



AGENDA

30th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 20 FEBRUARY 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 February 2024

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

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

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 16 January 2024 at 6:00pm

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

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:01pm

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 Electronic Attendance

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council approve Deputy Mayor Wright and Cr Sidey to attend the meeting electronically.

CARRIED (7/0) ORD2024 11-001

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

Cr Salter disclosed a conflict of interest in Item 15.05 Breach of Code of Conduct Complaint – 21 October 2023 and agreed to leave the meeting before this item was considered.

4.2 Staff

Chief Executive Officer, Stephen Hoyne disclosed a conflict of interest in Item 15.05 Breach of Code of Conduct Complaint – 21 October 2023 and Item 15.06 NTCAT Orders and agreed to leave the meeting before these items were considered.

5. PUBLIC QUESTIONS

Nil.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Cr Sharp
Seconded: Cr Mackay

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 12 December 2023, 8 pages, as amended: *Item 13.03.03 changing the voting from 0/0 to 5/0*; and
- Ordinary Confidential Council Meeting held Tuesday 12 December 2023, 2 pages.

CARRIED (7/0) ORD2024 11-002

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Mackay
Seconded: Cr Harlan

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

CARRIED (7/0) ORD2024 11-003

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Cr Harlan
Seconded: Cr Mackay

THAT the late report Item 15.06 NTCAT Orders – Case Number 2023-04224-CT, be accepted and included under Officer's Reports in the Confidential Section of the meeting for consideration.

CARRIED (7/0) ORD2024 11-004

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Cr Sharp
Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 13 December 2023 to 16 January 2024.

CARRIED (7/0) ORD2024 11-005

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – December 2023

Moved: Cr Sharp
Seconded: Cr Harlan

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

CARRIED (7/0) ORD2024 11-006

13.01.02 FIN03 Procurement Policy

Moved: Cr Harlan
Seconded: Cr Mackay

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

CARRIED (7/0) ORD2024 11-007

13.01.03 People Performance and Governance Monthly Report – December 2023

Moved: Cr Sharp
Seconded: Deputy Mayor Wright

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

CARRIED (7/0) ORD2024 11-008

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – December 2023

Moved: Cr Harlan
Seconded: Cr Sidey

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

CARRIED (7/0) ORD2024 11-009

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

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council receive and note the Municipal Plan 2023-2024 Quarterly Performance Report October – December 2023 report.

CARRIED (7/0) ORD2024 11-010

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report December 2023

Moved: Cr Sharp
Seconded: Cr Harlan

THAT Council:

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

CARRIED (7/0) ORD2024 11-011

13.03.02 Guys Creek Road Upgrade – Revised Design

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council:

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

CARRIED (6/1) ORD2024 11-012

14. OTHER BUSINESS

14.1 Notice of Motion – Cr Salter

Cr Salter tabled a proposal which he intended on including in a Notice of Motion to the next Ordinary Council Meeting.

15. CONFIDENTIAL ITEMS

Moved: Cr Mackay

Seconded: Cr 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 Confidential Council Minutes

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

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

15.02 Code of Conduct Complaints – Status Update

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

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

15.03 Update on Compliance Review

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

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

15.04 Additional Funding Request – Forward Design

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

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

15.05 Breach of Code of Conduct Complaint – 21 October 2023

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

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

15.06 NTCAT Orders – Case Number 2023-04224-CT

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

(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 (7/0) ORD2024 11-013

The meeting moved to Confidential Session at 7:14pm.

Moved: Cr Mackay
Seconded: Cr Sharp

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 (7-0) ORD2024 11-019

The meeting moved to Open Session at 8:21pm.

Items moved from Confidential

15.04 Additional Funding Request – Forward Design

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council:

1. approve additional \$300,000.00 of project design budget in the 2023/24 financial year in addition to the already allocated \$350,000 for general consultancy, and is to be taken from the Asset Financial Reserve, and;
2. make the resolution public once resolved.

CARRIED (5/2) ORD2023 11-016

17. CLOSE OF MEETING

The Chair closed the meeting at 8:21pm.

18. NEXT MEETING

Tuesday 20 February 2024.

MINUTES TO BE CONFIRMED

Tuesday 20 February 2024.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

unconfirmed

6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	In Progress Meeting held with the proponent to progress to legal contracts as required by crown for the agreement. The proponent is progressing to have these contracts produced.

Cost to maintain the eight owned Council reserves

THAT Council:

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

ORD2023
11-093

20/06/2023 DIO

Ongoing

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

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

THAT Council

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

ORD2023
11-121

18/07/2023 CEO

In progress

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

Freds Pass Reserve Expansion

THAT Council:

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

15/08/2023 DIO

Ongoing

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

Ongoing

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

Guys Creek Road Upgrade Gravel to Seal

THAT Council:

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

19/09/2023 DIO

Completed

Freds Pass Show Proposed Site Location

THAT Council:

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

ORD2023
11-210

21/11/2023 DIO

In Progress

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

INF06 Private Roads Policy – Extension of Review

THAT Council:

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

ORD 2023
11-242

12/12/2023 DIO

In Progress

Policy updated accordingly.

Guys Creek Road Upgrade – Revised Design

THAT Council:

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

ORD 2024
11-012

16/01/2024 DIO

In Progress

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 February 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:	20/02/2024
Attachments:	Nil

Executive Summary

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

Summary

18 January 2024	NT Australian of the Year Recipients Reception Chief Minister
20 January 2024	Budget Workshop 1
24 January 2024	NT Government Remote Power System Strategy
26 January 2024	Litchfield Council Australia Day Celebrations
26 January 2024	City of Palmerston Australia Day Celebrations
26 January 2024	Oz Fusion – Multifaith Ceremony
30 January 2024	Community Meeting for Holtze Area Plan
6 February 2024	Strategic Discussion and Briefing Session
10 February 2024	Budget Workshop 2
12 February 2024	Chief Ministers Address – 2024 Year Ahead
13 February 2024	Meeting with Resident – Taminmin Community Library Discussion
14 February 2024	Development Consent Authority Meeting
19 February 2024	USS Peary and Bombing of Darwin Anniversary Services in Darwin
20 February 2024	Bombing of Darwin Commemoration Adelaide River

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 February 2024

12 Reports from Council Appointed Representatives

Meeting	Representative
Howard Park Recreation Reserve Committee Meeting – 5 February 2024	Cr Salter
Knuckey Lagoon Recreation Reserve Committee Meeting – 1 February 2024	Deputy Mayor Wright

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – January 2024
- 13.01.02 People, Performance and Governance Report – January 2024
- 13.01.03 GOV08 Organisational Change Policy – Rescind
- 13.01.04 Policy Review: Draft GOV01 Policy Framework and Draft
GOV11 Common Seal
- 13.01.05 Local Government Code of Conduct Panel Summary Decision

13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report –
January 2024
- 13.02.02 Knuckey Lagoon and Howard Park Recreation Reserve
Management Committee Minutes
- 13.02.03 National General Assembly of Local Government 2024
- 13.02.04 Sponsorship Request: Darwin River Tavern in Collaboration
with Osprey Events

13.03 Infrastructure and Operations

- 13.03.01 Summary Planning and Development Report – January 2024



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – January 2024
Author & Recommending Officer	Maxie Smith, Director Corporate and Community
Meeting Date:	20/02/2024
Attachments:	A: Litchfield Council Finance Report – January 2024

Executive Summary

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

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

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

The annual rates and waste charges were levied in July 2023, and the last instalment is due on 28 February 2024. Outstanding rates ratio will continue to decline as scheduled payments occur and Council implements rates recovery initiatives.

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 January 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**

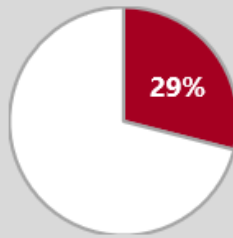


Finance Report

January 2024

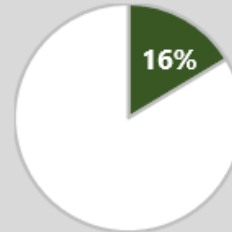
JAN 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 3.46m
Municipal Plan Target – 30%



Rates Outstanding

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

\$ 17.77m

OPERATIONAL REVENUE

\$21.68m Budget – 82% Target Achieved

\$ 8.16m

OPERATIONAL EXPENSES

\$16.86m Budget – 48.4% Spent

\$ 9.61m

OPERATING SURPLUS

Budget \$ 4.82m

\$ 0.30m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 3.46m

CAPITAL EXPENSES

\$ 14.68m Budget

\$ (3.16)m

CAPITAL DEFICIT

Budget (\$ 8.74m)

RATIOS

29%	Asset Sustainability Target 30% and more
16%	Rates Outstanding Target less than 18%
83%	Own Source Revenue Ratio Target 60% and more
6.52	Current Ratio Target 1 and more
0	Debt Service Ratio Target less than 1



Current Cash Investments

\$ 28.33m

0 of 18

Budgeted Capital Programs
2023/24
\$0.15m Spent (2.39%)

0 of 9

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

18 of 27

Carry Forward Programs
from 2022/23-\$3.13m Spent
(69.96%)

\$16.38m

Budgeted Cash
Reserves June 2024

	Not Achieved
	Achieved
	Achieved
	Achieved
	Achieved

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year-to-date budget figures represent seven-twelfth of annual budget except for Rates, which is represented in full as it is levied in July in full.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,628,553.20	14,706,885.00	78,331.80	14,706,885.00
Charges	154,944.00	102,083.33	(52,860.67)	175,000.00
Fees and Charges	1,517,166.07	1,128,316.58	(388,849.49)	1,934,257.00
Operating Grants and Subsidies	404,067.00	2,306,724.00	1,902,657.00	3,954,384.00
Interest / Investment Income	928,114.10	449,166.67	(478,947.43)	770,000.00
Other Income	143,837.44	81,666.67	(62,170.77)	140,000.00
TOTAL OPERATING INCOME	17,776,681.81	18,774,842.25	998,160.44	21,680,526.00
OPERATING EXPENDITURE				
Employee Expenses	3,744,889.70	4,190,776.92	445,887.22	7,184,189.00
Materials and Contracts	3,912,248.76	5,075,506.92	1,163,258.16	8,700,869.00
Elected Member Allowances	140,091.30	198,916.67	58,825.37	341,000.00
Elected Member Expenses	39,029.03	29,027.83	(10,001.20)	49,762.00
Council Committee & LA Allowances	3,356.00	5,833.33	2,477.33	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	5,457,083.33	5,457,083.33	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	320,922.45	337,945.42	17,022.97	579,335.00
TOTAL OPERATING EXPENDITURE	13,617,620.57	15,295,090.42	1,677,469.84	26,220,155.00
OPERATING SURPLUS / DEFICIT	4,159,061.24	3,479,751.83	(679,309.40)	(4,539,629.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	4,159,061.24	3,479,751.83	(679,309.40)	(4,539,629.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	5,457,083.33	5,457,083.33	-	9,355,000.00
TOTAL NON-CASH ITEMS	5,457,083.33	5,457,083.33	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,467,899.66)	(8,563,825.08)	(5,095,925.42)	(14,680,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(2,808,966.42)	(2,808,966.42)	(4,815,371.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,467,899.66)	(11,372,791.50)	(7,904,891.84)	(19,496,214.00)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	3,466,390.08	3,466,390.08	5,942,383.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	303,321.48	-	(303,321.48)	-
Transfers from Reserves	-	5,097,435.00	5,097,435.00	8,738,460.00
TOTAL ADDITIONAL INFLOWS	303,321.48	8,563,825.08	8,260,503.60	14,680,843.00
NET OPERATING POSITION	6,451,566.39	6,127,868.75	(323,697.64)²	-

¹ Numbers in statements may include minor rounding differences.

² Due to full year Rates income consider to YTD Budget.

Operating Position by Department

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

	2023/24 YTD Actuals	2023/24 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	14,500.00 ³	-	-
Corporate	44,864.38 ⁴	-	-
Information Services	-	-	-
Finance & Customer Service	12,189,862.82	12,888,107.00	94.58%
Infrastructure & Assets	435,684.97	3,174,678.00	13.72%
Waste Management	3,523,122.55	3,561,428.00	98.92%
Community	130,073.53	125,034.00	104.03%
Community - Library	301,957.46	308,099.00	98.01% ⁵
Mobile Workforce	-	-	-
Regulatory Services	155,300.75	175,000.00	88.74% ⁶
Thorak Cemetery	981,315.35	1,448,180.00	67.76%
TOTAL REVENUE	17,776,681.81	21,680,526.00	81.99%
EXPENSES			
Council Leadership	520,462.78	1,249,071.00	41.67%
Corporate	323,381.23	661,633.00	48.88%
Information Services	345,250.19	700,136.00	49.31%
Finance & Customer Service	1,177,121.22	1,953,380.00	60.26% ⁷
Infrastructure & Assets	1,249,720.27	3,959,748.00	31.56%
Waste Management	1,663,810.69	3,353,811.00	49.61%
Community	1,139,549.89	1,882,873.00	60.52% ⁸
Community - Library	266,763.11	353,062.00	75.56% ⁹
Mobile Workforce	559,351.31	1,218,406.00	45.91%
Regulatory Services	335,175.09	473,496.00	70.79% ¹⁰
Thorak Cemetery	579,951.46	1,059,539.00	54.74%
TOTAL EXPENSES	8,160,537.24	16,865,155.00	48.39%
OPERATING RESULT	9,616,144.57	4,815,371.00	199.70%

³ Includes Australia Day Community Grants Program Grant Income.

⁴ Includes Insurance claims income.

⁵ Includes TFHC Library Grant and other grants income.

⁶ Includes Annual Dog Registration Income

⁷ Includes Annual Insurance Renewals for 2023/24.

⁸ Includes Quarterly reserve payments.

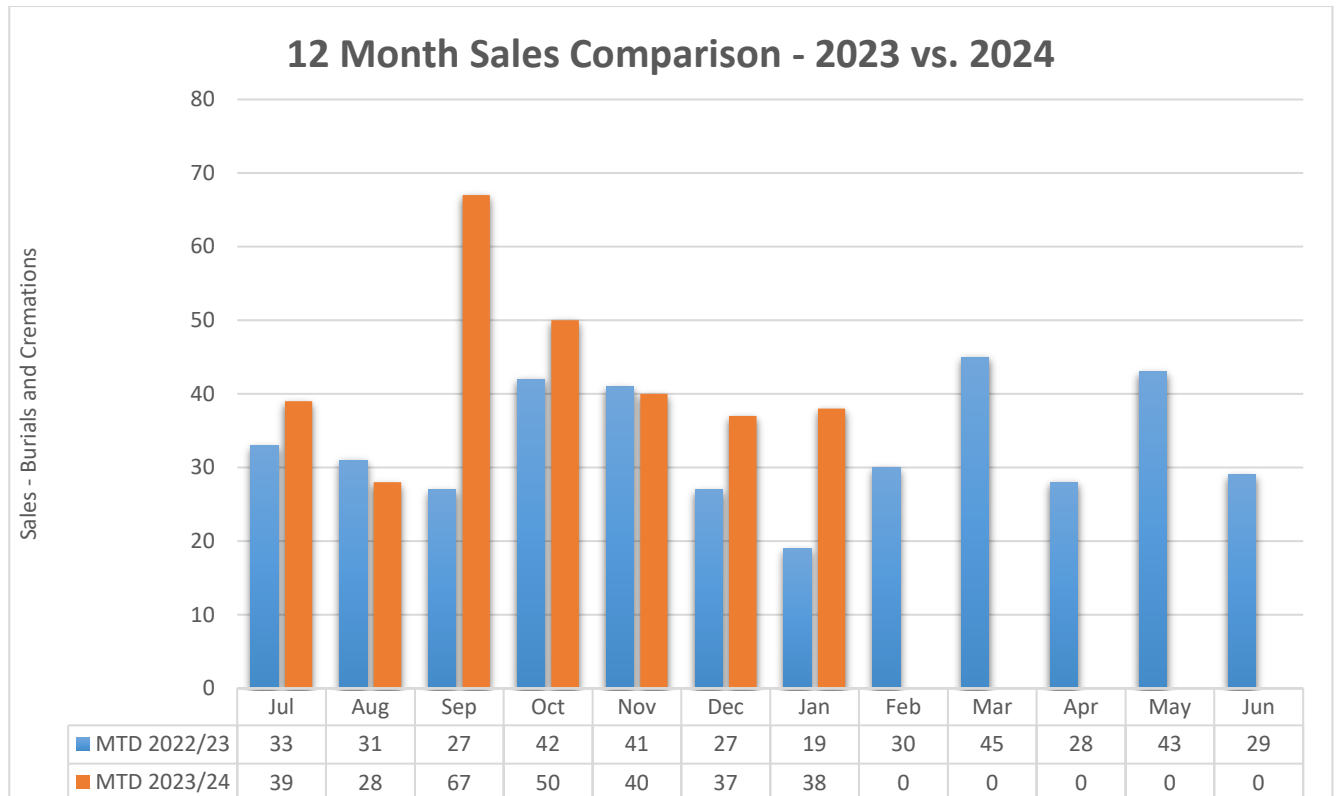
⁹ Includes Program running cost during school holidays.

¹⁰ Due to vet cots increased substantially.

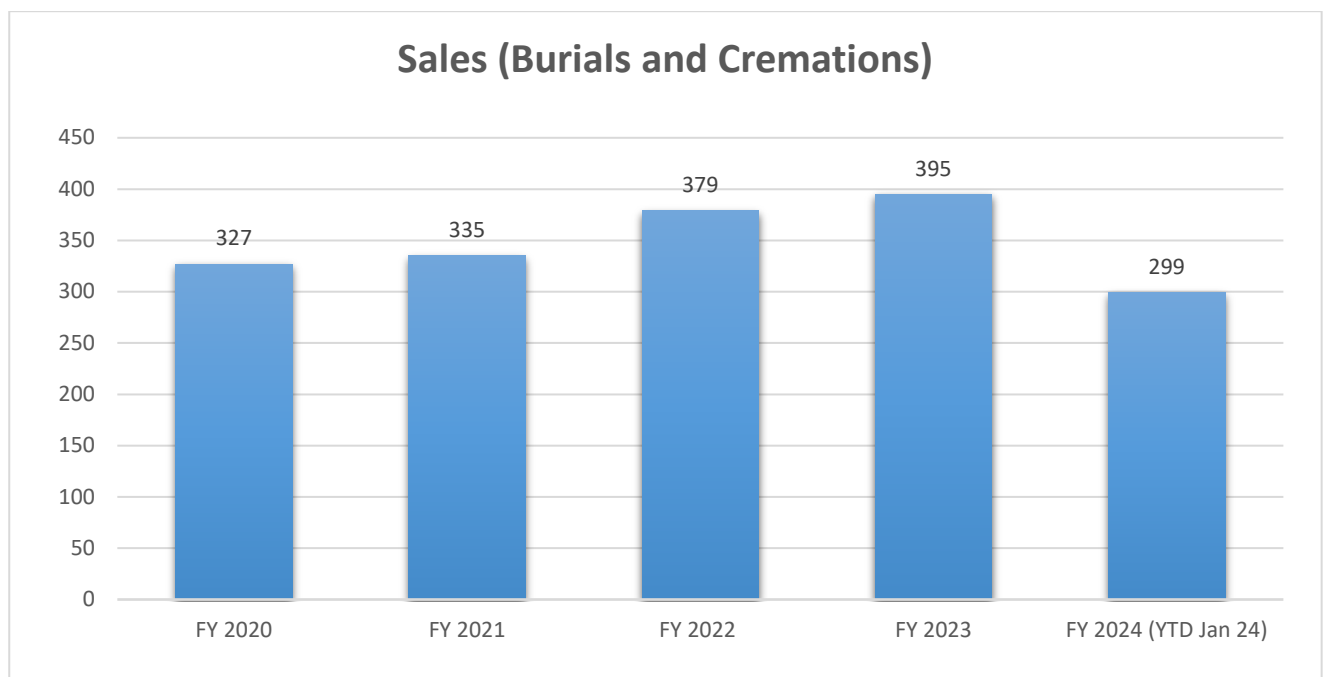
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 299 Interments and cremations, an increase of 79 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2024 Financial Year to date is 347.



STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	36,376.03	384,384.66	348,008.63	658,945.13
Infrastructure (including roads, footpaths, park furniture)	3,356,793.63	7,819,494.22	4,462,700.59	13,404,847.23
Plant and Machinery	-	-	-	-
Fleet	74,730.00	359,946.21	285,216.21	617,050.64
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	3,467,899.66	8,563,825.08	5,095,925.42	14,680,843.00
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	3,466,390.08	3,466,390.08	5,942,383.00
Transfers from Cash Reserves	-	5,097,435.00	5,097,435.00	8,738,460.00
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	303,321.48	-	(303,321.48)	-
TOTAL CAPITAL EXPENDITURE				
FUNDING	303,321.48	8,563,825.08	8,260,503.60	14,680,843.00

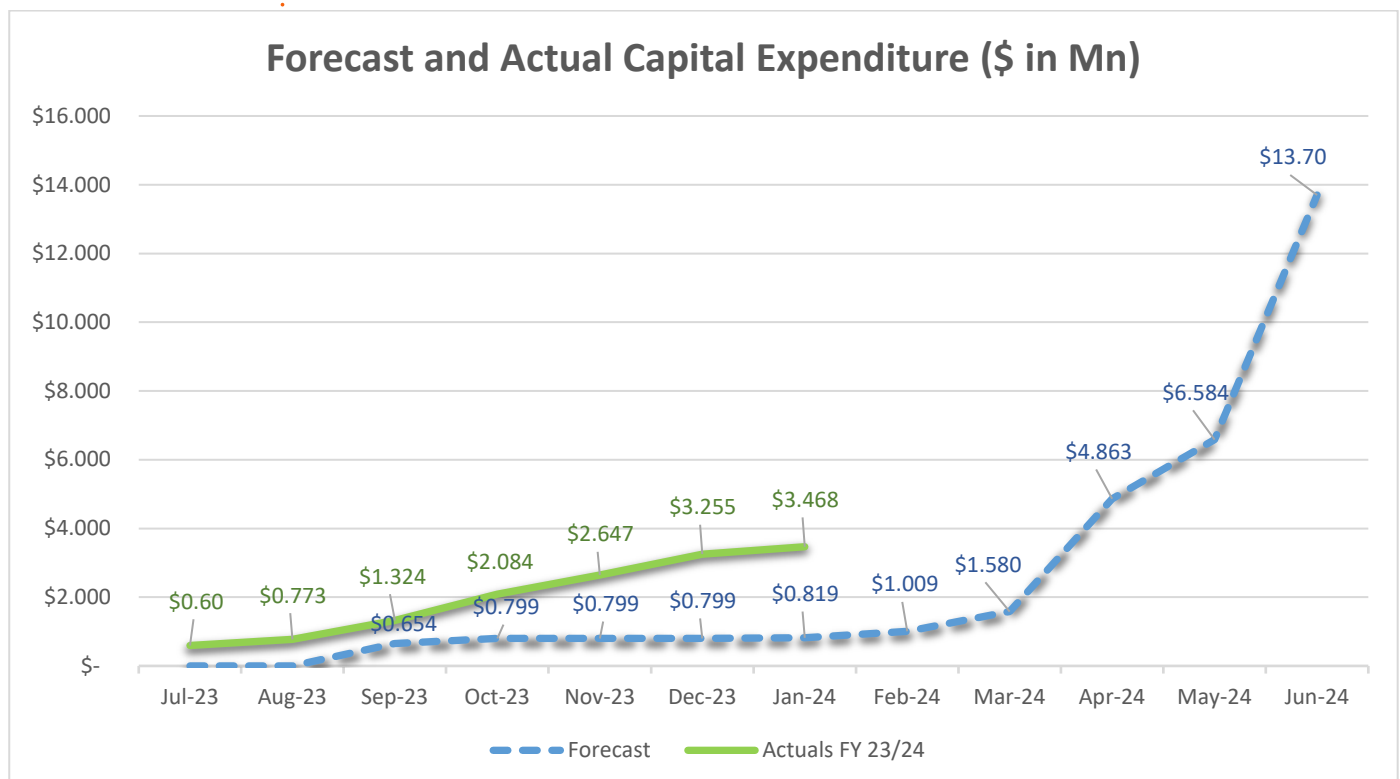


Table 2.2 Monthly Report on Planned Major Capital Works

2023/24 CAPITAL PROJECTS													
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Tender Released.
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Dec-24	Yes		Project Planning	Design in progress. Based on initial assessment, allocated budget is insufficient.
3	Roads	Pavement Renewals – Heavy patches - various	-	-	-	400,000.00	400,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	RFQ released.
4	Roads	Gravel Surface Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Roads determined from grader run.
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Yes		Project Planning	30% design review completed.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Dec-24	Yes		Project Planning	Survey complete. Flood Modelling commenced. Based on initial assessment, allocated budget is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening- Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	May-24	Yes	Yes	Project Planning	RFQ released.
		Road Safety Upgrades – Shoulder widening- Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	May-24	Yes	Yes	Project Planning	RFQ released.
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girraween Road / McMinns Drive	-	-	-	232,361.38	232,361.38	0.00%	Jun-24		Yes	Project Planning	Design complete. With PAWA for approval.
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24		Yes	Project Planning	Design complete. With PAWA for approval.
9	Roads	Road Safety Upgrades - Schools	-	79,749.36	79,749.36	100,000.00	20,250.64	79.75%	Jun-24	Yes	Yes	Project Delivery	Projects mostly complete. Minor signage and line marking still to occur.

2023/24 CAPITAL PROJECTS													
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project is ongoing with continued upgrading of existing lighting to LED.
11	Drainage	Drainage renewal – Horne Road	-	-	-	200,000.00	200,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Survey complete. Design awarded
12	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	RFQ released
13	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
14	Buildings	Bees Creek Office – Parking Shed	-	-	-	75,000.00	75,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	RFQ closed and assessment of quotations
15	Fleet	Plant/Vehicle replacement	-	74,430.00	74,430.00	340,000.00	265,570.00	21.89%	Dec-24		Yes	Project Delivery	Project delivery is ongoing through the financial year. Expected delays in supply.
16	Buildings	Freds Pass Reserve Asset Renewal	-	-	-	190,000.00	190,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Scope prepared for confirmation
17	Buildings	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
18	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Project in initial stages of planning.
			-	154,179.36	154,179.36	6,447,361.38	6,293,182.02	2.39%					

2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded of By Resolution

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR-1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	114,759.76	114,759.76	130,000.00	15,240.24	88.28%	Oct-23	Yes	Yes	Complete	Complete
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	7,295.50	7,295.50	120,000.00	112,704.50	6.08%	Jun-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
		Community Hall Car Parking Upgrade	-			100,000.00	100,000.00	0.00%	Jun-24	Yes	Yes	Project Delivery	Project design awarded.
		Mira Square Community Building & Road Surface improvements	-	5,460.00	5,460.00	50,000.00	44,540.00	10.92%	Jun-24	Yes	Yes	Project Delivery	Project design awarded.
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24	Yes	Yes	Project Delivery	Council Decision ORD2023 11-127. Refer to Community Report.
2	Community	Humpty Doo Village Green Cenotaph upgrades	-	-	-	65,645.00	65,645.00	0.00%	On hold				Refer to Community Report for project status.
3	Buildings	Thorak Cemetery - Asset Renewal- Conc Beams, Fencing, Chapel Cameras, Old Cremator Removal, Irrigation, Chapel Carpet	-	-	-	90,888.97	90,888.97	0.00%	Jun-24	Yes	Yes	Project Planning	Works will be ongoing through the year.
4	Roads	Road Seal Renewal - LRCI	-	-	-	973,429.00	973,429.00	0.00%	Jun-24	Yes	Yes	Project Planning	Tender released.
		Shared Path Upgrade - LRCI Phase 4	-	-	-	682,628.00	682,628.00	0.00%	Dec 24	Yes	Yes	Project Planning	Project Design at 75%.
5	Buildings	Wi-Fi & CCTV – Council Building - LRCI	-	-	-	100,000.00	100,000.00	0.00%	Mar-24	Yes	Yes	Project Planning	Project in initial stages of planning. Awaiting LRCI Approval.
6	Community	Mira Square BBQ facilities and shade - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
7	Community	Humpty Doo Village Green lighting - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
8	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment. - LRCI	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
9	Community	Howard Park Recreation Reserve Carpark Upgrade - LRCI	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Yes	Yes	Project Planning	Refer to Community Report for project status.
			-	181,645.26	181,645.26	2,482,590.97	2,300,945.71	7.32%					

2022/23 CARRIED FORWARD CAPITAL PROJECTS														
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	258,518.20	664,769.94	923,288.14	1,433,429.00	1,174,910.80	510,140.86	64.41%	Jun-24	Yes	Yes	Project Delivery	Tender released.
2	Roads	Pavement Renewal various roads	65,769.07	168,176.93	233,946.00	533,429.00	467,659.93	299,483.00	43.86%	Jun-24		Yes	Project Delivery	Works on Spencely ongoing and weather dependant. Revised program timeline.
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	21,476.00	55,500.00	84,024.00	50,000	28,524.00	66.05%	Nov-23			Complete	Complete
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	76,690.91	6,674.00	-	100.00%	Complete			Complete	Complete
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	17,740.00	-	-	100.00%	Complete			Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	315,398.13	5,963.27	-	100.00%	Complete			Complete	Complete
5	Roads	Gravel Road Sealing-Guys Creek Road	-	15,000.00	15,000.00	1,199,690.50	1,199,690.50	1,159,456.86	7.24%	TBA	Yes	Yes	Project Planning	Project re-design complete. Tender released. New Project Timeline Created. New budget approved.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	25,233.64	75,543.14	50,309.50								
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	101,385.98	101,385.98	100,000.00	100,000.00	(1,385.98)	101.39%	Dec-23			Complete	Project Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS														
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
8	Roads	Road Safety - Intersection Upgrades- Pioneer Drive/Power Road Intersection	-	218,807.62	218,807.62	250,000.00	250,000.00	31,192.38	87.52%	Jun-24			Project Delivery	Road Works complete. Awaiting PAWA works. Revised timeline adopted. Pawa Costs to be confirmed.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	70,063.89	34,461.16	-	100.00%	Oct-23			Complete	Project complete
10	Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	357,232.10	-	-	100.00%	Comple t e			Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrade	131,194.98	101,140.00	232,334.98	300,000.00	168,805.02	67,665.02	77.44%	Apr-24	Yes	Yes	Project Delivery	Resheeting works completed. Drainage protection works to be completed in February.
12	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	48,000.00	26,429.00	74,429.00	80,000.00	32,000.00	5,571.00	93.04%	Dec-23			Complete	Project complete
13	Buildings	Thorak Cemetery Asset Renewal- As per AMP	76,222.81	9,111.03	85,333.84	85,333.84	-	-	100.00%	Comple t e			Complete	Complete
14	Buildings	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	40,000.00	2,801.51	1,965.51	95.09%	Aug-23			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS														
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
15	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	563,518.97	183,050.64	183,050.64	67.52%	Jun-24	Yes	Yes	Project Delivery	Awaiting delivery of Tractor. Revised Timeline adopted
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	95,531.71	-	-	100.00%	Complete			Complete	Disposal of assets still to be completed
		Waste Vehicle Replacement	162,112.20	-	162,112.20	162,112.20	92,725.75	-	100.00%	Dec-23			Complete	Complete
16	Roads	Southport Roads – Upgrade from Gravel to Seal	171,082.18	1,727,329.99	1,898,412.17	2,071,858.00	1,900,775.82	173,445.83	91.63%	Apr-24	Yes	Yes	Project Delivery	Initial Contract complete. Variation to reseal with remaining budget has been awarded
17	Community	Mira Square - Construction of a new playground	65,000.00	-	65,000.00	70,000.00	5,000.00	5,000.00	92.86%	Complete			Complete	Complete
18	Community	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement	27,934.00	1,200.00	29,134.00	35,000.00	7,066.00	5,866.00	83.24%	Dec-23			Project Closure	Refer to Community Report for project status
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	25,200.00	-	25,200.00	30,000.00	4,800.00	4,800.00	84.00%	Complete			Complete	Complete
20	Buildings	Installation of power and lighting to existing storage shed at Knuckey Lagoon	18,000.00	-	18,000.00	18,000.00	2,000.00	0.00	100.00%	Complete			Complete	Complete
21	Community	Livingstone Recreation Reserve Carpark	26,923.00	-	26,923.00	28,717.17	3,077.00	1,794.17	93.75%	Dec-23			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS														
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
		<i>upgrade. Lining and expansion.</i>												
22	Community	<i>Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve</i>	-	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%	Complete			Complete	Complete
23	Community	<i>LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG</i>	101,099.14	9,886.29	110,985.43	120,985.43	2,183.69	10,000.00	91.73%	TBA			Complete	Complete
24	Fleet	Compactor refurbishment	-	-	-	94,000.00	94,000.00	94,000.00	0.00%	Jun-24	Yes	Yes	Project Delivery	Works on going through the year
25	Roads	<i>Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades</i>	121,080.31	(29,103.16)	91,977.15	121,080.31	-	29,103.16	75.96%	Jun-24			Complete	Complete
26	Roads (Roads	<i>Girraween Road - McMinns Drive</i>	226,645.45	10,993.17	237,638.62	237,638.62	123,354.55	0.00	100.00%	Dec-23			Complete	Complete

2022/23 CARRIED FORWARD CAPITAL PROJECTS														
	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved LTD Budget after BR-1 \$	Approved Rollover 22/23 to 23/24 \$	Total yet To Spend \$	Budget Spent %	Schedule d Completi on Date	On Time	On Budget	Project Stage	Status Update
	Safety Upgrades)	Intersection Upgrades												
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25	6,850.00	-	-	100.00%	Oct-23			Complete	Complete
		Girraween Primary School	685.00	-	685.00									
		Schools Safety Audits- Howard Springs Primary School	1,541.25	-	1,541.25									
		Schools Safety Audits- Good Shepherd	1,541.25	-	1,541.25									
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	1,541.25	-	1,541.25									
		Road Safety Upgrades -Street Lights, intersections, Challoner Circuit	-	-	-									
27	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26	-	49,365.26	58,508.88	17,566.36	9,143.62	84.37%	Dec-23			Project Closure	Grant acquittal
			2,966,251.05	3,132,075.04	6,098,326.09	8,717,142.16	5,938,566.00	2,618,816.07	69.96%					
	Total		2,966,251.05	3,467,899.66	6,434,150.71	17,647,094.51	5,938,566.00	11,426,059.25	36.46%					

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

Notes:

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

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 31 Jan 2024	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	28,336,867.89	
Untied Funds	2,742,702.92	
Accounts Receivable ¹¹		
Trade Debtors	107,472.81	(2)
Rates & Charges Debtors	4,297,542.23	
Other Current Assets	583,013.77	
TOTAL CURRENT ASSETS	36,067,599.62	
Non-Current Financial Assets	5,314,361.03	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	431,884,010.86	
TOTAL ASSETS	467,951,610.48	
LIABILITIES		
Accounts Payable ¹²	2,018,719.97	(3)
ATO & Payroll Liabilities	(1,046.73)	(4)
Current Provisions	578,000.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	5,530,727.92	
Non-Current Liabilities		
Non-Current Provisions	346,033.74	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	346,033.74	
TOTAL LIABILITIES	5,876,761.66	
NET ASSETS	462,074,848.82	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	23,953,803.42	
TOTAL EQUITY	462,074,848.82	

¹¹ Includes Allowance for Doubtful debt.

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

Note 1: Details of Cash and Investments Held

Investment Schedule

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

Counter Party	Date Invested	Invested Amount \$	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date \$
Bendigo (S&P A2)	19/03/2024	1,000,000.00	5.40%	19/03/2024	263	4,000,000.00	14.12%	38,909.59
	7/05/2024	1,000,000.00	5.45%	7/05/2024	308			45,989.04
	24/09/2024	1,000,000.00	4.86%	24/09/2024	350			46,602.74
	26/11/2024	1,000,000.00	5.15%	26/11/2024	370			52,205.48
Commonwealth (S&P A1+)	5/03/2024	1,000,000.00	5.23%	5/03/2024	249	8,336,867.89	29.42%	35,678.63
	25/06/2024	1,000,000.00	5.43%	25/06/2024	307			45,671.51
	13/08/2024	1,000,000.00	5.28%	13/08/2024	315			45,567.12
	27/08/2024	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	8/10/2024	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	8/10/2024	336,867.89	5.24%	8/10/2024	350			16,926.46
	12/11/2024	1,000,000.00	5.12%	12/11/2024	357			50,077.81
	17/12/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
Defence Bank (S & P A2)	21/05/2024	1,000,000.00	5.45%	21/05/2024	313	4,500,000.00	15.88%	46,735.62
	11/06/2024	1,500,000.00	5.20%	11/06/2024	306			65,391.78
	22/10/2024	1,000,000.00	5.20%	22/10/2024	349			49,720.55
	26/11/2024	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	6/02/2024	1,000,000.00	5.39%	6/02/2024	231	11,500,000.00	40.58%	34,112.05
	20/02/2024	1,000,000.00	5.40%	20/02/2024	238			35,210.96
	9/04/2024	1,000,000.00	5.47%	9/04/2024	284			42,561.10
	23/04/2024	1,000,000.00	5.49%	23/04/2024	298			44,822.47
	3/07/2024	1,000,000.00	5.15%	3/07/2024	302			42,610.96
	16/07/2024	1,000,000.00	5.15%	16/07/2024	301			42,469.86
	23/07/2024	1,000,000.00	5.16%	23/07/2024	307			43,400.55
	30/07/2024	1,000,000.00	5.17%	30/07/2024	314			44,476.16
	10/09/2024	1,000,000.00	5.30%	10/09/2024	343			49,805.48
	26/11/2024	1,000,000.00	5.30%	26/11/2024	357			51,838.36
	10/12/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
TOTAL INVESTMENTS		28,336,867.89				28,336,867.89	100%	1,279,488.13

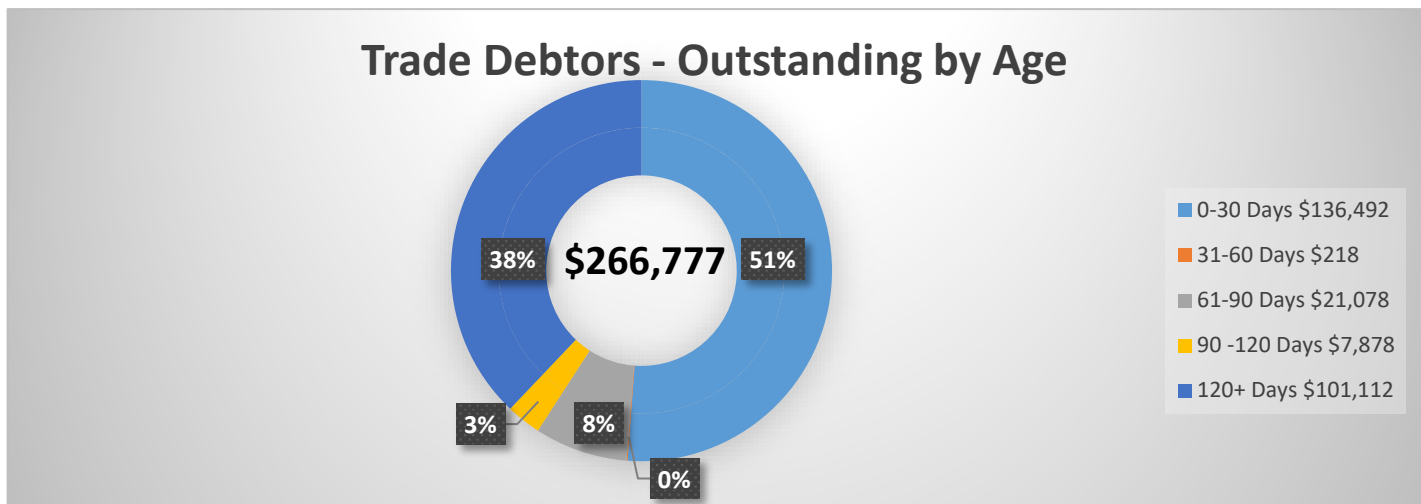
% of Total Investment Portfolio	A1 & A1+ (max 100%)	70.00%	A2 (max 60%)	30.00%	100%
Total Investments/ Tied Funds	\$ 28,336,867.89		Total Year to date Investments Earnings	\$ 767,630.99	
General Bank Funds	\$ 2,741,427.92				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 2,742,702.92				
Total all funds	\$ 31,079,570.81				

Note 2: Statement of Trade Debtors

Total Debtors as of 31 January 2024 is \$ 266,776.61; \$101,112.04 relate to invoices outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Statutory charges placed against the property as a part of recovery process. A provision for doubtful debt has been made during the end of year financial statements preparation.

Fines and Infringements - Council has two hundred and sixty-nine (269) infringements outstanding with a total balance of \$64,982 decrease of \$2,558 from December. Two (2) are newly issued, eight (8) reminder notice produced, two hundred and fifty-five (255) are with the Fines Recovery Unit (FRU) and four (4) are on hold.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	-	-	-	-	51,141.91	51,141.91
Cemetery	56,886.10	3.00	14,616.20		(0.30)	71,505.00
Waste	915.72	-	-	-	21.00	936.72
Recreation Reserves	2,185.94	-	304.30	0.50	(138.57)	2,352.17
Planning	10,802.94	-	-	-	-	10,802.94
GST Receivable	65,055.87	-	-	-	-	65,055.87
Infringements	645.00	215.00	6,157.00	7,877.00	50,088.00	64,982.00
Total	136,491.57	218.00	21,077.50	7,877.50	101,112.04	266,776.61



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	115,106.70	-	-	-	-	115,106.70
Cemetery	5,380.29	-	-	-	-	5,380.29
Total	120,486.99	-	-	-	-	120,486.99

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	18,723.98	-	-	-	-	18,723.98
Payroll- Superannuation	-	-	-	-	-	-
Total	18,723.98	-	-	-	-	18,723.98

Financial Reserves 2023

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

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

Outstanding Rates

Prior Years Rates Outstanding¹³

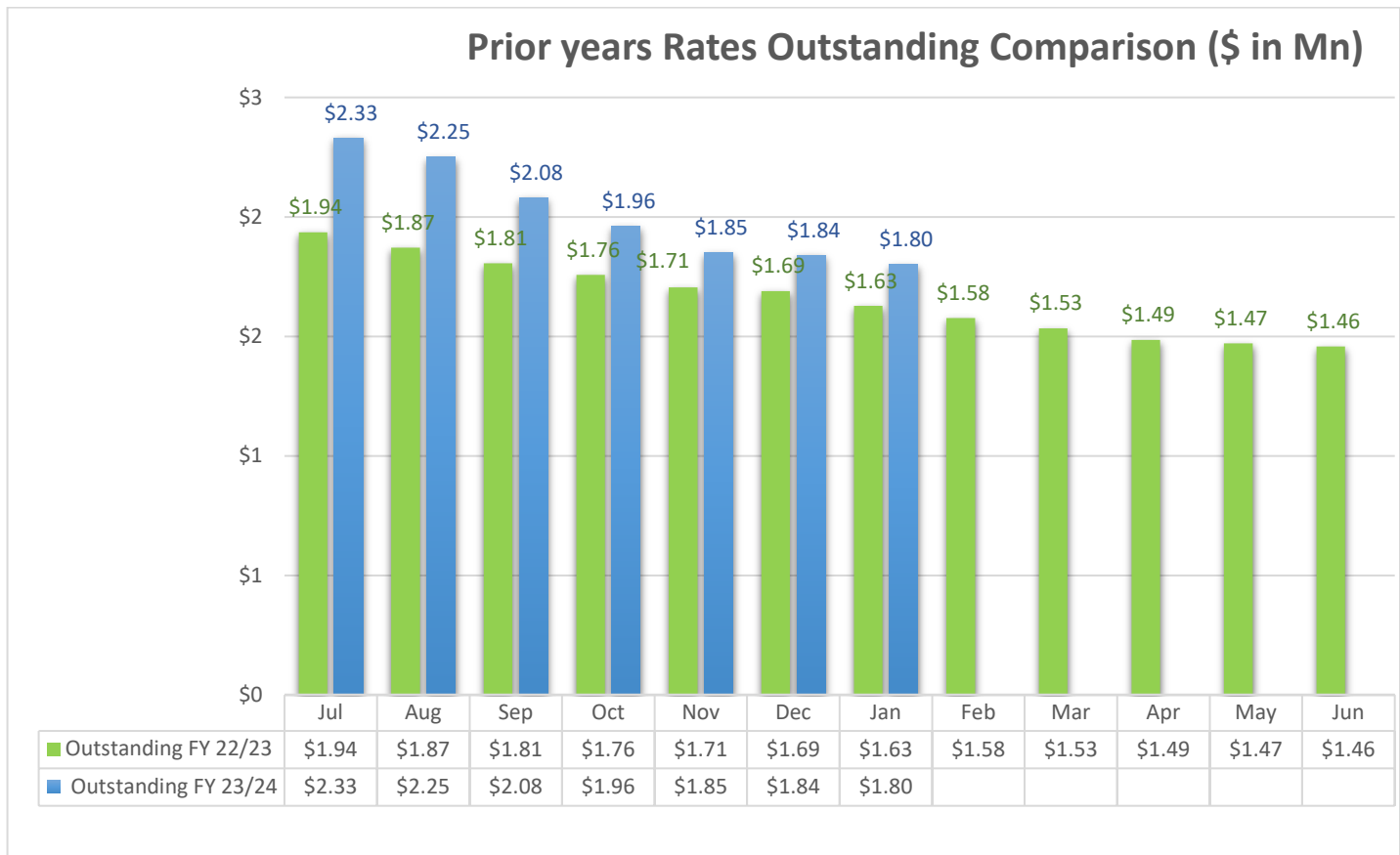
The below table illustrates the split of prior year outstanding rates, currently at \$1.80 million.

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

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

	Beginning of 2023/24 Prior Years Rates Outstanding (\$)	Previous Month (December 2023) (\$)	Current Month (January 2024) (\$)
COMMERCIAL	54,188.57	37,354.64	37,625.89
GAS PLANT	53.19	-	-
MINING	150,206.57	153,700.56	155,460.99
HORTICULTURE AGRICULTURE	97,114.26	91,487.98	91,893.37
NON-RATEABLE GENERAL	18,663.65	19,351.81	19,464.65
NON-RATEABLE WASTE	38,409.98	38,859.11	39,144.71
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,368,472.31	1,328,331.36
URBAN RESIDENTIAL	222,758.42	132,789.00	134,045.65
TOTAL	2,440,333.63	1,842,015.41	1,805,966.62
Arrears LESS Legal	2,278,848.35	1,714,334.56	1,679,702.53

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



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

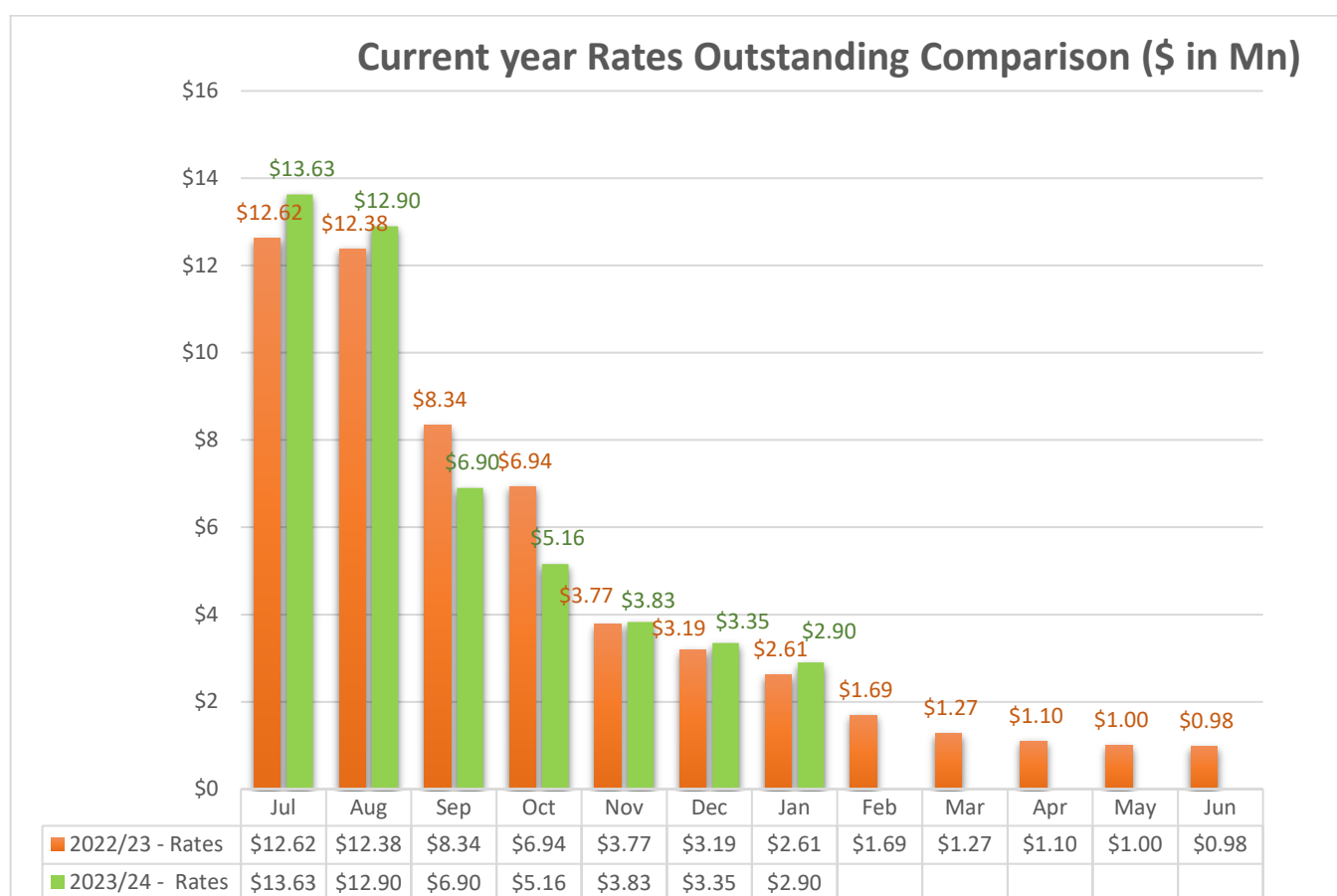
Current Year Rates¹⁴

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

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

	Previous Month (December 2023) (\$)	Current Month (January 2024) (\$)	Variance (\$)	Due Dates
Instalment 1	459,280.64	386,783.23	46,729.63	30-Sep-23
Instalment 2	820,821.67	609,527.16	338,677.23	30-Nov-23
Instalment 3	2,072,109.78	1,910,795.82	93,617.27	28-Feb-24
TOTAL	3,352,212.09	2,907,106.21	479,024.13	

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



¹⁴ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1494.60-01	FREDS PASS SPORT & RECREATION	3rd Quarter Operational and R & M Payment	233,177.59
1494.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ23-397 Road Drainage Works - Various Locations Litchfield Council Municipality	111,254.00
1494.1000-01	LAVERCOMBE GRADER SERVICES	Grading - Various Roads Litchfield Council Municipality	96,820.55
1494.132-01	AIRPOWER NT PTY LTD	Purchase of 2 new F3690 Kubota Front Deck Mowers	81,599.85
1498.280-01	CITY OF DARWIN	Dec 2023 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	68,987.00
1501.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 15 (23/24) - Cycle 1 WE 21 Jan 2024	50,540.00
1494.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 13 (22/23) - Cycle 1 WE 24 Dec 2023	49,592.00
1496.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 14 (23/24) - Cycle 1 WE 07 Jan 2024	47,708.00
1496.874-01	VTG WASTE & RECYCLING	Dec 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	42,376.66
1498.409-01	F & J BITUMEN SERVICES PTY LTD	RFQ23-374 Livingstone Reserve Carpark Spray Seal	41,300.00
1494.2440-01	STANTEC AUSTRALIA PTY LTD	RFQ23-383 Guys Creek Road- Upgrade to Sealed Road	33,313.72
1494.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 13 - Cyc 1 WE 24 Dec 2023	27,902.92
1502.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 15- Cyc 1 WE 10 Dec 2023	27,370.36
1496.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 14 - Cyc 1 WE 07 Jan 2024	27,306.92
1494.16-01	BERRY SPRINGS RESERVE	3rd Quarter Operational and R & M Payment	21,956.22
1494.72-01	LIVINGSTONE RESERVE MANAGEMENT BOARD	3rd Quarter Operational and R & M Payment	19,161.29
1501.1564-01	FOURIER TECHNOLOGIES PTY LTD	Thorak - Configuration UPS, USB Supports, IT Monthly Support and Authority Licence	17,924.16
1494.2769-01	JPC CONTRACTING PTY LTD	Driveway and Batters Maintenance - Various Locations Litchfield Council Municipality	17,556.00
1498.849-01	WEX AUSTRALIA (PUMA CARD)	Dec 2023 - Litchfield Council/ Thorak Fuel Account	16,949.23
1501.874-01	VTG WASTE & RECYCLING	Dec 2023 - LC Rural Transport General Waste to Shoal Bay	15,120.82
DD250124	WESTPAC CARDS & DIRECT DEBITS	Jan 2024 - Credit Card Purchases Litchfield Council Officers	14,393.31
1501.1745-01	MAJESTIX MEDIA PTY LTD	Litchfield Council Chambers - Audio Upgrade	13,420.30
1496.170-01	NTRS (NT RECYCLING SOLUTIONS)	Dec 2023 - LC Rural Transport General Waste to Shoal Bay Receiving Station	12,370.93
1496.2804-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	10,063.00
1494.1524-01	ESRI AUSTRALIA PTY LTD	ArcGIS Annual Subscription Renewal 2024	9,801.00

Cheque No.	Payee	Description	Amount (\$)
DD281223	WESTPAC CARDS & DIRECT DEBITS	Dec 2023 - Credit Card Purchases Litchfield Council Officers	9,725.55
1496.1023-01	AUSLINE ENGINEERING	Bucket Repairs on JD6110M	9,515.22
1494.1193-01	NT SHADE & CANVAS	HDVG Replace Playground Shade Panels	9,504.00
1494.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	9,321.77
1496.1068-01	MR D S BARDEN	Dec 2023 - Elected Members Allowances	8,893.44
1494.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	3RD Quarter Operational and R & M Payment	8,394.46
1498.1564-01	FOURIER TECHNOLOGIES PTY LTD	Undertaking of an Essential 8 Assessment	8,356.26
1494.268-01	BYRNE CONSULTANTS	Southport Road Upgrades Design Consultation	7,492.50
1498.2009-01	ADG ENGINEERS (AUST) PTY LTD	Whitewood Road Foot Path	7,041.74
1494.577-01	ARJAYS SALE & SERVICE PTY LTD	Freds Pass Reserve Entrance Project	6,435.00
1496.85-01	TELSTRA	Dec 2023 - Thorak & Litchfield Council Internet ,Data and Mobile Phones	5,958.62
1496.2130-01	APEX STEEL SUPPLIES	Assorted Lengths and Sizes of Galvanised Pipe MWF Works	5,787.76
1501.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	5,645.78
1496.2676-01	MAHER RAUMTEEN SOLICITORS	Humpty Doo Village Green - Legal Advice	5,505.00
1497.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Dec 2023 - Grave Preparation at Thorak Cemetery	5,280.00
1494.356-01	SOUTHPORT PROGRESS ASSOCIATION	3rd Quarter Operational and R & M Payment	4,457.89
1496.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Removal - Various Locations Litchfield Council Municipality	4,400.00
1494.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWT	4,328.94
1494.2750-01	TMH SERVICES	Drainage Works - Various Locations Litchfield Council Municipality	3,750.00
1496.1722-01	QS SERVICES	Proposed Netball & Basketball Courts	3,740.00
1498.794-01	TOP END R.A.C.E.	Pater Street Humpty Doo - Fix Road Crossing Sign	3,574.11
1501.78-01	POWER & WATER CORPORATION	Dec 2023 - Water HWSTS	3,409.82
1496.2249-01	MS R A WRIGHT	Dec 2023 - Elected Members Allowances	3,218.58
1501.926-01	JACANA ENERGY	Dec 2023 - Electricity HDVG, HPRR & KLRR	3,185.04
1496.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	3,038.00
1498.1141-01	NORTHERN GROUND MAINTENANCE	Dec 2023 - Mowing Service KLRR, HPRR and HDVG	2,948.00
1494.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 24 Dec 2023	2,913.92

Cheque No.	Payee	Description	Amount (\$)
1496.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 07 Jan 2024	2,913.92
1501.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 21 Jan 2024	2,913.92
1501.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jan 2024 - Cleaning Litchfield Council Office and Thorak Cemetery Office and Chapel	2,810.16
1501.1088-01	TALENT PROPELLER	Recruitment- Senior Ranger Position	2,750.00
1496.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	2,694.56
1494.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Inspect Radio Issues HSWTS	2,669.92
1494.1674-01	FRESH START - FOR CLEANING	Cleaning services MWF shed / office, Waste Stations and HPRR	2,295.00
1498.1023-01	AUSLINE ENGINEERING	Replace Slasher Head Frame inc new Bolts	2,277.00
1496.2238-01	MR K R HARLAN	Dec 2023 - Elected Members Allowances	2,263.39
1497.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	2,097.11
1496.2806-01	QALMOLMI ARTS	Australia Day Activities - Basket Weaver	2,092.20
1498.2649-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	2,000.00
1498.2800-01	ARBORWORK TREE SERVICES PTY LTD	Tree Pruning Litchfield Council Office Gardens	1,980.00
1501.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR & HPRR WE 17 Jan 2024	1,980.00
1496.2239-01	MR M SIDEY	Dec 2023 - Elected Members Allowances	1,863.39
1496.2252-01	MRS E SHARP	Dec 2023 - Elected Members Allowances	1,863.39
1496.2253-01	MR A MACKAY	Dec 2023 - Elected Members Allowances	1,863.39
1496.498-01	MR M I G SALTER	Dec 2023 - Elected Members Allowances	1,863.39
1495.2229-01	IWATER NT PTY LTD	Repairs to Burst Irrigation with Parts Thorak Cemetery	1,842.50
1498.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance/Works - Various Locations Litchfield Council Municipality	1,793.00
1501.2089-01	ELGAS LTD	Gas Supply & Delivery to Thorak WE 10 Jan 2024	1,769.33
1500.941-01	EVERLON BRONZE	Brass plaque NT-TRC-B231122A Thorak Customer Purchase	1,758.46
1495.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Cemetery Trolley Hydraulic Hose Replacement	1,635.94
1494.2382-01	FVS FIRE PTY LTD	Fire Extinguishers, Hose Reels & Emergency Signage	1,628.00
1497.2049-01	AJ SECURITY DARWIN	Dec 2023 - Security Open and Lock Up HDVG	1,599.40
1498.2270-01	TYRECYCLE PTY LTD	Collection & Disposal / Tyres from HDWTS	1,522.28
1496.1674-01	FRESH START - FOR CLEANING	Cleaning Services KLRR & HPRR - WE 03 Jan 2024	1,500.00

Cheque No.	Payee	Description	Amount (\$)
1496.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Security Patrols / Callout Litchfield Council Office	1,381.41
1496.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	HHDWTS - Electrical Inspections and Repairs	1,368.12
1495.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,258.27
1494.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Replace Komatsu Hydraulic Filter	1,257.22
1497.941-01	EVERLON BRONZE	Memorial plaque NT-TRC-B231109A-2 - Thorak Customer Purchase	1,246.85
1494.515-01	JC ELECTRONIC SECURITY PTY LTD	Inspect and Repair Cameras at BSWTS	1,162.05
1501.1471-01	RICOH AUSTRALIA PTY LTD	Dec 2023 - Photocopier & Consumables for all Litchfield Council Sites	1,149.41
1494.926-01	JACANA ENERGY	Nov 2023 - Electricity HSWTS, HDVG, KLRR, HPRR	1,142.80
1496.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employees	1,073.60
1495.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	1,040.00
1500.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	1,040.00
1499.290-01	AUSTENG ENGINEERING SOLUTIONS	Modulating Motor Replacement inc Labour	998.00
1494.2803-01	BERRY SPRINGS PLAYGROUP	Community Grant - Portable Shelving	992.20
1496.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Re-stock - Multiple Litchfield Council First Aid Stations	990.04
DD291223	WESTPAC CARDS & DIRECT DEBITS	Dec 2023 - Credit Card Purchases Thorak Cemetery	951.95
1496.1866-01	NUTRIEN AG SOLUTIONS	Chain and Bulldog Shackles/Clamps	946.00
1496.2527-01	NORTHCOAST REFRIGERATION	HDWTS - Degas Aircons and Fridges	924.00
1500.926-01	JACANA ENERGY	Dec 2023 - Electricity Thorak Cemetery	915.21
1501.111-01	STICKERS AND STUFF	Aus Day 2024 - Stickers & Stuff - Litchfield Council Branded Merchandise	912.00
1496.2049-01	AJ SECURITY DARWIN	Dec 2023 - HPRR x 2 Day Security Checks	822.34
1499.2049-01	AJ SECURITY DARWIN	Dec 2023 - Security Open & Lock Up Thorak Cemetery	822.34
1496.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items MWF	784.08
1494.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Consumable Oils for Tractors MWF	775.15
1496.2089-01	ELGAS LTD	Gas Supply and Delivery - Thorak - WE 27 Dec 2023	733.14
1501.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Storm Clean Up, Humpty Doo	726.00
1494.389-01	LITCHFIELD VET HOSPITAL	Redemption Desex Vouchers #50,66,70,75,81,82 & 89	700.00
1498.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employees	669.91

Cheque No.	Payee	Description	Amount (\$)
1494.1253-01	CRAIG BURGDORF	HDWTS: Inspect/Repair Mini Loader Bonnet	616.92
1501.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employees	607.20
1496.2164-01	SCOUT TALENT PTY LTD	Dec 2023 - E-Learning Monthly Subscription	582.12
1496.2641-01	DAMN STRAIGHT FENCING	Repairs to Damaged Fence	572.00
1498.31-01	TOP END SIGN SALES	Replacement Signs at HPRR BMX & Skate Park	561.00
1494.1566-01	WINC AUSTRALIA PTY LTD	Replenish Stationary for Litchfield Council Office	549.03
1496.1181-01	ODD JOB BOB	Repair Water Damage in Roof, Payroll Calendar Installation	533.50
1501.1379-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	530.00
1501.1883-01	HYPER THE CLOWN	January School Holiday Program - Theatre Show	484.00
1496.2378-01	PACK & SEND DARWIN	Nov 2023 - Courier Service Taminmin Library	480.00
1498.1211-01	MR G S MAYO	Dec- Jan 2024 - Weekend Pound Maintenance	480.00
1498.1674-01	FRESH START - FOR CLEANING	Cleaning Services HDVG WE 04 Dec 2023	480.00
1494.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption Desexing Voucher # 94	475.00
1494.1579-01	DARWIN ISUZU UTE / HEATH HINO	Repairs to Parcel Box and Replace Gasket	474.40
1494.2573-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fob Bond after Venue Hire	460.00
1496.1985-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fob Bond after Venue Hire	460.00
1496.2805-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fob Bond after Venue Hire	460.00
1496.2807-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Fob Bond after Venue Hire	460.00
1498.2808-01	TOP END BILLFISH SERIES	Refund of Fob Bond after Venue Hire	460.00
1494.1697-01	RSPCA	Oct 2023 - Impounded Dog Transfers	450.00
1501.2802-01	TAMRA LEE CREATIONS	January School Holiday - Painting Workshop	450.00
1494.851-01	OFFICEWORKS	Foyer Chairs - Litchfield Council Office	429.32
1494.2063-01	QUALITY INDOOR PLANTS HIRE	Dec 2023 - Plant Hire / Maintenance Litchfield Council Office	425.20
1494.512-01	SELTER SHAW PLUMBING PTY LTD	HPRR Shower Head and Leak Repair	416.76
1498.540-01	HOSEPOWER (NT) PTY LTD	Replace Inline Diesel Meter for Tractor	408.10
1496.411-01	KENNARDS HIRE PTY LTD	Fan hire for Christmas Storytime at HDVG	386.00
1498.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards- Thorak Cemetery	383.90

Cheque No.	Payee	Description	Amount (\$)
1498.2584-01	PRECIOUSE S2 PHOTOGRAPHY	Photography - Australia Day Event	375.00
1494.2788-01	ALL FENCE & GATES (NT) PTY LTD	Repairs to Rear Corner of Fence at HDVG	350.00
1494.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	333.76
1501.815-01	JEFFRESS ADVERTISING	Public Notice Advert - Budget Review 1 2024	321.01
1494.81-01	RHO SURVEYS	Survey Floodway Levels Darwin River Crossing	308.00
1498.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	306.73
1497.267-01	K & J BURNS ELECTRICAL & REFRIGERATION	Cool Room Refrigeration Unit Service	299.50
1494.1008-01	OUTBACK BATTERIES P/L	60038 Battery for MF SV4275	288.00
1494.671-01	BURSON AUTOMOTIVE PTY LTD	Replacement Blades for MWF Machines	268.37
1496.508-01	EASA	EAP Counselling Sessions from 16-31 Dec 2023	252.01
1494.1087-01	TOTAL TOOLS DARWIN	Consumables - Grease Guns for MWF Machines	235.80
1496.1566-01	WINC AUSTRALIA PTY LTD	Stationery and Photocopying Supplies	234.30
1501.2753-01	VISION IDZ (JENANDREW PTY LTD)	Bulk Purchase PVC Cards and Postage for Disabled Parking	231.77
1498.2382-01	FVS FIRE PTY LTD	Portable Fire Extinguishers and Fire Hoses	231.00
1494.506-01	TURBO'S TYRES	Replacement Tyre for MWF Buggy	203.50
1494.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Boots for Employee	200.00
1496.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Dec 2023 - Garden Maintenance HD Community Garden	200.00
1496.1431-01	TRANSFORM ELECTRICAL	Inspect and Repair Faulty Power point in Finance Kitchen	181.50
1498.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA	Police Checks - New Litchfield Council Employees	181.50
1494.25-01	LAND TITLES OFFICE	Nov 2023 - Land Title - Planning Searches	173.00
1501.2564-01	LITCHFIELD COUNCIL EMPLOYEE	Dec 2023 - Jan 2024 - Reimbursement of Internet Expenses	172.00
1496.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Jan 2024 - Monthly Membership	165.00
1497.874-01	VTG WASTE & RECYCLING	Dec 2023 - Empty of Bins at Thorak Cemetery	165.00
1501.2811-01	LITCHFIELD COUNCIL RATEPAYER	Reimbursement of Cost of Marquis Hire - Not Supplied	157.00
1494.1330-01	PAWS DARWIN LTD	Nov 2023 - Impounded Dog Transfers	150.00
1498.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Security Patrols / Callout Litchfield Council Office	145.76
1494.799-01	WALGA (WA LOCAL GOV)	PD Classification Review - BSO Thorak Cemetery	144.10

Cheque No.	Payee	Description	Amount (\$)
1501.1040-01	SUPERCHEAP AUTO	Replacement Drive Belts and Small Engine	137.80
1501.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Pup	125.00
1494.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 15 Dec 2023	123.54
1496.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 22 Dec 2023	123.54
1499.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Foyer Thorak Cemetery	112.50
1496.2796-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Hire after Return	110.00
1498.2434-01	BELLS PURE ICE	Ice supply for MWF Staff Delivered to HDWTS	108.90
1494.2339-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement for Fuel and Parking Darwin City - Council Business	108.16
1498.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption OF Desexing Voucher # 98	100.00
1498.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher # 96	100.00
1498.2696-01	VOEUK CONVEYANCING	Refund of Duplicate Rate Search	88.00
1498.2366-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of PPE for Thorak Employee	87.00
1496.1697-01	RSPCA	Dec 2023 - Impounded Dog Transfers	75.00
1497.85-01	TELSTRA	Dec 2023 - Telstra Line Rental Thorak Cemetery	70.73
1498.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply	62.50
1498.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 05 Jan 2024	61.77
1501.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 12 Jan 2024	61.77
1494.2801-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Overpayment to Rates Account	60.00
1498.2666-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Key Fob Bond after Venue Hire	58.00
1501.1741-01	DARWIN COMMUNITY ARTS	Refund of Key Fob Bond after Venue Hire	58.00
1501.443-01	TERRITORY UNIFORMS	Ranger Caps x 3	54.36
1494.144-01	ORIGIN	Dec 2023- Origin - KLRR Gas Bottles	53.90
1498.220-01	THE BIG MOWER	Repairs To Starter Cord	52.50
1498.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	41.59
1498.1706-01	HAND PAINTED HUMPTY DOO	Hand Painted Glasses for Australia Day Event	40.00
1498.926-01	JACANA ENERGY	Dec 2023- Jacana - HDVG Lot 1799	37.91
1501.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	33.65

Cheque No.	Payee	Description	Amount (\$)
1498.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bolts & Nylock Nuts for Flail Rollers	15.46
1495.220-01	THE BIG MOWER	Replacement Filters for Equipment	12.00
1494.78-01	POWER & WATER CORPORATION	Sep -Dec 2023 - Water Swipe Card - BSWTS	1.88
TOTAL			1,368,332.49

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

Cardholder Name: Stephen Hoyne

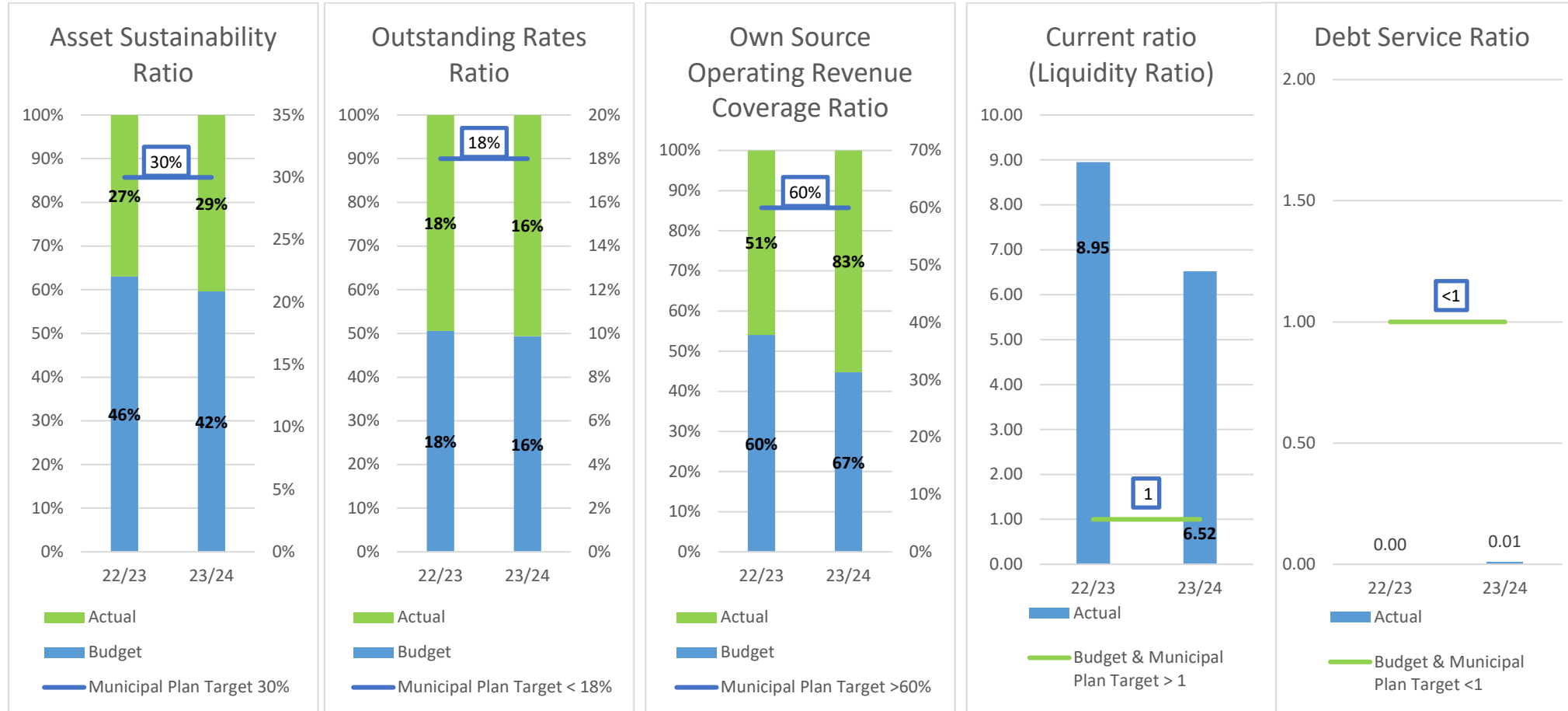
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
15/01/2024	9,680.00	COMPANY DIRECTOR SYDNEY AUS	AICD Course Registration Fee
21/01/2024	6.00	Westpac	Credit Card Monthly Fee
Total	9,686.00		

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

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

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of January is 29% slightly below from the Municipal Plan target of 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.
Outstanding Rates Ratio	In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 16% achieve the Municipal Plan target of 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.
Own Source Revenue Ratio	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 budgeted Own Source Operating Revenue Coverage ratio of 83% 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 6.52 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.

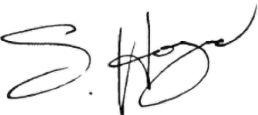
** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31.01.2024

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

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

CEO Signed: 

Date Signed: 14 February 2024



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – January 2024
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/02/2024
Attachments:	A: People, Performance and Governance Report – January 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 January 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

January 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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Customer Service Officer	Corporate	2 January	Permanent full-time
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Ranger Officer	Regulatory	2 January	Permanent full-time
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Business Support Officer- Assets	Infrastructure	8 January	Permanent full-time
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Employment Separation

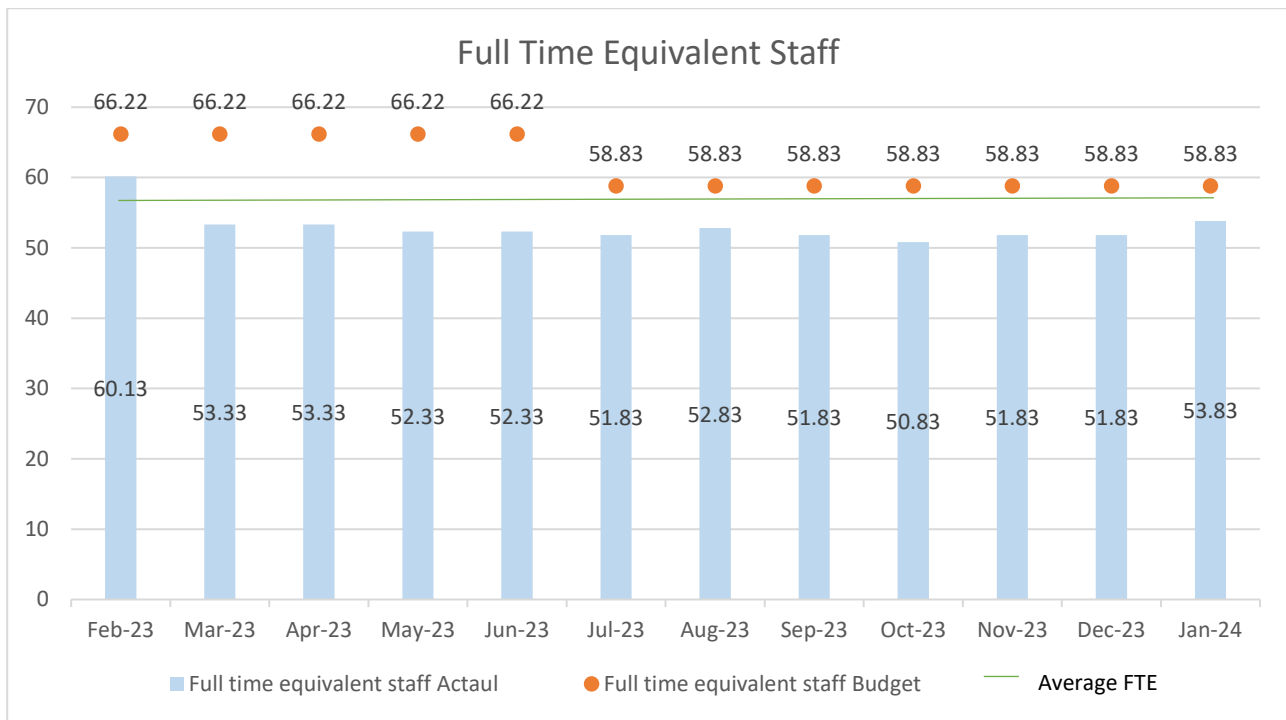
Position	Department	End date	Permanent/Temporary
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Senior Ranger Officer	Regulatory	19 January	Permanent full-time
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	Approved	Actual	Difference
Full Time Equivalent	45.00	40.00	-5
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	53.83	-5.00

Recruitment Overview:

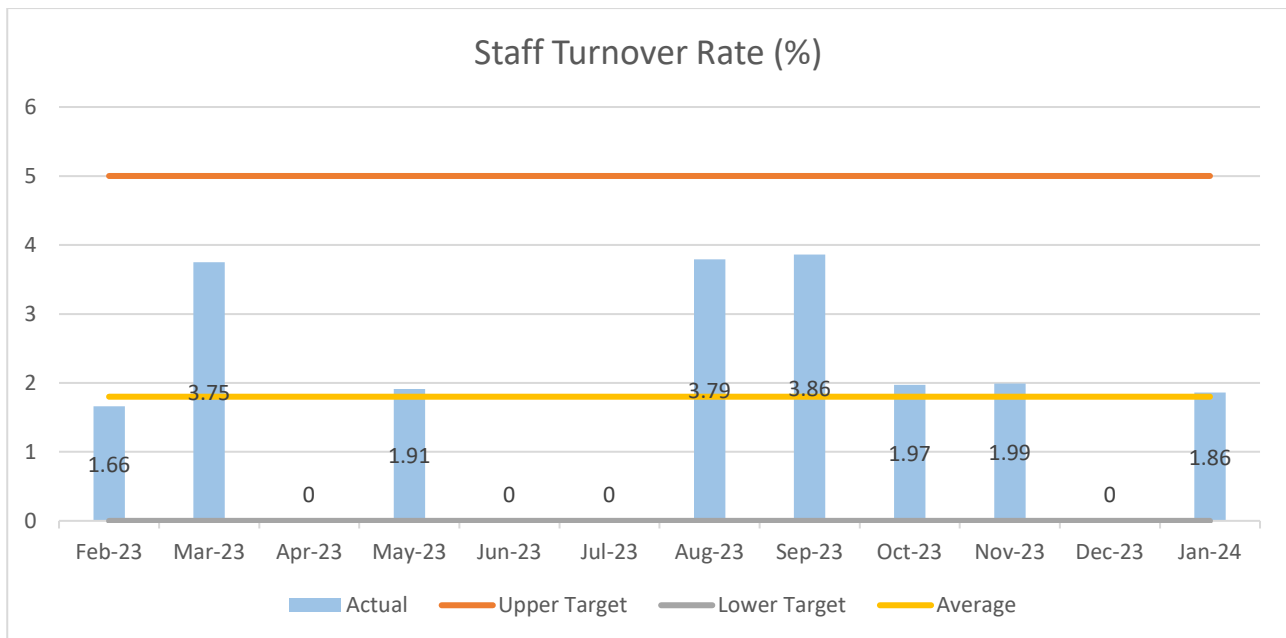
Role	In Progress	Completed
Senior Ranger		



Turnover Rate:

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

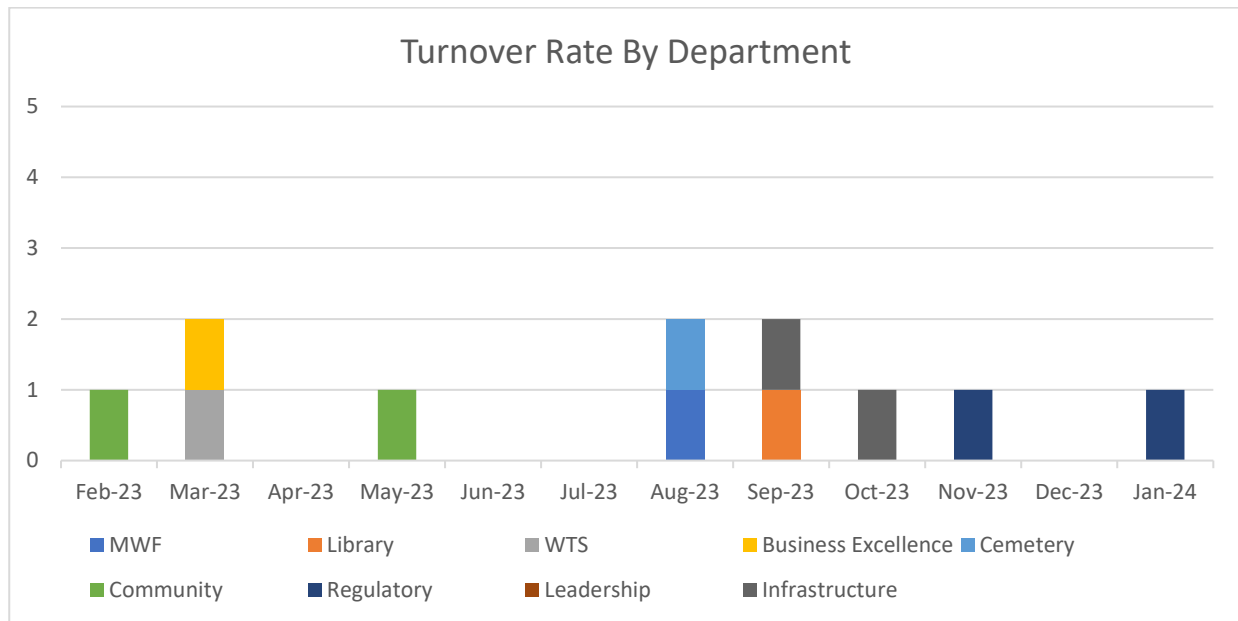
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Average
1.66 %	3.75%	0%	1.91%	0%	0%	3.79%	3.86 %	1.97%	1.99%	0%	1.86%	1.73%
1	2	0	1	0	0	2	2	1	1	0	1	0.92

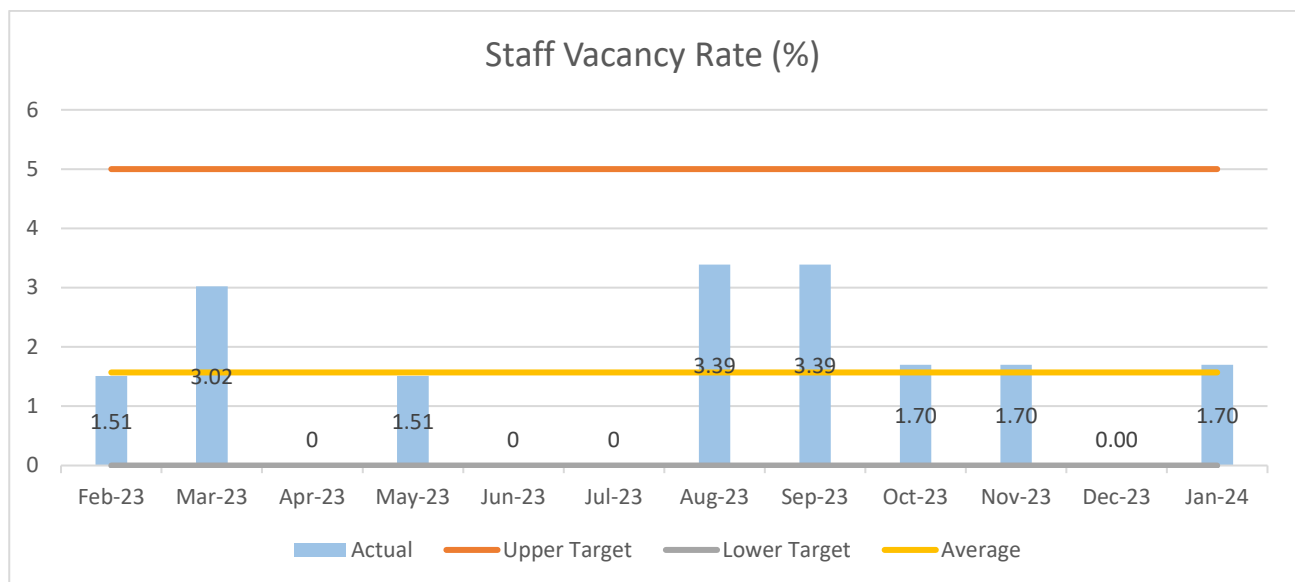
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

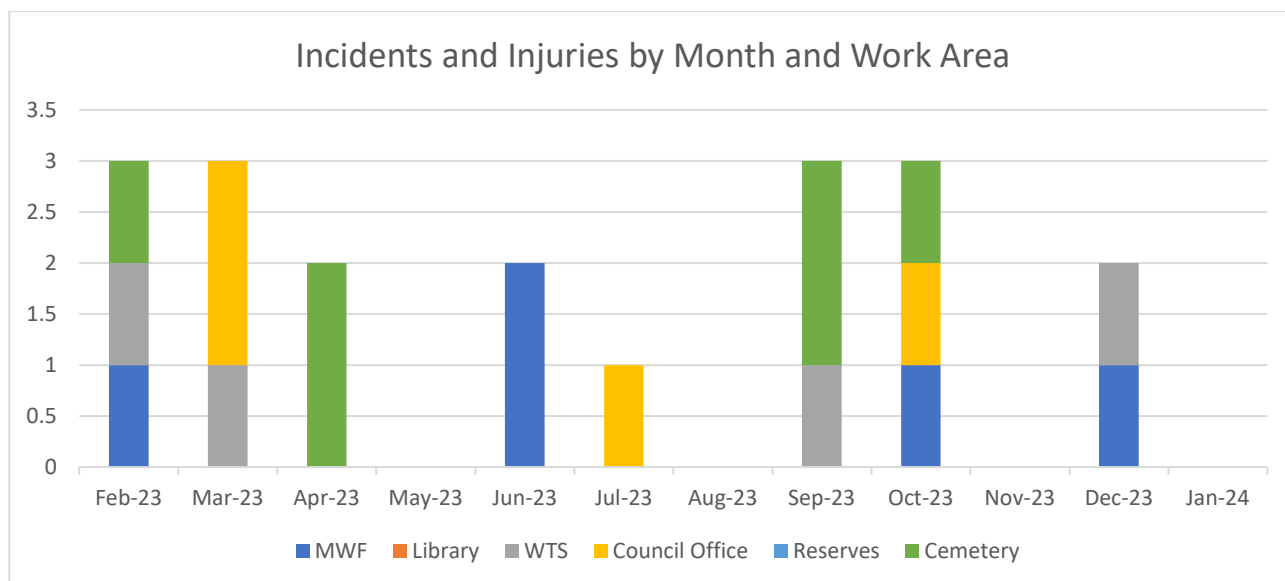
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Feb	Mar	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Average
1.51%	3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	3.39%	1.70%	1.70%	0.00	1.70%	1.49%

Target: Between 0% to 5%

Workplace Health and Safety:



There were no workplace health and safety incidents recorded in January 2024.

Governance

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

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

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

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

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



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	GOV08 Organisational Change Policy – Rescind
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/02/2024
Attachments:	A: GOV08 Organisational Policy

Executive Summary

This report presents policy GOV08 Organisational Change for rescinding.

Recommendation

THAT Council note this report and rescind policy GOV08 Organisational Change.

Background

Under the superseded Local Government Act (section 103), it stated that staffing plans were approved by the Council.

Following several governance issues, GOV08 Organisational Change Policy, originally LC50 Organisational Change Policy, was adopted by Council Resolution on 23 July 2015 (15/0022/02). The policy was developed to ensure that organisational changes were appropriately planned and carried out, whilst keeping Council informed.

Under section 167(c) of the new *Local Government Act 2019*, the CEO is responsible for properly managing the appointment of staff within the budget allocated to staffing expenditure approved by the Council. The change in wording means that Council no longer approve a “staffing plan” as defined in policy GOV08.

However, the policy is still relevant and ensures organisational changes adhere to clear principles and align with the strategic priorities of Council. It is proposed that Council rescind GOV08 Organisational Change Policy as a Council policy, and the policy be reviewed and approved by the Chief Executive Officer as an administrative policy.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 167(c) of the *Local Government Act 2019*

Risks

None identified.

Community Engagement

Not applicable.



Name	GOV08 Organisational Change Policy
Policy Type	Administrative Policy
Responsible Officer	Chief Executive Officer
Approval Date	23/07/2015
Review Date	22/07/2018
Document ID	LITCHFIELD-1844278000-1

1 Purpose

Organisational change is periodically necessary in order to ensure the organisation is capable of meeting the needs of constituents in the most efficient, cost effective and compliant manner possible. This policy sets in place the principles upon which an organisational review is to be carried out, and the reporting requirements necessary prior to implementation.

2 Principles

1. Organisational Design Principles

The design and structure of the organisation, as well as any proposed changes to it, must adhere to the following Organisational Design Principles:

a. Achievement

The focus on achievement of organisational strategy and goals. Any proposed organisational change must support a focus on outcomes and alignment with the strategic priorities set by Council.

b. Responsibility

Clear and aligned roles and responsibilities must be identified. This includes clear lines of accountability, clearly defined roles and responsibilities aligned to strategic outcomes, and appropriately classified roles based on desired outcomes. Any proposed organisational change must support accountability and role clarity. Position titles should give a clear indication of the responsibilities of the position.

c. Effectiveness

The efficient and effective management of resources is a key design principle. This includes the alignment of roles and functions to purpose and strategy, efficient allocation of resources, manageable spans of control, minimum levels of management and authority, and effective and timely decision making in support of day to day operations. Any proposed organisational change must support efficient and sustainable operations of Council.

d. Continuous Improvement

A collaborative workplace focused on continuous improvement will encourage cooperation and teamwork between teams and roles within the organisation. This encourages a focus on performance and efficiency. Any proposed organisational change must promote a culture of collaboration and a focus on continuous improvement.

e. Flexibility

As our community changes, so must our organisation maintain the flexibility necessary to respond and adapt to future growth and to changing and emerging service needs. Any proposed organisational change must continue to emphasis flexibility and agility.

2. Planning Organisational Change

The Chief Executive Officer is responsible under the Local Government Act for staffing issues, including the preparation of a staffing plan as part of the annual budget deliberations.

- a. The Staffing Plan, for the purposes of Section 103 of the Local Government Act, shall consist of
 - i. an organisational chart displayed by function and including the number of full time equivalent (FTE) staff carrying out this service;
 - ii. an organisational chart displayed by role and including reporting lines;
 - iii. a salaries and wages budget associated with resourcing the organisation.
- b. Where the Chief Executive Officer plans to restructure the organisation in a manner that increases the salaries and wages budget in the adopted Staffing Plan, substantially changes a service delivered by Council, or adds or subtracts an additional service, the CEO shall prepare a report to Council outlining how this change adheres to the Organisational Design Principles for approval by Council.
- c. Where the proposed organisational change has no nett effect on either the budget or on Council services, the Chief Executive Officer will report this change, including a description of how the Organisational Design Principles have been adhered to, for Council's information only.



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	Policy Review: Draft GOV01 Policy Framework and Draft GOV11 Common Seal
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/02/2024
Attachments:	A: Draft GOV01 Policy Framework B: Draft GOV11 Common Seal

Executive Summary

This report presents reviewed policies GOV01 Policy Framework and GOV11 Common Seal.

Recommendation

THAT Council:

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

Background

The policies mentioned above were due for review in late 2023. Both policies have now been reviewed with the following changes:

Policy	Changes
GOV01 Policy Framework	<ul style="list-style-type: none">• Definition of Senior Leadership and Executive Leadership teams provided.• Simplified clause 4.1.1.• Clause 4.2.4 amended for further clarity.• Simplified clause 4.8.• Minor formatting and grammar changes throughout the document.• Changes to position titles.
GOV11 Common Seal	<ul style="list-style-type: none">• No content changes.• Included the Common Seal Register into the associated documents.• Minor formatting changes to section 7.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Nil identified.

Community Engagement

Not applicable.



Name	GOV01 Policy Framework
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	20/11/2019 20/02/2024
Review Date	19/11/2023 19/02/2028

1. Purpose

This policy provides the framework under which policies are created and maintained at Litchfield Council. It contributes to the consistency, clarity, transparency and accountability of Councils decision making processes and service delivery.

2. Scope

This policy applies to all Council and Administrative Policies ~~and Procedures~~ developed and reviewed, which in turn relate to all Litchfield Council councillors and employees.

3. Definitions

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

Council Policy	<p>A policy requiring adoption by Council which;</p> <ul style="list-style-type: none"> • is mandatory by legislation • impacts external stakeholders to Council • impacts finances of Council • impact Elected Members themselves, or • provides strategic guidance or direction consistent with councils Strategic and Municipal plans.
Administrative Policy	<p>A policy adopted by the Chief Executive Officer which governs the conduct of Council Officers in the various internal operations of the organisation including but not limited to;</p> <ul style="list-style-type: none"> • human resources • information technology • records management or • workplace health and safety.

Procedure	<p>A procedure defines the actions required to apply or implement a policy. It outlines who will do what, the steps they need to take and the forms or documents they need to use.</p> <p>A procedure may just be a few bullet points or instructions. Sometimes they can be forms, checklists or flowcharts.</p>
Guidelines	<p>Guidelines are advisory in nature and provide additional information beyond a policy or procedure that are specific to staff operating in a special circumstance, situation or location.</p> <p>Guidelines are appropriate where a degree of flexibility is required to ensure the efficient and effective operation of a particular work area.</p>
<u>Electronic Document Management System (EDMS)</u> Intranet/ Document Management System	The technological system used at any one time for retaining current and archived documents for use by staff and Elected Members.
<u>Executive Leadership Team</u>	<u>Membership consists of the Chief Executive Officer and Directors.</u>
<u>Senior Leadership Team</u>	<u>Membership consists of managers, program leaders and/or representatives from work areas across Council.</u>

4. Policy Statement

- 4.1. Litchfield Council is committed to delivering good governance and transparency in Council operations. Policies developed under this framework are done according to the following principles:
- ~~4.2. Policies are developed within a holistic and hierarchical policy and procedural framework which logically accommodates all of Council's policies and underlying procedures to guide effective decision making and service delivery.~~
- 4.1.1. Policies and procedures are developed in accordance with a policy framework to guide effective decision making and service delivery.
- ~~4.2.1.~~ 4.1.2. A policy framework will create a common, consistent and timely process for the development and endorsement of policy and procedures which promotes alignment with the Council's values.

4.2.2.4.1.3. A policy framework will establish a common standard for the development of policy and procedure including the collection of adequate information to support implementation and review.

4.2.3.4.1.4. A policy framework will establish controls for the management and retention of the Council's policies within the Council's electronic document management system(EDMS).

4.2.4.4.1.5. A policy framework will establish a common standard for policy documents to ensure adequate information is collected to assist implementation and review through the Council's ~~electronic document management system (EDMS).~~

4.3.4.2. The Role of Policies

4.3.1.4.2.1. Policies are set by those in authority to approve them, and govern the conduct of those who are subject to this authority.

4.3.2.4.2.2. Policies adopted by Council govern the conduct of Council Officers, including the Chief Executive Officer, in the operations of Council. As Council is the authority, Council ~~is able to~~can, -by resolution, vary its own policy. Such policies may not override legislation and will not have effect where Council does not have authority provided under the Local Government Act.

4.3.3.4.2.3. Policies adopted by the Chief Executive Officer govern the conduct and operations of Council Officers, and do not have authority to bind Elected Members. Such policies may not override legislation and will not have effect where the Chief Executive Officer does not have authority provided either directly or under delegation from Council pursuant to the Local Government Act or other relevant legislation.

4.3.4.4.2.4. Policies empower or prohibit. Where the process of an organisational activity is to be specified, this can be documented in subsidiary guidelines, ~~processes or -and process documents which~~procedures which assist with compliance to the policy and can be altered from time to time as the Chief Executive officer or their delegate determines.

4.4.4.3. Policy Areas

4.4.1.4.3.1. Council Policies are approved by Council resolution adopting the policy.

4.4.2.4.3.2. Administrative Policies~~iesy~~ are approved by the Chief Executive Officer.

4.4.3.4.3.3. It is acknowledged that some policies whilst administrative in nature also fall within the ambit of Council. In these cases, Council adoption will prevail.

4.5.4.4. Policy Development and Adoption

4.5.1.4.4.1. The Chief Executive Officer is responsible for implementing an appropriate method for the numbering and classification of policies under this framework. Where minor adjustments to the administrative classification of policies is necessary and there are no material changes to the policy itself, the Chief Executive Officer is delegated the authority to make these adjustments.

4.5.2.4.4.2. All Council Policies developed under this framework are to be made available to the public via Council's website and in Council offices.

4.5.3.4.4.3. All policies are to be developed using the policy template located in the ~~Document Management System~~ EDMS and written in plain, concise English.

4.5.4.4.4.4. All technical terms used in the policy are to be defined in the Definitions section of the policy.

4.5.5.4.4.5. All new and amended policies are to be classified as either a Council Policy or an Administrative Policy.

4.5.6.4.4.6. When developing policy, staff are expected to engage appropriately with relevant stakeholders.

4.5.7.4.4.7. All new or amended Council Policies are to go before Council for adoption. If required by legislation, or if a policy will have a significant and direct impact on the community, the adoption process will include a public exhibition phase. This phase will include placing an advertisement in the local paper; making the draft Council Policy available on Council's website and at Council's office; collating and reporting to Council on any public submissions made, and, final adoption by resolution of Council.

4.5.8.4.4.8. All new or amended Administrative Policies are to be endorsed by the relevant Committee and/or ~~Executive Management~~ Senior Leadership Team and the Executive Leadership Team prior to being approved by the Chief Executive Officer.

4.5.9.4.4.9. The CEO shall sign and date all new and reviewed Administrative policies and forward to the ~~Governance and Risk Advisor~~ Policy and Governance Program Leader for inclusion in the policy register. Once signed this becomes the current version of the policy.

4.6.4.5. Policy Review

4.6.1.4.5.1. As a minimum, policies are to be reviewed at least every four years to ensure they remain relevant.

4.6.2.4.5.2. If there is a change in legislation that then requires an amendment to the relevant policy, this must be undertaken as soon as possible.

4.6.3.4.5.3. The ~~Governance and Risk Advisor~~ Policy and Governance Program Leader will coordinate the annual policy review timetable and contact appropriate officers.

4.6.4.4.5.4. At times, minor amendments to policies may be required due to changes to formatting or organisational structure changes. This does not include changes to content. These can be authorised by the ~~Executive Management Tea~~ Chief Executive Officer for Council policies.

4.6.5.4.5.5. Approval and Review Summary

Policy Type	Description	Consultation	Approval	Review
Council	Relates to Council's intent regarding a service, functions or activities that	Key external <u>and</u> <u>internal</u> stakeholders	Recommended by the Executive Management <u>Leadership Team</u>	Term of the Council, unless otherwise stated <u>At least every 4 years unless</u>

	have an external / community focus	Public exhibition where required	Approved by Council	<u>prompted by a legislative change or new compliance requirement</u>
Administrative	Relates to an operational issue, focusing on internal functions and activities and intended for use within the organisation	Relevant staff <u>Senior Leadership Team</u>	Endorsed by the Executive <u>Management Leadership</u> Team Approved by the Chief Executive Officer	At least every 4 years unless prompted by a legislative change or new compliance requirement

4.7.4.6. Rescinding Policies

4.7.1.4.6.1. A Council Policy can only be rescinded by resolution of Council.

4.7.2.4.6.2. An Administrative Policy can only be rescinded by the Chief Executive Officer.

4.7.3.4.6.3. If a policy is to be rescinded, a report must be presented to the Executive Management Leadership Team outlining the reasons for this recommendation.

4.7.4.4.6.4. Once approved, the policy must be removed from where it may be publicly or internally viewed, and the Policy Register updated.

4.8.4.7. Responsibilities

Governance and Risk Advisor <u>Policy and Governance Program Leader</u>	<ul style="list-style-type: none"> • Maintain a current Council Policies Library on Council's website. • Maintain a current Administrative Policies Library on Council's intranet / document management system. <u>EDMS.</u> • Maintain an accurate and up-to-date Policy Register. • Notify responsible officers of policies requiring review. • Maintain an archive of all previous versions and rescinded policies.
Managers	<ul style="list-style-type: none"> • Develop, maintain and review relevant policies as required. • Prepare Council Reports relating to adopting or rescinding a Council Policy. • Organise consulting the public and the public exhibition of policies where required. • Ensure the policy is implemented. • Ensure relevant staff are aware of the policy. Where required, retain signatory evidence that the policy has been read and understood.

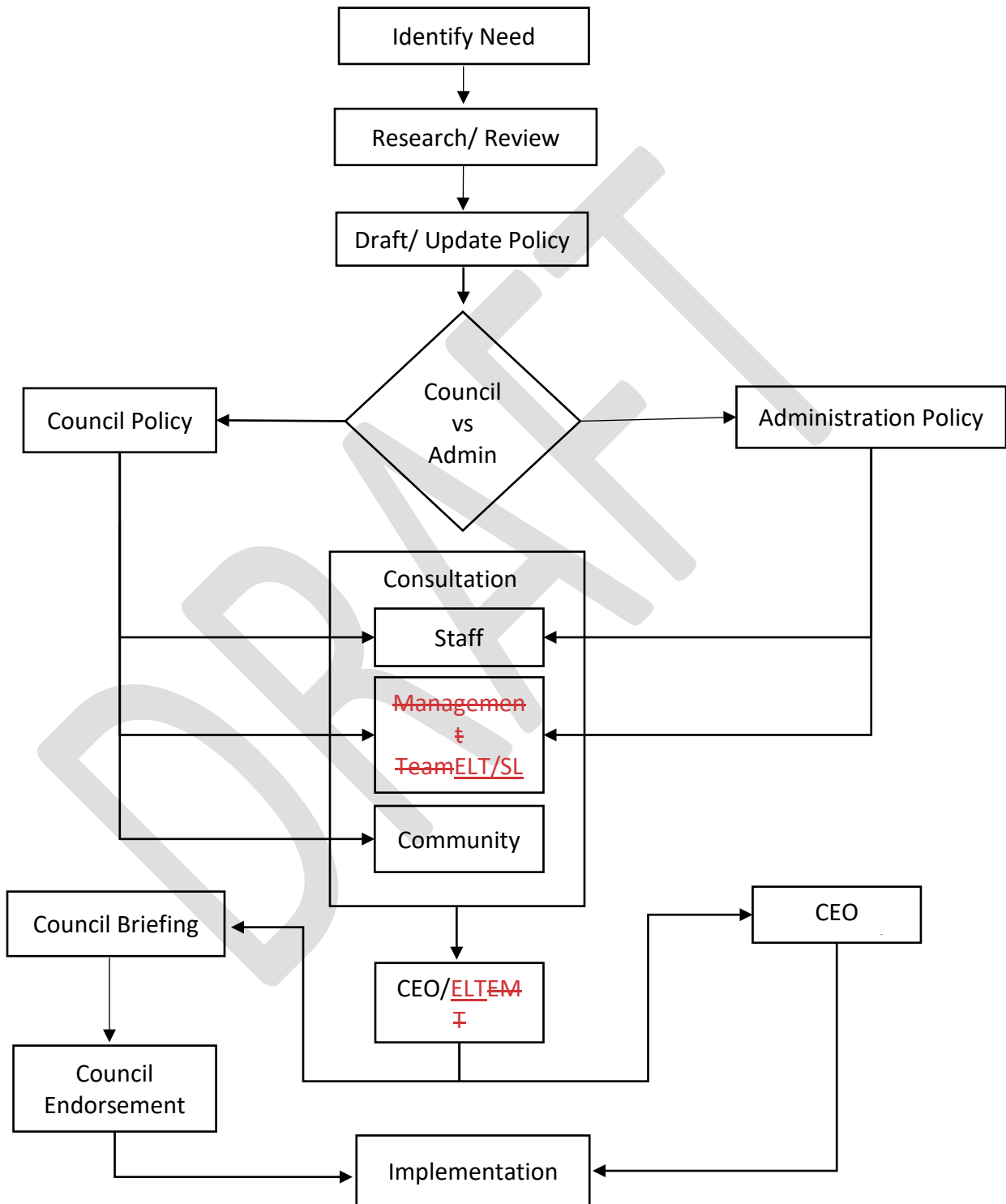
4.9.4.8. Classifying Policies

~~In order to make managing policies, procedures and guidelines in the Policy Register, documents~~Policies will be given a classifying code and number by the Policy and Governance Program Leader. ~~The number or next available number to be given to your document, and further advice regarding classifying a document is to be obtained from the Governance and Risk Advisor.~~

The following table is provided for guidance:

Type of Document	Work Area	Classifier
Policy	Community	COM
	Corporate	COR
	Finance	FIN
	Governance	GOV
	Human Resources	HR
	Infrastructure	INF
	Regulatory	REG
	Thorak Regional Cemetery	CEM
	Work, Health & Safety	WHS

Policy Development, Review and Adoption Flowchart



5. Associated Documents

Litchfield Council Policies

Policy Template

Procedure Template

6. References and Legislation

Northern Territory Local Government Act 2019

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
25/06/2008	LC01 Amended policy – Decision PA08/AP/002
01/10/2009	LC01 Amended Policy – Decision PA09/PR/001
11/10/2012	LC01 Amended Policy – Decision PA12/PR/003
15/10/2015	GOV01 Amended Policy – Change of name
16/11/2016	GOV01 amended policy – Decision 16/0249
15/11/2017	Amended policy – Decision 1718/099
20/11/2019	Policy reviewed – review schedule. Decision No. 1920-099
20/02/2024 <u>20/02/2024</u>	<u>Policy reviewed, minor content changes to clause 4.1.1, 4.2.4 and 4.8. Minor grammar and formatting changes made. Changes to position titles.</u>

Common Seal **POLICY GOV11**

Name	GOV11 Common Seal
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/09/2019 20/02/2024
Review Date	18/09/2023 19/02/2028

1. Purpose

The purpose of this Policy is to regulate the use of Council's Common Seal and prohibit unauthorised use of the Common Seal or any device resembling the Common Seal as required by the *Local Government Act* of the Northern Territory.

2. Scope

This policy applies to all documents which require the affixing of Litchfield Councils' Common Seal

3. Definitions

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

Common Seal	The Common Seal of Litchfield Council
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4. Policy Statement**4.1. Location of the Common Seal**

- 4.1.1. The Common Seal shall remain in the safe at the Litchfield Council Office, to be removed only by the Chief Executive Officer or their delegate for the purpose of signing and sealing Council contractual documents.

4.2. Use of the Common Seal

- 4.2.1. The use of the Common Seal is only to take place pursuant to the relevant section of the Local Government Act.
- 4.2.2. The use of the Common Seal is only to take place through a resolution of Council.
- 4.2.3. The Mayor and Chief Executive Officer (or those duly appointed to act in these roles, as occurs from time to time) are designated as signatories with regard to the Common Seal.
- 4.2.4. The Chief Executive Officer is required to maintain a register containing all instances in which the Common Seal has been used.

5. Associated Documents

~~Nil~~ Common Seal Register

6. References and Legislation

Northern Territory Local Government Act 2019

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/09/2019	Update to current template and remove reference to Local Government Act section
15/09/2015	Changed to reflect that the Mayor and CEO are to be the only authorised signatories. Removal of a list of documents requiring the Common Seal and insertion of a generic term to ensure all documents are covered
14/11/2013	New Policy
<u>15/09/2015</u>	<u>Changed to reflect that the Mayor and CEO are to be the only authorised signatories. Removal of a list of documents requiring the Common Seal and insertion of a generic term to ensure all documents are covered</u>
<u>19/09/2019</u>	<u>Update to current template and remove reference to Local Government Act section</u>
<u>20/02/2024</u>	<u>Policy reviewed, minor formatting changes and no content changes.</u>



COUNCIL REPORT

Agenda Item Number:	13.01.05
Report Title:	Local Government Code of Conduct Panel Summary Decision
Author & Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/02/2024
Attachments:	Nil

Executive Summary

This report is provided in accordance with Section 81 of the NT Local Government Regulations 2021, whereby the Chief Executive Officer, or their delegate, is required to table a summary of any decision from a Breach of Code of Conduct Complaint.

Applicant: Mr Stephen Hoyne, Chief Executive Officer

Respondent: Councillor Mathew Salter

Recommendation

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

Background

A complaint was received by the Director Corporate and Community on Tuesday 31 October 2023 regarding an alleged Breach of Council Code of Conduct relating to an incident that purportedly occurred on 17 October 2023.

Under Section 124(3)(b) of the *NT Local Government Act 2019* the Respondent requested the complaint be referred to the Prescribed Corporation Panel.

On 5 February 2024, Council received the Local Government Code of Conduct Panel's Summary Decision dated 30 November 2023 stating that:

"The panel summarily rejects the complaint, on the basis that it is lacking in substance".

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act NT 2019

Litchfield Council Code of Conduct for Elected Members EM02 Policy

Litchfield Council Breach of Code of Conduct GOV19 Policy

Risks

Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – January 2024
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/02/2024
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 January 2024.

Background

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

Media and Communications

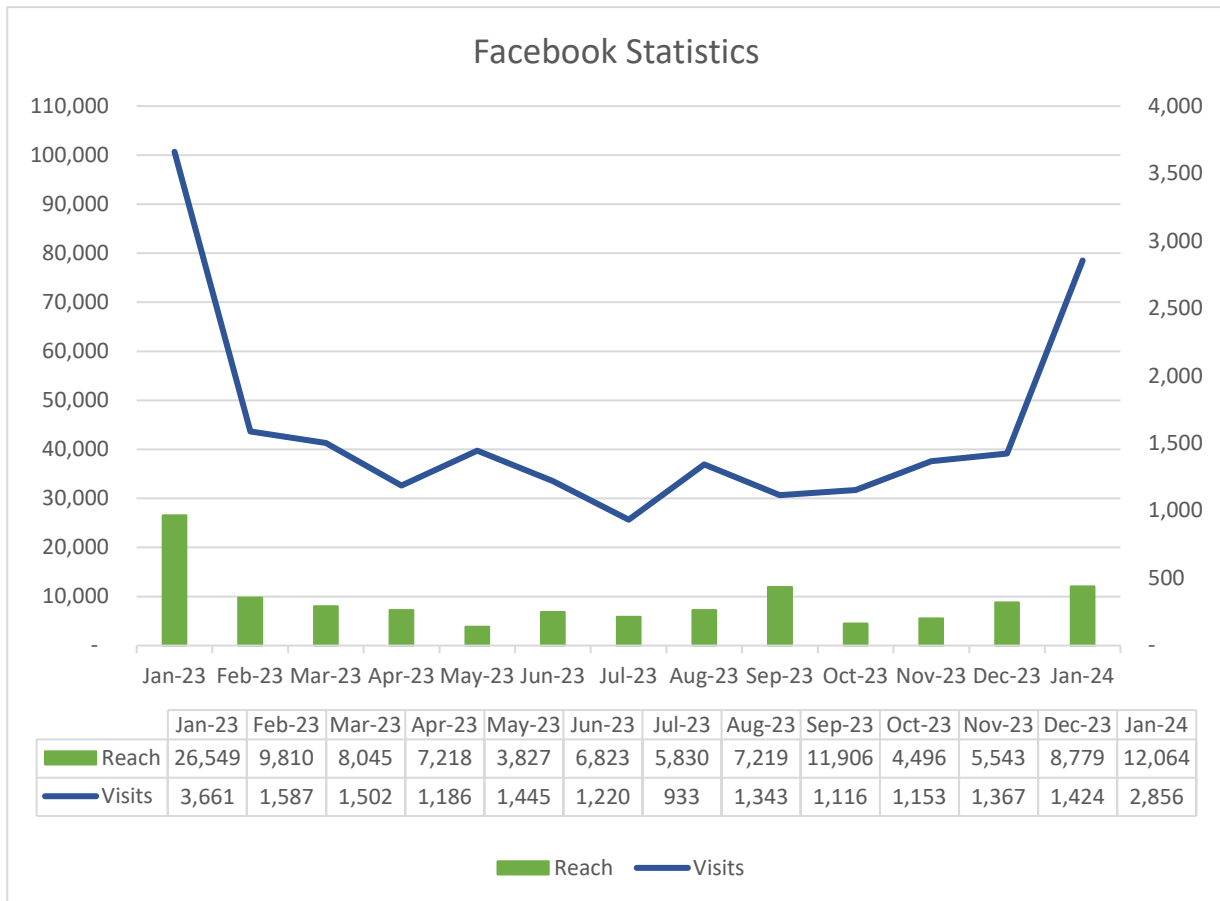
Facebook Reach

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

Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, marketing promotion, or your page rules. The page received 48 new 'likes' over the reporting period.

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



Website Users

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

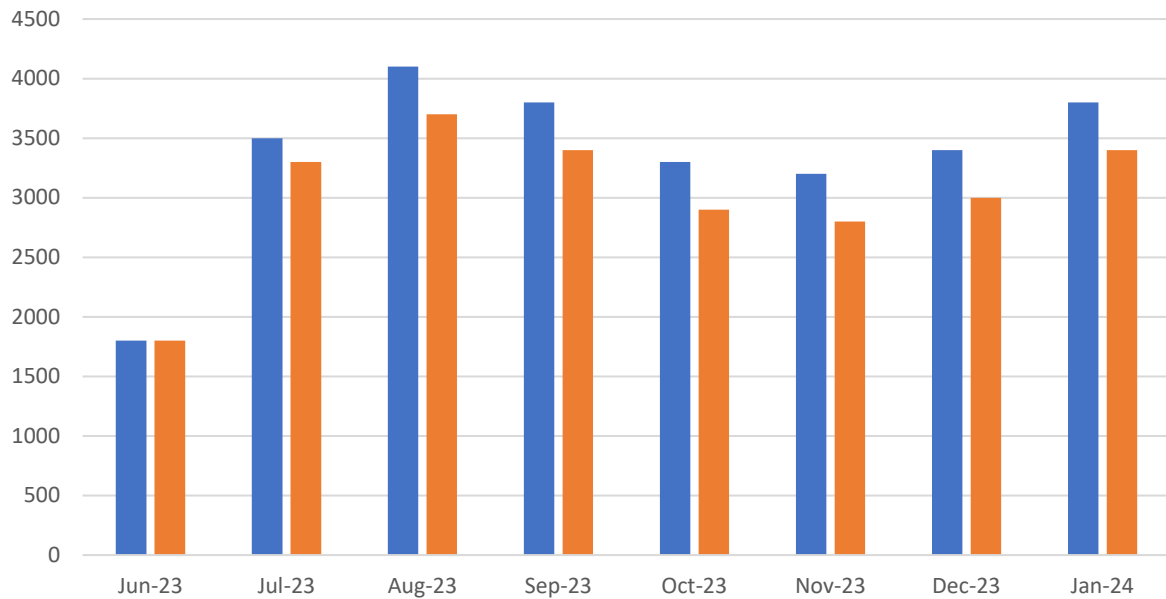
Website New Users

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

Page Views

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

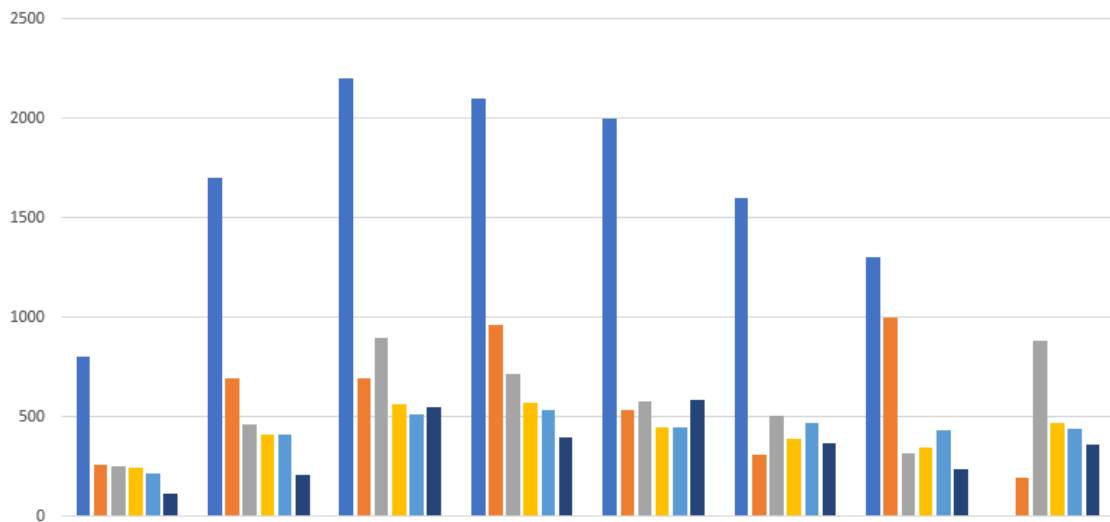
Users



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Users	1800	3500	4100	3800	3300	3200	3400	3800
New Users	1800	3300	3700	3400	2900	2800	3000	3400

■ Users ■ New Users

Page Views



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24
Welcome to Litchfield	802	1700	2200	2100	2000	1600	1300	1.7
Pay Online	256	694	693	959	533	308	1000	193
Waste Transfer Stations	252	461	893	711	577	503	315	881
Search	243	412	559	572	446	390	343	466
Contact Us	215	411	514	535	443	471	431	442
Current Vacancies	113	210	548	397	587	369	237	360

■ Welcome to Litchfield ■ Pay Online ■ Waste Transfer Stations ■ Search ■ Contact Us ■ Current Vacancies

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

Recreation Reserves

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

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

Project Updates

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

Location	Project	Status
Howard Park Recreation Reserve	Footpath extension, Carpark, and Fencing Upgrades	Not Started The preliminary concept drawings for the upgrades were shared with the HPRR Committee on October 2, following the committee meeting. The plans were also tabled at the December committee meeting. Feedback received has been conveyed to the Director of Infrastructure and Operations. Project quotations have been received and being assessed for award. Project timeline will be confirmed on award.
Humpty Doo Village Green	Lighting upgrade	Not Started LRCI grant funding approval is still being sort for all Phase 4a and b projects.
Humpty Doo Village Green	Cenotaph Upgrades	Not Started The lack of clarity regarding the scope and proposal of this grant has resulted in a delay in moving forward with the project. A meeting has been scheduled involving the Community Participation Officer, a representative from the Litchfield Lions Club, and the CEO to explore additional ideas and avenues for advancing the project.

Location	Project	Status
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	Not Started LRCI grant funding approval is still being sort for all Phase 4a and b projects.
Southport Mira Square	BBQ Facilities and Shade	The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback. The Community Participation Officer has verified both the location and the preferred design, as determined by the committee. Following consultation, a preliminary project plan has been formulated and subsequently submitted to the Director of Infrastructure for review. LRCI grant funding approval is still being sort for all Phase 4a and b projects.
Freds Pass Sport and Recreation Reserve	Reserve Asset Renewal	This includes the recent resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. An initial meeting has occurred with the show organisers to run through their wish list to determine a scope for the works in the palm garden area.

Youth and Community Engagement

Taminmin Library has successfully finalised the grant application for Youth Week activities. Originally, plans for these activities involved establishing a dedicated youth activation space, often referred to as a 'chill out zone,' in a central area within the municipality. The initial choice for this space was the Coolalinga shopping centre. However, upon presenting the idea to the centre's management, it was declined due to concerns about youth crime, which they perceived as a deterrent." The Community Participation Officer and Library Program Leader are currently in discussions surrounding alternative options for youth week activities.

Stakeholder Engagement

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

Australia Day 2024

Australia Day was held in the Freds Pass Market Shed on Friday 26th January. Despite the weather conditions in the days leading up to the event, the day unfolded successfully. Fortunately, the morning remained rain-free, allowing the festivities to proceed with a reasonable turnout. Attendance numbers were lower than the previous year, likely influenced by the weather.

The set-up on the day before was adjusted to accommodate any inclement weather. Both the Rotary Club and Lions Club of Litchfield were present, overseeing the breakfast preparations and managing the lamington/morning tea stand. The flag-raising ceremony was conducted by the Humpty Doo Scouts, while the St. Francis of Assisi choir performed the national anthem. In addition, this year we had representatives from the Virginia Bees Creek Volunteer Fire Brigade onsite promoting volunteer sign-ups. Kids activities included a jumping castle, petting zoo, arts, and crafts tables.

In the citizenship ceremony, a total of 16 new citizens were officially announced. The Litchfield Council citizens of the year were recognized and honoured, alongside the recipients of student awards for academic commendation. The achievements of the winners were acknowledged through social media posts, and photographs capturing the highlights of the day.

Art Exhibition Update

Darwin Community Arts are excited to return to the Humpty Doo Village Green for this year's art exhibition, opening on the 22 March with the exhibition open over the weekend of 23 and 24 March 2024. Feedback from last year's event indicated the suitability of the space due to its size and location.

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

Taminmin Library

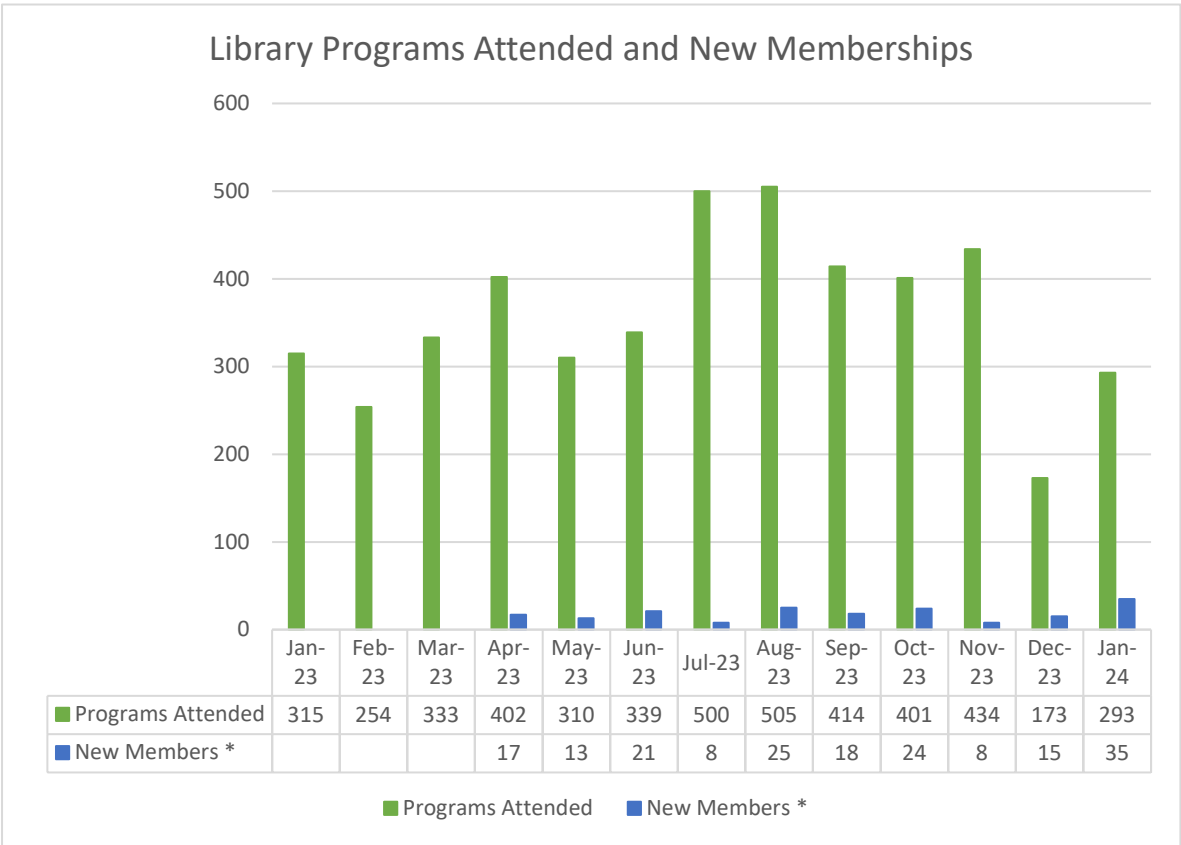
Visitors to the Library

The library had 1,776 visitors in January 2024 and was open for 163.5 hours. The previous month of December 2023 compared at 1,323 visitors and was open for 137.5 hours. The library had 1,684 visitors for month of January 2023, in the previous year. The graph on the following page displays this data for the current month with a monthly comparison to the same time prior year.



Library Programs and Memberships

There were 18 program activities delivered across a variety of community demographics, with a total attendance of 293 participants. In the same period last year, the library had 315 attendees across the various programs. Thirty-five new people joined the library during January 2024. January 2023 saw 15 programed activities with 315 attendees.



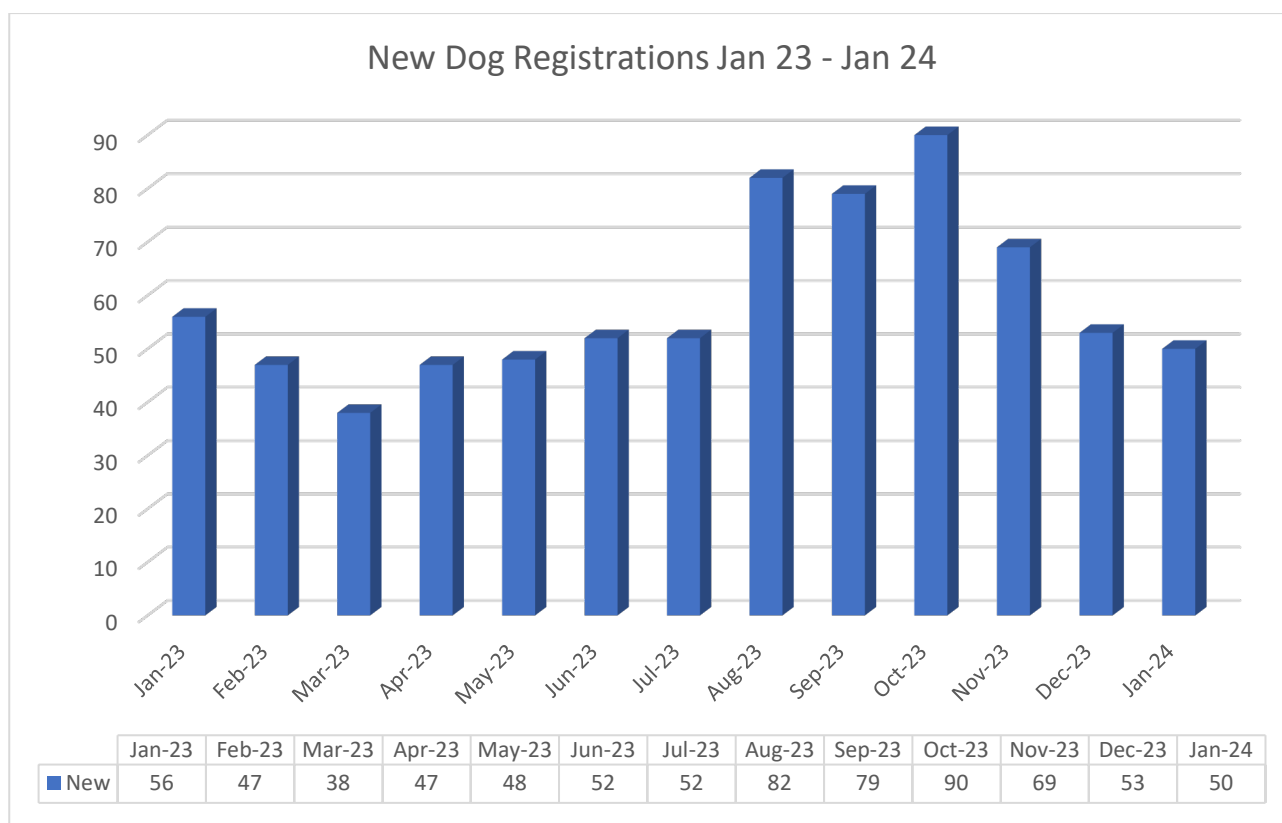
Library Disruptions

Only one service interruption for the month of January 2024. A power outage occurred for the general area (schools and shops in Humpty Doo area) for 2¼ hours on Tuesday 16 January. Despite this, the library did not close and items were borrowed via a manual system. The power was reinstated before air conditioning and other workplace requirements became an issue.

Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in January 2024 was 50, 3 less than the previous month and less than the average of 63.6 per month for the previous 12 months. In comparison, 56 new registrations were obtained for the same time last year.

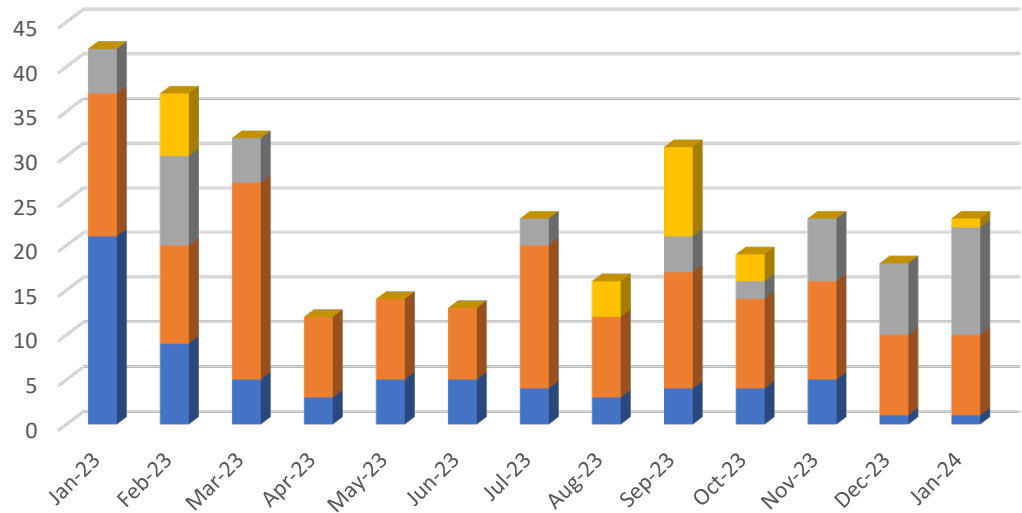


Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 23 dogs impounded in January, 5 more than the previous month and less than the average of 25.25 for the previous 12 months. In comparison, there were 42 impounds in January 2023, the highest over the past 12 months.

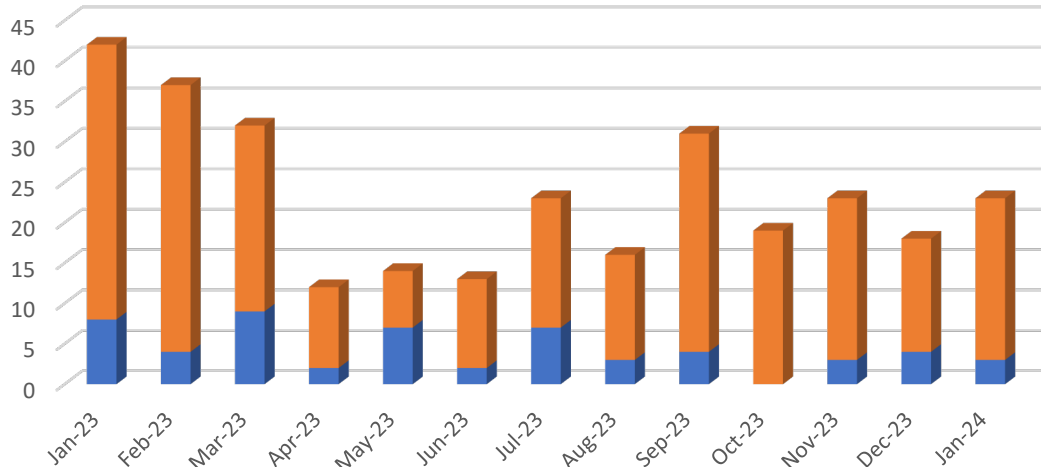
From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figures are a consequence of dogs that are not considered suitable for rehoming due to temperament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

Impounded Dogs and Outcome Jan 23 - Jan 24

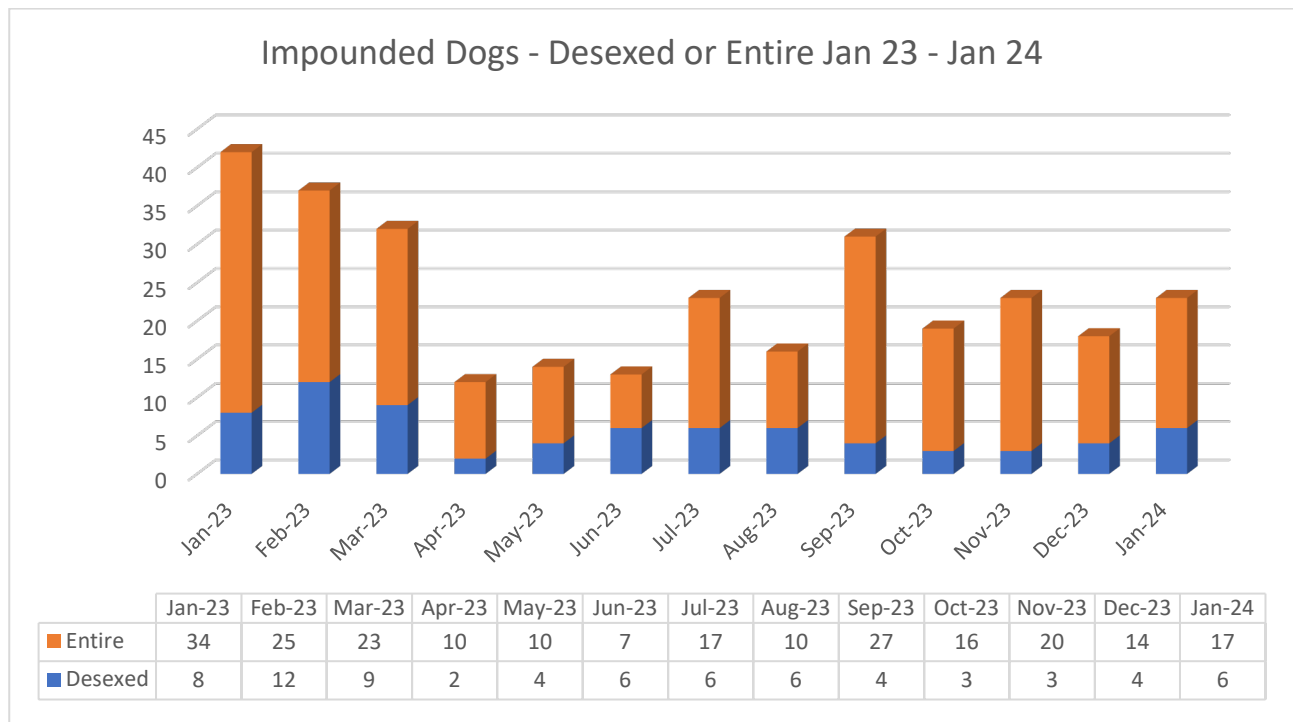


The number of dogs impounded and identified as either registered or not registered over the past 12 months can be seen below. 82% of dogs impounded over the last 12 months were not registered at the time of impounding. The majority of dogs registered at the time of impounding typically were already registered from a previous impounding.

Impounded Dogs Registration Status Jan 23 - Jan 24

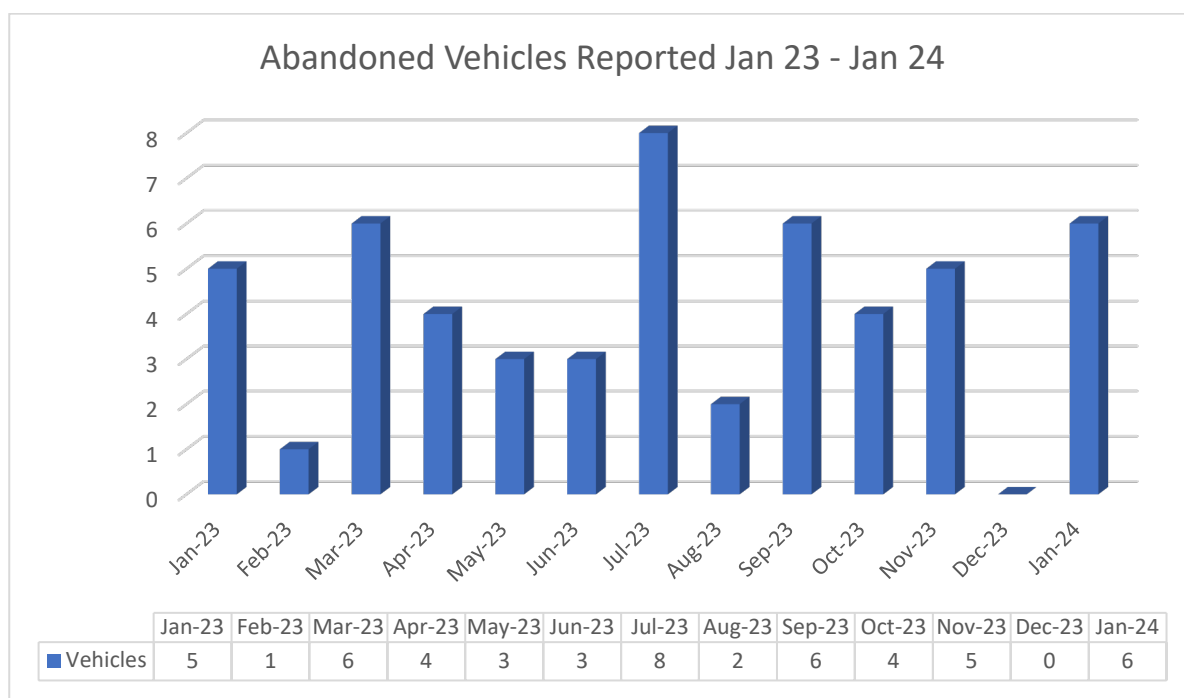


The reproductive status of dogs impounded over the last 12 months indicates 76% have not been desexed, as per the graph below. This clearly demonstrates entire dogs are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment and Council's encouragement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



Abandoned Vehicles

While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were 6 reports made to Council of abandoned vehicles in January 2024, which is under the average for the previous 12 months of 4.4 per month, and one more than for the same time last year. As shown below, there is no particular trend or pattern that can be identified.



Links with Strategic Plan

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

Legislative and Policy Implications

COR01 – Media Policy

COR02 – Community Engagement Policy

GOV16 – Compliance and Enforcement Policy

COM03 – Sport and Recreation Policy

COM01 – Youth Policy

Risks

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

Community Engagement

Not applicable for the operational report.

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



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes
Author:	Ashleigh Young, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/02/2024
Attachments:	A: Knuckey Lagoon Recreation Reserve Management Committee Minutes Thursday 1 February 2024 Unconfirmed B: Howard Park Recreation Reserve Management Committee Minutes Monday 5 February 2024 Unconfirmed

Executive Summary

The purpose of this report is to provide the minutes of the Knuckey Lagoon and Howard Park Recreation Reserve Management Committee meetings.

Recommendation

THAT Council:

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

Background

In accordance with Section 101(4) of the Local Government Act 2019, the minutes for meetings of Council committees are required to be tabled at the following Council meeting. There are no recommendations requiring Council decisions arising from either Committee's minutes.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Compliance with the Local Government Act 2019.

Risks

Service Delivery

Failure to comply with Council's regulatory obligations could negatively impact on the Council's reputation.

Governance

Failure to provide committee meeting minutes to Council and making them available to the public via Council's website, would place Council's commitment to regulatory compliance at risk.

Community Engagement

Reserve committees, such as Knuckey Lagoon and Howard Park Recreation Reserve committees, provide Council with regular opportunities to engage with the community for the betterment of Councils reserves.



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 1/02/2024

Meeting held commencing 5:45pm
at Knuckey Lagoon Recreation Reserve

Ashleigh Young, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve
on Thursday 1 February, 2023 at 5:45pm

Attendees

Rachel Wright	North Ward Councillor & Deputy Mayor (Chair)
John Fuller	Top End Gem and Mineral Club
Millie Feeney	Berrimah Scouts
Ashleigh Young	Community Participation Officer

1 Opening of Meeting

5.50 pm

2 Apologies and Leave of Absence

Saramat 'Tou' Ruchkaew	NT Thai Association
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3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: John Fuller

Seconded: Millie Feeney

THAT the minutes of the previous Committee Meeting held on Thursday 07 December 2023 be confirmed.

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
6/4/2023	Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy	Cr. Wright	Cr Wright to raise with Council	On hold
4/8/2023	NT Thai Association – Expansion	Council – CPO	Previous business case to be circulated to members for feedback.	Completed (08/2023)
30/10/2023		Council – CPO	CPO to inform NT Thai Association to re-submit the proposal to the current sitting council. The initial proposal was presented to the previous council.	Ongoing
01/02/2024	Storage Fee's	Council – CPO	Community Participation Officer has committed to approaching the CEO to explore the potential for waiving or reducing the storage fees. TEGC and Scouts have expressed their concerns over covering costs.	Request sent to CEO(02/02/2024)
01/02/2024	Electricity Charges	Council – CPO	Council / CPO to investigate electricity charges for KLRR since October 2023.	Ongoing
01/02/2024	Recruiting New Committee members	Council – CPO	Community Participation Officer will approach Top End 4WD Club to offer a spot on the KLRR committee. CPO to also follow up on EOI submitted by Adina Poole of the TEGC.	Ongoing

6 Presentations

Nil.

7 Accepting or Declining Late Items

Nil.

8 Officers Reports

8.01 Bi-Monthly Operation & Finance Report

Finance

Community Participation Officer to Investigate Electricity Charges since October 2023. KLRR runs off Solar and therefore charges are likely due to increased usage and/or electrical fault.

Repairs and Maintenance

The following items were considered a priority:

Item	Action	Status
Indoor Flagpole	Attach a new pulley system to an indoor flagpole.	Rope and pulley purchased by Berrimah Scouts. CPO to request the contractor to attach the rope.

Moved: John Fuller

Seconded: Rachel Wright

THAT the Committee receives and notes the Bi-Monthly Operational Report.

CARRIED

9 Other Business

Nil.

10 Confidential Items

Nil.

11 Close of Meeting

Meeting closed at 6:21 pm. The next meeting is scheduled for Thursday, 4 April 2024 at 5:45pm.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 5/02/2024

Meeting held commencing 5:15pm
At Howard Hall, Howard Park Recreation Reserve
325 Whitewood Road, Howard Springs

Ashleigh Young, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

**Held in the Howard Hall, Howard Park Reserve
on Monday, 5 February 2024 at 5:15pm**

1 Opening of Meeting

5:19 pm

The chair acknowledged the Larrakia People as the traditional owners of the land on which we meet.

Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Ashleigh Young	Community Participation Officer (CPO)
Gerry Wood	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident, Member for Nelson

2 Apologies and Leave of Absence

Gerard Rosse	Resident
Fletcher Austin	Resident
Evan Johns	Howard Springs Scouts

3 Disclosures of Interest

Nil

4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 4 December 2024

Moved: Maxine Way

Seconded: Mathew Salter

CARRIED

5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Main goal is to get feedback from current user groups and residents to determine any suggestions for improvements via a Community survey (have your say) to scope ideas from the community about future projects.	CPO to scope ideas to get the "have your say" survey underway.	Not started
05/02/2024	Remove Graffiti from BMX track	CPO to recruit contractors to remove graffiti. This is outside of the Mobile Workforce capabilities at this stage.	CPO	Quotes received for sandblasting. CPO to also request a quote for removal using chemicals.
05/02/2024	Water Bubbler Pipe	Reported damage to water bubbler pipe was checked following the meeting. CPO confirmed water bubbler is working fine and has no damage.	CPO	Completed.
05/02/2024	Boundary Fence	Scope quotes for a new boundary fence on the Hamilton Roadside of the oval. Garrison-style fencing like village green	CPO	Not Started

6 Presentations

Nil

7 Accepting or Declining Late Items

Nil

8 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Gerard Maley

Seconded: Gerry Wood

THAT the Bi-Monthly Operation Report be received and noted.

CARRIED

9 Other Business

Nil

10 Next Meeting

Monday 8 April 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

11 Close of Meeting

6:15 pm



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	National General Assembly of Local Government 2024
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/02/2024
Attachments:	Nil

Executive Summary

The purpose of this report is to seek Council approval for the Mayor and Chief Executive Officer to attend the National General Assembly of Local Government in Canberra in June 2024.

The Australian Local Government Association (ALGA) holds a National General Assembly of Local Government at the National Convention Centre in Canberra each year. Mayors and Chief Executive Officers from councils across Australia attend this annual event with some councils supporting several elected members to attend from the one organisation.

Recommendation

THAT Council:

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

Background

The ALGA holds a National General Assembly each year. This year, the Assembly will be held in Canberra from 2 to 5 July 2024.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for local councils to develop and express a united voice on core issues affecting their communities, with access to influential federal government decision makers at both the political and departmental level.

Financial Information

The cost of attending the NGA is estimated to be **\$4,350** per delegate comprising the following:

• Early Bird Registration	\$900
• Regional Development Forum	\$225
• General Assembly Dinner	\$175
• Accommodation (5 nights' accommodation)	\$1,200
• Flights	\$1,200
• Incidentals (taxis etc.)	\$150
• Meals	\$500
TOTAL	\$4,350

The 2023/2024 Budget provides for the Mayor and Councillors (Members Courses Seminar & Conference Registrations) and the CEO (Courses Conferences and Seminars) to attend this type of local government event.

Individual Councillors can apply for Professional Development Allowance (subject to claims made and balances available to date).

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

EM05 Council Member Allowance and Support Policy – Professional Development

Risks

Nil identified.

Community Engagement

Not applicable.



COUNCIL REPORT

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

Executive Summary

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

Recommendation

THAT Council:

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

Background

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

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

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

Links with Strategic Plan

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

Legislative and Policy Implications

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

Risks

Financial

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

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

Community Engagement

Not Applicable.



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report January 2024
Author:	Jaimie O'Connor, Business Support Officer (Planning)
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	20/02/2024
Attachments:	Nil

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 January 2024 to 31 January 2023. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	0
Clearances for Development Permit Conditions	3
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	13

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

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report January 2024

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	0
Planning applications supported, subject to specific issues being adequately addressed	0
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>

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

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

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

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

No. Building Certification Applications
9

WORKS PERMIT APPLICATIONS

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

No. Works Permit Applications
13

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Install a new anode bed for a cathodic protection system	23 Affleck Road ACACIA ...	24/01/2024	12/02/2024
road closure is requested to northbound traffic on Thorngate Road	220 Thorngate Road HOL...	24/01/2024	04/03/2024
Power Pole replacement with use of EWP to access pole tops	255 Bastin Road HOWAR...	22/01/2024	09/02/2024
clearance pole replacement utilising EWP under stop slow	290 Bees Creek Road BE...	22/01/2024	07/02/2024
Stolen earth replacement with use of drill rig.	85 Coral Road HERBERT ...	19/01/2024	08/02/2024
Service upgrades to households and poles with use of EWP to access pole tops	6 Mango Road GIRRAWA...	18/01/2024	07/02/2024
Water repair with road crossing.	15 Lovelock Road BEES C...	13/01/2024	18/01/2024
Power Supply to Sub Division	116 Gallacher Road GIRR...	10/01/2024	23/01/2024
Overhead Maintenance - Replace Damaged Line Pole	108 Currawong Drive HO...	10/01/2024	01/02/2024
Overhead Maintenance - Bridging Insulator replacement	105 Farrar Road KNUCKE...	09/01/2024	25/01/2024
HV Splice replacements	55 McMinns Drive MCMIN...	09/01/2024	25/01/2024
Power Supply Upgrade	25 Edelsten Road HOWA...	09/01/2024	23/01/2024
Stolen earth replacement with use of drill rig on Stow Road and Langton Road	154 Stow Road HOWARD...	03/01/2024	16/01/2024

Links with Strategic Plan

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

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 February 2024

14 Other Business

15 Confidential Items

15.01 Confirmation of Confidential Minutes

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

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

15.02 Rates in Arrears – in excess of two years

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

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

15.03 Application for Write-Off of Rates Charges

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

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

15.04 Code of Conduct Complaints – Status Update

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

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

15.05 Remuneration Tribunal Determination 1 of 2024 – Embargoed Copy

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

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

15.06 NTCAT Orders – Case Number 2023-04224-CT

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

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

16 Close of Meeting