



AGENDA

36th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 20 AUGUST 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 20 August 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 16 July 2024, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 16 July 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
on Tuesday 16 July 2024 at 6:00pm

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

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6.00pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

As per Section 115 of the Local Government Act 2019, Cr Mackay disclosed an interest in Late Item 15.08 – Freds Pass Funding, in confidential, and advised they would leave the meeting whilst the item is under consideration.

4.2 Staff

Nil

4. PUBLIC QUESTIONS

Barry Moriarty requested a follow-up on two emails he had been sent regarding a petition and a list of properties that should not have been charged the road seal levy. Mr Moriarty was advised that the petition is non-conforming and that it would be discussed in the confidential section of the meeting and that a response to the list of properties would be provided via email.

Mr Moriarty asked how the road seal levy is calculated and said that Council still does not know how the levy has been calculated. Mayor Barden confirmed that the original calculation was set by a previous Council and that it was unknown, however the processes of applying a road seal levy has been confirmed through legal advice.

5. CONFIRMATION OF MINUTES

6.1 Confirmation of Council Minutes

Moved: Cr Sidey

Seconded: Cr Sharp

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

- Ordinary Council Meeting held Tuesday 18 June 2024, 11 pages; and
- Ordinary Confidential Meeting held Tuesday 18 June 2024, 4 pages.

CARRIED (7-0) ORD2024 11-148

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Harlan

Seconded: Cr Sharp

THAT Council receive and note Item 5.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

CARRIED (7-0) ORD2024 11-150

6. PETITIONS

To be discussed at 15.05 Non-Conforming Petition Received, in confidential.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Salter

Seconded: Cr Wright

THAT the late report Item 15.8 Freds Pass Reserve Grant Funding, be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration.

CARRIED (7-0) ORD2024 11-150

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 18 June 2024 to 16 July 2024.

CARRIED (7-0) ORD2024 11-151

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Updates from appointed representatives will be provided within the meeting when applicable reports are considered.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – June 2024

Moved: Cr Sharp
Seconded: Deputy Mayor Harlan

THAT Council note the Litchfield Council Finance Report for 30 June 2024 and add the Chief Executive Officer signature to the report.

CARRIED (7-0) ORD2024 11-152

13.01.02 People, Performance and Governance Report – June 2024

Moved: Cr Wright
Seconded: Cr Salter

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

CARRIED (7-0) ORD2024 11-153

13.02 Executive and Community Services

13.02.01 Community Services and Development Monthly Report – June 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Sharp

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

CARRIED (7-0) ORD2024 11-154

13.02.02 Municipal Plan 2023-2024 – Quarterly Performance Report

Moved: Deputy Mayor Harlan
Seconded: Cr Mackay

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

CARRIED (7-0) ORD2024 11-155

13.02.03 Code of Conduct Complaint – Notice of Decision

Moved: Deputy Mayor Harlan
Seconded: Cr Sharp

THAT Council receive and note the Breach of Code of Conduct Complaint – 10 April 2024 – Decision as at Attachment A.

CARRIED (7-0) ORD2024 11-156

13.02.04 Recreation Reserve Management Committee Minutes – June 2024

Moved: Cr Wright
Seconded: Cr Salter

THAT Council:

1. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 6 June 2024, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 8 July 2024, at Attachment B.

CARRIED (7-0) ORD2022 11-157

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – June 2024

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council:

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

CARRIED (7-0) ORD2024 11-158

13.03.02 Request for Land (5 Campbell Road)

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

THAT Council:

1. support the development of policies that would enable Council to lease Council owned land in a fair and equitable process and include provisions around financial management and asset management; and
2. approve the Director Infrastructure and Operations to provide a response to the requestee advising of the above.

CARRIED (7-0) ORD2024 11-159

13.03.03 Policy Review – CEM03 Memorials Policy

Moved: Cr Sharp
Seconded: Cr Wright

THAT Council adopts draft CEM03 Memorials Policy, as at Attachment A and authorises the Chief Executive Officer to make minor editorial changes.

CARRIED (7-0) ORD2024 11-160

13.03.04 Request for Lease – Rural Potters Association

Moved: Cr Sharp
Seconded: Cr Wright

THAT Council:

1. Provide in principle support for proposed options for locating the Rural Potters Shed within the Humpty Doo Village Green;
2. Request Rural Potters Association to provide a full project plan addressing the following;
 - a. Detailed design plan for endorsement by Litchfield Council.
 - b. Detailed development costs for construction of the building, including all relevant permits and connection to existing onsite services.
 - c. Any necessary additional costs for site investigations and design.
 - d. Total project cost with evidence of ability to fund the proposal.
 - e. Communications plan inclusive of interruptions to access any parts of the Humpty Doo Village Green during construction.
 - f. Contractor selection process.
 - g. Any additional requirements as stipulated through liaison with Council Noting the above requirements are at no cost to Litchfield Council.

3. Provide in principle support for a user agreement/licence to be established with the Rural Potters Association and Litchfield Council (pending acceptance of the above) particularly noting the requirements for financial and maintenance obligations, risk management, work health and safety and public liability insurance (due to the nature of the activities); and
4. Support acceptance of Assets as detailed in the Delegation Manual.

CARRIED (7-0) ORD2024 11-161

14. OTHER BUSINESS

14.01 Cr Harlan asked for an update on Parkin Road access (*question taken on notice by Director Infrastructure and Operations*)

14.02 Cr Mackay thanked the elected members and staff in anticipation of his upcoming resignation for the 2024 Territory Election.

14.03 Cr Salter, in anticipation of his upcoming resignation for the 2024 Territory Election, expressed pleasure in being on the Council and wished Cr Mackay all the best.

15. CONFIDENTIAL ITEMS

Moved: Cr Mackay
Seconded: Cr Sharp

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

15.01 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 Rating of Mining Tenements – Review

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

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

15.03 Composition of the Litchfield Municipal Council Risk Management and Audit Committee

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

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

15.04 Rating Anomaly

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.

15.05 Non Conforming Petition Received

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.

15.06 Holtze – Place Names (Tranche 1)

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.

15.07 Development Permit Issued – Mira Road South

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)(ii) information that would, if publicly disclosed, be likely to prejudice the maintenance or administration of the law.

15.08 (Late Item) Freds Pass Reserve Grant Funding

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.

CARRIED (7-0) ORD2024 11-162

The meeting moved to Confidential Session at 7.14pm.

Moved: Cr Mackay
Seconded: Cr Sharp

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

CARRIED (7-0) ORD2022 11-170

The meeting moved to Open Session of the meeting at 8:25pm.

Items moved from Confidential:

15.05 Non-Conforming Petition Received

Moved: Cr Sidey
Seconded: Deputy Mayor Harlan

THAT Council:

1. Note the non-conforming petition;
2. Requests Chief Executive Officer, or delegate, to respond to petition organisers, advising that the petition has been tabled and reviewed and communicating that the council has already made concessions relating to the Special Rates Levy and that Council now considers the matter closed; and
3. Make this resolution public.

CARRIED (6-1) ORD2024 11-166

15.06 Holtze Place Names – Tranche 1

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

THAT Council:

1. Support the proposed place names as listed below and detailed in Attachment A;

Amyema	Bushtea	Capparis	Dambilinggwa*
Dawnirra*	Kino	Eulalia	Emuberry
Greenant	Lalwa*	Moedoelma*	Plumbush
Salsola	Termitaria	Viscosa	Whiteclay
Wingan*			

Note: * indicates Larrakia Language word – Provided by LDC

Commemorative Place Name request for **Dr. John Hargrave**
Commemorative Place Name request for **Dr. Ella Stack**
Commemorative Place Name request for **Dr. Trevor Cutter**

2. Provide a letter of support to Place Names NT and Tatam Planning Co. endorsing the proposed names; and
3. make public this resolution.

CARRIED (7-0) ORD2024 11-167

Disclosure of Interest: Cr Wright and Cr Sharp disclosed a conflict of interest in 15.07 Development Permit Issued – Mira Road South as members of the DCA and agreed to leave the meeting whilst item was being considered.

15.07 Development Permit Issued – Mira Road South

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

THAT Council;

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

CARRIED (5-0) ORD2024 11-168

17. CLOSE OF MEETING

The Chair closed the meeting at 8:25pm

18. NEXT MEETING

Tuesday 20 August 2024

MINUTES TO BE CONFIRMED

Tuesday 20 August 2024

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

Unconfirmed

6.02 - Business Arising from the Minutes

In Progress
Completed

Ongoing
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	<p>In Progress</p> <p>Review of contract has concerns around details of future ownership. Further advice being sought.</p>
ORD2023 11-093	<p>Cost to maintain the eight owned Council Recreation Reserves</p> <p>THAT Council:</p> <ol style="list-style-type: none"> engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and receive the report prior to the first 2023-2024 Budget Review Meeting. 	20/06/2023	DIO	<p>Ongoing</p> <p>Works are progressing with the first of the AMP and assessment for Freds Pass Reserve aimed for Late November early December. With work continuing on data collection and condition assessment on the other reserve infrastructure.</p>

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

THAT Council

ORD2023 11-121	1.	appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023;	18/07/2023	CEO	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	Part 1a,1b Ongoing Initial discussions planned for September with Crown. Part 2 Ongoing DIPL have progressed conceptual design for the shared path link adjacent the highway. Part 3 Ongoing Development Application has been lodged and Road opening letter to go to the Minister in August.
	a.	Crown Land parcel Section 2889 (580) Stuart Highway, Hundred of Strangways; and			
	b.	Part Crown land parcel Section 2639 (100) Bees Creek Road, Hundred of Strangways;			
	2.	adopt the concept to acquire land from Power and Water Corporation's Section 6003 Hundred of Strangways for the Freds Pass Reserve safe cycle, pedestrian and bridle way connection to Coolalinga and adjacent Park and Ride; and			
	3.	approve the consolidation of Section 1817 (20A) Bees Creek Road, Hundred of Strangways and Section 5467 (20) Bees Creek Road, Hundred of Strangways and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing of the road, as required.			

INF06 Private Roads Policy – Extension of Review

ORD 2023 11-242	THAT Council: <ol style="list-style-type: none">1. adopt the draft policy INF06 Private Roads Policy, as at Attachment A, for the standard policy period of one year and authorise the Chief Executive Officer to make minor amendments; and2. approve the ongoing review of the private roads policy as a 'project' to be completed by December 2024 and approve additional funding for consultants and legal fees in the current budget.	12/12/2023	DIO	Ongoing Policy updated accordingly. Slow progress on updates to the future ownership portion of the policy, due to the basis of the works requiring a meeting with DIPL, LTO and Surveyor General.
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Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension

ORD 2024 11-085	THAT Council: <ol style="list-style-type: none">1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2025 - 2027, commencing with base-level funding of \$10,000 per annum for 2024 – 2025 with any additional funding to be considered during the 2025/26 budget process; and3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.	16/04/2024	CEO	In Progress Pending execution of Funding Agreement.
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Notice of Motion – Establish an Advocacy and New Committee

ORD 2024 11-100	THAT Council establish an Advocacy and New Initiatives Committee, as per draft Terms of Reference attached in Attachment A.	21/05/2024	CEO	In Progress
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“Too Much Stuff” Market Partnership

ORD 2024 11-110	THAT Council: <ol style="list-style-type: none">1. support the delivery of the “Too Much Stuff?” recycling program by Litchfield Council;2. approve an allocation \$1,500 for a two month trial;3. request a report be brought to Council prior to the end of trial to assess the program; and4. give consideration to other Reserves or locations.	21/05/2024	CEO	Completed Report included in the 20 August 2024 Ordinary Council Meeting Agenda to rescind this Resolution.
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Naming of Shared Path Northern Australia Railway

ORD 2024 11-113	THAT Council: <ol style="list-style-type: none">1. receive and note the request as detailed in Attachment A;2. provide in-principle support for the naming of the shared path network (or part thereof) as outlined in Attachment A to be ‘North Australia Railway Trail’ or as deemed appropriate subject to further historical information and provide a letter to Place Names NT; and3. provide delegation to the CEO to approve further documentation in relation to the naming of the shared path network as deemed necessary.	21/05/2024	DIO	Completed Correspondence provided to the naming of the shared path.
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Special Resolution and Declaration of Rates and Charges 2024/2025

ORD 2024 11-124	THAT Council: <ol style="list-style-type: none">1. in accordance with Section 238 of the <i>Local Government Act 2019</i>, a special rate of \$3801.79 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2025. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2024/2025, which is attached to this report at Attachment B; and2. approve the Chief Executive Officer to remove the words “Area described in paragraph vi below” and the brackets around “subject area” in section F of Attachment B.	18/06/2024	DCC	Completed Council's Rates Declaration, including the Special Rates Section as described here, has been advertised and published on the Council’s website.
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Special Resolution and Declaration of Rates and Charges 2024/2025

THAT Council:

ORD 2024 11-125	1. receive and note the Chief Executive Officer's certification of the Assessment Record in line with Section 29 <i>Local Government (General) Regulations 2021</i> as at Attachment A to this report; and	18/06/2024	DCC	Completed Council's Rates Declaration has been advertised and published on the Council's website.
	2. pursuant to Section 237 of the <i>Local Government Act 2019</i> , declare rates and charges for the financial year ending 30 June 2025 as noted in the Declaration of Rates and Charges 2024/2025 as at Attachment B to this report.			
	3. pursuant to Section 241 of the <i>Local Government Act 2019</i> , publish the Declaration of Rates and Charges for 2024-2025 on Council's website and in the newspaper circulating generally in the area.			

Proposed Fees and Charges 2024/2025

THAT Council:

ORD 2024 11-126	1. adopt the Litchfield Council Fees and Charges for 2024/2025 as at Attachment A to this report;	18/06/2024	DCC	Completed Fees and Charges for Litchfield Council and Thorak Regional Cemetery published on Council's website.
	2. adopt the Thorak Regional Cemetery Fees and Charges for 2024/2025 as at Attachment B to this report; and			
	3. approve the CEO to make minor editorial changes.			

Proposed Fees and Charges 2024/2025

THAT Council:

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

18/06/2024 DCC

Completed

Municipal Plan and Financial Management Strategy and Long Term Financial Plan published and copy provided to the Agency. Public Notice informing of their adoption published in the NT News and both Plans are available on Council's website.

Draft FIN08 Risk Management Policy

THAT Council:

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

18/06/2024 DCC

Completed

Policy Register updated and policy available on Council's website.

Request for Land (5 Campbell Road)

ORD 2024 11-159	THAT Council: <ol style="list-style-type: none">1. support the development of policies that would enable Council to lease Council owned land in a fair and equitable process and include provisions around financial management and asset management; and2. approve the Director Infrastructure and Operations to provide a response to the requestee advising of the above.	16/07/2024	DIO	In Progress Project viability subject to development of Leasing of Council Owned Land policy.
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Draft CEM03 Memorials Policy

ORD 2024 11-160	THAT Council adopts draft CEM03 Memorials Policy, as at Attachment A and authorises the Chief Executive Officer to make minor editorial changes.	16/07/2024	DIO	Completed Policy Register updated and policy available on Council's website.
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Request for Land Lease – Rural Potters Association

ORD 2024 11-161	THAT Council: <ol style="list-style-type: none">1. Provide in principle support for proposed options for locating the Rural Potters Shed within the Humpty Doo Village Green;2. Request Rural Potters Association to provide a full project plan addressing the following;<ol style="list-style-type: none">a. Detailed design plan for endorsement by Litchfield Council.b. Detailed development costs for construction of the building, including all relevant permits and connection to existing onsite services.c. Any necessary additional costs for site investigations and design.d. Total project cost with evidence of ability to fund the proposal.e. Communications plan inclusive of interruptions to access any parts of the Humpty Doo Village Green during construction.f. Contractor selection process.g. Any additional requirements as stipulated through liaison with Council Noting the above requirements are at no cost to Litchfield Council.3. Provide in principle support for a user agreement/licence to be established with the Rural Potters Association and Litchfield Council (pending acceptance of the above) particularly noting the requirements for financial and maintenance obligations, risk management, work health and safety and public liability insurance (due to the nature of the activities); and4. Support acceptance of Assets as detailed in the Delegation Manual.	16/07/2024	DIO	In Progress Notification provided to Rural Potters and we await their response.
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Non-Conforming Petition Received

THAT Council:

ORD 2024
11-166

1. Note the non-conforming petition;
2. Requests Chief Executive Officer, or delegate, to respond to petition organisers, advising that the petition has been tabled and reviewed and communicating that the council has already made concessions relating to the Special Rates Levy and that Council now considers the matter closed; and
3. Make this resolution public.

16/07/2024 DCC

Completed

Staff have communicated the Council decision to the person who lodged this petition.

Holtze Place Names – Tranche 1

THAT Council:

ORD 2024
11-166

1. Support the proposed place names as listed below and detailed in Attachment A;

Amyema	Bushtea	Capparis	Dambilinggwa*
Dawnirra*	Kino	Eulalia	Emuberry
Greenant	Lalwa*	Moedoelma*	Plumbush
Salsola	Termitaria	Viscosa	Whiteclay
Wingan*			

16/07/2024 DIO

Completed

Correspondence provided to Tatam Planning Co.

Note: * indicates Larrakia Language word – Provided by LDC

Commemorative Place Name request for **Dr. John Hargrave**

Commemorative Place Name request for **Dr. Ella Stack**

Commemorative Place Name request for **Dr. Trevor Cutter**

2. Provide a letter of support to Place Names NT and Tatam Planning Co. endorsing the proposed names; and
3. make public this resolution.

Development Permit Issued – Mira Road South

THAT Council:

ORD 2024 11-166	<ol style="list-style-type: none">1. In relation to DP24/0115, Section 00618 Hundred of Cavenagh (160 Mira Road South, Darwin River) support a firm stance in relation to the conditions of the development permit particularly in regard to crossovers and driveways and the status of the current unmaintained road;2. Endorse correspondence included in Attachment A addressed to the Chair of the Development Consent Authority detailing Council's disappointment in the proceedings of the DCA hearing and subsequent outcome and issued permit, subject to minor editorial amendments;3. Support the commencement of establishing a suite of policies and supporting procedures in regard to Council's road assets inclusive of seeking legal advice;4. Support a staged approach to review and update the Litchfield Council Development Standards in harmonisation with the NT Subdivision and Development Guidelines to provide sufficient basis for Council staff to refer to; and5. make public this resolution.	16/07/2024	DIO	In Progress Meetings scheduled with ED Development DIPL to progress discussions on the concerns.
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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 August 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:	20/08/2024
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 July 2024 to 20 August 2024.

Summary

DATE	EVENT / MEETING
17 July 2024	Judging of Taminmin Community Library Bookmark Competition
19 July 2024	Presentation to winners of Taminmin Community Library Bookmark Competition
31 July 2024	LGANT Mayors and Presidents Catch-up
31 July 2024	State Funeral for Mr T Wurramarrba AO
1 August 2024	Litchfield Horse and Pony Club
1 August 2024	City of Palmerston Australian Citizenship Ceremony
1 August 2024	2024 Portrait of a Senior Territorian Awards Ceremony
6 August 2024	Strategic Discussion and Briefing Session
7 August 2024	Freds Pass Sport and Recreation Reserve \$10M Grant Steering Committee Meeting
11 August 2024	Palmerston and Litchfield Seniors: Opening Ceremony
14 August 2024	CEO Performance Appraisal and Remuneration Review Committee Meeting
15 August 2024	INPEX Festival Night Out!
18 August 2024	Southport Progress Association Inc - Annual General Meeting
18 August 2024	Vietnam Veterans Day Commemorative Service

DATE	EVENT / MEETING
20 August 2024	ABC Head Honcho Program
20 August 2024	Berry Springs Seniors – Birthday Party
20 August 2024	Ordinary Council Meeting

Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 17 July 2024 to 20 August 2024.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 August 2024

12 Reports from Council Appointed Representatives

Meeting	Representative
Freds Pass Sport and Recreation Reserve \$10M Grant – Project Steering Committee – 7 August 2024	Cr Sharp
CEO Performance Appraisal and Remuneration Review Committee – 14 August 2024	Chair

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – July 2024
- 13.01.02 People, Performance and Governance Report – July 2024
- 13.01.03 FIN09 Risk Management and Audit Committee Policy

13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – July 2024
- 13.02.02 Correction to Open Minutes – Ordinary Council Meeting 18 June 2024
- 13.02.03 “Too Much Stuff” Market Trial – Rescinding of Council Resolution

13.03 Infrastructure and Operations

- 13.03.01 Summary Planning and Development Report –July 2024
- 13.03.02 New Policy – CEM05 Multiple Burial Policy
- 13.03.03 Managing Concrete Waste at Council’s Waste Transfer Stations
- 13.03.04 Once Off Waste Clean-up Amnesty
- 13.03.05 Humpty Doo Village Green – Capital Works



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – July 2024
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	20/08/2024
Attachments:	A: Litchfield Council Finance Report – July 2024

Executive Summary

This report presents the Litchfield Council Finance Report for 31 July 2024. Budget 2024/2025 figures are shown.

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

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

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

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 July 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

July 2024

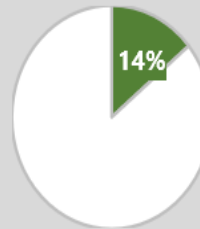
July 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$0
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.3m Outstanding
Municipal Plan Target – <18%
(Less than 2.97mn)



Current Cash Investments

\$ 24.84m

0 of 18 Budgeted Capital Programs
2024/25

\$19.52m Budgeted Cash
Reserves July 2024

\$ 19.02m

OPERATIONAL REVENUE

\$22.53m Budget – 84% Target Achieved

\$0m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 2.57m

OPERATIONAL EXPENSES

\$27.41m Budget – 9% Spent

\$ 0m

CAPITAL EXPENSES

\$ 15.24m Budget

\$ 16.45m

OPERATING SURPLUS

Budget (\$ 4.88m)

\$ 0m

CAPITAL SURPLUS

Budget (\$ 7.51m)

RATIOS

0%

Asset Sustainability
Target 30% and more

14%

Rates Outstanding
Target less than 18%

64%

Own Source Revenue Ratio
Target 60% and more

7.1

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1

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

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	15,230,611.60	15,453,753.00	130,229.40	15,453,753.00
Charges	12,111.50	14,583.33	2,471.83	175,000.00
Fees and Charges	183,271.26	169,247.50	(14,023.43)	2,030,970.00
Operating Grants and Subsidies	3,418,645.00	329,532.00	(3,089,113.00)	3,954,384.00
Interest / Investment Income	135,805.31	64,500.00	(71,305.31)	774,000.00
Other Income	42,547.54	11,666.67	(71,305.31)	140,000.00
TOTAL OPERATING INCOME	19,022,992.21	16,043,282.50	(3,072,621.38)	22,528,107.00
OPERATING EXPENDITURE				
Employee Expenses	600,775.87	625,032.25	24,256.38	7,500,387.00
Materials and Contracts	1,067,807.63	747,333.67	(320,473.96)	8,968,004.00
Elected Member Allowances	21,337.71	28,733.33	7,395.62	344,800.00
Elected Member Expenses	-	4,425.50	4,425.50	53,106.00
Council Committee & LA Allowances	-	833.33	833.33	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	-	-	-	-
Accumulated Depreciation	828,833.33	828,833.33	-	9,946,000.00
Interest Expenses	-	-	-	-
Other Expenses	53,506.94	49,100.75	(4,406.19)	589,210.00
TOTAL OPERATING EXPENDITURE	2,572,261.48	2,284,292.17	(287,969.32)	27,411,507.00
OPERATING SURPLUS / DEFICIT	16,450,730.73	13,758,990.25	(2,784,652.06)	(4,883,400.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	16,450,730.73	13,758,990.25	(2,784,652.06)	(4,883,400.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	828,833.33	828,833.33	-	9,946,000.00
TOTAL NON-CASH ITEMS	828,833.33	828,833.33	-	9,946,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	-	(626,000.00)	(626,000.00)	(7,512,000.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(414,391.08)	(414,391.08)	(4,972,693.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	-	(1,040,391.08)	(1,040,391.08)	(12,481,693.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	108,333.33	108,333.33	1,300,000.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	-	-	-	-
Special Road Seal Levy	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Transfers from Reserves	-	517,666.67	517,666.67	6,212,000.00
TOTAL ADDITIONAL INFLOWS	-	626,000.00	626,000.00	7,512,000.00
NET OPERATING POSITION	15,621,897.40		(3,199,043.14)	

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

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

	2024/25 YTD Actuals	2024/25 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	30.00 ²	-	-
Corporate	24,758.65 ³	-	-
Information Services	-	-	-
Finance & Customer Service	12,454,235.13	13,574,543.00	91.75%
Infrastructure & Assets	2,921,976.91	3,184,131.00	91.77% ⁴
Waste Management	3,468,511.30	3,636,225.00	95.39%
Community	8,519.10	129,885.00	6.56% ⁵
Community - Library	2519.86	308,234.00	0.82%
Mobile Workforce	-	-	-
Regulatory Services	12,251.50	175,000.00	7.00% ⁶
Thorak Cemetery	130,189.76	1520,089.00	8.56%
TOTAL REVENUE	19,022,992.21	22,528,107.00	84.44%
EXPENSES			
Council Leadership	51,603.57	1,455,976.00	3.54%
Corporate	37,938.10	673,016.00	5.64% ⁷
Information Services	42,254.50	702,581.00	6.01%
Finance & Customer Service	656,919.52	2,099,868.00	31.28% ⁸
Infrastructure & Assets	301,095.30	3,991,911.00	7.54%
Waste Management	89,070.59	3,393,475.00	2.62% ⁹
Community	325,701.20	1,977,531.00	16.47% ¹⁰
Community - Library	28,275.66	370,552.00	7.63% ¹¹
Mobile Workforce	54,569.44	1,241,111.00	4.40% ¹²
Regulatory Services	37,451.50	482,869.00	7.76% ¹³
Thorak Cemetery	118,548.77	1,076,619.00	11.01% ¹⁴
TOTAL EXPENSES	1,743,428.15	17,465,507.00	9.98%
OPERATING RESULT	17,279,564.06	5,062,600.00	341.32%

² Includes FOI receipt income.

³ Includes Insurance claims received.

⁴ Budgeted Operational Grants income yet to be received.

⁵ Includes Cash for Can Income.

⁶ Includes Annual Dog Registration Income.

⁷ Includes Advertising Cost that has increased.

⁸ Due to Insurance cost increased substantially.

⁹ Maintenance Costs increased.

¹⁰ Includes full year reserve payments.

¹¹ Includes Program running cost during school holidays.

¹² Includes Materials and Contracts cost that has increased.

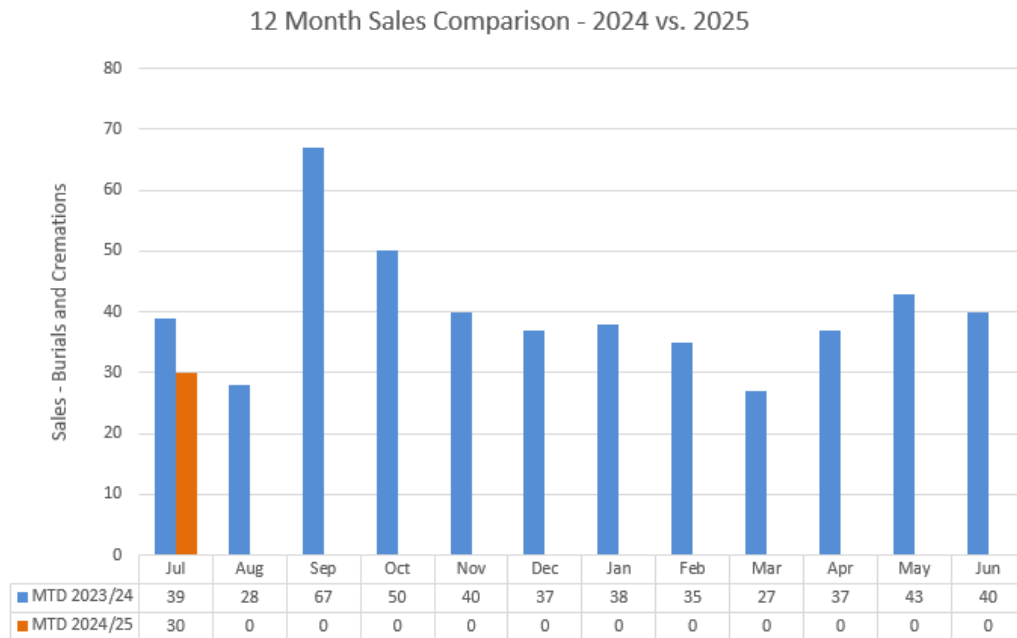
¹³ Due to vet cots increased substantially.

¹⁴ Repairs and Maintenance Cost increased.

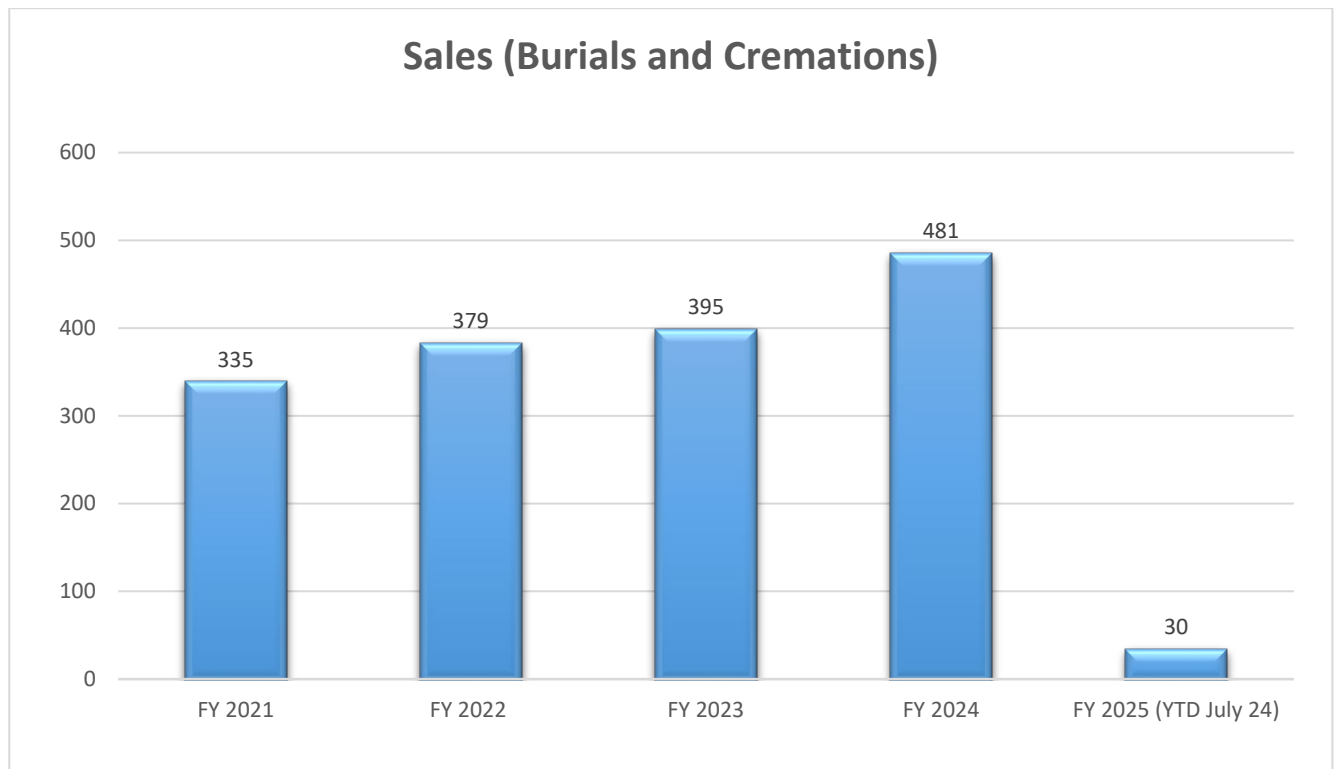
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 30 Interments and cremations, a decrease of 09 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last six years, average over the six years including 2025 Financial Year to date is 324.



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	-	59,166.67	59,166.67	710,000.00
Infrastructure (including roads, footpaths, park furniture)	-	488,916.67	488,916.67	5,867,000.00
Plant and Machinery	-	-	-	-
Fleet	-	77,916.67	77,916.67	935,000
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	-	626,000.00	626,000.00	7,512,000.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	421,883.33	421,883.33	5,062,600.00
Capital Grants	-	108,333.33	108,333.33	1,300,000.00
Transfers from Cash Reserves	-	-	-	879,473.00
Special Road Seal Levy	-	22,493.92	22,493.92	269,927.00
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE	-	626,000.00	626,000.00	7,512,000.00
FUNDING	-	626,000.00	626,000.00	7,512,000.00

Forecast and Actual Capital Expenditure (\$ in Mn)

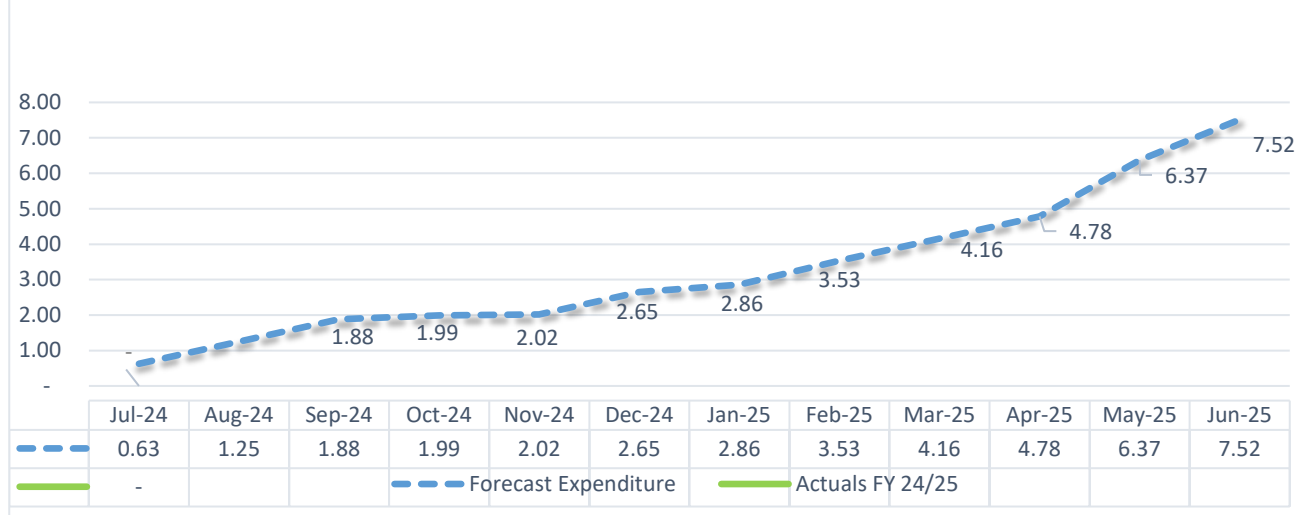


Table 2.2 Monthly Report on Planned Major Capital Works

2023/24 CAPITAL PROJECTS													
	Asset Type	Municipal Plan Program	Total Prior year(s) \$	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal				1,125,000.00	1,125,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Road Reseal List being finalised.
2	Roads	Pavement Renewals				1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Design in progress. Initial cost estimates showing budget might not be sufficient.
3	Roads	Pavement Renewals – Heavy patches - various				300,000.00	300,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
4	Roads	Gravel surface Renewal				322,000.00	322,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scopes completed.
5	Roads	Unsealed to Sealed Road				1,000,000.00	1,000,000.00	0.00%	Sep 25	Yes		Project Planning	Design in progress. . Initial cost estimates showing budget might not be sufficient.
6	Roads	Road Safety Upgrades – Shoulder widening				300,000.00	300,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
7	Roads	Road Safety Upgrades - Intersections				380,000.00	380,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Design in progress
8	Roads	Road Safety Upgrades - (other)				380,000.00	380,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Concept design complete. Stakeholder consultation commencing.
9	Roads	Road Safety – Intersection upgrades- Street lighting				430,000.00	430,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Design in progress
10	Drainage	Drainage Renewal				200,000.00	200,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
11	Drainage	Drainage Upgrade - Floodways				30,000.00	30,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
12	Buildings	Council Administration Building				95,000.00	95,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
13	Thorak	Thorak Asset Renewal				530,000.00	530,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
14	Waste	Waste Asset Renewal				400,000.00	400,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.

	Asset Type	Municipal Plan Program	Total Prior year(s) \$	FY 2024/25 Year to Date Actuals	Total Actuals \$	Budget	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
15	Reserves	Howard Park Reserve				80,000.00	80,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Work scoping in progress.
16	Reserves	Berry Springs Reserve				85,000.00	85,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Not started
17	Reserves	Gregg Park				85,000.00	85,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Not started
18	Fleet	Council Vehicle Replacement				535,000.00	535,000.00	0.00%	Sep 25	Yes	Yes	Project Planning	Vehicles ordered
			0.00	0.00	0.00	7,512,000	7,512,000	0.00%					

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 2023/24 annual unaudited financial statements.

BALANCE SHEET AS AT 31 JULY 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	24,836,867.89	
Untied Funds	4,812,507.25	
Accounts Receivable		
Trade Debtors	674,500.77 ¹⁵	(2)
Rates & Charges Debtors	16,436,468.84	
Other Current Assets	676,242.99	
TOTAL CURRENT ASSETS	47,436,587.74	
Non-Current Financial Assets	9,815,797.03	
Property, Plant and Equipment	432,562,887.26	
TOTAL NON-CURRENT ASSETS	442,378,684.29	
TOTAL ASSETS	489,815,272.03	
LIABILITIES		
Accounts Payable	3,128,580.17 ¹⁶	(3)
ATO & Payroll Liabilities	363.03 ¹⁷	(4)
Current Provisions	672,200.00	
Accruals	2,879,718.59	
Other Current Liabilities	-	
TOTAL CURRENT LIABILITIES	6,680,861.79	
Non-Current Liabilities		
Non-Current Provisions	199,986.00	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	199,986.00	
TOTAL LIABILITIES	6,880,847.79	
NET ASSETS	482,934,424.24	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,468,458.87	
Accumulated Surplus	44,730,507.91	
TOTAL EQUITY	482,934,424.24	

¹⁵ Includes Allowance for Doubtful Debt.

¹⁶ Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

¹⁷ Includes prior year (2024) transactions.

Note 1: Details of Cash and Investments Held

Investment Schedule

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

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	10/10/2023	1,000,000.00	4.86%	24/09/2024	350	5,000,000.00	20.13%	46,602.74
	22/11/2023	1,000,000.00	5.15%	26/11/2024	370			52,205.48
	6/02/2024	500,000.00	5.02%	28/01/2025	357			24,549.86
	9/04/2024	1,000,000.00	5.02%	11/03/2025	336			46,211.51
	23/07/2024	1,500,000.00	5.20%	1/04/2025	336			53,852.06
Commonwealth (S&P A1+)	3/10/2023	1,000,000.00	5.28%	13/08/2024	315	7,336,867.89	29.54%	45,567.12
	3/10/2023	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	24/10/2023	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	24/10/2023	336,867.89	5.24%	8/10/2024	350			16,926.46
	21/11/2023	1,000,000.00	5.12%	12/11/2024	357			50,077.81
	23/01/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
	5/03/2024	1,000,000.00	4.85%	25/02/2025	357			47,436.99
Defence Bank (S&P A2)	8/11/2023	1,000,000.00	5.20%	22/10/2024	349	2,000,000.00	8.05%	49,720.55
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	3/10/2023	1,000,000.00	5.30%	10/09/2024	343	10,500,000.00	42.28%	49,805.48
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
	9/01/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,926.03
	20/02/2024	1,000,000.00	5.10%	11/02/2025	357			49,882.19
	6/03/2024	1,000,000.00	5.05%	25/02/2025	356			49,254.79
	23/04/2024	1,000,000.00	5.06%	25/03/2025	356			44,500.27
	25/06/2024	1,000,000.00	5.15%	8/04/2025	287			40,494.52
	16/07/2024	2,000,000.00	5.30%	25/03/2025	252			73,183.56
TOTAL INVESTMENTS		24,836,867.89				24,836,867.89	100%	1,148,739.63

% of Total Investment Portfolio	A1 & A1+ (max 100%)	72.82%	A2 (max 60%)	28.18%	100%
Total Investments/ Tied Funds	\$ 24,836,867.89		Total Year to date Investments Earnings	118,672.45 ¹⁸	
General Bank Funds	\$ 4,787,844.43				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 4,789,119.43				
Total all funds	\$ 29,625,987.32				

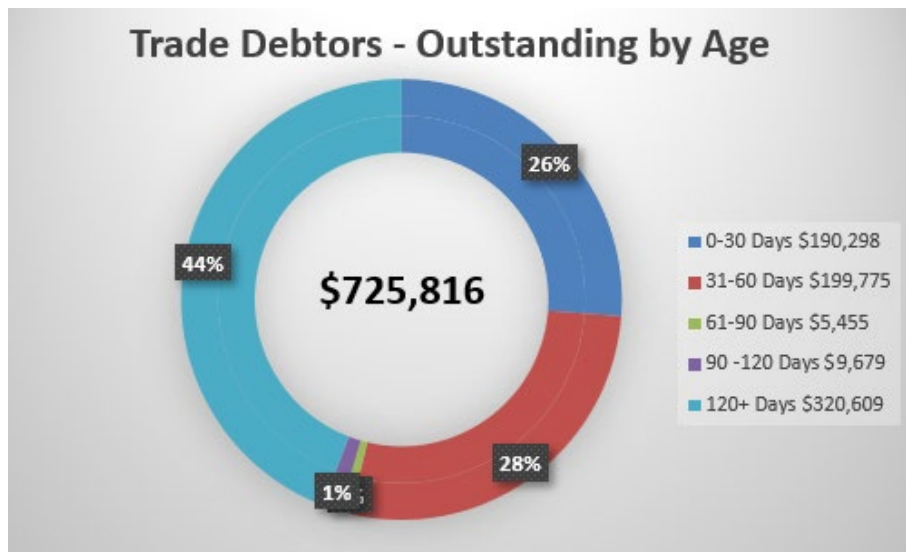
¹⁸ Due to Accrued Interest posted for month of July-24

Note 2: Statement of Trade Debtors

Total Debtors as of 31 July 2024 is \$725,816; \$320,609 relates to invoices outstanding over 90 days. \$57,539 of the 90+ days debtors relate to the charge of legal fees on regulatory service orders. Statutory charges were placed against the property as a part of the recovery process. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and seventy-one (271) infringements outstanding with a total balance of \$67,585.89 an increase of \$2,422 from June. Ten (10) are newly issued, Twelve (12) reminder notices produced, Two hundred and thirty-eight (238) are with the Fines Recovery Unit (FRU), Two (02) being re-send to Fines Recovery Unit (FRU), Six (06) are partly payment in progress, and Two (02) paid in full.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	-	185,175.00	-	-	50,954.37	236,129.37
Cemetery	78,228.30	(2,820.00)	-	8,709.00	7,999.70	92,117.00
Waste	1,192.28	165.48	-	-	-	1,357.76
Recreation Reserves	812.30	165.80	-	110.00	(138.07)	950.03
Planning	-	-	-	-	-	-
GST Receivable	107,507.87	15,913.96	-	-	204,254.16	327,675.99
Infringements	2,557.00	1,175.00	5,455.00	860.00	57,538.89	67,585.89
Total	190,297.75	199,775.24	5,455.00	9,679.00	320,609.05	725,816.04



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	1,203,823.42	-	-	-	-	1,203,823.42
Cemetery	5,410.35	-	-	-	-	5,410.35
Total	1,209,233.77	-	-	-	-	1,209,233.77

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Receivable (Payable)	15,945.00	-	-	-	-	15,945.00
Payroll	-	-	-	-	-	-
Total	15,945.00	-	-	-	-	15,945.00

Financial Reserves

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

	2023-2024 Actuals \$	2024-2025 Forecast Net Movement \$	2024-2025 Budget Review \$
Externally Restricted			
Developer Contribution Reserve	675,986.00	(325,905.00)	350,081.00
Unexpended Grants / Contributions	3,863,668.00	(3,863,668.00)	-
Unexpended Capital Works	3,129,453.00	(3,129,453.00)	-
Total Externally Restricted Reserves	7,669,107.00	(7,319,026.00)	350,081.00
Internally Restricted			
Asset Reserve	7,898,788.00	2,712,354.00	10,611,142.00
Waste Management Reserve	5,482,478.00	-	5,482,478.00
Thorak Regional Cemetery Reserve	1,933,706.00	-	1,933,706.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserves	141,906.00	-	141,906.00
Total Internally Restricted Reserves	16,456,877.00	2,712,355.00	19,169,232.00
TOTAL RESERVES	24,125,984.00	(4,606,671.00)	19,519,313.00

Outstanding Rates

Prior Years Rates Outstanding¹⁹

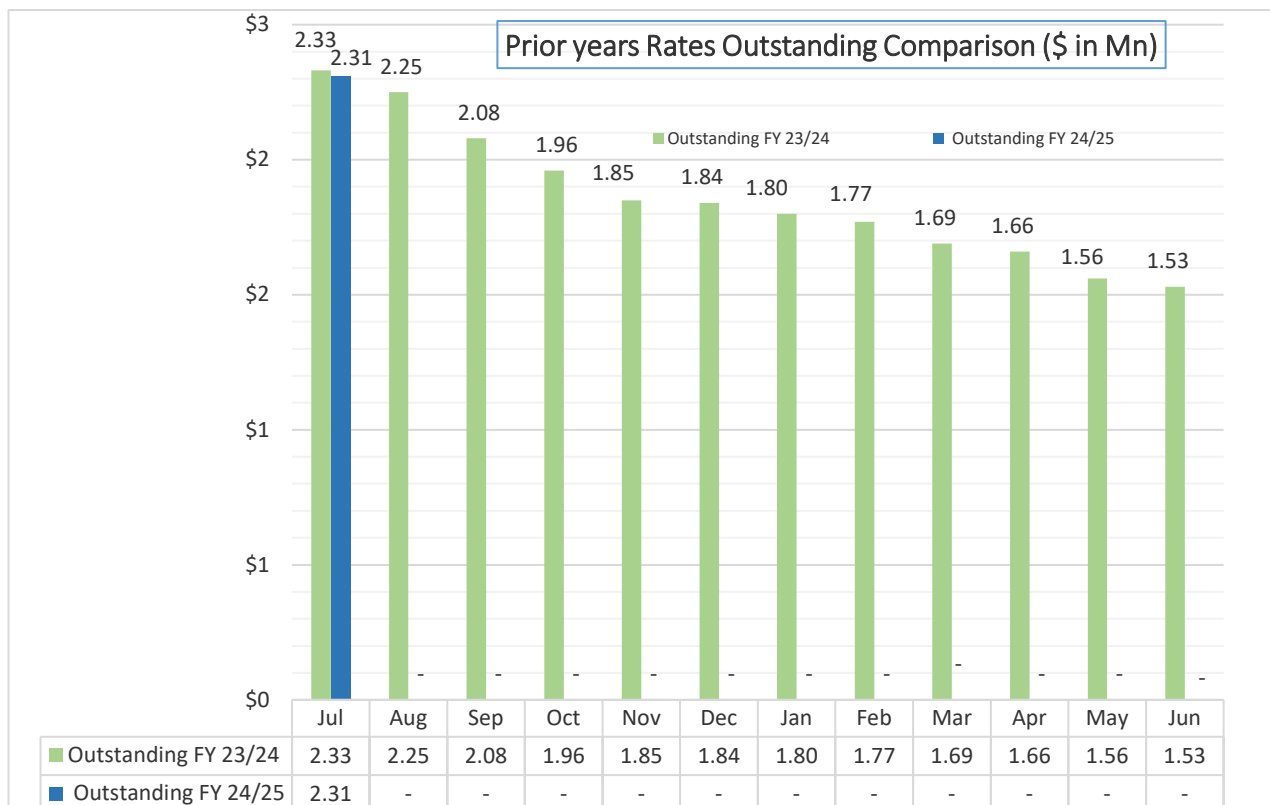
The below table illustrates the split of prior year outstanding rates, currently at \$2.31 million.

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

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

	Beginning of 2024/25 Prior Years Rates Outstanding (\$)	Previous Month (June 2024) (\$)	Current Month (July 2024) (\$)
CANCELLED ASSESSMENT	-	-	50,525.26
COMMERCIAL	28,378.18	28,378.18	119,034.90
GAS PLANT	-	-	-
MINING	165,673.14	165,673.14	153,157.14
HORTICULTURE AGRICULTURE	18,846.40	18,846.40	36,115.16
NON-RATEABLE GENERAL	20,028.76	20,028.76	20,149.40
NON-RATEABLE WASTE	40,496.86	40,496.86	42,730.20
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,123,920.14	1,123,920.14	1,725,891.76
URBAN RESIDENTIAL	135,647.13	135,647.13	165,795.67
TOTAL	1,532,990.61	1,532,990.61	2,313,399.49
Arrears LESS Legal	1,422,397.62	1,422,397.62	2,202,937.63

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



¹⁹ Includes prior years outstanding rates (FY 2023 and prior)

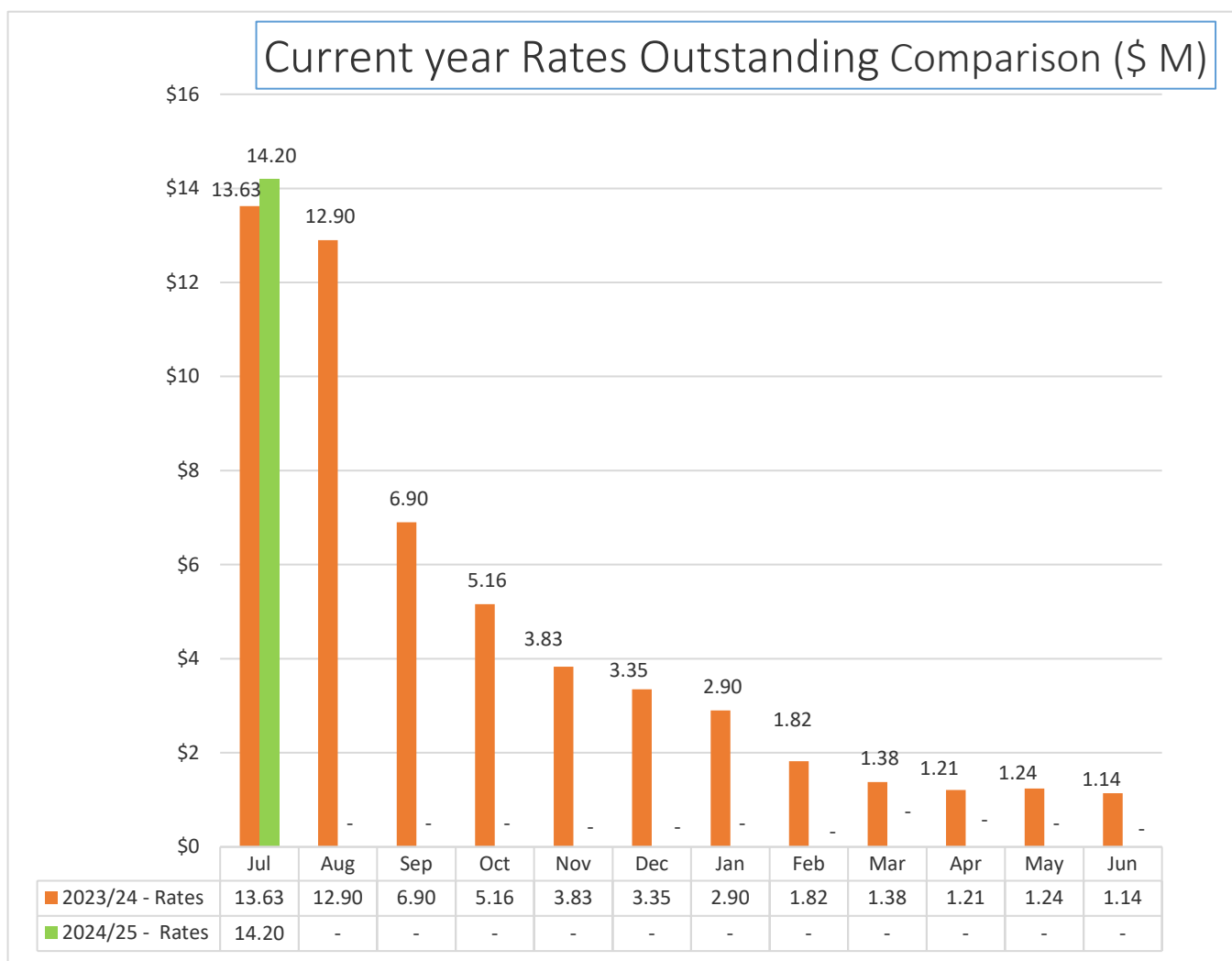
Current Year Rates²⁰

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$14.2m and the first instalment was due 30 September 2024.

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

	Previous Month (June 2024) (\$)	Current Month (July 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	208,610.10	4,535,293.18	- 4,326,683.08	30-Sep-24
Instalment 2	365,279.43	4,769,836.90	- 4,404,557.47	30-Nov-24
Instalment 3	574,982.89	4,898,345.52	- 4,323,362.63	28-Feb-25
TOTAL	1,148,872.42	14,203,475.60	- 13,054,603.18	

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



²⁰ Includes current year outstanding rates (FY 2025)

Accounts Payable Report

Cheque No.	Payee	Description	Amount
1560.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit - Maturity Date - 01 Apr 2025	\$1,500,000.00
1557.114-01	NATIONAL AUSTRALIA BANK	Term Deposit - Maturity Date 25 Mar 2025	\$1,000,000.00
1561.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFT23-379 Guys Creek Road Pavement Upgrades	\$926,398.90
1561.409-01	F & J BITUMEN SERVICES PTY LTD	RFT23-414 Reseal - Various Locations Litchfield Council Municipality	\$412,254.76
1553.1000-01	LAVERCOMBE GRADER SERVICES	RFT23-365 Re-Sheeting Program - Multiple Roads Litchfield Council Municipality	\$364,140.66
1553.60-01	FREDS PASS SPORT & RECREATION	1st Quarter Operational and R & M Payment	\$247,168.35
1561.1000-01	LAVERCOMBE GRADER SERVICES	RFT23-365 Sealed Road Shoulder Maintenance - Various Locations Litchfield Council Municipality	\$226,343.50
1561.36-01	BRIDGE TOYOTA	2024 Toyota 4x4 SR 2.8L Diesel Auto (2 Vehicles) (CF70ZJ)(CF70XG)	\$118,161.16
1553.87-01	TOP END LINEMARKERS PTY LTD	Line Marking - Multiple Roads Litchfield Council Municipality	\$81,335.70
1553.461-01	WASTECH ENGINEERING PTY LTD	Replacement New 30m Hardox Container Bin for Waste Station	\$71,445.00
1553.280-01	CITY OF DARWIN	Jun 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$71,274.00
1553.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	\$59,725.54
1553.409-01	F & J BITUMEN SERVICES PTY LTD	RFQ23-434 Mill and Fill - Multiple Roads Litchfield Council Municipality	\$49,528.75
1561.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jul 2024 - ICT Managed Services Contact	\$38,708.19
1555.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 01 (24/25) - Cycle01 WE 07 Jul 2024	\$38,218.00
1561.2815-01	JLM CONTRACTING SERVICES PTY LTD	RFQ24-436 Market Shed Disabled Carparking, Freds Pass	\$38,117.20
1553.874-01	VTG WASTE & RECYCLING	Jun 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$37,139.89
1553.2845-01	ART OUT - DCA RURAL	1st Quarter Operational and R & M Payment	\$36,628.90
1561.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 02 (24/25) - Cycle 01 WE 21 July 2024	\$34,458.00
1553.2878-01	FARM SUPPLIES MACHINERY & EQUIPMENT	Superior LXCT8B 2.35m Slasher	\$30,794.00
1553.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Brougham Road Upgrade: Drainage Investigations	\$28,919.00
1555.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 1 2025#-13 - WE 07 Jul 2024	\$28,056.43
1561.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 2 2025-13 - 21 July 2024	\$26,589.46
1553.16-01	BERRY SPRINGS RESERVE	1st Quarter Operational and R & M Payment	\$23,273.53
1553.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$22,119.41
1553.72-01	LIVINGSTONE RECREATION RESERVE INC	1st Quarter Operational and R & M Payment	\$20,311.50
1559.1047-01	REMOTE AREA TREE SERVICES PTY LTD	PACLS000482 - Litchfield Council Tree Risk Management Plan	\$17,908.00

1555.849-01	WEX AUSTRALIA (PUMA CARD)	Jun 2024 - Litchfield Council/ Thorak Fuel Account	\$15,376.52
1555.874-01	VTG WASTE & RECYCLING	Jun 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$14,170.30
1558.1970-01	NH CONSTRUCTIONS NT PTY LTD	Supply and Install Concrete Beams at Thorak Cemetery	\$13,728.00
1555.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jun 2024 - Waste Contractor Rural Residents	\$10,843.53
1559.2821-01	GTC CONSTRUCTIONS & NT CUSTOM SHEDS	Insulation - Roof and Walls (Enclosed) New Litchfield Council Vehicle Parking and Storage	\$9,648.04
1553.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	1st Quarter Operational and R & M Payment	\$8,898.45
1556.2607-01	A&J COMMUNICATIONS PTY LTD	Livestream System installation at Thorak Cemetery Chapel	\$8,860.50
1555.1068-01	MR D S BARDEN	Jun 2024 - Elected Members Allowances	\$8,606.56
1559.2164-01	SCOUT TALENT PTY LTD	Jul 2024 - E-learning Monthly Subscription	\$8,066.52
1553.85-01	TELSTRA	Jun 2024 - Thorak & Litchfield Council Internet, Data & Mobiles	\$6,126.68
1554.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Jun 2024 - Grave Preparation Thorak Cemetery	\$6,072.00
1553.815-01	JEFFRESS ADVERTISING	Municipal Plan Adoption & Rate Declaration Advertisement	\$5,530.32
1561.2908-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	\$5,397.16
1553.356-01	SOUTHPORT PROGRESS ASSOCIATION	1st Quarter Operational and R & M Payment	\$4,989.60
1555.2769-01	JPC CONTRACTING PTY LTD	Maintenance of Sealed Roads - Various Locations Litchfield Council Municipality	\$4,785.00
1553.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Slasher Blades/ Bolts, Slasher Blades - Consumables for MWF Machines	\$4,501.93
1553.506-01	TURBO'S TYRES	Hard Fill Mower Tyres x 4, Repair Hilux Tyres	\$4,465.32
1554.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO)	Irrigation System Installation of Master Board	\$4,450.00
1553.1127-01	ROY STANTON PAINTING SERVICES	Painting of HPRR Hall	\$4,360.40
1561.78-01	POWER & WATER CORPORATION	Jun 2024 - HDWTS - Water Usage	\$3,873.35
1553.1564-01	FOURIER TECHNOLOGIES PTY LTD	May & Jun 2024 - WeFixIT Onsite Support at Litchfield Council Office	\$3,757.05
1559.2676-01	MAHER RAUMTEEN SOLICITORS	Legal Advice - Elected Member Code of Conduct	\$3,630.00
1553.917-01	ONEMUSIC AUSTRALIA	Annual Licence Fee 1 July 2024 to 30 Jun 2025	\$3,473.03
1561.2270-01	TYRECYCLE PTY LTD	Tyre Collection HDWTS WE 01 Jul 2024	\$3,359.64
1555.1746-01	KOMATSU AUSTRALIA	Remove / Replace Front Cabin Glass Window	\$3,178.87
1553.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 26 (23/24) - Cycle99 WE 28 Jun 2024	\$3,128.00
1555.2238-01	MR K R HARLAN	Jun 2024 - Elected Members Allowances	\$3,114.75
1553.953-01	HWL EBSWORTH LAWYERS	Rates Recovery - Litchfield Council Rate	\$3,075.05

1561.2113-01	CT MANAGEMENT GROUP PTY LTD	LTFP 2024-2025	\$2,970.00
1561.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 24 Jul 2024	\$2,969.59
1555.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 10 Jul 2024	\$2,969.59
1561.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jul 2024 - Cleaning Litchfield Council Office and Thorak Cemetery	\$2,929.59
1559.2874-01	NT TOWING AND RECOVERY	Ford Transit Collection, Abandoned Vehicle Towing, and Recovery of MWF Machines in Wet	\$2,820.00
1553.1088-01	TALENT PROPELLER	Recruitment- BSO- Infrastructure	\$2,750.00
1555.1088-01	TALENT PROPELLER	Recruitment- Library Programs Officer	\$2,750.00
1556.941-01	EVERLON BRONZE	Bronze plaque - NT-TRC-B240517A-2 Thorak Customer	\$2,692.80
1555.2252-01	MRS E SHARP	Jun 2024 - Elected Members Allowances	\$2,403.28
1561.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$2,396.72
1553.1728-01	BRAINIUM LABS	Jun 2024 - Website Hosting	\$2,100.00
1558.398-01	DURATANK (DAC ENTERPRISES)	New 3,000 Litre Slimline Tank for Thorak Cemetery	\$2,000.00
1561.926-01	JACANA ENERGY	June 2024 - Electricity - Litchfield Council, KLRR, HPRR, Gregg Park and Thorak Cemetery	\$1,917.63
1553.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	\$1,848.00
1555.132-01	AIRPOWER NT PTY LTD	Mower Blades, Tractor Filters and Consumables for MWF Machines	\$1,824.59
1555.2239-01	MR M SIDEY	Jun 2024 - Elected Members Allowances	\$1,803.28
1555.2249-01	MS R A WRIGHT	Jun 2024 - Elected Members Allowances	\$1,803.28
1555.2253-01	MR A MACKAY	June 2024 - Elected Members Allowances	\$1,803.28
1555.498-01	MR M I G SALTER	Jun 2024 - Elected Members Allowances	\$1,803.28
1562.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Replace 12 Zone Controller and WIFI Dongle	\$1,789.70
1555.384-01	MS C VERNON	Jun 2024 - Authority Consultancy Services	\$1,776.50
1555.1141-01	NORTHERN GROUND MAINTENANCE	Jun 2024 - Mowing Services HPRR and KLRR	\$1,765.50
1561.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Thorak Cemetery WE 14 July 2024	\$1,749.33
1553.2742-01	HIGH PRESURE DARWIN	Pressure Clean of KLRR Basketball Court	\$1,727.83
1555.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR, HPRR and Waste Stations - WE 03 Jul 2024	\$1,680.00
1562.926-01	JACANA ENERGY	Jun 2024 - Electricity - Thorak Cemetery	\$1,516.35
1561.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR and HPRR WE: 19 Jul 2024	\$1,500.00
1553.158-01	NT ELECTRICAL GROUP	Park Lighting - Gregg Park	\$1,444.41
1553.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$1,425.57

1555.2895-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	\$1,391.36
BP209	DEPARTMENT OF INFRASTRUCTURE, PLANNING AND LOGISTICS	Spatial Data Subscription 2024-2025	\$1,381.04
1558.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD	Iseki Mower Brake Repair - Labour and Parts	\$1,322.66
1553.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Jun 2024 - Security Patrol Litchfield Council Office & Humpty Doo Waste Station	\$1,297.82
1554.1772-01	WATER DYNAMICS PTY LTD	Replacement Hi Grade Irrigation Sprinklers - Thorak Cemetery	\$1,246.84
1559.2718-01	JUSTIFIED SERVICES PTY LTD	WHS Consultancy Services	\$1,225.40
1559.1503-01	ENVISIONWARE PTY LTD	Cloud Nine & LPT Renewal 2024-2025	\$1,190.28
1553.1961-01	HUMPTY DOO WELDING AND FABRICATION	HSWTS: Repair Bent Guard Rail	\$1,155.00
1559.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Nov 2024 - Tracking System Software	\$1,100.00
1562.2316-01	KYAM ELECTRICAL PTY LTD	Supply and Install Ceiling Fans HPRR	\$1,072.67
1562.2089-01	ELGAS LTD	Weekly Gas Supply - Thorak Cemetery Crematorium	\$1,061.75
1553.512-01	SELTHER SHAW PLUMBING PTY LTD	Repairs to Litchfield Council Kitchen Water Pipe	\$1,049.63
1561.1392-01	AKRON GROUP NT PTY LTD	Girraween Road Floodway Pavement Damage	\$996.05
1559.940-01	ABG PTY LTD	Rego Inspections for MWF Fleet	\$935.00
1555.78-01	POWER & WATER CORPORATION	Jun 2024 - Water Litchfield Council Office	\$860.06
1559.2902-01	LITCHFIELD COUNCIL RESIDENT	Insurance Claim - NTCAT Ruling - Fence Damaged	\$792.00
1559.2853-01	LLOYD CREEK ELECTRICAL PTY LTD	Tidy Up Cabling / Electrical Works, Payroll Office, and Water Leak	\$780.25
1553.2049-01	AJ SECURITY DARWIN	Jun 2024 - HPRR Security, Open / Lock Up Gates and Patrols	\$769.54
1554.2049-01	AJ SECURITY DARWIN	Jun 2024 - Thorak Cemetery, Open / Lock Up Gates and Patrols	\$769.54
1555.2893-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement PPE- Thorak Cemetery Employee	\$740.00
1555.14-01	AUSTRALIA POST	Postage Stamps - Finance and Regulatory Services	\$729.00
1553.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Investigate Radio Connection Error	\$726.11
1558.941-01	EVERLON BRONZE	Bronze plaque - NT-TRC-B240530A-3a Thorak Customer	\$690.80
1561.2753-01	VISION IDZ (JENANDREW PTY LTD)	Colour Ribbon & Cleaning Spools	\$643.50
1553.132-01	AIRPOWER NT PTY LTD	Consumable Clips for MWF Machines	\$615.35
1561.2907-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	\$607.06
1561.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jul 2024 - Litchfield Archive Storage Fees	\$604.18
1559.2903-01	MR L SAMOY	Community Grant - NT Representative - U14's Basketball	\$600.00

1555.2176-01	NORTHERN IRRIGATION	Replacement Irrigation Sim Cards for Remote Application	\$580.80
1553.515-01	JC ELECTRONIC SECURITY PTY LTD	Maintenance of All Cameras HSWTS	\$547.25
1556.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$520.00
1553.1830-01	PALMERSTON AND REGIONAL BASKETBALL	VR Gaming Session - School Holiday Program, Taminmin Library	\$511.50
1553.1211-01	MR G S MAYO	Jun 2024 - Pound Maintenance	\$490.00
1559.2900-01	LITCHFIELD COUNCIL RESIDENT	Refund of Fob and Venue Bond after Hire Period	\$483.00
1555.2894-01	LITCHFIELD COUNCIL RESIDENT	Refund of Fob Bond after Venue Hire	\$460.00
1555.1431-01	TRANSFORM ELECTRICAL	Replacement of Ceiling Fans HPRR	\$440.00
1555.940-01	ABG PTY LTD	Registration Checks x MWF Vehicles	\$440.00
1561.2909-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of CA Membership 2024-2025	\$438.00
1558.134-01	FIGLEAF POOL PRODUCTS	Jul 2024 - Water Testing Thorak Cemetery	\$372.00
1559.2871-01	AKAJACKS LEATHERCRAFT	Leather Workshop - Jul 2024 Taminmin School Holiday Program	\$370.00
1561.2701-01	TOP END GUN CLUB INC	Community Grant - Top End Clay Shoot Championships	\$350.00
1555.1181-01	ODD JOB BOB	Fountain Repairs at HPRR	\$319.00
1553.2890-01	LITCHFIELD COUNCIL RESIDENT	Community Grant- 2024 Representative - KTM Junior Motocross	\$300.00
1553.2891-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - 2024 U12's Representative - Football	\$300.00
1553.2892-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - 2024 U14's Representative - NT Titans Rugby	\$300.00
1555.2896-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - 2024 U16's Representative - Rep NT Rugby Union	\$300.00
1559.2872-01	MAKE SCENTS IN DARWIN	Candle Making - Jul 2024 Taminmin School Holiday Program	\$300.00
1559.2904-01	MR F MASTERS	Community Grant - Jul 2024 NT Representative U12's Football	\$300.00
1559.1181-01	ODD JOB BOB	Removal of Decals from Ranger Vehicle	\$286.00
1555.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Inspect Komatsu Loader / Diagnose Hydraulics	\$279.35
1559.347-01	INFORMATION CONSULTANTS PTY LTD	Information Act Training - ELT	\$275.00
1554.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs Aluminium Grave Covers	\$242.00
1555.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$229.99
1561.508-01	EASA	EAP Counselling Sessions from 1-15 July 2024	\$229.10
1553.1772-01	WATER DYNAMICS PTY LTD	Irrigation Controller TORO	\$226.27
1553.1697-01	RSPCA	Jun 2024 - Impounded Dog Transfers	\$225.00

BP208	ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA	Licence Renewal - HSWTS to Manton Dam Sites	\$222.00
1554.874-01	VTG WASTE & RECYCLING	Jun 2024 - Waste Collection Thorak Cemetery	\$220.00
1555.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Advocacy Strategy Development	\$214.50
1553.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Laundry for Linen - Chambers	\$204.40
1553.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	\$200.00
1553.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	\$200.00
1555.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Jun 2024 - Garden Maintenance HD Community Garden	\$200.00
1553.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Renewals - Litchfield Council Employees	\$190.00
1561.512-01	SELTHER SHAW PLUMBING PTY LTD	Diagnose and Repair Plumbing HPRR Toilet	\$165.00
1555.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Jul 2024 - Monthly Subscription	\$165.00
1553.2375-01	NTIT (NT-IT PTY LTD)	Phone Service Update for Taminmin Library	\$159.50
1553.790-01	BOBTOW TILT TRAY SERVICES	Tow AV McMillans Road to HDWTS	\$154.00
1555.2366-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement - PPE Thorak Cemetery Employee	\$151.98
1553.1429-01	SMILE A MILE FUN BUS & TOY LIBRARY	Toy Library Membership 2024-2025 - Taminmin Library	\$150.00
1558.676-01	FINAL TOUCH AUSTRALIA	Memorial Urns for Customer Sales - Thorak Cemetery	\$148.73
1556.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Replacement Irrigation Parts	\$126.50
1561.2901-01	LITCHFIELD COUNCIL RESIDENT	Refund of Trap Bond Hire after Return	\$115.50
1559.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$100.00
1561.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Planning/Infrastructure	\$99.85
1553.2163-01	TERRITORY NATIVE PLANTS	Native Plants for Citizenship Ceremony	\$76.34
1553.1330-01	PAWS DARWIN LTD	Jun 2024 - Pound Transfers for Impounded Dogs	\$75.00
1555.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office - 30 Jun 2024	\$72.88
1561.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office 11 July 2024	\$71.50
1553.25-01	LAND TITLES OFFICE	Title Register Search Planning - PQ2024.	\$65.00
1561.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 12 Jul 2024	\$63.95
1559.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 05 Jul 2024	\$63.95
1555.506-01	TURBO'S TYRES	Registration Inspection CD92ZN	\$63.80
1553.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 28 Jun 2024	\$61.76

1559.2666-01	LITCHFIELD COUNCIL RESIDENT	Refund of Fob after Venue Hire	\$58.00
1554.85-01	TELSTRA	Jun 2024 - Telstra Line Rental Thorak Cemetery	\$40.94
1559.78-01	POWER & WATER CORPORATION	May - Jul 2024- Water Swipe Card - ID 2019	\$32.82
		TOTAL	\$5,829,814.55

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

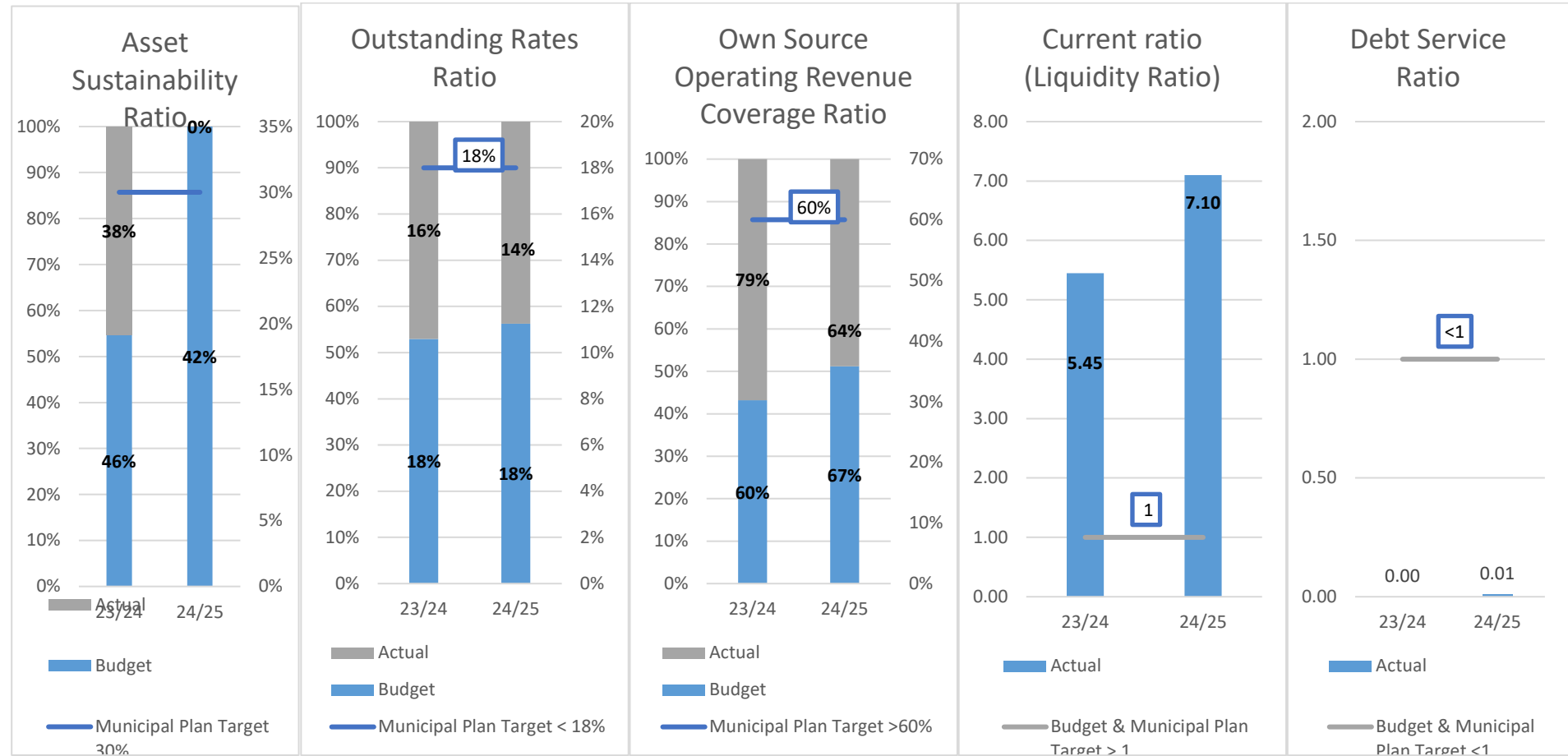
Cardholder Name:	Stephen Hoyne		
Transaction Date	Amount \$	Supplier's Name	Details
28.06.2024	16.00		NT News - Online Subscription
02.07.2024	44.89		ACT Cabs - National General Assembly ACT
02.07.2024	10.80		Department of Parliament - National General Assembly ACT
02.07.2024	13.81		ACT Cabs - National General Assembly ACT
02.07.2024	17.06		ACT Cabs - National General Assembly ACT
02.07.2024	15.28		ACT Cabs - National General Assembly ACT
02.07.2024	20.53		ACT Cabs - National General Assembly ACT
02.07.2024	18.95		Mohamma Uber - National General Assembly ACT
03.07.2024	19.80		Department of Parliament - National General Assembly ACT
04.07.2024	23.68		ACT Cabs - National General Assembly ACT
04.07.2024	20.53		ACT Cabs - National General Assembly ACT
04.07.2024	19.58		ACT Cabs - National General Assembly ACT
04.07.2024	14.23		ACT Cabs - National General Assembly ACT
04.07.2024	22.80		Department of Parliament - National General Assembly ACT
04.07.2024	15.28		ACT Cabs - National General Assembly ACT
04.07.2024	16.75		ACT Cabs - National General Assembly ACT
04.07.2024	45.73		ACT Cabs - National General Assembly ACT
04.07.2024	33.86		ACT Cabs - National General Assembly ACT
04.07.2024	21.68		Aerial CG Taxi - National General Assembly ACT
05.07.2024	30.50		ACT Cabs - National General Assembly ACT
05.07.2024	8.59		City Hill Coffee Canberra Airport - National General Assembly ACT
08.07.2024	15.00		NT Independent Taxi - for National General Assembly
21.07.2024	6.00	Credit Card Monthly Fee	Westpac Credit Card Fee
Total	471.33		

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
Total			

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of June is 16% below from the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 14% above the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
Own Source Revenue Ratio	This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 64% is above the Municipal Plan target of greater than 60%.
Current Ratio (Liquidity Ratio)	A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments. Council's Current Ratio of 7.1 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
Debt Service Ratio	Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.

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

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

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31.07.2024

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:

14 August 2024
Date Signed:



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – July 2024
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/08/2024
Attachments:	A: People, Performance and Governance Report – July 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 July 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

July 2024

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

External Appointments

Position	Department	Start date	Permanent/Temporary
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NA

Employment Separation

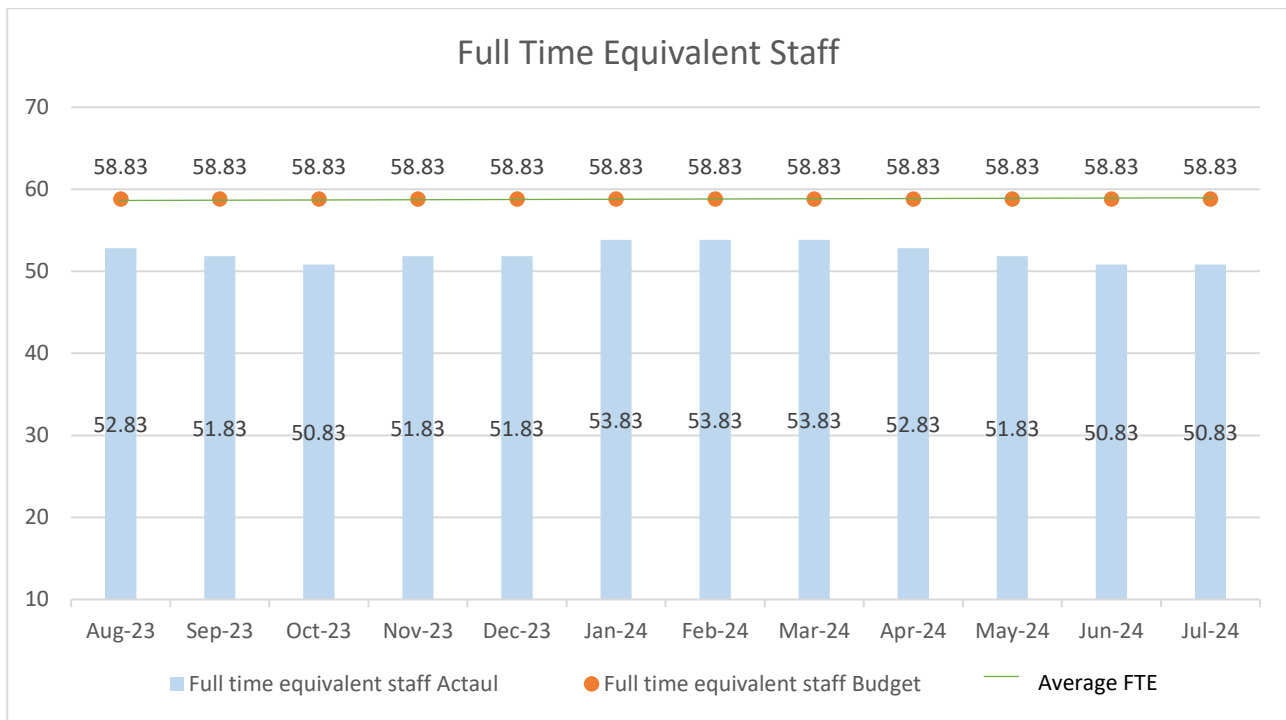
Position	Department	End date	Permanent/Temporary
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NA

	Approved	Actual	Difference
Full Time Equivalent	45.00	37.00	-8
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	50.83	-8.00

Recruitment Overview:

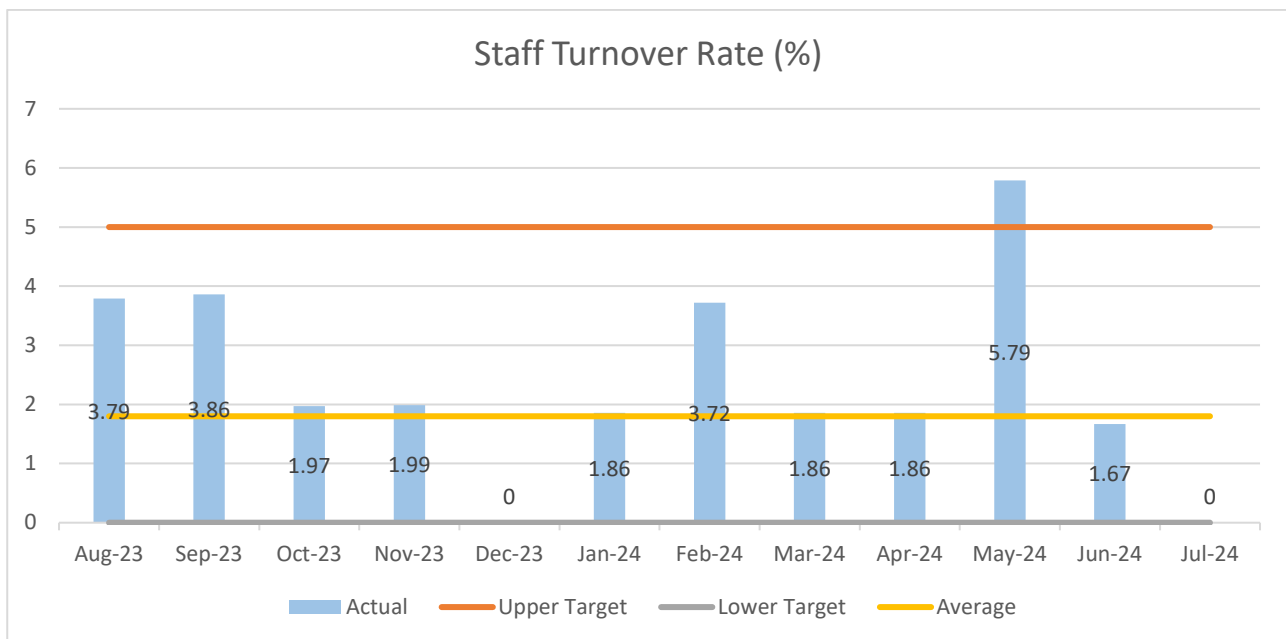
Role	In Progress	Completed
Senior Project Officer	✓	
Library Program Officer		✓
Planning & Development PL	✓	
Development Engineer	✓	
Business Support Officer (IA)	✓	



Turnover Rate:

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

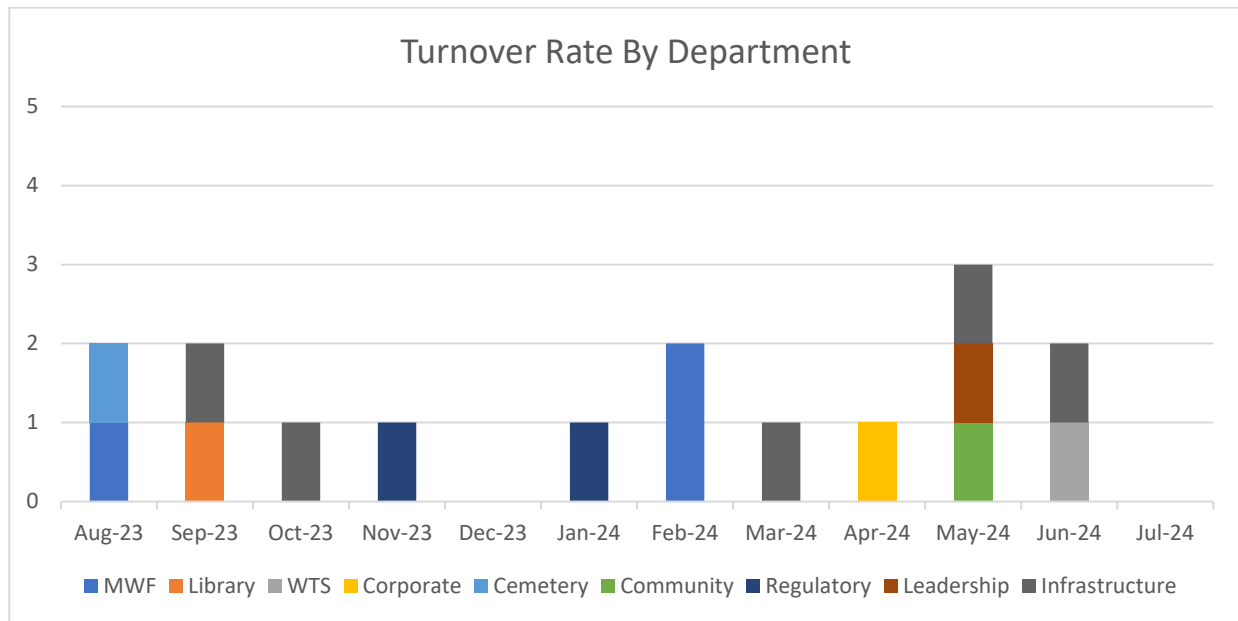
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Average
3.79%	3.86 %	1.97%	1.99%	0%	1.86%	3.72%	1.86%	1.86%	5.79%	1.67%	0.00%	2.36%
2	2	1	1	0	1	2	1	1	3	1	0	1.17

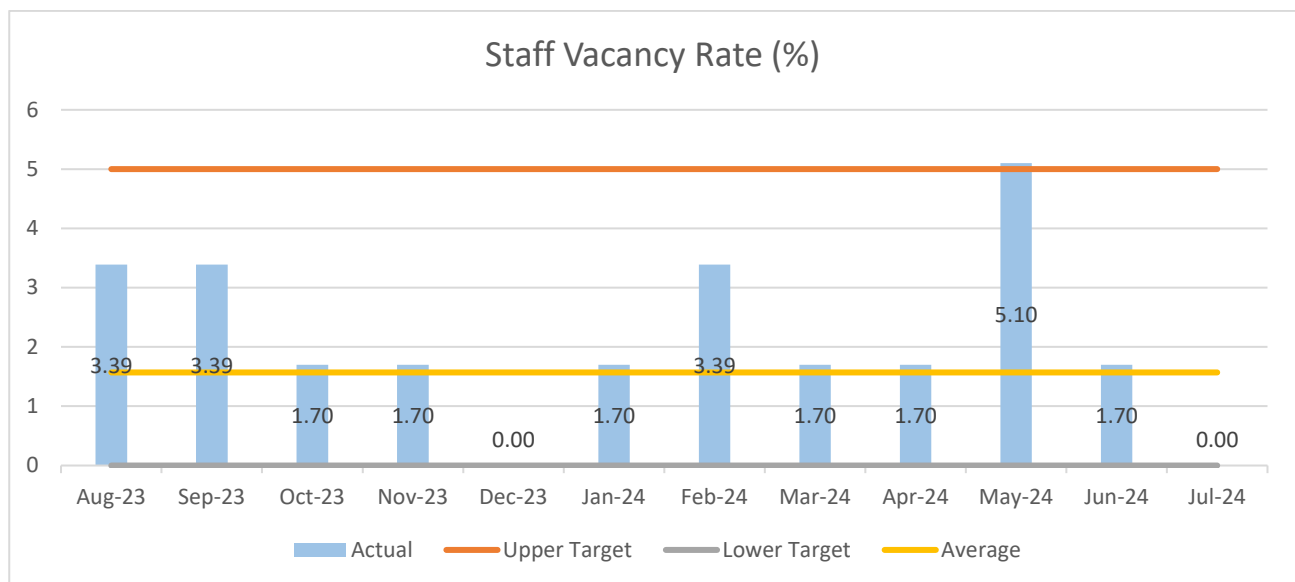
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

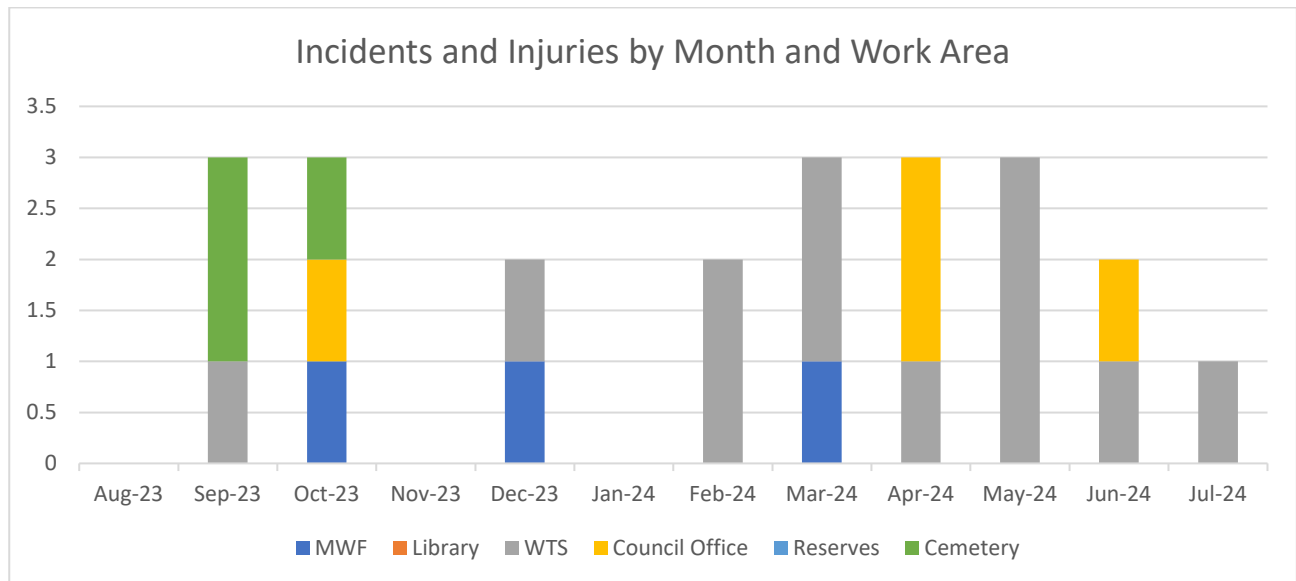
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



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

Target: Between 0% to 5%

Workplace Health and Safety:



There was one workplace health and safety incident recorded in July 2024

Incident 1: A serious incident involving a resident occurred at one of the Waste Transfer Stations. The incident was reported to NT WorkSafe as required.

Governance

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

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

Below is a list of existing policies due for review during the 2024/2025 period. These policies will be presented to Council in due course.

Policies
FIN05 Debt Recovery
GOV15 Complaints Handling
INF04 Place Names
INF06 Private Roads
GOV16 Compliance and Enforcement
GOV17 Public Question Item
FIN15 Purchasing Card Policy - Council Members and CEO
GOV14 Casual Vacancies on Council
GOV18 Confidential Items
HR14 Human Resource Principles
FIN19 Sufficient Interest in the assessment record
COM03 Sport and Recreation
COM01 Youth



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	FIN09 Risk Management and Audit Committee Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/08/2024
Attachments:	A: Draft FIN09 Risk Management and Audit Committee Policy

Executive Summary

This report presents to Council the amended FIN09 Risk Management and Audit Committee policy.

Recommendation

THAT Council:

1. adopts draft FIN09 Risk Management and Audit Committee policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

Background

FIN09 Risk Management and Audit Committee Policy, presented at Attachment A, provides for the terms of reference for Council's Risk Management Audit Committee (RMAC). Following a review of the composition of the RMAC, Council has requested that the membership be increased.

The policy has now been amended to allow for the appointment of an additional councillor to the committee (three councillors in total).

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

As per section 86 of the *Local Government Act 2019*, a council must maintain an audit committee to:

- a) Monitor and review the integrity of the council's financial management;
- b) Monitor and review internal controls; and
- c) To make recommendations to the council about matters the committee considers require the council's consideration as a result of a) and b).

Risks

Governance

An audit committee is independent and provides additional risk mitigation over the Council's finances and internal controls. The audit committee provides advice to Council and is subject to control and direction by the Council. Experienced independent members are appointed to the RMAC to support the committee in financial matters and internal controls.

Community Engagement

Not applicable.

Risk Management & Audit Committee **FIN09**

Name	FIN09 Risk Management & Audit Committee
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	24/04/2023
Review Date	23/04/2027

1. Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee pursuant to Part 5.3 of the *Local Government Act 2019*.

2. Scope

The Risk Management and Audit Committee is an advisory committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the *Local Government (General) Regulations* and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

3. Definitions

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

Committee	This term refers to the Risk Management and Audit Committee.
The Act	The term refers to the Northern Territory <i>Local Government Act 2019</i>
Regulations	This term refers to the Northern Territory <i>Local Government (General) Regulations 2021</i> .

4. Policy Statement**4.1. Membership**

- 4.1.1. The Committee shall consist of at least one independent member and at least two, with a maximum of three, Elected Members of Council not including the Mayor. ~~The minimum size of the Committee shall be three members.~~
- 4.1.2. The chairperson of the committee must be an independent member.
- 4.1.3. The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and relevant staff will be invited to attend each Committee meeting.

- 4.1.4. Council's external and internal auditors may be invited to attend meetings of the Committee.

4.2. Appointment and Termination of Committee Members

- 4.2.1. Appointment to the Committee from among the Elected Members of Council can be for a period of up to four years, or until the end of the term of the Council. Elected Members appointed to the Committee cease being a member of the committee if they are no longer an elected member of the Council.
- 4.2.2. Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle where possible, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.
- 4.2.3. The selection process for the independent member (s) should consider the following factors when assessing the applicants:
- Level of understanding of local government and the environment in which they operate;
 - Level of knowledge and practical exposure on governance and financial management practices;
 - Capacity to dedicate adequate time on the committee;
 - Depth of knowledge of regulatory and legislative requirements; and
 - Ability to maintain professional relationships with staff, council members and other stakeholders.
- 4.2.4. Members are to be appropriately onboarded to the committee.

4.3. Voting Right of Committee Members

- 4.3.1. Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.
- 4.3.2. Where a vote is taken and the result is undecided the chairperson has the casting vote.

4.4. Remuneration Committee Members

- 4.4.1. Independent members shall be remunerated for the preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Statutory Bodies Classification as amended from time to time.
- 4.4.2. Elected members serving on the Committee shall be remunerated in accordance with EM05 Council Member Allowances and Support policy.

4.5. Committee Performance and Review

- 4.5.1. The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee at least once every four years.
- 4.5.2. The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

4.6. Quorum

- 4.6.1. The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

4.7. Meetings

- 4.7.1. Where agenda items are addressed in confidential, this shall be done in compliance with section 51 Confidential Information of the *Regulations*.
- 4.7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.
- 4.7.3. The committee shall meet a minimum of four time per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

4.8. Minutes of Meetings

- 4.8.1. The CEO shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted and that the minutes otherwise comply with the requirements of all Regulations.
- 4.8.2. Minutes shall be circulated within five days after a meeting to all members of the Committee and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
- 4.8.3. The CEO maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.
- 4.8.4. The CEO shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.
- 4.8.5. Following the meeting, the minutes shall be tabled at the next Council meeting, in accordance with the Act. Any recommendations and key issues from the Committee shall also be discussed.

4.9. Role of the Committee

4.9.1. Financial Reporting

4.9.1.1. The Committee shall monitor the integrity of the

- annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
- the annual report.

4.9.1.2. The Committee shall review and challenge where necessary:

- The consistency of, and/or any changes to, accounting policies;
- The methods used to account for significant or unusual transactions where different approaches are possible;
- Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
- The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
- All material information presented with the financial statements.

4.9.2. Internal Controls and Risk Management Systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management; and
- Review and challenge where necessary the consistency of, and/or any changes to, Council's governance policies.

4.9.3. Fraud Protection

4.9.3.1. Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 6(1)(d)(i) of the Local Government (General) Regulations.

4.9.4. Internal Audit

The Committee shall:

4.9.4.1. Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;

- 4.9.4.2. Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- 4.9.4.3. Review all reports on the Council's operations from the internal auditors;
- 4.9.4.4. Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 4.9.4.5. Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.

4.9.5. External Audit

The Committee shall:

- 4.9.5.1. Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;
- 4.9.5.2. Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- 4.9.5.3. Monitor Council's relationship with the external auditor including, but not limited to:
 - Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - Recommending the approval of external auditor's terms of engagement,
 - including any engagement letter issues at the commencement of each audit and the scope of the audit;
 - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
 - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures);

- 4.9.5.4. Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 4.9.5.5. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 4.9.5.6. Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
 - A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements, and
 - Levels of errors identified during the external audit.
- 4.9.5.7. Review the effectiveness of the external audit;
- 4.9.5.8. Review any representation letter(s) requested by the external auditor before they are signed by management;
- 4.9.5.9. Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.

4.10. Conflict of Interest

- 4.10.1. Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 4.10.2. Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.

4.11. Committee Access to Council Records and Resources

- 4.11.1. The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
- 4.11.2. With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:
 - Obtain any information it requires from any employee and/or external party.
 - Discuss any matters with the external auditor, or other external parties.
 - Request the attendance of any employee at committee meetings.

- Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.

4.11.3. The audit committee has no authority to procure resources independently of council.

4.12. Review of Terms of Reference

- 4.12.1. Every four years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs of the council. This review will be in consultation with the Chief Executive Officer.
- 4.12.2. The outcome and recommendations will be given to council as part of this policy to consider.
- 4.12.3. While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

5. Associated Documents

Litchfield Council Policies

6. References and Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Policy Adopted
18/10/2017	Policy reviewed (Decision No. 1718/089) to remove reference to individual member performance review
20/11/2019	Policy updated (Decision No. 1920-097). Public access to meeting, policy review cycle, external auditor meetings.
09/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
24/04/2023	Policy updated to include scope for further independent member, onboarding process, provisions to review governance policies and minor administration changes.

<u>20/08/2024</u>	<u>Policy amended to allow additional councillors. Review date to remain the same.</u>
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DRAFT



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – July 2024
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/08/2024
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 July 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

Community Engagement

The response timeframe for Council's Annual Community survey was 24 June to 28 July and has now closed. The survey results are currently being analysed and will be presented to Council at the September 2024 Ordinary Meeting of Council. Survey results are also published in Council's Annual Report.

Facebook Reach

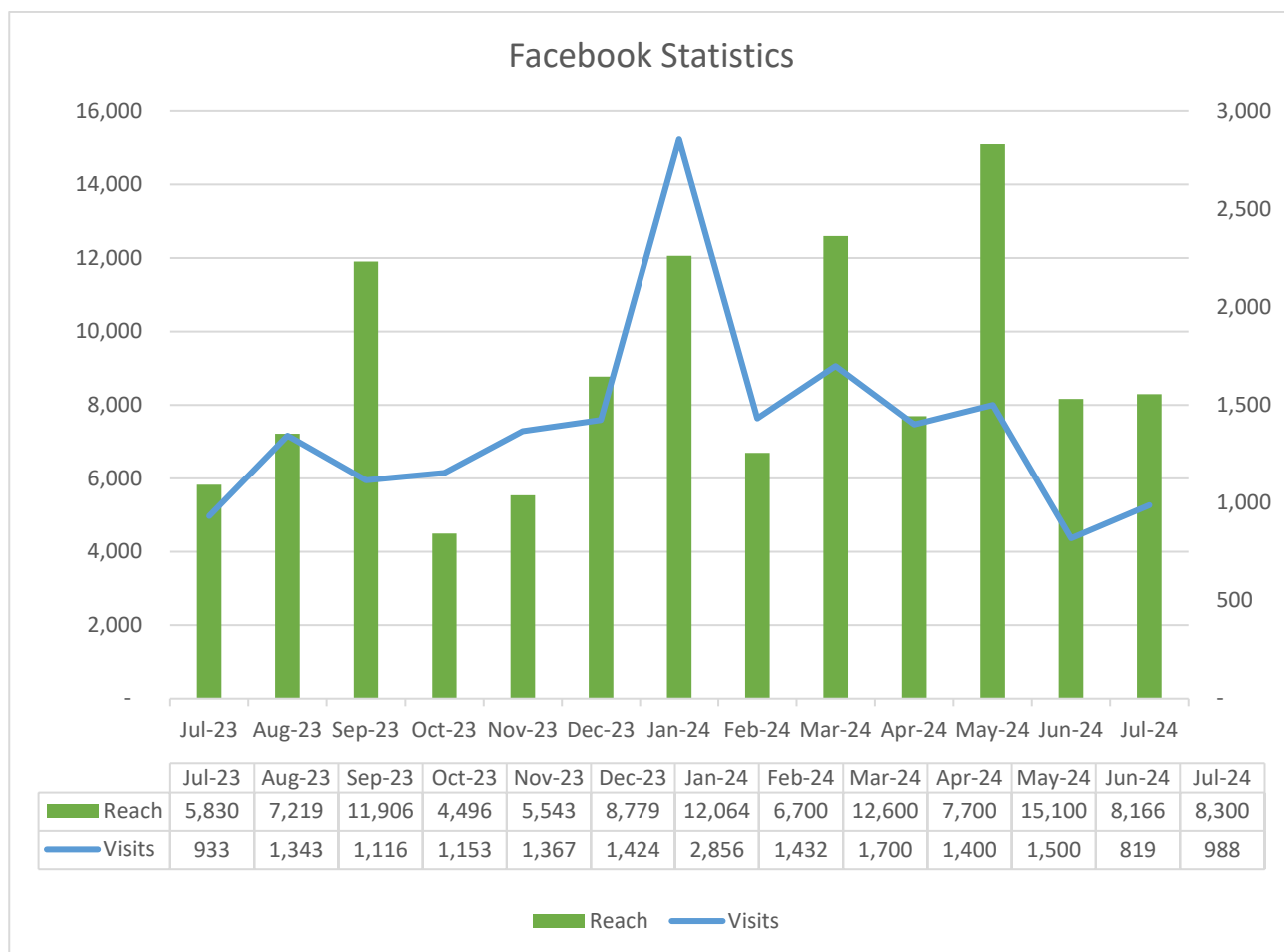
Reach is the number of people who saw any content from your Page or about your Page, this is an estimated metric.

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

There were 20 new Facebook follows (page 'likes') for the reporting period.



Website Users

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

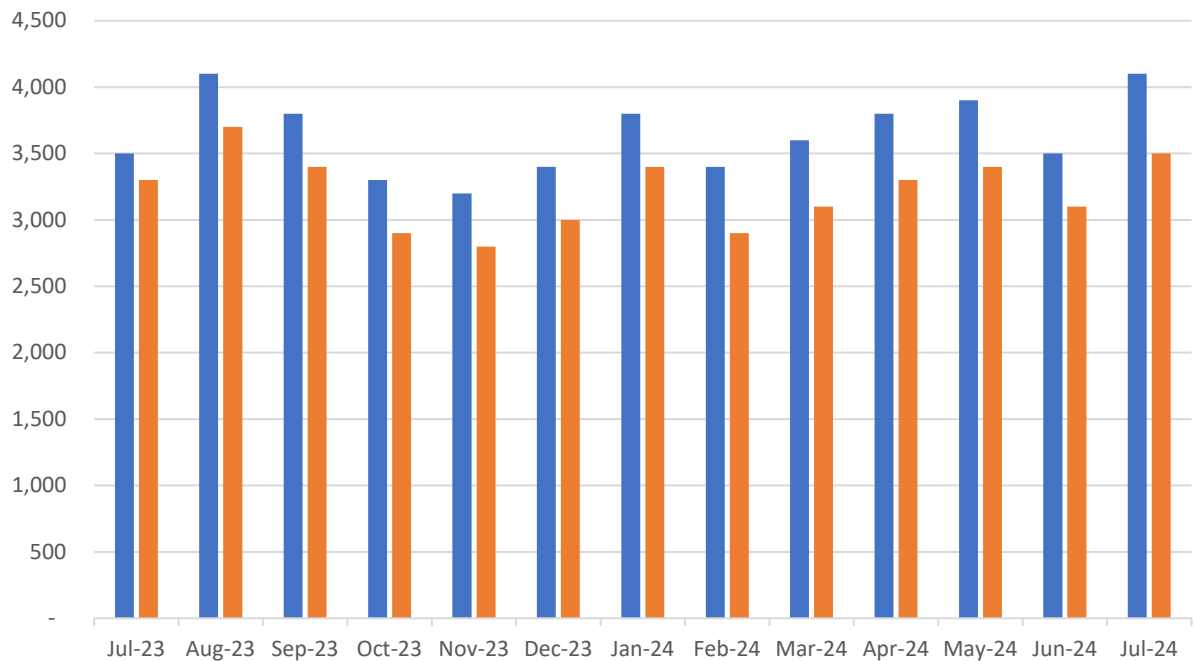
Website New Users

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

Page Views

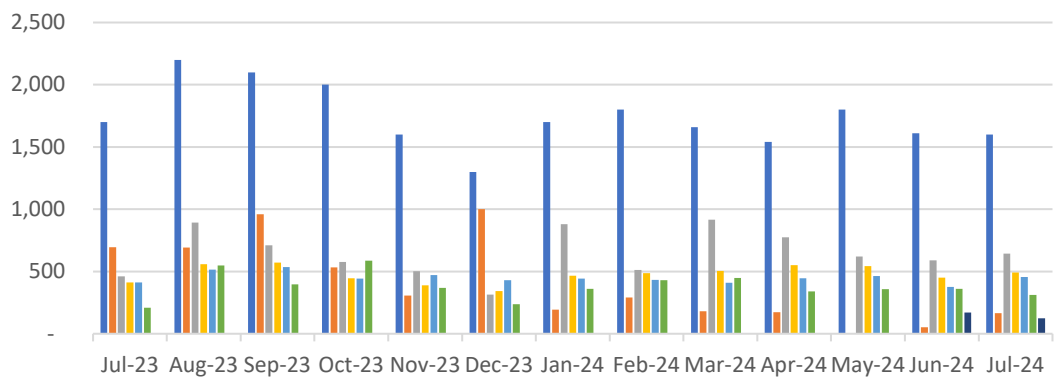
Page title and screen class. The web page title and default app screen class.

Users



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

Page Views



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Welcome to Litchfield	1,700	2,200	2,100	2,000	1,600	1,300	1,700	1,800	1,659	1,541	1,800	1,610	1,600
Pay Online	694	693	959	533	308	1,000	193	291	182	172		52	166
Waste Transfer Stations	461	893	711	577	503	315	881	512	916	776	621	590	644
Search	412	559	572	446	390	343	466	487	506	552	543	451	492
Contact Us	411	514	535	443	471	431	442	432	410	446	464	377	456
Current Vacancies	210	548	397	587	369	237	360	430	448	339	357	362	311
Library												170	123

Recreation Reserves

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

Meeting	Purpose
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Litchfield Community Suicide Prevention Action Planning	Collaborate with community groups and mental health services to develop and implement an actionable suicide prevention plan tailored to the needs of men aged 40+ in the Litchfield Municipality.

Project Updates

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

Location	Project	Status
Humpty Doo Village Green	Lighting upgrade	Scope for the project is still to be finalised in collaboration with the new licence area managers and a work program developed for delivery.
<i>Humpty Doo Village Green</i>	<i>Cenotaph Upgrades</i>	<i>Confirmation funds have been returned to the Grant provider.</i>
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	Initial estimates from the scope, suggest that the allocated funding is not sufficient to achieve what is proposed. Further advise and options to be considered.
Southport Mira Square	BBQ Facilities and Shade	Scope for the project has been developed. There appears to be insufficient allowance for the shelter and BBQ and this will be reviewed further.
<i>Southport Mira Square</i>	<i>Carpark Upgrades</i>	<i>Works are now complete.</i>
<i>Freds Pass Sport and Recreation Reserve</i>	<i>Show Pre Works</i>	<i>Works are now complete.</i>
<i>Freds Pass Sport and Recreation Reserve</i>	<i>Market Shed Disabled Carparking</i>	<i>Works are now complete.</i>
Howard Park Reserve	BMX Softfall replacement	Initial scoping of these works has taken place. The lifespan of the existing material appears to be somewhat inefficient. Investigation into alternative options are being undertaken.
Berry Springs Reserve	Painting	These project works have not commenced. Discussions will commence with the Reserve in the coming month to determine the extent of works for development of a scope.

Youth and Community Engagement

Territory Day was celebrated safely by the community, with Berry Springs Recreation Reserve hosting a special event in the Litchfield Municipality, bringing community members together for a memorable experience.

The comprehensive Annual Community Survey was conducted to assess the community's perspective on the services provided by the Council. The feedback gathered will help shape future initiatives and improvements as well as allow the community to feel valued and heard.

The seniors and youth events at the library continue to be well-attended, fostering strong community bonds. The youth actively participated in the remaining activities of the school holiday program, culminating in an exciting bookmark competition judged by the Mayor.

An 8-week intergenerational program has been launched at Taminmin Community Library, aimed at fostering connections between preschoolers and seniors, promoting community connection and well-being. Additionally, the Seniors Morning Tea remains a meaningful and informative event. In July, it focused on empowering seniors with insights and resources for end-of-life planning and their ageing journey, ensuring they feel supported and informed.

Litchfield Community Suicide Prevention Action Planning Meetings

The Litchfield Community Suicide Prevention Action Planning aims to develop a targeted action plan for men aged 40 and above, an age group identified by the Department of Health as experiencing rising suicide rates. During these sessions, social groups such as the Rotary Club, Men's Table, and others along with mental health services like Mates in Construction and Head to Health, have presented their services. The goal is to create a comprehensive action plan that engages men in the community before their circumstances escalate to self-harm.

A round of grant funding from the Department of Health was opened to support community initiatives promoting mental health, and several groups have successfully secured funding for their projects. We also highlighted the Taminmin Community Library's initiatives, including senior activities and talks aimed at building awareness of mental health issues and preventing suicide. Additionally, Anglicare NT provided a valuable presentation on suicide awareness and intervention trainings that can be implemented in businesses and community groups. These trainings are designed to help the community identify and support at-risk individuals more effectively.

Through these collaborative efforts, it is an aim to foster a supportive environment and enhance mental health resources as well as community connection within the Litchfield area.

Council Sponsorship of Eden Festival

The Eden Festival, a three-day music event held at Darwin River Tavern, was a significant success, supported by a \$5,000 sponsorship from Litchfield Council. This funding ensured the presence of St John Ambulance, safeguarding the well-being of both attendees and the local community. The festival attracted over 600 attendees, with a considerable number of interstate tourists who explored the nearby attractions in the area, thereby boosting local businesses that typically see less traffic. The positive feedback from the attendees, vendors as well as the Batchelor Police underscored the respectful behaviour of festival-goers, further solidifying the event's success.

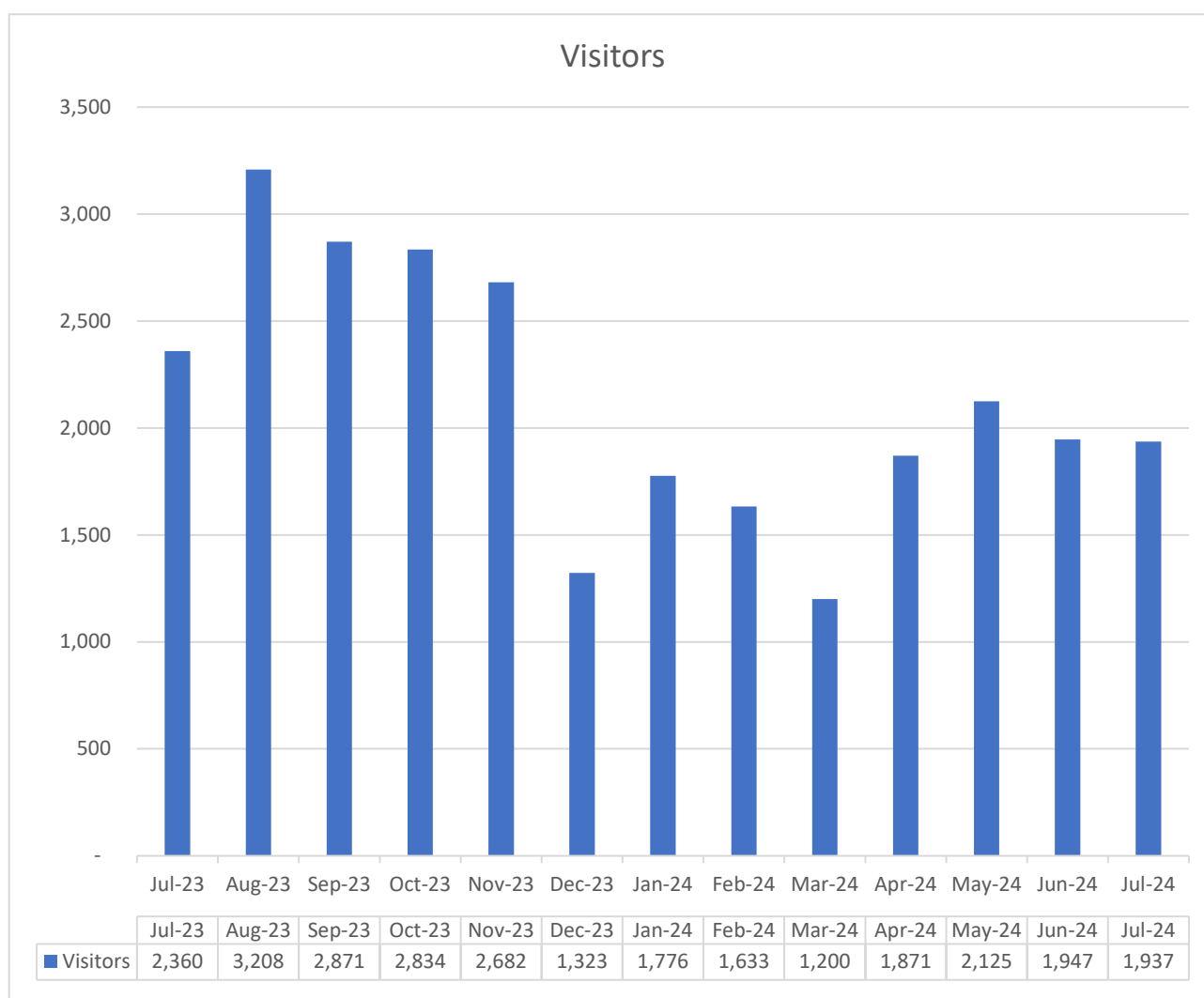
Litchfield Council's support was acknowledged through the organiser Osprey Events' website, as well as signage and banners at key festival locations. This festival not only highlighted the vibrant cultural scene of the Litchfield region but also played a role in promoting the Top End as well as the Municipality as a key tourist destination, supported by a targeted tourism campaign spanning from Darwin to Katherine. The success of this event underscores its impact as a cultural and economic driver for the region. The organisers have expressed their gratitude to the Council for its support and are already planning to continue the festival in 2025 and beyond, expecting long-term benefits of this event for the community.

Taminmin Community Library

Visitors to the Library

The library had 1,937 visitors in July 2024 and was open for 184 hours. The previous month of June 2024 compared at 1,947 visitors and was open for 169 hours.

The library had 2,360 visitors for the month of July in 2023. This reflects impacts on data due to the new door counter system (estimated at approx. 1,000 per month lower attendance – though July also contains two weeks of school holidays, reducing estimate), which offers more reliable system data and demonstrates updated best practice (minimising students access through main entry and removal of after-hours people counts e.g. cleaning or maintenance).



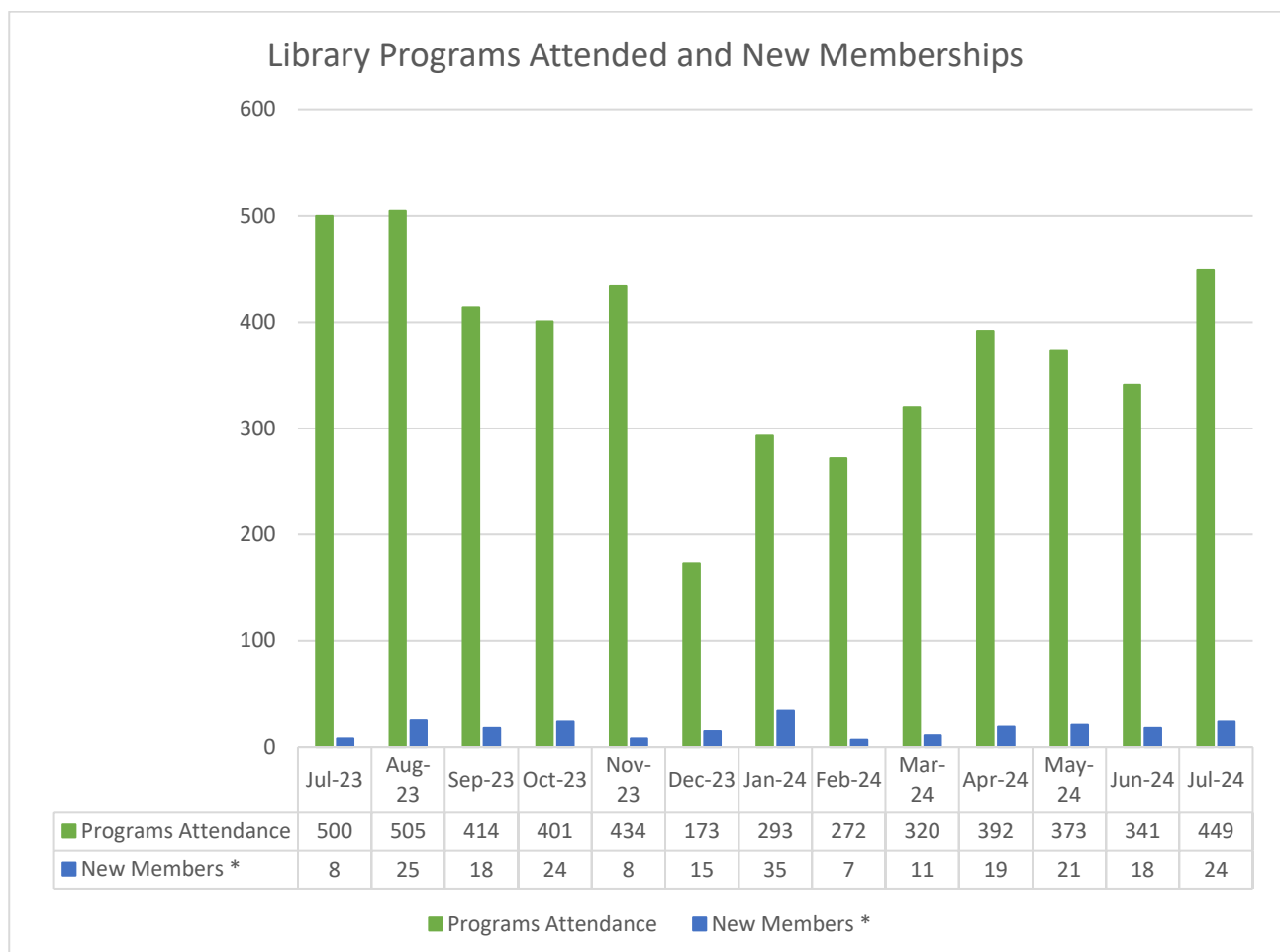
The following graph displays the data for the current month with a monthly comparison to the same time prior year.

Library Programs and Memberships

A total of 22 activities delivered in July 2024 with a total attendance of 449 participants. Library program activities included school holidays and commencement of the intergenerational Library Buddies program for 2024.

In the same month last year, the library had 500 attendees across 17 activities (including large offsite performance by *Drumming Monkeys* at Berry Springs Recreation Reserve and *Storytime On the Move* at Humpty Doo Village Green). No offsite library events in the reserves were conducted in the 2024 holidays for 2024, as unable to staff both offsite and onsite library operations (reduced funding from Libraries and Archives NT). This has not had a direct impact on our attendance KPI data.

The library team have been engaging well with patrons and maximizing opportunities during the school holidays, with 24 new people joining the library during July 2024, compared to 8 in July 2023.



Library Collection Projects

- Ongoing acquisitions and high number of reader request purchases/cataloguing.
- Movement of items in Children's area for following improvements:
 - placements now reflect a consistent flow of items as children's reading develops,
 - wider space and spread of picture books, enabling easier access/browsing.
- Additional shelving space was made possible through the weeding of unborrowed adult spoken word/audio items (donated to Tennant Creek and NTPFES libraries) and movement of shelving to have one side accessible in both children's and adult areas.
- Spoken word/audio books for children have been moved to more suitable shelving. This offers increased visual engagement and more space for forward-facing display of items (more like a bookstore style of displaying items, that increases borrowing).
- Created a specific display of Smith Family Let's Read early literacy program progressive books and resources. This should help parents locate Let's Read materials and remind Nurserytime and Storytime families of their availability to borrow (translates into borrowing statistics). These books are paired with top tips for parents reading to their children at different developmental stages.
- Transition to an upgraded version of our Library Management System, which has taken some adjustment for the overall look, changes to how staff undertake system-based library services, as well as some technical teething issues (mainly around sharing resources across all the Top End libraries) for which LANT are working on a fix with the supplier.

Grants Overview

The below grants have been successfully sourced to fund library programs so far in 2024-25. Submissions, planning, delivery, administration, acquittals and reporting are resourced and undertaken by the *Library Services Program Leader*.

<u>Name</u>	<u>Source</u>	<u>Activity/Purpose</u>	<u>Status</u>	<u>Comment/s</u>
Science Week 2024 - \$2,500	Inspired NT	Students vs Seniors: Barra Bites	Partially Successful	Planning/promotion in progress
Science Week 2024 - \$1,500	Inspired NT	Species Survival: A VR Experience	Partially Successful	Planning/promotion in progress
Seniors Month 2024 - \$2,000	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Successful	Current from 23 July to 10 September 2024
Corp Community Grants 2024 - \$1,000	Core Lithium	Students vs Seniors catering 2024-25	Partially Successful	Applied for \$2,000 Catering of 4 activities, up to \$1,000
Community Grant \$500	Bendigo Bank Coolalinga	Students vs Seniors – catering for Barra Bites Science Week event	Successful	Amount not successful from Science Week grant application

Library Service Disruptions

22 July 2024: Code Red – Interruption from 9:40am to 9:55am (approximately 15 minutes). Emergency lock down instigated by Taminmin College. Onsite Council attendees at Health and Wellness Meeting, Council staff and 2 members of the public (1 woman and 1 child) were moved to locked and windowless spaces, until any potential risk had passed. College advised the action was to restrict school grounds access to external person/s instigating conflict/violence with students onsite. One gate remained locked for next few hours.

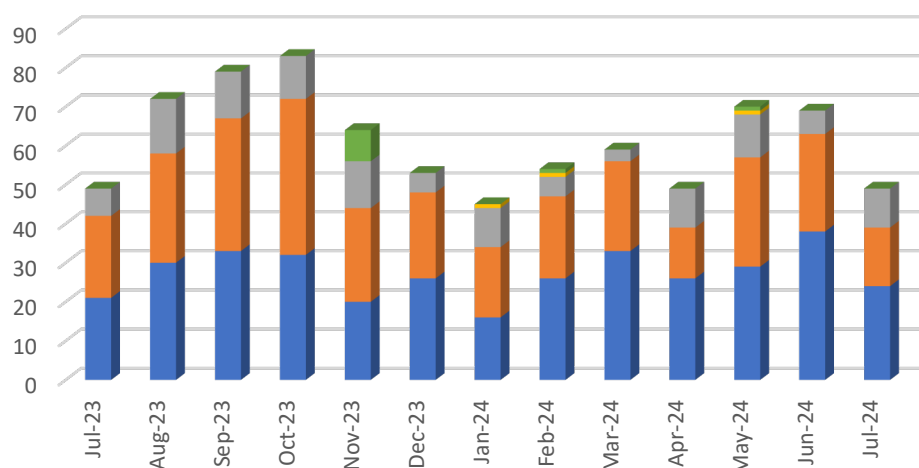
Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in July 2024 was 49, 20 less than for June and exactly the same as the same time last year. Of these, 49% were registered as entire (annual only) and 51% were desexed, with 20.4% as lifetime desexed.

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

Total New Dog Registrations by Type July 23 - July 24

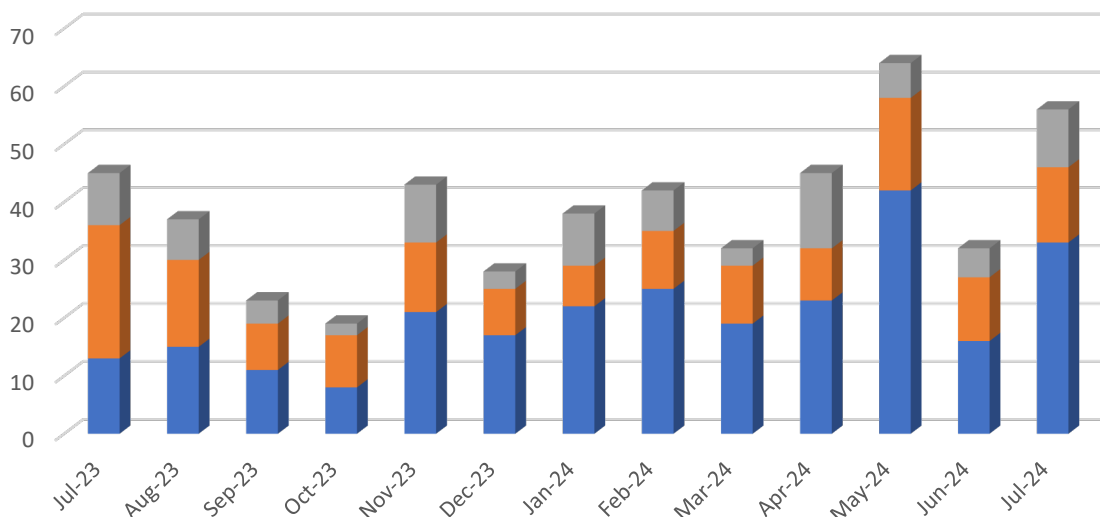


	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Working/Assistance	0	0	0	0	8	0	0	1	0	0	1	0	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup < 6 mths/Rescue	0	0	0	0	0	0	1	1	0	0	1	0	0
Desexed Lifetime	7	14	12	11	12	5	10	5	3	10	11	6	10
Desexed Annual	21	28	34	40	24	22	18	21	23	13	28	25	15
Entire Annual	21	30	33	32	20	26	16	26	33	26	29	38	24

Dog At Large, Pick Ups and Lost Dogs

From July, reports of lost dogs are also included in statistics as they are also dogs at large. There were 56 recorded reports of dogs at large, contained dogs for pick up and dogs reported lost by their owners (33, 13 and 10 respectively) and the second highest number over the last 12 months. July's total was 24 more than for June, and 11 more than for the same time last year. The average is 38.3 reports per month and would be significantly higher if it were not for the reach of social media and the involvement of vet clinics who routinely temporarily hold dogs and contact owners where possible before requesting Council's services for pick-ups, particularly after hours.

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



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Lost	9	7	4	2	10	3	9	7	3	13	6	5	10
Pick Up	23	15	8	9	12	8	7	10	10	9	16	11	13
At Large	13	15	11	8	21	17	22	25	19	23	42	16	33

Impounded Dogs

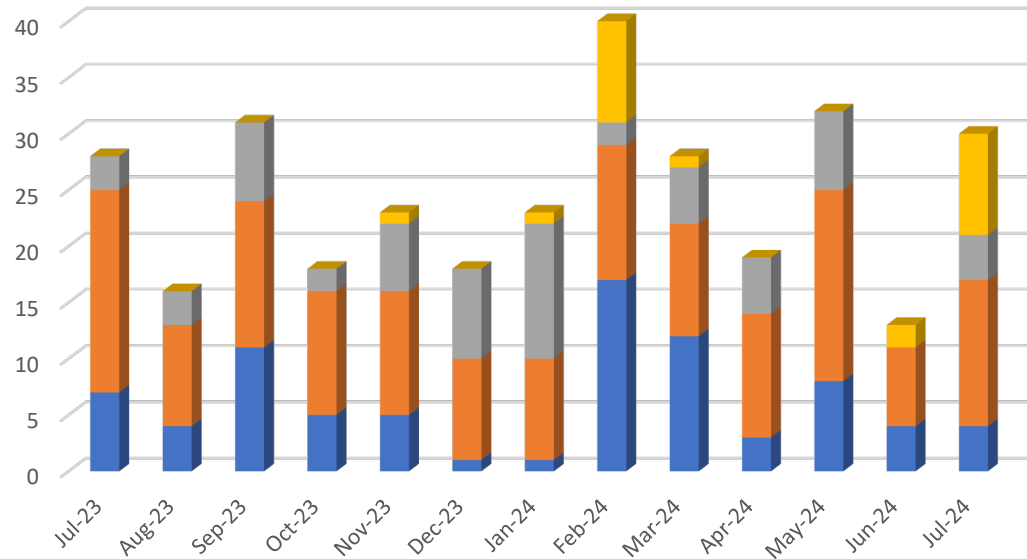
Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a court-ordered warrant as a last resort for non-compliance with Council's By-laws. There were 30 dogs impounded in July, 16 more than the previous month, and two more than June 2023, making it the fourth highest number of impounds since then. With the higher number of impounds the average number per month over the last 12 months has increased to 26.6.

It should also be noted that RSPCA has not been able to receive any impounded dogs for rehoming in the last six weeks, and their capacity is likely to be reduced in the foreseeable future due to reduced external funding. This will have a negative impact on euthanasia rates.

From the 289 dogs impounded since July 2023, less than half (137 or 47.4%) were reclaimed by their owners. 78 dogs (27%) were unclaimed but suitable for adoption and accepted by either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figure of 20.8% is a consequence of dogs that are not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity or under quarantine and unable to receive them.

The category "Other" typically refers to those dogs that have been transferred to another Council. For July, this category relates to dogs that have been impounded within the last days of the month and are still within the mandated 72 hours minimum holding time, and is larger than usual due to receiving a litter of puppies surrendered by the owner. The numbers in "Other" at the time of reporting are corrected in the following month transferred to the other categories as appropriate.

Impounded Dogs and Outcome July 23 - July 24



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Other	0	0	0	0	1	0	1	9	1	0	0	2	9
Euthanised	3	3	7	2	6	8	12	2	5	5	7	0	4
Reclaimed by Owner	18	9	13	11	11	9	9	12	10	11	17	7	13
Rehomed	7	4	11	5	5	1	1	17	12	3	8	4	4

84.7% of dogs impounded since July 2023 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

77.2% of dogs impounded since July 2023 were not desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.

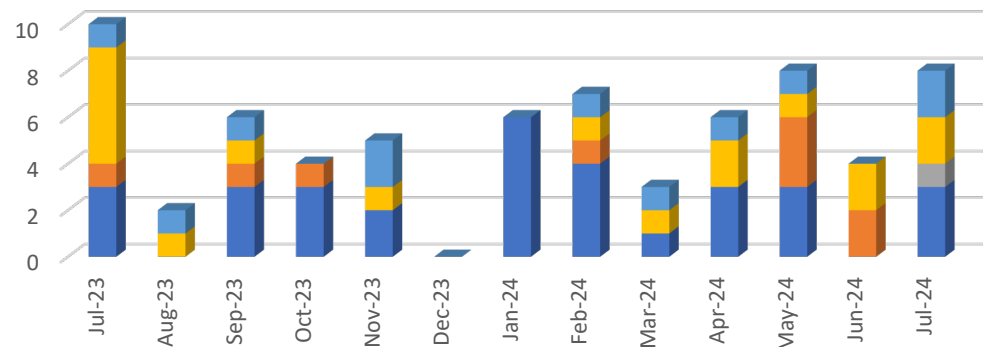
58.8% of dogs impounded over the last 12 months were male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

Abandoned Vehicles

While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were eight abandoned vehicles reported to Council in July 2024, double that received for June. This is two less than for the same time last year (being the highest number reported since the 14 reported in September 2022) and higher than the average of 5.8 per month over the last 12 months. For the first time in over 18 months a member of the public has paid the release fees required for the retrieval of their impounded vehicle.

Since July last year, 45% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. Nearly 25% of vehicles reported were impounded by Council and not retrieved by their owners, then were made available for sale via auction, typically for spare parts as they are rarely in working condition. Nearly 16% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road where Council has no jurisdiction. 13% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.

Abandoned Vehicles and Outcome July 23- July 24



	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Jul-24
Non-Council Land	1	1	1	0	2	0	0	1	1	1	1	0	2
Impounded	5	1	1	0	1	0	0	1	1	2	1	2	2
Released to Owner	0	0	0	0	0	0	0	0	0	0	0	0	1
Disposed	1	0	1	1	0	0	0	1	0	0	3	2	0
Departed from Location	3	0	3	3	2	0	6	4	1	3	3	0	3

Links with Strategic Plan

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

Legislative and Policy Implications

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

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:	Correction to Open Minutes – Ordinary Council Meeting 18 June 2024
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/08/2024
Attachments:	A: OCM Minutes of Tuesday 18 June 2024 – Corrected

Executive Summary

This report presents to Council for approval, a correction to the confirmed Open Minutes of the Ordinary Council Meeting of 18 June 2024.

Recommendation

THAT Council:

1. Rescind Resolution ORD2024 11-148, confirming the minutes of the:
 - a. Ordinary Council Meeting held Tuesday 18 June 2024, 11 pages; and
 - b. Ordinary Confidential Meeting held Tuesday 18 June 2024, 4 pages.
2. confirms the following minutes as a true and accurate record of those meetings:
 - a. Ordinary Council Meeting held Tuesday 18 June 2024, 11 pages, with changes made to Item number 13.02.04 as outlined in Attachment A to this report; and
 - b. Ordinary Confidential Meeting held Tuesday 18 June 2024, 4 pages, no changes.
3. publishes the confirmed Ordinary Council Meeting held Tuesday 18 June 2024 on Council's website.

Background

At the 16 July 2024 Ordinary Council Meeting, it was resolved:

6.1 Confirmation of Council Minutes

Moved: Cr Sidey

Seconded: Cr Sharp

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

- *Ordinary Council Meeting held Tuesday 18 June 2024, 11 pages; and*
- *Ordinary Confidential Meeting held Tuesday 18 June 2024, 4 pages.*

CARRIED (7-0) ORD2024 11-148

Following this, an error in relation to Item 13.02.04 in the Minutes of Ordinary Council Meeting held Tuesday 18 June 2024 was identified.

The error is highlighted below:

13.02.04 *Draft Municipal Plan 2024-25 and Draft Financial Management Strategy and Long Term Financial Plan and 2024-25 to 2033-34*

Moved: Deputy Mayor Harlan

Seconded: Cr Sidey

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

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

CARRIED (4/1) ORD2024 11-127

Corrected Minutes of the Ordinary Council Meeting held on Tuesday 18 June 2024 are provided at Attachment A for Council's confirmation.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Governance:

Failure to correct the Minutes to ensure they are a true record of the meeting would be poor governance.

Community Engagement

Not applicable.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 18 June 2024 at 6:00pm

Present	Doug Barden Kevin Harlan Andrew Mackay Mathew Salter Mark Sidey	Mayor (Chair) Deputy Mayor, Councillor Central Ward Councillor Central Ward Councillor North Ward Councillor South Ward
Staff	Stephen Hoyne Rodney Jessup Maxie Smith Jill Enriquez Rebecca Taylor	Chief Executive Officer Director Infrastructure and Operations Director Corporate and Community Acting Community Participation Officer Policy and Governance Program Leader
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 6.01pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Apologies

Moved: Deputy Mayor Harlan

Seconded: Cr Sidey

THAT Council accept apologies from Cr Wright and Cr Sharp.

CARRIED (5/0) ORD2024 11-119

3.2 Leave of Absence Previously Granted

Nil.

3.3 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

Chief Executive Officer, Stephen Hoyne, declared an interest at 15.04 of the Confidential Agenda.

5. PUBLIC QUESTIONS

Barry Moriarty raised the following concerns and questions in person during the June Ordinary Council Meeting.

Mr Moriarty disagrees with Council's response in relation to community consultation for the Southport Road Seal Levy.

Mr Moriarty stated community consultation was non-existent and asked the following questions in relation to community consultation; when? where? who attend? and what was discussed? How do I get an answer to that?

Mr Moriarty stated Council need to show workings on how the road seal levy is calculated and that the calculation should have been set three years ago.

Mr Moriarty listed a number of properties that should not have been charged and asked about other properties that have not been charged.

Response:

Council advised Mr Moriarty to provide the addresses of the properties referred to in an email and that the basis for how the road seal levy is calculated, would be discussed at item 13.02.02 of the Council agenda.

Marcus Schmidt raised the following concerns and questions in person during the June Ordinary Council Meeting.

Mr Schmidt stated that it seems unlikely that Council has correctly followed procedures in the Local Government Act in relation to Special Rates.

Mr Schmidt felt that the calculation of the Road Seal Levy had not been explained and that the purpose had not been explained, considering the roads were sealed under grant funding.

6. CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

THAT Council confirms the:

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

CARRIED (5/0) ORD2024 11-120

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Salter
Seconded: Deputy Mayor Harlan

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

CARRIED (5/0) ORD2024 11-121

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

ORDER OF BUSINESS

Moved: Deputy Mayor Harlan
Seconded: Cr Mackay

THAT Items 13.02.02, 13.02.03 and 13.02.04 be brought forward for consideration.

CARRIED (5/0) ORD2024 11-122

13. OFFICERS' REPORTS

13.02 Executive and Community Development

13.02.02 Special Resolution and Declaration of Rates and Charges 2024/2025

THAT Council by special resolution:

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

THAT Council:

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

AMENDMENT

Moved: Mayor Barden
Seconded: Deputy Mayor Harlan

THAT Council by special resolution:

1. in accordance with Section 238 of the *Local Government Act 2019*, a special rate of \$3801.79 per property, as detailed in Attachment B, is declared for the financial year ending 30 June 2025. This rate will be payable over a two-year period, as indicated in the Declaration of Rates and Charges 2024/2025, which is attached to this report at Attachment B; and
2. approve the Chief Executive Officer to remove the words "Area described in paragraph vi below" and the brackets around "subject area" in section F of Attachment B.

CARRIED (4/1) ORD2024 11-123

A Division was called

Those voting in the affirmation Mayor Barden, Deputy Mayor Harlan, Cr Mackay and Cr Sidey

Those voting in the negative Cr Salter

CARRIED (4/1)

CARRIED (4-1) ORD2024 11-124

13.02.02 Special Resolution and Declaration of Rates and Charges 2024/2025 (continued)

Moved: Cr Mackay
Seconded: Cr Sidey

THAT Council:

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

CARRIED (5/0) ORD2024 11-125

13.02.03 Proposed Fees and Charges 2024/2025

Moved: Cr Salter
Seconded: Deputy Mayor Harlan

THAT Council:

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

CARRIED (5/0) ORD2024 11-126

13.02.04 Draft Municipal Plan 2024-25 and Draft Financial Management Strategy and Long Term Financial Plan and 2024-25 to 2033-34

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

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

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

CARRIED (4/1) ORD2024 11-127

10 NOTICES OF MOTION

Moved: Cr Sidey
Seconded: Deputy Mayor Harlan

Item 10.01 Notice of Motion – Composition of the Litchfield Municipal Council Risk Management and Audit Committee

(Item Being discussed under Confidential – refer to Item 15.06)

CARRIED (5/0) ORD2024 11-128

11 MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 21 May 2024 to 18 June 2024.

CARRIED (5/0) ORD2024 11-129

12 REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

13 OFFICERS' REPORTS

13.02 Corporate and Community

13.01.01 Litchfield Council Finance Report – May 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Mackay

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

CARRIED (5/0) ORD2024 11-130

13.01.02 People, Performance and Governance Report – May 2024

Moved: Cr Salter
Seconded: Deputy Mayor Harlan

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

CARRIED (5/0) ORD2024 11-131

13.01.03 Draft FIN08 Risk Management Policy

Moved: Cr Mackay
Seconded: Cr Sidey

THAT Council:

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

CARRIED (5/0) ORD2024 11-132

13.01.04 Risk Management Audit Committee Open Minutes – 30 May 2024

Moved: Cr Sidey
Seconded: Deputy Mayor Harlan

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

CARRIED (5/0) ORD2024 11-133

13.01.05 Local Government Immediate Priority Grant 2022-23 Acquittal

Moved: Deputy Mayor Harlan
Seconded: Cr Mackay

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

CARRIED (5/0) ORD2024 11-134

13.03 Executive and Community Development

13.02.01 Community Services and Development Monthly Report May 2024

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

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

CARRIED (5/0) ORD2024 11-135

13.02.05 Council Member's Professional Development Activity

Moved: Cr Sidey
Seconded: Deputy Mayor Harlan

THAT Council approve Council Members' use of available Professional Development Allowances to complete the Australian Institute of Company Directors – Company Directors Course.

CARRIED (5/0) ORD2024 11-136

13.02.06 Breach of Code of Conduct Complaint – 5 March 2024 – Decision

Moved: Cr Sidey
Seconded: Deputy Mayor Harlan

THAT Council receive and note the Breach of Code of Conduct Complaint – 5 March 2024 – Decision Notice, as at Attachment A.

CARRIED (5/0) ORD2024 11-137

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report May 2024

Moved: Deputy Mayor Harlan
Seconded: Cr Sidey

THAT Council:

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

CARRIED (5/0) ORD2024 11-138

14. OTHER BUSINESS

14.1 Cr Sidey would like to note that;

- a) the waste amnesty, as identified under the Strategic Projects - Clean-up activity in the Municipal Plan 2024-2025, be treated as a priority.
- b) The new safety measures at the Waste Transfer Stations, although mandated by the regulator, are causing significant challenges operationally for residents and may need to be reviewed.
- c) It has been some time since Council considered curb side collection and it may be time to reassess, especially with Holtze and Kowandi coming online.

15. CONFIDENTIAL ITEMS

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

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 Confirmation of Confidential Minutes

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

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

15.02 Confidential Minutes RMAC

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

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

15.03 Code of Conduct Complaints – Status Update

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

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

15.04 Increase to Budget Review Two: Vehicle Budget

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

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

15.05 Awarding of Contract RFT24-431 Meade Road Upgrade

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

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

15.06 Composition of the Litchfield Municipal Council Risk Management and Audit Committee

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

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

CARRIED (5/0) ORD2024 11-139

Jill Enriquez left the meeting at 7.13pm

The meeting moved to Confidential Session at 7.13pm.

Moved: Cr Mackay
Seconded: Deputy Mayor Harlan

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

CARRIED (4/0) ORD2024 11-140

The meeting moved to Open Session at 8.15pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 8:16pm.

18. NEXT MEETING

Tuesday 16 July 2024.

MINUTES TO BE CONFIRMED

Tuesday 16 July 2024.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	"Too Much Stuff?" Market Trial – Rescinding of Council Resolution
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/08/2024
Attachments:	Nil

Executive Summary

This report presents to Council for consideration, a proposal to rescind Resolution ORD2024 11-110 made at the 21 May 2024 Ordinary Meeting of Council being approval of a two-month trial of the delivery of the "Too Much Stuff?" Market.

Recommendation

THAT Council rescind Resolution ORD2024 11-110, made at the 21 May 2024 Ordinary Meeting of Council relating to the trial delivery of the "Too Much Stuff?" Market.

Background

At the 21 May 2024 Ordinary Council Meeting, it was resolved:

13.02.04 "Too Much Stuff" Market Partnership

AMENDMENT

*Moved: Cr Mackay
Seconded: Cr Wright*

THAT Council:

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

CARRIED (5/1) ORD2024 11-110

Council Officers commenced planning to deliver the two-month trial, however, it was identified that a larger body of work would be required to mitigate insurance and safety concerns. With the possibility that these mitigations would reduce items eligible to be recycled/upcycled at the market to the point that the effectiveness of the initiative would be minimal, it is recommended that the trial not proceed at this time.

Council remains committed to seeking partnerships and identifying and developing innovative ways to increase recycling opportunities within the municipality.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Community:

It is possible there may be some disappointment within the community should the trial not be delivered.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report – July 2024
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	A: PA2024/0179 B: PA2024/0193 C: PA2024/0195 D: PA2024/0145 E: PA2024/0168 F: PA2024/0181

Executive Summary

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

Type of Application	No. Applications
Development Applications	6
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	12

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

Recommendation

THAT Council:

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

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	3
Planning applications supported, subject to specific issues being adequately addressed	3
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>

Development Applications supported, subject to normal Council Conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2024/0179 Section 05810 Hundred of Strangways, 294 Monaghan Road, Lloyd Creek Attachment A	Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary. Council supports the proposal as there is not apparent impact on amenity for neighbouring properties and the location of the shed is in keeping with other nearby properties.
PA2024/0193 Section 05467 and Section 01817 Hundred of Strangways, 20 & 20A Bees Creek Road, Freds Pass Attachment B	Consolidation to create 1 lot. Council provided support, noting this application has been lodged by Earl James & Associates on behalf of Litchfield Council.
PA2024/0195 Section 05071 Hundred of Strangways, 121 Millar Road, Humpty Doo Attachment C	Outbuilding (carport) addition to an existing dwelling-single with a reduced building setback to the side boundary. Council supports the proposal as there is no impact to neighbouring properties and the location is consistent with other nearby properties. Council also noted that if this parcel was slightly smaller then there would be no requirement for development approval.

Development Applications supported, subject to specific issues being adequately addressed

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2024/0145 Section 03372 Hundred of Bagot, 50 Lagoon Road, Knuckey Lagoon Attachment D	Outbuilding (shed) addition to an existing dwelling-single within land in proximity to airports	Council supports the proposal, however noted support was provided issues noted were addressed. Council noted that the primary residential building appeared dilapidated and also queried the other structures on site that did not form part of a previously issued development permit. Since the close of the exhibition period, DAS has noted that this application will likely be deferred.

PA2024/0168 Section 00785 Hundred of Cavenagh, 765 Spencer Road, Darwin River Attachment E	Subdivision to create 4 lots	Council did not object to the granting of a development permit as the provided information supported the development and the proposal aligns with the land use plans. However, noted support was only given if the outlined issues were addressed. Particularly relating to the provision of crossovers to an unmaintained section of road.
PA2024/0181 Section 06766 Hundred of Bagot, Whitewood Road, Howard Springs Attachment F	Clearing of native vegetation, construction of an access road and car park ancillary to an education establishment	Council did not object to the granting of a development permit as this application was submitted due to the lapse of a prior issued permit. Council requested all previous conditions but noted that majority of the works had already taken place.

Development Applications not supported/objected to for reasons related to Council issues

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Non-Support/ Objection
NIL		

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

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Reasons for Objection
NIL		

LIQUOR LICENCE APPLICATIONS

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
Freds Pass – 20 Bees Creek Road	Special Event Liquor Licence - Polocrosse	Council supports
Freds Pass – 20 Bees Creek Road	Special Event Liquor Licence - Polocrosse	Council supports
Freds Pass – 20 Bees Creek Road	Special Event Liquor Licence - Polocrosse	Council supports

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
2

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
12

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Removal of dead tree from overhead power lines with...	65 Madeod Road HOWARD SPRINGS N...	25/07/2024	30/07/2024
DoD - Closure of Norhtern Part - Thorngate Road for ...	455 Thorngate Road HOLTZE NT 0829	24/07/2024	02/08/2024
PWC - Water repair on verge/ footpath	290 Whitewood Road HOWARD SPRIN...	20/07/2024	25/07/2024
Survey Works - Hydro excavation and topographical s...	90 Virginia Road VIRGINIA NT 0834	19/07/2024	29/07/2024
DoD - Shoal Bay Receiver Station Upgrade - Water Ca...	455 Thorngate Road HOLTZE NT 0829	19/07/2024	19/07/2024
PWC - Live Line works to remove old line hardware and...	140 Thorngate Road HOLTZE NT 0829	15/07/2024	23/07/2024
Stormwater Defect Rectification - HDIP	200 Strangways Road HUMPTY DOO N...	12/07/2024	15/07/2024
PWC - Repair hot join on HV Regulator	95 Deloraine Road KNUCKEY LAGOON ...	10/07/2024	23/07/2024
PWC - Access pole tops to replace services	140 Collard Road HUMPTY DOO NT 0836	10/07/2024	18/07/2024
PWC - Pole top replacements	20 Gulnare Road BEES CREEK NT 0822	09/07/2024	17/07/2024
PWC - Access Pole and Replace Services	160 Bees Creek Road BEES CREEK NT ...	09/07/2024	17/07/2024
Driveway Crossover	1320 Redcliffe Road HUGHES NT 0822	03/07/2024	08/07/2024

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.



16 July 2024

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

RE: Letter of Comment Development Application

PA2024/0179

**Hun: 695 P: 05810 294 Monaghan Road LLOYD CREEK, Hundred of Strangways
Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to
the side boundary**

Thank you for the Development Application referred to this office on 05/07/2024, 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 a shed addition with a reduced setback from the side boundary. We note, that whilst this location is not Council's preference as the Planning Scheme is quite clear in relation to setback distances, this proposal is in keeping with the location of outbuildings on neighbouring properties. There does not appear to be any impact on amenity for neighbouring properties and as such as the owner's preferred site Council will support the proposal. It should be noted that Council also supports maintenance of firebreaks as legally required under the Fire and Emergency Act 1996 and the Bushfires Management Act 2016.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council; reinstatement works as needed to drainage and crossover all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

- c) 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:

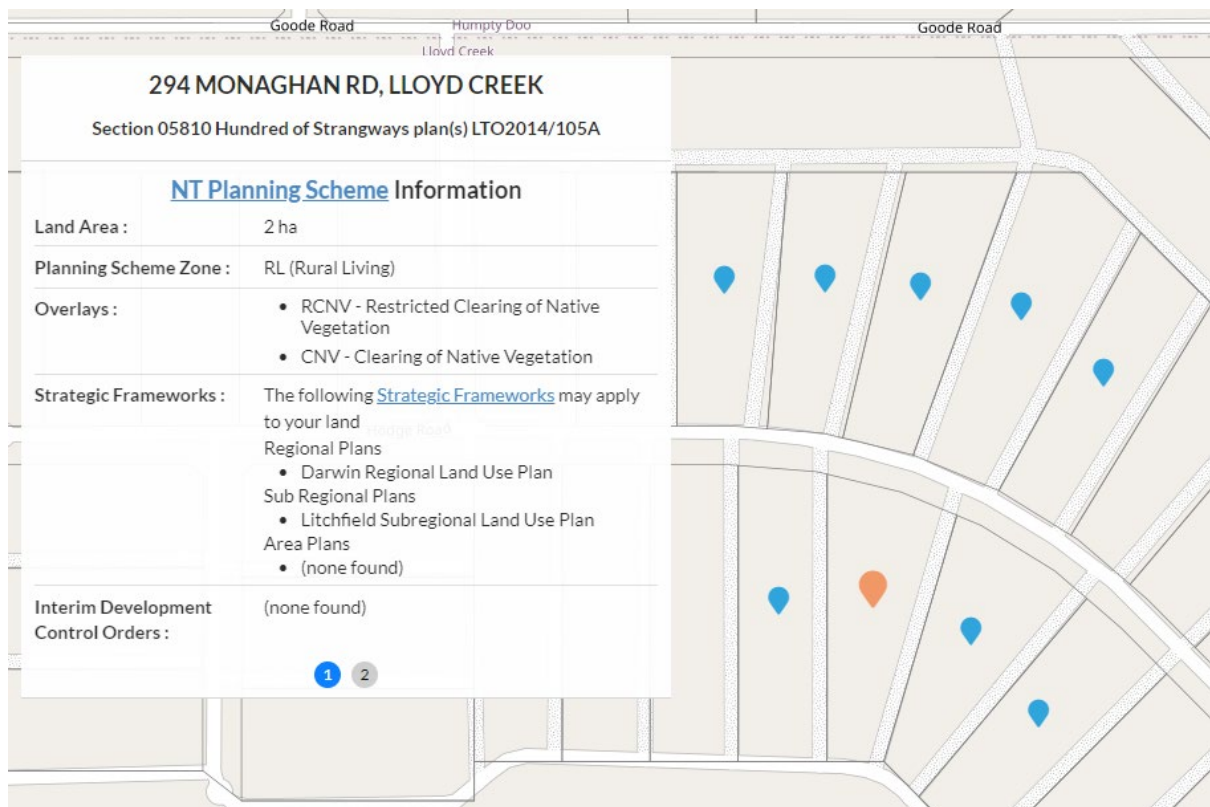
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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





31 July 2024

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

RE: Letter of Comment Development Application

PA2024/0193

**Hun: 695 P: 05467 20 Bees Creek Road FREDS PASS, 20A Bees Creek Road FREDS PASS,
Hundred of Strangways
Consolidation to create one lot**

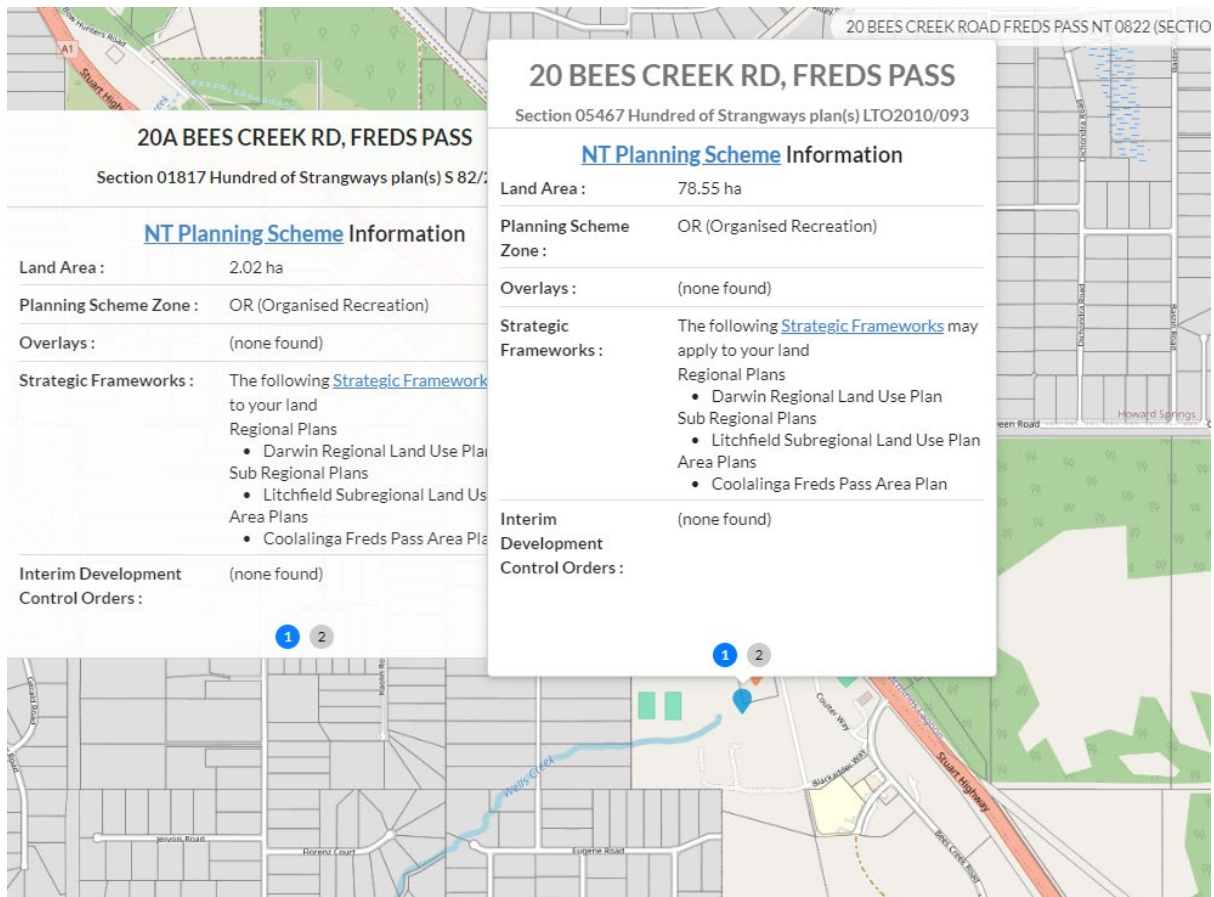
Thank you for the Development Application referred to this office on 19/07/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council notes, this application has been lodged on behalf of Litchfield Council and as such we do not have any further comment in relation to the application.

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

Yours faithfully

Jaimie O'Connor
Acting Planning and Development Program Leader





31 July 2024

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

RE: Letter of Comment Development Application

PA2024/0195

**Hun: 695 P: 05071 121 Millar Road HUMPTY DOO, Hundred of Strangways
Outbuilding (carport) addition to an existing dwelling-single with a reduced building setback
to the side boundary**

Thank you for the Development Application referred to this office on 19/07/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed reduced setback is in keeping with neighbouring properties within the locality and does not pose any impact on neighbouring properties
- b) It is also noted that the property is equal to 1Ha and if it was only slightly smaller then the reduced setback would be permitted under the *Planning Scheme 2020* as per Table D to Clause 5.4.3 Minimum building setbacks for residential buildings and ancillary structures in zones RR, RL, R,H and A

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

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

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

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

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

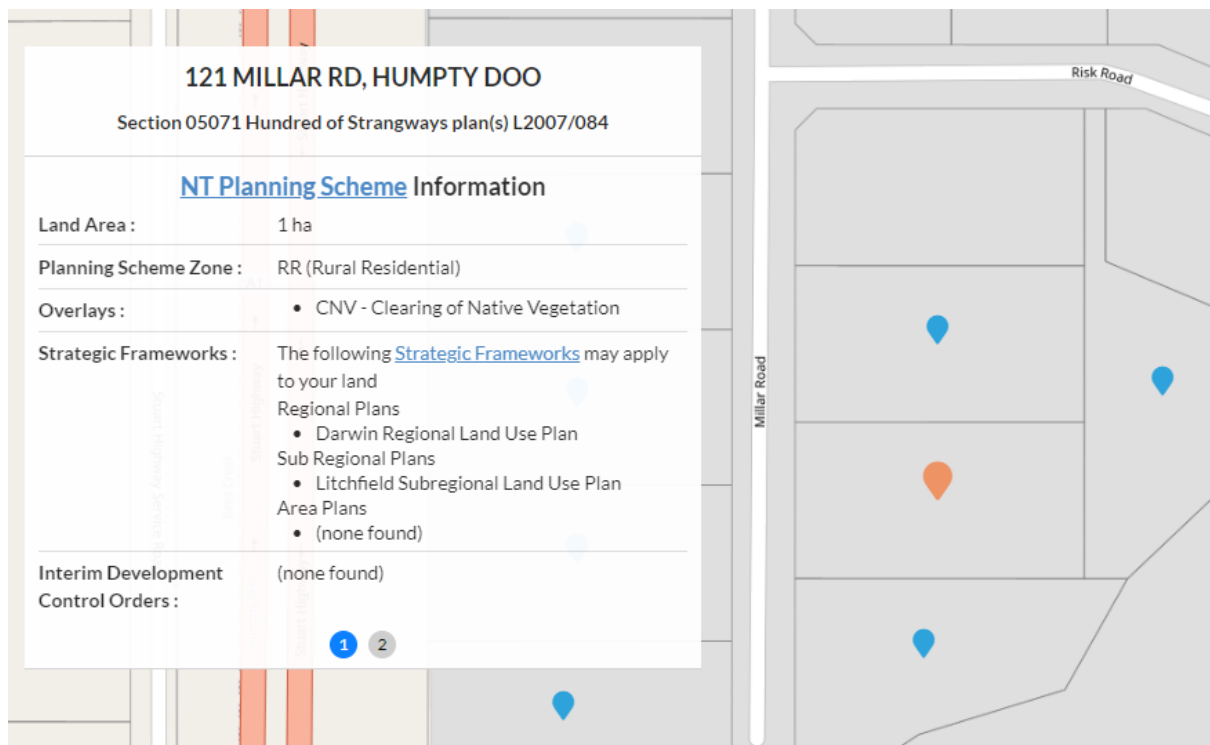
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Acting Planning and Development Program Leader





18 July 2024

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

RE: Letter of Comment Development Application

PA2024/0145

**Hun: 055 P: 03372 70 Lagoon Road KNUCKEY LAGOON, Hundred of Bagot
Outbuilding (shed) addition to an existing dwelling-single within land in proximity to airports**

Thank you for the Development Application referred to this office on 28/06/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) the proposed development as outlined in the statement of effect is in keeping with the zoning of the area being zoned R (Rural) and the shed is ancillary to the single dwelling as permitted by the Planning Scheme.
- b) Council does not consider the proposed structure to be impacted upon by the overlay in respect of Land in Proximity to Airports
- c) In regard to Clearing of Native Vegetation, the area to be cleared for the structure is not considered to have any negative impacts.

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

- a) Council requested confirmation from Development Assessment Services (DAS) on Monday 1st July 2024 that the shed would indeed be ancillary to the existing residential dwelling as aerial images of the property indicated that the residential dwelling was dilapidated.
- b) Further noting that there were additional structures on the property that appeared to not have been given prior planning permission excluding the permitted storage shed and office area approved under planning application PA2002/0590.

It was understood that DAS would undertake a site inspection to confirm the above-mentioned points. At the date of this letter confirmation had not been received for the outcome of the site inspection.

Should there be no adequate residential dwelling on the property, Council will request further information as it would not be appropriate to provide support should the proposal not comply with the Planning Scheme.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

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

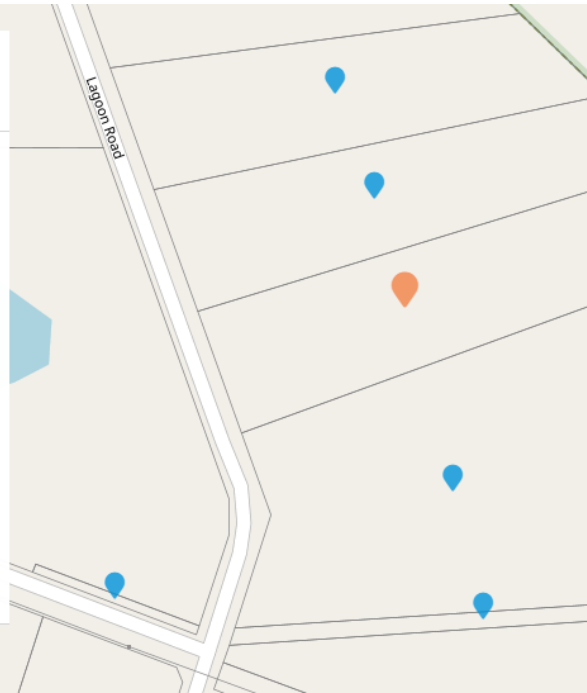
Kind Regards,



Jaimie O'Connor
Acting Planning and Development Program Leader

Section 03372 Hundred of Bagot plan(s) LTO89/062

Land Area :	4.08 ha
Planning Scheme Zone :	R (Rural)
Overlays :	<ul style="list-style-type: none"> • CNV - Clearing of Native Vegetation • LPA - Land in Proximity to Airports
Strategic Frameworks :	<p>The following Strategic Frameworks may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none"> • Darwin Regional Land Use Plan <p>Sub Regional Plans</p> <ul style="list-style-type: none"> • Litchfield Subregional Land Use Plan <p>Area Plans</p> <ul style="list-style-type: none"> • (none found)
Interim Development Control Orders :	(none found)





19 July 2024

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

RE: Letter of Comment Development Application

PA2024/0168

**Hun: 160 P: 00785 765 Spencer Road DARWIN RIVER, Hundred of Cavenagh
Subdivision to create 4 Lots**

Thank you for the Development Application referred to this office on 28/06/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The provided land suitability assessment confirms that there is sufficient unconstrained land to support the subdivision
- b) The proposal is consistent with land use plans statements of policy to enable subdivision of suitable land.

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

- a) Council requires confirmation that crossovers to the proposed lots can be built to the requirements of the NT Subdivision and Development standards and to Litchfield Councils requirements
- b) The subdivision and development should not negatively affect Litchfield Council in respect of property access and Council will not be required to provide any upgrades to the surrounding infrastructure outside of what is outlined in the Litchfield Council Development Contribution plan and determined by the Road Asset Management Plan.

Should there be any doubt in regard to addressing the above points, Council recommends deferral of the application in order to ascertain further information and consider requirements.

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

- a) Whilst the statement of effect indicates that crossovers will be built to provide access from an existing formed road. Council notes, Boundary Road is not included in our asset register as a formed and maintained road and would be considered a 'paper road' whereby it appears as a corridor on Goyder's Survey. Council makes no assurances around the future maintenance or construction of this corridor.
- b) It is noted that via a site inspection carried out, it appears that the section of Spencer Road along the property boundary and Boundary Road have been formed and flat bladed, however Council cannot confirm who has undertaken these works. Councils asset register only shows road maintenance of Spencer Road to the end of 685 Spencer Road.
- c) It is further noted in the application that the lots are proposed to be off grid electricity. Council recommends that a caveat be included on the property Titles stipulating the exclusion of public power supply.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) The crossover and driveways shall be designed to the technical requirements of the NT Subdivision and Development Guidelines and Litchfield Council's requirements.
- c) Prior to the endorsement of plans and prior to commencement of works, a Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with AustRoads guidelines should be submitted to 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) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and

streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

- a) Should there be any doubt in relation to the Developer Contributions payable, reference is made to Section 71 of the *Planning Act 1999*.
- b) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- c) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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 and Development Program Leader

765 SPENCER RD, DARWIN RIVER
Section 00785 Hundred of Cavenagh plan(s) DBK02/062

Section 00785 Hundred of Cavenagh plan(s) DBK02/062

[NT Planning Scheme](#) Information

Land Area : 65.05 ha

Planning Scheme Zone : R (Rural)

Overlays :

- CNV - Clearing of Native Vegetation

Strategic Frameworks : The following [Strategic Frameworks](#) may apply to your land

Regional Plans

- Darwin Regional Land Use Plan
- Sub Regional Plans
- Finniss Concepts and Land Use Objectives
 - Litchfield Subregional Land Use Plan
- Area Plans
- (none found)

Interim Development	(none found)
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Control Orders :

1 2



25 July 2024

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

RE: Letter of Comment Development Application

PA2024/0181

**Hun: 055 P: 06766 Whitewood Road HOWARD SPRINGS, Hundred of Bagot
Clearing of native vegetation, construction of an access road and car park ancillary to an
education establishment**

Thank you for the Development Application referred to this office on 12/07/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed new road and car park are considered ancillary to servicing the existing education use.
- b) The clearing of native vegetation required for the development of the new road and car park can be supported.
- c) Works have been undertaken under previously issued development permit DP15/0723

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

- a) Council notes, the works for this development have already been undertaken however due to the lapse of the previously issued development permit DP15/0723 (attachment A) and in order to finalise the development a new permit is required to be issued.
- b) Whilst the works have been undertaken, it would appear that clearance was only issued for Conditions Precedent 1 (a) and 1(b) of DP15/0723 as per the attached letter dated 10/02/2016; (attachment B)

- c) As such Council has included all conditions as per previous permit and will need to review each condition against previously received information and inspection reports to confirm satisfactory completion, inclusive of finalised design, test results and payments of any fees. Council will work with the developer to clear as many of the conditions as possible based on previously received information.
- d) Council notes the 'right of way' easement on the current survey plan S2014/187 (attachment C) from Stow Road to the parcel 02818 used for the DIPL buses however it appears that it does not align with the works that have taken place. As such it is recommended that this be addressed in an updated survey plan.
- e) It is also noted, that there is further development required to the south west of the parcel and Kundook Place which will be dealt with separately to this development application as was noted in Council's letter to Crown Land in regard to the request for extension of lease. (attachment D).

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - a. Council requires the intersection with Stow Road to be upgraded to a Type 3 intersection, in accordance with Council standard drawing numbers or the corresponding NT Subdivision and Development standard drawings.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.
- d) All proposed works impacting on Stow Road are to be designed, supervised and certified on completion by a practicing and registered civil engineer, and shall be in accordance with the standards and specifications of Litchfield Council. Drawings must be submitted to the council for approval and no works are to commence prior to approval and receipt of a "permit to work within a road reserve".

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

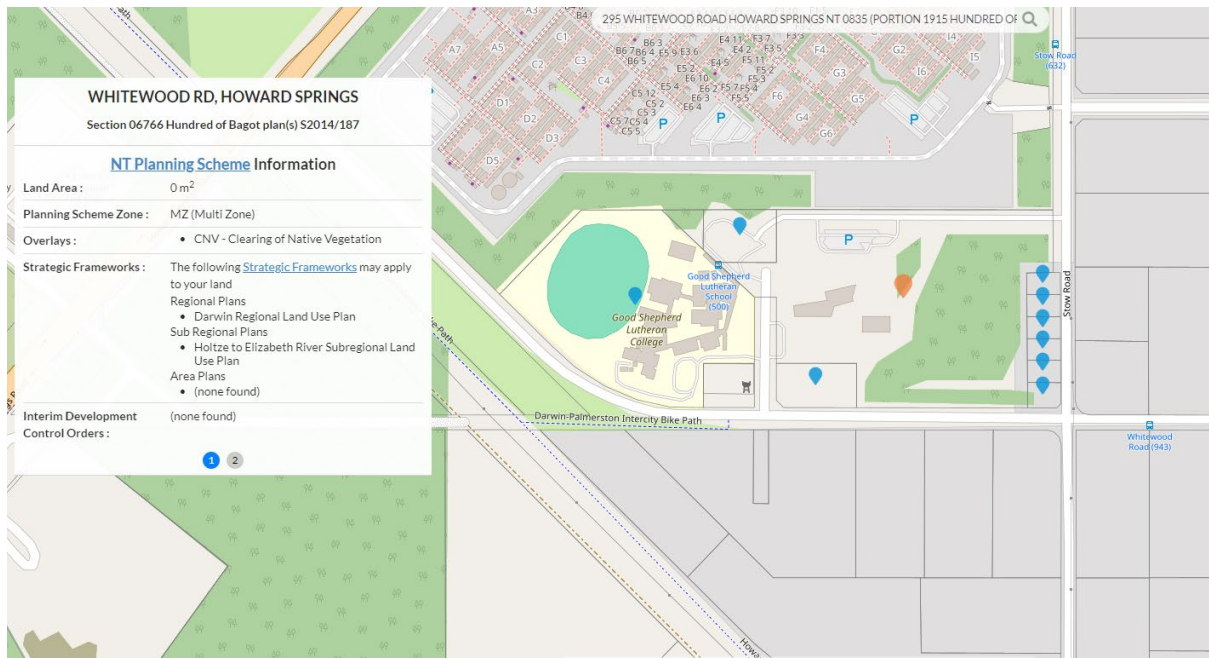
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Kind Regards,



Jaimie O'Connor
Acting Planning & Development Program Leader



NORTHERN TERRITORY OF AUSTRALIA

Planning Act - sections 54 and 55

DEVELOPMENT PERMIT

DP15/0723

DESCRIPTION OF LAND THE SUBJECT OF THE PERMIT

Section 06766
Hundred of Bagot
WHITEWOOD RD, HOWARD SPRINGS

APPROVED PURPOSE


To use and develop the land for the purpose of clearing of native vegetation, construction of new access road and car park ancillary to education establishment, in accordance with the attached schedule of conditions and the endorsed plans.

VARIATIONS GRANTED

Nil.

BASE PERIOD OF THE PERMIT

Subject to the provisions of sections 58, 59 and 59A of the Planning Act, this permit will lapse two years from the date of issue.

 Steven
Kubasiewicz
2015.11.23
10:18:53 +09'30'

STEVEN KUBASIEWICZ
Delegate
Development Consent Authority

DEVELOPMENT PERMIT

DP15/0723

SCHEDULE OF CONDITIONS

CONDITIONS PRECEDENT

1. Prior to the endorsement of plans and prior to commencement of works (including site preparation), amended plans to the satisfaction of the consent authority must be submitted to and approved by the consent authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must be drawn to scale with dimensions and two copies must be provided. The plans must be generally in accordance with the plans submitted with the application but modified to show:
 - (a) Landscaping details to the proposed access road and car parking area, including a clearing plan;
 - (b) A Traffic impact assessment and Road safety audit reflecting the comments of the Litchfield council regarding bus movements in order to determine the intersection capacity at the Whitewood/Stow Road intersection; and
 - (c) A design for the Whitewood/Stow road intersection based on the requested traffic impact assessment and road safety audit.
2. 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 the Litchfield Council stormwater drainage system shall be submitted to and approved by Litchfield Council, to the satisfaction of the consent authority. The plan shall include details of site levels and Council's stormwater drain connection point/s. The plan shall also indicate how stormwater will be collected on the site and connected underground to Council's system.
3. Prior to the commencement of works, an Erosion and Sediment Control Plan (ESCP), is to be submitted to and approved by the consent authority on the advice of DLRM. The ESCP is to be developed by a suitably qualified and experienced professional in erosion and sediment control planning and the IECA Best Practice Erosion and Sediment Control Guidelines 2008 may be referenced as a guide to the type of information, detail and data that should be included in the ESCP. The plan should detail methods and treatments for minimising erosion and sediment loss from the site during the construction phase. Information regarding erosion and sediment control and ESCP content is available at www.austieca.com.au and the DLRM website: <http://lrn.nt.gov.au/soil/management>.

GENERAL CONDITIONS

4. The works carried out under this permit shall be in accordance with the drawings endorsed as forming part of this permit.
5. Any developments on or adjacent to any easements on site shall be carried out to the requirements of the relevant service authority to the satisfaction of the consent authority.
6. The clearing of native vegetation is to be undertaken only in the areas identified on the endorsed drawing numbered. All remaining native vegetation is to be maintained to the satisfaction of the consent authority.

7. The permit holder must ensure that the clearing operator has a copy of the permit, including the endorsed drawing, at all times during the clearing operation.
8. Before the vegetation removal starts, the boundaries of all vegetation stands to be removed and retained must be clearly marked on the ground or marked with tape or temporary fencing to the satisfaction of the consent authority.
9. Before the use commences, firebreaks along boundaries or at appropriate locations shall be provided to the satisfaction of the consent authority on advice from the Bushfires NT (Department of Land Resource Management/ Northern Territory Fire and Rescue Services).
10. The landscaping shown on the endorsed plans must be maintained to the satisfaction of the consent authority, including that any dead, diseased or damaged plants are to be replaced.
11. Before the use or occupation of the development starts, the area(s) set-aside for the parking of vehicles and access lanes as shown on the endorsed plans must be:
 - (a) constructed;
 - (b) properly formed to such levels that they can be used in accordance with the plans;
 - (c) surfaced with an all-weather-seal coat;
 - (d) drained;
 - (e) line marked to indicate each car space and all access lanes; and
 - (f) clearly marked to show the direction of traffic along access lanes and driveways;to the satisfaction of the consent authority.
Car spaces, access lanes and driveways must be kept available for these purposes at all times.
12. The owner of the land must enter into agreements with the relevant authorities for the provision of water supply, drainage, and electricity facilities, to the development/each lot shown on the endorsed plan in accordance with the authorities' requirements and relevant legislation at the time.
13. The kerb crossovers and driveways to the site approved by this permit are to meet the technical standards of Litchfield Council, to the satisfaction of the consent authority.
and
The owner shall:
 - remove disused vehicle and/ or pedestrian crossovers;
 - provide footpaths/ cycleways;
 - collect stormwater and discharge it to the drainage network; and
 - undertake reinstatement works;all to the technical requirements of and at no cost to the Litchfield Council, to the satisfaction of the consent authority.
14. Stormwater is to be collected and discharged into the drainage network to the technical standards of and at no cost to Litchfield Council to the satisfaction of the consent authority.
15. All proposed works impacting on Stow Road are to be designed, supervised and certified on completion by a practicing and registered civil engineer, and shall be in accordance with the standards and specifications of Litchfield Council. Drawings must be submitted to the council for approval and no works are to commence prior to approval and receipt of a "permit to work within a road reserve".

16. All proposed works impacting on Stow Road are to be designed, supervised and certified on completion by a practicing and registered civil engineer, and shall be in accordance with the standards and specifications of Litchfield Council. Drawings must be submitted to the council for approval and no works are to commence prior to approval and receipt of a "permit to work within a road reserve".

NOTES

1. This permit will expire if one of the following circumstances applies:
 - (a) the development is not started within two years of the date of this permit; or
 - (b) the development is not completed within four years of the date of this permit.The consent authority may extend the periods referred to if a request is made in writing before the permit expires.
2. A "Permit to Work Within a Road Reserve" may be required from Litchfield Council before commencement of any work within the road reserve.
3. There are statutory obligations under the Weeds Management Act to take all practical measures to manage weeds on the property. For advice on weed management please contact the Department of Land Resource Management.
4. A permit to burn is required from the Regional Fire Control Officer, Department of Land Resource Management, prior to the ignition of any felled vegetation on the property. Fire prevention measures are to be implemented in accordance with the requirements of the Bushfires Act.
5. Professional advice regarding implementation of soil erosion control and dust control measures to be employed throughout the construction phase of the development are available from Department of Land Resource Management.
6. The Power and Water Corporation advises that the Water and Sewer Services Development Section (landdevelopmentnorth@powerwater.com.au) and Power Network Engineering Section (powerconnections@powerwater.com.au) should be contacted via email a minimum of 1 month prior to construction works commencing in order to determine the Corporation's servicing requirements, and the need for upgrading of on-site and/or surrounding infrastructure.
7. The Northern Territory Environment Protection Authority advises that construction work should be conducted in accordance with the Authority's Noise Guidelines for Development Sites in the Northern Territory. The guidelines specify that on-site construction activities are restricted to between 7am and 7pm Monday to Saturday and 9am to 6pm Sunday and Public Holidays. For construction activities outside these hours refer to the guidelines for further information.

16 October 2015

Mr Steven Kubasiewicz
Development Assessment Services
Department of Lands and Planning and the Environment
GPO Box 1680
Darwin NT 0801

Dear Steve

PA2015/0719

**Section 6766, Whitewood Road, Howard Springs, Hundred of Bagot
Clearing of native vegetation, construction of a new access road and car park ancillary to
education establishment**

Thank you for the Development Application referred to this office on 2 October 2015, 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 new road and car park are considered ancillary to servicing the existing educational use.
- b) The clearing of native vegetation required for the development of the new road and car park can be supported.

provided the following issues are adequately addressed:

- a) Council requests a landscaping plan for the area of the new road.
- b) Council requires an appropriate stormwater drainage plan for the site.
- c) Council requires that the new intersection with Stow Road be upgraded to Council Type 3 intersection standard.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:
 - i. Council requires the intersection with Stow Road to be upgraded to a Type 3 intersection, in accordance with Council standard drawing number.
- b) Litchfield Council requests that 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 plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.
- c) Litchfield Council requires a comprehensive Traffic Impact Assessment Report, to be prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.
- d) Litchfield Council requires a Road Safety Audit, prepared by a suitability certified traffic auditor, with the submission of the engineer drawings, prior to the commencement of civil works on site.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and

discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the General Manager Infrastructure and Planning, Litchfield Council, and at no cost to Litchfield Council.

- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- 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 the General Manager Infrastructure and Planning, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Municipal Plan. Additional information can be found at www.litchfield.gov.nt.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 street network.

If you require any further discussion in relation to this application please do not hesitate to contact me on 08 8983 0632.

Yours faithfully



Graeme Francis
General Manager Infrastructure and Planning

10 February 2016

Kelly Hedger
Good Shepherd School
PO BOX 371
Palmerston NT 0801

operations@brustolinbuilders.com.au

Dear Kelly,

**CONDITIONS PRECEDENT – PA2015/0719
SECTION 6766 WHITEWOOD ROAD, HOWARD SPRINGS, NT, HUNDRED OF BAGOT.**

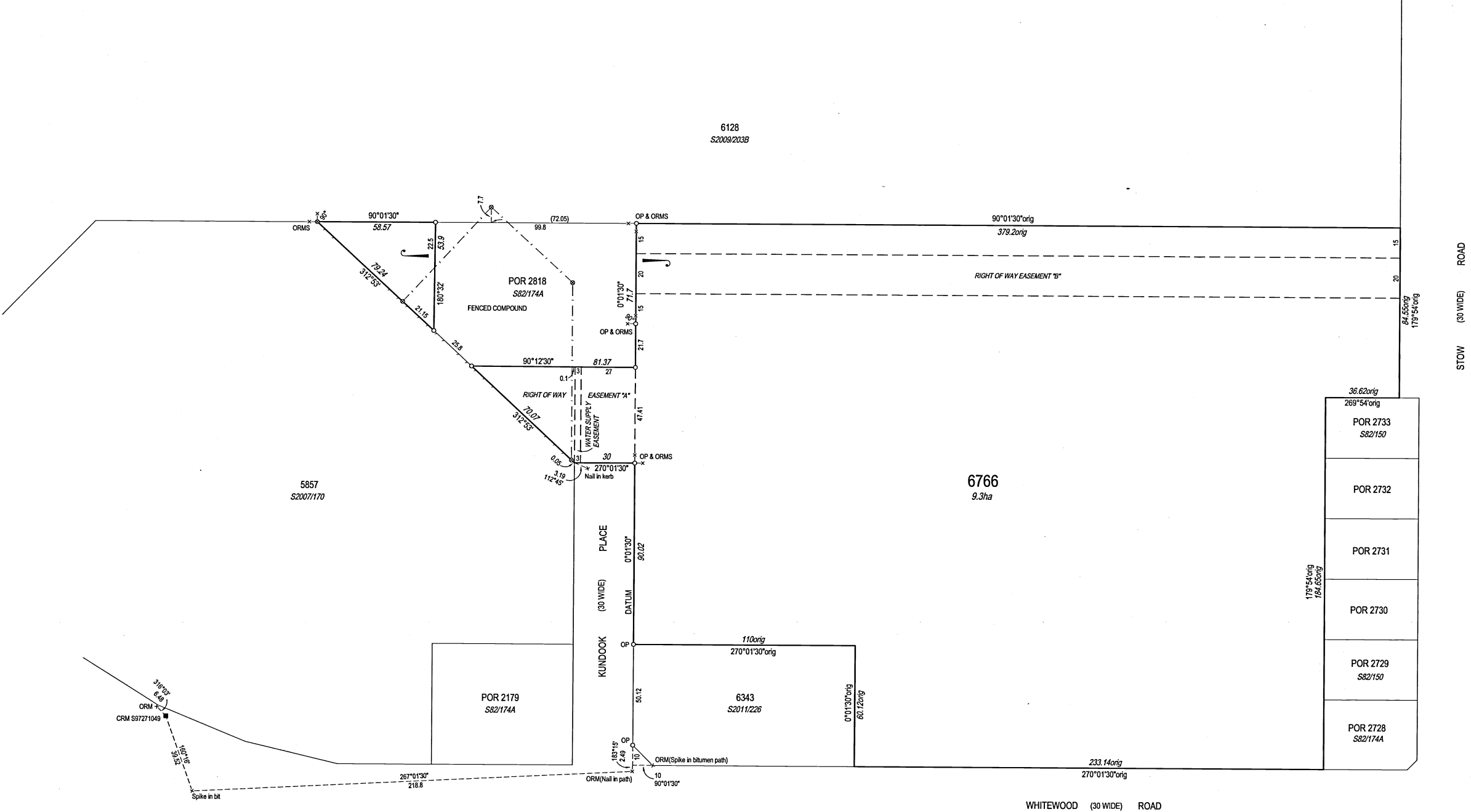
Please be advised that conditions precedent 1 (a) and 1(b) in relation to DP15/0723 has been submitted and approved to the satisfaction to Litchfield Council.

Yours faithfully



Graeme Francis
General Manager Infrastructure and Planning

Supersedes S2012/189 and Parts of S82/174A and S2011/226



<p>1. Keith Leslie Schulz</p> <p>Surveyor</p> <p>19/5/2014</p>	<p>AMENDMENTS</p> <table border="1"><thead><tr><th>Reference</th><th>Details</th><th>Approved</th><th>Date</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td></tr></tbody></table>		Reference	Details	Approved	Date					<p>Note</p> <p>No tenure exceeding 12 years in total is to be issued from this plan as it is not approved under the Planning Act.</p> <p>Right of Way Easements "A" and "B" are in favour of the Northern Territory of Australia</p> <p>Water Supply Easement is in favour of the Power and Water Corporation</p> <p>Reference marks are at one metre unless otherwise shown</p>	<p>Field Book</p> <p>S2014/187</p>	<p></p> <p>True</p> <p>Bearings</p>	<p>LEGEND</p> <p>Concrete Post</p> <p>Concrete Block</p> <p>Peg or Wooden Post</p> <p>Reference Mark</p> <p>Locksplit</p> <p>Fence Post</p>	<p>SECTION 6766</p> <p>HUNDRED OF BAGOT</p>	<p>SCALE 1:1000</p> <p>0 20 40 60</p> <p>metres</p>	<p>S2014/187</p>
	Reference	Details	Approved	Date													
<p>SURVEY APPROVED</p> <p>Surveyor General</p> <p>23/5/2014</p>	<p>Drawn</p> <p>Earl James & Associates</p> <p>(9186) 14.05.14</p> <p>Examined</p> <p>Earl James & Associates</p> <p>15.05.14</p> <p>Map Reference</p>	<p>AZIMUTH</p> <p>Assumed from S2009/203B</p> <p>Observed at</p>															

WARNING - Damaged or crossed plan will be rejected.



2 July 2024

Land Transactions – Crown Land Estate
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Extension of Time – CLT2464 Good Shepherd Lutheran College

Hun: 055 P: 05857 9 Kundook Place HOWARD SPRINGS, Hundred of Bagot

Thank you for the Extension of time application referred to this office on 14/06/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by Crown Lands NT:

Council does not object to the granting of an extension of time for the following reasons:

- a) Council notes that the Crown Lease was originally granted in 2014 and subject to the development of the site. It is noted that the development is not yet completed and as such requires the extension of time to complete the project. Noting that due to the challenges Good Shepherd Lutheran College have experienced as outlined in their letter to Crown Lands Estate the development has been somewhat delayed and since revised.

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

Council staff met with a representative from Good Shepherd Lutheran College (GSLC) in May of this year to discuss the requirements of further developing the site, particularly in relation to the closure of the northern part of Kundook Place. A Letter from the Minister (in 2014) noted the requirement for Litchfield Council to assist with facilitating the closing of the road where GSLC will bear all costs required to close the road. Further to this, the current Crown Lease noting that GSLC will bear the costs for any upgrades required.

Whilst Council recognises the Letter from the Minister, we note that the revision of the Master Plan triggers a need for a reassessment of the road and pedestrian, cyclist and public transport accesses. As such, we recommend that the developer, GSLC, undertake a Traffic Impact Assessment (TIA). This assessment should include;

- the current use of both Kundook Place and the east west connection from Stow Road to NT Portion 2818 (currently used by DIPL transport as a bus exchange). Noting that this connection is not a gazetted road corridor.
- Kundook Place and Whitewood Road intersection
- Stow Road and Whitewood Road intersection

- Consider the closure of part of Kundook Place and the impacts upon the design of the road according to Austroads guidelines.

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 undertake all required upgrade measures at no cost to Litchfield Council.

It should also be noted that any administrative costs associated with road openings and road closures and any planning and design fees are all costs to be borne by Good Shepherd Lutheran College. Further, any road opening or road closures will be required to undergo Council's administrative processes in accordance with the *Local Government Act 2019* which is inclusive of endorsement by the Elected Members through Council resolution. It is understood then, that Crown Land will facilitate the consolidation of the desired parcels.

Council recently provided comments on the Draft Road Safety Around Schools guidelines distributed by Road Safety NT. The comments outlined concerns about past development of schools progressing without the need for a development permit and without consultation with the local road authority in regard to projected capacities and impacts on roads. It is appreciated that GSLC continue to consult with Litchfield Council in relation to this development, however it is noted that applying for a development permit will also allow additional service authorities to consider the upgrades. Particularly the Land Development team responsible for the Holtze Kowandi development and the Howards Springs Activity Centre Plan.

Thank you for your consideration of our comments. 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 and Development Program Leader



COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	New Policy – CEM05 Multiple Burial Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	A: DRAFT CEM05 Multiple Burial Policy

Executive Summary

This report presents to Council the new policy CEM05 Multiple Burial Policy.

Recommendation

THAT Council:

1. adopts draft CEM05 Multiple Burial policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

Background

In accordance with section 28 of the *Burial and Cremation Act 2022*, Council must establish a policy for multiple burials. Multiple burial is the burial of human remains in a burial site where other human remains are already buried. Multiple burials (also known as subsequent interments) is a service that Thorak Regional Cemetery has always provided, however the service must now be supported by a policy.

CEM05 Multiple Burial Policy, at Attachment A, has been drafted in accordance with the *Burial and Cremation Act 2022*, *Burial and Cremation Regulations 2022* and the example policy provided by the NTG Department.

The policy covers the following areas:

- Applying for a multiple burial;
- Conditions relating to multiple burials; and
- Complaints.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

New policy developed in accordance with the *Burial and Cremation Act 2022*.

Risks

Nil identified.

Community Engagement

Not applicable.

Multiple Burials **POLICY CEM05**

Name	CEM05 Multiple Burials
Policy Type	Council
Responsible Officer	Director Infrastructure and Operations
Approval Date	20/08/2024
Review Date	19/08/2028

1. Purpose

This policy outlines how multiple burials are administered at Thorak Regional Cemetery in accordance with the *Burial and Cremation Act 2022* (Act).

2. Scope

This policy applies to all applicants for multiple burials.

3. Definitions

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

Multiple burials	The burial of human remains in a burial site where other human remains are already buried under Section 44 of the Act.
Exclusive Right of Burial	An exclusive right of burial entitles the holder to the exclusive right (the grantee) to bury human remains at a specific plot in a public cemetery.
Burial	<ul style="list-style-type: none"> a) Natural burial in the ground without a shroud or funerary box; b) Burial in the ground in a shroud; c) Burial in the ground in a funerary box; d) Interment in a structure; e) Any other funerary practice for burial or interment.
Cemetery manager	Chief Executive Officer (CEO) of Litchfield Council or the CEO's delegate.
Certificate of grant of exclusive right of burial	A certificate issued by the cemetery manager to a grantee under Section 52 of the Act.
Cemetery Plan	A plan required for a cemetery under Section 24(1) of the Act.

Decision Maker	A decision for a deceased person means; a) The executor or administrator of the estate of the deceased person; or b) If there is no executor or administrator of the estate of the deceased person – the senior next of kin; c) In any other case – the Public Trustee.
Grantee	The individual to whom an exclusive right of burial is granted under the Act. The grantee may appoint a personal representative to take over after they are deceased.
Human Remains	The body of a deceased person, but does not include a body that is cremated or undergoes any other process of disposal prescribed by the <i>Burial and Cremation Regulations 2022</i> .
Responsible Entity	Litchfield Council

4. Policy Statement

4.1. Applying for a multiple burial

4.1.1. An application for a multiple burial must be submitted to the cemetery manager by filling out a burial application form in accordance with section 40 of the Act.

4.1.2. The application must include:

- a) Confirmation of consent from each decision maker for each deceased person buried in the burial site.
- b) If there is an exclusive right of burial for the burial site, the application must be accompanied with a copy of the certificate of grant of exclusive right of burial which must specify the conditions for a multiple burial for the burial site.

4.2. Conditions relating to multiple burials

4.2.1. In accordance with sections 38 and 39 of the Act, applications for a multiple burial will be reviewed on a case-by-case basis and are subject to the following:

- a) Multiple burials will only be permitted after the cemetery manager has approved an application.
- b) Multiple burials will be undertaken in accordance with the cemetery plan.
- c) All human remains that are buried in a grave must be completely covered by soil that is a minimum depth of 1 meter at its shallowest point (Section 81(a)).

- d) If the depth specification above cannot be met, human remains in the grave must be completely covered by a layer of water-proof material such as stone or concrete, which is at least 50 millimetres thick and placed directly over the remains. In addition to this, the grave must be completely covered by soil that is a minimum depth of 500 millimetres at its shallowest point (Section 81(b)).
- e) A single burial site can be used for the burial of two or more human remains subject to the conditions specified in (a) and either (b) or (c) above.
- f) Human remains that are buried in a grave can be buried in any direction, including horizontally or vertically provided that the depth of the grave meets one of the specifications listed in (c) or (d) above (Section 82(1)).
- g) Cultural and/or religious requirements are to be advised in writing and may be permitted in line with Work Health and Safety requirements and any other cemetery policies.
- h) Any other requirements in accordance with Section 82(2) of the Act.

4.3. Complaints

- 4.3.1. All complaints received concerning the operations and administration of this policy are to be managed in accordance with Council's GOV15 Complaints Handling policy.

5. Associated Documents

Notice of Interment TRC-FOR -003

6. References and Legislation

Burial and Cremation Act 2022

Burial and Cremation Regulations 2022

7. Review History

Date Reviewed	Description of changes
16/07/2024	New policy in accordance with the <i>Burial and Cremation Act 2022</i> and <i>Burial and Cremation Regulations 2022</i> , where Council must establish a policy for multiple burials.



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	Managing Concrete Waste at Council's Waste Transfer Stations
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to provide elected members with information regarding the ongoing management of concrete waste at the Humpty Doo Waste Transfer Station.

Recommendation

That Council:

1. Support the proposal to no longer accept commercial concrete waste and;
 - a) Increase the fees and charges for residential dumping of clean concrete waste from **free** to \$55 per tonne.
 - b) Increase the fees and charges for residential dumping of contaminated concrete waste to from **free** to \$190 per tonne. (noting contaminated is containing steel or reo and does not mean acceptance of asbestos or the like).
 - c) Make operational changes to the Humpty Doo Waste Transfer Station to enable the storage and transportation of concrete waste via steel bins.
- OR
2. Support the proposal to no longer accept any type of concrete waste from residential and commercial customers.

Background

On Tuesday 25 June 2024, NT Environmental Protection Agency (NTEPA) Inspectors attended Howard Springs and Humpty Doo Waste Transfer Stations to inspect the construction waste stockpiles. Whilst on site the inspectors observed material with potential to contain asbestos, and as such collected four samples of the suspected asbestos material for laboratory identification at both Humpty Doo and Howard Springs Waste Transfer Stations.

On Tuesday 2 July 2024, the analysed samples resulted in three of the four samples collected at both sites identified as containing chrysotile asbestos.

Under our licences Asbestos is not permitted to be stored in either location. As such on Thursday 11 July 2024, NTEPA issued a direction to cease all activities associated with crushing and distribution of construction waste from the stockpile, effective immediately.

To comply with the direction Litchfield Council staff have arranged for the stockpiles to be temporarily fenced and a separate 'clean concrete' stockpile will be set up for residents to unload. Litchfield Council staff will develop an Asbestos removal strategy and review current collection protocols.

A similar incident occurred in 2021 which Council incurred an excessive cost to remove the stockpile at Humpty Doo, with a decision at that time to also stop accepting concrete waste at the Howard Springs Waste Transfer Station. Assessment of the cost to dispose of the contaminated piles is still being undertaken and will be brought to Council when available.

To eliminate reoccurrence of these types of incidents in the future it is proposed to make adjustments to the current operations of the Humpty Doo Waste Transfer Station. These are recommended to include:

- No longer accept commercial concrete waste.
- Increase fees for residential dumping of clean concrete waste to match Shoal Bay – from **free** to \$55 per tonne.
- Increase fees for residential dumping of contaminated concrete waste to match Shoal Bay – from **free** to \$190 per tonne. (noting contaminated is containing steel or reo and does not mean acceptance of asbestos or the like).

With the above-mentioned changes, it is proposed to situate two steel bins on the site to allow for the sorting of the materials to then directly transfer the waste to Shoal Bay, in lieu of processing on site.

An alternative is to no longer accept concrete waste at all from residential or commercial.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Waste Strategy 2018-2023
WHS01 Work, Health and Safety
Waste Management and Pollution Control Act 1998
Environment Protection Act 2019

Risks

Governance

The current Waste Strategy expired in 2023 and due to resourcing constraints, there has not been any work on implementing a new strategy.

Likewise, Council does not currently have an Environment or Waste Management Policy, only what exists in our Work, Health and Safety Policy and the guidelines provided in our Environmental Protection Licences.

Continuing to accept supposed 'clean' concrete waste still presents a risk to Council with the potential that contaminated concrete may still be mixed within the contents. However, the alternative of not accepting concrete waste may upset residents when they are advised they will need to go directly to Shoal Bay. Implementing the fees may mitigate the unplanned costs of dealing with contaminated concrete in the future however, there may be implications to our licences with the EPA in the long run.

Community Engagement

It is anticipated that once the approval is granted for either of the options in the resolution, Council will communicate this information via notices at all Waste Transfer Stations, Council offices and Taminmin Community Library as well as information on social media.

It is expected there will be some negative backlash however if the information provided is thorough and explains the predicament and financial implications then the residents will receive the advice more openly.



COUNCIL REPORT

Agenda Item Number:	13.03.04
Report Title:	Once Off Waste Clean-up Amnesty
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to provide Council with information in relation to the proposal of offering residents a period of time for a free waste disposal service at the Humpty Doo Waste Transfer Station for items that would typically incur fees. This initiative is within the current Municipal Plan and aims to encourage proper disposal of potentially hazardous items before the cyclone season, enhancing community safety and preparedness.

Recommendation

That Council:

1. Offer a free one-month Waste Amnesty period from 1 September 2024 to accept all waste at the Humpty Doo Waste Transfer Station;
 - a) including all currently charged waste items including but not limited to tyres, air conditioners, fridges and mattresses;
 - b) excludes the acceptance of concrete waste and commercial waste; and
 - c) Accept that the on cost to transfer the received waste is unknown.

OR

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

Background

In the lead up to the wet season and subsequent cyclone season, the neighbouring municipalities generally offer a 'hard rubbish' kerbside collection opportunity for residents, enabling them to dispose of large and unwanted items and other items that could be considered projectile or dangerous items if not secured.

The periods to complete the initiative varies from two-weeks to one month but typically is in the months of September and October. This ensures enough time for the local Council to dispose of the items adequately also.

Noting that Litchfield Council is not currently in a position to provide kerbside collection, a strategy proposed in the 2024/25 Municipal Plan was to investigate the costs related to providing a 'free' month long waste disposal option to residents. The offer would allow Litchfield non-commercial residents the ability to dispose of household waste inclusive of tyres, white goods (not degassed) and mattresses free of charge. All current non-permitted waste restrictions would still apply in accordance with the Environmental Protection Agreements (such as building waste, or contaminated items like batteries, oil, paint, chemicals etc).

The below table presents the number of items disposed over a 6-month period at the Humpty Doo Waste Transfer Station and Howard Springs Waste Transfer Station (mattresses only).

ITEM	Average per month	High level cost to Council
AC Unit (not degassed)	30.8	\$ 508.75
Light Truck Tyre	80.7	\$ 1,615.75
Light Truck Tyre (with rim)	26.2	\$ 1,424.78
Motorcycle Tyre	41.2	\$ 411.67
Motorcycle Tyre (with rim)	5.5	\$ 149.71
Passenger Tyre	168.3	\$ 1,683.33
Passenger Tyre (with rim)	27.2	\$ 739.48
Racing Slicks	0.3	\$ 6.68
Super Single	0.3	\$ 33.38
Tractor Large	0.2	\$ 41.73
Fridges (not degassed)	146.3	\$ 2,414.50
Mattresses	168.0	\$ 5,880.00
TOTAL		\$ 14,909.75

*Average per month based on 6 months within the FY23/24

* Unknown what portion of the above is commercial vs residential

Based on Council's unique position in terms of waste collected at the waste transfer stations and the inability to offer kerbside collection, the proposed strategic initiative presents two options for consideration:

1. That council offer a free one-month Waste Amnesty period from 1 September 2024 to accept all waste at the Humpty Doo Waste Transfer Station, with restrictions on concrete and commercial waste.

OR

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

Where Option 1 presents a restricted period to dispose of the permissible items, it does present a risk to Council in that the waste transfer station may be inundated by items and there is no way of quantifying the extent of waste both in quantity and cost to process.

Additionally, the amnesty may motivate residents to stockpile 'charged' items in future anticipation that Council may repeat the amnesty in future.

Option 2 would allow residents to dispose of items at their convenience whether it be in the lead up to Cyclone season or as required over a 12-month period. It is noted that this option is not strictly in accordance with the proposed strategy in the Municipal Plan, however, it would likely be a more manageable option for Council and possibly more largely accepted by residents.

The implementation of a voucher system would likely need a longer lead time given potential technical and administrative elements that would need to be developed to ensure an equitable and user-friendly outcome. Training of the workforce would also be required to support staff in the delivery of this initiative. Should Council resolve to move forward with Option B, an implementation schedule would be developed to ensure delivery within the mandate of the current Municipal Plan.

Based on the expected type of waste being accepted, as well as having sufficient space and resource to manage what could be a significant increase in waste, the Humpty Doo Waste Transfer Station would likely be the only Waste Transfer Station that could cater for the unknown.

Any proposed options should have a caveat that this initiative is strictly a 'Once Off' and will provide input into the future Waste Strategy.

Details for the above options will need to be determined based on the number of rateable properties and potential costs to Council, however consideration should also be given to the timeframe to implement the initiative and the resources required by Council.

All costs associated with the proposals is expected to come from the Waste Asset Reserve. The current balance of the Waste Asset reserve is \$5,482,478 as at the end of 2023/2024 Financial Year. Whilst the reserve currently looks reasonably healthy, the cost implications of the concrete pile cleanups will significantly impact the current reserve. It is also expected that masterplan works and future waste strategies are likely to suggest a significant expansion to the Howard Springs Waste Transfer station.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Waste Strategy 2018-2023

WHS01 Work, Health and Safety

Waste Management and Pollution Control Act 1998

Environment Protection Act 2019

Risks

Community

Risks to Council would most likely be in respect to the image of the Council. It would be imperative to address the communications process of the plan in order to mitigate any negative backlash.

Financial

The financial risk to Council in considering Option 1 is the unknown quantity of waste that could be received in the 1-month period, and therefore not being able to quantify the cost to then process or transfer the waste where relevant. i.e. disposal of mattresses to Shoal Bay, degassing of air-conditioner Units and the on cost for disposal of tyres.

Option 2 cost estimate would likely be number of vouchers x number of rateable residential properties. Voucher prices would be estimated to be \$40 each (that is, cost of 4x standard tyres or 2x air-conditioners or 1x mattress etc). Number of vouchers to be issued would need to be determined and possibly set by a maximum budget figure.

Resourcing

Regarding resourcing of Option 1, there may be an increase in personnel required for operations at the Humpty Doo Waste Transfer Station for the month-long period to manage any restrictions to quantities as well as management of the piles of waste.

In regard to resourcing of Option 2, vouchers can be issued with rates notices or electronically. Strict terms and conditions would be imposed.

Community Engagement

This initiative is within the current Municipal Plan and aims to encourage proper disposal of potentially hazardous items before the cyclone season, enhancing community safety and preparedness.

All communications in respect of the initiative should be communicated thoroughly and thoughtfully.



COUNCIL REPORT

Agenda Item Number:	13.03.05
Report Title:	Humpty Doo Village Green – Capital Works
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/08/2024
Attachments:	Nil

Executive Summary

This report presents to Council a request for capital budget to conduct capital works upgrades at Humpty Doo village Green. Proposed works are to consist of reinstatement of the shade sail over the skate park and installation of new gates to the Bowls Club entry as well as development of an art mural at the skate park.

Recommendation

That Council approve the allocation of \$45,000 from the New Initiatives budget to complete the following Capital Works projects at the Humpty Doo Village Green:

- a) Shade Sail replacement;
- b) Gate/fence replacement works; and
- c) Development of an art mural at the skate park.

Background

Shade Sail Replacement

Darwin Community Arts have inquired about disposing of the shade sails for Humpty Doo Village Green as the shade sails are currently stored at the reserve due to being removed because of storm damage and vandalism.

The shade sails at Humpty Doo Village Green have been a significant feature for the reserve, providing much-needed shade for visitors and enhancing the aesthetic appeal of the area.

However, the sails have faced multiple instances of damage due to storms and vandalism, leading to increased maintenance costs and concerns about their long-term viability. Due to these factors the shade sails were removed and stored for future use.

To mitigate the risk of continued vandalism, the Council has installed surveillance cameras at Humpty Doo Village Green, resulting in a noticeable decrease in incidents.

Considerations

The shade sails have been damaged by severe weather conditions, particularly during storm season. Instances of vandalism have also contributed to the wear and tear of the sails, necessitating frequent repairs and replacements.

The repeated damage has led to higher maintenance expenses. Repair and replacement efforts have strained the budget allocated for park maintenance and improvements.

The shade sails though are highly valued by the community for the comfort they provide. Their presence encourages the use of the park, especially during hot weather, contributing to the well-being of residents. Council has sought and received a quote for the project, which includes utilising the existing shade sails and replacing one sail. The initial estimate received for this project is \$12,500 including GST. This estimate is subject to inspection of the existing shades to confirm they remain in suitable condition.

Further investigation into alternative solid roof structure options will be undertaken when resources become available. This information will also form part of the implementation plan that will form a part of the Asset Management Plan for Humpty Doo Village Green, currently being undertaken.

Humpty Doo Bowls – Gate/Fence Replacement

Council have received a request from the Humpty Doo Bowls club to replace the current access gates to the facility. Currently the gates are located in line with the front boundary fence and pose a risk with vehicles protruding into the traffic lane on Challoner Circuit.

The proposal is to replace the current gates and offset the new gates back from the front boundary to allow for the storage of one vehicle whilst opening the gates. This will mitigate and alleviate the risk of a stationary vehicle protruding into the traffic lane, as well as blocking what will become a shared path as part of the works proposed on Challoner Circuit.

Quotations have been obtained for the fencing/gate works with the current estimated cost of the works to be around the \$7,000 mark including GST.

Skate Park Mural

To enhance the visual appeal and foster a stronger sense of ownership at the Humpty Doo Village Green skate park, the proposal is to create an art mural by Taminmin College students in collaboration with a First Nations artist.

This project aims to engage local youth in a meaningful and creative endeavour, which is hoped to reduce occurrences of vandalism in the area. By actively involving the students in the design and execution of the mural, they will develop a deeper connection to the skate park, encouraging more respectful and prideful use of the facility. Beyond beautifying the space, the mural will serve as a cultural and community-building project, reflecting the unique identity and heritage of the Humpty Doo area.

The estimated cost for this project is \$15,000 including GST, contingent on cultural consultation and the number of hours the artist spends working with the students to create the mural's design.

Financial Commitment

It is proposed to fund the proposed works from the 2024-2025 New Initiatives Budget. The current balance of the New Initiatives budget is \$200,000. It is proposed to allocate \$45,000 of this budget towards the proposed works.

Links with Strategic Plan

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

Legislative and Policy Implications

COM03 Sport and Recreation

FIN03 Procurement

Risks

Health and Safety and Community

Reinstating the shade will be of community benefit, however, may not be a viable long-term option. Particularly if reinstatement was to occur prior to wet season, we run the risk of damage again. However, community benefit may far outweigh the costs of reinstatement at this point as it is a positive action for a community space.

With the continuing project of implementing asset management plans, a longer-term solution may be recognised.

Community Engagement

Communications for these works will not be required however post works of installing the shade sails, a Humpty Doo Village Green social media post would be beneficial.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 August 2024

14 Other Business

15 Confidential Items

15.01.01 Confirmation of Confidential Minutes

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

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

15.01.02 Composition of the Risk Management and Audit Committee

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

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

15.01.03 Application for Write-Off of Rate Charges

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

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

15.01.04 Special Rate – Road Seal Levy Meade Road

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

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

15.01.05 Freds Pass Reserve \$10M Grant- Project Steering Committee Meeting Minutes

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

8(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.

16 Close of Meeting