



# AGENDA

## 23<sup>rd</sup> Ordinary Council Meeting

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

#### TUESDAY 18 JULY 2023

Meeting to be held commencing 6:00pm  
in Council Chambers at 7 Bees Creek Road, Freds Pass  
[https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89\\_2eg/live](https://www.youtube.com/channel/UCdM3M5gfh6-wQ0KiL89_2eg/live)

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

**Stephen Hoyne**  
Chief Executive Officer

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

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

- Physical distancing measures
- Health and hygiene principles



## COUNCIL AGENDA

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## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 July 2023

#### **1. Acknowledgement of Traditional Ownership**

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

#### **2. Opening of Meeting**

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

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

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

#### **4. Disclosures of Interest**

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

- 4.01 Elected Members**
- 4.02 Staff**



## **5. Public Questions**

## **6. Confirmation of Minutes**

### **6.01 Confirmation of Minutes**

- Special Council Meeting held Thursday 8 June 2023, 3 pages;
- Special Confidential Council Meeting held Thursday 8 June 2023, 2 pages;
- Ordinary Council Meeting held Tuesday 20 June 2023, 11 pages; and
- Ordinary Confidential Council Meeting held Tuesday 16 May 2023, 2 pages;

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

- Business Arising from previous Ordinary Council Meetings.



## SPECIAL COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting  
held in the Council Chambers, Litchfield  
on Thursday 8 June 2023 at 5:15pm

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<b>Present</b>	Doug Barden Andrew Mackay Emma Sharp Mathew Salter Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor South Ward ( <i>electronically</i> ) Councillor North Ward Councillor North Ward ( <i>late arrival - electronically</i> ) Councillor Central Ward ( <i>electronically</i> ) Councillor South Ward ( <i>electronically</i> )
<b>Staff</b>	Stephen Hoyne Debbie Branson	Chief Executive Officer Executive Assistant
<b>Public</b>	Nil	

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#### 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 5:24pm.

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

##### 3.1 Electronic Attendance

Moved: Deputy Mayor Mackay  
Seconded: Cr Salter

THAT Council approves Cr Sharp, Cr Wright, Cr Harlan and Cr Sidey to attend the meeting electronically.

**CARRIED (6-0) SCM2023 11-038**

### **3.2 Apologies**

It was noted Cr Wright was a late arrival.

### **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**

Chief Executive Officer Stephen Hoyne declared an interest in Item 6.01 Workplace Matter and left the meeting during the deliberations.

## **5. OFFICERS' REPORTS**

Nil.

## **6. CONFIDENTIAL ITEMS**

Moved: Deputy Mayor Mackay

Seconded: Cr Salter

THAT pursuant to Section 93(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

### **6.01 Workplace Matter**

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

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

**CARRIED (6-0) SCM2023 11-039**

*The meeting was closed to the public at 5:27pm.*

Moved: Cr Sidley

Seconded: Deputy Mayor Mackay

THAT pursuant to Section 293(1) 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) SCM2023 11-041**

*The meeting moved to Open Session at 6:42pm.*

## **7. CLOSE OF MEETING**

The Chair closed the meeting at 6:42pm.

## **MINUTES TO BE CONFIRMED**

Tuesday 18 July 2023.

.....  
Mayor  
Doug Barden

.....  
Stephen Hoyne  
Chief Executive Officer



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

**Minutes of Ordinary Meeting**  
**held in the Council Chambers, Litchfield**  
**Tuesday 20 June 2023 at 6:00pm**

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<b>Present</b>	Doug Barden Andrew Mackay Mathew Salter Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Julie Hillier Debbie Branson	Chief Executive Officer Director Corporate and Community Manager Planning and Development (in part) Executive Assistant
<b>Public</b>	As per Attendance Register	

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#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which 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 6:00pm*

The Mayor welcomed members of the public.

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

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

#### **3.1 Electronic Attendance**

Nil.

#### **3.2 Apologies**

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council notes and approves apologies from Cr Sharp.

**CARRIED (6/0) ORD2023 11-090**

#### **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**

No disclosures of interest declared.

#### **4.2 Staff**

No disclosures of interest declared.

### **5. PUBLIC QUESTIONS**

#### **5.01 Barbara Crane – Recycling Processes and Statistics**

Ms Crane questioned Council in relation to the amount of recyclable material going to landfill.

The Chief Executive Officer advised that Litchfield maximise the recycling by selling cardboard, plastic bottles, electronic equipment, dispose of old batteries, steel and metal are stockpiled. He also advised that there is no market for car tyres and unfortunately there is no recycling for glass in Darwin. He added that it was in Council's interest to minimise what is taken to the weighbridge at Shoal Bay to reduce costs.

## **5.02 Barbara Crane – Recycling Processes and Statistics (Continued)**

Ms Crane also requested the statistics on the recyclables that are collected from each of the transfer stations.

Mayor Barden advised that a sign will be erected at the transfer stations with the statistics.

## **5.03 Silke Maynard – Draft Municipal Plan**

Mrs Maynard questioned if Council have considered all submissions received in relation to the Draft Municipal Plan.

Mayor Barden confirmed that all submissions received had been considered and thanked Mrs Maynard.

# **6 CONFIRMATION OF MINUTES**

## **6.1 Confirmation of Minutes**

Moved: Mayor Barden

Seconded: Cr Harlan

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 16 May 2023, 8 pages;
- Ordinary Confidential Council Meeting held Tuesday 16 May 2023, 2 pages;
- Special Council Meeting held Thursday 8 May 2023, 3 pages; and
- Special Confidential Council Meeting held Thursday 8 May 2023, 2 pages.

**A Division was called**  
**Those voting in the affirmation Mayor Barden, Cr Sidey and Cr Harlan**  
**Those voting in the negative Deputy Mayor Mackay, Cr Wright and Cr Salter**  
**Mayor Barden exercised the Casting Vote**  
**CARRIED (4-3) ORD2023 11-091**

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

Moved: Cr Sidey

Seconded: Deputy Mayor Mackay

THAT Council receive and note Item 6.2 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

**CARRIED (6-0) ORD2023 11-092**

# **7. PETITIONS**

Nil.

**8. DEPUTATIONS AND PRESENTATIONS**

Nil.

**9. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**10. NOTICES OF MOTION**

**10.1 Cost to maintain the eight owned Council reserves**

Moved: Cr Harlan

Seconded: Cr Salter

THAT Council:

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

**CARRIED (4-2) ORD2023 11-093**

**11. MAYORS REPORT**

Moved: Mayor Barden

Seconded: Cr Wright

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 17 May 2023 to 20 June 2023.

**CARRIED (6-0) ORD2023 11-094**

**12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

Moved: Deputy Mayor Mackay

Seconded: Cr Wright

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

1. Howard Park Reserve Committee Meeting;
2. Knuckey Lagoon Recreation Reserve Management Committee Meeting; and
3. Risk Management and Audit Committee Meeting.

**CARRIED (6-0) ORD2023 11-095**



### **13. OFFICERS' REPORTS**

#### **13.01 Corporate and Community**

##### **13.01.01 Litchfield Council Finance Report – May 2023**

Moved: Cr Harlan  
Seconded: Cr Sidey

THAT Council note the Litchfield Council Finance Report for the period ended 31 May 2023.

**CARRIED (6-0) ORD2023 11-096**

##### **13.01.02 People Performance and Governance Monthly Report – May 2023**

Moved: Cr Harlan  
Seconded: Cr Wright

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

**CARRIED (6-0) ORD2023 11-097**

##### **13.01.03 Draft EM05 Council Member Allowance and Support**

Moved: Cr Wright  
Seconded: Cr Sidey

THAT Council:

1. adopt draft EM05 Council Member Allowance and Support Policy, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

**CARRIED (6-0) ORD2023 11-098**

##### **13.01.04 Risk Management Audit Committee Open Minutes – 31 May 2023**

Moved: Cr Sidey  
Seconded: Cr Harlan

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 31 May 2023 meeting, as at Attachment A.

**CARRIED (6-0) ORD2023 11-099**

## **13.02 Executive and Community Development**

### **13.02.01 Declaration of Rates and Charges 2023/2024**

Moved: Cr Sidey  
Seconded: Cr Harlan

THAT Council:

1. receive and note the Chief Executive Officer's certification of the assessment records in line with Section 29 *Local Government (General) Regulations 2021*, as at Attachment A to this report;
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2024 as noted in the Declaration of Rates and Charges 2023-2024 as at Attachment B to this report; and
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2023-2024 on Council's website and in the newspaper circulating generally in the area.

**CARRIED (4-2) ORD2023 11-100**

### **13.02.02 Proposed Fees and Charges 2023/2024**

Moved: Deputy Mayor Mackay  
Seconded: Cr Wright

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2023/2024 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2023/2024 as at Attachment B to this report; and
3. authorise the Chief Executive Officer to make minor editorial amendments.

**CARRIED (4-2) ORD2023 11-101**

**13.02.03 Draft Municipal Plan 2023/24 and Draft Financial Management Strategy and Long-Term Financial Plan and 2023/24 to 2032/33**

Moved: Cr Sidey  
Seconded: Cr Harlan

THAT Council:

1. note submissions received for the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2023/2024 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 if required;
4. set the Elected Member allowances for the year 2023-2024 as determined by the Remuneration Tribunal under section 7B of the Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 as per Section 106 of the Local Government Act 2019; and
5. adopt the 2023/2024 budget as per Section 203 of the Local Government Act 2019;
6. adopt the Municipal Plan 2023/2024, as at Attachment C, as per Section 35(1) of the Local Government Act 2019 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033, as at Attachment D; and
7. set aside any surplus / deficit from the 2022-2023 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

**AMENDMENT**

Moved: Deputy Mayor Mackay  
Seconded: Cr Wright

THAT Council:

1. note submissions received for the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2023/2024 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 if required;
4. set the Elected Member allowances for the year 2023-2024 as determined by the Remuneration Tribunal under section 7B of the Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 as per Section 106 of the Local Government Act 2019; and
5. adopt the 2023/2024 budget as per Section 203 of the Local Government Act 2019;

**13.02.03 Draft Municipal Plan 2023/24 and Draft Financial Management Strategy and Long-Term Financial Plan and 2023/24 to 2032/33 (Continued)**

6. adopt the Municipal Plan 2023/2024, as at Attachment C, as per Section 35(1) of the Local Government Act 2019 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033, as at Attachment D subject to the following changes:
  - a) increase Freds Pass Recreation Reserve funding to \$965,323.00
  - b) increase Livingston Recreation Reserve funding to \$79,325.00
  - c) reduce the New Initiatives Budget in the proposed Municipal Plan 2023/2024 by \$127,052.00
  - d) allocate the unspent money in the 2022/2023 New Initiatives Budget to the 2023/2024 New Initiatives Budget up to a maximum of \$127,052.00 in Budget Review One 2023/2024; and
7. set aside any surplus / deficit from the 2022-2023 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

**A Division was called**  
**Those Voting in the affirmation Deputy Mayor Mackay, Cr Wright and Cr Salter**  
**Those Voting in the negative Mayor Barden, Cr Sidey and Cr Harlan**  
**Mayor Barden exercised the Casting Vote**  
**AMENDMENT LOST (3-4)**

Moved: Cr Sidey  
Seconded: Cr Harlan

THAT Council:

1. note submissions received for the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2023/2024 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 if required;
4. set the Elected Member allowances for the year 2023-2024 as determined by the Remuneration Tribunal under section 7B of the Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 as per Section 106 of the Local Government Act 2019; and
5. adopt the 2023/2024 budget as per Section 203 of the Local Government Act 2019;
6. adopt the Municipal Plan 2023/2024, as at Attachment C, as per Section 35(1) of the Local Government Act 2019 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033, as at Attachment D; and
7. set aside any surplus / deficit from the 2022-2023 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

**A Division was called**  
**Those voting in the affirmation Mayor Barden, Cr Sidey and Cr Harlan**  
**Those voting in the negative Deputy Mayor Mackay, Cr Wright and Cr Salter**  
**Mayor Barden exercised the Casting Vote**  
**CARRIED (4-3) ORD2023 11-102**

**13.02.04 Community Services and Development Monthly Report – May 2023**

Moved: Cr Wright  
Seconded: Cr Sidey

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

**CARRIED (5-1) ORD2023 11-103**

**13.02.05 Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes**

Moved: Cr Wright  
Seconded: Cr Salter

THAT Council receive and note:

1. the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of 1 June 2023, at Attachment A; and
2. the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of 5 June 2023, at Attachment B.

**CARRIED (6-0) ORD2023 11-104**

**13.03 Infrastructure and Operations**

**13.03.01 Summary Planning and Development Report May 2023**

Moved: Cr Harlan  
Seconded: Cr Wright

THAT Council:

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

**CARRIED (6-0) ORD2023 11-105**

**13.03.02 Policy Review INF07 Street and Public Lighting Policy**

Moved: Cr Harlan  
Seconded: Cr Wright

THAT Council adopt policy INF07 Street and Public Lighting Policy, at Attachment A.

**CARRIED (6-0) ORD2023 11-106**

### **13.03.03 Thorak Regional Cemetery – Jewish Section Classification and Fees**

Moved: Cr Wright

Seconded: Cr Sidey

THAT Council:

1. receive and note the request from the Chabab of Rural and Regional Australia (RARA) through Rabbi Menachem Aron to facilitate the Jewish community's requirement seeking to have the Jewish Section of Thorak Regional Cemetery changed from a Monument only section to a singular Headstone and singular Plaque section; and
2. change the fees and charges for the Jewish section from a Monument only section to a Headstone and Plaque section, in line with existing sections and fees within Thorak Regional Cemetery.

**CARRIED (6-0) ORD2023 11-107**

### **14. OTHER BUSINESS**

Deputy Mayor Mackay left the meeting at 8:00pm.

#### **14.1 Freds Pass Markets – Feedback**

Southport Progress Association complimented Council in relation to the roadworks at Southport.

Deputy Mayor Mackay returned to the meeting at 8:01pm.

#### **14.2 Special Rates Notices - Southport**

Southport Progress Association enquired after the issuing of the Special Rates Notices. The Director of Corporate and Community Services advised that they will be levied in conjunction with the 2025 Rates Declaration.

### **15. CONFIDENTIAL ITEMS**

Moved: Cr Sidey

Seconded: Cr Harlan

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

#### **15.01 Confidential Council Minutes**

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

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

**15.02 Risk Management Audit Committee Unconfirmed Confidential Minutes – 31 May 2023**

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

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

**CARRIED (6-0) ORD2023 11-108**

The meeting moved to Confidential Session at 8:03pm.

Moved: Cr Salter

Seconded: Cr Harlan

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

**CARRIED (6-0) ORD2023 11-110**

The meeting moved to Open Session at 8:30pm.

**17. CLOSE OF MEETING**

The Chair closed the meeting at 8:30pm.

**18. NEXT MEETING**

Tuesday 20 June 2023.

**MINUTES TO BE CONFIRMED**

Tuesday 18 July 2023.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne

## 6.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed

Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<b>Road Opening Closing Meade Road, Darwin River</b> THAT Council: <ol style="list-style-type: none"> <li>1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;</li> <li>2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and</li> <li>3. note that this is an administrative process only and there is no commitment by Council to construct the road.</li> </ol>	19/07/2022	DIO	<b>In Progress</b> Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2023 11-012	<b>Guys Creek Road Land Acquisition and Road Opening</b> THAT Council: <ol style="list-style-type: none"> <li>1. approve the purchase of 8062.3m<sup>2</sup> from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and</li> <li>2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve.</li> </ol>	17/01/2023	DIO	<b>In Progress</b> Road opening process and land title transfer expected to be complete by mid-late June. Tender process will occur during this time to ensure works can commence as soon as possible.



<b>Draft Animal Management Strategy and Action Plan 2023-2026</b>					<b>Ongoing</b>
ORD2023 11-082	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. endorse the Draft Animal Management Strategy and Action Plan 2023 – 2026, as at Attachment A, to be placed on public exhibition inviting comments for the period of 1 June 2023 to 21 June 2023; and</li> <li>2. authorise the Chief Executive Officer to make minor editorial changes to the documents as necessary.</li> </ol>	16/05/2023	DCC		<p>Public exhibition closed on 21 June 2023.</p> <p>Report included in July Ordinary Council Agenda presenting public feedback and seeking Council's adoption of the Draft Animal Management Strategy and Action Plan 2023-2026.</p>
<b>Cost to maintain the eight owned Council reserves</b>					
ORD2023 11-093	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. engages a suitably qualified and experienced auditor or consultant to review the current costs to maintain Litchfield Council's eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019;</li> <li>2. requests the Chief Executive Officer to provide the auditors or consultant written report detailing the cost to maintain Litchfield Council's eight reserves in a safe condition to the Chief Executive Officer to Elected Members to allow each of them to carry out their due diligence under the Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 and that the Elected Members are complying with their duties under the Local Government Act 2019; and</li> <li>3. receive the report prior to the first 2023-2024 Budget Review Meeting.</li> </ol>	20/06/2023	DCC		<p><b>Ongoing</b></p> <p>In progress, scope under development and RFQ process to be undertaken.</p>
<b>Draft EM05 Council Member Allowance and Support</b>					
ORD2023 11-098	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. adopt draft EM05 Council Member Allowance and Support Policy, as at Attachment A; and</li> <li>2. authorise the Chief Executive Officer to make minor amendments.</li> </ol>	20/06/2023	DCC		<p><b>Completed</b></p> <p>Policy register updated and policy available on Council's website.</p>

#### Declaration of Rates and Charges 2023/2024

THAT Council:

1. receive and note the Chief Executive Officer's certification of the assessment records in line with Section 29 *Local Government (General) Regulations 2021*, as at Attachment A to this report;
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2024 as noted in the Declaration of Rates and Charges 2023-2024 as at Attachment B to this report; and
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2023-2024 on Council's website and in the newspaper circulating generally in the area.

ORD2023  
11-100

20/06/2023

DCC

**Completed**

#### Proposed Fees and Charges 2023/2024

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2023/2024 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2023/2024 as at Attachment B to this report; and
3. authorise the Chief Executive Officer to make minor editorial amendments.

ORD2023  
11-101

20/06/2023

DCC

**Completed**

**Draft Municipal Plan 2023/24 and Draft Financial Management Strategy and Long-Term Financial Plan and 2023/24 to 2032/33**

THAT Council:

1. note submissions received for the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2023/2024 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 if required;
4. set the Elected Member allowances for the year 2023-2024 as determined by the Remuneration Tribunal under section 7B of the Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006 as per Section 106 of the Local Government Act 2019; and
5. adopt the 2023/2024 budget as per Section 203 of the Local Government Act 2019;
6. adopt the Municipal Plan 2023/2024, as at Attachment C, as per Section 35(1) of the Local Government Act 2019 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033, as at Attachment D; and
7. set aside any surplus / deficit from the 2022-2023 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

ORD2023  
11-102

20/06/2023      DCC      **Completed**

**Thorak Regional Cemetery – Jewish Section Classification and Fees**

THAT Council:

1. receive and note the request from the Chabab of Rural and Regional Australia (RARA) through Rabbi Menachem Aron to facilitate the Jewish community's requirement seeking to have the Jewish Section of Thorak Regional Cemetery changed from a Monument only section to a singular Headstone and singular Plaque section; and
2. change the fees and charges for the Jewish section from a Monument only section to a Headstone and Plaque section, in line with existing sections and fees within Thorak Regional Cemetery.

ORD2023  
11-107

20/06/2023      CEO      **Completed**



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 July 2023

**7      Petitions**

**8      Deputations and Presentations**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayor's Report**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	11.01
<b>Report Title:</b>	Mayor's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Doug Barden, Mayor
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 May 2023 to 20 June 2023.

#### Summary

Date	Event
21 June 2023	Litchfield DCA Meeting
21 June 2023	LGANT and NTG Cabinet Meeting
23 June 2023	Department of Chief Minister, Local Government Division
26 June 2023	Metcalfe Road Residents Community Meeting
28 June 2023	LGANT – SP2 Finance and Governance and Workforce
1 July 2023	45 <sup>th</sup> Anniversary of Self Government in the Northern Territory
2 July 2023	Australian Citizenship Ceremony
4 July 2023	Strategic Discussion and Briefing Session

### Recommendation

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 July 2023

#### 12 Reports from Council Appointed Representatives

##### Meeting

Nil to report

##### Representative

#### 13 Officers Reports

##### 13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – June 2023
- 13.01.02 People Performance and Governance Monthly Report – June 2023
- 13.01.03 Animal Management Strategy and Action Plan 2023 – 2026

##### 13.02 Executive and Community Development

- 13.02.01 Municipal Plan 2022-2023 Quarterly Performance Review April - June 2023
- 13.02.02 Community Services and Development Monthly Report – June 2023

##### 13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report – June 2023



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.01
<b>Report Title:</b>	Litchfield Council Finance Report – June 2023
<b>Author:</b>	Gayathri Sivaraj, Manager Corporate Services
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	A: Litchfield Council Finance Report – June 2023

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 June 2023. The report reflects the NT Government mandated format. Budget 2022/23 figures reflect all budget review movements. Operational Income reflects the entire year of rates levied. Council's surplus position excludes depreciation and is expected to reduce slightly as year-end invoices are accrued after 30 June 2023.

The 2022/23 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 2023/24.

Rates outstanding continue to decrease compared to the same time last year. 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 2023.

### Background

Detailed financial information is presented on the following pages.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### **Legislative and Policy Implications**

This report complies with the *Local Government Act 2019*, Local Government (General) Regulations 2021, Division 7, Financial Matters, Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports, Council's policies, and Australian Accounting Standards.

### **Financial Implications**

Nil.

### **Risks**

#### Financial

The Council's current revenue levels fall short of funding the required asset renewal expenditure. As a result, there are long-term financial sustainability challenges concerning the renewal and upgrade of existing assets, including buildings, roads, and irrigation infrastructure. Therefore, council continues to discuss avenues to increase investment in this area.

### **Community Engagement**

Not applicable.



**LITCHFIELD  
COUNCIL**

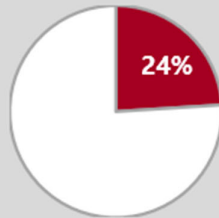


# Finance Report

## June 2023

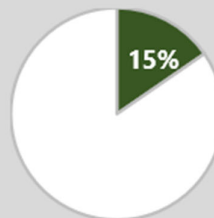
JUN 2023

## DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$ 5.205m  
Target – 46%



### Rates Outstanding

\$ 2.4m Outstanding  
Target– 18% (\$ 2.8m and less)

**\$ 22.39m**

### OPERATIONAL REVENUE

\$20.75m Budget – 108% Target Achieved

**\$ 5.13m**

### CAPITAL REVENUE

\$ 5.98m Budget

**\$ 15.96m**

### OPERATIONAL EXPENSES

\$16.98m Budget – 94% Spent

**\$ 5.20m**

### CAPITAL EXPENSES

\$ 11.94m Budget

**\$ 6.43m\***

### OPERATING SURPLUS

Budget \$ 3.77m

**\$ (0.07)m**

### CAPITAL DEFICIT

Budget (\$ 5.96m)

### RATIOS

**24%**

Asset Sustainability  
Target 46% and more

**15%**

Rates Outstanding  
Target less than 18%

**70%**

Own Source Revenue Ratio  
Target 60% and more

**8.81**

Current Ratio  
Target 1 and more

**0**

Debt Service Ratio  
Target less than 1

### Current Cash Investments

**\$ 23.8m**

**5 of 19**

Budgeted Capital Programs  
2022/23  
\$1.980m Spent (35.43%)

**2 of 5**

Additional Capital Programs  
2022/23  
\$0.501m Spent (19.80%)

**14 of 16**

Carry Forward Programs  
from 2021/22-\$2.724m  
Spent (79.82%)

**\$17.85m**

Budgeted Cash  
Reserves June 2023

- Not Achieved
- Achieved
- Achieved
- Achieved
- Achieved

\*June 2023 period is still open for Year End process; therefore, the surplus/deficit results will change once the year-end finalized

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

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports.

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	13,797,440.81	13,800,338.92	2,898.11	13,800,338.92
Charges	210,187.15	180,600.00	(29,587.15)	180,600.00
Fees and Charges	1,806,195.29	1,875,542.00	69,346.71	1,875,542.00
Operating Grants and Subsidies	5,462,177.00	4,079,663.00	(1,382,514.00)	4,079,663.00
Interest / Investment Income	962,118.62	670,000.00	(292,118.62)	670,000.00
Other Income	156,133.64	140,000.00	(16,133.64)	140,000.00
<b>TOTAL OPERATING INCOME</b>	<b>22,394,252.51</b>	<b>20,746,143.92</b>	<b>(1,648,108.59)</b>	<b>20,746,143.92</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	7,041,949.17	6,832,253.52	(209,695.65)	6,832,253.52
Materials and Contracts	8,020,284.56	9,197,047.00	1,176,762.44	9,197,047.00
Elected Member Allowances	232,216.75	291,181.00	58,964.25	291,181.00
Elected Member Expenses	53,248.13	49,762.00	(3,486.13)	49,762.00
Council Committee & LA Allowances	3,596.00	4,000.00	404.00	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	8,390,000.00	8,390,000.00	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	611,536.62	604,178.00	(7,358.62)	604,178.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>24,352,878.43</b>	<b>25,368,421.52</b>	<b>1,015,543.09</b>	<b>25,368,421.52</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(1,958,625.92)</b>	<b>(4,622,277.60)</b>	<b>(2,663,651.68)</b>	<b>(4,622,277.60)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(1,958,625.92)</b>	<b>(4,622,277.60)</b>	<b>(2,663,651.68)</b>	<b>(4,622,277.60)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	8,390,000.00	8,390,000.00	-	8,390,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>8,390,000.00</b>	<b>8,390,000.00</b>	<b>-</b>	<b>8,390,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(5,205,141.05)	(11,945,026.34)	(6,739,885.29)	(11,945,026.34)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,767,722.40)	(3,767,722.40)	(3,767,722.40)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(5,205,141.05)</b>	<b>(15,712,748.74)</b>	<b>(10,507,607.69)</b>	<b>(15,712,748.74)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	4,733,929.00	5,681,613.00	947,684.00	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	395,343.88	300,000.00	(95,343.88)	300,000.00
Transfers from Reserves	-	5,963,413.34	5,963,413.34	5,963,413.34
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>5,129,272.88</b>	<b>11,945,026.34</b>	<b>6,815,753.46</b>	<b>11,945,026.34</b>
<b>NET OPERATING POSITION</b>	<b>6,355,505.91</b>	<b>-</b>	<b>(6,355,505.91)</b>	<b>-</b>

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

## Operating Position by Department

Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2022. All Budget 2022/23 figures have been updated with budget review information.

	2022/23 YTD Actuals	2022/23 Budget Review 2	% Of Budget
REVENUE	\$	\$	
Council Leadership	27,755.00	-	-
Corporate	95,308.46	-	-
Information Services	-	-	-
Finance & Customer Service	12,423,390.30	12,071,693.92	102.91%
Infrastructure & Assets	4,154,016.97	3,123,862.00	132.98% <sup>2</sup>
Waste Management	3,481,367.40	3,354,036.00	103.80%
Community	216,960.37	146,610.00	147.98% <sup>3</sup>
Community - Library	417,283.86	417,392.00	99.97%
Mobile Workforce	-	-	-
Regulatory Services	212,996.25	182,150.00	116.93% <sup>4</sup>
Thorak Cemetery	1,365,173.90	1,450,400.00	94.12%
<b>TOTAL REVENUE</b>	<b>22,394,252.51</b>	<b>20,746,143.92</b>	<b>107.94%</b>
EXPENSES			
Council Leadership	1,036,780.79	1,224,788.27	84.65%
Corporate	653,382.37	680,334.57	96.04%
Information Services	623,515.47	705,407.02	88.39%
Finance & Customer Service	1,402,677.48	1,584,962.11	88.50%
Infrastructure & Assets	3,076,641.22	3,569,856.52	86.18%
Waste Management	3,877,754.59	3,852,940.36	100.64%
Community	1,821,628.40	1,955,766.37	93.14%
Community - Library	431,263.86	461,581.93	93.43%
Mobile Workforce	1,324,617.72	1,206,535.78	109.79% <sup>5</sup>
Regulatory Services	690,261.66	662,882.03	104.13% <sup>6</sup>
Thorak Cemetery	1,024,354.87	1,073,366.57	95.43%
<b>TOTAL EXPENSES</b>	<b>15,962,878.43</b>	<b>16,978,421.52</b>	<b>94.02%</b>
<b>OPERATING RESULT</b>	<b>6,431,374.08</b>	<b>3,767,722.40</b>	<b>170.70%</b>

<sup>2</sup> Early release of Federal Assistance Grants (FAGS) 2023-24

<sup>3</sup> Humpty Doo Village Green ANZAC Grant received is more than budget expectations.

<sup>4</sup> Includes increase in Statutory charges income relating to Regulatory Service specifically in dog infringements and pound fees.

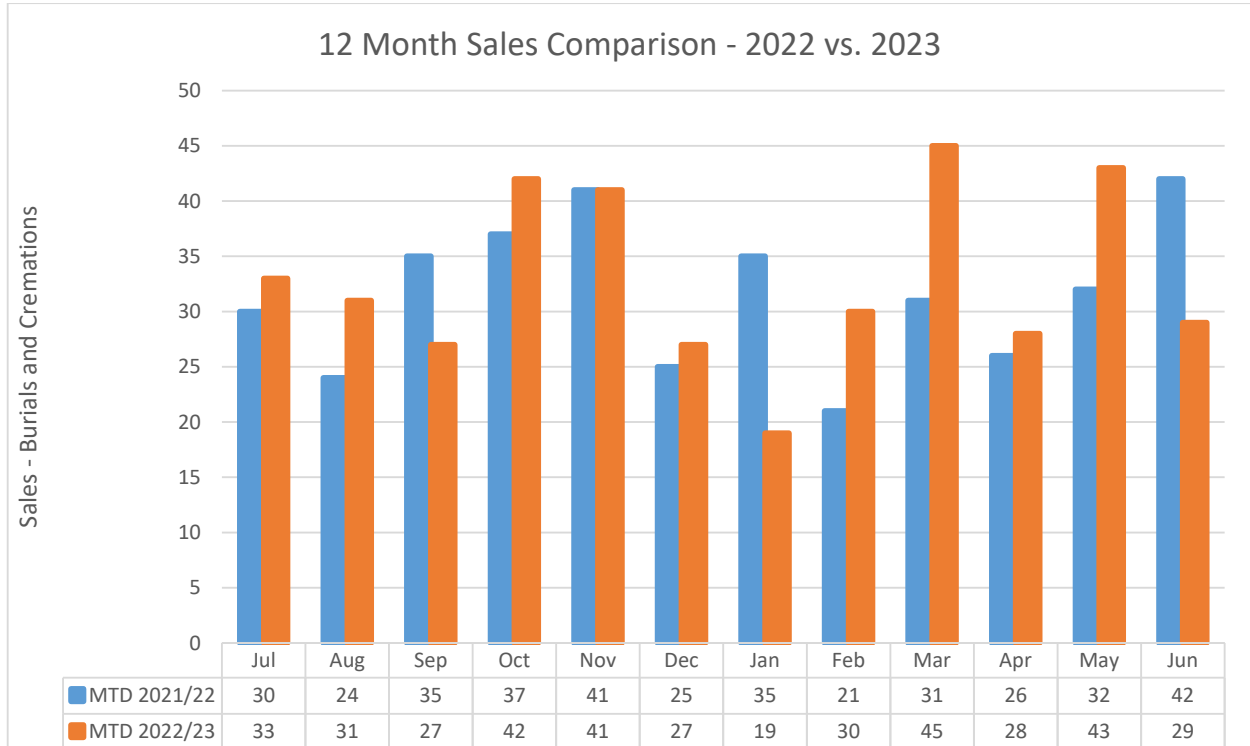
<sup>5</sup> Increase in Fuel & Consumables cost with relating to Dry season works.

<sup>6</sup> Increase in Operational expenses, which relates to Statutory Charges.

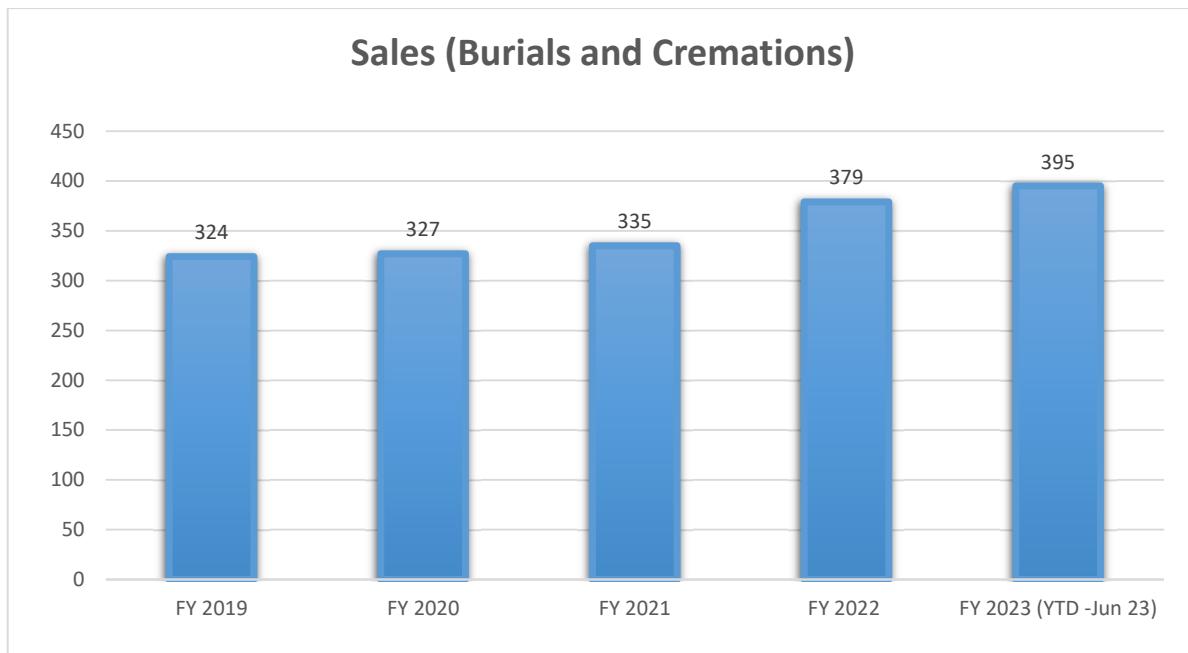
## Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 395 interments and cremations, an increase of 16 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 2023 year to date is 352.



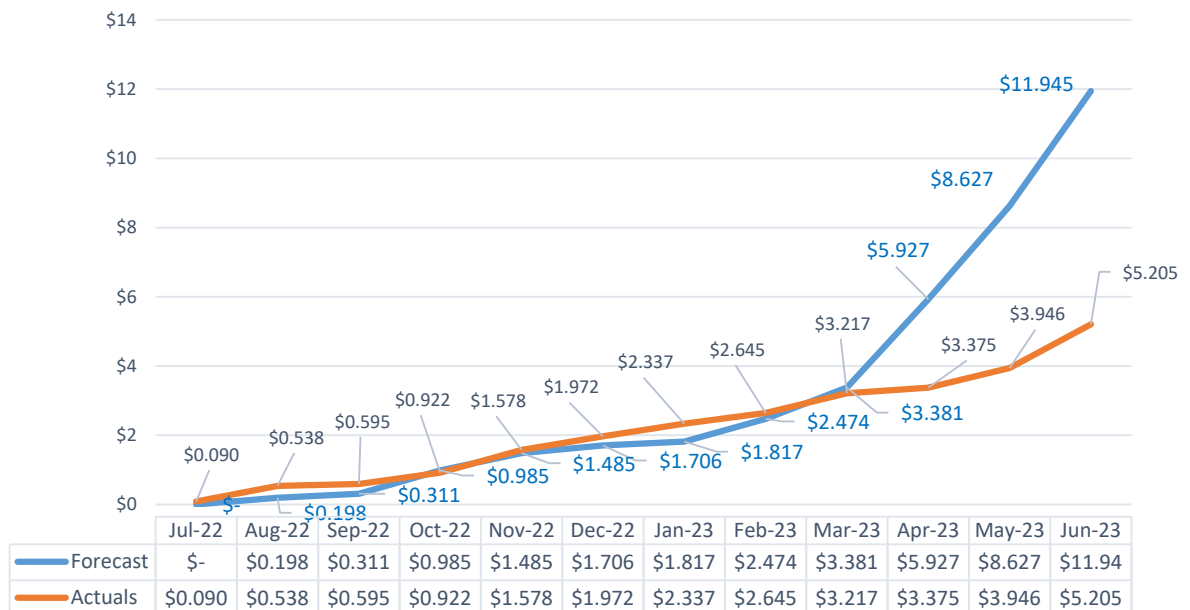
## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	676,395.98	816,504.54	140,108.56	816,504.54
Infrastructure (including roads, footpaths, park furniture)	3,648,352.09	10,062,891.06	6,414,538.97	10,062,891.06
Plant and Machinery	880,392.98	1,065,630.74	185,237.76	1,065,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>5,205,141.05</b>	<b>11,945,026.34</b>	<b>6,739,885.29</b>	<b>11,945,026.34</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	4,733,929.00	5,681,613.00	947,684.00	5,681,613.00
Transfers from Cash Reserves	-	5,963,413.34	5,963,413.34	5,963,413.34
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	395,343.88	300,000.00	(95,343.88)	300,000.00
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>5,129,272.88</b>	<b>11,945,026.34</b>	<b>6,815,753.46</b>	<b>11,945,026.34</b>
<b>FUNDING</b>				

### Forecast and Actual Capital Expenditure (\$ in Mn)



**Table 2.2 Monthly Report on Planned Major Capital Works**

**2022/23 CAPITAL PROJECTS**

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	900,000.00	900,000.00	0.00%	Jul-23	Deliver	Sealing Due to commence 3 July with an anticipated completion of 21 July 2023
2	Roads	Pavement Renewal	-	2,751.82	2,751.82	533,429.00	530,677.18	0.52%	Dry Season 23	Deliver	Finn Road Completed Spencely Road to be awarded. Whitewood Road to be awarded. Mocatto Road, Byers Road and Leonino Roads to be scoped
3	Roads	Forward Design of Road Projects - Intersection Street Light Upgrades	-	34,024.00	34,024.00	23,608.80	(10,415.20)	144.12%	May-23	Deliver	Final Designs and Report Received
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	70,016.91	70,016.91	70,826.40	809.49	98.86%	Jun-23	Completed	Works Completed
		Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Jun-23	Completed	Works executed under Open budget to be relocated to Jarvis Road Drainage upgrade
		Forward Design of Road Projects- Hillier Road	-	17,740.00	17,740.00	17,740.00	-	100%	Oct-22	Completed	Works Completed
4	Roads	Gravel Surface Renewal- Gravel Rd Resheeting - Priority List	-	373,954.29	373,954.29	300,000.00	(73,954.29)	124.65%	Jun-23	Completed	Works Completed
5	Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	814,088.16	814,088.16	0.00%	Dry Season 23	Deliver	June - Tender has been advertised - closed 12 July 2023
6	Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	220,776.04	220,776.04	500,000.00	279,223.96	44.16%	May-23	Completed	Works Completed
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Dry Season 23	Deliver	Budget Allocated for school safety upgrades. School safety audit has been carried out by

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											Cardno and reviewed. Corrective Action Report. End June-Engage Contractor to Execute.
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	0.00%	Dry Season 23	Deliver	SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	34,100.55	34,100.55	100,000.00	65,899.45	34.10%	Jun-23	Completed	Spencely Road Completed. Livingstone Road Completed.
10	Drainage	Drainage Renewal-Priority List - Jarvis Road	-	121,302.87	121,302.87	100,000.00	(21,302.87)	121.30%	Jun-23	Completed	Works Completed
11	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	-	354,927.92	354,927.92	350,000.00	(4,927.92)	101.41%	Jun-23	Completed	Works Completed
12	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Deliver	Drain Reformation in progress. Culvert and civil works completed.
13	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	48,000.00	48,000.00	80,000.00	32,000.00	60.00%	Jul-23	Deliver	Council Chambers cassettes installed. Project is approx. 50% completed. Awaiting material delivery.
14	Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	60,703.81	60,703.81	83,000.00	22,296.19	73.14%	TBC	In Progress	TRC AMP needs updating. As per current AMP works to be scheduled are painting of crematorium, new concrete beams for section F, repair of the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Awaiting final invoices from suppliers.
15	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Update of weighbridge and waste recording software which is 12 years old and has not been updated. Forecasting Pending.



	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											Replacement of compactor rails - Scheduled for Jan 2023 Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture scheduled for November. Renewal of old phone system not updated when office phones updated - forecast subject to weighbridge software
16	Community	Freds Pass Reserve Asset Renewal	-	37,198.49	37,198.49	40,000.00	2,801.51	93.00%	TBC	Project Planning	Asset renewal works identified on Vicar Bore. Works currently underway.
17	Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Identify works require across Council's recreation reserves based on Known Issues
18	Community	Reserve Building Renewal & Compliance-Maley Pavilion	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Asset management to identify works required to bring non-compliant building to the standards.
19	Fleet	Plant/Vehicle Replacement-Council	-	380,468.33	380,468.33	535,000.00	154,531.67	71.12%	TBC	Deliver	Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget figure is inclusive of cemetery and waste vehicles.
		Plant/Vehicle Replacement-Cemetery	-	62,181.71	62,181.71	25,000.00	(37,181.71)	248.73%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Sales proceeds from fleet yet to be allocated that will offset the overspend.
		Plant/Vehicle Replacement-Waste	-	162,112.20	162,112.20	230,000.00	67,887.80	70.48%	TBC	Deliver	PO created and machine ordered)serial No provided by supplier.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Subtotal	-	1,980,258.94	1,980,258.94	5,588,518.76	3,608,259.82	35.43%			

### 2022/2023 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Southport Roads – Gravel to Seal Upgrade		171,082.18	171,082.18	2,071,858.00	1,900,775.82	8.26%	Dry Season 23	Deliver	Contractor mobilised. 14-weeks execution schedule.
2	Community	<i>Mira Square Development- Construction of a new playground</i>	-	65,000.00	65,000.00	70,000.00	5,000.00	92.86%	Mar-23	Completed	Completed.
		Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green	-	27,934.00	27,934.00	35,000.00	7,066.00	79.81%	May-23	Completed	Completed.
		<i>Bicycle &amp; Walking Paths Howard Park Recreation Reserve</i>	-	25,200.00	25,200.00	30,000.00	4,800.00	84.00%	Mar-23	Completed	Completed
		<i>Installation of power and lighting to existing storage shed at Knuckey Lagoon</i>	-	18,000.00	18,000.00	20,000.00	2,000.00	90.00%	Mar-23	Completed	Completed.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<i>Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.</i>	-	26,923.00	26,923.00	30,000.00	3,077.000	89.74%	May-23	Discontinued	<i>Decision has been made not to continue with further design of Livingstone Car Park. Awaiting further instructions around construction. Plan is to engage a civil contractor at a later stage.</i>
		Installation of solar lighting to picnic area- McMinns Lagoon Recreation Reserve	-	-	-	10,000.00	10,000.00	0.00%	TBC	Project Planning	Currently evaluating quotes.
		Wi-Fi and CCTV Installation – for community use. - WIFI is required for CCTV to function. Thorak Cemetery / Howard Park Recreation Reserve/ Knuckey Lagoon Recreation Reserve / Humpty Doo Village Green	-	101,099.14	101,099.14	103,282.83	2,183.69	97.89%	TBC	Project Planning	Project Scoping will start in October 2022. Planning - November 2022 Execution - January to April 2023
3	Community	<i>Knuckey Lagoon Recreation Reserve Electrical Repairs</i>	-	54,614.00	54,614.00	54,614.00	-	100%	Dec-22	Completed	Completed
4	Waste	<i>Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station</i>	-	11,198.00	11,198.00	11,198.00	-	100%	Dec-22	Completed	Project complete.
5	Waste	Compactor refurbishment	-	-	-	94,000.00	94,000.00	0.00%	TBC	Planning	Scop of works to be developed

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<b>Subtotal</b>	-	501,050.32	501,050.32	2,529,952.83	2,028,902.51	19.80%			

**CARRY FORWARD PROJECT FROM 2021/22**

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Buildings	<i>Council Administration Building Renewal-Aircon, Garden Upgrade and Carpark line marking</i>	-	48,135.20	48,135.20	47,599.00	(536.20)	101.13%	Aug-22	Completed	Complete
		<i>Council Administration Building Renewal-Disability Access</i>	-	28,599.00	28,599.00	30,000.00	1,401.00	95.33%	Oct-22	Completed	Complete
		<i>Council Administration Building Renewal</i>	25,370.14	550.00	25,920.14	35,796.00	9,875.86	72.41%	Jun-23	Completed	External storage and / or car shed project is discontinued whilst the rest has been completed.
2	Pathways	<i>Pathway Renewal-Whitewood Road - Stage 3</i>	93,761.84	-	93,761.84	93,761.84	-	100.00%	Jun-22	Completed	Pathway completed.
3	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design	80,381.85	99,892.65	180,274.50	350,000.00	169,725.50	51.51%	Jun-22	Completed	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades									
4	Roads	Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads	351,098.81	1,175,757.55	1,526,856.36	1,921,154.85	394,298.49	79.48%	Sep-22	Completed	Complete
5	Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	32,517.00	96,605.16	500,000.00	403,394.84	19.32%	Dry Season 23	Delivery	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byne to complete design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	226,645.45	304,910.07	454,910.00	149,999.93	67.03%	Jun-23	Completed	Complete
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	6,216.70	1,541.25	7,757.95	94,452.85	2,066.50	97.81%	Sep-22	Completed	Complete
		Girraween Primary School	6,216.70	685.00	6,901.70				Sep-22	Completed	Completed
		Schools Safety Audits- Howard Springs Primary School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<i>Schools Safety Audits- Good Shepherd</i>	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		<i>Road Safety Upgrades - Schools Safety Audits- Middle Point School</i>	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		<i>Road Safety Upgrades - Street Lighting- Priority List, intersections, and Challoner Circuit review</i>	-	-	-				Sep-22	Completed	Completed
		<i>Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00</i>	54,452.85	-	54,452.85				Sep-22	Completed	Completed
7	Buildings	<i>Mira Square Development – Community Hall</i>	75,753.19	453,209.48	528,962.67	475,000.00	(53,962.67)	111.36%	Apr-23	Completed	Building Completed. Pending Building Certifications.
8	Buildings	<i>Reserve Building Renewal and compliance- Freds Pass - Compliance works</i>	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
9	Fleet	<i>Waste Vehicle Replacement</i>	140,584.32	250,290.00	390,874.32	390,874.32	-	100.00%	May-23	Completed	Completed
10	Fleet	<i>Cemetery Vehicle Replacement</i>	49,249.04	25,340.74	74,589.78	74,589.78	-	100.00%	Feb-23	Completed	Completed
11	Buildings	<i>Community Hall</i>	63,437.90	-	63,437.90	63,437.90	-	100.00%	Jan-22	Discontinued	Project funding has been allocated to LCRI Reseal various Roads.
12	Community	<i>Thorak Cemetery - Irrigation Grant</i>	86,875.00	49,365.26	136,240.26	153,805.00	17,564.74	88.58%	Jan-23	Completed	Completed
13	Mobile Workforce	<i>Two spray Tank units (replacement)</i>	-	23,881.28	23,881.28	23,881.28	-	100.00%	Sep-22	Completed	MWF weed spraying units. Purchase orders complete.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
14	Community	Humpty Doo Village Green irrigation	-	33,962.90	33,962.90	20,000.00	(13,962.90)	169.81%	Jun-23	Completed	Completed
15	Roads	Power Road Floodway	465,273.37	268,835.28	734,108.65	734,108.65	-	100.00%	Aug-22	Completed	Completed
16	Roads	Street Lighting Replacement	11,625.00	-	11,625.00	23,250.00	11,625.00	50.00%	Dec-22	Completed	Completed
			1,671,299.59	2,723,831.79	4,395,131.38	5,506,621.47	1,111,490.09	79.82%			

### STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances have been updated to reflect the finalised 2021/22 audited balances.

BALANCE SHEET AS AT 31 MAR 2023	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	23,825,545.33	
Untied Funds	3,813,546.92	
Accounts Receivable <sup>7</sup>		
Trade Debtors	674,807.58	(2)
Rates & Charges Debtors	1,600,469.04	
Other Current Assets	377,934.30	
<b>TOTAL CURRENT ASSETS</b>	<b>30,292,303.17</b>	
Non-Current Financial Assets	9,517,124.82	
Property, Plant and Equipment	401,085,417.74	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>410,602,542.56</b>	
<b>TOTAL ASSETS</b>	<b>440,894,845.73</b>	
<b>LIABILITIES</b>		
Accounts Payable <sup>8</sup>	1,837,782.91	(3)
ATO & Payroll Liabilities <sup>9</sup>	(16,804.03)	(4)
Current Provisions	652,131.00	
Accruals	958,390.32	
Other Current Liabilities	6,150.00	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,437,650.20</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	336,480.28	
Other Non-Current Liabilities	23,352.60	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>359,832.88</b>	
<b>TOTAL LIABILITIES</b>	<b>3,797,483.08</b>	
<b>NET ASSETS</b>	<b>437,097,362.65</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	11,818,738.05	
<b>TOTAL EQUITY</b>	<b>437,097,362.65</b>	

<sup>7</sup> Includes Allowance for Doubtful debt.

<sup>8</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advance.

<sup>9</sup> Includes Superannuation Payments awaiting to be recovered.



## Note 1: Details of Cash and Investments Held

### Investment Schedule

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

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	13/10/2022	1,000,000.00	4.00%	4/07/2023	264	4,000,000.00	16.79%	28,931.51
	11/01/2023	1,000,000.00	4.50%	10/10/2023	272			33,534.25
	5/04/2023	1,000,000.00	4.50%	19/12/2023	258			31,808.22
	30/06/2023	1,000,000.00	5.40%	19/03/2024	263			38,909.59
Commonwealth (S&P A1+)	26/10/2022	2,000,000.00	4.20%	11/07/2023	258	9,325,545.33	39.14%	59,375.34
	8/12/2022	1,000,000.00	4.22%	5/09/2023	271			31,332.05
	24/01/2023	1,000,000.00	4.36%	24/10/2023	273			32,610.41
	13/01/2023	325,545.33	4.47%	24/10/2023	284			11,322.56
	8/02/2023	1,000,000.00	4.54%	8/11/2023	273			33,956.71
	21/02/2023	1,000,000.00	4.81%	21/11/2023	273			35,976.16
	25/05/2023	2,000,000.00	4.94%	23/01/2024	243			65,776.44
	30/06/2023	1,000,000.00	5.23%	5/03/2024	249			35,678.63
Defence Bank (S & P A2)	24/11/2022	1,000,000.00	4.30%	27/07/2023	245	2,500,000.00	10.49%	28,863.01
	24/11/2022	1,500,000.00	4.30%	10/08/2023	259			45,768.49
NAB (S&P A1+)	6/12/2022	1,000,000.00	4.12%	22/08/2023	259	8,000,000.00	33.58%	29,235.07
	20/12/2022	1,000,000.00	4.33%	19/09/2023	273			32,386.03
	7/03/2023	500,000.00	4.76%	5/12/2023	273			17,801.10
	9/05/2023	1,500,000.00	4.72%	9/01/2024	245			47,523.29
	20/06/2023	1,000,000.00	5.39%	6/02/2024	231			34,112.05
	27/06/2023	1,000,000.00	5.40%	20/02/2024	238			35,210.96
	30/06/2023	1,000,000.00	5.47%	9/04/2024	284			42,561.10
	30/06/2023	1,000,000.00	5.49%	23/04/2024	298			44,822.47
<b>TOTAL INVESTMENTS</b>		<b>23,825,545.33</b>				<b>23,825,545.33</b>	<b>100%</b>	<b>797,495.44</b>

% of Total Investment Portfolio	A1 & A1+ (max 100% )	73%	A2 (max 60%)	27%	100%
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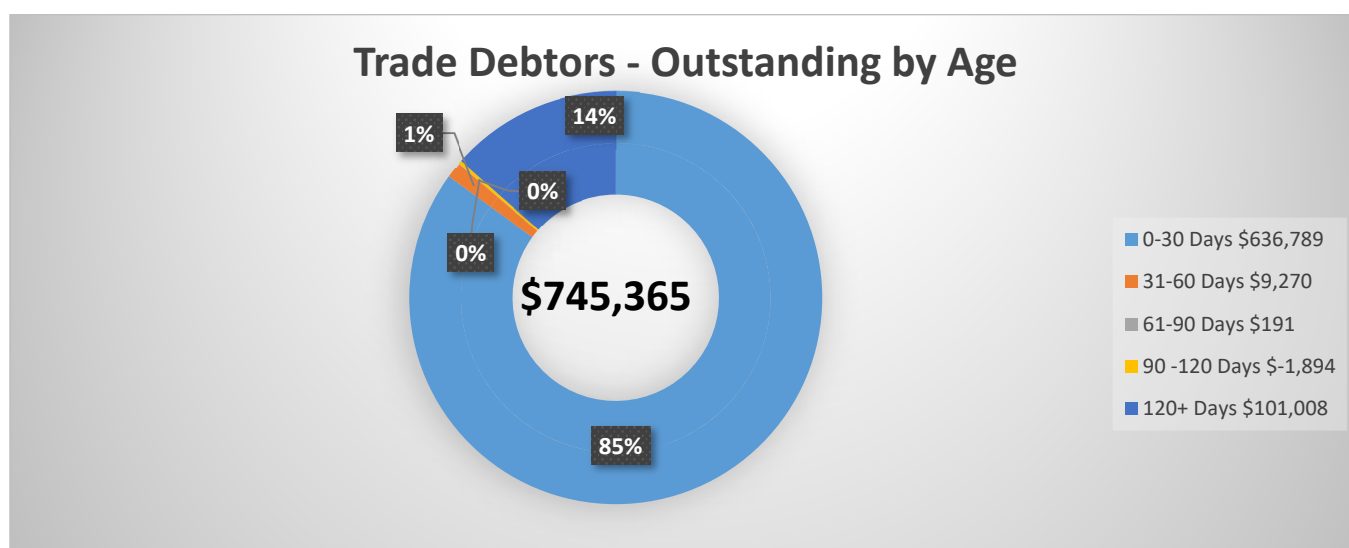
Total Investments/ Tied Funds	\$ 23,825,545.33	Total Year to date Investments Earnings	\$ 686,828.01
General Bank Funds	\$ 3,812,271.92		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 3,813,546.92		
Total all funds	\$ 27,639,092.25		

## Note 2: Statement of Trade Debtors

Total Debtors as of 30 June 2023 is \$ 745,364.58 ; \$435,980 relates to Power Road, Girraween - "Black Spot" Grant Income invoice which was received in July 2023 and \$101,008.17 relate to invoices outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Follow-up is continuing to settle the outstanding balances. A provision for doubtful debt will be made during the end of year financial statements preparation as required.

Fines and Infringements - Council has two hundred and seventeen (217) infringements outstanding with a total balance of \$55,324, a decrease of \$2,198 from May. One (1) is newly issued, eight (8) reminder notice produced, two hundred and four (204) are with the Fines Recovery Unit (FRU) and four (4) are on hold .

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	442,765.02	-	82.61	104.93	48,647.06	491,599.62
Cemetery	48,699.10	7,613.10	-	(2,593.00)	(0.30)	53,718.90
Waste	267.52	474.88	-	0.30	(351.42)	391.28
Recreation Reserves	1,071.22	(5.67)	-	-	(145.72)	919.83
Planning	-	-	108.15	-	-	108.15
GST Receivable	143,302.25	-	-	-	-	143,302.25
Infringements	684.00	1,188.00	-	594.00	52,858.55	55,324.55
<b>Total</b>	<b>636,789.11</b>	<b>9,270.31</b>	<b>190.76</b>	<b>(1,893.77)</b>	<b>101,008.17</b>	<b>745,364.58</b>



## Note 3: Statement of Trade Creditors

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
General	405,922.17	-	-	-	-	405,922.17
Cemetery	-	-	-	-	-	-
<b>Total</b>	<b>405,922.17</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>405,922.17</b>

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Creditor	137,906.68	-	-	-	-	137,906.68
Payroll- PAYG	-	-	-	-	-	-
<b>Total</b>	<b>137,906.68</b>	-	-	-	-	<b>137,906.68</b>

#### Financial Reserves 2023

The 2021/22 Financial Reserves balances have been finalised as per the audited financial statements and 2<sup>nd</sup> budget review movements. The reserve balances are subject to change during the end of financial year processes.

	2021/22 Actuals \$	2022/23 Net Movement \$	2022/23 Budget Review 2 \$
<b>Externally Restricted</b>			
Developer Contribution Reserve	280,725.00	294,863.16	575,588.16
Unexpended Grants / Contributions	2,573,927.00	(2,573,927.00)	-
Unexpended Capital Works	631,334.00	(631,334.00)	-
<b>Total Externally Restricted Reserves</b>	<b>3,485,986.00</b>	<b>(2,910,397.84)</b>	<b>575,588.16</b>
<b>Internally Restricted</b>			
Asset Reserve	8,941,078.00	2,424,100.76	11,365,178.76
Waste Management Reserve	5,124,100.00	(1,878,554.00)	3,245,546.00
Thorak Regional Cemetery Reserve	1,719,798.00	(168,143.13)	1,551,654.87
Election Reserve	100,000.00	100,000.00	200,000.00
Disaster Recovery Reserve	500,000.00	(100,000.00)	400,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	-	-	-
Cash for Cans Reserves	113,223.00	-	113,223.00
<b>Total Internally Restricted Reserves</b>	<b>16,998,199.00</b>	<b>277,403.63</b>	<b>17,275,602.63</b>
<b>TOTAL RESERVES</b>	<b>20,484,185.00</b>	<b>(2,632,994.21)</b>	<b>17,851,190.79</b>

## Outstanding Rates

### Prior Year Rates

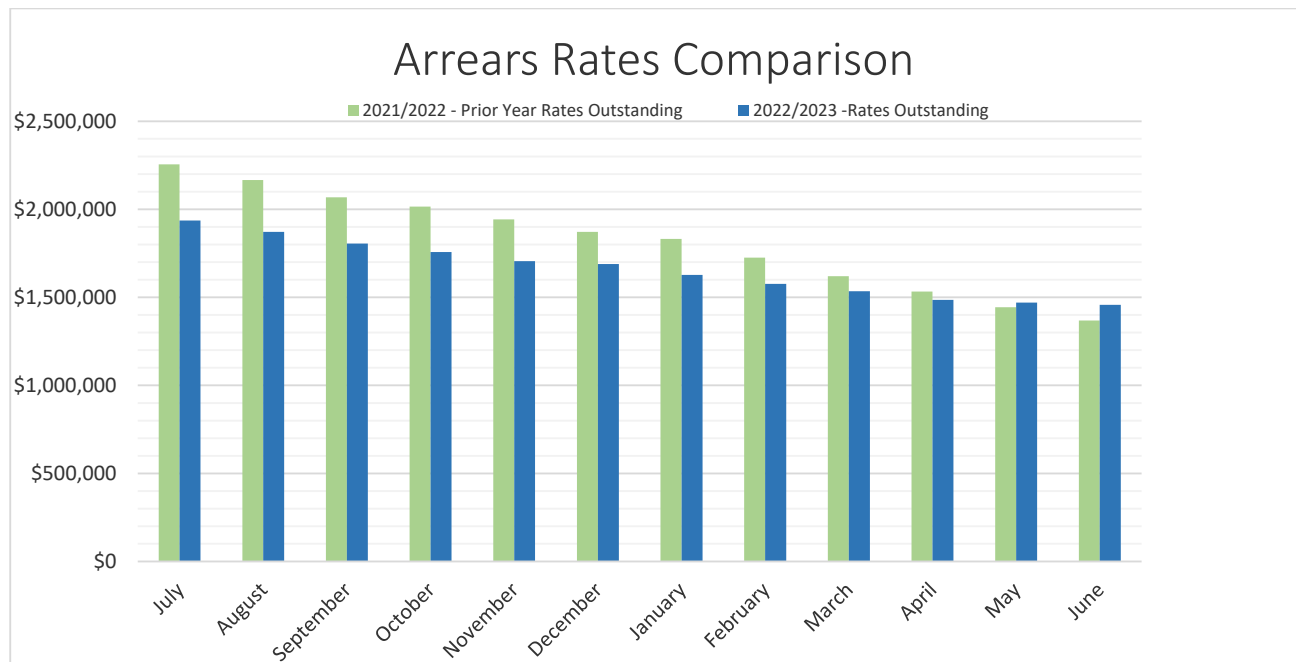
The below table illustrates the split of prior year outstanding rates, currently at \$1.45million.

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

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

	Beginning of 2022/23 Prior Years Rates Outstanding (\$)	Previous Month (May 2023) (\$)	Current Month (June 2023) (\$)
COMMERCIAL	48,844.51	31,846.33	32,403.11
GAS PLANT	812.20	29.11	29.33
MINING	135,034.69	132,597.74	133,581.68
HORTICULTURE AGRICULTURE	77,870.19	74,269.44	74,580.88
NON-RATEABLE GENERAL	17,276.01	18,543.00	18,663.65
NON-RATEABLE WASTE	33,640.91	35,393.67	35,650.57
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	994,419.50	987,004.00
URBAN RESIDENTIAL	283,118.87	183,041.39	175,316.16
<b>TOTAL</b>	<b>2,047,272.12</b>	<b>1,470,140.18</b>	<b>1,457,229.38</b>
<b>Arrears LESS Legal</b>	<b>1,824,951.34</b>	<b>1,306,092.30</b>	<b>1,295,744.10</b>

The graph below compares prior year rates between 2021/22 and 2022/23 financial years.



## Current Year Rates

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m. The final instalment was due on the 28<sup>th</sup> of February and with active debt recovery the rates in arrears are anticipated to further decline.

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

	Previous Month (May 2023) (\$)	Current Month (June 2023) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	260,311.88	260,109.87	<b>202.01</b>	<b>30-Sep-22</b>
<b>Instalment 2</b>	310,030.50	291,983.71	<b>18,046.79</b>	<b>30-Nov-22</b>
<b>Instalment 3</b>	426,670.51	431,010.67	<b>(4,340.16)<sup>10</sup></b>	<b>28-Feb-23</b>
<b>TOTAL</b>	<b>997,012.89</b>	<b>983,104.25</b>	<b>13,908.64</b>	

The graph below compares annual rates between 2021/22 and 2022/23.



<sup>10</sup> Due to supplementary rates levied for sub-divided properties.

## Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1431.114-01	NATIONAL AUSTRALIA BANK LTD	Term Deposit	2,000,000.00
1425.114-01	NATIONAL AUSTRALIA BANK LTD	Term Deposit	1,000,000.00
1431.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit	1,000,000.00
1431.435-01	COMMONWEALTH BANK OF AUSTRALIA	Term Deposit	1,000,000.00
1430.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching / Repair - Various Locations Litchfield Council Municipality	365,617.82
1426.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ23-345 Install Cross Road Culvert - Various Locations Litchfield Council Municipality	141,797.62
1426.1000-01	LAVERCOMBE GRADER SERVICES	RFQ23-342 Shoulder Widening Works - Various Locations Litchfield Council Municipality	108,481.97
1420.577-01	ARJAYS SALE & SERVICE PTY LTD	Wire Rope Installation Whitewood Road	70,027.65
1426.268-01	BYRNE CONSULTANTS	RFQ21-293 Guys Creek Road Upgrade Design	57,269.04
1430.1428-01	HANNA'S COOLING PTY LTD	RFQ23-346 Upgrade to Litchfield Council Building Airconditioning	52,800.00
1430.1564-01	FOURIER TECHNOLOGIES PTY LTD	Oct 22 - RFT21-264 ICT Services	47,114.40
1430.374-01	AUSTRALIAN TAXATION OFFICE	PAYG Payable Pay 26 (22/23) - Cycle 1 WE 25 June 2023	46,722.00
1420.374-01	AUSTRALIAN TAXATION OFFICE	PAYG Payable Pay 24 (22/23) - Cycle 1 WE 28 May 2023	45,128.00
1423.374-01	AUSTRALIAN TAXATION OFFICE	PAYG Payable Pay 25 (22/23) - Cycle 1 WE 11 June 2023	44,666.00
1430.2373-01	ASSESTIC AUSTRALIA PTY LTD (BRIGHTLY)	Assets Revaluation Fee 2022-23	44,000.00
1422.874-01	VTG WASTE & RECYCLING	May 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	42,040.27
1430.162-01	CIVICA PTY LTD	Standard upgrade Authority from 6.11 to 7.1	40,445.69
1430.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	38,581.36
1430.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 26 WE 25 June 2023	26,309.96
1423.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 25 WE 11 June 2023	24,357.51
1420.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 24 WE 28 May 2023	24,131.38
1426.165-01	THINK WATER DARWIN	Removal of Existing Bore and Infrastructure, and Replacement	22,899.14
1430.268-01	BYRNE CONSULTANTS	Additional Design Golding & Whitstone Roads	21,821.80
1423.849-01	WEX AUSTRALIA ( PUMA CARD)	May 2023 - Litchfield Council Fuel Account	20,770.16
1430.577-01	ARJAYS SALE & SERVICE PTY LTD	Guardrail Repair - Hillier Road	20,658.00

Cheque No.	Payee	Description	Amount (\$)
1429.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO PUMPS)	Bore and Pumps Works, Including Call-out to Repair Threaded Pipes	17,965.68
DD270623	WESTPAC CARDS & DIRECT DEBITS	Jun 2023 - Credit Card Purchases Litchfield Council Officers	17,043.61
1422.2024-01	CROSS SOLUTIONS	RFT22-237 Guys Creek Road Widening Survey	15,400.00
1422.512-01	SELTOR SHAW PLUMBING PTY LTD	Consult - Litchfield Council Wastewater Management System	15,172.88
1429.1907-01	JJ CONCRETE CONSTRUCTIONS	Memorial Beams and Kerbing at Thorak Cemetery	15,070.00
1420.409-01	F & J BITUMEN SERVICES PTY LTD	Reseal Single Coat - Various Locations Litchfield Council Municipality	14,557.46
1430.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Replace Existing Switchboard HDVG	13,996.98
1422.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Locations Litchfield Council Municipality	13,607.00
1420.60-01	FREDS PASS SPORT & RECREATION	Insurance Recoverable for the Beehive Repair PSPRR	13,436.05
1420.1022-01	KPMG	Audit Fee Financial Year 2023 - 1st Instalment	11,495.00
1422.1383-01	GHD PTY LTD	Consultancy Services - Litchfield Council Road Safety Upgrades	9,928.60
1422.170-01	NTRS (NT RECYCLING SOLUTIONS)	May 2023 - Recycling Collected from BSWTS, HDWTS, HSWTS and Litchfield Council	9,282.86
1422.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	8,668.58
1422.1068-01	MR D S BARDEN	May 2023 - Elected Member Allowances	8,108.97
1423.78-01	POWER & WATER CORPORATION	Feb - May 23 - Water Charges for HDVG	7,852.28
1422.2590-01	IRONBARK SERVICES NT	Apr 2023 - Cleaning - HDVG, HPRR and KLRR	7,810.00
1430.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Hard Ground Auger and Attachments MWF	7,333.43
1420.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	6,391.11
1430.1023-01	AUSLINE ENGINEERING	Rebuild Gear Box and Machine new Spacers, and reskin Slasher Skids for Flail Mower	6,319.50
1420.85-01	TELSTRA	May 2023 - Thorak & LC Internet ,Data and Mobiles	5,893.30
1430.85-01	TELSTRA	Jun 2023 - Thorak & LC Internet ,Data and Mobiles	5,841.17
1423.132-01	AIRPOWER NT PTY LTD	Service of MWF Machines on Site, Including Replacement Parts and Consumables	5,675.00
1430.1088-01	TALENT PROPELLER	Recruitment Advertisement	5,533.00
1422.1866-01	NUTRIEN AG SOLUTIONS	Bulk Purchase of Sulfomac	4,982.78
1426.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	May 2023 - Surface Water Quality Monitoring Waste Transfer Stations	4,603.50
1430.2653-01	SUPER CITY NT PTY LTD	May 2023 - Consultant - Maintain Reserves Assistant Pending Replacement Community Engagement Officer	4,598.00
1430.1591-01	PELICANCORP (AU) PTY LTD	BYOD Automated System Annual Fee - 26 June 2024	4,532.00

Cheque No.	Payee	Description	Amount (\$)
1423.162-01	CIVICA PTY LTD	Authority Services Account - Prepaid Support Funds	4,400.00
1430.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWT	4,396.47
1423.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Output Shaft - MWF Slasher	4,394.35
1423.794-01	TOP END R.A.C.E.	May 2023 - Faulty Street Light Maintenance	4,381.85
1422.2653-01	SUPER CITY NT PTY LTD	Jun 2023 - Consultant - Maintain Reserves Assistant Pending Replacement Community Engagement Officer	4,174.50
1430.1758-01	RAECO (CEI PTY LTD)	Audiobook Shelving Units for Taminmin Library	4,086.50
1426.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Windscreen for MF5712s	3,880.04
1423.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWT	3,742.31
1430.1961-01	HUMPTY DOO WELDING AND FABRICATION	HDWTS - Make Safe Gas and Fire Cylinders	3,514.50
1422.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWT	3,483.68
1426.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Maintenance - Various Locations Litchfield Council Municipality	3,465.00
1421.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Locations Litchfield Council Municipality	3,432.00
1420.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Driveway Reformation	3,300.00
1421.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	3,239.72
1430.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	2023/2024 Municipal Plan Design	3,179.00
1420.132-01	AIRPOWER NT PTY LTD	Complete Jockey Wheel Assembly (2)	3,159.14
1426.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	3,126.93
1422.1392-01	AKRON GROUP NT PTY LTD	Girraween Road: Shared Path Sweeping	3,110.36
1430.1503-01	ENVISIONWARE PTY LTD	Envisionware Upgrade to Cloud 9 Service	3,029.40
1420.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	2,987.56
1421.2049-01	AJ SECURITY DARWIN	May 2023 - Security Open and Lock Up at HPRR and HDVG	2,952.78
1429.2089-01	ELGAS LTD	Gas Supply & Delivery - Crematorium WE 28 Jun 2023	2,932.04
1421.183-01	CHRIS'S BACKHOE HIRE PTY LTD	May 2023 - Grave Preparation Thorak Cemetery	2,904.00
1430.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Installation of VHF Radios in New Vehicles	2,895.20
1422.132-01	AIRPOWER NT PTY LTD	200 Hr Service Including Consumables	2,787.69
1422.2253-01	MR A MACKAY	May 2023 - Elected Member Allowances	2,778.95
1430.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jun 23- Cleaning Litchfield Council and Thorak Cemetery Offices and Chapel	2,644.85



Cheque No.	Payee	Description	Amount (\$)
1430.2641-01	DAMN STRAIGHT FENCING	Install Gate & Repair Fence at HPRR	2,519.00
1421.512-01	SELTHER SHAW PLUMBING PTY LTD	Diagnose Fault and Repair Cold Water Fountain HDVG	2,502.50
1426.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Rd Safety Upgrade - Reflectors	2,398.00
1426.926-01	JACANA ENERGY	May 2023 - Electricity for Litchfield Council Office, HDVG, BSWTS and HPRR	2,312.04
1423.436-01	DELTA ELECTRICS NT PTY LTD	Attend Site Litchfield Council office and Investigate Generator Issues and Repair	2,234.71
1422.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Replacement Sprinklers for HPRR	2,228.00
1422.993-01	ARAFURA TREE SERVICES & CONSULTING	Arboreal Works at Livingston Recreation Reserve	2,145.00
1423.1728-01	BRAINIUM LABS	Annual Fee - Website Hosting 2023/2024	2,100.00
1430.384-01	MS C VERNON	May 2023 - Authority Consultancy Services	2,080.38
1422.2239-01	MR M SIDEY	May 2023 - Elected Member Allowances	2,057.30
1422.2249-01	MS R A WRIGHT	May 2023 - Elected Member Allowances	2,057.30
1422.2252-01	MRS E SHARP	May 2023 - Elected Member Allowances	2,057.30
1422.498-01	MR M I G SALTER	May 2023 - Elected Member Allowances	2,057.30
1430.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 25 June 2023	2,053.69
1430.78-01	POWER & WATER CORPORATION	May 23 - Litchfield Council and HPRR, and MWF Water Swipe Cards	2,039.12
1423.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Rd, Wire Rope Installation	2,025.65
1430.132-01	AIRPOWER NT PTY LTD	Replacement Radiator for Tractor M110GX	2,019.68
1426.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Solenoid Relief Valve SV4594	1,980.69
1430.2024-01	CROSS SOLUTIONS	RFT22-237 Guys Creek Road Widening Survey	1,966.03
1423.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE	Jan - Mar 2023 - FRU Fines Enforcement	1,936.00
1421.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Temporary Staff Placement Litchfield Council	1,842.25
1420.794-01	TOP END R.A.C.E.	White Ant Removal on Pole Internals Dili Court	1,807.30
1423.2675-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	1,800.00
1423.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM)	May 2023 - Mowing at HDVG	1,727.00
1426.1431-01	TRANSFORM ELECTRICAL	Replace 4 Light Modules -Litchfield Council Office	1,650.00
1426.43-01	NT BUILD	Levy payable Southport Roads Upgrades	1,650.00
1422.2238-01	MR K R HARLAN	May 2023 - Elected Member Allowances	1,567.30

Cheque No.	Payee	Description	Amount (\$)
1422.2564-01	LITCHFIELD COUNCIL STAFF	Oct 22 - Apr 23 - Reimbursement of Internet	1,528.66
1427.2229-01	IWATER NT PTY LTD	Repairs to Burst Mainline - Thorak Cemetery	1,518.00
1426.2660-01	STONE MONKEY	Assorted Books for Taminmin Library Content	1,503.00
1421.2089-01	ELGAS LTD	Gas Supply & Delivery - Crematorium WE 24 May 2023	1,476.64
1423.2375-01	NTIT (NT-IT PTY LTD)	Headsets, Setup, Training of use Replacement Phones Litchfield Council	1,459.89
1430.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,458.66
1429.290-01	AUSTENG ENGINEERING SOLUTIONS	Diagnose and Repair Cremator - Air Motor Fault at Thorak Cemetery	1,435.17
1426.1471-01	RICOH AUSTRALIA PTY LTD	May 23 - Photocopier Consumables and Rental for Litchfield Council Sites	1,426.53
1419.2089-01	ELGAS LTD	Gas Supply & Delivery for Thorak Cremator We 10 May 2023	1,364.81
1423.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Advice	1,330.00
1426.2676-01	MAHER RAUMTEEN SOLICITORS	Legal Advice	1,330.00
1430.1676-01	RURAL MULCHING	Widen Firebreak Sittela Road	1,320.00
1430.1181-01	ODD JOB BOB	Repairs to All Facilities and Replacement Door to Disabled Toilet HDVG	1,281.50
1424.2089-01	ELGAS LTD	Gas Supply & Delivery - Crematorium WE 29 May 2023	1,248.47
1422.130-01	MOBILE LOCKSMITHS	Replacement Padlocks and Chains WTS	1,243.00
1420.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Replacement Tie Rod Assembly's (2)	1,225.25
1420.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 28 May 2023	1,217.79
1423.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 11 Jun 2023	1,217.79
1422.51-01	SOUTHERN CROSS PROTECTION PTY LTD	May 2023 - Security Patrol Litchfield Council and HSWTS	1,199.73
1422.2667-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	1,194.21
1427.926-01	JACANA ENERGY	May 2023 - Electricity Thorak Cemetery	1,185.86
1420.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	1,168.99
1423.31-01	TOP END SIGN SALES	Core Flutes Posters - Freds Pass Show	1,122.00
1420.2372-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	1,100.00
1422.2527-01	NORTHCOAST REFRIGERATION & ELECTRICAL	HDWTS - Degas Aircons / Make Fridges for Safe Disposal	1,072.50
1426.202-01	MR I SUMMERS	RMAC Chairperson - 31 May 2023	1,054.90
1420.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Council Meeting /Events	1,025.00

Cheque No.	Payee	Description	Amount (\$)
1427.2089-01	ELGAS LTD	Gas Supply & Delivery - Crematorium WE 09 Jun 2023	1,022.41
1430.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	C5 Window Face Envelopes - Bulk Purchase	1,008.26
1429.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	990.00
1430.1829-01	PACESETTER SERVICES	Resolution of Authority Bank Reconciliation Problem	990.00
1423.1023-01	AUSLINE ENGINEERING	Remove Flail Assembly and Change out Parts	968.00
1426.506-01	TURBO'S TYRES	Replacement Kendra Super Turf Tyres	968.00
1430.2686-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	911.90
1420.1171-01	BRANDIT NT	Straw Hats with Logo for Freds Pass Show	907.50
1429.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Works Gregg Park	907.50
1430.951-01	MINTER ELLISON	Legal Advice	882.75
1426.78-01	POWER & WATER CORPORATION	May - Jun 2023 - Water Charges - Whitewood	834.36
1422.906-01	WARD KELLER PTY LTD ( LAWYERS )	Legal Advice	831.60
1423.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Officer	828.24
1430.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Council Meeting /Events	815.50
1430.111-01	STICKERS AND STUFF	Crayon Parks for Rangers School Education Program	796.00
1420.2665-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	782.79
1430.668-01	INSTITUTE OF PUBLIC WORKS ENGINEERING	Conference Attendance Fee	770.00
1430.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Risk Assessment Livingston Playground	770.00
1430.928-01	RSEA PTY LTD	PPE - Safety Equipment MWF	757.06
1426.1023-01	AUSLINE ENGINEERING	Remove and Replace Fitment for Radiator	726.00
1422.2382-01	FVS FIRE PTY LTD	Test and Tag Fire Equipment - MWF Sheds	725.78
1422.2671-01	MR G ARNOTT	RMAC Independent Member Fee - 31 May 2023	719.00
1430.508-01	EASA	EAP Counselling Sessions from 01 - 15 Jun 2023	687.30
1423.1372-01	MEDIMOBILE PTY LTD	Flu Vaccination- 21 Participants Litchfield Council Staff	681.45
1430.926-01	JACANA ENERGY	May - Jun 2023 - Electricity Charges HSWTS	680.25
1420.874-01	VTG WASTE & RECYCLING	Waste Oil Disposal WE 26 Apr 2023 HDWTS	660.00
1420.926-01	JACANA ENERGY	Apr - May 2023 - Electricity HSWTS	651.88

Cheque No.	Payee	Description	Amount (\$)
1430.1386-01	RESIDENTIAL IRRIGATION	Inspect Irrigation at Litchfield Council Grounds and Repair as Required	640.00
1430.158-01	NT ELECTRICAL GROUP	Inspect / Repair / Replace GPO - Fridge	638.52
1426.1674-01	FRESH START - FOR CLEANING	Cleaning of Waste Transfer Stations MWF and HDWTS Office	607.50
1423.14-01	AUSTRALIA POST	Bulk Purchase of Postage Stamps	600.00
1424.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO PUMPS)	Temporary Pipe Run for Tank Repairs	597.40
1422.2164-01	SCOUT TALENT PTY LTD	May 2023 - E-Learning Monthly Subscription	595.98
1430.1471-01	RICOH AUSTRALIA PTY LTD	June 23 - Photocopier and Consumables	590.35
1420.130-01	MOBILE LOCKSMITHS	Rekeying of Toilet Doors at HDVG	588.50
1430.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	May 2023 - Litchfield Council Archive Storage Fees	583.76
1420.2650-01	GOOD DOG AAI	Therapy Dog Literacy Program - Taminmin Library	577.50
1430.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Replacement Irrigations Parts HSPRR	572.00
1422.851-01	OFFICEWORKS	Supplies for Freds Pass Show 2023	571.81
1422.1253-01	CRAIG BURGDORF	Diagnose Mini Loader - Battery Issues and Repair	558.25
1420.1181-01	ODD JOB BOB	Repairs & Maintenance at Taminmin Library as Required	550.00
1420.268-01	BYRNE CONSULTANTS	Girraween Rd Safety Upgrade - Watermains	550.00
1423.953-01	HWL EBSWORTH LAWYERS	Legal Advice	550.00
1420.1023-01	AUSLINE ENGINEERING	Re-Skin Slasher Skids	533.50
1430.1152-01	LANE COMMUNICATIONS	Dog Education Activity Colouring Books	529.10
1427.2663-01	ALLIANCE REALTY	Cemetery House - Agency Letting Fee	528.00
1430.506-01	TURBO'S TYRES	Replacement Tyres DMAX Vehicle	526.79
1423.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Renewal- Taminmin Library Staff	510.00
1423.1712-01	HUMPTY DOO VOLUNTEER FIRE BRIGADE	Community Grant - Catering Territory Day	500.00
1426.1379-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	500.00
1426.2682-01	TELUGU ASSOCIATION OF NT INC	Community Grant - Cultural Festival	500.00
1421.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	495.00
1421.2316-01	KYAM ELECTRICAL PTY LTD	Installation of Smoke Alarms - Chapel and Office	485.00
1420.506-01	TURBO'S TYRES	Service of Regulatory Services Vehicle	484.55

Cheque No.	Payee	Description	Amount (\$)
1420.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Electrical Safety Assessment - HDVG	484.00
1426.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Council Meeting /Events	480.00
1422.2662-01	ROBERT SOLOMON	Installation of Infant Cradle Swing at HDVG	443.20
1420.400-01	THE ARK ANIMAL HOSPITAL PTY LTD	Zoletil Training for Rangers - Use of Tranquillisers	440.00
1421.2663-01	ALLIANCE REALTY	Advertising of Rental Property at Thorak	413.00
1430.1278-01	SEEK LIMITED	Advertisement- Director Infrastructure	401.50
1427.158-01	NT ELECTRICAL GROUP	Replacement of Cremator Motor at Thorak Cemetery	396.00
1422.2650-01	GOOD DOG AAI	Therapy Dog Literacy Program - Taminmin Library	385.00
1430.2650-01	GOOD DOG AAI	Therapy Dog Literacy Program - Taminmin Library	385.00
1422.2670-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund	360.46
1422.78-01	POWER & WATER CORPORATION	Apr - May 2023 - Water for HSWTS	358.79
1422.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	353.25
1430.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Call Out to Repair Hose Fittings	341.13
1422.61-01	GREENTHES INDOOR PLANT & HIRE	May 2023 - Indoor Plant Hire Litchfield Council Offices	338.47
1430.1103-01	HASTINGS DEERING	HSWTS - Troubleshoot and Rectify Backhoe Issues	313.63
1430.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	309.84
1429.1772-01	WATER DYNAMICS PTY LTD	Replacement Sprinklers	305.80
1420.70-01	LOCAL GOVERNMENT ASSOCIATION NT	Waste Symposium - CEO's Attendance	300.00
1423.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Council Meeting /Events	300.00
1426.2679-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - Penrite Hattah Desert Race	300.00
1426.2683-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - AFL Championships School	300.00
1430.1674-01	FRESH START - FOR CLEANING	Clean Waste Transfer Stations/MWF WE 14 June	292.50
1430.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check - New Litchfield Council Employee	284.90
1423.158-01	NT ELECTRICAL GROUP	Repair of Exposed Wires Male Toilet HDVG	277.00
1422.653-01	GOLD MEDAL SERVICES (NT) PTY LTD	Attend - Complete Electrical Condition Report KLRR	264.00
1426.2593-01	DEFENCE ELECTRIAL SERVICES PTY LTD	Condition Report for HDVG	264.00
1430.25-01	LAND TITLES OFFICE	May 2023 - Land Tittle Searches	260.20

Cheque No.	Payee	Description	Amount (\$)
1430.1697-01	RSPCA	May 2023 - Animal Impound Transfers and Rehoming	260.00
1426.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Renewal- Litchfield Council Staff Members	255.00
1420.78-01	POWER & WATER CORPORATION	Apr - May 2023 - Water for HDWTS	252.31
1430.1566-01	WINC AUSTRALIA PTY LTD	Consumable Stationary Items for Taminmin Library	250.09
00413312	LITCHFIELD COUNCIL PETTY CASH	May - Jun 23 Petty Cash Reimbursement Litchfield Council	242.75
1430.1211-01	MR G S MAYO	June 2023 - Weekend Pound Maintenance	240.00
1420.2382-01	FVS FIRE PTY LTD	Test & Tag Fire Equipment at MWF Shed and Equipment	231.00
1423.130-01	MOBILE LOCKSMITHS	Repair Male Toilet Door HDVG	231.00
1422.508-01	EASA	May 2023 - EAP Counselling Sessions	229.10
1421.874-01	VTG WASTE & RECYCLING	May 23 - Empty of Waste Bins at Thorak Cemetery	220.00
1429.2316-01	KYAM ELECTRICAL PTY LTD	Replacement Fan and Plug on Water Fountain	220.00
1426.512-01	SELTHER SHAW PLUMBING PTY LTD	Repair Hose - Male Public Toilet HDVG	198.00
1423.2650-01	GOOD DOG AAI	Therapy Dog Literacy Program - Taminmin Library	192.50
1426.2650-01	GOOD DOG AAI	Therapy Dog Literacy Program - Taminmin Library	192.50
1420.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Box of Fine Thread Metal Tek Crews for MWF Machines	188.87
1430.855-01	TENDERLINK	Advertisement for Tender RFT23-327	184.80
1422.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	May 2023 - ASSA Membership	181.50
1422.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	170.04
1430.2654-01	MAXINE DOWLEY	Professional Services for Freds Pass Show	170.00
1420.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Stations	167.88
1423.2434-01	BELLS PURE ICE	Ice Delivered to MWF Shed for MWF Crew	167.75
1426.1181-01	ODD JOB BOB	Instal Reserve Key Cabinet - Materials and Labour	159.50
1429.2674-01	DARWIN LOCKSMITHS & HARDWARE PTY LTD	Broken Key Removed from Generator and Replacement Keys Cut	157.70
1426.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items Waste Stations	157.08
1430.96-01	TAMINMIN COLLEGE	Purchase of Tournament Chess Set for Taminmin Library	155.95
1430.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Alarm Response Patrol Report	154.36
1429.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	150.49

Cheque No.	Payee	Description	Amount (\$)
1426.2678-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - NT Links Netball Championships	150.00
1426.2680-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - NT Links Netball Championships	150.00
1426.2684-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - NT Links Netball Championships	150.00
1421.851-01	OFFICEWORKS	Stationery Replenishment for Thorak Cemetery	133.15
1423.790-01	BOBTOW TILT TRAY SERVICES	Remove Abandoned Vehicle from AAA Road	132.00
1422.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Fuel Cap CE 27 SH	126.62
1428.2088-01	LITCHFIELD COUNCIL EMPLOYEE	Employee Reimbursement for Fuel	122.02
1420.2664-01	IGA EXPRESS	Berry Springs Youth Group Forum	120.60
1422.1429-01	SMILE A MILE FUN BUS & TOY LIBRARY	Annual Membership Fee for Smile A Mile Fun Bus	120.00
1423.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Garden Maintenance - Whipper Snipper Community Garden	120.00
1430.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	115.00
1419.1674-01	FRESH START - FOR CLEANING	Cleaning of Thorak Cemetery House Pre-Rental Occupancy	112.50
1423.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	110.00
1422.1040-01	SUPERCHEAP AUTO	Bulk Purchase of Truck Wash	105.78
1426.2677-01	LITCHFIELD COUNCIL RESIDENT	Refund of Trap Deposit on Return of Hire	105.00
1426.2681-01	LITCHFIELD COUNCIL RESIDENT	Refund of Trap Deposit on Return of Hire	105.00
1430.1173-01	HUGHES NURSERY	Citizenship Ceremony - Native Tree Gifts	105.00
1422.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	100.00
1430.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICE	Redemption of Desexing Voucher	100.00
1430.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	100.00
1419.220-01	THE BIG MOWER	Replacement Bump Feed Heads for Whipper Snippers	98.50
1426.1566-01	WINC AUSTRALIA PTY LTD	Stationary Replenishment for Litchfield Council Office	94.38
1427.287-01	HARVEY DISTRIBUTORS	Consumables for Rubbish Disposal	91.78
1421.287-01	HARVEY DISTRIBUTORS	Consumable Cleaning Items for Thorak Cemetery	81.47
1429.85-01	TELSTRA	June 2023 - Telstra Line Rental Thorak Cemetery	79.28
1423.926-01	JACANA ENERGY	Apr - May 2023 - Electricity HDVG Lot 17	74.65
1423.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	72.44

Cheque No.	Payee	Description	Amount (\$)
1422.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	66.16
1422.1330-01	PAWS DARWIN LTD	May 2023 - Pound Transfers and Rehoming	65.00
DD250623	WESTPAC CARDS & DIRECT DEBITS	Jun 2023 - Credit Card Thorak Cemetery Officer	63.60
1426.2434-01	BELLS PURE ICE	Ice Delivery to MWF Sheds for the MWF Crews	63.25
1424.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel & Office Thorak Cemetery	57.75
1422.1783-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit after Returned	55.10
1422.2666-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit after Returned	55.10
1426.2666-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit after Returned	55.10
1420.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 19 May 2023	53.86
1422.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 26 May 2023	53.86
1423.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 02 June 2023	53.86
1426.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 09 Jun 2023	53.86
1430.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 16 June 2023	53.86
1422.2669-01	DEPT OF INFRASTRUCTURE, PLANNING AND LOGISTICS	Refund of Key Deposit after Returned	50.00
1429.1319-01	MOWER WORLD DARWIN (CAMPING WORLD & WE SELL FUN)	Replacement Consumable Bolts and Washers	49.62
1420.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Water Bottles supplied to HSWTS	46.20
1430.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Water Bottles supplied to HSWTS	46.20
1429.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel & Office Thorak Cemetery	34.65
1422.660-01	CENTRAL ANIMAL RECORDS (AUST) PTY LTD	Lifetime Subscription for Animal Registration	9.95
1421.559-01	BLACKWOODS	PPE - Riggers Gloves for Thorak Grounds Persons	5.35
<b>TOTAL</b>			<b>6,804,575.60</b>



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

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
02/06/2023	5.00	Darwin Convention Ce Darwin	Car Parking
06/06/2023	(935.50)	The Good Guys Web Store	Refund of 16/05 Purchased Fridge- Knuckey Lagoon
15/06/2023	2,260.85	Clariden Global Singapore SGP	Online Training for Capital Works Program Manager
19/06/2023	968.00	Joyce Mayne Berrimah	Fridge- Knuckey Lagoon
20/06/2023	6.00	Card Fee	
<b>Total</b>	<b>2,304.35</b>		

Cardholder Name: Maxie Smith (Acting Chief Executive Officer 21/06/2023 to 30/06/2023)

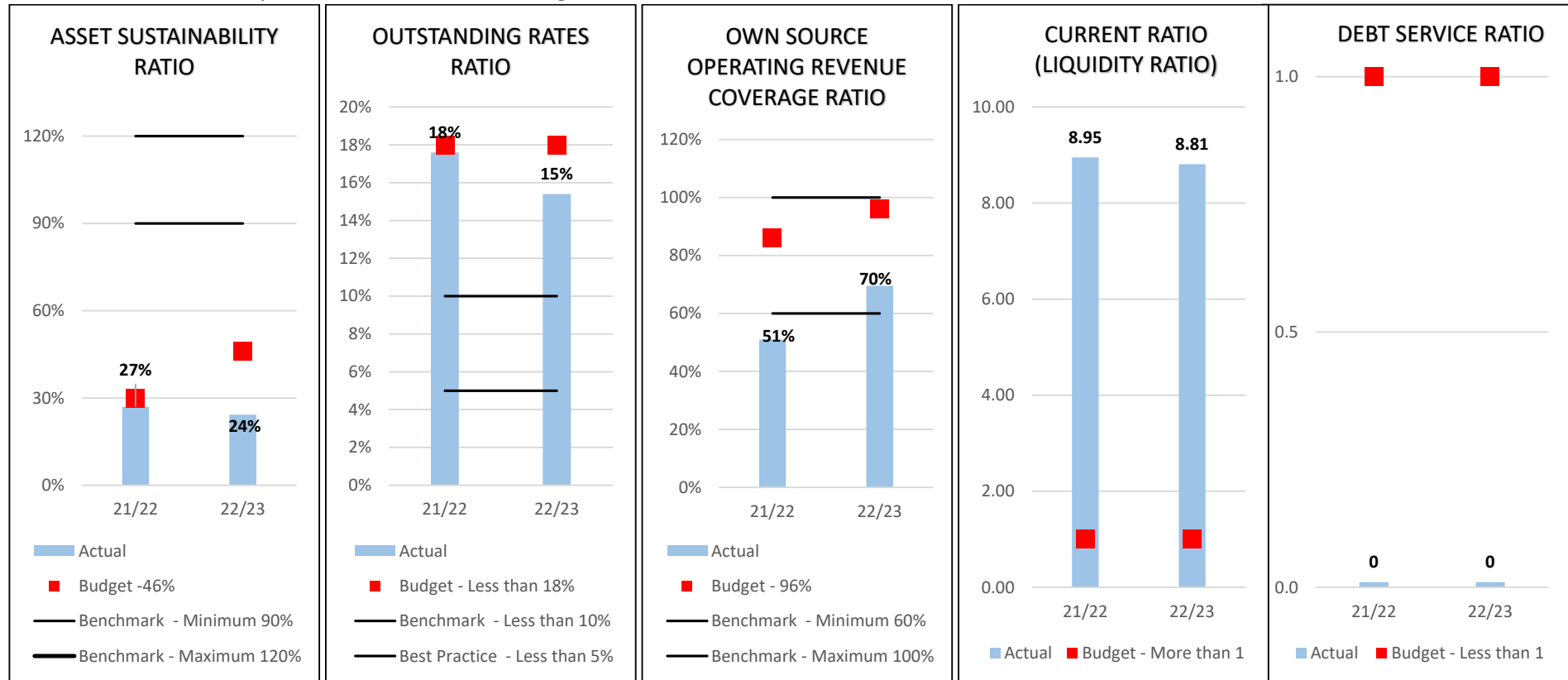
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
22/06/2023	6.00	City of Darwin	Car Parking
<b>Total</b>	<b>6.00</b>		

**STATEMENT 5. ALLOWANCE AND EXPENSES FOR MEMBERS OF COUNCIL (as per Local Government Act 2019 Section 109 (3) )**

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
19/05/2023	1,655.64	Qantas	Mayor's Flight NGA2023
24/05/2023	72.96	Iwanna Ticket	Freds Pass Show Entry Ticket- Elected Members (2)
01/06/2023	154.80	Darwin Airport	Airport Parking
17/06/2023	1,056.50	Mantra – Canberra	Mayor's Accommodation NGA2023
30/06/2023	197.51	Taxis	Taxi fares NGA 2023
<b>Total</b>	<b>3,137.41</b>		

## FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2022/23 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 24% for the month of Jun as most capital projects are in 'planning' and 'Delivery' stages. 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 15.40% achieve the Municipal Plan target of 18% as this now reflects previous years and current year rates arrears. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</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 budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</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 8.81 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.

## CERTIFICATION BY THE CEO TO THE COUNCIL

**Council Name:** Litchfield Council  
**Reporting Period:** 30/06/2023

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

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

CEO Signed: 

Date Signed: 12 July 2023



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – June 2023
<b>Author:</b>	Ankit Pansal, HR and Records Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	A: People, Performance and Governance Report – June 2023

### 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 2023.

### Background

Litchfield Council strongly values our people, and good governance. This report 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.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil.

## **Risks**

### Health & Safety

Public liability issues as a result of safety breaches by residents at Council's Waste Transfer Stations. Risk registers, standard operating procedures, and implementation of safety measures (e.g., education, signage etc) are used to reduce hazards during tasks and operations.

### Service Delivery

Due to our location and market position, ongoing risks exist around the attraction of qualified staff into critical roles and retention of critical staff needed to deliver Council's business plans. Risks are being managed through the implementation of innovative HR practices to attract and retain talent.

## **Community Engagement**

Not Applicable.

The staffing plan for 2022-2023 allows for 66.22 full-time equivalent staff across four departments. Council's Enterprise Agreement 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater. For 2023 a 2% increase applied from July 2022.

## PEOPLE AND PERFORMANCE MONTHLY REPORT

### June 2023

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

#### External Appointments

Position	Department	End date	Permanent/Temporary
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NA

#### Employment Separation

Position	Department	End date	Permanent/Temporary
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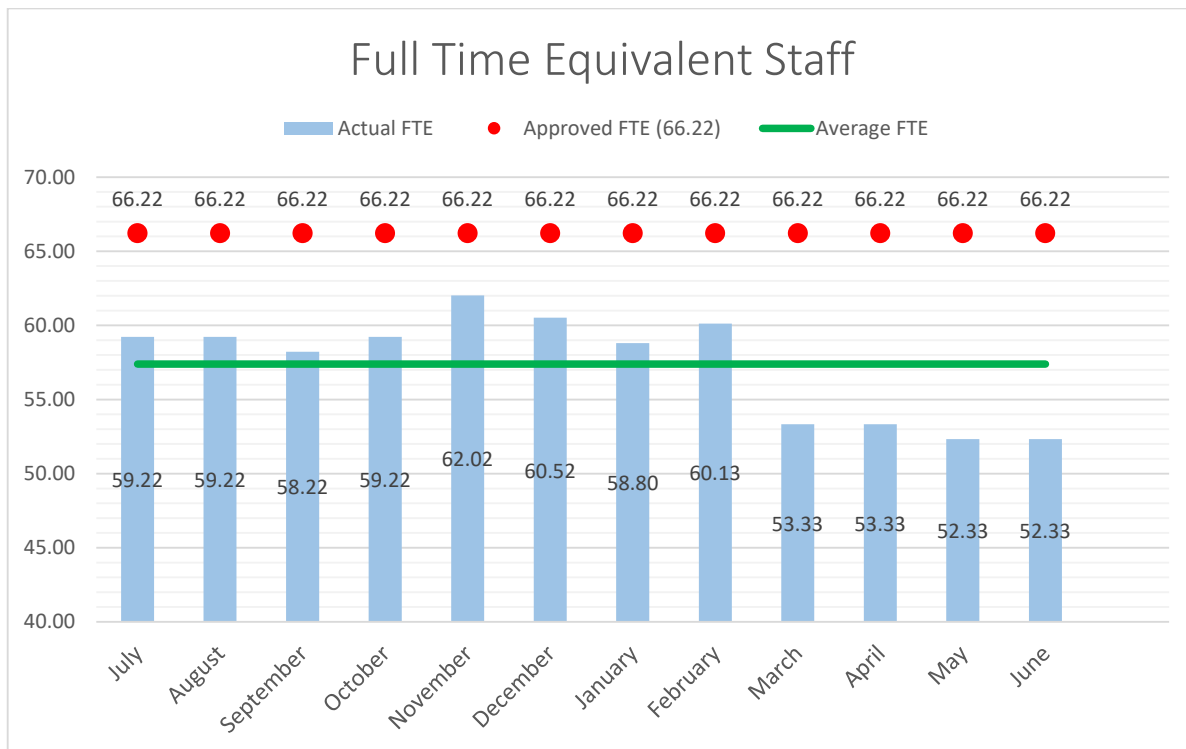
NA

	Approved	Actual	Difference
Full Time Equivalent	42.80	35.8	-7
Part-time	7.87	5.81	-2.06
Contract	9	4	-5
Casual	6.55	6.72	+0.17
<b>Total</b>	<b>66.22</b>	<b>52.33</b>	<b>-13.89</b>

(Note: we are in the transition phase of a restructure. The total FTE will be 58.83 once completed)

#### Recruitment Overview:

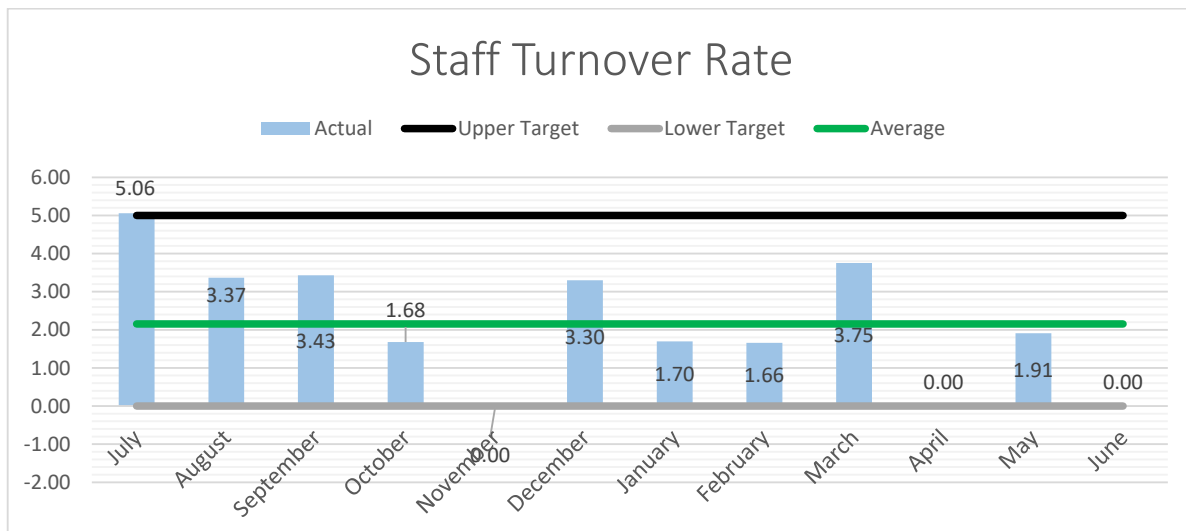
Role	In Progress	Completed
Business Support Officer - Corporate		✓
Director Infrastructure & Operations	✓	
Community Participation Officer		✓
Customer Service Officer	✓	



#### Turnover Rate:

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

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

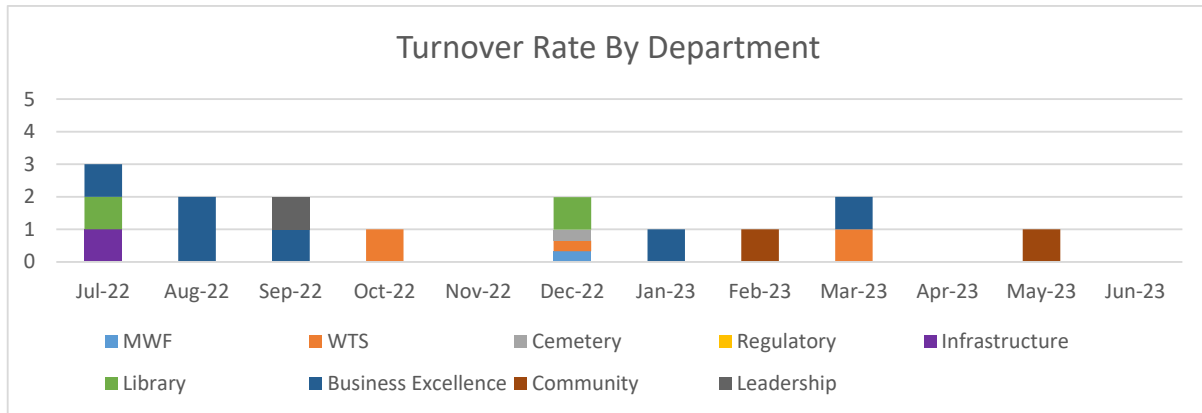


July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Average
5.06%	3.37%	3.43%	1.68%	0%	3.30 %	1.70 %	1.66 %	3.75%	0%	1.91%	0%	2.16 %
3	2	2	1	0	2	1	1	2	0	1	0	1.25

Target Average: Between 0% - 5%



### Turnover Rate by Department:



### Comparison with total FTE:

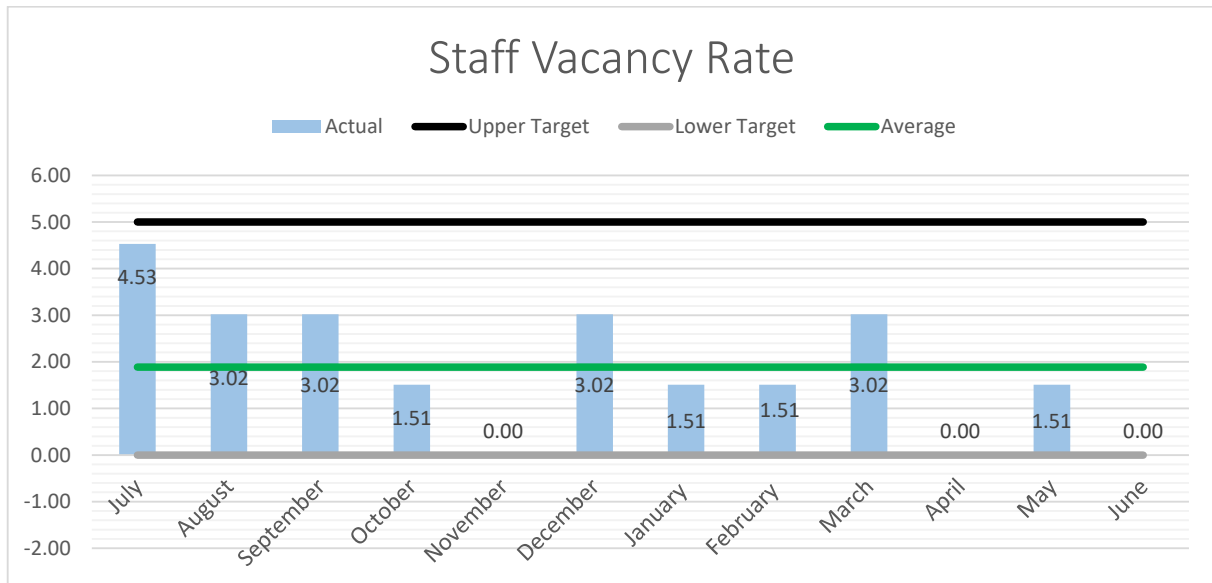
Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	0	NA
Community	0	NA
Leadership	0	NA
<b>Total</b>	<b>0</b>	<b>NA</b>

### Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
NA	NA	NA
<b>Total</b>	<b>NA</b>	<b>NA</b>

### Staff Vacancy Rate:

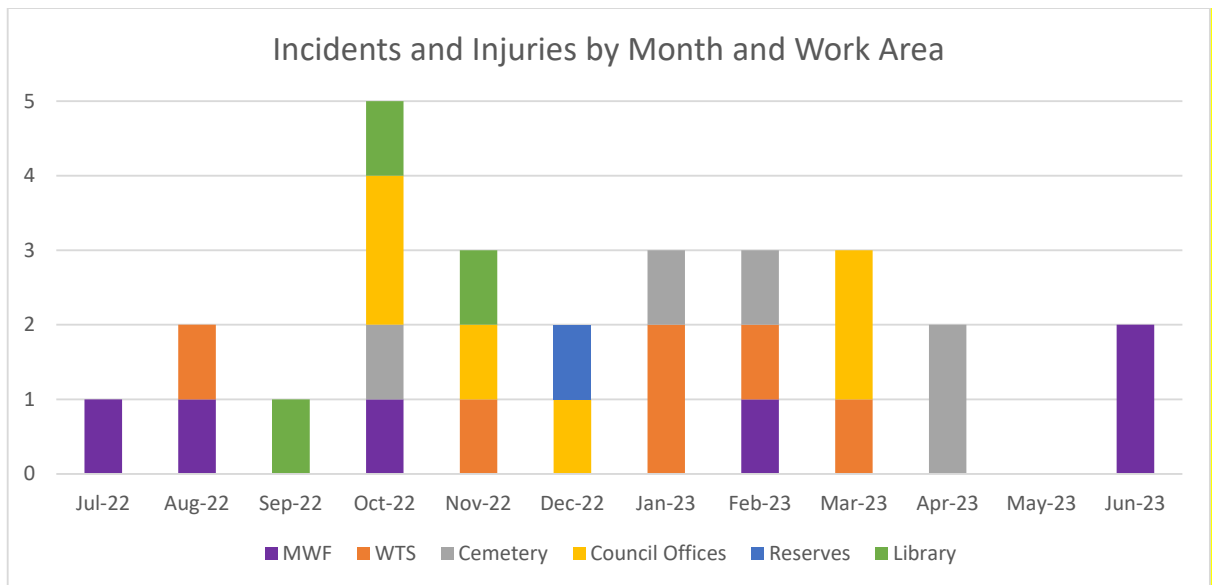
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100).



July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	Average
4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	1.51%	1.51%	3.02%	0.00%	1.51%	0.00%	1.89%

Target: 0% - 5

### Workplace Health and Safety:



There were two workplace health and safety incidents recorded in June 2023.

1. An employee received a minor strain while collecting rubbish
2. An employee received a minor injury while operating machine

## Governance

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 5: Budgets
	Guideline 6: Annual Report
	Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints
	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
	General Instruction 2: Annual Financial Statement

Below is a list of existing policies due for review during the 2022/2023 period. These policies will be presented to Council in due course.

Policies	
GOV04 Whistleblowing	
COM07 Youth	



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.03
<b>Report Title:</b>	Animal Management Strategy and Action Plan 2023 – 2026
<b>Author:</b>	Rachel Macrae, Manager Regulatory Services
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	A: Public Feedback – Written Submissions B: Public Feedback – Survey Responses C: Proposed Amendments Table D: Animal Management Strategy and Action Plan 2023 – 2026

### Executive Summary

This report presents to Council for their consideration for adoption the Animal Management Strategy and Action Plan 2023 – 2026, incorporating proposed amendments following public consultation feedback.

### Recommendation

THAT Council:

1. note the public feedback submissions, as at Attachments A and B, received for the Animal Management Strategy and Action Plan 2023 – 2026 and thank all residents for their input;
2. adopt the Animal Management Strategy and Action Plan 2023 – 2026 as at Attachment D; and
3. authorise the Chief Executive Officer to make necessary editorial changes to the Animal Management Strategy and Action Plan 2023 – 2026.

### Background

At the Ordinary Council Meeting of 16 May 2023, Council approved the Draft Animal Management Strategy and Action Plan 2023 – 2026 (the Plan) for public consultation for a period of 21 days from 1 to 21 June 2023.

Public feedback is presented to Council for their consideration in Attachments A and B, noting that all personal information has been redacted for privacy reasons.

After consideration of the public feedback received, Council Officers provide the proposed amendments to the Plan at Attachment C. The Plan at Attachment D, provided for Council's consideration to adopt, includes these proposed changes.

## **Links with Strategic Plan**

Progress - Continuity of Services and Facilities

## **Legislative and Policy Implications**

Litchfield Council (Dog Management) By-Laws 2017  
GOV16 Compliance and Enforcement

## **Risks**

### Service Delivery

Council will be at increased reputational risk should it not adopt a new strategy and action plan to replace the current Animal Management Plan 2019 – 2023.

## **Community Engagement**

The Draft Animal Management Strategy and Action Plan 2023 – 2026 was made available for public consultation for a period of 21 days from 1 to 21 June 2023.

On 1 June 2023 a public notice in the NT News inviting comment was published, and the document was made available to the public via a dedicated page on Council's website and on Council's Facebook page with links to the document and a survey. Hard copies were located at Customer Services and the Library, and a request for feedback either by return email or via a survey created for this purpose was emailed to the following:

- all NT Councils;
- veterinary practices within the Litchfield Municipality;
- animal welfare and rescue groups; and
- dog clubs, trainers and kennels.

Council employees' email signatures also advertised the public consultation period to extend the reach to other community members. Several posters with a QR code linking to the document and the survey were displayed at key community noticeboards in the Municipality.



## ATTACHMENT A

1	<p>██████████ Council</p>	<p>Hi Litchfield Team,</p> <p>My director ██████ has asked me to provide feedback on your released Litchfield Council Draft Animal Management Strategy and Action Plan. I am the Veterinarian and Animal Control Manager from ██████. I have tried to review the draft plan as a veterinarian and also from the Council's perspective.</p> <p>A few points:</p> <ul style="list-style-type: none"> <li>Options for the restriction of dog numbers – I noticed there is no exact number on the number of dogs - will there be a quantifiable limit you will be enforcing or just going to assess this via a case by case basis?</li> <li>Registration – are species other than dogs going to be requiring registration? E.g. cats are becoming an increasing issue in most jurisdictions so some councils are moving towards cat registrations. If a cow is identified on a property will the council follow up with the NT gov to ensure the owner is registered with a PIC? Will the council record animals other than dogs at a property on a database of their own?</li> <li>Use of animal traps – will the rangers be euthanizing feral animals trapped or a local veterinarian?</li> <li>Animal Management Reference Group between councils in the NT – I was just wondering if this is an ongoing collaboration and can ██████ become a part of this discussion group.</li> </ul> <p>Happy to chat over the phone for discussion.</p>
2	<p>██████████ Council</p>	<p>Dear Litchfield Council,</p> <p>Our CEO ██████ has read your draft Animal Management Strategy and Action Plan 2023 – 2026 and does not have any feedback but would like to send thanks for sharing this great document.</p>
3	<p>██████████</p>	<p>Hello there I would like some of the rates money spent on a dog park at Fred's Pass Reserve. Somewhere where I can let off my dog to play with other dogs, with a water feature the dogs can go in and cool off. This is important for dog socialisation and will help prevent behavioural issues.</p>

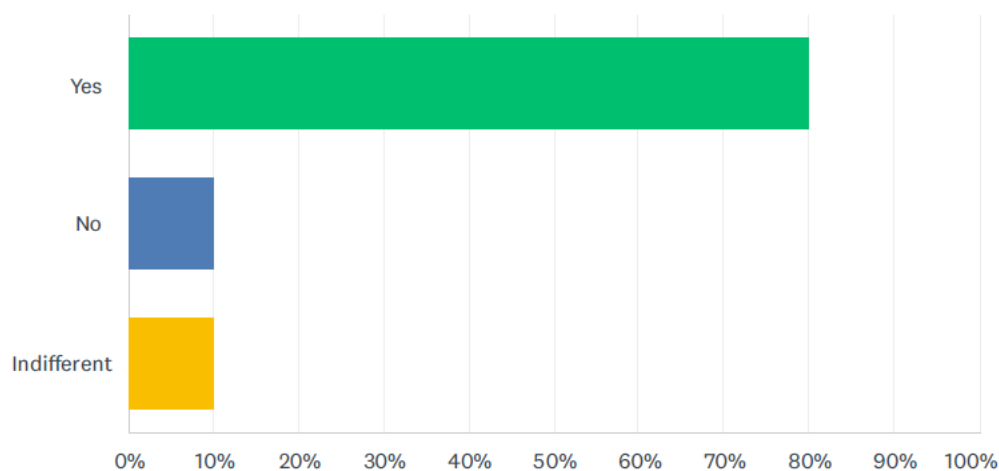


4	<div data-bbox="260 309 560 450" style="background-color: black; width: 188px; height: 63px;"></div>	<div data-bbox="587 309 651 349" style="background-color: black; width: 40px; height: 18px;"></div> <p>As a Litchfield resident and local small business owner within the dog industry, I wish to provide some feedback on the draft Animal Management Plan.</p> <p>With regards to behaviour/containment management/nuisance barking issues and education programs and information/advice being given to residents.</p> <p>There are many inappropriately or unqualified dog trainers operating in the Darwin region. Most using outdated training methods not based on the latest scientific research on dog behaviour and communication.</p> <p>It is important to research different dog training methods and operators qualifications and properly establishing if they are continually updating their study to stay up to date with humane and science based training methods.</p> <p>Nuisance Barking management methods</p> <p>I have attached some further information regarding electric shock and citronella spray barking collars, including studies or links to studies.</p> <p>Using electrocution is an inhumane and outdated method of masking the symptom of unmet needs of the canine, furthering the suffering of the animal and not addressing the root cause of the problem. Barking is one form of a complex array of communication methods used by canines.</p> <p>'Incessant', 'nuisance' or persistent barking should be addressed by addressing the unmet needs of the dog, blocking sight of fence lines etc., not by electrocution. Handheld remote based training shock collars in several states in Australia are banned and unlawful under animal welfare legislation due them being cruel and inhumane. Why do we accept them for barking?</p> <p>Community Education Programs</p> <p>Darwin City Council engages a very well educated dog behaviour consultant to run their animal education seminars including a nuisance barking workshop and a workshop for guardians of dogs with aggressive behaviours. Perhaps look at these workshops for inspiration.</p> <p>Thank you for considering my input.</p>
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## Draft Animal Management Strategy and Action Plan 2023-2026

# Q1 Does the Draft Animal Management Strategy and Action Plan 2023-2026 provide a good overview of Council's animal management intentions over the next three years?

Answered: 10   Skipped: 0



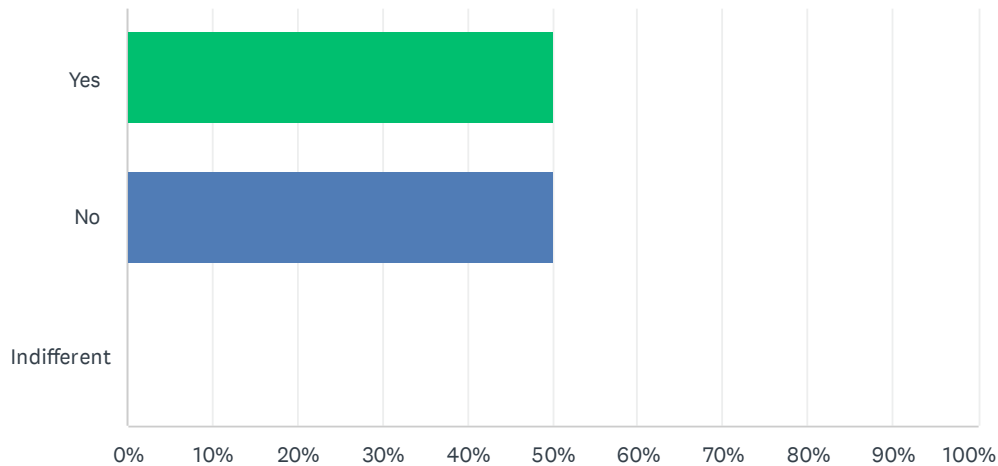
ANSWER CHOICES	RESPONSES	
Yes	80.00%	8
No	10.00%	1
Indifferent	10.00%	1
TOTAL		10

#	IF NO, PLEASE PROVIDE DETAILS;	DATE
1	Not enough about de-sexing.	6/18/2023 4:43 PM
2	Bark collars are cruel and the leading experts and research supports this now. You are backwards in welfare and animal management if you promote this given the number of municipalities and councils now removing due to being considered so detrimental to health and welfare.	6/16/2023 8:54 AM



## Q2 Is there anything you feel is missing from the Animal Management Strategy and Action Plan 2023-2026, that Council should consider when planning for the next 3 years?

Answered: 10 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	5
No	50.00%	5
Indifferent	0.00%	0
<b>TOTAL</b>		<b>10</b>

#	IF YES, PLEASE PROVIDE DETAILS;	DATE
1	Specific details about noise control generated by dogs.	6/20/2023 1:49 PM
2	Penalties for not de-sexing and rewards for de-sexing.	6/18/2023 4:43 PM
3	After hours ranger service. People have no option but to post on social media if they can't call for assistance	6/16/2023 3:42 PM
4	How are you going to provide education and ensure who is providing it is credible. Darwin City Council have an good education program using highly qualified and vetted trainers, behaviourists and health experts with high level engagement. Transparency to the public on this is important.	6/16/2023 8:54 AM
5	Quantifiable success measures	6/5/2023 1:59 PM

## Q3 Please provide any other feedback you may have on the Draft Animal Management Strategy and Action Plan 2023-2026.

Answered: 9 Skipped: 1

#	RESPONSES	DATE
1	No mention of how you will manage unwanted dog noise and penalties that could be applied. There needs to be an acceptable standard which can be monitored and acted on if excessive noise is a complaint	6/20/2023 1:49 PM
2	Make sure you encourage to register not enforce to register animals.	6/19/2023 5:07 PM
3	Control of the sale of dogs at markets etc. Needs to be regulated and not just a cash cow for irresponsible owners.	6/18/2023 4:43 PM
4	I'm utterly disappointed at this plan. I've been in animal welfare, veterinary care for over 10 years and to see a council still promoting bark collar as a management strategy is disgusting and out of touch with leading welfare and animal behaviour management research. I am happy to share these studies and discuss their importance in welfare and animal management. There are now over 200+ studies proving their cruelty, inefficacy and relationship to other health problems. This is why they are banned in most other states (also have been removed from Darwin City Council Animal Management Strategy).	6/16/2023 8:54 AM
5	The RSPCA is opposed to the use of anti-barking collars that deliver aversive stimuli such as high-pitched sounds, electric shocks, or citronella. These devices are inhumane as they are designed to deliberately cause suffering. Due to animal welfare concerns, electric shock collars are banned in several Australian states and territories and international jurisdictions. Anti-barking collars should not be used on dogs for many reasons including: They are a form of punishment – Anti-barking collars punish a dog for every bark. Punishment may only make the underlying reasons for the behaviour (e.g., fear, anxiety) worse, reinforce the behaviour, and lead to further problems. They punish a dog for performing a normal behaviour – Barking is a normal behaviour in dogs, and there are many instances where barking is entirely appropriate (e.g., greeting, warning of a threat). Anti-barking collars cannot distinguish why a dog is barking, and the dog is punished even when barking is a normal and appropriate behaviour. They can be used as tools for deliberate or unwitting animal abuse. They cause physical discomfort – Smells like citronella can cause physical discomfort (e.g., head shaking, sneezing) and nausea, and electric shock collars can cause pain, among other harms. See the Knowledgebase article 'What are the animal welfare issues with electric shock collars?' for more information. They cause mental harm – The use of electric shock collars is associated with fear, anxiety, phobia, learned helplessness, and damage to the human animal bond. Serious distress reactions to citronella collars have also been recorded including hiding and trembling. They can malfunction – Some anti-bark collars can be oversensitive and deliver punishment when a dog just shakes their head, pants, or moves vigorously. They can cause habituation – Over time, dogs may habituate to the collar and will suffer the punishment while continuing to bark. They fail to address the underlying cause – Dogs bark for different reasons (e.g., they are bored, lonely, scared, frustrated, distressed, or trying to warn of a threat). These reasons generally mean that triggers are present and/or dogs' mental and physical needs are not being met. Anti-bark collars fail to address the underlying cause of the behaviour. There are more humane alternatives – There is no evidence that punishment-based methods are more effective than reward-based methods for animal training. On the contrary, there is evidence indicating that reward-based training is more effective at addressing target behaviour and general obedience, while posing fewer animal welfare risks.	6/13/2023 11:59 AM
6	Great document! Can we copy it?	6/6/2023 3:09 PM
7	Are animals other than dogs requiring registration?	6/5/2023 1:59 PM
8	As [REDACTED] would love to steal your plan!	6/1/2023 12:42 PM
9	This is a good plan but will need an increased budget to implement successfully.	6/1/2023 10:50 AM

## Q4 Please upload any additional feedback you may have on the Draft Animal Management Strategy and Action Plan 2023-2026.

Answered: 1   Skipped: 9

#	FILE NAME	FILE SIZE	DATE
1	List%20of%20Studies%20-.pdf	64.2KB	6/16/2023 8:54 AM


## Q5 Please provide your details if you would like to be kept up to date with Council projects, events and activities.

Answered: 3   Skipped: 7

ANSWER CHOICES	RESPONSES
Name	100.00% 3
Company	0.00% 0
Address	0.00% 0
Address 2	0.00% 0
City/Town	0.00% 0
State/Province	0.00% 0
ZIP/Postal Code	0.00% 0
Country	0.00% 0
Email Address	100.00% 3
Phone Number	100.00% 3

#	NAME	DATE
1	[REDACTED]	6/13/2023 11:59 AM
2	[REDACTED]	6/6/2023 3:09 PM
3	[REDACTED]	6/1/2023 12:42 PM
#	COMPANY	DATE
	There are no responses.	
#	ADDRESS	DATE
	There are no responses.	
#	ADDRESS 2	DATE
	There are no responses.	
#	CITY/TOWN	DATE
	There are no responses.	
#	STATE/PROVINCE	DATE
	There are no responses.	
#	ZIP/POSTAL CODE	DATE
	There are no responses.	
#	COUNTRY	DATE
	There are no responses.	
#	EMAIL ADDRESS	DATE
1	[REDACTED]	6/13/2023 11:59 AM
2	[REDACTED]	6/6/2023 3:09 PM
3	[REDACTED]	6/1/2023 12:42 PM
#	PHONE NUMBER	DATE

## Draft Animal Management Strategy and Action Plan 2023-2026

1		6/13/2023 11:59 AM
2		6/6/2023 3:09 PM
3		6/1/2023 12:42 PM



## ATTACHMENT C

Page	Current text	Proposed text
5	Provide barking collars and animal traps for hire to the community	Provide animal traps for hire to the community.
5		Add: Identify collaborative best practice education opportunities with other Councils to assist dog owners in managing their dogs' behaviour, including barking noise control measures.
5	Increased take-up of trap and bark collar hire and desexing vouchers	Increased take-up of trap hire and desexing vouchers.
6	Provide registration incentives e.g. lifetime registration for desexed dogs, discount options for Dogs NT members and working/assistance dogs, 1 free home delivery of registered dogs	Provide registration incentives e.g. lifetime registration for desexed dogs, free registration for the remainder of the first registration period for puppies aged under 6 months, discount options for Dogs NT members and working/assistance dogs, 1 free home delivery of registered dogs.
6	Increased take up of dog and cat traps and bark collars for hire	Increased take up of animal traps for hire
6	Provide advice to the public on appropriate containment options for their dogs	Provide advice to the public on appropriate containment and barking noise control management options for their dogs.
6	Did you know? Dog and cat traps and bark collars are available for hire from Council, just ask us!	Did you know? Dog and cat traps are available for hire from Council, just ask us!
7		Add: Encourage registration of puppies aged under 6 months by offering free registration for the remainder of the first registration period.
8		Add: Collaborate with other Councils on best practice educational opportunities for consistency and continuity across the Top End region.



ATTACHMENT D

# Animal Management Strategy and Action Plan 2023-2026

LITCHFIELD  
COUNCIL





# INTRODUCTION

## WHAT

The **Litchfield Council Animal Management Strategy and Action Plan 2023 - 2026** gives guidance to Council and the Litchfield community on the animal management, information and education services provided by Council, with particular emphasis on public safety, public amenity and responsible dog ownership.

**The Strategy will provide a framework to:**

- 1** Ensure the safety and amenity of the public, domestic animals and wildlife from negative dog behaviours, and provide advice on other animal management issues
- 2** Promote and encourage responsible dog ownership
- 3** Provide effective management of dogs and enforcement of dog By-Laws in the community

## WHY

Dogs are an integral part of many people's lives, often considered valued members of the family, contributing to various positive indicators of physical and mental well-being. This Strategy provides for measures to ensure safety and amenity in the community through effective communication, education and regulation of the *Litchfield Council (Dog Management) By-Laws 2017*. The Strategy aims to contribute to Council's vision of being **"the best place to live in the Top End"** for dog owners and non-owners alike. Management of animals other than dogs is limited to advice and referral to relevant agencies.

"Up to one year (to 31 August) of registration is free for dogs obtained from a rehoming organisation.







Just moved to  
Litchfield?

We offer reciprocal  
registration with a  
number of other Top  
End Councils.

## HOW

### Communicate

- Communicate our Ranger Services to the community
- Strengthen our relationships with rehoming organisations, vet clinics and other organisations

### Educate

- Deliver age-appropriate education programs and provide advice on dog safety and responsible dog ownership
- Train our Council Rangers in best practice dog behaviour and handling, contemporary investigation and regulation methods, use of technology and providing quality customer service
- Provide advice and information on managing issues relating to other animals such as cats, roosters, peacocks and livestock

### Investigate

- Conduct investigations of dog complaints according to Council's By-Laws, policies and procedures, prioritising dog attacks and menacing behaviour
- Conduct regular Ranger Patrols within the Municipality to collect and contain wandering dogs
- Conduct fence inspections to ensure effective containment for repeat or serious offending dogs

### Regulate

- Encourage voluntary compliance by members of the Litchfield community with Council's dog management By-Laws
- Escalate consistent and proportionate enforcement for non-compliance or repeat violations of Council's dog management By-Laws according to Council's Compliance and Enforcement Policy
- Maintain a register of declared dangerous dogs
- Provide a range of dog registration options that includes the use of mobile EFTPOS technology in the field to facilitate dog registration compliance
- Manage Council's dog impound facility when registered dogs are unable to be returned to their owners or must be held pending an investigation

# OBJECTIVES

Council works with the community to promote responsible dog ownership and when necessary and appropriate, enforces dog management legislation according to community expectations. It provides advice only relating to the management of other animals common to the Municipality, such as cats, roosters, peacocks and livestock.

## This Strategy has the following objectives:

- 1 To provide a range of measures for the management of dogs that uphold the health, safety and amenity of the community
- 2 To promote and encourage responsible dog ownership
- 3 To ensure all dogs within the Municipality are microchipped, registered, and securely contained at their property
- 4 To provide a range of advice and education opportunities on dog management suitable for a variety of audiences
- 5 To provide advice to the public on managing issues with other animals and Council's actions in relation to animals other than dogs



## Impounding Statistics

Category	2020	2021	2022
Impounded	297	306	333
Released to Owner	64%	58%	61%
Rehomed	32%	30%	30%
Euthanised	4%	12%	9%
Male	47%	52%	53%
Female	53%	48%	47%
Entire	77%	72%	71%
Desexed	23%	28%	29%



# OBJECTIVE 1

To provide a range of measures for the management of dogs that uphold the health, safety and amenity of the community

### What we will do

- Administer dog management legislation to promote responsible pet ownership
- Be responsive to investigating all issues of complaint regarding dogs – prioritising attacks, menaces and dogs at large by prompt attendance in the field



### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• Administer dog management legislation to uphold public health, safety and amenity</li> <li>• Ensure dangerous, menacing and declared dogs are identified and kept in compliance with Council's By-Laws</li> <li>• Encourage reporting of dog issues directly to Council instead of social media</li> <li>• Continue forging relationships with rehoming agencies, vet clinics, other Councils and organisations</li> <li>• Ensure Council's Rangers have the skills and training to execute their role in compliance with By-Laws and other legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an appropriate and proportionate approach to compliance and regulation</li> <li>• Investigate complaints in a timely and consistent manner</li> <li>• Regulate dangerous dogs and manage the declared dog register</li> <li>• Conduct Ranger patrols for wandering dogs in public places</li> <li>• Manage Council's impound facility</li> <li>• Provide animal traps for hire to the community</li> <li>• Identify collaborative best practice education opportunities with other Councils to assist dog owners in managing their dogs' behaviour, including barking noise control measures</li> <li>• Transfer suitable dogs to incorporated rehoming agencies</li> <li>• Ensure Rangers are trained in dog management techniques, complaints handling, investigation processes and customer service</li> <li>• Continue participation in quarterly Animal Management Reference Group meetings with other Councils to ensure consistent best practice activities and share knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Increased compliance with Council By-Laws in accordance with Council's Compliance and Enforcement Policy</li> <li>• Increased number of dogs registered</li> <li>• Increased ability for Rangers to investigate and regulate complaints</li> <li>• Increased take-up of trap hire and desexing vouchers</li> <li>• Fewer dog attack and menace complaints</li> <li>• Fewer impounded dogs</li> <li>• Fewer unclaimed dogs</li> </ul>

# OBJECTIVE 2

## To promote and encourage responsible dog ownership

### ANIMAL MANAGEMENT STRATEGY AND ACTION PLAN 2023 – 2026

#### What we will do

- Facilitate and promote responsible dog ownership across the Litchfield area
- Provide timely advice and information on topical dog management issues through regular social media updates and on Council's website



#### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• Encourage dog owners to manage their dogs responsibly so that neighbours and the broader community are not adversely impacted</li> <li>• Promote the benefits of microchipping and registration</li> <li>• Encourage dog owners to ensure all contact details are current with Council</li> <li>• Provide a variety of information on dog issues on Council's website and social media</li> </ul>	<ul style="list-style-type: none"> <li>• Encourage desexing of dogs by providing financial assistance for registered dogs</li> <li>• Provide microchipping and registration options at Council and in the field</li> <li>• Provide registration incentives e.g. lifetime registration for desexed dogs, free registration for the remainder of the first registration period for puppies aged under 6 months, discount options for Dogs NT members and working/assistance dogs, 1 free home delivery of registered dogs</li> <li>• Provide advice to the public on appropriate containment and barking noise control management options for their dogs</li> <li>• Provide information sheets on a range of dog management topics on our website</li> <li>• Identify options on restricting the number of dogs kept on urban properties to enhance community amenity</li> <li>• Explore options for additional categories of declared dogs eg nuisance and menacing dogs</li> <li>• Advocate to NTG for overarching legislation and universal registration</li> </ul>	<ul style="list-style-type: none"> <li>• Increased new and renewed registrations</li> <li>• Increased registrations conducted in the field</li> <li>• Increased desexed dogs registered with Council</li> <li>• Increased take up of animal traps for hire</li> <li>• Fewer dog attacks and menaces</li> <li>• Fewer dogs at large</li> <li>• Fewer nuisance complaints</li> <li>• Fewer impounded dogs</li> <li>• Fewer unwanted litters</li> <li>• Fewer dogs being surrendered</li> <li>• Fewer dogs requiring rehoming</li> <li>• Fewer euthanasias</li> </ul>

**DID YOU KNOW?**

Did you know? Dog and cat traps are available for hire from Council, just ask us!



# OBJECTIVE 3

To ensure all dogs within the Municipality are microchipped, registered, and securely contained at their property

## What we will do

- Aim to have all dogs within the Municipality microchipped and registered
- Strongly encourage voluntary microchipping and registration and through enforcement as required to assist in better management of dogs in the community
- Provide advice to the public and dog owners on the benefits of dog registration
- Undertake regular proactive Ranger patrols within the Municipality



## Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• <b>Promote registration and identification requirements in education material, social media and on Council's website</b></li> <li>• <b>Ensure dog registration with Council to identify ownership and owner accountability for their dog's behaviour</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide registration renewal letters to dog owners, with optional email notification via EzyBill and SMS reminders</li> <li>• Offer free microchipping as part of initial registration</li> <li>• Conduct proactive registration audits to ensure community compliance</li> <li>• Ensure conditions of registration are followed up and enforced</li> <li>• Ensure all impounded dogs are registered and microchipped prior to release back to their owners</li> <li>• Encourage desexing of dogs by providing financial assistance for desexing of registered dogs</li> <li>• Conduct containment inspections and provide advice on effective containment options</li> <li>• Regulate declared dangerous dogs through monitoring and compliance checks</li> <li>• Conduct proportionate enforcement action according to Council's Compliance and Enforcement Policy</li> <li>• Encourage registration of puppies aged under 6 months by offering free registration for the remainder of the first registration period</li> </ul>	<ul style="list-style-type: none"> <li>• All dogs in the Municipality are microchipped and registered</li> <li>• Increased number of dogs returned home instead of being impounded</li> <li>• Increased number of registered dogs that are desexed</li> <li>• Fewer reports of dogs at large</li> <li>• Reduction in the number of unwanted litters</li> <li>• A reduction in dogs surrendered to Council</li> <li>• A reduction of dogs euthanised</li> <li>• Reduced pressure on rehoming agencies</li> </ul>

## OBJECTIVE 4

To provide a range of advice and education opportunities on dog management suitable for a variety of audiences

#### What we will do

- Conduct education programs in conjunction with local schools delivering age-appropriate information on dog safety and responsible dog ownership
- Deliver information and advice on dog management through social media, Council's website and face-to-face interactions with the community



#### Key Actions

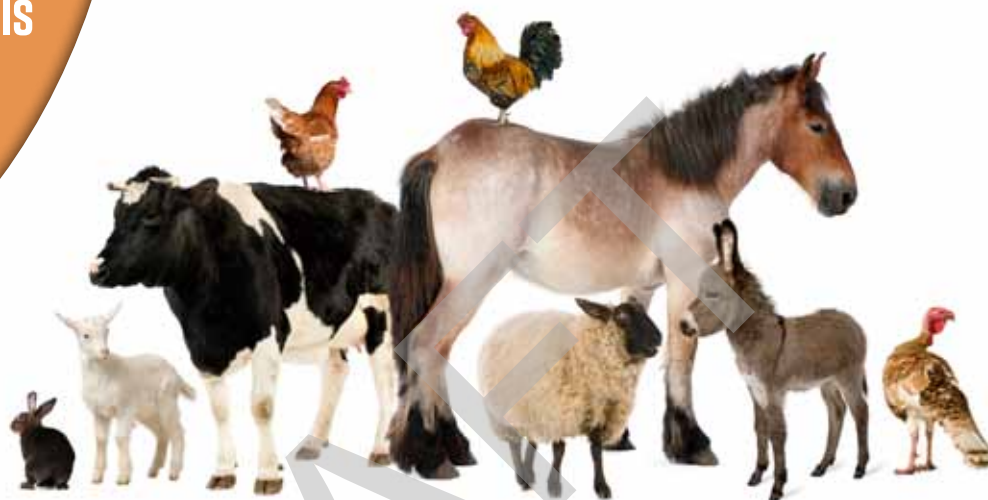
Intention	What we will do	Success Measures
<ul style="list-style-type: none"><li>• Increase public awareness of responsible dog ownership</li><li>• Promote events and information opportunities that support responsible dog ownership</li></ul>	<ul style="list-style-type: none"><li>• Provide age-appropriate dog safety programs and responsible ownership</li><li>• Provide information sessions to seniors on Council's regulatory functions in relation to dog management</li><li>• Develop fact sheets on a variety of dog issues to assist the community</li><li>• Attendance at identified community events</li><li>• Advertise and promote lost dogs on Council's website and social media</li><li>• Provide responsible dog ownership information to the community via Council's website and social media</li><li>• Further promote the role of Rangers in the community via Council's website and social media</li><li>• Provide information and advice to dog owners that is relevant to their circumstances that will assist with compliance of Council's By-Laws</li><li>• Provide financial assistance and information that supports the desexing of dogs</li><li>• Collaborate with other Councils on best practice educational opportunities for consistency and continuity across the Top End region</li></ul>	<ul style="list-style-type: none"><li>• Increased number of students and members of the public attending education sessions or events with Rangers</li><li>• Increased public safety</li><li>• Reduced number of dog incidents, particularly those in their own home</li><li>• Fewer reports to Council of dog issues affecting community amenity</li><li>• Fewer unwanted litters and abandonment</li></ul>

# OBJECTIVE 5

To provide advice to the public on managing issues with other animals and Council's actions in relation to animals other than dogs

## What we will do

- Provide information on managing other animals in a variety of formats



## Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"><li>• Increase dog owners' knowledge of effective methods to manage their domestic animals</li><li>• Provide information on other community and government agencies for which management of other animals are their responsibilities</li></ul>	<ul style="list-style-type: none"><li>• Develop fact sheets on managing other domestic animals such as cats, peacocks, roosters and livestock on Council's website and social media</li><li>• Record complaints regarding other animals and refer the community to the relevant authorities, such as Animal Welfare, EPA etc</li><li>• Act on request of NT Police when required</li><li>• Provide an animal trap hire service to members of the community</li></ul>	<ul style="list-style-type: none"><li>• Increased awareness in the community of relevant agencies</li></ul>

## DID YOU KNOW?

### Benefits of Desexing

- Prevents unwanted litters
- Reduces the likelihood of your dog wanting to roam
- Prevents testicular cancer in males and uterine infections and cancers in females
- Desexed dogs generally live longer
- Registration is cheaper

Council offers \$100 desexing vouchers for registered dogs

Lifetime registration is available for all desexed dogs - no renewal notifications!



DRAFT







## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Municipal Plan 2022-2023 Quarterly Performance Review April - June 2023
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	A: Municipal Plan 2022-2023 Quarterly Performance Review – KPI Progress Update

### Executive Summary

The Municipal Plan 2022-23 Quarterly Performance Report April to June 2023 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

### Recommendation

THAT Council receive the Municipal Plan 2022-23 Quarterly Performance Report for the fourth quarter ending 30 June 2023.

### Background

In accordance with good governance principles, this report presents the quarterly performance of the organisation against the Municipal Plan 2022-2023 for April to June 2023.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2022-2023. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter, and further presents progress against the 'new initiative' projects.

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*NT Local Government Act 2019*

**Risks**

Nil identified.

**Community Engagement**

Not applicable.



# Quarterly Performance Report:

April to June 2023



## Quarter 4 Performance Report 2022-2023

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

#### **Chief Executive Officer Overview**

I am pleased to provide an overview of our performance for the last quarter of the 2022-2023 financial year. I am proud to report that we have achieved significant milestones and made remarkable progress towards our objectives over the past three months.

One of our major achievements during this period was the successful implementation of our organisational restructure. This restructure has allowed us to streamline our operations and increase efficiency, resulting in substantial operational savings without compromising the quality of our services. We are now better positioned to deliver high-quality services to our community in a cost-effective manner.

Furthermore, we have diligently developed the 2023-2024 Municipal plan, including the council's cash budgets. Within this budget, we have allocated a 30% increase in funding for recreation reserves, demonstrating our commitment to enhancing recreational opportunities for our community. Additionally, we have ensured that any rates increase remains at or below CPI levels, keeping in mind the financial well-being of our residents.

In our ongoing pursuit of grants and funding opportunities, we have made notable progress. One such endeavour includes the development of a grant application to the Australian Federal Government for a multi-user sports facility at Freds Pass reserve, with a value of \$10M. If successful, this project will greatly benefit our community and promote active lifestyles.

In conclusion, our last quarter performance showcases our dedication to achieving our objectives. With the successful implementation of our organisational restructure and the development of the 2023-2024 Municipal plan, we are on track to deliver excellent service delivery and sustainable financial performance. We remain committed to seeking opportunities for operational improvement and enhancing service delivery. We look forward to continue working with the community to achieve our goals.

**STEPHEN HOYNE**  
**CHIEF EXECUTIVE OFFICER**

## People and Performance and Workplace Health and Safety

It has been a very busy quarter for the People and Performance team having worked through several findings for two significant audits that were conducted last quarter (Work Health and Safety and Payroll). The team have been addressing identified issues and implementing new processes to ensure Council is compliant with relevant legislation.

This quarter has also seen the People and Performance Team manage a number of recruitment campaigns in varying stages. Having a strong and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisation's reputation both from a market and candidate perspective and ensures that the very best talent is identified, engaged and onboarded.

## Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in May 2023 and discussed the following key issues:

- Internal Audit Update;
- WHS Audit Report;
- Risk Register Update;
- Final Outcome for the Local Government Compliance Review
- External Interim Audit Report

## Corporate Services

Council completed and adopted the Municipal Plan and Budget for 2023-2024 including Council's long term financial plan. Council notified the adoption of the Municipal Plan and Budget to the Department of Chief Minister and Cabinet on 27<sup>th</sup> of June 2023 within the required dates set under the *Local Government Act 2019*.

The external interim audit was completed by KPMG in May 2023 and the preparation of the 2022-23 annual financial statements for Litchfield Council and Thorak Cemetery are underway.

As of 30 June 2023, 7,133 of our ratepayers have paid their 2022/23 rates in full.

A Customer Service Training was conducted in April and was attended by staff who regularly interact with customers.

## Taminmin Community Library

The library reports an outstanding quarter, with library visitors averaging 651 public patrons per week.

A total 84 activities were planned and delivered, which were well attended by 1,051 people from various demographics offered by our programs.

Special initiatives were provided to reach different audiences and support the community, including the *Good Dog Therapy Dog literacy sessions* (practice reading and confidence building with a therapy dog). An emotive *Students vs Seniors* was held to acknowledge NAIDOC week, with different ages and cultures coming together to hear local family stories of the Stolen Generation. The event finished with Aboriginal Student singing and library ukulele students performing the music for the song "Arafura Pearl".



As previously reported, the library would like to engage more proactively with our *Funky Chicken Book Club* members, therefore another exclusive members only event was held in the first week of school holidays – and well attended. This opportunity was also used to promote the *NTG Chief Minister's Reading Challenge* and this was picked up by the Chief Minister's office.

*Storytime On the Move* outreach service has been delivered to Humpty Preschool, Girraween OSHC and Berry Springs Play group.



Investments have been made in our systems, equipment and staff training over the quarter, which adds value to our library services available to the community and team productivity.

Stakeholder engagement remains high as collaborative meetings held with several organisations including ALIA (Australian Library & Information Association) CE Cathie Warburton, Rotary International, The Bookshop, Humpty Doo Primary School, Girraween OSHC, Inspired NT (CDU), NT Planning Assoc, LANT LMS User Group and LANT Collection Working Group.

Computer, internet access and printing services remain a popular library service for rural residents. A total of 270 PC use tickets were issued in this period. Personal help was provided in 7 instances, for a total of 5 hours 40 mins of one-on-one PC assistance.

### **Regulatory Services**

At the end of the fourth quarter 2022-23, there were 4,248 dogs registered in Litchfield, with 3,171 (74.6%) desexed. This is an increase of 107 dogs from the end of Quarter 3 (22-23), accounting for new and renewed dog registrations, and the removal of deceased and departed dogs from the system. Dog registration renewal notices will be sent in July for the 2023/4 registration period.

There were only 41 dogs impounded in the fourth quarter, significantly fewer than last quarter (111). It is difficult to attribute a single reason for this reduction. Of the 41 impounds, 22 (53.6%) were reclaimed by their owners. Of the unclaimed impounded dogs 15 were transferred to the rehoming organisations RSPCA and PAWS. Also significantly, no dogs were identified as unable or unsuitable to be rehomed for this quarter. 4 dogs remained impounded at the end of this reporting period, still within their minimum 72 hour holding time.

Staff from Regulatory Services attended the Fred's Pass Show at the end of May, providing high visibility and access to the public on Ranger services and community engagement opportunities on the benefits of dog behaviour management, registration, desexing and microchipping and other issues. There was one microchipping day held by the RSPCA with attendance by Rangers.

21 desexing vouchers were issued during the 3rd quarter, redeemable at local veterinary clinics. These vouchers provide a \$100 subsidy towards the cost of

desexing, available only to registered dog owners within the Municipality also allowing owners to avail themselves of lifetime registration.

10 reports of abandoned vehicles were received by Council for investigation and action, of which 3 were impounded. 2 vehicles were not reclaimed by their owners and were made available for sale via public auction, one vehicle is still impounded within its minimum 28 day holding period. This is in comparison to 13 abandoned vehicle reports for the 3rd quarter 2022-23.

### **Mobile Workforce (MWF)**

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

A summary of activity over the quarter includes:

- Slashing and mowing during this quarter sees the team finish our 2 rounds of slashing and mowing, we also completed a complete third round of Knuckey Lagoon area, Lambles Lagoon area, Many roads in the STH ward were cut again including wet spots previously in accessible, Arterial roads also received a third cut
- Monthly mows at all Waste Transfer Stations, land in Coolalinga, Linco, 320 Arnhem Hwy completed three times and Council yard mowed every 7-9 days.
- Council received Jakira estate, and we straight edged all paths that were overgrown and have completed two rounds so far.
- 47 signs were repaired or installed – majority were noted by MWF others were customer requests, at this time of year its mostly vandalism.
- 341 bags of rubbish collected along roads slashed with fire watch. Estimate 1.3 T
- All firebreaks and un-maintained roads were slashed 10% still inaccessible.
- 750 lineal km of roads x 2 verges = 1500km with average 4 cuts per side = 12000km of mowing and slashing 7 machines = 2300km per operator.
- Above prescribed rounds of grass cutting, aligned with the schedule advertised on Council's website.

- Wind affected spraying follow up on road verges particularly South Ward, hence a third cut on worse roads, with the need for fire watch vehicles
- We pruned or removed four trees identified as a hazard or weed, MWF admin has not the resources to administer- document all works undertaken.
- HDVG we received call outs for burnt bins and rubbish clean up on 3 occasions
- HDVG we cleared out all remaining furniture and odd items, then gave the garden a clean-up.
- HDVG remove memorial fence as per request for Anzac Day march.
- We completed a sign audit in all areas for issues and noted the speed zones for each road- the audit will guide our dry season work program and speed sign project.
- Consultation with fire and weed stakeholders was undertaken with annual change of season planning
- All MWF administration and reporting was completed

### **Thorak Cemetery**

On-going irrigation works were completed with the installation of a variable pump drive and new irrigation controllers and fencing.

Installation of three new concrete beams in section E, F and Orthodox creating additional 131 plots.

Wi-Fi cabling to chapel completed with Wi-Fi internet connectivity at the chapel and opportunity to live stream.



## **Planning & Development**

### **Land Release**

- As a member of the technical working group and project control group for the Holtze land release, attended meetings with representatives from NT Government agencies and Power and Water Corporation and reviewed 50% infrastructure design.
- As a member of the technical working group, attended workshops with NT Government agencies and Power and Water Corporation, to facilitate the implementation of the recommendations of the NT Government report "Bringing Land to Market: An independent review of the Land Development Processes, Land Under Development and Titled Land".
- Participated in a risk assessment workshop associated with sewer infrastructure proposed to service development within the Coolalinga Rural Activity Centre.

### **Area Plans**

- Submitted feedback on the draft Humpty Doo Activity Centre Area Plan (Stage 2B Consultation).

### **Operational**

Developed new Planning and Development webpage to acknowledge the application of the NT Subdivision Development Guidelines to the assessment and approval of subdivision developments.

### **Infrastructure**

- Whitewood Road Safety Upgrades Completed
- Shoulder Widening Works at Spencely Road Completed
- Girraween Road Floodway Upgrade Completed
- Jarvis Road Drainage Upgrade Completed
- Finn Road Pavement Rehabilitation Completed
- Mira Road South Culvert Upgrade Completed



- Grading Round 2 Completed



- Stockwell Road Walker Road Drainage Upgrades Completed
- Girraween Road McMinn's Intersection Upgrade Completed
- Re-sheeting Various Roads Completed
- Grading Round 2 Completed
- Livingstone Road – Shoulder Widening

#### **Request for Tender Advertised**

- RFT23-327 Guys Creek Road Upgrade

#### **Customer Requests**

There has been a customer request reduction of 48% over this quarter compared to the same time last year as a result of implementation of road maintenance strategies which are helping extend the lifespan of the assets.





## 2022/23 KEY PERFORMANCE INDICATORS

## PEOPLE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	Continued website audit and communications and media output in progress to amplify avenues for messaging for 2023 and beyond
Council partnership and support grants	Number of partnerships supported	Up by 5% from previous year (10)	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements established	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Social Media Management	Increased interaction on Council's Facebook page – page followers	Up by 5% (8,000)	Yes	Yes	N/A	N/A	Quarter 4 saw Council's Facebook page gain 25 new likes to 4,700 followers. This sees the number of new followers having increased by 219 for the year.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Annual Community Grants Program Initiatives	Number of community events and programs supported	Up by 5% from previous year (12)	Yes	Yes	Yes	Yes	Three Community Initiative Grant applications approved and issued Six Youth Development Grants approved and issued
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes	Yes	Yes	Collected 15.7% less Cash for Cans
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes	N/A	N/A	5723 T of residential waste collected
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes	N/A	N/A	940T of commercial waste collected
Responsible dog ownership	Number of registered dogs increased	>10%	No	No	N/A	N/A	Q4 had an increase of 107 new registered dogs from the end of Q3, or 2.6%
	Number impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	Q4 saw only 41 dogs impounded, 70 fewer than Q3 (111). 53.6% of impounded dogs were reclaimed by the owner compared to 44.1% in Q3.
	Number of registered dogs de-sexed	>70%	Yes	Yes	N/A	N/A	Of the 4,248 registered dogs, 3,171 are de-sexed (74.6%), remaining steady compared to Q3 (74.8%).

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Animal Management Plan – Year 4	Attendance at community events	2+ events attended	Yes	Yes	N/A	N/A	Council Rangers attended RSPCA's free annual community microchipping day in May and the Fred's Pass Show.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Yes	N/A	N/A	There were no School Education Program sessions delivered in Q4.
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	Yes	Yes	Event planned in conjunction with other top end Councils in second half of 2023.
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	Library had 8,463 visitors during the third quarter, averaging 651 visits per week. An increase to the weekly average of the prior quarter by 72 visitors.
Promotion of services	Interaction with Library Facebook page	>1150	Yes	Yes	Yes	Yes	Library Facebook page likes increased to 1,259, an increase of 27 likes over the quarter. Current post-engagement of posts is at 1,264 interactions (comments, likes, clicks and shares)
Lifelong learning/engagement	Number of "Funky Chickens" children's book club members	>210	Yes	Yes	Yes	Yes	253 patrons have joined the Junior book club, with 15 new club members for the quarter.

## PROGRESS

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Recycled materials	Volume of green waste processed for resale	>3,500 cubic metres	Yes	Yes	N/A	N/A	Exceeded target ~7,900m3 of green waste was processed for resale.
	Volume of concrete crushed for resale	>500 cubic metres	Yes	Yes	N/A	N/A	987T of Crushed Concrete was resold.
Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	Yes	Yes	N/A	N/A	40% of the Waste collected was diverted from Landfill
	Amount of total waste that is dry recyclables	>15%	No	No	N/A	N/A	Overall percentage was 9% which is low due to delays in Scrap steel removal. There will be significant tonnages once Scrap steel is removed in July/Aug 2023.
	Quantity of scrap metal collected and recycled	>1000 tonnes	No	No	N/A	N/A	501T for the year, which is low due to delays in Scrap steel removal. There will be significant tonnages once Scrap steel is removed in July/Aug 2023.
	Quantity of cash for containers collected and recycled	>50 tonnes	No	No	N/A	N/A	44.9T collected for the year
	Quantity of electronics collected for TechCollect	>40 tonnes	Yes	Yes	N/A	N/A	49T collected for the Year
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	142T Collected for the Year

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Waste Strategy – Year 4	Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations	Increase in data collected	Yes	Yes	N/A	N/A	Completed
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Yes	Yes	Completed
Regulatory service	Investigations completed within 30 working days	>90%	No	No	N/A	N/A	85% of the key categories of dog attack against a person or animal, and dog menace against a person or animal were completed within target, compared to 67% in Q3.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of the total 164 CRMs actioned in Q4, 144 or 95.6% were actioned within two working days, compared to 93% in Q3 for 230 CRMs.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Library Collection	Number of annual loans	>15,800	Yes	Yes	Yes	Yes	In Quarter 4, the library issued 4,242 items. A total of 16,297 loans have occurred for the year.
Program delivery	Programs provided	>180	Yes	Yes	Yes	Yes	Delivered 89 programs in Q4, with 1,051 attendees across all activities (increase of 132 attending previous quarter).
Library events	Events delivered (per annum)	>3	Yes	Yes	Yes	Yes	During final quarter the library delivered 2 events <ul style="list-style-type: none"> <li>Remembering Anzac Day with Litchfield History Group</li> <li>National Simultaneous Storytime</li> <li>Total events for year: 7</li> </ul>
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	QTR: Ongoing with leaflets available at the Cemetery, Councils Office and Leaflets distributed to Funeral Homes.  YTD: Completed
	Fred's Pass Show Display	Complete	Yes	Yes	N/A	N/A	QTR: Poster display at Freds Pass Show in May 2023.  YTD: Completed

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes at Thorak Regional Cemetery	Service level rating from annual community survey	>60%	Yes	Yes	N/A	N/A	QTR: Public survey completed with 97% satisfaction  YTD: Completion of development and improvement of irrigation infrastructure capital works

## PROSPERITY

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr.	Yes	Yes	N/A	N/A	Ongoing / In Progress
Advocacy Strategy	Current year actions	Completed	Yes	Yes	Yes	Yes	Council continues to correspond and meet with relevant NTG personnel to progress our advocacy projects.
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Australia Day Event	Community participation	Up by 5% from previous year	Yes	Yes	Yes	Yes	The 2023 event was held together with an Australian Citizenship Ceremony. A large public audience was in attendance.  Paid promotional content on social media has seen posts reaching up to 5,000 per post.



Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	62 Entries into the Art Exhibition held at new venue – HDVG. Opening night was well attended and along with kids and women's workshops.
Tourism and Events Strategy	Actions implemented	25%	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Submissions to the Northern Territory Government	Comments submitted on applications within required timeframe	>90%	NO	NO	N/A	N/A	67% (10/15) applications were responded to within the allocated timeframes.

## PLACES

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	YES	YES	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid.)	Plan reviews for building certification issued within 10 works days	>90%	NO	NO	N/A	N/A	84.6% (22/26) of Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	YES	YES	N/A	N/A	100% (3/3) of plan reviews for subdivision and development issued within 15 working days.
	Works Permits issued within five days	>90%	YES	YES	N/A	N/A	98% (39/40) of Works Permit applications were reviewed and actions within required timeframes.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	YES	YES	YES	YES	All Stakeholders and affected residents have been consulted prior to works commencing.
Capital Works Program	Programmed works completed within budget	>90%	Yes	Yes	Yes	Yes	Projects completed in Q4 were completed within budget.
Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	NO	NO	Yes	Yes	Most of Grant funded projects completed with the exception of R2R funded Road Reseals. LRCI Grant is due to be completed by end of 2024.
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	Yes	Yes	Roads, Fleet and Thorak asset management plans adopted.
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Identified and reported potholes are managed under the current period contract.
	Gravel roads graded	>2 times per year	Yes	Yes	Yes	Yes	Grading round 2 was completed in May-Jun 2023.
Street lighting maintenance	Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Actioned when identified or reported. Audit completed works ongoing.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Productive Mango Roads Project	Kentish Road	Complete	Yes	Yes	Yes	Yes	Kentish Road handed over with Defect Period in place. Mocatto Rd defect remediation is to commence in July.
Shared Path Program	Current year program completed	Complete	Yes	Yes	Yes	Yes	A Feasibility Study has been completed.
Major Road Network disruptions	Emergency response time	<24 hours	Yes	Yes	Yes	Yes	There were a number of call outs that were responded to accordingly.
Roadside maintenance	Volume of litter collected	Reducing trend	Yes	Yes	N/A	N/A	QTR: 341 bags collected < 1.3T  YTD: 4.6 T collected
	Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	QTR: completed with 3 <sup>rd</sup> round in many areas  YTD: completed above KPI
Weed management	Weeds managed on Council roads and land in accordance with service levels in weed management program (WMP)	Complete	Yes	Yes	N/A	N/A	QTR: 75% weather and resources affected  YTD: 3000lt of concentrated sprayed

Bushfire management	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	QTR: all firebreaks and listed un-maintained road reserves slashed  YTD: 2 rounds- 10% still too wet
	Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	QTR: N/A  YTD: All widening in BFMP 2020-25 is completed.
	Hazard burns undertaken in consultation with other authorities	Complete	Yes	Yes	N/A	N/A	QTR: N/A  YTD: Nil- RFQ no response- limited qualified contractors
Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	Yes	Yes	N/A	N/A	QTR: 47 signs repaired (note majority are vandalism)  YTD: 826 signs installed or repaired Guideposts replaced or straightened 2323

## PERFORMANCE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Elected Members training and development	Min 1 per quarter	Min 1 per qtr.	Yes	Yes	Yes	Yes	Mayor Barden – Northern Australia Food Futures Conference
Annual Community Survey	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Planning is under way for the next Annual Survey.
Grant application	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	Yes	Yes	Currently all grants received have been acquitted.
Human resources policies, procedures, checklists	4 policies reviewed and compliant	Complete	Yes	Yes	Yes	Yes	There were 4 HR policies reviewed and approved in the first quarter and 3 reviewed in the third quarter.  A total of 7 HR policies have been reviewed this year.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
An engaged and productive workforce	Staff turnover rate	<20%	Yes	No	Yes	Yes	The staff turnover rate for last quarter was 7.11% compared to 9.77% in the first quarter and 4.98% in the second quarter. The turnover rate for this quarter is 1.91%. The total turnover rate is 25.86% compared to 30.26% the prior year.
	Staff satisfaction survey	>70%	Yes	Yes	Yes	Yes	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction.
Number of workplace safety incidents	Number of reportable incidents	0	Yes	Yes	Yes	Yes	There were no reportable incidents this quarter.
	Lost time injury rate	0	No	No	Yes	Yes	The lost time injury rate for this quarter was 1.46. The overall injury rate for the year was 4.38.
	Workers' compensation claims	<3	No	No	No	No	There was a total of 3 worker compensation claims for the year.
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period.	90%	Yes	No	Yes	Yes	99% of Service Desk Requests were addressed over the quarter.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	N/A	N/A	Civica Authority version 7.1 upgrade successfully completed.
Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	No	N/A	N/A	Actions being re-evaluated, council to move to prioritised mitigation strategies, in the form of the Strategies to Mitigate Cyber Security Incidents
ICT Security Audit actions	Annual actions completed	100%	No	No	N/A	N/A	Actions being re-evaluated, council utilising CHIPS (Cyber Hygiene Improvement Program)
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Currently investigating partners for ongoing GIS maintenance.
	Age of NTG downloaded data	<1 week	No	No	N/A	N/A	Currently investigating partners for ongoing GIS maintenance.
Local Government Act 2019 compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	100%	No	Yes	Yes	Yes	Council is compliant with the <i>Local Government Act 2019</i> . The second quarter did see the Litchfield Council undergo a compliance review. The final report issued to Council on 4 April 2023 identified 11 issues requiring attention, 9 of which have been rectified so far.



Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Policy Framework	Council policies reviewed before due date	>90%	Yes	Yes	Yes	Yes	There are currently 2 Council policies that are overdue for review.
Elected Members support	Breaches of the code of conduct by elected members	0	Yes	N/A	Yes	N/A	No breaches of code of conduct for this quarter.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	RMAC meetings were held in August 2022, October 2022 and February 2023 and May 2023. A total of 4 committee meetings for the year.
Records management	Number of refresher courses conducted	2	No	No	No	Yes	Only 1 refresher course conducted this year.
Funding agreement	Development of new Library Agreement	100%	Yes	Yes	N/A	N/A	Workshops have been held for the development of the new Library Strategy. The draft funding agreement has been received.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	Yes	Yes	N/A	N/A	QTR: Fully compliant  YTD: Compliance with legislative requirements
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	QTR: Completed monthly. Results captured in financial reporting.  YTD: Within Budget 2022/23
Media monitoring and management	Media response time	<24 hours	Yes	Yes	Yes	Yes	QTR 4: All media enquiries have been attended to and followed up within 24 hours or less.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	The Municipal Plan and budget for 2023-24 was adopted by the Council on 20 June 2023.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	N/A	N/A	Annual audit for 2021/22 is complete and Council was issued with an unqualified audit opinion. Interim Audit for 2022/23 was completed in May 2023.
	Asset sustainability ratio	>60%	Yes	Yes	N/A	N/A	Asset sustainability will increase as spending on asset renewal increase throughout the year.
	Renewal Gap Not Funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.
	Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 8.81 with Council maintaining a good cash balance with no debt. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
	Debt service ratio	>1	Yes	Yes	N/A	N/A	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	N/A	N/A	Council raised rates and charges in July 2022. As of 30 June 2023 Council's own source revenue ratio is at 70%
Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	N/A	N/A	All investments have been placed in line with Council policy and legislation.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 4)	On Time/Target (YTD)	On Budget (QTR. 4)	On Budget (YTD)	Status Commentary
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	N/A	N/A	Council's Outstanding Rates Ratio is at 15.4% and this now reflects previous years rates arrears and current year rates outstanding. Council will continue to work in this area through debt recovery initiatives.
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Very good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey Customer Service received a 72% rating of very good, good or adequate (a 12% increase to prior year).

## 2022/23 NEW INITIATIVES

### PROGRESS / PROJECT TIMELINE

	Concept / Design
	Planning & Preparation
	Delivery
	Complete



New Initiative Name		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
1	Roadside upgrades to allow for recreational fishing – feasibility study												
2	Agistment of Council controlled land – business case												
3	Signature event – investigate and identify options												
4	Council road on NT Government private land – pilot study												



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.02
<b>Report Title:</b>	Community Services and Development Monthly Report – June 2023
<b>Author and Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	Nil

### Executive Summary

This report provides Council with a monthly review of the Community Services and Development including key achievements, highlights and progress.

### Recommendation

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

### Background

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

## Media and Communications

### Public Consultation

Council's Draft Animal Management and Action Plan 2023 - 2026 was released for public consultation for a period of 21 days, from 1 to 21 June 2023.

On 1 June 2023 a public notice in the NT News inviting comment was published, and the document was made available to the public via Council's website and Facebook page. Hard copies were located at Customer Services and the Library, and a request for feedback either by return email or via a survey created for this purpose was emailed to the following:

- all NT Councils;
- veterinary practices within the Litchfield Municipality;
- animal welfare and rescue groups; and
- dog clubs, trainers and kennels.

Council employees' email signatures also advertised the public consultation period to extend the reach to other community members. Several posters with a QR code linking to the document and the survey were displayed at key community noticeboards in the Municipality.

The following statistics were obtained:

- the document was viewed 58 times from Council’s website;
- on Council’s Facebook post advertising the request for public feedback there were:
  - 2,273 views;
  - 82 link clicks;
  - 8 shares to other people or pages; and
  - 20 reactions.
- 6 scans of the AMS Document QR code and 4 scans of the AMS Survey QR code.

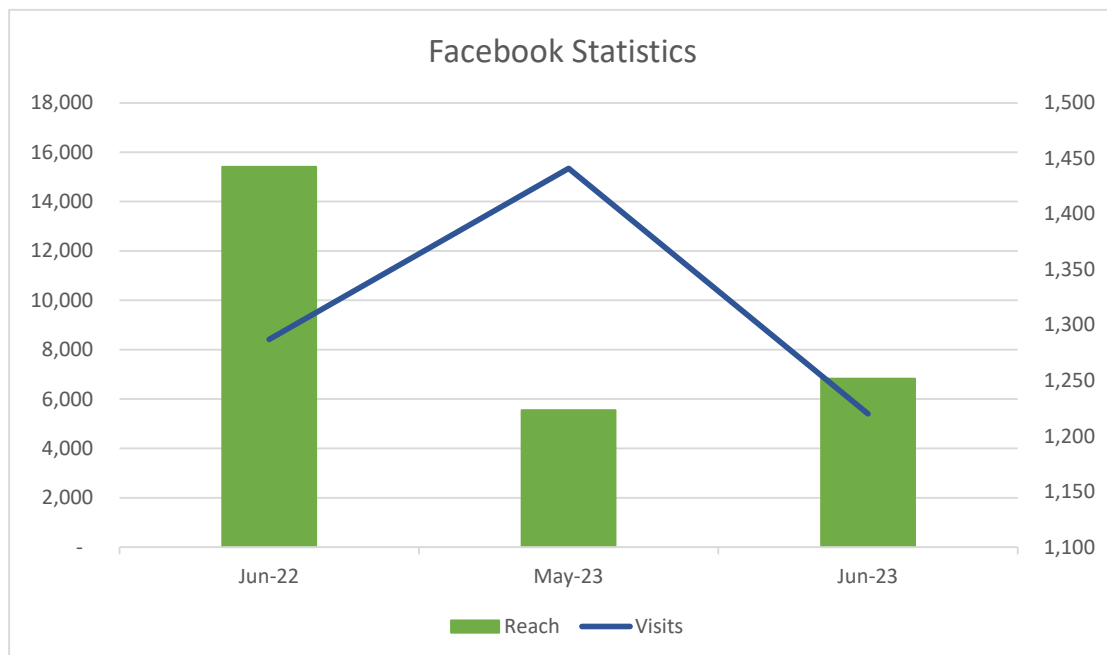
### Facebook Reach

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

### Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, Instagram feed, marketing promotion, or your page rules.

The below graph displays this data for the current month with a comparison to the month prior and the same month the year prior.



## Website Users

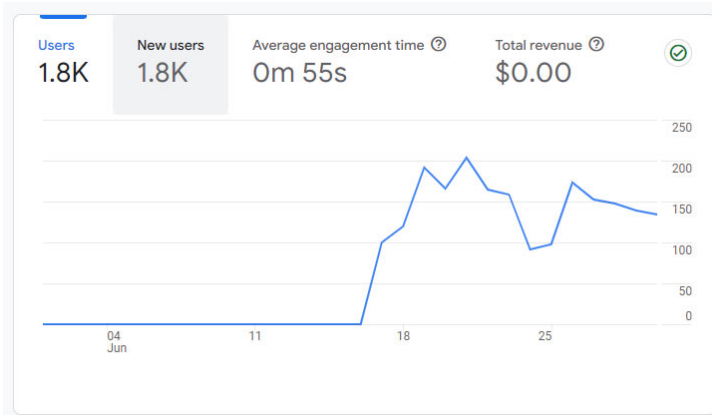
A website user is a person who is accessing, browsing, or interacting with a website.

## Website New Users

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

## Website Sessions

Sessions, track the number of times a user interacts with your website. Repeat visits within a set time period are excluded.



Views by Page title and screen class	
PAGE TITLE AND SCREEN...	VIEWS
Welcome to Litchfield Council	802
Waste Transfer ...hfield Council	256
Current Vacanci...hfield Council	252
Search   Litchfield Council	243
Contact us   Litchfield Council	215
Markets   Litchfield Council	146
Lost Dogs at Co...chfield Council	113

View pages and screens →

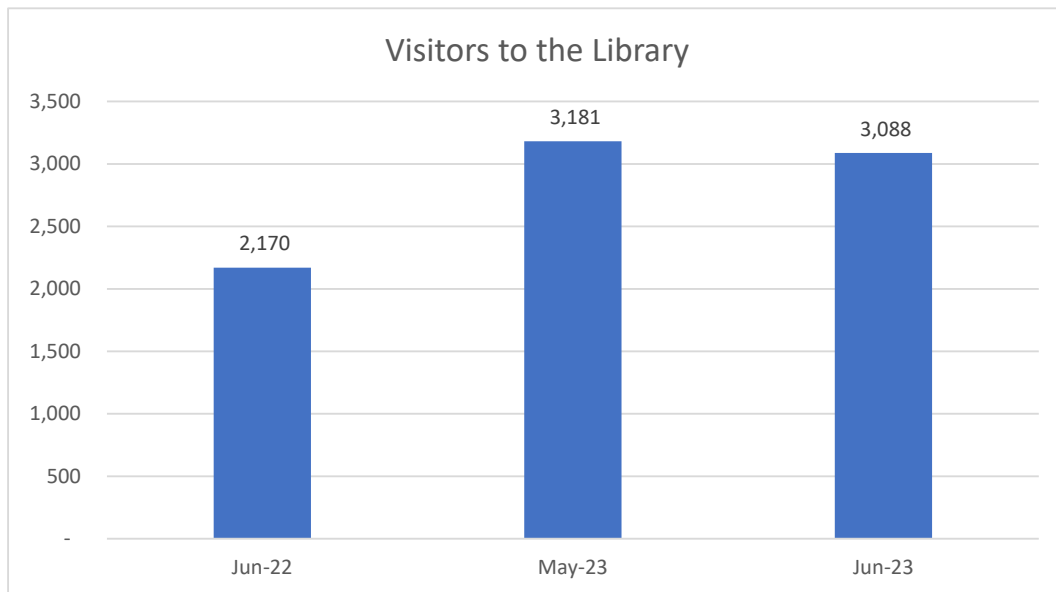


Page title and screen class +		↓ Views	Users	Views per user	Average engagement time	Event count All events
		4,918 100% of total	1,761 100% of total	2.79 Avg 0%	0m 55s Avg 0%	14,875 100% of total
1	Welcome to Litchfield Council	802	465	1.72	0m 20s	2,513
2	Waste Transfer Stations   Litchfield Council	256	184	1.39	0m 20s	791
3	Current Vacancies   Litchfield Council	252	146	1.73	0m 25s	776
4	Search   Litchfield Council	243	90	2.70	0m 34s	496
5	Contact us   Litchfield Council	215	157	1.37	0m 30s	686
6	Markets   Litchfield Council	146	114	1.28	0m 26s	552
7	Lost Dogs at Council   Litchfield Council	113	37	3.05	0m 18s	307
8	Council Meetings   Litchfield Council	111	58	1.91	0m 46s	426
9	Council Rates and Fees   Litchfield Council	99	75	1.32	0m 41s	309
10	Draft Animal Management Strategy and Action Plan 2023-2026   Litchfield Council	89	62	1.44	0m 06s	251

## Taminmin Library

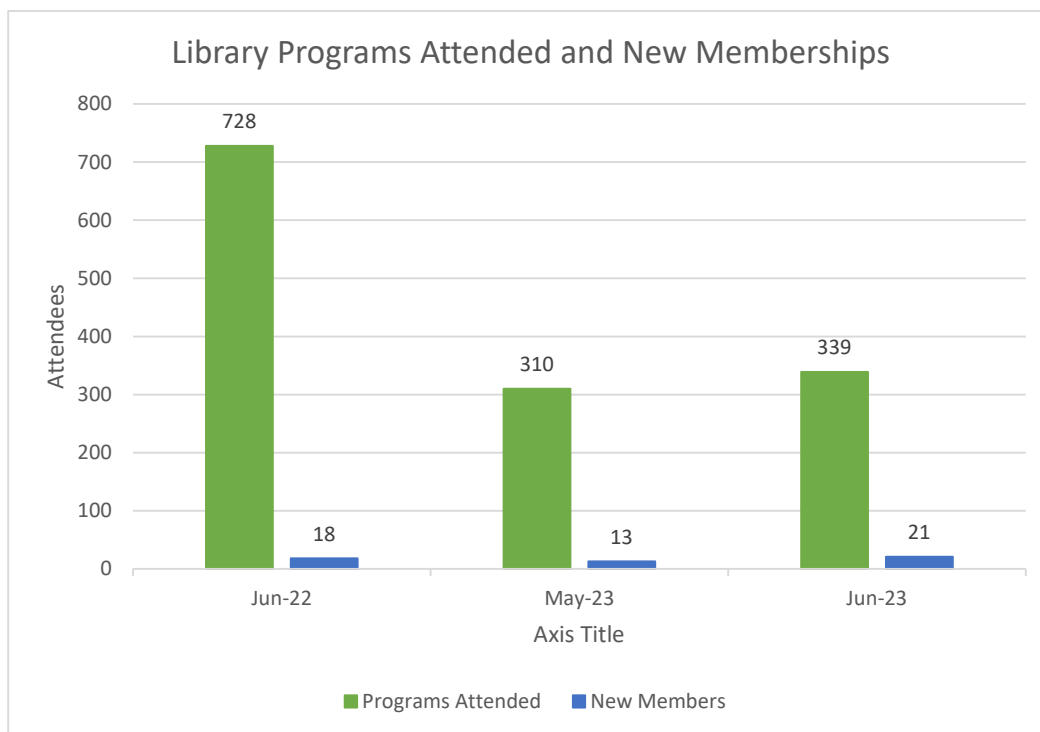
### Visitors to the Library

The library had 3,088 visitors in June 2023 and was open for 183 hours (reduced working days for public holiday Mon 12 June), this compares to 3,181 visitors in May, open for 199 hours. The below graph displays the data for the current month, with a comparison to the month prior and the same month the year prior.



### Library Programs and Memberships

There were 28 program activities delivered across a wide variety of community demographics, with a total attendance of 339 participants.



The month included the end of some new program initiatives, including ukulele for beginners, Tuesday Cubesday and reading to dogs with Good Dog therapy dogs. One week of the mid-year school holiday program was also in this period.

21 new people joined the library, compared to 13 new members in the previous month.

### Library Disruptions

Interruptions occurred during June 2023, mainly due to resealing of the carpark (of which no prior notice was provided). The gates were closed and carpark not accessible. Signage was placed on gates and between an alternative parking area to the library and the library remained open for services. Pleased to report some patrons did still attend and use computers however information is unavailable regarding those who did not see sign, assumed library closed or chose not to bother using alternative parking area. One school holiday program Midday Movie was cancelled, to minimise encouraging children into the adjacent worksite area during resealing. Dates effected as follows:

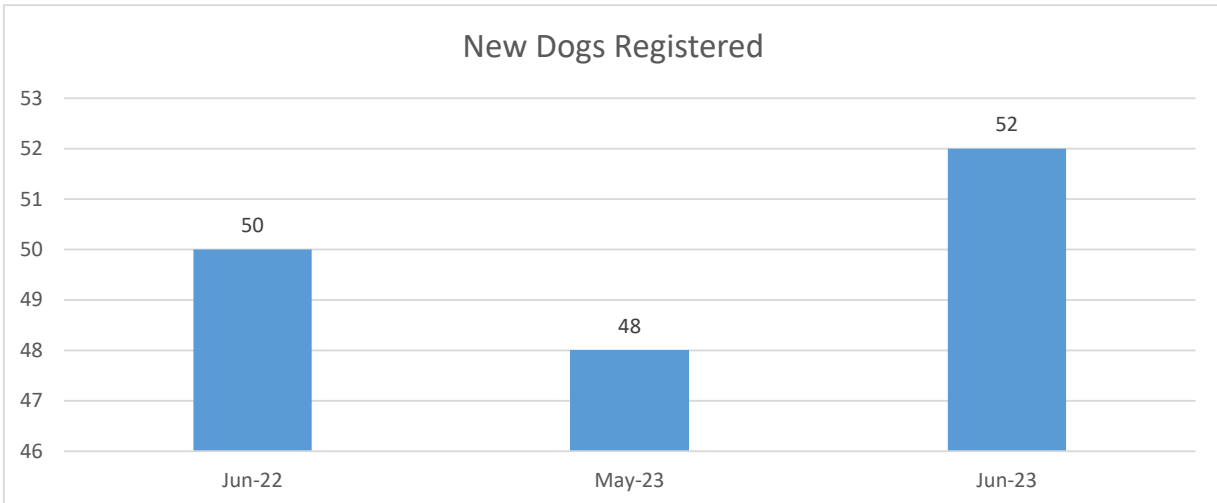
- Friday, 30 June (all day); and
- Saturday, 1 July (all day – opening hours 10am-1pm).

This extended into the following day, plus a day for rolling and two further for line marking (will be reported in July).

## Regulatory Services

### New Dog Registrations

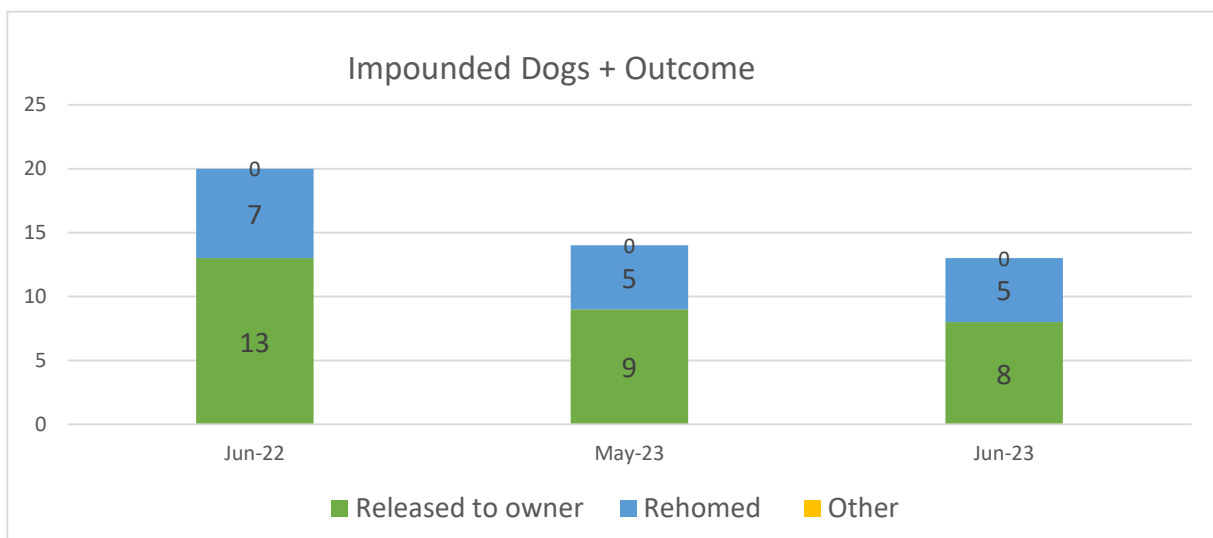
The number of new dogs registered in June 2023 was similar to May and also for the same time last year. New registrations are expected to be stable until public communications for the 2023/2024 registration period start in July.



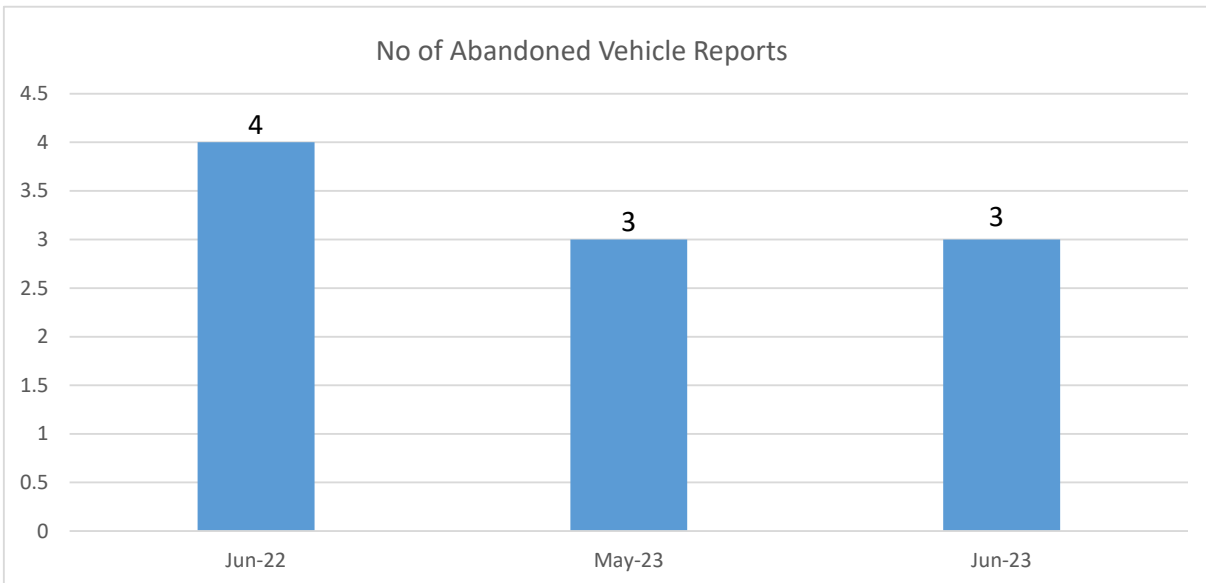
### Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. June impounds were similar to May and 35% less compared to the same time last year. There have been no euthanasias for May or June this year which is not typical.

From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS or DACS NT. The category "Other" refers to those dogs that are not considered suitable for rehoming due to temperament or illness/injury, were unable to be received by rescue organisations or are still impounded pending the 72-hour holding period, are still to be claimed by a known owner or if still required to be held pending the conclusion of an investigation. The number predominantly relates to euthanasias.



While most Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. Three reports were made to Council of abandoned vehicles in June 2023, the same as for May and one less than for the same time last year.



## Recreation Reserves

Community and stakeholder meetings attended by the Community Participation Officer.

Meeting	Purpose
Knuckey Lagoon Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
McMinns Lagoon Committee discussion of support	Discuss with the President of the committee how Council can best support the reserve.
PARYS	Sector Meeting

## Project Updates

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

Location	Project	Status
McMinns Lagoon	Pathway lighting	Additional funding required.
Mira Square	Playground and shade	Complete – Official Opening Sunday 23 July 2023
Livingstone Reserve	Carpark Design	Works to commence approximately mid July 2023
HPRR/HDVG/KLRR	CCTV + Wifi	Near completion
Howard Park	Pedestrian Access Gate and Footpath	Installation of gate complete and footpath to be scoped
Humpty Doo Village Green	BBQs	Contracts awarded. Shelter has been erected. BBQ has been delivered waiting on installation pending CCTV surveillance
Knuckey Lagoon	Line Marking and Road Markers	Complete
Knuckey Lagoon	Fans	Installation about to commence

### **Links with Strategic Plan**

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

### **Legislative and Policy Implications**

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

### **Risks**

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

### **Community Engagement**

Not applicable for the operational report.

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



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report June 2023
<b>Author:</b>	Julie Hillier, Manager Planning and Development
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/07/2023
<b>Attachments:</b>	A: PA2022/0059 Letter of comment B: PA2023/0147 Letter of comment C: PA2023/0158 Letter of comment D: PA2023/0196 Letter of comment E: Crown Land Licence Application - Letter of comment

### Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 May 2023 to 31 May 2023. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	4
Clearances for Development Permit Conditions	1
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Works Permits	22

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

### Recommendation

THAT Council:

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

## Background

### **DEVELOPMENT APPLICATIONS**

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

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

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	4
Development applications supported, subject to specific issues being adequately addressed	0
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 regarding areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

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

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

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

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

### Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2022/0059</p> <p>Lot 1 and Lot 2 (45 and 55) Girraween Road, Howard Springs, Hundred of Bagot</p> <p><b>Attachment A</b></p>	<p>The application is for the purpose of a Variation of Condition 3 of DP22/0262 for minor changes to lot sizes resulting from widening of the Girraween Road road reserve by 2.5m to accommodate power infrastructure.</p> <p>The subject land is zoned RR (Rural Residential).</p> <p>The application was supported.</p>
<p>PA2023/0147</p> <p>Section 1611 (255) Alphatonia Rd, Lambells Lagoon, Hundred of Guy</p> <p><b>Attachment B</b></p>	<p>The application is for the purpose of a change of use from dwelling-caretakers to rooming accommodation and development of additional rooming accommodation in a single storey building.</p> <p>The land is within Zone H (Horticulture) and is the site of an existing intensive animal husbandry development. The accommodated is intended to be used ancillary to the existing use of the land.</p> <p>The application was supported provided no objections were raised by adjacent landowners/residents and standard comments provided to address stormwater management.</p>
<p>PA2023/0158</p> <p>Section 4990 Hundred of Strangways, 248 Beddington Rd, Herbert</p> <p><b>Attachment C</b></p>	<p>The application is for the purpose of a dwelling-independent with a separate effluent disposal system.</p> <p>The land is within Zone RL (Rural Living) and has an area of 2ha.</p> <p>The application was supported and standard comments provided to address stormwater management.</p>
<p>PA2023/0196</p> <p>Lot 11 and 25 (375 and 413) Arnhem Highway, Humpty Doo, Hundred of Strangways.</p> <p><b>Attachment D</b></p>	<p>The application is for the purpose of subdivision and consolidation to create two lots.</p> <p>The land is within Zone RL (Rural Living) and has access to Arnhem Highway, an NT Government controlled road.</p> <p>The application was supported and there were no concerns or requirements.</p>



### **ASSESSMENT OF PLANS/REPORTS /CONSTRUCTION FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS**

Council reviews plans, reports and works as part of the process to clear conditions on Development Permits to ensure that the Council requirements are met. Examples include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and newly constructed roads in a subdivision. The following table notes the requests for assessment for clearance of conditions received by Council during the noted period.

<b>Development Permit No. and Purpose</b>	<b>Location</b>	<b>Purpose of clearance</b>
DP22/0268  Telecommunications facility with a 36m high monopole and associated antennas and equipment shelter.	Howard Springs:  Section 3446 (280) Whitewood Road, Hundred of Bagot	Condition Precedent: Traffic Management Plan

### **SALE, LEASE, OR OCCUPATION OF CROWN LAND APPLICATIONS**

Where dealing with applications for sale, lease or occupation of Crown land under the *Crown Lands Act 1992*, the Crown Land Estate consults with Council where applications fall within the Council's municipality. The following is a summary of all Crown land Applications received and comments provided during the noted period.

<b>Application and Attachment Reference</b>	<b>Location</b>	<b>Purpose</b>	<b>Comments</b>
Crown Land Licence  <b>Attachment E</b>	Freds Pass: Section 2889 (580) Stuart Highway, Hundred of Strangways	Crown Land Licence for a period of 10 years for the purpose of storage and car parking for the Freds Pass Sport and Recreation Reserve Board.	The application was not supported as it may present an underutilization of land intended for organized recreation and that part of the land is vested in Litchfield Council as a road reserve.

### **LIQUOR LICENCE APPLICATIONS**

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

<b>Address</b>	<b>Purpose</b>	<b>Summary</b>
Freds Pass Reserve	Special Event Liquor Licence Friday 23 June to Sunday 25 June 2023	Council supports the proposed licence for the purpose of the Noonamah Polocrosse Club Carnival at Freds Pass Reserve.

## **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.

<b>Purpose of works</b>	<b>Location of Works Permit Application</b>	<b>Application Date Received</b>	<b>Proposed Start Date</b>
Earthing repair	230 Madsen Road HOWARD SPRINGS NT 0835	30/06/2023	12/07/2023
Repair a leaking water service located within the verge	195 Lowther Road BEES CREEK NT 0822	29/06/2023	10/07/2023
Overhead Maintenance - ABS Maintenance	430 Pioneer Drive HUMPTY DOO NT 0836	29/06/2023	12/07/2023
Overhead Maintenance - Replace Comms Module	70 Acadia Gap Road ACACIA HILLS NT 0822	28/06/2023	11/07/2023
Earthing Repair	9 Secrett Road KNUCKEY LAGOON NT 0828	27/06/2023	04/07/2023
Power Supply to SubDivision	39 On Road HUMPTY DOO NT 0836	27/06/2023	04/07/2023
TOP END GRAN FONDO	7 Bees Creek Road FRED'S PASS NT 0822	22/06/2023	02/07/2023
Overhead Pole Works - Remove Existing VT	440 Girraween Road MCMINNS LAGOON NT 0822	21/06/2023	30/06/2023
Overhead Maintenance - remove Existing VT	Harriet Road HERBERT NT 0836	20/06/2023	29/06/2023
ABS switch removal at pole top with use of crane and EWP	15 Levey Road VIRGINIA NT 0834	20/06/2023	27/06/2023
USB switch install and removal using EWP	325 Power Road MCMINNS LAGOON NT 0822	19/06/2023	26/06/2023
Repair of Stolen Earth	135 Gulnare Road BEES CREEK NT 0822	15/06/2023	21/06/2023
household service upgrades to power poles stop slow traffic management , EWP in use at all sites.	9 Goodenia Drive VIRGINIA NT 0834	15/06/2023	22/06/2023
Vegetation Maintenance power line clearing with use of EWP and Chipper stop slow	20 Wells Creek Road VIRGINIA NT 0834	14/06/2023	19/06/2023
Widening and Sealing Works on Strangways and Burrburr Rd Intersection	220 Strangways Road HUMPTY DOO NT 0836	14/06/2023	20/06/2023
Earthing Repair on Poles	423 Bees Creek Road BEES CREEK NT 0822	14/06/2023	20/06/2023
GBS switch install to pole on the corner of Kentish Road and Reedbeds Road, using EWP parked on verge	1115 Kentish Road BERRY SPRINGS NT 0838	07/06/2023	16/06/2023
Household service quality rectification to lines and pole tops with the use of EWP	25 Heron Court HOWARD SPRINGS NT 0835	07/06/2023	14/06/2023
Service upgrades to households with use of EWP to access poletops	31 Brandt Road KNUCKEY LAGOON NT 0828	06/06/2023	31/05/2023
Vegetation Maintenance power line clearing	295 Power Road MCMINNS LAGOON NT 0822	05/06/2023	27/06/2023
Replace TX	17 Lorikeet Court HERBERT NT 0836	05/06/2023	14/06/2023
Stolen earthing replacement to power poles verge works 2 sites , EWP in use at all sites.	100 Currawong Drive HOWARD SPRINGS NT 0835	01/06/2023	08/06/2023

**Links with Strategic Plan**

Prosperity - Our Economy and Growth

**Legislative and Policy Implications**

Not applicable to this report.

**Risks**

Nil identified.

**Community Engagement**

Not applicable.



15/06/2023  
Ref: PA2022/0059

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

**RE: Letter of Comment Development Application**

**Lot 1 and Lot 2 (45 and 55) Girraween Road, Howard Springs, Hundred of Bagot  
Variation to Condition 3 of DP22/0262 for minor changes to lot sizes**

---

Thank you for the Development Application referred to this office on 1/06/2022, 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.

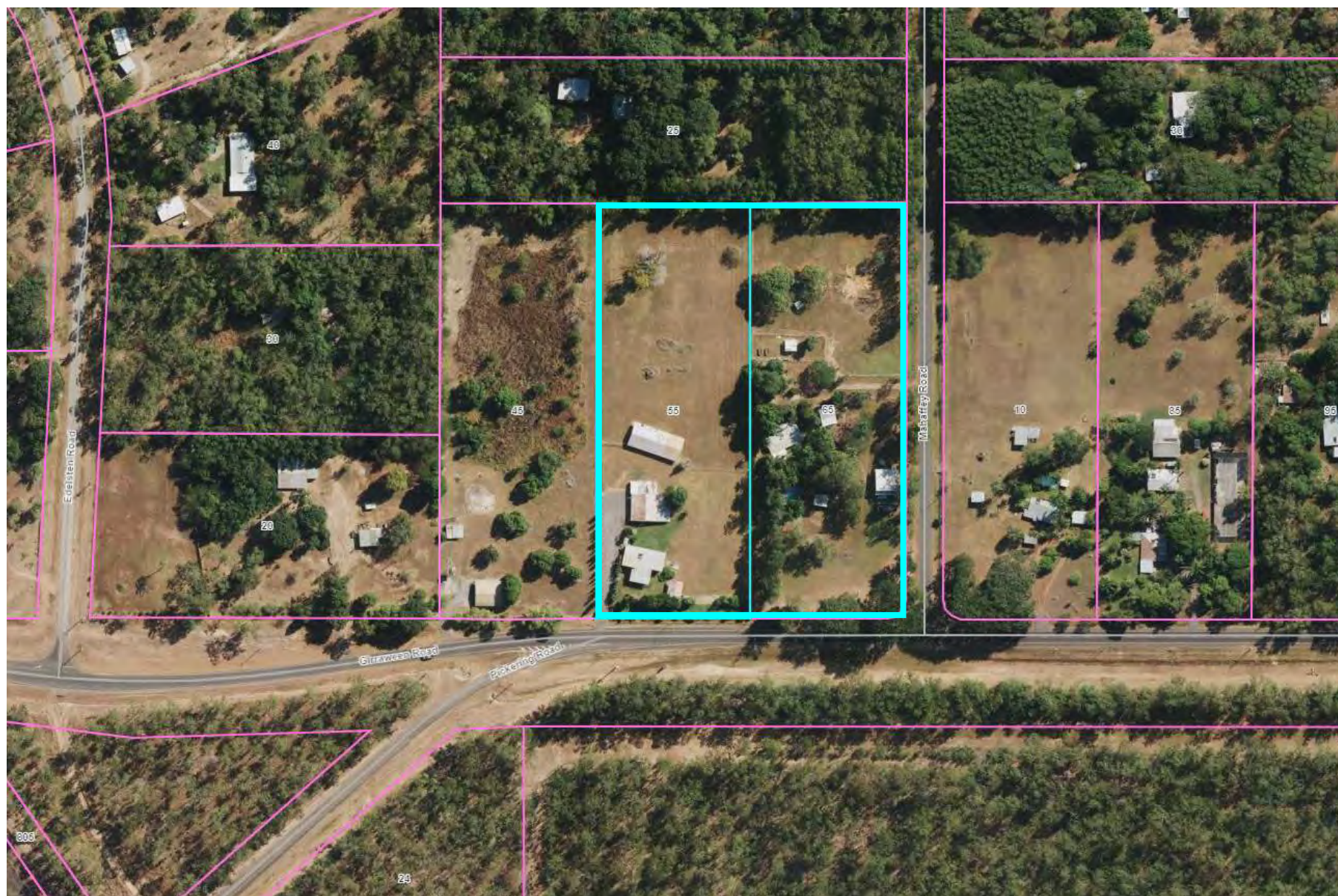
Council supports the granting of a Variation Permit for minor changes to lot sizes and widening of the Girraween Road road reserve to accommodate power infrastructure.

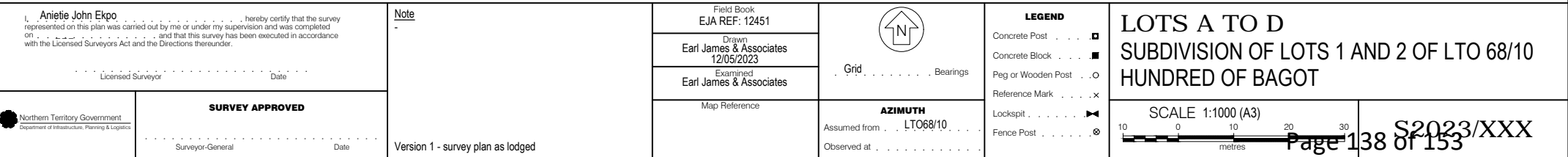
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully

Julie Hillier  
Manager, Planning and Development









16 June 2023  
PA2023/0147

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

**RE: Letter of Comment Development Application**

**Change of use from dwelling-caretakers to rooming accommodation and development of additional rooming accommodation in a single storey building  
Section 1611 (255) Alphatonia Road, Lambells Lagoon, Hundred of Guy**

---

Thank you for the Development Application referred to this office on 26/05/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit Change of use from dwelling-caretakers to rooming accommodation and development of additional rooming accommodation in a single storey building, provided no objections are raised by the adjacent residents/landowners.

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

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

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.



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

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

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

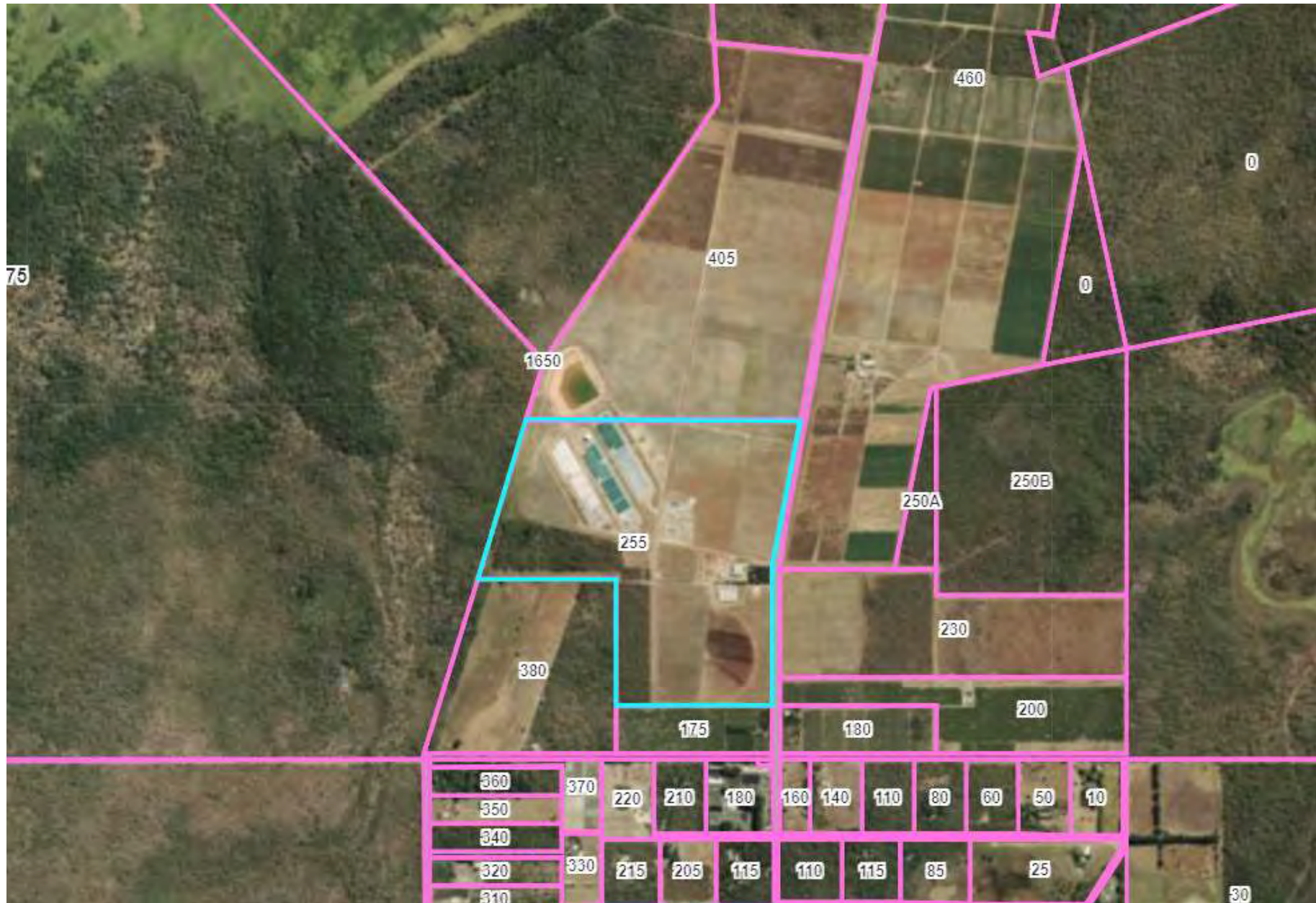
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Julie Hillier  
Manager, Planning and Development

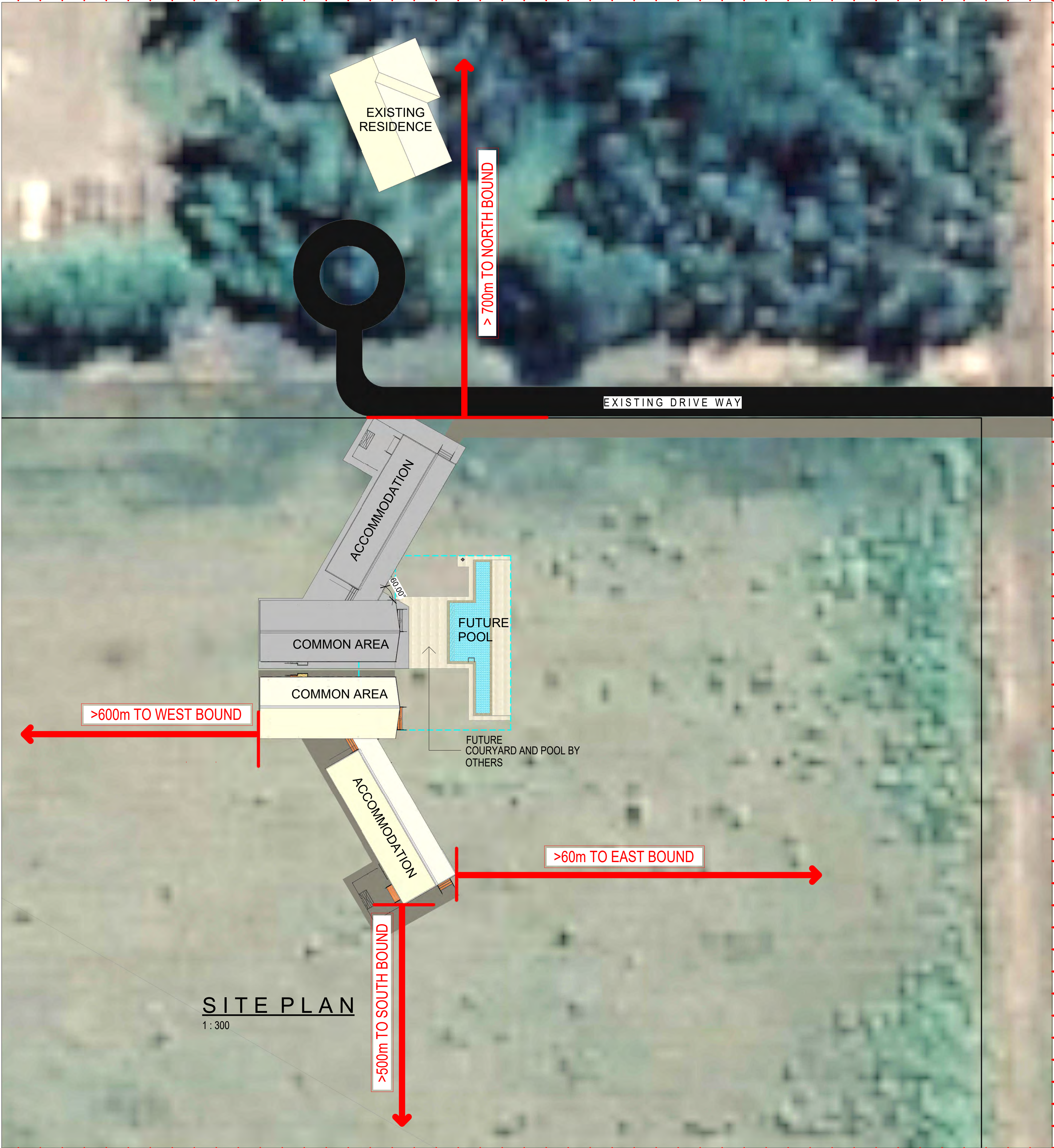








LOCATION PLAN  
1 : 1500



DIAGRAMMATIC IMAGE -OVERALL VIEW (FOR REFERENCE ONLY)

REVISIONS		
No.	Description	Date
B	DCA PRELIM ISSUE REV B	28.04.23
A	DCA PRELIM ISSUE	15.03.23

**NOTES**  
This drawing is copyright and the property of GABBERT DESIGN and must not be used without written authorisation. Do not scale this drawing. All dimensions are to be verified on site and any discrepancies reported before commencement of any work or shop drawings.

**CLIENT**  
**BUILDER**

- PROJECT CONSULTANTS**
- BUILDING CERTIFIER
  - STRUCTURAL ENGINEER
  - CIVIL ENGINEER
  - HYDRAULIC ENGINEER
  - MECHANICAL ENGINEER
  - ELECTRICAL ENGINEER

GABBERT DESIGN

**GABBERT DESIGN**  
2/55 CAVENAGH ST  
DARWIN NT  
Ph. (08) 89423986  
Mb. 0439 333 776  
wayne@gabbertdesign.com

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DATE/TIME STAMP: 28/04/2023 3:14:32 PM

PROJECT TITLE:  
**CROC FARM DCA**  
255 Alphatonia Road Lambells Lagoon NT

**PRELIMINARY**  
DRAWING TITLE:  
**LOCATION MAP & AERIAL PERSPECTIVE**

PROJECT No: GD-570	DATE: 15/03/23
<b>A101</b>	DRAWN: SC
REVISION: <b>B</b>	SCALE: As indicated @ A1



23 June 2023

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

**RE: Letter of Comment Development Application**

**Dwelling-Independent With A Separate Effluent Disposal System  
Section 4990 (248) Beddington Road, Herbert, Hundred of Strangways**

---

Thank you for the Development Application referred to this office on 02/06/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the purpose of a dwelling-independent with a separate effluent disposal system.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).

- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julie Hillier', written in a cursive style.

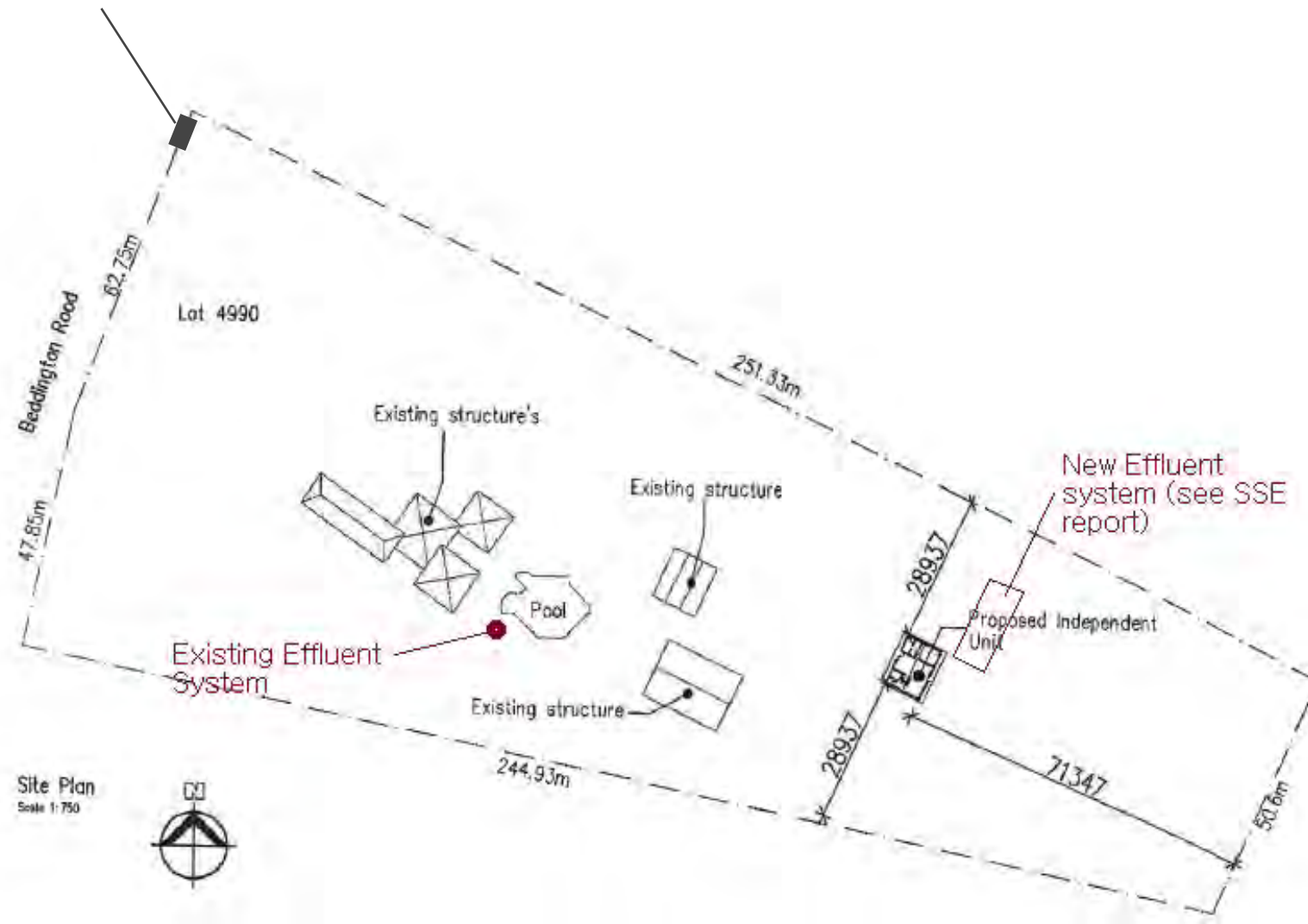
Julie Hillier  
Manager, Planning and Development







Beddington Road Access





03/07/2023

Ref: PA2023/0196

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

**RE: Letter of Comment Development Application**

**SUBDIVISION AND CONSOLIDATION TO CREATE TWO LOTS  
Lot 11 and 25 (375 & 413) Arnhem Highway, Humpty Doo, Hundred of Strangways**

---

Thank you for the Development Application referred to this office on 16/06/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the purpose of subdivision and consolidation to create two lots and have no development requirements. Where there is no increase in lot yield through subdivision, a monetary contribution per lot is not required to be paid to Litchfield Council in accordance with its *Developer Contributions Plan*.

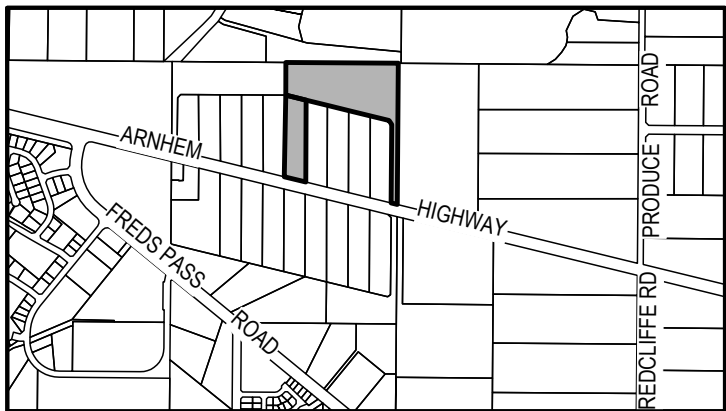
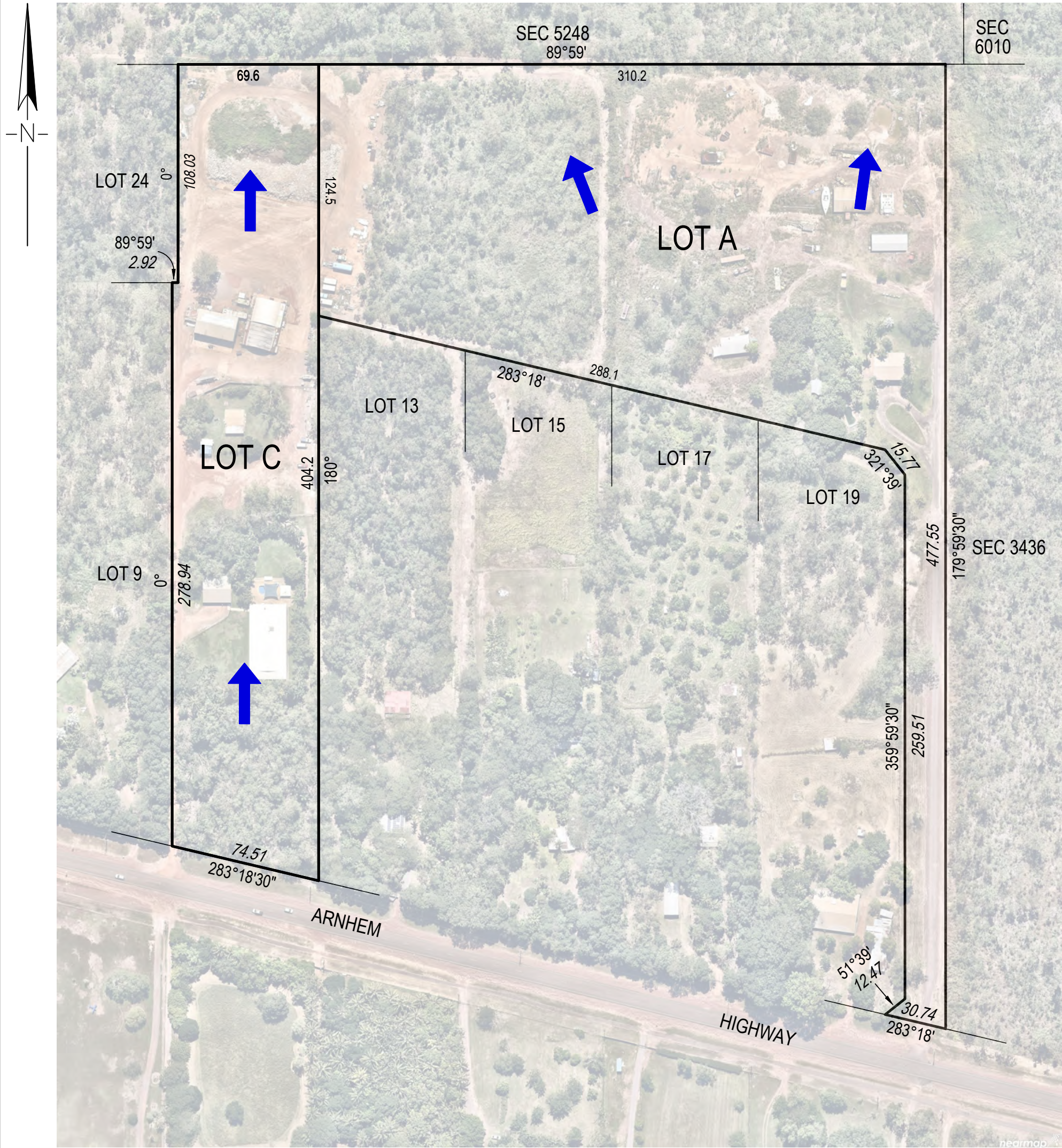
It is noted that the development is located on Arnhem Highway and therefore the approval of Transport and Civil Services Division, Department of Infrastructure Planning and Logistics, may be required.

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

Yours faithfully

Julie Hillier  
Manager, Planning and Development





LOCATION DIAGRAM  
Not to Scale

Legend  
← Stormwater overland flow

Note  
Easements should be confirmed with the current Certificate of Title Areas and dimensions (including easements) are subject to survey Contours obtained from DIPL  
Aerial image obtained from Nearmap, dated 02/05/2023  
Aerial image is shown for background information only and is not rectified or accurately positioned











16 June 2023  
Ref: 2023/7005

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

**RE: Letter of Comment Development Application**

**NEW CROWN LAND LICENCE  
Section 2889 (580) Stuart Highway, Freds Pass, Hundred of Strangways**

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Thank you for the Development Application referred to this office on 07/06/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the granting of a new crown land licence for a 10-year period over the above parcel for the purpose of storage and car parking for the Freds Pass Sport and Recreation Reserve Board for the following reasons:

- a) A crown land licence for storage and car parking for a period of 10 years over an area of 1.4ha may result in underutilisation of land intended for organised recreation.
- b) Part of Section 2889 Hundred of Strangways has been vested in Litchfield Council (refer Government Gazette N0. G27 5 July 2017).

It is recommended a maximum period of two years be considered, expiring in 2025, rather than a 10-year period expiring in 2033.

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

Yours faithfully

Julie Hillier  
Manager, Planning and Development







## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 July 2023

#### 14 Other Business

#### 15 Confidential Items

##### 15.01 Confirmation of Confidential Minutes

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

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

##### 15.02 Delegation for Distribution from Authorised Accounts

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

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

##### 15.03 Library Funding Agreement 2023-2028

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

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

#### **15.04 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*.

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

#### **16 Close of Meeting**