



AGENDA

11th Ordinary Council Meeting

11th Council of Litchfield

Tuesday 19 July 2022

Meeting to be held commencing 6:00pm
in Council Chambers at 7 Bees Creek Road, Freds Pass
https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live

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

Arun Dias
Interim Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 July 2022

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Confirmation of Minutes

5.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 21 June 2022.
- Special Council Meeting held Tuesday 5 July 2022.

5.02 Council Action Sheet / Business Arising from Previous Meetings



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 21 June 2022 at 6:00pm

Present	Doug Barden Emma Sharp Rachael Wright Mathew Salter Andrew Mackay Kevin Harlan	Mayor (Electronic Attendance) Deputy Mayor / Councillor South Ward (Chair) Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward (Electronic Attendance)
Not Present	Mark Sidey	Councillor South Ward
Staff	Arun Dias Leon Kruger Nicky McMaster Jessica Eves	Chief Executive Officer General Manager Infrastructure & Operations General Manager Communications & Lifestyle Executive Assistant
Presenters	Danny Milincic David Jan Anthony Van Zeeventer	Manager People and Performance Manager Operations & Environment (Electronic Attendance) Cemetery & Parks Program Leader

Public Gallery As per Attendance Register
Streamed Online via YouTube: <https://www.youtube.com/watch?v=sSy2T5m4ArM>

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, Deputy Mayor Sharp acknowledged the Traditional Custodians of the land on which we meet. Deputy Mayor Sharp 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 Deputy Mayor Sharp opened the meeting and welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Wright

Seconded: Cr Salter

THAT Council provides permission for the following Councillors to attend the Council meeting electronically:

- Mayor Barden
- Cr Harlan

CARRIED (4-0) ORD2022 11-0120

3.2 Apologies

Moved: Cr Wright

Seconded: Cr Salter

THAT Council notes and approves apologies from Cr Sidey.

CARRIED (6-0) ORD2022 11-121

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

No disclosures of interest were declared.

4.2 Staff

No disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

5.1 Confirmation of Council Minutes

Moved: Cr Wright

Seconded: Cr Salter

THAT Council confirms the minutes of the Ordinary Council meeting held 17 May 2022, 8 pages are a true and accurate record of the meeting.

CARRIED (6-0) ORD2022 11-122

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Harlan

Seconded: Cr Salter

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

CARRIED (6-0) ORD2022 11-123

6. PETITIONS

Nil.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. PUBLIC QUESTIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

9.01 Late Report – 14.02.04 Breach of Code of Conduct – Summary of Decision

Moved: Cr Salter

Seconded: Mayor Barden

THAT the late report item 14.02.04 Breach of Code of Conduct – Summary of Decision, be accepted and included under Officer's reports for consideration.

CARRIED (6-0) ORD2022 11-124

9.02 Confidential Late Report – 16.02.03 Breach of Code of Conduct Complaint – Update

Moved: Cr Harlan
Seconded: Mayor Barden

THAT the confidential late report item 16.02.03 Breach of Code of Conduct Complaint – Update, be accepted and included under Officer's reports within the Confidential Session for consideration.

CARRIED (6-0) ORD2022 11-125

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Deputy Mayor Sharp
Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 18 May 2022 to 21 June 2022.

CARRIED (6-0) ORD2022 11-126

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees provided an update where relevant.

Moved: Deputy Mayor Sharp
Seconded: Cr Mackay

THAT Council note the verbal update provided by the representative of:

- Howard Park Reserve Committee Meeting held 6 June 2022;
- Knuckey Lagoon Reserve Committee Meeting held 2 June 2022; and
- Risk Management and Audit Committee Meeting held 1 June 2022.

CARRIED (6-0) ORD2022 11-127

13. WORK TEAM PRESENTATION

13.01.01 Work Team Presentation – Thorak Cemetery

Moved: Deputy Mayor Sharp
Seconded: Cr Wright

THAT Council receive and note the Work Team – Thorak Cemetery Presentation.

CARRIED (6-0) ORD2022 11-128

14. OFFICERS' REPORTS

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report – May 2022

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council note the Litchfield Council Finance Report for the period ended 31 May 2022.

CARRIED (6-0) ORD2022 11-129

14.01.02 People, Performance and Governance Report - May 2022

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council note the People, Performance and Governance Report for May 2022.

CARRIED (6-0) ORD2022 11-130

14.01.03 Proposed Fees and Charges 2022-2023

Moved: Deputy Mayor Sharp
Seconded: Cr Salter

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2022-2023 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2022-2023 as at Attachment B to this report.

CARRIED (5-1) ORD2022 11-131

14.01.04 Declaration of Rates and Charges 2022-2023

Moved: Deputy Mayor Sharp

Seconded: Mayor Barden

THAT Council:

1. receive and note the Interim Chief Executive Officer's certification of the assessment records in line with Section 29 Local Government (General) Regulations 2021 as at Attachment A - Certification of Assessment Record June 2022 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 2023 as noted in the Declaration of Rates and Charges 2022-2023 as at Attachment B - Declaration of Rates and Charges 2022-2023 to this report.
3. advertise the Declaration of Rates and Charges in a newspaper circulating generally in the area.

Cr Harlan Called a Division

Members Voting in the Affirmative:

Mayor Barden, Deputy Mayor Sharp, Cr Wright, Cr Mackay and Cr Salter

Members Voting in the Negative:

Cr Harlan

CARRIED (5-1) ORD2022 11-132

14.01.05 EM05 Council Member Allowances and Support Policy

Moved: Cr Salter

Seconded: Deputy Mayor Sharp

THAT Council adopt policy EM05 Council Member Allowances and Support Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

CARRIED (6-0) ORD2022 11-133

Cr Mackay left the room at 7:07pm.

Cr Mackay returned to the room at 7:09pm.

14.01.06 Municipal Plan 2022-23 and Long Term Financial Plan 2023-2032

Moved: Cr Harlan

Seconded: Cr Salter

1. note submissions received for the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 as listed in Attachment B to this report;
3. authorise the Interim Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032 if required;
4. adopt the Municipal Plan and Budget 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032;
5. set aside any surplus/deficit from the 2021-2022 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve respectively; and
6. Set the Elected Member allowances for the year 2022-2023 as follows:
 - a) Mayor \$94,887.90 for the year paid on pro rata monthly basis in arrears (base allowance \$75,116.61, electoral allowance \$19,771.29) and subject to individual activity and prior approval a professional development allowance not more than \$3,753.17;
 - b) Deputy Mayor \$32,719.85 for the year paid on pro rata monthly basis in arrears (base allowance \$27,776.12, electoral allowance \$4,943.73) and subject to individual activity and prior approval a professional development allowance not more than \$3,753.17; and
 - c) Councillors \$18,453.69 for the year paid on pro rata monthly basis in arrears (base allowance \$13,509.96, electoral allowance \$4,943.73), subject to individual activity and prior approval a professional development allowance not more than \$3,753.17 and subject to conditions set out in EM05 Elected Member Benefit and Support Policy, an extra meeting allowance of \$220 per meeting to a maximum of \$9,006.64.

CARRIED (6-0) ORD2022 11-134

14.01.07 Risk Management Audit Committee Minutes – 1 June 2022

Moved: Cr Salter

Seconded: Cr Wright

THAT Council receive and note the Risk Management Audit Committee unconfirmed minutes from 1 June 2022 meeting, as at Attachment A.

CARRIED (6-0) ORD2022 11-135

14.01.08 Acquittal and Evaluation of myLitchfield Grant

Moved: Mayor Barden
Seconded: Cr Salter

THAT Council receive and note the report of the acquittal and evaluation of myLitchfield grant.

CARRIED (6-0) ORD2022 11-136

14.01.09 FIN02 Rating Policy

Moved: Cr Harlan
Seconded: Cr Salter

THAT Council adopt policy FIN02 Rating Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

CARRIED (6-0) ORD2022 11-137

14.01.10 FIN04 Financial Reserves Policy

Moved: Cr Mackay
Seconded: Deputy Mayor Sharp

THAT Council adopt FIN04 Financial Reserves Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

CARRIED (6-0) ORD2022 11-138

14.01.11 EM06 Conflict of Interest

Moved: Cr Mackay
Seconded: Mayor Barden

THAT Council:

1. resolve the report entitled EM06 Conflict of Interest be taken off the table and considered as the next item of business.
2. adopt the EM06 Conflict of Interest Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

CARRIED (6-0) ORD2022 11-139

14.02 Council Leadership & Community Services

14.02.01 Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes

Moved: Cr Salter
Seconded: Cr Wright

THAT Council:

1. receive and note the unconfirmed Howard Park Committee Minutes of 6 June 2022, at Attachment A; and
2. receive and note the unconfirmed Knuckey Lagoon Committee Minutes of 2 June 2022, at Attachment B.

CARRIED (6-0) ORD2022 11-140

14.02.02 Draft Youth Strategy and Action Plan 2022-2025

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council:

1. approves the Draft Youth Strategy and Action Plan 2022-2025 as in Attachment D to be released for public consultation; and
2. authorises the Chief Executive Officer to make minor editorial amendments as required.

CARRIED (6-0) ORD2022 11-141

14.02.03 Draft Climate Adaptation Strategy and Action Plan

Moved: Deputy Mayor Sharp
Seconded: Cr Mackay

THAT Council endorses the Draft Climate Adaptation Strategy and Action Plan 2022-2025 as in Attachment A.

CARRIED (5-1) ORD2022 11-142

14.02.04 Breach of Code of Conduct – Summary of Decision

Moved: Cr Mackay
Seconded: Mayor Barden

THAT Council receive and note the Breach of Code of Conduct Summary Decision from the Prescribed Corporation as provided in Attachment A of this report in relation to the complainant, Councillor Rachael Wright and respondent, Councillor Kevin Harlan.

Cr Harlan and Cr Wright did not vote on this item due to a conflict.

CARRIED (4-0) ORD2022 11-143

14.03 Infrastructure and Operations

14.03.01 Summary Planning and Development Report May 2022

Moved: Cr Harlan
Seconded: Cr Wright

THAT Council:

1. receive the Summary Planning and Development Report May 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-E to this report.

CARRIED (6-0) ORD2022 11-144

14.03.02 Waste Transfer Station Swipe Card and Weighbridge Feasibility Study

Moved: Deputy Mayor Sharp
Seconded: Mayor Barden

THAT Council receive and note the Waste Transfer Station Swipe Card and Weighbridge Feasibility Study report.

CARRIED (6-0) ORD2022 11-145

14.03.03 Urban Landscaping Program

Moved: Cr Mackay
Seconded: Cr Wright

THAT Council receive and note the Urban Landscaping Program report.

CARRIED (6-0) ORD2022 11-146

Cr Mackay left the meeting at 8:16pm.

Cr Mackay returned to the meeting at 8:17pm.

14.03.04 Public Access to a Portion of Humpty Doo Waste Transfer Station

Moved: Deputy Mayor Sharp
Seconded: Cr Mackay

THAT Council:

1. lay Item 14.03.04 Public Access to a Portion of Humpty Doo Waste Transfer Station on the table until the August 2022 meeting, pending Council holding a stakeholder meeting with affected businesses and industry.
2. Staff investigate options for meeting NT EPA requirements.

CARRIED (6-0) ORD2022 11-147

Deputy Mayor Sharp left the room at 8:27pm.

Deputy Mayor Sharp returned to the meeting at 8:29pm.

14.03.05 Expiry of Interim Development Control Orders 29 and 30

Moved: Mayor Barden
Seconded: Cr Wright

THAT Council:

1. request the reinstatement of Interim Development Control Order 29 for a further two years after its expiry and;
2. request that a permanent amendment be made to the Northern Territory Planning Scheme to reinstate the control of domestic livestock into the Northern Territory Planning Scheme when Interim Development Control Order 30 lapses in August 2022.

CARRIED (6-0) ORD2022 11-148

15. OTHER BUSINESS

Moved: Deputy Mayor Sharp
Seconded: Cr Salter

THAT Council notes the below Other Business Items.

15.01 Holtze Kowandi Residential Development Areas

Cr Salter requested an update on recent correspondence from Council on the matter of the planned Holtze Kowandi residential development areas.

Response:

Interim CEO provided a response that recent correspondence in relation to Holtze Kowandi residential development areas will be circulated to Elected Members.

15.02 Update on Resident CRM on Driveway Works on Virginia Road

Deputy Mayor Sharp requested an update on correspondence received from a resident reporting unsatisfactory completed works to their driveway on Virginia Road.

15.03 CRM System Features

Deputy Mayor Sharp requested Council staff provide a summary of Litchfield Council CRM system features available including whether the system allows for automated responses after feedback received from residents advising that they are not receiving Litchfield Council CRM responses.

15.04 Mira Square Project

Cr Harlan requested a public update for the Mira Square project.

Response:

CEO to provide and open Council report on the progress of the Mira Square project.

CARRIED (6-0) ORD2022 11-149

16. CONFIDENTIAL ITEMS

Moved: Cr Mackay
Seconded: Deputy Mayor Sharp

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

16.02.01 Breach of Code of Conduct Complaint

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

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

16.02.02 Breach of Code of Conduct Complaint

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

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

16.02.03 Breach of Code of Conduct Complaint – 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*:

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

CARRIED (6-0) ORD2022 11-150

The meeting was closed to the public at 8:38pm.

Moved: Deputy Mayor Sharp
Seconded: Cr Mackay

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

CARRIED (5-0) ORD2022 11-151

The Chair moved to the Open Session of the meeting at 8:58pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 8:59pm.

18. NEXT MEETING

Tuesday 19 July 2022.

MINUTES TO BE CONFIRMED

Tuesday 19 July 2022.

.....
Deputy Mayor
Emma Sharp

.....
Interim Chief Executive Officer
Arun Dias

Unconfirmed



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 5 July 2022 at 5:15pm

Present	Doug Barden Emma Sharp Mathew Salter Andrew Mackay Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor South Ward (Electronic Attendance) Councillor North Ward Councillor Central Ward Councillor Central Ward (Electronic Attendance) Councillor South Ward
Staff	Danny Milincic Jessica Eves	Manager People and Performance Executive Assistant
Public	Nil	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which we 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 5:15pm.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Mackay

Seconded: Cr Sidey

Council provided permission for the following Councillors to attend the Council Meeting electronically:

- Deputy Mayor Sharp
- Cr Harlan

CARRIED (6-0) SCM2022 11-023

3.2 Apologies

Moved: Cr Sidey

Seconded: Cr Salter

THAT Council note Cr Wright is not in attendance and will be attending later during the meeting.

CARRIED (6-0) SCM2022 11-024

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil

4.2 Staff

Nil

5. OFFICERS' REPORTS

Nil.

6. CONFIDENTIAL ITEMS

Moved: Cr Sidey
Seconded: Cr Mackay

THAT Pursuant to Section 93 (2) of the Local Government Act and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

6.01 Recruitment of Chief Executive Officer

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

1 (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 (6-0) SCM2022 11-025

The meeting was closed to the public at 5:18pm.

Moved: Mayor Barden
Seconded: Cr Harlan

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

CARRIED (7-0) SCM2022 11-026

The meeting moved to Open Session at 5:28pm.

7. CLOSE OF MEETING

The Chair closed the meeting at 5:29pm.

MINUTES TO BE CONFIRMED

Tuesday 19 July 2022.

.....
Mayor
Doug Barden

.....
Manager People & Performance
Danny Milincic

5.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed

Resolution	Resolution	Meeting Date	Officer	Status
11-060	Preparation of Business Case for Kerbside Collection and Associated Waste Operations THAT Council provides in-principle support for the preparation of a business case for kerbside collection which will include investigation into current waste operations with recommendations for improvements/alterations, subject to a Council resolution as part of the next budget review to allocate funding for the preparation of the business case.	16/11/2021	GMIO	In Progress RFQ awarded.
11-074	Drafting Instructions – Litchfield Public Places By-laws THAT Council endorse the draft table of By-law Instructions, at Attachment A, subject to minor editorial changes by the Chief Executive Officer.	14/12/2021	GMCL	Ongoing Draft instructions sent to Division of Local Government and Regional Development Response received that Litchfield Council instructions are in a queue for when a drafter is available.
11-010	Report from Library Shared Services Model Consultancy THAT Council: <ol style="list-style-type: none"> 1. receive and note the Litchfield Council Public Library Services Business case consultancy report from the Atria Group; and 2. agree to the relocation of the library service from Taminmin College to Coolalinga Shopping Centre or an alternative publicly accessible location by the end of financial year of 2022/2023, subject to acceptable relocation quotes, funding arrangements and community feedback. 	18/01/2022	GMCL	Ongoing

11-052	Telstra Tower Bronzewing Avenue THAT Council: <ol style="list-style-type: none"> 1. receive and note the update in the report; 2. acknowledges the hard work undertaken by the Howard River Park Community Association; 3. note the resident's disappointment with Telstra's community engagement consultancy process; 4. assist Telstra in finding an alternative site and request the interim Chief Executive Officer to investigate the option of terminating the lease with Telstra; and 5. notify the Development Consent Authority of Council's resolution. 	15/03/2022	GMIO	Ongoing Advised Telstra of Council's resolution. Waiting on Telstra's response regarding a suitable alternate site.
11-090	Litchfield Women in Business Proposal for Incorporation THAT Council: <ol style="list-style-type: none"> 1. support expenditure of the remaining 2021/22 Litchfield Women in Business adopted budget on steps to achieve incorporation; and 2. agree to meet the direct costs of incorporation by payment of invoices up to the remaining budget for 2021/22. 	19/04/2022	CEO	In Progress
11-094	Road Opening William Road, Berry Springs THAT Council: <ol style="list-style-type: none"> 1. proceed with the road opening process for William Road, across Lot 2790, Hundred of Cavenagh from the existing William Road to Lot 1603, Hundred of Ayers; and 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required. 	19/04/2022	GMIO	In Progress Road opening process underway.
11-095	Girraween Road Speed Limit Review THAT Council: <ol style="list-style-type: none"> 1. receive and note the report; 2. acknowledge and thank the community for their responses, noting 86.01% were in support of returning the speed limit to 80km/hr; 3. acknowledge and thank the stakeholders for their responses, noting that they were not in support of returning the speed limit to 80km/hr; 4. maintain the existing 70km zone from approximately 300m from the Coolalinga roundabout to the Azure Court intersection; and 5. authorise the Chief Executive Officer to investigate funding opportunities through grants, including Black Spot Funding to undertake works to increase the speed limit to 80km/hr. 	19/04/2022	GMIO	Ongoing Grant funding opportunities to be sought to undertake required works.

SCM2022 11-2021	11-	<p>Power Road Safety Upgrade</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the proposed budget increase of \$156,604.63 (excl GST) to enable the completion of the Power Road Safety Upgrade project. 2. reallocates \$156, 604.63 (excl GST) from Municipal Plan Program - Buildings to Power Road Safety Upgrade. 3. Council instruct the Chief Executive Officer to undertake a full investigation into the procurement and contract management process in relation to the awarding of the Power Road contract and subsequent management thereof with scope of the investigation to be agreed with the Mayor. 	10/05/2022	GMIO	<p>In Progress</p> <p>Construction underway.</p>
ORD2022 11-113		<p>LRCI Phase 3 Selection of Road Projects</p> <ol style="list-style-type: none"> 1. THAT Council select the following list of projects to be submitted for grant application for the LRCI Phase 3 program, under the heading "Roads" to the value of \$2,071,858: Upgrade the following roads from Unsealed to Sealed: <ul style="list-style-type: none"> • Aldridge Street Surface • Collett Street Surface • Riverside Street Surface 2. That the rest of the projects under the LRCI Phase 3 program to the value of \$295,000 which Council approved at the April 2022 Ordinary Council Meeting, are to take priority and to be completed before the road projects are finalised, as far as practical. 3. Upon completion of the detailed design for the above projects any surplus funds be used to progress the following projects in order of their priority: <ol style="list-style-type: none"> a. Construction of a section of Goode Road to the west of Redcliffe Road b. any other roads from unsealed to sealed to be decided at a later date. 	17/05/2022	GMIO	<p>Completed</p> <p>Approval received 8 July 2022</p>
ORD2022 11-131		<p>Proposed Fees and Charges 2022-2023</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. adopt the Litchfield Council Fees and Charges for 2022-2023 as at Attachment A to this report; 2. adopt the Thorak Regional Cemetery Fees and Charges for 2022-2023 as at Attachment B to this report. 	21/06/2022	CEO	<p>Completed</p>

Declaration of Rates and Charges 2022-2023

THAT Council:

1. receive and note the Interim Chief Executive Officer's certification of the assessment records in line with Section 29 Local Government (General) Regulations 2021 as at Attachment A - Certification of Assessment Record June 2022 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 2023 as noted in the Declaration of Rates and Charges 2022-2023 as at Attachment B - Declaration of Rates and Charges 2022-2023 to this report.
3. advertise the Declaration of Rates and Charges in a newspaper circulating generally in the area.

ORD2022
11-132

21/06/2022

CEO

Completed**EM05 Council Member Allowances and Support Policy**

THAT Council adopt policy EM05 Council Member Allowances and Support Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.

ORD2022
11-133

21/06/2022

GMBE

Completed**Municipal Plan 2022-23 and Long Term Financial Plan 2023-2032**

1. note submissions received for the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2022-2023 and Draft Financial Management Strategy and Long Term Financial Plan 2023-2032 as listed in Attachment B to this report;
3. authorise the Interim Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032 if required;
4. adopt the Municipal Plan and Budget 2022-2023 and Financial Management Strategy and Long Term Financial Plan 2023-2032;
5. set aside any surplus/deficit from the 2021-2022 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve respectively; and
6. Set the Elected Member allowances for the year 2022-2023 as follows:
 - a) Mayor \$94,887.90 for the year paid on pro rata monthly basis in arrears (base allowance \$75,116.61, electoral allowance \$19,771.29) and subject

ORD2022
11-134

21/06/2022

CEO

Completed

to individual activity and prior approval a professional development allowance not more than \$3,753.17;

b) Deputy Mayor \$32,719.85 for the year paid on pro rata monthly basis in arrears (base allowance \$27,776.12, electoral allowance \$4,943.73) and subject to individual activity and prior approval a professional development allowance not more than \$3,753.17; and

c) Councillors \$18,453.69 for the year paid on pro rata monthly basis in arrears (base allowance \$13,509.96, electoral allowance \$4,943.73), subject to individual activity and prior approval a professional development allowance not more than \$3,753.17 and subject to conditions set out in EM05 Elected Member Benefit and Support Policy, an extra meeting allowance of \$220 per meeting to a maximum of \$9,006.64.

ORD2022 11-137	FIN02 Rating Policy THAT Council adopt policy FIN02 Rating Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.	21/06/2022	GMBE	Completed
ORD2022 11-138	FIN04 Financial Reserves Policy THAT Council adopt FIN04 Financial Reserves Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.	21/06/2022	GMBE	Completed
ORD2022 11-139	EM06 Conflict of Interest Policy THAT Council: 1. resolve the report entitled EM06 Conflict of Interest be taken off the table and considered as the next item of business. 2. adopt the EM06 Conflict of Interest Policy, as at Attachment A, and authorise the Chief Executive Officer to make any minor editorial adjustments.	21/06/2022	GMBE	Completed
ORD2022 11-141	Draft Youth Strategy and Action Plan 2022-2025 THAT Council: 1. approves the Draft Youth Strategy and Action Plan 2022-2025 as in Attachment D to be released for public consultation; and 2. authorises the Chief Executive Officer to make minor editorial amendments as required.	21/06/2022	GMCL	Completed

ORD2022 11-142	Draft Climate Adaptation Strategy and Action Plan THAT Council endorses the Draft Climate Adaptation Strategy and Action Plan 2022-2025 as in Attachment A.	21/06/2022	GMCL	Completed
ORD2022 11-147	Public Access to a Portion of Humpty Doo Waste Transfer Station THAT Council: 1. lay Item 14.03.04 Public Access to a Portion of Humpty Doo Waste Transfer Station on the table until the August 2022 meeting, pending Council holding a stakeholder meeting with affected businesses and industry. 2. Staff investigate options for meeting NT EPA requirements.	21/06/2022	GMIO	In Progress Stakeholder meeting held 5 July 2022.
ORD2022 11-148	Expiry of Interim Development Control Orders 29 and 30 THAT Council: 1. request the reinstatement of Interim Development Control Order 29 for a further two years after its expiry and; 2. request that a permanent amendment be made to the Northern Territory Planning Scheme to reinstate the control of domestic livestock into the Northern Territory Planning Scheme when Interim Development Control Order 30 lapses in August 2022.	21/06/2022	GMIO	Completed



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 July 2022

6 Petitions

7 Deputations and Presentations

8 Public Questions

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors Report

11.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	19/07/2022
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 June 2022 to 18 July 2022.

Summary

Date	Event
22 June 2022	National General Assembly Conference Day Three
23 June 2022	Litchfield/Palmerston Rotary Club 40 Year Celebrations
29 June 2022	Launch of NT Infrastructure Strategy, Plan and Pipeline
30 June 2022	Meeting with Humpty Doo Scouts, Vandalism at Humpty Doo Village Green
30 June 2022	Meeting with Humpty Doo Bowls Club Caretaker
3 July 2022	Humpty Doo Community Garden Open Day
3 July 2022	Meeting with Humpty Doo Bowls Club Patrons
5 July 2022	Special Council Meeting – Appointment of Chief Executive Officer
5 July 2022	Strategic Discussion & Briefing Session - Presentation from Sun Cable on the AAPowerLink Project - Stakeholder Meeting, Public Access to a Portion of Humpty Doo Transfer Station
6 July 2022	Bushfires NT Headquarters Birthday Celebration 2nd Birthday
6 July 2022	ABC Grass Roots Media Interview
9 July 2022	Elected Member Media & Communications Training
9 July 2022	Litchfield Football Club 20 th Anniversary
12 July 2022	CEO Site Tour of Litchfield
14 July 2022	Monthly Meeting with Palmerston Mayor Athina Pascoe-Bell
14 July 2022	Palmerston Litchfield Regional Reconstruction Committee Meeting
15 July 2022	Litchfield DCA Meeting
18 July 2022	Berry Springs Water Advisory Committee Meeting "

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 July 2022

12 Reports from Council Appointed Representatives

Nil

13 Workteam Presentation

Nil



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 July 2022

14 Officers Reports

14.01 Business Excellence

- 14.01.01 Litchfield Council Finance Report – June 2022
- 14.01.02 People, Performance & Governance Report - June 2022
- 14.01.03 FIN11 Related Party Disclosure Policy
- 14.01.04 FIN13 Borrowing Policy

14.02 Council Leadership & Community

- 14.02.01 Municipal Plan 2021-2022 Quarterly Performance Review April - June 2022
- 14.02.02 Local Government Association of the Northern Territory Executive Board Nominations
- 14.02.03 Local Government Association of the Northern Territory Prescribed Corporation Panel Pool Nominations

14.03 Infrastructure & Operations

- 14.03.01 Summary Planning and Development Report - June 2022
- 14.03.02 Proposed Place Names – PA2015.0768 Subdivision Cyrus Road
- 14.03.03 Road Opening Closing Meade Road, Darwin River
- 14.03.04 Thorak Regional Cemetery – Cremator Remedial Repairs



COUNCIL REPORT

Agenda Item Number:	14.01.01
Report Title:	Litchfield Council Finance Report –June 2022
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, General Manager Business Excellence
Meeting Date:	19/07/2022
Attachments:	A: Litchfield Council Finance Report – June 2022

Executive Summary

This report presents the Litchfield Council Finance Report for 30 June 2022. All Budget 2021/2022 figures have been updated with budget review information.

Council's surplus position excludes depreciation and is expected to reduce slightly as year-end invoices are accrued after 30 June.

The 2021/22 Balance Sheet and Financial Reserves figures are subject to change as the end of the financial year is finalised. The closing balance of cash reserves is expected to increase due to uncompleted capital works. However, both the increased reserves and the related capital expense will be carried forward to 2022/23.

Operational Income reflects the entire year of rates levied with grants and other income received progressively throughout the year. As expenses are incurred over the year, the current surplus position will gradually decrease.

Rates outstanding continue to decrease compared to the same time last year as staff actively work in this space to reduce overall rates debtors. Current actions include calling all ratepayers and employing a new debt collection agency to work on an annual planned debt collection schedule. Outstanding rates will continue to decline as scheduled payments occur and Council implements rates recovery initiatives.

Recommendation

THAT Council note the Litchfield Council Finance Report for 30 June 2022.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

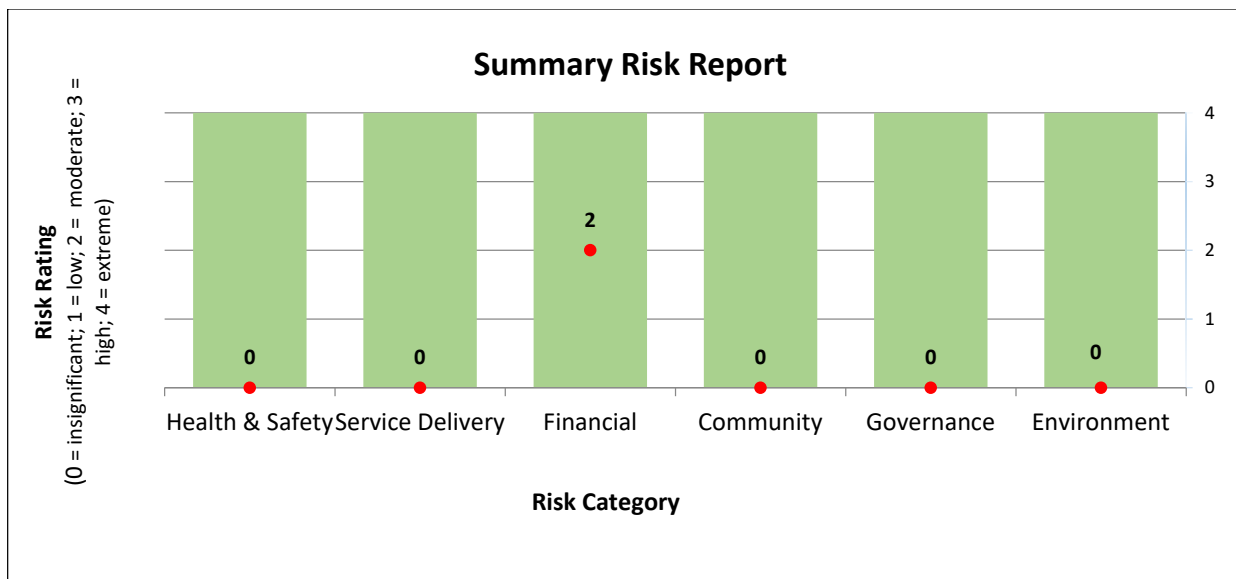
Legislative and Policy Implications

This report complies with the *Local Government Act 2019*, Local Government (General) Regulations 2021, Division 7, Financial Matters, 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**

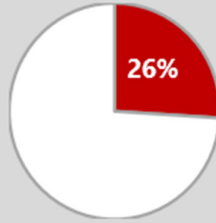


Finance Report

June 2022

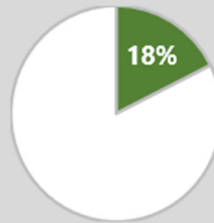
June 2022

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$4.8m
Target – 30%



Rates Outstanding

\$2.05m Outstanding
Target– 18% (\$2.1m and less)

\$ 19.0m

OPERATIONAL REVENUE

\$17.8m Budget – 107% Target Achieved

\$ 1.3m

CAPITAL REVENUE

\$2.9m Budget

\$ 14.7m

OPERATIONAL EXPENSES

\$16m Budget – 92% Spent

\$ 4.8m

CAPITAL EXPENSES

\$8.9m Budget

\$ 4.2m*

OPERATING SURPLUS

Budget \$1.7m

\$(3.4)m*

CAPITAL DEFECIT

Budget (\$6m)

RATIOS

26% Asset Sustainability
Target 30% and more

18% Rates Outstanding
Target less than 18%

51% Own Source Revenue Ratio
Target 86% and more

8.95 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1



Current Cash Investments

\$19.8m

7 of 17

Budgeted Capital
Programs 2021/22
\$2.310m Spent (38.13%)

9 of 11

Carry Forward Programs
from 2020/21-\$2.327m
Spent (87.83%)

3 of 6

Additional Capital
Projects 2021/22-
\$0.165m Spent (57.02%)

\$16.8m

Forecast Cash
Reserves June 2022

 Not Achieved

 Achieved

 Budgeted to be Achieved

 Achieved

 Achieved

*June 2022 period is still open therefore the surplus/deficit results will change once the year-end finalized

CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in a similar format as the complete End of Financial Year Statements for greater transparency. All Budget 2021/22 figures have been updated with budget review information.

This statement does not include capital revenue which is reported in the capital budget position table. Capital expenditure is capitalised to Infrastructure, Property, Plant & Equipment in the Balance Sheet at year end.

CONSOLIDATED OPERATING STATEMENT

	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Rates	11,834,472.00	11,619,301.71	98%
Stat Charges	248,070.00	208,536.59	84%
User Charges	1,649,600.00	2,032,604.47	123% ¹
Grants	3,645,882.00	4,690,820.00	129% ²
Investment & Interest Income	279,266.00	351,254.72	126% ³
Other Revenue	203,614.00	137,029.23	67% ⁴
TOTAL REVENUE	17,860,904.00	19,039,546.72	107%
EXPENSES			
Employee Costs	7,162,224.00	7,191,479.66	100%
Auditors Fees	50,000.00	13,323.50	27% ⁵
Bad Debts	2,400.00	-	0%
Elected Member	313,856.00	265,703.56	85%
Election Expense	166,587.00	166,586.98	100%
Cemetery Operations	393,744.00	299,411.66	76%
Contractors	4,214,310.00	3,610,203.55	87%
Energy	185,813.00	205,669.85	111%
Insurance	354,148.00	360,873.55	102%
Maintenance	538,414.00	496,057.89	92%
Legal Expenses	90,000.00	98,208.57	109%
Donations and Community Support	134,400.00	137,732.22	102% ⁶
Computer / IT Costs	422,350.00	424,266.89	100%
Parts, Accessories & Consumables	211,500.00	180,747.92	85%
Professional Fees	1,244,511.00	706,034.46	53%
Sundry	580,042.00	590,615.92	103% ⁷
TOTAL EXPENSES	16,064,299.00	14,746,916.18	92%
RESULT	1,796,605.00	4,292,630.54	239%

¹ Increase relates to Thorak charges

² Federal Assistance Grants (FAGS) - 22/23 received in advanced

³ Increase relates to Rates Interest penalty Income & Increase in Interest rates on Investments

⁴ The annual admin fee from Thorak and Waste of \$140,000 will be processed as part of year-end

⁵ Invoices will be finalised after the year-end process

⁶ Grant payments made to various community organisations

⁷ Increased in advertising cost with relating to vacancy factor in positions

CONSOLIDATED BALANCE SHEET

	31-May-2022 \$	30-June-2022 \$	Movement \$
CURRENT ASSETS			
Cash & Cash Equivalents	2,149,304.97	2,667,700.25	518,395.28
Trade and Other Receivables	1,505,272.89	1,282,943.52	(222,329.37) ⁸
Other Financial Assets	21,872,404.30	19,872,404.30	(2,000,000.00) ⁹
Other Current Assets	80,041.88	92,888.33	12,846.45
TOTAL CURRENT ASSETS	25,607,024.04	23,915,936.40	(1,691,087.64)
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	295,499,201.83	299,916,920.47	4,417,719
Other Non-Current Assets	9,623,229.48	7,893,653.60	(1,729,575.88) ¹⁰
TOTAL NON-CURRENT ASSETS	305,122,431.31	307,810,574.07	2,688,142.76
TOTAL ASSETS	330,729,455.35	331,726,510.47	997,055.12
CURRENT LIABILITIES			
Trade and Other Payables	2,242,459.60	2,024,494.01	(217,965.59) ¹¹
Current Provisions	646,716.00	646,716.00	0.00
TOTAL CURRENT LIABILITIES	2,889,175.60	2,671,210.01	(217,965.59)
NON-CURRENT LIABILITIES			
Non-Current Provisions	397,877.01	397,877.01	0.00
TOTAL NON-CURRENT LIABILITIES	397,877.01	397,877.01	0.00
TOTAL LIABILITIES	3,287,052.61	3,069,087.02	(217,965.59)
NET ASSETS	327,442,402.74	328,657,423.45	1,215,020.71
EQUITY			
Accumulated Surplus	11,878,960.04	13,093,980.75	1,215,019.71
Asset Revaluation Reserve	294,301,834.98	294,301,834.98	0.00
Other Reserves	21,261,607.72	21,261,607.72	0.00
TOTAL EQUITY	327,442,402.74	328,657,423.45	1,215,019.71

⁸ Rates outstanding have decreased compared to the prior month in line with contacting all the outstanding ratepayers

⁹ Movement relates to changes in investments

¹⁰ Movement relates to changes in capital expenses

¹¹ Movement relates to changes in creditors balance

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 2021. All Budget 2021/22 figures have been updated with budget review information. Thorak Cemetery's income represents a high percentage related to the increase in Thorak Cemetery services.

	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Council Leadership	16,030.00	20,057.27	125% ¹²
Corporate	40,000.00	42,500.00	106% ¹³
Information Services	0.00	-	-
Finance & Customer Service	9,733,980.00	9,659,105.13	99%
Infrastructure & Assets	2,663,565.00	3,669,008.59	138% ¹⁴
Waste Management	3,292,154.00	3,250,443.67	99%
Community	78,142.00	111,483.12	143% ¹⁵
Community - Library	443,009.00	412,409.66	93%
Mobile Workforce	-	-	-
Regulatory Services	248,570.00	209,386.61	84%
Thorak Cemetery	1,345,454.00	1,665,152.67	124% ¹⁶
TOTAL REVENUE	17,860,904.00	19,039,546.72	107%
EXPENSES			
Council Leadership	1,286,748.00	1,395,851.23	108% ¹⁷
Corporate	742,118.00	725,417.92	98%
Information Services	651,309.00	550,121.02	84%
Finance & Customer Service	1,528,322.00	1,478,950.18	97%
Infrastructure & Assets	3,538,302.00	2,995,040.11	85%
Waste Management	3,539,860.00	2,943,942.85	83%
Community	1,665,950.00	1,554,442.24	93%
Community - Library	443,009.00	450,951.74	102%
Mobile Workforce	1,172,246.00	1,196,157.75	105% ¹⁸
Regulatory Services	567,630.00	617,398.39	109% ¹⁹
Thorak Cemetery	928,805.00	838,642.75	90%
TOTAL EXPENSES	16,064,299.00	14,746,916.18	92%
OPERATING RESULT	1,796,605.00	4,292,630.54	235%

¹² Extra \$4,000 claim for the Australia Day event

¹³ Extra \$2,500 received from my Litchfield program for administration expenses

¹⁴ Federal Assistance Grants (FAGS)-2022/23 received in advance

¹⁵ Increase revenue from cash for cans

¹⁶ Increase due to purchase of pre-need exclusive rights

¹⁷ Relates to recent changes in Council Leadership

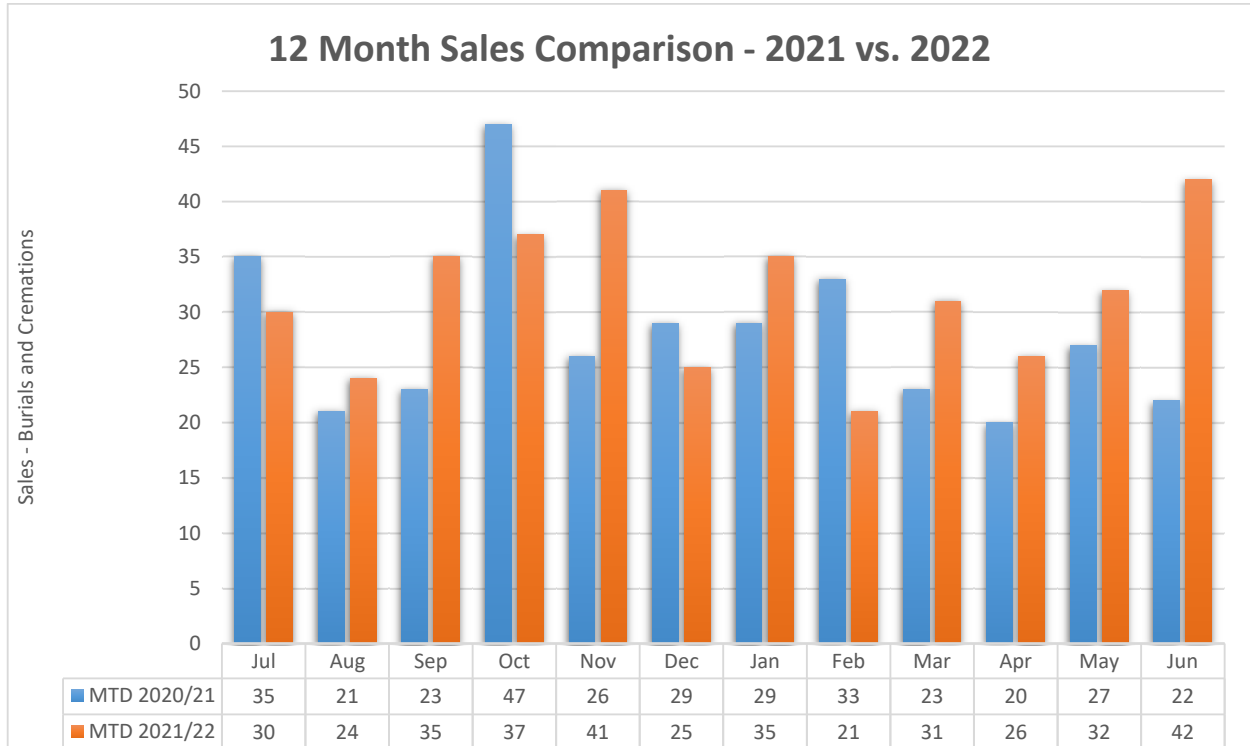
¹⁸ Relates to increase in Fuel cost

¹⁹ Increase in Operational expenses with relates to rehoming, microchips

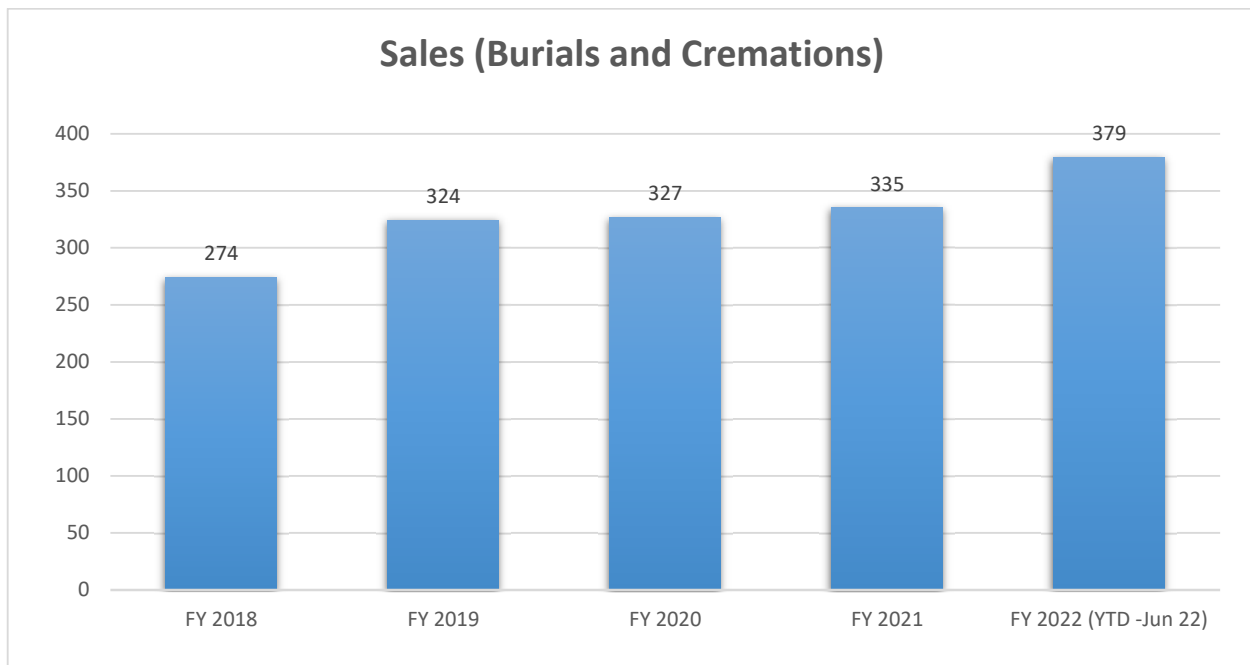
THORAK REGIONAL CEMETERY SALES

To date, Thorak Regional Cemetery has completed 379 interments and cremations, an increase of 44 from the same time last year.

Below is a comparison by month against last year:



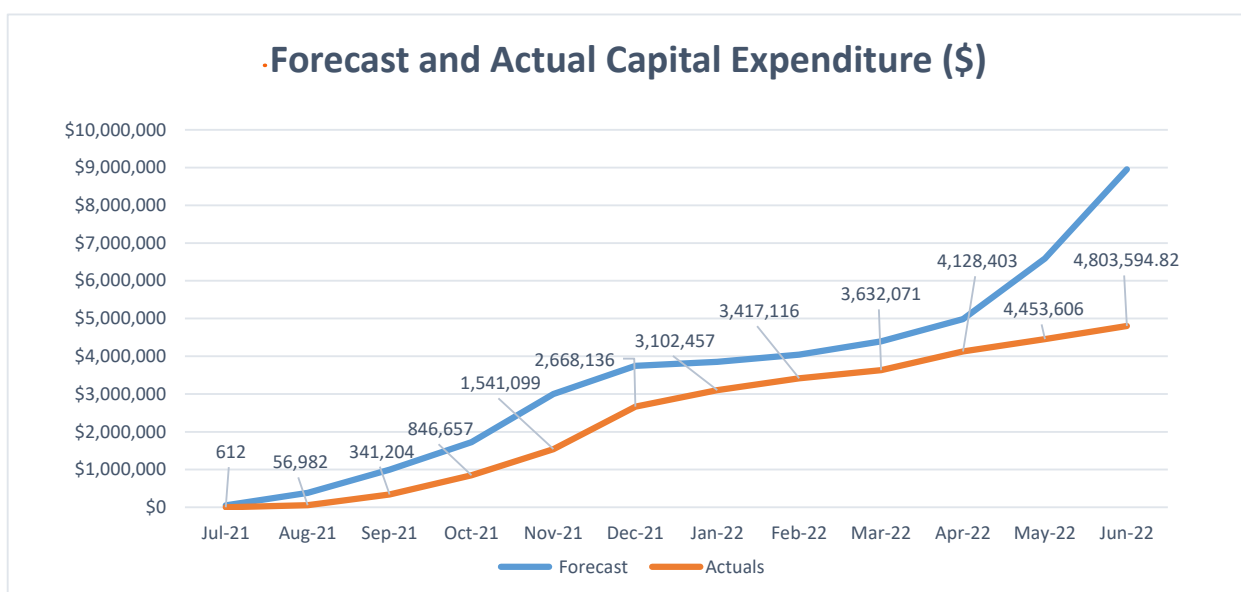
Below present, a sales comparison over the last five years, average over the five years including 2022 year to date is 379.



CAPITAL BUDGET POSITION

All Budget 2021/22 figures have been updated with budget review information. The table below compares capital revenue and expenditure to budget. Expenses will increase as projects progress. Forecast of capital expenditure is reduced due to gravel road to seal expected to be completed in next financial year.

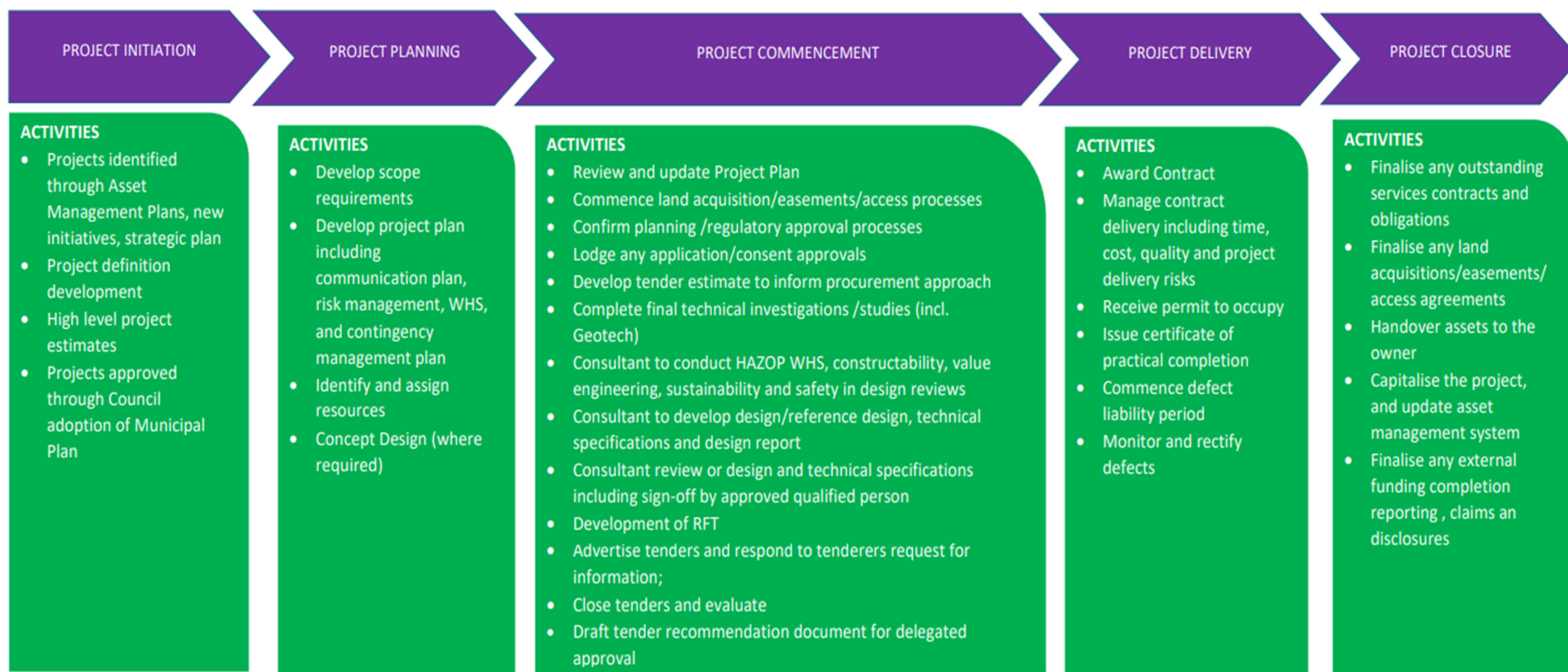
	2021/22 Budget \$	2021/22 YTD Actuals \$	% Of Budget
REVENUE			
Council Leadership	0.00	0.00	0%
Corporate	0.00	1,376.46	0%
Infrastructure & Assets	2,946,447.00	1,270,596.00	43%
Information Services	0.00	0.00	0%
Mobile Workforce	0.00	0.00	0%
Community	0.00	0.00	0%
Regulatory Services	0.00	0.00	0%
Waste Management	0.00	35,874.32	0%
Thorak Cemetery	0.00	0.00	0%
TOTAL REVENUE	2,946,447.00	1,307,846.78	44%
EXPENSES			
Infrastructure & Assets	8,055,589.85	4,226,584.78	52%
Information Services	0.00	0.00	0%
Mobile Workforce	25,000.00	0.00	0%
Community	66,618.00	105,613.02	159% ²⁰
Regulatory Services	71,901.00	63,633.07	89%
Waste Management	392,630.00	163,739.55	42%
Thorak Cemetery	338,396.00	244,024.40	72%
TOTAL EXPENSES	8,950,134.85	4,803,594.82	54%
CAPITAL RESULT	(6,003,688.00)	(3,495,748.04)	58%



²⁰ 20/21 Labour Cost WIP Balance transferred to capitalise

Project Stage Descriptions

The below details the different stages of capital progress and the activities related to each step.



2021/2022 CAPITAL PROJECTS

Municipal Plan Program	Updated Budget 21/22 \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Buildings	113,395.37			1,283.72	1.13%	Jun-22	Planning	No	Yes	Community Building Discontinued. Council office Infrastructure upgrades to be planned - to be awarded by 20/07/2022
Drainage Renewal and Upgrades	537,500.00			332,681.82	61.89%	Jun-22	Closure	Yes	Yes	Brougham Road Completed. Stockwell Road Flood Design and modelling complete. Draft report being prepared.
Vehicle Replacement	138,000.00			294,599.05	213.48%	Jun-22	Closure	Yes	Yes	It is expected that overspending on budget will be offset with the disposal of vehicles current and future.(as at 30/04/2022 : \$91,448 sale income generated)
Shared Pathway Program	20,000.00			4,241.41	21.21%	Jun-22	Planning	No	Yes	RFQ Feasibility study being developed
Pathway Renewal	180,000.00			93,761.84	52.09%	Jun-22	Delivery	No	Yes	Project Completed. Shoulder Top up to be done in the coming weeks
Street Lighting Replacement	30,000.00			11,625.00	38.75%	Jun-22	Closure	Yes	Yes	Street Light identification stickers have been purchased
Gravel Surface Renewal	300,000.00			240,261.73	80.09%	Jun-22	Closure	Yes	Yes	The following roads have been completed. <ul style="list-style-type: none"> • Parkin Road (Livingstone area). • Bees Creek Road. • Keleson Road. • Parkin Road (Fly Creek area).
Forward Planning & Design	350,000.00			21,434.40	6.12%	Jun-22	Delivery	No	Yes	Guys Creek Road Design - Design phase Elizabeth Valley Road Floodway upgrade to be released Thorngate Road Pavement Rehab - Waiting for agreement between defence and Council Whitewood Road Widening at Wadham Lagoon - Design phase Various arterial roads intersection upgrades - Released Various Pavement Assessment - 40% draft report, quantity estimate for treatments and site inspection notes presented
Pavement Renewal	760,285.00	R2R	760,285.00	875,099.44	115.10%	Dec-21	Closure	Yes	Yes	R2R signs have been installed and will remain in place for a 1-year period. The total budget for this project is \$1,546,115 over two financial years which is made up as follows. \$485,000 from the 2020/2021 budget year, a further \$760,285 from the 2021/2022 budget year as well as \$100,000 in capital works funding for guardrails and \$200,829.96 from operational budget underspends and capital budget savings in the 2020/2021 financial year. The allocation of \$200,829.96 was approved by Council (resolution number 2021/269).
Road Seal Renewal	1,921,154.85	LRCI - P2	1,160,870.00	0.00	0.00%	Jun-22	Delivery	No	Yes	Phase 1 Completed. Phase 2 commenced on Sat 04/06/2022.
Gravel Road Sealing	500,000.00			56,493.50	11.30%	Jun-22	Initiation	No	Yes	Project delayed due to complicated design and understanding potential land acquisitions. Expect Project completion Nov 2022 with construction proposed for over the Dry Season. Design phase.

2021/2022 CAPITAL PROJECTS										
Municipal Plan Program	Updated Budget 21/22 \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Productive Roads - Mango Roads	300,000.00			113,583.65	37.86%	Jun-22	Delivery	No	Yes	Kentish Road – Base course preparation is in progress. The contractor is currently installing driveways. Works are scheduled for completion by end June.
Road Safety Upgrades	579,545.00	Blackspot	454,545.00	132,010.00	22.78%	Jun 22	Planning	No	Yes	Blackspot - Girraween Mcmlnns Design Phase
							Closure	Yes	Yes	Guardrails Completed under Pavement Renewals (Virginia Road). Budget reallocation to Pavement Renewals was presented with Budget.
							Delivery	No	Yes	School Safety Audit Completed, awaiting final audit.
Mira Square Development	150,000.00	LRCI - P2	150,000.00	0.00	0%	Jun-22	Delivery	No	Yes	The Contractor originally committed to the following schedule. Actual work is now 1 month behind schedule. The Contractor has advised that the external structure has been fully prefabricated. 15 to 30 June 2022 Lay concrete slab and position water tanks. 1 to 15 July 2022 Assemble steel structure kit. 16 July to 15 August 2022 All plumbing and electrical to be completed. 15 to 31 August 2022 Final touches to paperwork. Email to the Litchfield Council final certificates, occupancy certificate ,Section 40 and Certificates from plumber and electrician. 31 August 2022 Handover date.
Thorak Cemetery Asset Renewal	80,000.00			68,160.36	85.20%	Jun-22	Closure	Yes	Yes	
Waste Transfer Station Renewal	80,000.00			65,525.25	81.91%	Jun-22	Closure	Yes	Yes	Compactor upgrades, line marking, IT upgrade, CCTV,
Reserve Building Renewal	20,000.00			0.00	0.00%	Jun-22	Planning	No	Yes	Preliminary works occurring
Subtotal	6,059,880.22		2,525,700.00	2,310,761.17	38.13%					

CARRY FORWARD PROJECT FROM 2020/2021

Municipal Plan Program	Total Life to date Budget (after BR2) \$	Updated Budget 21/22 \$	Grant Fund		Prev. Financial year's Actual \$	Current Year to Date Actuals \$	Total Project Life to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
			Source	Amount \$									
Knuckeyes Lagoon Shed	50,000.00	25,000.00			25,000.00	27,270.97	52,270.97	104.54%	Dec-21	Closure	Yes	Yes	
Fred's Pass Reserve Infr. Upgrade	2,300,000.00	41,618.00	Freds Pass Sport and Rec Grant	2,044.00	2,258,381.32	78,342.05	2,336,723.37	101.60%	Oct-21	Closure	Yes	No	
Drainage Renewal and Upgrades	598,000.00	337,192.00			54,295.00	403,365.86	457,660.86	76.53%	Dec-21	Closure	Yes	Yes	
Pavement Renewal	785,829.00	734,844.00	R2R	431,196.00	50,985.00	734,844.00	785,829.00	100.00%	Dec-21	Closure	Yes	Yes	
Road Safety Upgrades	763,293.00	615,027.63	Blackspot	396,346.00	148,265.00	279,441.80	427,706.80	56.03%	Dec-21	Closure	No	Yes	Project recommenced under Period Contractor
Road Seal Renewal	945,000.00	53,577.00			478,325.17	412,512.69	890,837.86	94.27%	Dec-21	Closure	No	Yes	
Mira Square development	225,000.00	221,394.00	LRCI - P2	150,000.00	3,606.00	2,857.98	6,463.98	2.87%	Jan-22	Delivery	No	Yes	Project awarded Engineering and offsite structural prefab underway
Dog Pound Upgrade	60,000.00	31,901.00			28,099.12	36,258.07	64,357.19	107.26%	Sep-21	Closure	Yes	No	Overspend due to plumbing issue
Townend Road	1,188,661.00	126,435.00	LRCI - P1	126,435.00	1,056,994.28	190,550.03	1,247,544.31	104.95%	Sep-21	Closure	No	No	20/21 Labour Cost WIP Balance transfer to capitalised has placed budget over \$8556.38
Waste Vehicle Replacement	355,000.00	312,630.00			42,370.00	98,214.30	140,584.30	39.60%	Jun-22	Closure	No	Yes	Delivery July 22
Community Hall	100,000.00	100,000.00			0.00	63,437.90	63,437.90	63.44%	Jan-22	Planning	No	Yes	Community Building Discontinued. \$62,749.50 to come from reserves as grant funding has been reallocated to road reseals. Approval Received.
Subtotal	7,370,783.00	2,599,618.63		1,106,021.00	4,146,320.89	2,327,095.65	6,473,416.54	87.83%					

ADDITIONAL CAPITAL PROJECTS 2021/22										
Municipal Plan Program	Updated Budget 21/22 \$	Grant Fund		Year to Date Actuals \$	Budget Spent %	Scheduled Completion Date	Project Stage	On Time	On Budget	Status Update
		Source	Amount \$							
Thorak and Humpty Doo Waste Solar Grant	39,591.00	LGPIF	39,591.00	39,740.00	100.38%	Dec -21	Closure	Yes	No	Grant acquittal lodged
Thorak Cemetery - Irrigation Grant	153,805.00	LGPIF	153,805.00	86,875.00	56.48%	Dec -21	Delivery	No	Yes	Approval obtained to change the Project Completion date to 31 August 2022, works nearing completion.
Drinking Fountain-Water Fountain McMinns Lagoon	12,240.00	Healthy Lifestyle Grant	12,240.00	11,748.00	95.98%	May-22	Closure	Yes	Yes	Water fountain Installed
Replacement Cage on Ranger Vehicle	40,000.00			27,375.00	68.44%	Mar-22	Closure	Yes	Yes	Cage fitted to vehicle; pending invoice
Two spray Tank units (replacement)	25,000.00			0.00	-		Initiation	No	Yes	Quotes being sourced
Humpty Doo Village Green irrigation	20,000.00			0.00	-		Initiation	No	Yes	Quotes being sourced
Subtotal	290,636.00		205,636.00	165,738.00	57.02%					

CASH ON HAND & INVESTMENTS

Investment Schedule

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings. To control the credit quality on the entire portfolio, the percentage per individual counterparty is limited to the following S&P Short Term Ratings: 87% at A1+ and 13% at A-2.

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	4/11/2021	550,000.00	0.45%	10/08/2022	279	1,550,000.00	7.80%	1,891.85
Bendigo (S&P A2)	2/05/2022	1,000,000.00	2.15%	10/01/2023	253			14,902.74
Commonwealth (S&P A1+)	8/10/2021	1,500,000.00	0.38%	5/07/2022	270	8,822,404.30	44.40%	4,216.44
Commonwealth (S&P A1+)	9/02/2022	2,000,000.00	0.56%	26/10/2022	259			7,947.40
Commonwealth (S&P A1+)	22/02/2022	2,000,000.00	0.61%	8/11/2022	259			8,656.99
Commonwealth (S&P A1+)	5/04/2022	322,404.30	1.25%	13/01/2023	283			3,124.67
Commonwealth (S&P A1+)	11/05/2022	1,000,000.00	2.54%	24/01/2023	258			17,953.97
Commonwealth (S&P A1+)	11/05/2022	1,000,000.00	2.64%	7/02/2023	272			19,673.42
Commonwealth (S&P A1+)	24/05/2022	1,000,000.00	2.62%	21/02/2023	273			19,596.16
Defence Bank (S & P A2)	19/10/2021	1,000,000.00	0.40%	19/07/2022	273	1,000,000.00	5.03%	2,991.78
NAB (S&P A1+)	24/11/2021	1,000,000.00	0.47%	23/08/2022	272	8,500,000.00	42.77%	3,502.47
NAB (S&P A1+)	24/11/2021	1,500,000.00	0.48%	6/09/2022	286			5,641.64
NAB (S&P A1+)	8/12/2021	1,500,000.00	0.57%	20/09/2022	286			6,699.45
NAB (S&P A1+)	21/01/2022	1,000,000.00	0.61%	12/10/2022	264			4,412.05
NAB (S&P A1+)	10/03/2022	1,000,000.00	0.85%	22/11/2022	257			5,984.93
NAB (S&P A1+)	29/04/2022	1,000,000.00	1.79%	6/12/2022	221			10,838.08
NAB (S&P A1+)	29/04/2022	1,000,000.00	1.85%	20/12/2022	235			11,910.96
NAB (S&P A1+)	22/06/2022	500,000.00	3.37%	07/03/2023	258			11,910.41
TOTAL INVESTMENTS		19,872,404.30				19,872,404.30	100%	161,855.41

% of Total Investment Portfolio	A1 & A1+ (max 100%)	87%	A2 (max 60%)	13%	100%
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Total Investments	19,872,404.30	Total Year to date Investments Earnings	\$99,684.77
General Bank Funds	\$2,659,365.25		
Council Till and Petty Cash float	\$1,275.00		

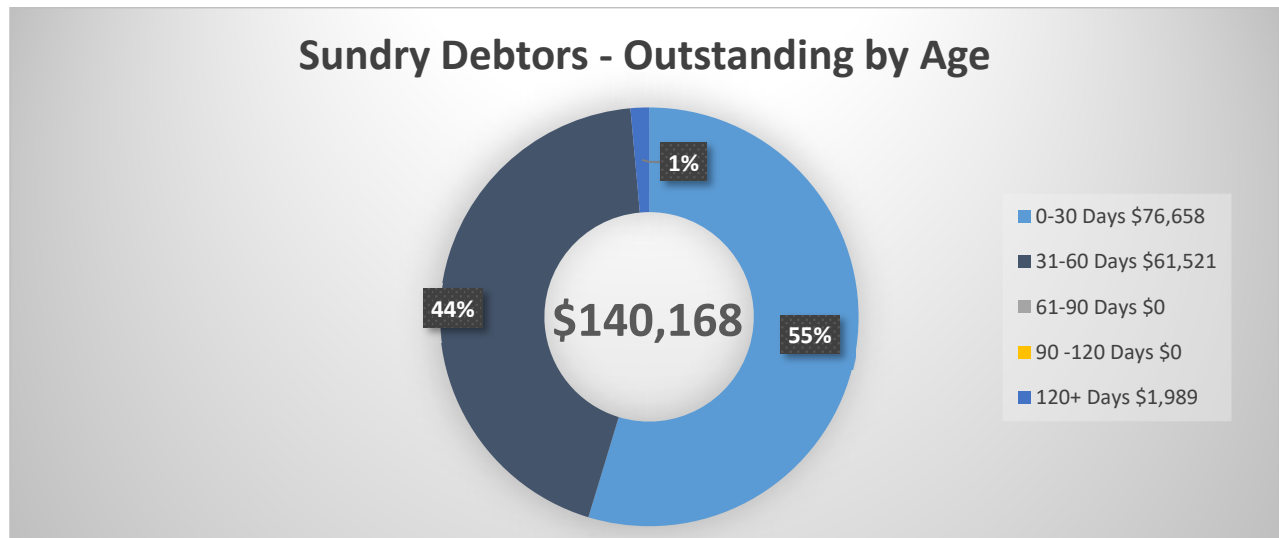
Total all Funds	\$ 22,533,044.55
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FINANCIAL RESERVES

	2020/21 Actuals \$	2021/2022 Net Movement \$	2021/22 Budget \$
Externally Restricted			
Developer Contribution Reserve	256,908.00	(27,443.00)	229,465
Unexpended Grants / Contributions	0.00	0.00	0.00
Unexpended Capital Works	641,694.00	(641,694.00)	0.00
Total Externally Restricted Reserves	898,602.00	(669,137.00)	229,465
Internally Restricted			
Asset Reserve	12,154,043.00	(2,259,894.61)	9,894,148.39
Waste Management Reserve	4,840,323.00	(512,705.66)	4,327,617.34
Thorak Regional Cemetery Reserve	1,009,037.00	271,648.74	1,280,685.74
Election Reserve	100,000.00	0.00	100,000.00
Disaster Recovery Reserve	500,000.00	100,000.00	600,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	0.00	0.00	0.00
Total Internally Restricted Reserves	19,103,403.00	(2,500,951.53)	16,602,451.47
TOTAL RESERVES	20,002,005.00	(3,170,088.53)	16,831,916.47

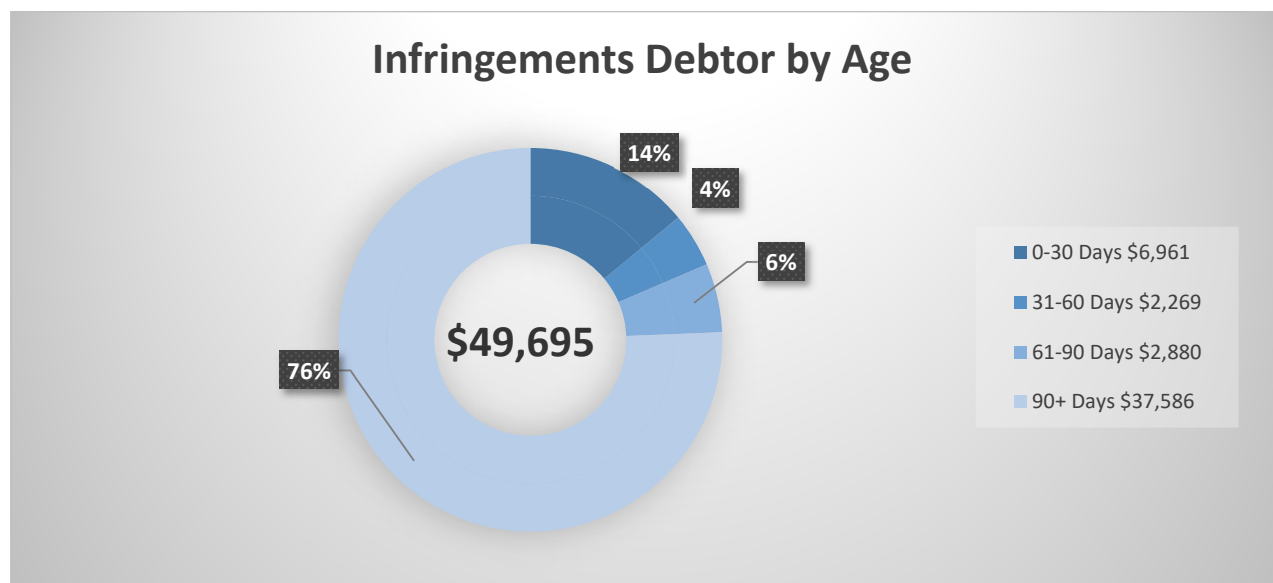
DEBTORS

Total Debtors as of 30 June 2022 is \$140,168. \$77,535 relates to Thorak Regional Cemetery funeral providers and \$50,233 relates to regulatory services order. Currently, \$1,989 amount of debtors outstanding for more than 90 days. \$1,746 are the on charge of legal fees relating to regulatory services order and statutory charges have been placed over the properties, council continues followup to seek payment. The remaining \$243 relates Sundry debtors, follow-up are continuing to settle the outstanding.



FINES AND INFRINGEMENTS

Council has one hundred and ninety-one (191) infringements outstanding with a balance of \$49,695, an increase of \$5,377 from May. Twelve (12) are newly issued, fourteen (14) have received reminders, and one hundred and sixty-five (165) are with the Fines Recovery Unit (FRU)²¹.



²¹ Infringements sent to FRU are expected to exceed 90 days due to the recovery processes

ACCOUNTS PAYABLE REPORT

Cheque No.	Payee	Description	Amount (\$)
1311.114-01	NATIONAL AUSTRALIA BANK LTD (NAB	Term Deposit - Matuirty Date 07th March 2023	500,000.00
1314.1583-01	A1 PLANT AND CIVIL	Mira Road, Guys Creek Road & Parkin Road- Grade, Water & Roll 8e	325,924.61
1314.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Pavement Repair - Virginia Road & Saxby road	93,414.67
1313.165-01	THINK WATER DARWIN	RFT21-286 Thorak Regional Cemetery-Bore and Irrigation	82,500.00
1305.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	Super Payment- Week 22 & 23	77,041.07
1314.280-01	CITY OF DARWIN	May 2022 - HS, BS & HD Waste Stations DCC Land Fil	58,213.62
1305.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 22 (21/22) - Cycle 1 WE	55,694.00
1314.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 26 (21/22) - Cycle 1	52,632.00
1310.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 25 (21/22) - Cycle 1	50,678.00
1314.514-01	VEOLIA ENVIRONMENTAL SERVICES	May 2022 - Waste Transfer from BSWTS to Shoal bay	37,400.00
1314.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Supply of VHF Radios & Accessories at Various LC	34,489.40
1314.1564-01	FOURIER TECHNOLOGIES PTY LTD	IT Services	31,268.86
1314.2440-01	STANTEC AUSTRALIA PTY LTD	June 2022 - Litchfield Schools Road Safety Audit	30,140.00
1314.187-01	NORSIGN	Replacement Signage - Various Locations	27,241.00
1310.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment- Cyc 1 Pay 25	26,408.40
1314.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment- Cyc 1 Pay 26	25,513.51
1310.1723-01	CARDNO (NT) use acc:1723	RFQ21-291 Floodway Identification and Assesment	23,577.84
1314.454-01	TRAFFICWERX NT PTY LTD	Power Road Project Emergency Traffic	22,278.30
1310.849-01	WEX AUSTRALIA (PUMA CARD)	May 2022 - Litchfield Council Fuel Account	22,212.60
1305.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching-Variou Locations LC	20,406.11
1307.2141-01	DELOS DELTA	Litchfield Council Submission - The Cox-Daly and M	18,425.00
1314.2141-01	DELOS DELTA	Litchfield Council Submission - The Cox-Daly and M	18,425.00
1314.1820-01	OMEGA CONCRETING AND CIVIL	RFQ21-520- 190 Malaplains Road- Driveway	14,751.00
1307.1583-01	A1 PLANT AND CIVIL	Gravel Repairs- Freds Pass Road	14,718.00
1312.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Roads Maintenance- Brougham Road	14,475.02
1314.2390-01	MASTERPLAN SA PTY LTD	April- May 2022- Locum Planning Services	14,253.25
1307.926-01	JACANA ENERGY	Apr 2022 - Electricity Bill	12,589.91
1305.1632-01	SADDLEWORLD NT (USE 1632)	myLitchfield Voucher Redemption WE 01062022	11,840.00
1305.1767-01	INDUSTRIAL ROPE ACCESS & NT PRESSUR	Pressure Cleaning of External Walls & Windows LC	11,560.00
1307.1022-01	KPMG	Interim Audit Fee - 30 June Financial Statement 2022	11,271.15
1310.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ22-011 - Driveway Drainage Produce Road	10,725.00
1310.1583-01	A1 PLANT AND CIVIL	Rip & Recompact at Bees Creek Road	10,492.63

Cheque No.	Payee	Description	Amount (\$)
1314.867-01	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - WE 22 June 2022	10,277.41
1314.2375-01	NTIT (NT-IT PTY LTD)	Ordered 4xHP E24 G4 FHD Monitor,26xHP E2	9,867.00
1314.951-01	MINTER ELLISON	General Legal Advice	9,572.20
1305.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor and Bins at HDWTS	8,948.50
1310.867-01	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - WE 05 June 2022	8,297.64
1307.1068-01	MR D S BARDEN	May 2022- Elected Members Allowances	8,108.97
1307.170-01	NTRS (NT RECYCLING SOLUTIONS)	May 2022 - Waste Transfer from HSWTS to Shoal Bay	8,104.65
1305.512-01	SELTER SHAW PLUMBING PTY LTD	Installation of Urban Apollo 280 Drinkin Fountain	7,499.80
1312.192-01	MAGIQ SOFTWARE (X INFOXPERT)	Mar 2022 - MAGIQ Documents Licences	7,129.10
1314.1232-01	FUSION EXHIBITION & HIRE SERVICES	Fred's Pass Rural Show	6,649.78
1305.770-01	HAYS SPECIALIST RECRUITMENT (AUST)	CEO Recruitment Campaign - Stage 1	6,270.00
1314.1324-01	JKW LAW PRACTICE PTY LTD	Legal Services	6,188.00
1305.1284-01	REGIONAL DEVELOPMENT AUSTRALIA NORT	ID Online Tool Subscription 2022/2023	6,050.00
1305.1377-01	MOHOW (K.E ELSEY AND M O'MEARA	Youth Strategy Consultant	5,808.00
1314.1377-01	MOHOW (K.E ELSEY AND M O'MEARA	Youth Strategy Consultant	5,808.00
1315.2399-01	JOLLY CONSULTING PTY LTD	Groundwater Assessment- Thorak Regional	5,500.00
1314.85-01	TELSTRA	Jun 22 -Thorak & LC Internet ,Data and M	5,373.16
1305.85-01	TELSTRA	May 22 -Thorak & LC Internet ,Data and Mobile	5,359.34
1314.78-01	POWER & WATER CORPORATION	Jun 2022 - Water for Litchfield Council	4,826.37
1314.1076-01	TDC (NT) PTY LTD - T/AS TERRITORY D	Debt Recovery Fees - Commission on Debt	4,824.03
1314.1103-01	HASTINGS DEERING	Repairs to Cat 903D With Parts and Labour	4,658.09
1312.2381-01	TURNER AND TOWNSEND	Review of Council Tenders	4,510.00
1314.1852-01	LG SOLUTIONS PTY LTD	Financial Reporting Templates 2021/2022	4,466.00
1314.1591-01	PELICANCORP (AU) PTY LTD	BYOD Automated System Annual Fee	4,400.00
1310.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Various Locations	4,334.00
1305.2023-01	CHEMIST WAREHOUSE COOLALINGA CENTRA	myLitchfield Voucher Redemption WE 01062	4,122.50
1310.2430-01	TRANSFORMED PTY LTD	Certificate IV in Procurement and Contracting	4,000.00
1305.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Conduct Tree Maintenance - Various Location	3,938.00
1310.347-01	INFORMATION CONSULTANTS P/L	Consultancy Services to review FIO determination	3,877.50
1305.867-01	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - Assets WE 29 May 2022	3,696.36
1312.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Surface Water Monitoring for Transfer Stations	3,476.00
1314.917-01	ONEMUSIC AUSTRALIA (AUSTRALASIAN	One Music Australia - Licence Fee 2022/23	3,435.93
1315.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak	3,428.65
1305.2425-01	NT THAI ASSOCIATION	Grant Funding for Solar Panel System	3,416.84
1310.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Services	3,410.00

Cheque No.	Payee	Description	Amount (\$)
1310.525-01	ACTIVE TREE SERVICES	Remove Tree Branches from Various Location	3,327.37
1314.2441-01	BELLETTE MEDIA PTY LTD	Drone Footage Dynamic Content Capture	3,288.60
1307.2073-01	AIRCON RESCUE NT PTY LTD	De Gassing Air Conditioner Units for Recycling	3,267.00
1314.1724-01	LITCHFIELD RESIDENT	Rates Refund	3,246.00
1305.1324-01	JKW LAW PRACTICE PTY LTD	Legal Services	3,212.00
1308.183-01	CHRIS'S BACKHOE HIRE PTY LTD	May 2022 - Grave Preparation Thorak Cemetery	3,168.00
1312.926-01	JACANA ENERGY	May- Jun 2022 Electricity for Lot 2177 HSWTS	3,094.17
1307.2049-01	AJ SECURITY DARWIN	May 2022 - Security Open and Lock Up HPR	2,869.90
1310.2270-01	TYRECYCLE PTY LTD	Removal of tyres from HDWTS	2,841.86
1307.2252-01	MRS E SHARP	May 2022- Elected Members Allowances	2,828.95
1305.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 01062022	2,821.99
1310.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees	2,821.99
1314.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees	2,821.99
1305.1023-01	AUSLINE ENGINEERING	Repair Failed Front Hub	2,795.10
1307.1038-01	IWEIGH SOLUTIONS PTY LTD	Validate Data in system for Reset New Pricing Scheme	2,640.00
1307.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Apr / May 2022 - Grounds Maintenance HDVG	2,610.00
1314.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Statio	2,576.07
1310.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Open Top Bin at HDWTS	2,546.50
1312.280-01	CITY OF DARWIN	MyCity Web Application Licensing	2,500.00
1312.867-01	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - WE 12 June 2022	2,480.07
1314.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library	2,467.62
1305.2426-01	LITCHFIELD RESIDENT	Rates Refund	2,361.59
1307.1431-01	TRANSFORM ELECTRICAL	Install Underground Power Circiut to Compound	2,295.00
1312.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	2,271.58
1310.1023-01	AUSLINE ENGINEERING	Remove and Replace Cable	2,255.00
1307.31-01	TOP END SIGN SALES	Signage for Freds Pass Show	2,178.00
1307.2239-01	MR M SIDEY	May 2022 - Councillor Allowances	2,177.30
1307.2249-01	MS R A WRIGHT	May 2022- Elected Members Allowances	2,177.30
1305.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA	Locate Leak on AC Unit and Regassed	2,079.00
1307.498-01	MR M I G SALTER	May 2022 - Councillor Allowances	2,037.30
1307.639-01	CAPTOVATE PTY LTD	Digital Marketing Service Level Agreement	2,000.00
1312.639-01	CAPTOVATE PTY LTD	Digital Marketing Service Level Agreement	2,000.00
1307.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance McMinns Lagoon	1,980.00
1314.268-01	BYRNE CONSULTANTS	RFQ21-297 - Girraween Road - Road Safety	1,980.00

Cheque No.	Payee	Description	Amount (\$)
1314.2448-01	LITCHFIELD RESIDENT	Rates Refund	1,976.47
1307.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) IN	First Aid Kit Services / Refil	1,922.46
1312.1211-01	G S MAYO	Litchfield Council Weekend Pound Clean	1,920.00
1307.2238-01	MR K R HARLAN	May 2022 - Councillor Allowances	1,897.30
1307.231-01	PLASTICS AUSTRALIA PTY LTD	Clear Coverlets for Disabled Parking Permits	1,859.00
1307.1651-01	HARDY LANDSCAPING PTY LTD	Installation and supply of 10 D shack, Chains and S hooks	1,853.83
1312.1583-01	A1 PLANT AND CIVIL	Water Truck Hire for Freds Pass Show	1,815.00
1314.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	June 2022 - Cleaning Litchfield Council	1,805.50
1305.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) IN	First Aid Training Course for Litchfield Staff	1,800.00
1307.78-01	POWER & WATER CORPORATION	Apr-May 2022 - Water for Litchfield Council	1,701.61
1305.525-01	ACTIVE TREE SERVICES	Removal of Dead Trees - Livingston Rec Reserve	1,698.31
1314.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	1,642.95
1314.926-01	JACANA ENERGY	May - Jun 2022 Electricity for Lot 4431 H	1,628.08
1310.1141-01	NORTHERN GROUND MAINTENANCE	May 2022 - Mowing Service KLRR	1,595.00
1314.1552-01	COMICS NT	Assorted Books for Taminmin Library	1,591.00
1307.645-01	BERRY SPRINGS MECHANICAL	Vehicle Recovery and Repairs to Radiator	1,579.00
1307.1088-01	TALENT PROPELLER	Advertisement- Senior Ranger	1,573.00
1312.1088-01	TALENT PROPELLER	Advertisement- Manager of Library & Family Services	1,573.00
1307.2253-01	MR A MACKAY	May 2022- Elected Members Allowances	1,567.30
1305.1976-01	NT NAILS	myLitchfield Voucher Redemption WE 01062	1,535.00
1305.1911-01	KERRY'S BODY THERAPY	myLitchfield Voucher Redemption WE 01062	1,530.00
1314.2146-01	LITCHFIELD RESIDENT	Rates Refund	1,500.00
1314.130-01	MOBILE LOCKSMITHS	Additional Key Cut and replacement Locks and Keys	1,463.00
1314.1617-01	PRESTIGE AUTOMOTIVE NT PTY LTD	Repairs & Replace to 428F at HSWTS	1,459.16
1312.1393-01	LITCHFIELD RESIDENT	Rates Refund	1,454.03
1307.506-01	TURBO'S TYRES	Repair Tractor Tyre SV4275	1,444.30
1314.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Toilet Blockage at KL	1,419.46
1312.1471-01	RICOH AUSTRALIA PTY LTD	May 2022- Works Consumable Charges	1,352.00
1307.2431-01	LITCHFIELD RESIDENT	Rates Refund	1,313.00
1307.132-01	AIRPOWER NT PTY LTD	400hr Service Mower CD 90 VW with Repair	1,272.64
1305.2049-01	AJ SECURITY DARWIN	May 2022 - Security Open and Lock Up HDV	1,265.00
1305.1918-01	HUMPTY DOO NAILS	myLitchfield Voucher Redemption WE 01062	1,245.00
1310.1674-01	FRESH START - FOR CLEANING	Clean x3 Waste Transfer Station	1,237.50
1307.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library	1,207.27

Cheque No.	Payee	Description	Amount (\$)
1312.2188-01	GTG IRRIGATION & LANDSCAPING PTY LT	Irrigation Repairs - Thorak Cemetery	1,149.50
1305.1981-01	LOVELI ALLURE LASH & BROWS	myLitchfield Voucher Redemption WE 01062	1,125.00
1305.78-01	POWER & WATER CORPORATION	Apr / May 2022 - Water HPRR	1,115.75
1305.708-01	PARADISE LANDSCAPING	Conduct Tree Maintenance - KLRR	1,100.00
1312.1439-01	WANDINA CONSULTING	Jun 2022 - Professional Consultancy Service	1,100.00
1314.1288-01	ABBOTT CLEANING SERVICE	Strip & Seal Vinyl at Knuckey Lagoon Reserve	1,100.00
1314.506-01	TURBO'S TYRES	Service - Ford Ranger CC 45 YL	1,098.35
1314.1471-01	RICOH AUSTRALIA PTY LTD	Mar 2022 - Photocopier Hire for Taminmin	1,083.93
1307.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Open Top Bin BSWTS	1,061.50
1307.1023-01	AUSLINE ENGINEERING	Repairs to Slasher Gearbox and Replacement	1,045.00
1305.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Call Out Service for Tractor 5095 - SV 4	1,014.37
1314.287-01	HARVEY DISTRIBUTORS	Trolley Bin Liners	963.16
1310.436-01	DELTA ELECTRICS NT PTY LTD	May 22 - P88 Generator Maintenance at LC	962.50
1309.926-01	JACANA ENERGY	May 2022 - Electricity KLRR - Lot 2734	959.20
1314.820-01	INENCO GROUP PTY LTD (formerly CBC)	Bulk Purchase of Morey Red Grease WTS	950.40
1312.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Jun- 2022 Grounds Maintenance HDVG	950.00
1307.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2022 - Patrol Service - HDWTS & LC Premises	922.57
1308.2089-01	ELGAS LTD	Weekly Gas Delivery WE 25 May 2022	899.94
1306.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 18	855.48
1314.1032-01	INTERNATIONAL ASSOCIATION FOR PUBLI	Engagement Essentials	850.00
1314.1674-01	FRESH START - FOR CLEANING	Cleaning KLRR WE 22 June 2022	828.75
1310.2428-01	POLA SEAL WINDOW FILMS	Frosted Film on Windows- Whitewood Hall	820.00
1312.2435-01	LITCHFIELD RESIDENT	Refund Defects Liability	803.45
1307.1806-01	LITCHFIELD RESIDENT	Rates Refund	800.00
1305.443-01	TERRITORY UNIFORMS	New Litchfield Council Ranger Uniforms	766.60
1313.941-01	EVERLON BRONZE	Plaque Request for Thorak Cemetery Customer	763.40
1315.220-01	THE BIG MOWER	Service MWF Blower	757.75
1310.1888-01	HODGKISON	LC New Community Building CT Search	757.24
1307.867-01	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - Waste Station WE 29 May 202	752.85
1312.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE 16 June 2022	742.50
1314.132-01	AIRPOWER NT PTY LTD	3690 Front Deck 200HR Service: CE 73 VR	740.11
1305.1920-01	HUMPTY DOO AMCAL	myLitchfield Voucher Redemption WE 01062	735.00
1314.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PT	Repairs & Maintenance to CE27SH Massey Ferguson	726.00
1314.515-01	JC ELECTRONIC SECURITY PTY LTD	Replacement Cameras Installed at HDWTS	723.80
1309.2049-01	AJ SECURITY DARWIN	May 2022 - Security Open and Lock Up HDV	709.50

Cheque No.	Payee	Description	Amount (\$)
1312.2439-01	LITCHFIELD RESIDENT	Rates Refund	700.00
1314.2438-01	IFUND PIPES N CABLES PTY LTD	Hydro Vaccum Excavation and Dumping Charge	687.50
1314.1503-01	ENVISIONWARE PTY LTD	Envisionware Annual Renewal Fee	665.40
1314.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items	656.59
1305.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE 25 May 2022	630.00
1307.1253-01	CRAIG BURGDORF	Vibe Plates for 428F HSWTS	626.12
1307.70-01	LOCAL GOVERNMENT ASSOCIATION NT	LGANT Conference & Dinner-Mayor Barden,Cr Sidey,CE	620.00
1314.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre Employment Medical - New Employee	617.10
1314.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Site for Freds Pass Show	615.00
1307.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE 31 May 2022	607.50
1314.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering Services for Council Meeting	606.00
1308.2049-01	AJ SECURITY DARWIN	May 2022 - Security Open and Lock Up Cemetery	603.90
1314.1836-01	TIP TOP CIRCUS ENTERTAINMENT	School Holiday Program at Berry Springs	600.00
1314.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Voucher	600.00
1314.1278-01	SEEK LIMITED	Seek Advertising for Works Delivery Program Leader	583.00
1305.2176-01	NORTHERN IRRIGATION	Monthly Sim charge to EOFY 2023 - HPRR Irrigation	580.00
1310.78-01	POWER & WATER CORPORATION	Oct- Mar 2022 - Water HSWTS	569.49
1305.28-01	RURAL FIRE PROTECTION	6 Monthly Fire Equipment Service- Office	565.40
1314.828-01	HOWARD SPRINGS VETERINARY CLINIC	De-sexing voucher	556.00
1310.1564-01	FOURIER TECHNOLOGIES PTY LTD	Deployment of Fourier O365 Backup Solution	544.50
1310.1876-01	LITCHFIELD RESIDENT	Youth Strategy Graphic Design	540.00
1305.1925-01	CAFE BELLISSIMO	myLitchfield Voucher Redemption WE 01062	537.50
1309.2089-01	ELGAS LTD	Weekly Gas Delivery WE 01 Jun 2022	521.03
1314.1772-01	WATER DYNAMICS PTY LTD	Poly Finger Filters for Irrigation Thorak Cemetery	499.16
1312.367-01	BUNNINGS GROUP LIMITED	Bulk Purchase of Cement for MWF	486.40
1314.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jun 2022 - Litchfield Council Archive St	465.91
1310.2295-01	COLEMANS PRINTING (COLEMANS INK PTY	Regulatory Services Business Cards	453.20
1307.874-01	VTG WASTE & RECYCLING	May 2022 - Waste Collection Litchfield Council	445.72
1305.2427-01	LITCHFIELD RESIDENT	Rates Refund	442.38
1307.400-01	THE ARK ANIMAL HOSPITAL PTY LTD	Zoletil Training for Litchfield Council	440.00
1310.14-01	AUSTRALIA POST	Bulk Purchase of Stamps for Litchfield Council	440.00
1307.1392-01	AKRON GROUP PTY LTD	Virginia Road Traffic Control - Feb 2022	435.60
1313.1700-01	SAGE CONSTRUCTIONS PTY LTD	Top Soil Delivered to Thorak Cemetery	425.00
1305.1962-01	ORGANIC AG PTY LTD	myLitchfield Voucher Redemption WE 01062	420.00

Cheque No.	Payee	Description	Amount (\$)
1312.1181-01	ODD JOB BOB	Installation of Materials at Litchfield	419.65
1308.307-01	RANFLEX PTY LTD	Lawn Vases with Spikes and Round ASH Containers	419.21
1314.488-01	SIGNTECH NT	Signage for Ranger Vehicle	406.18
1307.2382-01	FVS FIRE PTY LTD	Carry out Test and Tag of Portable Fire	404.12
1312.1806-01	LITCHFIELD RESIDENT	Rates Refund	400.00
1305.1988-01	MUMMAS KITCHEN	myLitchfield Voucher Redemption WE 01062	397.50
1312.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for WTS Toolbox Meeting	396.00
1305.2382-01	FVS FIRE PTY LTD	Test and Tag Portable Fire Extinguishers	389.82
1314.220-01	THE BIG MOWER	Replacement of Chainsaw & Filler Cap Oi	388.95
1312.2078-01	HUMPTY DOO NEWSAGENCY	Jan- Mar 2022 NT Newspapers Taminmin Library	354.75
1312.815-01	JEFFRESS ADVERTISING	NT News Ad - RFT22-309 Asbestos Remediation Works	340.56
1305.61-01	GREENTHES INDOOR PLANT & HIRE	May 2022 - Indoor Plant Hire LC Offices	338.50
1305.907-01	QUACK PEST CONTROL	Maintenance Pound Pest Control Ticks & Fleas	330.00
1312.840-01	AIRCON CLEANING	Clean Service and Sanitise AC's at WTS	330.00
1306.512-01	SELTOR SHAW PLUMBING PTY LTD	Thorak House -Investigate Solar Hot Water	328.20
1307.2295-01	COLEMANS PRINTING (COLEMANS INK PTY	Entrance Pass for Freds Pass Show	326.70
1308.1695-01	MICHAEL RILEY - FULL MOBILE MECHANIC	JCB -Repaired Radiator Leak and Topped with Coolant	325.57
1307.36-01	BRIDGE TOYOTA	CE59GR SERVICE	320.39
1305.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Animal # 1969	315.00
1310.1181-01	ODD JOB BOB	Installation of Materials at Litchfield	302.50
1310.1278-01	SEEK LIMITED	Advertisement for Manager of Library and Family Services	302.50
1307.2429-01	LITCHFIELD RESIDENT	Community Grant - Youth Development NT Rep rugby	300.00
1314.2447-01	LITCHFIELD RESIDENT	COMMUNITY GRANT - REPRESENT NT U15 HOCKEY	300.00
1314.70-01	LOCAL GOVERNMENT ASSOCIATION NT	LGANT Waste Management Symposium June 2022	300.00
1307.2432-01	LITCHFIELD RESIDENT	Rates Refund	299.83
1315.290-01	AUSTENG ENGINEERING SOLUTIONS	Thorak- Assist with Oversize Cremation	297.00
1305.1959-01	TACKLEWORLD COOLALINGA	myLitchfield Voucher Redemption WE 01062	295.00
1309.851-01	OFFICEWORKS	Stationary Replenishment for Thorak Cemetery	270.02
1305.1941-01	PROFESSIONAL	myLitchfield Voucher Redemption WE 01062	250.00
1307.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items for Thorak Cemetery	248.71
1307.953-01	HWL EBSWORTH LAWYERS	Legal Services	247.50
1305.1181-01	ODD JOB BOB	Repair Toilet Latches on Doors HPRR	240.35
1305.522-01	FARMWORLD NT PTY LTD	Replacement Clutch Packs	234.00
1307.663-01	ACCESS HARDWARE (NT) PTY LTD	Repairs to HPRR Lock on Howard Hall	231.00

Cheque No.	Payee	Description	Amount (\$)
1314.31-01	TOP END SIGN SALES	Community Survey Posters	231.00
1307.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items	225.26
1308.559-01	BLACKWOODS	PPE - Safety Gloves for Thorak Employees	217.89
1312.663-01	ACCESS HARDWARE (NT) PTY LTD	Produce and Supply of Key	217.80
1305.2420-01	BERRY SPRINGS PHARMACY	myLitchfield Voucher Redemption WE 01062	210.00
1314.522-01	FARMWORLD NT PTY LTD	MF SV 4275 Replacement of Cable	210.00
1305.2378-01	PACK & SEND DARWIN	Taminmin Library Courier Service WE 26	200.00
1310.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of De-sexing Voucher # 200	200.00
1310.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption De-sexing Voucher	200.00
1314.1220-01	GIRRAWEE VETERINARY HOSPITAL	Desexing Voucher	200.00
1307.1330-01	PAWS DARWIN LTD	May 22 - Impound Transfers	195.00
1310.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items for Thorak Cemetery	192.37
1307.855-01	TENDERLINK	Litchfield Council-Tender RFT22-309	184.80
1314.855-01	TENDERLINK	Advertising: RFT21-292 Waste Transportation	184.80
1307.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA P	June 2022 - ASSA Monthly Membership	181.50
1314.1329-01	AERTEX GROUP PTY LTD	May 2022- Brougham Road Signage & Delineation Hire	170.50
1310.2089-01	ELGAS LTD	Weekly Service of LPG Tank WE 01 Jun 202	165.00
1315.514-01	VEOLIA ENVIRONMENTAL SERVICES	May 2022- Waste Collection Thorak Cemetery	163.84
1312.1863-01	DARWIN AMATEUR RADIO CLUB	Refund for Overpayment of KLRR Hire of Venue	160.13
1305.2233-01	DARWIN WILDLIFE SANCTUARY	National Simultaneous Storytime Animal Guests	150.00
1314.2446-01	LITCHFIELD RESIDENT	Community Grant - Scout's NT Mini Jambor	150.00
1307.2163-01	TERRITORY NATIVE PLANTS	National Simultaneous Storytime Plant Gift	146.85
1315.926-01	JACANA ENERGY	May 22- Electricity for KLRR Lot 2734 House	140.60
1310.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) IN	Provide First Aid- Theory Only LC Employees	140.00
1315.85-01	TELSTRA	Jun 2022 - Telstra Line Rental Thorak Cemetery	139.21
1308.287-01	HARVEY DISTRIBUTORS	Bin Liners for Throak Cemetery	130.38
1307.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council	128.70
1305.1940-01	BIRDS OF PARADISE FASHION	myLitchfield Voucher Redemption WE 01062	120.00
1314.1211-01	G S MAYO	Litchfield Council Weekend Pound Clean	120.00
1305.1924-01	JOHNNY'S DINE IN TAKEAWAY	myLitchfield Voucher Redemption WE 01062	117.50
1310.926-01	JACANA ENERGY	May 2022 - Electricity BSWTS, Lot 1863	116.63
1307.565-01	CURBY'S (NT) PTY LTD	Name Badges for New Litchfield Council Staff	106.70
1306.85-01	TELSTRA	May 2022 - Telstra Line Rental Thorak Cemetery	104.00
1307.2170-01	BELLS PURE ICE (BPI OPERATIONS PTY	Bagged Ice - Delivered to MWF Site	101.75

Cheque No.	Payee	Description	Amount (\$)
1305.2421-01	RURAL GARDEN SUPPLIES (SOUTHERN CRO	myLitchfield Voucher Redemption WE 01062	100.00
1305.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY	De-sexing Voucher Redemption #28-22	100.00
1314.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERV	Redemption of Desexing Vouchers	100.00
1310.31-01	TOP END SIGN SALES	Update of Honour Board	99.00
1314.1776-01	BOLINDA PUBLISHING PTY LTD	Assorted Audiobooks for Taminin Library	98.96
1310.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items	98.44
1305.1910-01	BERRY SPRINGS TAVERN	myLitchfield Voucher Redemption WE 01062	95.00
1305.1915-01	DESIRE SHOP	myLitchfield Voucher Redemption WE 01062	95.00
1314.2170-01	BELLS PURE ICE (use 2434)	Bagged Ice - Delivered to MWF Site	93.50
1314.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	89.86
1305.1939-01	CURL UP & DYE	myLitchfield Voucher Redemption WE 01062	80.00
1305.1967-01	BERRY SPRINGS IGA X-PRESS	myLitchfield Voucher Redemption WE 01062	77.50
1305.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2022 - Additional Alarm Responses	77.18
1312.522-01	FARMWORLD NT PTY LTD	MF 5711 Replacement of Inner Filter	75.00
1306.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	69.30
1314.2445-01	LITCHFIELD RESIDENT	Refund of Overpaid Dog Registration	61.45
1305.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Graphics & Production of Annual Survey Poster	60.50
1314.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA	May 2022 - Police Check for New LC Employee	60.50
1307.2335-01	SITE 8 PTY LTD	Feb 22 - Coolalinga Casual Lease fee	55.00
1314.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	52.00
1314.2442-01	LITCHFIELD RESIDENT	Rates Refund	50.00
1314.2443-01	LITCHFIELD RESIDENT	Refund of Key Security Deposit	50.00
1314.2444-01	LITCHFIELD RESIDENT	Refund of Key Security Deposit	50.00
1313.506-01	TURBO'S TYRES	Strip, Fit and Repair Tractor Tyre	49.50
1305.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 20 May 2022	47.96
1307.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 27 May 2022	47.96
1310.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 05 June 2022	47.96
1312.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 12 June 2022	47.96
1314.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 19 June 2022	47.96
1309.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	46.20
1309.928-01	RSEA PTY LTD	PPE - Rehydration Supplements for Thorak Cemetery	44.00
1307.2433-01	LITCHFIELD RESIDENT	Refund of Dog Rego - Under 6 Months No C	43.55
1314.565-01	CURBY'S (NT) PTY LTD	Name Badges for New Litchfield Council Staff	41.80
1315.522-01	FARMWORLD NT PTY LTD	Replacement of Gauge Wheel / Front	40.50
1305.1923-01	SALTWATER FLOAT SPA	myLitchfield Voucher Redemption WE 01062	40.00

Cheque No.	Payee	Description	Amount (\$)
1305.448-01	ALLORA GARDENS NURSERY	myLitchfield Voucher Redemption WE 01062	40.00
1305.1950-01	THE TAO HOUSE	myLitchfield Voucher Redemption WE 01062	30.00
1305.1912-01	HINNENS CAFE	myLitchfield Voucher Redemption WE 01062	15.00
1305.1952-01	VIRGINIA STORE	myLitchfield Voucher Redemption WE 01062	12.50
1305.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items for MWF Crew	10.92
1305.1921-01	HOWARD SPRINGS NEWSAGENCY	myLitchfield Voucher Redemption WE 01062	10.00
1312.78-01	POWER & WATER CORPORATION	Standpipe Water Cards for MWF Crews #252	5.01
TOTAL			2,171,552.88

OUTSTANDING RATES

PRIOR YEAR RATES

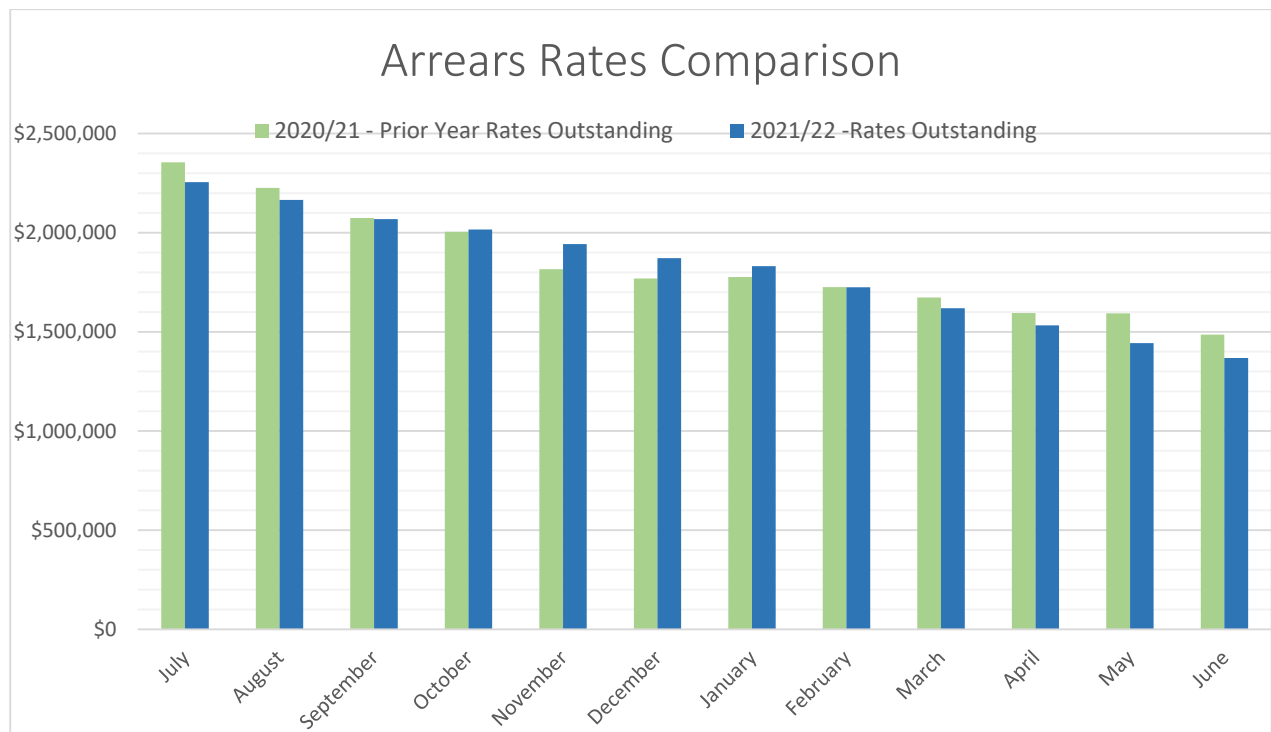
The below table illustrates the split of prior year outstanding rates. Previous years rates outstanding are currently \$1.3 million, 8.6% decrease from the same time last year.

Council is prioritising rates collection and taking steps 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 rate as at the beginning of the financial year, last month and the current month

	Beginning 2021/22 Prior Years Outstanding (\$)	Previous Month (May 2022) (\$)	Current Month (June 2022) (\$)
COMMERCIAL	65,444.00	46,265.16	27,166.09
GAS PLANT	5.00	30.23	40.67
MINING	123,382.00	121,431.04	122,287.31
HORTICULTURE AGRICULTURE	0.00	64,264.67	64,689.41
NON-RATEABLE GENERAL	9,463.00	23,275.76	16,870.81
NON-RATEABLE WASTE	31,157.00	31,504.12	31,713.64
PASTORAL	0.00	0.00	0.00
RURAL RESIDENTIAL	1,850,245	927,379.26	879,468.74
URBAN RESIDENTIAL	232,730.00	236,282.98	226,316.31
TOTAL	2,254,890.97	1,450,433.22	1,368,552.98
Arrears LESS Legal	2,030,874.00	1,206,373.54	1,146,232.20

The graph below compares prior year rates between 2020/21 and 2021/22 financial years.



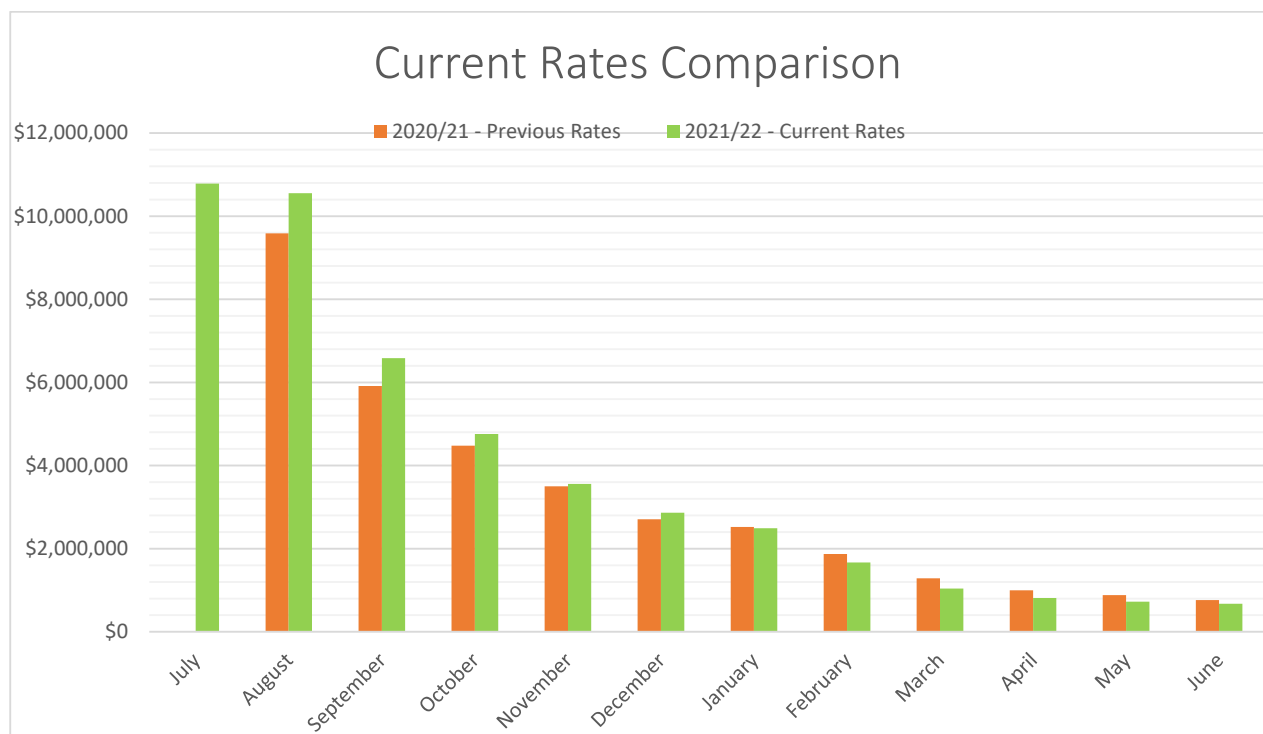
CURRENT YEAR RATES

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$11.7m.

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

	Previous Month (May 2022) (\$)	Current Month (June 2022) (\$)	Variance (\$)	Due Dates
Instalment 1	196,628.16	184,351.78	12,276.38	30-Sep-21
Instalment 2	236,662.00	221,189.41	15,472.59	30-Nov-21
Instalment 3	292,078.09	273,177.95	18,900.14	28-Feb-22
TOTAL	725,368.25	678,719.14	46,649.11	

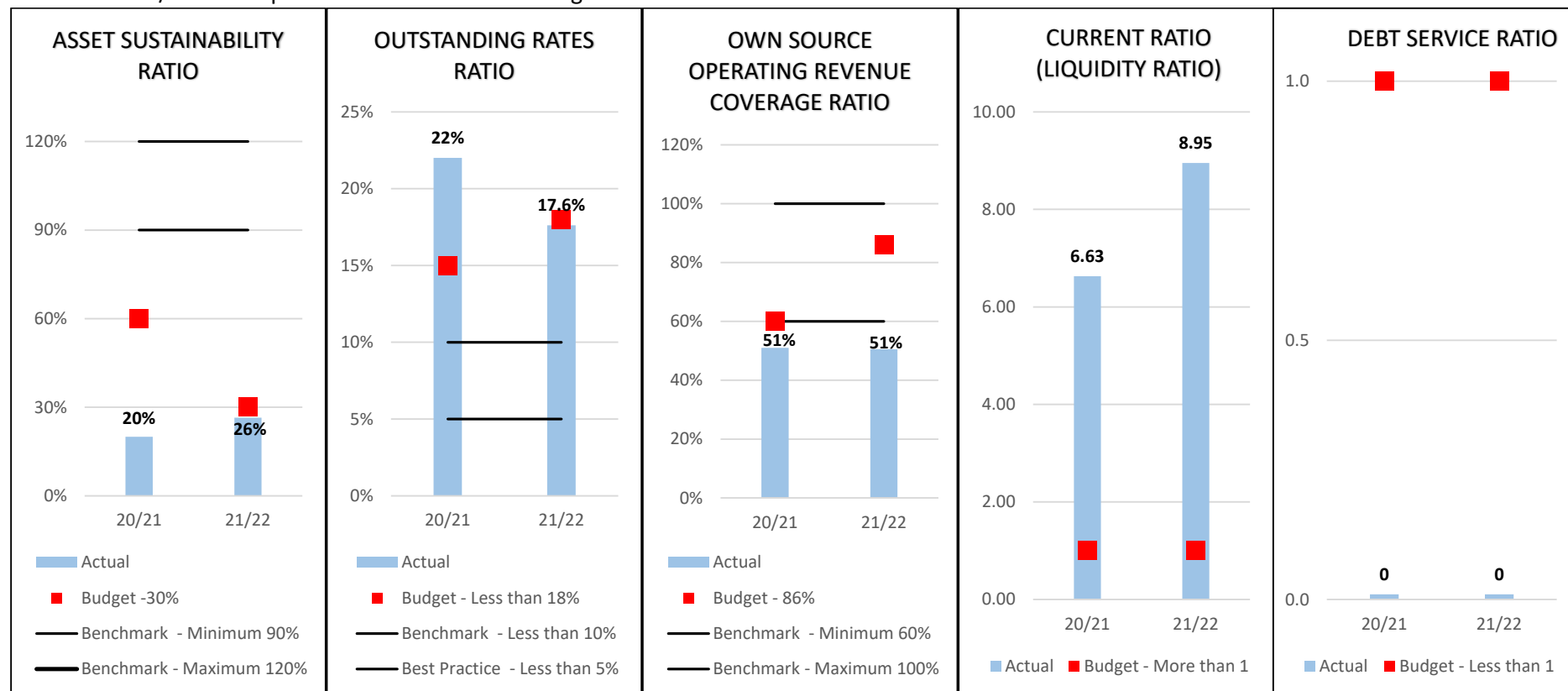
The graph below compares annual rates between 2020/21 and 2021/22.



Note: 2020/21 rates were not levied until August 2020 therefore there is no comparative bar for July.

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2021/22 Municipal Plan includes the following financial KPIs.



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 26% for the month of June is just short of the Municipal Plan target of 30%. This will expected to increase as most capital projects are in 'Delivery 'stage. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$518 million. 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.</p>
Outstanding Rates Ratio	<p>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.</p> <p>Council's Outstanding Rates Ratio of 17.62% (Municipal Plan target is 18%). A growing outstanding rates ratio increases liquidity risk and places burden on Council's existing resources. Council will need to manage the risk by prioritising rates debt recovery to see a downward trend in the rates outstanding ratio gradually.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's Own Source Operating Revenue Coverage ratio of 51% is just short of the Municipal Plan target of 60% and is expected to decrease as further funding is received throughout the year.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 8.95 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

*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.



COUNCIL REPORT

Agenda Item Number:	14.01.02
Report Title:	People, Performance and Governance Report—June 2022
Author:	Danny Milincic, Manager People and Performance
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	Nil

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 2022.

Background

The Litchfield Council strongly values our people, and good governance. This report being presented monthly 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.

The commencement of the *Local Government Act 2019* has brought about many changes to Council policies. Provided below is an ongoing update as Council continues to transition to the new legislation.

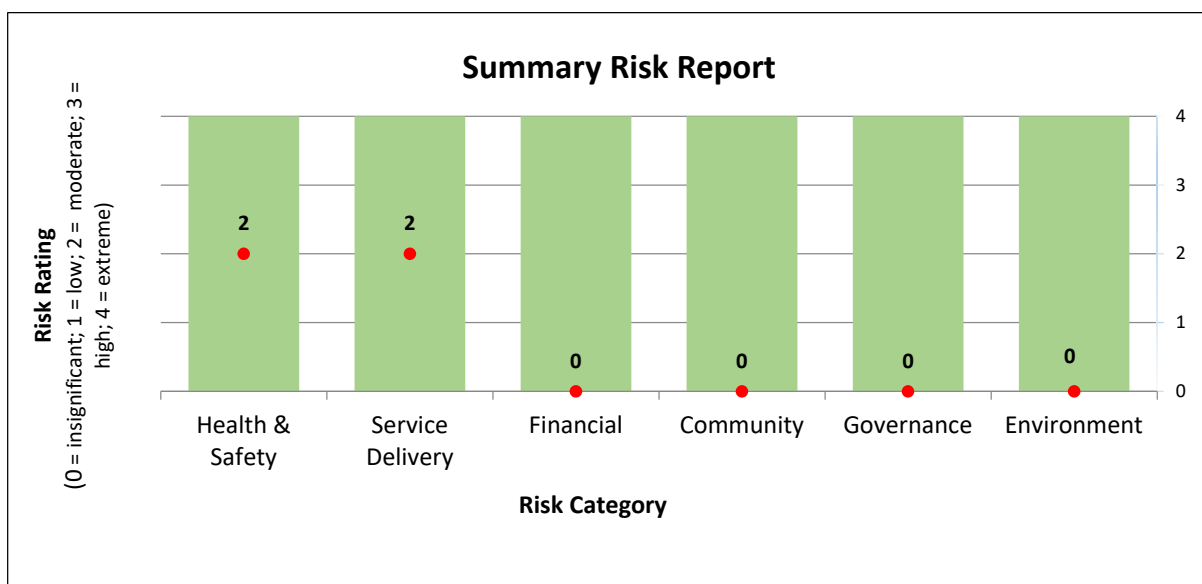
Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil

Risks



Health & Safety

Public liability issues as a result 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 hazard during tasks and operations.

Service Delivery

Due to our location, 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 the implementation of innovative HR practices to attract and retain talent.

Community Engagement

Not Applicable.

PEOPLE AND PERFORMANCE MONTHLY REPORT

June 2022

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA	NA	NA	NA

External Appointments

Position	Department	Commenced	Permanent/Temporary
Trainee Ranger	Regulatory Services	6 June 2022	Fixed Term Contract

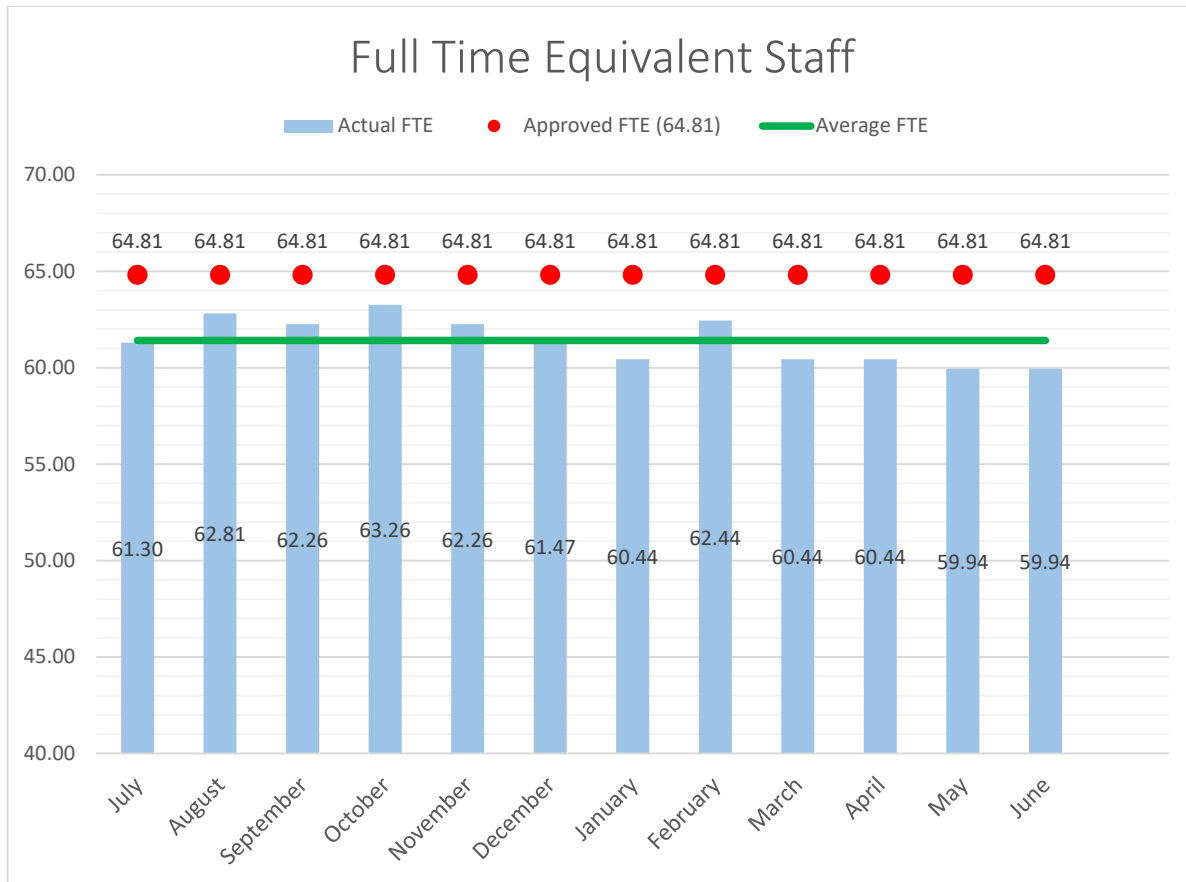
Employment Separation

Position	Department	End date	Permanent/Temporary
Development Engineer	Infrastructure and Operation	30 June 2022	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	49	45	-4
Part-time	5.81	5.94	0.13
Contract	10	9	-1
Total	64.81	59.94	-4.87

Recruitment Overview:

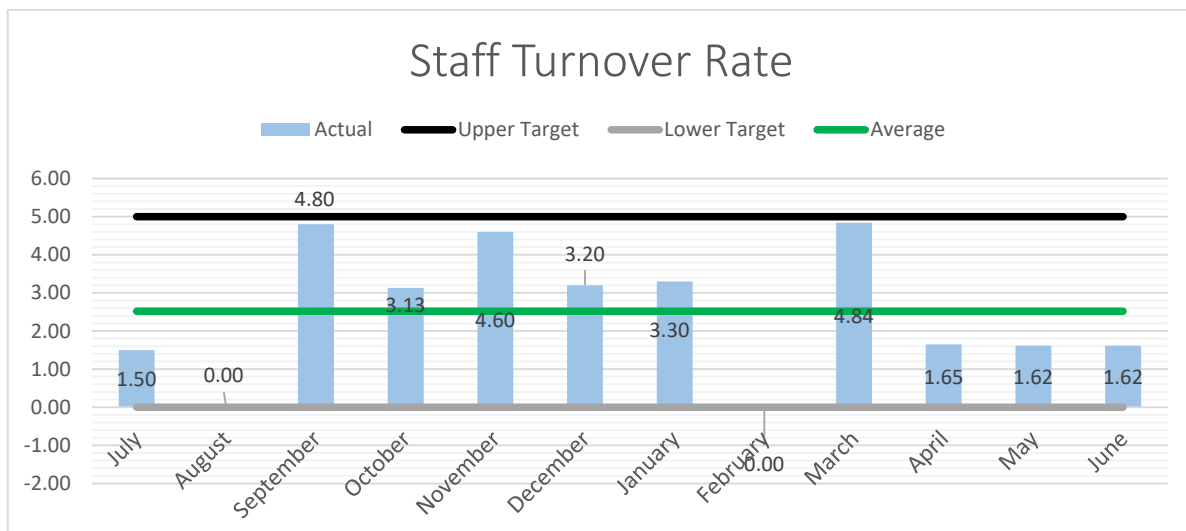
Role	In Progress	Completed
Chief Executive Officer	✓	
Trainee Ranger		✓
Senior Ranger	✓	
Planning and Development Program Leader	✓	
Works Delivery Program Leader	✓	
Manager Library and Family Services	✓	
Development Engineer	✓	



Turnover Rate:

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

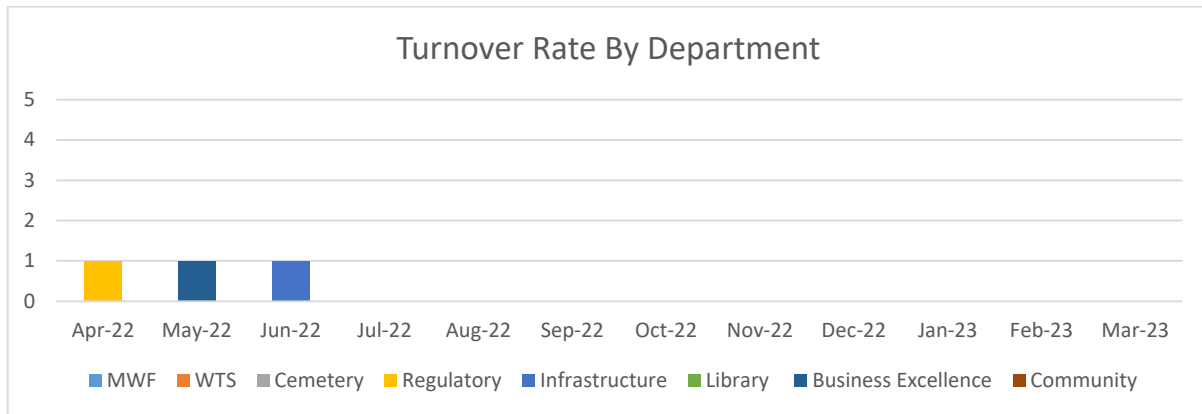
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Average
1.50%	0%	4.80%	3.13%	4.60%	3.20%	3.30%	0%	4.84%	1.65%	1.62%	1.62%	2.52 %
1	0	3	2	3	5	2	0	4	1	1	1	1.91

Target Average: Between 0% - 5%

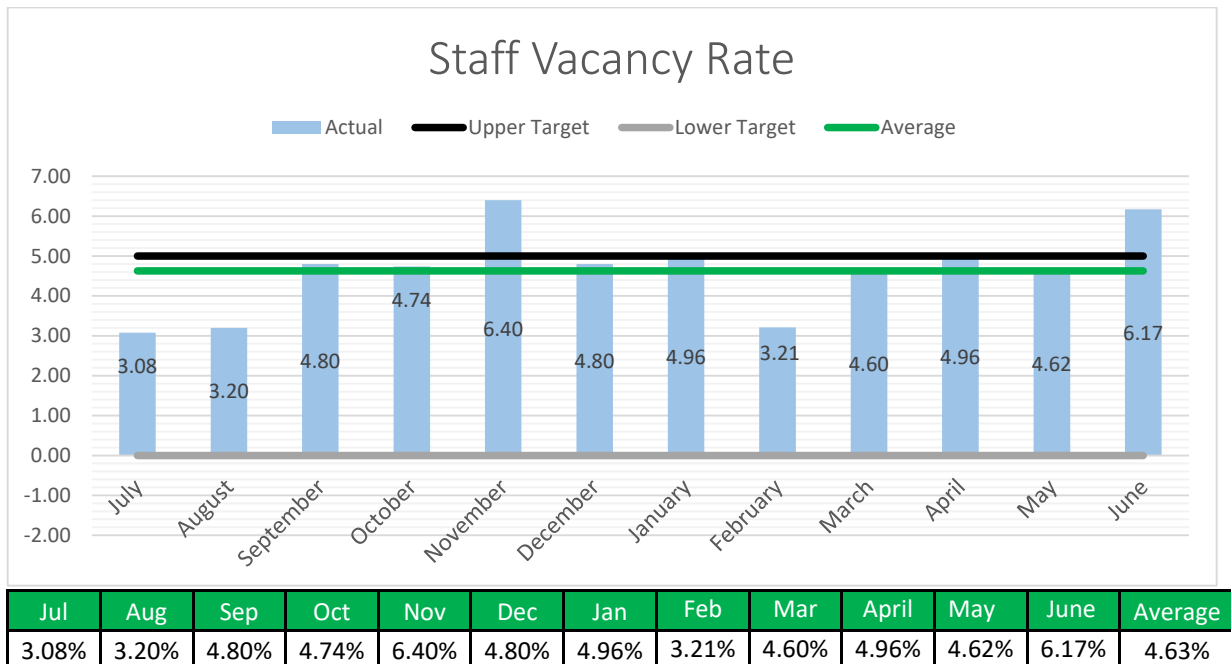
Turnover Rate by Department:



Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	1	1.62
Library	0	NA
Business Excellence	0	NA
Community	0	NA
Total	1	1.62%

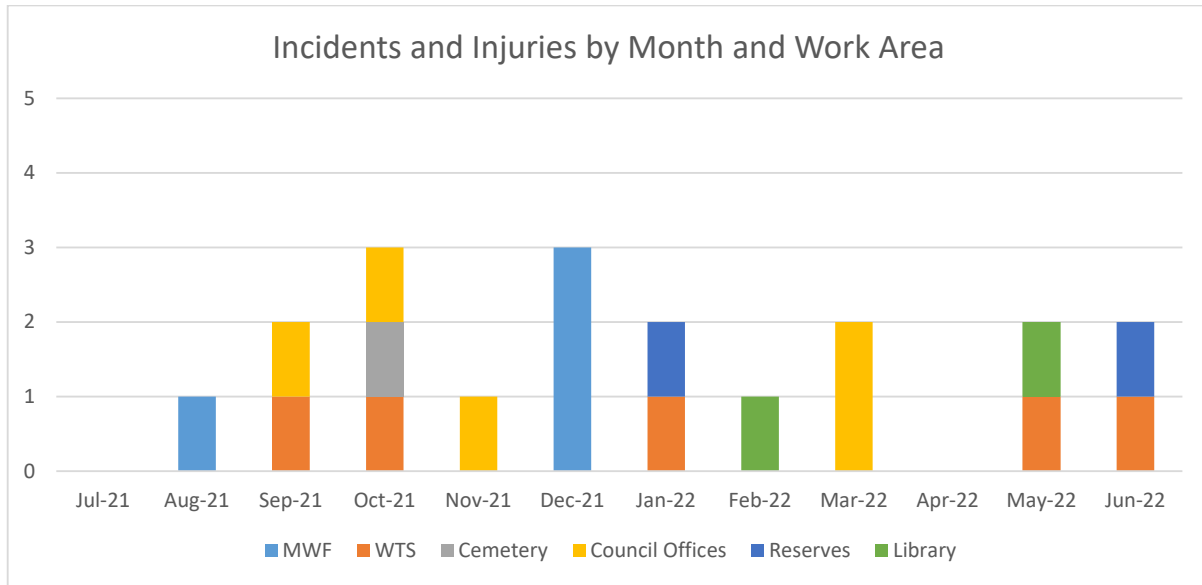
Staff Vacancy Rate:

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



Target: 0% - 5

Workplace Health and Safety:



Incident 1: Asbestos was discovered at Whitewood Hall, Howard Park, during maintenance works. The area has been contained with the incident currently being investigated.

Incident 2: A MWF employee sustained injuries after falling from a tractor. A worker's compensation claim has been raised.

The *Local Government Act 2019* (Act) commenced on 1 July 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 2A: Council member allowances (Guideline was re-made under section 71(2) of <i>Local Government Act 2008</i> and is continued in force as a transitional arrangement in accordance with section 353 of the <i>Local Government Act 2019</i> .)
General Instructions	General Instruction 1: Procurement

Below is a list of existing policies due for review during the 2021/2022 period. These policies will be presented to Council in due course. The finalised policies can be seen in green.

Policies	
FIN11 Related Party Disclosure	GOV13 Managing Requests to Council Members
FIN13 Borrowing	GOV07 Recording of Council Meetings
INF03 Roadside Memorials and Roadside Monuments	FIN07 Community Grants, Donations and Sponsorships
GOV03 Privacy	EM04 Casting Vote
INF05 Sealing of Roads	EM01 Elected Members
INF02 Driveway Crossovers	EM02 Code of Conduct for Elected Members
GOV12 Land Acquisition Policy	EM05 Council Member Allowances and Support
EM06 Conflict of Interest	GOV05 Caretaker
CEM01 Floral and Ornamental Tributes	COR01 Media
INF01 Asset Management	FIN17 Accountable Forms – Member and CEO
COR02 Community Engagement	CEO Code of Conduct
GOV19 Breach of Code of Conduct	EM03 Access to Meetings
REG01 Disposal of Surrendered and Unclaimed Impounded Dogs	



COUNCIL REPORT

Agenda Item Number:	14.01.03
Report Title:	FIN11 Related Party Disclosure Policy
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	A: Related Party Disclosure Policy with track changes B: Related Party Disclosure Form C: Related Party Disclosure Private Collection Notice

Executive Summary

This report provides a review of Council's Policy FIN11 Related Party Disclosure.

Recommendation

THAT Council approve the revised FIN11 Related Party Disclosure Policy as at Attachment A - Relating Party Disclosure Policy.

Background

This policy assists Council in complying with the disclosure requirements under Australian Accounting Standards Board (AASB) - 124 Related Party Disclosures.

This policy provides tools to assist in compliance with AASB 124 through:

- identifying related parties and collection information and transactions about those parties;
- establishing a system to capture and record transactions and information about those transactions;
- identifying circumstances in which disclosure is required; and
- determining the disclosures to be made about those items in the Annual Financial Statements.

Minor administrative changes have been made, and the policy has been updated as follows:

- update staff titles;
- update to new legislation;
- notice periods have been reduced;
- subsequent policy review date has been set as 2026.

The *Local Government Act 2019*, Section 207, and Section 13 of the Local Government (General) Regulations 2021 require Council to prepare financial statements for each financial year in line with the accounting standards. Accordingly, for annual periods beginning on or after 1 July 2016 Council will comply with the Related Party Disclosures under AASB 124.

Australian Accounting Standards Board - 124 Related Party Disclosures specifies disclosure requirements to enable users of financial statements to form a view about the effects of related party relationships on an entity.

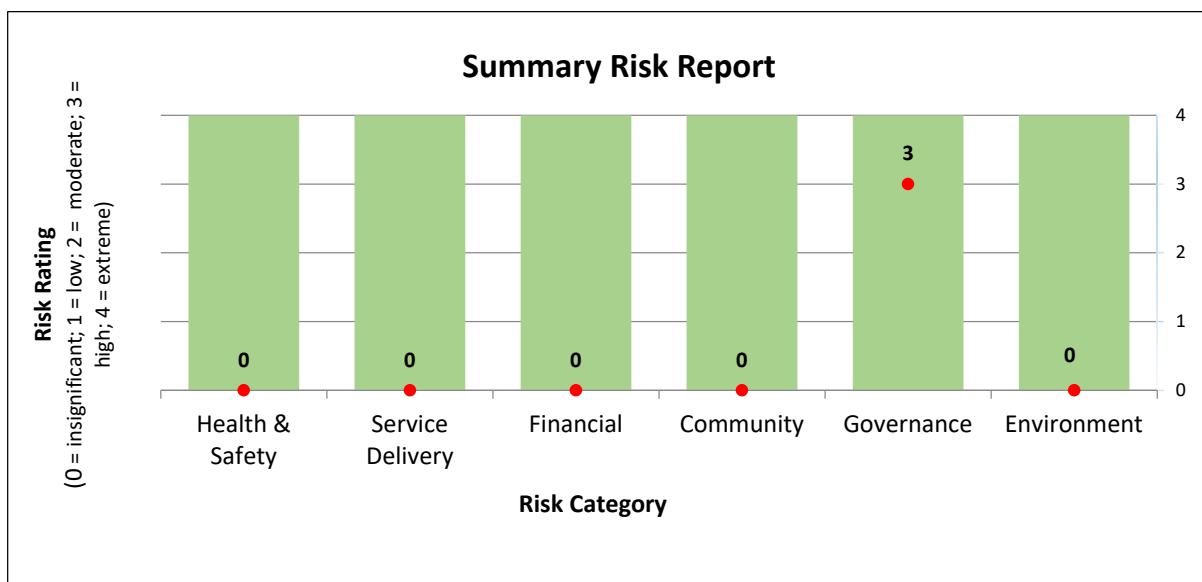
Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019

Risks



Governance

There is a high governance risk of misstatement of the financial statements if KMP's do not comply fully with this policy.

Community Engagement

N/A



Name	FIN11 RELATED PARTY DISCLOSURE
Policy Type	Council
Responsible Officer	General Manager Business Excellence
Approval Date	17/05/2017 21/06/2022
Review Date	16/05/2021 16/06/2026

1. Purpose

This policy assists Council in complying with the disclosure requirements under AASB 124 Related Party Disclosures.

This policy provides the tools to will:

- Identify related parties, information and transactions about those parties;
- Establish a system to capture and record transactions and information about those transactions;
- Identify circumstances in which a disclosure is required;
- Determine the disclosures to be made about those items in the Annual Financial Statements for complying with AASB 124.

2. Scope

Local Government Act 2019, Section 207 ~~Section 131 Local Government Act Northern Territory~~ and Section 132 of the Local Government (General Accounting) Regulations 2021 require Council to prepare financial statements for each financial year in line with the accounting standards. For annual periods beginning on or after 1 July 2016 Council will comply with the Related Party Disclosures under AASB 124.

3. Definitions

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

Arm's length terms	Terms between parties that are reasonable in the circumstance of the transaction, where both parties have acted in their own interest, in the absence of the parties being related or influenced by the other.
Close family members or close members of the family	<p>Are those family members who may be expected to influence, or be influenced by that key management person in their dealings with Council and include:</p> <ul style="list-style-type: none"> - That person's children and spouse or domestic partner; - Children of that person's spouse or domestic partner; and - Dependants of that person or that person's spouse or domestic partner. <p>For the purpose of the AASB 124 close family members can include extended members of a family, if they could be expected to influence, or be influenced by, the key management person in their dealings with Council.</p>

Control	Control of an entity is present when there is: <ul style="list-style-type: none"> - Power over the entity; and - Exposure or rights to variable returns from involvement with the entity; and - The ability to use power over the entity to affect the amount of returns received.
Joint Control	The contractually agreed sharing of control of an arrangement, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.
Key management personnel or key management person (KMP)	Person(s) having authority and responsibility for planning, directing and controlling the activities of Council, directly or indirectly. Specifically, KMP of Council are: <ul style="list-style-type: none"> - The mayor; - Elected members; - The chief executive officer; - The directors; - Other officers with delegations under Section 168 <i>Local Government Act 2019</i>.
Ordinary Citizen Transactions	Transactions that an ordinary citizen would undertake with Council, which is undertaken on arm's length terms and in the ordinary course of carrying out Council's functions and activities. (e.g. Paying rates or other charges, using Council's public facilities as an individual)
Related party	Is a person or entity that is related to the reporting entity. <ol style="list-style-type: none"> Council subsidiaries; Entities who are associates of Council and Council subsidiaries; Joint ventures in which Council or a Council subsidiary is a joint venturer; Council's KMP; A close family member of a KMP of Council; Entities controlled by a KMP of Council; Entities controlled or jointly controlled by a close family member of a KMP of Council; Other entities as specified in AASB 124, paragraph 9(b)(iii),(iv),(v) and (viii).

Related party transaction	Is a transfer of resources, services or obligations between a reporting entity and a related party, regardless of whether a price is charged.
Reporting entity	Is the entity that is preparing its financial statements.

4. Policy Statement

4.1. Disclosure Requirements under AASB 124

To comply with AASB 124, for annual period beginning on or after 1 July 2016, Council will make the following disclosures in its General Purpose Financial Statements.

4.1.1 Key management personnel (KMP) compensation in total and for each of the following categories¹:

- Short-term employee benefits;
- Post-employment benefits;
- Other long-term benefits; and
- Termination benefits.

4.1.2 Amounts incurred by Council for the provision of KMP services that are provided by a separate management entity².

4.1.3 For each category of transactions with a related party (as defined in this policy), Council will disclose the following information in Litchfield Council's General Purpose Financial Statements:

- The nature of the related party relationship;
- The amount of the transactions;
- The amount of outstanding balances, including commitments, and:
 - Their terms and conditions, including whether they are secured, and the nature of the consideration to be provided in settlement; and
 - Details of any guarantees given or received;
- Provisions for doubtful debts related to the amount of outstanding balances; and
- The expense recognised during the periods in respect of bad or doubtful debts due from related parties.

4.1.4 For each related party category specified in the definition of this policy, Council will disclosure information specified in Section 4.1.3 for related party transactions of similar

¹ See AASB 124, paragraph 17 and 17A

² See AASB 124, paragraph 18A

nature in aggregate except when separate disclosure is necessary for an understanding of the effects of related party transactions on the Financial Statements of Council having regards to the following criteria:

- The nature of the related party relationship;
- The significance of the transaction (individually or collectively) in terms of size or value;
- Whether the transaction is carried out on non-arm's length terms;
- Whether the nature of the transaction is outside normal day-to-day business operations.

Decision on disclosure in aggregate or separate will be made in consultation with the Council's external auditor.

4.2. Identifying Council Related Party Relationships and Transactions

- 4.2.1. The ~~Finance~~ Manager Corporate Services is responsible for identifying Council subsidiaries, associates and joint ventures (incorporated and unincorporated).
- 4.2.2. To determine whether Council has control or joint control of an entity, the ~~Finance~~ Manager Corporate Services is responsible for applying AASB 10 – Consolidated Financial Statements and AASB 11 – Joint Arrangements.
- 4.2.3. To determine whether an entity is an associate of, or in a joint venture with Council or a Council subsidiary the ~~Finance~~ Manager Corporate Services is responsible for applying AASB 128 – Investments in Associates and Joint Ventures.
- 4.2.4. Related party transactions are identified through Council's electronic business system and the ~~Finance~~ Manager Corporate Services is responsible to extract the information specified in Section 4.1.3 for the register of related party transactions. Furthermore, the ~~Finance~~ Manager Corporate Services is responsible to investigate any related party transactions as specified in Section 4.1.3 that are not kept in the electronic business system through manual investigation.

4.3. Identifying Related Party Transactions with KMP and their Close Family Members

KMP must provide a related party disclosure, notifying any existing or potential related party transactions between Council and either themselves, their close family members or entities controlled or jointly controlled by them or any of their close family members to the Chief Executive Officer.

4.3.1. Related Party Disclosure Form

At least 30 days before a specified notification period, the ~~Finance~~-Manager Corporate Services will provide KMP with a Related Party Disclosure Form (Attachment A) and a Privacy Collection Notice (Attachment B).

4.3.2. Suspected Related Party Transaction

If a KMP suspects that a transaction may constitute a related party transaction, the KMP should provide a related party disclosure on the appropriate form to the Chief Executive Officer.

4.3.3. Specified Notification Periods

KMP have to provide a Related Party Disclosure Form in the following periods during a financial year:

- ~~— 30 days after initial approval of this policy;~~
- 30 days after a KMP commences their term of employment with Council;
- ~~— 30 November each year;~~
- 30 June each year.

4.3.4. Other Notifications

The notification requirements under Section 4.3 are in addition to notifications a KMP must make to comply with other existing policies of Council.

4.3.5. Exclusions

The notification requirements under Section 4.3 do not apply to:

- (For staff) transactions disclosed under Section 4.1.1 (e.g. Salary and other employee benefits)
- (For elected members) transactions governed by Council policy EM05 *Elected Members Benefits and Support Policy*
- Transactions classified as ordinary citizen transactions as defined in this policy.

4.3.6. Information Extraction

Related party transactions are identified through Council's electronic business system and the ~~Finance~~-Manager Corporate Services is responsible to extract the information specified in Section 4.1.3 for the register of related party transactions. Furthermore, the ~~Finance~~-Manager Corporate Services is responsible to investigate any related party transactions as specified in Section 4.1.3 that are not kept in the electronic business system through manual investigation.

4.3.7. Other Sources of Information

To ensure all related party transactions are captured and recorded, the ~~Finance~~ Manager Corporate Services is responsible for reviewing, if required, other sources of information held by Council including, but not limited to:

- A register of interests of a KMP and of persons related to the KMP;
- Minutes of Council and committee meetings;
- Council's Contracts' Register
- Council's Tender Register
- Gifts and Benefits Register

4.4. Register of Related Party Transactions

The ~~Finance~~ Manager Corporate Services is responsible for maintaining and keeping up to date a register of related party transactions that captures and records information specified in Section 4.1.3 for each existing or potential related party transaction during a financial year.

4.4.1. Contents of the Register

The contents of the register of related party transactions must detail for each related party transaction:

- The description of the related party transaction;
- The name of the related party;
- The nature of the related party's relationship with Council;
- Whether the notified related party transaction is existing or potential;
- A description of the transactional documents subject to the related party transaction;
- The information specified in Section 4.1.3 of this policy.

4.5. Information Privacy

4.5.1. Confidential

The following information is classified as confidential and is not available for inspection by or disclosure to the public. Disclosure will only occur where required under the Information Act.

- Information (including personal information) provided by a KMP in a related party disclosure; and
- Personal information contained in a register of related party transactions.

4.5.2. When Consent is Required

Except as specified in this Policy, Council and other permitted recipients will not use or disclose personal information provided in a related party disclosure by a KMP or contained in a register of related party transactions for any other purpose or to any other person except with the prior written consent of the subject KMP.

4.5.3. Permitted Recipients

The following persons are permitted to access, use and disclose the information (including personal information) provided in a related party disclosure or contained in a register or related party transactions for the purpose specified in Section 4.5.4:

- the Chief Executive Officer;
- the General Manager Business Excellence ~~Director Community and Corporate Services~~;
- the ~~Finance~~ Manager Corporate Services;
- an Auditor of Council
- other officers as delegated by the Chief Executive Officer.

4.5.4. Permitted Purposes

A person specified in Section 4.5.3 may access, use and disclose information (including personal information) in a related party disclosure or contained in a register of related party transactions for the following purposes:

- to assess and verify a notified related party transaction;
- to reconcile identified related party transactions against those notified in a related party disclosure or contained in a register or related party transactions;
- to comply with the disclosure requirements of AASB 124;
- to verify compliance with the disclosure requirements of AASB 124.

5. Associated Documents

Attachment A to Policy FIN11– Related Party Disclosure by KMP form

Attachment B to Policy FIN11 – Privacy Collection Notice Related Party Disclosures by KMP

Litchfield Council Policies

6. References and Legislation

Information Act

Northern Territory Local Government Act 2019

~~Northern Territory Local Government (Administration) Regulations~~

~~Northern Territory Local Government (Accounting) Regulations~~

Australian Accounting Standards

Ministerial Guidelines

Local Government General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
21 June 2022	Policy review – <u>references to Local Government Act 2019 and General Regulations and update of Council Officer position titles.</u>



ATTACHMENT B

RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL

THIS DOCUMENT IS CONFIDENTIAL

See Council's Related Party Disclosure Policy FIN11

Name of Key Management Personnel:	
Position of Key Management Personnel:	

Please read the Privacy Collection Notice provided with this notification, which explains what a related party transaction is and the purposes for which Council is collecting and will disclose, the related party information provided by you in this notification.

Please complete the table below for each related party transaction with Council that you, or a close member of your family, or an entity related to you or close member of your family:

- a) Has previously entered into and which will continue in the [Insert relevant financial year] financial year; or
- b) Has entered into, or is reasonable likely to enter into, in the [Insert relevant financial year] financial year.

Description of Related Party Transaction	Is Transaction Existing/Potential?	Related Party's Name (Individual's or Entity's Name)	Related Party's Relationship/Reasons why Related	Description of Transaction Documents of Changes to the Related Party Relationship



Notification

I, _____ (name) _____, _____ (position) _____.

Notify that, to the best of my knowledge, information and belief as at the date of this notification, the above list includes all existing and potential related party transactions with Council involving myself, close members of my family, or entities controlled or jointly controlled by me or close members of my family, relevant to the [Insert relevant financial year] financial year.

I make this notification after reading the Privacy Collection Notice provided by Litchfield Council, which details the meaning of the words “related party”, “related party transaction”, “close members of the family of a person” and in relation to any entity “control” or “joint control”, and the purposes for which this information will be used and disclosed.

I permit the Manager Corporate Services and other permitted recipients specified in Council’s Related Party Disclosure Policy to access the register of interest of me and persons related to me and to use the information for the purposes specified in policy FIN11.

Signature of named Key Management Personnel: _____.

Dated: _____.



Privacy Collection Notice

RELATED PARTY DISCLOSURES BY KEY MANAGEMENT PERSONNEL

1. PURPOSE OF COLLECTION, USE AND DISCLOSURE

Effective for annual periods beginning on or after 1 July 2016, Council must disclose certain related party relationships and related party transactions together with information associated with those transactions in its general purpose financial statements, in order to comply with Australian Accounting Standard AASB 124 Related Party Disclosures July 2015 (AASB 124).

Related parties include Council's Key Management Personnel (KMP), their close family members, and any entities that they or any of their close family members control or jointly control.

A related party transaction is any transaction (whether a transfer of resources, services or obligations) between the reporting local government and any of the related parties, whether monetary or not.

If there is a related party transaction with Council applicable to a reporting financial year, AASB 124 requires Council to disclose in the financial statements the nature of the related party relationship and information about the transaction, including outstanding balances and commitments associated with the transaction. Disclosure in the financial statements may be in the aggregate and/or made separately, depending on the materiality of the transaction.

For more information about Council's disclosure requirements under AASB 124, please refer to Council's Related Party Disclosure Policy.

2. NOTIFICATIONS BY KEY MANAGEMENT PERSONNEL

In order to comply with AASB 124, Council has adopted a policy that requires all members of its KMP to periodically provide notifications to the Finance Manager or Chief Executive Officer of any existing or potential party transaction between Council and any of their related parties during a financial year, and any changes to previously notified related party relationships and transactions relevant to the subject financial year.

To this end, each KMP must provide a Related Party Disclosure, in the approved form, notifying any existing or potential related party transactions between Council and any related parties of the KMP, to the Finance Manager by no later than the following periods during a financial year:

- ~~— 30 days after initial approval of Policy FIN11~~
- 30 days after a KMP commences their term or employment with Council
- ~~30 November (each year);~~ and
- 30 June (each year).

Note: These related party disclosure requirements are in addition to the notifications KMP's are required to make to comply with other Council policies.

This includes disclosures relating to Conflicts of Interest and Gifts and Benefits. Council's auditors may audit related party information as part of the annual external audit.

For privacy and right to information status of this information, please refer to Council's Related Party Disclosure Policy.

3. WHO ARE KMPS?

KMPs are persons having authority and responsibility for planning, directing and controlling the activities of Council, directly and indirectly.

For Council, KMPs include:

- Mayor
- Elected Members
- Chief Executive Officer
- Directors
- Other Officers with delegations under Section 103 Local Government Act

Close family members, or close members of the family of a KMP are family members who may be expected to influence, or be influenced by, that person in their dealings with Council and include:

- (a) That person's children and spouse or domestic partner;
- (b) Children of that person's spouse or domestic partner; and
- (c) Dependants of that person or that person's spouse or domestic partner.

Under AASB 124, close family members could include extended members of a family (such as, without limitation, a parent, grandparent, siblings, etc.) if they could be expected to influence, or be influenced by the KMP in their dealings with Council.

The following table may assist with identifying close family members:

<i>Definitely a close family member</i>	<i>Maybe a close family member</i>
Your spouse/domestic partner	Your brother and sisters, if they could be expected to influence, or be influenced by you in their dealings with Council
Your children	Your aunts, uncles and cousins, if they could be expected to influence, or be influenced by you in their dealings with Council
Your dependants	Your parents and grandparents, if they could be expected to influence, or be influenced by you in their dealings with Council
Children of your spouse/domestic partner	Your nieces and nephews, if they could be expected to influence, or be influenced by you in their dealings with Council
Dependants of your spouse/domestic partner	Any other member of your family if they could be expected to influence, or be influenced by you in their dealings with Council

4. CONTROL & ENTITIES

Entities include companies, trusts, incorporated and unincorporated associations such as clubs and charities, joint ventures and partnerships.

You control an entity if you have:

- Power over the entity;
- Exposure, or rights to variable returns from your involvement with the entity; and
- The ability to use your power over the entity to affect the amount of your returns.

Example of Control:

May is the Mayor of XY Council and owns 100% of the ordinary share in XY Company Pty Ltd (the Company). The ordinary shares are the only shares in the company that have voting rights. May controls the company because she has the power to affect the company's decisions and the return he will get from the company. May will need to include the company on her Related Party Disclosure Form.

To jointly control an entity, there must be contractually agreed sharing of control of the entity, which exists only when decisions about the relevant activities require the unanimous consent of the parties sharing control.

Example of Joint Control:

May is the Mayor of XY Council and owns 50% of the ordinary share in XY Company Pty Ltd (the Company). May's sister, Peta, owns the other 50% of the ordinary shares. May and Peta are the only Directors of the company and have equal voting rights on the board. May and Peta have joint control of the company because any decisions require the unanimous consent of them both. May will need to include the company on her Related Party Disclosure Form and the entity's related party relationship with May and Peta.

In some cases, it will be obvious that you or a family member control or have joint control over an entity. In other cases, it will be less clear.

If you are unsure whether you, or a close family member has control or joint control of an entity then you should contact the Finance Manager for a confidential discussion.



COUNCIL REPORT

Agenda Item Number:	14.01.04
Report Title:	FIN11 FIN13 Borrowing Policy
Author:	Maxie Smith, Manager Corporate Services
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	A: FIN13 Borrowing Policy

Executive Summary

This report provides a review of Council's Policy FIN13 Borrowing.

Recommendation

THAT Council approve the revised FIN13 Borrowing Policy as at Attachment A - FIN13 Borrowing Policy.

Background

This policy sets out the circumstances under which Council might use debt as a source of funds and principles to be applied in relation to borrowing.

Council is committed to operating in a financially sustainable manner and in accordance with its Long-Term Financial Plan and principles of financial sustainability.

Changes to the policy document include updates to current legislation and change to subsequent review date.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Part 10.3 sections 195 to 199 deals with Council or local government subsidiary borrowing.

Risks



Financial

While council's appetite for operational financial risk is high providing that the opportunity or return provides a demonstrated benefit or return for the community, council is cautious regarding borrowings. Councils maintain an appetite for planned and within the budget expenditure.

Governance

Compliance with legislative and policy implications is paramount to good governance in the high-risk area of borrowing.

Community Engagement

N/A



Name	FIN13 BORROWING
Policy Type	Council
Responsible Officer	General Manager Business Excellence
Approval Date	13/12/2017 21/06/2022
Review Date	13/12/2021 16/06/2026

1. Purpose

This policy sets out the circumstances under which Council might use debt as a source of funds and principles to be applied in relation to borrowing.

2. Scope

Council is committed to operating in a financially sustainable manner and in accordance with its Long-Term Financial Plan and principles of financial sustainability.

Council considers that debt funding may be appropriate in the following circumstances:

- fund the acquisition, construction, expansion or refurbishment of a major capital asset or other expansion in capital works, or;
- The Council is satisfied it can manage the risk and meet the debt repayments in the context of long term financial planning and financial sustainability

Debt will not be used to cover recurrent operating expenses.

Council generally prefers to minimise debt and financial risk.

3. Definitions

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

Borrowings	Any form of financial accommodation for example, an overdraft, a loan, hire purchase or instalment purchase agreement and the present value of future payments under a finance lease.
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4. Policy Statement

Council recognises that borrowing for capital works is an important funding source for Local Government and that the full cost of Infrastructure should not be borne entirely by present-day ratepayers, but be contributed to by future ratepayers who will also benefit.

External borrowings will be limited to the funding of significant items of capital expenditure:

- the life of which is expected to exceed the term of any funds borrowed
- that cannot be funded from other sources; and
- that are within the contexts of affordability, risk and financial sustainability.

Borrowings are to be utilised for the purpose for which the loan was raised. If a borrowing is undertaken and the final cost is less than the total approved loan amount, resulting in unexpended loan funds, unexpended loan funds will be placed in a reserve until a suitable use of the funds is identified.

Where a loan is raised by Council to obtain an asset and the loan has not been repaid when the asset is sold, Council will consider, on the basis of costs and benefits, first applying the proceeds of the sale to the repayment of the loan source.

Repayment of the debt period to be no longer than the weighted average estimated useful life of the related assets purchased, or 20 years whichever is the lesser.

5. Associated Documents

Litchfield Council Financial Policies and Procedures

Litchfield Delegation Manual

6. References and Legislation

The *Northern Territory Local Government Act 2019* sets out the requirements for Council borrowing [in Part 10.3 Council or local government subsidiary borrowing.](#)

[Northern Territory Local Government \(Administration\) Regulations](#)

[Northern Territory Local Government \(Accounting\) Regulations](#)

Australian Accounting Standards

Ministerial Guidelines

Local Government General Instructions

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
12/11/2008	PA08/CAM/012
11/10/2012	PA12/CAM/012
13/12/2017	Update in line with Ministerial Guidelines and update to new policy number rescind LC04
21/06/2022	Update in line with <i>Local Government Act 2019</i>



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	Municipal Plan 2021-2022 Quarterly Performance Review April - June 2022
Author & Recommending Officer	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	A: Municipal Plan 2021-2022 Quarterly Performance Review – Progress on Program Profiles

Executive Summary

The Municipal Plan 2020-21 Quarterly Performance Report April - June 2022 is presented to Council to highlight the organisation's progress towards implementation of the Municipal Plan.

Recommendation

THAT Council receive the Municipal Plan 2021-22 Quarterly Performance Report for the fourth quarter ending 30 June 2022.

Background

In accordance with good governance principles this report presents the quarterly performance of the organisation against the Municipal Plan 2021-2022 for April - June 2022.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2021-2022. 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 – June 2022



Quarter 4 Performance Report 2021-2022

The Best Place to Live in the Top End

Quarter 4 Performance Report 2021-22

It is with great pride that we can present the final performance report for 2021-22 that demonstrates the hard work that Council staff have been putting in times where the labour market is showing signs of uncertainty.

The newly elected council adopted its first Municipal Plan 2022-23 on 21 June 2022. The plan includes a number of new initiatives and capital works supported by external grants.

The Northern Territory Government commenced the public consultation phase of incorporating the unincorporated areas of Cox-Daly and Marrakai-Douglas regions into an NT local government area. Council undertook significant desktop analysis work in understanding implications of Council's local government boundaries were to be expanded. Phase 2 of the consultation will commence shortly.

During the last quarter of the year, Council also welcomed the funding announcement from Labour Government committing \$10 million to upgrade key facilities at the Freds Pass Sports and Recreation Reserve.

Council also welcomed additional grant funding as part of the Local Roads and Community Infrastructure Program (Phase 3 extension) of \$1.1 million.

I look forward to working with the current Council as it moves to implement the priorities of its new Strategic Plan and its first Municipal Plan.

ARUN DIAS

INTERIM CHIEF EXECUTIVE OFFICER

Community & Lifestyle

The 2021-22 year saw some exciting opportunities for community groups, organisations, residents and visitors.

The Community Grants Scheme was again a great way for Council to support community groups and individuals with their goals and benefits to the community. The Community Grants Scheme saw a total of 14 youth and community initiative grants approved and nine annual community grants of up to \$5,000 awarded. All funds for the Community Grants Scheme are 100% raised from the recycling efforts of our community, through the Container Deposit Scheme (10c containers) and old car batteries being delivered to the waste transfer stations and recycled.

Taminmin Community Library

The school holiday program again has shown that it is gathering a huge following in the community and continues to be well supported. The June school holidays saw the programs heading out to our recreation reserves. One program alone, the Tip Top Circus held at Berry Springs Recreation Reserve attracted 300 participants. This quarter the library held 62 programs with 1,503 attendees. The new regular programs commenced earlier in the year, Students vs Seniors and Library on the Move continued its early success with growing participant numbers.

Regulatory Services

At the end of the fourth quarter there were 3,559 dogs registered in Litchfield. Fewer dogs were impounded this quarter compared to last (70 versus 83), and nearly 56% were reclaimed by their owners. Over 77% of registered dogs are desexed.

Education programs are continuing with Rangers visiting schools and providing advice to owners. A trial information session aimed at seniors proved popular and a regular program aimed at this section of the community is anticipated. The Fred Pass Show was a great opportunity to also provide information to the broader community on dog related issues.

The desexing initiative continues to be popular, and has been expanded to permit owners to obtain vouchers for more than one dog residing on their property if required rather than limiting to one voucher per household. This should assist further in increasing the desexing rate in the municipality and preventing unwanted litters. These \$100 vouchers are redeemable at local veterinary clinics.

Communications

The Annual Community Survey is now closed with a total of 272 responses. These results have informed the community survey report for tabling at the next council meeting.

The quarterly newsletter has been released and is available to download at the council website. The annual rates newsletter is currently in production and will be sent out in August.

The website and social media assets are undergoing analysis and content upgrades to ensure the council brand is consistent timely and relevant. New images are being compiled and dynamic (video) content is being collated to add to the suite of available media online.

Business Excellence

People, Performance, Governance and Workplace Health and Safety

This quarter has shown that system-wide approaches have served Litchfield Council well through the pandemic. We leaned into contemporary organisational strategies and remained flexible to Council needs and emerged stronger as we navigated difficult staffing challenges during the pandemic. The rapid changes which COVID-19 has spurred across Council operations has generated positive contributions from our workforce towards our operating models. As we moved beyond dealing with the immediate aspects of the crisis, we closely examined our ways of working, our cultural norms, and our capabilities, to ensure they continue to serve Council as they should and realise this promise.

This quarter has seen the People and Performance Team carry out the Staff Survey. The results showed a overall satisfaction of 70% and an overall job satisfaction of 89%. The survey confirmed Councils positive cultural within the workplace. The survey also highlighted improvement areas in remuneration and benefits, leadership and opportunities.

New technologies and approaches alongside the effective use and reuse of corporate data are fundamental to responsive staffing policy solutions and this quarter has seen concentrated attention on building strong foundations in these areas. One of the successes of this period has been the development of a draft Workforce Strategy—the first whole-of-organisation workforce strategy. The Strategy provides for an integrated approach to workforce management that tackles immediate and emerging priorities for our workforce, and signals a major pivot in how the organisation develops skills and capabilities.

Corporate Services

Council has completed the Municipal Plan and Budget 2023 as well as council's first Financial Management Strategy, including Council's Long Term Financial Plan. This document includes the financial management strategy for the first time, which links with Council's Strategic Plan. Having these documents integrated allows for a more tailored approach to council's plans and aligns council's actions.

The successful upgrade of council's phone system has been completed enabling better customer service delivery.

Work on the Litchfield Council Annual Report 2021-2022 and Thorak Regional Cemetery Special Purpose Financial Statements 30 June 2022 has commenced with the legislated deadline for the audited statements being 15 November 2022.

The Enterprise Resource System (ERS) project has commenced and the upgrade of council's ERS system is planned for 1 December 2022. Council has not done any major upgrades to this system in many years so much work needs to be done in this area over the next months.

Additional recent Local Government Act requirements require a redesign of council's monthly financial report. The month-end report format will change over the next months and be completed before budget review 1 – 2023.

Infrastructure & Operations

Some of the highlights during the last quarter are as follows.

Infrastructure and Assets

Mango Roads

- Kentish Road – The project is nearing completion and is scheduled for completion by end of August.

Infrastructure

- Road Reseal Programs has been completed for the following roads.

Whitewood Road • Jarvis Road • Alverly Road
• Weaver Road • Noel Road • Whittaker Road • Hawks Road

- Power Road Safety Upgrades recommenced using the newly appointed Period Contractor. The works were 95% completed by the end of June.
- Maintenance Grading was completed in Q4
- Re-sheeting program was completed
- Road and Pathway sweeping program completed
- Rehabilitation works on Brougham, Virginia and Lowther roads were completed.
- Mira Square community hall has experienced delays but is now underway.

Waste Management

- Surface Water Quality monitoring complete for wet season.
- Asbestos remediation tender awarded, works underway
- Compactor maintenance complete.
- Green waste mulching scheduled for 8th July.
- New fees and charges implemented, public feedback has been mostly positive.
- Waste transportation tender has been advertised.
- Replacement machine for Berry Springs tender closed
- Concrete crushing has been arranged and scheduled for end July.
- Alkaline Battery recycling stewardship program implemented.
- Big bag recovery stewardship program discussions were held.
- NTEPA annual returns submitted.

Mobile Workforce (MWF)

- Round two of slashing, mowing, and spraying completed on schedule end of June
- Most firebreaks slashed, 15% remain uncut due to accessibility issues
- Completed 3rd of 4 mowing on arterial roads and Knuckey lagoon and Lamble's Lagoon areas
- 34 Road signs repaired or reinstalled - 90% due to vandalism
- MWF cleaned up Humpty Doo Village Green yard and house – second-hand furniture to sent to HPA
- MWF removed furniture from Knuckey and Howard Park reserve
- Ongoing monitoring and clean-up of "Rubbish Warrior" installations.
- Roadside rubbish collected during Firewatch and pre arterial road cuts 253 Bags = 1Tonne as of 21-6-2022
- 3 bulk rubbish dumped on council land- collected with tipper and tractor
- RFQ to secure contractor for prescribed burn program and firebreak widening- re-issued due to incomplete responses
- MWF continued to be the eyes on the ground, reporting potholes, signs, roadside hazards, tree hazards and water leaks.
- MWF continued to communicate with Weeds Branch, Bushfires NT and NTFRES reporting problem locations that directly affect council's efforts in weed management and cause risk to other community members.
- MWF have completed sign audits for remaining faded signage, stock have been ordered and collected, ready for July installation.

Thorak Cemetery

- Thorak Regional Cemetery Water Supply project completed
- Applied and were granted extension to end August for the irrigation and bore upgrade grant funded project

Planning & Development

- April and May were relatively normal months in terms of Stormwater applications and Works permit. June saw a big increase as seemingly applicants rushed to finalise documents prior to end of financial year. Double the amount of normal stormwater applications – this could also be attributed to mid year school holidays when families

take the opportunity to carry out works whilst on holiday.

- Engineers carried out inspections in June for two subdivisions entering into the 24 month defect liability period. Firstly on 176 Bees Creek Road – developer contribution funds and DLP funds have been received with all documentation. Clearance has been provided and it is expected to see building crews within the development as new residents make the most of the dry season building period. Secondly, Trippe Road subdivision has undergone inspection and documentation to be finalized in the month of July.
- Meetings have been carried out in relation to the Holtze Kowandi developments and area plans. A meeting was attended by the Manager Infrastructure and Assets in relation to the Subdivision and Development standards.
- June has been a busy month with shortages in staff and it is expected that moving into July and August workloads will not ease.

PROGRESS ON PROGRAM PROFILES

Council Leadership

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Advocacy Submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr	Yes	Not applicable	Meetings held with: Two meetings held in the previous qtr.
Advocacy Strategy	Current year actions	Complete	Yes	Yes	Mango Roads Stage 2 developed
Good Governance					
Elected members training and development	min 1 per qtr	Min 1 pr qtr	Yes	Yes	LGANT Social Media Training – 15 June 2022.
Supporting local businesses	Hold three Litchfield Women in Business Network events each year	3 events	Yes	Yes	Nil events within the quarter – moved to an independent association.
Engaging our community					
Annual Community Survey	Overall Satisfaction	>60%	Yes	Yes	The 2022 Community Survey was conducted in May and June 2022. 81% of Council's overall performance was rated as adequate, good or very good. The 2022 survey ratings reflected community and elected members feedback to have a middle rating. Where adequate has been selected by participants, this has been included as positive in the overall results.

Corporate

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Community Engagement	Community Engagement Strategy actions: Year 4 (8 Actions) complete	90%	Yes	Yes	2018-2021 Strategy complete. The Community Engagement Strategy and Action Plan 2022-2025 has been finalised, endorsed and is currently being implemented.
Social Media Management	Increased interaction on Council's Facebook page - post engagement	>8000	Yes	Yes	Post reach for this quarter is 44,755. Post reach is the number of people who saw the post at least once.
Modern Service Delivery					
Media Monitoring and Management	Media response time	<24 hours	Yes	Yes	Three media requests were responded to in this quarter.

Human Resources and Work Health and Safety

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Human Resources Policies, Procedures, Checklists	4 policies reviewed and compliant	Complete	Yes	Not applicable	Policies reviewed.
An engaged and productive workforce	Staff turnover rate	<10%	Yes	Not applicable	4.8% this quarter compared to 2.7% in quarter 3.
	Staff Survey satisfaction	>70%	Yes	Not applicable	The staff survey was conducted in June and showed an overall satisfaction of 70%
Modern Service Delivery					
Number of workplace safety Incidents	Number of reportable incidents	0	Yes	Not applicable	Notifiable incidents arising out the conduct of Council business did not occur during the quarter.
	Lost Time injury	0	No	Not applicable	Two workers' compensation claims were received and therefore the lost time injury was 2.94.
	Workers' compensation claims	<3	Yes	Not applicable	Two claims were received this quarter.

Planning and Development

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>90%	Yes	Not applicable	11 applications were responded to within the allocated timeframes.
Modern Service Delivery					
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 works days	>90%	Yes	Not applicable	43 Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	Yes	Not applicable	1 plans/reports were reviewed and actioned within required timeframes.
	Works Permits issued within 5 days	>90%	Yes	Not applicable	All 31 Works Permit applications were reviewed and actioned within required timeframes.
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	Yes	Not applicable	Councils' approval and handover processes have been undertaken in accordance with Council's Standards.

Infrastructure and Assets

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	Yes	Not applicable	All stakeholders and affected residents have been consulted prior to works commencing.
Modern Service Delivery					
Capital Works Program	Programmed works completed within budget	>90%	Yes	Yes	As reported in Monthly Finance Reports.
Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Current grant funded projects with Blackspot, LRCI and Roads to Recovery funding are on track for completion with their respective time schedules. Power Road delayed expectation is still to complete by the end of financial year.
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	The Plant and Fleet Asset Management plan has been adopted. Works continue review of the road asset management plan and programming of the Waste and Cemetery AMP's as per the schedule.
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	400 potholes were repaired in the period.
	Gravel roads graded	2 times per year	Yes	Yes	2 Maintenance Grade of gravel roads were completed throughout the period.
Street Lighting Maintenance	Added to maintenance schedule	<7 days	Yes	Yes	10 faults were detected streetlights during the period and were repaired. Council has 318 streetlights.
Productive Mango Roads Project	Kentish Road	Complete	No	Yes	Kentish Road currently under construction. Will continue into 2022/23 financial year.

Shared Path Program	Current year program completed	Complete	Yes	Yes	No new works are programmed for this financial year. Feasibility and design to occur for future projects.
Major Road Network disruptions	Emergency response time	<24 hours	Yes	Yes	All emergency calls were responded to in the appropriate time frame.

Mobile Workforce

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Modern Service Delivery					
Roadside Maintenance	Volume of litter collected	Reducing Trend	Yes	Yes	290 bags of rubbish collected pre arterial road slashing and as part of Firewatch duties
	Vegetation Slashed and Council Roads Mowed	2 rounds	Yes	Yes	Two rounds of slashing and mowing completed. Additional cuts on arterial roads and Knuckey lagoon and Lambles Lagoon area- as we cut first-they are long when 2nd round is complete
Weed Management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Yes	Yes	Two rounds of spraying slashing and mowing completed
Bushfire Management	Council Firebreaks Maintained	Complete	Yes	Yes	All firebreaks completed where accessible
	Firebreaks Widened in accordance with Fire Management Plan	Complete	Yes	Yes	Firebreak widening is up to date with the FMP.
	Hazard Burns Undertaken in Consultation with Other Authorities	Complete	Yes	Yes	RFQ re-advertised in tender link to secure a contractor with relevant qualifications to ensure council meets the requirements of mitigation burning recommendations in the FMP 2020-25.
Road Furniture Maintenance	Signs and Guideposts repaired with Target Timeframes	>90% <24 hours urgent 14 days standard	Yes	Yes	37 signs were repaired or reinstalled with 90% deemed to be due to negligent vandalism. MWF always ensures signs are repaired as soon as practical from notification, average 1-5 days.

Waste Management

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes	\$12,916.50 Q4, 35% increase in total. \$42,088.80 generated over four quarters
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes	2,107.30 tonne transferred, total 6,685.50 exceeded projection.
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes	198.12 tonne transferred. There will be further impact on commercial transportation, due to Asbestos Remediation Tender works.
Cyclone Season Preparation	Free residential green waste disposal in November	Complete	Not applicable	Not applicable	Residents can now deposit green waste for free all year. Mulch is now sold for \$25 cubic metre.
Modern Service Delivery					
Recycled Materials	Volume of green and wood waste processed for resale	>3,500 cubic metres	Yes	Yes	Green Waste processing will commence July 8 at Berry Springs, with a projected 6000 Cubic Metres to be processed over 3 WTS. Projected income \$120K
	Volume of concrete crushed for resale	>500 cubic metres	Yes	Yes	Concrete crushing will commence in Q4, with the commencement of the Asbestos remediation works, it's projected to generate an extra 500 tonne of material for processing.

Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	Yes	Yes	38%, increased recycling programs and community education.
	Amount of total waste that is dry recyclables	>15%	Yes	Yes	15%, projection met.
	Quantity of scrap metal collected and recycled	>1000 tonnes	Yes	Yes	540 tonnes collected, projection exceeded 1018 tonne in total.
	Quantity of cash for containers collected and recycled	>50 tonnes	Yes	Yes	129,165 (12.5 tonne) Units of applicable CDS units collected, \$12,916.50 generated. Exceeded projection
	Quantity of electronics collected for Techcollect	>40 tonnes	Yes	Yes	22.12 tonnes sent to Tech Collect for decommissioning. Projection exceeded.
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	21.10 tonne of Batteries, 14.01 tonne of Waste Oil and 2.85 tonnes (452 units) of tyres, exceeded projection.
Waste Strategy - Year 4	Landfill closure plans for Howard Springs and Berry Springs Waste Transfer Stations prepared	Increase in data collected	Yes	Yes	Surface gas emission monitoring data collected, in addition to surface gas monitoring a contractor has been engaged to supply surface water quality monitoring.
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Bin repairs now complete, compactor maintenance completed, IT upgrades complete.

Regulatory Services

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging Our Community					
Responsible dog ownership	Number of registered dogs increased	>10%	No	Yes	At the end of Quarter 4 (30 June 22) there were 3,559 registered dogs. This is a decrease of 196 from the end of quarter 3, attributed to further data cleansing within Authority.
	Number impounded dogs reclaimed by owner	>70%	No	Yes	In quarter 4, there were 70 dogs impounded, 13 dogs less than last quarter. <ul style="list-style-type: none"> - 39 released to owner. - 24 transferred to a rehoming agency. - 3 euthanised, 7 less than last quarter. 55.71 % of Impounded dogs were reclaimed by the owner.
	Number of registered dogs de-sexed	>70%	Yes	Not applicable	Of the 3,559 registered dogs, 2,758 are de-sexed which is 77.49%.
Animal Management Plan - Year 3	Attendance at community events	2+ events attended	Yes	Not applicable	Council Rangers attended the Freds Pass show on Sat 14 and Sun 15 May 2022.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Not applicable	There have been 7 School Education Program sessions (105 students) and 1 Taminmin Library Seniors

					Information session (15 seniors) delivered during the 4 th quarter. Rangers are expanding this program during the 22-23 year to include Information sessions to local Seniors groups and Ranger Career Pathways to Senior School students.
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	No	Not applicable	COVID 19 and staff vacancies have impacted the team's ability to attend/deliver a larger community event beyond the dog awareness programmes.
Modern Service Delivery					
Regulatory Services	Investigations completed within 30 days	>90%	No	Not applicable	76% of CRM's completed within target. These statistics are affected by ongoing CRMs where 30 days completion is too short (e.g. Abandoned Vehicles, Dogs at Large requiring multiple patrols and follow up (reduced staff), Lost Dogs and raising of infringements.
	Customer requests actioned in less than two working days	>90%	No	Not applicable	Of 281 total CRM's in Q4 245 were actioned within two working days (87%).

Community Development

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Engaging our community					
Council partnership and support grants	Number of partnerships supported	10	Yes	Yes	A total of 14 youth and community initiative grants have been approved this financial year.
Servicing community needs at reserves	Funding provided to community reserves	Funding agreements established	Yes	Yes	Agreements developed for one year period. Council has had discussions with reserve Committees to identify funding needs and have commenced developing future funding agreements.
Good Governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	All grants acquitted.
Good Governance					
Annual Community Grants Program initiatives	Number of community events and programs supported	12	No	Yes	14 applications were received. Within the funding available and eligibility of the applications, the Committee allocated funding to nine successful applicants.
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meeting	Maintain an active membership and attend 80% of meetings	No	Yes	Active membership maintained. Of the eight meetings held, five meetings were attended.
Australia Day Event	Community participation	>300	No	Yes	Australia Day event was successful with approximately 250 people in attendance.
Annual Art Exhibition	Level of community participation	>55 entries	Yes	Yes	The Art Exhibition was a great success with 65 pieces of art entered.
Tourism and Events Strategy	Current years actions	100%	Yes	Yes	'This is Tourism' video complete and implementation underway.

Finance

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Annual Budget / Annual Report / Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	Budget Review 1 noted. Budget Review 2 was passed by Council on 19 April 2022. Budget 2023 was passed by Council on 21 June 2022. Annual Report 2022 is in progress.
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	Audit to be presented to RMAC in October and included in Annual Report for Council adoption before 15 November.
	Asset sustainability ratio	>30%	No	Yes	Currently 26% with many projects in progress. Not expected to meet target as asset renewal does not currently meet Asset Management Plan targets.
	Current ratio (Liquidity)	>1	Yes	Yes	Currently, 8.95% Council is well placed to meet its short-term liabilities as they fall due.
	Debt service ratio	>1	Yes	Yes	Council has no debt.
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	Currently 51%. This is expected to increase over the year as additional user charges are received.
Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	All investments have been placed in line with Council policy and legislation.

Modern Service Delivery					
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	The current ratio is 17.6 % in June and has decreased significantly due to debt recovery processes put in place.
Front counter customer service	Customer rating (very good, good, adequate, poor, very poor)	Very good	Yes	Not applicable	<p>The 2022 Community Survey was conducted in May and June 2022.</p> <p>Of the participants that had contact Council over the past six months, 72% rated their service as very good, good or adequate.</p>

Information Technology

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Modern Service Delivery					
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period	90%	Yes	Yes	Tickets open this quarter 62 Tickets closed this quarter 67 Achieved KPI 108%
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 Patch behind latest version	Yes	Yes	Minor patch is pending to be completed in early July 2022. This service is monitored by ICT staff through the managed ICT services contractor.
Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	Yes	17 actions required in FY22. Most work is complete
Information and Communications Technology Audit Actions	Annual actions completed	100%	Yes	Yes	All audit actions have been completed
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	Yes	Yes	Imagery last update in November
	Age of NTG downloaded data	<1 week	Yes	Yes	Data downloaded weekly

Governance and Risk

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Local Government Act 2019 compliance	Compliance with legislative requirements of the Department of the Chief Minister and Cabinet	100%	Yes	Not applicable	All policies compliant.
Policy framework	Council policies reviewed before due date	>90%	Yes	Not applicable	Policies reviewed before due date.
Elected members support	Breaches of the code of conduct by elected members	0	No	Not applicable	1 breach.
Modern Service Delivery					
Risk Management Audit Committee	Number of Risk Management Audit Committee (RMAC) meetings held	4	Yes	Yes	1 meeting held this quarter on 1 June 2022.
Records managements review and improvements	Volume of records held in storage reduced	By 10% from previous year	No	Yes	No further work has been conducted since the last quarter.

Library Services

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary	
Engaging Our Community						
Visitors to the library	Weekly door count	>400	Yes	Not applicable	Q1 = 5,814 Q2 = 5,611 Q3 = 6,186 Q4 = 6,777 Year total = 24,388	Average this quarter = 538 p/w Total weekly door count for the year = 484
Promotion of services	Interaction with Library Facebook page	900 likes of Facebook page	Yes	Not applicable	Q1 = 976 Q2 = 1,017 Q3 = 1,053 Q4= 1,103 Year Total: 1,103 Followers	Target met
Good Governance						
Shared Service Governance Framework	Governance framework developed	Completed	Yes	Yes	Presented to Council October 2021.	
Modern Service Delivery						
Collection Improvements	Number of Annual Returns	>15,800	No	Not applicable	Q1 = 3,537 Q2 = 3,303 Q3 = 4,180 Q4 = 4,122	Average per quarter= 3,785
	Age of collection % of collection published in the past five years	>40%	Yes	Yes	The current tally for this financial year is 15,142, which is just under target. The final two quarters saw a revamp of the youth graphic novel section which has increased loan amounts compared to the first two quarters. Q1 = 47% Q2 = 49% Q3 = 45% Q4 = 46%	

					<p>The age of the collection is above the standard set by the Australian Library and Information Association (ALIA) of 40%. This has been accomplished through weeding, replacing non-fiction items with more current and relevant resources, and concentrating on new release fiction resources.</p>
Program delivery	Program participation each year	>3200	Yes	Yes	<p>Q1 = 685 (51 programs) Q2 = 634 (46 programs) Q3 = 832 (55 programs) Q4 = 1,503 (62 programs)</p> <p>Total participation: 3,654 Average per month= 1,218 Total programs held= 214</p> <p>Quarter 4 have included all the regular library programs, as well as the first week of the mid-year holidays, with a particular highlight being a community outreach program with Tip Top Circus at Berry Springs Recreational Reserve, which attracted 300 residents.</p>
Library events	Events delivered	>3	Yes	Yes	<p>Q1 = 2 Q2 = 1 Q3 = 0 Q4 = 1</p> <p>Target met</p> <p>Q4 = The library held a National Simultaneous Storytime event, a yearly event led by the Australian Library and Information Association (ALIA).</p>

Thorak Regional Cemetery

Key Outputs	Measures	Targets	On Time/Target	On Budget	Status Commentary
Good Governance					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	Yes	Yes	All actions are in line with current legislation.
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	Yes	Yes	Year to date income exceed operational surplus. This result is largely due to a significant increase in interment pre needs purchases.
Modern Service Delivery					
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	Leaflets get distributed to funeral directors annually.
	Fred's Pass Show Display	Complete	Yes	Yes	Show took place in May 2022.
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	The 2022 Community Survey was conducted in May and June 2022. Of the participants that were aware of this service, 97% rated the service level at Thorak Regional Cemetery as very good, good or adequate.

PROGRESS / PROJECT TIMELINE – 2021/22 NEW INITIATIVES

	Concept / Design
	Planning & Preparation
	Delivery
	Complete

New Initiative Name		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Climate Action Plan (Climate Adaptation Strategy)												
2	Long Term Traffic Planning												
3	Urban Landscaping Program												
4	WTS Feasibility Study – Swipe Card and Weighbridge												
5	Reduce Waste to Landfill – Rebate Scheme												
6	Stage 1 - Reconciliation Action Plan												
7	Development of a youth strategy and action plan												



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	Local Government Association of the Northern Territory Executive Board Nominations
Author:	
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	A: Letter from LGANT Executive Board Nominations and Elections

Executive Summary

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the LGANT Executive Board.

Recommendation

THAT Council nominates the following elected member(s) to the Local Government Association of the Northern Territory Executive Board _____ for the position of **President/Vice President/Board Member Municipal**.

Background

The LGANT call for nominations to the nine (9) positions on the LGANT Executive Board (one of which will include the appointed member nomination from City of Darwin). Election for the remaining eight (8) positions on the LGANT Executive Board for a two-year term will be held on Friday 18 November 2022 at the LGANT Annual General Meeting in Darwin.

Key Dates:

- Wednesday 15 June 2022 Nominations OPEN
- Sunday 7 August 2022 Nominations CLOSE
- Monday 15 August 2022 Nominations received advised to all member Councils
- Friday 18 November 2022 Executive Elections

Nominations must be supported by a short biography of no more than 300 words, to be included in the agenda papers for the AGM, and members may wish to speak in support of their nominations at the meeting.

The Northern Territory Electoral Commission will be on hand at the AGM to count votes for the election.

Please be aware of the following considerations:

- The LGANT Executive has nine members, of which eight are elected and one is appointed directly by the City of Darwin.
- If Councils submit more than one nomination for positions on the Executive, only one candidate can be elected per council and once a candidate is elected from a council, if there are other nominations submitted for further Executive positions, then those nominations will lapse and will be withdrawn by having the names of candidates crossed out on ballot papers for the remaining elections.
- The election of President has an impact on municipal and shire and regional council Board positions (rows 4 & 5 in Table 1) because the number of positions left to contest for either type of council will depend on the outcome of the election of the President (who can be from either a municipal, shire or regional council).
- The City of Darwin appointed position further reduces the number available for municipal councils to contest.

As the newly endorsed LGANT constitution will only come into effect when LGANT becomes a company limited by guarantee later this year, the 2022 elections will take place under the auspices of the current LGANT constitution as an association.

The LGANT Executive is a total of 8 members plus one City of Darwin member (a total of 9 positions). Four members are from municipal councils, five from regional and shire councils. The appointment of the President is open to all councils, but the origin of this position will determine the composition of appointments within the Executive Board, summarised in Table 1 below.

Position and order of elections	Councils that can vote	Number of positions	Notes
President	All councils	1	Excluding the City of Darwin appointed member, the remaining eight (8) positions on the Executive are held equally between municipal and regional and shire Member Councils.
Vice President Regional/Shires	Shire and Regional councils	1	
Vice President Municipals	Municipal councils	1	
Executive Board Members Regionals/Shires	Shire and Regional councils	4 (or three if President is Shire/Regional)	
Executive Board Members Municipals	Municipal councils	3 (or two if President is Municipal)	

Under LGANT's governance charter (policy), the President and one of the Vice Presidents become LGANT's representatives on the Australian Local Government Association Board (ALGA). If the President is from a municipal council the Vice President Regional and Shires becomes the second LGANT member on the ALGA Board and vice versa.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil

Risks



Nil.

Community Engagement

Not Applicable.



15 June 2022

Dear Mayor/President,

LGANT EXECUTIVE NOMINATION AND ELECTIONS

I hereby advise that in accordance with the Constitution of the Local Government Association of the Northern Territory, as Chief Executive I must:

- call for nominations for the Executive positions 15 June 2022, closing on 7 August 2022;
- inform members of all nominations by 15 August 2022; and
- facilitate elections for the LGANT Executive on Friday 18 November 2022 at the LGANT Annual General Meeting (AGM) in Darwin.

The nomination form for the various positions is attached. It will be prudent for members to consider this matter at a prior council meeting and nominations must be endorsed by way of council resolution only.

Nominations must be supported by a short biography of no more than 300 words, to be included in the agenda papers for the AGM, and members may wish to speak in support of their nominations at the meeting.

The Northern Territory Electoral Commission will be on hand at the AGM to count votes for the election.

Please be aware of the following considerations:

- The LGANT Executive has nine members, of which eight are elected and one is appointed directly by the City of Darwin.
- If Councils submit more than one nomination for positions on the Executive, only one candidate can be elected per council and once a candidate is elected from a council, if there are other nominations submitted for further Executive positions, then those nominations will lapse and will be withdrawn by having the names of candidates crossed out on ballot papers for the remaining elections.
- The election of President has an impact on municipal and shire and regional council Board positions (rows 4 & 5 in Table 1) because the number of positions left to contest for either type of council will depend on the outcome of the election of the President (who can be from either a municipal, shire or regional council).
- The City of Darwin appointed position further reduces the number available for municipal councils to contest.

As the newly endorsed LGANT constitution will only come into effect when LGANT becomes a company limited by guarantee later this year, the 2022 elections will take place under the auspices of the current LGANT constitution as an association.

The LGANT Executive is a total of 8 members plus one City of Darwin member (a total of 9 positions). Four members are from municipal councils, five from regional and shire councils. The appointment of the President is open to all councils, but the origin of this position will determine the composition of appointments within the Executive Board, summarised in Table 1 below.

TABLE 1
LGANT Executive Positions and Elections to be held (in descending order)

Position and order of elections	Councils that can vote	Number of positions	Notes
President	All councils	1	Excluding the City of Darwin appointed member, the remaining eight (8) positions on the Executive are held equally between municipal and regional and shire Member Councils.
Vice President Regional/Shires	Shire and Regional councils	1	
Vice President Municipals	Municipal councils	1	
Executive Board Members Regionals/Shires	Shire and Regional councils	4 (or three if President is Shire/Regional)	
Executive Board Members Municipals	Municipal councils	3 (or two if President is Municipal)	

Under LGANT's governance charter (policy), the President and one of the Vice Presidents become LGANT's representatives on the Australian Local Government Association Board (ALGA). If the President is from a municipal council the Vice President Regional and Shires becomes the second LGANT member on the ALGA Board and vice versa.

Further information on this matter is available on the LGANT website. If you have any other queries, please contact me.

Yours sincerely,



Sean G Holden

Chief Executive Officer



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Local Government Association of the Northern Territory Prescribed Corporation Panel Pool Nominations
Author:	
Recommending Officer:	Arun Dias, Interim Chief Executive Officer
Meeting Date:	19/07/2022
Attachments:	A: Prescribed Corporation Panel Nomination Form

Executive Summary

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the Prescribed Corporation Panel Pool.

Recommendation

THAT Council nominates the following elected member(s) to the Local Government Association of the Northern Territory Prescribed Corporation Panel Pool _____.

Background

Nominations are now being called for pool members for inclusion in the Prescribed Corporation Panel (PCP), which is responsible for dealing with specific complaints (under the *Local Government Act 2019*) regarding alleged code of conduct contraventions by elected council members. LGANT provides secretarial support to this body.

Nominations

We are seeking that all NT local government councils nominate at least one suitable elected member to serve a two (2) year term on the PCP pool. When nominating elected members to serve on the PCP pool, councils are requested to consider desirable attributes of prospective pool members, including:

- ability to judge an issue on its merits;
- ability to analyse situations; and
- effective communication skills.

As a prerequisite, nominees must have served as an elected member for at least two (2) years in the Northern Territory.

All nominations must also be approved by a resolution of Council.

Operation of the PCP

LGANT provides secretariat support to the sitting panel, which is comprised of three members, two of which are elected members selected from the pool, and the third is a representative from the Department of Chief Minister and Cabinet (DCMC). The PCP will be required to meet to determine the complaint, either in person or online, depending on the geographic locations of the members. In its deliberations, the PCP may hear submissions from the various parties and seek additional information from witnesses before making a decision. The PCP receives general administrative support from the secretariat, providing information and seeking direction in dealing with the complaint.

Commitment

Before nominating, prospective PCP pool members should be aware of the potentially significant time commitment required of a PCP. Final decisions by the PCP may require months to work through complaint content, regulatory context and deliberations. Complaints may also involve particularly complex and sensitive issues. That being said, some complaints may be relatively simple, and some determinations can be made quickly, and elected members (understanding the context of a complaint) can determine complaints regarding their peers fairly and equitably. Inclusion in a complaint body is also an interesting and valuable experience, and this act of service benefits the sector greatly.

Deadline for Submission

The deadline for receipt of PCP pool nominations from councils to the Secretariat is Sunday, 31 July 2022. This time period allows councils that only meet every second month to consider nominations.

The nomination form at **Attachment A** is required to be completed by the nominee by Monday 25 July 2022.

Further training on code of conduct requirements and PCP processes has been planned for the future.

Prescribed Panels to date have met during working hours but that is not say they cannot meet after hours to meet individual panel participants requirements.

On establishment of the Prescribed Panel, individuals will be contacted on individual Code of Conduct breach cases to ensure availability and that there is no conflict of interest.

Time required and management will be determined by the complexity and seriousness of the breach has referred to the Prescribed panel by the Council.

Elected Members will not be paid although there is a service fee contribution which will be used for reimbursement in areas such as travel, parking fees linked directly to Panel meetings. The LGANT Executive will shortly be considering additional amendments in this area which will include sitting allowance based on Part 7.1 of the Local Government Act 2019. Once a decision is made LGANT will be informing member Councils.

While it is not compulsory for Council to nominate Elected Members, it is strongly encouraged by LGANT.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks



Nil.

Community Engagement

Not Applicable.

PRESCRIBED CORPORATION PANEL NOMINATION FORM

COUNCIL NAME:

Click or tap here to enter text.

1. Agreement to be Nominated

I, Click or tap here to enter text. agree to be nominated as a member of the ***Prescribed Corporation Panel.***

Signature: _____ Date: Click or tap to enter a date.

2. Council Confirmation of Nomination

I, Click or tap here to enter text. the Chief Executive Officer hereby confirm that Click or tap here to enter text. was approved by resolution of Council to be nominated as a member of the ***Prescribed Corporation Panel at a meeting held on*** Click or tap to enter a date..

Signature: _____ Date: Click or tap to enter a date.

3. Nominee's Contact Details

Email address: Click or tap here to enter text.

Phone No: Click or tap here to enter text.

4. Code of Conduct Panel Charter

The application details below are to ensure observance to the Code of Conduct Panel Charter and to ensure nominees are making an informed decision regarding their nomination.

LGANT Executive members are not eligible to nominate for a position on the Panel.

Nominees must have served as a council elected member for at least two (2) years in the Northern Territory.

In nominating a representative, Councils should consider the desirable attributes of a panel pool member, including:

- Ability to judge an issue on its merits;
- Ability to analyse situations; and
- Effective communication skills.

Council members will not be paid by LGANT for their membership in the panel pool. Sitting panel members may receive modest reimbursement of their direct costs and effort on the Panel.

5. Nominee Information

The following information will enable the LGANT Executive to make an informed decision regarding the selection of panel pool members. If you want to submit further information, please attach it as a separate document to this form.

5.1 How many years have you served as an elected council member? [Click or tap here to enter text.](#) Years

5.2 Please indicate any educational and professional qualifications: *(please tick all that apply)*

Secondary Level ☐: [Click or tap here to enter text.](#)

Certificate I-IV ☐: [Click or tap here to enter text.](#)

Diploma, Advanced Diploma, Associate Degree ☐: [Click or tap here to enter text.](#)

Batchelor Degree and Honours ☐: [Click or tap here to enter text.](#)

Graduate Certificate and Graduate Diploma ☐: [Click or tap here to enter text.](#)

Masters Degree ☐: [Click or tap here to enter text.](#)

Doctorate Degree ☐: [Click or tap here to enter text.](#)

Professional Associations ☐: [Click or tap here to enter text.](#)

Other ☐: [Click or tap here to enter text.](#)

5.3 What other life experiences do you have that is relevant to this Panel?

[Click or tap here to enter text.](#)

6. Nominee Declaration	<u>Yes</u>	<u>No</u>
6.1 I have read and agree to the Code of Conduct Panel Charter.	<input type="checkbox"/>	<input type="checkbox"/>
6.2 I understand that serving on a panel may be time-consuming.	<input type="checkbox"/>	<input type="checkbox"/>
6.3 I agree to act in professional and respectful manner in carrying out these responsibilities and attend meetings when required.	<input type="checkbox"/>	<input type="checkbox"/>
6.4 I agree to maintain the confidentiality of panel deliberations and not disclose personal or sensitive information to third parties.	<input type="checkbox"/>	<input type="checkbox"/>
6.5 I confirm that the information in this form is true and correct and has been completed to the best of my ability.	<input type="checkbox"/>	<input type="checkbox"/>

Nominee Name: Click or tap here to enter text.

Signature: _____ Date: Click or tap to enter a date.



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report June 2022
Author:	James Morgan, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/07/2022
Attachments:	A: PA2022/0157 B: PA2022/0180 C: PA2022/0183 D: PA2022/0059 E: PA2022/0043 F-J: Liquor Licence Applications

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 1 June 2022 to 30 June 2022.

The following is a summary of all planning and development applications received and comments provided during the noted period.

Type of Application	No. Applications
Development Applications	5
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	5
Water Licence Applications	0
Clearances for Development Conditions	0
Stormwater/Driveway Plan Reviews	21
Works Permits	10

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

Recommendation

THAT Council:

1. receive the Summary Planning and Development Report June 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-J to this report.

Background

DEVELOPMENT APPLICATIONS

The *NT Planning Act* requires that all Development Applications within Council's municipality be advertised to Council for comment. 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 Development Applications received and comments provided during the noted period.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	3
Development applications supported, subject to specific issues being adequately addressed	2
Development applications not supported/objected to for reasons related to Council issues	0
Development 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 in regard to areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2022/0157 380 Whitewood Road (Section 04301), Howard Springs NT, Hundred of Bagot Attachment A	Dwelling independent in excess of 80sqm – Council does not object Although the dwelling-independent is larger than the 80m2 allowed, discretion is permitted. As the dwelling is ~86.4m2 it only exceeds that size by a relatively small amount that can be easily accommodated on the lot which has an area of 1.9ha in the Zone Rural Living (RL). The application seeks a development permit approving the use of an existing 'dwelling-single' so as to change its use to that of 'dwelling-independent.' This will enable the construction of a new dwelling-single on the site more appropriate to the requirements of the resident.

PA2022/0180 45 & 43 Vereker Street / 6 & 8 Waters Street, Humpty Doo NT, Hundred of Strangways Attachment B	Consolidation (4 lots into 2) – Council does not object The consolidation proposal will enable the future development of a warehouse and showroom on site. It is recognised that a separate application for development on site, which is currently in the planning stage, will provide Council with the opportunity to request appropriate conditions to be applied. At that juncture, Council will seek technical clarifications and conditions for affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, amenity and streetscaping.
PA2022/0183 6 Waters Street (Sec. 04115) & 8 Waters Street (Sec. 04116) Hundred of Strangways, Humpty Doo NT Attachment C	Development, Warehouse – Council does not object The proposal for a warehouse development complements the Development Application PA2022/0180, which provides the consolidation of lots to enable a large warehouse construction. An Operational Environmental Management Plan (OEMP) that addresses the day-to-day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.

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
PA2022/0059 Lots 1 (45) & 2 (55) Girraween Road, Howard Springs, Hundred of Bagot Attachment D	Concurrent Application to Subdivide (2 lots into 4 lots) & Rezone from Rural Living to Rural Residential – Council does not object The subject site is suitable to rezone to allow for smaller lot sizes due to its proximity to Coolalinga and Freds Pass Rural Activity Centre. The proposed plan of subdivision will meet minimum lot sizes required for Zone RR (Rural Residential), as each of	It is understood that the existing crossovers to the current two lots are to be extended so that each would provide for access to two of the four lots via battle axe formation access points on Girraween Road. As dual access crossovers are larger than typical standards, Council must continue to be consulted throughout the design and construction phase to ensure Council standards are met, with no additional costs to Council.

	the four proposed lots will be in excess of the minimum 1ha in size.	
PA2022/0043 160 Morgan Road, Virginia (Sec 4857) Hundred of Bagot Attachment E	Subdivision to create 8 Lots – Council does not object Whilst the lots do not meet the Part 6 Subdivision and Consolidation Requirements of the Northern Territory Planning Scheme 2020 (NTPS), specifically the lot configurations and plot ratios; it is understood lots are designed to respond to site constraints; and, each lot still contains more than the minimum 1 hectare of unconstrained land, as required in Zone Rural Living (RL).	Support is given provided access to proposed lots 7, 8 and 9 where the applicant intends access to be provided via engineered floodway must be resolved to the satisfaction of the consent authority, with City of Palmerston (CoP) agreeing to take ownership of the driveway crossovers which enter Radford Road, which is an asset owned by CoP. Throughout design, inspection and construction phases, Council reserves the right to require additional obligations, above common standards, for the driveway crossovers to proposed lots 3, 4 and 5. These three lots all enter Morgan Road at a single vertex point with only 15m each of road frontage, which is an unusual outcome that may require unique treatment.

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
PA2022/9005 Trepang Services Pty Ltd t/a Bladin Accommodation Village Attachment F	New Liquor Licence - Change of operating hours (requires a New licence to be provided rather than an amendment to the existing licence)	Council does not object - Bladin accommodation village is a controlled environment and as such Council does not see any issue with the provision of the liquor licence.
PA2022/9007 Lakeview Hall, Freds Pass Reserve Attachment G	Special Event Liquor Licence 24th - 26th June 2022 Litchfield Polocrosse Club Carnival	Council does not object - It is understood that the Special Event Liquor Licence will enable the club to carry out its event, and Council wishes to support local sporting bodies. There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 200 patrons.
PA2022/9008 Wallbridge Gilbert Aztec Pty Ltd 45 Belgrave Road, Bees Creek NT Attachment H	Special Event Liquor Licence 24th June 2022 Private Corporate Staff Event	Council does not object - One off staff event on a rural block of 2Ha for an estimated 50 patrons. There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 50 attendees. Vehicles will be parked on-site with no expected interruptions to surrounding roads or traffic
PA2022/9009 Freds Pass Reserve Attachment I	Special Event Liquor Licence 12th – 15th August 2022 Howard Springs Polocrosse Club Carnival	Council does not object - It is understood that the Special Event Liquor Licence will enable the club to carry out its event, and Council wishes to support local sporting bodies. There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 150 patrons.
PA2022/9010 379 Bees Creek Road, Bees Creek NT Attachment J	Special Event Liquor Licence 24th June 2022 Private event 60 th Birthday Party	Council does not object - 60th birthday celebration to be held at a private residence that is sufficient in size at 2.3ha. Guest vehicles will be on-site within the property, with no expected disruption to surrounding roads and traffic. There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 50 attendees.

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.

Received Date	Location	Purpose
01/06/2022	130 Beard Road, Humpty Doo	Stormwater Management Plan
30/05/2022	15 London Road, Virginia	Stormwater Management Plan
01/06/2022	60 Macleod Road, Howard Springs	Stormwater Management Plan
02/06/2022	324 Monaghan Road, Lloyd Creek	Stormwater Management Plan
06/06/2022	114 Power Road, Humpty Doo	Stormwater Management Plan
07/06/2022	400 Redcliffe Road, Humpty Doo	Stormwater Management Plan
07/06/2022	1735 Leonino Road, Darwin River	Stormwater Management Plan
09/06/2022	10 Willey Road, Humpty Doo	Stormwater Management Plan
10/06/2022	60 Cornelius Circuit, Humpty Doo	Stormwater Management Plan
14/06/2022	92 Mielang Road, Blackmore	Stormwater Management Plan
15/06/2022	729 Reedbeds Road, Berry Springs	Stormwater Management Plan
17/06/2022	200 McMinns Drive, McMinns Lagoon	Stormwater Management Plan
17/06/2022	68 Batu Road, Humpty Doo	Stormwater Management Plan
23/06/2022	325 Monaghan Road, Lloyd Creek	Stormwater Management Plan
24/06/2022	135 Setosa Road, Humpty Doo	Stormwater Management Plan
23/06/2022	120 Daniel Circuit, Herbert	Stormwater Management Plan
24/06/2022	115 Oxford Road, Berry Springs	Stormwater Management Plan
27/06/2022	140 Woodcote Crescent, Howard Springs	Stormwater Management Plan
28/06/2022	17 Kerr Court, Knuckey Lagoon	Stormwater Management Plan
29/06/2022	314 Wheewall Road, Darwin River	Stormwater Management Plan
30/06/2022	25 Miniata Road, Lambells Lagoon	Stormwater Management Plan

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.

Application Date Received	Proposed Works Start Date	Location of Works Permit Application	Purpose of works
01/06/2022	14/06/2022	255 Alphonson Road, Lambells Lagoon	PWC – Remove redundant pole
06/06/2022	13/06/2022	Wells Creek Road	PWC – Overhead vegetation clearing
09/06/2022	09/06/2022	Gallacher Road, Girraween	Traffic Count Data collection
14/06/2022	20/06/2022	Akers Road, Herbert	PWC – Power Pole ABC Replacement
27/06/2022	23/07/2022	Thorngate Road, Knuckey Lagoon	Defence – Exercise
24/06/2022	05/07/2022	Reedbeds Road, Darwin River	PWC – Install Power Pole
20/06/2022	27/06/2022	5 Bax Road, Humpty Doo	Driveway Crossover

24/06/2022	05/07/2022	230 Pioneer Drive, Humpty Doo	PWC – Replace customer service line
28/06/2022	11/07/2022	1 Jukes Road, Humpty Doo	Driveway Crossover
29/06/2022	14/07/2022	30 Thornbill Crescent, Howard Springs	PWC – Transformer Replacement

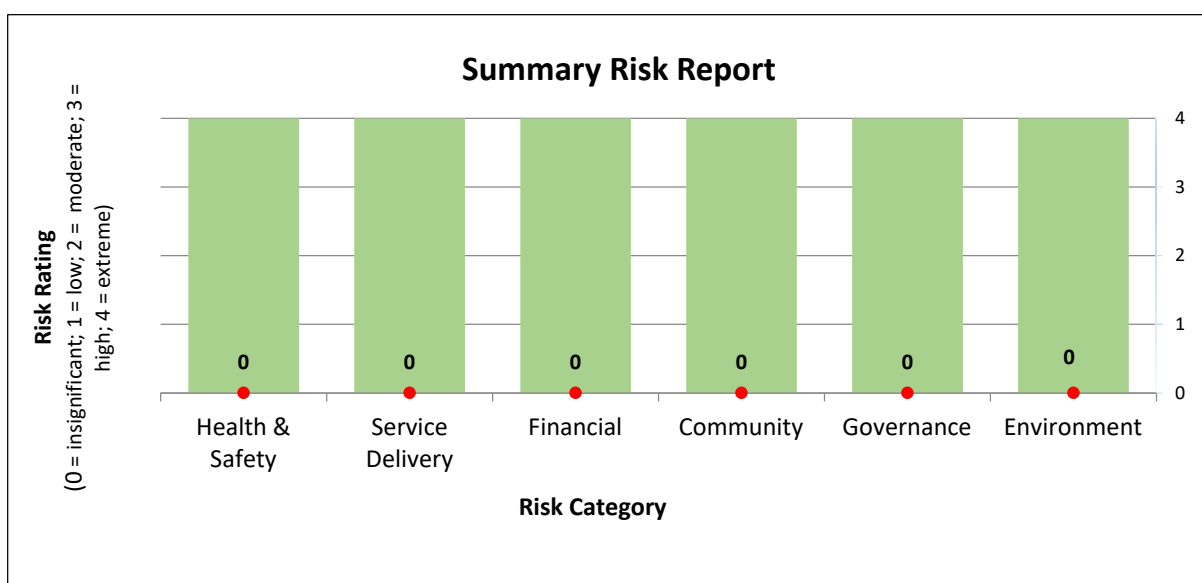
Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report

Risks



No identified risks applicable to this report.

Community Engagement

Not applicable to this report.



3 June 2022

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

RE: Letter of Comment Development Application – dwelling-independent in excess of 80m²

PA2022/0157 380 Whitewood Road (Section 04301), Howard Springs NT, Hundred of Bagot

Thank you for the Development Application referred to this office on 17 May 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Development Permit and can provide the following comments in relation to the application:

- a) Although the dwelling-independent is larger than the 80m² allowed, discretion is permitted. As the dwelling is ~86.4m² it only exceeds that size by a relatively small amount that can be easily accommodated on the lot which has an area of 1.9ha in the Zone Rural Living (RL). Therefore, the dwelling can be considered a subordinate use.
- b) The application seeks a development permit approving the use of an *existing* 'dwelling-single' so as to change its use to that of 'dwelling-independent.' This will enable the construction of a new dwelling-single on the site more appropriate to the requirements of the resident.
- c) There will be no further requirement for a separate effluent disposal system as an existing OzziKleen RP10 septic system will be retained and is sufficient to service both dwellings.
- d) The dwelling-independent meets the eastern side setback requirement of 10m and has setbacks to all other boundaries far in excess of those required in the zone RL.

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) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- 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/or 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 notes are recommended for inclusion in any Development Permit issued by the consent authority:

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

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

Yours faithfully



James Morgan
Manager Infrastructure and Assets



16 June 2022

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

RE: Letter of Comment Development Application

**PA2022/0180, Consolidation (4 lots into 2) at 45 & 43 Vereker Street / 6 & 8 Waters Street,
Humpty Doo NT, Hundred of Strangways**

Thank you for the Development Application referred to this office on 03 June 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

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

- a) Council welcomes local investment, and the consolidation proposal will enable the future development of a warehouse and showroom on site which will add to the diversity of business in the Humpty Doo Activity Centre.
- b) It is recognised that a separate application for development on site, which is currently in the planning stage, will provide Council with the opportunity to request appropriate conditions to be applied. At that juncture, Council will seek technical clarifications and conditions for affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, amenity and streetscaping.

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

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

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

Yours faithfully



Leon Kruger
General Manager Infrastructure and Operations



24 June 2022

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

RE: Letter of Comment Development Application, Warehouse

PA2022/0183, 6 Waters Street (Sec. 04115) & 8 Waters Street (Sec. 04116) Hundred of Strangways, Humpty Doo NT

Thank you for the Development Application referred to this office on 10 June 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of a Permit to Subdivide, and as per Section 49(6) of the *NT Planning Act 1999*, provides the following comments and conditions:

- a) The proposal for a warehouse development complements the Development Application PA2022/0180, which provides the consolidation of lots to enable a large warehouse construction.
- b) Litchfield Council welcomes local business growth and encourages economic activity within activity centres such as Humpty Doo. Council further supports the development for the employment opportunities that it will achieve for the area, both during and after the construction phase.

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) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- 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) An Operational Environmental Management Plan (OEMP) that addresses the day-to-day waste management requirements for the use shall be prepared to the satisfaction of Litchfield Council. The use must at all times be conducted in accordance with the plan.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Yours faithfully



James Morgan
Manager Infrastructure and Assets



16 June 2022

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

RE: Letter of Comment Planning Scheme Amendment Application

**PA2022/0059, Concurrent Application to Subdivide (2 lots into 4 lots) & Rezone
from Rural Living to Rural Residential at Lots 1 (45) & 2 (55) Girraween Road,
Howard Springs, Hundred of Bagot**

Thank you for the Subdivision and Planning Scheme Amendment Application referred to this office on 19 May 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Permit to Subdivide and a Planning Scheme Amendment, and per Section 49(3) of the *NT Planning Act 1999*, provides relevant comments and conditions for the following reasons:

- a) The subject site is suitable to rezone to allow for smaller lot sizes due to its proximity to Coolalinga and Freds Pass Rural Activity Centre.
- b) The proposed plan of subdivision will meet minimum lot sizes required for Zone RR (Rural Residential), as each of the four proposed lots will be in excess of the minimum 1ha in size.

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

- a) It is understood that the existing crossovers to the current two lots are to be extended so that each would provide for access to two of the four lots via battle axe formation access points on Girraween Road. As dual access crossovers are larger than typical standards, Council must continue to be consulted throughout the design and construction phase to ensure Council standards are met, with no additional costs to Council.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Council.
- b) Due to the location of the driveway crossovers immediately adjacent to the Girraween Road / Pickering Road divergence, a Traffic Impact Assessment (TIA), to be prepared by a suitably qualified traffic engineer, must be submitted to Litchfield Council.
 - i. The TIA report should identify if there are any necessary upgrades or alterations to the surrounding street network resulting from widened crossovers and additional traffic from the development.
 - ii. The developer will be required to institute any potential upgrades or alterations at no cost to Litchfield Council.

Should the application be approved, the following Condition(s) pursuant to the *NT Planning Act 1999* and Council's responsibility under the *NT Local Government Act 2019* are also recommended for inclusion in any Development Permit issued by the consent authority:

- a) A monetary contribution for additional lots is required to be paid to Litchfield Council in accordance with its *Development Contributions 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.
 - i. Design drawings shall be approved of by Litchfield Council prior to construction of the works.
- c) All 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) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully

Leon Kruger
General Manager Infrastructure and Operations



22 June 2022

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

RE: Letter of Comment Subdivision Development Application

PA2022/0043, Subdivision to create eight lots at Section 4857, Hundred of Bagot

Thank you for the Development Application re-referred to this office on 08 June 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Permit to Subdivide, and as per Section 49(3) of the *NT Planning Act 1999*, provides the following comments and conditions:

- a) Whilst the lots do not meet the Part 6 Subdivision and Consolidation Requirements of the *Northern Territory Planning Scheme 2020* (NTPS), specifically the lot configurations and plot ratios;
 - i. it is understood lots are designed to respond to site constraints; and,
 - ii. each lot still contains more than the minimum 1 hectare of unconstrained land, as required in Zone Rural Living (RL).

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

- a) There is no direct unconstrained land access to proposed lots 7, 8 and 9 where the applicant intends access to be provided via engineered floodway. This must be resolved to the satisfaction of the consent authority, with City of Palmerston (CoP) agreeing to take ownership of the driveway crossovers which enter Radford Road, which is an asset owned by CoP.
- b) Throughout design, inspection and construction phases, Council reserves the right to require additional obligations, above common standards, for the driveway crossovers to proposed lots 3, 4 and 5. These three lots all enter Morgan Road at a single vertex point with only 15m each of road frontage, which is an unusual outcome that may require unique treatment.

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) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.
- 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 *NT Planning Act 1999* and Council's responsibility under the *NT Local Government Act 2019* are also recommended for inclusion in any Development Permit issued by the consent authority:

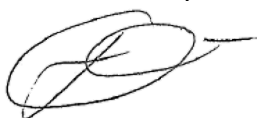
- a) A monetary contribution for additional lots is required to be paid to Litchfield Council in accordance with its *Development Contributions Plan*.
- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.
- c) All 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) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully



James Morgan
Manager Infrastructure and Assets



16 June 2022

Licensing NT
Department of Industry, Tourism and Trade
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

RE: Application for a New Liquor Licence

**PA2022/9005 – Trepang Services Pty Ltd t/a Bladin Accommodation Village
Change of operating hours**

Thank you for the Liquor License application referred to this office on 02 June 2022, regarding 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 Licensing NT:

Council does not object to the granting of a Liquor Licence for the following reasons:

- a) Bladin Accommodation Village is a secure designated worker camp for FIFO employees participating in the Inpex Shutdown Project. There will be no minors employed and/or staying on site.
- b) The trading hours, allowing 24/7 operation, will cater specifically to a workforce who keep non-traditional business functioning hours.
- c) The only permitted patrons who will be able to attend are all workers that are subjected to random breath testing prior to each shift, therefore responsible drinking and curfew hours will apply.
- d) The bar will have security and cameras operating 24/7 throughout bars and drinks area, and be safely managed by suitably qualified staff.

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

Yours faithfully,

Leon Kruger
General Manager Infrastructure and Operations



16 June 2022

Jodie De Busch
Licensing Officer – Liquor, Gaming & Racing
Licensing NT
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

Dear Jodie,

RE: Application for a Special Event Authority Liquor Licence, 24th - 26th June 2022

**PA2022/9007, Litchfield Polocrosse Club Carnival
Lakeview Hall, Freds Pass Reserve**

Thank you for the Liquor License application you referred to this office on 07 June 2022 regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Liquor Licence for the below reasons on the following dates:

Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Friday 24 June 2022 1700 hours	Friday 24 June 2022 2359 hours
Saturday 25 June 2022 12noon	Saturday 25 June 2022 2359 hours
Sunday 26 June 2022 12noon	Sunday 26 June 2022 2100 hours

- It is understood that the Special Event Liquor Licence will enable the club to carry out its event, and Council wishes to support local sporting bodies.
- There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 200 patrons.
- For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory, and it supports limiting the harmful use of alcohol in the community.

Yours faithfully,

Leon Kruger
General Manager Infrastructure and Operations



16 June 2022

Jodie De Busch
Licensing Officer – Liquor, Gaming & Racing
Licensing NT
Northern Territory Government
GPO BOX 1154
Darwin NT 0801

Dear Jodie,

RE: Application for a Special Event Authority Liquor Licence, 24th June 2022

**PA2022/9008, Private Corporate Staff Event, Wallbridge Gilbert Aztec Pty Ltd
45 Belgrave Road, Bees Creek NT**

Thank you for the Special Event Liquor License application you referred to this office on 09 June 2022 regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Liquor Licence for the below reasons on the following dates:

Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Friday 24 June 2022 1530 hours	Friday 24 June 2022 2300 hours

- It is understood that the Special Event Liquor Licence will enable Wallbridge Gilbert Aztec to undertake a one-off staff event, which will be held at a private residence in Bees Creek. The lawn area chosen for service on the 2ha+ rural block of land is in a rural area, which is stated in the application to be far enough removed from neighbouring properties to minimise disturbance. Guest vehicles will be parked within the property, with no expected disruption to surrounding roads and traffic.
- There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 50 patrons, including staff and family.
- For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory, and it supports limiting the harmful use of alcohol in the community.

Yours faithfully,

Leon Kruger
General Manager Infrastructure and Operations



17 June 2022

Jodie De Busch
Licensing Officer – Liquor, Gaming & Racing
Licensing NT
Norther Territory Government
GPO BOX 1154
Darwin NT 0801

Dear Jodie,

RE: Application for a Special Event Authority Liquor Licence, 12th – 15th August 2022

**PA2022/9009, Howard Springs Polocrosse Carnival
Freds Pass Reserve**

Thank you for the Liquor License application you referred to this office on 16 June 2022 regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Liquor Licence for the below reasons on the following dates:

Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Friday 12 August 2022 1800 hours	Saturday 13 August 2022 0100
Saturday 13 August 2022 12noon	Sunday 14 August 2022 0100
Sunday 14 August 2022 12noon	Sunday 15 August 2022 0100

- It is understood that the Special Event Liquor Licence will enable the club to carry out its event, and Council wishes to support local sporting bodies.
- There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 150 patrons.
- For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory, and it supports limiting the harmful use of alcohol in the community.

Yours faithfully,

James Morgan
Manager Infrastructure and Assets



28 June 2022

Jodie De Busch
Licensing Officer – Liquor, Gaming & Racing
Licensing NT
Norther Territory Government
GPO BOX 1154
Darwin NT 0801

Dear Jodie,

RE: Application for a Special Event Authority Liquor Licence, 24th June 2022

**PA2022/9010, Special Event Authority licence for 60th Birthday Party
379 Bees Creek Road, Bees Creek NT**

Thank you for the Special Event Liquor Licence application you referred to this office on 20 June 2022 regarding the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council does not object to the granting of a Liquor Licence for the below reasons on the following dates:

Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Saturday 2 July 2022 1700 hours	Saturday 2 July 2022 2200 hours

- a) It is understood that the Special Event Liquor Licence will enable a 60th birthday celebration to be held at a private residence in Bees Creek that is sufficient in size at 2.3ha to be far enough removed from neighbouring properties. Guest vehicles will be allocated parking within the property, with no expected disruption to surrounding roads and traffic.
- b) There will be procedures in place to ensure the safe service and consumption of alcohol for an estimated 50 attendees.
- c) For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory, and it supports limiting the harmful use of alcohol in the community.

Yours faithfully,

James Morgan
Manager Infrastructure and Assets



COUNCIL REPORT

Agenda Item Number:	14.03.02
Report Title:	Proposed Place Names – PA2015.0768 Subdivision Cyrus Road
Author:	James Morgan, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/07/2022
Attachments:	A: Map of Internal Subdivision with Proposed Names B: Road Opening Map and Council Resolution C: Proposed Names for Consideration D: Government Gazette notice

Executive Summary

The purpose of this report is to refer to Council a request for support for submission to the NT Place Names Committee for the naming of three new roads in the new subdivision at 185 Cyrus Road, Berry Springs. Noting, one of the internal roads extends to the external section, 130 William Road, which recently was resolved for a 'Road Opening' process to occur.

It is recommended Council consider these place names and the alternate names in order to provide a letter of support to the applicant for their proposal to Place Names NT.

Recommendation

THAT Council:

1. Support the proposed place names as per the below list:

	Preferred	Alternate
Road One	Paradise Way	<i>Wilderness Way</i>
Road Two	Stairway Drive	<i>Ascend Drive</i>
Road Three	Nirvana Place	<i>Serenity Place</i>

2. Provide a letter of support to the applicant and NT Place Names so that the developer may continue the process of approval for road names;
3. proceed with the road opening process across Lot 2790, Hundred of Cavenagh from the existing William Road to Lot 1603, Hundred of Ayers; accepting the name chosen for 'Road Two';
4. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road including receiving of land through the Land Titles Office.

Background

The proponent for a new subdivision at 185 Cyrus Road, Berry Springs, have proposed place names for three internal roads which can be seen on the map provided at Attachment A.

In April 2022, Council resolved to support a road opening for along the eastern boundary of Lot 2790 Hundred of Cavenagh from the existing William Road to lot 1603 Hundred of Ayers (Attachment B). This section of road extends into the subdivision and as such, this section of road is part of the proposed road names as seen in Attachment A.

The proponent has nominated names for the roads which reflect the environmental quality of the subdivision, with each road having a preferred and an alternate choice for consideration (Attachment C).

	Preferred	Alternate
Road One	Paradise Way	<i>Wilderness Way</i>
Road Two	Stairway Drive	<i>Ascend Drive</i>
Road Three	Nirvana Place	<i>Serenity Place</i>

Two of these place names have already been sent to Place Names NT however, they have not yet provided comment to the proponent due to scheduling of committee meetings.

Once a resolution is provided to support these place names, the proponent and Council can continue with the Road Opening process for the section of road outside of the subdivision, noting this road has been declared opened by Government Gazette dated 22 June 2022 (Attachment D). To finalise this part of the process, there will be a transfer of land through the Land Titles Office (LTO) and this section of road will form part of Litchfield Council's road assets.

Links with Strategic Plan

Places - Roads and Infrastructure

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

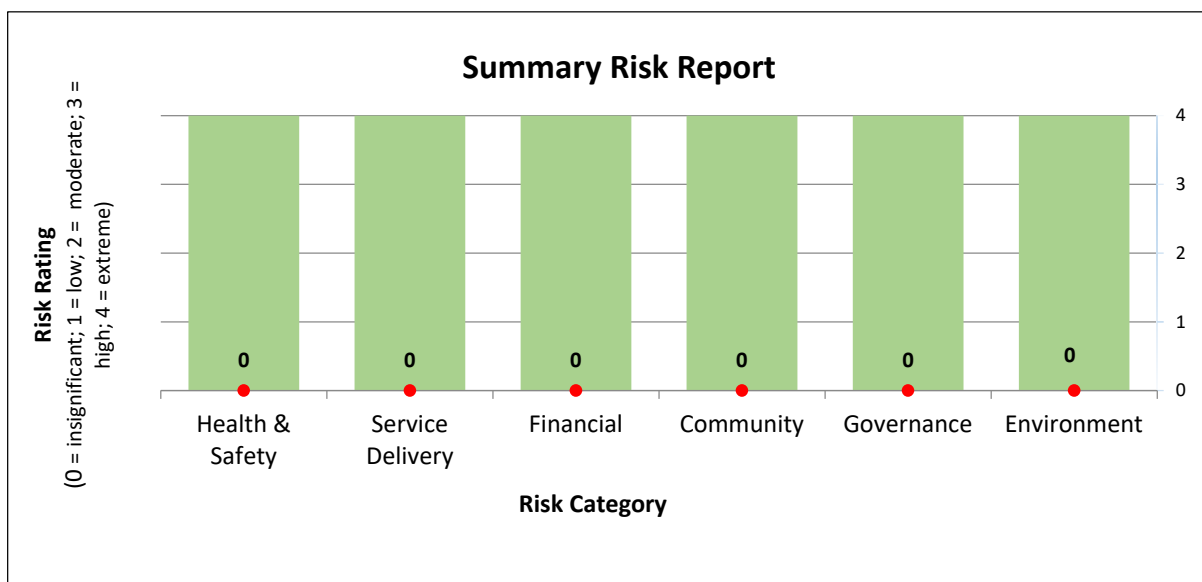
Legislative and Policy Implications

Local Government Act 2019, Section 12.3 Roads

Place Names Act 1967, Section 9

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing
INF04 Place Names

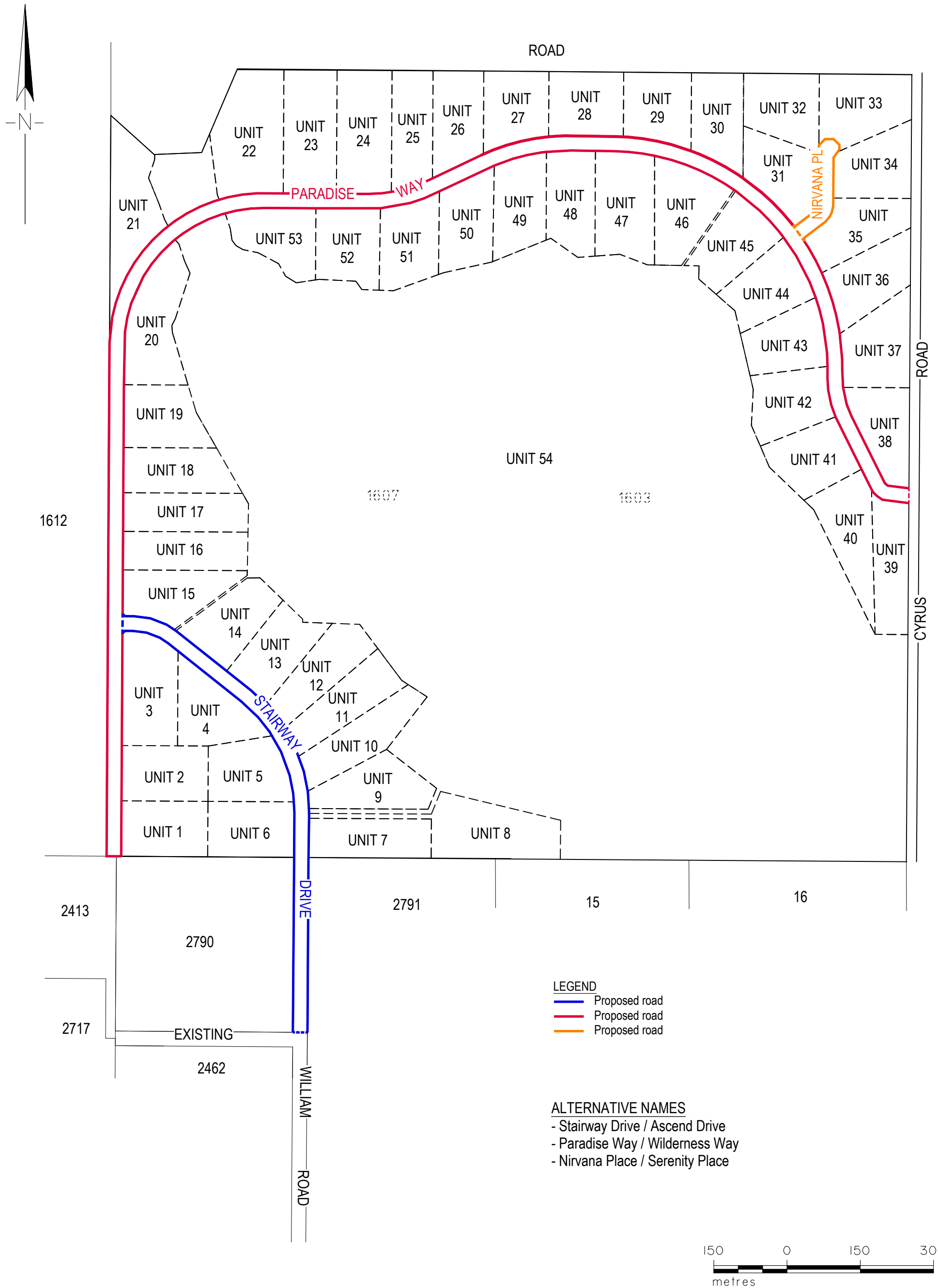
Risks

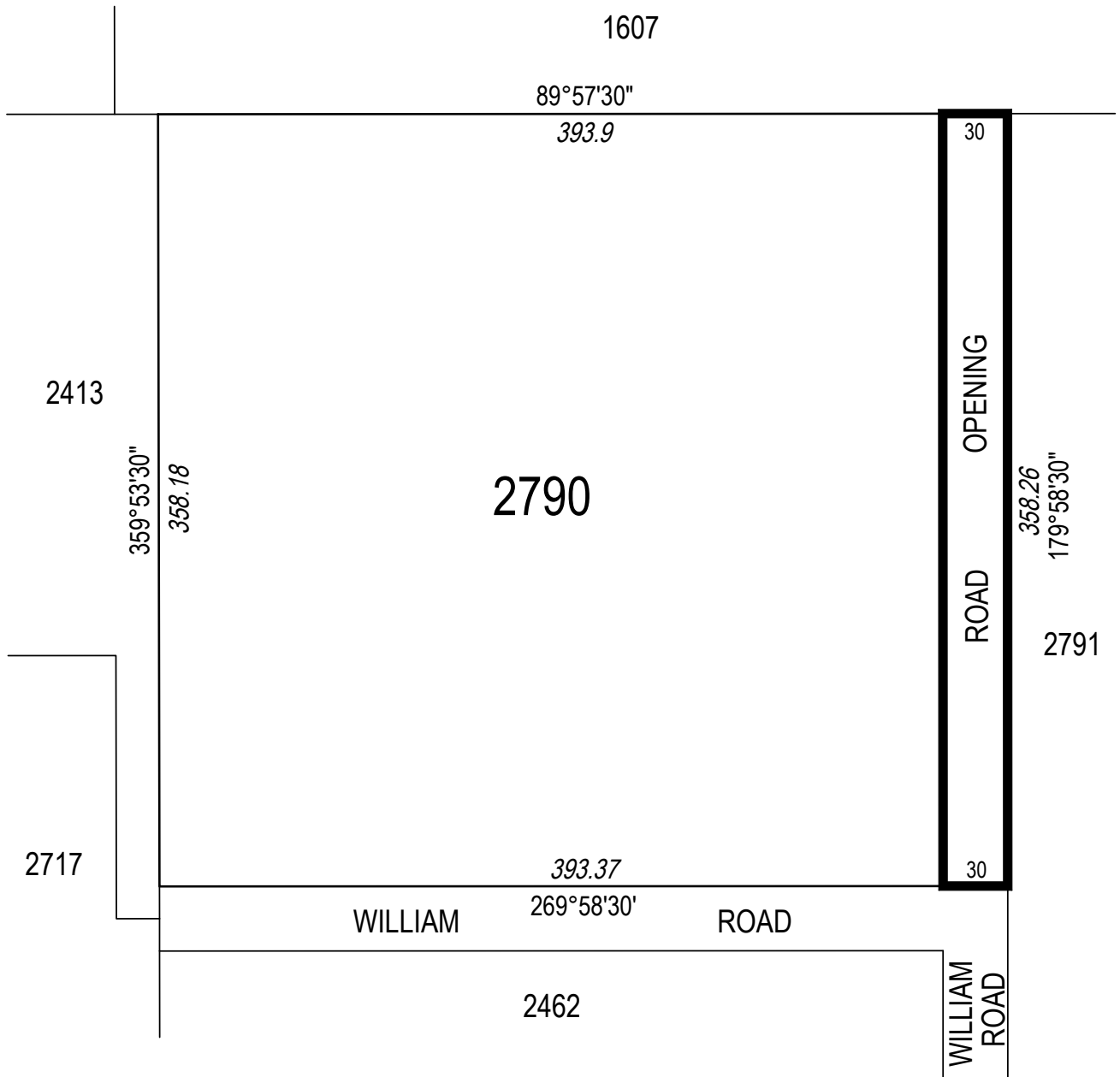
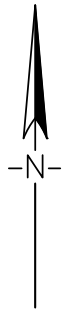


Nil

Community Engagement

A 28 day consultation period was undertaken with the proposed road opening across Lot 2790, Hundred of Cavenagh in January/ February 2022. No objections were received. Council is not required to consult further with the community regarding place names.

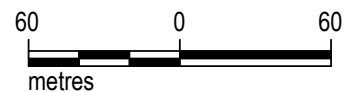


**Note**

Easements not shown. Easements should be confirmed with the current Certificate of Title

.....
Licensed Surveyor

.....
Date



Drawn by: LC
Date: 15/06/2022
Cad File: 12201-2.DWG

Scale: 1:3000 (A4)

Datum:

Drawing No:

22/12201/2
Page 155 of 179



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
on Tuesday 19 April 2022 at 6:00pm

14.03.02 Road Opening William Road, Berry Springs

Moved: Cr Sidey

Seconded: Cr Sharp

THAT Council:

1. proceed with the road opening process for William Road, across Lot 2790, Hundred of Cavenagh from the existing William Road to Lot 1603, Hundred of Ayers; and
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.

CARRIED (7-0) ORD2022 11-094



LITCHFIELD COUNCIL PLACE NAMES SUBMISSION

PROPOSED NAME FOR CONSIDERATION

Place Type	Road Names		
Current Address	185 CYRUS RD, BERRY SPRINGS, 140 WILLIAM RD, BERRY SPRINGS 130 WILLIAM RD, BERRY SPRINGS		
Parcel	Section 1603 and 1607, Hundred of Ayers and Section 2790, Hundred of Cavenagh		
Land owner/ Developer	KBM (NT) Pty Ltd (ACN 601 570 101)		

	Road Name	Supplementary	Supplementary
	<i>Preferred</i>	<i>Place names acceptance has been requested</i>	<i>Alternative 2</i>
	Paradise Way (refer plan 22/12201/3)	Wilderness Way	<name>
Designation type	road	road	<place, road, street etc>
Theme	See below	See below	
Origin, history and / or biography (max 500 words)	The name has been selected as it reflects the environmental quality the subdivision will create by incorporating a large, communal open space area that is owned by the new lot owners	The name has been selected as it reflects the environmental quality the subdivision will create by incorporating a large, communal open space area that is owned by the new lot owners	
Commemorative word or name?	No	No	
Location of duplications if any	Nil – confirmed on Place Names website	Nil – confirmed on Place Names website	

PROPOSED NAME FOR CONSIDERATION

Place Type	Road Names		
Current Address	185 CYRUS RD, BERRY SPRINGS, 140 WILLIAM RD, BERRY SPRINGS 130 WILLIAM RD, BERRY SPRINGS		
Parcel	Section 1603 and 1607, Hundred of Ayers and Section 2790, Hundred of Cavenagh		
Land owner/ Developer	KBM (NT) Pty Ltd (ACN 601 570 101)		

	Road Name	Supplementary	Supplementary
	<i>Preferred</i>	<i>Alternative 1</i>	<i>Alternative 2</i>
	Nirvana Place (refer plan 22/12201/3)	<i>Serenity Place</i>	<name>
Designation type	road	road	<place, road, street etc>
Theme	Nil theme		
Origin, history and / or biography (max 500 words)	The name has been selected as it reflects the quiet nature of the cul-de-sac in this rural setting	The name has been selected as it reflects the quiet nature of the cul-de-sac in this rural setting	
Commemorative word or name?	No	No	
Location of duplications if any	Nil – confirmed on Place Names website	Nil – confirmed on Place Names website	

PROPOSED NAME FOR CONSIDERATION

Place Type	Road Names		
Current Address	185 CYRUS RD, BERRY SPRINGS, 140 WILLIAM RD, BERRY SPRINGS 130 WILLIAM RD, BERRY SPRINGS		
Parcel	Section 1603 and 1607, Hundred of Ayers and Section 2790, Hundred of Cavenagh		
Land owner/ Developer	KBM (NT) Pty Ltd (ACN 601 570 101)		

	Road Name	Supplementary	Supplementary
	<i>Preferred</i>	<i>Alternative 1</i>	<i>Alternative 2</i>
	Stairway Drive (refer plan 22/12201/3)	Ascend Drive	<name>
Designation type	road	road	<place, road, street etc>
Theme	Nil theme		
Origin, history and / or biography (max 500 words)	The entrance up (north) into the new subdivision	The entry 'up' into the new subdivision	
Commemorative word or name?	No	No	
Location of duplications if any	Nil – confirmed on Place Names website	Nil – confirmed on Place Names website	

Northern Territory of Australia

Local Government Act 2019

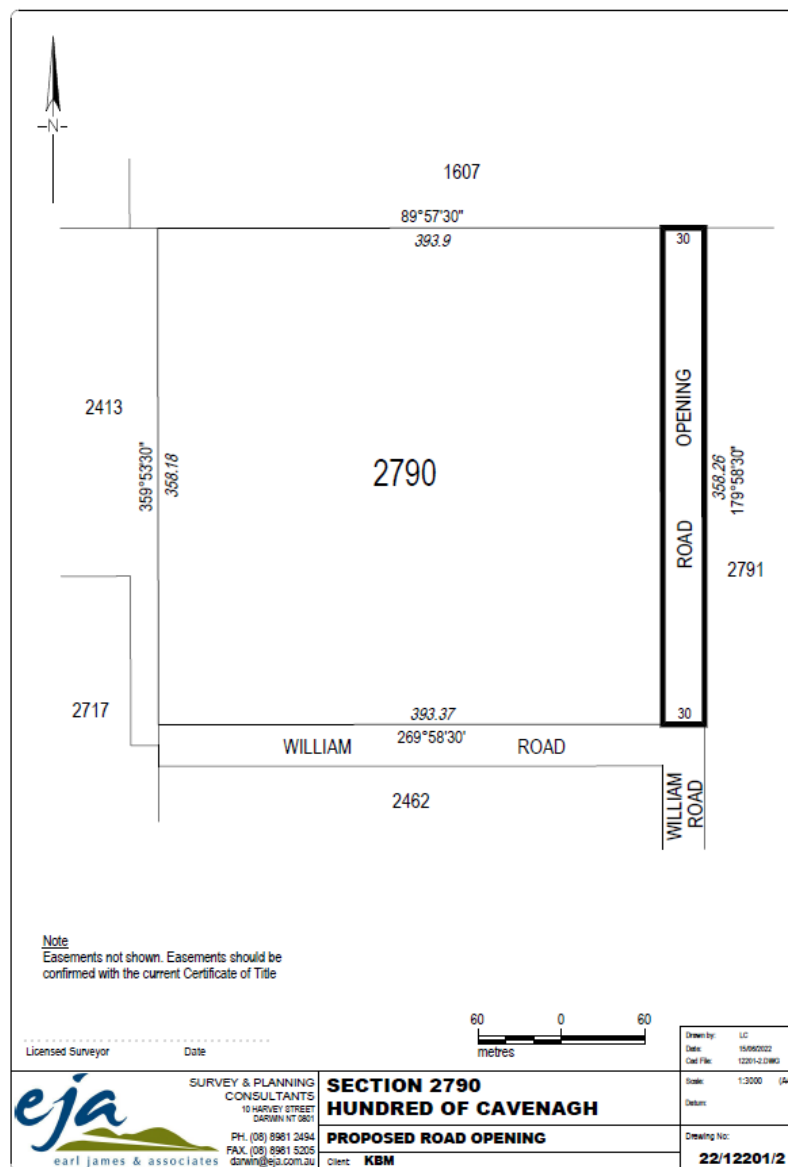
Order to Open Road

I, Arun Dias, Interim Chief Executive Officer of the Litchfield Council, under section 270(1)(e) of the *Local Government Act 2019*, declare a new road to be opened through Section 2790 Hundred of Cavenagh (130 William Road, Berry Springs), the proposed boundaries of which are indicated by bold lines on the diagram in the Schedule.

Date: 15 June 2022

Arun Dias
Interim Chief Executive Officer
Litchfield Council

Schedule





COUNCIL REPORT

Agenda Item Number:	14.03.03
Report Title:	Road Opening Closing Meade Road, Darwin River
Author:	James Morgan, Manager Infrastructure and Assets
Recommending Officer:	Leon Kruger, General Manager Infrastructure and Operations
Meeting Date:	19/07/2022
Attachments:	A: Preliminary survey plan B: Proposal C: Original survey plan (Goyders plan) D: Email support following exhibition period

Executive Summary

Litchfield Council received an application for a proposed realignment of Meade Road, Darwin River, west of the intersection with Letchford Road due to concerns relating to conservation of the area and overall land management.

The realignment will require a section of Meade Road to be closed between sections 765 and 773 Hundred of Cavenagh with a new section of Meade Road to be opened across Crown Land (Attached A).

Recommendation

THAT Council:

1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required
3. note that this is an administrative process only and there is no commitment by Council to construct the road.

Background

Meade Road is an existing road in Darwin River. This application has been received from a new property owner to the area with justifications for conservation and better land management given that the section of road that is proposed to be realigned is very near to the Blackmore River. The proposal can be viewed at Attachment B.

The property owner originally contacted Crown Lands to request the road reserve be moved and to discuss purchasing the small section of land to the northside of the Blackmore River so that conservation of the land could be maintained. Crown Lands advised that Council would firstly need

to undergo a road closing and opening (that is, a Council resolution) in order to enter such discussions.

This section of road is not established however, there was a corridor created as a reserve in survey plan DBK01-0127 at Attached C. This is due to not being able to subdivide a property without providing it legal access, noting that legal access doesn't mean an actual road, just that it can be accessed not over private property.

Council has no intent to construct the road at this time however it is assumed that in the future the road would be formed, and it would be covered by the Developer Contribution Plan. In the interim, an estimate of survey costs has been requested for the proposed realignment and it is proposed that the property owner would be responsible for all costs involved. The estimate provided is in the vicinity of \$40,000.00.

An initial public consultation period has been completed as per the requirements of the *Local Government Act 2019*. There was one submission received in support of the road realignment, Attachment D.

As the road realignment section will also require approval from Crown Land, Council will need to go through the process of submitting the road opening request to the Minister. Under the *Control of Roads Act 1953* a further consultation period of 28 days will be undertaken by the Surveyor General should the Minister support the initial request. Provided there is no objection, then ensures the transfer of land etc.

The property owner has at this stage advised if Crown Land sign over the land ownership, they will be responsible for establishing a dirt track along the proposed new section of road as well as installing boundary fencing.

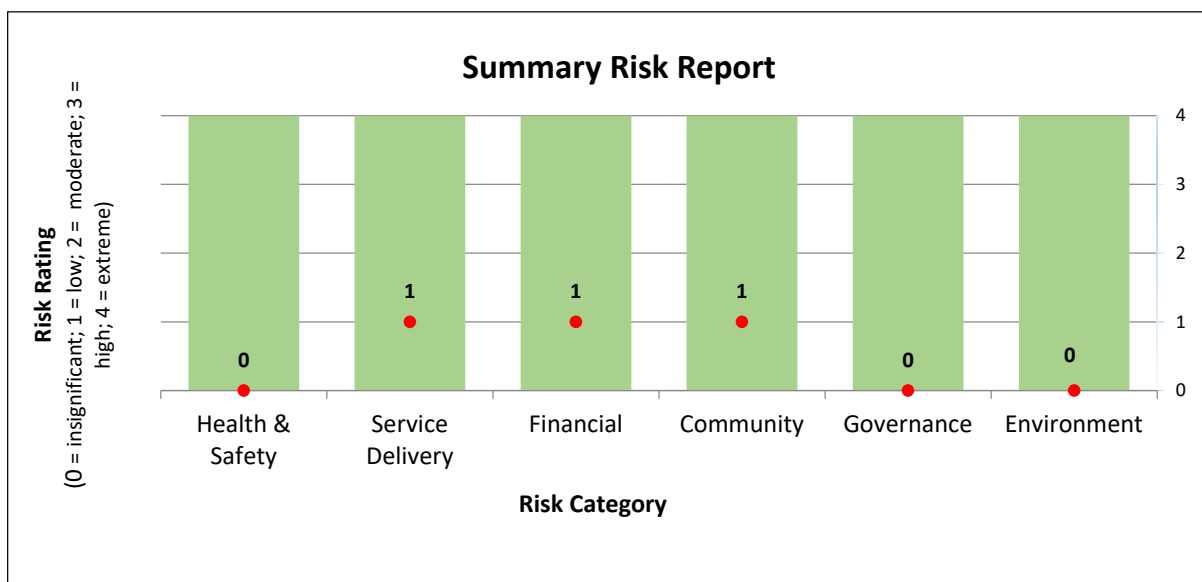
Links with Strategic Plan

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

Legislative and Policy Implications

Local Government Act 2019, Section 12.3 Roads
Control of Roads Act 1953, Part 4
INF08 Subdivision and Development Policy
GOV12 Land Acquisition, section 4.2 Conditions of acceptance of Land

Risks



Service Delivery

Continuing with this road realignment request may create an expectation that Council will proceed with construction of this road. To negate the risk, Council needs to clearly state the intent and purpose of the road closing and opening.

Financial

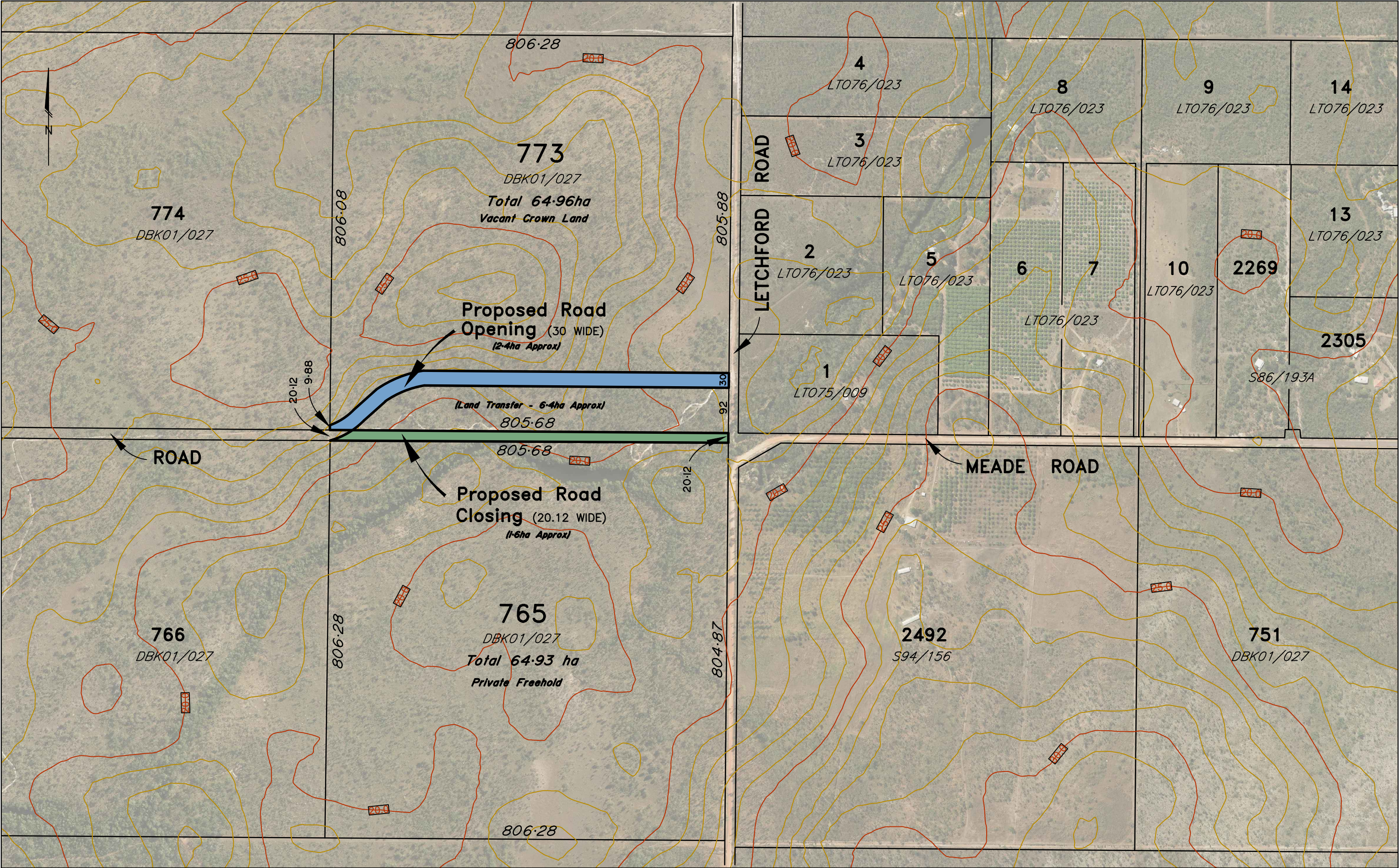
The costs to formally conduct the Road Opening are funded via the application fee received from the applicant. This is per the standard fees and charges as advertised by Council. Due to the complexity of this request, time spent investigating and seeking estimates and funds spent on advertising for the required exhibition period, it could be calculated that the application fee has already been expended without having yet completed the process.

Community

It should be noted there is a minimal risk that there will be community expectation to construct the road. To eliminate this expectation the process should be noted as administrative only and not for the intent of construction at this stage.

Community Engagement

The proposed road opening was advertised for public comment on Council's website and available for viewing at Council's Office from 14th February 2022 to 14th March 2022. No objections were received.



PO Box 36990
Winnellie
NT, 0820

EMAIL:
quotes@cross-solutions.com.au
PHONE: 1300 427 677
WEB: www.cross-solutions.com.au



Survey Plan:	DBK 01/027
CUFT:	N/A
Bearings:	N/A
Date :	20/08/2021
JOB No:	2021-0340
APPROVED	GH

SCALE:	1:7000 at A3
COORD. SYSTEM:	MGA 94 ZONE 52
LEVEL DATUM:	AHD
CONTOUR INTERVAL:	1.0 m
metres	140 0 140 280

**PROPOSED ROAD CLOSING HUNDRED OF CAVENAGH &
PROPOSED ROAD OPENING SECTION 773 HUNDRED OF CAVENAGH
500 LETCHFORD ROAD, BLACKMORE**

CLIENT: Hew McDonald DRAWING No: B-2021-0340-01 REV:A SHEET No: 1 of 1



“Ochiltree”

585 Letchford Road, Darwin River

**Proposal to realign Meade Road
December 2020**

BACKGROUND

Hew McDonald purchased 585 Letchford Road (Section 765, Darwin River) in 2020 and aims to manage the land primarily for biodiversity conservation. He has named the block “Ochiltree”, a Scottish range where the McDonald ancestors come from. The block contains a beautiful stretch of the Blackmore River with its lush fringing riparian vegetation. Figure 1 shows a map of “Ochiltree” and page 4 illustrates the block’s natural values. The property has been under a Territory Natural Resource Management Conservation Agreement for the past decade in recognition of the need to preserve riparian habitats as wildlife corridors. It has been a Land for Wildlife property for even longer.

The Spiers family recognised the land’s environmental values and bought the property in the late 1990’s to ensure it was not developed for horticulture. They worked hard to keep weeds and fire from damaging the block and allowed the native vegetation to rehabilitate. The Spiers wanted to ensure the property was well managed into the future and sought out a suitable buyer when they were ready to sell. Mr McDonald has a solid background in land management through his business Earth Works Territory and assured them it would be in good hands.

Since purchasing the property Mr McDonald has realised that the position of the Meade Road public road reserve on his northern boundary poses land management problems. This document proposes a realignment that will address these problems and also improve access and road safety for authorities and the general public.

NORTHERN BOUNDARY ISSUES

The management approach for “Ochiltree”, focusing on conservation, is being hampered north of the Blackmore River due to:

- the position of Meade Road which runs parallel to the boundary and too close to the river
- the fact that the property’s northern boundary crosses the river.

When Goyder carried out his original survey he was not concerned about the exact location of roads or property boundaries and their relationship to rivers. Because the road reserve is so close to the river the track that forms the road is for the most part north of the actual reserve. The road and the interaction of the northern boundary with the river means the boundary can not be fenced. Meade Road has already had to be altered at the intersection with Letchford Road on the southern side of the Blackmore River because of the river’s close proximity.

There is also an issue with illegal vehicle access tracks running right up to the river banks. The site is regularly used by 4 wheel drive vehicles gaining access to fish in the river. This has led to serious erosion issues along the northern bank of the river. The high usage also increases the chances of fires being lit right in the riparian vegetation. Erosion and frequent fires have increased the weed issues north of the river. Page 5 illustrates the northern boundary issues.

In flood events much of the area is inundated and Meade Road becomes inaccessible due to its proximity to the river. It is also possible that the northern-most meander of the river, which currently intrudes into the road reserve, will further intrude into, and possibly bisect, the road.

PROPOSAL TO REALIGN MEADE ROAD

Mr McDonald's proposition is to apply to get the road reserve, and the actual road itself, moved north to be well clear of the Blackmore River. His understanding is that the block to the north is crown land which may allow for this to happen. Figure 1 shows the proposed realignment of the Meade Road reserve. If this was successful he wishes to purchase the land between the new reserve and the existing northern boundary.

The realignment will enable him to manage the north side of the river with a riparian buffer similar to what is already happening on the south side (see Management Approach below). The boundary will be able to be fenced to control inappropriate 4 wheel drive access and allow good weed and fire management. Mr McDonald has extensive experience carrying out soil erosion and sediment control earth works and plans to rehabilitate the severely eroded tracks on the north side of the river. All these actions will lead to improved biodiversity outcomes for "Ochiltree" and the Blackmore River. In addition moving the public road further north will lessen the chances of future flood events preventing access. It will also improve road safety at the intersection of Meade and Letchford Roads north of the Blackmore River.

MANAGEMENT APPROACH

Significant vegetation

The NT Government recognises riparian vegetation as a significant vegetation type due to its importance to a relatively large number of wildlife species. A riparian buffer zone has been delineated on "Ochiltree" to protect the Blackmore River. Based on the NT Government's recommendations for *Native Vegetation Buffers and Corridors* this zone encompasses land within 250 metres of the river and 100 metres of the creek tributary.

Weed management

Weed management is carried out using vehicle mounted spraying equipment where access permits, and in less accessible areas using a backpack sprayer. Particular attention will be paid to controlling weed infestations in the riparian buffer where seed can be transported from upstream.

Fire management

In line with the *NT Bushfires Management Act 2016* 4 metre firebreaks are being installed along all boundaries as well as carefully constructed internal fire trails. In the riparian buffer fire will be excluded from the riverside vegetation by carrying out well timed cool burns in the adjacent woodland to reduce fuel load. Well planned mosaic burning will be carried out in other areas.

Erosion and soil sediment control

There are serious erosion and soil sedimentation issues close to the waterways on parts of "Ochiltree". These are being addressed by encouraging native vegetation regeneration, minimising fire and carrying out earth works using principles in the NT Government's *Land Clearing Guidelines* and *Soil Conservation Handbook for Parks and Reserves in the Northern Territory*.

Access control

Boundary fencing is being installed and maintained to eliminate inappropriate vehicle access to the property. This will assist with weed and fire management and erosion control.

MAP OF “OCHILTREE”

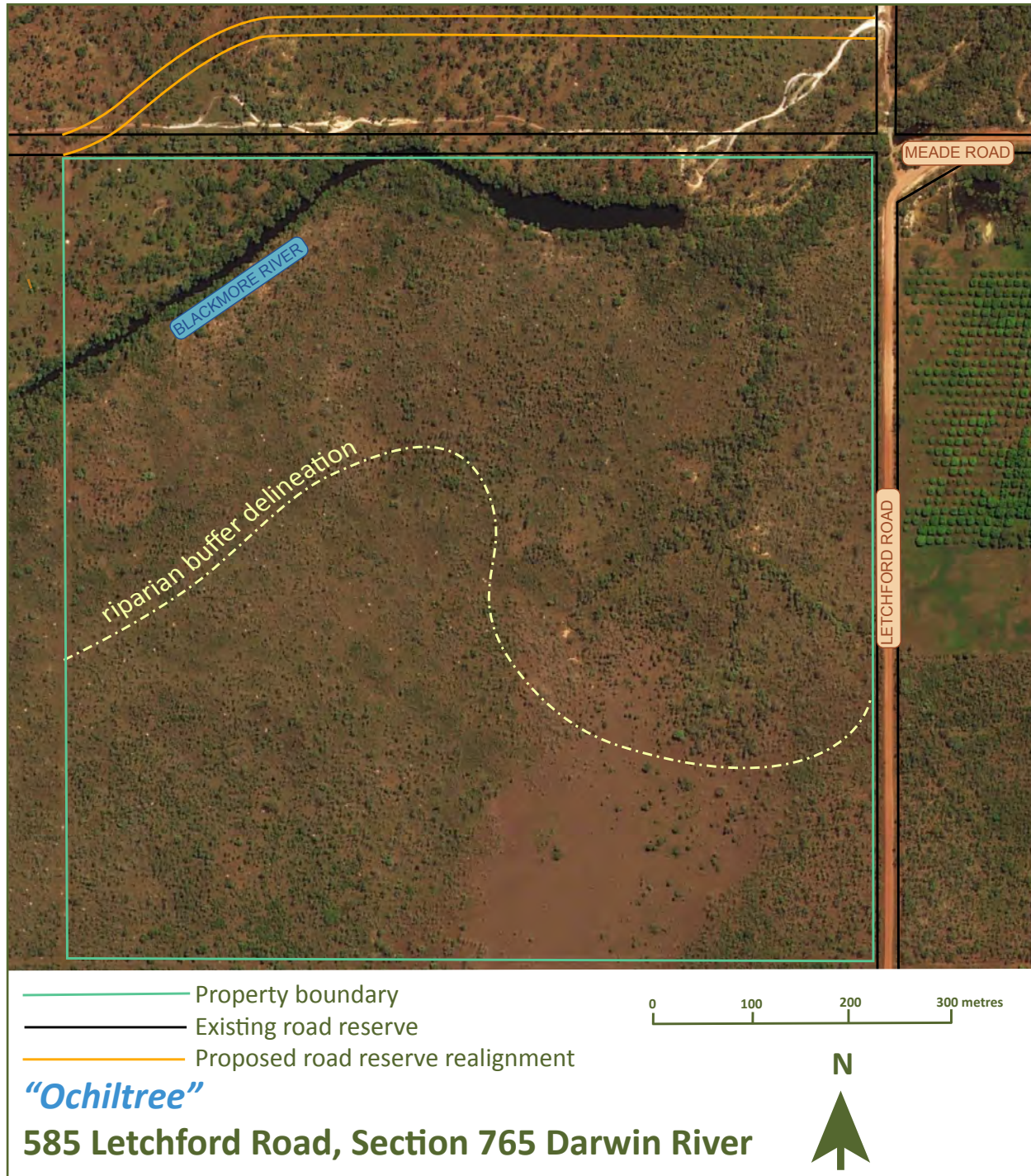


Figure 1: Image showing property boundary and proposed road reserve realignment.

IMAGES SHOWING NATURAL VALUES OF “OCHILTREE”



Figure 2: Riparian vegetation with *Syzygium*, *Melaleuca*, *Pandanus* and *Leptospermum* species.



Figure 3: Tropical woodland vegetation is widespread on “Ochiltree”.



Figure 4: Vegetation reflected in a tributary to the Blackmore River.

IMAGES OF THE NORTHERN BOUNDARY ISSUES



Figure 5: The Blackmore River is accessible from the Meade Road track on the northern boundary and used recreationally by trespassing fishers and picnics (public fishing is possible at the nearby Meade Road causeway).



Figure 6: The track running in and out of the Meade Road reserve makes fencing the northern boundary problematic (in addition to the fact that the river crosses the boundary).



Figure 7: Inappropriate vehicle access by recreational users coming off Meade Road has caused serious erosion close to the Blackmore River.

Figure 8: The woodland adjacent to the Blackmore River is susceptible to frequent burning putting sensitive riparian vegetation (shown in the rear left of the photo) at risk. Controlling inappropriate access will assist with improved fire management.



EARTH WORKS TERRITORY

Mr McDonald has lived most of his life in the tropics of northern Australia and has spent the last 28 years in the Northern Territory. His local business, Earth Works Territory, carries out environmentally sensitive earth works in and around Darwin and its rural area.

Earth Works Territory has partnered with Veg North, another local business specialising in bushland rehabilitation, over the past decade with projects on Darwin International Airport and City of Darwin land, particularly in the Rapid Creek catchment. Earlier in the 1990's with Earth Built Pty Ltd he worked with Parks and Wildlife on contracts around the Darwin and Howard Springs areas.

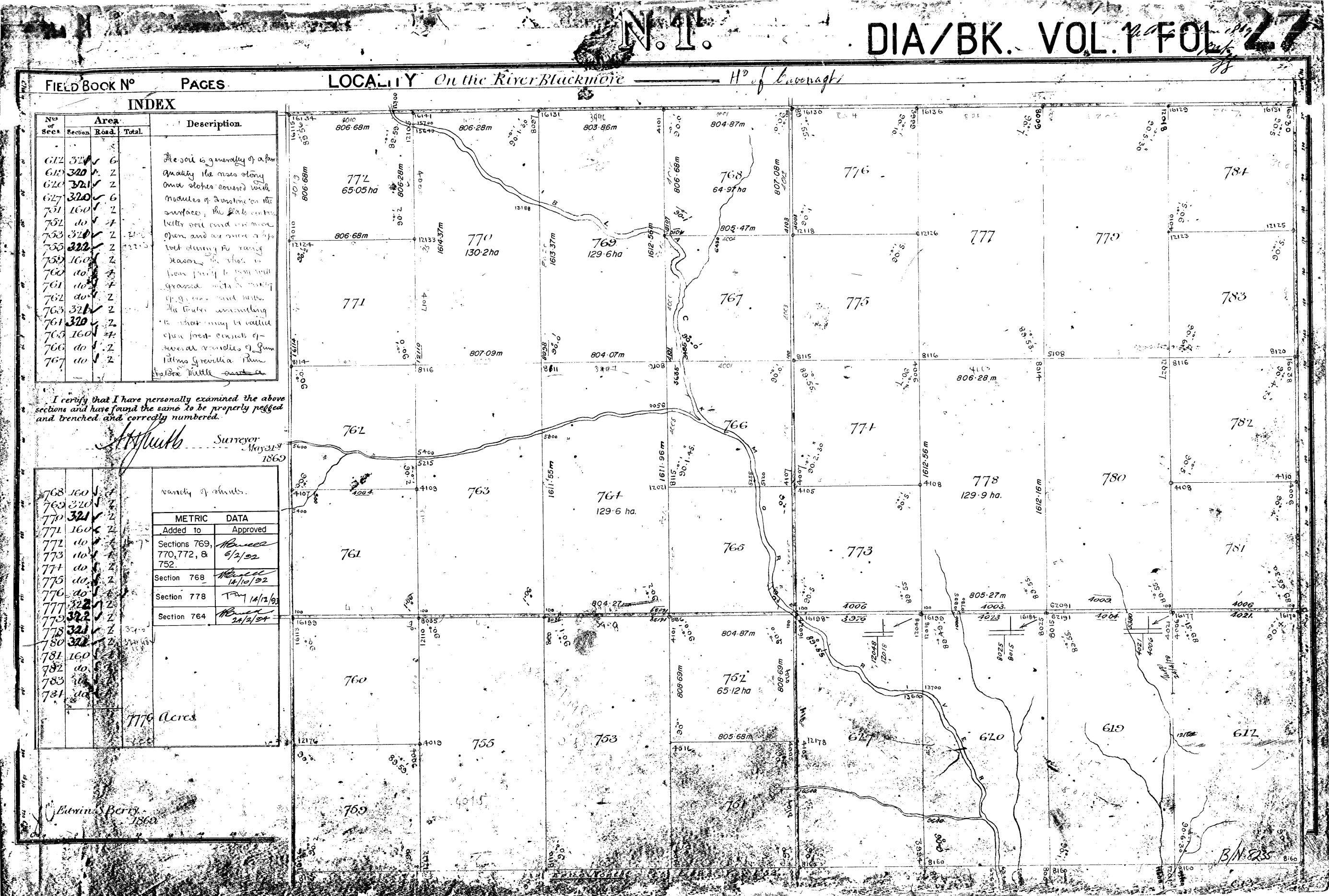
CONTACT DETAILS

Name: Hew McDonald

Phone: 0428 844 225

Email: hewcosmo@yahoo.com.au

Postal address: PO Box 65, Howard Springs NT 0835



From: [Jaimie O'Connor](#)
To: [James Pike](#)
Subject: RE: Road Opening Notice - Realignment of Meade Rd.
Date: Tuesday, 25 January 2022 11:15:00 AM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)
[image008.png](#)
[image009.png](#)

Good Morning James,

Thank you for your letter of support.

This has been noted and will be added to our consultation file for Meade Road.

Kind Regards,



Jaimie O'Connor
Business Support Officer (Infrastructure)
Litchfield Council Office | PO Box 446 Humpty Doo NT 0836
Ph 08 8983 0615 | Email jaimie.oconnor@litchfield.nt.gov.au



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Litchfield Council acknowledges the Traditional Owners of the land we work on and recognises their continuing connection to land, water and communities. We pay our respects to all Traditional Owners and to the Elders past, present and emerging.

From: James Pike <james.pike@territorynrm.org.au>
Sent: Monday, 24 January 2022 11:47 AM
To: Council <council@litchfield.nt.gov.au>
Subject: Road Opening Notice - Realignment of Meade Rd.

To whom it may concern,

I am writing to you to voice my support for the proposed realignment of Mead Rd.

Mr. McDonald, owner of Lot 585 Section 765 Hundred of Cavenagh, has proposed the road realignment in interest of protecting the surrounding waterways and landscapes from the erosion that has been taking place surrounding the current road reserve on the northern boundary of the property. Mr. McDonalds intentions for the property, of which the Blackmore River runs through, are to protect and enhance its extensive ecological and biodiversity values. The property holds several habitat types including woodland, riparian, and seasonally inundated open woodland/grasslands, all of which strengthen the areas biodiversity and provide extensive ecosystem services.

After assessment of Mr McDonald's block we feel that the realignment of the road reserve will provide great advancement in the mitigation of further erosion in the area and allow Mr.

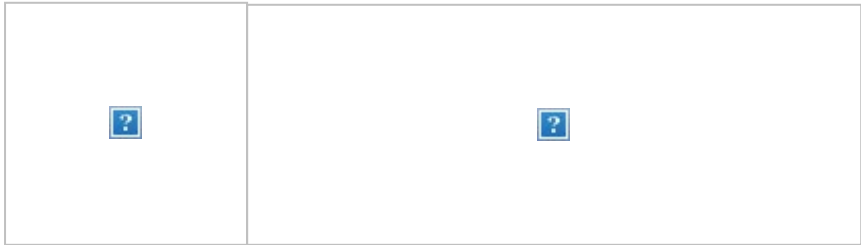
McDonald, who has extensive experience in earthworks, to manage the erosion issues in the area leading to significant conservation outcomes.

If there is any more information I can provide in advocacy for this project please don't hesitate to contact me.

Kind regards,

James Pike
Project Officer- Land for Wildlife

Territory Natural Resource Management
2, 34-36 McLachlan St., Darwin NT 0800
Ph: (08) 8942 8300 Mob: 0487035812
www.territorynrm.org.au





COUNCIL REPORT

Agenda Item Number:	14.03.04
Report Title:	Thorak Regional Cemetery – Cremator Remedial Repairs
Author:	Anthony van Zeeventer – Cemetery & Parks Program Leader
Recommending Officer:	Leon Kruger, GM Infrastructure and Operations
Meeting Date:	19/07/2022
Attachments:	NA

Executive Summary

This report presents to Council for approval, the ability of Thorak Regional Cemetery to draw on reserve funds for the purpose of undertaking required remedial repairs in addition to the yearly maintenance service requirements. The remedial repairs will alleviate the requirement to continuously monitor and seek external support during the cremation cycle process and ensure the continual running and longevity of the cremator.

Recommendation

THAT Council:

1. approve the allocation of funds \$32,000 from the Thorak Regional Cemetery Reserve for the purpose of undertaking required remedial repairs to the Thorak Regional Cemetery cremator; and;
2. note that during the remedial repairs period, Council may cease to offer cremation services and seek alternative options or refer patrons to alternative options.

Background

The standardised death rate within Australia was the highest in the Northern Territory (6.7 deaths per 1,000 standard population) over the past ten years. Standardised death rates have declined all over Australia with the most decline in the Northern Territory (1.5 deaths per 1,000 standard population).

The current rate nationally for cremations vs burials is 54% (2020 Australian Bureau of Statistics) and for the Thorak Regional Cemetery, the rate is 69% compared to burials.

The Thorak Regional Cemetery engaged supplier Austeng to install the “Joule” cremator in 2011 as a replacement of the original cremator. As the sole supplier of this cremator Austeng has continued to service and offer customer support to Thorak Regional Cemetery over the last 10 years.

Thorak Cemetery staff and Austeng have been aware that the cremator hearth was in need of replacing at some stage due to the lifting of bricks on the cremator floor (hearth).

The cremator at Thorak Regional Cemetery crematorium was re-assessed as part of the yearly maintenance service and upgrades in August 2021.

Austeng service division identified and reported that:

“the after-chamber ceiling tiles (near the flue entrance) has fallen away, and the secondary chamber tube is flattening. The main chamber roof looks like it is in good condition, but the support beams are hard to judge. Generally they get thinner with use, and it is impossible to know how much life they have left. The walls look pretty good, but they are 10 years old and would (have to) be in the second half of their lives. Thorak’s furnace is the most lightly used furnace we have in the fleet and predicting how much life is left in the refractory is difficult”.

Recently there has been an increase of suction loss within the cremator cycle which now requires staff and support to manually monitor the cremation process. Should this issue continue to increase there is a high probability of the cremator becoming inoperative.

Austeng have recommended a new hearth and repair of the after-chamber roof and the replacement of the after-chamber tube, which is collapsing.

Based on the current rate of cremations Austeng estimates that (with servicing) the cremator will have a useful life expectancy of 10 years.

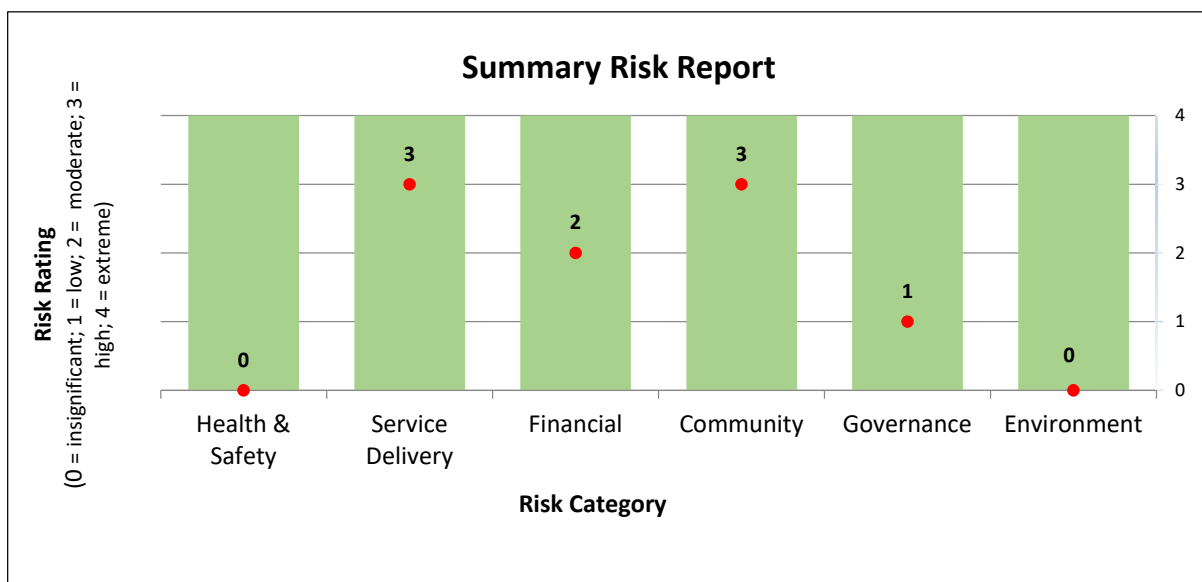
Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Policy Impact – Nil

Risks



Service Delivery

Based on the population death rates of the Darwin region, the number of cremations are relatively low. However, the rate of cremations at Thorak Regional Cemetery crematorium has continued to increase year by year and the Thorak Regional Cemetery crematorium offers a vital public service as one of only two crematoriums within the Darwin regional area. There could be substantial risk to service delivery should the Thorak Cemetery cremator become inoperable.

Financial

Council has allocated a budget amount of \$70,000 in this financial year to carry out remedial work on the cremator. With the nature of the work based on previous assessments and on-going operational issues an estimated quote of \$102,000 has been received. The exact amount required will only become known once the contractor commences with the inspection and repair works. The works could be less expensive, but a conservative estimate is \$102,000. There is a possibility that it could be more expensive should the repair works required to be more extensive than based on current estimates. The amount that would be drawn from the Thorak Regional Cemetery Reserve will be \$32,000 based on an estimated cost of \$102,000. The Thorak Regional Cemetery Reserve is budgeted to have a balance of approximately \$1.2 million at the end of the 2021/2022 financial year.

As there are limited suppliers and support within the cremation industry council is only able to engage the sole supplier of this cremator to undertake these works.

Alternate suppliers of similar equipment are in the range of \$350k - \$450k for replacement of the entire cremator.

Community

Thorak Regional Cemetery is the only active cemetery within the Darwin region and Thorak Regional Cemetery Crematorium is one of only two crematoriums within the Darwin region.

Thorak Regional Cemetery Crematorium undertakes between 3-8 cremations per week and provides a service to both Litchfield and the Darwin metropolitan regions. Thorak Regional Cemetery Crematorium provides a cremation service to Darwin's four funeral service providers and has the only cremator facilities to accommodate oversized coffins.

Governance

It is anticipated that cremations at Thorak Regional Cemetery Crematorium will continue to increase year by year.

It is unknown how any changes to the Cemetery Act will impact on Council's responsibility to maximise the life span of Thorak Regional Cemetery or requirements for cremation. The current Cemeteries Act is silent on this issue.

Community Engagement

No community engagement has been undertaken in preparation of this report.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 July 2022

15 Other Business

16 Confidential Items

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

16.02.01 Moving of Confidential Items

(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.

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

16.02.02 Breach of Code of Conduct Complaint – Progress Update

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

16.02.03 Breach of Code of Conduct Complaint

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

16.02.04 Breach of Code of Conduct Complaint - Findings

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

17 Close of Meeting