



# AGENDA

## 35<sup>th</sup> Ordinary Council Meeting

### 11<sup>th</sup> Council of Litchfield

### TUESDAY 16 July 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](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live)

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

**Stephen Hoyne**  
**Chief Executive Officer**

#### **COVID-19 Statement of Commitment**

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

- Physical distancing measures
- Health and hygiene principles



## COUNCIL AGENDA

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# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 July 2024

### 1. Acknowledgement of Traditional Ownership

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

### 2. Opening of Meeting

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

### 3. Electronic Attendance / Apologies and Leave of Absence

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

### 4. Disclosures of Interest

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

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

- 4.01 Elected Members
- 4.02 Staff

## **5. Public Questions**

## **6. Confirmation of Minutes**

### **6.01 Confirmation of Minutes**

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

### **6.02 Council Action Sheet / Business Arising from Previous Meetings**

- Business Arising from previous Ordinary Council Meetings.



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

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

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

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#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

#### 2. OPENING OF THE MEETING

*The Mayor opened the meeting at 6.01pm*

The Mayor welcomed members of the public.

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

### **3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE**

#### **3.1 Apologies**

Moved: Deputy Mayor Harlan

Seconded: Cr Sidey

THAT Council accept apologies from Cr Wright and Cr Sharp.

**CARRIED (5/0) ORD2024 11-119**

#### **3.2 Leave of Absence Previously Granted**

Nil.

#### **3.3 Leave of Absence Request**

Nil.

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

Nil.

#### **4.2 Staff**

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

### **5. PUBLIC QUESTIONS**

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

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

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

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

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

Response:

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

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

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

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

## **6. CONFIRMATION OF MINUTES**

### **6.1 Confirmation of Minutes**

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

THAT Council confirms the:

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

**CARRIED (5/0) ORD2024 11-120**

### **6.2 Council Action Sheet / Business Arising from Previous Meetings**

Moved: Cr Salter  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-121**

## **7. PETITIONS**

Nil.

## **8. DEPUTATIONS AND PRESENTATIONS**

Nil.



## 9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

## ORDER OF BUSINESS

Moved: Deputy Mayor Harlan  
Seconded: Cr Mackay

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

**CARRIED (5/0) ORD2024 11-122**

## 13. OFFICERS' REPORTS

### 13.02 Executive and Community Development

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

THAT Council by special resolution:

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

THAT Council:

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

## AMENDMENT

Moved: Mayor Barden  
Seconded: Deputy Mayor Harlan

THAT Council by special resolution:

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

**CARRIED (4/1) ORD2024 11-123**

**A Division was called**

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

**Those voting in the negative Cr Salter**

**CARRIED (4/1)**

**CARRIED (4-1) ORD2024 11-124**

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

Moved: Cr Mackay  
Seconded: Cr Sidey

THAT Council:

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

**CARRIED (5/0) ORD2024 11-125**

### **13.02.03 Proposed Fees and Charges 2024/2025**

Moved: Cr Salter  
Seconded: Deputy Mayor Harlan

THAT Council:

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

**CARRIED (5/0) ORD2024 11-126**

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

Moved: Deputy Mayor Harlan  
Seconded: Cr Sidey

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

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

**CARRIED (4/1) ORD2024 11-127**

## 10 NOTICES OF MOTION

Moved: Cr Sidey  
Seconded: Deputy Mayor Harlan

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

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

**CARRIED (5/0) ORD2024 11-128**

## 11 MAYORS REPORT

Moved: Mayor Barden  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-129**

## 12 REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

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

## 13 OFFICERS' REPORTS

### **13.02 Corporate and Community**

#### **13.01.01 Litchfield Council Finance Report – May 2024**

Moved: Deputy Mayor Harlan  
Seconded: Cr Mackay

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

**CARRIED (5/0) ORD2024 11-130**

#### **13.01.02 People, Performance and Governance Report – May 2024**

Moved: Cr Salter  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-131**

**13.01.03 Draft FIN08 Risk Management Policy**

Moved: Cr Mackay  
Seconded: Cr Sidey

THAT Council:

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

**CARRIED (5/0) ORD2024 11-132**

**13.01.04 Risk Management Audit Committee Open Minutes – 30 May 2024**

Moved: Cr Sidey  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-133**

**13.01.05 Local Government Immediate Priority Grant 2022-23 Acquittal**

Moved: Deputy Mayor Harlan  
Seconded: Cr Mackay

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

**CARRIED (5/0) ORD2024 11-134**

**13.03 Executive and Community Development**

**13.02.01 Community Services and Development Monthly Report May 2024**

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-135**

**13.02.05 Council Member's Professional Development Activity**

Moved: Cr Sidey  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-136**

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

Moved: Cr Sidey  
Seconded: Deputy Mayor Harlan

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

**CARRIED (5/0) ORD2024 11-137**

**13.03 Infrastructure and Operations**

**13.03.01 Summary Planning and Development Report May 2024**

Moved: Deputy Mayor Harlan  
Seconded: Cr Sidey

THAT Council:

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

**CARRIED (5/0) ORD2024 11-138**

**14. OTHER BUSINESS**

14.1 Cr Sidey would like to note that;

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

## 15. CONFIDENTIAL ITEMS

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

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

### 15.01 Confirmation of Confidential Minutes

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

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

### 15.02 Confidential Minutes RMAC

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

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

### 15.03 Code of Conduct Complaints – Status Update

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

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

### 15.04 Increase to Budget Review Two: Vehicle Budget

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

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

### 15.05 Awarding of Contract RFT24-431 Meade Road Upgrade

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

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

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

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

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

**CARRIED (5/0) ORD2024 11-139**

*Jill Enriquez left the meeting at 7.13pm*

The meeting moved to Confidential Session at 7.13pm.

Moved: Cr Mackay  
Seconded: Deputy Mayor Harlan

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

**CARRIED (4/0) ORD2024 11-140**

The meeting moved to Open Session at 8.15pm.

**17. CLOSE OF MEETING**

The Chair closed the meeting at 8:16pm.

**18. NEXT MEETING**

Tuesday 16 July 2024.

**MINUTES TO BE CONFIRMED**

Tuesday 16 July 2024.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne



## 6.02 - Business Arising from the Minutes

In Progress
Completed

Ongoing
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p><b>Road Opening Closing Meade Road, Darwin River</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;</li> <li>2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and</li> <li>3. note that this is an administrative process only and there is no commitment by Council to construct the road.</li> </ol>	19/07/2022	DIO	<p><b>In Progress</b></p> <p>Contract has been received from the proponent and is being assessed.</p>
ORD2023 11-093	<p><b>Cost to maintain the eight owned Council reserves</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;</li> <li>2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and</li> <li>3. receive the report prior to the first 2023-2024 Budget Review Meeting.</li> </ol>	20/06/2023	DIO	<p><b>Ongoing</b></p> <p>Council have supported the proposed timeline to provide individual asset management plans for all Council reserves. Data updating is progressing.</p>

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

THAT Council

- |                   |    |  |            |     |
|-------------------|----|--|------------|-----|
| ORD2023<br>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 |
|                   | 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. |            |     |

#### In progress

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

### Freds Pass Reserve Expansion

THAT Council:

- |                   |    |   |            |     |
|-------------------|----|---|------------|-----|
| ORD2023<br>11-142 | 1. | adopt the Freds Pass Reserve land expansion concept to include:   | 15/08/2023 | DIO |
|                   | 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. |            |     |

#### 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.

#### **INF06 Private Roads Policy – Extension of Review**

ORD 2023 11-242	THAT Council:			
	<ol style="list-style-type: none"><li>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</li><li>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.</li></ol>	12/12/2023	DIO	<b>In Progress</b> Policy updated accordingly.

#### **Palmerston and Litchfield Seniors Association Request for Funding Agreement Extension**

ORD 2024 11-085	THAT Council:			
	<ol style="list-style-type: none"><li>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;</li><li>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</li><li>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.</li></ol>	16/04/2024	CEO	<b>In Progress</b> Awaiting return of Funding Agreement from other party.

#### **Notice of Motion – Establish an Advocacy and New Committee**

ORD 2024 11-100	THAT Council:			
	<ol style="list-style-type: none"><li>1. establish an Advocacy and New Initiatives Committee, as per draft Terms of Reference attached in Attachment A.</li></ol>	21/05/2024	CEO	<b>In Progress</b>

### **“Too Much Stuff” Market Partnership**

THAT Council:

ORD 2024 11-110	1. support the delivery of the “Too Much Stuff?” recycling program by Litchfield Council;	21/05/2024	CEO	<b>In Progress</b>
	2. approve an allocation \$1,500 for a two month trial;			
	3. request a report be brought to Council prior to the end of trial to assess the program; and			
	4. give consideration to other Reserves or locations.			

### **Naming of Shared Path Northern Australia Railway**

THAT Council:

ORD 2024 11-113	1. receive and note the request as detailed in Attachment A;	21/05/2024	DIO	<b>In Progress</b>  Correspondence provided to the naming of the shared path. Awaiting formal request from place names for formal response.
	2. provide in-principle support for the naming of the shared path network (or part thereof) as outlined in Attachment A to be ‘North Australia Railway Trail’ or as deemed appropriate subject to further historical information and provide a letter to Place Names NT; and			
	3. provide delegation to the CEO to approve further documentation in relation to the naming of the shared path network as deemed necessary.			



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 July 2024

**7      Petitions**

**8      Deputations and Presentations**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayor's Report**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	11.01
<b>Report Title:</b>	Mayor's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Doug Barden, Mayor
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 18 June 2024 to 16 July 2024.

### Summary

DATE	EVENT / MEETING
19 June 2024	Litchfield DCA Meeting
26 June 2024	Litchfield Community Action Planning Meeting
27 June 2024	Australian Of the Year Nomination Campaign Launch
28 June 2024	CCF NT Earth Awards
30 June 2024	Litchfield Citizenship Ceremony
02 – 05 July 2024	National General Assembly - ALGA
09 July 2024	Strategic Discussion and Briefing Session
09 July 2024	ABC Head Honcho Program

### Recommendation

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 July 2024

#### 12 Reports from Council Appointed Representatives

Meeting	Representative
Howard Park Recreation Reserve Committee Meeting – 6 June 2024	Cr Salter
Knuckey Lagoon Recreation Reserve Committee Meeting – 8 July 2024	Cr Wright

#### 13 Officers Reports

##### 13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – June 2024
- 13.01.02 People, Performance and Governance Report – June 2024

##### 13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – June 2024
- 13.02.02 Municipal Plan 2023 -2024 – Quarterly Performance Report
- 13.02.03 Code of Conduct Complaint – Notice of Decision
- 13.02.04 Recreation Reserve Management Committee Minutes – June 2024

### **13.03 Infrastructure and Operations**

- 13.03.01 Summary Planning and Development Report –June 2024
- 13.03.02 Request for Land (5 Campbell Road)
- 13.03.03 Policy Review – CEM03 Memorials Policy
- 13.03.04 Request for Lease – Rural Potters Association





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.01
<b>Report Title:</b>	Litchfield Council Finance Report – June 2024
<b>Author and Recommending Officer</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: Litchfield Council Finance Report – June 2024

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 June 2024. Budget 2023/24 figures have been updated with adopted second 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 two figures.

The annual rates and waste charges were levied in July 2023, and all instalment dates have passed. Outstanding rates ratio will continue to decline Council implements rates recovery initiatives.

### Recommendation

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

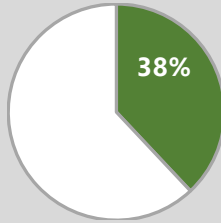


# Finance Report

## June 2024

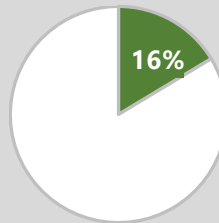
June 2024

## DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$ 6.56m  
Municipal Plan Target – 30%



### Rates Outstanding

\$ 2.68m Outstanding  
Municipal Plan Target – < 18%  
(Less than 2.9mn)

**\$ 20.75m**

### OPERATIONAL REVENUE

\$21.95m Budget– 95% Target Achieved

**\$ 24.16m**

### OPERATIONAL EXPENSES

\$17.26m Budget– 75.4% Spent

**\$ 3.4m**

### OPERATING DEFICIT

Budget \$ 4.69m

**\$ 1.67m**

### CAPITAL REVENUE

\$ 5.94m Budget

**\$ 6.56m**

### CAPITAL EXPENSES

\$ 15.24m Budget

**\$ (4.89)m**

### CAPITAL DEFICIT

Budget (\$ 9.30m)

### RATIOS

**38%**

Asset Sustainability  
Target 30% and more

**16%**

Rates Outstanding  
Target less than 18%

**79%**

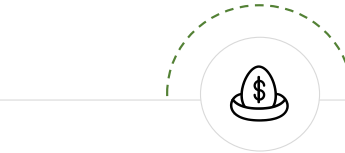
Own Source Revenue Ratio  
Target 60% and more

**5.45**

Current Ratio  
Target 1 and more

**0**

Debt Service Ratio  
Target less than 1



### Current Cash Investments

**\$ 25.37m**

**8 of 18**

Budgeted Capital Programs  
2023/24  
\$1.784m Spent (27.67%)

**3 of 9**

Additional Capital Programs  
2023/24  
\$0.468m Spent (18.84%)

**22 of 27**

Carry Forward Programs  
from 2022/23-\$4.30m Spent  
(83.44%)

**\$19.52m**

Budgeted Cash  
Reserves June 2024



Achieved



Achieved



Achieved



Achieved



Achieved

## STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET<sup>1</sup>

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 \$
<b>OPERATING INCOME</b>				
Rates	14,717,163.65	14,706,885.00	(10,278.65)	14,706,885.00
Charges	192,760.25	175,000.00	(17,760.25)	175,000.00
Fees and Charges	2,415,111.09	2,149,257.00	(265,854.09)	2,149,257.00
Operating Grants and Subsidies	1,577,169.95	3,968,884.00	2,391,714.05	3,968,884.00
Interest / Investment Income	1,625,788.76	770,000.00	(855,788.76)	770,000.00
Other Income	226,820.30	184,864.00	(41,956.30)	184,864.00
<b>TOTAL OPERATING INCOME</b>	<b>20,754,814.00</b>	<b>21,954,890.00</b>	<b>1,200,076.00</b>	<b>21,954,890.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	6,690,142.20	7,213,349.00	523,206.80	7,213,349.00
Materials and Contracts	7,199,899.40	8,770,780.00	1,570,880.60	8,770,780.00
Elected Member Allowances	265,427.06	341,000.00	75,572.94	341,000.00
Elected Member Expenses	53,690.39	55,262.00	1,571.61	55,262.00
Council Committee & LA Allowances	5,993.00	10,000.00	4,007.00	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	6,495.55	-	(6,495.55)	-
Accumulated Depreciation	9,355,000.00	-	-	-
Interest Expenses	-	-	-	-
Other Expenses	581,160.56	872,992.00	291,831.44	872,992.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>24,157,808.16</b>	<b>17,263,383.00</b>	<b>2,460,5674.84</b>	<b>17,263,383.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(3,402,994.16)</b>	<b>4,691,507.00</b>	<b>(1,260,498.84)</b>	<b>4,691,507.00</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(3,402,999.34)</b>	<b>4,691,507.00</b>	<b>(1,260,493.66)</b>	<b>4,691,507.00</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	9,361,495.55	-	(9,361,495.55)	-
<b>TOTAL NON-CASH ITEMS</b>	<b>9,361,495.55</b>	<b>-</b>	<b>(9,361,495.55)</b>	<b>-</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(6,554,896.46)	(15,240,843.00)	(8,685,941.36)	(15,240,843.00)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(4,691,507.00)	(4,691,507.00)	(4,691,507.00)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(6,554,896.46)</b>	<b>(19,932,350.00)</b>	<b>(13,377,448.36)</b>	<b>(19,932,350.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	1,254,947.50	1,662,950.27	408,002.77	1,662,950.27
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	332,367.00	-	(332,367.00)	-
Sale of Assets (including trade-ins)	75,635.77	-	(75,635.77)	-
Transfers from Reserves	-	13,577,892.73	13,577,892.73	13,577,892.73
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>1,662,950.27</b>	<b>15,240,843.00</b>	<b>13,577,892.73</b>	<b>15,240,843.00</b>
<b>NET OPERATING POSITION</b>	<b>1,066,555.20</b>	<b>-</b>	<b>(10,421,555.20)</b>	<b>-</b>

<sup>1</sup> Numbers in statements may include minor rounding differences.

## Operating Position by Department

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

	2023/24 YTD Actuals	2023/24 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	30.00 <sup>2</sup>	-	-
Corporate	87,759.46 <sup>3</sup>	44,864.00	195.61%
Information Services	-	-	-
Finance & Customer Service	13,001,503.21	12,888,107.00	100.88%
Infrastructure & Assets	1,579,443.10	3,374,678.00	46.80% <sup>4</sup>
Waste Management	3,766,100.46	3,576,428.00	105.30%
Community	57,923.90	139,534.00	41.51% <sup>5</sup>
Community - Library	310,233.55	308,099.00	100.69%
Mobile Workforce	-	-	-
Regulatory Services	193,436.50	175,000.00	100.54% <sup>6</sup>
Thorak Cemetery	1,758,383.82	1,448,180.00	121.42%
<b>TOTAL REVENUE</b>	<b>20,754,814.00</b>	<b>21,954,890.00</b>	<b>94.53%</b>
EXPENSES			
Council Leadership	938,569.05	1,249,071.00	75.14%
Corporate	586,191.11	674,133.00	86.95% <sup>7</sup>
Information Services	484,018.36	700,136.00	69.13%
Finance & Customer Service	1,618,955.32	1,953,380.00	82.88% <sup>8</sup>
Infrastructure & Assets	2,895,807.68	4,259,748.00	67.98%
Waste Management	3,370,335.72	3,411,811.00	98.78% <sup>9</sup>
Community	1,719,252.76	1,917,049.00	89.68% <sup>10</sup>
Community - Library	458,095.87	353,062.00	129.75% <sup>11</sup>
Mobile Workforce	1,146,833.27	1,218,406.00	94.13% <sup>12</sup>
Regulatory Services	599,261.29	467,048.00	128.31% <sup>13</sup>
Thorak Cemetery	985,487.73	1,059,539.00	93.01% <sup>14</sup>
<b>TOTAL EXPENSES</b>	<b>14,802,808.16</b>	<b>17,263,383.00</b>	<b>85.75%</b>
<b>OPERATING RESULT</b>	<b>5,952,005.84</b>	<b>4,691,507.00</b>	<b>126.87%</b>

<sup>2</sup> Includes FOI receipt income.

<sup>3</sup> Includes Insurance claims received.

<sup>4</sup> Budgeted Operational Grants income yet to be received.

<sup>5</sup> Includes Cash for Can Income.

<sup>6</sup> Includes Annual Dog Registration Income.

<sup>7</sup> Includes Advertising Cost that's has increased.

<sup>8</sup> Due to Insurance cost increased substantially.

<sup>9</sup> Maintenance Costs increased.

<sup>10</sup> Includes full year reserve payments.

<sup>11</sup> Includes Program running cost during school holidays.

<sup>12</sup> Includes Materials and Contracts cost that has increased.

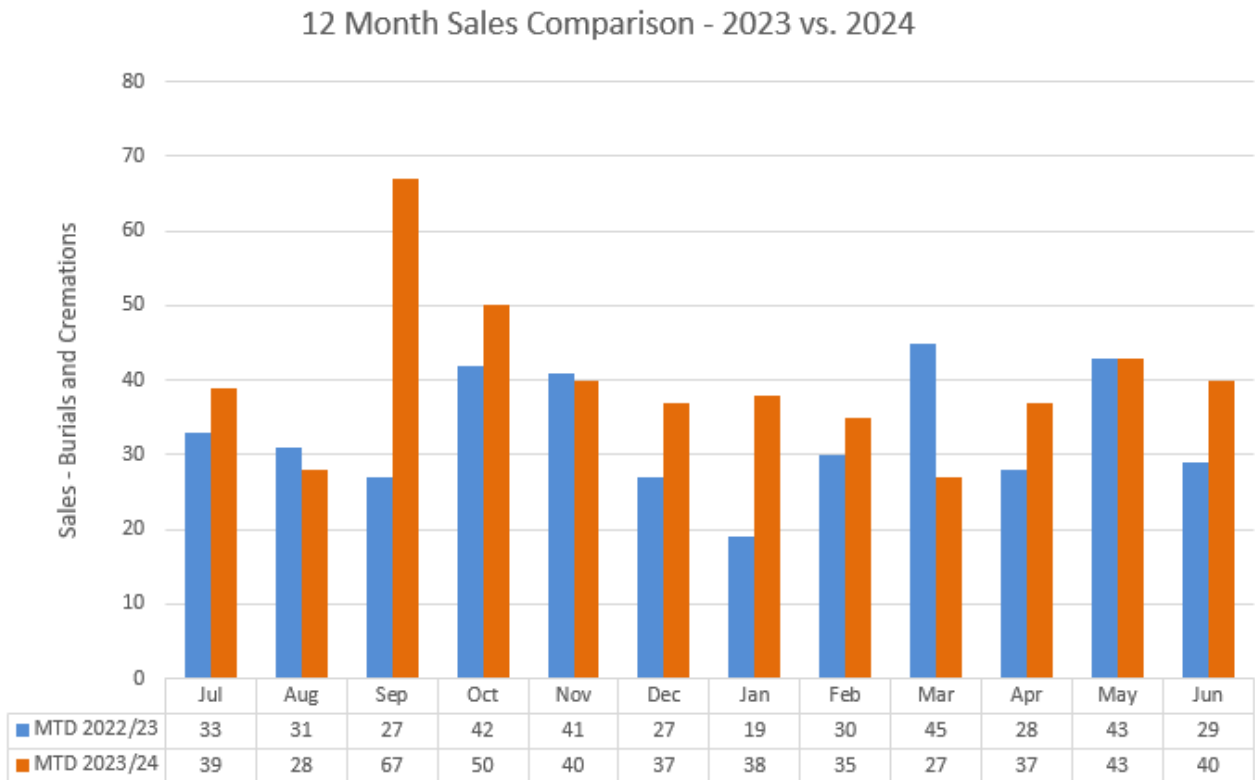
<sup>13</sup> Due to vet cots increased substantially.

<sup>14</sup> Repairs and Maintenance Cost increased.

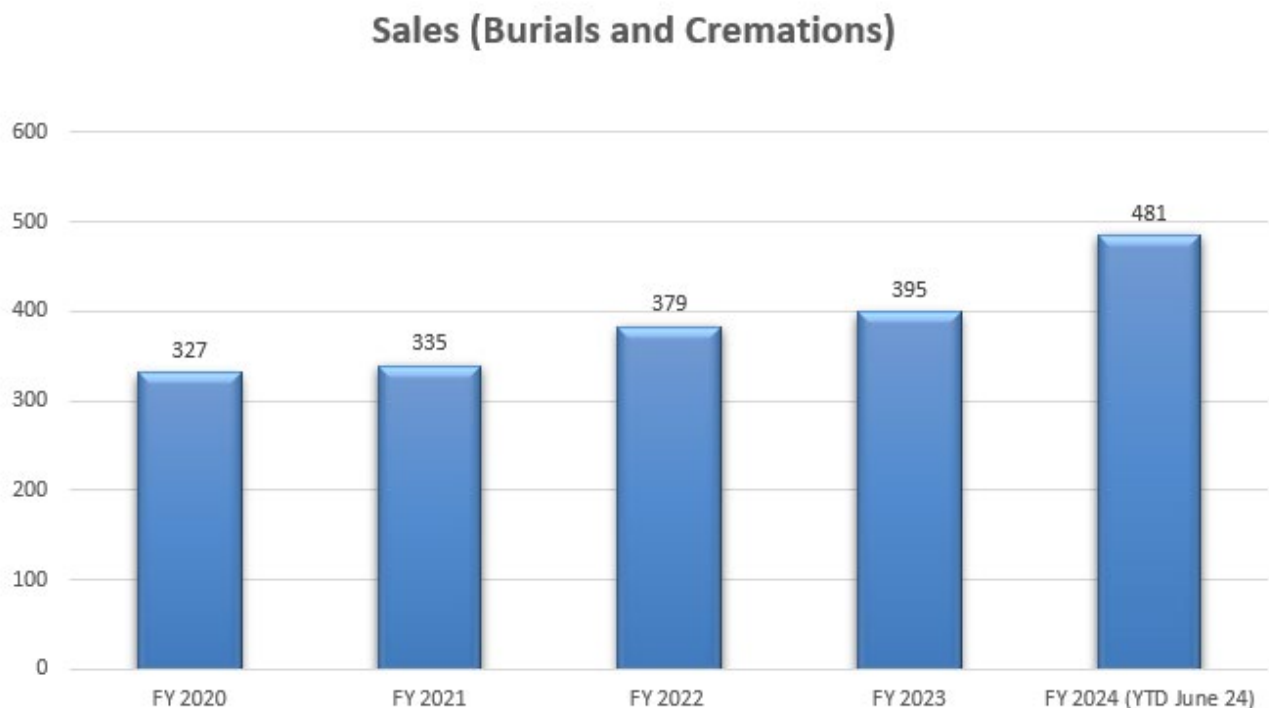
## Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 481 Interments and cremations, an increase of 86 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 383.4.

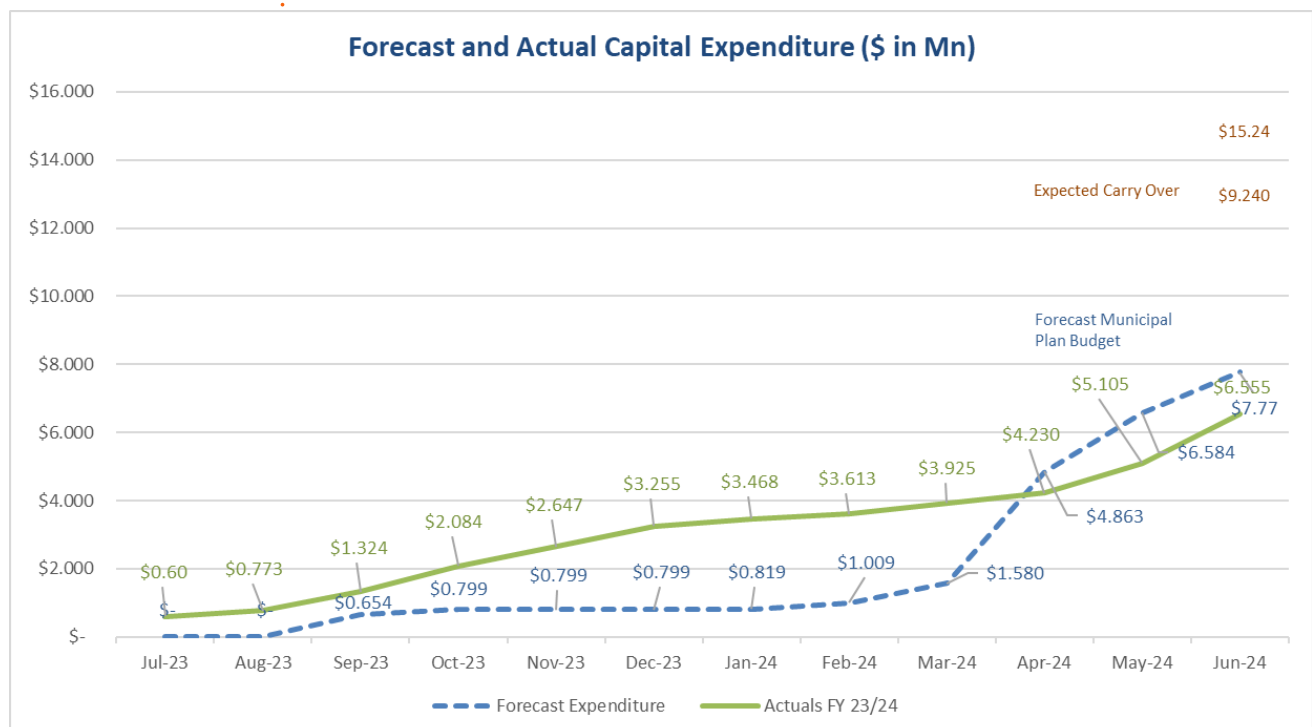


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	761,522.63	1,201,993.00	440,470.37	1,201,993.00
Infrastructure (including roads, footpaths, park furniture)	5,214,531.59	13,274,655.00	8,060,123.41	13,274,655.00
Plant and Machinery	-	-	-	-
Fleet	578,842.24	764,195.00	185,352.76	764,195.00
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>6,554,896.46</b>	<b>15,240,843.00</b>	<b>8,685,946.54</b>	<b>15,240,843.00</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	1,254,947.50	1,662,950.27	408,002.77	1,662,950.27
Transfers from Cash Reserves	-	13,577,892.73	13,577,892.73	13,577,892.73
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	75,635.77	-	(75,635.77)	-
Other Funding	332,367.00	-	(332,367.00)	-
<b>TOTAL CAPITAL EXPENDITURE</b>				
<b>FUNDING</b>	<b>1,662,950.27</b>	<b>15,240,843.00</b>	<b>13,577,892.73</b>	<b>15,240,843.00</b>





**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 Budget – BR 2 \$	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%	Aug-24	Yes	Yes	Project Delivery	Resealing works has commenced
2	Roads	Pavement Renewal – Thorngate	-	46,020.00	46,020.00	600,000.00	553,980.00	7.67%	Jul-25	Yes		Project Planning	Design is complete and cost estimate being reviewed.
3	Roads	Pavement Renewals – Heavy patches - various	-	465,181.21	465,181.21	400,000.00	-65,181.21	116.30%	Sep-24	Yes	Yes	Project Delivery	Works program nearing completion
4	Roads	Gravel Surface Renewal	-	321,158.23	321,158.23	300,000.00	-21,158.23	107.05%	Jun-24	Yes	Yes	Complete	Complete
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Dec-24	Yes		Project Delivery	Tender awarded and due to commence mid-July
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	Aug-25	Yes		Project Planning	RFQ for design released Based on initial assessment, allocated budget is insufficient.
7	Roads	Road Safety Upgrades – Shoulder widening- Mckinlay Road - 250m and Hopewell Road - 350m	-	-	-	214,000.00	214,000.00	0.00%	Aug-24	Yes	Yes	Project Closure	Works physically completed. Awaiting final invoices
8	Roads	Road Safety – Intersection upgrades- Street lighting-Girraween Road / McMinns Drive and Girraween Road / Rogers Road	-	-	-	352,361.38	232,361.38	0.00%	Aug-24		Yes	Project Delivery	Project awarded and commenced.
9	Roads	Road Safety Upgrades - Schools	-	81,879.36	81879.36	100,000.00	18,120.64	81.88%	Jun-24			Complete	Complete
10	Roads	Road Safety Upgrades – street lighting upgrades to Tele cell and LED	-	21,937.50	21,937.50	130,000.00	108,062.50	16.88%	Dec-24	Yes	Yes	Project Delivery	New base stations procured. Delivery is expected to take 3 months from UK.
11	Drainage	Drainage renewals	-	-	-	200,000.00	200,000.00	0.00%	Oct-24		Yes	Project Delivery	RFQ developed for release

2023/24 CAPITAL PROJECTS													
	Class of Assets	Municipal Plan Program	Total Prior Year(s) \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget – BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
12	Drainage	Drainage upgrade – various floodway's	-	176,595.37	176,595.37	458,000.00	281,404.63	38.56%	Sep-24	Yes	Yes	Project Delivery	Project works ongoing.
13	Buildings	Bees Creek Office – Roof Restoration	-	75,000-	75,000	70,000.00	-5,000	107.14%	Jun-24			Complete	Completed
14	Buildings	Bees Creek Office – Parking Shed	-	72,727.28	72,727.28	75,000.00	2,272.72	96.97%	Jun-24			Complete	Completed
15	Fleet	Plant/Vehicle replacement	-	268,440.58	268,440.58	291,000.00	22,559.42	92.25%	Dec-24			Complete	Completed
16	Fleet	Plant/Vehicle replacement	-	86,232.93	86,232.93	109,000.00	22,767.07	79.11%	Jun-24			Complete	Completed
17	Buildings	Freds Pass Reserve Asset Renewal Show Works and Market Shed Disabled Car Parking	-	143,900.26	143,900.26	190,000.00	46,099.74	75.74%	Jul-24	Yes	Yes	Project Delivery	Refer to Community Report for project status.
18	Buildings	Reserves Asset Renewal	-	25,023.43	25,023.43	40,000.00	14,976.57	62.56%	Jun-24			Complete	Completed
19	Buildings	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24			Complete	Completed
			-	1,784,096.15	1,784,096.15	6,507,361.38	4,723,265.23	27.67%					

**2023/24 ADDITIONAL CAPITAL PROJECTS – Grant Funded or by Resolution**

	Class of Assets	Municipal Plan Program	Total Prior Year(s) \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark	-	114,759.76	114,759.76	130,000.00	15,240.24	88.28%	Oct-23			Complete	Complete
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	115,428.36	115,428.36	120,000.00	4,571.64	96.19%	Jun-24			Complete	Complete
		Mira Square Community Building Carpark	-	119,127.83	119,127.83	150,000.00	30,872.17	79.42%	Jun-24			Complete	Complete
		Humpty Doo Village Green Upgrades – Fence etc.	-	54,130.00	54,130.00	60,000.00	5,870.00	90.22%	Feb-24			Complete	Complete
2	Community	Humpty Doo Village Green Cenotaph upgrades	-	-	-	65,645.00	65,645.00	0.00%	On hold				Funds returned to Grant Body
3	Buildings	Thorak Cemetery - Asset Renewal- Conc Beams, Fencing, Chapel Cameras, Old Cremator Removal, Irrigation, Chapel Carpet	-	59,411.03	59,411.03	90,888.97	31,477.94	65.37%	Sep-24	Yes	Yes	Project Delivery	Works will be ongoing through the year.
4	Roads	Road Seal Renewal - LRCI	-	2,098.00	2,098.00	973,429.00	971,331.00	0.22%	Aug-24	Yes	Yes	Project Delivery	Resealing works has commenced
		Shared Path Upgrade - LRCI Phase 4	-	1,618.5	1,618.50	682,628.00	681,009.50	0.24%	Dec-25	Yes	Yes	Project Planning	Project Design complete. Assessing cost estimates. Project Timeline reconsidered
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			Complete	Completed with LGIP grant
			-	467,773.48	467,773.48	2,482,590.97	2,014,817.49	18.84%					

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
1	Roads	Road Seal Renewal	287,134.56	705,440.53	992,575.09	1,174,910.80	182,335.71	84.48%	Jul-24	Yes	Yes	Project Closure	Resealing works complete. Processing invoices
2	Roads	Pavement Renewal various roads	65,769.07	354,133.66	419,902.73	467,659.93	47,757.20	89.79%	Jul-24		Yes	Project Delivery	Resealing to take place in July
3	Roads	Forward Design of Road Projects - Intersection Upgrades	34,024.00	28,097.00	62,121.00	50,000.00	(12,121.00)	124.24%	Complete			Complete	Complete
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	6,674.00	-	100.00%	Complete			Complete	Complete
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	-	-	100.00%	Complete			Complete	Complete
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	5,963.27	-	100.00%	Complete			Complete	Complete
5	Roads	Gravel Road Sealing-Guys Creek Road	-	474,731.87	474,731.87	1,699,690.50	1,174,649.13	30.89%	Sep-24	Yes	Yes	Project Delivery	Works progressing and on schedule for completion in August.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	-	-	-							
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	101,385.98	101,385.98	100,000.00	(1,385.98)	101.39%	Complete			Complete	Complete
8	Roads	Road Safety - Intersection Upgrades- Pioneer Drive/Power	-	218,807.62	218,807.62	250,000.00	31,192.38	87.52%	Jun-24			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
		Road Intersection											
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	34,461.16	-	100.00%	Complete			Complete	Complete
10	Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	2,304.18	-	100.00%	Complete			Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrade	131,194.98	161,549.10	292,744.08	168,805.02	-123,929.06	173.42%	Jul-24			Complete	Complete
12	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	48,000.00	26,429.00	74,429.00	32,000	5,571.00	93.04%	Complete			Complete	Complete
13	Buildings	Thorak Cemetery Asset Renewal- As per AMP	76,222.81	9,111.03	85,333.84	9,111.03	-	100.00%	Complete			Complete	Complete
14	Buildings	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	2,801.51	1,965.51	95.09%	Complete			Complete	Complete
15	Fleet	Council Vehicle Replacement	380,468.33	129,828.63	510,296.96	183,050.64	53,222.01	90.56%	Jun-24			Complete	Complete. Tractor delivered
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	-	-	100.00%	Complete			Complete	Complete
		Waste Vehicle Replacement	162,112.20	-	162,112.20	-	-	100.00%	Complete			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
16	Roads	Southport Roads – Upgrade from Gravel to Seal	171,082.18	1,941,763.60	2,112,845.78	1,900,775.82	(40,987.78)	101.98%	Complete			Complete	Complete
17	Community	Mira Square - Construction of a new playground	65,000.00	-	65,000.00	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	7,066.00	5,866.00	83.24%	Complete			Complete	Complete
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	25,200.00	-	25,200.00	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	-	0.00	100.00%	Complete			Complete	Complete
21	Community	Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	26,923.00	-	26,923.00	1,794.17	1,794.17	93.75%	Complete			Complete	Complete
22	Community	Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve	-	10,000.00	10,000.00	10,000.00	-	100.00%	Complete			Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
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	19,886.29	4,694.54	96.12%	Complete			Complete	Complete
24	Fleet	Compactor refurbishment	-	93,228.44	93,228.44	94,000.00	771.56	99.18%	Jul-24			Complete	Complete
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	-	29,103.16	75.96%	Complete			Complete	Complete
26	Roads (Roads Safety Upgrades )	Girraween Road - McMinns Drive Intersection Upgrades	226,645.45	10,993.17	237,638.62	10,993.17	0.00	100.00%	Complete			Complete	Complete
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25	-	-	100.00%	Complete			Complete	Complete
		Girraween Primary School	685.00	-	685.00								
		Schools Safety Audits- Howard	1,541.25	-	1,541.25								

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals	Total Actuals \$	Total Approved Budget BR-2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	On Time	On Budget	Project Stage	Status Update
		<i>Springs Primary School</i>											
		<i>Schools Safety Audits- Good Shepherd</i>	1,541.25	-	1,541.25								
		<i>Road Safety Upgrades - Schools Safety Audits- Middle Point School</i>	1,541.25	-	1,541.25								
27	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26	-	49,365.26	9,143.62	9,143.62	84.37%	Complete			Complete	Complete
			<b>2,994,867.41</b>	<b>4,303,026.83</b>	<b>7,297,894.24</b>	<b>8,989,952.35</b>	<b>1,379,432.17</b>	<b>83.44%</b>					
	<b>Total</b>		<b>2,994,867.41</b>	<b>6,554,896.46</b>	<b>9,549,763.87</b>	<b>15,240,843.46</b>	<b>8,117,514.89</b>	<b>27.78%</b>					

Yes
No

Indicates that the relevant aspect is as planned and on schedule

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<sup>rd</sup> 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 30 June 2024	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	25,336,867.89	
Untied Funds	3,476,542.92	
Accounts Receivable <sup>15</sup>		
Trade Debtors	161,377.70	(2)
Rates & Charges Debtors	1,809,973.23	
Other Current Assets	749,311.67	
<b>TOTAL CURRENT ASSETS</b>	<b>31,534,073.41</b>	
Non-Current Financial Assets	8,401,357.83	
Property, Plant and Equipment	426,417,607.48	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>434,818,965.48</b>	
<b>TOTAL ASSETS</b>	<b>466,353,038.72</b>	
<b>LIABILITIES</b>		
Accounts Payable <sup>16</sup>	2,477,383.77	(3)
ATO & Payroll Liabilities	(110,171.05)	(4)
Current Provisions	619,199.00	
Accruals	2,911,702.12	
Other Current Liabilities	23,353.56	
<b>TOTAL CURRENT LIABILITIES</b>	<b>6,020,466.40</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	397,261.00	
Other Non-Current Liabilities	-	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>397,261.00</b>	
<b>TOTAL LIABILITIES</b>	<b>6,417,727.40</b>	
<b>NET ASSETS</b>	<b>459,935,311.32</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	412,735,457.46	
Reserves	25,385,587.94	
Accumulated Surplus	21,814,265.92	
<b>TOTAL EQUITY</b>	<b>459,935,311.32</b>	

<sup>15</sup> Includes Allowance for Doubtful debt.

<sup>16</sup> 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)	10/10/2023	1,000,000.00	4.86%	24/09/2024	350	3,500,000.00	13.81%	46,602.74
	22/11/2023	1,000,000.00	5.15%	26/11/2024	370			52,205.48
	6/02/2024	500,000.00	5.02%	28/01/2025	357			24,549.86
	9/04/2024	1,000,000.00	5.02%	11/03/2025	336			46,211.51
Commonwealth (S&P A1+)	3/10/2023	1,000,000.00	5.28%	13/08/2024	315	7,336,867.89	28.96%	45,567.12
	3/10/2023	1,000,000.00	5.29%	27/08/2024	329			47,682.47
	24/10/2023	1,000,000.00	5.24%	8/10/2024	350			50,246.58
	24/10/2023	336,867.89	5.24%	8/10/2024	350			16,926.46
	21/11/2023	1,000,000.00	5.12%	12/11/2024	357			50,077.81
	23/01/2024	2,000,000.00	4.91%	17/12/2024	329			88,514.52
	5/03/2024	1,000,000.00	4.85%	25/02/2025	357			47,436.99
Defence Bank (S&P A2)	8/11/2023	1,000,000.00	5.20%	22/10/2024	349	2,000,000.00	7.89%	49,720.55
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
NAB (S&P A1+)	5/09/2023	1,000,000.00	5.15%	3/07/2024	302	12,500,000.00	49.34%	42,610.96
	19/09/2023	1,000,000.00	5.15%	16/07/2024	301			42,469.86
	20/09/2023	1,000,000.00	5.16%	23/07/2024	307			43,400.55
	20/09/2023	1,000,000.00	5.17%	30/07/2024	314			44,476.16
	3/10/2023	1,000,000.00	5.30%	10/09/2024	343			49,805.48
	5/12/2023	1,000,000.00	5.30%	26/11/2024	357			51,838.36
	9/01/2024	1,500,000.00	5.10%	10/12/2024	336			70,421.92
	6/02/2024	1,000,000.00	5.10%	14/01/2025	343			47,926.03
	20/02/2024	1,000,000.00	5.10%	11/02/2025	357			49,882.19
	6/03/2024	1,000,000.00	5.05%	25/02/2025	356			49,254.79
	23/04/2024	1,000,000.00	5.06%	25/03/2025	356			44,500.27
	25/06/2024	1,000,000.00	5.15%	8/04/2025	287			40,494.52
<b>TOTAL INVESTMENTS</b>		<b>25,336,867.89</b>				<b>25,336,867.89</b>	<b>100%</b>	<b>1,194,661.54</b>

% of Total Investment Portfolio	A1 & A1+ (max 100%)	78.29%	A2 (max 60%)	21.71%	100%
Total Investments/ Tied Funds	\$ 25,336,867.89		Total Year to date Investments Earnings	\$ 1,374,141.96 <sup>17</sup>	
General Bank Funds	\$ 3,389,910.11				
Council Till and Petty Cash float	\$ 1,275.00				
Total Untied Funds	\$ 3,391,185.11				
Total all funds	\$ 28,728,053.00				

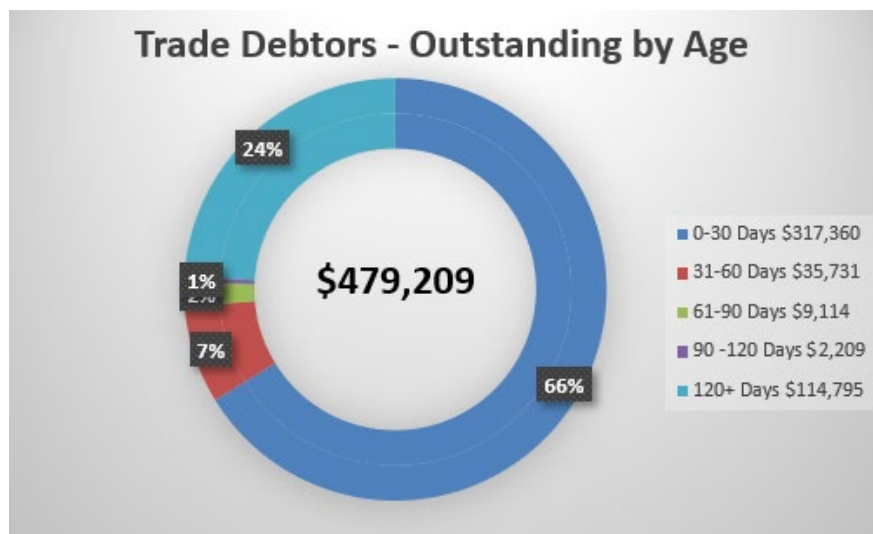
<sup>17</sup> Due to Accrued Interest posted for month of June -24

## Note 2: Statement of Trade Debtors

Total Debtors as of 30 June 2024 is \$479,209; \$114,795 relates to invoices outstanding over 90 days. \$53,480 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 sixty-one (261) infringements outstanding with a total balance of \$65,163.89 an increase of \$3,966.89 from May. Three (03) are newly issued, ten (10) reminder notices produced, Two hundred and thirty-eight (238) are with the Fines Recovery Unit (FRU), Two (02) being re-send to Fines Recovery Unit (FRU), Six (06) are partly payment in progress, and Two (02) paid in full.

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	475.50	-	-	-	50,954.37	51,429.87
Cemetery	78,817.20	29,347.20	8,709.00	-	8,499.70	125,373.10
Waste	3,368.77	-	-	-	-	3,368.77
Recreation Reserves	558.70	283.55	190.00	-	(204.02)	828.23
Planning	-	-	-	-	-	-
GST Receivable	233,045.20	-	-	-	-	233,045.20
Infringements	1,095.00	6,100.00	215.00	2,209.00	55,544.89	65,163.89
<b>Total</b>	<b>317,360.37</b>	<b>35,730.75</b>	<b>9,114.00</b>	<b>2,209.00</b>	<b>114,794.94</b>	<b>479,209.06</b>



## 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	409,989.12	-	-	-	-	409,989.12
Cemetery	5,737.78	-	-	-	-	5,737.78
<b>Total</b>	<b>415,726.90</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>416,726.90</b>

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Receivable (Payable)	128,566.29	-	-	-	-	128,566.29
Payroll	-	-	-	-	-	-
<b>Total</b>	<b>128,566.29</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>128,566.29</b>

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

## Outstanding Rates

### Prior Years Rates Outstanding<sup>18</sup>

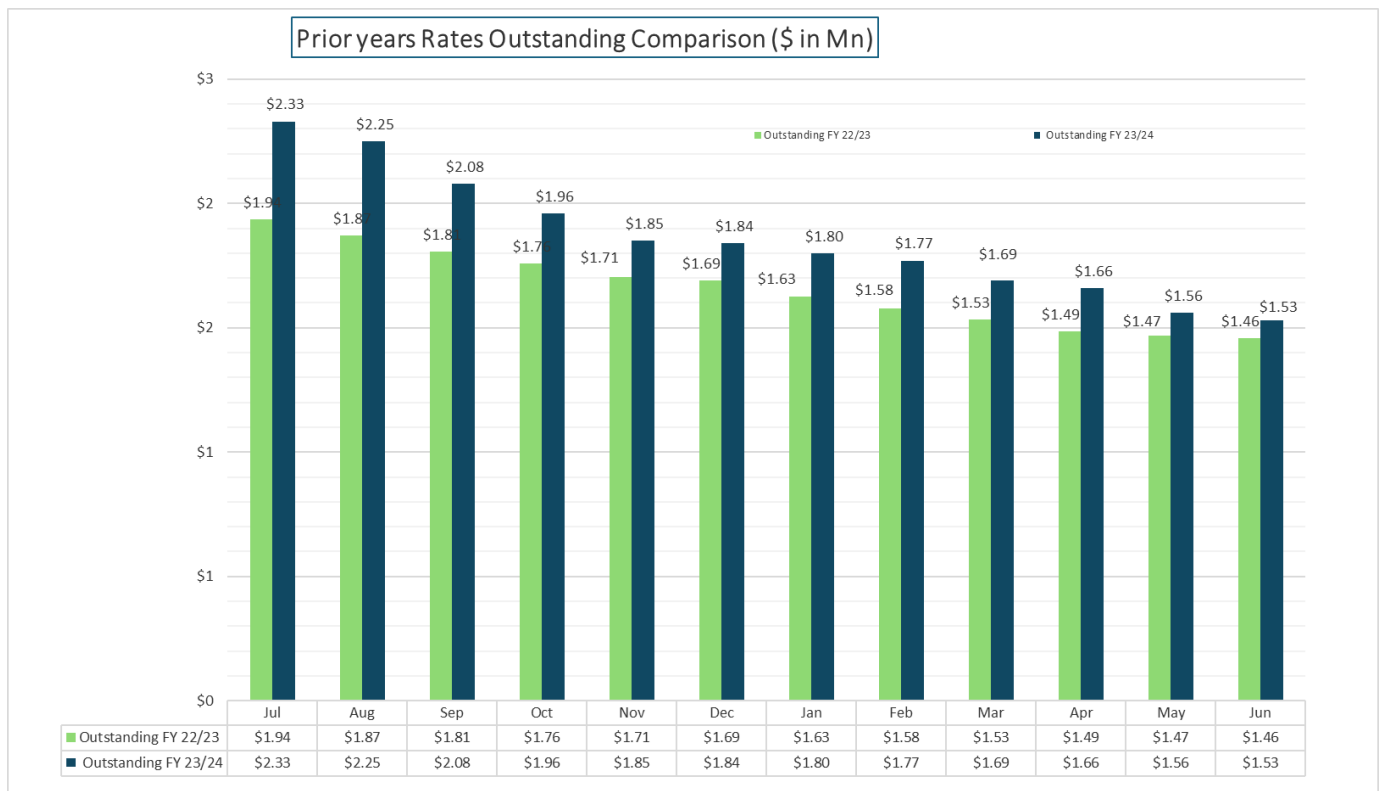
The below table illustrates the split of prior year outstanding rates, currently at \$1.56 million.

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 (May 2024) (\$)	Current Month (June 2024) (\$)
COMMERCIAL	54,188.57	29,035.18	28,378.18
GAS PLANT	53.19	-	-
MINING	150,206.57	163,788.58	165,673.14
HORTICULTURE AGRICULTURE	97,114.26	21,645.66	18,846.40
NON-RATEABLE GENERAL	18,663.65	19,927.23	20,028.76
NON-RATEABLE WASTE	38,409.98	40,242.49	40,496.86
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,858,938.99	1,157,517.55	1,123,920.14
URBAN RESIDENTIAL	222,758.42	137,481.61	135,647.13
<b>TOTAL</b>	<b>2,440,333.63</b>	<b>1,569,638.30</b>	<b>1,532,990.61</b>
<b>Arrears LESS Legal</b>	<b>2,278,848.35</b>	<b>1,461,930.69</b>	<b>1,422,397.62</b>

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



<sup>18</sup> Includes prior years outstanding rates (FY 2023 and prior)

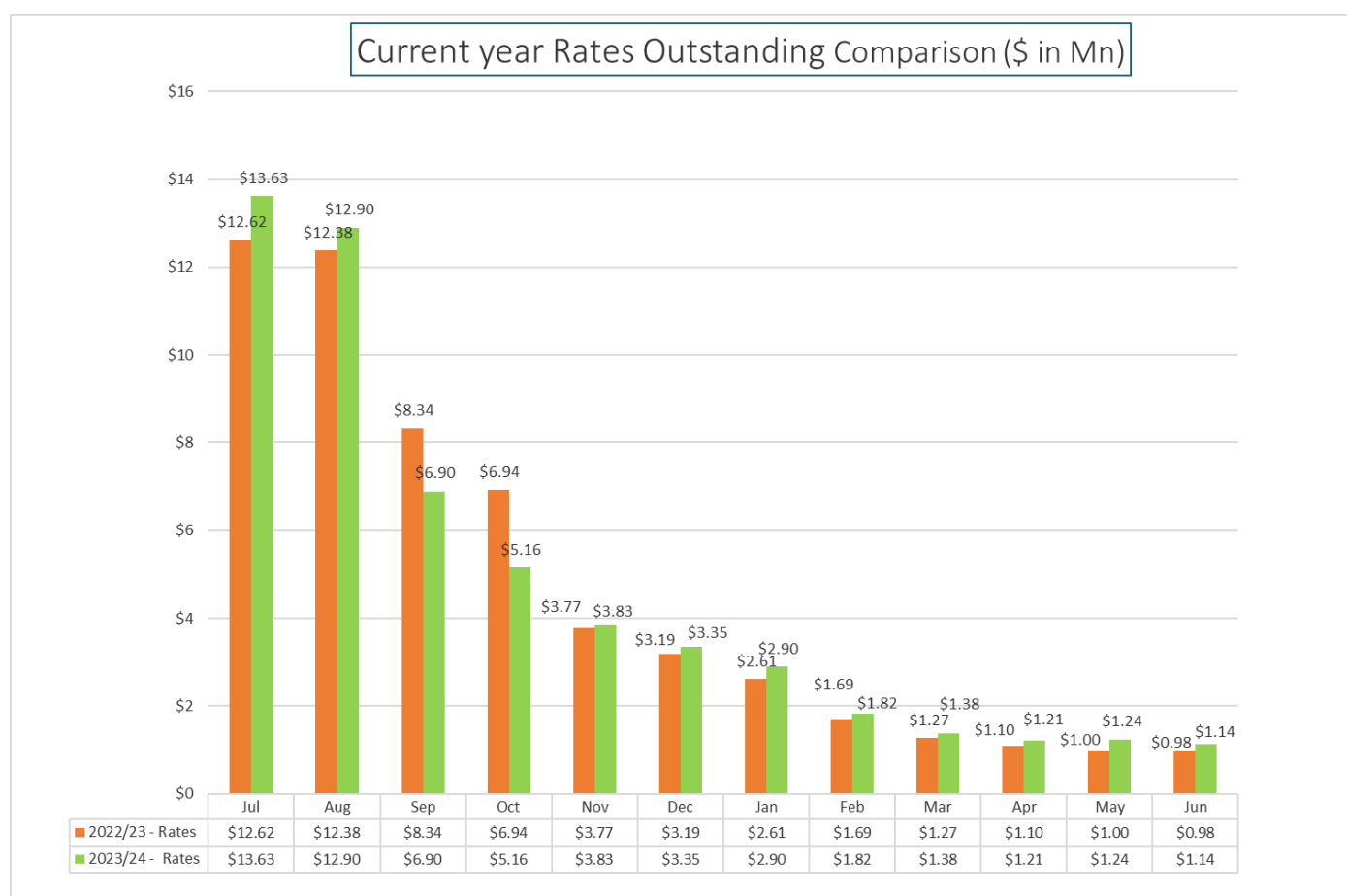
## Current Year Rates<sup>19</sup>

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 (May 2024) (\$)	Current Month (June 2024) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	233,851.95	208,610.10	<b>25,241.85</b>	<b>30-Sep-23</b>
<b>Instalment 2</b>	393,348.91	365,279.43	<b>28,069.48</b>	<b>30-Nov-23</b>
<b>Instalment 3</b>	612,963.44	574,982.89 <sup>20</sup>	<b>37,980.55</b>	<b>28-Feb-24</b>
<b>TOTAL</b>	<b>1,240,164.30</b>	<b>1,148,872.42</b>	<b>91,291.88</b>	

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



<sup>19</sup> Includes current year outstanding rates (FY 2024)

<sup>20</sup> Amount is higher than last month due to Commercial industry being levied on May 2024.

## Accounts Payable Report

Cheque No.	Payee	Description	Amount
1550.114-01	NATIONAL AUSTRALIA BANK LTD (NAB)	Term Deposit - Maturity Date 08 Apr 2025	\$ 1,000,000.00
1549.930-01	COLEMAN'S CONTRACTING & EARTHMOVING	RFQ2024-425 Mira Square Carpark Construction	\$ 352,635.92
1552.1000-01	LAVERCOMBE GRADER SERVICES	Grading Unsealed Roads - Various Locations Litchfield Council Municipality	\$ 336,067.40
1544.1000-01	LAVERCOMBE GRADER SERVICES	Reseal Preparation Shoulder Top-up. Various Locations Litchfield Council Municipality	\$ 250,878.79
1549.409-01	F & J BITUMEN SERVICES PTY LTD	RFT2023-414 Reseal Various Roads - Various Locations Litchfield Council Municipality	\$ 140,993.04
1544.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ2023-402- Pavement Repair Work at Lowther, London and Levy Roads	\$ 118,328.41
1552.2861-01	HCS CONSTRUCTIONS NT PTY LTD	RFQ2024-428 Litchfield Council Office Roof Restoration	\$ 112,002.00
1552.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Gravel Sheetting, Drain Works -Various Locations Litchfield Council Municipality	\$ 104,992.47
1552.280-01	CITY OF DARWIN	LSL Transfer - Departed Litchfield Council Employee, and May 2024 - HS, BS & HD Waste Stations DC - Transport to Shoal Bay Receiving Station	\$ 85,982.02
1549.150-01	HIDDEN VALLEY FORD	2024 Ford Everest TREND Including on-road Costs	\$ 70,028.00
1544.60-01	FREDS PASS SPORT & RECREATION	Grant Funding Agreement - Access Road Upgrade Claim 1	\$ 51,722.00
1552.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 26 (23/24) - Cycle 1 WE 23 June 2024	\$ 50,670.00
1549.1961-01	HUMPTY DOO WELDING AND FABRICATION	BSWTS, HSWTS and HDWTS: Install Fall Protection Railing	\$ 49,255.80
1546.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 25 (23/24) - Cycle 1 WE 09 June 2024	\$ 48,176.00
1552.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFQ2024-417 Power Road Drainage Upgrades	\$ 43,480.80
1546.60-01	FREDS PASS SPORT & RECREATION	Grant Funding Agreement - Access Road Upgrade Claim 2	\$ 40,420.90
1546.874-01	VTG WASTE & RECYCLING	May 2024 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	\$ 35,524.34
1552.1564-01	FOURIER TECHNOLOGIES PTY LTD	June 2024 -Software, Disaster Recovery/Virus Protection, Replacement Laptop, ICT Site Support and Licencing	\$ 33,453.93
1544.2815-01	JLM CONTRACTING SERVICES PTY LTD	RFQ23-381 Construction Concrete Path and Fence at HPRR	\$ 33,003.80
1549.2877-01	FOURIER COMMUNICATIONS PTY LTD	Litchfield Council Office/Yard - CCTV Installation - Phase 1	\$ 30,096.07
1544.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$ 29,562.50
1546.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 25 WE 09 June 2024	\$ 28,763.33
1552.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Superannuation-Py 26 2024-13	\$ 28,620.35
1552.2869-01	DELNORTH PTY LTD	Steelflex and Universal Post Driver	\$ 27,307.50
1552.2141-01	DELOS DELTA	Freds Pass Asset Management Plan	\$ 27,225.00
1544.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Replace Damaged Sub Mains Cabling at HPRR & Supply / Install Temporary Generator Duration of Repairs	\$ 26,632.65
1552.794-01	TOP END R.A.C.E.	Installation of Telecells - Jakirra Estate	\$ 25,803.25
1549.268-01	BYRNE CONSULTANTS	Thorngate Road - Pavement Rehabilitation	\$ 20,427.00
1552.849-01	WEX AUSTRALIA (PUMA CARD)	May 2024 - Litchfield Council/ Thorak Fuel Account	\$ 19,628.62

1544.2821-01	GTC CONSTRUCTIONS & NT CUSTOM SHEDS	RFQ2023-416 - Shed and Undercover Parking Litchfield Council Fleet Vehicles, Compound Area	\$ 17,500.00
1549.874-01	VTG WASTE & RECYCLING	May 2024 - Litchfield Council Rural Transport General Waste Collection/Disposal to Shoal Bay	\$ 16,129.69
1552.1107-01	MCARTHUR (VIC) PTY LTD	CEO Performance Review	\$ 12,240.80
1546.170-01	NTRS (NT RECYCLING SOLUTIONS)	May 2024 - Waste Contractor Rural Residents	\$ 11,532.73
1546.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 10,306.44
1552.2882-01	DOUG SALLIS NOMINEES PTY LTD	Refund Defect Liability DP14/0646A	\$ 10,000.00
1546.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Municipality	\$ 9,900.00
1546.1068-01	MR D S BARDEN	May 2024 - Elected Members Allowances	\$ 8,893.44
1543.2864-01	MEMORIES GROUP LIMITED	Chapel Live streaming Media Install and Software	\$ 8,297.65
1552.2239-01	MR M SIDEY	Reimbursement Professional Fees - AICD Directors Course - Professional Development	\$ 8,000.00
1552.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	\$ 7,769.09
1546.1230-01	TRUE NORTH STRATEGIC COMMUNICATION	External Provider for Annual Report Community Consultation	\$ 7,405.20
1552.78-01	POWER & WATER CORPORATION	May 2024 - Power Water - HPRR, KLRR, Litchfield Council Office, MWF Water Cards and Waste Stations	\$ 7,079.48
1544.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Waste Transfer Station Water Sampling and Testing	\$ 7,040.00
1552.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - HD Bowls Club	\$ 6,270.00
1549.85-01	TELSTRA	May 2024 - Thorak & Litchfield Council Internet, Data & Mobiles	\$ 6,122.69
1543.183-01	CHRIS'S BACKHOE HIRE PTY LTD	May 2024 - Grave Preparation - Thorak Cemetery	\$ 6,072.00
1546.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Water Truck Freds Pass Reserve	\$ 5,728.25
1552.2270-01	TYRECYCLE PTY LTD	June 2024 - HDWTS - Tyre Collection	\$ 5,475.93
1544.162-01	CIVICA PTY LTD	Special Rates Training- CIVICA	\$ 5,423.00
1544.78-01	POWER & WATER CORPORATION	Feb - May 2024 - Water HDVG	\$ 5,407.56
1552.577-01	ARJAYS SALE & SERVICE PTY LTD	Repair Fence Panels Freds Pass Reserve Carpark	\$ 4,934.06
1552.162-01	CIVICA PTY LTD	Special Rates Data Rectification & Training	\$ 4,930.20
1552.1591-01	PELICANCORP (AU) PTY LTD	BDYD Automated System - Annual Fees to June 2025	\$ 4,767.66
1544.1767-01	INDUSTRIAL ROPE ACCESS & NT PRESSURE CLEANING	Pressure Clean of Litchfield Building - Exterior Paths, Walkways as Required	\$ 4,752.00
1552.1383-01	GHD PTY LTD	Consultancy Services	\$ 4,596.90
1544.506-01	TURBO'S TYRES	Replacement Tyres - MWF Tractors and Mowers	\$ 4,552.90
1544.2440-01	STANTEC AUSTRALIA PTY LTD	Freds Pass Carpark - Design and Documentation	\$ 4,248.20
1546.1564-01	FOURIER TECHNOLOGIES PTY LTD	May 2024 - WeFixIT Onsite Support (Level 2) Site Visit to Litchfield Council Office and Other Sites as Required	\$ 4,174.51
1552.926-01	JACANA ENERGY	May 2024 - Electricity HSWTS	\$ 4,050.87
1552.708-01	PARADISE LANDSCAPING	Tree Pruning - Various Locations Litchfield Council Municipality	\$ 3,905.00
1546.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	\$ 3,880.24
1552.2440-01	STANTEC AUSTRALIA PTY LTD	Horne Road Drain Design and Documentation	\$ 3,867.60
1551.2089-01	ELGAS LTD	Weekly Gas Delivery, Thorak Cemetery Crematorium WE 14 Jun 2024	\$ 3,826.12
1552.43-01	NT BUILD	Guys Creek Road Levies	\$ 3,798.00
1552.2815-01	JLM CONTRACTING SERVICES PTY LTD	Howard Park Mulching	\$ 3,628.35



1546.498-01	MR M I G SALTER	May 2024 - Elected Members Allowances	\$ 3,563.39
1546.2238-01	MR K R HARLAN	May 2024 - Elected Members Allowances	\$ 3,218.58
1552.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD	Repairs on MWF Tractor CE27SH	\$ 3,191.77
1546.132-01	AIRPOWER NT PTY LTD	Services - MWF Machines - Mowers/Tractors	\$ 3,158.68
1552.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Hydraulic Ram Seals. CE27SH.	\$ 3,127.05
1544.2836-01	ROOFMASTER (TAMBELAN PTY LTD)	Roof Masters - HDVG Hall - Repairs - Supply & Install	\$ 3,040.00
1546.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD	Replacement Windscreen for MF 5711S Tractor	\$ 3,020.95
1546.1582-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 3,000.00
1552.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 23 June 2024	\$ 2,969.59
1546.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE 09 June 2024	\$ 2,969.59
1552.2660-01	STONE MONKEY	Assorted Graphic Novels for Taminmin Library Content	\$ 2,959.00
1552.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	June 2024 - Cleaning Litchfield Council Office and Thorak	\$ 2,810.16
1546.1088-01	TALENT PROPELLER	Recruitment- Senior Projects Officer	\$ 2,750.00
1546.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Pruning Deloraine Road	\$ 2,750.00
1543.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repair Leaks in Mainline Irrigation Thorak Cemetery	\$ 2,480.50
1546.1253-01	CRAIG BURGDORF	HSWTS - Inspect and Repair Starting Issues, Backhoe	\$ 2,458.19
1544.375-01	SIGN CITY (NT) PTY LTD	New Regs Isuzu CF58RR Vehicle Wrap	\$ 2,420.00
1552.1961-01	HUMPTY DOO WELDING AND FABRICATION	Replace Vehicle Stops at HSWTS	\$ 2,321.00
1546.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS: Compactor Bin Repair Rollers	\$ 2,244.00
1544.515-01	JC ELECTRONIC SECURITY PTY LTD	Camera Repairs - Link to Buildings HSWTS	\$ 2,068.47
1544.2873-01	ACACIA HILLS MOTORCROSS ASSOCIATION	Community Grant - Train/Coach Program NT	\$ 2,000.00
1544.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWS - Inspect Winch and Repair	\$ 1,969.53
1544.2487-01	WORKZONE TERRITORY PTY LTD	Prepare & Update Traffic Management and Traffic Guide Plans	\$ 1,927.20
1552.1674-01	FRESH START - FOR CLEANING	Cleaning Services - HPRR WE 21 June 2024	\$ 1,900.00
1546.2239-01	MR M SIDEY	May 2024 - Elected Members Allowances	\$ 1,863.39
1546.2249-01	MS R A WRIGHT	May 2024 - Elected Members Allowances	\$ 1,863.39
1546.2252-01	MRS E SHARP	May 2024 - Elected Members Allowances	\$ 1,863.39
1546.2253-01	MR A MACKAY	May 2024 - Elected Members Allowances	\$ 1,863.39
1552.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	Reimbursement Damaged Septic Tank MMLR	\$ 1,840.00
1552.1431-01	TRANSFORM ELECTRICAL	Install New Lights / Safety Switches Whitewood Hall HPRR	\$ 1,800.00
1544.384-01	MS C VERNON	May 2024 - Authority Consultancy Services	\$ 1,776.50
1549.1674-01	FRESH START - FOR CLEANING	Cleaning Services - KLRR, MWF Shed, Waste Stations - WE 05 Jun 2024	\$ 1,770.00
1544.1674-01	FRESH START - FOR CLEANING	Cleaning Waste Transfer Stations/MWF Sheds	\$ 1,740.00
1544.87-01	TOP END LINEMARKERS PTY LTD	Line marking for Howard Park Car Park	\$ 1,674.00
1544.1961-01	HUMPTY DOO WELDING AND FABRICATION	Replace Damaged Handrails and Remove Broken Rails	\$ 1,672.00
1546.1181-01	ODD JOB BOB	Benches Refurbishment from Council Office Entrance Area	\$ 1,655.50
1544.1103-01	HASTINGS DEERING	HSWTS: Backhoe 1500hr Service	\$ 1,568.50
1546.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs on MWF Service Truck	\$ 1,550.32
1551.926-01	JACANA ENERGY	May 2024 - Electricity - Thorak Cemetery	\$ 1,529.91

1552.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering Council Meetings 4th and 18th June 2024	\$ 1,495.00
1546.2270-01	TYRECYCLE PTY LTD	May 2024 - HDWTS - Tyre Collection	\$ 1,486.90
1544.1563-01	REFACE INDUSTRIES PTY LTD	VMI Disc Repair Machine Service Upgrade	\$ 1,430.09
1552.1471-01	RICOH AUSTRALIA PTY LTD	May 2024 - All Litchfield Council Sites -Hire of Photocopiers & Consumables	\$ 1,374.79
1544.1023-01	AUSLINE ENGINEERING	Repairs to Flail on Kubota	\$ 1,320.00
1546.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2024 - Security Patrol HDWTS and Litchfield Council Office	\$ 1,297.82
1552.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Infrastructure	\$ 1,238.59
1544.668-01	INSTITUTE OF PUBLIC WORKS ENGINEERING	IPWEA NAMS+ Subscription 01 July - 30 June 2024	\$ 1,237.50
1552.1141-01	NORTHERN GROUND MAINTENANCE	May 2024 - Mowing Services KLRR and HPRR	\$ 1,221.00
1552.90-01	INDUSTRIAL POWER SWEEPING	Sweeping of Various Roads Litchfield Council Municipality	\$ 1,221.00
1552.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	QTR 3 Jan-Mar 2024 Administration Fine Enforcement Fees	\$ 1,166.00
1546.851-01	OFFICEWORKS	Replacement Toner Cartridges - CEO Printer	\$ 1,151.00
1549.1022-01	KPMG	Redo LRCI phase 2 Documents	\$ 1,149.50
1549.170-01	NTRS (NT RECYCLING SOLUTIONS)	Apr 2024 - Waste Contractor Rural Residents	\$ 1,131.35
1551.132-01	AIRPOWER NT PTY LTD	RTV 800hr Service CE73WD	\$ 1,128.00
1552.817-01	DORMAKABA (TERRITORY DOOR SERVICES)	Service on 7 Roller Doors on MWF Shed.	\$ 1,100.00
1547.2089-01	ELGAS LTD	Weekly Gas Delivery - Thorak Crematorium	\$ 1,099.70
1549.1471-01	RICOH AUSTRALIA PTY LTD	Jun 2024 - All Litchfield Council Sites -Hire of Photocopiers & Consumables	\$ 1,071.47
1547.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$ 1,040.00
1552.389-01	LITCHFIELD VET HOSPITAL	Jun 2024 - Veterinary Costs - Euthanasia and Disposal of Impounded/Surrendered Dogs	\$ 1,026.25
1544.389-01	LITCHFIELD VET HOSPITAL	May 2024 - Veterinary Costs - Euthanasia and Disposals	\$ 1,000.00
1551.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Termite Inspection (Annual) and Treatment at Thorak Cemetery	\$ 983.00
1546.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Regulatory Core Flute Signs	\$ 964.70
1549.436-01	DELTA ELECTRICS NT PTY LTD	P88 Generator Maintenance - Litchfield Council Office	\$ 962.50
1544.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for NT Grants Commission Morning Tea/Visit	\$ 960.00
1546.2671-01	MR G ARNOTT	February and May RMAC Meeting - Chair	\$ 959.00
1546.2876-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 951.93
1543.2089-01	ELGAS LTD	Weekly Gas Delivery - Thorak Crematorium	\$ 947.12
1552.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Installation of 2 Way Radio in Tractor	\$ 858.00
1543.220-01	THE BIG MOWER	Hustler 400hr Service	\$ 832.50
1544.1566-01	WINC AUSTRALIA PTY LTD	Office Supplies / Replenishment Litchfield Council Office	\$ 805.66
1546.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 792.24
1544.2870-01	CFO PART TIME	May 2024 - RMAC Meeting Chair	\$ 790.90
1543.2049-01	AJ SECURITY DARWIN	May 2024 - Security Patrols - Thorak Cemetery	\$ 781.19
1544.2049-01	AJ SECURITY DARWIN	May 2024 - Security, Open & Close - Thorak Cemetery	\$ 781.19
1549.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Ranger DMax Deinstall & Install 2Way to New Ranger Vehicle	\$ 770.00
1552.260-01	EARL JAMES & ASSOCIATES	Survey - Ringwood Street, Southport	\$ 770.00
1546.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employee	\$ 770.00
1546.508-01	EASA	EAP Counselling Sessions from 16-31 May 2024	\$ 756.03

1548.2089-01	ELGAS LTD	Gas Delivery - Thorak Crematorium WE 03 June 2024	\$	754.47
1552.1181-01	ODD JOB BOB	Material & Labour for Repairs to Litchfield Council Office	\$	742.50
1552.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment Litchfield Council Office	\$	730.35
1544.2654-01	MAXINE DOWLING	16-27 May 2024 - Maxine Dowley Event Service Consultant Freds Pass Show	\$	722.50
1552.874-01	VTG WASTE & RECYCLING	HDWTS - Oil Disposal WE 19 Jun 2024	\$	704.00
1544.874-01	VTG WASTE & RECYCLING	HDWTS - Oil Disposal WE 22 May 2024	\$	704.00
1544.280-01	CITY OF DARWIN	Apr 2024 - Weighbridge Additional Charge	\$	678.00
1552.663-01	ACCESS HARDWARE (NT) PTY LTD	Program and FOB Issues KLRR	\$	660.00
1549.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING	HDWTS - Degas Aircons and Fridges We 04 June 2024	\$	643.50
1549.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$	631.41
1552.2529-01	TOTAL SAFETY SOLUTIONS	PPE - Protective Clothing MWF Crew	\$	624.74
1544.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Mobile Work Force Shed Commercial Inspection	\$	616.00
1544.2164-01	SCOUT TALENT PTY LTD	May 2024 - E-learning Monthly Subscription	\$	582.12
1544.1141-01	NORTHERN GROUND MAINTENANCE	Apr 2024 - Mowing Services KLRR	\$	544.50
1552.2378-01	PACK & SEND DARWIN	May and June 2024 - Courier Services Taminmin Library	\$	540.00
1548.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$	520.00
1543.1579-01	DARWIN ISUZU UTE / HEATH HINO	Service - CEO's Vehicle CE53SQ	\$	518.31
1552.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 2024 - Archive Storage Costs	\$	515.39
1552.267-01	K & J BURNS ELECTRICAL & REFRIGERAT	Inspect Compactor Winch Electrical Issue	\$	511.91
00413318	LITCHFIELD COUNCIL PETTY CASH	03 May - Jun 2024 - Petty Cash Reimbursement	\$	507.70
1549.1712-01	HUMPTY DOO VOLUNTEER FIRE BRIGADE	Community Grant - Territory Day 2024	\$	500.00
1552.104-01	GIRRAWEE PRIMARY SCHOOL	Community Grant - Defibrillator for Prim	\$	500.00
1544.1181-01	ODD JOB BOB	Repairs to HPRR Howard Hall Shed	\$	482.35
1552.2063-01	QUALITY INDOOR PLANTS HIRE	Jun 2024 - Taminmin Library and Litchfield Council Plant Hire & Maintenance	\$	477.20
1544.2063-01	QUALITY INDOOR PLANTS HIRE	May 2024 - Taminmin Library and Litchfield Council Plant Hire & Maintenance	\$	477.20
1549.2880-01	SHEARWATER, THE MULLIMBIMBY STEINER	Refund of Key Fob after Venue Hire	\$	460.00
1552.2884-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$	455.95
1552.2887-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Bond after Venue Hire	\$	452.00
1549.2879-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$	449.99
1551.1133-01	NT WATER FILTERS	Potable Water Filters	\$	441.00
1552.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$	411.13
1552.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY	Redemption Desexing Vouchers	\$	400.00
1549.1278-01	SEEK LIMITED	Advertisement- Library Programs Officer	\$	390.50
1544.1278-01	SEEK LIMITED	Advertisement- Senior Project Officer	\$	390.50
1544.2691-01	COMMERCIAL DOORS & HARDWARE NT	Replace Damaged Locks on Public Toilet HPRR	\$	390.50
1544.1330-01	PAWS DARWIN LTD	May 2024 Pound Transfers Impounded Dogs	\$	375.00
1552.2295-01	COLEMANS PRINTING (COLEMANS INK PTY	Freds Pass Show 2024 - Vinyl Banner Printing	\$	355.85
1543.436-01	DELTA ELECTRICS NT PTY LTD	Generator Diagnostics, after Fail to Operate	\$	349.61
1552.187-01	NORSIGN	New Wandering Stock Signage Litchfield Council Municipality	\$	345.20
1552.2078-01	HUMPTY DOO NEWSAGENCY	Apr - Jun 2024 - Daily newspapers - Taminmin Library	\$	343.20

1551.941-01	EVERLON BRONZE	Bronze Plaque - NT-TRC-B240508A- Thorak Customer Order	\$ 326.70
1552.815-01	JEFFRESS ADVERTISING	Public Notice Advert - Budget Review 2 2	\$ 321.01
1549.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Dog Pound - Industrial General Pests, Ticks and Fleas Treatment after Infestation	\$ 308.00
1549.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase Hex Screws for Maintenance of MWF Shed	\$ 307.00
1552.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check- New Litchfield Council Employee	\$ 303.60
1549.2078-01	HUMPTY DOO NEWSAGENCY	Jan - Mar 24 - Daily newspapers - Taminmin Library	\$ 303.00
1552.2883-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - U16s NT Rugby Union Representative	\$ 300.00
1552.2885-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - Irish Dance Competition Representative	\$ 300.00
1552.2886-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - U18's Rugby Union NT Representative	\$ 300.00
1552.2889-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - NT Rugby Union NT Representative	\$ 300.00
1544.2446-01	LITCHFIELD COUNCIL RATE PAYER - DEPENDANT	Community Grant - Scouts - Bibbulmun Tracing	\$ 300.00
1549.2881-01	LITCHFIELD COUNCIL RATEPAYER	Rates Refund	\$ 299.88
1549.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	HSWTS: Replenish First Aid Kit	\$ 288.43
1552.790-01	BOBTOW TILT TRAY SERVICES	Tilt Tray Hire - Tractor SV4895 - From Beak Down site to MWF Shed	\$ 275.00
1546.512-01	SELTOR SHAW PLUMBING PTY LTD	Annual Backflow Valve Test - Gregg Park	\$ 264.00
1552.508-01	EASA	EAP Counselling Sessions from 1-15 June 2024	\$ 252.01
1552.132-01	AIRPOWER NT PTY LTD	Consumable Air Filters, Circlips Ring Snaps MWF Machines	\$ 236.87
1544.2382-01	FVS FIRE PTY LTD	Service of MWF Fire Extinguishers MWF	\$ 231.00
1546.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Safety Boots for Planning / Infrastructure Team Member	\$ 220.00
1547.874-01	VTG WASTE & RECYCLING	May 2024 - Waste Collection Thorak Cemetery	\$ 220.00
1546.78-01	POWER & WATER CORPORATION	May 2024 - Water - Gregg Park Jakirra Estate	\$ 210.41
1544.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Safety Footwear - Planning/Infrastructure Team Member	\$ 200.00
1546.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	May 2024 - Garden Maintenance HD Community Garden	\$ 200.00
1546.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	\$ 200.00
1544.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Regulatory Services	\$ 193.78
1546.1237-01	THE BOOKSHOP DARWIN	Assorted books for Taminmin Library Content	\$ 192.46
1549.28-01	RURAL FIRE PROTECTION	Supply/ Install - Howard Park Emergency Lighting	\$ 191.51
1544.2023-01	CHEMIST WAREHOUSE COOLALINGA CENTRAL	PPE- COVID Tests and Sanitiser	\$ 190.76
1549.2853-01	LLOYD CREEK ELECTRICAL PTY LTD	Install Fire Extinguishers	\$ 185.00
1552.671-01	BURSON AUTOMOTIVE PTY LTD (COOLALINGA)	Bulk Purchase - Drum Green Coolant	\$ 176.00
1547.287-01	HARVEY DISTRIBUTORS	Replenishment of Consumable Cleaning Items - Thorak Cemetery	\$ 169.68
1546.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Jun 2024 - ASSA Monthly Membership	\$ 165.00
1546.790-01	BOBTOW TILT TRAY SERVICES	Towing of AV Thorak Rd Knuckey Lagoon to HDWTS	\$ 154.00
1548.1700-01	SAGE LANDSCAPE MATERIAL SUPPLIES	Sand Delivered to Thorak Cemetery	\$ 150.00
1551.1579-01	DARWIN ISUZU UTE / HEATH HINO	Replace Parts as Req Isuzu DMax LHR Door	\$ 143.58
1546.928-01	RSEA PTY LTD	PPE - Work Boots New Litchfield Council Employee MWF	\$ 134.99

1551.290-01	AUSTENG ENGINEERING SOLUTIONS	Replacement Water Spray Hose	\$ 126.04
1552.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 14 Jun 2024	\$ 123.52
1544.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 17 May 2024	\$ 123.52
1549.1335-01	CITY RURAL REFRIGERATION AND APPLIANCES	Call Out - Diagnose Refrigeration Issues KLRR	\$ 121.00
1544.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Sprinkler Replacement HDVG	\$ 121.00
1549.2434-01	BELLS PURE ICE	Ice supply for MWF Staff WE 27 May 2024	\$ 115.50
1546.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment - Taminmin Library	\$ 113.84
1549.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	\$ 112.90
1552.2514-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap After Hire Period/Return	\$ 110.00
1544.1474-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Deposit After Hire Period	\$ 110.00
1546.2875-01	LITCHFIELD COUNCIL RATEPAYER	Refund of Trap Hire Bond, after Return	\$ 110.00
1552.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption Desexing Voucher	\$ 100.00
1546.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	\$ 100.00
1552.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Renewals - Litchfield Council Employees	\$ 95.00
1544.577-01	ARJAYS SALE & SERVICE PTY LTD	Inspect and Fix Signs for Howard Springs Primary School	\$ 93.50
1551.1566-01	WINC AUSTRALIA PTY LTD	Replenishment of Stationary Thorak Cemetery	\$ 92.25
1546.1697-01	RSPCA	May 2024 Pound Transfers for Impounded Dogs	\$ 75.00
1547.14-01	AUSTRALIA POST	Postage Stamps Thorak Cemetery	\$ 75.00
1544.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Additional Alarm Call-out Litchfield Council Office 21 May 2024	\$ 72.88
1552.752-01	TOTALLY WORKWEAR PALMERSTON	Litchfield Council Logo - Ranger Community Work Shirts x 5	\$ 67.50
1544.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWT: Water Supply	\$ 62.50
1552.851-01	OFFICEWORKS	Stationary Replenishment	\$ 62.16
1549.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 07 Jun 2024	\$ 61.76
1546.2849-01	LINFOX ARMAGUARD PTY LTD	Collect Council Banking - WE 31 May 2024	\$ 61.76
1549.1143-01	WORKPRO ( RISK SOLUTIONS AUSTRALIA)	Police Check -New LC Employee	\$ 60.50
1552.2666-01	LITCHFIELD COUNCIL RATEPAYER	Refund of FOB Bond after Venue Hire	\$ 58.00
1552.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable Nuts, Washer Bolts etc for MWF Machines	\$ 53.93
1552.1459-01	TERRITORY SPRINGWATER AU PTY LTD	HSWTS Water Supply WE 19 June 2024	\$ 37.50
1549.2366-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of PPE - Trousers	\$ 35.00
1552.2888-01	LITCHFIELD COUNCIL RATEPAYER	Refund for Overcharge at HDWTS for Tyre	\$ 21.00
1544.926-01	JACANA ENERGY	Apr 24 - Electricity Gregg Park Jakirra	\$ 18.02
1546.14-01	AUSTRALIA POST	Postage Stamps	\$ 17.10
1551.220-01	THE BIG MOWER	Stihl Pole Saw Primer Bulb	\$ 6.05
		<b>TOTAL</b>	<b>\$ 3,631,384.29</b>

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

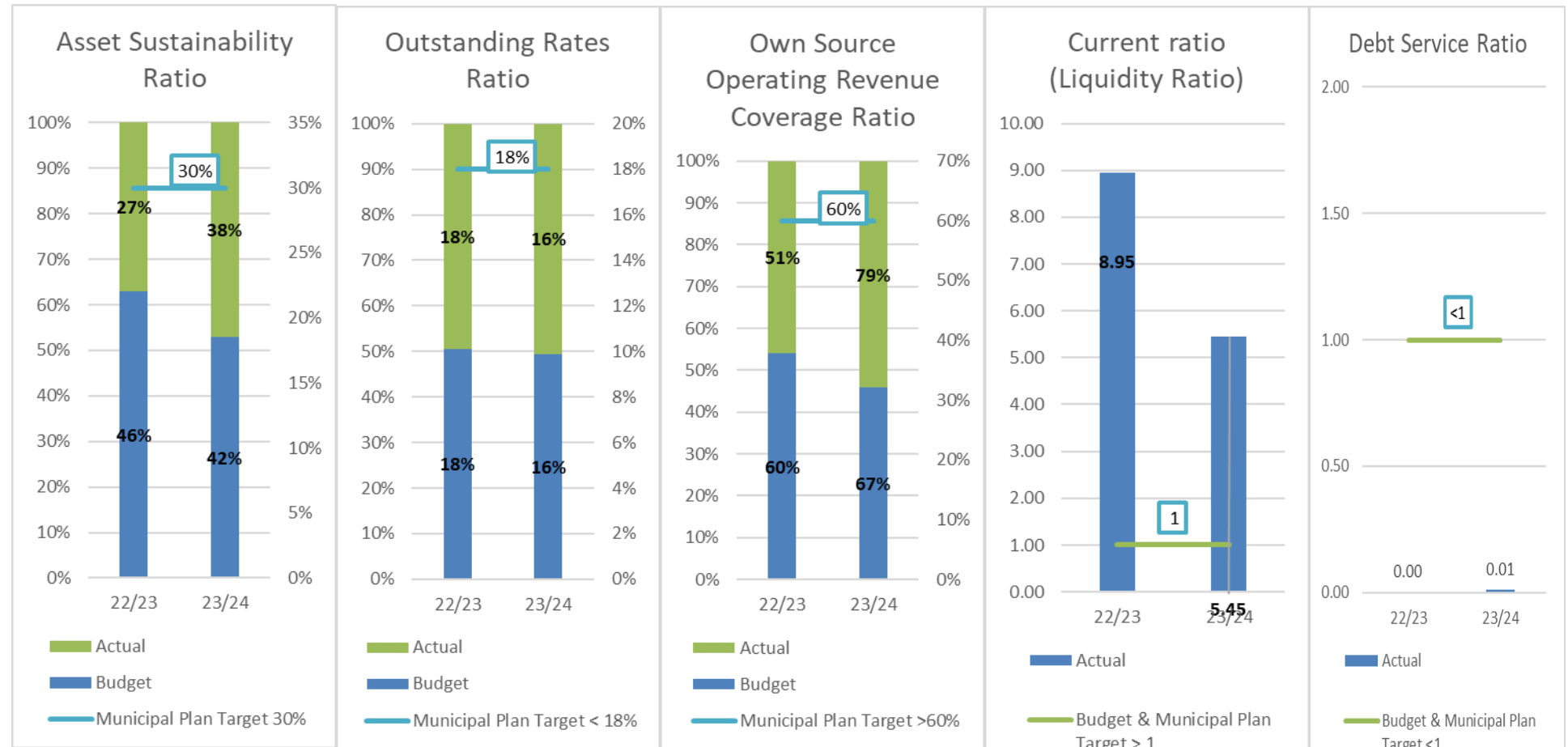
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
19/06/2024	6.00	Darwin City Council Parking	Parking - Darwin Convention Centre - Conduct Review Workshop
20/06/2024	6.00	Westpac	Credit card monthly fee
<b>Total</b>	<b>12.00</b>		

**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
<b>Total</b>			

## FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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<b>KPI</b>	<b>Explanation</b>
Asset Sustainability Ratio	Council's Asset Sustainability Ratio for the month of June is 38% 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 16% 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 79% 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 5.45 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:** 30.06.2024

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

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

CEO Signed:

Date Signed:



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – June 2024
<b>Author:</b>	Ankit Pansal, HR and Records Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: People, Performance and Governance Report – June 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 June 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

### June 2024

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

#### External Appointments

Position	Department	Start date	Permanent/Temporary
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Finance and Customer Service Program Leader	Corporate	17 June	Permanent
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#### Employment Separation

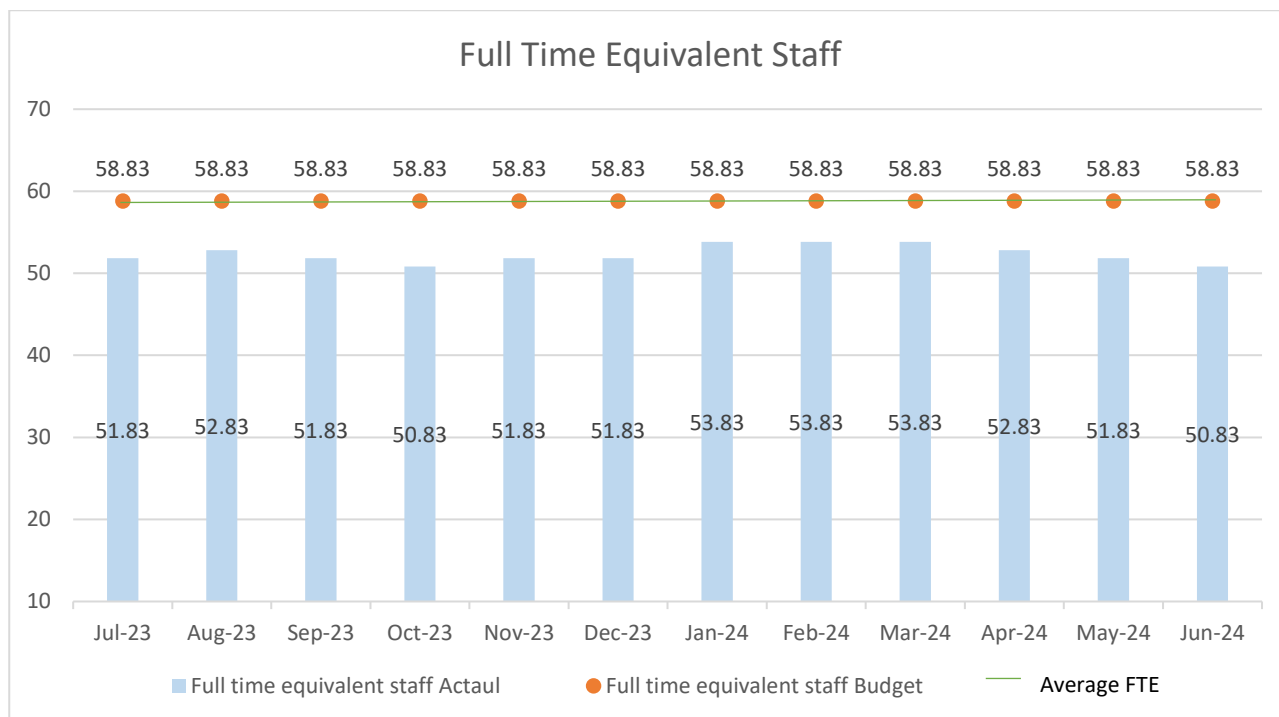
Position	Department	End date	Permanent/Temporary
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Business Support Officer (IA)	Infrastructure	27 June	Permanent
Plant Operator	WTS	27 June	Permanent

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

#### Recruitment Overview:

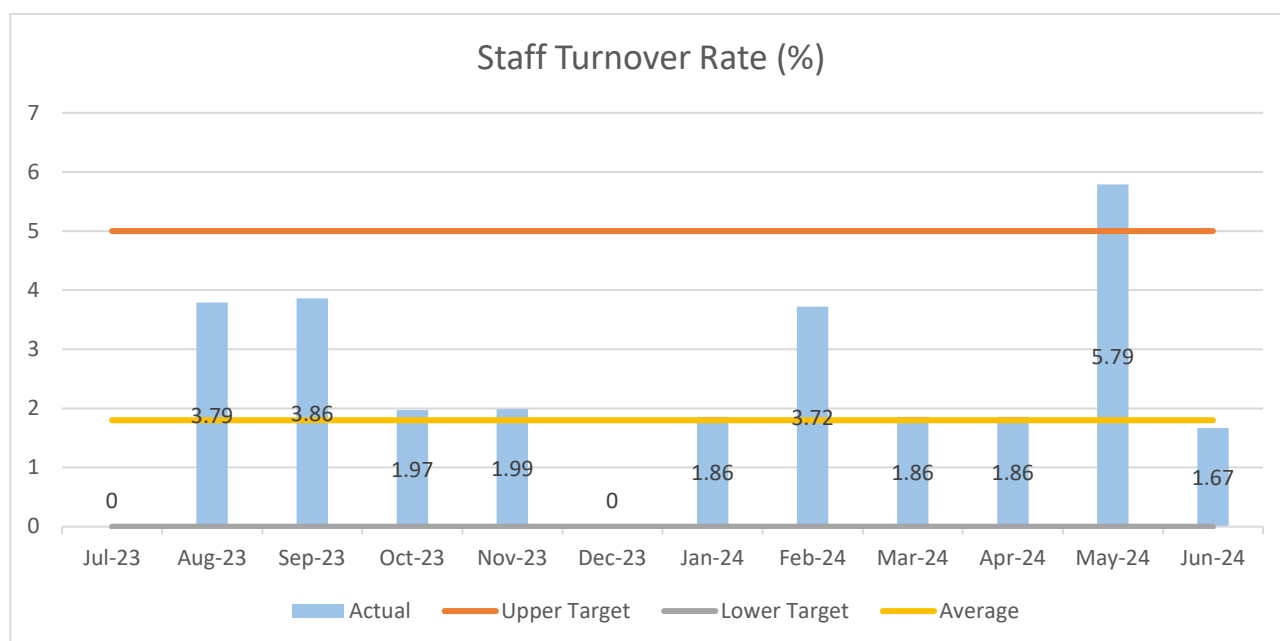
Role	In Progress	Completed
Senior Project Officer	✓	
Library Program Officer	✓	
Project Officer		✓
Finance & Customer Service PL		✓
Development Engineer	✓	
Business Support Officer (IA)	✓	



#### Turnover Rate:

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

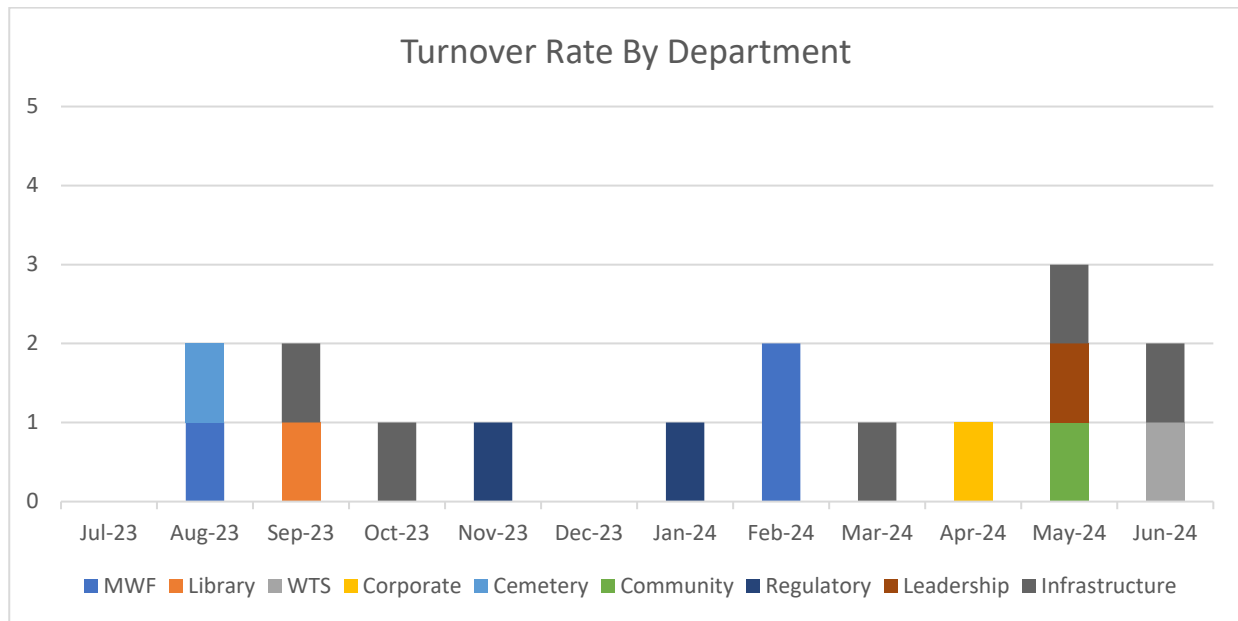
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	Average
0%	3.79%	3.86 %	1.97%	1.99%	0%	1.86%	3.72%	1.86%	1.86%	5.79%	1.67%	2.71%
0	2	2	1	1	0	1	2	1	1	3	1	1.25

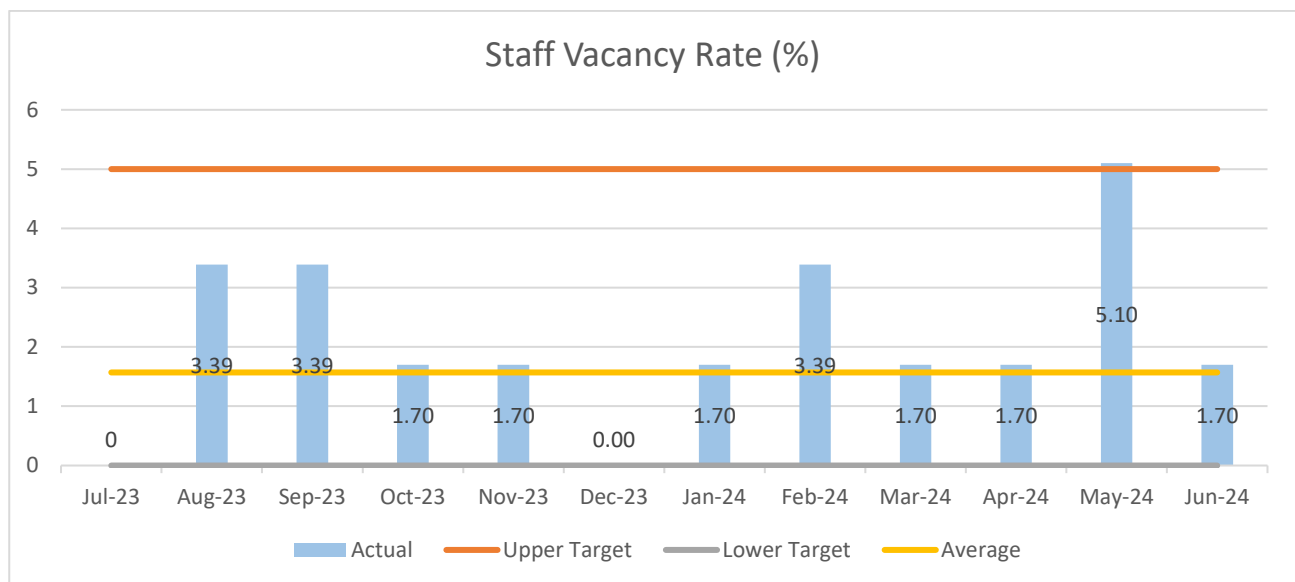
Target Average: Between 0% to 5%

### Turnover Rate by Department:



### Staff Vacancy Rate:

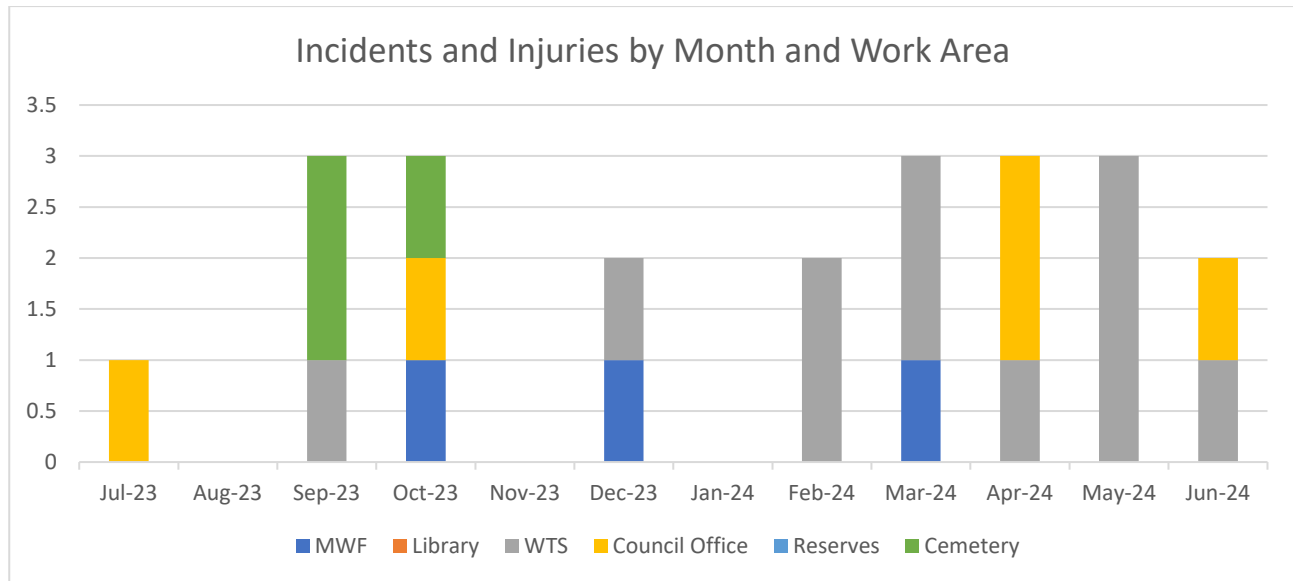
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



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

Target: Between 0% to 5%

## Workplace Health and Safety:



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

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

## Governance

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

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

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

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





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Community Services and Development Monthly Report – June 2024
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	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 June 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

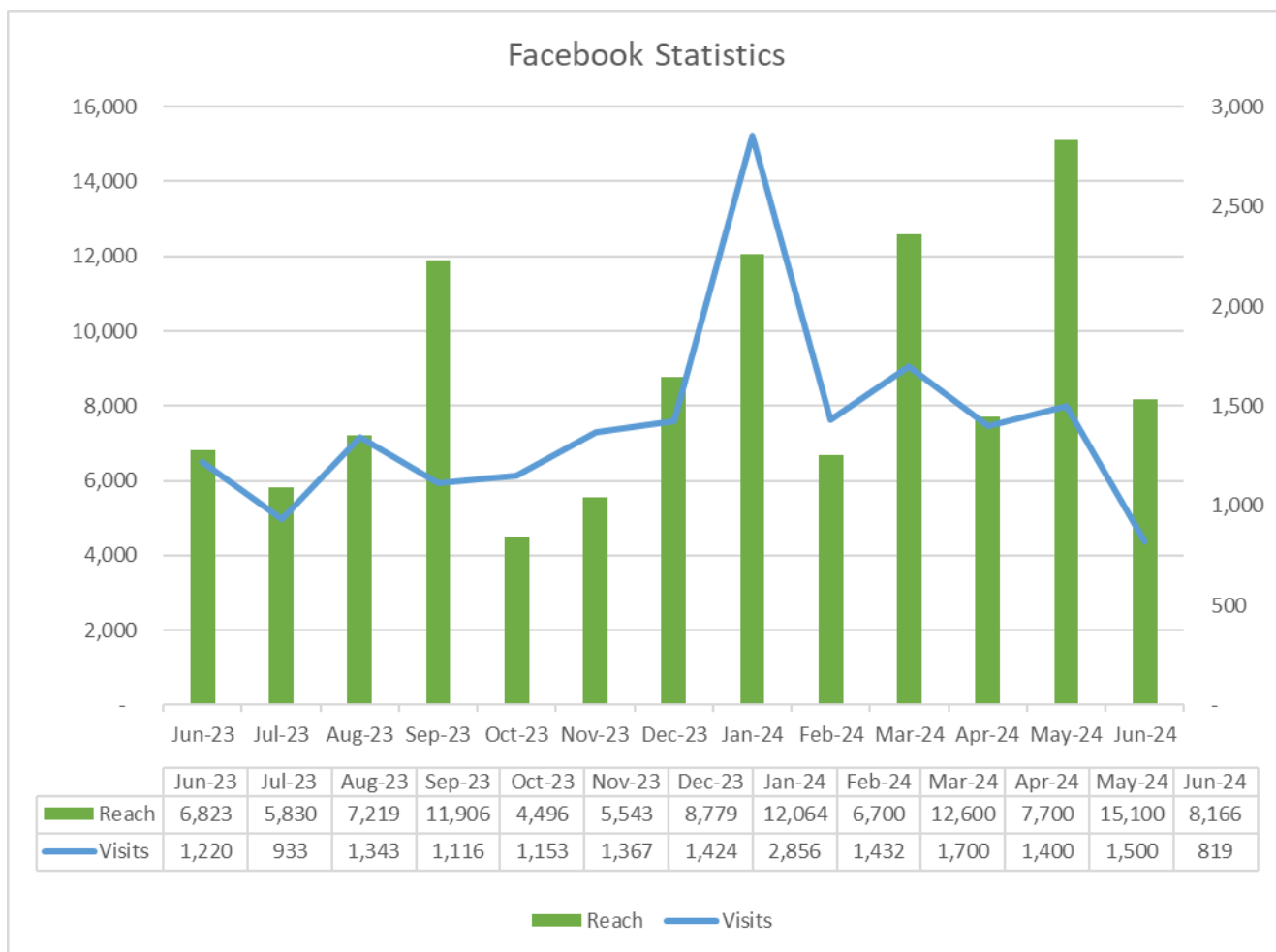
### Facebook Reach

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



### Website Users

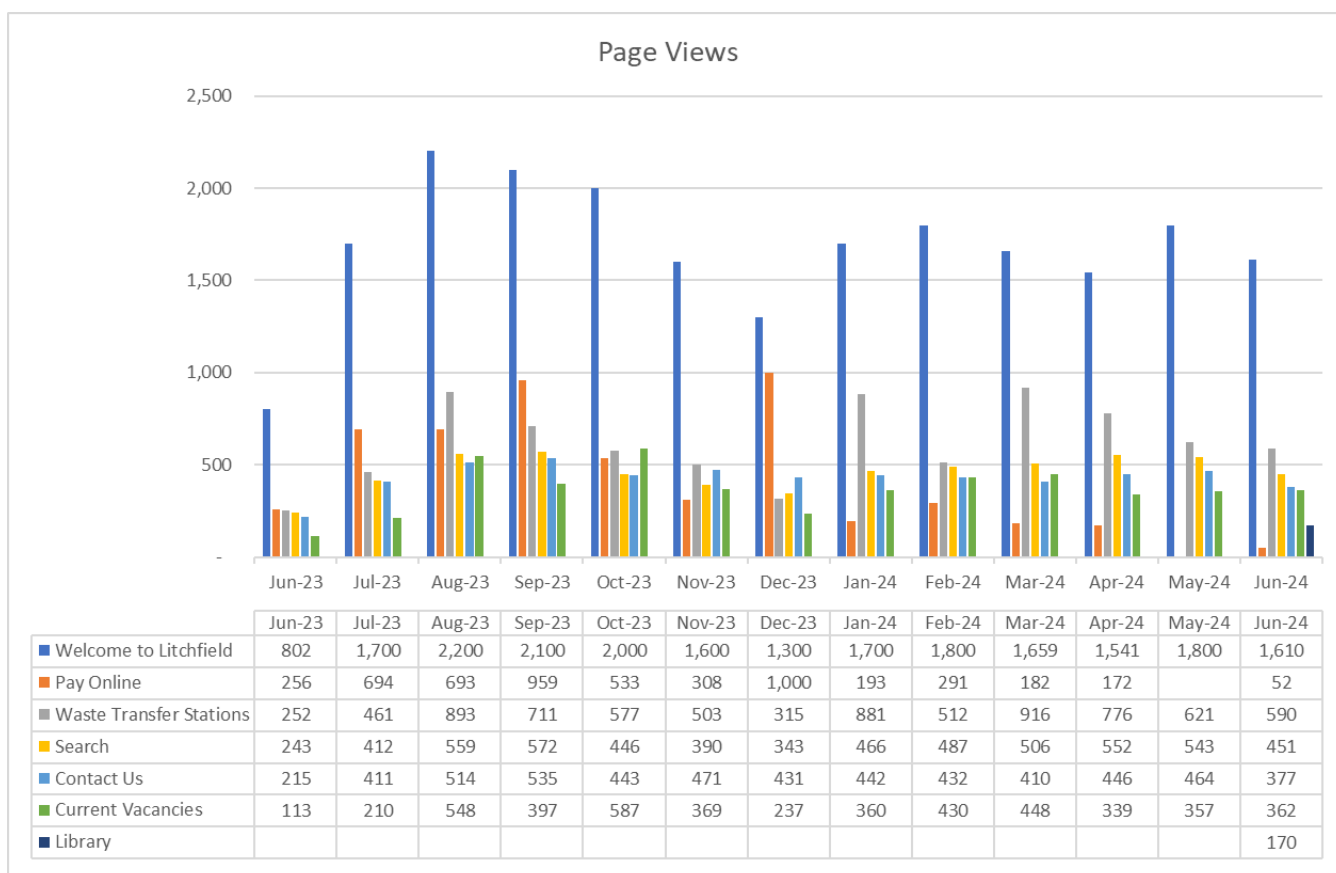
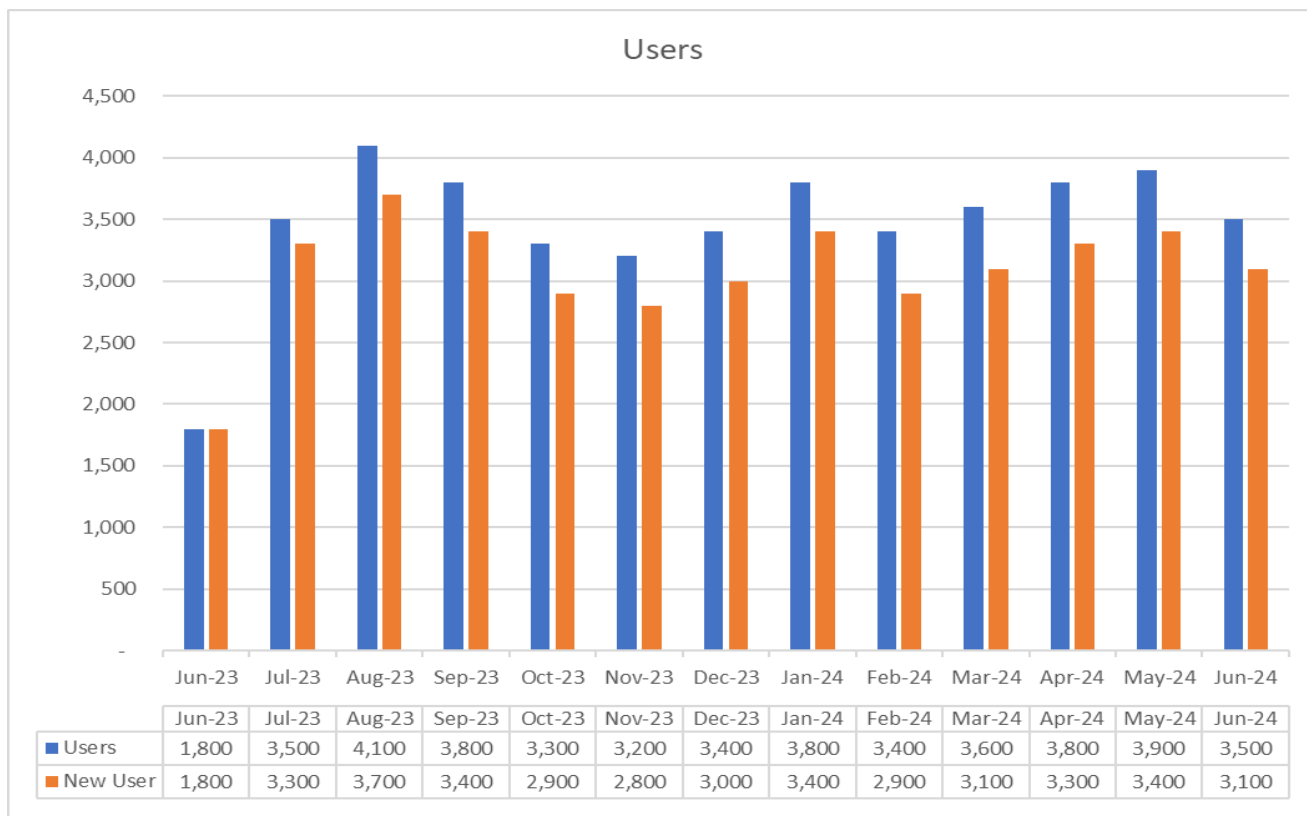
A website user is a person who is accessing, browsing, or interacting with a website.

### Website New Users

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

### Page Views

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



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

## Recreation Reserves

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

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.

### Project Updates

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

Location	Project	Status
Howard Park Recreation Reserve	Howard Hall interior painting Whitewood Hall light and fan upgrade	The painting of walls, window frames, and doors at Howard Hall has been completed. Some of the faulty lights at Whitewood Hall have been replaced, along with some older fans.
Knuckey Lagoon Recreation Reserve	Basketball court and BBQ pressure cleaning	These tasks were completed at the end of the financial year, having been on the reserve committee's agenda throughout the year.
Humpty Doo Village Green	Lighting upgrade	Scope for the project is still to be finalised in collaboration with the new licence area managers and a work program developed for delivery.
<i>Humpty Doo Village Green</i>	<i>Cenotaph Upgrades</i>	<i>Confirmation funds have been returned to the Grant provider</i>
Knuckey Lagoon Recreation Reserve	Adventure Play Equipment Upgrades	Initial estimates from the scope, suggest that the allocated funding is not sufficient to achieve what is proposed. Further advise and options to be considered.
Southport Mira Square	BBQ Facilities and Shade	Scope for the project has been developed. There appears to be insufficient allowance for the shelter and BBQ and this will be reviewed further.
<i>Southport Mira Square</i>	<i>Carpark Upgrades</i>	<i>Carpark upgrades have been completed. The grant acquittal to cover the works is being undertaken.</i>
<i>Freds Pass Sport and Recreation Reserve</i>	<i>Show Pre Works</i>	<i>Works have been completed for the site preparation ahead of schedule.</i>
Freds Pass Sport and Recreation Reserve	Market Shed Disabled Carparking	Works are due to commence on the 7 <sup>th</sup> July and be completed within a week to ensure limited impact to users.

## Youth and Community Engagement

The dynamic holiday program at Taminmin Library is ongoing, offering engaging activities for youth during the school holidays, which include art and gaming experiences. Participants can enjoy activities like candle making, leather workshops, and VR gaming.

Additionally, seniors' activities are being held at the library to foster rich interactions between students and seniors within the community which has been enjoyed by all. The beloved early childhood program, typically hosted at the library, has been relocated to Humpty Doo Village Green to accommodate these activities and maintain social connections for families.

Anna from the Darwin Community Arts is exploring a project to create a mural at the skate park at Humpty Doo Village Green. This initiative aims to involve students in beautifying the area, fostering a sense of ownership, and hopefully reducing incidents of vandalism in the future.

## Refugee Week Citizenship Ceremony 2024

The ceremony, which took place during Refugee Week, marked a significant milestone for Australians and proceeded with solemnity. Ten individuals were granted their new citizenship during the event, surrounded by their many loved ones. Esteemed guests included Kezia Purick and the Mayor of Palmerston, Athina Pascoe Bell, alongside Litchfield Councillor Andrew Mackay. The CEO personally presented citizenship certificates to the recipients, who were grateful and excited for this milestone. The Mayor presided over the ceremony, conveying the Minister for Immigration's message of welcome and warmly embracing each new Australian into the Litchfield community.

## **Taminmin Community Library**

### Visitors to the Library

The library had 1,947 visitors in June 2024 and was open for 169 hours. The previous month of May 2024 compared at 2,125 visitors and was open for 199 hours.

The library had 3,088 visitors for the month of June in 2023. Not only were there more programs running at that time (e.g 26 activities vs 16 in June 2024), also follows indications that the new door counter system will continue to reflect approx. 1,000 per month lower attendance (due to more reliable system, minimising students through main entry and removal of after-hours counts).

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

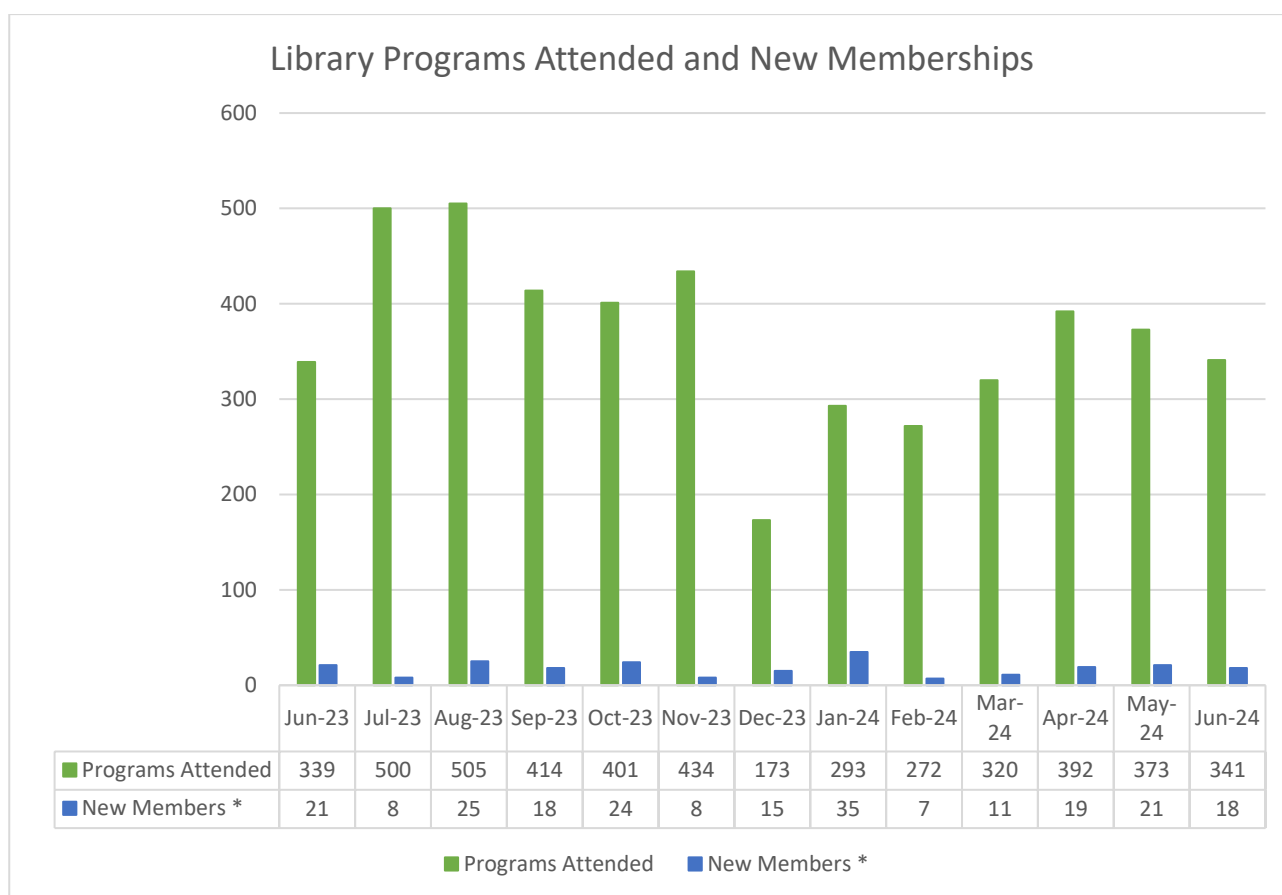


## Library Programs and Memberships

There were 16 activities delivered in June 2024 with a total attendance of 341 participants. These sessions covered a variety of community demographics and included regular programs plus school holiday activities.

In the same month last year, the library had 339 attendees across 28 activities. It is notable that despite offering a reduced number of programs, program attendance numbers have not been impacted. This demonstrates the library team's focus on offering fewer programs in line with reduced resources available, yet ensuring quality in all that we do.

There were 18 new people that joined the library during June 2024, compared to 21 in June 2023.



## Library Collection Projects

- Completed review of Graphic Novels (GN) series facilitating informed acquisitions
- Purchase of continuing series and new GN to \$3,000, cataloguing and end processing
- Addressed a variety of Library Management System issues and errors with LANT support, which was previously unavailable due to their vacancies.

## Grants Overview

A total of \$18,000 in grants have been successfully sourced, planned/delivered and administrated by *Taminmin Community Library* over the past 12 months.

<u>Name</u>	<u>Source</u>	<u>Activity/Purpose</u>	<u>Status</u>	<u>Comment/s</u>
Building Digital Skills Grant - \$2,500	Good Things Foundation	Be Connected Digital Literacy Sessions 2023	Acquitted	Completed. In 2024 NBN facilitate free
Vibe Holiday Grant 2023-24 - \$6,000	Territory Families	TCL Holiday Programs 2023-24	Under delivery	Due for completion July 2024
Youth Engagement Grants - \$2,000	Territory Families	Youth Week 2024	Acquitted	Completed
Mens Places Grant - \$2,000	Territory Families	Students vs Seniors activities for 2023-24	Unsuccessful	Aim to increase male participation/connection
Science Week 2024 - \$2,500	Inspired NT	Students vs Seniors : Barra Bites	Partially Successful	Planning/promotion in progress
Science Week 2024 - \$1,500	Inspired NT	Species Survival : A VR Experience	Partially Successful	Planning/promotion in progress
Seniors Month 2024 - \$2,000	Office of Senior Territorians	Library Buddies 2024 (Intergenerational Program – Seniors & Preschoolers)	Successful	Commence 23 July
Corp Community Grants 2024 - \$1,000	Core Lithium	Students vs Seniors catering 2024-25	Successful	Applied for \$2,000
Community Grant \$500	Bendigo Bank Coolalinga	Students vs Seniors – catering for Barra Bites Science Week event	Successful	Amount not successful from Science Week grant application

### Library Service Disruptions

No interruptions to library services to report in June 2024.

A nation-wide Library Management System outage was experienced on 13 June over a couple of hours. Check-ins and checkouts were undertaken manually at this time and data entry completed once resolved. Library & Archives NT have organised a new offline system which has been implemented. This will allow item check in/check outs to be saved and uploaded once a system or power has resumed. A great improvement for increasing productivity by eliminating the need for paper recording and later data entry. Will be advantageous over upcoming NBN internet outages.

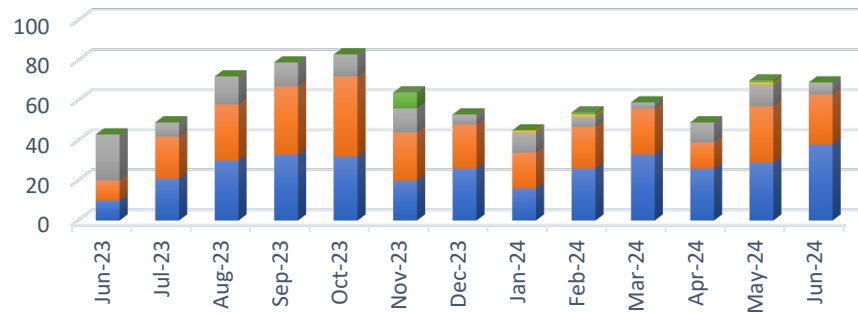
## **Regulatory Services**

### New Dog Registrations

The number of new dogs registered either voluntarily or as a condition of release from the pound in June 2024 was 69, 1 more than for May and 17 more than the same time last year. It brings the total number of new registrations to 746 for the 23-24 Financial Year, 28 less than for the 22-23 Financial Year.

The graph below identifies the total number of new dog registrations and the registration types by month over the last 12 months. Just over 55% of new dog registrations since June last year are for desexed dogs (annual and lifetime) and 43% are registered as entire (annual only).

## Total New Dog Registrations by Type June 23 - June 24



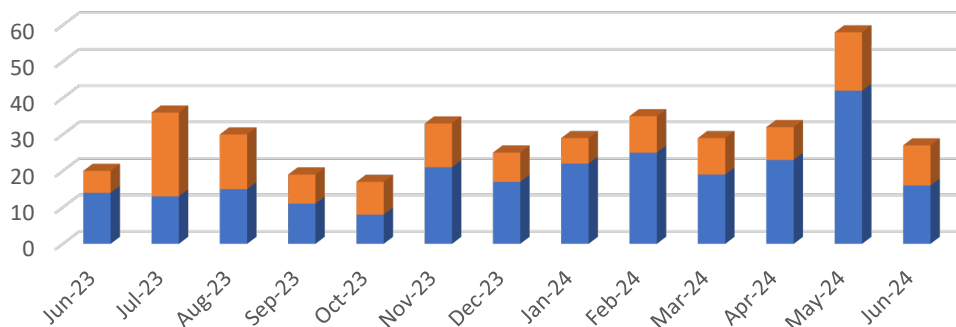
	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Working/Assistance	0	0	0	0	0	8	0	0	1	0	0	1	0
Declared Dangerous	0	0	0	0	0	0	0	0	0	0	0	0	0
Free - Pup under 6 mths/Rescue	0	0	0	0	0	0	0	1	1	0	0	1	0
Desexed Lifetime	23	7	14	12	11	12	5	10	5	3	10	11	6
Desexed Annual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

## Dog At Large and Pick Ups

June recorded 16 reports of dogs at large and a further 11 requests for dog pick-ups (27 reports in total). This was 37 fewer reports than the significantly anomalous 58 requests for May and seven more than for the same time last year, but closer to the average of 32.5 reports per month.

Since June 2023 there were 390 requests for the pick-up of contained dogs or reports of dogs at large (37% and 63% respectively). A further 78 reports were made to Council of lost dogs. Note these are reports where there may be one or more dogs rather than the actual number of dogs reported.

## Dog At Large and Pick Up Reports June 23- June 24



	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24
Pick Up	6	23	15	8	9	12	8	7	10	10	9	16	11
At Large	14	13	15	11	8	21	17	22	25	19	23	42	16

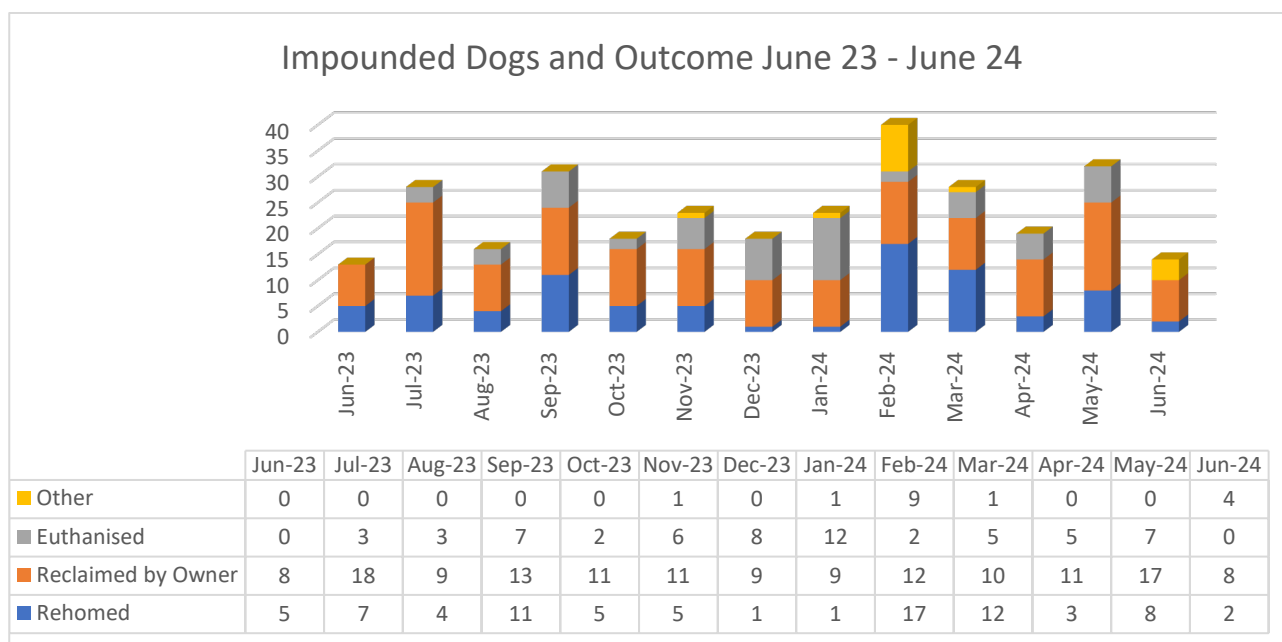
## Impounded Dogs

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 14 dogs impounded in June, 18 less than the previous month, and



only one more than June 2023, making it the second lowest number of impounds since then. June also recorded a significantly lower number of impounds than the average of 25.25 per month and no euthanasias were performed for June 2024.

From the number of dogs impounded since June 2023, less than half (48.2%) were reclaimed by their owners. 81 dogs (26.7%) were unclaimed but suitable for adoption and accepted by either the RSPCA Darwin, PAWS Darwin or DACS NT. The euthanasia figure of 19.8% is a consequence of dogs that are not considered suitable for rehoming due to temperament or illness/injury or rescue organisations were at capacity or under quarantine and unable to receive them. The category “Other” typically refers to those dogs that have been transferred to another Council.



84.5% of dogs impounded since June 2023 were not registered at the time of impounding. Those dogs registered at the time of impounding typically were already registered from a previous impounding.

75.6% of dogs impounded since June 2023 have not been desexed, clearly demonstrating entire dogs, whether male or female, are more likely to have wandering tendencies given the opportunity. This emphasises the importance of secure containment and Council’s encouragement of desexing through reduced registration costs and the provision of \$100 desexing vouchers redeemable through participating vet clinics.

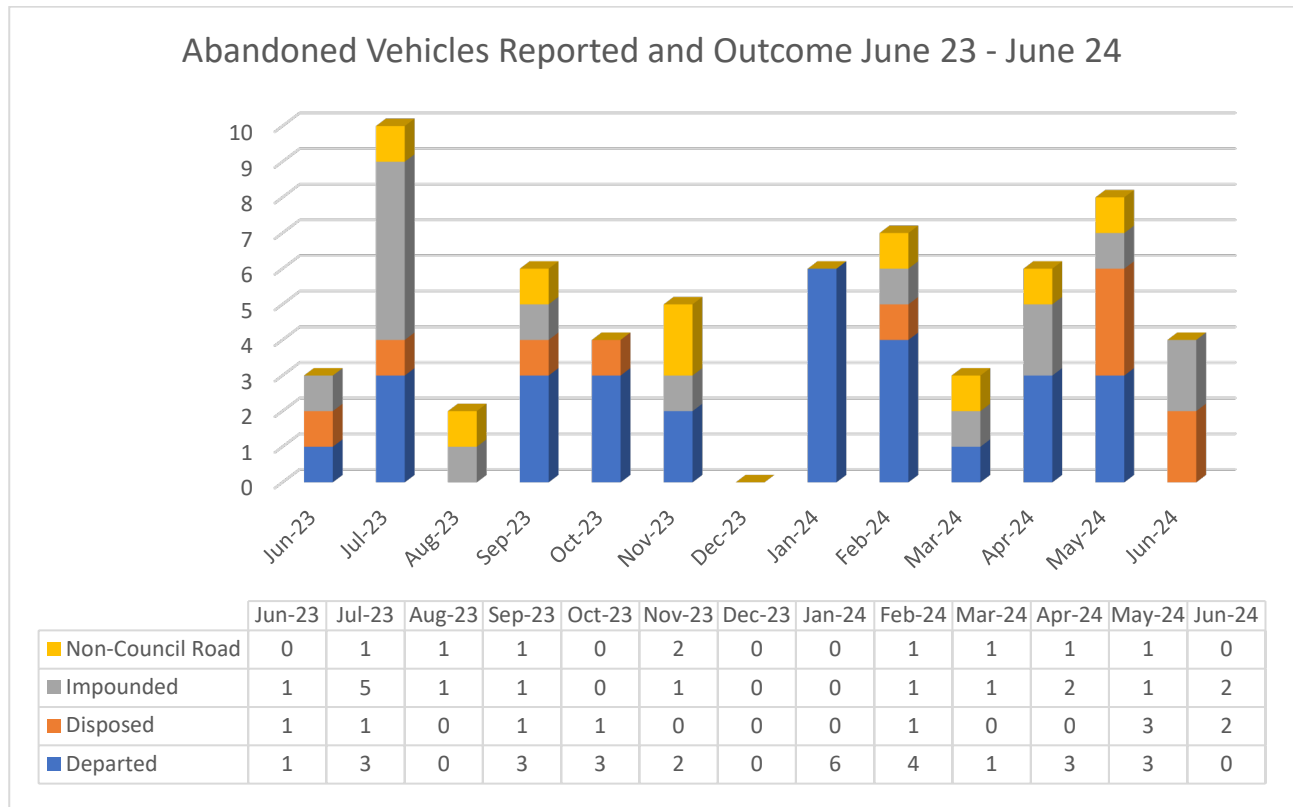
57.4% of dogs impounded over the last 12 months are male. Again, this emphasises the importance of desexing to reduce wandering tendencies.

### Abandoned Vehicles

While most Regulatory Services’ activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were four abandoned vehicles reported to Council in June 2024, half that for May, one more than for the same time last year and less than the average of 5.3 per month. There were 57 abandoned vehicle reports for the 23-24 financial year compared to 45 reports in the 22-23 financial year which was surpassed in April.

Since June last year, 45% of abandoned vehicles had departed their reported location either by the time Rangers arrived or through owner compliance with the notice left on the vehicle for removal.

Only 25% of vehicles that were impounded were retrieved by their owners after the payment of associated fees and costs with the majority sold at auction, typically for spare parts. 14% of vehicles reported were not actioned by Council due to being identified on private property or on a Northern Territory Government controlled road or property where Council has no jurisdiction. 15% of vehicles reported and unmoved were in such poor condition that they were immediately disposed of for recycling.



### Links with Strategic Plan

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

### Legislative and Policy Implications

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

### Risks

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

### Community Engagement

Not applicable for the operational report. Any specific community engagement with the community will be listed in the report above.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.02
<b>Report Title:</b>	Municipal Plan 2023-2024 Quarterly Performance Review April to June 2024
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: Municipal Plan 2023-2024 Quarterly Performance Review – KPI Progress Update

### Executive Summary

The Municipal Plan 2023-2024 Quarterly Performance Report April to June 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 fourth quarter ending 30 June 2024.

### Background

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2023-2024 for April to June 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: April to June 2024



## Quarter 4 Performance Report 2023-2024

### *The Best Place to Live in the Top End*

#### Chief Executive Officer Overview

As we review the fourth quarter of 2023-2024, I am pleased to highlight the significant accomplishments and challenges that have defined our journey at Litchfield Council. Throughout Q4, Litchfield Council has remained unwavering in its commitment to our strategic objectives, key deliverables, and the provision of outstanding community services. Our focus on financial stability, community engagement, infrastructure development, and environmental sustainability has consistently informed our decisions and actions.

Our financial performance continues to be strong, reflecting our disciplined approach to resource management. Through careful expenditure optimisation, we have maintained the economic health of the Council. These financial efficiencies bolster our ability to deliver crucial projects and services over the long term, despite external economic pressures and rising costs.

A significant achievement this quarter was the adoption of the FY 2024-2025 Municipal Plan by the Council. We extend our heartfelt thanks to all ratepayers who provided valuable feedback on the draft plan, helping us shape a comprehensive and forward-looking budget and strategy for the upcoming fiscal year.

Community engagement has been a focal point of our efforts in Q4. We have actively solicited and incorporated valuable feedback from residents through various channels, including community forums and social media interactions. This inclusive approach ensures that our decisions are closely aligned with the diverse needs and aspirations of the Litchfield community.

Infrastructure development has advanced significantly during the quarter, with the reconstruction of Guys Creek Road nearing completion. This milestone represents a major improvement in connectivity and accessibility for our rural residents. Additionally, the

Village Green Recreational Reserve at Humpty Doo continues to flourish under the management of the Arts Out Rural team, reflecting our commitment to providing community focused recreational facilities. Targeted shoulder repairs are ongoing, with Council's contractor successfully utilizing the latest construction equipment to enhance the quality and safety of our vital road assets.

Our commitment to environmental sustainability has driven tangible actions, including the implementation of waste reduction and recycling programs. We remain dedicated to pursuing practices that minimize our environmental impact and welcome input from residents on how we can further these efforts.

Maintaining the highest standards of governance and compliance remains a priority 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.

Our people are our greatest asset, and in Q4, we continued to invest in their well-being and development. Training programs and initiatives aimed at fostering a positive workplace culture have been crucial in nurturing a motivated and skilled workforce.

Looking ahead, Litchfield Council is well-positioned for continued success. Building on the momentum of Q4, 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, staff participated in the Australasian Management Challenge which is a sophisticated development program that provides real life problem solving experiences. Teams undertake local government relevant tasks and compete against other participating councils, for an opportunity to represent the Northern Territory at the Australasian final.



This quarter has seen the commencement of Enterprise Bargaining Agreement negotiations in response to the current agreement expiring in September 2024.

This quarter has also seen Council staff acknowledge Dolly’s Dream by participating in “Do it for Dolly”. Dolly’s Dream is committed to changing the culture of bullying by addressing the impact of bullying, anxiety, depression and youth suicide, through education and direct support to young people and families.



**Governance and Risk**

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

- Reviewed policy FIN08 Risk Management
- Interim Audit Report
- Risk Management Framework Audit Report

**Corporate Services**

On June 30, 2024, the team successfully closed off the financial year. A lot of work had been done prior to this event, resulting in a quick and smooth turnaround. Officers can now access the 2025 financial year and budgets.

Work on the Council’s Annual Report for the 2023-2024 financial year is now beginning in earnest. With staff preparing for the external audit for the 2023-24 financial year and making preliminary preparations for the Annual Report.

All Council rates instalments have been completed, and council has enlisted a debt recovery agency to help with overdue ratepayers.

**Taminmin Community Library**

The last quarter of 2024-25 has the library providing various quality library services and programs to community.

Acquisitions and cataloguing have been priority items in Quarter 4, along with resolving some long-standing Library Management System issues in conjunction with Library & Archives NT (LANT).

April 2024 was a hectic month with the library running the school holiday program simultaneously with 13 activities targeted at young people for Youth Week

A major event this quarter was National Simultaneous Storytime, innovatively held at Territory Wildlife Park in the walk-through aviary during May 2024.

A total of 1,106 people attended 68 library program activities in the final quarter of 2023-2024. In the same quarter of the previous year, attendance was reported as 1,051 over 84 programs. This consistent participation data demonstrates how hard the small team have been working to deliver fewer programs yet offering high quality also in line with community needs.

There were 5,943 library visitors during the quarter, compared to 4,609 in Q3. Data shows a consistent difference of approximately 1,000 per month, reflecting the accuracy of the new door counter system, the removal of movements outside open hours, and library staff efforts to minimise student entry via the main entrance.

This is supported by all program, attendance, and loan data comparing very closely to the same period in 2023. All KPIs for the Quarter 4 period have been met.

Other library services, such as the Public PC's, internet and printing services continue to be well utilised this quarter, with 394 hours of PC time utilised over 248 PC sessions. This data demonstrates the value of this service to the rural community as well as the need for reliable wi-fi for inclusive purposes of :

- accessing online government services;
- downloading personal email and documents not possible at home;
- employment portals (eg online inductions and job application portals).

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

### Regulatory Services

At the end of the fourth quarter 2023-2024, there were 4,240 dogs registered in Litchfield compared to 4,099 at the end of Q3, an increase of 141 dogs. This accounts 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.

3,203 dogs or 75.5% of those registered were desexed.

There were 65 dogs impounded in the fourth quarter 2023-2024, 26 less than the third quarter (91). 72.3% of impounded dogs were not desexed and 36 (55.4%) dogs were reclaimed by their owners. Of the unclaimed impounded dogs 13 were transferred to the rehoming organisations RSPCA and PAWS (four and nine respectively).



12 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 attended to 237 Customer Action Requests in Q4, 31 more than Q3. This represents 42% of the total received for Council as a whole for Q4. Of

these requests, 115 (48.5%) related to dogs at large and contained dogs for pick up. There were two investigations conducted for dog attacks against people and 10 on other animals, three investigations of dogs menacing people, and a further two of dogs menacing other animals.

The team received its long-awaited vehicle replacement in May equipped with the K9 Kube hydraulic cage lifter. This improves Ranger and dog safety by reducing the need to manually pickup dogs.



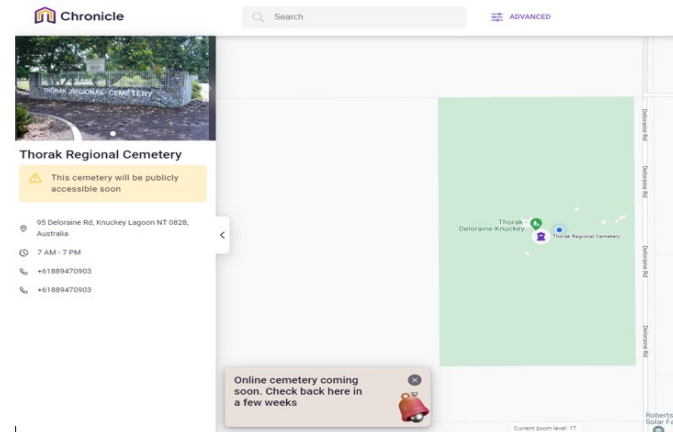
25 desexing vouchers were issued during the fourth quarter compared to 37 in Q3, redeemable at local veterinary clinics and valid for a three-month period. These vouchers provide a \$100 subsidy towards the cost of desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration. A total of 161 vouchers for the 2023-24 year were issued, of which 121 (75.1%) were redeemed by the end of the fourth quarter.

18 reports of abandoned vehicles were received by Council for investigation and action in the fourth quarter 2023-4. This is in comparison to 16 reports for Q3. Of the 18 reports, five were immediately disposed of for recycling due to their condition, and three were impounded. As these were not claimed by their owners they will be sold through on-line auction. The remainder were either removed from their location or were not located on Council controlled land and eligible for investigation.



### Thorak Cemetery

- Commencement of irrigation season with upgrade to irrigation infrastructure and seasonal reticulation maintenance throughout the cemetery
- Review and renew yearly yellow pages and online directory listings.
- Aerial mapping surveying and monument photo survey with GPS location commencement throughout Cemetery with Chronicle Cemetery mapping & wayfinding.



- Installation of three new concrete monument beams in Cemeteries B and F section.



### MWF

April to June is transition between works, machines require fire watch, hence spray vehicles become fire watch litter collectors.

- Slashing and mowing during this quarter see the team finish our second round of slashing and mowing.
- The new Tractor and Flail Mower is a welcome addition and will enhance our efficiency in the next season.

- Ongoing litter collection, sign repairs, and CRM responses are also attended to on an as-needed basis.
- Over 60 truck and vehicle tires were recovered from Council land and transported to Shoal Bay for disposal.
- Over 330 Bags of Rubbish collected from Councils Road Verge.
- MWF Shed, Equipment and associated vehicles getting cleaned, repaired and serviced over the next couple of months.

### New Mobile Work Force Tractor and Flail Mower



## Waste

- Scrap Steel collection has been completed.  
BSWTS Collection:



- Green waste mulching and concrete grinding contractors have been engaged due to machine breakdowns and awaiting parts, with work scheduled to commence in mid-July 2024.
- The Council has engaged a consultant to certify the safety rectification works and provide recommendations on the placement of wheel stops at our Howard Springs and Berry Springs Waste Transfer Stations. This request follows a significant incident.
- New Compactor Bin has been delivered to Humpty Doo Waste Transfer.

### New Compactor Bin



## Planning

- Provided letters of comment for Planning Scheme amendments, planning applications.
- Continued attendance to a number of technical working group meetings including the Subdivision and Development Guidelines meetings, Holtze Kowandi development and Coolalinga Sewerage meetings.
- Attended Development Consent Authority hearings for 3 applications within the municipality and subsequent meetings to discuss outcomes.
- Attended Planning Scheme Amendment Hearing for Holtze Kowandi Area Plan.
- Farewelled Development Engineer, and position advertised.

## Infrastructure

During this quarter, notable progress was made in our infrastructure projects, and the team remained proactive in planning and initiating future projects. We successfully completed additional projects under the Local Government Immediate Priority Grant, including the construction of the Mira Square car park, the upgrade of the Livingstone Reserve car park, and the footpath and car park upgrade at Howard Park Recreation Reserve. Additionally, the second grading round was successfully completed.

### Completed Projects:

- **Sealed Road Shoulder Maintenance Prior to Reseal:** to improve safety and prolong road life.
- **Floodway Repair Works at Bees Creek Road:** Repairs at Bees Creek Road strengthened flood resilience, ensuring reliable transportation routes.
- **Pavement Repair Works:** Successful repairs at Levey Road, Thorngate Road, and London Road enhanced road quality.
- **Hughes Road Re-sheeting and Gullick Road:** Upgrades at Hughes Road and Gullick Road significantly improved the driving experience for commuters.
- **Footpath and Road Sweeping:** To maintain cleanliness and safety for all users.
- **Stockwell Road Walker Rd Drainage Works and Re-sheeting:** Combined drainage enhancements and re-sheeting improved road resilience and accessibility.
- **Litchfield Council Office Restoration:** We completed a comprehensive restoration of the Litchfield Council Office, is to ensure the structural integrity, longevity, and energy efficiency.
- **Shed and Undercover Parking:** The new facilities provided essential support for our operational needs, ensuring the protection and security of our fleet vehicles.

### Projects In Progress:

- Power Road Drainage Upgrades are underway
- Road Safety Intersection Street Light Upgrades
- Guys Creek Road Upgrade
- Litchfield Council Reseal program 2023/24

The council remains dedicated in its commitment to promoting infrastructure projects that prioritise the safety and well-being of our community members.



## Guys Creek Road Upgrade



# 2023/24 KEY PERFORMANCE INDICATORS


## PEOPLE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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. The page currently has 5,011 followers, an increase of 58 from last quarter.

### Colour Key

 Time / Target / Budget met

 Time / Target / Budget not met

 Not applicable

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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 8 recipients for the 2023-24 financial year as well as 2 sponsorships. In the same financial year, 28 Youth Development Grants and 10 Community Initiative Grants have been approved separately under 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 8 of the applicants during the October Ordinary Council Meeting.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	Yes	Yes	No	No	\$30,302.79 collected in the first 3 quarters of the FY. We are currently forecasting to end the year with ~\$36k.
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	Yes	Yes	N/A	N/A	Total of 6138.40 Tonnes of waste transferred for YTD.
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	Yes	Yes	N/A	N/A	201.20 Tonnes transferred YTD.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Regulatory Services	Responsible dog ownership	Number of registered dogs increased	>10%	No	No	N/A	N/A	There were 188 new dog registrations in Q4, 20 more than Q3 (168) and bringing the total number of new dog registrations for the 23-24 financial year to 746, 28 less than for the previous financial year.
		Number of impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	Q4 saw 65 dogs impounded, 26 less than Q3 (91). 36 or 55.4% of impounded dogs were reclaimed by their owners in Q4 compared to 31 (34.1%) in Q3. For the full year, 48.4% of impounded dogs were reclaimed by their owners.
	Responsible Dog Awareness and Education	Animal Management in Litchfield – flyer direct to residents	1 flyer	Yes	Yes	N/A	N/A	Regulatory Services second annual newsletter is complete and will be distributed with registration renewal letters and emails in July 2024.
		Dog Awareness Program delivered at schools	6+ visits	Yes	Yes	N/A	N/A	Nine School Education sessions were delivered in Q4. No sessions were delivered in Q3 at the request of participating schools.
		Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	N/A	N/A	Rangers attended the Fred's Pass Show and RSPCA's Million Paws Walk in May, and a Microchipping event in June. A tentative combined event with other Top End Councils led by City of Darwin was not considered viable with available resources.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Library	Visitors to the library	Weekly door count	>400	Yes	Yes	N/A	N/A	During Q4 5,943 visitors were recorded (average 495 pwk) an increase of 25% on previous quarter
		Followers of the Library Facebook page	>1,150	Yes	Yes	N/A	N/A	Library Facebook page popularity continues at 1,419 followers, an increase of 61 Likes in Q4
		New members joined the 'Funky Chickens' children's reading club	>60	Yes	Yes	N/A	N/A	Outstanding 31 new club members signed up in Q4, far exceeding the quarterly target (5 per month) to meet annual KPI at 64 new club members in 2034-24



## PROGRESS

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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	Contractor engaged due to commence mid July 2024.
		Volume of concrete crushed for resale	>450 cubic metres	N/A	N/A	N/A	N/A	Contractor engaged due to commence mid July 2024.
	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	Yes	Yes	N/A	N/A	YTD Approx 6,339.6 tonnes 40% 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	1281 tonnes YTD of dry waste was processed. Approx 40% of total waste.
		Quantity of scrap metal collected and recycled	>1,000 tonnes	Yes	Yes	N/A	N/A	Est YTD 1034 Tonnes of Scrap Steel has been recycled. All stockpiles have been removed.
		Quantity of electronics collected for TechCollect	>50 tonnes	NO	NO	N/A	N/A	YTD 80 stillage containers have been collected YTD. 13 Tonne
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	NO	NO	N/A	N/A	33,200L of oil 10 tonnes of batteries 19.2 Tonnes YTD tyres.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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	Internet search identifies Thorak Regional Cemetery in all related cemetery/cremation services searched within the top 5 searches
	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	Meeting monthly targets of mowing, weed treatment, mulching and irrigation maintenance

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Regulatory Services	Animal Management Investigations	Minor investigations completed within 30 working days	>60%	Yes	Yes	N/A	N/A	96.8% of short-term investigations were completed within target, up from 92.4% for Q3.
		Complex investigations completed within 60 working days	>60%	Yes	Yes	N/A	N/A	80.8% of more complex investigations were completed or are still within target, down from 91.6% for Q3, partially attributable to 31 more CRMs investigated for the quarter. For the year, 87.3% were completed within 60 working days.
		Abandoned vehicles investigations completed within 60 working days	>90%	Yes	Yes	Yes	Yes	There were 18 abandoned vehicles reported to Council in Q4, compared with 16 for Q3. All investigations were completed within 60 days. Unclaimed impounded vehicles are held pending on-line auction.
		Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of the total 224 CRMs actioned in Q4 (193 in Q3), 86% were actioned within two working days, compared to 93.3% in Q3. For the year, 92.6% of CRMs were actioned within 2 working days.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Library	Library Collection	Number of annual loans	>14,000	Yes	Yes	Yes	Yes	Continue to exceed quarterly target of 3,500 with 3,806 item loans Q4
	Program delivery	Programs provided	>180	Yes	Yes	Yes	Yes	Total of 68 programs delivered in Q4. Increase on average due to simultaneous delivery of holiday program and Youth Week grant (April)
	Library Collection	Number of annual loans	>14,000	Yes	Yes	Yes	Yes	Continue to exceed quarterly target of 3,500 with 3,806 item loans Q4

## PROSPERITY

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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. Also met with Senator Scrymgour to advocate for Freds Pass funding.
	Advocacy Strategy	Current year actions	Completed	Yes	Yes	N/A	N/A	Continued progress on identified Municipal Plan 2023-2024 projects finalising activities for Q4.
	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 Art 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 attended and successful.
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% (8/8) of planning submissions met required timeframes.

## PLACES

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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 NTSD 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	93% (14/15) of Building certification plans were reviewed and actioned within timeframes.
		Plan and report reviews for subdivision and development 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% (35/35) of Work Permits issued within five days.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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 Q4 were completed within budget.
	Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	LGIP Grant Acquittal Submitted.
	Road Maintenance Program	Potholes patched and repaired – Added to maintenance scheduled	<15 days	Yes	Yes	N/A	N/A	Identified and reported potholes are being managed well 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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Mobile Workforce	Roadside maintenance	Volume of litter collected	Reducing Trend	Yes	Yes	N/A	N/A	330 bags of rubbish + other bulky items and 14 Tyres collected this Quarter.
		Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	MWF Met timeframe and requirements
	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	Complete for 23/24 season. Current off season planning essential for more comprehensive coverage and target results in upcoming season.
	Bushfire Management	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	Slashing of all Council Firebreaks complete except for minimal areas that were too wet.
		Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	Fire Breaks Slashed to maximum width that vegetation and terrain allowed.
		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	Sign and Guide Post replacement and repairs underway since mowing finished. 30 new signs so far installed with large amount still on order.



## PERFORMANCE

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Office of Chief Executive	Elected Members training and development	Min 1 per quarter	1	No	No	No	No	No training held this quarter.
	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. Current 23/24 Survey out for response.
	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	1 Enquiry received in relation to HSPWTS incident reported to Worksafe.
	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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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 reviewed and approved as required.
	An engaged and productive workforce	Staff Turnover rate	<30%	Yes	Yes	Yes	Yes	The staff turnover rate for the fourth quarter is 9.32% compared to the previous quarters: Q3 6.44%   Q2 3.96% Q1 7.65% FY23/24 - 27.37%
		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 remaining quarters.
		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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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	104% 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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Governance	Local Government Act 2019 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	All council policies are currently up to date.
	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 second quarter. Matters are under investigation. No complaints received in the third or fourth 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, February 2024 and May 2024.
	Records management	Number of refresher courses conducted	>1	Yes	Yes	N/A	N/A	One refresher course held this quarter. Two refresher courses completed in the third 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 completed.

Team	Key Outputs	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Yes	Yes	Council received an unqualified Audit for 2022-2023, and council's Annual Report was adopted prior to 15 November 2023.
		Asset sustainability ratio	30%	Yes	Yes	Yes	Yes	Asset sustainability is at 38% at the end of June, having steadily increased 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 5.45 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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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 June 2024, the own source revenue ratio is at 79%.
	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 16% 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. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	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	Provide feedback to Government Cemeteries Working Group. Review and update relevant Cemetery policies including Memorials Policy CEM03 & Multiple Burials Policy
	Quarterly reporting to the Litchfield Council	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	Meeting set operational budgets.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.03
<b>Report Title:</b>	Breach of Code of Conduct Complaint – 10 April 2024 – Decision
<b>Author &amp; Recommending Officer:</b>	Rodney Jessup, Director Infrastructure and Operations
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: Summary of the Decision

### Executive Summary

This report fulfils Section 81 of the *Local Government (General) Regulations 2021* by presenting the outcome of a Breach of Code of Conduct Complaint.

### Recommendation

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

### Background

In the Confidential section of the 21 May 2024 Ordinary Meeting of Council, a report was provided informing Council of a Breach of Code of Conduct Complaint received on 15 April 2024, relating to alleged breaches of the *NT Local Government Act 2019* on 10 April 2024.

The Respondent did not nominate, within the allowable timeframe, their preferred treatment of the Complaint. This results in the Council being asked to determine the treatment of the Complaint. At the 21 May 2024 Ordinary Council Meeting, Council decided the complaint and found that the respondent did not contravene Sections 2 and 11 of the Council's Code of Conduct.

As per Section 81(2) of the *Local Government (General) Regulations 2021*, the summary of the decision is required to be tabled at the next Ordinary Council Meeting (Attachment A).

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Local Government (General) Regulations 2021  
Litchfield Council Code of Conduct for Elected Members EM02 Policy  
Litchfield Council Breach of Code of Conduct GOV19 Policy

### Risks

Nil.

### Community Engagement

Not applicable.



## ATTACHMENT A

a)	The names of the complainant and respondent	Complainant – Stephen Hoyne, CEO Respondent – Mathew Salter, Councillor
b)	The names of the Panel Deciding the Complaint	Mayor Doug Barden Councillor Rachael Wright Councillor Andrew Mackay Councillor Emma Sharp
c)	A description of the alleged contravention	It was alleged that Councillor Salter breached the Code of Conduct by way of sharing confidential Council information with a media representative.
d)	Identification of the clauses of the code of conduct that were alleged to have been contravened	2. Care and Diligence A member must act with reasonable care and diligence in performing official functions. 11.2 Interests of municipality, region or shire to be paramount In particular, a member must seek to ensure that the member's decision and actions are based on an honest, reasonable and properly informed judgment about what best advances the best interests of the municipality, region or shire.
e)	The decision made	<b>15.02 Breach of Code of Conduct Complaint – 10 April 2024</b>  Moved: Cr Mackay Seconded: Cr Sharp  THAT Council: 1. receive and note the Breach of Code of Conduct Complaint report; and 2. decide the complaint and that the respondent did not contravene Sections 2 and 11 of the Council's Code of Conduct.  <b>CARRIED (4/0) ORD2024 11-117</b>
f)	The date of the decision	21 May 2024



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.04
<b>Report Title:</b>	Reserves Management Committee Meeting Minutes
<b>Author:</b>	Jill Enriquez, Community Participation Officer
<b>Recommending Officer:</b>	Maxie Smith Director Corporate and Community
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: KLRR Management Committee Minutes June 2024 B: HPRR Management Committee Minutes July 2024

### Executive Summary

This report presents to Council the Committee Meeting Minutes for the month of June 2024 for the Howard Park Recreation Reserve Management Committee and the Knuckey Lagoon Recreation Reserve Management Committee meetings.

### Recommendation

THAT Council:

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

### 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

Progress - Continuity of Services and Facilities

### 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 6/06/2024**

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

**Jill Enriquez, 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
Jill Enriquez	Community Participation Officer (Acting Chair)
Saramat 'Tou' Ruchkaew	NT Thai Association

#### 1 Opening of Meeting

5.40 pm

#### 2 Apologies and Leave of Absence

Rachel Wright North Ward Councillor (Chair)

#### 3 Disclosures of Interest

Nil.

#### 4 Confirmation of Minutes

**Moved:** Saramat 'Tou' Ruchkaew

**Seconded:** John Fuller

THAT the minutes of the previous Committee Meeting held on Thursday 18 April 2024 be confirmed.

**CARRIED**

## 5 Business Arising from the Minutes

Meeting Date	Action	Action by	Notes	Status
06/06/2024	Storage fees	CPO	Assess waived fees for new FY given absence of user groups, this fee is not in F&C book	Ongoing
06/06/2024	BBQ needing replacement	CPO	CPO to source quotes, pending available funding before EOFY	Ongoing
06/06/2024	Basketball court cleaning	CPO	Quotes have been sourced, to be decided pending funding assessment	Ongoing
06/06/2024	Indoor flag pole	CPO	Investigate where parts of flagpole are, contact contractor to install once found	Ongoing
06/06/2024	Salto Locks	CPO	Request from committee to revert to manual locks, safety risk of getting locked in upstairs room	Ongoing
06/06/2024	Top Floor Door	CPO	Giving override access to fobs allow top floor to be used with no further issues	Completed
06/06/2024	Adventure playground		Paused due to low staffing at Council, looking to restart once roles are filled	ON HOLD
01/02/2024	Electricity Charges	Council – <del>CPO</del>	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
30/10/2023	NT Thai Association – Expansion	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 2/4/2024 AWAITING COUNCIL DECISION

## 6 General Business

### 6.01 Bi-Monthly Operation & Finance Report

#### Finance

With EOFY approaching, CPO and Committee have agreed to discuss 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
Salto locks	Locks to revert to manual keys	CPO to raise to ELT for approval
BBQ replacement	Source quotes to expedite replacement	Look at grants to boost funds, CPO to meet with DIO to discuss funding and quotes.
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:**

**Seconded:**

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

**CARRIED**

## 7 Other Business

Nil.

## 8 Close of Meeting

Meeting closed at 6:15 pm. The next meeting is scheduled for Thursday, 1 August 2024 at 5:30pm.

**LITCHFIELD  
COUNCIL**



# Howard Park Recreation Reserve Management Committee Meeting

## **MINUTES Monday 8/07/2024**

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

**Jill Enriquez, Community Participation Officer**



# COMMITTEE MINUTES

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## Howard Park Reserve Committee Meeting

**Held in the Scout Hall, Howard Park Reserve  
on Monday, 8 July 2024 at 5:15 pm**

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### 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)
Jill Enriquez	Community Participation Officer (CPO)
Gerry Wood	Resident
Gerard Maley	Resident, Member for Nelson
Evan Johns	Howard Springs Scouts

### 2 Apologies and Leave of Absence

Gerard Rosse	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

### 3 Disclosures of Interest

Nil

### 4 Confirmation of Minutes

That the committee confirms the minutes of the meeting held on Monday 8 April 2024

**Moved:** Gerard Maley

**Seconded:** Mathew Salter

**CARRIED**



## 5 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
4/12/2023	Proposed "Master Plan"	Main goal is to get <i>feedback</i> 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.	On hold until survey is conducted
	Small dogs' enclosure	Limited space at HPRR to create this enclosure; will include in the proposed survey and outsource	Include in the survey	On hold until survey is conducted
05/02/2024	Boundary Fence	Scope quotes for a new boundary fence from the exit, <i>along Whitewood then down Hamilton Rd</i> side of the Oval. Garrison-style fencing like village green.	CPO	<b>Completed.</b> Not in the budget for this FY, to include in survey for residents' feedback and propose for next year's budget
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 .	Include in the survey	On hold until survey is conducted
08/04/2024	Electrical Faults	Several instances of electrical faults at Howard Park, specifically in Howard Hall.	CPO	<b>Completed</b>

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	<b>Completed</b>
3/06/2024	Solar lighting in the carpark	Accident occurred during blackout; investigate installation costs for safety measures and consider adding reflective tape to the car park bumpers.	CPO	Ongoing
3/06/2024	Watering of oval and jump park	Row of trees and grass at the back of the oval are dying. Check sprinklers to ensure they are at efficient setting, soaking the ground effectively, and covering the far corner. Inspect the areas around the halls and the dry spot near the Scout Hall.	CPO	Ongoing
3/06/2024	Pedestrian gate on Hamilton Road	Explore installation of gate or bollard on pedestrian gate to prevent motorbikes from entering the oval area.	CPO	Ongoing

## 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

- 7.1** Operational expenses at every End of Financial Year: committee members request for these to be included in the year-end report to compare usage from previous years and identify opportunities to improve operational efficiency.
- 7.2** External fire hose on the side of the Scout Hall has low pressure, members request for this to be investigated.
- 7.3** Send a letter to remaining members to confirm their continued interest in attending meetings and staying on the committee.

**Moved:** Mathew Salter

**Seconded:** Evan Jones

- 7.4** The HPRR Committee officially thanks Council for the refurbishment of the carpark area and installation of mulching, it looks very inviting for the park visitors as well as user groups and is much appreciated.

**Moved:** Gerry Wood

**Seconded:** Gerard Maley

## 8 Next Meeting

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

## 9 Close of Meeting

6:03pm.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report June 2024
<b>Author:</b>	Jaimie O'Connor, Business Support Officer (Planning)
<b>Recommending Officer:</b>	Rodney Jessup, Director Infrastructure and Operations
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: PA2024/0132 B: PA2024/0023

### 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 June 2024 to 30 June 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	2
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	12

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

### Recommendation

THAT Council:

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

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

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

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

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

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

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

**Development Applications supported, subject to normal Council Conditions**

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2024/0132  8 Constant Street, Coolalinga NT <b>Attachment A</b>	Subdivision to create 2 lots  Council supports the granting of a development permit as the application aligns with the subregional land use plans, and does not pose any impacts on neighbouring amenity.

**Development Applications supported, subject to specific issues being adequately addressed**

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

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2024/0023  10 Macleod Road, Howard Springs NT  <b>Attachment B</b>	Concurrent application to Rezone from RL to RR and subdivision to create 3 lots	Council supports the granting of the development permit as the proposed rezoning is consistent with the transition areas in the Howard Springs Activity Centre Plan. Further to this, a development permit was issued for the neighbouring property last year and is also consistent with the application. Council noted the support is provided so long as a number of upgrades are considered for the drainage, crossovers and potential lighting. General comments were provided requesting that the Land Development Unit prioritise the review of the trunk infrastructure upgrades required in relation to sewer, water and capacity of the area.

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

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

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

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

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

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

**LIQUOR LICENCE APPLICATIONS**

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

Address and Attachment Reference	Purpose and Summary	Comments Provided
NIL		

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

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

No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions
2

**STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

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

No. Building Certification Applications
4

## **WORKS PERMIT APPLICATIONS**

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

No. Works Permit Applications
12

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Driveway cross over	220 Gunn Point Road HO...	28/06/2024	01/07/2024
works at pole top removing redundant fuse assembly ...	440 Thorngate Road HOL...	20/06/2024	04/07/2024
Access pole tops to replace hv switch with use of EWP...	415 Cox Peninsula Road ...	19/06/2024	28/06/2024
Access pole to connect services to property with use ...	405 Elizabeth Valley Road...	18/06/2024	28/06/2024
works at pole tops replacing services to households wi...	25 Belgrave Road BEES C...	18/06/2024	26/06/2024
DRIVEWAY CROSSOVER CONSTRUCTION	5 Scholes Road HUMPTY ...	18/06/2024	28/06/2024
PWC - Pole tops works maintenance	10 Gulnare Road BEES C...	17/06/2024	24/06/2024
WATER MAIN EXTENSION ALONG THORNGATE ROAD	440 Thorngate Road HOL...	13/06/2024	20/06/2024
Driveway Crossover - HDIP	14 Burrburr Road HUMPT...	11/06/2024	
Survey Works Litchfield Region	5 Byers Road ACACIA HI...	11/06/2024	15/06/2024
Crash Culvert Barrier Construction - Culvert and flood...	440 Thorngate Road HOL...	07/06/2024	01/06/2024
PWC - Install services to Morgan Road subdivision	Morgan Road VIRGINIA ...	03/06/2024	12/06/2024



### **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 June 2024

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

**RE: Letter of Comment Development Application**

**PA2024/0132**

**Hun: 055 P: 06521 8 Constant Street COOLALINGA, Hundred of Bagot  
Subdivision to create 2 lots**

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Thank you for the Development Application referred to this office on 31/05/2024, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The proposed subdivision aligns with the zoning for the area being Low-Medium Density Residential
- b) The development is in accordance with neighbouring properties and does not pose any impacts on amenity based on the provided information.

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

- a) The application provides drawings indicating that the subdivision can accommodate on Lot 1 a dwelling-group (3+) and Lot 2 a dwelling-group (2). Whilst this is in accordance with the zoning it is noted that to proceed with the development a development permit will be required given that dwelling-group (3+) is merit assessable.
- b) Furthermore, the development should consider the location of waste bin storage.
- c) In providing approval for this subdivision, Council recommends stamping of drawing A01 only

**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 location and design shall meet Litchfield Council's requirements, and be designed in accordance with 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) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- c) 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](http://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 and Development Program Leader

### 8 CONSTANT ST, COOLALINGA

Section 06521 Hundred of Bagot plan(s) LTO2012/073C

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#### NT Planning Scheme Information

Land Area :	1,520 m <sup>2</sup>
Planning Scheme Zone :	LMR (Low-Medium Density Residential)
Overlays :	(none found)
Strategic Frameworks :	<p>The following <a href="#">Strategic Frameworks</a> may apply to your land</p> <ul style="list-style-type: none"> <li>Regional Plans                             <ul style="list-style-type: none"> <li>• Darwin Regional Land Use Plan</li> </ul> </li> <li>Sub Regional Plans                             <ul style="list-style-type: none"> <li>• Litchfield Subregional Land Use Plan</li> </ul> </li> <li>Area Plans                             <ul style="list-style-type: none"> <li>• Coolalinga Freds Pass Area Plan</li> <li>• Coolalinga North Rural Village Area Plan</li> </ul> </li> </ul>
Interim Development Control Orders :	(none found)

1
2



12 June 2024

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

**RE: Letter of Comment Concurrent Application**

**PA2024/0023**

**Hun: 055 P: 04213 10 Macleod Road HOWARD SPRINGS, Hundred of Bagot**

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Thank you for the Concurrent Application referred to this office on 16/05/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 30M(4) of the *NT Planning Act*:

**Council supports the granting of a Planning Scheme Amendment and Development Permit for the following reasons:**

- a) Whilst the proposal is inconsistent with the Howard Springs Rural Activity Centre Plan (activity centre plan) in terms of subdivision boundaries and zoning of land, it is noted that a development permit has been issued for the adjoining property (20 Macleod Rd). Noting also, that the Activity Centre Plan is a guide and may be amended from time to time.
- b) The proposal is however consistent with the transition area for zoning and the lot sizes meet the requirements of the NT Planning Scheme for zoning.

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

- a) Landscaping within front setbacks should be considered to enhance the visual amenity of the streetscape.
- b) Adequate drainage within the road reserve or through engineered drainage reserves is essential. Council requests an assessment of existing infrastructure (roads and drainage) and that further information is provided and approved by Council regarding

the existing drainage infrastructure and its ability to accommodate future development in accordance with the proposed subdivision and rezoning.

- c) Litchfield Council requires a comprehensive Traffic Impact Assessment Report, to be prepared by a suitably qualified traffic engineer in accordance with the AustRoads. The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development and noting the future road networks in the Howard Springs Rural Activity Centre Plan to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.
- d) Crossovers must meet Litchfield Council's requirements per NT Subdivision and Development Guidelines, it is crucial to align their placement with subdivision standard guidelines. Exploring a shared access crossover for two lots is recommended to minimize impact on Smyth Road and improve traffic flow.
- e) Street lighting should be considered for adequate coverage, aligning with safety standards, and enhancing visibility at intersections, noting that there are streetlight assets on Smyth Road and at the intersection with McLeod Road.
- f) Council recommends the consideration of a shared path corridor for the proposed development, in line with subdivision guidelines and a corridor be nominated on any plans submitted for development application purposes.
- g) Should water services be required to service the new lots, all works are to consider under-boring of road corridors and no open cut excavation of roads is permitted.

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

- a) Noting the approved development permit for 20 Macleod Road, rezoning and subdivision to create 3 lots, Council suggests that this application be reviewed by service authorities as to how it interacts with the adjoining approved development. This call to action should be extended to the Land Development Unit and the Strategic Land Use Planning team also to consider any amendments required to the Howard Springs Rural Activity Centre Plan.
- b) Furthermore, the activity centre plan refers in section 6.0 to the need to create an infrastructure plan for the Howard Springs area in order to establish trunk infrastructure that supports development and subdivision of existing parcels. Council would like to see this considered in the immediate future noting the implications and importance of neighbouring development to the area and the impacts on the local road and shared path networks.

**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 location and design shall meet Litchfield Council's requirements, and the following consideration to the proposed plans are required:
  - i. Council requests a shared access crossover for two lots in accordance with the NT Subdivision and Development Guidelines
  - ii. That existing crossovers be maintained or upgraded as required
  - iii. That no lot will have more than one crossover in consideration of the proximity to Macleod Road and Smyth Road intersection as well as Smyth Road and Menaja Road intersection.
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater, and its discharge into Litchfield Council's stormwater drainage system, shall be submitted to and approved by Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development and noting the future road networks in the Howard Springs Rural Activity Centre Plan to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.
- b) 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) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

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

- d) Prior to finalisation of engineering design and specifications for the proposed and affected roads, a Road Safety Audit, shall be prepared by a suitability certified traffic auditor to the satisfaction of Litchfield Council.
- e) 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](http://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 (No. 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 and Development Program Leader



**10 MACLEOD RD, HOWARD SPRINGS**

Section 04213 Hundred of Bagot plan(s) S 86/266

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**[NT Planning Scheme](#) Information**

Land Area : 1.99 ha

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Planning Scheme Zone : RL (Rural Living)

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Overlays : 

- CNV - Clearing of Native Vegetation

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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
  - Howard Springs Activity Centre Area Plan

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Interim Development Control Orders : (none found)

The map displays a grid of land parcels. A vertical road on the left is labeled 'Smyth Road'. A horizontal road at the top is labeled 'MacLeod Road'. Several blue location pins are placed on various parcels, and one orange pin is located on a parcel near the intersection of Smyth Road and MacLeod Road. A small inset map in the bottom left corner shows the location of the main map area within a larger regional context, with a red pin indicating the specific site.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.02
<b>Report Title:</b>	Request for Land - Lease of 5 Campbell Road, Knuckey Lagoon
<b>Author and Recommending Officer:</b>	Rodney Jessup – Director Infrastructure and Operations
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	Nil

### Executive Summary

This report seeks direction from elected members in relation to a request received to lease Council owned land for the purpose of development. The parcel of land is Section 4223, (5) Campbell Road, Hundred of Bagot and is currently a vacant lot.

### Recommendation

THAT Council:

1. Table the request to lease the property at Section 4223 Hundred of Bagot (5 Campbell Road, Knuckey Lagoon) pending development of policies
2. Support the development of policies that would enable Council to lease Council owned land in a fair and equitable process and include provisions around financial management and asset management
3. Approve the Director Infrastructure and Operations to provide a response to the requestee advising of the above.

### Background

Parcel 4223 (5) Campbell Road, Knuckey Lagoon is a 2ha parcel (or thereabouts) and is zoned CP – Community Purpose under the NT Planning Scheme. This zoning allows for multiple development opportunities including (but not limited to) a medical clinic, place of worship, education establishment, emergency services facility, exhibition centre, residential care facility, community centre and childcare centre. This zoning is established to meet the social, educational, spiritual, cultural or health needs of the community.

The land parcel is undeveloped with an unimproved capital value as of 1 July 2023 of \$750,000. To date, the parcel has not been allocated any use by Council and it is unknown what the original intention of the parcel was. It was gifted to Council by the Minister under the Crown Lands Act in 1991.

Currently Council incurs only minor maintenance Costs, such as firebreaks, mowing and weed spraying, for this portion of land as we do other vacant or unused portions of Council owned land.

There have been in the past, reports of illegal dumping via members of the public which have been responded to by our Mobile Workforce.

There is no masterplan in place for the use or development of the varying Council land assets and to date each request has been dealt with on a case-by-case basis.

As presented in the April Strategic Discussion and Briefing Session, there has been a request to lease Council owned land located at 5 Campbell Road, Knuckey Lagoon, with the intent of constructing a multipurpose facility for their specific use. The facility would be available and promoted for both private and public events and functions.

User groups are currently accommodated and managed on Council reserves through committees or boards of management (excluding HDVG). The proposal differs from the committee/board of management model by potentially assigning a lease of Council land to a single user group where public access or availability to facilities is in the control of a single user group. (similar to Livingstone Reserve and Berry Springs Reserve)

### **Links with Strategic Plan**

Places - Roads and Infrastructure

### **Legislative and Policy Implications**

*Nil. There is no Leasing policy for Council owned Land.*

INF01 Asset Management

### **Risks**

#### Governance / Community

At the risk of not promoting fairness and transparency, Council should implement a process that allows other organisations or interested parties to submit proposals for consideration also.

Council currently do not have a policy around leases and lease agreements specifically. Currently there are a significant number of buildings on Council land that Council do not have lease agreements with the occupants, nor is it clear as to who is responsible for costs associated with forming the lease agreements, maintenance of the lease agreements and ongoing operational costs of these facilities.

Whilst the Asset Management plans for Council reserves and land assets are being developed there is no current future planning for this land asset.

### **Community Engagement**

On documentation of a process and policy, consideration should be given to advertising expressions of interest to the wider community for the use of 5 Campbell Road, Knuckey Lagoon and potentially other Council owned land assets.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.03
<b>Report Title:</b>	CEM03 Memorials Policy
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Rodney Jessup, Infrastructure and Operations
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	Attachment A: CEM03 Memorials Policy

### Executive Summary

This report presents reviewed CEM03 Memorials Policy.

### Recommendation

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

### Background

CEM03 Memorials policy was due for review in May 2024. The policy has now been reviewed and the following changes have been made;

Change	Comment
Burial and Cremations Act 2022 AS 4020-2019 Headstone & Cemetery Monuments AS 4425-2020 Above Ground Burial Structures	Reference to outdated legislation and standards updated.
Additional section added; <b>4.3 Memorial Specifications</b>	Ensures the full plot is utilised or concreted/compacted to prevent vegetation growing between memorials.
Additional section added; <b>4.5 Memorial Permit Application</b>	Allows Council to consider the design and aesthetics of designated areas for existing and future development.
Additional section added; <b>4.6 Memorial Epitaphs</b>	Trademark infringement is a violation of the exclusive rights attached to a trademark without the authorisation of the trademark owner or any licensees.
Thorak Cemetery Board	Reference to the Board has been removed and replaced with specific wording from the Burial and Cremations Act 2022. A definition is also provided.

### **Links with Strategic Plan**

Performance - An Effective and Efficient Organisation

### **Legislative and Policy Implications**

Policy has been made in accordance with the Northern Territory Local Government Act 2019 and Burial and Cremations Act 2022

### **Risks**

None identified.

### **Community Engagement**

Not applicable.

## Memorials CEM03



Name	CEM03 Memorials
Policy Type	Council
Responsible Officer	Thorak Cemetery Manager
Approval Date	<del>20/05/2020</del> 16/07/2024
Review Date	<del>19/05/2024</del> 15/07/2028

**1. Purpose**

This policy outlines the ~~Litchfield Council Board~~'s expectations for the design and construction of memorials at Thorak Regional Cemetery.

**2. Scope**

This policy applies to all memorials erected within Thorak Regional Cemetery.

**3. Definitions**

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

Memorial	A memorial for the purposes of this policy is any structure such as a mausoleum, monument, plaque, tombstone, headstone, tablet, gravestone, vault, kerbing, or other form of construction placed over in or around an interment site to memorialise a deceased person with the approval of the <del>Thorak Regional Cemetery Board</del> Council.
Offence	Offence in this context refers to a memorial's design, wording or marks that are capable of wounding feelings or arousing anger, resentment, disgust or outrage in the mind of a reasonable person (where that reasonable person visits a cemetery).
Interment Rights Holder	The person registered as having Interment Rights for an interment site.
<u>Responsible entity</u>	<u>In accordance with section 22 of the Burials and Cremation Act 2022, the responsible entity is the Council.</u>
<u>Manager of Cemetery</u>	<u>In accordance with section 23 of the Burials and Cremation Act 2022, the manager of the cemetery is the Chief Executive Officer or nominated delegate.</u>

## 4. Policy Statement

### 4.1. Memorials - General

- 4.1.1 An interment rights holder may arrange for a memorial to be installed immediately after an interment in all areas other than monument sections, following consent granted by the Board-manager of the cemetery (manager) in the form of a memorial permit.
- 4.1.2 Following an in-ground interment in any monument section, an interment rights holder may arrange for a permanent memorial to be installed twelve months after the interment, following consent granted by the Board-manager in the form of a memorial permit.
- 4.1.3 Only memorials specified for each distinct Thorak Regional Cemetery area may be installed in that area as per the TRC-FOR-009 Monuments & Memorial Specification Form.

### 4.2 Temporary Markers

Temporary grave markers with the name of the deceased, photographs, dates and plot number may be used, with prior permission from the managerBoard, in the form of a permit, for a maximum period of twelve months after which the managerBoard may remove the marker.

### 4.3 Memorial Specifications

4.3.1 4.3.1—All memorials shall be of a design, dimension and quality approved by the managerBoard in its specifications. All work is to be consistent with Australian Standard, AS4204-1994-2019 (Headstones and Cemetery Monuments) as a minimum and the requirements set out in the Monument & Memorial Specifications Form.

4.3.14.3.2 All monuments shall utilise the full width and length of the plot 2800mm x 1200mm or match the adjacent memorials. Where a memorial does not take up the total area of the plot, areas between the memorial or front face shall be concreted, compacted or a suitable dimension foot stone be laid.

4.3.32 Any memorial that takes the form of an above-ground burial structure such as a mausoleum must be consistent with Australian Standard AS 4425-20201996 (Above-Ground Burial Structures) as a minimum.

### 4.4 Qualified Tradesperson with Permit to Work in the Cemetery

- 4.4.1 A memorial must be installed by a registered stonemason or suitably qualified tradesperson with evidence of current public liability insurance and a current permit to work at Thorak Cemetery. The exception is where a plaque is to be installed in an area where cemetery staff are responsible for installation.
- 4.4.2 Stonemasons or other tradespeople working within the cemetery must comply with all Work Health & Safety requirements of the BoardLitchfield Council.

## 4.5 Memorial Permit Application

4.5.1 A memorial permit is required to install a memorial, including temporary memorials. Detailed drawings, including dimensions, type of memorial, name(s) inscribed and any epitaphs or other inscriptions on the memorial are to accompany the application for a permit. If not in English, an English translation must be provided.

4.5.14.5.2 The approval of a memorial permit shall be at the discretion of the manager and take into account consideration of dimensions, textures, colour and design within the aesthetics of the designated area and surrounding memorials.

4.5.24.5.3 Memorials higher than 1500mm in the Memorial sections also require evidence of structural engineering approval. Where an above-ground burial structure such as a mausoleum exceeds 2000mm in height, a building permit will also be required from a registered private building certifier as part of the application.

4.5.3 The managerBoard will only grant approval for a memorial following consideration of the application and payment of the appropriate fee as set by CouncilBoard resolution. This application must contain the consent of the holder of the exclusive rights. Issuing a memorial permit does not constitute an admission of liability from the responsible entityBoard for any ownership, defects in design, construction, workmanship or materials.

4.5.4 Should the exclusive rights holder be deceased, then the exclusive rights can be administered by the Executor. If there is no Executor, then the Next of Kin / Decision maker, as per Part 1 (9) of the Burials and Cremation Act 2022,as becomes the holder of the exclusive rights. The Application must be accompanied by a Statutory Declaration stating that the Applicant is the next of kin of the deceased exclusive rights holder or has the consent of all available direct descendants with whom contact has been possible.

4.5.5 Once the memorial permit has been granted, any alteration to the original design needs further approval from the managerBoard. Failure to notify the managerBoard may result in the structure being removed at the owners' expense.

4.5.6 Where a memorial permit has been granted for an above-ground burial structure such as a mausoleum, all building works must be completed within 6 months of commencement. The occupancy permit issued by the Building Certifier as evidence of satisfactory completion must be forwarded to the managerBoard within 3 months of completion. If no occupancy permit is obtained and submitted, the managerBoard reserves the right to seek the removal of the structure.



#### 4.6 Memorial Epitaphs

4.6.1 The name to be inscribed on the memorial must accord with the name shown on valid proof of the deceased person's identity produced to the satisfaction of the managerBoard, unless, with prior permission from the managerBoard, a nickname is used.

4.6.2 Any epitaph must not cause offence. If a memorial does cause offence, ~~t~~The manager Board reserves the right to refuse the permit application, or if constructed, remove the memorial and seek recompense from the interment rights holder for all costs incurred.

4.6.3 The use or displaying of any logos, emblems, trademark/brand names, advertising (with the exception of a small stonemason/company logo and/or plot number, up to 100mm x 100mm) civil or military insignia is not permitted without permission of the registered holder.

#### 4.7 Memorial Maintenance Responsibilities

4.7.1 The registered holder of the rights of interment for an allotment shall keep any associated memorial in good repair and proper condition.

4.7.2 The responsible entityBoard will not be liable for the future care, maintenance, preservation, conservation or restoration of any memorial. The responsible entityBoard will not accept responsibility for damage to memorials through acts of vandalism, riot, war or terrorism, cyclones or severe storms.

4.7.3 If a memorial is assessed by the managerBoard as being dangerous, in disrepair or unsightly, the managerBoard ~~will in the first instance seek action from the interment rights holder to address this.~~

~~4.7.4 However, if no action, within 28 days of notification, has been taken by the interment rights holder to address the Board's concerns, the Board will remove the memorial and seek compensation from the interment rights holder to cover the costs incurred. Removed memorials will be held by the Board for a period of up to twelve months prior to disposal, may require the person who as authorised to erect the memorial to repair, remove or reinstate the memorial in accordance with section 49 of the Burials and Cremation Act 2022.~~

#### 4.8 Memorials and Subsequent Interments

Where a grave is to be re-opened for a second successive interment, the removal of any memorial to enable that interment is to be arranged in a timely manner by the interment rights holder on behalf of the family or person arranging the funeral. The managerBoard is not responsible for the removal of memorials.

#### 4.9 Memorials Register

The ~~manager~~**Board** will maintain a Memorials Register of each memorial erected in the cemetery, containing the following information:

- The type of memorial
- The dimensions of the memorial
- Details of any epitaphs and other inscriptions on the memorial.
- Details of the location of the memorial within the cemetery.
- Who installed the memorial.

## 5. Associated Documents

TRC-FOR-009 Monument & Memorial Specifications Form

Memorial Permit Application Form & Memorial Permit

Permit to Work in a Cemetery Application Form & Permit to Work in a Cemetery

Memorials Register

Building Permit & Occupancy Permit (Building Certifier)

## 6. References and Legislation

Northern Territory Local Government Act 2019

Work, Health and Safety Act 2011

Burial and Cremations Act 2022

AS ~~4204020-1994~~ 2019 Headstone & Cemetery Monuments

AS 4425-~~1996~~ 2020 Above Ground Burial Structures

## 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
<del>20/05/2020</del>	<del>Incorporation of all monument sections, inclusion of temp memorial permits, requirement for English translations for inscriptions</del>
21/03/2018	Initial Approval of Policy

<u>20/05/2020</u>	<u>Incorporation of all monument sections, inclusion of temp memorial permits, requirement for English translations for inscriptions</u>
<u>16/07/2024</u>	<u>Policy reviewed in accordance with review schedule. Minor amendments as per new Burial and Cremations Act 2022. References updated to current Australian Standards.</u>



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.04
<b>Report Title:</b>	Request for Lease - Proposed Rural Potters Association Building at Humpty Doo Village Green
<b>Author and Recommending Officer:</b>	Rodney Jessup, Director Infrastructure and Operations
<b>Meeting Date:</b>	16/07/2024
<b>Attachments:</b>	A: Site Options

### Executive Summary

This report addresses the request from the Rural Potters Association to construct a shed at the Humpty Doo Village Green, located at 85 Challoner Circuit, Humpty Doo.

### Recommendation

THAT Council;

1. Provide in principle support for proposed options for locating the Rural Potters Shed within the Humpty Doo Village Green
2. Request Rural Potters Association to provide a full project plan addressing the following;
  - a. Detailed design plan for endorsement by Litchfield Council
  - b. Detailed development costs for construction of the building, including all relevant permits and connection to existing onsite services
  - c. Any necessary additional costs for site investigations and design
  - d. Total project cost with evidence of ability to fund the proposal
  - e. Communications plan inclusive of interruptions to access any parts of the Humpty Doo Village Green during construction
  - f. Contractor selection process
  - g. Any additional requirements as stipulated through liaison with Council

Noting the above requirements are at no cost to Litchfield Council
3. Provide in principle support for a lease agreement to be established with the Rural Potters Association and Litchfield Council (pending acceptance of the above) particularly noting the requirements for financial and maintenance obligations, risk management, work health and safety and public liability insurance (due to the nature of the activities).
4. Support acceptance of Assets as detailed in the Delegation Manual

## **Background**

The Rural Potters Association has submitted a request to the Council for the construction of a shed at the Humpty Doo Village Green, with 2 identified sites proposed as shown in Attachment A. The shed will serve as the headquarters for the Association's events and activities, including housing a Kiln for setting of the pottery. The facility will be available and promoted for both private and public events and functions.

The Humpty Doo Village Green has been zoned CP – Community Purpose under the NT Planning Scheme. This would allow for multiple development opportunities including (but not limited to) a medical clinic, place of worship, education establishment, emergency services facility, exhibition centre, residential care facility, community centre and childcare centre and are established to meet the social, educational, spiritual, cultural or health needs of the community.

Allowing the development of the proposed site enhances the local community by providing facilities and services that would directly benefit the residents. It will also increase value of the Councils Asset portfolio.

### **Funding**

The Rural Potters Association Inc. is a non-profit club that operates in the rural area without any government assistance. The Association has secured grant funding through the Community Benefit Fund for the construction of a shed and has conceptual design plans to support the project. The total grant funding for the project is \$104,194. Council is not aware of any additional funds that would be made available for use by the Potters Association. Additionally, the current concept only encompasses the building and does not consider service connections required to operate the facility. Site options that have been identified, with the objective of locating the proposed building as close as possible to services to reduce this cost for the association.

### **Infrastructure**

Power, water and effluent services are available on site at Humpty Doo Village Green. To support the construction of the shed, some of these services will need upgrading as well as connection points provided to enable the proposed building.

Additionally, the project must undergo approval of the design and obtain the necessary government approvals, such as building permits.

### **Lease Agreement**

If the project is approved to proceed, it is essential that a lease agreement be established between the Council and the Potters Association before any work begins. This lease agreement will clearly outline and define the responsibilities and obligations of both parties involved. It should specifically address maintenance obligations, financial commitments, and usage guidelines for the property as well as public liability insurance and risk management.

### **Masterplan**

In addition to considering how to proceed with this request, it should also be pointed out that in the 2024/25 Municipal Plan investigation into the development of 320 Arnhem Highway is a new initiative as well as recently received correspondence that the final Humpty Doo Rural

Activity Centre Plan will be exhibited for comment in the near future. Consideration of how this activity centre functions as a whole should go hand in hand with the master planning.

### **Links with Strategic Plan**

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

### **Legislative and Policy Implications**

*Nil. There is no Leasing policy for Council owned Land.*  
INF01 Assets Management Policy

### **Risks**

#### Governance / Community

Council currently do not have a policy around leases and lease agreements specifically. Currently there are a significant number of buildings on Council land that Council do not have lease agreements with the occupants, nor is it clear as to who is responsible for costs associated with forming the lease agreements, maintenance of the lease agreements and ongoing operational costs of these facilities.

Whilst the Asset Management plans for Council reserves and land assets are being developed, detailed information about the status of the existing buildings and compliance of both the buildings and service provision is an unknown at this time. In addition, Master Planning of the existing Reserves does not form part of these works and without a current master plan developed for Humpty Doo Village Green, implications of locating the Rural Potters Shed or any other building for that matter can not be assessed or considered.

Costs associated with developing a lease agreement specific for the purpose need to be considered, as well as what the lease looks like. Like other current lease agreements, would there be an implied expectation for operational funding to be provided by Council for the facility.

### **Community Engagement**

There is no benefit of community engagement in relation to this report.





HUMPTY DOO VILLAGE GREEN – PROPOSED POTTERS SHED

Option 1	Option 2	Option 3
<ul style="list-style-type: none"><li>- Close to services</li><li>- Possibly cant facilitate a septic facility</li><li>- Close to other amenities like ablutions</li></ul>	<ul style="list-style-type: none"><li>- Can be located anywhere in that area</li><li>- All services are some distance away</li><li>- Can accommodate a septic facility</li><li>- All ablutions are some distance from the facility</li></ul>	<ul style="list-style-type: none"><li>- Close to services</li><li>- Close to other amenities like ablutions</li><li>- Direct access for parking</li></ul>





## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 July 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 Rating of Mining Tenements – Review

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

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

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

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

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



#### **15.04 Rating Anomaly**

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

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

#### **15.05 Non Conforming Petition Received**

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

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

#### **15.06 Holtze – Place Names (Tranche 1)**

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

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

#### **15.07 Development Permit Issued – Mira Road South**

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

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

### **16 Close of Meeting**