the mover in reply.
- l) A member who has not spoken in the debate on a motion or an amendment may move a formal motion.
- m) A formal motion must be in the form, ~~and has the effect,~~ and has the effect set out in clause o).
- n) A formal motion in any other form, or having any other effect, must not be recognised.
- o) The effect of a formal motion is (if successful) that:
 - i. if the motion is that the meeting proceed to the next business:
 - (a). if the debate is on an amendment – the amendment lapses, and the meeting proceeds with the consideration of the motion before the meeting without further reference to the amendment; or
 - (b). if the debate is on a motion – the motion lapses, and the meeting proceeds to the next item of business;
 - ii. if the motion is that the question be put – debate is terminated, and the question put to the vote by the Chairman without further debate;
 - iii. if the motion is that the question lie on the table – the meeting immediately moves to the next item of business and the question can only be retrieved at a later time by resolution and, if retrieved, debate is resumed at the point of interruption;
 - iv. if the motion is that the question be adjourned – the question is disposed of for the time being, but debate can be resumed at the later time at the point of interruption; or
 - v. if the motion is that the meeting be adjourned – the meeting is brought to an end immediately without the consideration of further business.
- p) If seconded, a formal motion takes precedence and must be put by the Chairman without discussion unless the motion is for an adjournment, in which case discussion may occur but only on the details for resumption.
- q) A formal motion does not constitute an amendment to a substantive motion.
- r) If a formal motion is lost:
 - i. the meeting must be resumed at the point of interruption; and
 - ii. if the formal motion was put during (not at the end of) debate on a question, a motion to the same effect cannot be put until at least one member has spoken on the question.
- s) A formal motion for adjournment must include the reason for the adjournment and the details for resumption.

4.1.13. Amendments to motions

- a) A member (other than the mover or seconder of a motion under consideration) may move or second an amendment to the motion.
- b) An amendment lapses if it is not seconded at the appropriate time.
- c) If an amendment is lost, only one further amendment may be moved to the original motion.
- d) If an amendment is carried, only one further amendment may be moved to the original motion.
- e) An amendment to a motion must be in terms that retain the identity of the original motion and do not negate the motion.
- f) If a motion is amended by another motion, the original motion must not be put as a subsequent motion to amend the other motion.

4.1.14. Withdrawal of motion or amendment

- a) The mover of a motion or amendment may, with the consent of the seconder, request leave of the meeting to withdraw the motion or amendment.
- b) The Chairman must immediately put the question for leave to be granted and must not allow debate on that question.

4.1.15. Address by members

- a) Subject to clause 4.1.17, a member must not speak for longer than 5 minutes at any one time without leave of the meeting.
- b) A member may, with leave of the meeting, raise a matter of urgency.
- c) A member may, with leave of the meeting, make a personal explanation.
- d) The subject matter of a personal explanation may not be debated unless it is a personal explanation under clause 4.1.23 c).
- e) The contribution of a member must be relevant to the subject matter of the debate.

4.1.16. Voting

- a) The Chairman or another member may ask the Chief Executive Officer to read out a motion before a vote is taken.
- b) In taking a vote, the Chairman:
 - i. must ask:
 - (a). first for the votes of the members in favour of the question; and
 - (b). then for the votes of the members against the question,
 - (c). and may do so as often as is necessary to enable him or her to determine the result of the voting; and

(d). must then declare the outcome.

- c) A division must be taken at the request of a member made immediately following the declaration by the Chairman under clause b) of the outcome of a vote.
- d) If a division is called for, it must be taken immediately, and the previous decision of the Chairman as to whether the motion was carried or lost is set aside.
- e) The division must be taken as follows:
 - i. the members voting in the affirmative must stand in their places until the vote is recorded;
 - ii. the members voting in the negative must sit in their seats until the vote is recorded;
 - iii. the Chairman must count the number of votes and then declare the outcome.
- f) After a division is taken, the Chief Executive Officer must record in the minutes:
 - i. the result of the vote on the division;
 - ii. the names of the members who voted in the affirmative; and
 - iii. the names of the members who voted in the negative.

4.1.17. Adjourned business

- a) If a formal motion for a substantive motion to be adjourned is carried:
 - i. the adjournment may either be to a later hour of the same day, to another day or to another place; and
 - ii. on resumption, the debate must continue from the point at which it was adjourned.
- b) If debate is interrupted for the want of a quorum and the meeting is then adjourned, on resumption, the debate must continue from the point at which it was interrupted.
- c) Business adjourned from a previous meeting must be dealt with before any new business at a subsequent meeting.

4.1.18. Chairman to take precedence

- a) If at any time during the debate of a matter at a meeting, the Chairman indicates he or she intends to speak, a member speaking or proposing to speak to the debate must cease speaking and remain silent, or refrain from speaking, until the Chairman has been heard.
- b) When a member who ceased speaking in accordance with clause a) resumes speaking, the member's remaining speaking time is increased by one minute.

4.1.19. Mode of addressing members and officers

A member at a meeting must address and refer to another member or an officer by that member's or officer's official title or designation.

4.1.20. Priority of speaking

If 2 or more members at a meeting rise to speak at the same time, the Chairman must decide which member will be heard first.

4.1.21. Members to stand when speaking

- a) A member at a meeting must stand when speaking to a matter being considered at the meeting unless:
 - i. prevented from doing so by a physical disability; or
 - ii. the council or the committee (as the case may be) has determined otherwise by resolution.

4.1.22. Imputation

A member speaking at a meeting must not make a personal reflection on, ~~or impute an improper motive to,~~ or impute an improper motive to another member.

4.1.23. Points of order

- a) The Chairman may call to order a member at a meeting who is in breach of the Act or this Policy in relation to the proceedings of the meeting.
- b) A member may raise a point of order and must state briefly the nature of the alleged breach.
- c) A point of order takes precedence over all other business until determined.
- d) The Chairman must rule on a point of order immediately.
- e) If an objection is taken to the ruling of the Chairman, a motion that the ruling not be agreed with must be moved immediately.
- f) The Chairman is entitled to make a statement in support of the ruling before a motion under clause e) is put.
- g) A motion carried under clause e) binds the meeting and, if the ruling of the Chairman is not agreed with:
 - i. the ruling has no effect; and
 - ii. the point of order is annulled.

4.1.24. Interruption of meeting by members

- a) A member at a meeting:
 - i. must not behave in an improper or disorderly manner; or
 - ii. must not cause an interruption or interrupt another member who is speaking.
- b) Clause ~~4.1.24~~ 4.1.21 i. does not apply to a member who is:
 - i. objecting to words used by a member who is speaking;

- ii. raising a point of order; or
- iii. calling attention to the want of a quorum.

- c) If the Chairman considers that a member may have acted in contravention of clause a), the member must be allowed to make a personal explanation.
- d) Subject to clause c), the member alleged to have contravened clause a) must leave the meeting while the contravention is being considered by the meeting.
- e) If the remaining members resolve that a contravention of clause a) has occurred, those members may, by resolution, censure the member

4.1.25. Interruption of meetings by others

- a) A person (other than a member) at a meeting must not:
 - i. behave in a disorderly manner; or
 - ii. cause an interruption.

4.1.26. Removal of persons from meetings

A person (other than a member) who interrupts the orderly conduct of a meeting must, on being requested to do so by the Chairman, immediately leave the place where the meeting is being held.

4.1.27. Public participation at meetings

Subject to this policy and clauses 4.1.9 and 4.1.10, a member of the public must not take part, or attempt to take part, in the proceeding of a meeting of the council except at the invitation of the Chairman.

4.2. Other procedures for committee meetings

4.2.1. Calling committee meetings

- a) The first ordinary meeting of a committee must be held at a time and place appointed by the Chief Executive Officer.
- b) Other ordinary meetings of a committee must be held at the dates and at the times the council or the committee determines by resolution.
- c) The Chief Executive Officer must, as soon as practicable before a meeting of the committee or within such other time as the committee determines by resolution, give notice of the meeting.
- d) Meetings of a committee cannot be held on a Sunday or a public holiday.
- e) If requested by the Chairman or 3 other members of a committee, the Chief Executive Officer must call a special meeting of the committee.
- f) Notice of a special meeting of a committee must:
 - i. be given to all members of the committee at least 4 hours before the scheduled commencement of the meeting; and

- ii. set out the business to be transacted at the meeting.

4.2.2. Chairman of standing committee

- a) At the first meeting of a standing committee after the conclusion of a general election, the members of the committee must appoint a Chairman from their number.
- b) If the office of Chairman of a standing committee becomes vacant, the committee must appoint a new Chairman.

4.2.3. Chairing meetings

- a) The Chairman of a committee must preside at all meetings of the committee at which he or she is present.
- b) If the Chairman is absent from a meeting, a member of the committee appointed by a majority of the members present at the meeting must preside.

4.2.4. Committee meetings open except as prescribed

Committee meetings must be open to the public except where a matter classified by regulations under the Act as confidential business for the purposes of meetings of the council is being considered or voted on.

4.2.5. Standing committees may appoint subcommittees

- a) A standing committee may establish subcommittees of its members.
- b) A resolution establishing a subcommittee must:
 - i. specify the purpose for which the subcommittee is established and, if appropriate, specify a time by which a final report or recommendation must be made to the standing committee by the subcommittee; and
 - ii. give any direction that the standing committee considers necessary in relation to the convening and conduct of a meeting of the subcommittee.

4.2.6. Reports to council by committees

- a) A report to the council by a committee must be presented at a meeting of the council by:
 - i. the Chairman of the committee; or
 - ii. in the Chairman's absence – another member of the committee as determined by the Chairman of the meeting.
- b) If more than one recommendation is made by a committee in a report to the council, the decision of the council on each recommendation may be taken separately.

4.2.7. Power to determine procedures

Except as provided by this Policy or as the council determines by resolution, the procedures for meetings of a committee may be determined by the committee by resolution.

5. Associated Documents

Nil

6. References and Legislation

~~Northern Territory~~ Local Government Act [2019](#)

~~Northern Territory~~ Local Government [\(General\)](#) Regulations [2021 Part 3](#)

Ministerial Guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/11/2023	Review policy and make small grammatical changes
18/03/2020	Update to include capability to use electronic means to attend a meeting (1920/184)
18/04/2018	Update to current template and review signing of confirmed minutes (1718/209)
14/12/2015	New Council endorsed policy (15/0188/02)
17/9/2015	New policy (Decision Number - 15/0095/02)



COUNCIL REPORT

Agenda Item Number:	13.01.05
Report Title:	Risk Management Audit Committee Open Minutes – 29 February 2024
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: RMAC Unconfirmed Open Minutes 29 February 2024

Executive Summary

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC).

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 29 February 2024 meeting, as at Attachment A.

Background

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Section 101(4).

Risks

Nil identified.

Community Engagement

Not applicable.



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Thursday, 29 February 2024 at 9:30am

Present	Greg Arnott Cr Mark Sidey Cr Mathew Salter Mayor Doug Barden	Chairperson Committee Member Committee Member Ex-Officio
Staff	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Program Leader Policy and Governance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Greg Arnott opened the meeting at 9:31am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

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

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

4. CONFIRMATION OF MINUTES

4.01 Confirmation of Minutes

Moved: Cr Sidey
Seconded: Chairperson Greg Arnott

THAT the full minutes of the open portion of the Risk Management Audit Committee Meeting held Wednesday 25 October 2023, 7 pages, be confirmed.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee receive and note the Action Sheet.

CARRIED (3-0)

6. PRESENTATIONS

Nil.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Meeting Schedule and Workplan

Moved: Cr Sidey
Seconded: Chairperson Greg Arnott

THAT the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2024.

CARRIED (3-0)

8.02 Internal Audit Plan

Moved: Cr Salter
Seconded: Cr Sidey

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

CARRIED (3-0)

8.03 Risk Register

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee note the updated Risk Register at Attachment A.

CARRIED (3-0)

8.04 WHS Audit Progress Report

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receive and note this report.

CARRIED (3-0)

10. CONFIDENTIAL ITEMS

Moved: Cr Salter
Seconded: Cr Sidey

THAT pursuant to Section 93 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:

10.1 Confirmation of Confidential Minutes

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

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

10.2 Management Response 2022-2023 Audit Findings

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

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

10.3 KPMG Audit Plan 2024

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

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

10.4 Cyber Security Audit

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

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

CARRIED (3-0)

The meeting moved to the Confidential Session at 10:01am.

Moved: Cr Salter
Seconded: Cr Sidey

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

CARRIED (3-0)

The meeting was moved to Open Session at 10:22am.

Items moved from Confidential:

10.01 Confirmation of Confidential Minutes

Moved: Chairperson Greg Arnott
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. confirm the full minutes of the confidential portion of the Risk Management Audit Committee Meeting held Wednesday 25 October 2023, 4 pages; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.02 Management Response – 2022-2023 Audit Findings

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receive and note managements response to identified matters in the KPMG Audit Closing Report for financial year ended 30 June 2023, as at Attachment A Management Response to Identified Matters; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.03 KPMG Audit Plan 2024

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note the KPMG Audit Plan and Strategy for the year ended 30 June 2024; and
2. make public its resolution on this matter.

CARRIED (3-0)

10.04 Cyber Security Internal Audit – Update

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note this report; and
2. make public its resolution on this matter.

CARRIED (3-0)

9. OTHER BUSINESS

Cr Salter queried the onboarding process of Mobile Workforce staff. The Policy and Governance Program Leader advised that Council has induction processes for all new employees catered to the position/type of works they undertake. The induction process is run by HR in conjunction with the new employees supervisor with an external HSE Consultant validating applicable competencies.

11. CLOSE OF MEETING

The Chair closed the meeting at 10:29am.

12. NEXT COMMITTEE MEETING

30 May 2024, 9.30am in Council Chambers.

MINUTES TO BE CONFIRMED

30 May 2024.

.....
Greg Arnott
Chairperson

unconfirmed



COUNCIL REPORT

Agenda Item Number:	13.01.06
Report Title:	Closure of Local Government Compliance Review 2022
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: Closure of 2022 Compliance Review, Local Government Department correspondence dated 12 March 2024

Executive Summary

This report presents to Council correspondence from the Local Government Division, Department of the Chief Minister and Cabinet (the Department) informing of the closure of all issues identified in the Department's Compliance Review of Litchfield Council undertaken in 2022.

Recommendation

THAT Council:

1. receive and note correspondence from the Local Government Division, Department of the Chief Minister and Cabinet dated 12 March 2024, at Attachment A; and
2. acknowledge the Compliance Officers Local Government Division, Department of the Chief Minister and Cabinet and thank them for the insights and improvement opportunities identified via the compliance review process.

Background

On 12 September 2022, Council received correspondence from the Department notifying Council that it had been selected for a compliance review in accordance with section 298 of the *Local Government Act 2019*. At its Ordinary Council Meeting in April 2023, Council considered the Department's Compliance Review 2022 – Final Outcome Report. The report identified 11 issues that required Council to take appropriate action.

Having addressed each of the identified issues, Council wrote to the Department on 12 October 2023 to advise that all 11 issues had been rectified. On 6 December 2023 Council received correspondence from the Department advising Council that, in the inspector's opinion, the Council had not taken appropriate action to remedy Issues 1 'Obtainment of Three Quotes' and Issue 4 'Improperly Maintained Extensions to Procurement Contract'.

The action required by Council pertaining to these issues was to revise and update Council policy FIN03 Procurement Policy, and for the revised policy to be formally re-adopted through a resolution. FIN03 Procurement Policy was tabled at the 16 January 2024 Ordinary Meeting of Council and adopted under Resolution ORD2024 11-007.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019

Risks

Governance

Failure to address the Recommended Remedial Actions would see non-conformances with the *Local Government At 2019*.

Community Engagement

No applicable.

12 March 2024

Mr Stephen Hoyne
Chief Executive Officer
Litchfield Council
PO Box 446
HUMPTY DOO NT 0836

Email: Stephen.hoyne@litchfield.nt.gov.au

Dear Mr Hoyne

Re: CLOSURE OF 2022 COMPLIANCE REVIEW – LITCHFIELD COUNCIL

Thank you for your letter dated 19 January 2024 which details the actions taken by the Litchfield Council (Council) in relation to issues 1 and 4 of Council's compliance report.

Local Government Inspectors have reviewed the information provided by you, and have taken note that the updated Procurement Policy was officially adopted by the Council and have accepted this action as appropriate to close out this matter in the report.

I am pleased to advise that local government inspectors are satisfied that the Council has now addressed all issues raised in the compliance review report and no further action is required. The compliance review is now officially complete.

I take this opportunity to thank your Council and staff for their cooperation and commitment in ensuring the Council is meeting its legislated requirements.

Please ensure a copy of this letter is tabled at your next council meeting.

If you require any further information in relation to this matter, please do not hesitate to contact Mary Joseph, Compliance Manager on 8999 8348 or email lg.compliance@nt.gov.au.

Yours sincerely



Meeta Ramkumar
Director Sustainability and Compliance /
Local Government Inspector



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – February 2024
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/03/2024
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 February 2024.

Background

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

Media and Communications

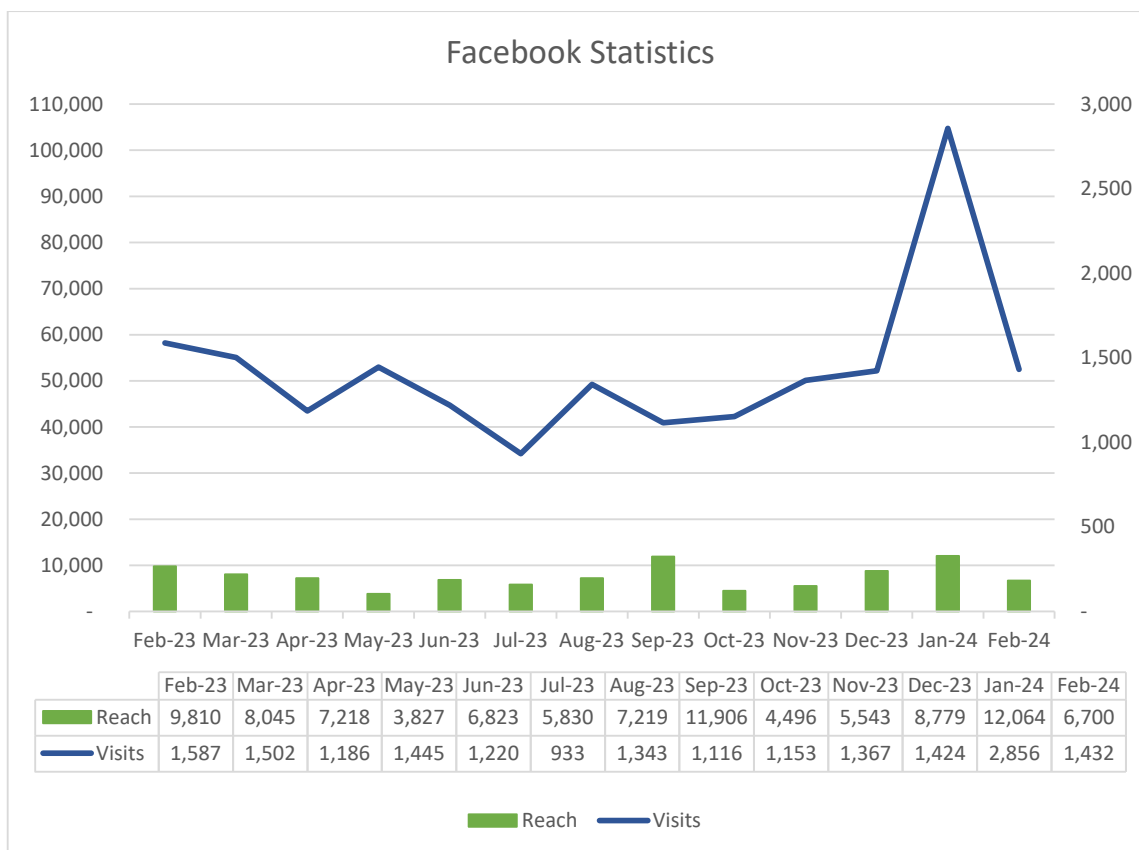
Facebook Reach

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

Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules. The page received 28 new 'likes/follows' over the reporting period.

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



Website Users

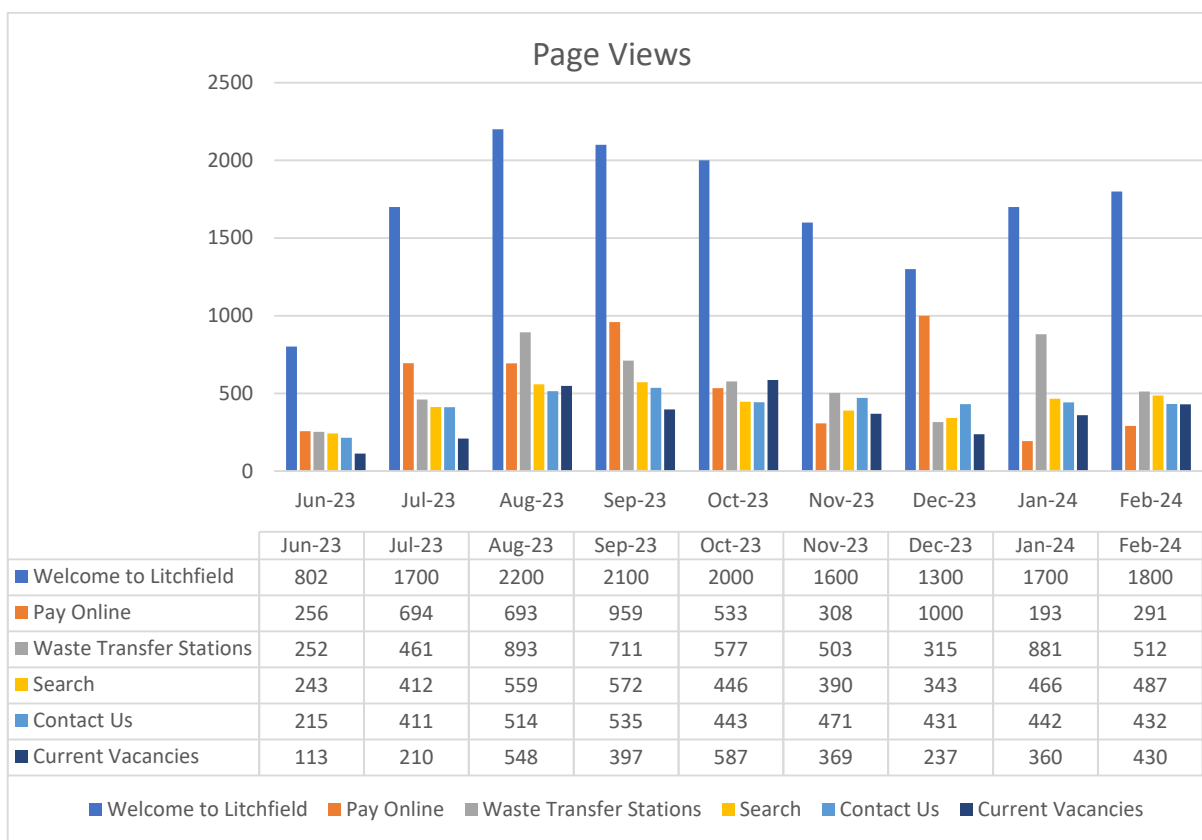
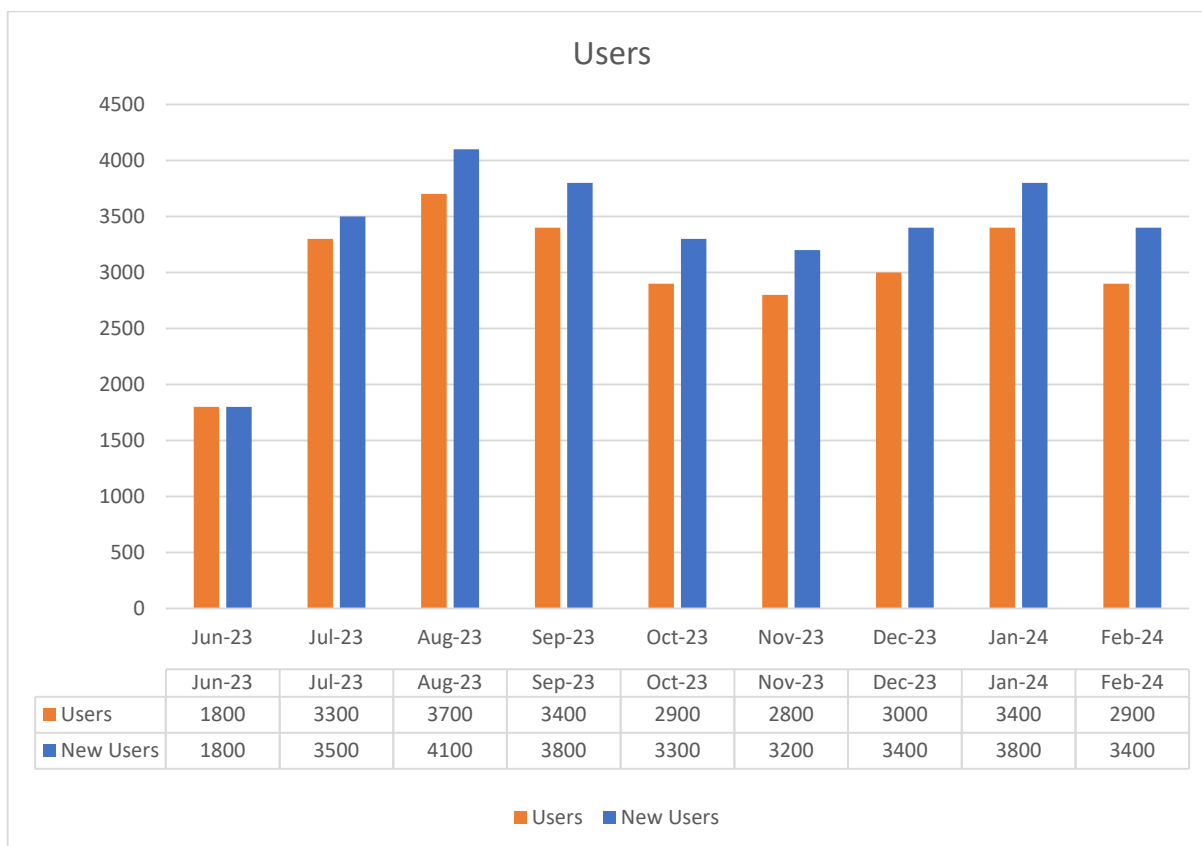
A website user is a person who is accessing, browsing, or interacting with a website.

Website New Users

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

Page Views

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



** 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 February.

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 behaviour in Litchfield Municipality.

Project Updates

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

Location	Project	Status
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	LRCI grant funding approval has been received for all Phase 4a and b projects. Works due to commence on Monday 18 March 2024. Community Participation officer will communicate start date to user groups.
Humpty Doo Village Green	Lighting upgrade	LRCI grant funding approval has been received for all Phase 4a and b projects. Scope for the project will be finalised and a work program developed for delivery.
Humpty Doo Village Green	Cenotaph Upgrades	Not Started The lack of clarity regarding the scope and proposal of this grant has resulted in a delay in moving forward with the project. A meeting has been scheduled involving the Community Participation Officer, a representative from the Litchfield Lions Club, and the CEO to explore additional ideas and avenues for advancing the project.
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	LRCI grant funding approval has been received for all Phase 4a and b projects.

Location	Project	Status
		Scope for the project will be finalised and a work program developed for delivery.
Southport Mira Square	BBQ Facilities and Shade	The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback. Scope for the project will be finalised and a work program developed for delivery.
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	This includes the resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. Works have been engaged and awaiting a delivery program.

Youth and Community Engagement

Taminmin Library has successfully finalized the grant application for Youth Week activities. Activities include two Youth Basketball Skills Development workshops at the Humpty Doo Village Green and Howard Springs Reserve (Pending confirmation) in collaboration with Palmerston and Regional Basketball Association (PaRBA). Other activities include virtual reality (VR) gaming sessions at the library, AFL skills development with southern Districts Crocs and Drawing and Art workshops with Darwin Community Arts Group.

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.

Humpty Doo Village Green Licence Agreement

The finalized Licence Agreement for the Management of the Humpty Doo Village Green has been successfully concluded between Litchfield Council and the Darwin Community Arts (DCA). During the transition period, there will be a gradual handover of responsibilities, with the council continuing to handle bookings for the reserve until the DCA establishes its own booking system.

In preparation for the transition, the council has undertaken various tasks, including cleaning and repairs in the old caretaker residence. Clearing of the gardens commenced on Saturday, March 16th, while smoke alarm testing was completed on Wednesday, March 13th. Remaining tasks include cleaning, minor repairs, and maintenance, all of which are scheduled to be completed within the current week.

Art Exhibition Update

Darwin Community Arts are excited to return to the Humpty Doo Village Green for this year's art exhibition to be held on the 23rd – 24th March 2024. Feedback from last year's event indicated the suitability of the space due to its size and location.

Darwin Community Arts has already begun advertising for the event. This year's theme will be 'The Natural World'. Arrangements for the opening night, including securing liquor license and entertainment have begun. The Community Participation Officer will arrange for a photographer for the event and assist in the promotion of the event through boosted advertising. Local Member for Daly, Dheran Young, and local member for Nelson, Gerard Maley, have again signed on as sponsors for the event along with Bendigo Bank.

Mayor Doug Barden is scheduled to deliver the opening speech on Friday, March 22nd. Official invitations have been distributed to the elected members.

ANZAC Day 2024

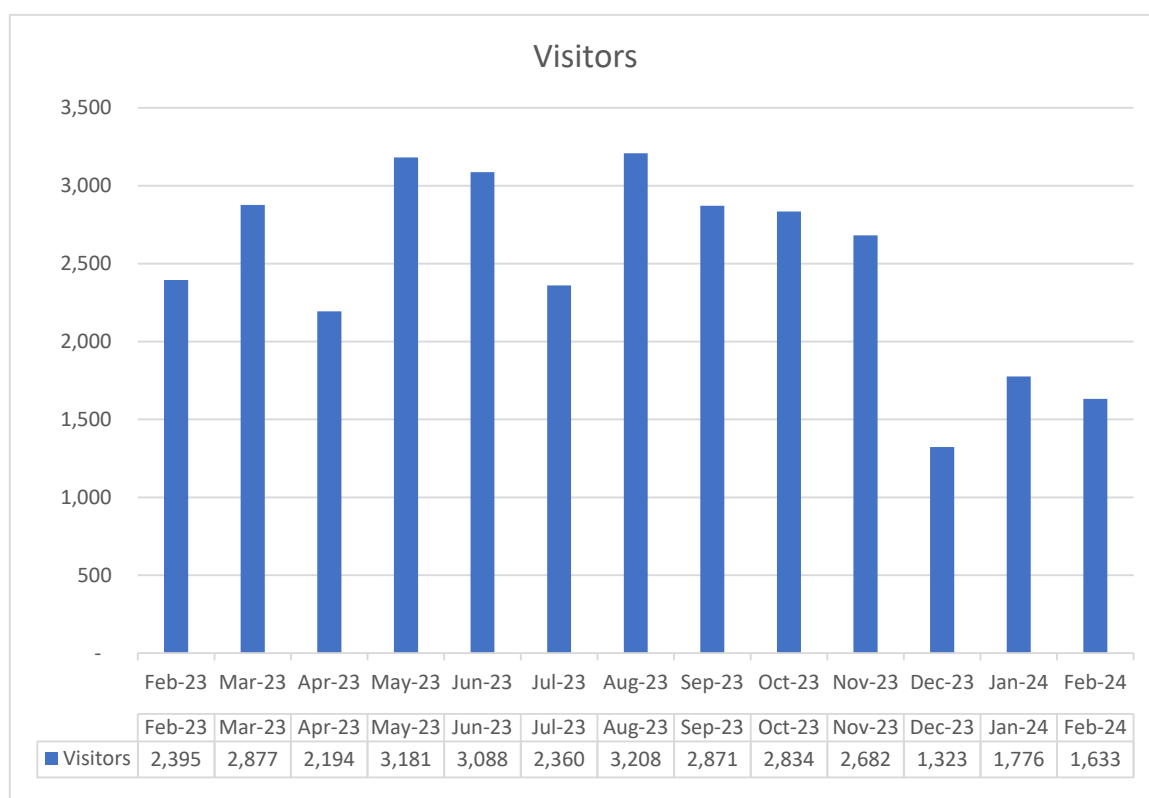
Community Participation officer Attended a meeting with a representative from the Litchfield lions club to discuss action items for ANZAC Day. Community Participation officer will arrange food and consumables for the day with Lions Clubs arranging seating and run sheet as per previous years.

Taminmin Library

Visitors to the Library

The library had 1,633* visitors in February 2024 and was open for 190.5 hours. The previous month of January 2024 compared at 1,776 visitors and was open for 163.5 hours. This reflects more public holidays and holiday opening hours in the month of January. The library had 2,395 visitors for month of February 2023, in the previous year, a period that included delivery of *Storytime on the Move* and a large Bombing of Darwin anniversary event in conjunction with Litchfield History Group. The below graph displays this data for the current month with a monthly comparison to the same time prior year.

** Due to technical issues, people counter data 1-24 February only – no data for 26 to 29 February 2024.*

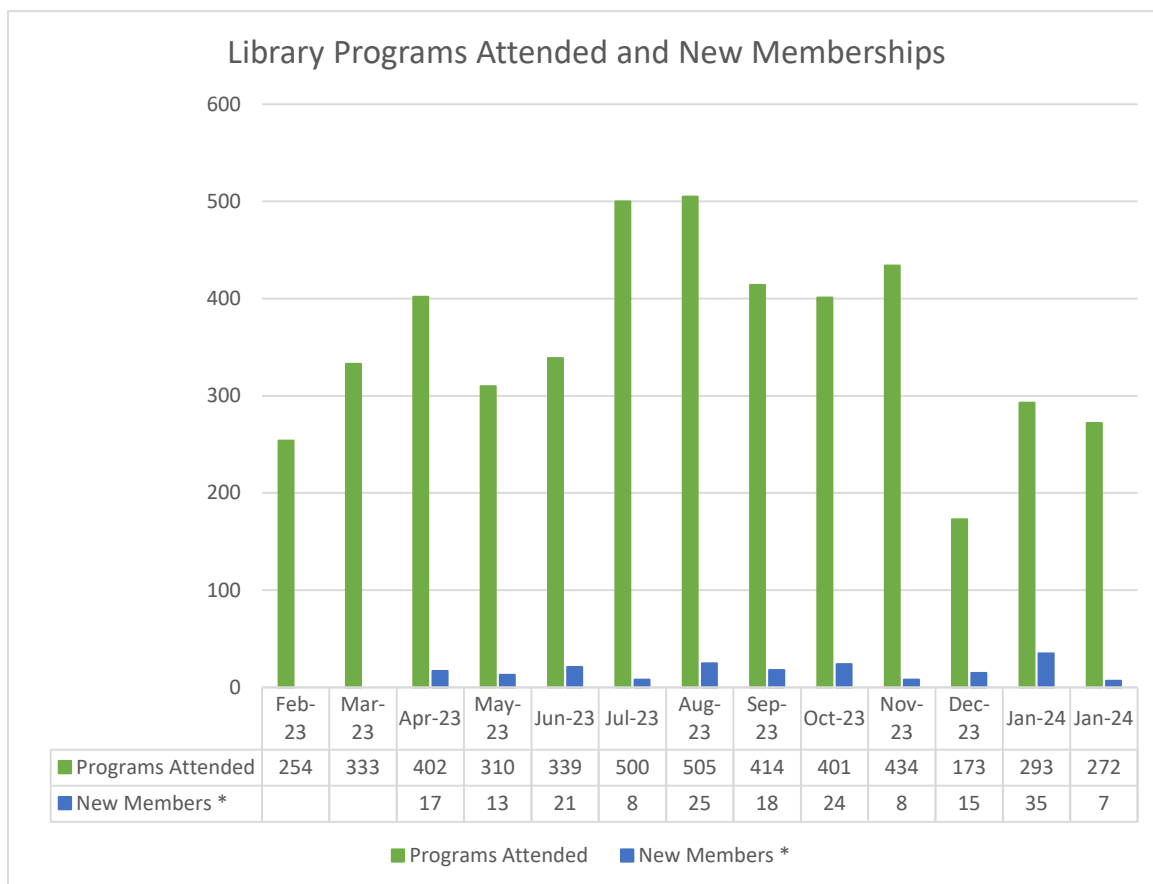


Library Programs and Memberships

There were 17 program activities delivered in February across a variety of community demographics, with a total attendance of 272 participants.

In the same month last year, the library had 254 attendees across 19 activities, which reflects a current increase of participants at regular children's programs and re-commencement of digital literacy workshops which will continue monthly over 2024.

Seven new people joined the library during February 2024.



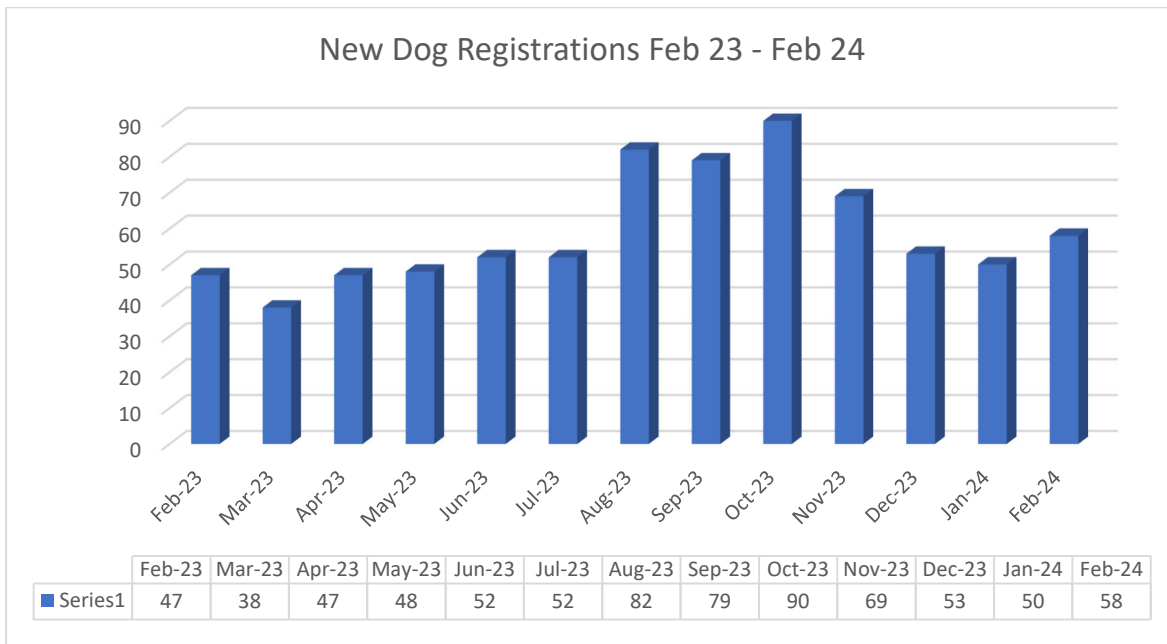
Library Service Disruptions

With the return to school term, there have been no service interruptions to report for the month of February 2024. A technical IT hardware issue has affected public computers and people counters since 26 February. A workaround has ensured that members of the public can still have access to limited computer, internet and printing services. The people counter will not collect data until hardware installation and configuration on 13 March 2024.

Regulatory Services

New Dog Registrations

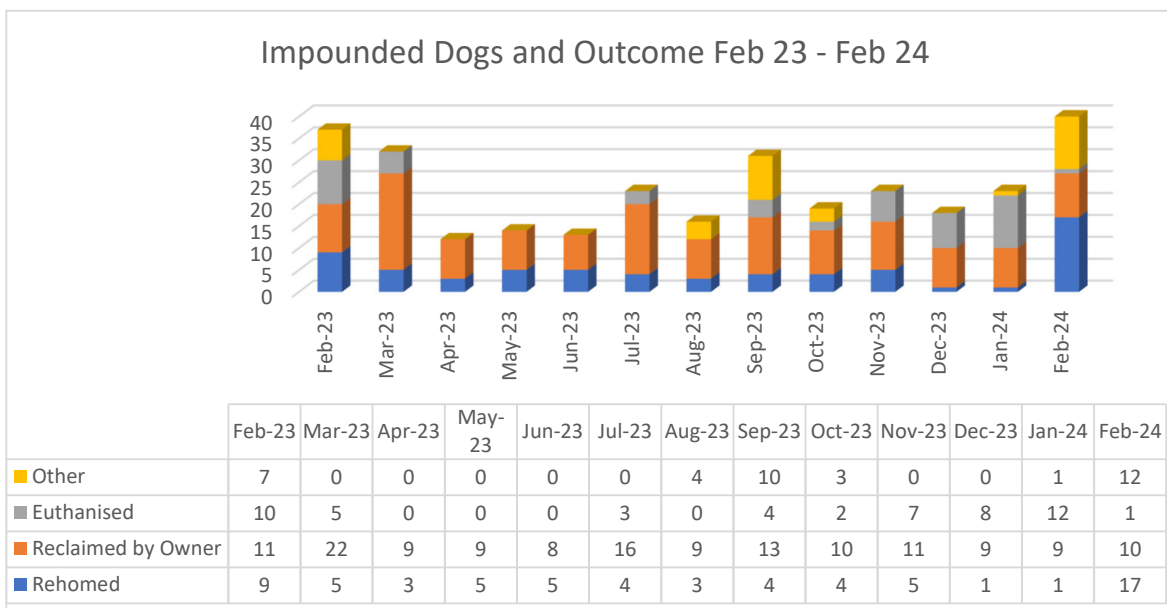
The number of new dogs registered either voluntarily or as a condition of release from the pound in February 2024 was 58, 8 more than the previous month and a little less than the average of 63.75 per month for the previous 12 months. In comparison, 47 new registrations were obtained for the same time last year.



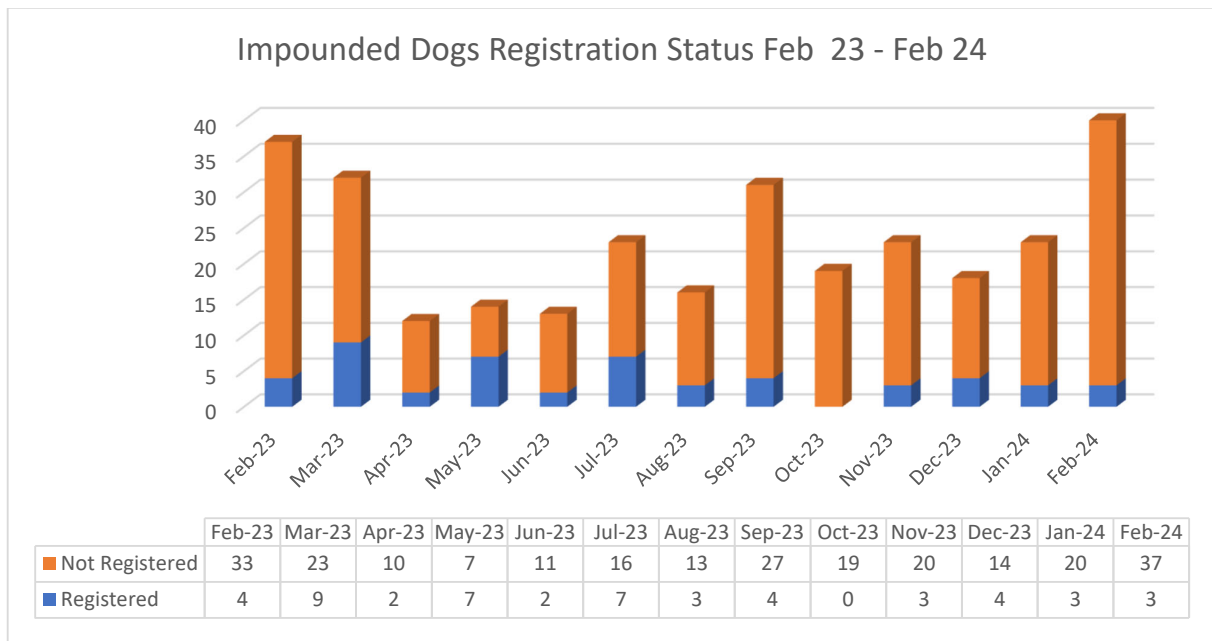
Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 40 dogs impounded in February, the highest in the last 12 months, 17 more than the previous month and almost 15 more than the average of 25.08 for the previous 12 months. In comparison, there were 37 impounds in February 2023.

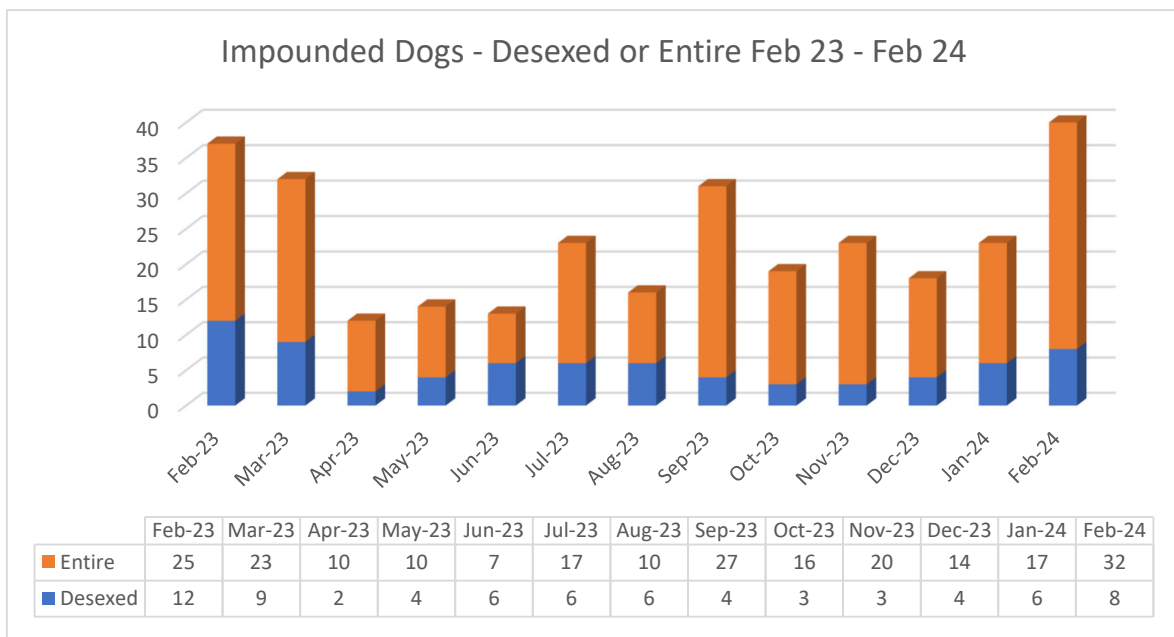
From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figures are a consequence of dogs that are not considered suitable for rehoming due to temperament 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 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.



The number of dogs impounded and identified as either registered or not registered over the past 12 months can be seen below. 83% of dogs impounded over the last 12 months were not registered at the time of impounding. The majority of dogs registered at the time of impounding typically were already registered from a previous impounding.

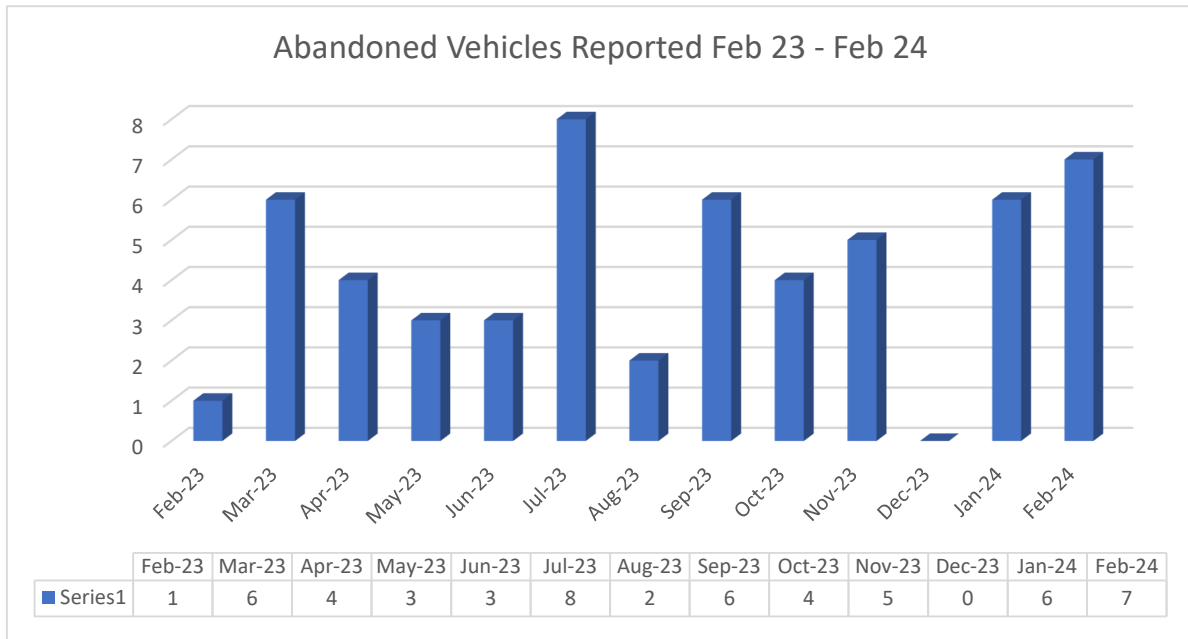


The reproductive status of dogs impounded over the last 12 months indicates 76% have not been desexed, as per the graph below. This clearly demonstrates entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment 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 7 reports made to Council of abandoned vehicles in February 2024, which is above the average for the previous 12 months of 4.4 per month, and six more than for the same time last year. 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:	DRAFT FIN07 Community Grants, Donations and Sponsorships Policy
Author and	Stephen Hoyne, Chief Executive Officer
Recommending Officer:	
Meeting Date:	19/03/2024
Attachments:	A: Draft FIN07 Community Grants, Donations and Sponsorships Policy

Executive Summary

This report presents to Council for adoption draft FIN07 Community Grants, Donations and Sponsorships Policy.

Recommendation

THAT Council:

1. adopt the draft policy FIN07 Community Grants, Donations and Sponsorships Policy, as at Attachment A, and
2. authorises the Chief Executive Officer to make minor amendments.

Background

At the 20 February 2024 Ordinary Council Meeting, Council requested that a review of FIN07 Community Grants, Donations and Sponsorships Policy be brought to the 19 March 2024 Ordinary Council Meeting for consideration.

In line with this request, the draft revised FIN07 Community Grants, Donations and Sponsorships Policy is provided at Attachment A for consideration. Changes made to the policy are outlined below:

- rewording of Clause 4.1.5 to allow the consideration of sponsorship applied for by commercial entities;
- Updated reference to the *Northern Territory Local Government Act 2019*; and
- Review History table and review dates updated to reflect proposed changes.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Community Grant Guidelines

Risks

Adverse feedback from ratepayers that Council have amended its funding policy to allow financial support of commercial entities.

Community Engagement

Not applicable.

ATTACHMENT A

Community Grants, Donations and Sponsorships **FIN07**



Name	FIN07 Community Grants, Donations and Sponsorships
Policy Type	Council
Responsible Officer	Manager – Community Inclusion <u>Chief Executive Officer</u>
Approval Date	29/09/2024 <u>19/03/2024</u>
Review Date	28/09/2025 <u>20/03/2028</u>

1. Purpose

This policy outlines Council's role in supporting the community and outlines the method by which support is provided to individuals or incorporated community groups by way of grants, sponsorship and donations. This policy will provide a framework, which will guide the provision of consistent community grants administration and assessment processes across Council.

2. Scope

This policy applies to all applicants of a community grant, sponsorship or donation from Litchfield Council.

3. Definitions

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

Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Incorporated Associations	An “incorporated association”: (a) Cannot operate for the profit or gain of its individual members; (b) Contributes to the community in a social, sporting, cultural, environmental or charitable context; and (c) Demonstrates local volunteer involvement
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4. Policy Statement

Council will provide financial support to not for profit organisations and incorporated community groups that undertake activities and services that benefit the community and to individuals in particular circumstances in line with the objectives of this Policy.

4.1 For all grants, sponsorships and donations the following applies:

- 4.1.1 All grants, donations and sponsorships must benefit the Litchfield Council Municipality or its residents, and applications must identify how it relates to the goals and strategies in the Municipal or Strategic Plans;
- 4.1.2 Guidelines and eligibility for all grants, donations and sponsorships are set out in the Litchfield Council Community Grants Scheme Guidelines;
- 4.1.3 Only one application per organisation per financial year will be considered for the annual community grants and the community initiative grants;
- 4.1.4 Only one application per individual every two years will be considered for the youth development grants;
- 4.1.5 Applications by commercial entities ~~will not~~ may be considered; and
- 4.1.6 4.1.7 All grant amounts payable under this Policy are exclusive of Goods and Services Tax (GST). Where the Australian Taxation Office regards a grant payment as subject to GST, and the grant is made to an organisation that is registered or required to be registered for GST, 10% GST will be added to the grant payment.

4.2 Annual Community Grants

- 4.2.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.2.2 Applications must be made using the Annual Community Grants application form;
- 4.2.3 Applications will only be accepted from incorporated not for profit organisations or community groups;
- 4.2.4 Applications must fall under the categories as outlined in the Community Grant Guidelines with the maximum amount that can be applied for also outlined;
- 4.2.5 Applications will be assessed as per the Litchfield Council Community Grant Scheme Guidelines by the Community Grants Committee;

- 4.2.6 Grants will be awarded by Council decision following the recommendations from the Community Grants Committee;
- 4.2.7 Applicants must agree to sign an Acceptance of Funding Form and raise a tax invoice prior to a cheque being issued or funds being transferred into a bank account; and
- 4.2.8 Applicants must complete an Acquittal Report as outlined in the funding agreement and failure to do so may render the applicant ineligible for future funding.

4.3 Community Initiative Grants

- 4.3.1 Eligibility will be outlined in the Community Grants Guidelines;
- 4.3.2 Are open all year round until allocated funds have been exhausted;
- 4.3.3 Applications must be made using the Community Initiative Grants application form;
- 4.3.4 Applications will only be accepted from incorporated not for profit organisations;
- 4.3.5 Funding will not be granted retrospectively;
- 4.3.6 Applications must fall under the categories as outlined in the Community Grant Guidelines;
- 4.3.7 Applications will be approved under delegation by the CEO; and
- 4.3.8 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

4.4 Youth Development Grants

- 4.4.1 Council recognises the significant costs associated with travelling for sport and recreation competitions as well as other development opportunities;
- 4.4.2 Eligibility will be outlined in the Community Grants Guidelines;
- 4.4.3 Applications must be received prior to event commencement date;
- 4.4.4 The Youth Development Grants are open all year round until allocated funds have been exhausted;
- 4.4.5 Applications must be made using the Youth Development Grants application form;
- 4.4.6 Applicants must be over the age of 18. Applicants under the age of 18 must have a parent or guardian apply on their behalf;
- 4.4.7 Applicants must not have any outstanding debt to Council;
- 4.4.8 Applications will be approved under delegation by the CEO; and
- 4.4.9 Funding must be acquitted within three months of receiving the funds and failure to do so may render the applicant ineligible for future funding.

4.5 Donations

- 4.5.1 Donations can be applied for under the Community Initiative Grants and must meet sections 4.3.1 to 4.3.4;
- 4.5.2 Donations will be approved by Council resolution; and
- 4.5.3 Donations do not require an acquittal.

4.6 Sponsorship

- 4.6.1 A sponsorship agreement will not impose or imply conditions that would limit, or appear to limit, Council's ability to carry out its functions legally, fully and impartially;
- 4.6.2 Sponsorship requests are determined by Council resolutions;
- 4.6.3 May be recurrent, fixed term or once off;
- 4.6.4 Are identified yearly in the Council budget;
- 4.6.5 A sponsorship agreement outlining the full terms and conditions of the agreement will be recorded in writing and signed by both parties; and
- 4.6.6 Recipients of sponsorship must supply an annual report each year including a full financial report as per the timelines set out in the sponsorship agreement.

4.7 Community Grants Committee

- 4.7.1 The Annual Community Grants will be assessed by the Community Grants Committee who will make recommendations to Council for endorsement; and
- 4.7.2 The Committee will comprise General Manager Business Excellence or nominated delegate, the General Manager Infrastructure and Operations or nominated delegate and three elected Councillors as nominated by Council. The Mayor will have an ex-officio role on the Committee.

4.8 Commitment to Funding

- 4.8.1 The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.

5. Associated Documents

Litchfield Council Grants Register

6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Local Government (General) Regulations

Australian Accounting Standards

Ministerial Guidelines

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7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/9/2015	Approved by Council resolution
7/3/2017	Updated to reflect current policy format and Litchfield Community Grants Scheme guidelines
18/3/2020	Guidelines updated
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
29/09/2021	Policy amended to include an additional Council member (from two to three).
<u>19/03/2024</u>	<u>Minor administrative changes made, including reference to legislation.</u> <u>Policy updated to allow the consideration of sponsorship applied for by commercial entities.</u>



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Draft COM01 Youth Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/03/2024
Attachments:	A: Draft COM01 Youth Policy

Executive Summary

This report presents to Council the draft COM01 Youth policy.

Recommendation

THAT Council:

1. adopt the draft COM01 Youth Policy, as at Attachment A, with a review date of one year and;
2. authorise the Chief Executive Officer to make minor amendments.

Background

Policy COM01 Youth provides Council with a framework to demonstrate the commitment to the development and support of young people in the Municipality. The policy is also supported by Council's Community Engagement Strategy, Community Engagement Action Plan and COR02 Community Engagement Policy.

COM01 Youth policy was due for review in early 2023. The policy has now been reviewed and there were no content changes, only minor formatting amendments.

However, it is recommended that the policy be reviewed in the next twelve months, following a review of Council's approach to its commitment to the development and support of young people in the Municipality.

Links with Strategic Plan

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

Legislative and Policy Implications

Not applicable.

Risks

Nil identified.

Community Engagement

Not applicable.



Name	COM01 Youth
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	20/03/2019 19/03/2024
Review Date	18/03/2025 8

1. Purpose

This Policy outlines Council's commitment to foster youth participation and empowerment and highlights the significance of youth and the youth sector in Litchfield.

2. Scope

This policy applies to Councillors, staff, consultants and contractors responsible for engaging with young people, aged between 10 and 25 years, within the Litchfield Municipality for or on behalf of Litchfield Council.

3. Definitions

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

Council	Litchfield Council
Engagement	Any process that involves the public in problem solving or decision making and uses public input to make better decisions

4. Policy Statement

This policy provides Litchfield Council with a framework to demonstrate the commitment to the development and support of young people in the Municipality.

4.1. Promote a Positive Profile of Youth

~~4.1.1.~~ ~~4.1.1~~ Council will play an active role in promoting a positive image of youth, which may include Council publications, media releases in both print and electronic media.

4.1.1.

4.1.2. ~~4.1.2~~ Council will support the nomination and selection of Litchfield's Young Citizen of the Year as part of the annual Australia Day Award Program.

4.2. Active Participation

4.2.1. ~~4.2.1~~ Council will explore options for young people to be involved in purposeful engagement. Where possible, youth will be given the opportunity to take on valued

roles to actively participate in addressing relevant issues with the ability to influence real outcomes.

4.3. Promote Access and Development

~~4.3.1.~~ ~~4.3.1~~ Council will represent the youth of Litchfield at network meetings such as the Palmerston and Rural Youth Services Network (PARYS) and others as appropriate.

~~4.3.1.~~

~~4.3.2.~~ ~~4.3.2~~ Where appropriate Council will advocate to reduce barriers in accessing services, programs, opportunities and events for youth. This may include advocating for the expansion of services to the Litchfield Municipality. Council acknowledges young people may experience barriers such as cost, transport and distance.

~~4.3.2.~~

4.3.3. ~~4.3.3~~ Council will represent the youth of Litchfield through relevant engagement processes with the Northern Territory and Federal Government.

4.4. Roles and Responsibilities

~~4.4.1.~~ ~~4.4.1~~ Councillors will; advocate the interests of youth to governments, act as a responsible partner in government by considering the needs of the young people in the Litchfield community and fostering community cohesion and encouraging active participation in community engagement with young people.

~~4.4.1.~~

4.4.2. ~~4.4.2~~ The Chief Executive Officer will; lead the organisation to further embed a culture that strives for and supports the positive profile of youth including opportunities for youth to be involved in purposeful engagement and ensure Council is providing adequate ability to implement the Youth Policy.

5. Associated Documents

Community Engagement Strategy 2017-2021

Community Engagement Action Plan 2017 – 2021

COR02 Community Engagement Policy

6. References and Legislation

Nil

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
<u>20/03/2019</u>	<u>New policy</u>

<u>19/03/2024</u>	<u>Policy reviewed, minor formatting changes and no content changes. Policy review date amended to one year to allow for a further review.</u>
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DRAFT



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/03/2024
Attachments:	A: 20 February 2024 Council Report 13.02.04: Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events –

Executive Summary

The report presents to Council for approval, sponsorship opportunities of the Eden Festival, a newly established 3-day electronic music festival scheduled to take place in the municipality from 26 to 28 July 2024.

Recommendation

THAT Council:

1. lift from the table 13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events from 20 February 2024 as at Attachment A;
2. authorise the provision of one-time funding, with the amount, not exceeding \$5,000.00, to be determined by Council, to contribute towards covering the costs for a service aimed at enhancing the safety of the event and its attendees, and aiding in risk mitigation for an event within the municipality;
3. approve the addition of an amount determined by Council but not exceeding \$5,000.00, to Budget 2025 in accordance with FIN04 Financial Reserves Policy; and
4. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and the Darwin River Tavern, ensuring the inclusion of the Litchfield Council logo on promotional items, list Litchfield Council as an official sponsor on the event webpage, and grant the council delegates the right to display the council logo in the form of banners, flags, and/or signs onsite for the duration of the event.

Background

The owners of the Darwin River Tavern approached the Community Participation Officer on 30 November 2023, independent of the festival organisers, to seek financial sponsorship to assist with the costs of hosting the event.

A report was put to Council at the Ordinary Council Meeting of 20 February 2024, as at Attachment A. At that time, Council resolved to lay the report on the table until the Ordinary Council Meeting of 19 March 2024.

Council is asked to consider Sponsorship of this event, up to a maximum funding amount of \$5,000 which would cover the expenses of a specific service. An example of such could be a contribution towards the costs of having St. John's Ambulance and paramedics present for the duration of the three-day event.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Prosperity - Our Economy and Growth

Legislative and Policy Implications

Litchfield Council Tourism and Events Strategy 2021-2024.
FIN07 Community Grants, Donations and Sponsorships Policy.
FIN04 Financial Reserves Policy.
Community Engagement and Strategy and Action Plan 2022-2025.

Risks

Financial

The overall proposed maximum investment of \$5,000.00, or lesser amount determined by Council towards the event does not present a major financial risk. Value to be added to Budget 2025. Funding for this event could be viewed as direct support to both the tourism and businesses throughout the municipality participating in, or supporting, the event.

Adversely, if the event doesn't take place or falls short of the anticipated success, the allocated funding may not be utilised as originally specified. To safeguard the Council's financial reputation and ensure the return of funds, Council staff must establish a legally binding financial agreement.

Community Engagement

Not Applicable.



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Sponsorship Request: Darwin River Tavern in Collaboration with Osprey Events
Author:	Ashleigh Young, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/02/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to seek approval of Council Sponsorship towards Eden Fest, a newly established 3-day electronic music festival scheduled to take place in the municipality from July 26th to July 28th, 2024.

Recommendation

THAT Council:

1. authorise the provision of one-time funding, with the amount to be determined by Council, to contribute towards covering the costs for a service aimed at enhancing the safety of the event and its attendees, and aiding in risk mitigation for an event within the municipality;
2. approve the redirection of funds from the Cash-for-Cans reserve, of an amount determined by Council but not exceeding \$5,000.00, to the Darwin River Tavern in accordance with FIN04 Financial Reserves Policy; and
3. authorise the Chief Executive Officer, or appointed delegate, to draft an agreement between Litchfield Council and the Darwin River Tavern, ensuring the inclusion of the Litchfield Council logo on promotional items, list Litchfield Council as an official sponsor on the event webpage, and grant the council delegates the right to display the council logo in the form of banners, flags, and/or signs onsite for the duration of the event.

Background

The owners of the Darwin River Tavern approached the Community Participation Officer on 30 November 2023, independent of the festival organisers, to seek financial sponsorship to assist with the costs of hosting the event.

The event is anticipated to have a significant impact on the local economy by attracting more visitors to the region. The "live with us concept" encourages attendees to stay for a week before the event, which promotes support for local businesses, boosts tourism, and enhances recognition of the Litchfield area as a tourist destination. Moreover, funding for the event is in line with the objectives of the Litchfield Council Tourism and Events Strategy 2021-2024 and the Community Engagement Strategy and Action Plan 2022-2025.

A re-evaluation of the initial funding proposal arrangement was reached, wherein the council, upon approval, would cover the expenses of a specific service. Recommendations were made to contribute towards the costs of having St. John's Ambulance and paramedics present for the duration of the three-day event. The benefit of this enhances the safety of event attendees and the broader community. Furthermore, it is proposed that the maximum funding amount be reduced to \$5,000.00 considering this is the inaugural year of the event.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Prosperity - Our Economy and Growth

Legislative and Policy Implications

Litchfield Council Tourism and Events Strategy 2021-2024.
Community Grants, Donations and Sponsorships policy (FIN07).
Financial Reserves Policy (FIN04).
Community Engagement and Strategy and Action Plan 2022-2025.

Risks

Financial

The overall proposed investment of up to \$5,000.00 or an amount determined by Council towards the event does not present a major financial risk. The current budget remaining in the Cash for Cans Reserve is \$141,906.00. Funding for this event could be viewed as direct support to both the tourism and businesses throughout the municipality participating in, or supporting, the event.

Adversely, if the event doesn't take place or falls short of the anticipated success, the allocated funding may not be utilized as originally specified. To safeguard the Council's financial reputation and ensure the return of funds, Council staff must establish a legally binding financial agreement.

Community Engagement

Not Applicable.



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report February 2024
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	19/03/2024
Attachments:	A: PA2023/0434 B: PA2023/0397 C: PA2023/0428 D: PA2023/0008

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 01 February 2024 to 29 February 2024. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	4
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	2
Water Licence Applications	0
Mining Applications	0
Works Permits	11

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

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report February 2024; 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	2
Planning applications supported, subject to specific issues being adequately addressed	2
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	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
PA2023/0434 Section 06355 Hundred of Bagot, 16 Mighall Pl, Holtze NT Attachment A	Food premises-café with ancillary dwelling-caretakers with a height exceeding 8.5m Council supports the development as it is a minor alteration to previously approved development
PA2023/0397 345 Sunter Road, Herbert NT Attachment B	Dwelling-independent with a floor area in excess of 80m2 with a separate effluent disposal system Council supports the development as it aligns with the Litchfield Subregional Land Use Plan to maintain rural amenity 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
PA2023/0428 120 William Road, 37 Cyrus Road Berry Springs NT Attachment C	Subdivision and consolidation to create two lots (boundary realignment) in two stages Council supports the development as it will provide unconstrained access from William Road for the resident. Support is provided noting that further information is required in regard to access to Lot A and the constrained and unconstrained portion of land.
PA2024/0008 465 Stuart Highway, Coolalinga NT Attachment D	Part change of use from office and shop to leisure and recreation (tenancy 6) Council supports the granting of a development permit. Comments are provided in relation to the carparking calculation and available spaces. Council would also like the applicant to consider lighting of the carparking area to support public safety.

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for amendments to existing liquor licences or new applications for special event liquor licences to which Council has responded during the noted period.

Address and Attachment Reference	Purpose and Summary	Comments Provided
PQ2024/9001 Freds Pass Recreation Reserve	Noonamah Polocrosse Carnival 10-12 May 2024	Council supports the granting of a Special Event Liquor Licence
PQ2024/9002 Freds Pass Recreation Reserve	Noonamah Polocrosse Carnival 12-14 July 2024	Council supports the granting of a Special Event Liquor Licence

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
3

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
9

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
11

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Vegetation Maintenance power line clearing	129 Morgan Road VIRGIN...	29/02/2024	06/03/2024
Water repair with road crossing.	160 Lovelock Road BEES ...	26/02/2024	29/02/2024
Test Holes	220 Thorngate Road HOL...	23/02/2024	28/02/2024
T23-1684 - Cox Peninsula Road/ Southport Road Intersection- Constr...	185 Southport Road TUM...	20/02/2024	21/02/2024
Re Strain LV Power Lines	40 Draper Road HOWAR...	16/02/2024	29/02/2024
Power Pole transformer replacement using EWP and franer	95 Callistemon Road HO...	13/02/2024	21/02/2024
Detailed survey of Lagoon Rd and Agostini Rd	155 Lagoon Road KNUCK...	10/02/2024	15/02/2024
PWC to upgrade power supply, usning EWP and light vehicles	225 Sunter Road HERBER...	07/02/2024	27/02/2024
Power Pole Service Replacement use of EWP to access pole tops	95 Melaleuca Road HOW...	06/02/2024	19/02/2024
remove tempoary dirt crossover	100 Deloraine Road SHO...	05/02/2024	05/02/2024
Survey works under gaps in traffic with the use of Lookout Persons	154 Stow Road HOWARD...	02/02/2024	09/02/2024

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.



Ref: 2023/0434

17 January 2024

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

RE: Letter of Comment Development Application

**Hun: 055 P: 06355 16 Mighall Place HOLTZE, Hundred of Bagot
Food premises-cafe with ancillary dwelling-caretakers with a height exceeding 8.5m**

Thank you for the Development Application referred to this office on 18/12/2023, 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 17/0284.

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

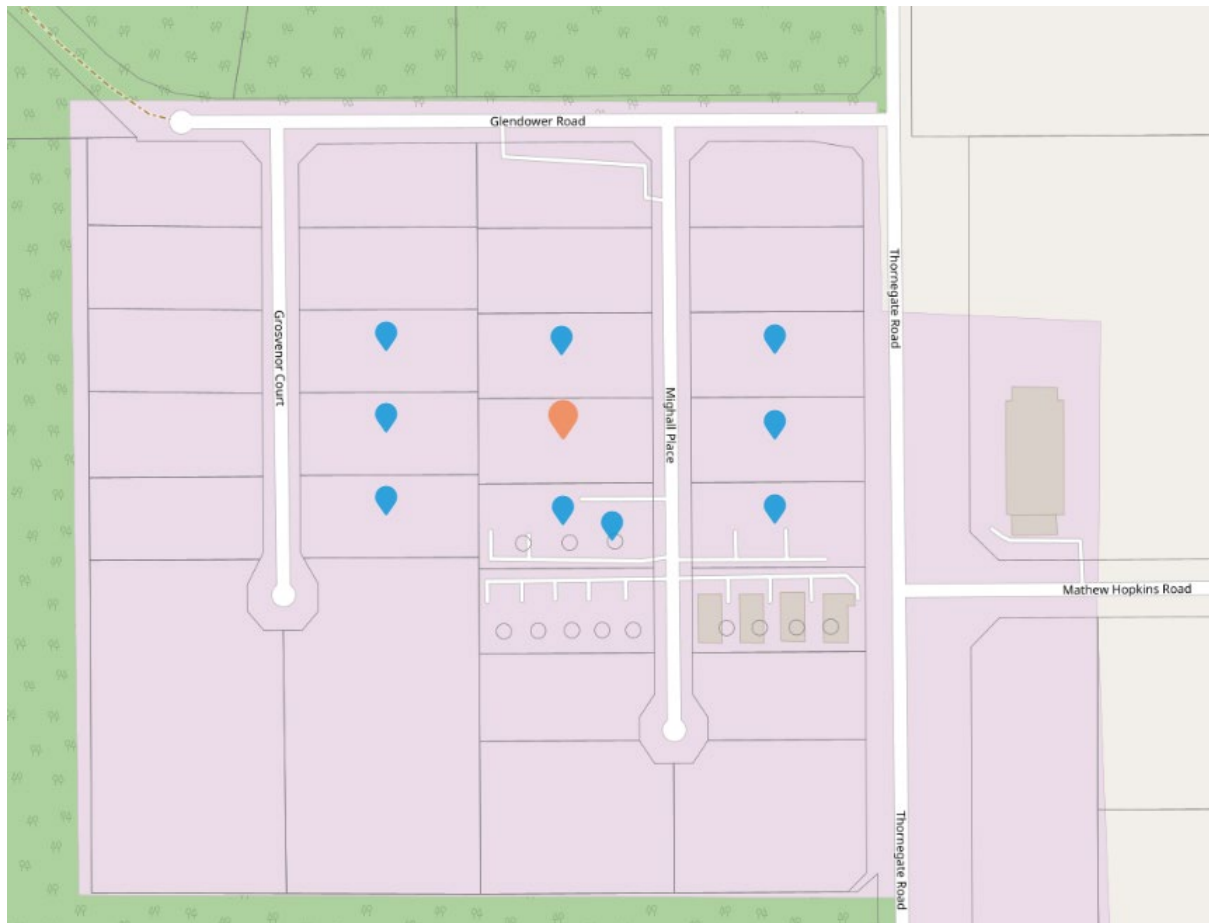
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.

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

Yours faithfully

Perupkar Singh
Development Engineer

16 Mighall Place, Holtze NT





9 February 2024

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

RE: Letter of Comment Development Application

PA2023/0397

**Hun: 695 P: 02457 345 Sunter Road HERBERT, Hundred of Strangways
Dwelling-independent with a floor area in excess of 80m2 with a separate
effluent disposal system**

Thank you for the Development Application referred to this office on 25/01/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

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

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:

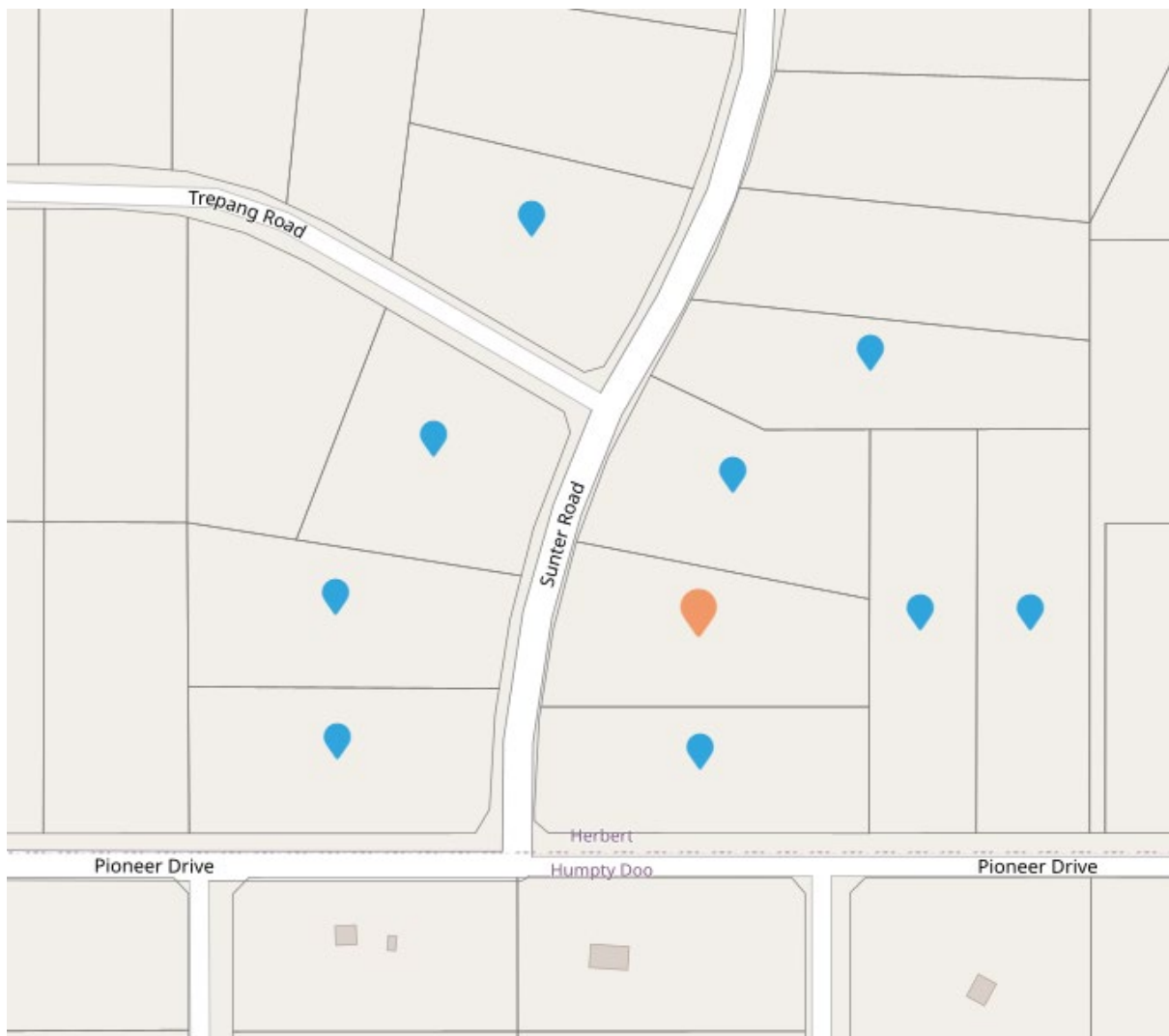
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

Jaimie O'Connor
Acting Planning & Development Program Leader

345 Sunter Road, Herbert NT





09 February 2024

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

RE: Letter of Comment Development Application

PA2023/0428

**Hun: 160 P: 02791 120 William Road BERRY SPRINGS, 37 Cyrus Road BERRY SPRINGS,
Hundred of Cavenagh**

Subdivision and Consolidation of two lots to create two lots (boundary realignment) in two stages

Thank you for the Development Application referred to this office on 25/01/2023, 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 subdivision and consolidation is in keeping with the Litchfield Subregional Land Use Plan to maintain rural amenity and lifestyle choice
- b) The new access will provide unconstrained access from William Road for the residents of 37 Cyrus Road.

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

- a) The provided information refers only to a new access from William Road, there is no reference to access for both Lot A and Lot B. As per the Planning Scheme 6.3.3 each lot is to have unconstrained access from a public road, to the identified unconstrained portion of the land.
- b) Clarification is required in regard to the constrained and unconstrained portion of the proposed lots as currently the plan shows that access is required through a constrained portion of land though this is not clearly indicated.

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 be as per the NT Subdivision and Development standards and meet Litchfield Council's requirements. Plans should be provided showing;
 - i. Crossover locations for both Lot A and Lot B
 - ii. Crossover types to be installed should be as per standard drawing SS1008 – Type 3 – Vehicle Access with concrete invert or as otherwise agreed.

- 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.

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

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

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

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

- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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

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

Yours faithfully



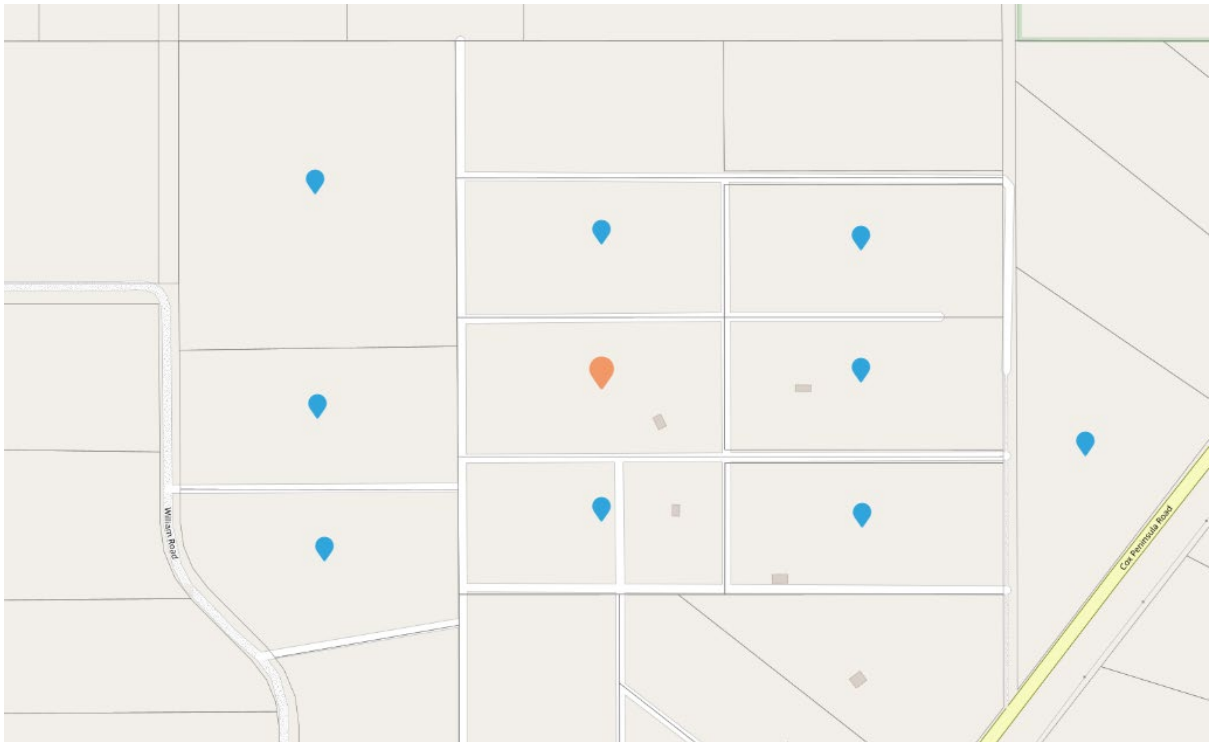
Jaimie O'Connor
Acting Planning & Development Program Leader

Tel (08) 8983 0600 Email council@litchfield.nt.gov.au

Address 7 Bees Creek Road, Freds Pass NT 0822 Postal PO Box 446 Humpty Doo NT 0836 Web www.litchfield.nt.gov.au

ABN 45 018 934 501

37 Cyrus Road, Berry Springs NT





27 February 2024

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

RE: Letter of Comment Development Application

PA2024/0008

PURE PILATES NT

**Hun: 055 P: 04201 465 Stuart Highway COOLALINGA, Hundred of Bagot
Part change of use from office and shop to leisure and recreation (tenancy 6)**

Thank you for the Development Application referred to this office on 09/02/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the granting of a Development Permit for this leisure and recreation service as it aligns with the Litchfield Subregional Land Use plan statement of policy and Coolalinga and Freds Pass rural activity centre plan to facilitate growth of vibrant centres for the community and support attractive, safe and sustainable commercial activities.

Council can provide comments in relation to the car parking and access requirements as follows;

The statement of effect addresses the car parking requirements as requiring 11 car spaces where previously only 10 were required and requests a relaxation of the requirement. It is noted however that the calculation is based on varying uses of the space when the calculation should possibly be based on the primary use and thus through Councils calculation provide for 17 car spaces.

Car Parking	Area & Car Calculation	Car Spaces Required
Nett Lettable Area - Recreation and Leisure	164.0m2 @ 10 cars per 100m2	16.4
Amenities/ Passage/ Service Area	26.3m2 Nil Car Spaces	0
Total Area	190.3m2	16.4 rounded to 17 car spaces

Further to addressing the requirement, it is noted that the provided site plan does not reflect the car spaces and layout currently available and does not identify which spaces are available specifically for Pure Pilates customers. That is, it is not clear if the car parking available for the whole establishment is sufficient.

Council also would like the applicant and property owner to consider some of the design elements in the NT Subdivision and Development guidelines in regard to public open space interfaces and surveillance and lighting. Consideration of these elements would support public safety and consider crime prevention through environmental design principles which creates a safe environment for users and

minimises anti-social activity. Particularly noting the operating hours of the facility may begin and end when there is limited daylight.

It is also noted, that the access to the tenancy, is via a service road which is not under the care and control of Council, however appears constrained as it is shared with direct access to the Caltex Service station. The property owner may wish to address the access and line marking inclusive of adequate signage.

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) Provide updated site plan, identifying current available car spaces and allocation

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

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

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

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

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

Yours faithfully



Rodney Jessup
Director Infrastructure and Operations

465 Stuart Highway, Coolalinga NT





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 March 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 Risk Management and Audit Committee Unconfirmed Confidential Minutes 25 October 2023

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

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

15.03 Application for Write-Off of Rates Charges

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

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

15.04 Code of Conduct Complaints – Status Update

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

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

15.05 Breach of Code of Conduct Complaint – 16 January 2024

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

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

15.06 NTCAT Orders – Case Number 2023-04224-CT

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.

15.07 Award Contract - RFT23-376 Guys Creek Road Upgrade

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

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

15.08 Award Contract - RFT23-414 Research Various Roads

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.

16 Close of Meeting