



AGENDA

33rd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 21 MAY 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 21 May 2024

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

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

- 4.01 Elected Members
- 4.02 Staff

5. Public Questions

5.01 Rural Potters Association – Site at Freds Pass Reserve

Question: Angela Agostini, Secretary Rural Potters Association

The Rural Potters Association wishes to inform the Litchfield Shire Council that a number of its representatives would like to attend the monthly shire council meeting on Tuesday 21 May 2024 to seek an update on a site at Fred's Pass Reserve for a Potters Studio and to continue this discussion.

5.02 Holtze Development Area April 2024

Question: Plaxy Purick – Holtze Development Area April 2024

What is the modelling for the intensive urbanisation of the Holtze Development area within Litchfield Council Municipality?

Is it going to be planned exactly like another Palmerston or is it going to be developed with a transition from rural living to urbanisation?

How will the Council manage the rubbish?

How will the Council be rating these new lots?

Will Council be creating another Community Hall to accommodate the additional thousands of people?

Will the recreational areas align with Litchfield's mission statement priorities or Palmerston's?

Where within the Strategic Plan 2022-2025 priorities does this urbanisation of Holtze fit? I ask because it doesn't align with Litchfield Councils Strategic Plan.

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 16 April 2024, 15 pages; and
- Ordinary Confidential Council Meeting held Tuesday 16 April 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 April 2024 at 6:00pm

| | | |
|----------------|---|---|
| Present | Doug Barden Rachael Wright Andrew Mackay Kevin Harlan Emma Sharp Mathew Salter | Mayor (Chair) Deputy Mayor, Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward Councillor North Ward |
| Staff | Stephen Hoyne Rodney Jessup Ankit Pansal Ashleigh Young Debbie Branson | Chief Executive Officer Director Infrastructure and Operations HR and Records Management Program Leader (<i>electronically in part</i>) 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 6:04pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

3.2 Apologies

Moved: Cr Harlan

Seconded: Deputy Mayor Wright

THAT Council accept apologies from Cr Sidey.

CARRIED (6/0) ORD2024 11-073

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

Nil.

5. PUBLIC QUESTIONS

5.1 Draft Municipal Plan

Mr Marcus Schmidt raised the following question via a webform submission:

Regarding sealing of roads in Southport; the Draft Municipal Plan lists a budget item (P.26) for a 'Special Rate- Southport Road' impacting 71 properties - charge of \$5641.00 per property. Letter from LC dated 4 April 2024 was first advice of this proposed 'special rate' - which invites feedback on the "proposed special rates" with a closing date for submission by 26th May 2024.

Question: Can you please outline what consultation occurred with impacted ratepayers to advise that a 'Special Rate' would be levied, in advance of the road sealing decision?

Question: Is the letter to impacted ratepayers dated 4th April 2024 requesting feedback on the proposed 'Special Rate' redundant should the Draft Municipal Plan be endorsed with the 'Special Rate - Southport Road' included?

Response

Council follows a number of policies and legislation with regards to special rates. These include:

Section 238 of the Local Government Act 2019 states - Subject to this section, a council may, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates for a particular purpose (special rates).

Council's Sealing of Roads INF05 policy states at 4.2. Council may, pursuant to Section 238 Special Rates of the Act, apply an amount for each allotment to defray the cost of sealing a road, or part thereof, where there is a public benefit.

Council's Rating Policy FIN02 states at 4.5 Special Rates:

- 4.5.1 Council levies a special rate in accordance with the Act and in line with Council's INF05 Sealing of Roads policy to defray the cost of sealing a road, or part thereof.
- 4.5.2 The special rate is a fixed charge to a property and may vary based on the planning zone of the property.
- 4.5.3 Where a Special Rate is applied, it will be charged to properties bordering the relevant road or road section that is being sealed.
- 4.5.4 Properties bordering several roads will only be charged once and not for each road to ensure equal application of the Special Rate.
- 4.5.5 Council will consider longer payment timeframes for Special Rates considering the additional financial liability on ratepayers.

Council continuously improves Litchfield's roads for the municipality's benefit, and sealing roads, which may include a special rate, is part of this activity.

The current consultation period for Southport roads will provide an opportunity for feedback. The council will consider this feedback as it has with any previous feedback on the sealing of roads and special rates.

Previous communication with Southport residents provided by Litchfield Council has related to the specific road sealing project delivery details.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Wright
Seconded: Cr Sharp

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 19 March 2024, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 19 March 2024, 5 pages.

CARRIED (6/0) ORD2024 11-074

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Harlan
Seconded: Cr Mackay

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

CARRIED (6/0) ORD2024 11-075

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Refer to:

Confidential Item 15.07 Notice of Motion – Commonwealth Government \$10m Grant to Freds Pass

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 20 March 2024 to 16 April 2024.

CARRIED (6/0) ORD2024 11-076

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

An update will be provided during Confidential Item 15.06 – CEO Performance Appraisal and Remuneration Review Committee – 9 April 2024.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – March 2024

Moved: Cr Harlan
Seconded: Cr Sharp

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

CARRIED (6/0) ORD2024 11-077

13.01.02 People, Performance and Governance Report – March 2024

Moved: Deputy Mayor Wright
Seconded: Cr Harlan

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

CARRIED (6/0) ORD2024 11-078

13.01.03 Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034

Moved: Cr Harlan
Seconded: Deputy Mayor Wright

THAT Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2024-2025 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) Local Government (General) Regulations 2021;
2. endorse the draft Municipal Plan 2024-2025 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2024-2025, including special rates, as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024;
4. endorse the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as at Attachment B for the purposes of public exhibition and consultation;
5. advertise the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024; and
6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

CARRIED (6/0) ORD2024 11-079

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report March 2024

Moved: Cr Sharp
Seconded: Cr Mackay

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

CARRIED (6/0) ORD2024 11-080

13.02.02 Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Council Representatives

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council:

1. lift the motion from the table for consideration; and
2. appoint Cr Sidey, Cr Mackay and Cr Salter to the Chief Executive Officer Performance Appraisal and Remuneration Review Committee together with the existing Council representatives' Mayor Barden, Cr Wright, Cr Sharp and Cr Harlan.

CARRIED (6/0) ORD2024 11-081

13.02.03 Australia Day Awards Selection Panel Revised Terms of Reference

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council:

1. adopt the revised Terms of Reference for the Australia Day Awards Selection Panel, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

CARRIED (6/0) ORD2024 11-082

13.02.04 Appointment of Deputy Mayor

Moved: Mayor Barden
Seconded: Deputy Mayor Wright

THAT Council appoint Councillor Harlan as Deputy Mayor for an eight-month period ending at the ordinary meeting held in December 2024.

CARRIED (6/0) ORD2024 11-083

13.02.05 Breach of Code of Conduct Complaint – 21 October 2024 – Summary Decision

Moved: Cr Mackay

Seconded: Cr Harlan

THAT Council receive and note the Breach of Code of Conduct Complaint – 21 October 2024 – Summary Decision report.

CARRIED (6/0) ORD2024 11-084

13.02.06 Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension

Moved: Deputy Mayor Wright

Seconded: Cr Sharp

THAT Council:

1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2025 - 2027, commencing with base-level funding of \$10,000 per annum for 2024 – 2025 with any additional funding to be considered during the 2025/26 budget process; and
3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.

CARRIED (6/0) ORD2024 11-085

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report April 2024

Moved: Cr Harlan

Seconded: Cr Salter

THAT Council:

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

CARRIED (6/0) ORD2024 11-086

14. OTHER BUSINESS

Nil.

15. CONFIDENTIAL ITEMS

Moved: Cr Sharp
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 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 Moving of Confidential Items to Open

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

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

15.03 Appointment of Independent Member to RMAC

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

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

15.04 Code of Conduct Complaints – Status Update

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

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

15.05 Breach of Code of Conduct Complaint – 5 March 2024

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

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

**15.06 Chief Executive Officer Performance Appraisal and Remuneration Review
Committee Minutes – 9 April 2024**

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

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

15.07 Notice of Motion - Notice of Motion – Commonwealth Government \$10m Grant to Freds Pass

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

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

CARRIED (6/0) ORD2024 11-087

The meeting moved to Confidential Session at 6:57pm.

Moved: Cr Mackay
Seconded: Cr Harlan

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

CARRIED (6/0) ORD2024 11-094

The meeting moved to Open Session at 7:22pm.

Items moved from Confidential:

15.02 Moving of Confidential Items to Open

THAT Council:

1. resolves to move the confidential resolutions as listed in Attachment A to public; and
2. make public this resolution and the listing of resolutions as at Attachment A.

| Resolution Number | Date | Title | Resolution |
|-------------------|------------|---|--|
| ORD2023 11-030 | 21/02/2023 | Operational Service Review | THAT that Council support the proposed operational changes to the Organisation Structure. |
| ORD2023 11-046 | 21/03/2023 | Correction of Assessment Record | THAT Council: 1. approve the Correction of the Assessment Record; and 2. approve the write-off rates and charges for, noting minor variances may occur dependant on discharge date: a. Assessments 10101293 totalling \$6,638.53; b. Assessments 10101285 totalling \$5,408.99; and c. Assessments 10109155 totalling \$5,408.99. |
| ORD2023 11-047 | 21/03/2023 | Risk Management Audit Committee Unconfirmed Confidential Minutes - 22 February 2023 | THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 22 February 2023 meeting, as at Attachment A. |
| ORD2023 11-109 | 20/06/2023 | Risk Management Audit Committee Unconfirmed Confidential Minutes – 31 May 2023 | THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 31 May 2023 meeting, as at Attachment A. |
| ORD2023 11-127 | 18/07/2023 | Humpty Doo Village Green Fencing | THAT Council: 1. obtain three (3) written quotes containing a detailed scope; 2. authorises the expenditure of up to \$60,000 for the cost of replacing and |

| | | | |
|----------------|------------|---|--|
| | | | upgrading the existing back boundary fence at the Humpty Doo Village Green Recreational Reserve. |
| ORD2023 11-145 | 15/08/2023 | Order of Business | <p>THAT Council:</p> <ol style="list-style-type: none"> 1. invite Acting Chief Executive Officer, Susan Watson and Manager Legislation and Policy, Doreen Alusa from the Local Government Unit, Department of the Chief Minister and Cabinet; and 2. change the order of business to bring item 15.05 – Council Representation Selection forward for consideration. |
| ORD2023 11-146 | 15/08/2023 | Council Representation Selection | THAT Council lay the matter on the table. |
| ORD2023 11-175 | 19/09/2023 | Risk Management Audit Committee Meeting Unconfirmed Confidential Minutes 6 September 2023 | THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 6 September 2023 meeting, as at Attachment A. |
| ORD2023 11-177 | 19/09/2023 | Development Consent Authority Nominations December 2023 | <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receive and note correspondence from the Minister for Infrastructure, Planning and Logistics dated 15 August 2023, as at Attachment A; 2. nominate the following persons to the Litchfield Division of the Development Consent Authority: First Nomination: Cr Emma Sharp Second Nomination: Cr Rachael Wright Third Nomination: Mayor Doug Barden Fourth Nomination: Cr Mark Sidey 3. inform the Development Consent Authority of these nominations; and 4. make public this resolution following official appointment by the Minister for Infrastructure, Planning and Logistics. |

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| ORD2023 11-179 | 19/09/2023 | Sale of Land - 80 Southport Road and 84 Southport Road | <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the disposal of Section 2584 (80) Southport Road, Hundred of Cavenagh and Section 2583 (84) Southport Road, Hundred of Cavenagh through select tender notified on the Council website; and 2. delegate to the Chief Executive Officer the power to determine sale price, not less than the land value, as determined by an independent valuation. |
| ORD2023 11-180 | 19/09/2023 | Change the Order of Business | THAT Item 15.08 Breach of Code of Conduct Complaint be brought forward for consideration prior to Item 15.07 Workplace Matter. |
| ORD2023 11-198 | 17/10/2023 | Order of Business | THAT Council change the order of business and move item 15.07 Humpty Doo Village Green Operating Hours forward for discussion. |
| ORD2023 11-200 | 17/10/2023 | Potential Breach of Local Government Act | THAT Council receive and note the Potential Breach of Local Government Act report. |
| ORD2023 11-220 | 21/11/2023 | Order of Business | THAT Council move items 15.06 Award Contract – RFT23-365 Maintenance of Pavement Repairs New Works and 15.10 Award Contract Variation – RFT23-329 LRCI Program – Southport Roads Upgrades forward for consideration. |
| ORD2023 11-223 | 21/11/2023 | Risk Management Audit Committee Unconfirmed Confidential Minutes – 25 October 2023 | THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 25 October 2023 meeting, as at Attachment A. |
| ORD2023 11-224 | 21/11/2023 | Humpty Doo Village Green Operating Hours | THAT Council receive and note the Humpty Doo Village Green Operating Hours report. |
| ORD2023 11-226 | 21/11/2023 | 2023-24 Annual Community Grants | <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receive and note the unconfirmed Community Grants Committee meeting Minutes of 10 October 2023, at Attachment A and approve the allocation of the 2023-24 Annual Community Grant funds totalling \$33,188.73 comprising the following: <ol style="list-style-type: none"> a. Berry Springs Playgroup – Install New portable shelving \$992.20 b. Berry Springs Recreation Reserve Inc. – Various community events. <p>Funding allocated on the condition that quotes are provided to confirm the budget</p> |

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| | | | <p>breakdown. \$5000.00</p> <p>c. Darwin and Rural Poultry Club – Purchase new exhibition cages. \$1090.00</p> <p>d. Humpty Doo Bowls Club - Replacement of fans and lighting upgrade \$3264.03</p> <p>e. Landcare NT – Native Flora, Fauna, and Biodiversity Science Education Program Funding conditional upon confirmation of the quote provided by Landcare NT in application. \$4999.50</p> <p>f. Southern Districts Crocs Football Club Inc– Purchasing New equipment (Fridge, Computer, ice vests, etc.) Funding conditional upon provision of supporting quotes to justify the cost of “Medical tape”. If the quotation is unacceptable, the final grant funding will be reduced by \$1216.00. \$5000.00</p> <p>g. Southport Progress Association – Purchase of new Fridge & Freezer for Community Hall. \$3753.00</p> <p>15.03 2023-24 Annual Community Grants (Continued)</p> <p>h. Top End Gem Club – Purchase of new cabbings equipment. \$4090.00</p> <p>i. Darwin Rural Carols by Candlelight Committee (DRCCC) \$5000.00</p> <p>2. resolve to make the resolution public from 1 December 2023 to allow notification to applicants.</p> |
| ORD2023 11-229 | 21/11/2023 | Code of Conduct Complaints – Status Update | <p>THAT Council:</p> <p>1. receive and note the Code of Conduct Complaints – Update report; and</p> <p>2. acknowledge that a separate report will be forthcoming to the Ordinary Council Meeting scheduled for 12 December 2023 in regard to the Salter vs Fletcher decision.</p> |
| ORD2023 11-245 | 12/12/2023 | Code of Conduct Complaints – Status Update | <p>THAT Council receive and note the Code of Conduct Complaints – Status Report.</p> |

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| ORD2023 11-246 | 12/12/2023 | Australia Day Awards Panel Meeting Minutes | <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the Awards Panel's recommendation that Melanie McMurdie be awarded the 2024 Litchfield Citizen of the Year title; 2. approve the Awards Panel's recommendation that Isabella Mairou be awarded the 2024 Litchfield Young Citizen of the Year title; 3. approve the Awards Panel's recommendation that Rotary Club of Litchfield & Palmerston Inc. "Eat Up Project" be awarded the 2024 Litchfield Community Event of the Year; 4. confirm the Australia Day Awards Panel Meeting Minutes 6 December 2023 (Attachment A); 5. determine that this report remain confidential with the exception of Attachment A which will be uploaded to the Council website after 26 January 2024; and 6. determine that the resolution be made public after 26 January 2024. |
| ORD2024 11-014 | 16/01/2024 | Code of Conduct Complaints – Status Report | THAT Council receive and note the Code of Conduct Complaints – Status Report. |
| ORD2024 11-039 | 20/02/2024 | Code of Conduct Complaints – Status Report | THAT Council receive and note the Code of Conduct Complaints – Status Report. |
| ORD2024 11-061 | 19/03/2024 | Risk Management and Audit Committee Unconfirmed Confidential Minutes - 25 October 2023 | THAT Council receive and note the Risk Management Audit Committee unconfirmed confidential minutes from 29 February 2024 meeting, as at Attachment A. |
| ORD2024 11-063 | 19/03/2024 | Code of Conduct Complaints - Status Report | THAT Council receive and note the Code of Conduct Complaints – Status Report. |
| ORD2024 11-064 | 19/03/2024 | Order of Business | THAT Council change the order of business and bring forward Items 15.07 Award Contract – RFT23-375 Guys Creek Road Upgrade and Item 15.08 Award Contract – RFT23-414 Reseal Various Roads for consideration. |

15.03 Appointment of Independent Risk Management Audit Committee Member

THAT Council:

1. appoints Shane Smith as independent member of the Risk Management and Audit Committee for a term of four years, ending 31 December 2027; and
2. makes public this resolution from this report in the open minutes of the Council meeting.

17. CLOSE OF MEETING

The Chair closed the meeting at 7:22pm.

18. NEXT MEETING

Tuesday 21 May 2024.

MINUTES TO BE CONFIRMED

Tuesday 21 May 2024.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

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| In Progress |
| Completed |

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|------------|
| Ongoing |
| 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"> proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and note that this is an administrative process only and there is no commitment by Council to construct the road. | 19/07/2022 | DIO | In Progress Contract has been received from the proponent and is being assessed. |
| ORD2023 11-093 | Cost to maintain the eight owned Council reserves THAT Council: <ol style="list-style-type: none"> engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and receive the report prior to the first 2023-2024 Budget Review Meeting. | 20/06/2023 | DIO | Ongoing Council have supported the proposed timeline to provide individual asset management plans for all Council reserves. Data updating is progressing. |

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

THAT Council

| | | | | | |
|-------------------|----|--|------------|-----|--|
| ORD2023 11-121 | 1. | appoints Mr John Fuller and Ms Millie Feeney and reappoints Mrs Tou Samarat to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 3 August 2023; | 18/07/2023 | CEO | In progress Letters distributed. Vacancy for the committee has been advertised through social media and updated on the Litchfield council website. |
| | 2. | writes to Mr John Fuller, Ms Millie Feeney and Mrs Tou Samarat to inform them of Council's decision; | | | |
| | 3. | writes to Mr Rus Swan and Ms Cate-Linne Fraser to thank them for their commitment to the reserve and committee; and | | | |
| | 4. | advertises for nominations to the two vacancies for a community member and a community representative (not representing a User Group) on the Knuckey Lagoon Recreation Reserve Management Committee. | | | |

Freds Pass Reserve Expansion

THAT Council:

| | | | | | |
|-------------------|----|---|------------|-----|--|
| ORD2023 11-142 | 1. | adopt the Freds Pass Reserve land expansion concept to include: | 15/08/2023 | DIO | Part 1a,1b Ongoing Initial discussions to take place in May. Part 2 Ongoing Discussions to take place in meeting with PAWA in May. DIPL have shown signs of progressing the link adjacent the highway. Part 3 Ongoing Engaged consultant to prepare Development Application for consolidation for Point 3. |
| | 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. | | | |

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

Resolution Complete

Project updates to be provided in the Community Services monthly report.

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

Resolution Complete

Project updates to be provided through the monthly finance report.

Draft Municipal Plan 2024-2025 and Draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034

THAT Council:

1. adopt t a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2024-2025 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) Local Government (General) Regulations 2021;
2. endorse the draft Municipal Plan 2024-2025 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2024-2025, including special rates, as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024;
4. endorse the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as at Attachment B for the purposes of public exhibition and consultation;
5. advertise the draft Financial Management Strategy and Long-Term Financial Plan 2024-2025 to 2033-2034 as being available for public consideration, and invite public submissions during a period of 35 days from 22 April 2024 to 26 May 2024; and
6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

ORD 2024
11-079

16/04/2024 DCC

In Progress

Public Notice informing of pubic constation period placed in NT News edition of Monday 22 April.

Campaign to promote public consultation period commenced on Council's Website and Facbook page and will run for the duration of the submission period.

Chief Executive Officer Performance Appraisal and Remuneration Review Committee – Council Representatives

THAT Council:

1. lift the motion from the table for consideration; and
2. appoint Cr Sidey, Cr Mackay and Cr Salter to the Chief Executive Officer Performance Appraisal and Remuneration Review Committee together with the existing Council representatives' Mayor Barden, Cr Wright, Cr Sharp and Cr Harlan.

ORD 2024
11-081

16/04/2024 CEO

Complete

Register updated and circulated.

Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension

THAT Council:

1. acknowledge the contribution of the Palmerston and Litchfield Seniors Association in providing social opportunities and celebratory events for seniors living in the Litchfield Municipality;
2. continue to support the Palmerston and Litchfield Seniors Association with a three-year funding agreement 2025 - 2027, commencing with base-level funding of \$10,000 per annum for 2024 – 2025 with any additional funding to be considered during the 2025/26 budget process; and
3. advise the Palmerston and Litchfield Seniors Association that consideration of its application for an increase in funding for the second and third years of the agreement will be based on the provision of a budget identifying the need for such an increase.

ORD 2024
11-085

16/04/2024 CEO

In Progress

Awaiting return of Funding Agreement from other party.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 May 2024

7 **Petitions**

8 **Deputations and Presentations**

9 **Accepting or Declining Late Items**

10 **Notices of Motion**

10.01 Establish an Advocacy and New Initiatives Committee

11 **Mayor's Report**



NOTICE OF MOTION

| | |
|----------------------------|--|
| Agenda Item Number: | 10.01 |
| Report Title: | Establish an Advocacy and New Initiatives Committee |
| Attachments: | A: Draft Terms of Reference |

I, Councillor Emma Sharp, give notice that at the next Ordinary Council Meeting on 21 May 2024

I will move the following motion:-

MOTION

THAT Council establish an Advocacy and New Initiatives Committee, as per draft Terms of Reference attached at Attachment A.

REASON:

In order for Council to be fully engaged in the strategic advocacy focus and projects of the municipal plan, Council should keep track of a succinct priority list of these items to ensure all Elected Members are guiding the strategic direction of Council.

Committee meetings would enable members to recommend to Council, and discuss new initiatives or advocacy, as well as receive operational updates on progress of current projects and ideas.

These items are discussed during the budget workshop process currently. However, there is little time to fully appreciate the views of all Elected Members to capture actions required of Council, nor is there adequate update given specifically to past or current initiative or advocacy progress.

By creating this flexible forum, there is the opportunity to enhance the calibre of Council's delivery of support and progress for our community in Litchfield.

{14 May 2024}

Cr Sharp

**ATTACHMENT A**

Advocacy and New Initiatives Committee

Terms of Reference

Introduction

In order for Council to be fully engaged in the strategic advocacy focus and projects of the municipal plan, Council should keep track of a succinct priority list of these items to ensure all Elected Members are guiding the strategic direction of Council. This flexible forum gives Elected Members the opportunity to enhance the calibre of Council's delivery of support and progress in the community of Litchfield.

Purpose

The purpose of the Committee is to;

- receive updates on progress of existing advocacy and initiatives.
- discuss and recommend to Council a list of priority advocacy and initiatives to enhance the strategic direction of Council.

Status

This is a committee under Section 82 of the Local Government Act 2019. It is a committee appointed by Council for the purpose set out above.

Delegations

The committee has no delegated authority and cannot incur expenditure or bind Council. The committee may make recommendations to the Council. Recommendations of the committee will be presented to the Council in written form accompanied by a report from the Secretary.

Membership

The committee shall comprise a maximum of seven voting members, made up of:

- Litchfield Council Mayor (Chair).
- Two Councillors, South Ward.
- Two Councillors, North Ward.
- Two Councillors, Central Ward.



Term of Appointment

The Elected Members shall serve on the committee for the term of Council unless Council decides otherwise.

All committee members are required to be formally appointed by Council.

Meetings

The committee shall meet quarterly as necessary, with at least one meeting prior to budget and municipal plan confirmation annually, to consider new initiatives and advocacy suggestions for inclusion in this process.



COUNCIL REPORT

| | |
|---|------------------------|
| Agenda Item Number: | 11.01 |
| Report Title: | Mayor's Monthly Report |
| Author & Recommending Officer: | Doug Barden, Mayor |
| Meeting Date: | 21/05/2024 |
| Attachments: | Nil |

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 April 2024 to 21 May 2024.

Summary

| DATE | EVENT / MEETING |
|------------------|---|
| 17 April 2024 | NT Administration Reception – LGANT |
| 18-19 April 2024 | LGANT Conference |
| 18 April 2024 | LGANT Conference Dinner |
| 21 April 2024 | Darwin River Volunteer Bushfire Brigade Official Opening |
| 25 April 2024 | Veterans Australia ANZAC Day Dawn Service |
| 25 April 2024 | Lions Club ANZAC Day Service Humpty Doo Village Green |
| 27 April 2024 | Thailand Grand Festival and Grand Water Pouring Ceremony |
| 29 April 2024 | ABC Head Honcho Program |
| 7 May 2024 | Strategic Discussion and Briefing Session |
| 8 May 2024 | Holtze Media Announcement – onsite interview, Linco Road |
| 8 May 2024 | Berry Springs Water Advisory Committee – Meeting 3 |
| 13 May 2024 | Meeting with Hon Kezia Purick, MLA Goyder – Holtze Land Development |
| 14 May 2024 | CEO Performance Appraisal and Remuneration Review – meeting with Consultant |
| 14 May 2024 | Chief Ministers Address – NT Budget Release |
| 14 May 2024 | CEO Performance Appraisal and Remuneration Review – Committee Meeting |

| DATE | EVENT / MEETING |
|-------------|--|
| 17 May 2024 | Australian Honours and Awards Investiture Ceremony |
| 21 May 2024 | NT Grants Commission Presentation and Tour |
| 21 May 2024 | Community Forum and Ordinary Meeting of Council |

Recommendation

THAT Council receive and note the Mayor's monthly report for the period of 17 April 2024 to 21 May 2024.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 May 2024

12 Reports from Council Appointed Representatives

| Meeting | Representative |
|--|----------------|
| CEO Performance Appraisal and Remuneration Review Committee (Confidential) | Mayor |
| Knuckey Lagoon Recreation Reserve Committee Meeting - 18 April 2024 | Cr Wright |
| Howard Park Recreation Reserve Committee Meeting - 8 April 2024 | Cr Salter |

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – April 2024
- 13.01.02 People, Performance and Governance Report – April 2024
- 13.01.03 Budget Review 2 – 2023/2024
- 13.01.04 Draft FIN01 Asset Disposal

13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – April 2024
- 13.02.02 Municipal Plan 2023-2024 Quarterly Performance Report
- 13.02.03 Sponsorship Request – Acacia Hills Motocross Association Coaching for NT Thunder Motocross Team
- 13.02.04 Too Much Stuff Market Partnership
- 13.02.05 Knuckey Lagoon and Howard Park Recreational Reserve Management Committee Minutes

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report – April 2024

13.03.02 Rail Trail Naming
 Late report – to be issued under separate cover



COUNCIL REPORT

| | |
|--|---|
| Agenda Item Number: | 13.01.01 |
| Report Title: | Litchfield Council Finance Report – April 2024 |
| Author & Recommending Officer | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: Litchfield Council Finance Report – April 2024 |

Executive Summary

This report presents the Litchfield Council Finance Report for 30 April 2024. Budget 2023/24 figures have been updated with adopted first budget review movements.

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

The Balance Sheet has been updated in accordance with 2022/23 audited financial statements and Financial Reserves has been updated with budget review one figures.

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

Recommendation

THAT Council note the Litchfield Council Finance Report for 30 April 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**

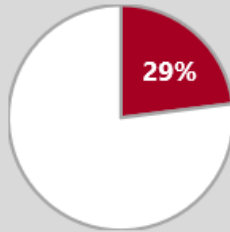


Finance Report

April 2024

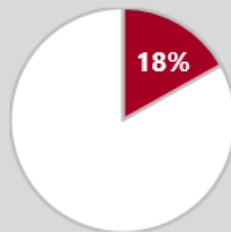
APR 2024

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 4.23m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.87m Outstanding
Municipal Plan Target – <18%
(Less than 2.9mn)

\$ 18.14m

OPERATIONAL REVENUE

\$21.68m Budget – 84% Target Achieved

\$ 11.62m

OPERATIONAL EXPENSES

\$16.86m Budget – 68.9% Spent

\$ 6.52m

OPERATING SURPLUS

Budget \$ 4.82m

\$ 1.14m

CAPITAL REVENUE

\$ 5.94m Budget

\$ 4.23m

CAPITAL EXPENSES

\$ 14.68m Budget

\$ (3.09)m

CAPITAL DEFICIT

Budget (\$ 8.74m)

RATIOS

29% Asset Sustainability
Target 30% and more

18% Rates Outstanding
Target less than 18%

84% Own Source Revenue Ratio
Target 60% and more

5.94 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1

| | |
|--------------|--------------|
| Not Achieved | Not Achieved |
| Not Achieved | Not Achieved |
| Achieved | Achieved |
| Achieved | Achieved |
| Achieved | Achieved |

Current Cash Investments

\$ 28.83m

0 of 18

Budgeted Capital Programs
2023/24
\$0.382m Spent (5.93%)

0 of 9

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

18 of 27

Carry Forward Programs
from 2022/23-\$3.36m Spent
(72.59%)

\$16.38m

Budgeted Cash
Reserves June 2024

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

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

Table 1.1 Monthly Income and Expenditure Statement

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|--|-----------------------|-----------------------|-----------------------------------|-----------------------|
| OPERATING INCOME | | | | |
| Rates | 15,535,376.96 | 14,706,885.00 | (828,491.96) | 14,706,885.00 |
| Charges | 172,706.75 | 145,833.33 | (26,873.42) | 175,000.00 |
| Fees and Charges | 1,984,439.66 | 1,611,880.83 | (372,558.83) | 1,934,257.00 |
| Operating Grants and Subsidies | 507,119.97 | 3,295,320.00 | 2,788,200.03 | 3,954,384.00 |
| Interest / Investment Income | 1,388,296.86 | 641,666.67 | (746,630.19) | 770,000.00 |
| Other Income | 194,288.83 | 116,666.67 | (77,622.16) | 140,000.00 |
| TOTAL OPERATING INCOME | 19,782,229.03 | 20,518,252.50 | 736,023.47 | 21,680,526.00 |
| OPERATING EXPENDITURE | | | | |
| Employee Expenses | 5,392,031.85 | 5,986,824.17 | 594,792.32 | 7,184,189.00 |
| Materials and Contracts | 5,538,167.37 | 7,250,724.17 | 1,712,556.80 | 8,700,869.00 |
| Elected Member Allowances | 209,160.38 | 284,166.67 | 75,006.29 | 341,000.00 |
| Elected Member Expenses | 51,608.70 | 41,468.33 | (10,140.37) | 49,762.00 |
| Council Committee & LA Allowances | 4,315.00 | 8,333.33 | 4,018.33 | 10,000.00 |
| Council Committee & LA Expenses | - | - | - | - |
| Depreciation, Amortisation, and Impairment | 7,795,833.33 | 7,795,833.33 | - | 9,355,000.00 |
| Accumulated Depreciation | 4,770.49 | - | - | - |
| Interest Expenses | - | - | - | - |
| Other Expenses | 419,367.84 | 482,779.17 | 63,411.33 | 579,335.00 |
| TOTAL OPERATING EXPENDITURE | 19,415,254.96 | 21,850,129.17 | 2,439,644.69 | 26,220,155.00 |
| OPERATING SURPLUS / DEFICIT | (1,277,503.37) | (1,331,876.67) | (1,703,621.22)² | (4,539,629.00) |

Table 1.2 Monthly Operating Position

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-------------------------|------------------------|------------------------|------------------------|
| BUDGETED OPERATING SURPLUS / DEFICIT | 66,974.07 | (1,331,876.67) | (59,143.78) | (4,539,629.00) |
| Remove NON-CASH ITEMS | | | | |
| Less Non-Cash Income | - | - | - | - |
| Add Back Non-Cash Expenses | 7,795,833.33 | 7,795,833.33 | - | 9,355,000.00 |
| TOTAL NON-CASH ITEMS | 7,795,833.33 | 7,795,833.33 | - | 9,355,000.00 |
| Less ADDITIONAL OUTFLOWS | | | | |
| Capital Expenditure | (4,229,971.78) | (12,234,035.83) | (8,004,064.05) | (14,680,843.00) |
| Borrowing Repayments (Principal Only) | - | - | - | - |
| Transfer to Reserves | - | (4,012,809.17) | (4,012,809.17) | (4,815,371.00) |
| Other Outflows | - | - | - | - |
| TOTAL ADDITIONAL OUTFLOWS | (4,229,971.78) | (16,246,845.00) | (12,016,873.22) | (19,496,214.00) |
| Add ADDITIONAL INFLOWS | | | | |
| Capital Grants Income | 746,423.00 ³ | 4,951,985.83 | 4,205,562.83 | 5,942,383.00 |
| Prior Year Carry Forward Tied Funding | - | - | - | - |
| Other Inflow of Funds | 321,352.00 ⁴ | - | (321,352.00) | - |
| Sale of Assets (including trade-ins) | 75,635.77 ⁵ | - | (75,635.77) | - |
| Transfers from Reserves | - | 7,282,050.00 | 7,282,050.00 | 8,738,460.00 |
| TOTAL ADDITIONAL INFLOWS | 1,143,410.77 | 12,234,035.83 | 11,090,625.06 | 14,680,843.00 |

¹ Numbers in statements may include minor rounding differences.

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

³ Portion of LRCI Phase 4 Grant Income.

⁴ Developer Contributions Income.

⁵ Sale of Motor Vehicle Assets.

| | | | | |
|------------------------|--------------|--------------|----------------|---|
| NET OPERATING POSITION | 5,076,246.39 | 2,451,147.50 | (2,629,869.38) | - |
|------------------------|--------------|--------------|----------------|---|

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 | 30.00 ⁶ | - | - |
| Corporate | 78,539.97 ⁷ | - | - |
| Information Services | 67,673.07 | - | - |
| Finance & Customer Service | 13,527,628.00 | 12,888,107.00 | 104.96% |
| Infrastructure & Assets | 494,296.84 | 3,174,678.00 | 15.57% ⁸ |
| Waste Management | 3,593,164.02 | 3,561,428.00 | 100.89% |
| Community | 168,062.89 | 125,034.00 | 134.41% ⁹ |
| Community - Library | 304,659.28 | 308,099.00 | 98.88% |
| Mobile Workforce | - | - | - |
| Regulatory Services | 173,383.00 | 175,000.00 | 99.08% ¹⁰ |
| Thorak Cemetery | 1,374,791.96 | 1,448,180.00 | 94.93% |
| TOTAL REVENUE | 19,782,229.03 | 21,680,526.00 | 91.24% |
| EXPENSES | | | |
| Council Leadership | 738,939.51 | 1,249,071.00 | 59.16% |
| Corporate | 464,808.74 | 661,633.00 | 70.25% |
| Information Services | 428,432.18 | 700,136.00 | 61.19% |
| Finance & Customer Service | 1,423,227.61 | 1,953,380.00 | 72.86% |
| Infrastructure & Assets | 1,929,976.11 | 3,959,748.00 | 48.74% |
| Waste Management | 2,542,574.58 | 3,353,811.00 | 75.81% ¹¹ |
| Community | 1,580,450.98 | 1,882,873.00 | 83.94% ¹² |
| Community - Library | 373,843.97 | 353,062.00 | 105.89% ¹³ |
| Mobile Workforce | 880,428.90 | 1,218,406.00 | 72.26% |
| Regulatory Services | 475,070.54 | 473,496.00 | 100.33% ¹⁴ |
| Thorak Cemetery | 781,668.51 | 1,059,539.00 | 73.77% |
| TOTAL EXPENSES | 11,619,421.63 | 16,865,155.00 | 68.90% |
| OPERATING RESULT | 8,162,807.40 | 4,815,371.00 | 169.52% |

⁶ Includes FOI receipt income.

⁷ Includes Insurance claims received.

⁸ Budgeted Operational Grants income yet to be received.

⁹ Includes Cash for Can Income.

¹⁰ Includes Annual Dog Registration Income.

¹¹ Maintenance Costs increased.

¹² Includes full year reserve payments.

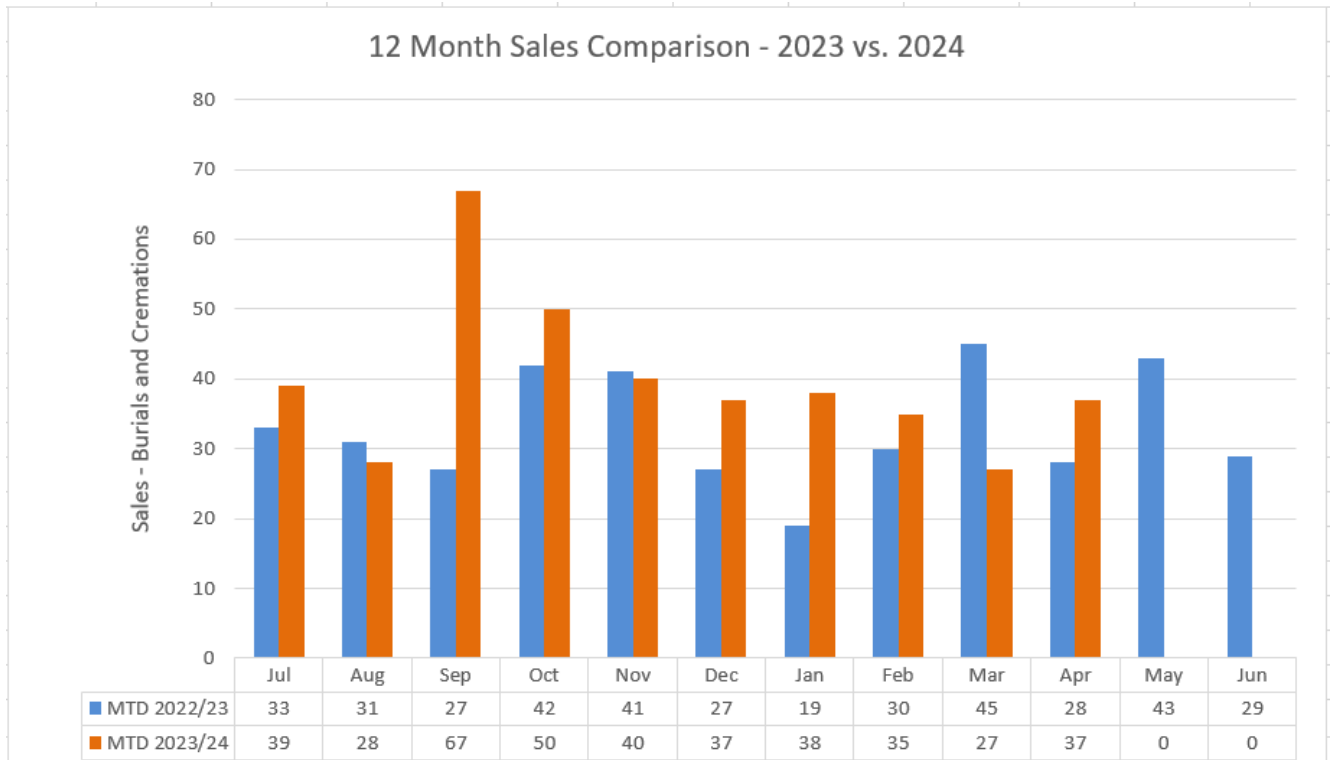
¹³ Includes Program running cost during school holidays.

¹⁴ Due to vet cots increased substantially.

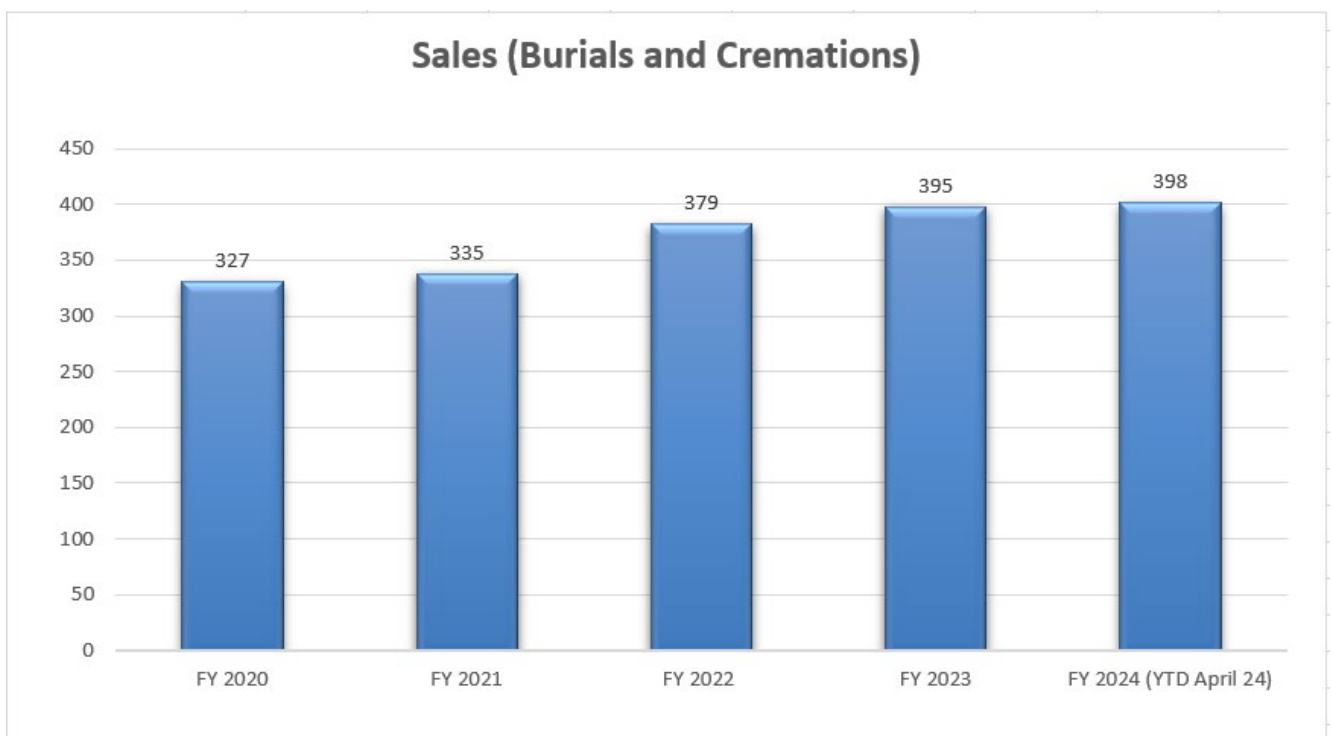
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 398 Interments and cremations, an increase of 75 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 366.8



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 | 343,920.00 | 549,120.94 | 205,200.94 | 658,945.13 |
| Infrastructure (including roads, footpaths, park furniture) | 3,562,026.69 | 11,170,706.03 | 7,608,679.34 | 13,404,847.23 |
| Plant and Machinery | | - | - | - |
| Fleet | 324,025.09 | 514,208.87 | 190,183.78 | 617,050.64 |
| Other Assets (including furniture and office equipment) | | - | - | - |
| Leased Land and Buildings | | - | - | - |
| Other Leased Assets | | - | - | - |
| TOTAL CAPITAL EXPENDITURE | 4,229,971.78 | 12,234,035.83 | 8,004,064.05 | 14,680,843.00 |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | | | | |
| Operating Income (amount allocated to fund capital items) | - | - | - | - |
| Capital Grants | 746,423.00 | 4,951,985.83 | 4,205,562.83 | 5,942,383.00 |
| Transfers from Cash Reserves | - | 7,282,050.00 | 7,282,050.00 | 8,738,460.00 |
| Borrowings | - | - | - | - |
| Sale of Assets (including trade-ins) | 75,635.77 | - | (75,635.77) | - |
| Other Funding | 321,352.00 | - | (321,352.00) | - |
| TOTAL CAPITAL EXPENDITURE | | | | |
| FUNDING | 1,143,410.77 | 12,234,035.83 | 11,090,625.06 | 14,680,843.00 |

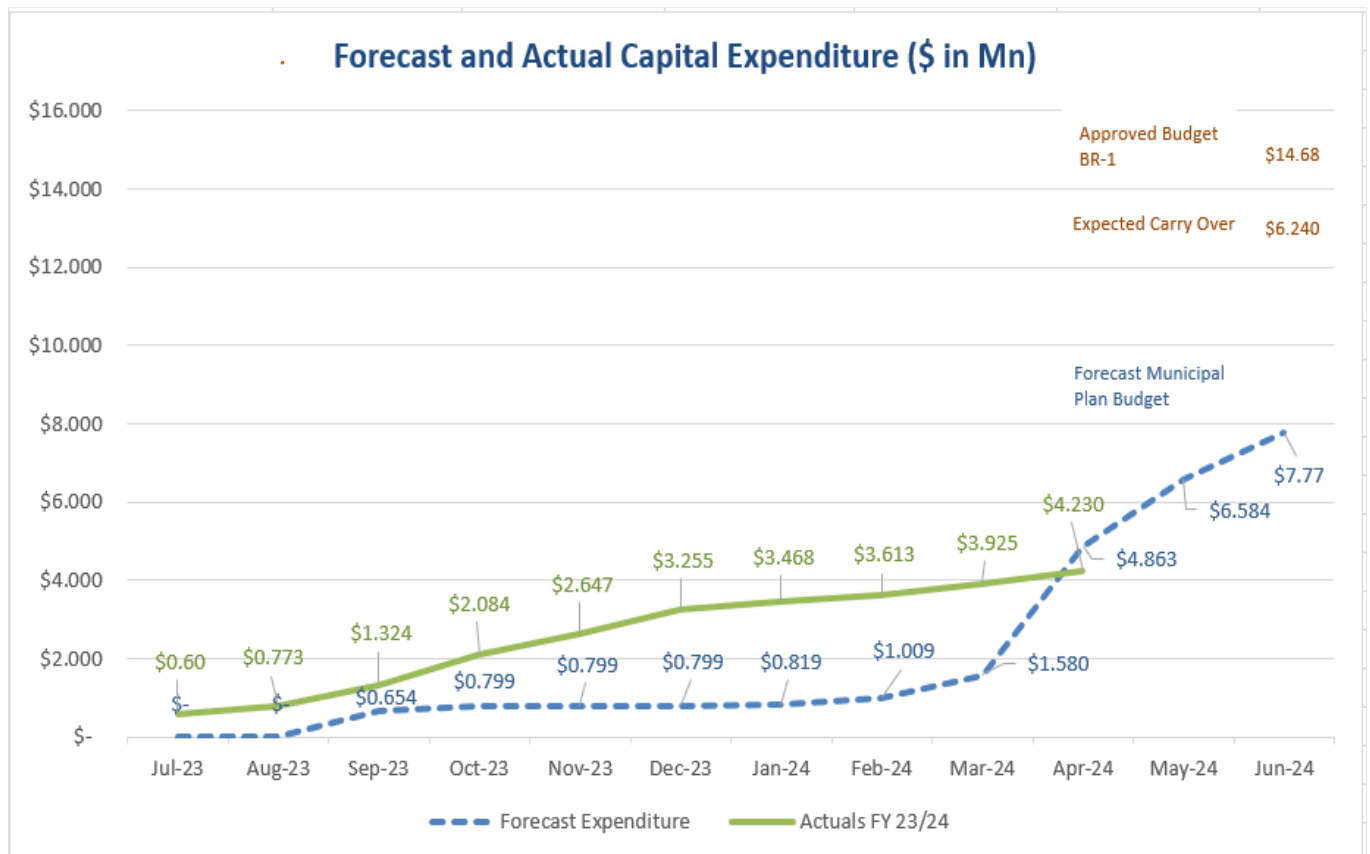


Table 2.2 Monthly Report on Planned Major Capital Works

| 2023/24 CAPITAL PROJECTS | | | | | | | | | | | | | |
|--------------------------|-----------------|--|---------------------------|----------------------------|---------------------|--|--------------------------|----------------|---------------------------|---------|-----------|------------------|---|
| | Class of Assets | Municipal Plan Program | Total Prior Year(s) \$ | 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% | Jul-24 | Yes | Yes | Project Delivery | Pre works are underway with shoulders completed and sand patch testing being completed. |
| 2 | Roads | Pavement Renewal – Thorngate | - | 27,450.00 | 27,450.00 | 600,000.00 | 572,550.00 | 4.58% | Jul-25 | Yes | | Project Planning | Design is complete and cost estimate being reviewed. Revised project timeline |
| 3 | Roads | Pavement Renewals – Heavy patches - various | - | 9,540.00 | 9,540.00 | 400,000.00 | 390,460.00 | 2.39% | Jun-24 | Yes | Yes | Project Delivery | Works awarded and program progressing |
| 4 | Roads | Gravel Surface Renewal | - | 9,227.27 | 9,227.27 | 300,000.00 | 290,772.73 | 3.08% | Jun-24 | Yes | Yes | Project Delivery | Works to commence in May |
| 5 | Roads | Gravel Road Sealing – Meade Rd | - | - | - | 1,000,000.00 | 1,000,000.00 | 0.00% | Dec-24 | Yes | | Project Planning | Project out to Tender |
| 6 | Roads | Gravel Road Sealing – Brougham Rd | - | - | - | 938,000.00 | 938,000.00 | 0.00% | Aug-25 | Yes | | Project Planning | Flood Modelling nearing completion Based on initial assessment, allocated budget is insufficient. Revised Project timeline. |
| 7 | Roads | Road Safety Upgrades – Shoulder widening- Mckinlay - 250m | - | - | - | 100,000.00 | 100,000.00 | 0.00% | Jul-24 | Yes | Yes | Project Delivery | Works now due to commence in July. Revised Project Timeline |
| | | Road Safety Upgrades – Shoulder widening- Hopewell Road - 350m | - | - | - | 114,000.00 | 114,000.00 | 0.00% | Jul-24 | Yes | Yes | Project Delivery | Works now due to commence in July. Revised Project Timeline |
| 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 | Tender Closed and being evaluated |
| | | Road Safety – Intersection upgrades-Street lighting- Girraween Road / Rogers Road | - | - | - | 120,000.00 | 120,000.00 | 0.00% | Jun-24 | | Yes | Project Planning | Tender Closed and being evaluated |
| 9 | Roads | Road Safety Upgrades - Schools | - | 81,879.36 | 81,879.36 | 100,000.00 | 18,120.64 | 81.88% | Jun-24 | Yes | Yes | Project Complete | Complete |

| 2023/24 CAPITAL PROJECTS | | | | | | | | | | | | | |
|--------------------------|-----------------|--|---------------------------|----------------------------|---------------------|--|--------------------------|----------------|---------------------------|---------|-----------|------------------|--|
| | Class of Assets | Municipal Plan Program | Total Prior Year(s) \$ | 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% | Dec-24 | Yes | Yes | Project Planning | New base stations procured. Delivery is expected to take 3 months from UK. |
| 11 | Drainage | Drainage renewal – Horne Road | - | - | - | 200,000.00 | 200,000.00 | 0.00% | Jun-24 | | Yes | Project Planning | Design Complete. Reviewing cost estimates |
| 12 | Drainage | Drainage upgrade – various floodway's | - | - | - | 458,000.00 | 458,000.00 | 0.00% | Jun-24 | Yes | Yes | Project Planning | Bees Creek Floodway complete, Power Road drain works commencing. |
| 13 | Buildings | Bees Creek Office – Roof Restoration | - | - | - | 70,000.00 | 70,000.00 | 0.00% | Jun-24 | Yes | Yes | Project Planning | RFQ out to market. |
| 14 | Buildings | Bees Creek Office – Parking Shed | - | 56,818.19 | 56,818.19 | 75,000.00 | 18,181.81 | 75.76 | Jun-24 | Yes | Yes | Project Planning | Building Frame complete. Awaiting sheeting contractor |
| 15 | Fleet | Plant/Vehicle replacement | - | 204,258.63 | 204,258.63 | 340,000.00 | 135,741.37 | 60.08% | Dec-24 | | Yes | Project Delivery | Project delivery is ongoing through the financial year. Expected delays in supply. |
| 16 | Buildings | Freds Pass Reserve Asset Renewal | - | 52,597.36 | 52,597.36 | 190,000.00 | 137,402.64 | 27.68% | Jun-24 | Yes | Yes | Project Planning | Refer to Community Report for project status. |
| 17 | Buildings | Reserves Asset Renewal | - | - | - | 40,000.00 | 40,000.00 | 0.00% | Jun-24 | Yes | Yes | Project Planning | Refer to Community Report for project status. |
| 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. |
| | | | - | 528,003.74 | 528,003.74 | 6,447,361.38 | 5,919,357.64 | 8.19% | | | | | |

| 2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded of By Resolution | | | | | | | | | | | | | |
|---|-----------------|---|------------------------|-------------------------|------------------|-------------------------------------|-----------------------|----------------|---------------------------|---------|-----------|------------------|---|
| | Class of Assets | Municipal Plan Program | Total Prior Year(s) \$ | 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 | - | 24,760.87 | 24,760.87 | 130,000.00 | 105,239.13 | 19.05% | Oct-23 | Yes | Yes | Complete | Complete |
| | | LGIP Grant-Howard Park Recreation Reserve – Foot path | - | 64,404.00 | 64,404.00 | 120,000.00 | 55,596.00 | 53.67% | Jun-24 | Yes | Yes | Project Delivery | Refer to Community Report for project status. |
| | | Mira Square Community Building Carpark | - | 87,998.32 | 87,998.32 | 150,000.00 | 137,998.32 | 58.67% | Jun-24 | Yes | Yes | Project Delivery | Refer to Community Report for project status. |
| | | 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 Complete | Complete |
| 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 | Pre works are underway with shoulders completed and sand patch testing being completed. |
| | | Shared Path Upgrade - LRCI Phase 4 | - | - | - | 682,628.00 | 682,628.00 | 0.00% | Dec-24 | Yes | Yes | Project Planning | Project Design complete. Assessing cost estimates |
| 5 | Buildings | Wi-Fi & CCTV – Council Building - LRCI | - | - | - | 100,000.00 | 100,000.00 | 0.00% | Mar-25 | Yes | Yes | Project Planning | Project in initial stages of planning. |
| 6 | Community | Mira Square BBQ facilities and shade - LRCI | - | - | - | 30,000.00 | 30,000.00 | 0.00% | Dec-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% | Dec-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% | Dec-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. |
| | | | - | 231,293.19 | 231,293.19 | 2,482,590.97 | 2,251,297.78 | 9.32% | | | | | |

| 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% | Jul-24 | Yes | Yes | Project Delivery | Pre works are underway with shoulders completed and sand patch testing being completed. |
| 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 | Initial asphalt works complete. Resealing to take place in May |
| 3 | Roads | Forward Design of Road Projects - Intersection Upgrades | 34,024.00 | 28,097.00 | 62,121.00 | 84,024.00 | 50,000 | 21,903.00 | 73.93% | Nov-23 | | | Complete | Complete |
| | | Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade | 70,016.91 | 6,674.00 | 76,690.91 | 76,690.91 | 6,674.00 | - | 100.00% | Comple t e | | | Complete | Complete |
| | | Forward Design of Road Projects- Hillier Road | 17,740.00 | - | 17,740.00 | 17,740.00 | - | - | 100.00% | Comple t e | | | 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% | Comple t e | | | Complete | Complete |
| 5 | Roads | Gravel Road Sealing-Guys Creek Road | - | 15,000.00 | 15,000.00 | 1,199,690.50 | 1,199,690.50 | 1,184,690.50 | 5.22% | Sep-24 | Yes | Yes | Project Delivery | Works Commenced. Resolution to add \$500K to budget at BR2 |
| 6 | Roads | Gravel Road Sealing -Guys Creek Road | 50,309.50 | - | 50,309.50 | 50,309.50 | | | | | | | | |
| 7 | Roads | Road Safety Upgrades - (other)- School Safety Audit Priority List | - | 101,385.98 | 101,385.98 | 100,000.00 | 100,000.00 | (1,385.98) | 101.39% | Dec-23 | | | Complete | 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 | | | Complete | Complete |
| 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 | 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% | Jul-24 | Yes | Yes | Project Delivery | Works to commence in May. Minor adjustment to project timeline. |
| 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 | 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 |
| 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 | Expecting delivery of Tractor in May. |

| 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 |
| | | Cemetery Vehicle Replacement | 95,531.71 | - | 95,531.71 | 95,531.71 | - | - | 100.00% | Complete | | | Complete | Complete |
| | | 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 | 1,941,763.60 | 2,112,845.78 | 2,071,858.00 | 1,900,775.82 | (40,987.78) | 101.98% | Apr-24 | | | Complete | Complete |
| 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 | | | Complete | Complete |
| 19 | Community | Bicycle & Walking Paths Howard Park Recreation Reserve | 25,200.00 | - | 25,200.00 | 30,000.00 | 4,800.00 | 4,800.00 | 84.00% | Complete | | | Complete | Complete |
| 20 | Buildings | Installation of power and lighting to existing storage shed at Knuckey Lagoon | 18,000.00 | - | 18,000.00 | 18,000.00 | 2,000.00 | 0.00 | 100.00% | Complete | | | Complete | Complete |
| 21 | Community | Livingstone Recreation Reserve Carpark upgrade. Lining and expansion. | 26,923.00 | - | 26,923.00 | 28,717.17 | 3,077.00 | 1,794.17 | 93.75% | Dec-23 | | | Complete | Complete |

| 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 Completion Date | On Time | On Budget | Project Stage | Status Update |
| 22 | Community | Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve | - | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 | - | 100.00% | Complete | | | Complete | Complete |
| 23 | Community | LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Knuckey Lagoon, HDVG | 101,099.14 | 15,191.75 | 116,290.89 | 120,985.43 | 2,183.69 | 4,694.54 | 96.12% | TBA | | | Complete | Complete |
| 24 | Fleet | Compactor refurbishment | - | 28,278.44 | 28,278.44 | 94,000.00 | 94,000.00 | 65,721.56 | 30.08% | Jun-24 | Yes | Yes | Project Delivery | Repair works complete. Awaiting delivery of new compactor Bin. |
| 25 | Roads | Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades | 121,080.31 | (29,103.16) | 91,977.15 | 121,080.31 | - | 29,103.16 | 75.96% | Jun-24 | | | Complete | Complete |
| 26 | Roads (Roads Safety) | Girraween Road - McMinns Drive Intersection Upgrades | 226,645.45 | 10,993.17 | 237,638.62 | 237,638.62 | 123,354.55 | 0.00 | 100.00% | Dec-23 | | | Complete | Complete |

| 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 |
| | 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 | | | | | | | | | |
| 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 | | | Complete | Complete |
| | | | 2,966,251.05 | 3,470,674.85 | 6,436,925.90 | 8,717,142.16 | 5,938,566.00 | 2,280,216.26 | 73.84% | | | | | |
| Total | | | 2,966,251.05 | 4,229,971.78 | 7,196,222.83 | 17,647,094.51 | 5,938,566.00 | 10,450,871.68 | 20.97% | | | | | |

| | |
|-----|---|
| 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 APRIL 2024 | YTD Actuals \$ | Note Reference* |
|--------------------------------------|-----------------------|-----------------|
| ASSETS | | |
| Cash at Bank | | (1) |
| Tied Funds | 28,836,867.89 | |
| Untied Funds | 1,940,908.25 | |
| Accounts Receivable ¹⁵ | | |
| Trade Debtors | 149,016.14 | (2) |
| Rates & Charges Debtors | 2,174,751.04 | |
| Other Current Assets | 49,837.92 | |
| TOTAL CURRENT ASSETS | 33,151,381.24 | |
| Non-Current Financial Assets | 2,443,639.26 | |
| Property, Plant and Equipment | 426,539,649.83 | |
| TOTAL NON-CURRENT ASSETS | 428,983,289.09 | |
| TOTAL ASSETS | 462,134,670.33 | |
| LIABILITIES | | |
| Accounts Payable ¹⁶ | 3,292,755.45 | (3) |
| ATO & Payroll Liabilities | 1,864,828.14 | (4) |
| Current Provisions | 124,861.05 | |
| Accruals | 300,343.96 | |
| Other Current Liabilities | (1,297.33) | |
| TOTAL CURRENT LIABILITIES | 5,581,491.27 | |
| Non-Current Liabilities | | |
| Non-Current Provisions | 23,609.49 | |
| Other Non-Current Liabilities | - | |
| TOTAL NON-CURRENT LIABILITIES | 23,609.49 | |
| TOTAL LIABILITIES | 5,605,100.76 | |
| NET ASSETS | 456,529,569.57 | |
| EQUITY | | |
| Asset Revaluation reserve | 412,735,457.46 | |
| Reserves | 25,385,587.94 | |
| Accumulated Surplus | 18,408,524.17 | |
| TOTAL EQUITY | 456,529,569.57 | |

¹⁵ Includes Allowance for Doubtful debt.

¹⁶ 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) | 4/07/2023 | 1,000,000.00 | 5.45% | 7/05/2024 | 308 | 4,500,000.00 | 15.61% | 45,989.04 |
| | 10/10/2023 | 1,000,000.00 | 4.86% | 24/09/2024 | 350 | | | 46,602.74 |
| | 22/11/2023 | 1,000,000.00 | 5.15% | 26/11/2024 | 370 | | | 52,205.48 |
| | 6/02/2024 | 500,000.00 | 5.02% | 28/01/2025 | 357 | | | 24,549.86 |
| | 9/04/2024 | 1,000,000.00 | 5.02% | 11/03/2025 | 336 | | | 45,671.51 |
| Commonwealth (S&P A1+) | 23/08/2023 | 1,000,000.00 | 5.43% | 25/06/2024 | 307 | 8,336,867.89 | 28.91% | 45,567.12 |
| | 3/10/2023 | 1,000,000.00 | 5.28% | 13/08/2024 | 315 | | | 47,682.47 |
| | 3/10/2023 | 1,000,000.00 | 5.29% | 27/08/2024 | 329 | | | 50,246.58 |
| | 24/10/2023 | 1,000,000.00 | 5.24% | 8/10/2024 | 350 | | | 16,926.46 |
| | 24/10/2023 | 336,867.89 | 5.24% | 8/10/2024 | 350 | | | 50,077.81 |
| | 21/11/2023 | 1,000,000.00 | 5.12% | 12/11/2024 | 357 | | | 88,514.52 |
| | 23/01/2024 | 2,000,000.00 | 4.91% | 17/12/2024 | 329 | | | 47,436.99 |
| | 5/03/2024 | 1,000,000.00 | 4.85% | 25/02/2025 | 357 | | | 46,735.62 |
| Defence Bank (S & P A2) | 13/07/2023 | 1,000,000.00 | 5.45% | 21/05/2024 | 313 | 4,500,000.00 | 15.61% | 65,391.78 |
| | 10/08/2023 | 1,500,000.00 | 5.20% | 11/06/2024 | 306 | | | 49,720.55 |
| | 8/11/2023 | 1,000,000.00 | 5.20% | 22/10/2024 | 349 | | | 51,838.36 |
| | 5/12/2023 | 1,000,000.00 | 5.30% | 26/11/2024 | 357 | | | 42,610.96 |
| NAB (S&P A1+) | 5/09/2023 | 1,000,000.00 | 5.15% | 3/07/2024 | 302 | 12,500,000.00 | 39.88% | 42,469.86 |
| | 19/09/2023 | 1,000,000.00 | 5.15% | 16/07/2024 | 301 | | | 43,400.55 |
| | 20/09/2023 | 1,000,000.00 | 5.16% | 23/07/2024 | 307 | | | 44,476.16 |
| | 20/09/2023 | 1,000,000.00 | 5.17% | 30/07/2024 | 314 | | | 49,805.48 |
| | 3/10/2023 | 1,000,000.00 | 5.30% | 10/09/2024 | 343 | | | 51,838.36 |
| | 5/12/2023 | 1,000,000.00 | 5.30% | 26/11/2024 | 357 | | | 70,421.92 |
| | 9/01/2024 | 1,500,000.00 | 5.10% | 10/12/2024 | 336 | | | 47,926.03 |
| | 6/02/2024 | 1,000,000.00 | 5.10% | 14/01/2025 | 343 | | | 49,882.19 |
| | 20/02/2024 | 1,000,000.00 | 5.10% | 11/02/2025 | 357 | | | 49,254.79 |
| | 6/03/2024 | 1,000,000.00 | 5.05% | 25/02/2025 | 356 | | | 49,882.19 |
| TOTAL INVESTMENTS | | 28,836,867.89 | | | | 28,836,867.89 | 100% | 1,357,954.94 |

| | | | | | |
|-----------------------------------|---------------------|--------|---|-------------------------------|------|
| % of Total Investment Portfolio | A1 & A1+ (max 100%) | 68.79% | A2 (max 60%) | 31.21% | 100% |
| Total Investments/ Tied Funds | \$ 28,836,867.89 | | Total Year to date Investments Earnings | \$ 1,141,543.34 ¹⁷ | |
| General Bank Funds | \$ 1,918,811.42 | | | | |
| Council Till and Petty Cash float | \$ 1,275.00 | | | | |
| Total Untied Funds | \$ 1,920,086.42 | | | | |
| Total all funds | \$ 30,756,954.31 | | | | |

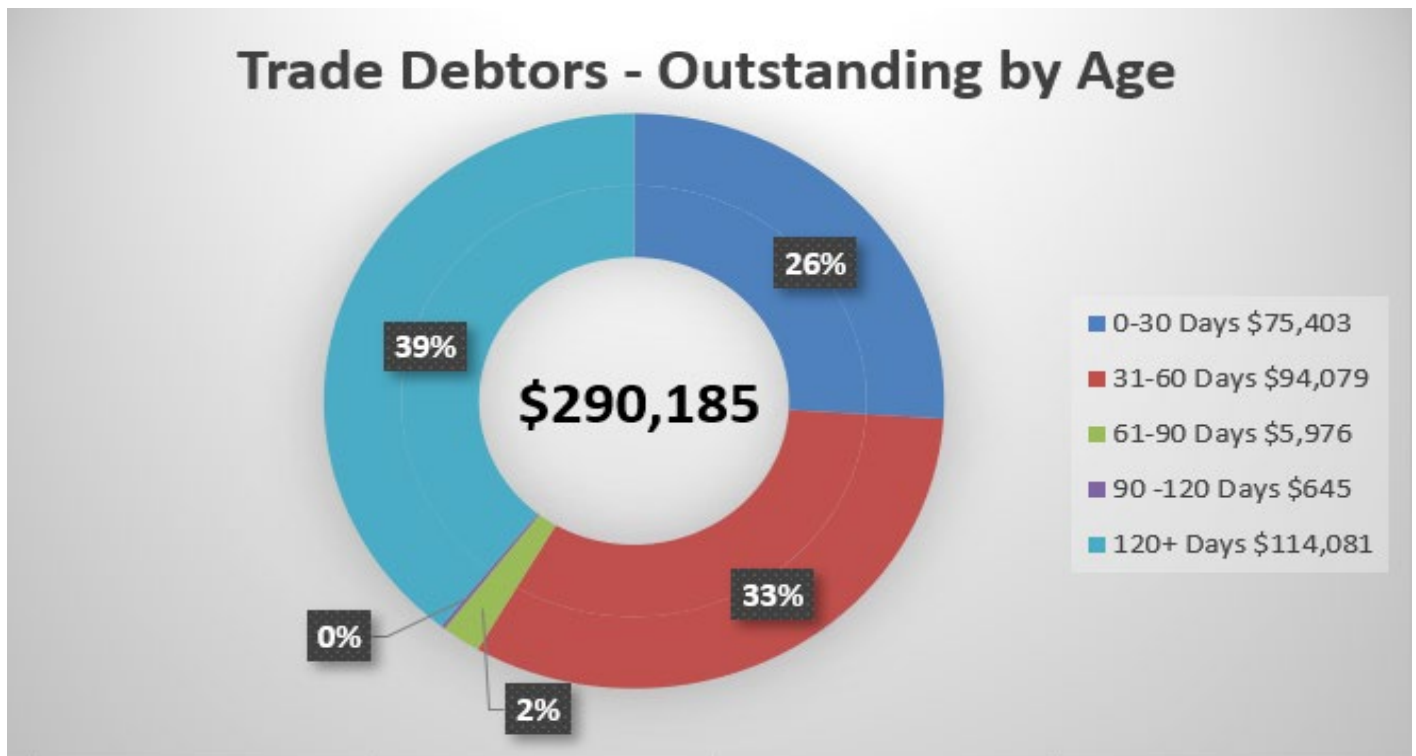
¹⁷ Due to Accrued Interest posted for month of April -24

Note 2: Statement of Trade Debtors

Total Debtors as of 30 April 2024 is \$ 290,184.54; \$114,081 relates to invoices outstanding over 90 days. \$51,258 of the 90+ days debtors relate to the charge of legal fees on regulatory service orders. Statutory charges were placed against the property as a part of the recovery process. A provision for doubtful debt was made during the preparation of the end-of-year financial statements.

Fines and Infringements - Council has two hundred and fifty-one (251) infringements outstanding with a total balance of \$61,197 an increase of \$3,547 from March. Three (3) are newly issued, nine (9) reminder notice produced, two hundred and thirty-seven (237) are with the Fines Recovery Unit (FRU), and two (2) being re-send to Fines Recovery Unit (FRU).

| 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 | (2,852.33) | - | - | - | 50,954.37 | 48,102.04 |
| Cemetery | - | 91,361.94 | 3,669.00 | - | 8,499.70 | 103,530.64 |
| Waste | - | 61.91 | - | - | - | 61.91 |
| Recreation Reserves | 1,356.81 | (648.62) | - | - | (138.07) | 570.12 |
| Planning | 113.50 | - | - | - | - | 113.50 |
| GST Receivable | 76,609.33 | - | - | - | - | 76,609.33 |
| Infringements | 176.00 | 3,304.00 | 2,307.00 | 645.00 | 54,765.00 | 61,197.00 |
| Total | 75,403.31 | 94,079.23 | 5,976.00 | 645.00 | 114,081.00 | 290,184.54 |



Note 3: Statement of Trade Creditors

| Age of Trade Creditors: | Current | Past Due 1-30 Days | Past Due 31-60 Days | Past Due 61-90 Days | Past Due 90+ Days | Total |
|-------------------------|-------------------|--------------------|---------------------|---------------------|-------------------|-------------------|
| General | 189,391.16 | - | - | - | - | 189,391.16 |
| Cemetery | 3,092.33 | - | - | - | - | 3,092.33 |
| Total | 192,483.49 | - | - | - | - | 192,483.49 |

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 | 21,295.06 | - | - | - | - | 21,295.06 |
| Payroll | - | - | - | - | - | - |
| Total | 21,295.06 | - | - | - | - | 21,295.06 |

Financial Reserves

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 Outstanding¹⁸

The below table illustrates the split of prior year outstanding rates, currently at \$1.66 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 (March 2024) (\$) | Current Month (April 2024) (\$) |
|---------------------------|---|-------------------------------------|------------------------------------|
| COMMERCIAL | 54,188.57 | 27,841.60 | 28,389.78 |
| GAS PLANT | 53.19 | - | - |
| MINING | 150,206.57 | 159,500.76 | 161,698.16 |
| HORTICULTURE AGRICULTURE | 97,114.26 | 92,606.49 | 93,326.73 |
| NON-RATEABLE GENERAL | 18,663.65 | 19,694.05 | 19,803.12 |
| NON-RATEABLE WASTE | 38,409.98 | 39,681.62 | 39,960.92 |
| PASTORAL | - | - | - |
| RURAL RESIDENTIAL | 1,858,938.99 | 1,223,961.45 | 1,182,659.71 |
| URBAN RESIDENTIAL | 222,758.42 | 134,265.27 | 135,771.15 |
| TOTAL | 2,440,333.63 | 1,697,551.24 | 1,661,609.57 |
| Arrears LESS Legal | 2,278,848.35 | 1,580,008.48 | 1,548,178.40 |

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



¹⁸ Includes prior years outstanding rates (FY 2023 and prior)

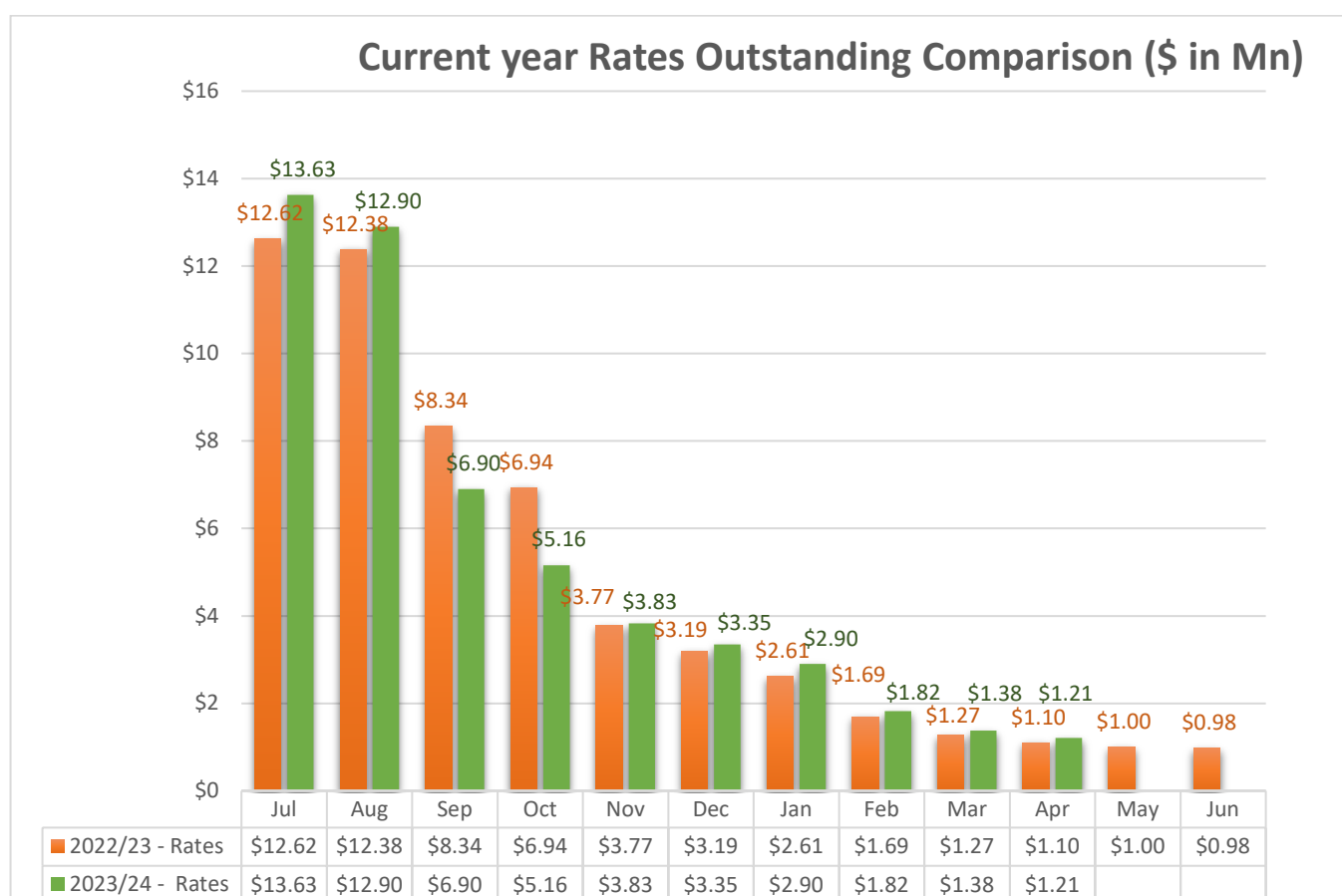
Current Year Rates¹⁹

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

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

| | Previous Month (March 2024) (\$) | Current Month (April 2024) (\$) | Variance (\$) | Due Dates |
|--------------|-------------------------------------|------------------------------------|-------------------|-----------|
| Instalment 1 | 277,563.40 | 256,816.28 | 20,747.12 | 30-Sep-23 |
| Instalment 2 | 453,478.86 | 416,455.36 | 37,023.50 | 30-Nov-23 |
| Instalment 3 | 649,412.08 | 545,225.21 | 104,186.87 | 28-Feb-24 |
| TOTAL | 1,380,454.34 | 1,218,496.85 | 161,957.49 | |

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



¹⁹ Includes current year outstanding rates (FY 2024)

Accounts Payable Report

| Cheque No. | Payee | Description | Amount |
|--------------|--|--|-----------------|
| 1525.273-01 | BENDIGO BANK | Term Deposit | \$ 1,000,000.00 |
| 1523.60-01 | FREDS PASS SPORT & RECREATION | 4th Quarter Operational and R & M Payment | \$ 233,177.53 |
| 1531.2769-01 | JPC CONTRACTING PTY LTD | RFQ24-419 Floodway Repair Works at Bees Creek Road | \$ 141,297.50 |
| 1531.1579-01 | DARWIN ISUZU UTE / HEATH HINO | RFQ23-364 Vehicle Replacement Regulatory Services | \$ 94,495.90 |
| 1531.280-01 | CITY OF DARWIN | Mar 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station | \$ 72,662.00 |
| 1523.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PayG Payable Pay 20 (23/24) - Cycle 1 WE 31 March 2024 | \$ 53,746.00 |
| 1529.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PayG Payable Pay 21 (23/24) - Cycle 1 WE 14 Mar 2024 | \$ 52,622.00 |
| 1527.874-01 | VTG WASTE & RECYCLING | Mar 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station | \$ 49,138.52 |
| 1531.1000-01 | LAVERCOMBE GRADER SERVICES | Lagoon Road Shoulder Top up - Reformations | \$ 43,995.25 |
| 1529.2815-01 | JLM CONTRACTING SERVICES PTY LTD | RFQ23-381 Construction - Concrete Path / Fence Upgrade HPRR | \$ 34,384.35 |
| 1523.2845-01 | ART OUT - DCA RURAL | 4th Quarter Operational and R & M Payment | \$ 31,603.74 |
| 1523.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | Superannuation-Py 20 2024-13 WE 31 March 2024 | \$ 29,743.81 |
| 1531.2821-01 | GTC CONSTRUCTIONS & NT CUSTOM SHEDS | Shed / Undercover Parking, RFQ23-416 Slab Formation/Installation | \$ 22,500.00 |
| 1523.16-01 | BERRY SPRINGS RESERVE | 4th Quarter Operational and R & M Paymen | \$ 21,956.22 |
| 1523.1000-01 | LAVERCOMBE GRADER SERVICES | Pavement Repair Works Finn Rd and Gravel Repair Works Pipeline Rd | \$ 20,644.00 |
| 1529.849-01 | WEX AUSTRALIA (PUMA CARD) | Mar 2024 - Litchfield Council/ Thorak Fuel Account | \$ 19,318.13 |
| 1523.72-01 | LIVINGSTONE RESERVE MANAGEMENT BOARD | 4th Quarter Operational and R & M Payment | \$ 19,161.25 |
| 1523.2440-01 | STANTEC AUSTRALIA PTY LTD | Meade Road - Upgrade from Gravel to Seal | \$ 17,925.60 |
| 1531.1022-01 | KPMG | First instalment for Audit Financial Year Ending 2024 | \$ 17,242.50 |
| 1531.1564-01 | FOURIER TECHNOLOGIES PTY LTD | Mar 24 - RFT21-264 ICT Service Provision | \$ 14,539.42 |
| 1523.2348-01 | D OMEGA CIVIL CONSTRUCTIONS | Intallation of New Culverts and Drains - Various Locations Litchfield Council Municipality | \$ 13,035.00 |
| 1523.690-01 | TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD | HDWTS - Compactor Refurbishment | \$ 12,827.44 |
| 1529.2015-01 | SLR CONSULTING AUSTRALIA PTY LTD | Jan 2024 - Waste Stations Water Sampling/Testing | \$ 11,587.40 |
| 1527.170-01 | NTRS (NT RECYCLING SOLUTIONS) | Mar 2024 - Waste Contractor Rural Residents | \$ 10,525.85 |
| DD 26032 | WESTPAC CARDS & DIRECT DEBITS | Mar 2024 - Credit Card Purchases Litchfield Council | \$ 10,253.90 |
| 1523.409-01 | F & J BITUMEN SERVICES PTY LTD | Pothole Patching - Various Roads - Litchfield Council Municipality | \$ 10,251.13 |

| | | | |
|--------------|--|--|-------------|
| 1530.2769-01 | JPC CONTRACTING PTY LTD | RFQ24-419 Floodway Repair Works at Bees Road | \$ 9,476.61 |
| 1527.1068-01 | MR D S BARDEN | March 2024 - Elected Members Allowances | \$ 8,893.44 |
| 1523.75-01 | MCMINNS LAGOON RESERVE ASSOCIATION | 4th Quarter Operational and R & M Payment | \$ 8,394.44 |
| 1531.2009-01 | ADG ENGINEERS (AUST) PTY LTD | Whitewood Road, Shared Footpath | \$ 8,140.00 |
| 1527.162-01 | CIVICA PTY LTD | Special Rates Data Rectification & Training | \$ 8,137.80 |
| 1529.527-01 | PALMERSTON AND LITCHFIELD SENIORS | Sponsorship 1 July- 2023 - June 2024 | \$ 7,755.00 |
| 1527.2765-01 | LAND SURVEYS (NO PROBLEMS JUST SOLUTIONS) | Challoner Circuit Road - Survey Works | \$ 7,271.00 |
| 1529.708-01 | PARADISE LANDSCAPING | Tree Works - Various Locations - Litchfield Council Municipality | \$ 6,050.00 |
| 1523.561-01 | OPTIC SECURITY GROUP (SECURITY & TECHNOLOGY) | LRCI CCTV and Wifi, Access Control Claim - Final | \$ 5,836.01 |
| 1529.1890-01 | CLARE CONSTRUCTION & CIVIL PTY LTD | Reforming Long Drain Easement Hutchinson Road | \$ 5,775.00 |
| 1527.1088-01 | TALENT PROPELLER | Recruitment - Projects Officers | \$ 5,566.00 |
| 1523.708-01 | PARADISE LANDSCAPING | Dead Tree Removals Freds Pass Reserve | \$ 5,060.00 |
| 1529.2440-01 | STANTEC AUSTRALIA PTY LTD | Mira Square Carpark - Design and Documentation | \$ 4,760.80 |
| 1523.356-01 | SOUTHPORT PROGRESS ASSOCIATION | 4th Quarter Operational and R & M Payment | \$ 4,457.87 |
| 1531.1047-01 | REMOTE AREA TREE SERVICES PTY LTD | Formative Pruning Jakira Estate - Various Roads | \$ 4,444.00 |
| 1527.690-01 | TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD | HDWTS - Compactor Cylinder Installation and Refurbishment | \$ 4,377.67 |
| 1527.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$ 3,402.69 |
| 1523.2065-01 | NT SITE SOLUTIONS | EOI24-423 Removal / Disposal Transportable From Litchfield Council Compound Area | \$ 3,267.00 |
| 1527.2249-01 | MS R A WRIGHT | March 2024 - Elected Members Allowances | \$ 3,218.58 |
| 1529.1113-01 | GRAPHICS'LL DO (LEONIE RICHARDS) | Municipal Plan Development 2024-2025 | \$ 3,210.00 |
| 1529.1581-01 | SALARY PACKAGING AUSTRALIA | Salary Sacrifice for LC Employees WE 14 Apr 2024 | \$ 2,969.59 |
| 1529.1141-01 | NORTHERN GROUND MAINTENANCE | Mar 2024 - Mowing Services HDVG, HPRR & KLRR | \$ 2,948.00 |
| 1523.1581-01 | SALARY PACKAGING AUSTRALIA | Salary Sacrifice for LC Employees WE 31 March 2024 | \$ 2,913.92 |
| 1524.183-01 | CHRIS'S BACKHOE HIRE PTY LTD | March 2024 - Grave Preparation Thorak Cemetery | \$ 2,904.00 |
| 1526.1789-01 | GREAT NORTHERN AIR CONDITIONING | Replacement of Office AC Unit Thorak Cemetery | \$ 2,814.90 |
| 1531.2169-01 | KILLARA SERVICES (NETRONIX PTY LTD) | April 24 - Cleaning Litchfield Council Office and Thorak Cemetery | \$ 2,810.16 |
| 1523.1088-01 | TALENT PROPELLER | Recruitment for Finance Customer Team Leader | \$ 2,783.00 |
| 1531.409-01 | F & J BITUMEN SERVICES PTY LTD | Pothole Patching - Various Locations - Litchfield Council Municipality | \$ 2,705.73 |

| | | | |
|--------------|---------------------------------------|---|-------------|
| 1531.78-01 | POWER & WATER CORPORATION | Mar - Apr 24 - Water Swipe Cards, HPRR and Litchfield Council Office | \$ 2,486.60 |
| 1531.129-01 | VANDERFIELD PTY LTD & RDO EQUIPMENT | Fault Diagnose and Service Tractor SV489 | \$ 2,391.11 |
| 1523.1253-01 | CRAIG BURGDORF | HSWTS - Inspect and repair Airconditioning Unit | \$ 2,372.54 |
| 1527.347-01 | INFORMATION CONSULTANTS P/L | Presentation Conflict & Code of Conduct Training | \$ 2,357.46 |
| 1527.28-01 | RURAL FIRE PROTECTION | Install Circuit Breaker and Emergency Lighting Litchfield Council Office, and 1/2 Yearly Fire Equipment All Sites | \$ 2,355.98 |
| 1524.2089-01 | ELGAS LTD | Weekly Gas Delivery -We 14 Mar 2024 | \$ 2,174.15 |
| 1527.389-01 | LITCHFIELD VET HOSPITAL | Redemption of Desexing Vouchers | \$ 2,135.15 |
| 1523.1674-01 | FRESH START - FOR CLEANING | Mar 2024 - Cleaning Services - HPRR and HDVG | \$ 1,950.00 |
| 1531.2270-01 | TYRECYCLE PTY LTD | HDWTS - Tyre Collection WE 26 Mar 2024 | \$ 1,929.21 |
| 1527.14-01 | AUSTRALIA POST | Postage - 3rd Rates Reminder Letters | \$ 1,871.50 |
| 1527.2238-01 | MR K R HARLAN | March 2024 - Elected Members Allowances | \$ 1,863.39 |
| 1527.2239-01 | MR M SIDEY | March 2024 - Elected Members Allowances | \$ 1,863.39 |
| 1527.2252-01 | MRS E SHARP | March 2024 - Elected Members Allowances | \$ 1,863.39 |
| 1527.2253-01 | MR A MACKAY | March 2024 - Elected Members Allowances | \$ 1,863.39 |
| 1527.498-01 | MR M I G SALTER | March 2024 - Elected Members Allowances | \$ 1,863.39 |
| 1529.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$ 1,811.57 |
| 1523.2710-01 | MORNINGSTAR TRAINING | Firearms Training for 2 x Rangers | \$ 1,776.00 |
| 1531.1830-01 | PALMERSTON AND REGIONAL BASKETBALL | 3 Basketball Sessions - PaRBA- Youth Week | \$ 1,679.83 |
| 1527.953-01 | HWL EBSWORTH LAWYERS | Legal Review of Litchfield Council Rates | \$ 1,650.00 |
| 1529.2672-01 | TROPICAL TREE SERVICES | Tree Removal - Various Locations - Litchfield Council Municipality | \$ 1,650.00 |
| 1523.36-01 | BRIDGE TOYOTA | CE59GR - 40K Service | \$ 1,611.57 |
| 1531.926-01 | JACANA ENERGY | Mar 2024 - Electricity HDWTS & MWF SHED and HPRR | \$ 1,587.90 |
| 1532.2089-01 | ELGAS LTD | Gas Delivery - Thorak Cemetery Crematorium | \$ 1,430.35 |
| 1526.2464-01 | CAPS AUSTRALIA PTY LTD | Generator Hire - Thorak Cemetery | \$ 1,430.00 |
| 1532.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | \$ 1,331.03 |
| 1527.51-01 | SOUTHERN CROSS PROTECTION PTY LTD | Mar 2024 - Security Patrols Litchfield Council Office and Humpty Doo Waste Station | \$ 1,319.23 |
| 1529.1674-01 | FRESH START - FOR CLEANING | Cleaning Services HPRR and KLRR WE 10 Apr 2024 | \$ 1,300.00 |
| 1527.896-01 | E.E. MUIR & SONS PTY LTD | Bulk Purchase Cropsure Comrade MWF | \$ 1,232.00 |

| | | | |
|--------------|-------------------------------------|--|-------------|
| 1527.508-01 | EASA | EAP Counselling Sessions from 16-31 March 2024 | \$ 1,174.63 |
| 1528.941-01 | EVERLON BRONZE | Memorial Plaque NT-TRC-B240226A Thorak Customer | \$ 1,131.90 |
| 1531.1471-01 | RICOH AUSTRALIA PTY LTD | Mar 2024 - All Litchfield Council Sites -Hire of Photocopiers & Consumables | \$ 1,122.38 |
| 1529.2548-01 | WSB DISTRIBUTORS (SALVAKEN PTY LTD) | service MF 5711 tractor SV4275, Diagnose Report | \$ 1,087.02 |
| 1531.1181-01 | ODD JOB BOB | Replacement of Flag ropes and Pulleys/Installation HDVG | \$ 1,045.00 |
| 1523.874-01 | VTG WASTE & RECYCLING | Mar 2024 - HSWTS and HDWTS- Liquid Waste Disposal | \$ 1,012.00 |
| 1529.752-01 | TOTALLY WORKWEAR PALMERSTON | PPE - Ranger Uniforms - New Litchfield Council Employee | \$ 928.50 |
| 1523.926-01 | JACANA ENERGY | Feb 2024 - Electricity BSWTS, HSWTS and HDVG Hall | \$ 907.23 |
| 1523.2270-01 | TYRECYCLE PTY LTD | HDWTS - Tyre Collection WE 07 Mar 2024 | \$ 881.24 |
| 1523.2839-01 | SHAANA McNAUGHT PHOTOGRAPHY | Photography - Thorak and Humpty Doo WTS | \$ 880.00 |
| 1526.2049-01 | AJ SECURITY DARWIN | Mar 2024 - Security Open & Lock Up Thorak Cemetery | \$ 849.13 |
| 1527.2049-01 | AJ SECURITY DARWIN | Mar 2024 - HPRR x 2 Day Security Checks, Open and Lock-up | \$ 849.13 |
| 1523.2654-01 | MAXINE DOWLEY | FP Show 24 - Consultant / Coordinator Services | \$ 807.50 |
| 1527.790-01 | BOBTOW TILT TRAY SERVICES | Transport Backhoe to Auction House Manheim | \$ 770.00 |
| 1529.508-01 | EASA | EAP Counselling Sessions from 1-15 April 2024 | \$ 756.03 |
| 1531.815-01 | JEFFRESS ADVERTISING | NT NEWS ADVERTISEMENT - RFT24-427 Road Seal | \$ 742.83 |
| 1526.2089-01 | ELGAS LTD | Weekly Gas Delivery - Thorak Crematorium | \$ 737.17 |
| 1527.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Catering for Senior's Morning Tea, Council Meetings, and Post Council Meetings All Staff | \$ 734.00 |
| 1531.2625-01 | COHERA-TECH PTY LTD | Vemcount People Counting Reporting Software Renewal | \$ 730.08 |
| 1527.36-01 | BRIDGE TOYOTA | 10,000k Service CF27ZY | \$ 723.64 |
| 1523.1211-01 | MR G S MAYO | 09 Mar -01 Apr 24 - Weekend Pound Maintenance | \$ 720.00 |
| 1531.1372-01 | MEDIMOBILE PTY LTD | Flu Vaccination- 21 Participants Litchfield Council Employees | \$ 681.45 |
| 1527.187-01 | NORSIGN | Replacement Signage - Watchout Wildlife | \$ 651.64 |
| 1527.2846-01 | LITCHFIELD COUNCIL RATEPAYER | Rates Refund | \$ 611.32 |
| 1526.941-01 | EVERLON BRONZE | NT-TRC-B240129A-2b Plaque for Thorak Customer | \$ 610.50 |
| 1523.1047-01 | REMOTE AREA TREE SERVICES PTY LTD | Tree Works - Car Park HDVG | \$ 605.00 |
| 1529.436-01 | DELTA ELECTRICS NT PTY LTD | Call-out for Litchfield Council Generator Repairs - Shutting Down | \$ 596.93 |
| 1523.752-01 | TOTALLY WORKWEAR PALMERSTON | PPE- Work Wear New Employee Waste Station | \$ 590.00 |

| | | | |
|--------------|--|---|-----------|
| 1523.2164-01 | SCOUT TALENT PTY LTD | Mar 2024 - E-Learning Monthly Subscription | \$ 582.12 |
| 1523.90-01 | INDUSTRIAL POWER SWEEPING | Sweeping of Thorngate Road Bike Path of Loose Gravel | \$ 555.50 |
| 1527.1023-01 | AUSLINE ENGINEERING | Repair #3 Slasher - Reweld Broken Part on Slasher | \$ 550.00 |
| 1528.1412-01 | HAPPIER ENDING FUNERALS | Transportation of Deceased to Thorak Cemetery | \$ 520.00 |
| 1523.384-01 | MS C VERNON | Mar 2024 - Authority Consultancy Services | \$ 514.25 |
| 1531.1566-01 | WINC AUSTRALIA PTY LTD | Office Supply and Replenishment - Litchfield Council Officer | \$ 510.71 |
| 1528.2674-01 | DARWIN LOCKSMITHS & HARDWARE PTY LTD | Attend to Open Door - Keys Locked in BSWTS | \$ 493.80 |
| 1531.560-01 | JOBFIT HEALTH GROUP PTY LTD | Pre-Employment Screen - New Litchfield Council Employee | \$ 488.40 |
| 1526.874-01 | VTG WASTE & RECYCLING | Feb 2024 - Empty of Bins at Thorak Cemetery | \$ 486.75 |
| 1529.515-01 | JC ELECTRONIC SECURITY PTY LTD | Inspect & Repair Cameras at HSWTS | \$ 485.65 |
| 1523.2063-01 | QUALITY INDOOR PLANTS HIRE | Mar 2024 - Plant Hire / Maintenance Litchfield Council Office and Taminminn Library | \$ 477.20 |
| 1527.1564-01 | FOURIER TECHNOLOGIES PTY LTD | UniFi Switch Lite, Configuration and Freight | \$ 474.75 |
| 1527.100-01 | NORTHERN TERRITORY PEST & WEED CONTROL | All Waste Stations Pest Control - 1/2 yearly Inspections | \$ 402.96 |
| DD 27032 | WESTPAC CARDS & DIRECT DEBITS | Mar 2024 - Credit Card Purchases Thorak Cemetery | \$ 398.29 |
| 1531.1023-01 | AUSLINE ENGINEERING | Repair Broken Mount Point for Side Shift on MWF Machine | \$ 385.00 |
| 1531.1732-01 | ROADSHOW FILMS PTY LTD | Movie Licence Renewal Jan 2024 - Dec 2024 | \$ 385.00 |
| 1526.28-01 | RURAL FIRE PROTECTION | Fire Equipment Service - Litchfield Council Office | \$ 378.40 |
| 1523.1330-01 | PAWS DARWIN LTD | Feb 2024 Pound Transfers | \$ 375.00 |
| 1527.1697-01 | RSPCA | Mar 2024 Pound Transfers | \$ 375.00 |
| 1527.855-01 | TENDERLINK | RFT24-427 Road Safety Intersection Street Lighting | \$ 369.60 |
| 1523.1278-01 | SEEK LIMITED | Advertisement- Finance and Customer Service Team Leader | \$ 368.50 |
| 1527.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items- Thorak Cemetery | \$ 363.05 |
| 1527.2538-01 | COMBINED BUILDING SERVICES | Repairs to Male Toilet Door - HDVG | \$ 356.40 |
| 1523.506-01 | TURBO'S TYRES | Repair Flat Tyre With Replacement Tube | \$ 346.50 |
| 1531.1750-01 | PAINT AND CREATE DARWIN | Youth Week 2024 - How to Draw Manga | \$ 310.00 |
| 1531.2854-01 | LITCHFIELD COUNCIL RATEPAYER | Youth Development Grant - School Sports | \$ 300.00 |
| 1529.132-01 | AIRPOWER NT PTY LTD | Repair Surging and Adjust Linkage on MWF Tractor | \$ 285.00 |
| 1529.512-01 | SELTOR SHAW PLUMBING PTY LTD | Repairs to Damaged Water Bubbler HPRR | \$ 277.44 |

| | | | |
|--------------|---|---|-----------|
| 1531.1674-01 | FRESH START - FOR CLEANING | Cleaning Services for - Berry Springs Waste & MWF Shed | \$ 270.00 |
| 1527.671-01 | BURSON AUTOMOTIVE PTY LTD | Recoiling Airline for MWF Workshop | \$ 242.00 |
| 1523.2662-01 | ROBERT SOLOMON | Installation of Infant Cradle Swing Livingstone Reserve | \$ 220.00 |
| 1523.968-01 | NTF CONSTRUCTION SUPPLY SPECIALISTS | Consumable Nuts and Bolts for MWF Machines | \$ 210.86 |
| 1523.1847-01 | HUMPTY DOO HORTICULTURAL SERVICES | Mar 2024 - Garden Maintenance HD Community Garden | \$ 200.00 |
| 1527.2640-01 | TOP END CRITTERS | Easter Storytime Animal Encounters | \$ 200.00 |
| 1527.752-01 | TOTALLY WORKWEAR PALMERSTON | PPE - Safety Boots - New Regulatory Services Officer | \$ 199.00 |
| 1531.828-01 | HOWARD SPRINGS VETERINARY CLINIC | Redemption of Desexing Vouchers | \$ 190.00 |
| 1529.928-01 | RSEA PTY LTD | PPE - Protective Footwear - New Litchfield Council Employee | \$ 188.99 |
| 1527.1186-01 | ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD | Apr 2024 - ASSA Monthly Membership | \$ 165.00 |
| 1529.2852-01 | LITCHFIELD COUNCIL RATEPAYER | Reimbursement of Marquee - Not Required | \$ 157.00 |
| 1527.1105-01 | ASSOCIATED ADVERTISING & PROMOTIONS | LGANT Conference Dinner Ticket CEO | \$ 150.00 |
| 1523.1040-01 | SUPERCHEAP AUTO | Bulk Oil Purchase for MWF Machines | \$ 137.80 |
| 1527.1040-01 | SUPERCHEAP AUTO | Bulk Purchase Agritrans Transmission Oil | \$ 132.37 |
| 1527.512-01 | SELTHER SHAW PLUMBING PTY LTD | Repairs to Female Toilet at HDVG | \$ 132.00 |
| 1523.2830-01 | HOMEGROWN LAWN MOWING PTY LTD | Yard Tidy up at HDVG Caretaker House/Garden | \$ 125.00 |
| 1527.2849-01 | LINFOX ARMAGUARD PTY LTD | Collect Council Banking WE 25 & 28 Mar 2024 | \$ 123.53 |
| 1527.43-01 | NT BUILD | Levy Adjustment Project Number: 508553P | \$ 123.00 |
| 1523.2843-01 | LITCHFIELD COUNCIL RATEPAYER | Refund of Trap Bond after Hire Return | \$ 110.00 |
| 1527.2848-01 | LITCHFIELD COUNCIL RATEPAYER | Refund of Trap Hire Bond after Hire Period of Hire | \$ 110.00 |
| 1523.450-01 | HUMPTY DOO VETERINARY HOSPITAL PTY | Redemption of Desexign Voucher | \$ 100.00 |
| 1527.828-01 | HOWARD SPRINGS VETERINARY CLINIC | Redemption of Desexing Voucher | \$ 100.00 |
| 1523.25-01 | LAND TITLES OFFICE | Mar 2024 - Tittle Searches - Rates | \$ 97.50 |
| 1529.92-01 | ST JOHN AMBULANCE AUSTRALIA (NT) INC | CPR Renewal- HR Employee | \$ 95.00 |
| 1523.1566-01 | WINC AUSTRALIA PTY LTD | Stationary - Litchfield Council Office | \$ 91.10 |
| 1527.60-01 | FREDS PASS SPORT & RECREATION | Youth Week 2024- FPSRR Market Shed Venue Hire | \$ 82.50 |
| 1527.2847-01 | LITCHFIELD COUNCIL EMPLOYEE | Reimbursement for Badges Sewn to Uniforms | \$ 80.00 |
| 1527.2375-01 | NTIT (NT-IT PTY LTD) | Update of Names in New Phone System | \$ 79.75 |

| | | | |
|--------------|-------------------------------------|--|------------------------|
| 1527.968-01 | NTF CONSTRUCTION SUPPLY SPECIALISTS | Replacement Nyloc Nuts and Washers - MWF Machines | \$ 77.55 |
| 1523.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Waste Stations | \$ 71.67 |
| 1531.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Planning | \$ 70.06 |
| 1531.2849-01 | LINFOX ARMAGUARD PTY LTD | Collect Council Banking -WE 14 Apr 2024 | \$ 61.76 |
| 1529.2849-01 | LINFOX ARMAGUARD PTY LTD | Collect Council Banking -WE 05 Apr 2024 | \$ 61.76 |
| 1529.1143-01 | WORKPRO (RISK SOLUTIONS AUSTRALIA | Police Check - New Litchfield Council Employee | \$ 60.50 |
| 1529.2666-01 | LITCHFIELD COUNCIL RATEPAYER | Refund of Fob Deposit after Venue Hire | \$ 58.00 |
| 1531.2063-01 | QUALITY INDOOR PLANTS HIRE | Aug 2023 - Taminmin Library Plant Hire & Maintenance | \$ 52.00 |
| 1527.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Supply of Bottled Water at HSWTS | \$ 50.00 |
| 1528.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for Thorak Cemetery Office | \$ 37.50 |
| 1527.1237-01 | THE BOOKSHOP DARWIN | Assorted Books for Taminmin Library Content | \$ 26.99 |
| 1529.78-01 | POWER & WATER CORPORATION | Feb - Mar 24- Water Swipe Card - MWF | \$ 24.53 |
| 1523.132-01 | AIRPOWER NT PTY LTD | Replacement Spare Key for Tractor CD90VW | \$ 13.54 |
| 1527.129-01 | VANDERFIELD PTY LTD & RDO EQUIPMENT | Call out to Investigate Oil Leak | \$ 5.12 |
| | | TOTAL | \$ 2,289,662.68 |

STATEMENT 4. MEMBER AND CEO COUNCIL CREDIT CARD TRANSACTION FOR THE MONTH**Cardholder Name:** Stephen Hoyne

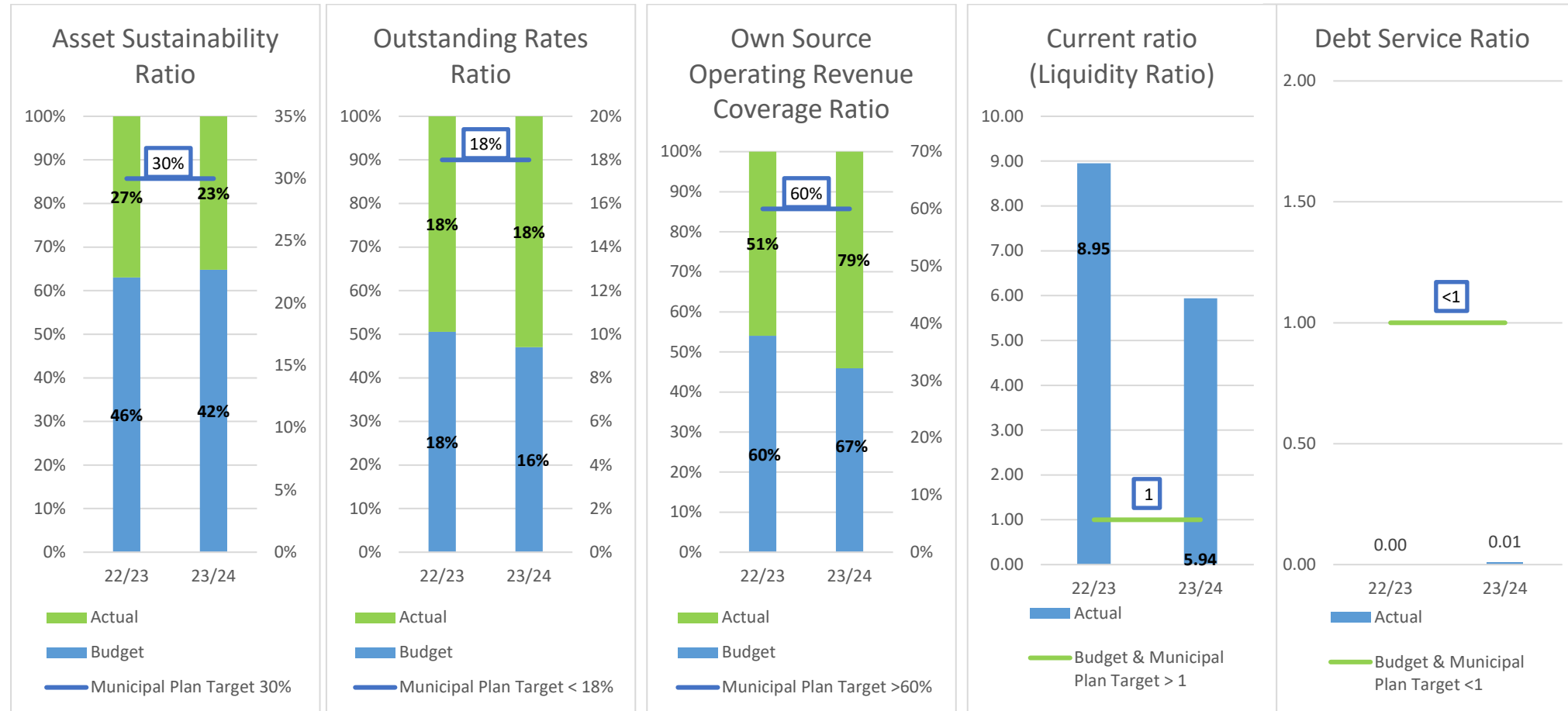
| Transaction Date | Amount \$ | Supplier's Name | Reason for the Transaction |
|------------------|---------------|------------------------|--|
| 19/04/2024 | 11.00 | Waterfront Parking | LGANT Conference |
| 17/04/2024 | 10.00 | Pay Stay Parking | Waterfront- offsite meeting – LGANT CEO Forum |
| 11/04/2024 | 10.00 | Pay Stay Parking | Waterfront- offsite meeting – Council related matter |
| 8/04/2024 | 53.61 | SMP - Devils Marbles | Travel expenses whilst enroute to Aboriginal Leadership and Governance Forum and NT Treaty Symposium |
| 8/04/2024 | 80.92 | SMP - Devils Marbles | Travel expenses whilst enroute to Aboriginal Leadership and Governance Forum and NT Treaty Symposium |
| 8/04/2024 | 91.04 | SMP - Devils Marbles | Travel expenses whilst enroute to Aboriginal Leadership and Governance Forum and NT Treaty Symposium |
| 2/04/2024 | 42.00 | Katherine Country Club | Travel expenses whilst enroute to Aboriginal Leadership and Governance Forum and NT Treaty Symposium |
| 27/03/2024 | 251.72 | Knotts Crossing Resort | Travel expenses whilst enroute to Aboriginal Leadership and Governance Forum and NT Treaty Symposium |
| 20/04/2024 | 6.00 | Westpac | Credit Card Monthly Fee |
| Total | 556.29 | | |

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 |
|------------------|---------------|--|----------------------------|
| 8/04/2024 | 150.00 | Australian Local Government Associations | LGANT Dinner (INV34) |
| | | | |
| | | | |
| | | | |
| Total | 150.00 | | |

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.

Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.

This ratio measures the degree to which Council relies on external funding to cover its operational expenses.

Identifies Council's ability to meet its short-term financial commitments as and when they fall due.

Indicates Council's ability to repay loans.

| KPI | Explanation |
|---------------------------------|---|
| Asset Sustainability Ratio | Council's Asset Sustainability Ratio for the month of March is 26% is below from the Municipal Plan target of greater than 30%. However, the current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future. |
| Outstanding Rates Ratio | In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia. Council's Outstanding Rates Ratio of 18.04% slightly above the Municipal Plan target of less than 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources. |
| Own Source Revenue Ratio | This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level. Council's Own Source Operating Revenue Coverage ratio of 82% 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 6.02 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due. |
| Debt Service Ratio | Council has no debt and therefore fully meets the Municipal Plan Target of less than 1. |

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

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

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 30.04.2024

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:

15 May 2024
Date Signed:



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.01.02 |
| Report Title: | People, Performance and Governance Report – April 2024 |
| Author: | Ankit Pansal, HR and Records Program Leader |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: People, Performance and Governance Report – April 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 April 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

April 2024

Internal Appointments

| Position | Department | Commenced | Permanent/Temporary |
|----------|------------|-----------|---------------------|
|----------|------------|-----------|---------------------|

N/A

External Appointments

| Position | Department | Start date | Permanent/Temporary |
|----------|------------|------------|---------------------|
|----------|------------|------------|---------------------|

Employment Separation

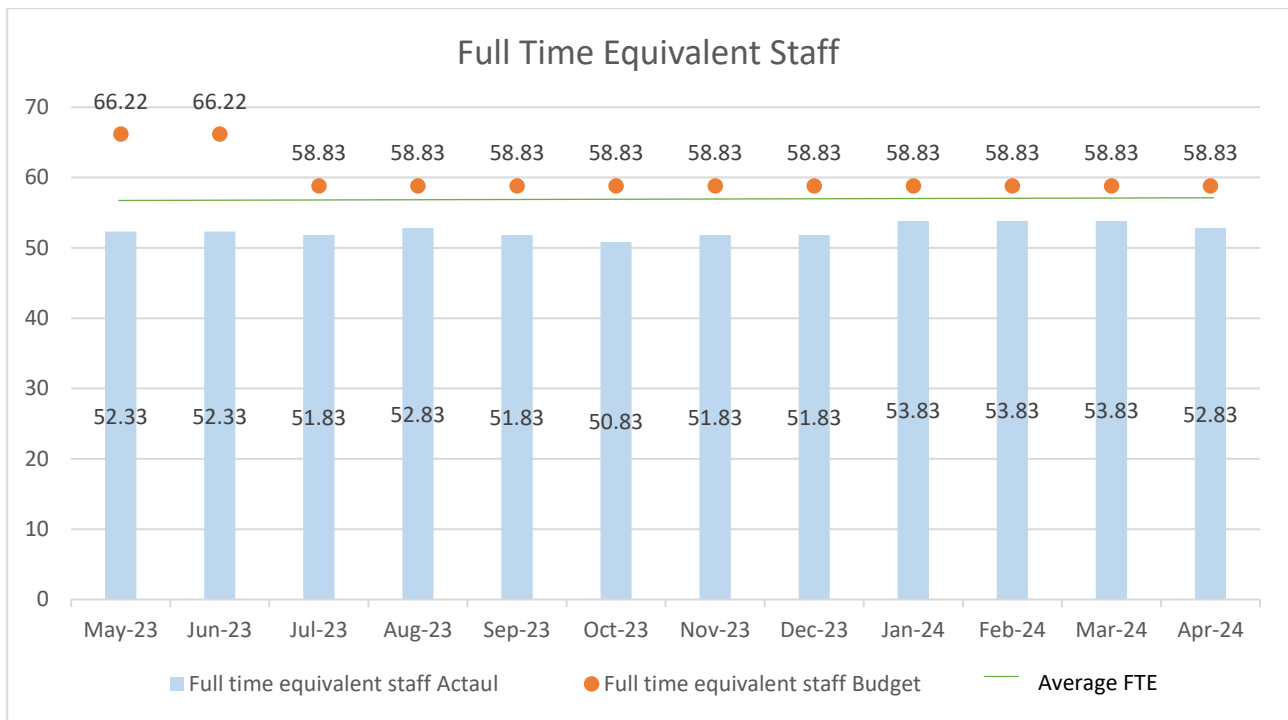
| Position | Department | End date | Permanent/Temporary |
|----------|------------|----------|---------------------|
|----------|------------|----------|---------------------|

| | | | |
|---|-----------|----------|-----------|
| Finance and Customer Service Program Leader | Corporate | 18 April | Permanent |
|---|-----------|----------|-----------|

| | Approved | Actual | Difference |
|----------------------|----------|--------|------------|
| Full Time Equivalent | 45.00 | 39.00 | -6 |
| Part-time | 5.18 | 5.18 | 0 |
| Contract | 5.00 | 5.00 | 0 |
| Casual | 3.65 | 3.65 | 0 |
| Total | 58.83 | 52.83 | -6.00 |

Recruitment Overview:

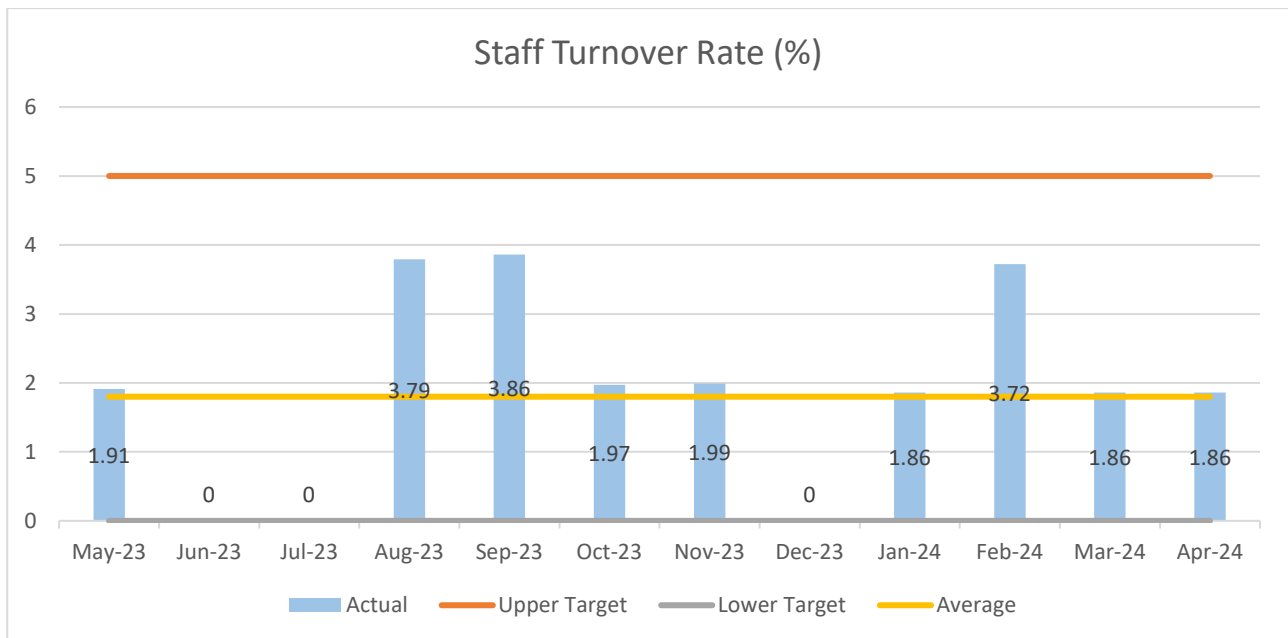
| Role | In Progress | Completed |
|---------------------------------|-------------|-----------|
| Senior Project Officer | ✓ | |
| MWF Program Leader | | ✓ |
| Project Officer | | ✓ |
| Finance & Customer Service PL | ✓ | |
| Development Engineer | ✓ | |
| Community Participation Officer | ✓ | |



Turnover Rate:

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

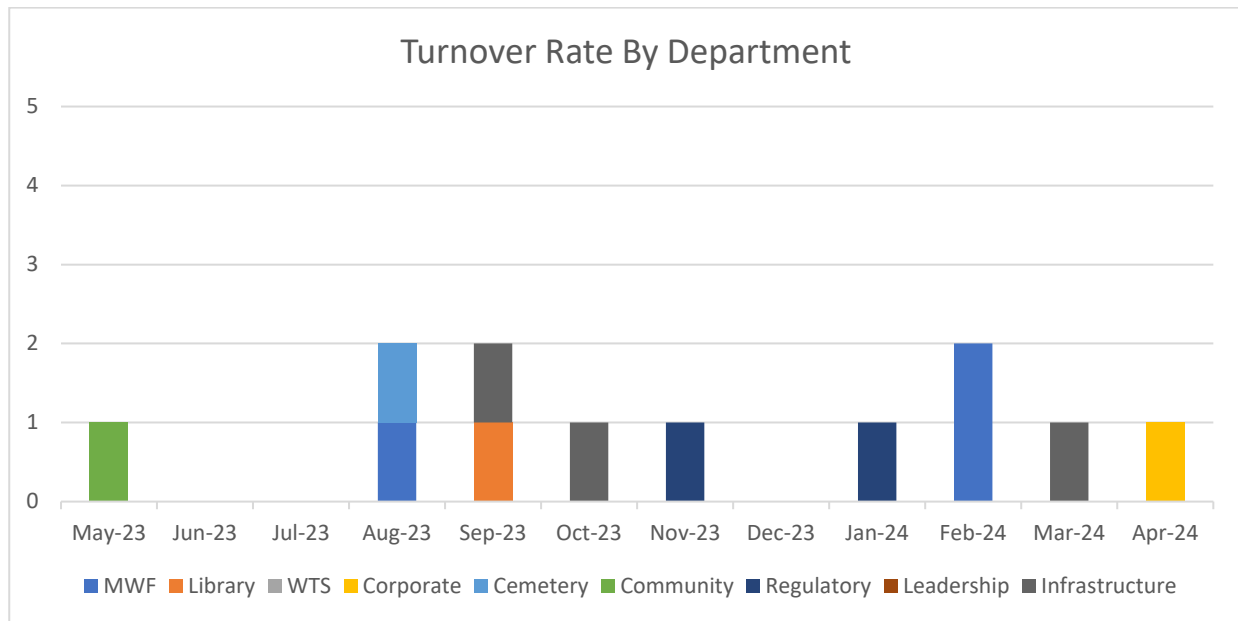
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



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

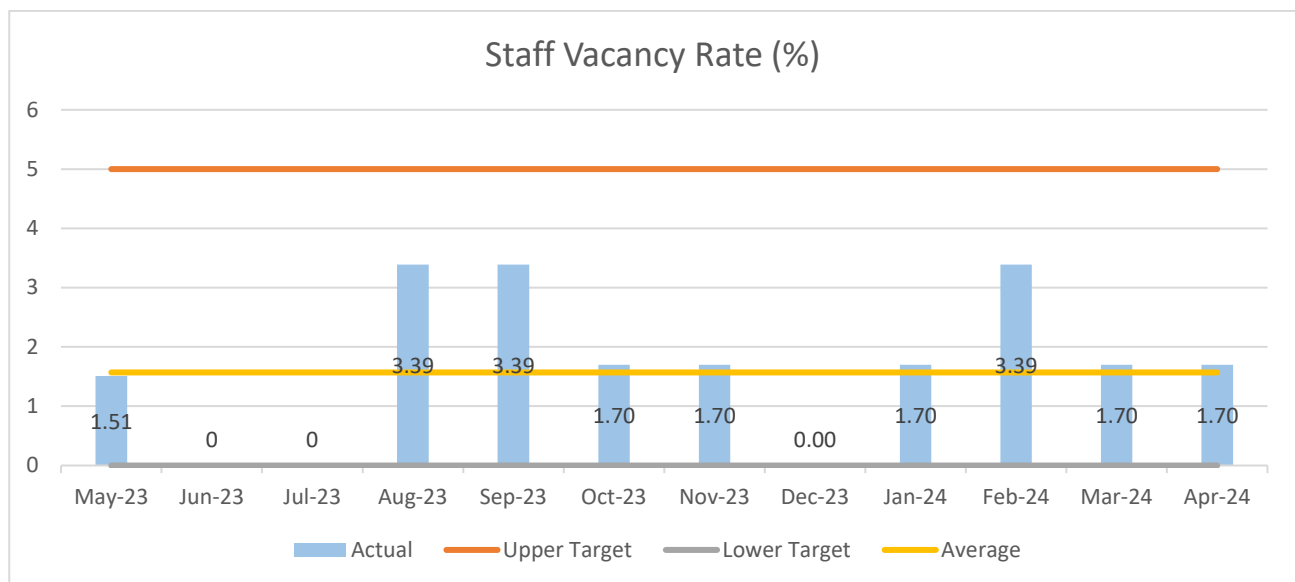
Target Average: Between 0% to 5%

Turnover Rate by Department:



Staff Vacancy Rate:

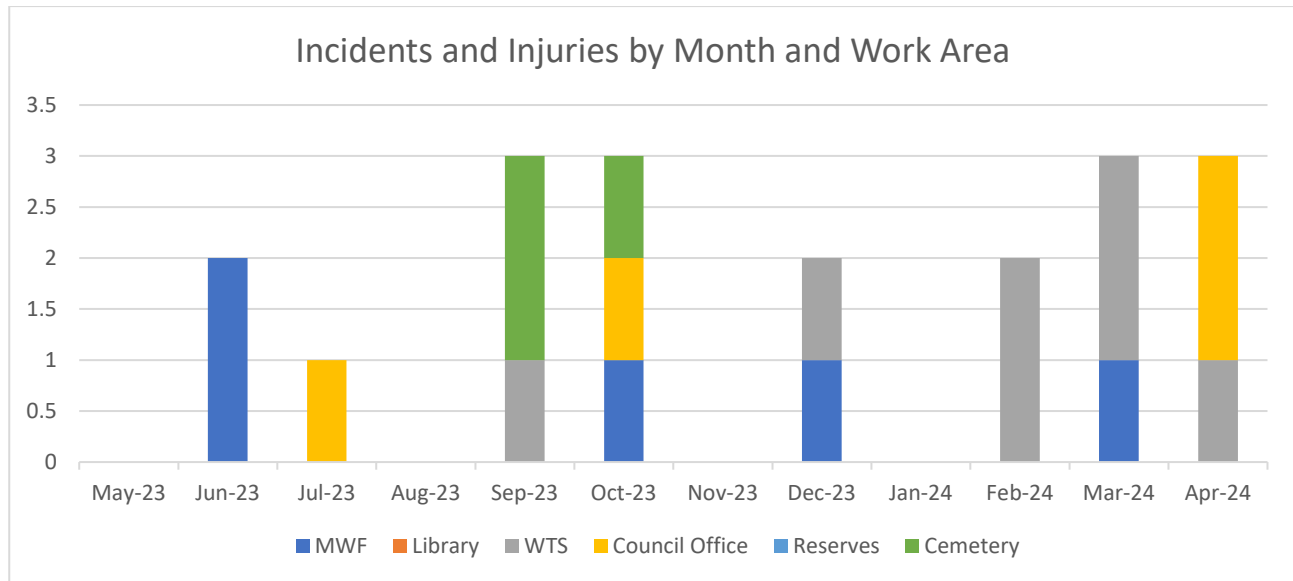
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



| May | June | July | August | Sept | Oct | Nov | Dec | Jan | Feb | March | April | Average |
|-------|-------|-------|--------|-------|-------|-------|------|-------|-------|-------|-------|---------|
| 1.51% | 0.00% | 0.00% | 3.39 % | 3.39% | 1.70% | 1.70% | 0.00 | 1.70% | 3.39% | 1.70% | 1.70% | 1.54% |

Target: Between 0% to 5%

Workplace Health and Safety:



There were three workplace health and safety incidents recorded in April 2024:

- Incident 1: An employee received a minor injury while operating machine.
- Incident 2: An employee was verbally abused by a customer in the course of their duties
- Incident 3: An employee was verbally abused by a customer in the course of their duties

Governance

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

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

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 | FIN08 Risk Management |



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.01.03 |
| Report Title: | Budget Review Two – 2023/2024 |
| Author: | |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: Departmental Operating Income Statement 2023/2024 B: Capital Expenditure C: Amended Long Term Financial Plan |

Executive Summary

This report presents to Council for adoption, draft budget review two for 2023/2024 based on the end of February 2024 actuals and factoring in relevant Council decisions.

Recommendation

THAT Council:

1. receive and note the report entitled Budget Review 2 – 2023/2024.
2. adopt Budget Review 2 – 2023/2024, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$21,954,890, Total Operational Expenditure to \$17,263,382 and Total Capital Expenditure to \$15,240,841; and
3. adopt the Financial Reserve movement of \$3,140,086 for 2023/2024 consisting of:
 - a) Developer Contributions Reserve reduction of \$325,905,
 - b) Waste Management Reserve reduction of \$113,617,
 - c) Asset Reserve increase of \$3,846,249; and
 - d) Thorak Regional Cemetery reduction of \$266,642.

Background

This budget review generates a net operating deficit of \$123,863. Operational items are predominantly made up of the following. Attachment A also provides a breakdown of the departments.

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

Total Income

Overall income increased by \$274,364. This increase includes an Australia Day Grant of \$14,500 to Community, \$44,864 from Insurance Reimbursements in Corporate Services, a \$200,000 received due to more subdivisions being handed over than expected from Infrastructure, and a \$15,000 increase in revenue from sales in Waste.

Operational Expenditure

The total expenditure has increased by \$398,228. The largest movement is a \$300,000 increase in Forward Design projects in Infrastructure Council decision ORD2023 11-016. More details are mentioned below.

Sundry Expense: The expenditure surplus of \$4,543 comprises cost savings used to fund increases in other expenses, mainly from Council Leadership, which was saved from subscription reference materials.

Computer / IT Costs: There has been an increase of \$51,535, attributable to the expense incurred for computer software and hardware, including the audio upgrade installation in Chambers and increased ESRI Annual Subscription Renewal.

Employee Costs: An increase of \$34,060, is mostly due to the training cost of the CIVICA Special Rates and Authority Rates Module. Additionally, there was an increase in temporary staff in Library.

Professional Fees: Increased of \$200,000, primarily due to the increase of expenditure for general consultancy, and Forward Design projects in Infrastructure ORD2023 11-016. Whilst \$300,000 was provided, \$100,000 savings has been generated across other areas.

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

Parts, accessories, and consumables: A surplus of \$15,100 in expenditures was created by reallocating cost savings to other expenses.

Cemetery Operations: A minor increase of \$700 due to the purchased of more burial capsules in Thorak.

Contractors: The expenditure increase of \$69,872 was attributed to several factors, including an increase in Community such as \$7,800 associated with water utilized by Livingston Volunteer Fire Brigade and \$12,000 to cover the cost of insurance excess for lightning strike damage to Livingston Recreation Reserve. An increase of \$50,000 for Howard Springs and Humpty Doo Waste Transfer to Shoal Bay. There was a total of \$122,000 increase in Waste, but savings have been generated across other areas.

Donations and Community Support: An increase of \$13,658 is due to a significant increase in the cost of equipment hire, graphic design, and Australia Day Activities in Community.

Maintenance: An increase of \$33,546 includes a \$17,000 overspending in Waste due to major compactor repairs, \$6,000 expenses for Gregg Park in Community, and a \$10,000 increase in ageing equipment at the Mobile Workforce.

Elected Member: A minor increase of \$5,500 due to LGANT Annual Membership Subscription increase.

Energy: An increase of \$9,000 relates to motor vehicle fuel expenses in Council Leadership and Infrastructure.

Operational

Litchfield Council Operating Income Statement 2023/24

| | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | Variance | |
|--|-------------------------|-----------------------------|------------------------------------|------------------------------------|------------------|------------|
| Grants | 5,388,654 | 450,757 | 3,954,384 | 3,968,884 | 14,500 | 0.4% |
| Inv Income | 980,627 | 1,071,023 | 770,000 | 770,000 | 0 | 0% |
| User Charges | 1,915,509 | 1,786,203 | 1,934,257 | 2,149,257 | 215,000 | 11% |
| Rates | 13,858,416 | 14,640,803 | 14,706,885 | 14,706,885 | 0 | 0% |
| Stat Charges | 210,208 | 160,789 | 175,000 | 175,000 | 0 | 0% |
| Other Revenue | 259,106 | 44,864 | 140,000 | 184,864 | 44,864 | 32% |
| Total Income | 22,612,521 | 18,154,439 | 21,680,526 | 21,954,890 | 274,364 | 1% |
| Operational Expenditure | | | | | | |
| Sundry | 561,046 | 369,970 | 579,335 | 574,792 | (4,543) | -1% |
| Computer / IT Costs | 329,734 | 314,682 | 464,080 | 515,615 | 51,535 | 11% |
| Employee Costs | 6,971,684 | 4,244,351 | 7,184,189 | 7,218,249 | 34,060 | 0.5% |
| Professional Fees | 1,475,846 | 365,641 | 1,368,500 | 1,568,500 | 200,000 | 15% |
| Parts, accessories & consumables | 150,208 | 110,079 | 275,980 | 260,880 | (15,100) | -5% |
| Cemetery Operations | 494,521 | 271,379 | 488,985 | 489,684 | 700 | 0.1% |
| Auditors Fees | 58,737 | 8,207 | 62,000 | 62,000 | 0 | 0% |
| Contractors | 4,382,145 | 2,387,045 | 4,555,724 | 4,625,596 | 69,872 | 2% |
| Legal Expenses | 65,786 | 17,168 | 82,000 | 82,000 | 0 | 0% |
| Donations and Community Support | 182,510 | 56,106 | 171,014 | 184,672 | 13,658 | 8% |
| Maintenance | 683,254 | 374,297 | 572,286 | 605,832 | 33,546 | 6% |
| Elected Member | 306,871 | 201,894 | 390,762 | 396,262 | 5,500 | 1% |
| Energy | 258,374 | 116,347 | 216,300 | 225,300 | 9,000 | 4% |
| Insurance | 379,415 | 436,905 | 454,000 | 454,000 | 0 | 0% |
| Bad Debts | 57,351 | - | - | - | 0 | #DN/O! |
| Total Expenses | 16,357,480 | 9,274,069 | 16,865,155 | 17,263,382 | 398,228 | 2% |
| Net result (Excluding Depreciation) | 6,255,041 | 8,880,370 | 4,815,371 | 4,691,508 | (123,863) | -3% |

Capital Expenditure

The total Capital expenditure for the year has increased from \$14,680,841.83 in Budget Review 1 to \$15,240,841.83 in Budget Review 2. This represents a net increase of \$560,000 which is broken down as follows:

- An increase of \$500,000 funded through Asset Financial Reserves for upgrades to Guys Creek Road, as per Council decision (ORD2023 11-012).

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

- An increase of \$60,000 has been allocated to bring forward the replacement of the CEO vehicle for FY 2025/26.

Attachment B provides a breakdown with further details.

Reserves

| Summary Financial Reserve Movements 2023/24 - Budget Review Two | | | | | | | | |
|---|---------------------------|--------------------------------|----------------------|------------------------|----------------------|-------------------------|---|---------------------|
| RESERVES | 2022/23 Actual (\$) | 2023-24 Adopted Budget (\$) | Budget Review - | | | Net Movement (\$) | Budget Review - 2 Balance (\$) | Variance (\$) |
| | | | 1 Balance (\$) | Transfers from (\$) | Transfers to (\$) | | | |
| Developer Contributions Reserve | 675,986 | 576,000 | 675,986 | (325,905) | - | (325,905) | 350,081 | (325,905.10) |
| Waste Management Reserve | 5,482,478 | 3,947,000 | 5,596,095 | (113,617) | - | (113,617) | 5,482,478 | (113,617.00) |
| Unexpended Grants Reserve | 3,863,668 | - | - | - | - | - | - | - |
| Total Restricted | 10,022,132 | 4,523,000 | 6,272,081 | (439,522) | - | (439,522) | 5,832,559 | (439,522.10) |
| Unexpended Capital Works | 3,129,453 | - | - | - | - | - | - | - |
| Asset Reserve | 7,898,788 | 8,587,000 | 6,764,894 | - | 3,846,249 | 3,846,249 | 10,611,143 | 3,846,249.41 |
| Thorak Regional Cemetery | 1,933,705 | 1,557,000 | 2,200,347 | (266,642) | - | (266,642) | 1,933,706 | (266,641.50) |
| Election Reserve | 200,000 | 200,000 | 200,000 | - | - | - | 200,000 | - |
| Disaster Recovery Reserve | 400,000 | 400,000 | 400,000 | - | - | - | 400,000 | - |
| Strategic Initiatives Reserve | 400,000 | 400,000 | 400,000 | - | - | - | 400,000 | - |
| Cash for Cans Reserve | 141,906 | 113,000 | 141,906 | - | - | - | 141,906 | - |
| Total Unrestricted | 14,103,852 | 11,257,000 | 10,107,147 | (266,642) | 3,846,249 | 3,579,608 | 13,686,754 | 3,579,607.91 |
| TOTAL | 24,125,984 | 15,780,000 | 16,379,227.54 | (706,164) | 3,846,249 | 3,140,086 | 19,519,313.35 | 3,140,085.81 |

The Reserve balance has been updated to reflect the audited closing balances as of 30 June 2023. It is estimated that after the Second Budget Review for 2023/24, the reserve will have a balance of \$19,519,313.35. This forecasted balance is cash-backed and \$3.1 million higher than the original budget expectations. The increase is due to a higher closing balance for 2023 than what was budgeted and a higher than anticipated current asset balance. Unexpended Grant Funding is included in Asset Reserves.

Long-Term Financial Plan

If the Council's amended budget has a material impact on its long-term financial plan, division 4 of the Local Government (General) Regulation 2021, requires the council to amend the long-term financial plan at the same time as adopting the amended budget. As a result, Council's Long Term Financial Plan has been updated to reflect these changes and is presented in Attachment C.

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Under the *Local Government Act 2019*, section 203, Council has undertaken two budget reviews of the 2023/2024 Original Budget.

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

Risks

Financial

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

Governance

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

Community Engagement

Not applicable.

| | Council Leadership | | | | Corporate | | | | Community | | | |
|-------------------------------------|-------------------------|-----------------------------|------------------------------------|------------------------------------|---|-----------------------------|------------------------------------|------------------------------------|---|-----------------------------|------------------------------------|------------------------------------|
| | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) |
| Grants | 28,761.14 | 14,500.00 | - | - | - | - | - | - | - | - | 28,014.00 | 42,514.00 |
| Inv Income | - | - | - | - | - | - | - | - | - | - | - | - |
| User Charges | - | - | - | - | - | - | - | - | 105,282.60 | 136,540.57 | 97,020.00 | 97,020.00 |
| Rates | - | - | - | - | - | - | - | - | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 805.00 | - | - | - | 115,350.76 | 44,864.38 | - | 44,864.38 | 2,032.77 | - | - | - |
| Total Income | 29,566 | 14,500 | - | - | 115,351 | 44,864 | - | 44,864 | 107,315 | 136,541 | 125,034 | 139,534 |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 17,930.84 | 6,783.52 | 30,900.00 | 24,400.00 | 75,021.28 | 36,762.45 | 56,500.00 | 67,000.00 | 4,823.32 | 2,158.71 | 9,726.21 | 9,726.21 |
| Computer / IT Costs | 9,294.81 | 3,941.90 | 25,200.00 | 24,700.00 | 1,858.97 | 176.32 | - | - | - | - | - | - |
| Employee Costs | 620,222.64 | 335,339.32 | 594,409.00 | 596,909.00 | 518,943.24 | 287,972.32 | 461,133.00 | 461,133.00 | 181,115.03 | 68,575.46 | 114,173.00 | 114,173.00 |
| Professional Fees | 40,144.08 | 9,476.51 | 162,000.00 | 157,000.00 | 46,617.32 | 36,568.56 | 84,000.00 | 86,000.00 | 9,347.00 | 7,600.00 | 60,000.00 | 60,000.00 |
| Parts, accessories & consumables | 1,346.24 | 933.48 | 2,000.00 | 1,500.00 | - | - | - | - | - | - | - | - |
| Cemetery Operations | - | - | - | - | - | - | - | - | - | - | - | - |
| Auditors Fees | - | - | - | - | 3,596.00 | 3,356.00 | 10,000.00 | 10,000.00 | - | - | - | - |
| Contractors | 8,079.09 | 5,380.00 | 8,500.00 | 8,500.00 | - | - | - | - | 1,036,529.81 | 897,221.92 | 1,246,574.18 | 1,262,046.18 |
| Legal Expenses | 51,715.50 | 17,168.17 | 30,000.00 | 30,000.00 | 12,820.00 | - | 50,000.00 | 50,000.00 | - | - | 2,000.00 | 2,000.00 |
| Donations and Community Support | - | - | - | - | - | - | - | - | 182,509.90 | 56,105.87 | 171,014.00 | 184,672.00 |
| Maintenance | 3,681.92 | 2,307.04 | 2,700.00 | 4,200.00 | - | - | - | - | 415,010.98 | 195,201.97 | 279,385.79 | 284,432.00 |
| Elected Member | 306,870.51 | 201,893.84 | 390,762.00 | 396,262.00 | - | - | - | - | - | - | - | - |
| Energy | 9,544.43 | 4,272.34 | 2,600.00 | 5,600.00 | - | - | - | - | - | - | - | - |
| Insurance | - | - | - | - | - | - | - | - | - | - | - | - |
| Bad Debts | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 1,068,830 | 587,496 | 1,249,071 | 1,249,071 | 658,857 | 364,836 | 661,633 | 674,133 | 1,829,336 | 1,226,864 | 1,882,873 | 1,917,049 |
| Net result (Excluding Depreciation) | (1,039,264) | (572,996) | (1,249,071) | (1,249,071) | (543,506) | (319,971) | (661,633) | (629,269) | (1,722,021) | (1,090,323) | (1,757,839) | (1,777,515) |
| | - | | | | \$44,864 Insurance Reimbursements received. An increase in operational costs due to higher recruitment expenses, additional medical costs for casuals, and additional stationery to be purchased. | | | | A grant transfer of \$14,500 was added from Council Leadership for Australia Day. An operational increase was due to cover the cost of equipment hire and insurance excess for lightning strike damage to Livingstone Recreation Reserve. | | | |

| | Community - Library | | | | Finance & Customer Service | | | | Information Services | | | |
|--|-------------------------|-----------------------------|------------------------------------|------------------------------------|----------------------------|-----------------------------|------------------------------------|------------------------------------|-------------------------|-----------------------------|------------------------------------|------------------------------------|
| | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) |
| Grants | 432,581.17 | 302,187.00 | 305,399.00 | 305,399.00 | 879,203.00 | 11,490.00 | 635,350.00 | 635,350.00 | - | - | - | - |
| Inv Income | - | - | - | - | 899,824.64 | 1,015,079.83 | 700,000.00 | 700,000.00 | - | - | - | - |
| User Charges | 2,413.86 | 2,015.56 | 2,700.00 | 2,700.00 | 34,178.75 | 21,627.50 | 48,300.00 | 48,300.00 | - | - | - | - |
| Rates | - | - | - | - | 10,689,142.31 | 11,292,090.91 | 11,364,456.85 | 11,364,456.85 | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | - | - | - | - | 140,500.00 | - | 140,000.00 | 140,000.00 | - | - | - | - |
| Total Income | 434,995 | 304,203 | 308,099 | 308,099 | 12,642,849 | 12,340,288 | 12,888,107 | 12,888,107 | - | - | - | - |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 76,881.54 | 32,710.93 | 62,000.00 | 51,856.66 | 103,932.14 | 83,895.51 | 113,700.00 | 118,700.00 | 253.47 | 70.92 | 1,000.00 | 1,000.00 |
| Computer / IT Costs | 10,430.46 | 3,127.95 | 7,830.00 | 4,465.00 | 1,412.78 | 1,234.87 | 1,800.00 | 1,800.00 | 305,097.68 | 301,745.64 | 408,750.00 | 472,550.00 |
| Employee Costs | 359,908.59 | 264,505.35 | 281,032.00 | 292,540.34 | 814,055.98 | 721,538.80 | 1,061,880.00 | 1,078,880.00 | 72,107.14 | 36,920.00 | 93,136.00 | 95,336.00 |
| Professional Fees | - | - | - | - | 140,892.75 | 1,526.61 | 270,000.00 | 248,000.00 | 38,190.61 | 15,968.32 | 25,000.00 | 25,000.00 |
| Parts, accessories & consumables | 2,201.04 | 283.62 | 2,200.00 | 4,200.00 | - | 2,782.05 | 7,000.00 | 7,000.00 | - | - | - | - |
| Cemetery Operations | - | - | - | - | - | - | - | - | - | - | - | - |
| Auditors Fees | - | - | - | - | 47,904.56 | 4,535.71 | 45,000.00 | 45,000.00 | - | - | - | - |
| Contractors | - | - | - | - | - | - | - | - | 207,583.15 | 13,088.32 | 172,250.00 | 106,250.00 |
| Legal Expenses | - | - | - | - | - | - | - | - | - | - | - | - |
| Donations and Community Support | - | - | - | - | - | - | - | - | - | - | - | - |
| Maintenance | - | - | - | - | - | - | - | - | - | - | - | - |
| Elected Member | - | - | - | - | - | - | - | - | - | - | - | - |
| Energy | - | - | - | - | - | - | - | - | - | - | - | - |
| Insurance | - | - | - | - | 379,415.27 | 436,904.55 | 454,000.00 | 454,000.00 | - | - | - | - |
| Bad Debts | - | - | - | - | 57,350.76 | - | - | - | - | - | - | - |
| Total Expenses | 449,422 | 300,628 | 353,062 | 353,062 | 1,544,964 | 1,252,418 | 1,953,380 | 1,953,380 | 623,232 | 367,793 | 700,136 | 700,136 |
| Net result (Excluding Depreciation) | (14,427) | 3,575 | (44,963) | (44,963) | 11,097,884 | 11,087,870 | 10,934,727 | 10,934,727 | (623,232) | (367,793) | (700,136) | (700,136) |
| | | | | | | | | | | | | |
| | | | | | | | | | | | | |

| | Infrastructure & Assets | | | | Thorak Cemetery | | | | Mobile Workforce | | | |
|--|---|-----------------------------|------------------------------------|------------------------------------|-------------------------|-----------------------------|------------------------------------|------------------------------------|-------------------------|-----------------------------|------------------------------------|------------------------------------|
| | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) |
| Grants | 4,031,509.00 | 122,580.00 | 2,985,621.00 | 2,985,621.00 | - | - | - | - | - | - | - | - |
| Inv Income | - | - | - | - | 8,889.33 | 10,814.96 | 10,000.00 | 10,000.00 | - | - | - | - |
| User Charges | 135,042.97 | 367,234.97 | 189,057.15 | 389,057.15 | 1,392,833.11 | 1,107,825.34 | 1,438,180.00 | 1,438,180.00 | - | - | - | - |
| Rates | - | - | - | - | - | - | - | - | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 417.73 | - | - | - | - | - | - | - | - | - | - | - |
| Total Income | 4,166,970 | 489,815 | 3,174,678 | 3,374,678 | 1,401,722 | 1,118,640 | 1,448,180 | 1,448,180 | - | - | - | - |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 36,031.80 | 28,147.71 | 52,500.00 | 53,300.00 | 4,350.00 | 4,700.00 | - | - | 70,831.43 | 40,951.93 | 60,100.00 | 63,900.00 |
| Computer / IT Costs | 201.78 | 3,819.45 | 5,000.00 | 5,000.00 | - | - | - | - | 565.75 | 35.45 | 4,700.00 | 4,700.00 |
| Employee Costs | 890,413.85 | 567,041.33 | 1,226,448.00 | 1,226,648.00 | 560,240.15 | 384,856.31 | 563,554.00 | 562,854.00 | 953,887.54 | 482,135.72 | 882,106.00 | 887,506.00 |
| Professional Fees | 264,912.29 | 283,076.80 | 550,000.00 | 850,000.00 | - | - | - | - | 13,343.42 | 7,727.71 | 40,000.00 | 40,000.00 |
| Parts, accessories & consumables | 64,269.31 | 64,697.41 | 169,000.00 | 144,000.00 | - | - | - | - | 63,581.63 | 27,791.45 | 64,000.00 | 64,400.00 |
| Cemetery Operations | - | - | - | - | 494,520.91 | 271,378.82 | 488,984.50 | 489,684.00 | - | - | - | - |
| Auditors Fees | - | - | - | - | 7,236.25 | 315.00 | 7,000.00 | 7,000.00 | - | - | - | - |
| Contractors | 1,817,298.38 | 493,369.48 | 1,861,800.00 | 1,879,800.00 | - | - | - | - | 15,249.18 | 2,288.50 | 35,000.00 | 15,400.00 |
| Legal Expenses | - | - | - | - | - | - | - | - | - | - | - | - |
| Donations and Community Support | - | - | - | - | - | - | - | - | - | - | - | - |
| Maintenance | 7,945.92 | 4,705.80 | 6,000.00 | 6,000.00 | - | - | - | - | 134,978.37 | 64,389.51 | 80,000.00 | 90,000.00 |
| Elected Member | - | - | - | - | - | - | - | - | - | - | - | - |
| Energy | 79,832.49 | 44,944.82 | 89,000.00 | 95,000.00 | - | - | - | - | 94,019.90 | 27,736.42 | 52,500.00 | 52,500.00 |
| Insurance | - | - | - | - | - | - | - | - | - | - | - | - |
| Bad Debts | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 3,160,906 | 1,489,803 | 3,959,748 | 4,259,748 | 1,066,347 | 661,250 | 1,059,539 | 1,059,538 | 1,346,457 | 653,057 | 1,218,406 | 1,218,406 |
| Net result (Excluding Depreciation) | 1,006,064 | (999,988) | (785,070) | (885,070) | 335,375 | 457,390 | 388,642 | 388,642 | (1,346,457) | (653,057) | (1,218,406) | (1,218,406) |
| | \$200,000 received due to more subdivisions being handed over than expected. Increased in operational costs mainly due to the increased of expenditure for general consultancy and Forward design projects. | | | | | | | | | | | |

| | Waste Management | | | | Regulatory Services | | | | Total | | | |
|--|---|-----------------------------|------------------------------------|------------------------------------|-------------------------------------|-----------------------------|------------------------------------|------------------------------------|-------------------------|-----------------------------|------------------------------------|------------------------------------|
| | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) | 2022/23- Actual (\$) | 2023/24 Actual (P8) (\$) | 2023/24 Budget Review 1 (\$) | 2023/24 Budget Review 2 (\$) |
| Grants | 16,600.00 | - | - | - | - | - | - | - | 5,388,654.31 | 450,757.00 | 3,954,384.00 | 3,968,884.00 |
| Inv Income | 71,913.35 | 45,128.21 | 60,000.00 | 60,000.00 | - | - | - | - | 980,627.32 | 1,071,023.00 | 770,000.00 | 770,000.00 |
| User Charges | 242,948.85 | 150,602.47 | 159,000.00 | 174,000.00 | 2,809.10 | 356.75 | - | - | 1,915,509.24 | 1,786,203.16 | 1,934,257.15 | 2,149,257.15 |
| Rates | 3,169,273.45 | 3,348,712.00 | 3,342,428.00 | 3,342,428.00 | - | - | - | - | 13,858,415.76 | 14,640,802.91 | 14,706,884.85 | 14,706,884.85 |
| Stat Charges | - | - | - | - | 210,208.15 | 160,789.00 | 175,000.00 | 175,000.00 | 210,208.15 | 160,789.00 | 175,000.00 | 175,000.00 |
| Other Revenue | - | - | - | - | - | - | - | - | 259,106.26 | 44,864.38 | 140,000.00 | 184,864.38 |
| Total Income | 3,500,736 | 3,544,443 | 3,561,428 | 3,576,428 | 213,017 | 161,146 | 175,000 | 175,000 | 22,612,521 | 18,154,439 | 21,680,526 | 21,954,890 |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 147,561.35 | 117,131.35 | 165,404.00 | 161,404.00 | 23,429.31 | 16,657.06 | 27,505.00 | 23,505.00 | 561,046.48 | 369,970.09 | 579,335.21 | 574,791.87 |
| Computer / IT Costs | 589.00 | 600.00 | 3,400.00 | 2,400.00 | 282.68 | - | 7,400.00 | - | 329,733.91 | 314,681.58 | 464,080.00 | 515,615.00 |
| Employee Costs | 1,381,729.89 | 759,450.33 | 1,529,007.00 | 1,528,007.00 | 619,059.57 | 336,015.93 | 377,311.00 | 374,263.00 | 6,971,683.62 | 4,244,350.87 | 7,184,189.00 | 7,218,249.34 |
| Professional Fees | 917,698.66 | 2,716.14 | 175,000.00 | 100,000.00 | 4,700.00 | 980.00 | 2,500.00 | 2,500.00 | 1,475,846.13 | 365,640.65 | 1,368,500.00 | 1,568,500.00 |
| Parts, accessories & consumables | - | - | - | - | 18,809.52 | 13,590.90 | 31,780.00 | 39,780.00 | 150,207.74 | 110,078.91 | 275,980.00 | 260,880.00 |
| Cemetery Operations | - | - | - | - | - | - | - | - | 494,520.91 | 271,378.82 | 488,984.50 | 489,684.00 |
| Auditors Fees | - | - | - | - | - | - | - | - | 58,736.81 | 8,206.71 | 62,000.00 | 62,000.00 |
| Contractors | 1,290,680.41 | 967,804.23 | 1,212,600.00 | 1,334,600.00 | 6,725.00 | 7,892.50 | 19,000.00 | 19,000.00 | 4,382,145.02 | 2,387,044.95 | 4,555,724.18 | 4,625,596.18 |
| Legal Expenses | 1,250.00 | - | - | - | - | - | - | - | 65,785.50 | 17,168.17 | 82,000.00 | 82,000.00 |
| Donations and Community Support | - | - | - | - | - | - | - | - | 182,509.90 | 56,105.87 | 171,014.00 | 184,672.00 |
| Maintenance | 117,165.09 | 107,676.25 | 201,200.00 | 218,200.00 | 4,471.70 | 16.60 | 3,000.00 | 3,000.00 | 683,253.98 | 374,297.17 | 572,285.79 | 605,832.00 |
| Elected Member | - | - | - | - | - | - | - | - | 306,870.51 | 201,893.84 | 390,762.00 | 396,262.00 |
| Energy | 67,941.67 | 36,535.94 | 67,200.00 | 67,200.00 | 7,035.23 | 2,857.74 | 5,000.00 | 5,000.00 | 258,373.72 | 116,347.26 | 216,300.00 | 225,300.00 |
| Insurance | - | - | - | - | - | - | - | - | 379,415.27 | 436,904.55 | 454,000.00 | 454,000.00 |
| Bad Debts | - | - | - | - | - | - | - | - | 57,350.76 | - | - | - |
| Total Expenses | 3,924,616 | 1,991,914 | 3,353,811 | 3,411,811 | 684,513 | 378,011 | 473,496 | 467,048 | 16,357,480 | 9,274,069 | 16,865,155 | 17,263,382 |
| Net result (Excluding Depreciation) | (423,880) | 1,552,528 | 207,617 | 164,617 | (471,496) | (216,865) | (298,496) | (292,048) | 6,255,041 | 8,880,370 | 4,815,371 | 4,691,508 |
| | Increase in revenue from sales of \$15,000. Expenditure increase for Howard Spings and Humpty Doo Waste transfer to Shoal Bay and overspend due to major compactor repairs. | | | | Employee restructured cost savings. | | | | | | | |

ATTACHMENT B

[illegible]

| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 | 30 Jun 34 |
|---|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Comprehensive Income Statement | | | | | | | | | | | | | |
| Revenue from Operating Activities | | | | | | | | | | | | | |
| Rates and Charges | \$'000 | 14,128 | 14,707 | 15,306 | 16,203 | 17,149 | 18,149 | 19,206 | 20,324 | 21,505 | 22,578 | 23,704 | 23,704 |
| Grants - Operating (Recurrent) | \$'000 | 5,940 | 3,969 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 |
| Grants - Operating (Non-recurrent) | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Grants - Capital (Recurrent) | \$'000 | 2,318 | - | - | - | - | - | - | - | - | - | - | - |
| Grants - Capital (Non-recurrent) | \$'000 | - | 5,942 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 |
| Contributions (Non monetary) | \$'000 | - | - | 3,000 | 3,000 | 4,000 | 4,000 | 5,000 | 5,000 | 6,000 | - | - | - |
| Reimbursements and Subsidies | \$'000 | 1 | - | - | - | - | - | - | - | - | - | - | - |
| User Charges | \$'000 | 2,227 | 2,149 | 2,256 | 2,369 | 2,488 | 2,612 | 2,743 | 2,880 | 3,024 | 3,175 | 3,334 | 3,334 |
| Statutory Fees and Fines | \$'000 | 210 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 |
| Total Revenue from Operating Activities | \$'000 | 24,824 | 26,942 | 26,506 | 27,516 | 29,581 | 30,705 | 32,893 | 34,148 | 36,473 | 31,697 | 32,982 | 32,982 |
| Revenue from Outside of Operating Activities | | | | | | | | | | | | | |
| Interest Revenue | \$'000 | 696 | 770 | 774 | 778 | 782 | 786 | 789 | 793 | 797 | 801 | 805 | 805 |
| Other Revenue Outside of Operating Activities | \$'000 | 212 | 185 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 |
| Total Revenue from Outside Operating Activities | \$'000 | 908 | 955 | 914 | 918 | 922 | 926 | 929 | 933 | 937 | 941 | 945 | 945 |
| Total Revenue | \$'000 | 25,732 | 27,897 | 27,420 | 28,434 | 30,502 | 31,631 | 33,822 | 35,081 | 37,410 | 32,638 | 33,927 | 33,927 |
| Operating Expenses from Ordinary Activities | | | | | | | | | | | | | |
| Employee Costs | \$'000 | (6,987) | (7,218) | (7,253) | (7,470) | (7,695) | (7,925) | (8,163) | (8,408) | (8,660) | (8,920) | (9,188) | (9,188) |
| Materials & Consumables | \$'000 | (9,591) | (10,045) | (10,434) | (10,644) | (10,861) | (11,186) | (12,022) | (12,383) | (12,754) | (13,137) | (13,531) | (13,531) |
| Depreciation | \$'000 | (10,058) | (9,918) | (10,185) | (10,450) | (10,717) | (10,991) | (11,271) | (11,530) | (11,770) | (11,980) | (12,231) | (12,351) |
| Other Expenses | \$'000 | - | - | (2) | - | (2) | - | (2) | - | (2) | - | (2) | - |
| Total Operating Expenses | \$'000 | (26,636) | (27,181) | (27,874) | (28,564) | (29,275) | (30,102) | (31,458) | (32,321) | (33,186) | (34,037) | (34,952) | (35,070) |
| Net Surplus/(Deficit) from Operations | \$'000 | (904) | 716 | (454) | (130) | 1,228 | 1,529 | 2,364 | 2,761 | 4,224 | (1,399) | (1,025) | (1,143) |
| Adjustments | | | | | | | | | | | | | |
| Net Gain/(Loss) on Disposal of Property Plant & Equipment | \$'000 | (20) | - | - | - | - | - | - | - | - | - | - | - |
| Physical Resources received free of charge | \$'000 | 18,586 | - | - | - | - | - | - | - | - | - | - | - |
| Total Adjustments | \$'000 | 18,566 | - | - | - | - | - | - | - | - | - | - | - |
| Operating Surplus/(Deficit) after Adjustments | \$'000 | 17,662 | 716 | (454) | (130) | 1,228 | 1,529 | 2,364 | 2,761 | 4,224 | (1,399) | (1,025) | (1,143) |
| Adjusted Underlying Surplus (Deficit) | \$'000 | 17,662 | (5,226) | (5,187) | (4,863) | (4,505) | (4,204) | (4,369) | (3,972) | (3,509) | (3,132) | (2,758) | (2,876) |

| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 | 30 Jun 34 |
|--|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Balance Sheet | | | | | | | | | | | | | |
| Current Assets | | | | | | | | | | | | | |
| Cash and Cash Equivalents | \$'000 | 27,639 | 20,543 | 19,597 | 18,565 | 17,448 | 17,411 | 17,901 | 19,053 | 21,078 | 23,559 | 22,593 | 24,620 |
| Trade and Other Receivables | \$'000 | 3,863 | 5,861 | 5,739 | 6,044 | 6,366 | 6,687 | 7,065 | 7,445 | 7,846 | 8,190 | 8,597 | 8,597 |
| GST Receivable | \$'000 | - | 63 | 66 | 66 | 67 | 69 | 75 | 77 | 78 | 80 | 82 | 82 |
| Total Current Assets | \$'000 | 31,502 | 26,466 | 25,402 | 24,675 | 23,881 | 24,167 | 25,041 | 26,574 | 29,002 | 31,830 | 31,273 | 33,300 |
| Non Current Assets | | | | | | | | | | | | | |
| Property Plant and Equipment | \$'000 | - | 781 | 1,220 | 1,513 | 2,528 | 3,754 | 4,083 | 4,220 | 4,159 | 4,235 | 4,427 | 4,627 |
| Infrastructure Assets | \$'000 | 426,570 | 431,112 | 431,529 | 431,971 | 433,122 | 433,324 | 435,006 | 436,323 | 438,415 | 434,330 | 431,088 | 427,718 |
| Other Financial Assets | \$'000 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 | 1,846 |
| Total Non Current Assets | \$'000 | 428,416 | 433,739 | 434,595 | 435,330 | 437,496 | 438,924 | 440,934 | 442,389 | 444,420 | 440,411 | 437,361 | 434,191 |
| Total Assets | \$'000 | 459,918 | 460,206 | 459,996 | 460,004 | 461,377 | 463,092 | 465,975 | 468,963 | 473,422 | 472,241 | 468,634 | 467,491 |
| Current Liabilities | | | | | | | | | | | | | |
| Trade and Other Payables | \$'000 | 6,756 | 6,328 | 6,571 | 6,709 | 6,852 | 7,037 | 7,555 | 7,782 | 8,015 | 8,233 | 5,649 | 5,649 |
| Current Provisions | \$'000 | 620 | 620 | 621 | 621 | 622 | 622 | 624 | 624 | 625 | 625 | 626 | 626 |
| Total Current Liabilities | \$'000 | 7,376 | 6,948 | 7,192 | 7,330 | 7,474 | 7,660 | 8,178 | 8,405 | 8,640 | 8,858 | 6,275 | 6,275 |
| Non Current Liabilities | | | | | | | | | | | | | |
| Non Current Employee benefits | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Non Current Provisions | \$'000 | 358 | 358 | 359 | 359 | 359 | 359 | 360 | 360 | 361 | 361 | 362 | 362 |
| Total Non Current Liabilities | \$'000 | 358 | 358 | 359 | 359 | 359 | 359 | 360 | 360 | 361 | 361 | 362 | 362 |
| Total Liabilities | \$'000 | 7,734 | 7,306 | 7,551 | 7,689 | 7,833 | 8,019 | 8,539 | 8,765 | 9,001 | 9,219 | 6,636 | 6,636 |
| Net Assets | \$'000 | 452,184 | 452,900 | 452,446 | 452,316 | 453,543 | 455,072 | 457,437 | 460,197 | 464,421 | 463,023 | 461,997 | 460,855 |
| Equity | | | | | | | | | | | | | |
| Accumulated Surplus | \$'000 | 15,323 | 20,646 | 21,701 | 22,386 | 24,502 | 25,830 | 27,839 | 29,494 | 31,474 | 27,416 | 24,265 | 21,095 |
| Reserve Land Under Roads | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Waste Management Reserve | \$'000 | 5,482 | 5,482 | 5,482 | 5,462 | 5,462 | 5,272 | 5,053 | 4,913 | 4,893 | 4,893 | 4,893 | 4,893 |
| Asset Reserve | \$'000 | 7,899 | 10,611 | 9,302 | 8,457 | 7,563 | 7,879 | 8,510 | 9,996 | 12,210 | 14,819 | 16,845 | 18,872 |
| Election Reserve | \$'000 | 200 | 200 | - | 50 | 100 | 200 | 200 | - | 50 | 100 | 200 | 200 |
| Disaster Recovery Reserve | \$'000 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Strategic Initiatives Reserves | \$'000 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Unexpended Grants Reserve | \$'000 | 3,864 | - | - | - | - | - | - | - | - | - | - | - |
| Thorak Regional Cemetery | \$'000 | 1,934 | 1,934 | 1,934 | 1,934 | 1,890 | 1,865 | 1,808 | 1,768 | 1,768 | 1,768 | 1,768 | 1,768 |
| Unexpended Capital Works Reserve | \$'000 | 3,129 | - | - | - | - | - | - | - | - | - | - | - |
| ICT Reserve | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Cash for Cans Reserve | \$'000 | 142 | 142 | 142 | 142 | 142 | 142 | 142 | 142 | 142 | 142 | 142 | 142 |
| Developer Contribution Reserve - DCP/ICP | \$'000 | 676 | 350 | 350 | 350 | 350 | 350 | 350 | 350 | 350 | 350 | 350 | 350 |
| Landfill Rehabilitation Reserve | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Asset Revaluation Reserve | \$'000 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 | 412,735 |
| Total Equity | \$'000 | 452,184 | 452,900 | 452,446 | 452,316 | 453,543 | 455,072 | 457,437 | 460,197 | 464,421 | 463,023 | 461,997 | 460,855 |
| Check: | OK | - | - | - | - | - | - | - | - | - | - | - | - |

| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 | 30 Jun 34 |
|---|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Cash Flow Statement | | | | | | | | | | | | | |
| Cash flows from Operating Activities | | | | | | | | | | | | | |
| Rates and Charges Received | \$'000 | 13,686 | 13,063 | 15,096 | 15,908 | 16,838 | 17,837 | 18,842 | 19,956 | 21,117 | 22,246 | 23,314 | 23,704 |
| Grants - Operational Received | \$'000 | 6,646 | 3,858 | 4,030 | 4,036 | 4,036 | 4,037 | 4,035 | 4,036 | 4,036 | 4,037 | 4,035 | 4,036 |
| Grants - Capital Received | \$'000 | 3,561 | 5,776 | 2,078 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 |
| Interest Received | \$'000 | 294 | 770 | 774 | 778 | 782 | 786 | 789 | 793 | 797 | 801 | 805 | 805 |
| User Fees Received | \$'000 | 2,074 | 2,298 | 2,472 | 2,596 | 2,726 | 2,863 | 3,005 | 3,155 | 3,313 | 3,480 | 3,652 | 3,667 |
| Statutory Fees and Fines Received | \$'000 | 231 | 187 | 192 | 193 | 193 | 193 | 192 | 193 | 193 | 193 | 192 | 193 |
| Other Revenue Received | \$'000 | 824 | 198 | 158 | 154 | 154 | 154 | 154 | 154 | 154 | 154 | 154 | 154 |
| Employee Costs Paid | \$'000 | (7,011) | (7,258) | (7,249) | (7,452) | (7,677) | (7,908) | (8,142) | (8,388) | (8,639) | (8,901) | (9,164) | (9,188) |
| Materials and Consumables Paid | \$'000 | (9,655) | (11,438) | (11,239) | (11,588) | (11,823) | (12,136) | (12,728) | (13,415) | (13,817) | (14,252) | (17,492) | (14,884) |
| External Contracts Paid | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Utilities Paid | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Landfill Rehabilitation Expenditure Paid | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| GST Received / (Paid) | \$'000 | - | 691 | 784 | 795 | 805 | 824 | 891 | 917 | 940 | 963 | 986 | 988 |
| Short-term, low value and variable lease payments | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Trust Funds and Deposits | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Expenses Paid | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Operating Activities | \$'000 | 10,650 | 8,145 | 7,095 | 7,152 | 7,767 | 8,382 | 8,771 | 9,135 | 9,826 | 10,454 | 8,215 | 11,208 |
| Cash flows from Investing Activities | | | | | | | | | | | | | |
| Payment for Property Plant and Equipment and Infrastructure | \$'000 | (8,566) | (15,241) | (8,041) | (8,185) | (8,883) | (8,419) | (8,281) | (7,984) | (7,801) | (7,972) | (9,181) | (9,181) |
| Proceeds from Property Plant and Equipment and Infrastructure | \$'000 | 78 | - | - | - | - | - | - | - | - | - | - | - |
| Proceeds/(Payments) from/for Investment Property | \$'000 | 595 | - | - | - | - | - | - | - | - | - | - | - |
| Proceeds/(Payments) from/for Intangible Assets | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Proceeds from/(to) Investments | \$'000 | (3,953) | - | - | - | - | - | - | - | - | - | - | - |
| Proceeds/(Payments) from/for Financial Assets | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Investing Activities | \$'000 | (11,846) | (15,241) | (8,041) | (8,185) | (8,883) | (8,419) | (8,281) | (7,984) | (7,801) | (7,972) | (9,181) | (9,181) |
| Cash flows from Financing Activities | | | | | | | | | | | | | |
| Proceeds from Interest Bearing Loans and Borrowings | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Repayments of Interest Bearing Loans and Borrowings | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Finance Costs | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Interest paid - lease liability | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Repayment of lease liabilities | \$'000 | 6,351 | - | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Financing Activities | \$'000 | 6,351 | - | - | - | - | - | - | - | - | - | - | - |
| Net Change in Cash Held | \$'000 | 5,155 | (7,096) | (946) | (1,033) | (1,116) | (37) | 490 | 1,151 | 2,025 | 2,482 | (966) | 2,027 |
| Cash at Beginning of the Financial Year | \$'000 | 22,484 | 27,639 | 20,543 | 19,597 | 18,565 | 17,448 | 17,411 | 17,901 | 19,053 | 21,078 | 23,559 | 22,593 |
| Cash at End of the Financial Year | \$'000 | 27,639 | 20,543 | 19,597 | 18,565 | 17,448 | 17,411 | 17,901 | 19,053 | 21,078 | 23,559 | 22,593 | 24,620 |
| Cash and Cash Equivalents | \$'000 | | | | | | | | | | | | |
| Unrestricted Cash | \$'000 | 3,513 | 1,024 | 1,588 | 1,370 | 1,141 | 903 | 1,039 | 1,084 | 865 | 688 | (2,404) | (2,404) |
| Restricted Cash (due to reserves) | \$'000 | 24,126 | 19,519 | 18,010 | 17,195 | 16,307 | 16,508 | 16,863 | 17,969 | 20,213 | 22,872 | 24,998 | 27,025 |
| Cash and Cash Equivalents | \$'000 | 27,639 | 20,543 | 19,597 | 18,565 | 17,448 | 17,411 | 17,901 | 19,053 | 21,078 | 23,559 | 22,593 | 24,620 |
| Check: | OK | - | - | - | - | - | - | - | - | - | - | - | - |
| Check: | OK | - | - | - | - | - | - | - | - | - | - | - | - |

| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 | 30 Jun 34 |
|--|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Capital Works Statement | | | | | | | | | | | | | |
| Land | \$'000 | 535 | - | - | - | - | - | - | - | - | - | - | - |
| Land improvements | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Buildings | \$'000 | 1,101 | 262 | 145 | 145 | 1,045 | 1,045 | 145 | 145 | 145 | 145 | 145 | 145 |
| Building improvements | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Leasehold improvements | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Heritage buildings | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Plant, machinery and equipment | \$'000 | 96 | 583 | 400 | 286 | 143 | 417 | 469 | 312 | 129 | 300 | 464 | 464 |
| Fixtures, fittings and furniture | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Computers and telecommunications | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Heritage plant and equipment | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Library books | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Roads | \$'000 | 15,774 | 12,832 | 6,598 | 6,598 | 6,598 | 6,098 | 6,598 | 6,698 | 6,698 | 6,698 | 7,743 | 7,743 |
| Bridges | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Footpaths and cycleways | \$'000 | - | - | 148 | 406 | 347 | 109 | 319 | 79 | 79 | 79 | 79 | 79 |
| Drainage | \$'000 | - | 658 | 630 | 630 | 630 | 630 | 630 | 630 | 630 | 630 | 630 | 630 |
| Recreational, leisure and community facilities | \$'000 | - | 812 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 |
| Waste management | \$'000 | - | 94 | - | - | - | - | - | - | - | - | - | - |
| Parks, open space and streetscapes | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Aerodromes | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Off street car parks | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Other infrastructure | \$'000 | 9,202 | - | - | - | - | - | - | - | - | - | - | - |
| Public Lighting | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Playgrounds | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Works in Progress | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Landfill cells | \$'000 | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Capital Works | \$'000 | 26,708 | 15,241 | 8,041 | 8,185 | 8,883 | 8,419 | 8,281 | 7,984 | 7,801 | 7,972 | 9,181 | 9,181 |



COUNCIL REPORT

| | |
|---|---|
| Agenda Item Number: | 13.01.04 |
| Report Title: | Draft FIN01 Asset Disposal |
| Author and Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: Draft FIN01 Asset Disposal Policy |

Executive Summary

This report presents to Council, for consideration to adopt, the revised FIN01 Asset Disposal Policy.

Recommendation

THAT Council:

1. adopts draft FIN01 Asset Disposal Policy, as at Attachment A; and
2. authorises the Chief Executive Officer to make minor editorial changes.

Background

Council's Asset Disposal Policy is due for review, staff have completed this process with specific improvements in the area of asset disposal after revaluation in accordance with Australian Accounting Standards.

Links with Strategic Plan

Prosperity - Our Economy and Growth
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019
Australian Accounting Standards

Risks

Nil identified.

Community Engagement

Not applicable.

Asset Disposal **POLICY FIN01**

| | |
|---------------------|---|
| Name | FIN01 Asset Disposal |
| Policy Type | Council |
| Responsible Officer | Director Community and Corporate Services |
| Approval Date | 20/05/2020 16/01/2024 |
| Review Date | 19/05/2024 16/01/2028 |

1. Purpose

This policy governs the disposal of Litchfield Council assets including the disposal of land.

The purpose of this policy is to provide unambiguous and transparent direction for the disposal of assets to:

- Promote fair and effective competition to the greatest possible extent;
- Consider any potential benefit to the community;
- Ensure best value for money is achieved; and
- Ensure the same accountability for disposal of assets that of purchasing assets.

2. Scope

This policy applies to the disposal of all Council assets.

3. Definitions

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

| Term | Definition |
|--------------------|--|
| Asset | An asset is a resource controlled by Council as a result of past events and from which future economic benefits are expected to flow to the entity for more than 12 months. Assets include tangible items like property, plant and equipment and intangible assets like software. |
| Useful life | The useful life of an asset is the period over which an asset is expected to be available for use by Council. |
| Depreciable amount | The depreciable amount is the cost of an asset, or fair value less its residual value. |
| Residual value | The residual value is the estimated amount that Council would currently obtain from disposal of the asset, after deducting the estimated costs of disposal, if the asset were already of the age and in the condition expected at the end of its useful life. |

4. Policy Statement**4.1. Principles**

This policy follows the accounting treatment set out in AASB140 (Investment Property), ~~and~~ AASB116 (Property, Plant & Equipment) and AASB113 (Fair Value Measurement), as well as other legislative requirements. Asset de- recognition occurs on disposal or when no future economic benefit is expected from an asset.

4.2. Reasons for Disposal

The following practices of disposal are approved by Council:

- Open tender
- Disposal due to renewal
- Disposal due to replacement
- Quotation sought by officers for external party to sell on behalf of council
- Selected tender
- Other means directed by council

The following items should be considered selecting the method of disposal:

- Potential to obtain best price;
- Number of known potential purchasers;
- Current and possible preferred future use of the asset;
- Opportunity to promote local economic growth and development;
- Total estimated value of the sale;
- Delegation limits taking into consideration accountability, responsibility, operational efficiency and urgency of the sale;
- Compliance with statutory and other obligations.

4.3. Approval for Disposal

Council has delegated authority for disposal of assets, except the sale of land, under the *Local Government Act 2019* to the Chief Executive Officer as documented in the delegation manual.

Approval of disposal of assets shall be sought in line with the delegation manual in writing and should include the following information as a minimum:

- Identification of asset (linkage to financial asset register)
- Reason for disposal
- Method of disposal
- Timeframe of disposal

- Application of proceeds

Property ~~that has been purchased, or the purchase of which has been contributed to, by a funding source~~~~which has been purchased, or the purchase of which has been contributed to, by a funding source~~, may not be disposed of unless the terms of the funding agreement have been met. This includes any requirement to gain approval ~~form~~ from the funding body to dispose of property.

4.4. Proceeds from Sale of Assets

Proceeds from the sale of assets should be applied to a particular purpose:

- Reduction of any debt associated with the asset acquisition or upgrade since the original purchase or construction
- Offset of cost of replacement assets required for operations arising from the asset sale
- Specific Reserve Fund
- Other specific purpose as determined by Council resolution

4.5. Financial Recognition of Disposal

When an asset is sold and its selling price varies from the carrying amount in Council's balance sheet, a gain or loss on disposal will be recognised directly to the Income Statement in accordance with AASB 140, ~~or~~ AASB 116, or AASB113, respectively.

If an asset is derecognised before it has been fully depreciated, the carrying amount represents a loss on disposal and will be expensed.

Where an asset disposed or replaced ~~of~~ has been subject to revaluation, the net increment in the asset revaluation reserve relating to the disposed asset will be transferred to Accumulated Surplus in line with paragraph 41 of AASB 116. The amount transferred must not exceed the balance of the asset revaluation.

For Asset replacements, under paragraph 13 of AASB 116, if the asset recognition criteria is met, the cost of the replacement is capitalised as a part of the fixed asset and the previous part of the asset is derecognised in accordance with the derecognition provisions ~~in~~ paragraphs 67-72 of AASB 116.

Partial disposal of an asset is recognised if a partial renewal/replacement has taken place and the carrying value of that disposed part in regard to AASB 116 can be identified.

Alternatively, if the fair value of the replaced part cannot be identified, the cost of the replacement is added in the carrying amount of the asset and the fair value shall be reassessed at revaluation.

5. Associated Documents

Litchfield Council Financial Policies and Procedures

Litchfield Delegation Manual

6. References and Legislation

Northern Territory Local Government Act, Regulations and Guidelines

Australian Accounting Standards

Ministerial Guidelines

7. Review History

| Date Reviewed | Description of changes (Inc Decision No. if applicable) |
|-------------------|---|
| 13/12/2017 | New policy, rescinding policy LC31 and LC37 |
| 20/05/2020 | Removing option of direct sale to officers |
| 09/05/2021 | Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same. |
| <u>20/12/2023</u> | <u>Minor administrative changes made, including formatting and new regulation titles.</u> |



COUNCIL REPORT

| | |
|---|--|
| Agenda Item Number: | 13.02.01 |
| Report Title: | Community Services and Development Monthly Report – April 2024 |
| Author and Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 21/05/2024 |
| 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 April 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

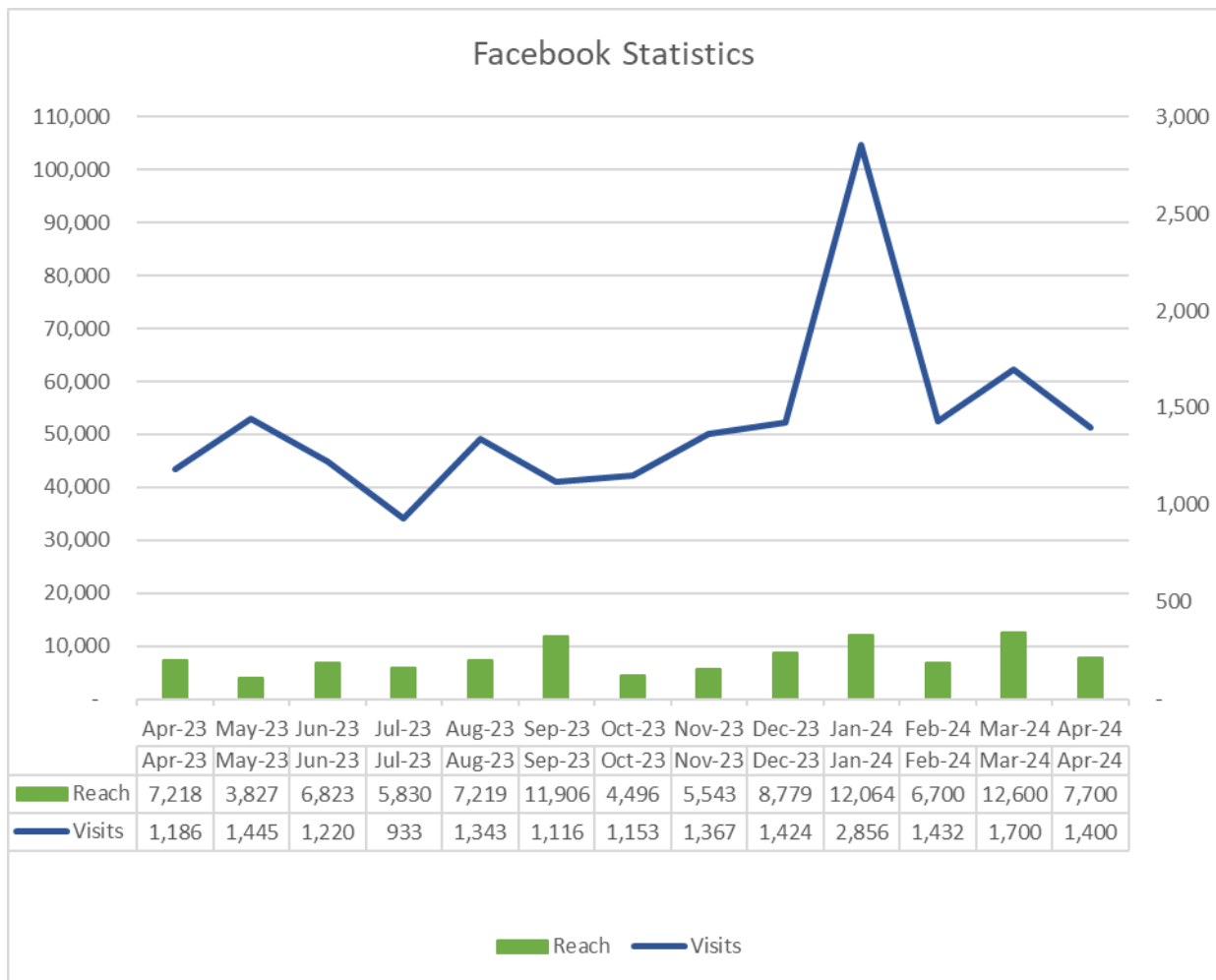
Facebook Reach

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 27 new 'likes/follows' over the reporting period.

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



Website Users

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

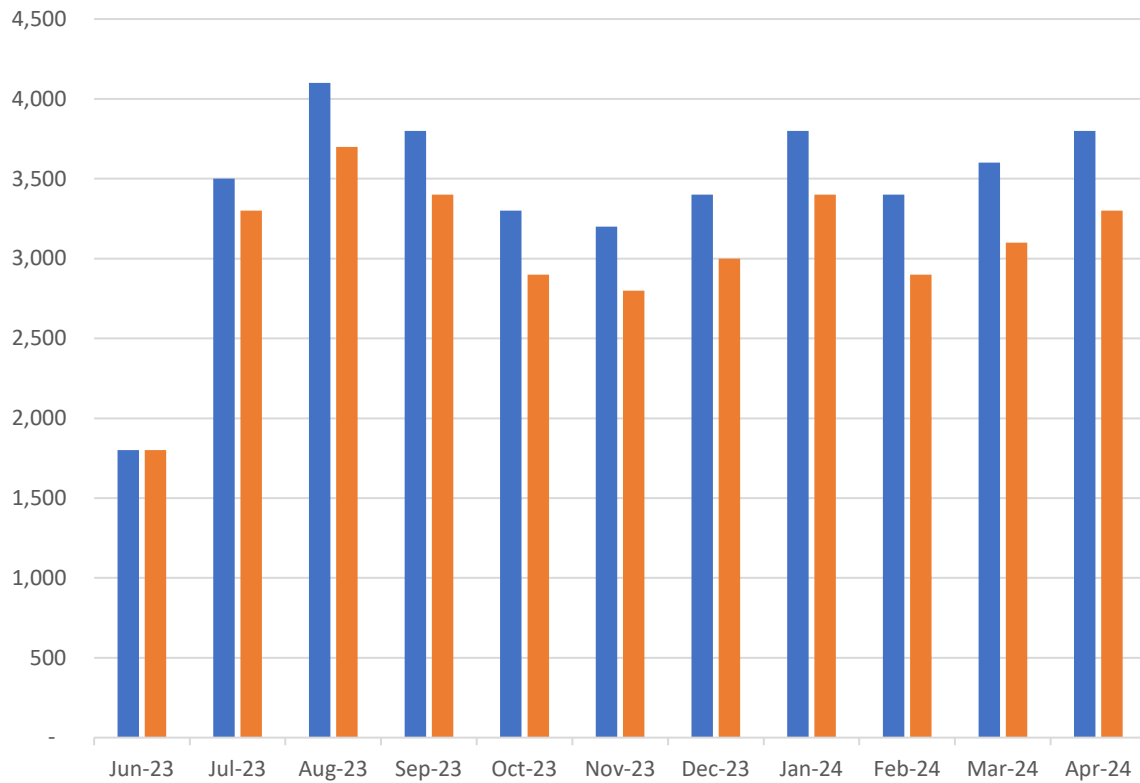
Website New Users

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

Page Views

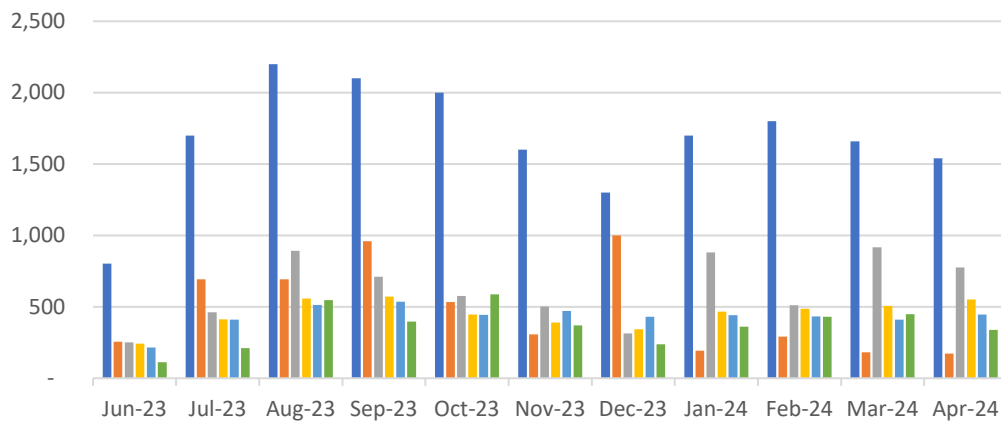
Page title and screen class. The web page title and default app screen class.

Users



| | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|----------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Users | 1,800 | 3,500 | 4,100 | 3,800 | 3,300 | 3,200 | 3,400 | 3,800 | 3,400 | 3,600 | 3,800 |
| New User | 1,800 | 3,300 | 3,700 | 3,400 | 2,900 | 2,800 | 3,000 | 3,400 | 2,900 | 3,100 | 3,300 |

Page Views



| | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|-------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Welcome to Litchfield | 802 | 1,700 | 2,200 | 2,100 | 2,000 | 1,600 | 1,300 | 1,700 | 1,800 | 1,659 | 1,541 |
| Pay Online | 256 | 694 | 693 | 959 | 533 | 308 | 1,000 | 193 | 291 | 182 | 172 |
| Waste Transfer Stations | 252 | 461 | 893 | 711 | 577 | 503 | 315 | 881 | 512 | 916 | 776 |
| Search | 243 | 412 | 559 | 572 | 446 | 390 | 343 | 466 | 487 | 506 | 552 |
| Contact Us | 215 | 411 | 514 | 535 | 443 | 471 | 431 | 442 | 432 | 410 | 446 |
| Current Vacancies | 113 | 210 | 548 | 397 | 587 | 369 | 237 | 360 | 430 | 448 | 339 |

* 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 April.

| 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 | Footpath and carpark re-seal have been completed. Outstanding items include the installation of a new bike rack and replacing certain sections of cyclone fencing alongside the newly laid footpath and some minor repairs to the edges of carpark damaged by machinery. |
| Humpty Doo Village Green | Lighting upgrade | LRCI grant funding approval has been received for all Phase 4a and b projects. Scope for the project will be finalised in collaboration with the new licence area managers and a work program developed for delivery. |
| Humpty Doo Village Green | Cenotaph Upgrades | Following an onsite meeting involving the Director of Infrastructure, Community Participation Officer, and Asset Officer, an initial draft outlining minor upgrades was developed. However, confirmation from the Department of Veteran Affairs is awaited to finalise any adjustments to the original scope before proceeding with the design phase. |
| Knuckey Lagoon Recreation Reserve | Adventure Play Equipment Upgrades | LRCI grant funding approval has been received for all Phase 4a and b projects. The project plan has been concluded in consultation with users. The initial phase will commence once contractors have been selected and finalised. |

| Location | Project | Status |
|--|-----------------------------|--|
| Southport Mira Square | BBQ Facilities and Shade | The Community Participation Officer distributed the initial plans and drawing of the BBQ location to the Southport Progress Association (SPA) for review and feedback. Scope for the project will be finalised and a work program developed for delivery. |
| Freds Pass Sport and Recreation Reserve | Reserve Asset Renewal | This includes the resolution for upgrades to the new allocated area for the Freds Pass Rural Show 2024. Works have been completed for the site preparation ahead of schedule. |
| Freds Pass Sport and Recreation Reserve | Reserve Asset Renewal | Market Shed Disabled Carparking spaces. Design is complete and has been reviewed by the Freds Pass Board to progress. An RFQ will be developed in the coming month and then a works program developed on award. |

Youth and Community Engagement

The production team behind the ABC television and YouTube program 'Good Game Spawn Squad' is planning to shoot an episode of the series in the Northern Territory in July. A producer has reached out to council to collaborate on finding a space to film and episode and to recruit young gamers to participate. Currently, they are scouting for filming locations and young gamers to feature in the program. Taminmin Library has already made contact with the ABC, and it was decided that the Village Green would be the ideal spot for filming, given its proximity to the library. The library will also assist in recruiting gaming enthusiasts to participate in the filming and will be involved in the coordination.

For background, Good Game Spawn Squad (GG: Spawn Squad) is a TV show televised on the ABC, hosted and run by young gamers and content creators. The show aims to educate children about TV production, presentation skills, and showcase their gaming expertise in a positive light.

Stakeholder Engagement

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

Humpty Doo Village Green Licence Agreement

On 10 May 2024, Anna Weeks from the DCA and the Community Participation Officer convened to review ongoing transition matters. Positive trends were noted: arts workshops and open studio days are witnessing heightened engagement and visitation. Moreover, April demonstrated a marked reduction in vandalism incidents during school day.

Moving forward, there's a need for further consultation regarding adjustments to gate and public toilet opening times. Additionally, exploring avenues to enhance WiFi capacity in the hall and/or caretaker's residence remains on the agenda.

ANZAC Day 2024

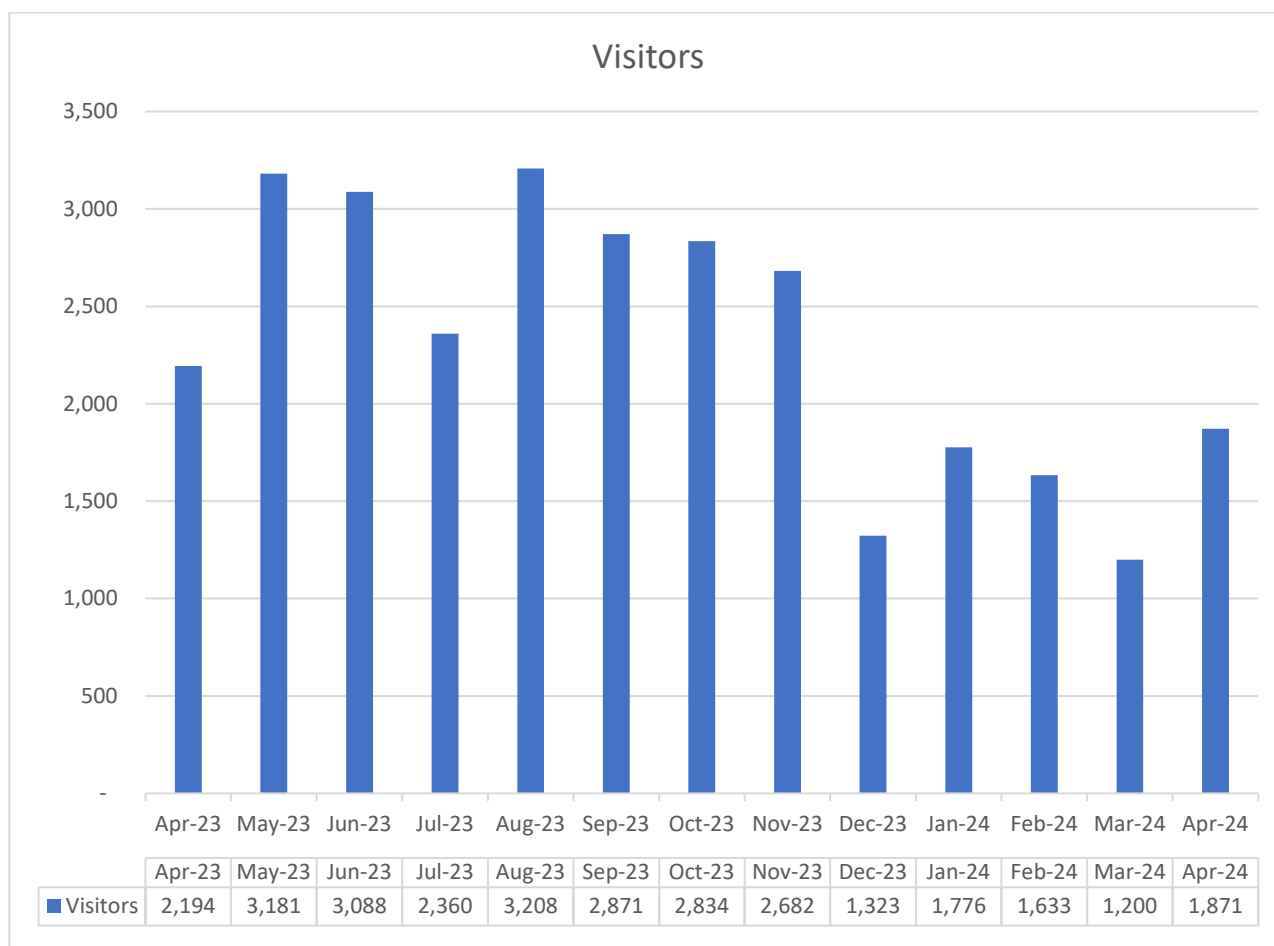
ANZAC Day commemoration service took place at the Village Green on Thursday 25 April. Approximately 300 individuals attended the event with the Mayor laying a wreath on behalf of Litchfield Council. The Lions Club of Litchfield spearheaded the organisation by arranging representatives to speak and lay wreaths. Council's Community Participation Officer assisted in coordinating food and refreshments, as well as facilitating setup, pack down, and pre and post event cleaning.

Taminmin Library

Visitors to the Library

The library had 1,871 visitors in April 2024 and was open for 174.5 hours. The previous month of March 2024 compared at 1,200* visitors and was open for 182 hours. The library had 2,194 visitors for month of April 2023, in the previous year (library were running programs daily and providing Storytime outreach services). The below graph displays the data for the current month with a monthly comparison to the same time prior year.

** Due to technical issues, there is no people counter data for the period of 1 to 12 March 2024.*

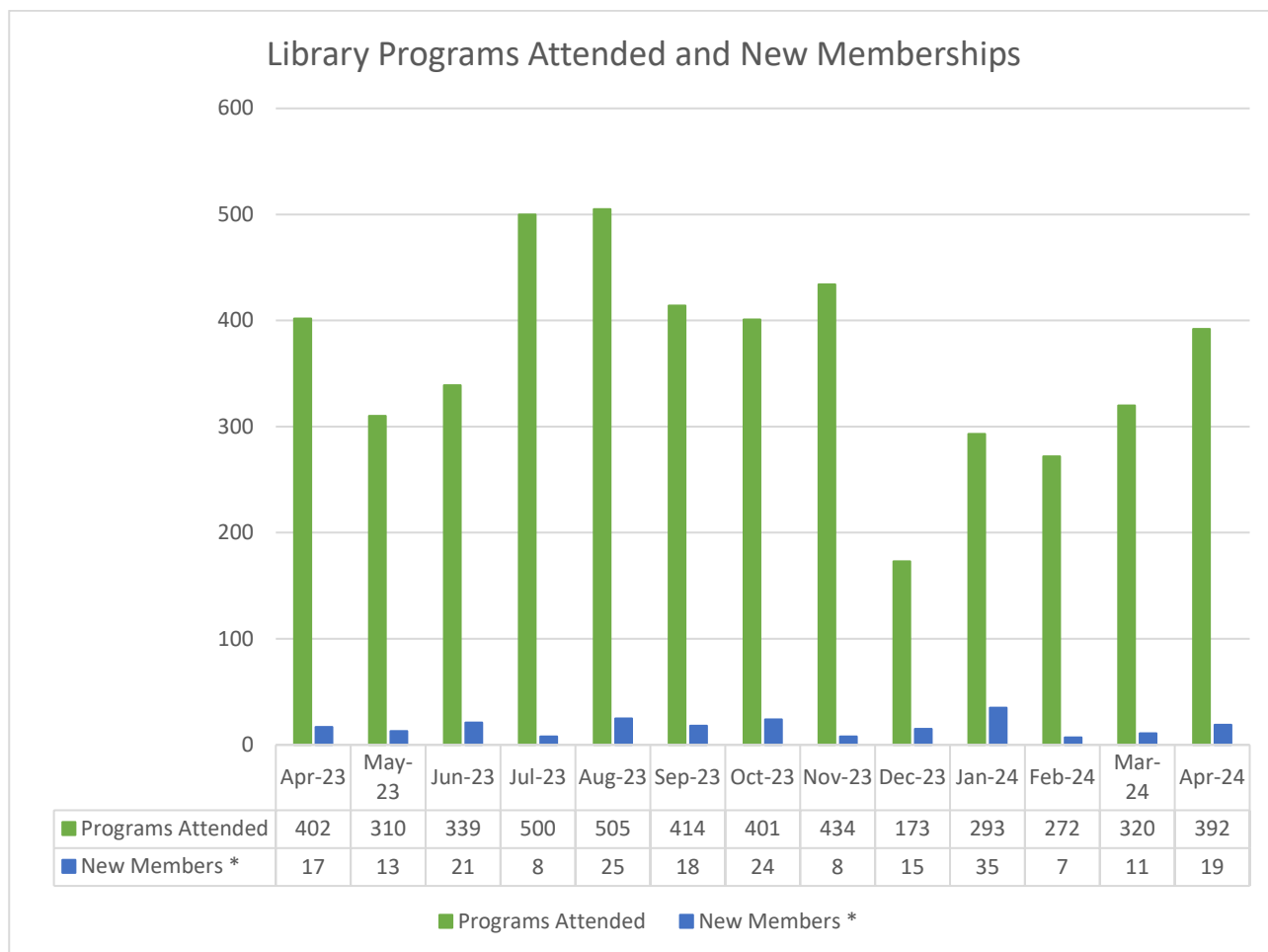


Library Programs and Memberships

There were 31 activities delivered in April 2024 across a variety of community demographics, with a total attendance of 392 participants. Activities included Youth Week 2024, school holidays, ANZAC Day talks with Litchfield History Group and digital literacy classes.

In the same month last year, the library had 402 attendees across 25 activities. Easter holidays were during April last year, but March in 2024.

Nineteen new people joined the library during April 2024, compared to seventeen in April 2023.



Library Service Disruptions

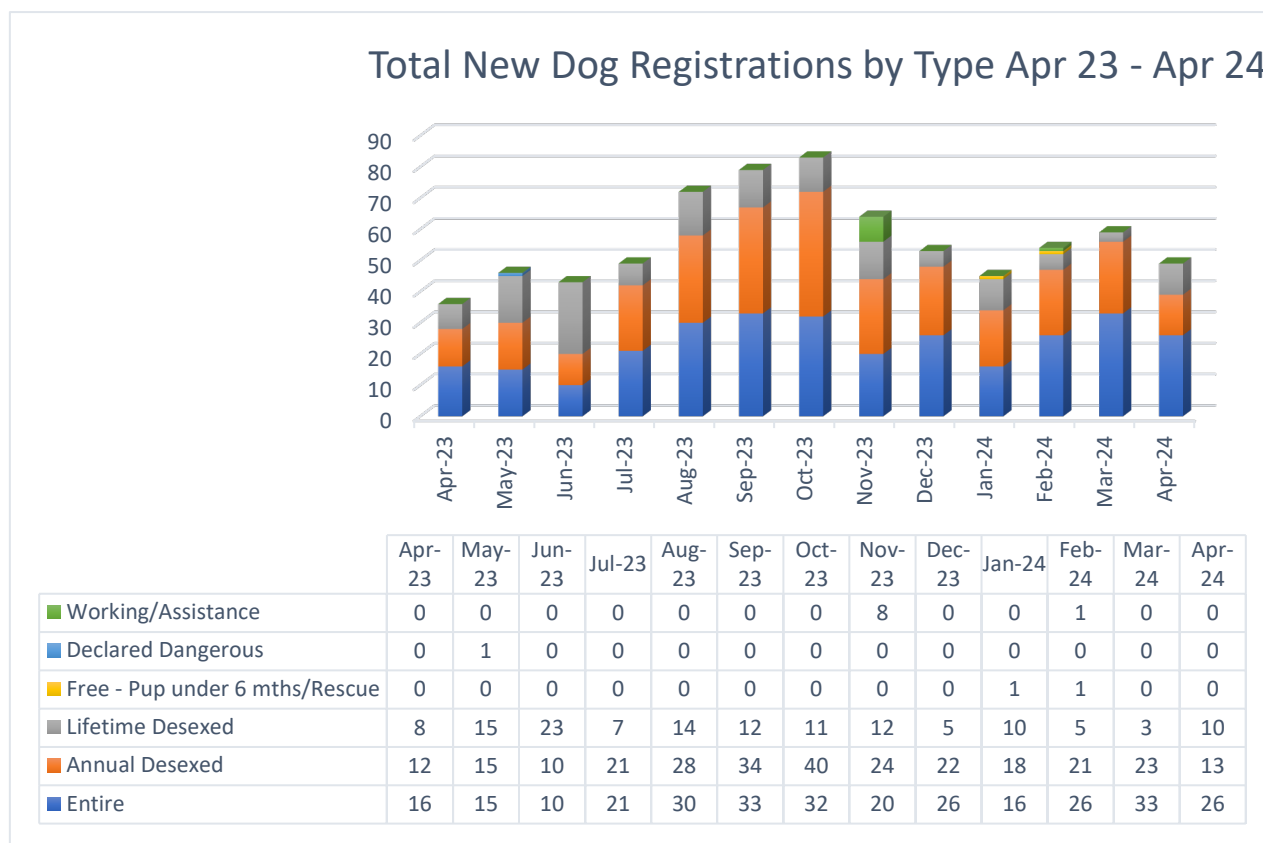
No interruptions to library services to report in April 2024.

Regulatory Services

New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in April 2024 was 49, 10 less than in the previous month.

The graph below identifies the total number of new dog registrations and the registration types by month over the last 12 months. Nearly 57% of new dog registrations over the past 12 months are for desexed dogs (annual and lifetime) and 41.5% are registered as entire (annual only).

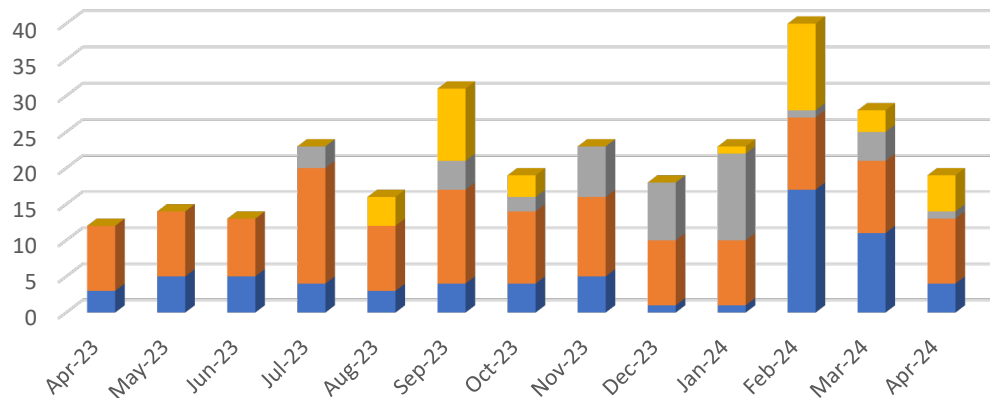


Impounded Dogs

Dogs are impounded by Rangers should they be at large, voluntarily surrendered by their owners or seized under the authority of a court-ordered warrant as a last resort for non-compliance with Council's By-laws. There were 19 dogs impounded in April, nine less than the previous month, seven more than the same time last year and under the average of 23.25 over the last 12 months.

From the number of dogs impounded over the past 12 months, 47.3% have been reclaimed by their owners. A further 24% were unclaimed but suitable for adoption and accepted by 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 or under quarantine 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.

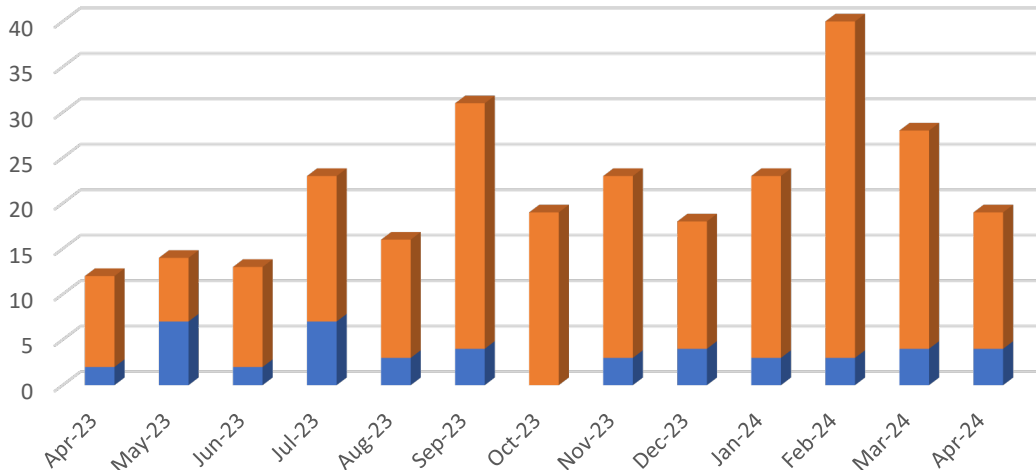
Impounded Dogs and Outcome Apr 23 - Apr 24



| | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|--------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Other | 0 | 0 | 0 | 0 | 4 | 10 | 3 | 0 | 0 | 1 | 12 | 3 | 5 |
| Euthanised | 0 | 0 | 0 | 3 | 0 | 4 | 2 | 7 | 8 | 12 | 1 | 4 | 1 |
| Reclaimed by Owner | 9 | 9 | 8 | 16 | 9 | 13 | 10 | 11 | 9 | 9 | 10 | 10 | 9 |
| Rehomed | 3 | 5 | 5 | 4 | 3 | 4 | 4 | 5 | 1 | 1 | 17 | 11 | 4 |

The number of dogs impounded and identified as either registered or not registered over the past 12 months can be seen below. 83.5% of dogs impounded over the last 12 months were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

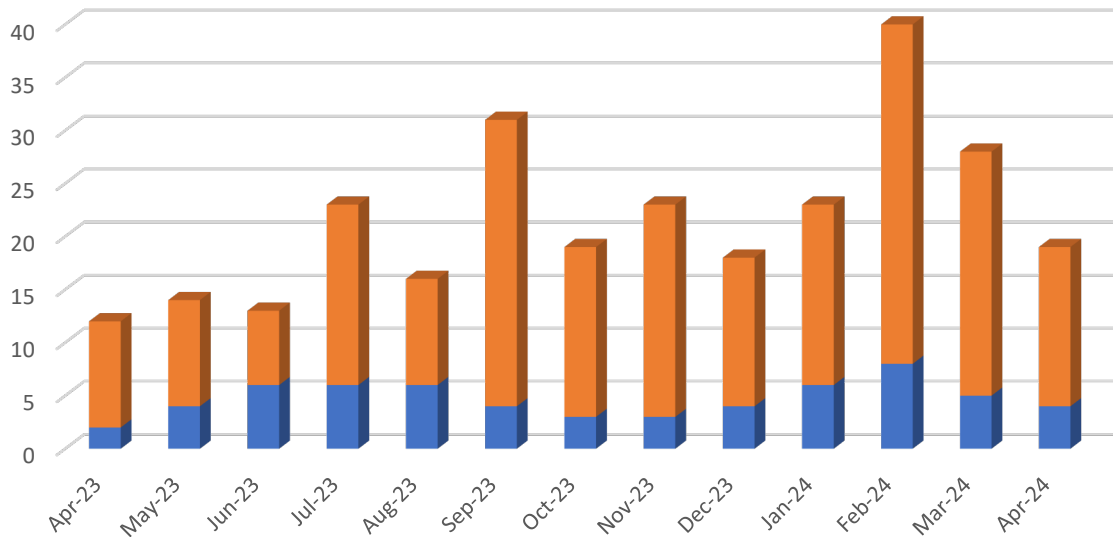
Impounded Dogs Registration Status by Month Apr 23 - Apr 24



| | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Not Registered | 10 | 7 | 11 | 16 | 13 | 27 | 19 | 20 | 14 | 20 | 37 | 24 | 15 |
| Registered | 2 | 7 | 2 | 7 | 3 | 4 | 0 | 3 | 4 | 3 | 3 | 4 | 4 |

The reproductive status of dogs impounded over the last 12 months indicates 78% have not been desexed, as per the graph below. This clearly demonstrates entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity, emphasising the importance of secure containment and Council's encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.

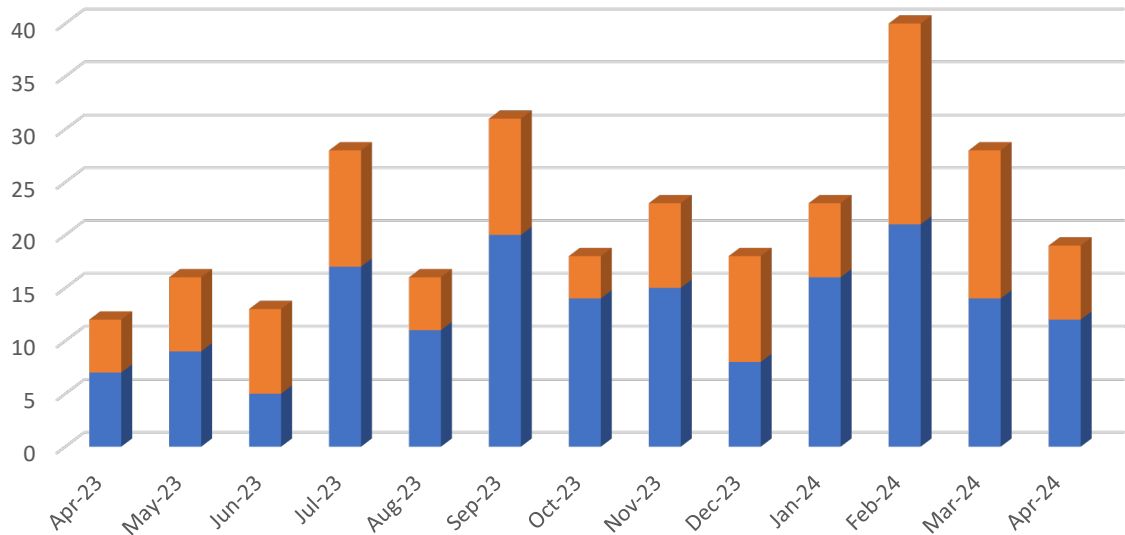
Impounded Dogs - Desexed v Entire Apr 23 - Apr 24



| | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|---------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Entire | 10 | 10 | 7 | 17 | 10 | 27 | 16 | 20 | 14 | 17 | 32 | 23 | 15 |
| Desexed | 2 | 4 | 6 | 6 | 6 | 4 | 3 | 3 | 4 | 6 | 8 | 5 | 4 |

Nearly 60% of dogs impounded over the last 12 months are male, as per the graph below. Again, this emphasises the importance of desexing to reduce wandering tendencies.

Impounded Dogs - Male v Female Apr 23 - Apr 24



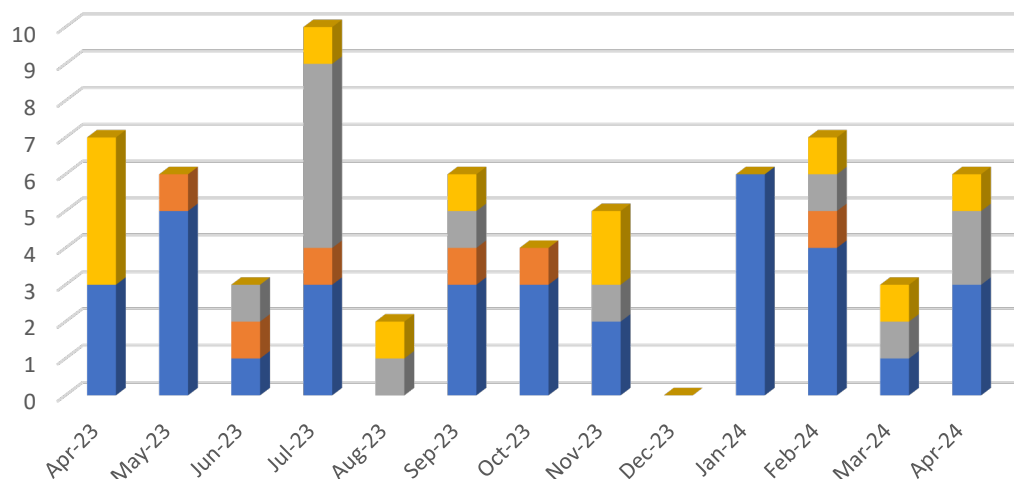
| | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Female | 5 | 7 | 8 | 11 | 5 | 11 | 4 | 8 | 10 | 7 | 19 | 14 | 7 |
| Male | 7 | 9 | 5 | 17 | 11 | 20 | 14 | 15 | 8 | 16 | 21 | 14 | 12 |

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 six abandoned vehicles reported to Council in April 2024, three more than the previous month and above the average for the previous 12 months of 5.4 per month. The 46 abandoned vehicle reports for this financial year to date (there may be multiple vehicles identified in any given report) have now surpassed the 22-23 financial year with two months remaining.

For the past 12 months, 52.3% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal. 20% of vehicles reported were impounded and then either retrieved by their owner after the payment of associated fees and costs or sold at auction. 18.5% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road or verge where Council has no jurisdiction. 9.2% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for scrap.

Abandoned Vehicles Reported and Outcome Apr 23- Apr 24



| | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Jan-24 | Feb-24 | Mar-24 | Apr-24 |
|------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Non-Council Road | 4 | 0 | 0 | 1 | 1 | 1 | 0 | 2 | 0 | 0 | 1 | 1 | 1 |
| Impounded | 0 | 0 | 1 | 5 | 1 | 1 | 0 | 1 | 0 | 0 | 1 | 1 | 2 |
| Disposed | 0 | 1 | 1 | 1 | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 0 |
| Departed | 3 | 5 | 1 | 3 | 0 | 3 | 3 | 2 | 0 | 6 | 4 | 1 | 3 |

Links with Strategic Plan

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

Legislative and Policy Implications

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

Risks

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

Community Engagement

Not applicable for the operational report.

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



COUNCIL REPORT

| | |
|---|---|
| Agenda Item Number: | 13.02.02 |
| Report Title: | Municipal Plan 2023-2024 Quarterly Performance Review January to March 2024 |
| Author & Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: Municipal Plan 2023-2024 Quarterly Performance Review – KPI Progress Update |

Executive Summary

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

Recommendation

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

Background

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

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

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.



Quarterly Performance Report: January to March 2024



Quarter 3 Performance Report 2023-2024

The Best Place to Live in the Top End

Chief Executive Officer Overview

As we embark upon the review of the third quarter of 2023-2024, I am pleased to provide an overview of the significant accomplishments and challenges that have shaped our journey at Litchfield Council.

Throughout Q3, Litchfield Council remained steadfast in its dedication to our strategic objectives, core deliverables, and the provision of exceptional community services. Our unwavering focus on financial stability, community engagement, infrastructure development, and environmental sustainability continued to guide our actions and decisions.

Financially, our performance has remained robust, underscoring our disciplined approach to resource management. Through prudent expenditure optimization, we have sustained the economic health of the Council. These financial efficiencies fortify our ability to deliver essential projects and services over the long term, despite external economic factors and price increases.

Community engagement has remained a cornerstone of our efforts in Q3. We have actively sought and integrated valuable feedback from residents through various channels, including community forums and social media interactions. This inclusive approach ensures that our decisions align closely with the diverse needs and aspirations of the Litchfield community.

Infrastructure development saw significant progress during the quarter, despite the challenges posed by a particularly long wet season. Notably, the award of a contract to seal Guys Creek Road reconstruction marks a significant milestone in enhancing the connectivity and accessibility for our rural residents. Additionally, Council's negotiations resulting in an agreement with Darwin Arts for the management of the Village Green recreational reserve at Humpty Doo signify our commitment to providing quality recreational facilities for our community.

Our dedication to environmental sustainability has continued to drive tangible actions, including the implementation of waste reduction and recycling programs. We remain steadfast in our pursuit of practices that minimize our environmental footprint, and we

welcome input from residents on how we can further these efforts.

Maintaining the highest standards of governance and compliance remains paramount for Litchfield Council. Rigorous audits and reviews ensure transparency, accountability, and ethical conduct within our organization. We express our gratitude to the Risk Management and Audit Committee for their invaluable contributions and welcome Greg Arnott as the new Chair, as we continue to uphold these standards.

Our people remain our most valuable asset, and in Q3, we continued to invest in their well-being and development. Training programs and initiatives aimed at fostering a positive workplace culture have been instrumental in nurturing a motivated and skilled workforce.

While we celebrate our achievements, we acknowledge the challenges encountered during Q3. The prolonged wet season and unforeseen events have tested our resilience, yet we remain steadfast in our commitment to overcoming these obstacles.

Looking ahead, Litchfield Council is poised for continued success. Building upon the momentum of Q3, we remain dedicated to addressing areas for improvement and ensuring that our community receives the highest standard of service. Together, we will continue to strive towards a vibrant and sustainable future for all residents of Litchfield.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

People and Performance and Workplace Health and Safety

As always, it has been a busy quarter for the People and Performance team in the recruitment space. The People and Performance Team managed several recruitment campaigns in varying stages.

This quarter, Council staff participated in the bi-yearly staff survey. The survey focuses on the following key areas:

1. The organisation
2. Leadership
3. Management
4. Communication
5. My work
6. Opportunities
7. Remuneration and benefits
8. Recognition and acknowledgment
9. Training and development
10. Quality of work-life balance.

Below is an overview of the staff survey results:

- 79% of employees responded
- 65% overall satisfaction
- 76% job satisfaction

This quarter has also seen Council staff celebrate International Woman's Day and Harmony Week.



Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in February 2024 and discussed the following key issues:

- WHS Audit Progress Report
- Management Response 2022-2023 Audit Findings; and
- Cyber Security Audit.

Corporate Services

Work on the Council's Municipal Plan for the 2024-2025 financial year continues in this quarter, with Councillors working through budget workshops and the final touches being applied to the budget before consultation starts in April.

Council's third Rates instalment is due on 28 February 2024, and in March, another reminder letter was sent with phone calls to overdue ratepayers where resources are available.

Staff start preparations for the interim external audit for the 2023-24 financial year as well as preliminary preparations for the annual reports.

Taminmin Community Library

The first quarter of the 2024 has the library providing various quality library services and programs to community.

A total of 885 people attended 52 library programs during Quarter 3, 2023-2024. In the same quarter of the previous year, attendance was reported as 902 over 62 programs.

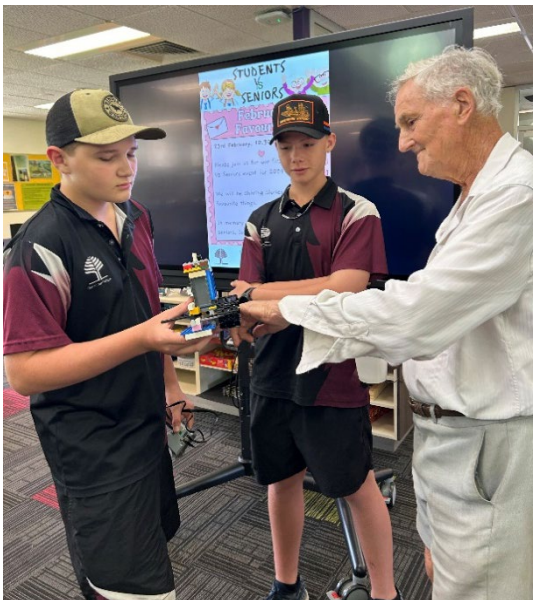
There were 4,609 visitors to the library during this quarter, however three weeks of visitation was not collected whilst faulty server equipment was fixed. As all programs, attendance and loan data compares very closely to the same period of 2023, it is likely visitation will also compare closely.

Collection loans have also remained consistent with 4,641 loans compared to 4,564 for the same period in the previous year.

During the quarter there has been significant focus on acquisitions for the collection, to ensure expenditure by March of the \$13,300 annual book budget via Library & Archives. New titles have been purchased in line with TCL Collection Guidelines, reader requests and community needs. Genres we have built upon include Large Print, popular "book-tok" genres such as modern day romance and romantasy (fusion of fantasy and romance) novels, real life biographies and a seniors' non-fiction "Ageing Well" collection.

Other library services, such as the Public PC's, internet and printing services have been well utilised this quarter. The library recorded 339 hours of PC time utilised over 264 PC sessions, demonstrating the value of this service to the rural community.

Library customer service officer's also provide one-on-one IT assistance where possible and refer individuals to our free monthly digital literacy classes.



A range of special events have been celebrated through our library programs, such as January's school holiday activities (including a funky chicken book club party), Library Lovers Day, Harmony Day, International Women's Day, ANZAC day, author talks and Cyclone Tracey 50th anniversary. This is in addition to our regular flagship programs:

- Digital Literacy;
- Litchfield LEGO League;
- Nurserytime;
- Seniors Morning Tea;
- Storytime; and
- Students vs Seniors.

Regulatory Services

At the end of the third quarter 2023-2024, there were 4,099 dogs registered in Litchfield, with 3,130 (76.4%) desexed. This is an increase of 150 dogs from the end of Quarter 2 (2023-4), accounting for new and renewed dog registrations, and the removal from Council's database of deceased and departed dogs and dogs whose registration has been inactive for over two years.

There were 91 dogs impounded in the third quarter 2023-2024, 31 more than the second quarter. 29 (31.9%) dogs impounded were reclaimed by their owners. Of the unclaimed impounded dogs 29 were transferred to rehoming organisations RSPCA, PAWS and DACS (16, 12 and 1 respectively). 17 dogs were not considered suitable for rehoming due to unsuitable temperament, illness/injury or rescue organisations were at capacity and unable to receive them.

Regulatory Services created 206 Customer Action Requests in Q3, 36 less than Q2. This represents 38.5% of the total received for Council as a whole. Of these requests, 93 (45.1%) related to dogs at large and contained dogs for pick up. There were 2 investigations conducted for dog attacks against people and 8 on other animals, and 8 investigations of dog menacing people, and one further of dog menacing other animals.

Thirty-seven desexing vouchers were issued during the third quarter compared to 53 in Q2, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. A total of 125 vouchers for the 2023-24 year have been issued, of which 87 (69.6%) have been redeemed by the end of the third quarter.

The Regulatory team visited all five vet clinics within the Municipality for a meet and greet to introduce two new staff members that commenced in January and March, share information and common challenges faced.

16 reports of abandoned vehicles were received by Council for investigation and action in the third quarter 2023-4. This is in comparison to nine reports for Q2.

Thorak Cemetery

- Draft design for new Operations and Storage shed
- Consult with Chronicle software for assessment and implementation of Cemetery mapping and interment software
- Local Government Working Group responsible for cemetery policy and administration
- Promotion of Thorak Regional Cemetery through Yellow pages, pamphlets, Council and social media platforms

MWF

- Weed Spraying is ongoing and will continue until the first couple of weeks in May when the grasses have seeded, the units will then take on the role of fire watch/rubbish collection for the mowers and slashers .
- The slashers have completed the Mala plains area and will now be moving through Acacia & Elizabeth Valley area before Lloyd Creek & Humpty Doo. They will also begin slashing firebreaks that are accessible.
- The mower team is in the Bees Creek area moving onto to Virginia then Humpty Doo.
- On going litter collection, sign repairs and CRM responses are also attended to on a as required basis.

Waste

- Scrap Steel collection has commenced with Berry and Howard being loose collected with Humpty being collected using bailing techniques.

BSWTS Collection:



- Due to extended Wet Season we are forecasting to commence Green Waste mulching in May/June and Concrete Grinding in May/June.
- A major refurbishment of the Humpty Doo Waste Transfer Station Compactor and repairs to the Compactor Bins has been undertaken. Works included:
 - Reskinning the internal floor and walls,
 - Refurb of internal box section,
 - Rebuild of main Ram,
 - Replacing ware plates,
 - Fabricating new collection plates,
 - Replacing rollers,
 - Replacing winch,
 - Repairs to Compactor Bin.

Internal Box Section:



Internal Compactor Re-Sheeting:



A major incident occurred involving a resident falling into an empty bin at Howard Springs Waste.

- Transfer Station. To improve safety and meet WorkSafe standards handrails and vehicle stops are being installed to mitigate reoccurrence.



Planning

- Provided letters of comment for Planning Scheme amendments, planning applications and attended pre-planning meetings with Development Assessment Forum.
- Completed update of Council’s Stormwater application form and Works Permit Forms.
- Continued attendance to a number of technical working group meetings including Holtze Kowandi development and Coolalinga Sewerage meetings.
- Further discussion around subdivision applications and development.
- Attended the PIA NT Women in Planning lunch in March.

Infrastructure

During this quarter, notable progress has been achieved in our infrastructure projects, despite encountering challenging weather conditions. We have successfully completed the additional resealing of the Southport Road Upgrade, transitioning from gravel to sealed surfaces. Additionally, the first grading round, conducted in has been successfully completed. Despite the wet conditions, our Infrastructure team remained proactive in planning and initiating future projects.

Completed Projects:

- Additional Reseal - Southport Road Upgrade: The transition from gravel to sealed surfaces on

the Southport Road Upgrade has been completed, enhancing road durability and safety.

- Grading Round 1: The initial grading round, executed has been successfully completed, laying the groundwork for improved road quality and safety across designated areas.
- Works have been completed to upgrade the pavement on Bees Creek Road.
- Heavy pavement repair works are continuing on Strangways Road, Thorngate Road and Kentish Road and will be complete in time to start the reseals.



Image. Bees Creek Road Floodway

Ongoing Initiatives:

- Future Project Planning: Despite encountering wet conditions, the infrastructure team is actively engaged in planning and initiating future projects to further enhance our community's infrastructure.
- Upcoming Upgrade: The next section scheduled for upgrade from gravel to seal in 2025 is Brougham Road. Currently, the survey and flood modelling for this project are underway.

Council remains committed to delivering high-quality infrastructure projects that contribute to the safety and well-being of our community.

2023/24 KEY PERFORMANCE INDICATORS

PEOPLE

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------------------------|-------------------------|--|---------------------|-------------------------|----------------------|--------------------|-----------------|---|
| Office of Chief Executive | Community Engagement | Community Engagement Strategy and Action Plan 2022-2025 implementation | Year three complete | Yes | Yes | Yes | Yes | The philosophies detailed in the Community Engagement Strategy and Action Plan have been integrated in Council's community engagement liaison and activities. |
| | Social Media Management | Maintain interaction on Council's Facebook page – page followers | 4,500 | Yes | Yes | Yes | Yes | Continued interaction with Council's Facebook page is being realised, with 144 new 'likes' over the quarter. The page currently has 4,953 followers. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-----------------------|---|--|--------------------------------|-------------------------|----------------------|--------------------|-----------------|---|
| Community Development | Council partnership and support grants | Number of partnerships supported | 8 | Yes | Yes | Yes | Yes | The Annual Community Grants program has awarded grants to 9 successful recipients for the 23-24 financial year. Presently, we have approved 17 Youth Development Grants, and 5 Community Initiative Grants have been approved under the CEO delegation. |
| | Servicing community needs at Reserve | Funding provided to community Reserves | Funding Agreements Established | Yes | Yes | Yes | Yes | All funding agreements have been signed. The final quarterly payment has been received by all reserves for the 23/24 financial year. |
| | Annual Community Grants Program Initiatives | Number of community events and programs supports | 8 | Yes | Yes | Yes | Yes | A total of 13 applications were submitted. Following the review process, the Council granted approval to 9 of the applicants during the October Ordinary Council Meeting. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-------|----------------------------------|--|---------------|-------------------------|----------------------|--------------------|-----------------|--|
| Waste | Community Benefit Fund Income | Income raised through recycling activities including cash for containers | \$40,000 | Yes | Yes | Yes | Yes | \$26281 collected in the first 3 quarters of the FY. We are currently forecasting to end the year on target of ~\$36k. |
| | Maximise diversion from landfill | Residential waste tonnage transferred to Shoal Bay | <7,300 tonnes | Yes | Yes | N/A | N/A | Total of 4,723 Tonnes of waste transferred for YTD. |
| | | Commercial waste tonnage transferred to Shoal Bay | <1,000 tonnes | Yes | Yes | N/A | N/A | 164.2 Tonnes transferred YTD. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------------------|---|---|-----------|-------------------------|----------------------|--------------------|-----------------|---|
| Regulatory Services | Responsible dog ownership | Number of registered dogs increased | >10% | Yes | Yes | N/A | N/A | There were 168 new dog registrations in Q3, 45 less than Q2. Q3 had an overall decrease of 63 registered dogs compared to Q2, accounting for the removal of non-financial (2+ years), deceased and departed dogs. |
| | | Number of impounded dogs reclaimed by owner | >70% | No | No | N/A | N/A | Q3 saw 91 dogs impounded, 31 more than Q2 (60). 29 (31.8%) of impounded dogs were reclaimed by their owners in Q3 compared to 30 (50.0%) in Q2. |
| | Responsible Dog Awareness and Education | Animal Management in Litchfield – flyer direct to residents | 1 flyer | Yes | Yes | N/A | N/A | Regulatory Services' second newsletter is planned to be distributed with registration renewal letters/emails in July 2024. |
| | | Dog Awareness Program delivered at schools | 6+ visits | Yes | Yes | N/A | N/A | No sessions were delivered in Q3 at the request of participating schools, however multiple are booked for Q4. |

| | | | | | | | | |
|--|--|---|---------|-----|-----|-----|-----|--|
| | | Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education | 1 event | Yes | Yes | N/A | N/A | Event planned with other Top End Councils led by City of Darwin Council to take place in Q4. |
|--|--|---|---------|-----|-----|-----|-----|--|

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------|-------------------------|---|--------|-------------------------|----------------------|--------------------|-----------------|---|
| Library | Visitors to the library | Weekly door count | >400 | Yes | Yes | Yes | Yes | During Q3 4,609 visitors were recorded. However, 25/2-13/3 no visitation data was collected, due to a hardware malfunction. |
| | | Followers of the Library Facebook page | >1,150 | Yes | Yes | Yes | Yes | Library Facebook page has reached 1,358 followers, an increase of 44 during quarter (compared to 19 in Q2). |
| | | New members joined the 'Funky Chickens' children's reading club | >60 | Yes | No | N/A | N/A | 20 new Funky Chickens memberships signed up in Q3. This meets the quarterly target, but is still below the overall annual target. Pursuing signups over holiday events and members only activity. Promotion and school assembly visits in 2024 will contribute to meet overall KPI. |

PROGRESS

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-------|----------------------------------|---|---------------------|-------------------------|----------------------|--------------------|-----------------|--|
| Waste | Recycled materials | Volume of green waste processed for resale | >1,400 cubic metres | N/A | N/A | N/A | N/A | No processing of green waste has occurred YTD. We are planning to commence Green Waste Grinding in May/June. |
| | | Volume of concrete crushed for resale | >450 cubic metres | N/A | N/A | N/A | N/A | No processing of concrete waste has occurred this quarter. We are planning to commence Green Waste Grinding in May/June. |
| | Maximise diversion from landfill | Amount of total waste diverted from landfill | >30% | Yes | Yes | N/A | N/A | YTD Approx 3,050.2 tonnes 39% of waste diverted. Well above the target for the year. |
| | | Amount of total waste that is dry recyclables | >14% | Yes | Yes | N/A | N/A | 1,099 tonnes of dry waste was processed. Approx 14% of total waste. On Target for the year. |
| | | Quantity of scrap metal collected and recycled | >1,000 tonnes | Yes | Yes | N/A | N/A | YTD 830 Tonnes of Scrap Steel has been recycled. We collection campaign has commenced for Q4 to remove all steel stockpiles. |
| | | Quantity of electronics collected for TechCollect | >50 tonnes | Yes | Yes | N/A | N/A | YTD 80 stillage containers have been collected YTD. On Target for the year. |
| | | | | | | | | |

| | | | | | | | | |
|--|--|--|----------------|-----|-----|-----|-----|--|
| | | Quantity of tyres, batteries and oil collected for recycling | >100 tonnes | Yes | Yes | N/A | N/A | 30,600L of oil 8 tonnes of batteries 1545 tyres. |
|--|--|--|----------------|-----|-----|-----|-----|--|

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-----------------|---|---|----------|-------------------------|----------------------|--------------------|-----------------|--|
| Thorak Cemetery | Awareness of cemetery profiles and public awareness of Thorak services | Information leaflets distributed | Complete | Yes | Yes | N/A | N/A | Leaflets provided at front counter, at the Cemetery and at the library. Leaflets will be available at Freds Pass Show in Q4. |
| | Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes | Service level rating from annual community survey | >60% | Yes | Yes | N/A | N/A | Wet season rains increased turf growth. Maintenance & scheduling of irrigation program. Weed spraying and slashing. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------------------|----------------------------------|--|--------|-------------------------|----------------------|--------------------|-----------------|---|
| Regulatory Services | Animal Management Investigations | Minor investigations completed within 30 working days | >60% | Yes | Yes | N/A | N/A | 92.4% of short-term investigations were completed within target. |
| | | Complex investigations completed within 60 working days | >60% | Yes | Yes | N/A | N/A | 91.6% of more complex investigations were completed or are still within target. Overall, 92% of all investigations were completed within the set target duration, down from 94% for the previous quarter. |
| | | Abandoned vehicles investigations completed within 60 working days | >90% | Yes | Yes | Yes | Yes | There were 16 abandoned vehicles reported to Council in Q3, compared with 9 for Q2. All were completed within 60 days, with the exception of 2 pending removal of contents to Shoal Bay Waste Transfer Station. |
| | | Customer requests actioned in less than two working days | >90% | Yes | Yes | N/A | N/A | Of the total 193 CRMs actioned in Q3, 93.3% were actioned within two working days, compared to 95% in Q2. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------|--------------------|------------------------|---------|-------------------------|----------------------|--------------------|-----------------|--|
| Library | Library Collection | Number of annual loans | >14,000 | Yes | Yes | Yes | Yes | Continue to exceed quarterly target of 3,500 with 4,564 item loans, compared to 3,774 in Q2. |
| | Program delivery | Programs provided | >180 | Yes | Yes | Yes | Yes | Total of 52 programs delivered in Q3 which matches same as Q2. |
| | Library events | Events delivered | >3 | Yes | Yes | Yes | Yes | Our 2nd major event was held in January 2024 with a History group ANZAC talk in April and National Simultaneous Storytime in May, total of 4 events will exceed KPI of 3 major events. |

PROSPERITY

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------------------------|--|--|--|-------------------------|----------------------|--------------------|-----------------|--|
| Office of Chief Executive | Advocacy submissions to government | Arrange and attend quarterly meetings with relevant ministers on advocacy projects | 2 | Yes | Yes | N/A | N/A | Have met bi-monthly with senior DIPL Executives. |
| | Advocacy Strategy | Current year actions | Completed | Yes | Yes | N/A | N/A | Continued ongoing progress on identified Municipal Plan 2023-2024 projects. |
| | Australia Day Event | Community participation | Maintain attendance levels | Yes | Yes | Yes | Yes | Australia Day 2024 successfully delivered within budget. |
| | Annual Art Exhibition | Level of community participation | >60 entries | Yes | Yes | Yes | Yes | Annual Litchfield exhibition successfully delivered within budget and over 90+ entries. |
| | Tourism and Events Strategy | Actions implemented | 25% | Yes | Yes | N/A | N/A | Continue to support existing major events, example - Freds Pass Show. |
| Community Development | Represent and advocate for the needs of young people in Litchfield | Participation in Palmerston and Rural Youth Services meetings | Maintain an active membership and attend 60% of meetings | Yes | Yes | N/A | N/A | Community Participation Officer in attendance for both November and December PARYS meetings. |
| Infrastructure | Submissions to the Northern Territory Government | Comments submitted on applications within required timeframes | >90% | Yes | Yes | N/A | N/A | 100% (6/6) of planning submissions met required timeframes. |

PLACES

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|--------------------------|---|---|----------|-------------------------|----------------------|--------------------|-----------------|---|
| Planning and Development | Subdivision approvals and handover processes | Delivered in accordance with standards | Achieved | Yes | Yes | N/A | N/A | Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued. |
| | Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid). | Plan reviews for building certification issued within 10 working days | >90% | Yes | Yes | N/A | N/A | 100% (22/22) of Building certification plans were reviewed and actioned within timeframes. |
| | | Plan and report reviews for development and subdivision issued within 15 working days | >90% | Yes | Yes | N/A | N/A | 100% (2/2) of plans and/or reports for development and subdivision issued within 15 working days. |
| | | Works Permits issued within five days | >90% | Yes | Yes | N/A | N/A | 100% (36/36) of Work Permits issued within five days. Delays in part due to change in scope of works, requests for further information and consultation with Power and Water Corporation. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|----------------|--------------------------------|--|-----------|-------------------------|----------------------|--------------------|-----------------|--|
| Infrastructure | Capital Works Program | Affected residents and relevant stakeholders consulted prior to works starting | 90% | Yes | Yes | N/A | N/A | All Stakeholders and affected residents have been consulted prior to works commencing. |
| | Capital Works Program | Programmed works completed within budget | >80% | N/A | N/A | Yes | Yes | Projects completed in Q3 were completed within budget. |
| | Grant-funded projects | Completed and acquitted in line with agreement requirements | Complete | Yes | Yes | Yes | Yes | Blackspot Grant acquittals in progress. |
| | Road Maintenance Program | Potholes patched and repaired – Added to maintenance scheduled | <15 days | Yes | Yes | N/A | N/A | Identified and reported potholes are managed under the current period contract. |
| | Street lighting maintenance | Added to maintenance scheduled | <10 days | Yes | Yes | N/A | N/A | Actioned when identified or reported. |
| | Shared Path Program | Current year program completed | Complete | Yes | Yes | Yes | Yes | Project funding allocated under LRCI Phase 4. |
| | Major Road Network disruptions | Emergency response time | <24 hours | Yes | Yes | N/A | N/A | No requests for emergency response during the quarter. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|------------------|----------------------------|--|--|-------------------------|----------------------|--------------------|-----------------|---|
| Mobile Workforce | Roadside maintenance | Volume of litter collected | Reducing Trend | Yes | Yes | N/A | N/A | 88 bags plus large Bulky item (Fridges, Freezers etc) of rubbish and 40 tyres collected YTD. No increase in complaints. |
| | | Vegetation slashed and Council roads mowed | 2 rounds | Yes | Yes | N/A | N/A | The first round of Slashing and mowing is complete and well into the second round. |
| | Weed Management | Weeds managed on Council roads and land in accordance with service levels in weed management program | Complete | Yes | Yes | N/A | N/A | The First round of spraying completed and currently on the second round. |
| | Bushfire Management | Council firebreaks maintained | Complete | Yes | Yes | N/A | N/A | Firebreaks & easements are still very wet and will be programmed for maintenance in Q4. |
| | | Firebreaks widened in accordance with fire management program | Complete | Yes | Yes | N/A | N/A | No access this time of the year. |
| | | Hazard burns undertaken in consultation with other authorities | Complete | N/A | N/A | N/A | N/A | No hazard burns conducted in this quarter. |
| | Road furniture maintenance | Signs and guideposts repaired within target timeframes | >90% <24 hours urgent 14 days standard | Yes | Yes | N/A | N/A | 23 signs repaired and replaced as required. |

PERFORMANCE

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|---------------------------|--|--|-----------|-------------------------|----------------------|--------------------|-----------------|--|
| Office of Chief Executive | Elected Members training and development | Min 1 per quarter | 1 | No | No | No | No | Code of Conduct Training held March 2024. |
| | Annual Survey | Overall satisfaction | >60% | Yes | Yes | Yes | Yes | Council's overall performance was rated by 80% of respondents as being very good, good or adequate. Compared to an average of 65% over the past 3 years. |
| | Grant application | Grants received by Council acquitted within agreed timeframes | 95% | Yes | Yes | Yes | Yes | Grants acquitted within timeframes. |
| | Media monitoring and management | Media response time | <48 hours | Yes | Yes | N/A | N/A | Nil enquiries received. |
| | Annual Budget, Annual Report, Municipal Plan | Compliance with management, statutory and regulatory budgeting and reporting | 100% | Yes | Yes | Yes | Yes | All statutory reporting requirements are currently met. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-----------------|--|-----------------------------------|----------|-------------------------|----------------------|--------------------|-----------------|--|
| Human Resources | Human resources policies, procedures, checklists | 3 policies reviewed and compliant | Complete | N/A | N/A | N/A | N/A | HR policies will be reviewed and approved as required. |
| | An engaged and productive workforce | Staff Turnover rate | <30% | Yes | Yes | Yes | Yes | The staff turnover rate for the third quarter is 6.44% compared to the previous quarters: Q2 3.96% Q1 7.65% |
| | | Staff satisfaction survey | >70% | No | No | N/A | N/A | A staff survey was conducted in February 2024 and showed a 65% overall satisfaction. The Executive Leadership Team will continue to focus on areas of improvement. |
| | Number of workplace safety incidents | Number of reportable incidents | 0 | No | No | N/A | N/A | There was one notifiable incident this quarter. There were no notifiable incidences for the first or second quarter. |
| | | Lost time injury rate | 0 | No | No | No | No | The lost time injury rate for this quarter was 3.44 because of two workers compensation claims. |
| | | Workers 'compensation claims | <3 | Yes | Yes | Yes | Yes | There are currently 2 workers compensation claims for the year. |
| | | | | | | | | |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|----------------------|---|--|-----------------------------|-------------------------|----------------------|--------------------|-----------------|---|
| Information Services | Information and Communications Technology (ICT) managed service contract management | Percentage of Service Desk requests closed against open requests during a period | 90% | Yes | Yes | Yes | Yes | 102% of the Service Desk Requests were addressed over the quarter. |
| | Corporate Enterprise Solution (CES) software | CES updated with the latest version (patch) available nationally | No more than 1 patch behind | Yes | Yes | N/A | N/A | Civica Authority Version 7.1 is up and running with the required patches being updated regularly. |
| | Information and Communications Technology Improvement Plan | Annual actions completed | 100% | No | No | N/A | N/A | Actions imminent for council to move to prioritised mitigation strategy. |
| | ICT Security Audit actions | Annual actions completed | 100% | No | No | N/A | N/A | Actions imminent for council to implement a Cyber Hygiene Improvement Program. |
| | Geographical Information Systems (GIS) | Age of GIS imagery of populated areas | <1 year | No | No | N/A | N/A | GIS imagery of populated areas is the most current version. |
| | | Age of NTG downloaded date | <1 week | No | No | N/A | N/A | NTG downloaded data is the most current version. |

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

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|------------------------------|--|----------------------------|--------------|-------------------------|----------------------|--------------------|-----------------|---|
| Finance and Customer Service | Monthly and annual financial reporting, including annual audit and forecasting | Unqualified audit | Complete | Yes | Yes | Yes | Yes | Council received an unqualified Audit for 2022-2023, and council's Annual Report was adopted prior to 15 November 2023. |
| | | Asset sustainability ratio | 26% | No | No | Yes | Yes | Asset sustainability may increase as spending on asset renewal increases throughout the year. |
| | | Renewal Gap Not funded | <\$1 million | No | No | N/A | N/A | Council's cumulative renewal gap based on existing asset management plans. |
| | | Current ratio (Liquidity) | >1 | Yes | Yes | N/A | N/A | Current ratio 6.02 with Council maintaining a good cash balance with No debt. This ratio indicates Council is well placed to fulfil its short-term liabilities as and when they fall due. |
| | | Debt Service Ratio | >1 | Yes | Yes | N/A | N/A | Council has No debt. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|------------------------------|--|--|--------|-------------------------|----------------------|--------------------|-----------------|--|
| Finance and Customer Service | Long term rating strategy | Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources | >60% | Yes | Yes | N/A | N/A | Council raised its annual rates and charges in July 2023, and as of 30 March 2024, the own source revenue ratio is at 82%. |
| | Investments | Compliance with policy and statutory requirements, reported monthly | 100% | Yes | Yes | N/A | N/A | All investments have been placed in line with Council policy and legislation. |
| | Rates and accounts receivable collection | Rates and annual charges outstanding | <18% | No | No | N/A | N/A | Council's Outstanding Rates is at 18% and Council will continue to work in this area through debt recovery initiatives. |
| | Front counter customer experience | Customer rating (very good, good, poor, very poor) | Good | Yes | Yes | N/A | N/A | In the last Annual Community Satisfaction Survey the respondents who had contacted Council rated 54% for the service they received as very good, good or adequate. |

| Team | Key Outputs | Measures | Target | On Time/Target (QTR. 3) | On Time/Target (YTD) | On Budget (QTR. 3) | On Budget (YTD) | Status Commentary |
|-----------------|--|--|--------|-------------------------|----------------------|--------------------|-----------------|---|
| Thorak Cemetery | Servicing community needs and regulatory obligations by keeping cemetery records and maintain rights of burial | Compliance with legislative requirements | 100% | Yes | Yes | Yes | Yes | Facilitate Local Government Cemeteries Working Group Meeting. |
| | Quarterly reporting to the Litchfield Council | Meet or exceed operational surplus | 100% | Yes | Yes | Yes | Yes | Meeting set operational budgets. |



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.02.03 |
| Report Title: | Sponsorship Request – Acacia Hills Motorcross Association Coaching for NT Thunder Motocross Team |
| Author: | Ashleigh Young, Community Participation Officer |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: NT Thunder Team Information B: Official Request Letter from NT Thunder |

Executive Summary

This report presents for the Council's consideration a request from the Acacia Hills Motocross Association (AHMA) for sponsorship of the newly established NT Thunder team. The sponsorship would support specialized coaching sessions aimed at preparing for the 2024 KTM Australian Junior Motocross Championships.

The proposed coaching and training sessions will be held at the AHMA track located at 440 Whitestone Road, Acacia Hills. These sessions are scheduled to occur every Saturday and Sunday from May through September. The 2024 KTM Australia Junior Motocross Championships are scheduled to take place from 24 to 28 September 2024.

Recommendation

THAT Council:

1. Approve the allocation of one-time funding of \$2,000.00, equivalent to a gold sponsorship, to support a 5-month training/coaching program for Team NT Thunder;
2. Endorse the utilisation of funds from the community grants scheme budget within the current 2023/24 financial year budget for this purpose.

Background

Parents and junior riders from the Northern Territory residing in the Litchfield Municipality have teamed up with the AHMA to form a motocross team to compete in the 2024 KTM Australian Junior Motocross Championships, scheduled to be held in Bunbury, WA in September 2024. The event will host approximately 200 riders from across Australia, aged between 7 and 16 years, showcasing their skills at the highest level of motocross competition. Team NT Thunder will be comprised of 15 riders in total aged between 7 and 14 years (Attachment A).

NT Thunder is seeking sponsorship support for training sessions in preparation for this national event. The sponsorship funds will directly contribute to specialised coaching and training sessions for the team, conducted by Tyler McCoy, an experienced motocross coach and competitor, currently based in Katherine. The coaching clinics will span two days (Saturday and Sunday) each month from May to September, held at the Acacia Hills Motocross Track. The estimated cost for each monthly session, catering to the 15 riders over the five months, amounts to \$8,000 (Attachment B)

NT Thunder has been actively securing sponsorships from local businesses and organising fundraising activities, such as raffles with donated products, goods, and services from local businesses and monthly meat tray raffles at the Howard Springs Tavern. These efforts aim to provide financial assistance to Northern Territory riders and alleviate the significant expenses of transporting motocross bikes, parts, gear, and equipment from Darwin to Bunbury.

Due to the remote location of the Northern Territory, Territory kids face challenges in accessing opportunities available to interstate riders. The primary goal is to empower local riders to refine their skills, gain exposure to national competition, forge friendships, and proudly represent the Northern Territory and the Top End.

Links with Strategic Plan

People – Our Community is at the heart of all we do

Legislative and Policy Implications

Policy FIN07 Community Grants, Donations and Sponsorships Policy.

Risks

Financial

The financial risks associated with the proposal for a one-time payment of \$2,000 are minimal. As of the time of this report, there is \$11,311.27 remaining in the community grants scheme budget.

Community Engagement

Not applicable.



NT RIDERS TEAM UP TO RACE THE 2024 KTM AUSTRALIAN JUNIOR MOTOCROSS CHAMPIONSHIPS



24-28th September 2024



2024 KTM AJMX

Bunbury WA



SUPPORT TERRITORY KIDS TRAVELLING TO WA FOR AUSTRALIAN MOTOCROSS

24-28th September 2024

Northern Territory parents & junior riders have joined up with Acacia Hills Motocross Association to pull together a motocross team to compete in the 2024 KTM Australian Junior Motocross Championships, next year at Bunbury, WA. The event will see approximately 200 riders ranging from 7 Years Old to 16 Years Old.

Territory kids do not receive the opportunities that interstate riders have due to our remote location.

Our goal is to provide ALL NT Junior riders with the opportunity to compete at a national motocross level, to develop their skills, make life long motocross friends & enjoy the experiences national motocross events provide.

We are raising funds to be able to provide financial support to our Territory riders. Funds raised will go towards the extreme costs to transport motocross bikes, parts, gear and tooling from Darwin to Bunbury, WA. Funds will also allow all financial ability for those to travel that may not be able to afford the trip.

Let's keep Motocross alive and well in the NT and support the future of our junior riders

REPRESENTING LOCAL CLUBS



MEET THE TEAM

Aiden Blowers



#159
11 Years Old
65cc Yamaha
85cc Yamaha

Darcy Simpson



#179
7 Years Old
50cc KTM

Gus Simpson



#178
11 Years Old
65cc Husqvarna

Ty O'Halloran



#144
7 Years Old
50cc KTM

Connor O'Halloran



#144
11 Years Old
65cc KTM
85cc KTM

Nathan Lawrence



#180
9 Years Old
65cc Yamaha

Kingsley Potts



#112
11 Years Old
85cc KTM

Angus Ramsay



#10
12 Years Old
85cc Yamaha

Brodie Holmes



#194
12 Years Old
85cc Yamaha

Rhys Swynne



#198
12 Years Old
85cc Yamaha

Harry Steel



#176
14 Years Old
85cc Husqvarna

Kenny Woodhill



#118
13 Years Old
85cc Yamaha

Floyd Williamson



#426
12 Years Old
85cc KTM

Barjo Williamson



#226
14 Years Old
125cc KTM

Ben Macfarlane

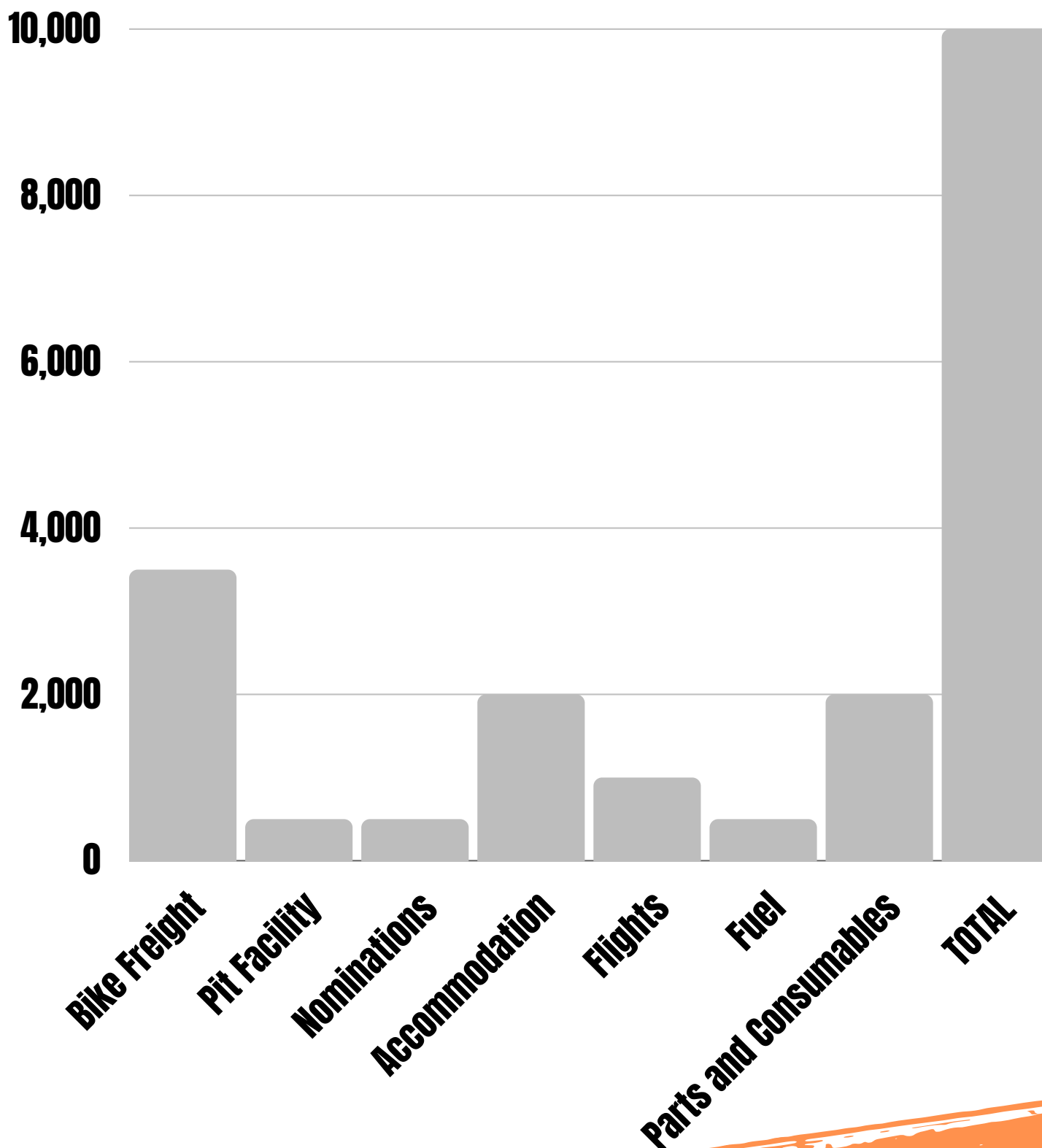


#146
14 Years Old
125cc Husqvarna

ESTIMATED COSTS PER RIDER



■ Estimated Costs per Rider



CORPORATE SPONSOR OPPORTUNITY



Can you offer a corporate sponsorship??

Bronze Sponsor - \$500 or equivalent
Mention on Facebook Team Page

Silver Sponsor - \$1000 or equivalent
Small Logo on Shirts / Mention Team Facebook & Instagram Pages

Gold Sponsor - \$2000 or equivalent
Medium Logo on Team Shirts / Mention on Club & Team Facebook & Instagram Pages / Business Post Shares

CORPORATE SPONSOR OPPORTUNITY



Can you offer a corporate sponsorship??

Platinum Sponsor > \$5000 or equivalent

**Large Logo on Team Shirts / Mention on Club & Team
Facebook & Instagram Pages & You Tube Channel /
Business Post Shares / Appreciation Gift**

Diamond Sponsor > \$10,000

**Limited to One Sponsor Only. Naming Rights for Sponsors
Team Name / Large Logo on Team Shirts / Mention on
Club & Team Facebook & Instagram Pages & You Tube
Channel / Business Post Shares / Appreciation Gift**

SPONSOR / DONATION AGREEMENT



| | |
|-----------------------------|--|
| Name of Organisation | |
| Contact Person | |
| Contact Number | |
| Email Address | |
| Postal Address | |

PLEASE TICK YOUR SPONSORSHIP LEVEL

- ☐ Bronze Sponsor - \$500 or equivalent
- ☐ Silver Sponsor - \$1,000 or equivalent
- ☐ Gold Sponsor - \$2,000 or equivalent
- ☐ Platinum Sponsor >\$5,000 or equivalent
- ☐ Diamond Sponsor >\$10,000
- ☐ In kind / Product or Service
Donation - To Be Defined
- Please detail In Kind donation & value

SPONSOR / DONATION AGREEMENT



AHMA Representative

| AHMA Position | Treasurer |
|-----------------------------|---------------|
| Authorised Person Full Name | Jodie Simpson |
| Authorised Person Signature | J Simpson |

Sponsor Representative

| | |
|-----------------------------|--|
| Position with Organisation | |
| Authorised Person Full Name | |
| Authorised Person Signature | |

UPON CONFIRMATION OF AGREEMENT EMAIL TO acaciahillsmx@outlook.com, a Tax Invoice will be raised to & upon payment received, Sponsor Agreement will apply.

High resolution company logos to be sent to acaciahillsmx@outlook.com with this agreement in order to be included in advertising.

Declaration

Acacia Hills Motocross Association are supporting funding opportunities through way of sponsorship, fundraising & public awareness, to raise funds for the Northern Territory Thunder Motocross Team, attending the 2024 KTM AJMX Championships, in Bunbury. Sponsorship funds, donations & monies raised will be audited and managed through AHMA Finance & will be allocated to support travel costs & transport movements for the Team.



NT THUNDER SPONSORSHIP PROPOSAL FOR LITCHFIELD COUNCIL

To Mayor Doug Barden & Elected Members of Litchfield Council,

Northern Territory parents & junior riders living in the Litchfield Municipality have joined up with Acacia Hills Motocross Association to pull together a motocross team to compete in the 2024 KTM Australian Junior Motocross Championships, held in Bunbury, WA in September 2024. The event will see approximately 200 riders from all over Australia ranging from 7 Years Old to 16 Years Old competing at the top Motocross level. Team NT Thunder consists of 15 riders.

NT Thunder are seeking your support through way of sponsorship to be used directly for extra specialized coaching and training sessions for the team of 15 riders leading up to the National event. The Coaching clinics will be held at the Acacia Hills Motocross Track and will run over 2 days (Sat & Sun), for the months of May through to September. The Coach for this Specialized Clinic will be Tyler McCoy, who currently resided in Katherine. He has many years of experience in Motocross Coaching and Competing in the International Motocross Circuit, and is super keen to be involved in developing the rider skills further. To be able to have Tyler in the team as a Permanent Coach role, will would require your support in terms of Sponsorship to make this happen. Each monthly session is estimated at \$1600 per coaching clinic for the 15 riders, for the 5 month period, total of \$8000.

NT Thunder have been busy getting business's onboard with Sponsorship, and conducting raffles from local business donating products, goods and services to raise funds for the NT Thunder Team. The team are also holding monthly meat tray raffles at the local Howard Springs Tavern to extra raise funds. Funds raised will provide financial support to our Territory riders, and go towards the extreme costs to transport motocross bikes, parts, gear and tooling from Darwin to Bunbury.

Territory kids do not receive the opportunities that interstate riders have due to our remote location. Our goal is to provide our teams riders with the opportunity to compete at a national motocross level, to develop their skills, make life long motocross friends & enjoy the experiences national motocross events provide.

Please also see attached to this letter, further information about the NT Thunder MX Team, and information about the Acacia Hills Motocross Association.

We sincerely appreciate the time taken to review our proposal and hope to be sharing your contribution for supporting the team!

Regards,

Meagan Curtis on behalf of NT Thunder MX Team - 0438940415

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Date 10th April 2024



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.02.04 |
| Report Title: | "Too Much Stuff?" Market Partnership |
| Author: | Ashleigh Young, Community Participation Officer |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: "Too Much Stuff?" Recycling market flyer template |

Executive Summary

This report proposes the establishment of a monthly recycling and upcycling market at the Fred Pass Market Shed for Council's consideration. We intend to hire a casual staff member who has prior experience in organising the "Too Much Stuff?" Recycling program, which was previously held every month during the dry season at Alawa Hall.

Aligned with the principles of buy, sell, swap, donate, and pay it forward, the envisioned market day will provide free stalls to foster community involvement. It will welcome all sellers and items, encompassing a diverse range including, but not limited to; clothes, shoes, jewellery and accessories, plants, books, kids toys and games, fishing, sporting or camping gear, kitchenware, household items, and Bric-a-Brac (Attachment A).

Recommendation

THAT Council support the delivery of the "Too Much Stuff?" recycling program by Litchfield Council.

Background

The "Too Much Stuff?" Market originated as a personal endeavour by its founder, Esther, aimed at addressing waste by promoting the reuse and recycling of items. Over time, it evolved into a prominent annual market and Darwin's sole recycling and upcycling flea market. However, escalating operational expenses, notably insurance costs, led Esther to discontinue organising the "Too Much Stuff?" Market at Marrara.

Currently, this presents an opportunity for Litchfield Council to collaborate with Esther to organise a monthly market at Freds Pass. To mitigate insurance expenses, it is proposed that the markets be managed as a council event, covering venue hire, insurance, cleaning, and engaging Esther to oversee the market day setup through her extensive network. Additionally, to foster community involvement within the Litchfield area, promotion of the event will be carried out through social media platforms, market networks, and event pages.

The launch of a recycling/upcycling market in Litchfield Municipality aligns with Litchfield Council's strategic plan (2022-2025) to actively promote and implement waste management and recycling initiatives. Furthermore, the promotion of a recycling market, which is free to attend or participate in, will stimulate community engagement, especially with its central location at Fred's Pass Reserve. To avoid conflicting with the Saturday markets, the upcycling market will operate on Sundays for five hours, from 7:00 am to 12:00 pm, and will exclusively encourage the selling or swapping of pre-used/loved items. It will not accept stall applications from businesses or small/independent vendors selling new/non-recycled items.

Cost Estimates

| | | |
|---------------------|----------------------|---|
| Casual Staff (x1) | \$60 p/h for 5 hours | (7:00am – 12:00pm) |
| Venue Hire | \$25 p/h for 5 hours | (7:00am – 12:00pm) |
| Cleaning (external) | \$70 p/hr | <i>*Price will vary depending on the time required to clean</i> |
| TOTAL | | Approx. \$550.00 |

Based on the estimated values provided above, we can reasonably anticipate that the cost to the council to operate this program will be approximately \$550.00 per month.

Links with Strategic Plan

People – Our Community is at the heart of all we do

Legislative and Policy Implications

Nil.

Risks

Nil identified.

Community Engagement

Not applicable.



Too Much Stuff?

Buy, Sell, Swap, Donate, Pay it Forward

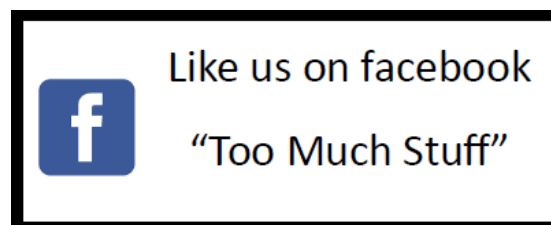
Clothes, Shoes, Jewellery & Accessories, Plants, Books, Kids Toys & Games, Fishing, Sporting or Camping Gear, Kitchenware, Household Items and Bric-a-brac, or something else? Fundraising or feeling crafty?

 Dedicated Recycling Drop-off point 

(Sellers set up from **7am** – it's **FREE** to have a stall)

Sunday 2 June, 9-12

Freds Pass Coolalinga



Register> Email your name & phone to esther@uselessplastic.org *tbc

Too Much Stuff – Darwin's only recycling, upcycling flea market.

Too Much Stuff, Secondhand Wonderland – City of Darwin Explore



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.02.05 |
| 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: | 21/05/2024 |
| Attachments: | A: Knuckey Lagoon Recreation Reserve Management Committee Minutes Thursday 18 April 2024 Unconfirmed B: Howard Park Recreation Reserve Management Committee Minutes Monday 8 April 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 18 April 2024, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 8 April 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 18/04/2024

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 18 April, 2024 at 5:45pm

Attendees

| | |
|------------------------|--|
| John Fuller | Top End Gem and Mineral Club |
| Millie Feeney | Berrimah Scouts |
| Ashleigh Young | Community Participation Officer (Acting Chair) |
| Saramat 'Tou' Ruchkaew | NT Thai Association |

1 Opening of Meeting

5.52 pm

2 Apologies and Leave of Absence

Rachel Wright North Ward Councillor & Deputy Mayor (Chair)

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: Millie Feeney

Seconded: John Fuller

THAT the minutes of the previous Committee Meeting held on Thursday 01 February 2024 be confirmed.

CARRIED

5 Business Arising from the Minutes

| Meeting Date | Action | Action by | Notes | Status |
|--------------|----------------------------------|---------------|--|---|
| 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. | NT Thai Assoc. Presented to council on 02/04/2024 |
| 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. | Completed |
| 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 |
| 18/04/2024 | Top Floor Door | CPO | CPO is currently liaising with contractors to investigate the door beign offline. | Ongoing |

6 General Business

6.01 Bi-Monthly Operation & Finance Report

Finance

With EOFY approaching. CPO and Committee have agreed to discuss any options for repairs & maintenance that have been deferred. Two options included the Basketball Court pressure washing OR replacement of BBQ.

Repairs and Maintenance

The following items were considered a priority:

| Item | Action | Status |
|-----------------|---|---|
| Top Floor Door | Door to be brought back online ASAP | CPO to investigate issue with contractors |
| 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: Millie Feeney

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

CARRIED

7 Other Business

Nil.

8 Close of Meeting

Meeting closed at 6:30 pm. The next meeting is scheduled for Thursday, 6 June 2024 at 5:45pm.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 8/04/2024

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, 8 April 2024 at 5:15 pm

1 Opening of Meeting

5:18 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) |
| Maxine Way | Howard Springs Volunteer Fire Brigade |
| Gerard Maley | Resident, Member for Nelson |
| Evan Johns | Howard Springs Scouts |

2 Apologies and Leave of Absence

| | |
|-----------------|----------|
| Gerard Rosse | Resident |
| Fletcher Austin | Resident |
| Gerry Wood | Resident |

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: Gerard Maley

Seconded: Evan Johns

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 | 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 |
| 08/04/2024 | BBQ | Committee expressed interest in pursuing quotes for a BBQ at Howard Park. CPO has suggested this to be a suggested item on the survey . | CPO | Have your say survey |
| 08/04/2024 | Electrical Faults | Several instances of electrical faults at Howard Park, specifically in Howard Hall. | CPO | CPO contacted an electrician to attend site on 09/04/2024. |
| 08/04/2024 | Re-Paint Howard Hall | The committee requests re-painting of Howard Hall be put back on the action item list (was deferred to EOFY due to budget). | CPO | CPO to scope quotes for touch-ups to door frames and general paint on walls. |

6 Officers Reports

8.1 Bi-Monthly Operations Report

Moved: Gerard Maley

Seconded: Matthew Salter

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

CARRIED

7 Other Business

The committee has raised concerns regarding the procedure for after-hours "emergency calls." This comes in light of the power outage at the HS Fire Brigade on Saturday, April 6th, caused by a tripped circuit. CPO to discuss the correct procedure with the Senior Leadership Team and advise the committee of the correct protocol.

8 Next Meeting

Monday 3 June 2024, at 5:15 pm Howard Hall, Howard Park Recreation Reserve.

9 Close of Meeting

6:10 pm



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.03.01 |
| Report Title: | Summary Planning and Development Report March 2024 |
| Author: | Jaimie O'Connor, Business Support Officer (Planning) |
| Recommending Officer: | Rodney Jessup, Director Infrastructure and Operations |
| Meeting Date: | 21/05/2024 |
| Attachments: | A: PA2024/0074 B: PA2024/0070 C: PQ2024/7002 |

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 01 April 2024 to 30 April 2024. The following is a summary of all applications during the noted period.

| Type of Application | No. Applications |
|---|------------------|
| Development Applications | 2 |
| Clearances for Development Permit Conditions | 0 |
| Sale, Lease, or Occupation of Crown Land Applications | 1 |
| Liquor Licence Applications | 1 |
| Water Licence Applications | 0 |
| Mining Applications | 0 |
| Works Permits | 9 |

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 April 2024; and
2. note for information the responses provided to relevant agencies within Attachments A to C of this report.

Background

DEVELOPMENT APPLICATIONS

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

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

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

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

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

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

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

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

Planning Applications supported, subject to normal Council Conditions

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

| Application Number, Address, and Attachment Reference | Purpose and Summary |
|---|--|
| PA2024/0074 160 Mira Road South, Darwin River Attachment A | Subdivision to create 6 lots Council supports the granting of the development permit, however has requested that queries in relation to unconstrained access be addressed, also, noting the length of the access on the battleaxe property. Further, Council has requested that the unmaintained section of Mira Road South be brought up to an agreed standard in order for Council to then maintain it once the subdivision is in place with the additional accesses. |

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

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

| Application Number, Address, and Attachment Reference | Purpose and Summary | Reasons for Non-Support/ Objection |
|--|---|---|
| PA2024/0070 Section 04193 Hundred of Strangways, 150 Shewring Rd, McMinns Lagoon NT Attachment B | Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the rear boundary | Council does not support the application as there are concerns with the design of the proposed shed and the placement facing the rear boundary fence (essentially looking directly into the neighbouring property) and there was no adequate reasoning for the placement. |

SALE, LEASE, AND OCCUPATION OF CROWN LAND APPLICATIONS

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

| Address and Attachment Reference | Purpose and Summary | Comments Provided |
|---|---|---|
| PQ2024/7002 3375 (NT Portion 6166) Gunn Point Rd, Murrumujuk Attachment C | Application was lodged to renew the lease for the noted address for the purpose of harvesting Kakadu Plum | Council supports the granting of the Crown Land Licence noting that the applicants are existing licence holders and this is a renewal. Council supports local business growth. |

LIQUOR LICENCE APPLICATIONS

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

| Address and Attachment Reference | Purpose and Summary | Comments Provided |
|---|------------------------------------|---|
| PQ2024/9006 Girraween NT | Territory Tow Bar Private event | Council supports the granting of a Special Event Liquor Licence |

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

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

| No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions |
|---|
| 0 |

STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION

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

| No. Building Certification Applications |
|--|
| 5 |

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 |
|-------------------------------|
| 9 |

| Purpose of works | Location of Works Permit Application | Application Date Received | Proposed Start Date |
|---|--------------------------------------|---------------------------|---------------------|
| Access pole tops to install HV Switches with use of EWP. Verge works | 185 Southport Road TUM... | 30/04/2024 | 09/05/2024 |
| works at pole to decommission pole top transformer, EWP on site | 170 Stockwell Road BLAC... | 30/04/2024 | 09/05/2024 |
| Replace Stolen Earths | 30 Cain Road LAMBELLS L... | 30/04/2024 | 08/05/2024 |
| Works to reinstate road (works to repair leaking water service conduct... | 145 Whitewood Road HO... | 29/04/2024 | 01/05/2024 |
| Removal of tree branches from overhead power lines with EWP and C... | 345 Elizabeth Valley Road... | 23/04/2024 | 30/04/2024 |
| works at pole to fix stay wire and pedestrian guard, no excevations re... | 220 Virginia Road VIRGIN... | 08/04/2024 | 18/04/2024 |
| Access pole tops to check services to residents with use of EWP. | 115 Strangways Road HU... | 08/04/2024 | 02/05/2024 |
| Pavement Stabilisation on Thorngate Road | 220 Thorngate Road HOL... | 05/04/2024 | 08/04/2024 |
| Storm water works verge & Crossover works as per approved plan SM... | 7 Havelock Street COOLA... | 02/04/2024 | 01/04/2024 |

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.



12 April 2024

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

RE: Letter of Comment Development Application

PA2024/0074

**Hun: 160 P: 00618 160 Mira Road South Road DARWIN RIVER, Hundred of Cavenagh
Subdivision to create 6 lots**

Thank you for the Development Application referred to this office on 01/04/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit as the subdivision aligns with the Litchfield Subregional Land Use plan to provide rural amenity and lifestyle choices, enabling the subdivision of Rural zoned land into 8 hectare parcels. Further, the subdivision contributes to the population growth in the Berry Springs area which enables further infrastructure development for core services and social infrastructure such as schools.

The noted support is only given provided the following issues in regard to access are adequately addressed;

- a) The planning scheme, 6.3.3, requires each lot is to have unconstrained access from a public road to the identified unconstrained land. It is noted that Lot A access passes through a constrained area as noted in the Land Suitability Assessment. It is further noted that an 'all season' access is constructed through this section, however as this was documented in 2015 it is requested that evidence be provided that this access way is still intact and useable.
- b) Lot A is also designed to incorporate a battleaxe that extends beyond 450m. Council does not generally support any battleaxe design in excess of 250m however, should this design be supported by the other service authorities, Council will in turn provide support at no cost to Litchfield Council.

- c) Further, the 'public road' that extends along the proposed subdivision site is not a maintained section of road. Therefore, it is necessary for the developer to upgrade Mira Road South to Australian standards, extending from the current maintained gravel section to the satisfaction of Litchfield Council, in order to provide appropriate access to the lots of subdivision.

Upgrading this section of road aligns with the statements in the Litchfield Subregional Land Use Plan and assists with mitigating issues that have been identified from previous subdivisions where adequate access has not been provided.

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

- a) Engineering design and specifications for the upgrade of affected roads, stormwater drainage, vehicular access, and streetscaping shall be to the technical requirements and approval of Litchfield Council and shall provide access to the subdivision.
- b) Engineering design and specification showing the location of the crossover and driveways shall meet Litchfield Council's requirements, and be in accordance with the NT Subdivision and Development Guidelines.
- c) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
 - i. A stormwater management plan should be submitted for Council's approval demonstrating that the stormwater drainage is appropriate for the proposed works.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.
- d) A weed management plan should be provided addressing pre and post construction as identified in the Land Suitability Assessment

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

- b) Engineering design and specifications for the upgrade of affected roads, stormwater drainage, vehicular access, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

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

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

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

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

Kind Regards,



Jaimie O'Connor
Acting Planning and Development Program Leader



2 May 2024

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

RE: Letter of Comment Development Application

**Hun: 695 P: 04193 150 Shewring Road MCMINNS LAGOON, Hundred of Strangways
Shed - within side and rear setback**

Thank you for the Development Application referred to this office on 05/04/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) Council has concerns regarding the reduced setback and location of the proposed shed due to the design of the shed; with large openings facing the adjoining property.
- b) Furthermore, it is not apparent why the proposed shed cannot comply with the required setbacks given there is adequate space on the site to accommodate it.
- c) In addition, the current number of existing buildings and their use on the property is not clear in relation to the permitted use as defined by zoning (RL) and in the planning scheme.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements or as determined by the NT Subdivision and Development Guidelines
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

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

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

Yours faithfully



Jaimie O'Connor
Acting Planning & Development Program Leader

150 SHEWRING RD, McMINNS LAGOON

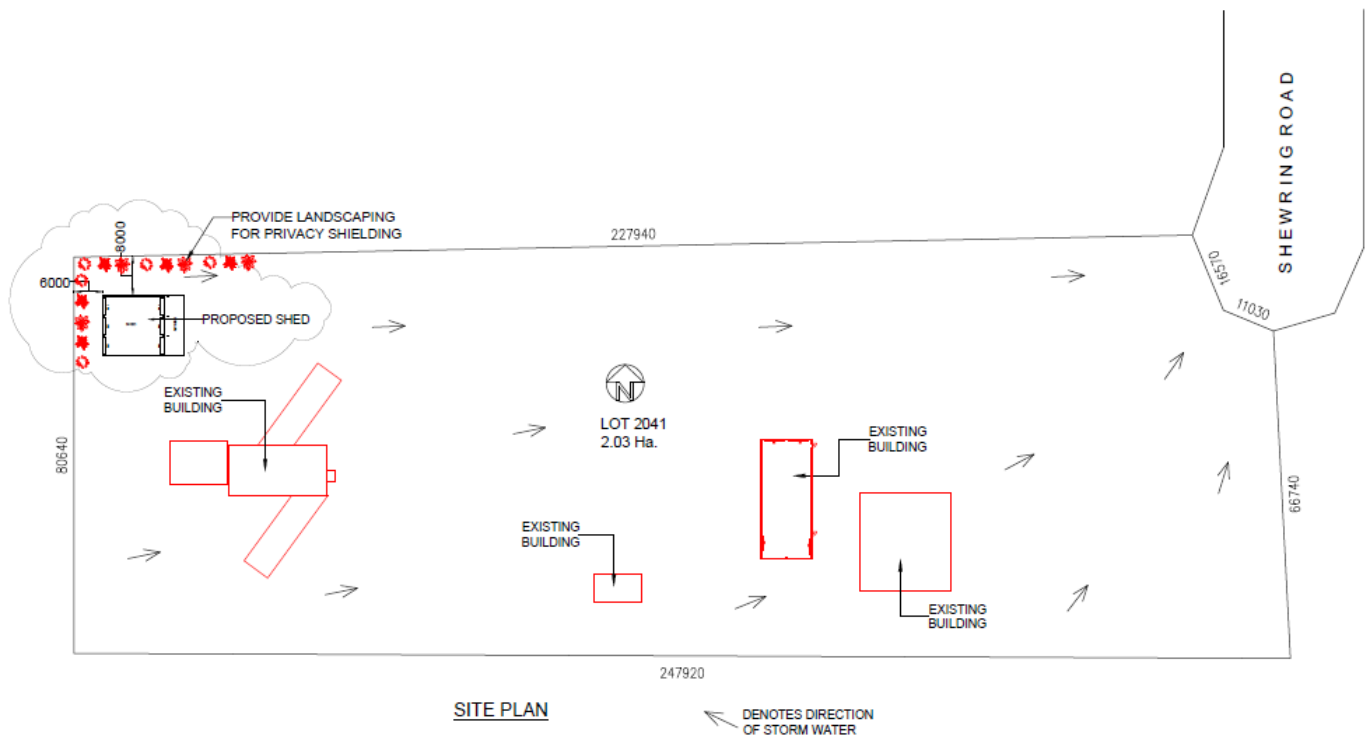
Section 04193 Hundred of Strangways plan(s) LTO98/064B

NT Planning Scheme Information

| | |
|--------------------------------------|--|
| Land Area : | 2.03 ha |
| Planning Scheme Zone : | RL (Rural Living) |
| Overlays : | <ul style="list-style-type: none">• CNV - Clearing of Native Vegetation |
| Strategic Frameworks : | <p>The following Strategic Frameworks may apply to your land</p> <p>Regional Plans</p> <ul style="list-style-type: none">• Darwin Regional Land Use Plan <p>Sub Regional Plans</p> <ul style="list-style-type: none">• Litchfield Subregional Land Use Plan <p>Area Plans</p> <ul style="list-style-type: none">• (none found) |
| Interim Development Control Orders : | (none found) |

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McMinns Road





26 April 2024

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

RE: Letter of Comment Occupational Licence

**NT Portion 6166, 3375 Gunn Point Rd, Murrumujuk
NT Portion 6166 for the purpose of harvesting Kakadu Plum**

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

Council understands that the changes in 2023 to the *Crown Lands Act 1992* section 94B states that the licence may be cancelled by The Minister at any time during the term of the licence and a licensee may surrender the licence at any time during the term of the licence.

As such, Council supports the granting of an occupational licence for the purpose of harvesting operations for the following reasons;

- a) Council supports local businesses and economic growth for the region. Provided it is considered, sustainable and appropriate development of this significant area.

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

- a) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

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

Kind Regards,

Jaimie O'Connor
Acting Planning & Development Program Leader

3375 GUNN POINT RD, MURRUMJUK

NT Portion 06166 plan(s) S20000071

NT Planning Scheme Information

Land Area : 3,520 ha

Planning Scheme Zone : MZ (Multi Zone)

Overlays :

- CR - Coastal Reclamation
- CNV - Clearing of Native Vegetation
- LSSS - Land Subject to Storm Surge
- DHD - Darwin Harbour Dredging

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

Regional Plans

- Darwin Regional Land Use Plan

Sub Regional Plans

- Litchfield Subregional Land Use Plan

Area Plans

- (none found)

Interim Development Control Orders : (none found)

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 May 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 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.

15.03 Code of Conduct Complaints – Status Update

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

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

16 Close of Meeting