



AGENDA

25th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 19 SEPTEMBER 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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 September 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

- Ordinary Council Meeting held Tuesday 15 August 2023, 9 pages;
- Ordinary Confidential Council Meeting held Tuesday 15 August 2023, 3 pages;
- Special Council Meeting held Wednesday 23 August 2023, 3 pages; and
- Special Confidential Council Meeting held Wednesday 23 August 2023, 3 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from previous Ordinary Council Meetings.



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 15 August 2023 at 6:00pm

Present	Doug Barden Andrew Mackay Mathew Salter Rachael Wright Kevin Harlan Mark Sidey Emma Sharp	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward (<i>electronically</i>) Councillor South Ward (<i>electronically</i>)
Staff	Stephen Hoyne Maxie Smith Julie Hillier Gayathri Sivaraj Ankit Pansal Ashleigh Young Debbie Branson	Chief Executive Officer Director Corporate and Community Manager Planning and Development (<i>electronically - in part</i>) Manager Corporate Services (<i>electronically - in part</i>) Human Resources and Records Program Leader (<i>electronically - in part</i>) Community Participation Officer (<i>electronically - in part</i>) Executive Assistant
Public	As per Attendance Register	

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which 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 6:02pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Wright
Seconded: Deputy Mayor Mackay

THAT Council approve Cr Sidey and Cr Sharp to attend the meeting electronically.

CARRIED (7/0) ORD2023 11-129

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

Chief Executive Officer, Stephen Hoyne declared an interest in Item 15.05 – Council Representation Selection however it was not considered necessary for the Chief Executive Officer to leave the meeting.

5. PUBLIC QUESTIONS

5.01 Celia Coleman – Parkin Road and Marion Road

Mrs Coleman referred to an error in the minutes of the previous meeting in relation to the public question.

It was agreed that the minutes reflect that Parkin Road requires reformation not sealing.

Mrs Coleman also questioned the drainage work required at Marion Road and the Chief Executive Officer advised that an email had been sent advising the works will be completed prior to the wet season.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Deputy Mayor Mackay

Seconded: Mayor Barden

THAT Council confirm the:

- Ordinary Council Meeting held Tuesday 18 July 2023, 8 pages as amended as follows:
Item 5.01 - Public Question – Change the words “sealing to reformation”; and
- Ordinary Confidential Council Meeting held Tuesday 18 July 2023, 3 pages.

CARRIED (5/2) ORD2023 11-130

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Wright

Seconded: Cr Harlan

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

CARRIED (7/0) ORD2023 11-131

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

8.1 Freds Pass Rural Show – Funding Submission – Chair

Freds Pass Rural Show Chair, Mrs Shirley Preston and Mr Tim West, Vice Chair presented the Funding Submission tabled for Council’s consideration.

The item was listed in the Confidential Section for Council’s consideration.

9. ACCEPTING OR DECLINING LATE ITEMS

Moved: Deputy Mayor Mackay

Seconded: Cr Harlan

THAT the late report item:

15.05 Council Representation Selection

THAT Council accept Item 15.05 Council Representation Selection as a late item and that it be accepted and included under Officer’s reports for consideration.

CARRIED (7/0) ORD2023 11-132

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Cr Wright

Seconded: Deputy Mayor Mackay

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 19 July 2023 to 15 August 2023.

CARRIED (7/0) ORD2023 11-133

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

It was noted that the minutes from the Knuckey Lagoon and Howard Park Recreation Reserve Management Committees held in August will be included in a report to the September 2023 Ordinary Council Meeting.

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council note the verbal updates provided by the representative of the Knuckey Lagoon Recreation Reserve Management Committee Meeting.

CARRIED (7/0) ORD2023 11-134

13. OFFICERS' REPORTS

13.01 Corporate and Community

ORDER OF BUSINESS

Moved: Deputy Mayor Mackay

Seconded: Cr Wright

THAT Council change the order of business to address item 13.01.02 – Capital Works Rollover 2022-23 to 2023-24 prior to item 13.01.01 – Litchfield Council Finance Report – July 2023.

CARRIED (7/0) ORD2023 11-135

13.01.02 Capital Works Rollover 2022-23 to 2023-24

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council:

1. receive and note the Capital Works Rollover 2022/23 to 2023/24 report and the corresponding Attachment A: Capital Works Rollover;
2. adopts the capital works rollover movements for 30 June 2023 of:
 - \$1,207,148.72 transfer to Unexpended Capital Works Financial Reserve
 - \$149,999.93 transfer to Unexpended Grants Financial Reserve
 - \$94,263.81 transfer from Assets Financial Reserve; and
3. adopts the capital works rollover movements and recognise the capital income and expenditure as of 1 July 2023 of:
 - \$1,207,148.72 transfer from Unexpended Capital Works Financial Reserve
 - \$149,999.93 transfer from Unexpended Grants Financial Reserve
 - \$1,357,148.65 increase to capital expenditure
 - \$149,999.93 increase to capital income.

CARRIED (6/1) ORD2023 11-136

13.01.01 Litchfield Council Finance Report – July 2023

Moved: Cr Sidey

Seconded: Mayor Barden

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

CARRIED (6/1) ORD2023 11-137

13.01.03 People Performance and Governance Monthly Report – July 2023

Cr Sharp left the meeting at 7:08pm and returned at 7:09pm.

Moved: Cr Harlan

Seconded: Cr Salter

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

CARRIED (7/0) ORD2023 11-138

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – July 2023

Moved: Cr Harlan

Seconded: Cr Wright

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

CARRIED (7/0) ORD2023 11-139

13.02.02 Appointment of Deputy Mayor

Moved: Deputy Mayor Mackay
Seconded: Cr Harlan

THAT Council appoint Councillor Wright as Deputy Mayor for an 8-month period ending at the first Ordinary Council Meeting held in April 2024.

CARRIED (7/0) ORD2023 11-140

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report July 2023

Moved: Cr Harlan
Seconded: Deputy Mayor Mackay

THAT Council:

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

CARRIED (7/0) ORD2023 11-141

13.03.02 Freds Pass Reserve Expansion

Moved: Cr Sidey
Seconded: Deputy Mayor Mackay

THAT Council:

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

CARRIED (6/1) ORD2023 11-142

14. OTHER BUSINESS

14.1 Meeting Procedures GOV02 Policy Review – Electronic Attendance

Report to a future Strategic Discussion and Briefing Session to consider potential infrastructure investments relating to electronic attendance for Elected Members and staff.

14.2 Land Use – Approval Private Caravan Parks

Process to seek approval for a private caravan park to be circulated on social media.

14.3 PAWS Darwin - Assistance

To be discussed at a Strategic Discussion and Briefing Session for further consideration.

15. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay

Seconded: Cr Harlan

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

15.01 Confidential Council Minutes

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

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

15.02 Appointment of Committee Members to the Howard Park Recreation Reserve Management Committee

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

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

15.03 Freds Pass Sport Recreation Reserve – Increase in User Group Fees

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

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

15.04 Freds Pass Rural Markets Funding Submission

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

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

15.05 Council Representation Selection

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

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

CARRIED (7/0) ORD2023 11-143

The meeting moved to Confidential Session at 7:56pm.

15.02 Appointment of Howard Park Recreation Reserve Management Committee Members

Moved: Cr Wright
Seconded: Cr Harlan

THAT Council:

1. appoints Maxine Way and reappoints Gerard Rosse to the Howard Park Recreation Reserve Management Committee for a term of three years, commencing 15 August 2023;
2. writes to Maxine Way and Gerard Rosse to inform them of Council's decision; and
3. makes the resolution public.

CARRIED (6-0) ORD2023 11-146

15.03 Freds Pass Recreation Reserve – Increase in User Group Fees

Moved: Cr Harlan
Seconded: Cr Sidey

THAT Council:

1. has no objection to the application from the Freds Pass Sport and Recreation Reserve Management Board to increase their annual User Group Fees; and
2. makes the resolution public.

CARRIED (6-0) ORD2023 11-147

15.04 Freds Pass Rural Show – Funding Submission

Moved: Cr Sidey
Seconded: Cr Harlan

THAT Council:

1. acknowledge the contribution of the Freds Pass Rural Show Inc. as a major event for the Litchfield Municipality, supporting the display of local businesses, community groups and organisations and the talent of residents and making a significant contribution to the local economy;
2. continue to support the Freds Pass Rural Show Inc with a three-year funding agreement 2023 - 2026, commencing with base level funding of \$52,000.00 for 2023 - 2024 with any additional funding to be considered during the 2024/2025 budget process; and
3. makes the resolution public.

CARRIED (6-0) ORD2023 11-148

Moved: Cr Harlan
Seconded: Cr Sharp

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

CARRIED (6/0) ORD2023 11-149

The meeting moved to Open Session at 9:31pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 9:31pm.

18. NEXT MEETING

Tuesday 19 September 2023.

MINUTES TO BE CONFIRMED

Tuesday 19 September 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne



SPECIAL COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting
held in the Council Chambers, Litchfield
on Wednesday 23 August 2023 at 5:30pm

Present	Doug Barden Rachael Wright Andrew Mackay Emma Sharp Kevin Harlan Mark Sidey Mathew Salter	Mayor (Chair) Deputy Mayor / Councillor North Ward Councillor Central Ward Councillor South Ward Councillor Central Ward Councillor South Ward Councillor North Ward
Staff	Stephen Hoyne Debbie Branson	Chief Executive Officer Executive Assistant
Attendance	Alan McGill - Facilitator	

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 5:30pm.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Deputy Mayor Wright
Seconded: Cr Harlan

THAT Council approve Cr Sidey and Cr Sharp to attend the meeting electronically.

CARRIED (7/0) SCM2023 11-042

3.2 Apologies: Nil

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

Nil.

4.2 Staff

The Chief Executive Officer declared an interest in item 6.01 – Workplace Matter.

5. OFFICERS' REPORTS

Nil.

6. CONFIDENTIAL ITEMS

Moved: Mayor Barden

Seconded: Cr Mackay

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

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

CARRIED (7-0) SCM2023 11-043

The meeting was closed to the public at 5.35 pm.

Moved: Cr Salter

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 re-opened to the public.

CARRIED (7-0) SCM2023 11-045

The meeting moved to Open Session at 7.10 pm.

7. CLOSE OF MEETING

The Chair closed the meeting at 7.11 pm.

MINUTES TO BE CONFIRMED

19 September 2023.

.....
Mayor
Doug Barden

.....
Stephen Hoyne
Chief Executive Officer

6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2023 11-012	Guys Creek Road Land Acquisition and Road Opening THAT Council: <ol style="list-style-type: none"> 1. approve the purchase of 8062.3m² 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 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. 	17/01/2023	DIO	In Progress Land acquisition is complete.

Cost to maintain the eight owned Council reserves

THAT Council:

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

ORD2023
11-093

20/06/2023

DIO

Ongoing

Report included in September Ordinary Council Meeting Agenda.

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

THAT Council

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

ORD2023
11-121

18/07/2023

CEO

In progress

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

Capital Works Rollover 2022-23 to 2023-24

THAT Council:

1. receive and note the Capital Works Rollover 2022/23 to 2023/24 report and the corresponding Attachment A: Capital Works Rollover;
2. adopts the capital works rollover movements for 30 June 2023 of:
 - \$1,207,148.72 transfer to Unexpended Capital Works Financial Reserve
 - \$149,999.93 transfer to Unexpended Grants Financial Reserve
 - \$94,263.81 transfer from Assets Financial Reserve; and
3. adopts the capital works rollover movements and recognise the capital income and expenditure as of 1 July 2023 of:
 - \$1,207,148.72 transfer from Unexpended Capital Works Financial Reserve
 - \$149,999.93 transfer from Unexpended Grants Financial Reserve
 - \$1,357,148.65 increase to capital expenditure
 - \$149,999.93 increase to capital income.

ORD2023
11-136

15/08/2023

DCC

Completed

Further report included in September Ordinary Council Meeting Agenda.

Freds Pass Reserve Expansion

THAT Council:

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

ORD2023
11-142

15/08/2023

CEO

Engaged consultant to prepare Development Application for consolidation.

Appointment of Howard Park Recreation Reserve Management Committee Members

ORD2023 11-146	THAT Council:			
	1.	appoints Maxine Way and reappoints Gerard Rosse to the Howard Park Recreation Reserve Management Committee for a term of three years, commencing 15 August 2023;	15/08/2023	CEO
	2.	writes to Maxine Way and Gerard Rosse to inform them of Council's decision; and		
	3.	makes the resolution public.		
				Ongoing Letters distributed.

Freds Pass Rural Show – Funding Submission

ORD2023 11-148	THAT Council:			
	1.	acknowledge the contribution of the Freds Pass Rural Show Inc. as a major event for the Litchfield Municipality, supporting the display of local businesses, community groups and organisations and the talent of residents and making a significant contribution to the local economy;	15/08/2023	CEO
	2.	continue to support the Freds Pass Rural Show Inc with a three-year funding agreement 2023 - 2026, commencing with base level funding of \$52,000.00 for 2023 - 2024 with any additional funding to be considered during the 2024/2025 budget process; and		
	3.	makes the resolution public.		
				Completed Funding Agreement being finalised for execution.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 September 2023

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	19/09/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 16 August 2023 to 19 September 2023.

Summary

Date	Event
16 August 2023	Annual Community Survey – Community Consultation – Humpty Doo Shopping Centre
18 August 2023	Veterans Australia NT – Vietnam Veterans Day
20 August 2023	Annual Community Survey – Community Consultation – Coolalinga Central
23 August 2023	ABC Radio – Head Honcho Program
23 August 2023	Special Council Meeting
25 August 2023	78 th Anniversary of the Indonesian Independence Day
27 August 2023	Annual Community Survey – Community Consultation – Berry Springs Markets
27 August 2023	Southport Progress Association Annual General Meeting
31 August 2023	Palmerston and Litchfield Seniors Inc Morning Tea
1 September 2023	TOPROC Meeting Wagait Shire Council
5 September 2023	Strategic Discussion and Briefing Session
6 September 2023	Risk Management and Audit Committee Meeting
17 September 2023	Australian Citizenship Day Ceremony
19 September 2023	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 September 2023

12 Reports from Council Appointed Representatives

Meeting	Representative
Knuckey Lagoon Recreation Reserve Management Committee Meeting – 3 August 2023	Cr Wright
Howard Park Recreation Reserve Management Committee Meeting – 14 August 2023	Cr Salter
Risk Management and Audit Committee – 6 September 2023	Cr Sidey and Cr Salter

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – August 2023
- 13.01.02 Capital Works Rollover 2022/2023 to 2023/2024
- 13.01.03 People Performance and Governance Monthly Report – August 2023
- 13.01.04 LRCI Stage 4 Project Selection Phase
- 13.01.05 Risk Management and Audit Committee Unconfirmed Minutes – 6 September 2023
- 13.01.06 DRAFT GOV04 Whistleblowing Policy

13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – August 2023
- 13.02.02 Litchfield Council 2023 Annual Community Survey Results
- 13.02.03 Howard Park and Knuckey Lagoon Recreation Reserves Unconfirmed Committee Minutes – August 2023

- 13.02.04 Project Steering Committee Terms of Reference – Freds
Pass Sport and Recreation Reserve \$10M Grant Project
Works
- 13.02.05 NT Remunerational Tribunal – Members Allowances Inquiry

13.03 Infrastructure and Operations

- 13.03.01 Summary Planning and Development Report – August 2023
- 13.03.02 Guys Creek Road Upgrade Gravel to Seal
- 13.03.03 Audit Approach – Cost to Maintain Council Recreation
Reserves



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – August 2023
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	A: Litchfield Council Finance Report – August 2023

Executive Summary

This report presents the Litchfield Council Finance Report for 31 Aug 2023. Budget 2023/2024 reflected the adopted budget for the financial year and capital rollover movements as per Council decision ORD2023-11-136.

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

The Balance Sheet and Financial Reserves figures are subject to change as the end of the financial year works and audit 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.

The annual rates and waste charges were levied in July 2023 and are due on 30 September 2023. Rates outstanding from previous years 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 31 August 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

August 2023

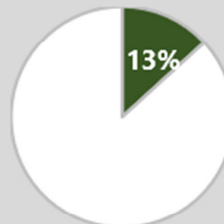
AUG 2023

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 0.00m
Municipal Plan Target – 30%



Rates Outstanding

\$ 2.26m Outstanding
Municipal Plan Target – <18%
(Less than 2.9mn)

\$ 15.57m

OPERATIONAL REVENUE

\$21.48m Budget – 72.5% Target
Achieved

\$ 2.04m

OPERATIONAL EXPENSES

\$16.69m Budget – 12.2% Spent

\$ 13.53m*

OPERATING SURPLUS

Budget \$ 4.79m

\$ 0.00m

CAPITAL REVENUE

\$ 2.73m Budget***

\$ 0.77m**

CAPITAL EXPENSES

\$ 9.12m Budget ***

\$ (0.77)m**

CAPITAL DEFICIT

Budget (\$ 6.39m)***

RATIOS

0%

Asset Sustainability
Target 30% and more

13%

Rates Outstanding
Target less than 18%

84%

Own Source Revenue Ratio
Target 60% and more

9.22

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1

Current Cash Investments

\$ 21.8m

0 of 27

Budgeted Capital Programs
2023/24
\$0.00m Spent (0.00%)

0 of 1

Additional Capital Programs
2023/24
\$0.08m Spent (26.09%)

8 of 28

Carry Forward Programs
from 2022/23-\$0.691m
Spent (41.01%)

\$15.78m

Budgeted Cash
Reserves June 2024

■	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.

** Capital Expenditure relates to FY 2023 Budgeted projects, Separate report presented to the council for consideration.

*** Amended Capital expense Budget after council decision ORD2023 11-136

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the prescribed format required by Department of the Chief Minister and Cabinet - Form: Monthly Financial Reports. Year to Date budget figures represent two-twelfth of the annual budget.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	14,629,334.01	2,422,719.17	(12,206,614.84)	14,536,315.00
Charges	55,178.50	29,166.67	(26,011.83)	175,000.00
Fees and Charges	313,782.65	321,006.67	7,224.02	1,926,040.00
Operating Grants and Subsidies	338,877.00 ²	672,610.50	333,733.50	4,035,663.00
Interest / Investment Income	213,111.09	111,666.67	(101,444.42)	670,000.00
Other Income	17,664.86	23,333.33	5,668.47	140,000.00
TOTAL OPERATING INCOME	15,567,948.11	3,580,503.00	(11,987,445.11)	21,483,018.00
OPERATING EXPENDITURE				
Employee Expenses	1,193,110.82	1,173,614.83	(19,495.99)	7,041,689.00
Materials and Contracts	706,400.51	1,445,263.50	738,862.99	8,671,581.00
Elected Member Allowances	22,228.97	56,833.33	34,604.36	341,000.00
Elected Member Expenses	2,640.62	8,293.67	5,653.05	49,762.00
Council Committee & LA Allowances	-	1,666.67	1,666.67	10,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	1,559,166.67	1,559,166.67	-	9,355,000.00
Interest Expenses	-	-	-	-
Other Expenses	117,372.52	95,428.50	(21,944.02)	572,571.00
TOTAL OPERATING EXPENDITURE	3,600,920.11	4,340,267.17	739,347.06	26,041,603.00
OPERATING SURPLUS / DEFICIT	11,967,028.00	(759,764.17)	(12,726,792.17)	(4,558,585.00)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	11,967,028.00	(759,764.17)	(12,726,792.17)	(4,558,585.00)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	1,559,166.67	1,559,166.67	-	9,355,000.00
TOTAL NON-CASH ITEMS	1,559,166.67	1,559,166.67	-	9,355,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(772,521.95) ³	(1,520,596.28)	(748,074.33)	(9,123,577.65)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(799,402.50)	(799,402.50)	(4,796,415.00)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(772,521.95)	(2,319,998.78)	(1,547,476.83)	(13,919,992.65)
Add ADDITIONAL INFLOWS				
Capital Grants Income	-	455,238.16	455,238.16	2,731,428.93
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	-	-	-	-
Transfers from Reserves	-	1,065,358.12	1,065,358.12	6,392,148.72
TOTAL ADDITIONAL INFLOWS	-	1,520,596.28	1,520,596.28	9,123,577.65⁴
NET OPERATING POSITION	12,753,672.72	-	(12,753,672.72)	-

¹ Numbers in statements may include minor rounding differences.

² Library Grants funds and a portion of FAGS Grants received

³ Capital Expenditure relates to FY 2023 Budgeted projects.

⁴ Amended Capital expense Budget after council decision ORD2023 11-136 – Capital Works Rollover

Operating Position by Department

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

	2023/24 YTD Actuals	2023/24 Budget	% of Budget
REVENUE	\$	\$	
Council Leadership	-	-	-
Corporate	4,816.14	-	-
Information Services	-	-	-
Finance & Customer Service	11,499,562.58	12,644,145.00	90.95%
Infrastructure & Assets	47,256.15	3,174,570.00	1.49%
Waste Management	3,383,113.25	3,531,861.00	95.79%
Community	20,553.39	97,020.00	21.18%
Community - Library	294,577.90	417,392.00	70.58% ⁵
Mobile Workforce	-	-	-
Regulatory Services	55,326.15	175,000.00	31.61% ⁶
Thorak Cemetery	262,742.55	1,443,030.00	18.21%
TOTAL REVENUE	15,567,948.11	21,483,018.00	72.47%
EXPENSES			
Council Leadership	124,785.12	1,416,171.00	8.81%
Corporate	80,294.28	666,633.00	12.04%
Information Services	46,862.36	695,136.00	6.74%
Finance & Customer Service	339,267.16	1,733,380.00	19.57% ⁷
Infrastructure & Assets	205,835.28	3,960,748.00	5.20%
Waste Management	421,658.99	3,242,811.00	13.00%
Community	340,341.25	1,808,452.00	18.82% ⁸
Community - Library	65,355.20	417,532.00	15.65%
Mobile Workforce	185,718.61	1,218,706.00	15.24%
Regulatory Services	88,253.92	473,496.00	18.64%
Thorak Cemetery	143,381.27	1,053,538.00	13.61%
TOTAL EXPENSES	2,041,753.44	16,686,603.00	12.24%
OPERATING RESULT	13,526,194.67	4,796,415.00	282.01%

⁵ Includes TFHC Library Grant and Science Week Grant funds.

⁶ This will increase in following months as Dog Registration due on 01st of September.

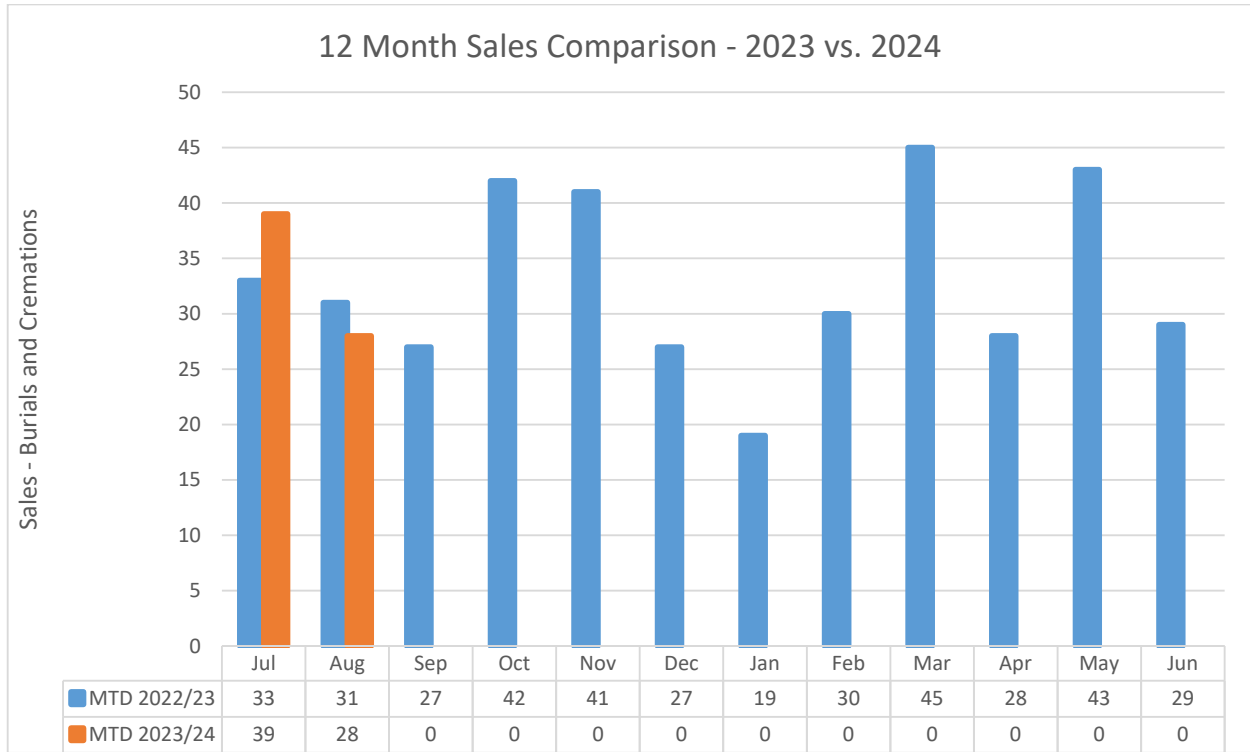
⁷ Includes full year Workers Compensation insurance payments.

⁸ Includes first quarter (Jul-Sep) payments to reserves associations.

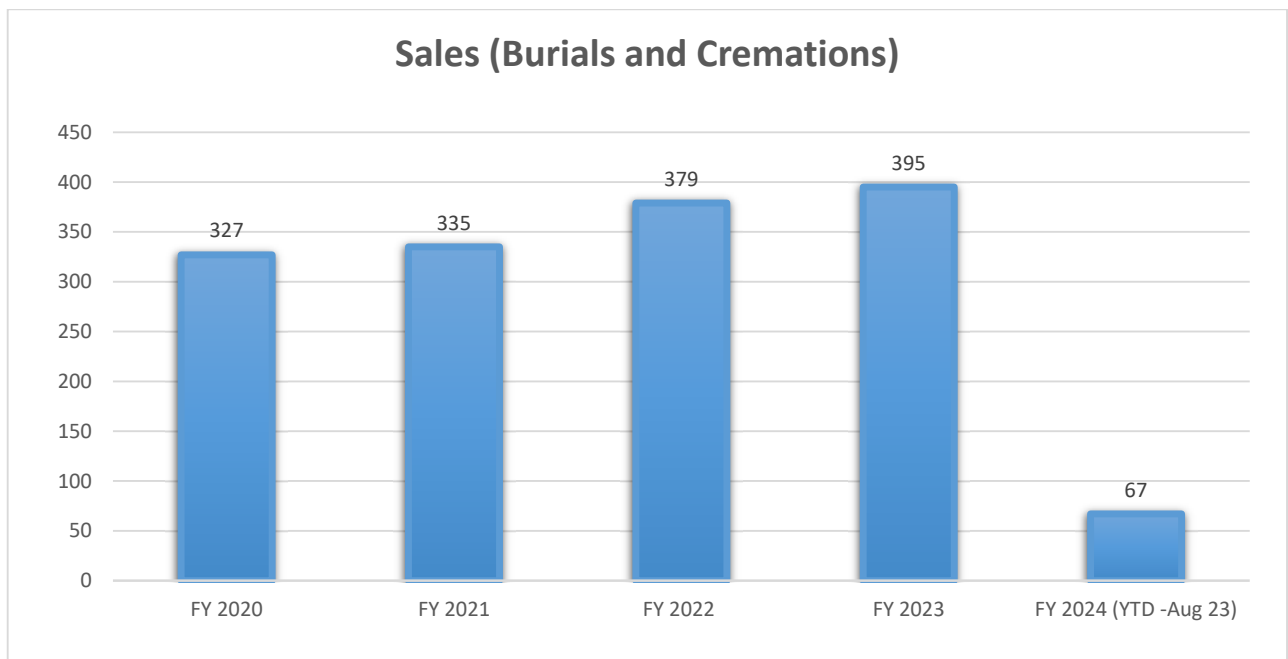
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 67 interments and cremations, an increase of 3 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2024 year to date is 300.6

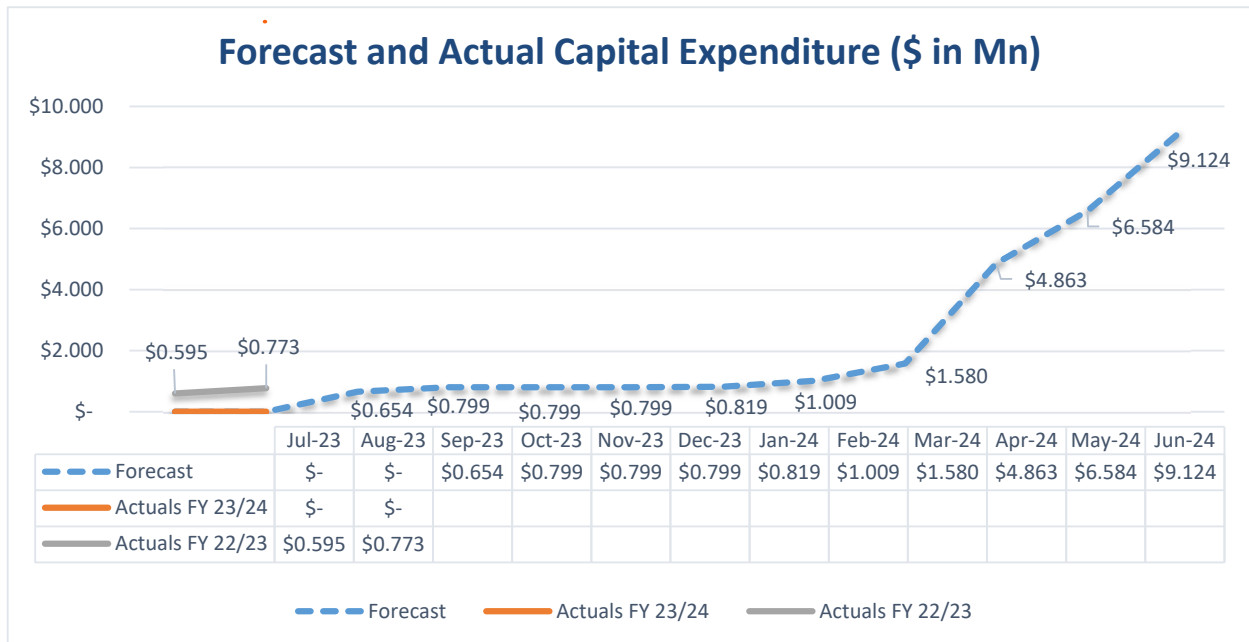


STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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	24,811.03	82,500.00	57,688.97	495,000.00
Infrastructure (including roads, footpaths, park furniture)	747,710.92	1,381,429.61	633,718.69	8,288,577.65
Plant and Machinery		-	-	-
Fleet	-	56,666.67	56,666.67	340,000.00
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
TOTAL CAPITAL EXPENDITURE	772,521.95⁹	1,520,596.28	748,074.33	9,123,577.65
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	-	455,238.16	455,238.16	2,731,428.93
Transfers from Cash Reserves	-	1,065,358.12	1,065,358.12	6,392,148.72
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	-	-	-	-
TOTAL CAPITAL EXPENDITURE				
FUNDING	-	1,520,596.28	1,520,596.28	9,123,577.65¹⁰



⁹ Capital Expenditure relates to FY 2023 Budgeted projects.

¹⁰ Amended Capital expense Budget after council decision ORD2023 11-136

Table 2.2 Monthly Report on Planned Major Capital Works

2023/24 CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
2	Roads	Pavement Renewal – Thorngate	-	-	-	600,000.00	600,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
3	Roads	Pavement Renewal – Finn	-	-	-	400,000.00	400,000.00	0.00%	Jun -24	Project Planning	Project in initial stages of planning.
4	Roads	Gravel Seal Renewal	-	-	-	300,000.00	300,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
5	Roads	Gravel Road Sealing – Meade Rd	-	-	-	1,000,000.00	1,000,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
6	Roads	Gravel Road Sealing – Brougham Rd	-	-	-	938,000.00	938,000.00	0.00%	-	Project Planning	Project in initial stages of planning.
7	Roads	Road Safety Upgrades – Shoulder widening-Mckinlay - 250m	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
		Road Safety Upgrades – Shoulder widening-Hopewell Road - 350m	-	-	-	114,000.00	114,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
8	Roads	Road Safety – Intersection upgrades- Street lighting- Girraween Road / McMinns Drive	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design documents at 75% review. Then documents will require PAWA approval.
		Road Safety – Intersection upgrades- Street lighting- Girraween Road / Rogers Road	-	-	-	120,000.00	120,000.00	0.00%	Jun-24	Project Planning	Design documents at 75% review. Then documents will require PAWA approval.
9	Roads	Road Safety Upgrades - Schools	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Delivery	Various portions of the project are in the process of delivery.
10	Roads	TBC Road Safety Upgrades – various roads	-	-	-	398,000.00	398,000.00	0.00%	TBA	Project Planning	There are no current approved projects from Road Safety Division (Blackspot program)
11	Roads	Road Safety Upgrades – street lighting upgrades to Telecell and LED	-	-	-	130,000.00	130,000.00	0.00%	Jun-24	Project Planning	Project is ongoing with continued upgrading of existing lighting to LED.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
12	Roads	Road Seal Renewal List to be confirmed after Road Inspections	-	-	-	953,429.00	953,429.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
13	Drainage	Drainage renewal – Horne Road	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
14	Drainage	Drainage upgrade – Bees Creek Road	-	-	-	100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
15	Drainage	Drainage upgrade – various floodway's	-	-	-	458,000.00	458,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
16	Buildings	Bees Creek Office – Roof Restoration	-	-	-	70,000.00	70,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
17	Buildings	Bees Creek Office – Undercover walkway/parking	-	-	-	75,000.00	75,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
18	Buildings	Wi-Fi & CCTV – Council Building	-	-	-	100,000.00	100,000.00	0.00%	Mar-24	Project Planning	Project in initial stages of planning.
19	Fleet	Plant/Vehicle replacement	-	-	-	340,000.00	340,000.00	0.00%	Jun-24	Project Delivery	Project delivery is ongoing. There are still substantial supply delays in the automotive industry.
20	Community	Freds Pass Reserve Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
21	Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
22	Community	Reserve Building renewal and compliance	-	-	-	40,000.00	40,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
23	Community	Mira Square BBQ facilities and shade	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
24	Community	Humpty Doo Village Green lighting	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
25	Community	Knuckey Lagoon Recreation Reserve Adventure play equipment.	-	-	-	30,000.00	30,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
26	Community	McMinns Lagoon Recreation Reserve – boardwalk design	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Project Planning	Project Cancelled as per LRCI report in Sep OCM.
27	Community	Howard Park Recreation Reserve Carpark Upgrade	-	-	-	20,000.00	20,000.00	0.00%	Jun-24	Project Planning	Project in initial stages of planning.
			-	-	-	7,766,429.00	7,766,429.00	0.00%			

2023/24 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Community	LGIP Grant-Livingstone Recreation Reserve Carpark Upgrades	-	73,578.13	73,578.13	200,000.00	126,421.87	36.79%	Oct-24	Project Delivery	Project 90% complete, awaiting line marking to carpark, processing invoices.
		LGIP Grant-Howard Park Recreation Reserve – Foot path	-	7,295.50	7,295.50	50,000.00	42,704.50	14.59%	Jun-24	Project Delivery	Project scheduling for Stage 2 in progress.
		Community Hall Car Parking Upgrade				100,000.00	100,000.00	0.00%	Jun-24	Project Planning	Project RFQ going to market in September.
		Mira Square Community Building & Road Surface improvements	-	-	-	50,000.00	50,000.00	0.00%	Jun-24	Project Delivery	Project RFQ going to market in September.
				80,873.63	80,873.63	400,000.00	319,126.37	26.09%			

2022/23 CARRIED FORWARD CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	258,518.20	549,758.94	808,277.14	900,000.00	91,722.86	89.81%	Dec-24	Project Delivery	All resealing works complete. Line marking being finalised.
2	Roads	Pavement Renewal various roads	65,769.07	-	65,769.07	533,429.00	467,659.93	12.33%	Oct-24	Project Delivery	Works due to start and be completed in September.
3	Roads	Forward Design of Road Projects - Intersection Street Light Upgrades	34,024.00	11,994.00	46,018.00	23,608.80	(22,409.20)	194.92%	Nov-23	Project Delivery	Project designs at 75% review with final documentation to go to PAWA for approval.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	70,016.91	6,674.00	76,690.91	70,826.40	(5,864.51)	108.28%	Complete	Complete	Complete
		Forward Design of Road Projects- Mala Plains-Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Discontinued	Discontinued	Discontinued
		Forward Design of Road Projects- Hillier Road	17,740.00	-	17,740.00	17,740.00	-	100%	Complete	Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
4	Roads	Gravel Surface Renewal-Gravel Rd Re-sheeting - Priority List	309,434.86	5,963.27	315,398.13	300,000.00	(15,398.13)	105.13%	Complete	Complete	Project now complete
5	Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	814,088.16	814,088.16	0.00%	TBA	Project Planning	Project Report before Council at OCM in September.
6	Roads	Gravel Road Sealing -Guys Creek Road	50,309.50	15,000.00	65,309.50	500,000.00	434,690.50	13.06%	TBA	Project Planning	Project Report before Council at OCM in September.
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Dec-23	Project Delivery	Various portions of the project are in the process of delivery.
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	0.00%	Jun-24	Project Delivery	Project awarded. Reliant on PAWA relocation of power pole works.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	35,602.73	34,461.16	70,063.89	100,000.00	29,936.11	70.06%	Oct-23	Project Delivery	Project complete with final invoices being processed
10	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	354,927.92	2,304.18	357,232.10	350,000.00	(7,232.10)	102.07%	Complete	Complete	Complete
11	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	131,194.98	-	131,194.98	350,000.00	218,805.02	37.48%	Nov-23	Project Delivery	95% complete with final re-sheeting works to commence in October
12	Buildings	Council Administration-Council Building - AC Replacement Building Renewal	48,000.00	14,900.00	62,900.00	80,000.00	17,100.00	78.63%	Dec-23	Project Delivery	Awaiting material for the project. Updates from Contractor pending.
13	Buildings	Thorak Cemetery Asset Renewal-As per AMP	76,222.81	9,111.03	85,333.84	83,000.00	(2,333.84)	102.81%	Complete	Complete	Complete
14	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00	35,000.00	0.00%	Discontinued	Discontinued	Discontinued
15	Community	Freds Pass Reserve Asset Renewal	37,198.49	836.00	38,034.49	40,000.00	1,965.51	95.09%	Aug-23	Complete	Complete
16	Fleet	Council Vehicle Replacement	380,468.33	-	380,468.33	535,000.00	154,531.67	71.12%	Jun-24	Project Delivery	Awaiting delivery of a Crew Truck.
		Cemetery Vehicle Replacement	95,531.71	-	95,531.71	25,000.00	(70,531.71)	382.13%	Complete	Complete	Complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Waste Vehicle Replacement	162,112.20	-	162,112.20	230,000.00	67,887.80	70.48%	Oct-23	Project Planning	Awaiting delivery of fleet
17	Roads	Southport Roads – Gravel to Seal Upgrade	171,082.18	-	171,082.18	2,071,858.00	1,900,775.82	8.26%	Dec-24	Project Delivery	Contractor is expecting completion by the end of October. Weather permitting.
18	Community	<i>Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement</i>	<i>65,000.00</i>		<i>65,000.00</i>	<i>70,000.00</i>	<i>5,000.00</i>	<i>92.86%</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>
19	Community	Bicycle & Walking Paths Howard Park Recreation Reserve	27,934.00		27,934.00	35,000.00	7,066.00	79.81%	Dec-24	Project Closure	Final invoices being processed.
20	Community	<i>Installation of power and lighting to existing storage shed at Knuckey Lagoon</i>	<i>25,200.00</i>		<i>25,200.00</i>	<i>30,000.00</i>	<i>4,800.00</i>	<i>84.00%</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>
21	Community	<i>Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.</i>	<i>18,000.00</i>		<i>18,000.00</i>	<i>20,000.00</i>	<i>2,000.00</i>	<i>90.00%</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>
22	Community	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement	26,923.00		26,923.00	30,000.00	3,077.00	89.74%	Dec-24	Project Closure	Final invoices being processed.
23	Community	<i>Installation of solar lighting to picnic area-McMinns Lagoon Recreation Reserve</i>	-	<i>19,775.57</i>	<i>19,775.57</i>	<i>10,000.00</i>	<i>(9,775.57)</i>	<i>197.76%</i>	<i>Complete</i>	<i>Complete</i>	<i>Complete</i>
24	Community	LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Kunkey Lagoon, HDVG	101,099.14		101,099.14	103,282.83	2,183.69	97.89%	TBA	Project Delivery	Project is at its final stage
25	Waste	Compactor refurbishment	-	-	-	94,000.00	94,000.00	0.00%	Jun-24	Project Planning	Project proposed for rollover due to late 22/23. Project admission and turn over in Staff. Project scope finalised, commencing RFQ process.
26	Roads	Forward Planning & Design- Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab	121,080.31	9,877.00	130,957.31	350,000.00	219,042.69	37.42%	Jun-24	Project Delivery	Various projects still in early design fazes. Ie. Thorngate Road Pavement Rehab

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 23/24 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades									
27	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	226,645.45	10,993.17	237,638.62	454,910.00	217,271.38	52.24%	Dec-24	Project Closure	Final invoices being processed.
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	1,541.25	-	1,541.25	94,452.85	87,602.85	7.25%	Dec-24	Project Closure	Final invoices being processed.
		Girraween Primary School	685.00	-	685.00						
		Schools Safety Audits- Howard Springs Primary School	1,541.25	-	1,541.25						
		Schools Safety Audits- Good Shepherd	1,541.25	-	1,541.25						
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	1,541.25	-	1,541.25						
		Road Safety Upgrades - Street Lighting, intersections, Challoner Circuit review	-	-	-						
28	Buildings	Thorak Cemetery - Irrigation Grant	49,365.26		49,365.26	66,930.00	17,564.74	73.76%	Dec-24	Project Closure	Final invoices being processed and then acquittal.
			2,966,251.05	691,648.32	3,657,899.37	8,918,952.44	5,261,053.07	41.01%			

STATEMENT 3. MONTHLY BALANCE SHEET

The Balance Sheet and Financial Reserves closing balances are subject to change after the completion of the 2022/23 annual audited financial statements.

BALANCE SHEET AS AT 31 JUL 23	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	21,825,545.33	
Untied Funds	3,981,921.17	
Accounts Receivable ¹¹		
Trade Debtors	106,775.71	(2)
Rates & Charges Debtors	15,046,787.68	
Other Current Assets	370,217.91	
TOTAL CURRENT ASSETS	41,331,247.80	
Non-Current Financial Assets	6,822,915.31	
Property, Plant and Equipment	426,569,649.83	
TOTAL NON-CURRENT ASSETS	433,392,565.14	
TOTAL ASSETS	474,723,812.94	
LIABILITIES		
Accounts Payable ¹²	894,612.06	(3)
ATO & Payroll Liabilities ¹³	(1,046.44)	(4)
Current Provisions	613,815.00	
Accruals	2,950,682.28	
Other Current Liabilities	23,352.56	
TOTAL CURRENT LIABILITIES	4,481,415.46	
Non-Current Liabilities		
Non-Current Provisions	340,562.00	
Other Non-Current Liabilities	-	
TOTAL NON-CURRENT LIABILITIES	340,562.00	
TOTAL LIABILITIES	4,821,977.46	
NET ASSETS	469,901,835.48	
EQUITY		
Asset Revaluation reserve	412,735,457.46	
Reserves	23,298,424.79	
Accumulated Surplus	33,867,953.23	
TOTAL EQUITY	469,901,835.48	

¹¹ Includes Allowance for Doubtful debt.

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

¹³ 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)	11/01/2023	1,000,000.00	4.50%	10/10/2023	272	4,000,000.00	18.33%	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
	4/07/2023	1,000,000.00	5.45%	7/05/2024	308			45,989.04
Commonwealth (S&P A1+)	8/12/2022	1,000,000.00	4.22%	5/09/2023	271	8,325,545.33	38.15%	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
	23/08/2023	1,000,000.00	5.43%	25/06/2024	307			45,671.51
Defence Bank (S & P A2)	13/07/2023	1,000,000.00	5.45%	21/05/2024	313	2,500,000.00	11.45%	46,735.62
	10/08/2023	1,500,000.00	5.20%	11/06/2024	306			65,391.78
NAB (S&P A1+)	20/12/2022	1,000,000.00	4.33%	19/09/2023	273	7,000,000.00	32.07%	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
TOTAL INVESTMENTS		21,825,545.33				21,825,545.33	100%	809,109.97

% of Total Investment Portfolio	A1 & A1+ (max 100%)	70%	A2 (max 60%)	30%	100%
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Total Investments/ Tied Funds	\$ 21,825,545.33	Total Year to date Investments Earnings	\$ 186,852.38
General Bank Funds	\$ 3,980,646.17		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 3,981,921.17		
Total all funds	\$ 25,807,466.50		

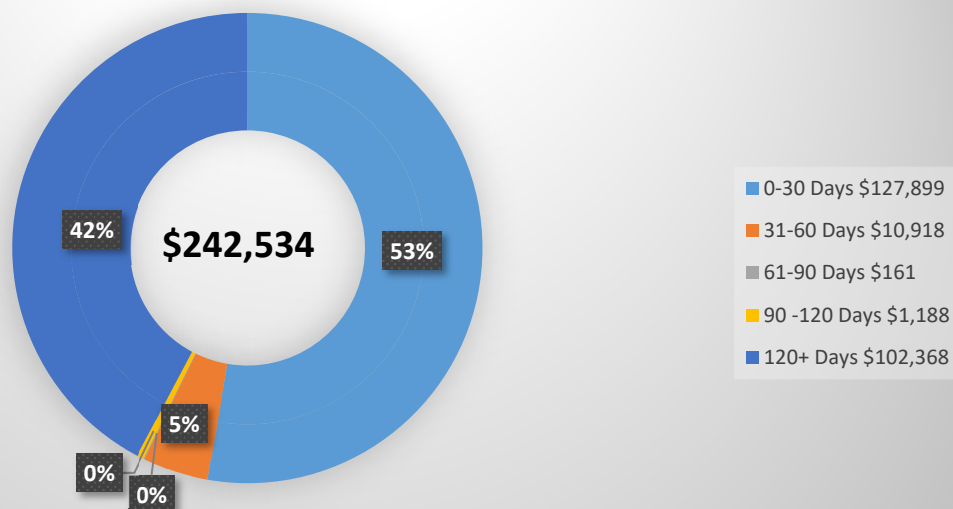
Note 2: Statement of Trade Debtors

Total Debtors as of 31 Aug 2023 is \$ 242,533.82 ; \$102,367.59 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 has been made during the end of year financial statements preparation.

Fines and Infringements - Council has two hundred and eighteen (218) infringements outstanding with a total balance of \$55,367, a decrease of \$2,240 from July. Two (2) is newly issued, six (6) reminder notice produced, two hundred and seven (207) are with the Fines Recovery Unit (FRU) and three (3) 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	882.00	(300.00)	(300.00)	-	51,741.91	52,023.91
Cemetery	48,237.10	9,323.80	(100.00)	-	(0.30)	57,460.60
Waste	2,795.01	103.00	-	-	-	2,898.01
Recreation Reserves	538.15	149.30	-	-	(138.57)	548.88
Planning	-	-	-	-	-	-
GST Receivable	74,234.87	-	-	-	-	74,234.87
Infringements	1,212.00	1,642.00	561.00	1,188.00	50,764.55	55,367.55
Total	127,899.13	10,918.10	161.00	1,188.00	102,367.59	242,533.82

Trade Debtors - Outstanding by Age



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	40,322.44	-	-	-	-	40,322.44
Cemetery	12,866.96	-	-	-	-	12,866.96
Total	53,189.40	-	-	-	-	53,189.40

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Payable	70,999.97	-	-	-	-	70,999.97
Payroll- PAYG	-	-	-	-	-	-
Total	70,999.97	-	-	-	-	70,999.97

Financial Reserves 2023

The financial reserve balances for 2023/24 is based on the adopted budget for the year. The reserve balances are subject to change once the 2022/23 annual audited financial statements are complete.

	2022-23 Forecast Balance \$	2023-24 Net Movement \$	2023-24 Budget Balance \$
Externally Restricted			
Developer Contribution Reserve	576,000.00	-	576,000.00
Unexpended Grants / Contributions	-	-	-
Unexpended Capital Works	-	-	-
Total Externally Restricted Reserves	576,000.00	-	576,000.00
Internally Restricted			
Asset Reserve	8,954,000.00	(367,000.00)	8,587,000.00
Waste Management Reserve	3,947,000.00	-	3,947,000.00
Thorak Regional Cemetery Reserve	1,579,000.00	(22,000.00)	1,557,000.00
Election Reserve	200,000.00	-	200,000.00
Disaster Recovery Reserve	400,000.00	-	400,000.00
Strategic Initiatives Reserve	400,000.00	-	400,000.00
Cash for Cans Reserves	113,000.00	-	113,000.00
Total Internally Restricted Reserves	15,593,000.00	(389,000.00)	15,204,000.00
TOTAL RESERVES	16,169,000.00	(389,000.00)	15,780,000.00

Outstanding Rates

Prior Years Rates Outstanding

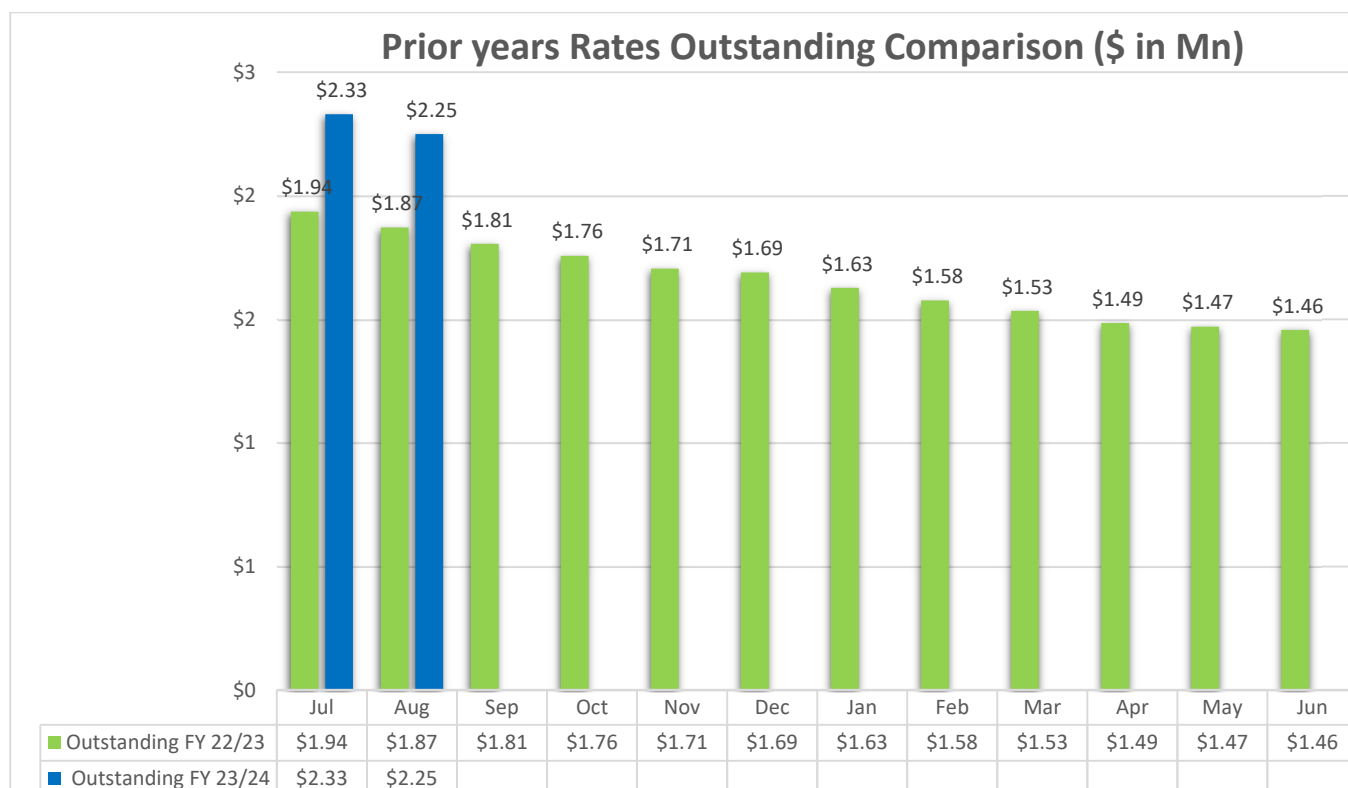
The below table illustrates the split of prior year outstanding rates, currently at \$2.26million. The rates levied for 2023/24 are not yet due.

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

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

	Beginning of 2023/24 Prior Years Rates Outstanding (\$)	Previous Month (July 2023) (\$)	Current Month (August 2023) (\$)
COMMERCIAL	32,403.11	47,567.58	38,232.13
GAS PLANT	29.33	53.39	53.60
MINING	133,581.68	148,469.34	151,080.95
HORTICULTURE AGRICULTURE	74,580.88	97,296.85	97,428.24
NON-RATEABLE GENERAL	18,663.65	18,772.71	18,889.30
NON-RATEABLE WASTE	35,650.57	38,188.93	38,233.79
PASTORAL	-	-	-
RURAL RESIDENTIAL	987,004.00	1,762,864.70	1,702,532.91
URBAN RESIDENTIAL	175,316.16	217,071.90	211,835.72
TOTAL	1,457,229.38	2,330,285.40	2,258,286.64¹⁴
Arrears LESS Legal	1,295,744.10	2,160,924.34	2,082,821.10

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



¹⁴ Total arrears as of Aug-23 reflects the total of 2022/23 and prior years rates.

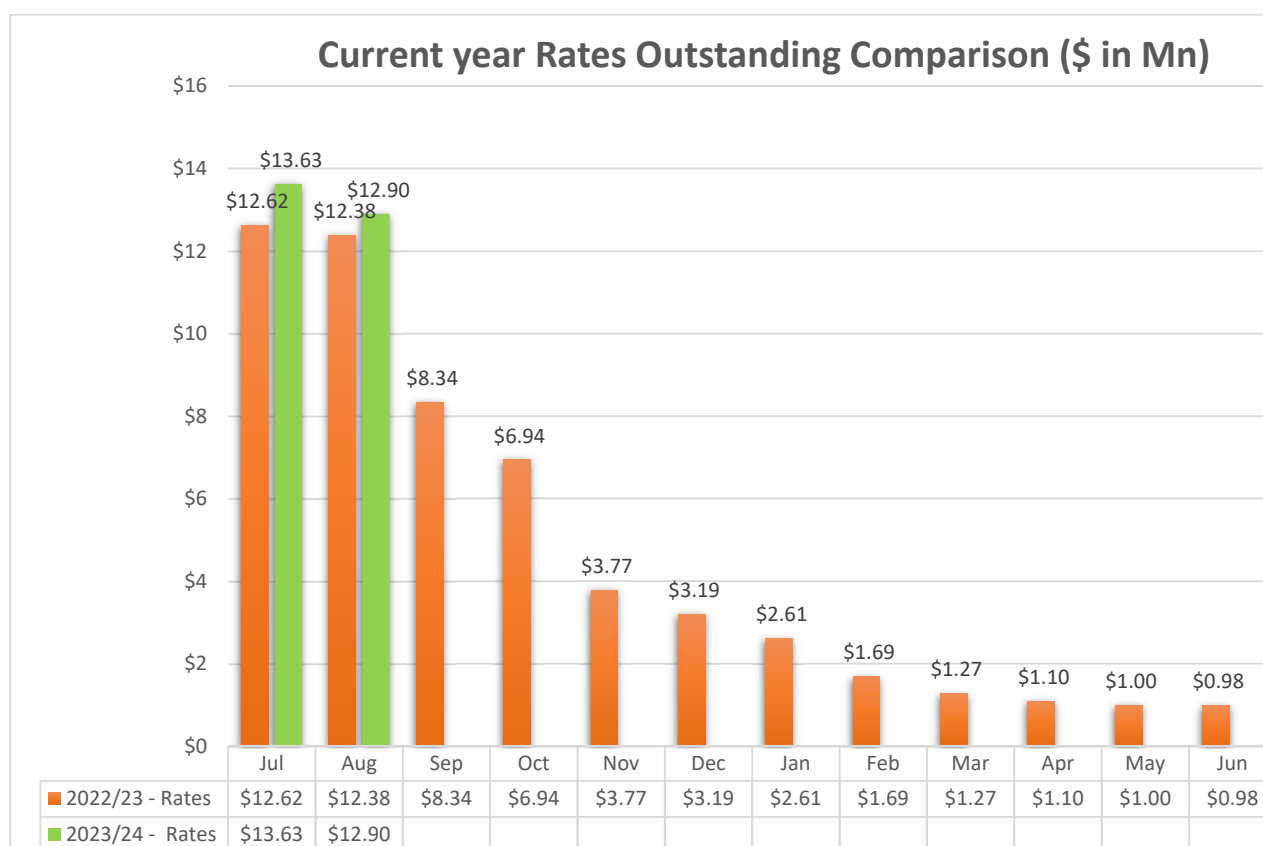
Current Year Rates

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$14.6m and will be due and payable on 30 September 2023. The below figure of \$12.9 million takes into account some accounts that are in credit.

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

	Previous Month (July 2023) (\$)	Current Month (August 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	4,370,114.14	4,114,220.72	255,893.42	30-Sep-23
Instalment 2	4,570,715.23	4,331,058.26	239,656.97	30-Nov-23
Instalment 3	4,684,418.17	4,457,740.45	226,677.72	28-Feb-24
TOTAL	13,625,247.54	12,903,019.43	722,228.11	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1446.435-01	COMMONWEALTH BANK OF AUSTRALIA	Term Deposit	1,000,000.00
1447.67-01	JARDINE LLOYD THOMPSON PTY LTD	2023/2024 - Insurance Renewal Workers Compensation	355,631.37
1449.1000-01	LAVERCOMBE GRADER SERVICES	RFQ23-359 Livingstone Reserve Carpark Development	80,935.94
1447.280-01	CITY OF DARWIN	Jul 2023 - Transportation of Waste from HS, BS & HD Waste Stations to Shoal Bay Receiving Station	80,649.50
1447.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 04 (22/23) - Cycle 1 WE 20 Aug 2023	67,361.00
1442.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 03 (22/23) - Cycle 1 WE 06 Aug 2023	54,502.00
1447.874-01	VTG WASTE & RECYCLING	Jul 2023 - Transport General Waste and Oil, from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	40,900.18
1444.1000-01	LAVERCOMBE GRADER SERVICES	RQF22-352 Shoulder Widening Works Livingstone	37,907.28
1440.409-01	F & J BITUMEN SERVICES PTY LTD	Resealing of Various Roads, Litchfield Council Municipality	34,001.56
1449.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	29,480.00
1442.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 03- Cyc 1 WE 06 Aug 2023	29,318.85
1447.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment 04- Cyc 1 WE 20 Aug 2023	28,091.76
1444.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Kerbside Repairs - Various Locations Litchfield Council Municipality	28,006.00
1444.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Table Drain Repair & Maintenance - Various Locations Litchfield Council Municipality	19,690.00
1447.1428-01	HANNA'S COOLING PTY LTD	RFQ23-346 Litchfield Council Building Airconditioning Repairs	16,390.00
1442.874-01	VTG WASTE & RECYCLING	Jul 23 - Transportation of Rural Waste Collections Direct to Shoal Bay Receiving Station	15,376.94
1447.2718-01	JUSTIFIED SERVICES PTY LTD	RFQ23-353 Update Litchfield Council's Work Health Safety Policy	14,009.60
1444.926-01	JACANA ENERGY	Apr-Jun 2023 - Unmetered Charges - Streetlighting	13,621.38
1449.1383-01	GHD PTY LTD	Consultancy Services Road Safety Services	13,193.40
1447.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jul 2023 - Empty Recycle Bins - HS, HD & BS Waste Stations, Litchfield Council Office and Rural Contract	11,686.08
1449.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	Installation of Solar Lighting to Picnic Area	11,000.00
1449.2415-01	SMEC	RFQ21-300 Litchfield Council Road Pavement Assessment	10,864.70
1449.561-01	SECURITY & TECHNOLOGY SERVICES NT	LRCI CCTV and Wi-Fi, Access Control Claim	10,753.13
1447.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	10,570.41
1444.849-01	WEX AUSTRALIA (PUMA CARD)	Jul 2023 - Litchfield Council and Thorak Fuel Account	9,044.15

Cheque No.	Payee	Description	Amount (\$)
1442.1068-01	MR D S BARDEN	July 2023 - Elected Members Allowances	8,893.44
1447.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Gearbox Mounting / Alignment and Repairs, Labour and Parts	8,385.14
1442.2711-01	GABBERT DESIGN	Concept Design - Proposed Multi-Purpose Court Facility	8,360.00
1444.2715-01	LITCHFIELD COUNCIL RESIDENT	Rates Refund for Overpaid Rates	8,086.31
1447.2348-01	D OMEGA CIVIL CONSTRUCTIONS	RFQ23-367 Construct Concrete Path - Howard Park Hamilton Road	8,025.05
1440.268-01	BYRNE CONSULTANTS	RFQ21-297 Watermain Relocation Design Variation	7,891.40
1442.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Road Seal - Various Locations Litchfield Council Municipality	7,891.40
1447.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	7,830.46
DD290823	WESTPAC CARDS & DIRECT DEBITS	Aug 2023 - Credit Card Purchases Litchfield Council	7,137.53
1442.1583-01	A1 PLANT AND CIVIL	Brougham Road Re-sheeting Works	6,559.60
1447.78-01	POWER & WATER CORPORATION	Jul 2023 - Power & Water HSWTS and HDWTS	6,402.76
1440.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Road Seal - Various Locations Litchfield Council Municipality	6,185.68
1442.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Location Litchfield Council Municipality	5,995.00
1440.85-01	TELSTRA	Jul 2023 - Thorak & Litchfield Council - Internet ,Data and Mobile Account	5,981.53
1440.162-01	CIVICA PTY LTD	Aug 2023 - Licence Support & Maintenance	5,863.22
1442.162-01	CIVICA PTY LTD	Sep 2023 - Licence Support & Maintenance	5,863.22
1447.162-01	CIVICA PTY LTD	Oct 2023 - Licence Support & Maintenance	5,863.22
1447.1253-01	CRAIG BURGDORF	HDWTS: Repairs, Parts and Labour To Backhoes and Forklift on Site	5,813.32
1447.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Work - Various Locations Litchfield Council Municipality	5,720.00
1442.1564-01	FOURIER TECHNOLOGIES PTY LTD	Acrobat Pro Subscription Renewal 2023/2024	5,697.12
1442.2662-01	ROBERT SOLOMON	Freds Pass Playground Repairs and Cleaning	4,739.00
1449.1564-01	FOURIER TECHNOLOGIES PTY LTD	Computer Hardware Purchase - New Desktop Computer, Hardware, Accessories and Set up	4,293.09
1442.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	4,264.44
1444.187-01	NORSIGN	Replacement Signage Brackets - Replacement of Signs - Various Locations Litchfield Council Municipality	4,073.96
1448.2719-01	LITCHFIELD COUNCIL RESIDENT	Refund of Cancelled Service / Plot (-25% Administration fess)	3,963.65
1445.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Jul 2023 - Grave Preparation at Thorak Cemetery	3,960.00
1440.2049-01	AJ SECURITY DARWIN	Jul 2023 - Security Open and Lock Up HDVG and Thorak Cemetery	3,864.52

Cheque No.	Payee	Description	Amount (\$)
1440.2710-01	MORNINGSTAR TRAINING	Firearms Training for Litchfield Council Rangers	3,640.00
1440.2590-01	IRONBARK SERVICES NT	Jun 2023 - Cleaning - HPRR, KLRR and HDVG	3,473.25
1449.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Termite Management Litchfield Council Office	3,402.52
1447.2704-01	QSNT PTY LTD	Quantity Surveying Services - Proposed Netball Courts	3,300.00
1442.2253-01	MR A MACKAY	July 2023 - Elected Members Allowances	3,218.58
1444.1141-01	NORTHERN GROUND MAINTENANCE	July 2023 - Mowing Service HPRR, HDVG	2,948.00
1440.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	2,934.70
1449.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jul 2023 - Cleaning Litchfield Council Office and Thorak Cemetery	2,810.16
1442.1253-01	CRAIG BURGDORF	BSWTS - Inspect and Repair Backhoe Airconditioning	2,772.00
1447.1088-01	TALENT PROPELLER	Recruitment	2,750.00
1449.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	2,676.47
1440.2113-01	CT MANAGEMENT GROUP PTY LTD	LTFP Annual Subscription 2023 - 2024	2,640.00
1447.926-01	JACANA ENERGY	July 2023 - Jacana - HD, BS AND HS Waste Stations	2,574.55
1442.2239-01	MR M SIDEY	July 2023 - Elected Members Allowances	2,463.39
1442.2590-01	IRONBARK SERVICES NT	July 2023 - Cleaning KLRR	2,414.00
1440.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Work - Various Locations Litchfield Council Municipality	2,310.00
1440.1961-01	HUMPTY DOO WELDING AND FABRICATION	HSWTS - Fabricate Guard Plates for Backhoes	2,255.00
1449.2593-01	DEFENCE ELECTRICAL SERVICES PTY LTD	Site Works - Make Existing Power Compliant	2,240.46
1449.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repair HDVG - Vandalism Including Labour and Replacement Parts	2,233.00
1444.556-01	CITY OF PALMERSTON	Transfer of Long Service Leave of Departed Litchfield Council Employee	2,197.74
1448.941-01	EVERLON BRONZE	Plaques for Thorak Customers	2,177.45
1442.2238-01	MR K R HARLAN	July 2023 - Elected Members Allowances	2,063.39
1440.1829-01	PACESETTER SERVICES	Authority Asset Depreciation	1,980.00
1449.506-01	TURBO'S TYRES	Strip, Fit and Repair Tractor Tyres	1,942.60
1442.2249-01	MS R A WRIGHT	July 2023 - Elected Members Allowances	1,863.39
1442.2252-01	MRS E SHARP	July 2023 - Elected Members Allowances	1,863.39
1442.498-01	MR M I G SALTER	July 2023 - Elected Members Allowances	1,863.39

Cheque No.	Payee	Description	Amount (\$)
1442.14-01	AUSTRALIA POST	2023-2024 Dog Registration Renewal Letters	1,859.34
1442.384-01	MS C VERNON	Authority Consultancy Services	1,823.25
1445.2229-01	IWATER NT PTY LTD	Labour/ Repair Burst Irrigation at Thorak Cemetery	1,820.50
1449.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Library Buddies Session Jul and Aug 2023	1,800.00
1447.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	1,782.68
1450.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	1,749.40
1444.1564-01	FOURIER TECHNOLOGIES PTY LTD	WeFixIT Onsite Support - July 2023	1,732.50
1444.87-01	TOP END LINEMARKERS PTY LTD	Roadside Reflectors- KLRR	1,685.20
1442.926-01	JACANA ENERGY	Jun and Jul 2023 - Electricity Lot 1916 HPRR	1,595.58
1448.926-01	JACANA ENERGY	Jul 23 - Electricity Lot 2734 Thorak Cemetery	1,529.18
1444.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,513.43
1447.2588-01	LITCHFIELD COUNCIL EMPLOYEE TRAINING/DEVELOPMENT	Reimbursement of Life Mindset Coaching Fees	1,500.00
1440.28-01	RURAL FIRE PROTECTION	Servicing of Fire Equipment HSWTS & HDWTS	1,489.51
1440.2708-01	PHIL KERR SERVICE CENTER	Vehicle Diagnostics and Repair CC51PU	1,467.25
1442.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 06 Aug 2023	1,371.37
1447.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 20 Aug 2023	1,371.37
1443.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	1,368.84
1441.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	1,306.03
BPAY 282	DEPARTMENT OF INFRASTRUCTURE, PLANN	NTG Spatial Subscription Spatial Data 2023-2024	1,293.59
1442.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Jul 2023 - Security Patrol HDWTS and Litchfield Council Office	1,287.15
1445.189-01	H.D. ENTERPRISES P/L	Disconnection & Removal of Disused Pumps	1,249.63
1447.1394-01	DIAL BEFORE YOU DIG AUSTRALIA	DBYD - Annual Membership Fee 2023 -2024	1,138.72
1447.1471-01	RICOH AUSTRALIA PTY LTD	Jul 2023 - Photocopier Hire & Consumables for all Litchfield Council and Thorak Cemetery	1,123.06
1445.941-01	EVERLON BRONZE	Plaques for Thorak Customers	1,059.85
1447.1728-01	BRAINIUM LABS	Training Session - How to Use FB Website	1,050.00
1442.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jul 2023 - LC Rural Transport General Waste to Shoal Bay Receiving Station	1,048.19
1445.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	1,040.00

Cheque No.	Payee	Description	Amount (\$)
1443.941-01	EVERLON BRONZE	Plaques for Thorak Cemetery Customers	1,036.20
1440.1103-01	HASTINGS DEERING	HSWTS - Troubleshoot / Rectify - Backhoe Issues	999.94
1445.130-01	MOBILE LOCKSMITHS	Replacement Restricted Barrell Locks for HDVG	968.00
1447.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs HPRR - Skate Park & Hall	968.00
1444.78-01	POWER & WATER CORPORATION	April-July 2023 - Power & water - KLRR	918.13
1449.100-01	NORTHERN TERRITORY PEST & WEED CONT	HDVG Termite Inspection and Ants on Grounds Treatment	918.00
1449.926-01	JACANA ENERGY	July / August 2023 - Jacana - HDVG	903.76
1448.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	880.09
1444.132-01	AIRPOWER NT PTY LTD	Supply and Fit Radiator	874.10
1443.2702-01	MELAMON MONUMENTAL	Engraving / Sandblasting of Columbarium	850.00
1443.2599-01	TERRITORY CONSTRUCTION SOLUTIONS PTY LTD	Tank Repairs at Thorak Cemetery	825.00
1444.1611-01	AMAZING DRUMMING MONKEYS	School Holiday Program Taminmin Library	825.00
1442.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS PTY LTD)	90,000km Service - BT50 Blue Utility CE1	823.10
1448.2049-01	AJ SECURITY DARWIN	Jul 2023 - Security Open & Lock Up Thorak Cemetery	792.22
1444.1840-01	TATE AUTO ELECTRICS	Remove Tracker and Install in New Vehicles	786.50
1444.1152-01	LANE COMMUNICATIONS	Dog Registration Renewals 2023-2024	785.21
1444.1211-01	MR G S MAYO	Weekend Pound Maintenance WE 13 Aug 2023	780.00
1447.2527-01	NORTHCOAST REFRIGERATION	HDWTS - Degas Aircons and Fridges for Recycling Transportation	775.50
1447.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	770.06
1444.2085-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of Pay deduction	698.21
1449.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	688.19
1440.508-01	EASA	EAP Counselling Session from 1 -15 Jul 2023	687.30
1440.61-01	GREENTHEMES INDOOR PLANT & HIRE	Jun 2023 - Indoor Plant Hire Litchfield Council Offices	676.94
1440.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items	671.33
1442.36-01	BRIDGE TOYOTA	Service of Vehicle	663.74
1449.840-01	AIRCON CLEANING	Aircon Cleaning - Unblock Aircon in HPRR	660.00
1450.2723-01	JMJ INTERIORS -PALETTE 33 DESIGN PTY LTD	Chapel Interior Design Review	654.50

Cheque No.	Payee	Description	Amount (\$)
1440.1008-01	OUTBACK BATTERIES P/L	Replacement Truck Batteries	618.00
1447.790-01	BOBTOW TILT TRAY SERVICES	Remove Abandoned Vehicles Litchfield Council Municipality	616.00
1444.2421-01	RURAL GARDEN SUPPLIES	Concrete Pre-Mix with Aggregate for Landscaping at Thorak Cemetery	600.00
1444.2164-01	SCOUT TALENT PTY LTD	Jul 2023 - E-Learning Monthly Subscription	582.12
1440.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards - Litchfield Council Officers	574.20
1442.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items	563.17
1440.2375-01	NTIT (NT-IT PTY LTD)	Wireless Headsets for Litchfield Council Employees	544.86
1442.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Install VHF to CF27ZZ	534.84
1442.1040-01	SUPERCHEAP AUTO	Consumable Parts for MWF Crews Machines and Sign Repairs	529.96
1440.2176-01	NORTHERN IRRIGATION	Howard Park Reserve Irrigation controller	528.00
1447.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Protective Work Wear WTS Employees	522.00
1445.2089-01	ELGAS LTD	Supply Gas Crematorium - Thorak Cemetery	510.80
1447.815-01	JEFFRESS ADVERTISING	Public Notice Draft Animal Strategy	503.71
1441.132-01	AIRPOWER NT PTY LTD	Kubota Tractor 50 hour service #JC73579	495.00
1444.130-01	MOBILE LOCKSMITHS	Locksmith Call Out to Repair Male Toilet	484.00
1450.2316-01	KYAM ELECTRICAL PTY LTD	Repair RCD - Chapel Thorak Cemetery	484.00
1444.1566-01	WINC AUSTRALIA PTY LTD	Consumable Stationary Replenishment for Taminmin Library	483.92
1440.1564-01	FOURIER TECHNOLOGIES PTY LTD	WeFixIT Call Out - Chambers PC IT Assist	477.75
1449.2727-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Bond on Return	460.00
1444.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	458.70
1444.165-01	THINK WATER DARWIN	Sim and Modem for Irrigation System - Thorak Cemetery	457.60
1441.941-01	EVERLON BRONZE	Plaque for Thorak Cemetery Customer	441.10
1444.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Sep - Dec 2023 Pest Services Litchfield Council Office	437.75
1447.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering - Council Meetings WE 01 & 15 August 2023	400.00
1440.874-01	VTG WASTE & RECYCLING	HSWTS - Liquid Waste Disposal - 19 Jul 2023	352.00
1445.134-01	FIGLEAF POOL PRODUCTS	July 2023 - Water Testing Thorak Cemetery	341.00
1449.61-01	GREENTHEMES INDOOR PLANT & HIRE	Aug 2023 - Indoor Plant Hire Litchfield Council Offices	338.47

Cheque No.	Payee	Description	Amount (\$)
1440.512-01	SELTHER SHAW PLUMBING PTY LTD	Repairs to Water Bubbler and Toilet at HDVG	338.00
1444.1674-01	FRESH START - FOR CLEANING	Cleaning services MWF Shed & HDWTS Office	337.50
BPAY 284	ACMA - AUSTRALIAN COMMUNICATIONS	Licence Renewal - HSWTS to Manton Dam Comms	332.00
1447.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	May 2023 - 30x Tracking system Data Access	330.00
1447.1564-01	FOURIER TECHNOLOGIES PTY LTD	Completion of CYber Security	327.78
1442.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Consumable Items for MWF Crew	321.44
1449.2395-01	MAITAI SERVICES	Catering - Staff Meeting Aug 2023	320.00
1442.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Planning Litchfield Council Employee	316.00
1440.1330-01	PAWS DARWIN LTD	July 2023 Pound Transfers for Impounded Dogs	300.00
1442.2712-01	LITCHFIELD COUNCIL RESIDENT	Community Grant - World Irish Dancing,	300.00
1440.189-01	H.D. ENTERPRISES P/L	Coupling Hoses and Accessories	299.68
1444.508-01	EASA	EAP Counselling Sessions from 16-31 July 2023	299.10
1441.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Hydraulic Leak on Coffin Lift at Thorak Cemetery	296.18
1441.851-01	OFFICEWORKS	Stationary Replenishment Thorak Cemetery	291.82
1449.2718-01	JUSTIFIED SERVICES PTY LTD	Risk Assessment - Dog Pound Litchfield Council	286.00
1449.2662-01	ROBERT SOLOMON	Repairs KLRR Replaced Rusty Bolts Swing	274.95
1442.130-01	MOBILE LOCKSMITHS	July 2023 - Mobile Locksmith - HDVG	264.00
1445.874-01	VTG WASTE & RECYCLING	Jul 2023 - Empty of Waste Bins at Thorak Cemetery	264.00
1449.512-01	SELTHER SHAW PLUMBING PTY LTD	Reinstall Garden Tap Vandalised at HDVG	264.00
1440.287-01	HARVEY DISTRIBUTORS	Cleaning Equipment Including Consumables for HDVG	262.28
1444.874-01	VTG WASTE & RECYCLING	July 2023 - Waste Collection KLRR	256.55
1440.1674-01	FRESH START - FOR CLEANING	Cleaning Services MWF Shed & Waste Stations	247.50
1442.512-01	SELTHER SHAW PLUMBING PTY LTD	Investigate Water Bubbler Leak, Replace Handset	242.88
1440.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dogs	230.00
1449.205-01	SAFEWAY TEST & TAG	Test & Tag Shed & MWF Office	221.76
1444.1961-01	HUMPTY DOO WELDING AND FABRICATION	Modification of HSTWS Backhoe Plate	220.00
BPAY 283	ACMA - AUSTRALIAN COMMUNICATIONS	Licence Renewal HSWTS to Manton Dam 2023/2024	219.00

Cheque No.	Payee	Description	Amount (\$)
1443.896-01	E.E. MUIR & SONS PTY LTD	Fertiliser for Grounds at Thorak Cemetery	203.50
1442.287-01	HARVEY DISTRIBUTORS	Bulk Purchase Garbage Bags	181.04
1445.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	CPR Training - Thorak Cemetery Staff	170.00
1444.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Aug 2023 - ASSA Monthly Membership	165.00
1444.2335-01	SITE 8 PTY LTD	Casual Mall Fee at Coolalinga Central for Customer Survey	165.00
1442.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Replacement Air Filter for Machine SV427	133.60
1447.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	129.81
1442.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	July 2023 - Garden Maintenance HD Community Garden	120.00
1442.2713-01	LITCHFIELD COUNCIL RESIDENT	Return of Hired Animal Equipment	110.00
1447.2724-01	LITCHFIELD COUNCIL RESIDENT	Return of Hired Animal Equipment	110.00
1447.2666-01	LITCHFIELD COUNCIL RESIDENT	Refund of Hire of Hall - Unable to Access Facility	106.60
1447.287-01	HARVEY DISTRIBUTORS	Replace Hand Towels and Sanitiser Soap Holders at HDVG	104.71
1449.2366-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement of PPE for Thorak Employee	102.00
1440.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	100.00
1442.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Vouchers	100.00
1442.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering - Staff function Retirement of Litchfield Council Employee	100.00
1442.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Vouchers	100.00
1449.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICES	Redemption of Desexing Vouchers	100.00
1449.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Vouchers	100.00
1449.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	98.71
1440.2709-01	LITCHFIELD COUNCIL RESIDENT	Refund Annual to Re-Register Lifetime Registration	91.50
1440.2434-01	BELLS PURE ICE	Supply and Deliver Ice for MWF Sheds HDWTS	89.10
1449.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Patrol Services Litchfield Council - Additional Alarm Calls	72.88
1444.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Jul 2023 - Tracking Data Access x 30	66.00
1440.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE:21 Jul 2023	61.77
1442.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 27 Jul 2023	61.77
1447.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 11 Aug 2023	61.77

Cheque No.	Payee	Description	Amount (\$)
1449.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 18 Aug 2023	61.77
1444.2557-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit	58.00
1447.2721-01	LITCHFIELD COUNCIL RESIDENT	Refund of Key Deposit	58.00
1447.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Supply of Bottled Water at HSWTS	57.75
1445.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	46.20
1448.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	46.20
1450.85-01	TELSTRA	Aug 2023 - Telstra Line Rental Thorak Cemetery	26.96
1449.2728-01	LITCHFIELD COUNCIL RESIDENT	Refund Partial Dog Registration AN 3411 - Deceased	12.00
1441.1319-01	MOWER WORLD DARWIN (CAMPING WORLD & WE SELL FUN)	Primer Replacement Bulb for Thorak Equipment	8.76
1444.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items	8.55
TOTAL			2,344,921.68

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

Cardholder Name: Stephen Hoyne

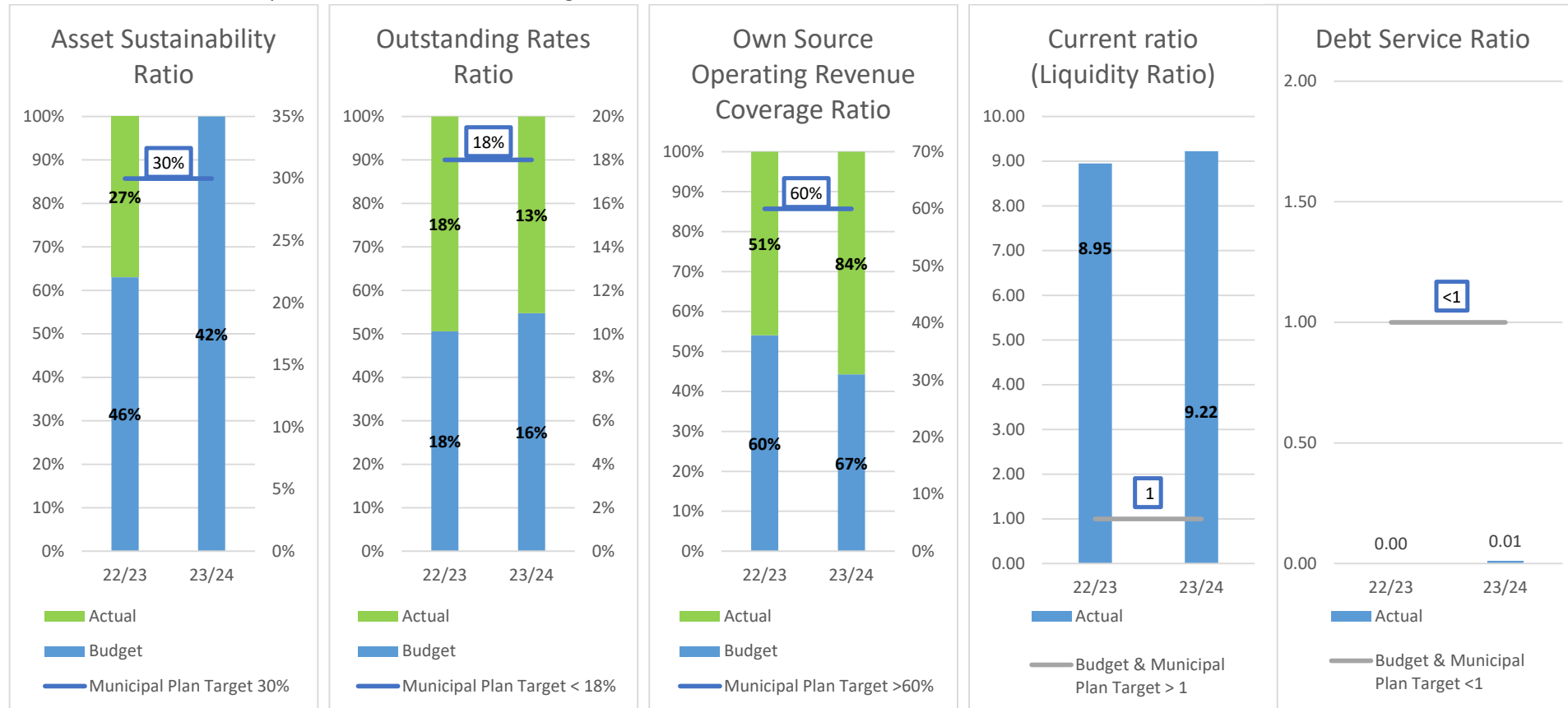
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
20/08/2023	6.00	Card Fee	
Total	6.00		

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

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

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>Council's municipal target for Asset Sustainability is at 30%. Council's Asset Sustainability ratio of 0% for the month of August as August Capital expenses relates to Carried forward projects from 2022/23 Budgeted Programs.</p> <p>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 13.23% achieve the Municipal Plan target of 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</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 67% 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 9.22 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: 31.08.2023

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:

A handwritten signature in black ink, appearing to be 'S. Hone', written over a horizontal line.

Date Signed: 13/09/2023



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	Capital Works Rollover 2022/2023 to 2023/2024
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	A: Capital Works Rollover

Executive Summary

This report presents to Council for approval, the total proposed capital works rollover from 2022/2023 financial year to 2023/2024 financial year.

Recommendation

THAT Council:

1. receive and note the Capital Works Rollover 2022/23 to 2023/24 report and the corresponding Attachment A: Capital Works Rollover
2. adopts the capital works rollover movements for 30 June 2023 of:
 - \$3,129,452.82 transfer to Unexpended Capital Works Financial Reserve
 - \$2,622,385.81 transfer to Unexpended Grants Financial Reserve
 - \$186,725.75 transfer to Waste Management Financial Reserve
3. adopts the capital works rollover movements and recognise the capital income and expenditure as of 1 July 2023 of:
 - \$3,129,452.82 transfer from Unexpended Capital Works Financial Reserve
 - \$2,622,385.81 transfer from Unexpended Grants Financial Reserve
 - \$186,725.75 transfer from Waste Management Financial Reserve
 - \$5,938,564.38 increase to capital expenditure
 - \$2,622,385.81 increase to capital income; and
4. acknowledges the decision made on this report will supersede Council Decision ORD2023 11-136.

Background

At the Council Meeting held on 15 of August 2023, Council was presented with the initial capital works rollover from 2022/2023 to 2023/2024 financial year for eight key projects.

As mentioned in the Council report 13.01.01, staff completed their review of the remaining projects and proposes to rollover \$5,938,564.38 from 2022/2023 financial year to 2023/2024 financial year.

The review was undertaken based on the following:

- Works are currently underway or have been awarded.
- Advertisement for tenders is underway for projects with significant community value.
- Purchases have been committed for as of 30 June 2023 and due for completion in 2023/24.
- Projects are funded by grants and therefore required to be completed and spent as per grant obligations.

The total rollover of \$5,938,564.38 will increase the 2023/2024 Capital budget from \$7,766,429 to \$ 13,704,993.38.

Attachment A: Capital Works Rollover provides the list of projects proposed for rollover in addition to the eight key projects presented to Council on 15 of August 2023. Attachment A includes a few changes to the eight projects presented at the Council Meeting on 15 August 2023 as well. Previous Council decision on 15 August 2023 Council meeting (Decision number ORD2023 11-136) will be superseded when Council approved the total rollover of \$5,938,564.38 when presented at the Council meeting on 19 September 2023. The attachment provides the updated rollover amounts, funding sources and target completion dates.

Table 1 below provides a breakdown of the total proposed rollover of capital works and transfers to and from financial reserves.

Table 1: Total Capital Works Rollover Breakdown

Amended Budget 2022/23	\$11,945,026.34	Includes Adopted budget plus budget review movements in 2022/23
Less: Total Capital Expenditure for 2023 financial year	(\$5,700,621.74)	Capital expenditure for the period 1 July 2022 to 30 June 2023
Remaining budget 2022/23 before rollover	\$6,244,404.60	Amended budget less FY2022/23 expenditure
Total Projects for rollover	(\$5,938,564.38)	Funding source provided in Table 2 below. Will be added to unexpended capital works reserves as at 30 June 2023
Savings added back to Asset financial Reserves	(\$309,787.69)	Overall savings identified in capital projects for 2022/23
Savings added back to Waste Management Financial Reserve	(\$35,000.00)	Savings from discontinued project
Transfer from Cemetery Financial Reserve	\$ 38,947.47	To fund overspend on Cemetery vehicle replacement
Remaining Budget after rollover	-	-

As presented in Table 2 below, 53% of the proposed capital works are funded through Council's own source funding through Assets Financial Reserve, 3% through Waste Management Financial Reserve and 44% through external grant funding that were budgeted for in the 2022/2023 financial year.

Table 2: Funding Breakdown for Proposed Rollover

Total Proposed Capital Works Rollover	\$5,938,564.38	
<i>Funded by:</i>		
Asset Financial Reserve	\$3,129,452.82	53%
External Grant Funding	\$2,622,385.81	44%
Waste management reserve	\$186,725.75	3%

The budget allocated to these projects as presented in Table 1, will be transferred into Council's financial reserves as of 30 June 2023 and transferred out from financial reserves on 1 July 2023 through the First Budget Review for 2023/2024.

Once approved, all recommended capital rollover movements will be included in the September 2023 Finance Report that will be presented at the October Council meeting.

The long-term financial plan will be amended in the First Budget Review 2023/2024 in accordance with Division 4 (9) of the *Local Government (General) Regulations 2021* to reflect the material changes to the capital budget and presented to the Council for adoption.

The final financial reserve balances are subject to change during the 2022/2023 end of financial year reconciliation process where any savings identified will be transferred back into the financial reserves. The proposed rollover is 100% funded by Council's financial reserves and external grant funding and will increase the total 2023/2024 capital expenditure budget to \$13,704,993.38.

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Section 204 (2) (a) of the *Local Government Act 2019* allows for Council to allocate money that was not previously provided for if the allocation is within terms of a grant agreed by Council, authorised by a Council resolution or covered by revenue that compensates the expenditure.

Once Council authorises the proposed capital works rollover, the budget for 2023/2024 will be amended in accordance with Section 203 of the *Local Government Act 2019*.

Risks

Financial

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

Community Engagement

Not applicable.

Capital Works Program	2022/23 Budget Review 2. Approved Budget	Actual Funding Source	Proposed Rollover	Target Completion Date	Comments
Road Seal Renewal - council funded*	900,000.00	Asset Reserves	797,151.81	Oct-23	The rollover allows for road line marking to be completed and for final invoices for completed works. Any savings to be rolled back into reserves.
Roads to Recovery 2022/23 projects	-	R2R	377,758.99	Oct-23	The rollover allows for road line marking to be completed and for final invoices for completed works. The proposed rollover reflects the unspent R2R grant money received in 22/23
Roads to Recovery 2022/23 projects	350,000.00	R2R	168,805.02	Nov-23	Gravel re-sheeting required. The proposed rollover reflects the unspent R2R grant money received in 22/23
Roads to Recovery 2022/23 projects*	376,645.38	R2R	123,354.55	Aug-23	The rollover allows for road line marking to be completed and for final invoices for completed works. The proposed rollover reflects the unspent R2R grant money received in 22/23
Pavement Renewal Various Roads	533,429.00	Asset Reserves	467,659.93	Jun-24	Delay due to Project change mid 22/23 FY. Various roads to be completed through out financial year.
Forward Design: Road Safety -Intersection Design Upgrades (Streetlights)	23,608.80	Asset Reserves	50,000.00	Nov-23	Rollover funds to cover design works currently being undertaken. The remaining budget is insufficient to complete works that have been committed and the proposed rollover includes the savings from other capital projects utilised.
Forward Design: Pioneer Road - Power Road Intersection upgrade*	70,826.40	Asset Reserves	6,674.00	Aug-23	The project is completed and the rollover is to fund the final invoices
Gravel Surface Renewal*	300,000.00	Asset Reserves	5,963.27	Aug-23	The project is completed and the rollover is to fund the final invoices
Gravel Road Sealing - Guys Creek*	814,088.16	Asset Reserves	1,199,690.50	Jun-24	Roll over due to delayed design delivery.
Gravel Road Sealing - Guys Creek C/F	435,911.84	Asset Reserves			
Road Safety Upgrades - School Safety Audit Priority List	100,000.00	Asset Reserves	100,000.00	Dec-23	Roll over due to delayed design delivery.
Road Safety - Intersection Upgrades Pioneer Drive/Power Road Intersection	250,000.00	Asset Reserves	250,000.00	Jun-24	Rollover due to project requiring third party (Power and Water) scheduling of works
Road Safety Upgrades - Shoulder Widening*	100,000.00	Asset Reserves	34,461.16	Aug-23	The project is completed and the rollover is to fund the final invoices
Council Administration Building Renewal	80,000.00	Asset Reserves	32,000.00	Dec-23	Rollover to allow works to be completed. Delayed in material supply.
Freds Pass Reserve Asset Renewal*	40,000.00	Asset Reserves	2,801.51	Aug-23	The project is completed and the rollover is to fund the final invoices
Council Vehicle Replacement	535,000.00	Asset Reserves	183,050.64	Jun-24	Funds rolled over to cover fleet that is delayed due to supply issues.
Waste Vehicle Replacement	230,000.00	Waste Reserve	92,725.75	Oct-23	Funds rolled over to cover fleet that is delayed due to supply issues.
LRCI Phase 3 -Gravel Road Sealing	2,071,858.00	LRCI P3	1,900,775.82	Jun-24	Project delivery underway
LRCI Phase 3: Mira Square Development	70,000.00	LRCI P3	5,000.00	Complete	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3: Humpty Doo BBQ Upgrades	35,000.00	LRCI P3	7,066.00	TBA	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3: Howard park pathway	30,000.00	LRCI P3	4,800.00	Complete	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3:Knuckey lagoon shed lighting	20,000.00	LRCI P3	2,000.00	Complete	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3: Livingstone car park upgrades	30,000.00	LRCI P3	3,077.00	TBA	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3: McMinns Lagoon Lighting	10,000.00	LRCI P3	10,000.00	TBA	As per grant conditions, the rollover reflects the amount unspent
LRCI Phase 3: Wi-Fi and CCTV Installation : Thorak , Howard Park, Kunkey Lagoon, HDVG	103,282.83	LRCI P3	2,183.69	Sep-23	As per grant conditions, the rollover reflects the amount unspent
Compactor refurbishment	94,000.00	Waste Reserve	94,000.00	Jun-24	Roll over due to late 22/23 Project admission and turn over in Staff. Project scope finalised, commencing RFQ process.
Thorak Cemetery - Irrigation Grant	66,930.00	Special purpose grant	17,564.74	TBA	As per grant conditions, the rollover reflects the amount unspent
TOTAL	11,945,026.34		5,938,564.38		

Projects marked with an () were presented at the Council Meeting on 15 August 2023 and has had some amendments made since. The above figures represent the final numbers for rollover superseding the previous rollover amounts

Funding Reconciliation		
Proposed capital works rollover		5,938,564.38
Unexpended capital works funded by asset reserve	-	3,129,452.82
Funded by external grants	-	2,622,385.81
Funded by waste management reserve	-	186,725.75
Check		0.00



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	People, Performance and Governance Report – August 2023
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	A: People, Performance and Governance Report – August 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 August 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.

At the 15 August 2023 Ordinary Council Meeting, elected members requested some changes be made to the way data is presented within this report. A draft revised version of the report will be presented to elected members for their feedback later in the year with the intention that the report will subsequently be presented in the updated format.

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 a number of means, including implementing innovative HR practices and strengthening council's positive work culture to attract and retain talent.

Community Engagement

Not Applicable.

The staffing plan for 2023-2024 allows for 58.83 full-time equivalent staff across three departments. Council's Enterprise Agreement 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater. For 2023-2024 a 2% increase applied from July 2023.

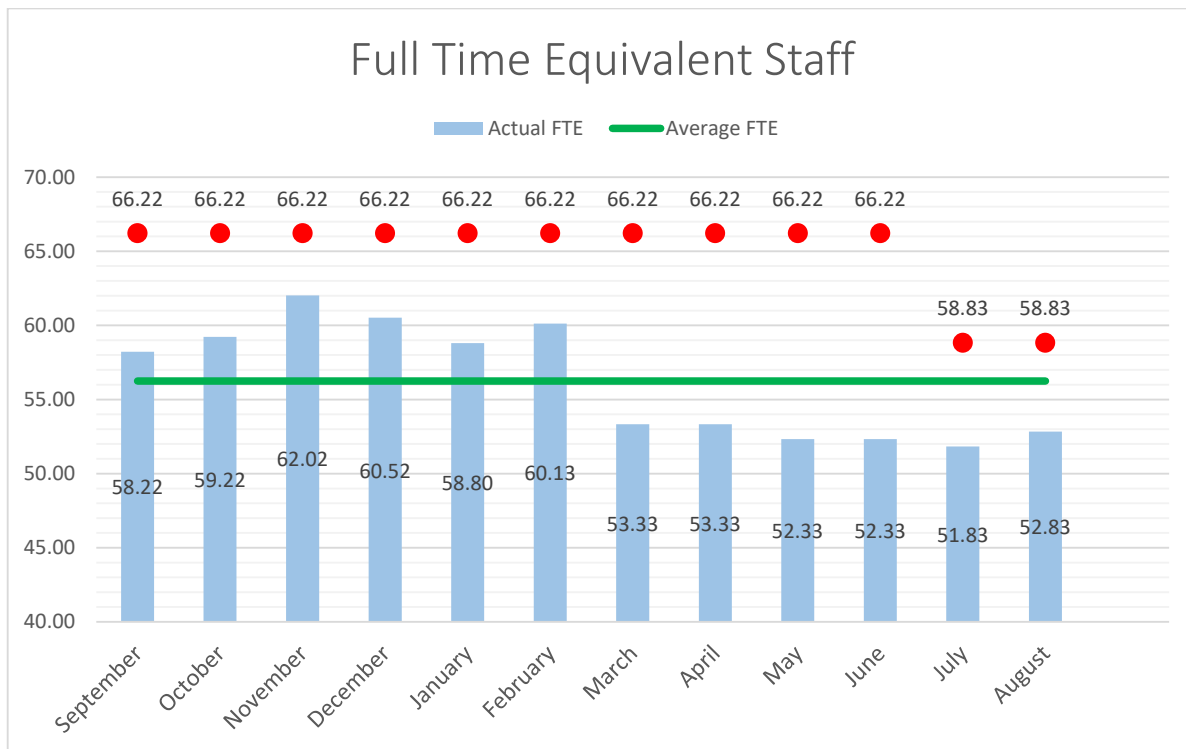
PEOPLE AND PERFORMANCE MONTHLY REPORT

August 2023

Internal Appointments			
Position	Department	Commenced	Permanent/Temporary
NA			
External Appointments			
Position	Department	Start date	Permanent/Temporary
Director Infrastructure and Operations	Infrastructure	21 August 2023	Executive Contract
Customer Service Officer	Corporate	21 August 2023	Permanent
Customer Service Officer	Corporate	8 August 2023	Permanent
Employment Separation			
Position	Department	End date	Permanent/Temporary
Mobile Workforce Program Leader	Infrastructure	20 August 2023	Permanent
Ground Support Officer – Cemetery	Infrastructure	4 August 2023	Permanent
	Approved	Actual	Difference
Full Time Equivalent	45.00	39.00	-6
Part-time	5.18	5.18	0
Contract	5.00	5.00	0
Casual	3.65	3.65	0
Total	58.83	52.83	-6.00

Recruitment Overview:

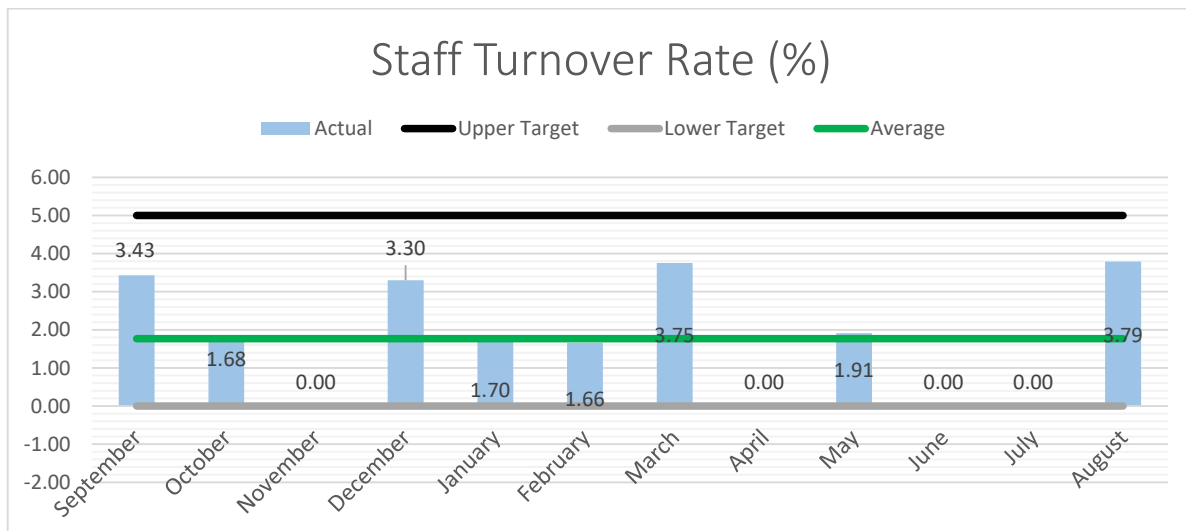
Role	In Progress	Completed
Customer Service Officer		✓
Director Infrastructure & Operations		✓
Manager Corporate Services	✓	



Turnover Rate:

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

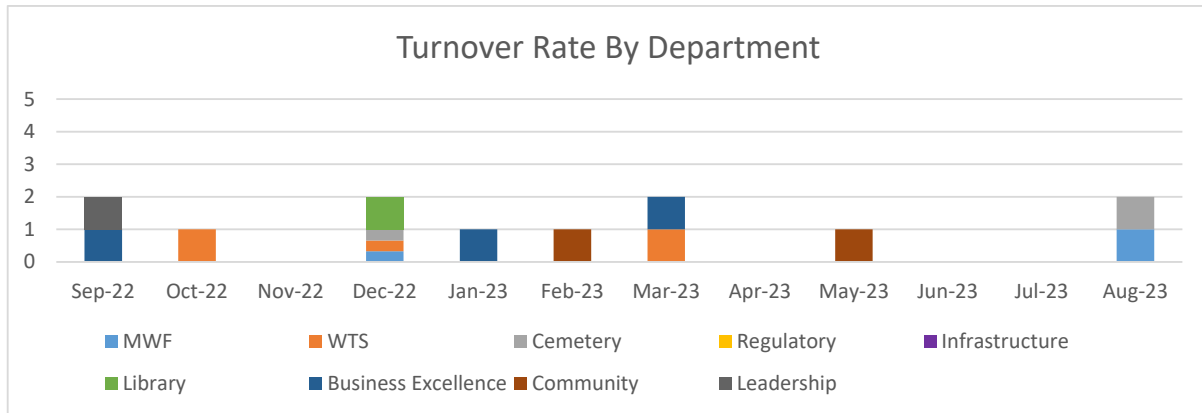
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Average
3.43%	1.68%	0%	3.30 %	1.70 %	1.66 %	3.75%	0%	1.91%	0%	0%	3.79%	1.77 %
2	1	0	2	1	1	2	0	1	0	0	2	1.00

Target Average: Between 0% to 5%

Turnover Rate by Department:



Comparison with total FTE:

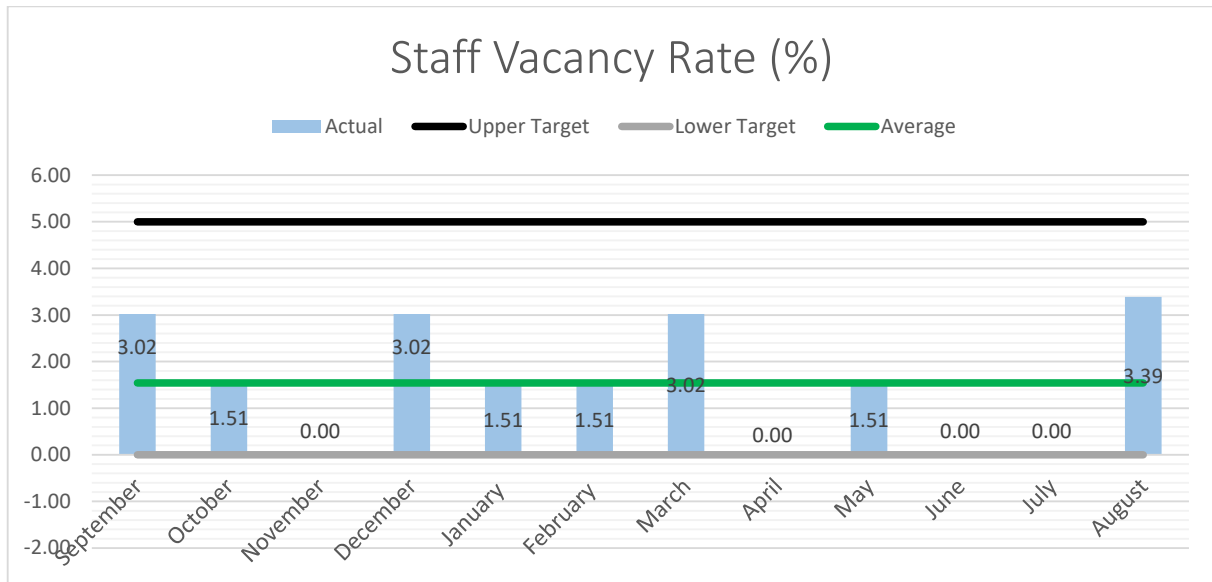
Department	Numbers	Percentage (%)
MWF	1	1.89
WTS	0	NA
Cemetery	1	1.89
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Corporate	0	NA
Community	0	NA
Leadership	0	NA
Total	2	3.79%

Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
MWF	1	10.00
Cemetery	1	16.60
Total	2	26.60

Staff Vacancy Rate:

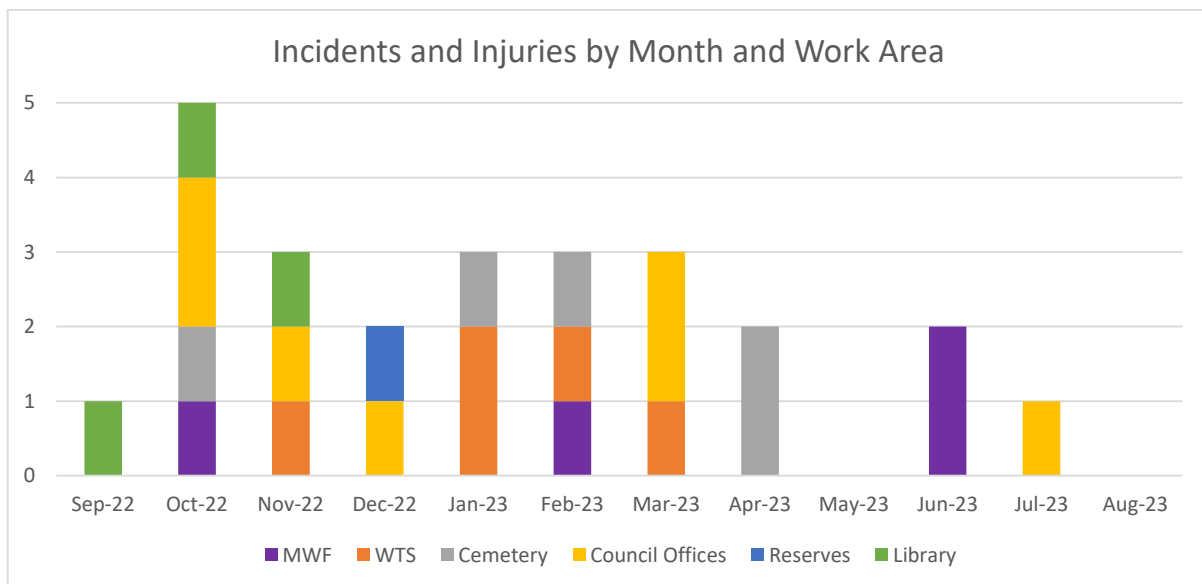
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	August	Average
3.02%	1.51%	0.00%	3.02%	1.51%	1.51%	3.02%	0.00%	1.51%	0.00%	0.00%	3.39 %	1.54%

Target: Between 0% to 5%

Workplace Health and Safety:



There were no workplace health and safety incidents recorded in August 2023.

Governance

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

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

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

Policies	
GOV04 Whistleblowing	COM07 Youth

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

Policies	
FIN01 Asset Disposal	GOV02 Meeting Procedures
FIN08 Risk Management	GOV01 Policy Framework
GOV11 Common Seal Policy	INF06 Private Roads
INF08 Subdivision and Development	



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	LRCI Stage 4 Project Selection Phase
Author and Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	Nil

Executive Summary

This report presents to Council for approval, the proposed allocation of Local Roads and Community Infrastructure (LRCI) Stage 4 Part B and to highlight reallocations required in budget 2024.

Recommendation

THAT Council approve the variations to LRCI Stage 4 Part A with a \$682,628 allocation to the shared path works and recommends the allocation of \$682,628 of LRCI Stage 4 Part B to be solely for road reseals.

Background

Council received \$1,183,429 in funding from the Department of Infrastructure, Transport, Regional Development and Communications and Arts (Department) as LRCI Stage 4 Part A funding. Project allocation was discussed at the Strategic Discussion and Briefing Session in November 2022 and as part of budget 2024 deliberations.

Council has received an additional \$682,628 as part of LRCI Stage 4 Part B. This funding will increase the capital works budget for 2023/24 from \$7,766,429 to \$8,449,057 before 2023 budget rollovers. According to the Departments outline Stage 4 Part B must be allocated to roads.

Council Staff recommend that the Stage 4 Part B funding of \$682,628 be allocated to road reseal, with \$682,628 of Part A reallocated to shared footpaths. Shared footpath works on Whitewood Road would include construction of a 1.2km section of shared path including guard railing protection works to meet all relevant standards. It is expected that the full extent of the budget will be required.

The table on the following page contains a list of the projects that have been approved in November 2022 and the suggested amendments as outlined in the above.

(LRCI) Stage 4 Part A

Project	Description	Budget	Previously Approved
Mira Square BBQ facilities and shade	Installation of BBQ and Shade facilities	\$30,000	Yes
Humpty Doo Village Green lighting	Will extend illumination to the edges of adjacent open space and will allow and encourage visitation after daylight hours and provide greater security.	\$30,000	Yes
Knuckey Lagoon Recreation Reserve Adventure play equipment.	The installation of adventure play equipment and soft fall	\$30,000	Yes
Howard Park Recreation Reserve Carpark Upgrade	Install edging in the carpark to Increase safety and protect the existing garden beds	\$20,000	Yes
Wi-Fi & CCTV – Council Building	Upgrading and improving Councils technology capabilities at the Council office will provide a centralised hub and future opportunities for more economical growth in this area.	\$100,000	Yes
McMinns Lagoon Recreation Reserve – boardwalk design	Design of a boardwalk around the lagoon including a viewing platform and seating for bird watching.	\$20,000	As previously discussed, \$20,000 moved to Road Seal Upgrade with \$20,000 for McMinns taken from Financial Reserves
Shared Paths	Various shared path extensions have been identified in the Shared Path plan. Sections are being costed and exact project selection will be determined on completion of these assessments as to best fit to the budget and value for money.	\$682,628	Approval sought
Road Seal Upgrade - Road Seal Renewal List to be confirmed after Road Inspections	Reseal renewals to sections of major arterial roads in the municipality. Works include shoulder top up and line marking.	\$270,801	Yes
Total		\$1,183,429	

(LRCI) Stage 4 Part B

Project	Description	Budget	Previously Approved
Road Seal Upgrade - Road Seal Renewal List to be confirmed after Road Inspections	Reseal renewals to sections of major arterial roads in the municipality. Works include shoulder top up and line marking.	\$682,628	Approval sought
	Total	\$682,628	

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

Nil.

RisksCommunity

Perceived reputational risk by ratepayers who may disagree with the council's priorities in capital works.

Community Engagement

Nil.



COUNCIL REPORT

Agenda Item Number:	13.01.05
Report Title:	Risk Management Audit Committee Open Minutes – 6 September 2023
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	A: RMAC Unconfirmed Open Minutes 6 September 2023

Executive Summary

The purpose of this report is to provide an update to Council on the Risk Management Audit Committee (RMAC).

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 6 September 2023 meeting, as at Attachment A.

Background

In accordance with Section 101(4) of the Local Government Act 2019, the minutes for RMAC meetings are required to be tabled at the following Council meeting.

The following matters identified in the draft minutes of the meeting are highlighted as key issues for the Council's attention, and in response to the Committee's terms of reference (FIN09 4.8.5).

Risk Register

The Committee highlights the following risk management procedures requiring further attention:

- That RP8 Inadequate Safety and Security Practices has been updated with the findings of the WHS Audit Report.
- RP10 Ineffective Management of Public Facilities and RP15 Inadequate Asset Sustainability Practices have still not achieved completion timelines.
- Key Risk Indicators have been included and measured for RP8 Inadequate Safety and Security Practices but not as yet for the other risk plans.
- Request the Council to consider whether Key Risk Indicators could be used for designing actions and setting Key Performance Indicators in the annual Municipal Plan.

Emerging Risks

The cost increases for waste management, and the management of counter disaster responses, have been identified as emerging risks to Council. These matters can be referred to the Risk Register Internal Auditor. The Committee recommends that the Risk Register internal audit be retained in the 2023/2024 year, subject to approval by Council to increase the budget allocation for Internal Audits in the 2023/2024 year.

Management responses to the compliance review, and the work health and safety internal audit

The Committee reviewed management's responses to the Local Government compliance review, and to the work health and safety internal audit findings, and congratulated the management team for their comprehensive and timely responses to the recommendations.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Section 101(4).

Risks

Nil identified.

Community Engagement

Not applicable.

RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Wednesday, 6 September 2023 at 9:30am

Present	Iain Summers Greg Arnott Cr Mark Sidey Mayor Doug Barden	Chairperson Independent Member Committee Member (Electronically) Ex-Officio
Staff	Stephen Hoyne Maxie Smith Rodney Jessup Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Director Infrastructure and Operations Program Leader Policy and Governance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the meeting at 09:27am.

Gayathri Sivaraj, Manager Corporate Services joined the meeting at 9.28am.

2. APOLOGIES AND LEAVE OF ABSENCE

Cr Mathew Salter, Committee Member.

3. DISCLOSURES OF INTEREST

Independent Member, Mr Greg Arnott declared the following disclosure of interest:

- Appointed by East Arnhem Regional Council as Chair of the Audit and Risk Committee.

Chairperson, Mr Iain Summers declared the following disclosures of interest:

- Appointed by the NT Attorney-General as the member of the Prospective Groote Archipelago (formerly Warnindilyakwa) Regional Council, which, if funded, may be established as a separate Regional Council on Groote Eylandt; and
- Chair, Audit Risk and Compliance Committee of the Office of the Independent Commissioner Against Corruption in the NT.

4. CONFIRMATION OF MINUTES

Moved: Independent Member Greg Arnott
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. confirm the full minutes of the Risk Management Audit Committee Meeting held Wednesday 31 May 2023, 7 pages;
2. confirm the confidential minutes of the Risk Management Audit Committee Meeting (confidential minutes circulated to RMAC Members under separate cover) held Wednesday 31 May 2023, 2 pages, and
3. confirm the Key Issues Summary paper from Risk Management Audit Committee Meeting held Wednesday 31 May 2023, noting that the content was allocated to either the open or confidential agenda for the 20 June 2023 Ordinary Council Meeting.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Independent Member Greg Arnott
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

CARRIED (3-0)

6. PRESENTATIONS

Nil presentations.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Internal Audit Plan

Moved: Cr Sidey

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. receive and note the progress on the internal audits; and
2. approves the amended internal audit plan as at Attachment A, except for recommending that the Risk Register Internal Audit be retained in the 2023/2024 year subject to approval by Council to increase the budget allocation for Internal Audits in the 2023/2024 year.

CARRIED (3-0)

8.02 Risk Register

Moved: Cr Sidey

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. note the updated Risk Register as at Attachment A;
2. note that the RP8 Inadequate Safety and Security Practices has been updated with the findings of the WHS Audit Report; and
3. note that RP10 Ineffective Management of Public Facilities and RP15 Inadequate Asset Sustainability Practices have still not achieved completion timelines;
4. noted that key risk indicators have been included and measured for RP8 Inadequate Safety and Security Practices, but not as yet for the other risk plans;
5. request the Council to consider whether Key Risk Indicators could be used for designing actions and setting Key Performance Indicators in the annual Municipal Plan; and
6. include these matters in the Key Issues Summary to Council.

CARRIED (3-0)

9. OTHER BUSINESS

Moved: Cr Sidey

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee recommended that the emerging risks entailed in:

1. cost increases for waste management; and
2. the management of counter disaster responses ,
be referred to the Risk Register Internal Auditor; and
3. That this matter be included in the Key Issues Summary to Council.

CARRIED (3-0)

10. CONFIDENTIAL ITEMS

Moved: Chairperson Iain Summers

Seconded: Independent Member Greg Arnott

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be closed to the public to consider the following Confidential Items:

10.1 Local Government Compliance Review 2022 – Corrective Actions Status Update

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

- (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.*

10.2 KPMG Audit Plan 2023

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

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

10.3 ICT Managed Services Contract 2021-2024

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or*
- (ii) prejudice the maintenance or administration of the law; or*
- (iii) prejudice the security of the council, its members or staff; or*
- (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.*

10.4 WHS Audit Update

Regulation 51(1) for Section 293(1) of the Act, the following information is prescribed as confidential:

(c) information that would, if publicly disclosed, be likely to:

- (i) cause commercial prejudice to, or confer an unfair commercial advantage on, any person; or*
- (ii) prejudice the maintenance or administration of the law; or*
- (iii) prejudice the security of the council, its members or staff; or*
- (iv) subject to subregulation (3) – prejudice the interests of the council or some other person.*

10.5 Payroll Update

Regulation 51(1) For section 293(1) of the Act, the following information is prescribed as confidential:

- (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 (3-0)

The meeting moved to the Confidential Session at 10:40am.

Moved: Independent Member Greg Arnott
Seconded: Cr Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51(1) of the *Local Government (General) Regulations* the meeting be re-opened to the public.

CARRIED (3-0)

The meeting was moved to Open Session at 11:37am.

11. CLOSE OF MEETING

The Chair closed the meeting at 11:37am.

12. NEXT COMMITTEE MEETING

Wednesday 25 October 2023 at 9:30am.

MINUTES TO BE CONFIRMED

Wednesday 25 October 2023.

.....
Iain Summers
Chairperson



COUNCIL REPORT

Agenda Item Number:	13.01.06
Report Title:	DRAFT GOV04 Whistleblowing Policy
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	19/09/2023
Attachments:	A: GOV04 Whistleblowing Policy

Executive Summary

This report presents to Council the GOV04 Whistleblowing Policy.

Recommendation

THAT Council adopt the draft policy GOV04 Whistleblowing policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

Background

Council's GOV04 Whistleblowing Policy was due to be reviewed in June 2023. The policy, provided at Attachment A, has now been reviewed and the following minor changes have been made:

- Legislation updated from *Independent Commissioner Against Corruption 2018* to *Independent Commissioner Against Corruption 2017*; and
- Formatting.

The Whistleblowing Policy is applicable to Council employees, including volunteers and agency staff, and Elected Members.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

GOV04 Whistleblowing Policy has been amended in accordance with relevant legislation.

Risks

Nil identified.

Community Engagement

Not applicable.

Whistleblowing **POLICY GOV04**

Name	GOV04 Whistleblowing
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/09/2023
Review Date	18/09/2027

1. Purpose

To encourage and facilitate disclosures of maladministration, corrupt or illegal conduct occurring in the Council so that internal controls and procedures can be strengthened to ensure that the Council's resources are applied efficiently and effectively.

To provide assurance to the community that Council is committed to good governance and ethical behaviour.

To provide an environment where people are supported in the reporting of corrupt and illegal practices and that such persons are not victimised for reporting these matters.

2. Scope

Litchfield Council is classified as a public body in Section 16(1) of *Independent Commissioner Against Corruption 2017 (the Act)*.

Mandatory reporting of suspected improper conduct applies to all public bodies and associated public officers as defined in Section 16(2) of *the Act*.

Whistle-blowing protections are applicable to any person reporting suspected improper conduct and seeks protection under *the Act*.

Comprehensive information regarding disclosure, the role and powers of the Information Commissioner, as well as links to *the Act* and the associated regulations and guidelines, are available on the Public Interest Disclosure website <https://icac.nt.gov.au/home>

3. Definitions

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

Code of Conduct	means the approved Litchfield Council Codes of Conduct as they apply to employees and the Elected Members.
Delegate	means the person delegated by the Chief Executive Officer to receive reports of alleged improper conduct.
Employee	means any person employed by or working for Litchfield Council,

	either as a salaried officer, wages recipient, volunteer, temporary or employment agency staff or Elected Member.
<i>The Act</i>	<i>Independent Commissioner Against Corruption 2017</i>
ICAC	Independent Commissioner Against Corruption
Improper Conduct (as defined in Section 9 of the Act)	<p>(1) Each of the following is improper conduct:</p> <ul style="list-style-type: none"> (a) corrupt conduct; (b) misconduct; (c) unsatisfactory conduct; (d) anti-democratic conduct; (e) conduct constituting an offence against this Act; (f) conduct (the secondary conduct) engaged in by any person in relation to conduct mentioned in paragraphs (a) to (e) (the primary conduct) as provided by subsection (2). <p>(2) For subsection (1)(f), secondary conduct is conduct that would constitute an offence against one of the following sections of the Criminal Code on the assumption that the primary conduct is an offence, whether or not the primary conduct is in fact an offence:</p> <ul style="list-style-type: none"> (a) section 43BF (attempt); (b) section 43BG (complicity and common purpose); (c) section 43BH (innocent agency); (d) section 43BI (incitement); (e) section 43BJ (conspiracy). <p>(3) Secondary conduct is taken to be the same type of improper conduct as the primary conduct to which it relates.</p>
Public Officer	<ul style="list-style-type: none"> a. the holder of an office established under an Act who is appointed by the Administrator or a minister; b. a member, officer or employee of a public body; or

	c. any other person engaged, whether under the <i>Contracts Act</i> or otherwise, by or on behalf of a person mentioned above in relation to the performance of official functions
Whistle-blower	<p>any person who identifies that they wish to access the protection of <i>the Act</i> and this Policy to disclose information in the public interest concerning:</p> <ul style="list-style-type: none"> • Illegal activity or corruption within Litchfield Council; • Maladministration, including impropriety, negligence or waste within Litchfield Council.

4. Policy Statement

4.1. Council Commitment

- 4.1.1. Litchfield Council is committed to the objectives of *the Act* and to ensure that its responsibilities under *the Act* are properly fulfilled. Disclosures which are made in good faith will be taken seriously and prompt action will be taken to address any alleged improper conduct.
- 4.1.2. Litchfield Council is committed to the principles of natural justice and procedural fairness, namely:
- The premise that a person is innocent until proven otherwise;
 - The right to be heard, which means the right to have a fair hearing, with the opportunity to present one's case;
 - The right to have a decision made by an unbiased decision-maker;
 - The right to have the decision based on evidence;
 - Clear communication of policies, procedures and instructions.
- 4.1.3. This Policy is designed to complement normal communication channels between Litchfield Council management, staff and the public. Employees are encouraged to continue to raise matters at any time with their managers/team leaders. Additionally, people may make a formal disclosure of improper conduct or detrimental action under *the Act* in accordance with this policy and associated regulations and guidelines.
- 4.1.4. Litchfield Council will adhere to *the Act* and any directions and guidelines issued by the ICAC to allow employees or members of the public to provide information in accordance with *the Act*.
- 4.1.5. Litchfield Council is committed to investigating all information supplied in a confidential manner and taking appropriate action.
- 4.1.6. Serious and proven fraud and corruption will be referred to the Northern Territory Police.

4.2. Mandatory Reporting

- 4.2.1. Council will ensure that the Mandatory Reporting directions and guidelines issued by the ICAC are made available to all employees and elected members either electronically or by hard copy

4.3. Whistle-blower Protection

- 4.3.1. Litchfield Council recognises the value of transparency and accountability in its administrative and management practices and supports reporting that reveals improper conduct involving substantial mismanagement of public resources or conduct involving a substantial risk to public health and safety or the environment.
- 4.3.2. Litchfield Council does not tolerate improper conduct by its employees, nor the taking of reprisals against those who come forward to report such conduct.
- 4.3.3. Litchfield Council will take every care to keep the identity of any person making a report confidential, subject to any legal requirements that are imposed on Council to disclose information. The identity of a Whistle-blower will be maintained as confidential in accordance with *the Act*. Confidentiality will remain in all circumstances, unless the Whistle-blower consents to his/her identity being disclosed or disclosure is otherwise required so that the matter may be properly investigated.
- 4.3.4. Harassment, intimidation or other reprisal action against a person who discloses alleged improper conduct will not be tolerated and action will be taken in accordance with *the Act* and with Council's Code of Conduct against persons who indulge in harassment, intimidation or reprisal action.

4.4. Employees who are the Subject of Disclosures

- 4.4.1. Litchfield Council will afford natural justice to the person who is the subject of the report.
- 4.4.2. Where investigations do not substantiate a report, the fact that the investigation has been carried out, the results of the investigation, and the identity of the person who is the subject of the report will remain confidential.
- 4.4.3. Litchfield Council will give its full support to a person who is the subject of a report where the allegations contained in the report are clearly wrong or unsubstantiated.
- 4.4.4. If the matter has been reported, the Chief Executive Officer will consider any request by that person to issue a statement of support setting out that the allegations were clearly wrong or unsubstantiated.
- 4.4.5. Litchfield Council will follow the strategies outlined in *the Act* and associated regulations and guidelines to ensure that Whistle-blower protections are in place.

4.5. Making a disclosure

- 4.5.1. Disclosures can be made verbally, in writing, by telephone or by email.
- 4.5.2. Disclosures can be made anonymously.

4.5.3. Disclosures can be submitted to;

- the Chief Executive Officer of the Litchfield Council or
- the Officer delegated by the CEO as the nominated recipient for protected communications or
- the ICAC.

4.5.4. Reporting alleged improper conduct to persons other than the above named, including the media, **will not be** protected under *the Act*.

5. Associated Documents

Litchfield Council – Codes of Conduct (EM02 & HR01)

Litchfield Council – Fraud Policy (FIN10)

Litchfield Council – Delegation Manual

6. References and Legislation

Independent Commissioner Against Corruption 2017 and guidelines

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/11/2017	Policy Adopted (1718/099)
26/06/2019	Update to conform with <i>Independent Commissioner Against Corruption 2017</i>
10/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
23/08/2023	Minor amendments to legislation references and minor formatting.



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community Services and Development Monthly Report – August 2023
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/09/2023
Attachments:	Nil

Executive Summary

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

Recommendation

THAT Council note the Community Services and Development Monthly Report for August 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 Annual Community Survey closed on Monday 28 August 2023. A total of 140 responses were received, down from 272 the prior year.

The survey was made available to respondents via the following mediums:

- Council's Website;
- Council's Facebook Page;
- At the Council Office, on the iPad or in hard copy;
- At market stalls (Freds Pass, Coolalinga, Humpty Doo and Berry Springs); and
- Via a QR code.

Further promotion of the survey was undertaken through:

- posters at all Council locations;
- posters on public notice boards at key locations within the municipality;
- feature email signature; and
- a targeted email campaign.

A report providing the 2023 Annual Community Survey results is included in the 19 September 2023 ordinary meeting of Council agenda.

Annual Community Grants

Annual Community Grant applications opened on Thursday 31 August 2023. Incorporated groups or not-for-profit organisations based in the municipality can apply for grants up to \$5,000 to deliver a project or activity that benefits the Litchfield community. Applications will close on Thursday 28 September. The cost of this grant program is covered by cans and bottles collected at Council's Waste Transfer Stations under the 10c container deposit scheme.

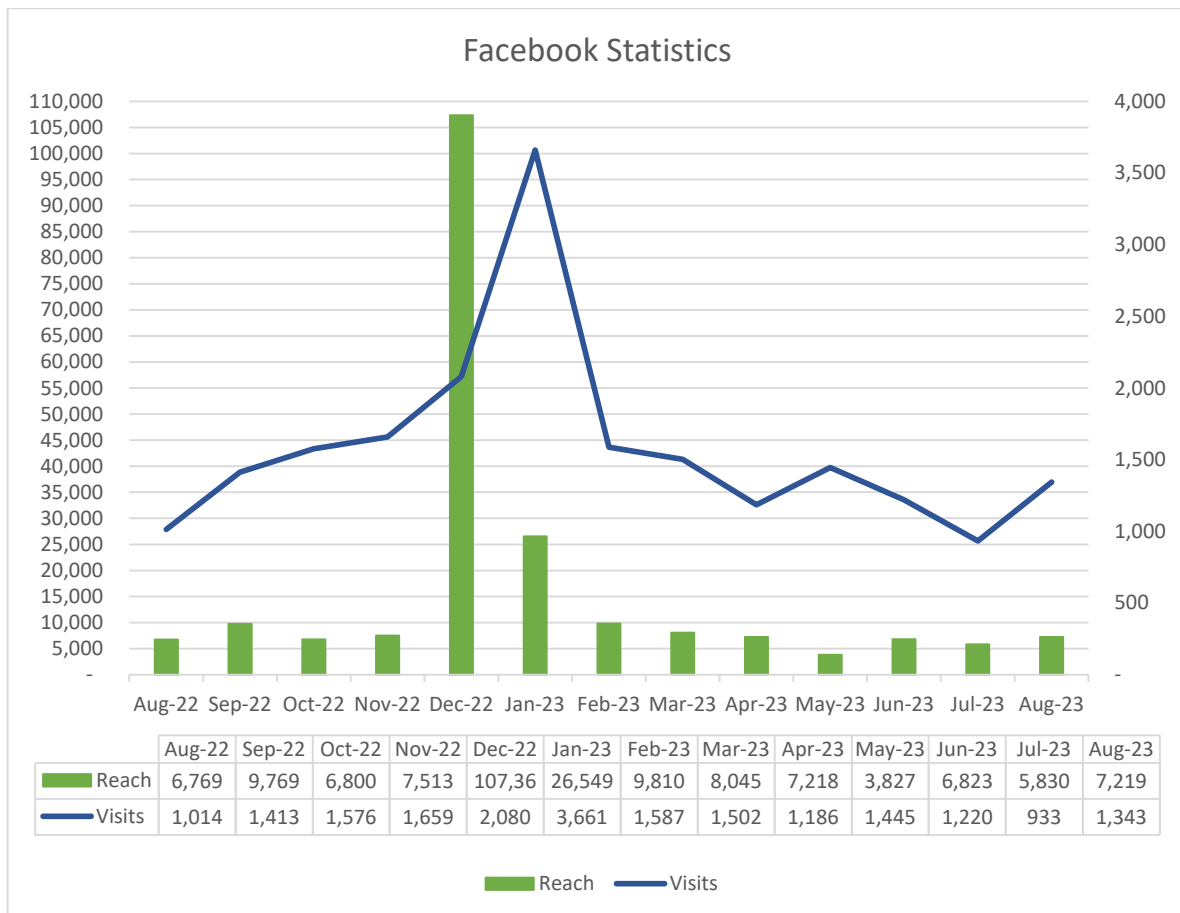
Facebook Reach

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 monthly comparison to the same month the year prior.



Website Users

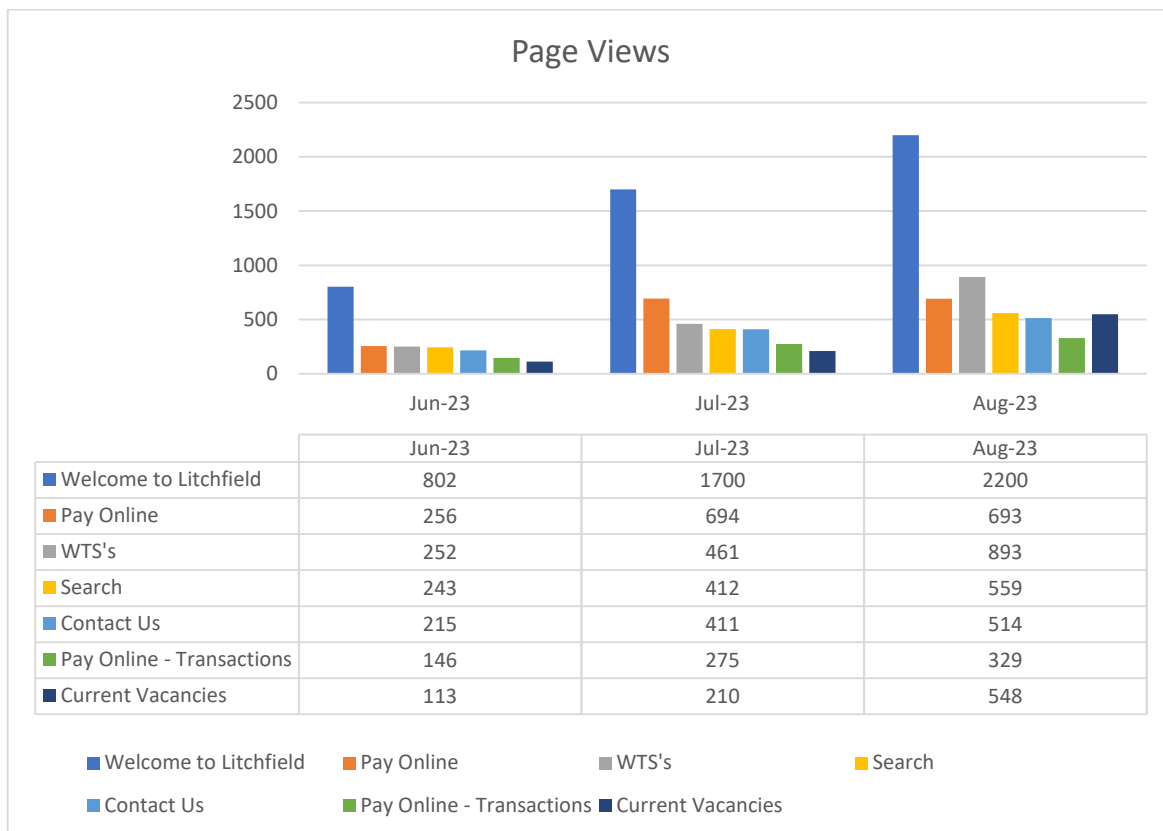
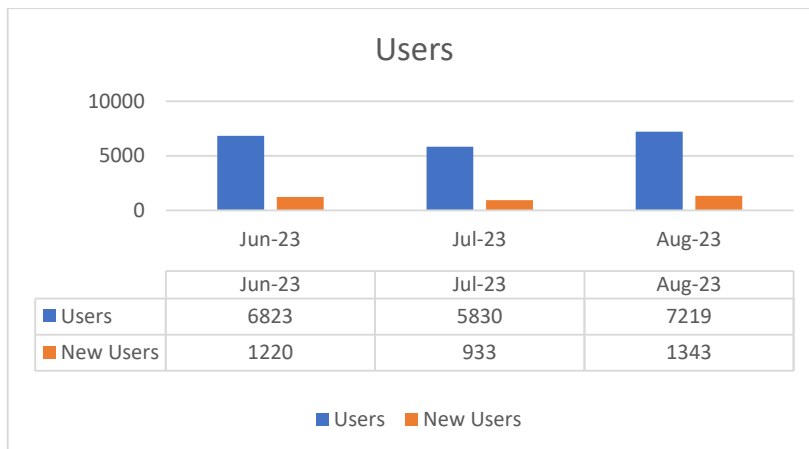
A website user is a person who is accessing, browsing, or interacting with a website.

Website New Users

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

Page Views

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



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

Recreation Reserves

Community and stakeholder meetings attended by the Community Participation Officer.

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

Project Updates

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

Location	Project	Status
McMinns Lagoon	Pathway lighting	Additional funding is required.
HPRR/HDVG/KLRR	CCTV + Wi-Fi	HPRR & HDVG – Complete KLRR – Cameras Installed. Installation of SkyMesh Satellite to take place on Friday 15 September
Humpty Doo Village Green	BBQs	BBQ ready for installation. Waiting for back boundary fencing to be completed before installation.
Humpty Doo Village Green	Boundary Fencing	Installation of garrison fencing along back boundary of HDVG began Monday 4 September.

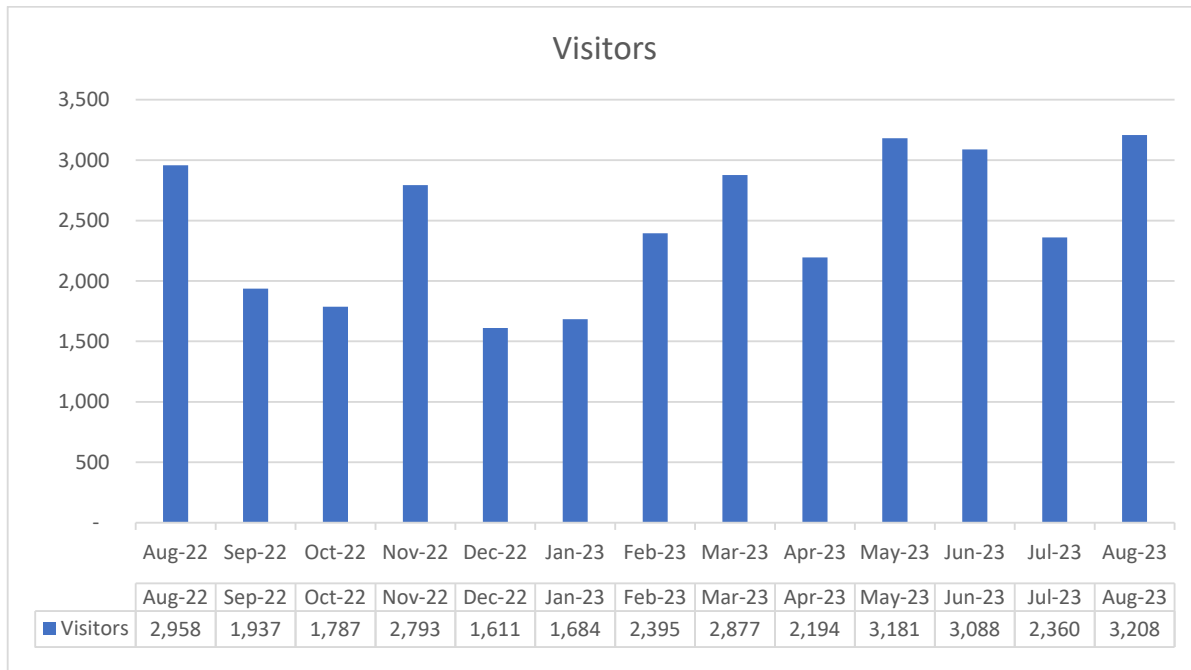
Humpty Doo Village Green – Youth Engagement: Build -Up Skateboarding

In collaboration with the Department of the Chief Minister and Cabinet and the Department of Education, Build-Up Skateboarding has been contracted to provide Skateboarding workshops at the Humpty doo Village Green Skatepark. These workshops will be held on Friday afternoons from 3:00 p.m. to 5:00 p.m. for a total of 8 weeks, beginning Friday 15 September. The primary objective of these workshops is to foster youth empowerment and enhance confidence in skateboarding skills, while also offering engaging activities for young participants.

Taminmin Library

Visitors to the Library

The library had 3,208 visitors in August 2023 and was open for 199 hours (one public holiday). The previous month of July compared at 2,360 visitors and was open for 170 hours. The below graph displays this data for the current month with a monthly comparison to the same month the year prior.

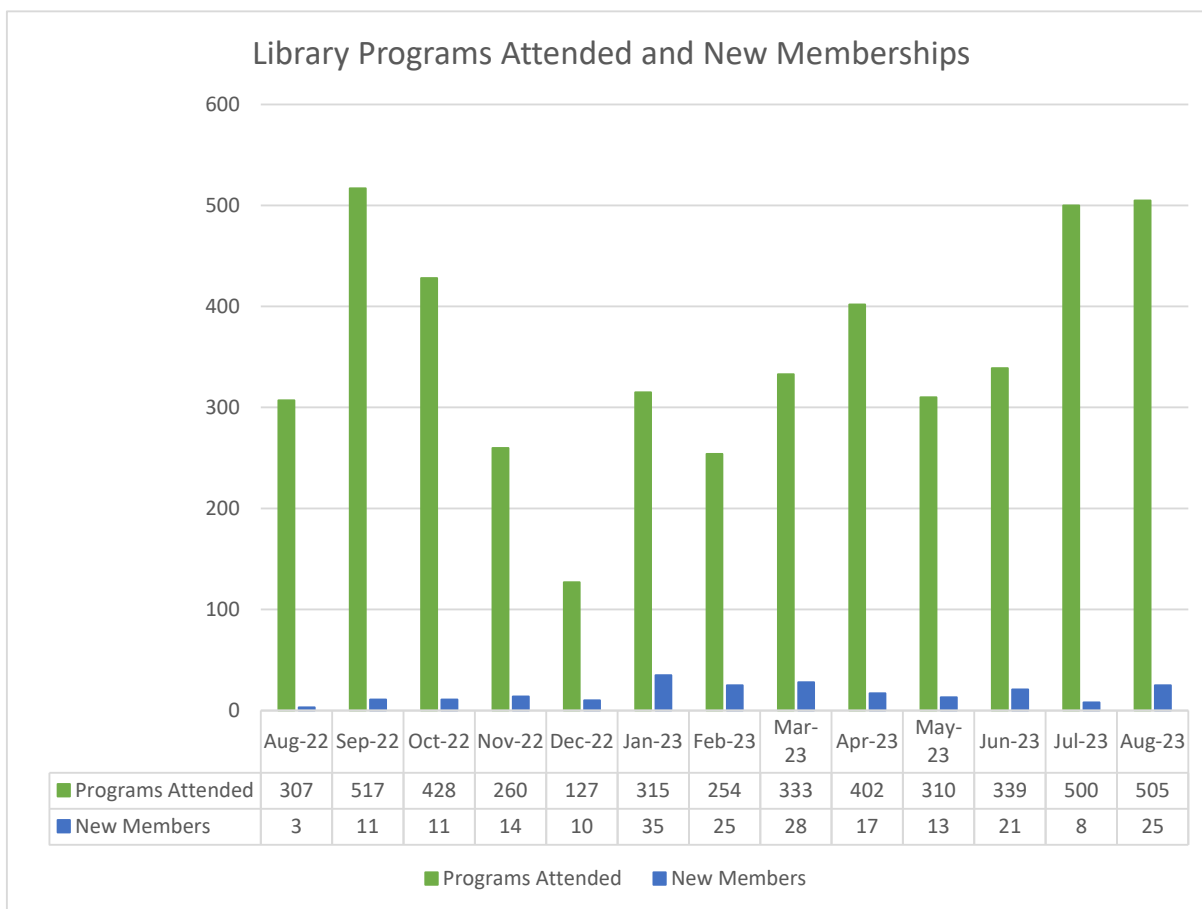


Library Programs and Memberships

There were 25 program activities delivered across a wide variety of community demographics, with a total attendance of 505 participants. In the same period last year, the library had 307 attendees at 23 programs.

The month included delivery of an online resource as part of Science Week, namely “Harry Potter Science of Spells” on YouTube. Weekly “Library Buddies” intergenerational program (Seniors and Pre-schoolers of Humpty Doo Preschool) contributes to strong attendance this month.

25 new people joined the library during August 2023, compared to 8 new members in the previous month. In August 2022 the library had 3 new members.



Library Disruptions

A number of interruptions to library access and services continued in August 2023. Some closures due to student behaviour continued from July but did settle later in the month. Dates effected as follows:

Tuesday 1 August	Gates closed to carpark and manned for afternoon.	Students fighting at Village Green
Wednesday, 2 August	closed from morning bell until bell end of day. Gates manned to open on request, however this may have presented challenges.	Student behavior includes fighting and releasing fireworks
Thursday, 3 August	partial gate closure (one side) in morning only.	Student behavior
Monday, 21 August	Library remained open and staffed.	Air conditioning not functioning until 3pm
Tuesday, 22 August	Doors were locked for approximately half hour. Staff member remained at main entrance to allow entry to any members of the public.	Keeping troublesome students out, who were targeting the library

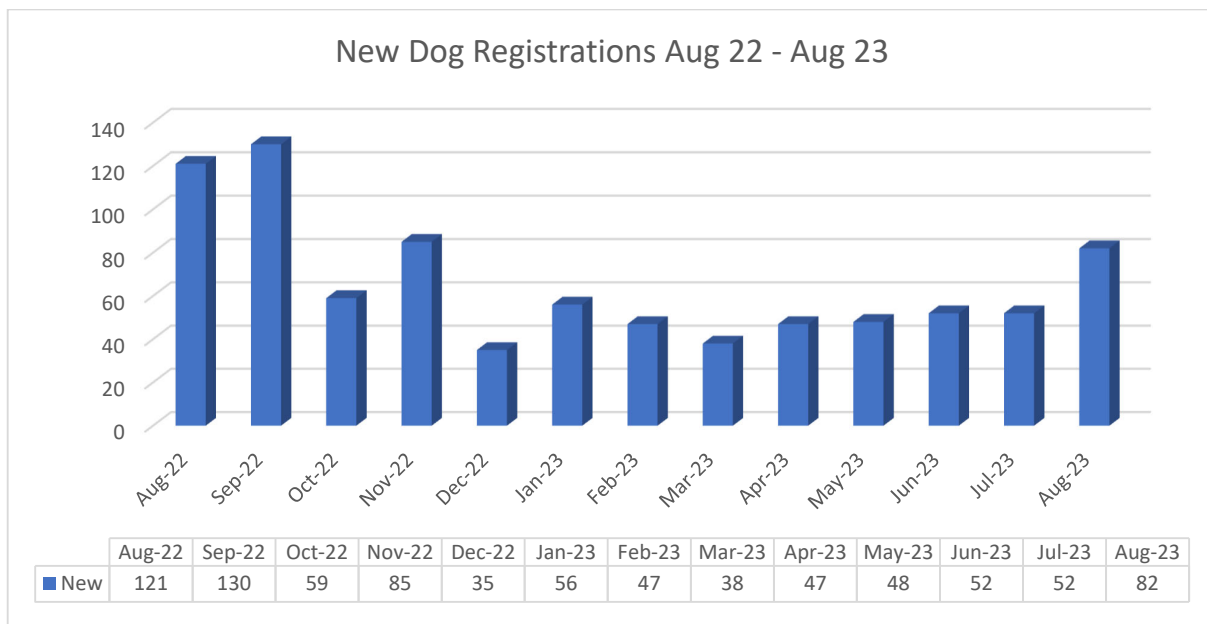
A change has been implemented regarding access to the public library toilet. Public patrons now need to request the bathroom door to be unlocked, as a result of implementing school policy around toilet use and increasing issues of student use.

Regulatory Services

New Dog Registrations

Dog registration renewal notices for the 2023-24 period due on 31 August 2023 were sent to all dog owners on 19 July 2023, with reminder text messages sent on 24 August 2023 to all those owners whose registration payments were still outstanding. Payment of registration renewals typically results in additional new registrations, as does targeted advertising and proactive dog registration patrols in key areas within the municipality scheduled in the 23-24 renewal program.

The number of new dogs registered in August 2023 was 82, above the average of 71 for the previous 12 months, however significantly less than the 121 new registrations received for the same time last year.



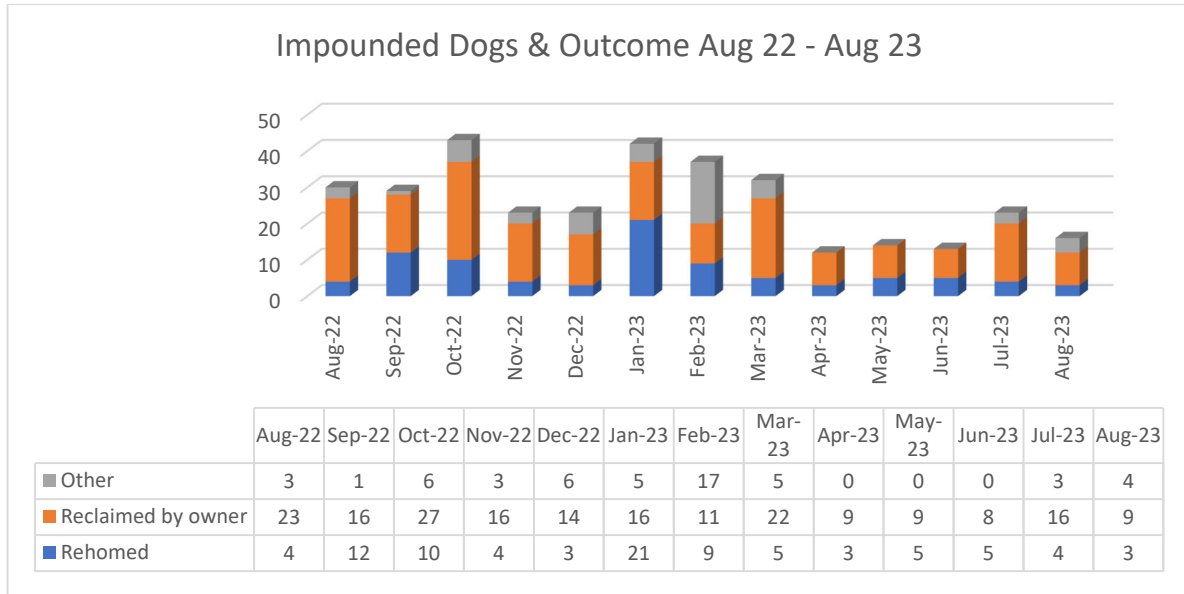
2023 Dog Registration Renewals/Updates Program

There were 1,850 registration renewal reminder letters for the 23-24 registration period of August 2023 to July 2024 sent to residents on 19 July 2023, comprising 1,644 and 206 sent via mail and email as requested through EzyBill respectively. 1,227 dogs have been re-registered for the 23-24 registration period or otherwise identified by their owners as deceased or departed from the municipality. This represents a 43% response rate to the renewal letters by the due date of 31 August 2023 by phone calls, online payments, and in-person at the Council office. Compliance activities including overdue notices will commence from mid-September to encourage further registration renewals.

Impounded Dogs

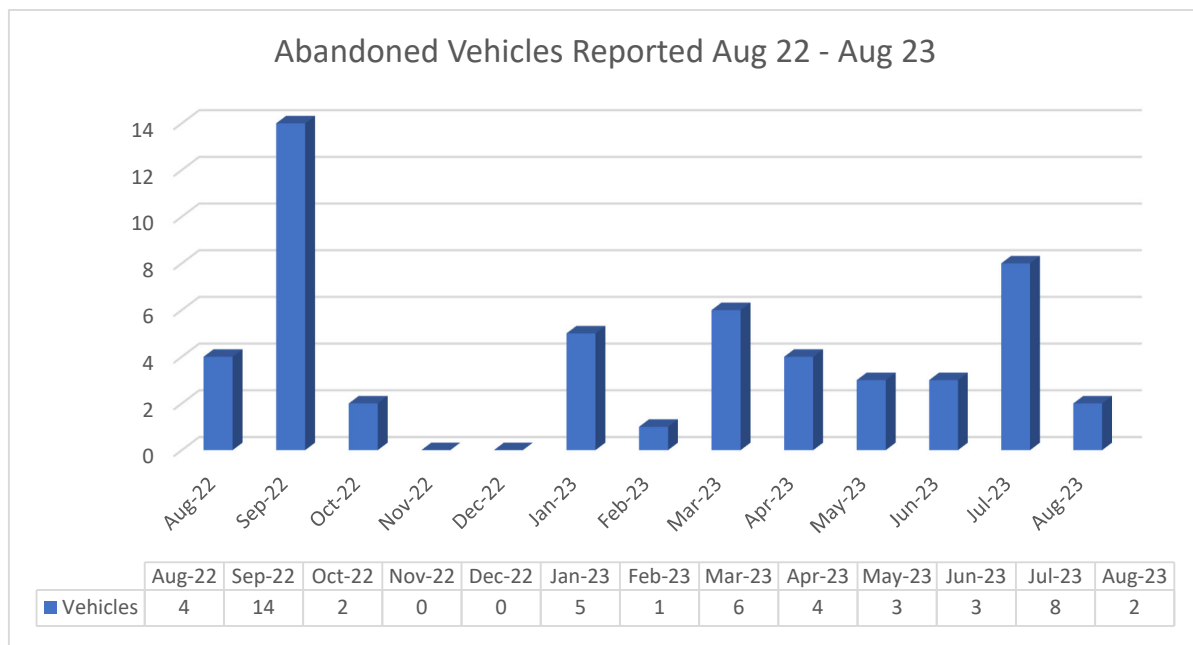
Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were 16 dogs impounded in August, well under the average of 28 for the previous 12 months and just over half those impounded in August last year.

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 euthanasia.



Abandoned Vehicles

While most Regulatory Services’ activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. Two reports were made to Council of abandoned vehicles in August 2023, less than half the average for the year, noting September 2022 was higher than usual.



Links with Strategic Plan

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

Legislative and Policy Implications

COR01 – Media Policy

COR02 – Community Engagement Policy

GOV16 – Compliance and Enforcement Policy

COM03 – Sport and Recreation Policy

COM01 – Youth Policy

Risks

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

Community Engagement

Not applicable for the operational report.

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



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Litchfield Council 2023 Annual Community Survey
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/09/2023
Attachments:	A: Litchfield Council 2023 Annual Community Survey Results

Executive Summary

This report presents to Council the results of the Litchfield Council 2023 Community Survey.

Recommendation

THAT Council:

1. thank the community members that provided feedback via the survey; and
2. receive and note the Litchfield Council 2023 Annual Community Survey Results, as at Attachment A.

Background

The Annual Community Survey is an opportunity to evaluate the sentiment and satisfaction of Litchfield community members regarding Council's service delivery, communications, and amenities. It is a chance to better understand the demographic and needs of the Litchfield community and is also a metric to quantify and implement improvements to deliver to the standard of community expectation where possible.

The 2023 Community Survey received 140 submissions, down by 132 submissions from 272 received in 2022.

The 2023 Community Survey results will be used as success measure indicators in the 2022/2023 Annual Report and are one piece of community feedback that contributes to the development of Council's annual Municipal Plan.

This year is the seventh consecutive and consistent Community Survey conducted by Council, which has provided valuable community data and established benchmarking for future surveys.

Litchfield residents were encouraged to complete the survey over a 4-week campaign running from 31 July to 28 August 2023, with the survey made available across a wide range of mediums and an extensive promotional campaign was undertaken in attempts to engage the community.

The 2023 Annual Community Survey Report is provided in Attachment A. The survey was comprised of 18 questions, response fields for the final question requested respondents leave their name and contact information should they wish to enter the draw for the fuel voucher. Responses to this question have not been included in the report for privacy reasons.

The 2023 Community Survey results are generally positive, with the majority of respondents rating Council's performance across all service areas as either very good, good or adequate.

The table below shows the satisfaction of services and facilities that are rated as very good, good or adequate in order from highest performance to lowest for 2023.

Services or Facility	2019	2020	2021	2022	2023	Variance in satisfaction
Waste Transfer Stations	81%	83%	85%	88%	93%	5% increase
Maintenance of local roads	66%	62%	64%	71%	83%	12% increase
Road drainage maintenance	62%	61%	66%	84%	82%	2% decrease
Roadside maintenance	62%	62%	60%	83%	78%	5% decrease
Taminmin Community Library	92%	78%	88%	90%	78%	12% decrease
Waste recycling opportunities	52%	52%	56%	79%	75%	4% decrease
Thorak Regional Cemetery	75%	76%	94%	97%	75%	22% decrease
Recreation Reserves	83%	79%	82%	87%	73%	14% decrease
Animal management	52%	43%	44%	71%	70%	1% decrease
Weed management on Council land	65%	35%	35%	61%	59%	2% decrease

It could be concluded that more promotion of Council's Taminmin Community Library and Thorak Regional Cemetery is required, given 17% and 25% of respondents respectively were unaware of these services/facilities.

Council's overall performance was rated by 80% of respondents as being very good, good or adequate, a 2% decrease from 2022 but substantially higher than the 56% result of both 2020 and 2021.

Interestingly, 35% of respondents had not contacted Council in the past six months. Of the remaining respondents who had contacted Council during that same period 54% rated the service they received as very good, good or adequate.

Links with Strategic Plan

People - Our Community is at the Heart of All We Do
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

COR02 Community Engagement Policy

Risks

Nil identified.

Community Engagement

The 2023 Annual Community Survey was open for responses from 31 July to 28 August 2023, a period of four weeks. With survey respondents also eligible to go into a draw for a \$250 fuel voucher.

The survey was promoted to the community via the following mediums:

- Dedicated news story on Council's Website;
- iPad for use and hard copies option of survey available at Council's front counter;
- Hard copies of the survey located at Taminmin Community Library;
- Feature email signature applied to all Council Officers email accounts;
- Posters placed at Council's facilities (e.g., Waste Transfer Stations, Library);
- Multiple Facebook posts (with paid boosting option);
- Feature Facebook cover image;
- Requested promotion/sharing by Elected Members;
- Mentioned by Mayor during "Head Honcho" radio spot;
- Posters featuring active QR code placed on Public Notice Boards within the community;
- Engagement with Local MLA's;
- Engagement with Management Committees/Board of Recreation Reserves; and
- Stalls manned by Elected Members and Council Officers at:
 - Freds Pass Markets, 5 August;
 - Humpty Doo Markets, 16 August;
 - Coolalinga Shopping Centre, 20 August; and
 - Berry Springs Markets, 27 August.



**Library
Services**

**LITCHFIELD
COUNCIL**



**Waste
Services**



ANNUAL COMMUNITY SURVEY 2023

**Mobile
Workforce**



**Regulatory
Services**



RESULTS

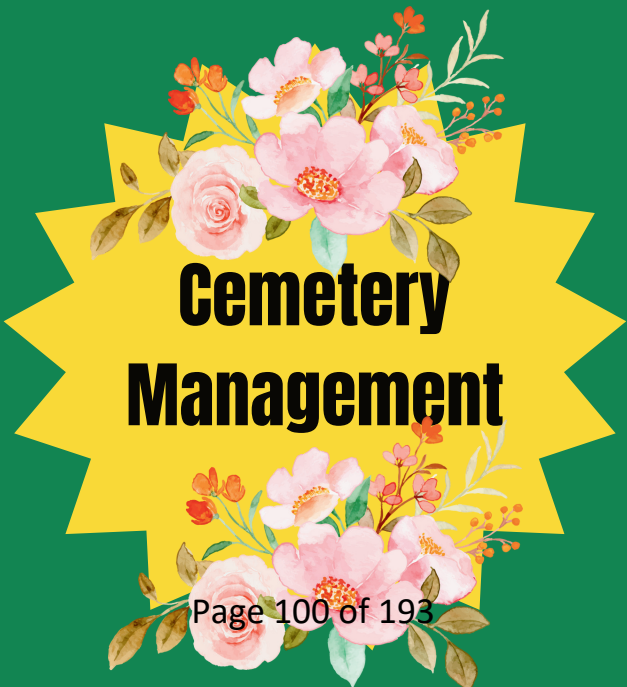
**Parks and
Recreation
Reserves**



**Infrastructure
and Assets**

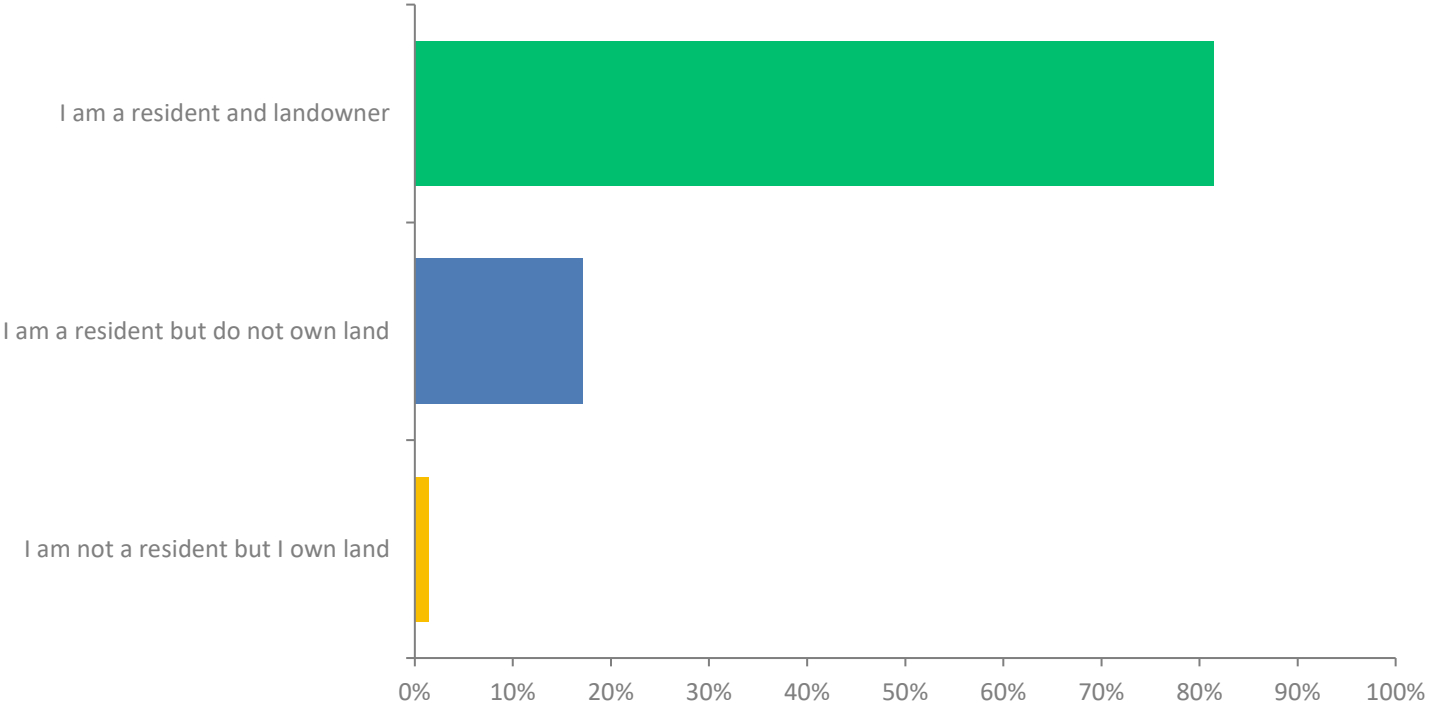


**Cemetery
Management**



Q1: Please select the statement that best describes you?

Answered: 140 Skipped: 0



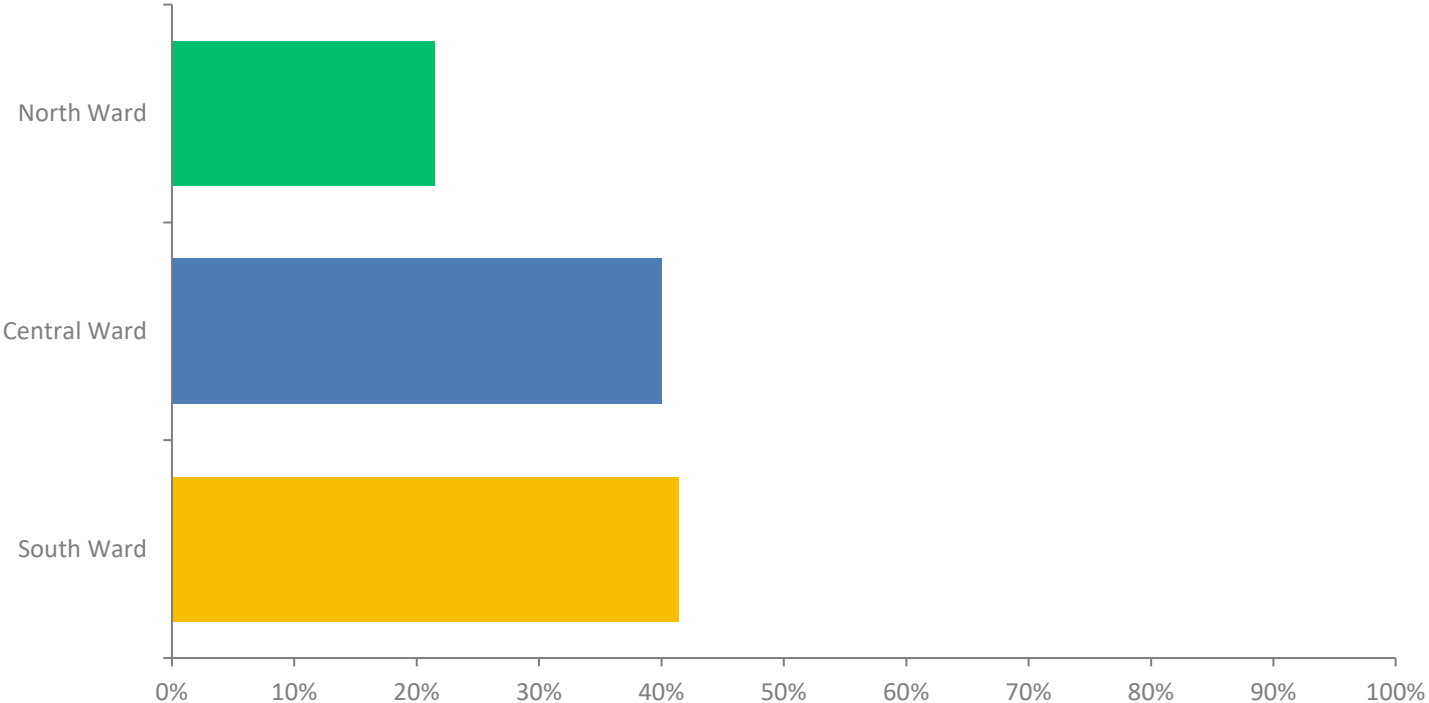
Q1: Please select the statement that best describes you?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
I am a resident and landowner	81.43%	114
I am a resident but do not own land	17.14%	24
I am not a resident but I own land	1.43%	2
TOTAL		140

Q2: Which ward do you live or own land in?

Answered: 140 Skipped: 0



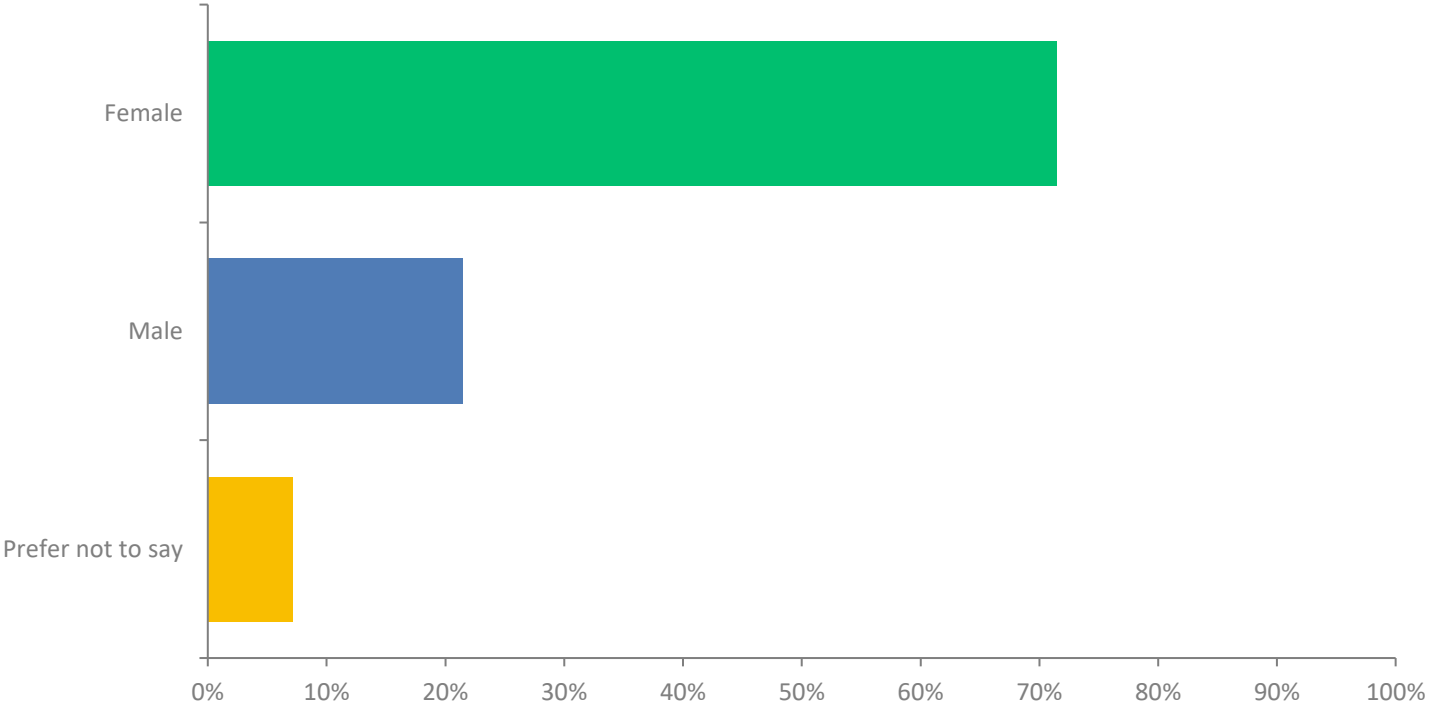
Q2: Which ward do you live or own land in?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
North Ward	21.43%	30
Central Ward	40.0%	56
South Ward	41.43%	58
TOTAL		144

Q3: What is your gender?

Answered: 140 Skipped: 0



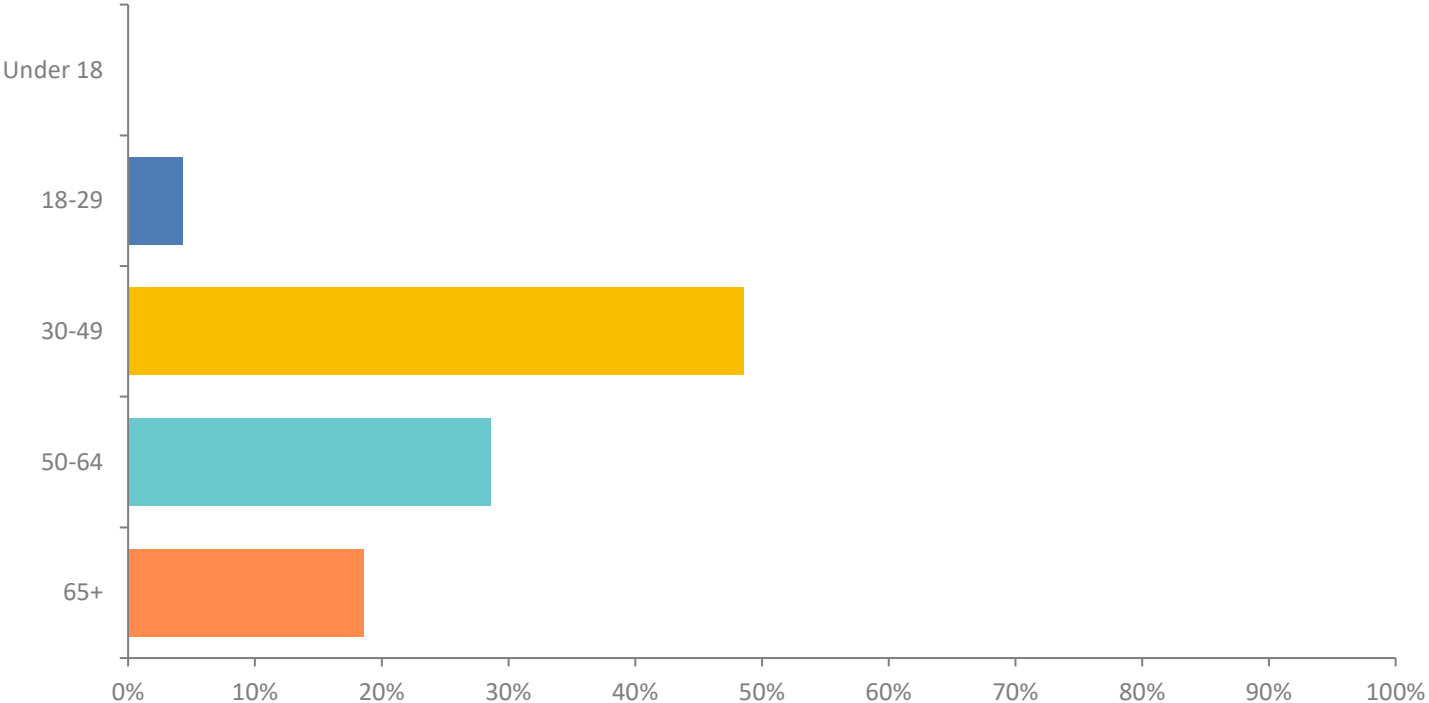
Q3: What is your gender?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Female	71.43%	100
Male	21.43%	30
Prefer not to say	7.14%	10
TOTAL		140

Q4: What is your age range?

Answered: 140 Skipped: 0



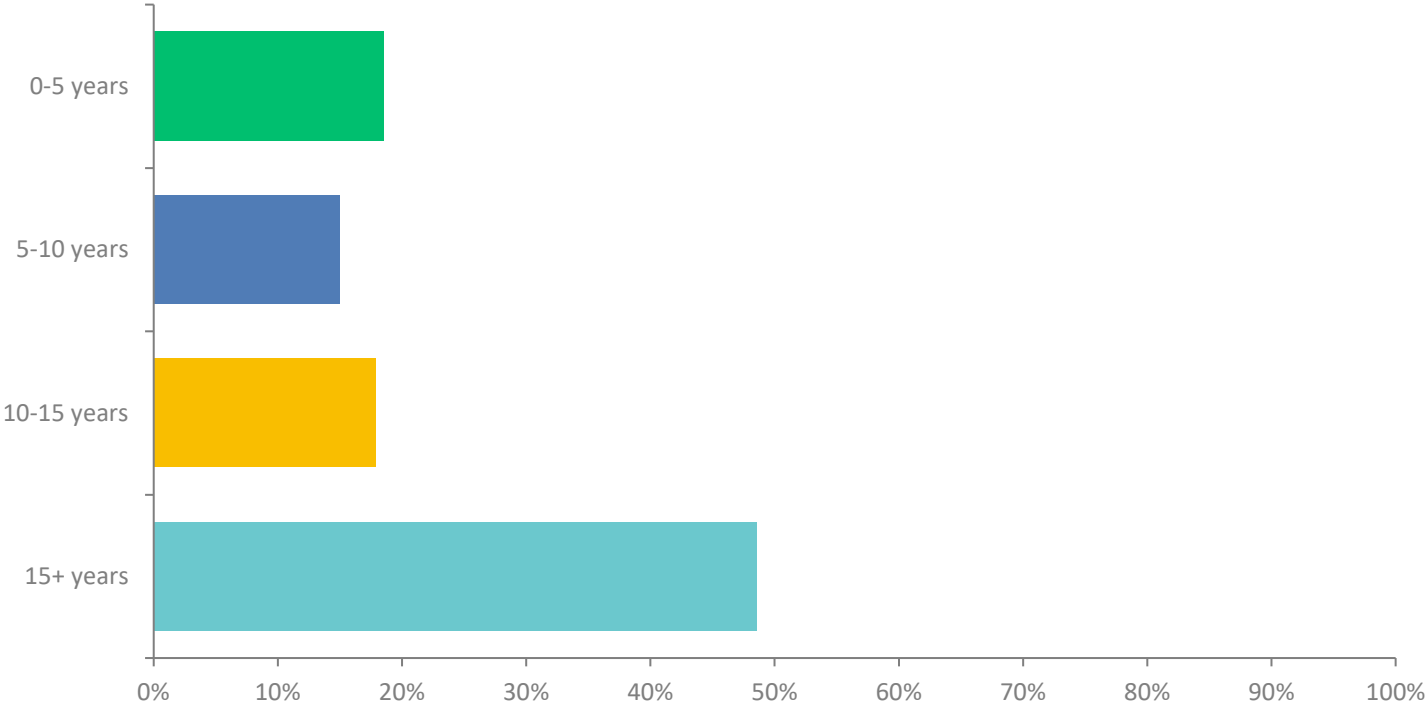
Q4: What is your age range?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Under 18	0%	0
18-29	4.29%	6
30-49	48.57%	68
50-64	28.57%	40
65+	18.57%	26
TOTAL		140

Q5: How long have you lived in the Litchfield Municipality?

Answered: 140 Skipped: 0



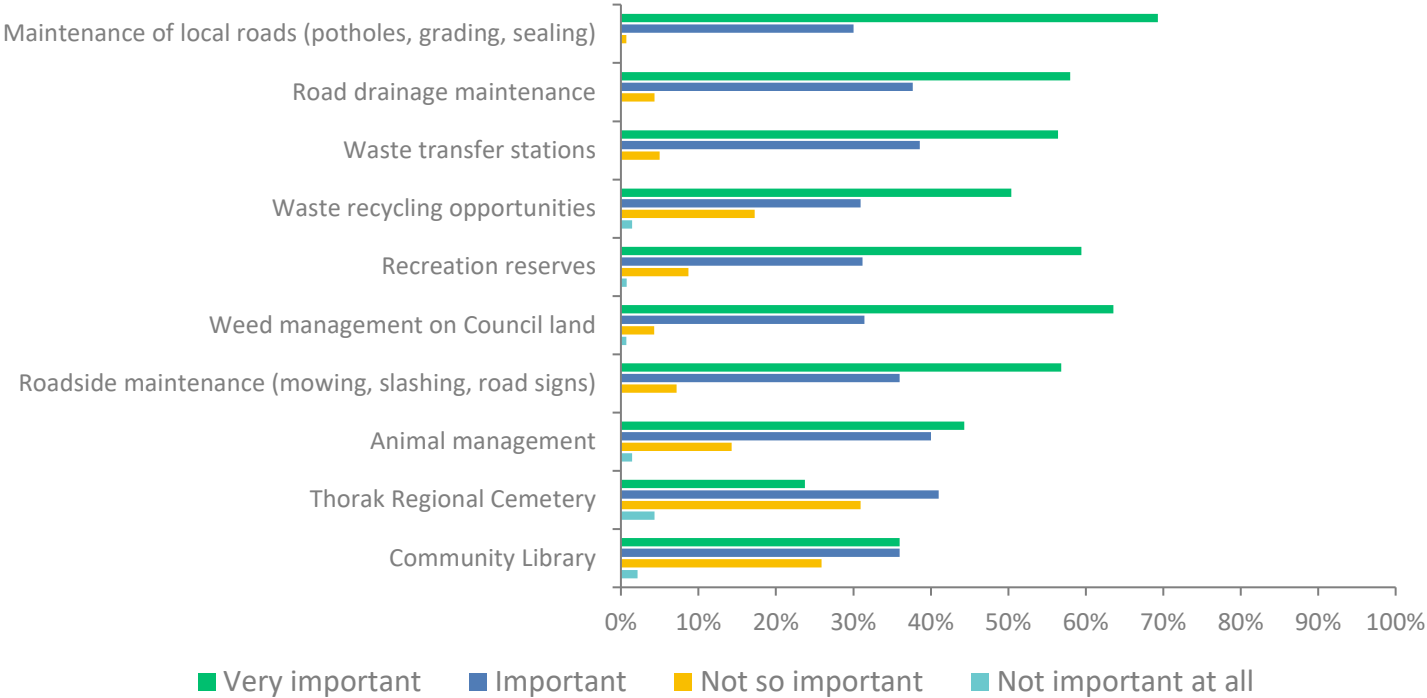
Q5: How long have you lived in the Litchfield Municipality?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
0-5 years	18.57%	26
5-10 years	15.00%	21
10-15 years	17.86%	25
15+ years	48.57%	68
TOTAL		140

Q6: How important to you are the following services in your area?

Answered: 140 Skipped: 0



Q6: How important to you are the following services in your area?

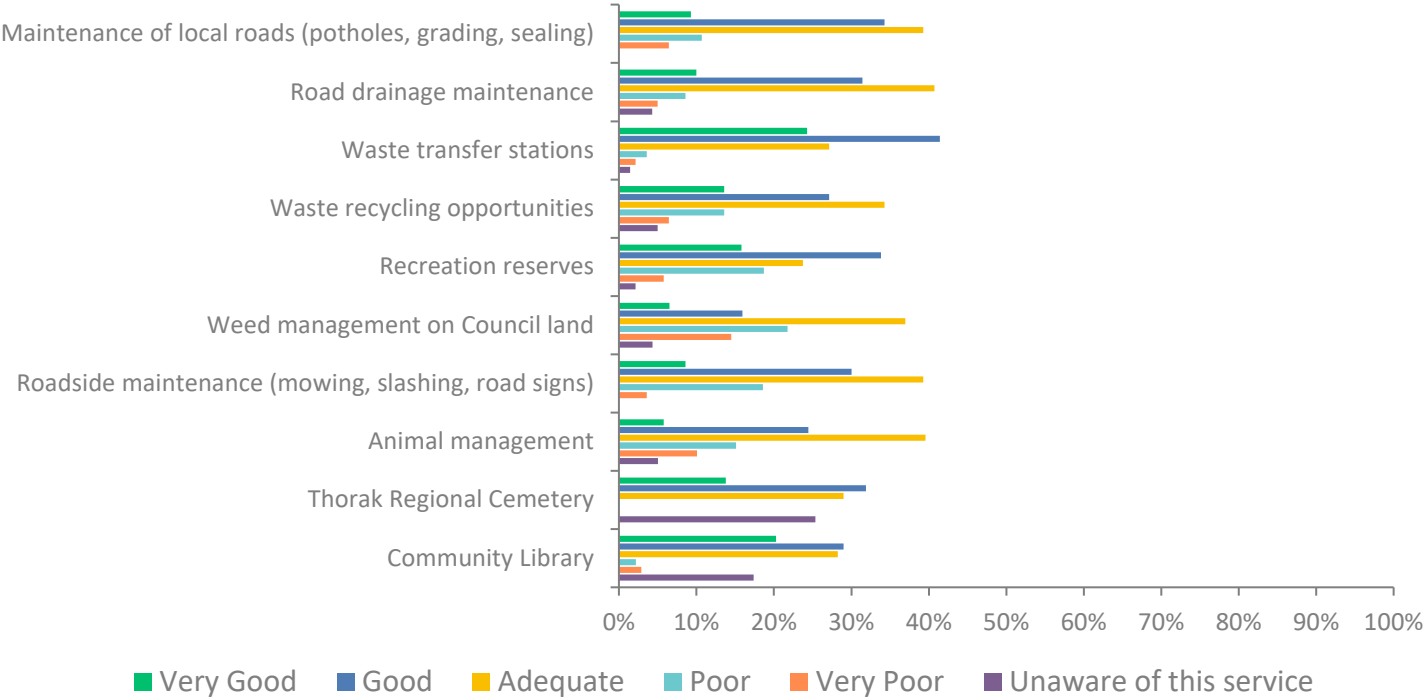
Answered: 140 Skipped: 0

	VERY IMPORTANT	IMPORTANT	NOT SO IMPORTANT	NOT IMPORTANT AT ALL	TOTAL	WEIGHTED AVERAGE
Maintenance of local roads (potholes, grading, sealing)	69.29% 97	30.0% 42	0.71% 1	0% 0	140	1.31
Road drainage maintenance	57.97% 80	37.68% 52	4.35% 6	0% 0	138	1.46
Waste transfer stations	56.43% 79	38.57% 54	5.00% 7	0% 0	140	1.49
Waste recycling opportunities	50.36% 70	30.94% 43	17.27% 24	1.44% 2	139	1.70
Recreation reserves	59.42% 82	31.16% 43	8.70% 12	0.72% 1	138	1.51

	VERY IMPORTANT	IMPORTANT	NOT SO IMPORTANT	NOT IMPORTANT AT ALL	TOTAL	WEIGHTED AVERAGE
Weed management on Council land	63.57% 89	31.43% 44	4.29% 6	0.71% 1	140	1.42
Roadside maintenance (mowing, slashing, road signs)	56.83% 79	35.97% 50	7.19% 10	0% 0	139	1.50
Animal management	44.29% 62	40.0% 56	14.29% 20	1.43% 2	140	1.73
Thorak Regional Cemetery	23.74% 33	41.01% 57	30.94% 43	4.32% 6	139	2.16
Community Library	35.97% 50	35.97% 50	25.90% 36	2.16% 3	139	1.94

Q7: How do you rate Council's performance of the following services in your area?

Answered: 140 Skipped: 0



Q7: How do you rate Council's performance of the following services in your area?

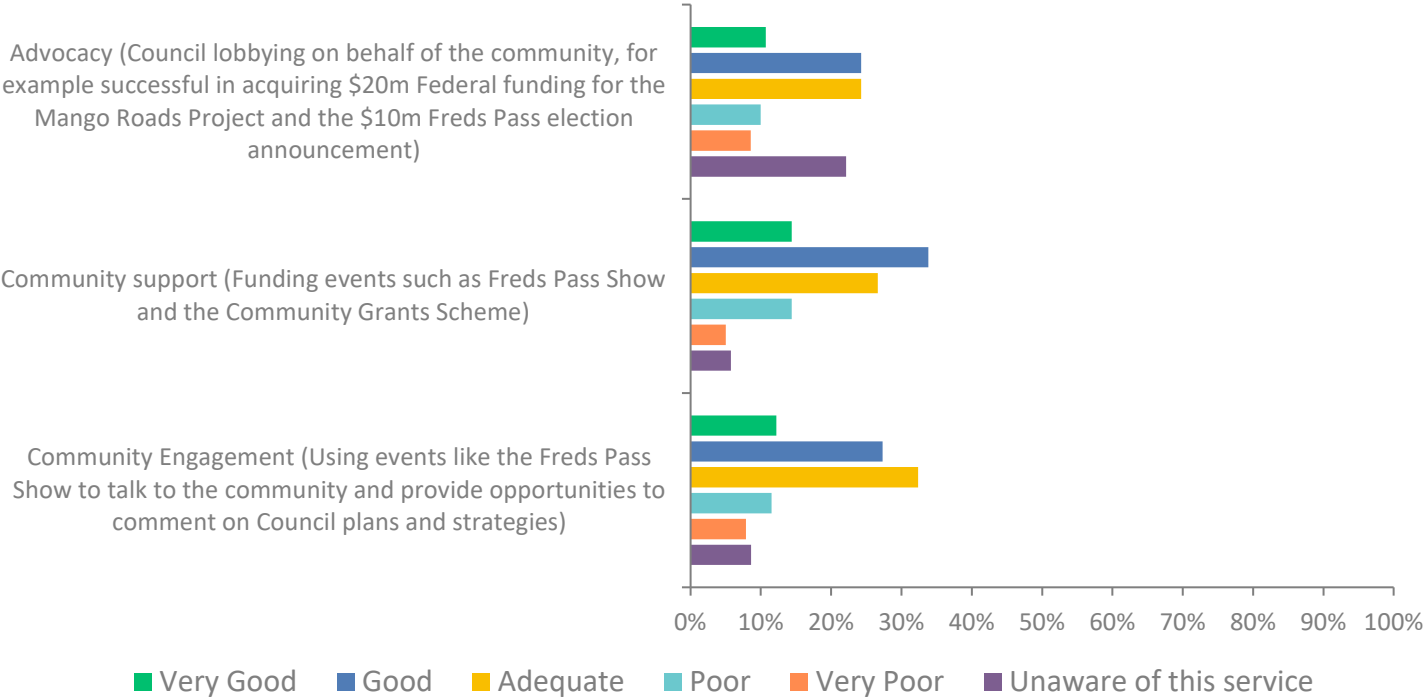
Answered: 140 Skipped: 0

	VERY GOOD	GOOD	ADEQUATE	POOR	VERY POOR	UNAWARE OF THIS SERVICE	TOTAL	WEIGHTED AVERAGE
Maintenance of local roads (potholes, grading, sealing)	9.29% 13	34.29% 48	39.29% 55	10.71% 15	6.43% 9	0% 0	140	2.71
Road drainage maintenance	10.0% 14	31.43% 44	40.71% 57	8.57% 12	5.00% 7	4.29% 6	140	2.8
Waste transfer stations	24.29% 34	41.43% 58	27.14% 38	3.57% 5	2.14% 3	1.43% 2	140	2.22
Waste recycling opportunities	13.57% 19	27.14% 38	34.29% 48	13.57% 19	6.43% 9	5.00% 7	140	2.87
Recreation reserves	15.83% 22	33.81% 47	23.74% 33	18.71% 26	5.76% 8	2.16% 3	139	2.71

	VERY GOOD	GOOD	ADEQUATE	POOR	VERY POOR	UNAWARE OF THIS SERVICE	TOTAL	WEIGHTED AVERAGE
Weed management on Council land	6.52% 9	15.94% 22	36.96% 51	21.74% 30	14.49% 20	4.35% 6	138	3.35
Roadside maintenance (mowing, slashing, road signs)	8.57% 12	30.0% 42	39.29% 55	18.57% 26	3.57% 5	0% 0	140	2.79
Animal management	5.76% 8	24.46% 34	39.57% 55	15.11% 21	10.07% 14	5.04% 7	139	3.14
Thorak Regional Cemetery	13.77% 19	31.88% 44	28.99% 40	0% 0	0% 0	25.36% 35	138	3.17
Community Library	20.29% 28	28.99% 40	28.26% 39	2.17% 3	2.90% 4	17.39% 24	138	2.91

Q8: There is a lot of work Council does that the community may not see or hear about. From your understanding, how do you rate Council's performance in the following areas?

Answered: 140 Skipped: 0



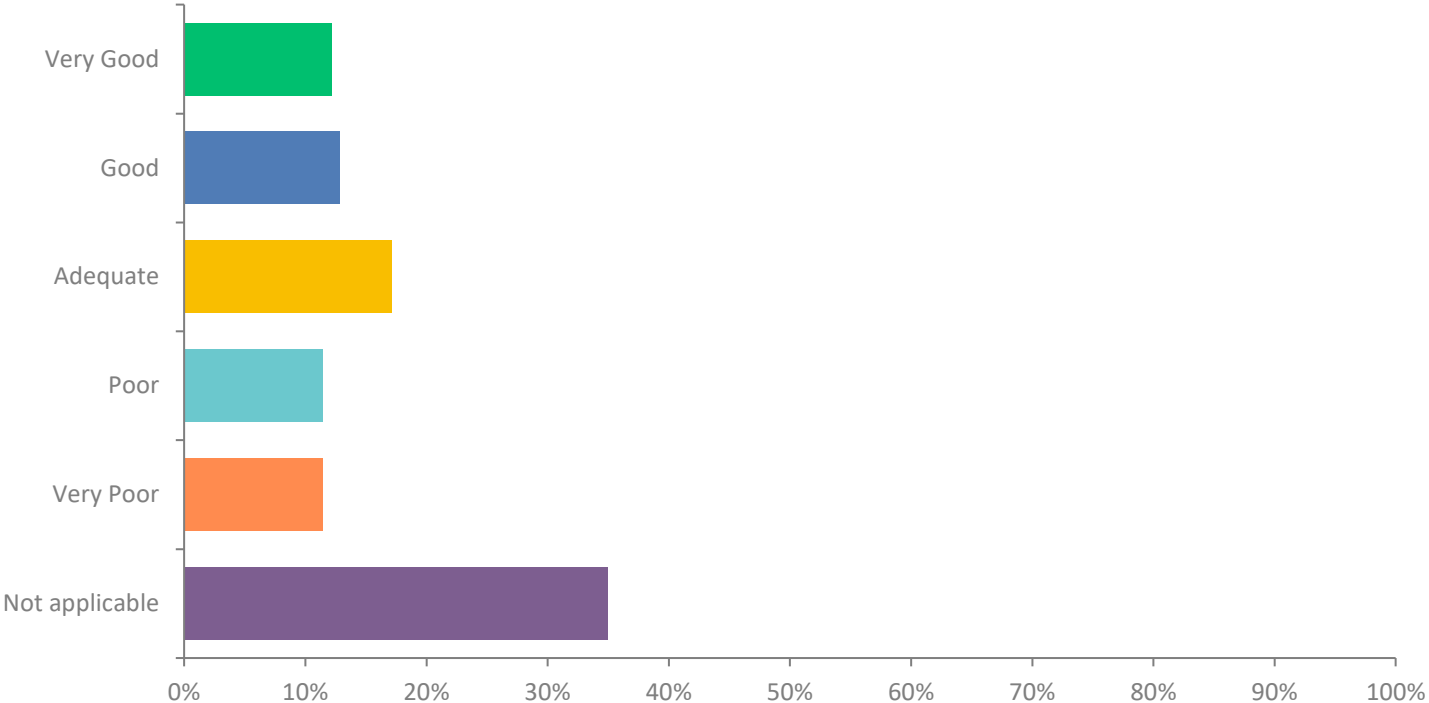
Q8: There is a lot of work Council does that the community may not see or hear about. From your understanding, how do you rate Council's performance in the following areas?

Answered: 140 Skipped: 0

	VERY GOOD	GOOD	ADEQUATE	POOR	VERY POOR	UNAWARE OF THIS SERVICE	TOTAL	WEIGHTED AVERAGE
Advocacy (Council lobbying on behalf of the community, for example successful in acquiring \$20m Federal funding for the Mango Roads Project and the \$10m Freds Pass election announcement)	10.71% 15	24.29% 34	24.29% 34	10.0% 14	8.57% 12	22.14% 31	140	3.48
Community support (Funding events such as Freds Pass Show and the Community Grants Scheme)	14.39% 20	33.81% 47	26.62% 37	14.39% 20	5.04% 7	5.76% 8	139	2.79
Community Engagement (Using events like the Freds Pass Show to talk to the community and provide opportunities to comment on Council plans and strategies)	12.23% 17	27.34% 38	32.37% 45	11.51% 16	7.91% 11	8.63% 12	139	3.01

Q9: Have you contacted Council in the past six months? If so, please rate your service

Answered: 140 Skipped: 0



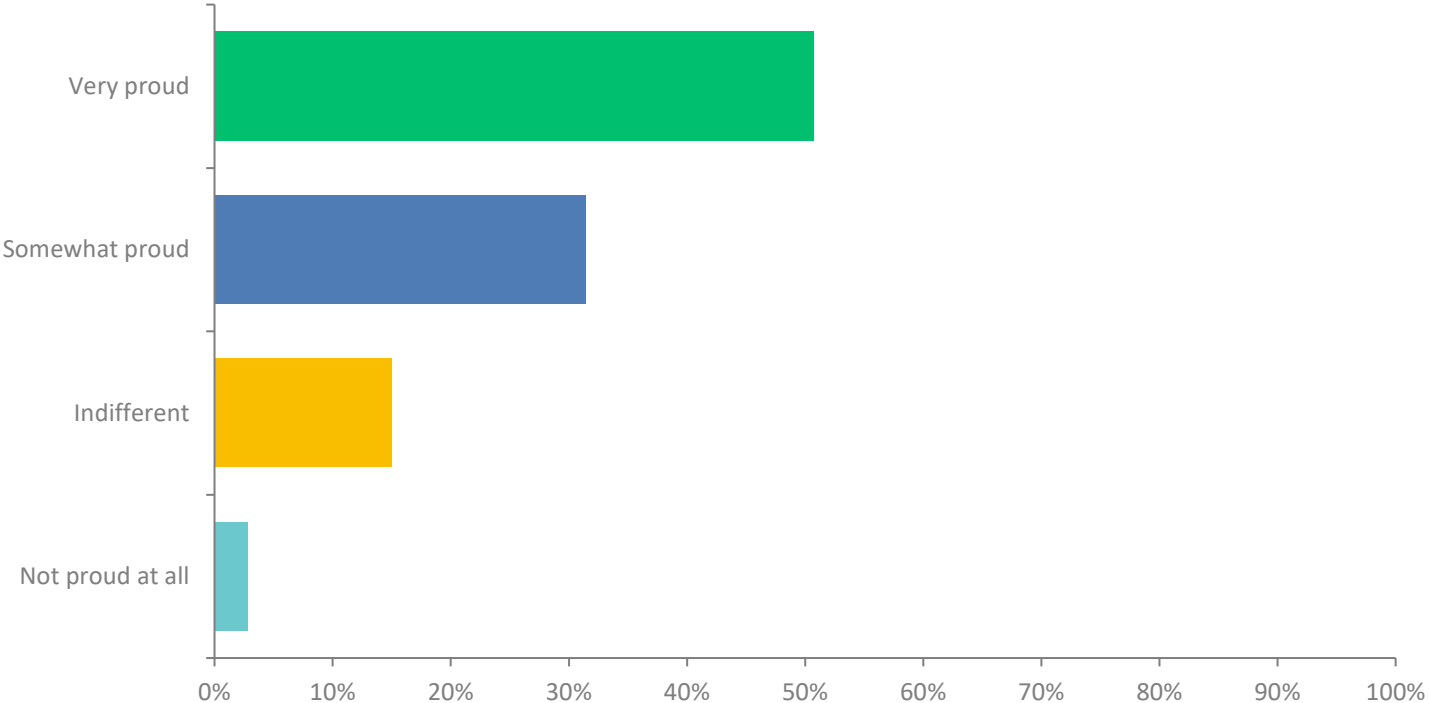
Q9: Have you contacted Council in the past six months? If so, please rate your service

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Good	12.14%	17
Good	12.86%	18
Adequate	17.14%	24
Poor	11.43%	16
Very Poor	11.43%	16
Not applicable	35.00%	49
TOTAL		140

Q10: How proud are you to live in the Litchfield region?

Answered: 140 Skipped: 0



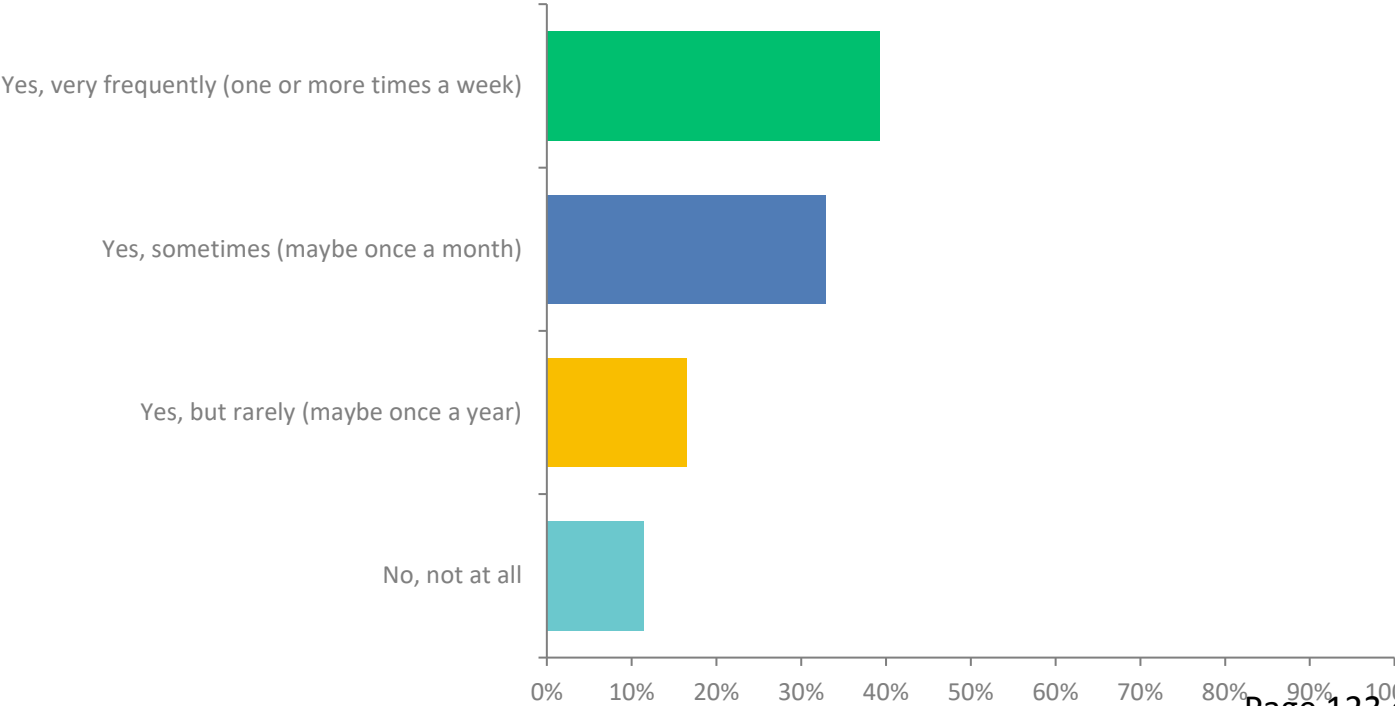
Q10: How proud are you to live in the Litchfield region?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very proud	50.71%	71
Somewhat proud	31.43%	44
Indifferent	15.00%	21
Not proud at all	2.86%	4
TOTAL		140

Q11: Do you use the recreation reserves in your area? (There are currently nine recreation reserves in the Litchfield region with a range of facilities; Berry Springs, Freds Pass, Howard Park (not the Nature Park with the water pools), Humpty Doo, Knuckey Lagoon, Livingstone, McMinns Lagoon, Mira Square and Gregg Park)

Answered: 140 Skipped: 0



Q11: Do you use the recreation reserves in your area? (There are currently nine recreation reserves in the Litchfield region with a range of facilities; Berry Springs, Freds Pass, Howard Park (not the Nature Park with the water pools), Humpty Doo, Knuckey Lagoon, Livingstone, McMinns Lagoon, Mira Square and Gregg Park)

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Yes, very frequently (one or more times a week)	39.29%	55
Yes, sometimes (maybe once a month)	32.86%	46
Yes, but rarely (maybe once a year)	16.43%	23
No, not at all	11.43%	16
TOTAL		140

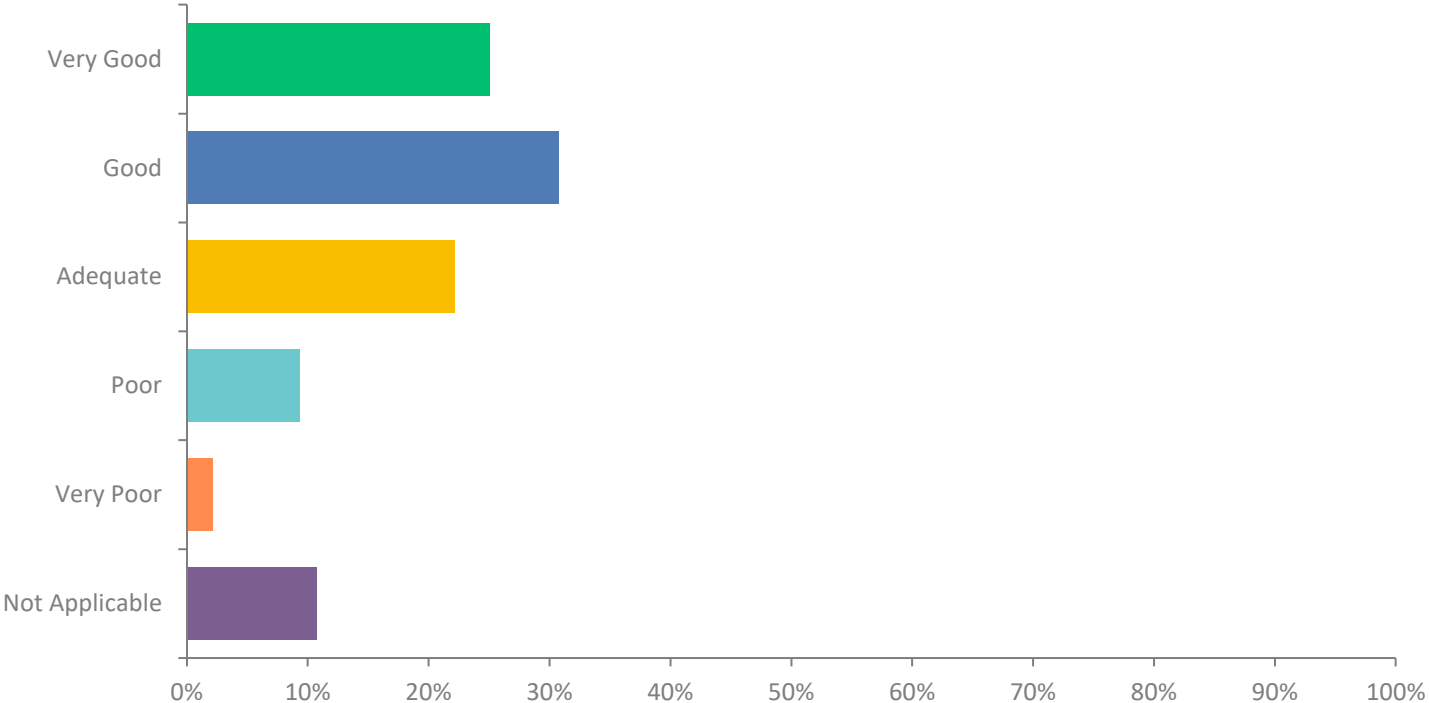
Q11: Do you use the recreation reserves in your area? (There are currently nine recreation reserves in the Litchfield region with a range of facilities; Berry Springs, Freds Pass, Howard Park (not the Nature Park with the water pools), Humpty Doo, Knuckey Lagoon, Livingstone, McMinns Lagoon, Mira Square and Gregg Park)

Answered: 140 Skipped: 0

#	OTHER (PLEASE SPECIFY)	DATE
1	In the past with young children visited Berry Springs Reserve at least once a week.	8/30/2023 10:19 AM
2	Well kept.	8/29/2023 9:40 AM
3	Too much grass unattended	8/17/2023 10:55 AM
4	There is hardly anything in the direct Humpty doo area other than village green which is basic.	8/16/2023 4:55 PM
5	More in dry season	8/14/2023 9:39 PM
6	Maybe 2-3 times a month depending on weather and personal availability	8/14/2023 6:00 PM
7	New to the area	8/9/2023 12:37 PM
8	Have 64 acres don't need	8/8/2023 1:53 PM
9	In particular the Humpty Doo Community Garden	8/1/2023 11:09 AM

Q12: If you answered yes, you do use the recreation reserves, how do you rate them?

Answered: 140 Skipped: 0



Q12: If you answered yes, you do use the recreation reserves, how do you rate them?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Good	25.00%	35
Good	30.71%	43
Adequate	22.14%	31
Poor	9.29%	13
Very Poor	2.14%	3
Not Applicable	10.71%	15
TOTAL		140

Q12: If you answered yes, you do use the recreation reserves, how do you rate them?

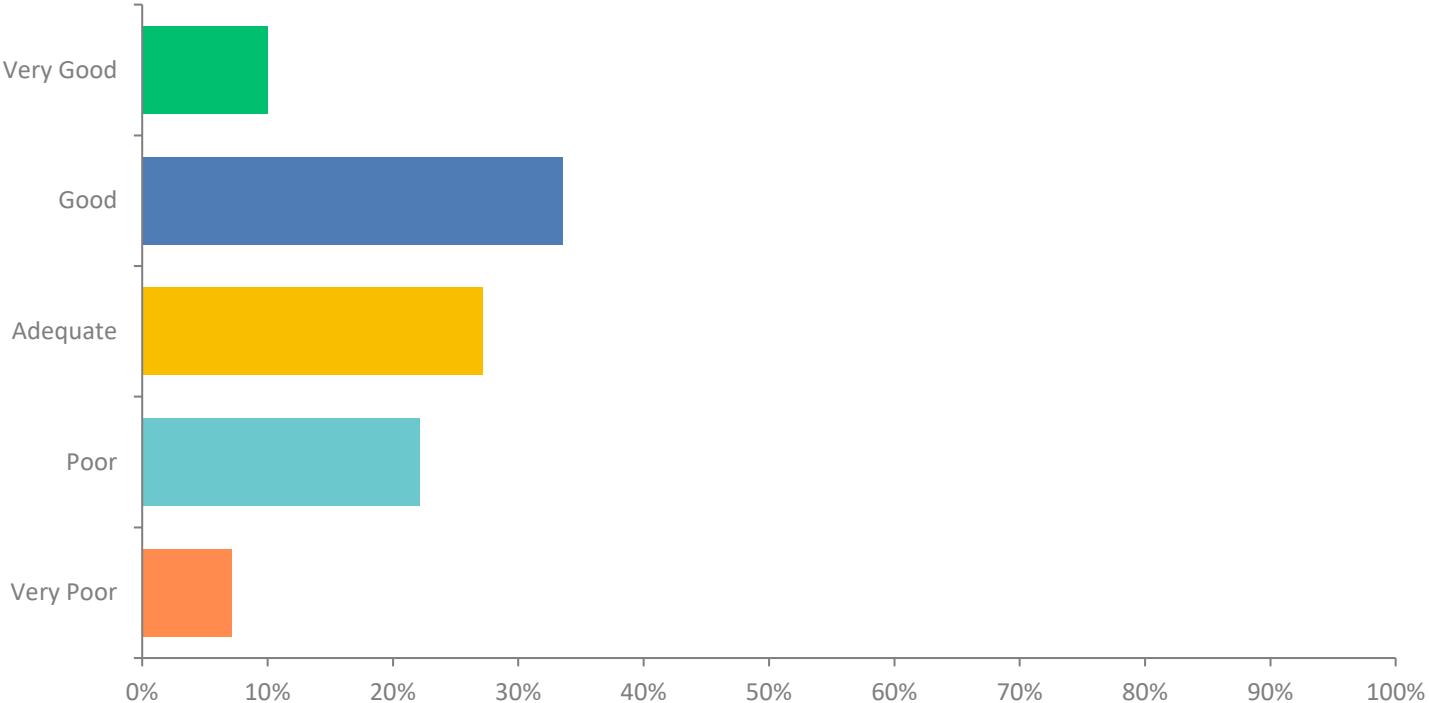
Answered: 140 Skipped: 0

#	PLEASE COMMENT ON HOW YOU THINK COUNCIL COULD IMPROVE THE RECREATION RESERVES	DATE
1	More advertisement	8/30/2023 10:35 AM
2	Good to see more trees planted at the Reserve. Many years ago I grew these with local school and planted on the west side of Berry Springs Reserve.	8/30/2023 10:19 AM
3	Upgrade ammenities. Toilet blocks etc	8/29/2023 4:13 PM
4	Nothing special about them and they could all do with an upgrade of facilities. Not even at a BBQ at McMinns.	8/25/2023 6:23 PM
5	Walking track of 5-10km in bushland safe	8/24/2023 8:45 AM
6	Public toilets not always clean.	8/23/2023 11:19 AM
7	Mcmminns Lagoon is awesome. Taminmin kids damage and annoy us at the Village Green while we try and do yoga	8/19/2023 9:12 AM

8	fund them correctly	8/17/2023 10:58 PM
9	Equestrian parking getting tighter, less availability. Other areas great. Markets fantastic	8/17/2023 8:49 PM
10	Bowld - HDoo - poor surface.	8/17/2023 2:04 PM
11	Listen to the board who are doing a great job. Fund appropriately so that the main reserve can be the jewel in the crown for the LSC.	8/17/2023 11:11 AM
12	Most facilities are tired and below standard.	8/17/2023 10:35 AM
13	Howard park- extend the new footpath along all of Hamilton road	8/17/2023 6:25 AM
14	Fund them adequately and stop exploiting volunteers	8/16/2023 8:46 PM
15	We have one small park in Humpty doo which is extremely basic	8/16/2023 4:55 PM
16	Grossly insufficient funding to Fred's pass reserve.	8/16/2023 12:45 AM
17	Local dog park with water feature please	8/15/2023 9:32 PM
18	Humpty Doo is atrocious and becoming unsafe. Berry Springs outdated playground and lacks shade	8/15/2023 7:43 PM
19	The spaces need to be invested in more and the spaces activated to deter poor behaviour	8/14/2023 9:39 PM
20	Some are poor	8/14/2023 7:28 PM
21	The reserves are lovely. We are lucky to live in such a beautiful location.	8/14/2023 6:00 PM
22	more shade required. Extra check to stop vandalism	8/14/2023 4:08 PM
23	Host dog play days. youth games	8/14/2023 3:03 PM
24	Get the money promised from the government	8/14/2023 11:00 AM
25	Need a skatepark at Fred's pass, no activity like this here	8/13/2023 3:25 PM
26	Get a caretaker for Humpty Doo Village Green it used to be beautiful, it's gone down hill. The poor scouts hall seems to be a target, this must be heartbreaking for all attendees.	8/12/2023 9:04 PM
27	Needs a 50m municipal pool at Freds Pass or somewhere.	8/10/2023 3:53 PM
28	They look good.	8/9/2023 12:37 PM
29	Invest heavily in Freds Pass infrastructure to build community ethos through sport and show events.	8/9/2023 12:30 PM
30	Village Green has constant rubbish and broken glass, I've seen a massive decline in the standard of this once beautiful park in the last few years	8/6/2023 4:52 PM
31	Need more for kids - pool, playgrounds etc	8/6/2023 4:01 PM
32	More playgrounds and green grass regularly mowed. More options for toddler age playgrounds	8/6/2023 3:56 PM
33	Facilities are sub-standard to other areas. Lacking of facilities suitable to the NT climate and variety of sports serviced is low. Very little activity promoted south of the Arnhem Highway turnoff. Playgrounds are mostly small and suitable only to kids under 6 years.	8/4/2023 2:30 PM
34	Increase the funding - last years extra funding was noticable at Fred's Pass with thing improving, now going back to just maintaining and not improving things	8/4/2023 11:19 AM
35	HDVG used to be an amazing family friendly area. Has slowly gone down hill, unmaintained gardens and vandalism.	8/1/2023 1:11 PM
36	Freds pass - but now in the decline	8/1/2023 1:03 PM
37	Humpty Doo Village Green needs to have a Caretaker on site to control all the vandals which are destroying what could be a great place.	8/1/2023 11:09 AM
38	Provide more support to volunteers that are doing so much and get no trust from council.	7/31/2023 8:43 PM
39	We would like to use the village green more often but never sure what state it is going to be in.	7/31/2023 12:09 PM
40	put more money into upgrading or replacing aging infrastructure which are fast becoming OHS risks. Put more money into maintenance and provision of services to the public who use the reserves.	7/31/2023 8:50 AM

Q13: Council's strategic direction is to enable Litchfield to be the best place to live in the Top End. How well do you think Council is contributing to this?

Answered: 140 Skipped: 0



Q13: Council's strategic direction is to enable Litchfield to be the best place to live in the Top End. How well do you think Council is contributing to this?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Good	10.0%	14
Good	33.57%	47
Adequate	27.14%	38
Poor	22.14%	31
Very Poor	7.14%	10
TOTAL		140

Q14: What do you think makes Litchfield the best place to live in the Top End and what could be improved?

Answered: 140 Skipped: 0

#	RESPONSES	DATE
1	Schools, people. Library is the catalyst.	8/31/2023 10:48 AM
2	The area we live in. The people who live here.	8/30/2023 10:35 AM
3	Love the Springs and the Reserve, thank you. I think the roadside weed management could improve as well as individual block weed management. Too many people ignore Gamba & Mission grass and hence the wildfires are voracious! Perhaps with Rates notices people could be made aware of the danger of keeping gamba grass on properties.	8/30/2023 10:19 AM
4	Unsure	8/30/2023 10:04 AM
5	Nil	8/30/2023 9:27 AM
6	The track you are on, is better than the last survey I did. Keep up the good work. Keep communicating.	8/29/2023 4:13 PM
7	New roads are poor quality.	8/29/2023 2:10 PM
8	Public transport. All weather access road to Darwin River.	8/29/2023 12:58 PM
9	Quite happy.	8/29/2023 12:55 PM
10	Nil	8/29/2023 12:52 PM
11	Large blocks	8/29/2023 12:48 PM
12	You need an after hours ranger service specifically for dogs. The recent noonamah fire caused by illegally dumped rubbish shows you need to take action/responsibility - eg go and clean up illegally dumped rubbish instead of washing your hands of it.	8/29/2023 12:01 PM
13	Gamba grass eradication needs improvement. The village green at Humpty Doo needs a caretaker again. It was once welcoming and cared for.	8/29/2023 11:47 AM
14	Happy	8/29/2023 9:40 AM
15	Peace, free of crime, good community	8/27/2023 8:43 PM
16	Space and privacy. That Council doesn't have rules limiting what can be done on your property	8/27/2023 6:10 PM
17	It's not! You need to do better for the community. Eg We need netball courts. Support women's sport not just men's! More inclusive for all our residents! Why is the mayor attending Vote No to the Voice events yet he does acknowledgement of country! What a disgrace!	8/27/2023 2:57 PM
18	The community involvement makes this area the best place to live. Road repairs and maintenance need to be improved	8/27/2023 12:17 PM
19	Great Community mixed with quiet rural living.	8/27/2023 9:15 AM
20	More recycling and sustainability initiatives. More community celebrations ... NAIDOC, Bombing of Darwin, Street parties like Palmerston. No street art or community art out here at all. Where did the Women in business events go? What do you do for youth?	8/25/2023 6:23 PM
21	More investment in community services, activities and infrastructure. Where's our pool? Why don't we have a community hall?	8/25/2023 12:37 PM
22	I love living in the bush but close enough to work in town. I love Girraween Primary School. I think we could improve weed, water and bush management by promoting using Top End native plants and discouraging clearing of blocks.	8/24/2023 11:37 AM
23	Life style - recreational spaces and activities. Good community involvement for events and good education. Nice infrastructure so that the aesthetics are appealing at a face value / first impression. Lots of native shady spaces. Improve - central located library, more events	8/24/2023 8:45 AM

(family and art) thru the year with good advertisement, high school opportunities in more than just one ward. Walking track on side of road around Howard springs

24	Rural life style, quiet locations.	8/23/2023 11:34 AM
25	"THE PEACE + QUIET" (Accept when hoons are about!) Robberies happening more frequent!	8/23/2023 11:32 AM
26	Space & privacy of 5 acres Increased roadside slashing during the wet season	8/23/2023 11:29 AM
27	Keep rates affordable	8/23/2023 11:26 AM
28	- The community spirit + kindness. - Road maintenance!	8/23/2023 11:23 AM
29	Be more transparent.	8/23/2023 11:19 AM
30	As discussed with the pair at Coolalinga Central	8/23/2023 11:16 AM
31	it isn't Not picking up dogs from Vet clinics outside of Litchfield	8/23/2023 11:10 AM
32	Everything is close by- location	8/22/2023 6:55 PM
33	Rural living is amazing. Roadside maintenance could be improved. Host community events in the wet season would be nice as well. Keep the kids busy in the wet.	8/22/2023 2:56 PM
34	rural amenity	8/22/2023 11:51 AM
35	Services, people	8/22/2023 9:45 AM
36	The lifestyle, it has supermarkets, shops, doctors, dentists and it's quiet	8/22/2023 6:00 AM
37	Rural property means no hearing suburbia noises, enjoying the peace and quiet of nature. Would like to hear more from elected members who represents their wards, improvement of their communication to us.	8/20/2023 10:09 AM
38	The library is the best but you could increase their funding because they do so much for all ages.	8/19/2023 9:12 AM
39	Keep rural rural. Having large blocks is why we live here. Beautiful bush and natural lagoons. I don't hear you fighting against subdivision the nt gov is planning for h doo area activity centre. And stop land clearing ie girraween lagoon area.	8/18/2023 9:11 PM
40	Community involvement, real rural vibe We could put in some walk way foot paths and better road signs for speed limits	8/18/2023 3:21 PM
41	Rural area snd bush and community. Maintain the bush better. Build a pool where we can excercise and hang out.	8/18/2023 3:15 PM
42	unknown	8/18/2023 9:48 AM
43	Waste transfer. Less policing	8/18/2023 9:06 AM
44	New CEO who doesn't bully volunteers	8/17/2023 10:58 PM
45	We need a swimming pool. Fred's Pass Reserve is getting busier - too many sports fighting over space.	8/17/2023 8:49 PM
46	Some development but not excessive which keeps the flavour of our rural life.	8/17/2023 8:19 PM
47	?	8/17/2023 2:04 PM
48	Infrastructure facilities, such as dual carriage roads (to minimise accidents), regular bus services to shopping centres, railway stations to the City, etc	8/17/2023 1:59 PM
49	Rural lifestyle and community comradery.	8/17/2023 11:17 AM
50	rural living	8/17/2023 11:11 AM
51	Room to move	8/17/2023 10:59 AM
52	Move the library. Recreation reserves are a must.	8/17/2023 10:55 AM
53	Space. Water park. Lobby NTG to extend or increase resourcing of gamba herbicide program. Move Library to a more inviting location for the community. More community events. More effort to be in the community by councillors.	8/17/2023 10:35 AM
54	Reduce the fires. Too much smoke. Improve Gamba eradication program.	8/17/2023 10:27 AM
55	Freedom for kids to grow up.	8/17/2023 10:24 AM

56	The space and rural life. Upkeep of roads & streetlights etc.	8/17/2023 9:57 AM
57	Quiet limited services.	8/17/2023 9:54 AM
58	The natural environs is why we live here. It could be improved by the removal of weeds such as introduced grasses including roadside humicicola and gamba. Improvement of air quality ie reduction of bushfire smoke which is becoming critical to the health of residents. Communication with residents could be improved as we don't sit on Facebook so might be missing information on what Council are doing. Negative comments in this survey could be improved with better communication to residents, for example we know nothing about Council's advocacy role.	8/17/2023 9:10 AM
59	Footpaths improved at Howard springs	8/17/2023 6:25 AM
60	The lifestyle and acreage is the best thing about living in litchfield. I think the area of Herbert could be improved with a potential recreation park of some sort.	8/17/2023 5:49 AM
61	The ability to have peace and quiet is what makes Litchfield great. The Council needs elected members who genuinely care about the community rather than the petty fighting that can be witnessed through watching the Council meetings. Too much self-interest has led these Councillors to be seen as untrustworthy and irresponsible with public money. The "old school" mentality around providing the basics and nothing more is outdated and those with that view need to step aside and start to find ways to reinvigorate what will improve the communities needs. I am not willing to pay higher rates with this current group of "elected" persons.	8/16/2023 10:07 PM
62	I would like to open a business to support the community including 1. Cafe run by community members 2. Plastic recycling centre run by community members 3. Combined therapies	8/16/2023 8:55 PM
63	Rural lifestyle Fund the assets you have properly!	8/16/2023 8:46 PM
64	Bin pickup and actually mowing verges more than once a year	8/16/2023 4:55 PM
65	Litchfield Council and the rangers need to do more in regards to animal management. The amount of stray dogs that are constantly out and reported, is ridiculously high and the council seem to do very little about it. If the council can't do much in this area, then say that and don't claim you can and waste peoples time with reporting animals at large.	8/16/2023 1:12 PM
66	Acreage. Need more access to shops ie Coles & Woolworths.	8/16/2023 3:26 AM
67	Grossly inadequate approach to community consultation and strategic planning with regard to Fred's Pass Reserve.	8/16/2023 12:45 AM
68	Rural living	8/15/2023 9:46 PM
69	It feels like less criminal activity than Darwin and Palmerton. Space	8/15/2023 9:32 PM
70	Nice open spaces. Stop resurfacing dead end roads. Where I live they have been done yearly but rarely maintenance has been done to the main roads like resurfacing	8/15/2023 9:13 PM
71	Rural living is great, the council unfortunately doesn't enhance this and appropriately allocate funds, and can be difficult to deal with when getting in contact. We need to foster more of a community spirit and invest in events that bring the community together. More facilities for residents to safely exercise and enjoy the rural area are required.	8/15/2023 8:25 PM
72	Rural lifestyle but close to needs. Get on top of the council gamba infestations and private firebreaks and private gamba infestations. Such a hazard	8/15/2023 8:18 PM
73	Rural lifestyle. A kerbside rubbish collection (possibly fortnightly) would be good. More domestic animal management. Little to no awareness promoting activities from Council have been seen over the past 14 years or so. Too many irresponsible dog and cat owners in the area.	8/15/2023 7:59 PM
74	Wide open spaces, laid back. Improve reserves, more activities for children that aren't mid week playgroups. Better facilities such as toilets at reserves. Better maintenance of vandalism and increased security. Community pool and recreation centre	8/15/2023 7:43 PM
75	The council needs to lift their game. We can't drop anything at the dump - you charge too much so people dump it in the bush - ALL THE TIME, why do I need to go to Shoal Bay to dump cool room panels and I can only drop off 2 pallets, absolutely ridiculous. And how the hell is the a Dingo "Sanctuary" on Goode Rd. No one lives there full time - animals are being put at risk. I live here so I don't hear dogs. I hear them - all the time.	8/15/2023 7:21 PM
76	The space and diversity is amazing Sort the weeds out, now the verges more frequently,	8/15/2023 4:54 PM

how about some walking/cycling paths in Herbert. Too scared to walk with my baby because of all the aggressive dogs out. Make people fence their properties. Get more rangers rather than deplete them. The waste transfer is a joke when we pay so much in rates and get nothing. More frequent rubbish pick up on sides of the roads for all the idiots who litter as they drove their rubbish to the tip.

77	ACTUALLY ENGAGING WITH RESIDENTS WHEN THEY HAVE A COMPLAINT INSTEAD OF JUST PALMING THEM OFF TO HANDLE IT THEMSELVES	8/15/2023 4:25 PM
78	The need for better road side slashing. This is only done once or twice a year when I needs to be done more.	8/15/2023 11:37 AM
79	Best is friendly community members, many who help each other and volunteer Improvements would be 1. Bus Transport and bike paths (for elderly and youth connection to community); 2. Community programs and advocate for more services in the rural area for families, youth and the elderly (who have to move away from their community when they need to downsize from rural blocks); and 3. Opportunities to engage and support youth within the municipality (eg if the elderly move away and youth move away, how will Litchfield be the best place to live?)	8/14/2023 9:39 PM
80	Born and bred	8/14/2023 8:03 PM
81	Space. More community events	8/14/2023 7:28 PM
82	Because we have so many opportunities on our door step. We are abundant in our lands beauty, you can hike, swim, camp, to take it all in or simply relax at home and still get to take it all in	8/14/2023 6:00 PM
83	Communication with residents needs to be improved	8/14/2023 5:49 PM
84	The schools, community spaces and shops make Litchfield great. Listen to local schools and shop owners. Support their request for a safer place	8/14/2023 4:08 PM
85	The lifestyle. Safety for children should be improved	8/14/2023 3:53 PM
86	Space and clean environment	8/14/2023 3:42 PM
87	A friendly town. Need completely free dumping service as I see so much waste in the bush (fridges/wheels) The drop/pick up for Humpty Doo primary is unsafe and should be moved to Challoner circuit	8/14/2023 3:03 PM
88	Lifestyle	8/14/2023 11:00 AM
89	The privacy, living in the bush is fantastic. Please move the public library out of the school and into its own space. I love the library and using library services but every time I go there, I feel like I'm trespassing on the school property. It's not ideal, even less so that I cannot always find a reasonable carpark. Also, when using the library having teachers and school children doing lessons take space away from the public. Some of the teachers are very loud and have no respect for the public side of the library. Please again I reiterate MOVE THE LIBRARY INTO ITS OWN SPACE!	8/14/2023 10:07 AM
90	Large blocks, laid back more stuff for kids , if you get something built actually get an expert or someone who knows what to do you have in the past built stuff incorrectly	8/13/2023 3:25 PM
91	The rural lifestyle make Litchfield the best place to live. Less electricity outages would be an improvement.	8/12/2023 9:49 PM
92	The Fred's pass turn off to shopping precinct, certainly lacks a welcoming appeal. Please get the situation at the village green sorted, surely the moral of the community is worth the effort.	8/12/2023 9:04 PM
93	Whitewood road needs to be replaced sealed...so many patches/dips/bumps...driving an old classic car or riding a motorbike shakes you to the bone & makes your teeth rattle, let alone driving a newer model car. Think it has to be 1xof the worse roads in Darwin...been living in Howard springs since 1986 & can't say I've ever seen it been re sealed...just patched	8/11/2023 10:22 AM
94	Lots of outdoor activities, but it really needs a decent (50m) municipal pool. Everyone with kids wants one, but the loud minority of retired folk who don't.	8/10/2023 3:53 PM
95	Space & not too many rules	8/9/2023 8:31 PM
96	rural lifestyle	8/9/2023 4:28 PM
97	When I live here longer I can comment.	8/9/2023 12:37 PM
98	Build community pride through well funded community events. "Love you Litchfield".	8/9/2023 12:30 PM

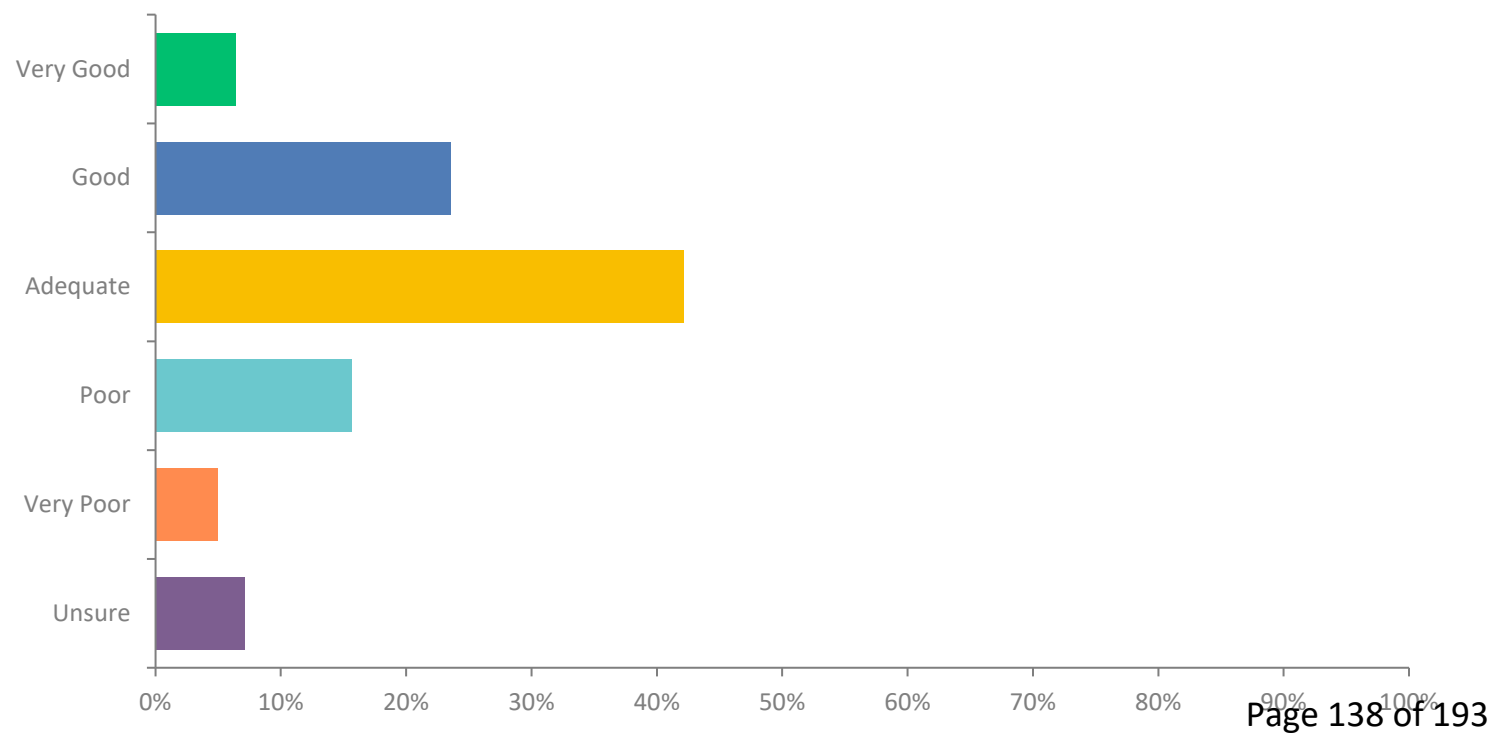
99	Keep blocks greater than 1ha. Don't develop along Arnhem Highway except at the Humpty Doo shops vacant land.	8/8/2023 8:27 PM
100	Nil	8/8/2023 2:33 PM
101	Nil	8/8/2023 2:01 PM
102	Water Park. Pool.	8/8/2023 1:58 PM
103	Community	8/8/2023 1:55 PM
104	The community	8/8/2023 1:53 PM
105	If it wasn't, I wouldn't be living here. Suggestions: Need a swimming pool. Disposal of oil at the dumps.	8/8/2023 1:48 PM
106	The people. An Aged Care Facility.	8/8/2023 1:43 PM
107	N/A	8/8/2023 1:33 PM
108	Being able to access our tip easily would be appreciated. We pay rates to have our rubbish removed from the dump, but you're not allowed to dump many things now and so people just keeping dumping their rubbish in the Bush.	8/7/2023 12:19 PM
109	Living rural on acerage is the best life anyone could live. More inspections on maintenance needs to be done.	8/7/2023 9:11 AM
110	Peaceful, seal our road	8/7/2023 6:57 AM
111	A local swimming community facility, that kids could compete in annual school competitions, swimming lessons & general use/play would be amazing	8/6/2023 4:52 PM
112	Use to be the best place!!! Not any more with people access property freely and use to be run well and was peaceful place and place to live. Shame the days now.	8/6/2023 4:09 PM
113	Proving more for kids. Public pool, more play areas for kids.	8/6/2023 4:01 PM
114	Public pool. More playgrounds for kids.	8/6/2023 3:56 PM
115	Peace and quiet. Land owners should not be able to use their land to run businesses that affect their neighbours ie trucking	8/5/2023 3:35 PM
116	The people make it great crime is an issue tho	8/5/2023 12:29 PM
117	Large blocks	8/5/2023 12:19 PM
118	The people. More community events	8/5/2023 10:09 AM
119	Litchfield is still so different to the rest of Darwin - it's like a completely different town. Everyone is friendly, it has a strong and rare country and community feel about it that makes it the best place to be living in without a doubt. More events such as Rural Eats would be so wonderful to bring our community together!	8/5/2023 10:09 AM
120	More community gatherings	8/5/2023 9:56 AM
121	A small community pool for local kids. Approx 25mtrs. The schools in the area can add swimming lessons to their curriculum. They could also have a week where the schools can have a competition. Girraween school needs a pedestrian cross with lights on Girraween road for kids to be able to safely cross.	8/5/2023 6:42 AM
122	Open spaces and nature. Council have almost no strategic direction at the moment, very much base services and no long term plans to improve facilities or facilitate growth of the area. Should capitalise on what people love to do in the area such as fish, swim, picnic, WWII history, bird watching.	8/4/2023 2:30 PM
123	The rural lifestyle	8/4/2023 12:35 PM
124	Get rid of the Mayor who seems only interested in fixing stuff in his local area so he can sell his place.	8/4/2023 11:19 AM
125	Community Space, Clean verges, Far sighted development of existing community space. To encourage families to work and enjoy the shire upgraded and updated, clean tidy community space is very important	8/3/2023 9:26 PM
126	Natural environment makes it the best place to live. Advocate for no urban creep or development to densify development. Reduce traffic on Gunn Point Road by developing a feeder road away from Howard River Park. There is only one way out of Howard River Park	8/2/2023 8:37 PM

via Bronzewing Ave. This is not safe if there's an emergency and Bronzewing Ave is blocked. Develop a second way out of Hoawrd River Park.

127	More community facilities and activities.	8/2/2023 9:10 AM
128	The residents themselves are what makes Litchfield a great multiplicity to live in. The council lack service in all areas, except the library. The success of that is purely down to the staff at the library.	8/1/2023 10:29 PM
129	The council has poor communication, lack of connection to its "customers" and a loss of insight to what is important.	8/1/2023 7:57 PM
130	It use to be the best place to live, unfortunately it's not anymore.	8/1/2023 7:26 PM
131	Every thing	8/1/2023 5:15 PM
132	Rural is the best. Roads always need improvement. we need a community POOL	8/1/2023 3:38 PM
133	Our family love the rural lifestyle. Things that could be improved - better maintenance of Council facilities, more advocacy for funding in the rural area ie new facilities, better internet.	8/1/2023 1:11 PM
134	The people	8/1/2023 1:03 PM
135	It's beautiful here but we pay rates for very little results. Paying for our own garbage collection is such a basic service that should be provided within our rate money. The road edges...I need a monster truck to turn into my driveway and avoid the massive erosion of the roadsides edges. Why is the entire focus on Fred's pass? Council should hire teams to do gamba grass spraying each year on properties. Seems a better use of finances.	8/1/2023 12:29 PM
136	The rural area is a great place to live, but there is a law & order problem, as well as a dog issue which needs to be addressed.	8/1/2023 11:09 AM
137	Community makes it and Council is not listening or investing in the community. Council is killing what makes this place great reducing community focus and community service funding.	7/31/2023 8:43 PM
138	Use of the dump to take all rubbish	7/31/2023 2:50 PM
139	Nothing is progressing in the litchfield area. No development for families. No incentives to live in the region. Property prices are expensive and it lacks interest. It's like an area you pass through if you are a tourist with nothing drawing you here except woolies.	7/31/2023 12:09 PM
140	I like living on a big rural block. any subdivision into small blocks has to be carefully planned and not encroach on the exisitng resident's lifestyle	7/31/2023 8:50 AM

Q15: Council aims to keep residents up-to-date with local issues, projects and events through its website, Facebook page, noticeboards and community newsletter. How well do you think Council is doing this?

Answered: 140 Skipped: 0



Q15: Council aims to keep residents up-to-date with local issues, projects and events through its website, Facebook page, noticeboards and community newsletter. How well do you think Council is doing this?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Good	6.43%	9
Good	23.57%	33
Adequate	42.14%	59
Poor	15.71%	22
Very Poor	5.00%	7
Unsure	7.14%	10
TOTAL		140

Q16: How can Council improve its communications?

Answered: 140 Skipped: 0

#	RESPONSES	DATE
1	Nil	8/31/2023 10:48 AM
2	Be more upfront.	8/30/2023 10:35 AM
3	Doug and Ashleigh, it is great you come to the markets to communicate with locals.	8/30/2023 10:19 AM
4	We haven't seen any Facebook posts or Community Newsletters. Stop Rate Notices from going straight to Junk mail.	8/30/2023 10:04 AM
5	Nil	8/30/2023 9:27 AM
6	Maintain what you are doing.	8/29/2023 4:13 PM
7	Nil	8/29/2023 2:10 PM
8	Be in attendance at BS Markets with a sign.	8/29/2023 12:58 PM
9	Nil	8/29/2023 12:55 PM
10	Nil	8/29/2023 12:52 PM
11	Face to face	8/29/2023 12:48 PM
12	More info on social media, newspapers etc	8/29/2023 12:01 PM
13	Where does the community newsletter go?	8/29/2023 11:47 AM
14	More community engagement.	8/29/2023 9:40 AM
15	Not sure. Maybe newsletters, facebook	8/27/2023 8:43 PM
16	Unsure	8/27/2023 6:10 PM
17	If you have to ask then you are not employing the right people to advise you.	8/27/2023 2:57 PM
18	By offering more information	8/27/2023 12:17 PM
19	Maybe more targeted and sponsored ads on social media platforms like Facebook, Instagram, TikTok, LinkedIn etc.	8/27/2023 9:15 AM
20	Newsletters on gates.	8/25/2023 6:23 PM
21	Let the Mayor not talk! He is embarrassing.	8/25/2023 12:37 PM
22	Instagram to promote events, most people are moving away from Facebook	8/24/2023 11:37 AM
23	Newsletter emailed to Subscribers focusing on important dates and up coming events opportunities	8/24/2023 8:45 AM
24	For me its ok, if I want to find out something I can	8/23/2023 11:34 AM
25	More talks on radio.	8/23/2023 11:32 AM
26	Nothing I can think of.	8/23/2023 11:29 AM
27	Nil	8/23/2023 11:26 AM
28	? More notices posted at the Post Office.	8/23/2023 11:23 AM
29	More often.	8/23/2023 11:19 AM
30	nil	8/23/2023 11:16 AM
31	not sure	8/23/2023 11:10 AM
32	Timely updates	8/22/2023 6:55 PM
33	Facebook and TV ads	8/22/2023 2:56 PM
34	N/A	8/22/2023 11:51 AM

35	All good	8/22/2023 9:45 AM
36	More set ups at the supermarkets when people are finishing work	8/22/2023 6:00 AM
37	More self promoting, communication from elected members	8/20/2023 10:09 AM
38	I don't know	8/19/2023 9:12 AM
39	Radio, TV, councillors talking to residents (I've never seen mine)	8/18/2023 9:11 PM
40	Pretty good	8/18/2023 3:21 PM
41	Not sure	8/18/2023 3:15 PM
42	unknown	8/18/2023 9:48 AM
43	More presence at community events. Not just election time	8/18/2023 9:06 AM
44	More flyers at shops	8/17/2023 10:58 PM
45	Not sure	8/17/2023 8:49 PM
46	Usually the events page is empty so difficult to know of what is going on.	8/17/2023 8:19 PM
47	?	8/17/2023 2:04 PM
48	There is always room for improvement from dedicated, friendly (with a smile?) and informed staff?	8/17/2023 1:59 PM
49	unsure.	8/17/2023 11:17 AM
50	I would prefer not to criticize but unfortunately I must. Listen to user groups and take on board their opinion - don't be belligerent. Working together will always achieve better outcomes.	8/17/2023 11:11 AM
51	?	8/17/2023 10:59 AM
52	Nil	8/17/2023 10:55 AM
53	Don't know	8/17/2023 10:35 AM
54	Nil.	8/17/2023 10:27 AM
55	Nil	8/17/2023 10:24 AM
56	Possibly more paid ads/posts online to reach more people who may not follow the Councils page.	8/17/2023 9:57 AM
57	If important news, email alert residents with newsletter or link to website.	8/17/2023 9:54 AM
58	We don't recall receiving a regular newsletter and we rarely look at Facebook and websites so a more regular newsletter to residents' post boxes would improve how much we know about what Council does. We really liked attending the face to face community meeting at Berry Springs on election promises. Whilst not organised by Council, we use this example to show what works for us: a Face to face opportunity to meet councillors in person to speak about matters of concern and to hear about what council are doing or prioritising at that point in time. Could this happen quarterly or half yearly?	8/17/2023 9:10 AM
59	Na	8/17/2023 6:25 AM
60	Unsure	8/17/2023 5:49 AM
61	Refer to my previous comments about the Councillors. I really feel for the employees as it is not their fault the community doesn't want to hear from them. They unfortunately are tarred with the same brush as the Councillors so are often seen as untrustworthy. Staff are great, those who call themselves Councillors need to go. Only way the community will be engaged again sadly	8/16/2023 10:07 PM
62	Unsure	8/16/2023 8:55 PM
63	Update webpages as requested by reserve committees rather than them chasing you up for 6 months	8/16/2023 8:46 PM
64	Na	8/16/2023 4:55 PM
65	Doing well in this area	8/16/2023 1:12 PM
66	Yes via social media and emails	8/16/2023 3:26 AM

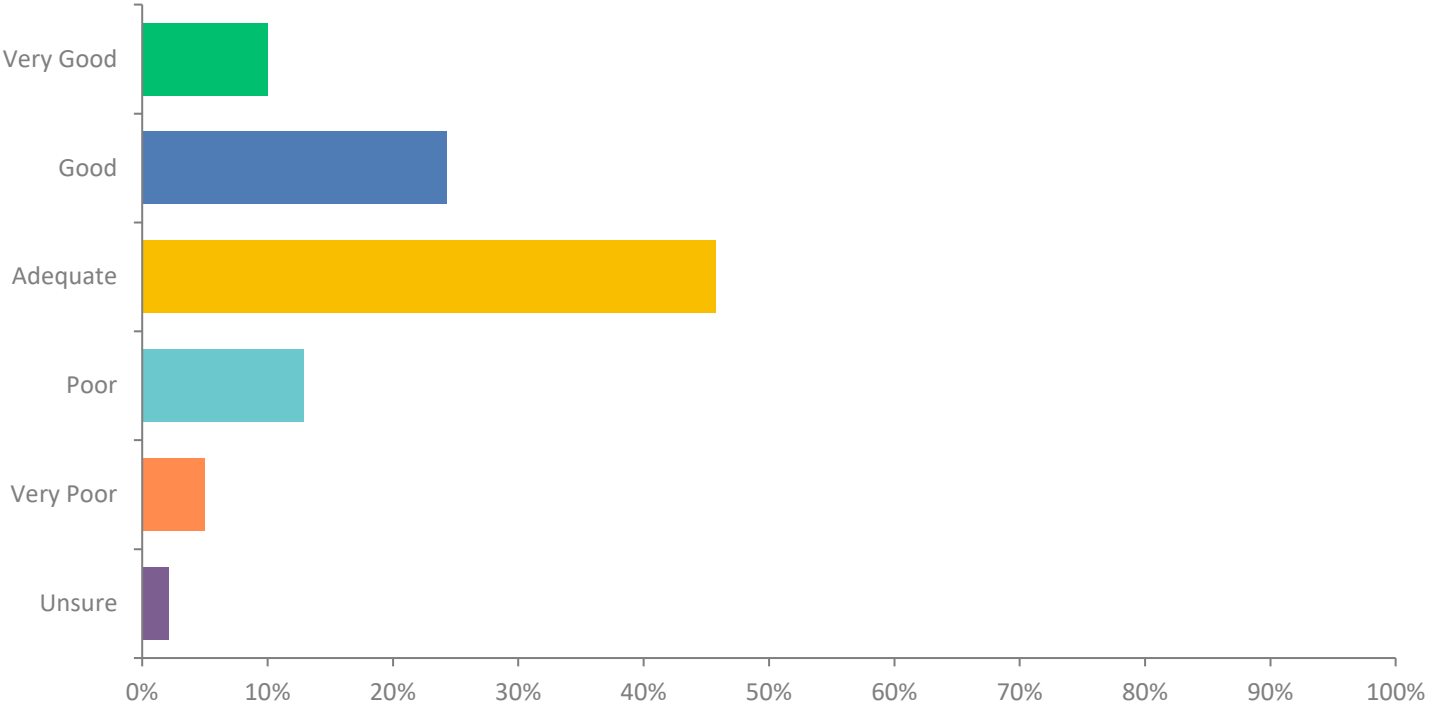
67	Listen to community. This is not happening.	8/16/2023 12:45 AM
68	More advertising	8/15/2023 9:46 PM
69	Visits to residents	8/15/2023 9:32 PM
70	Keep Facebook and other social medias updated	8/15/2023 9:13 PM
71	Its fine	8/15/2023 8:25 PM
72	NA	8/15/2023 8:18 PM
73	More frequent and topical posts. Emails and or social media. Not post / hard copies unless included with rates mail outs.	8/15/2023 7:59 PM
74	Better transparency	8/15/2023 7:43 PM
75	Make it meaningful and relevant. Stop trying to sugar coat crap.	8/15/2023 7:21 PM
76	Actually listen! You just talk up how good you are.	8/15/2023 4:54 PM
77	NO IDEA	8/15/2023 4:25 PM
78	Using Facebook and other social media channels are always good ways to improve communication	8/15/2023 11:37 AM
79	Not talk amongst themselves at Freds Pass Show rather than engage with the public. Social media communication only on Facebook, greatly limits your reach to different demographics of the community	8/14/2023 9:39 PM
80	Be totally transparent and know what each other is doing	8/14/2023 8:03 PM
81	Advertise harder and more often	8/14/2023 7:28 PM
82	We have no mail service. My family works 6/7 days we don't see the shops for flyers or anything we don't really watch TV anymore but I do spend a few min on Facebook each night it's helpful to find info on that	8/14/2023 6:00 PM
83	By following up when they say they will	8/14/2023 5:49 PM
84	answering the phone. responding to emails and calls	8/14/2023 4:08 PM
85	More info on what is happening more often	8/14/2023 3:53 PM
86	Returning calls	8/14/2023 3:42 PM
87	A social media page like Facebook, to advertise upcoming events including free things like playgroups so people are aware. Someone that we can go to to organise events for youth. The titles are not clear on what people do and when I've called it feels like you're a burden to that employer.	8/14/2023 3:03 PM
88	?	8/14/2023 11:00 AM
89	Get on instagram	8/14/2023 10:07 AM
90	.	8/13/2023 3:25 PM
91	Not sure	8/12/2023 9:49 PM
92	Start listening.	8/12/2023 9:04 PM
93	Newsletters that relate to what's going on in the surrounding areas	8/11/2023 10:22 AM
94	-	8/10/2023 3:53 PM
95	Don't know	8/9/2023 8:31 PM
96	it's ok	8/9/2023 4:28 PM
97	Nil.	8/9/2023 12:37 PM
98	More social media. Better servicing of community groups.	8/9/2023 12:30 PM
99	email residents the survey	8/8/2023 8:27 PM
100	Nil	8/8/2023 2:33 PM
101	Newsletters	8/8/2023 2:01 PM
102	Nil	8/8/2023 1:58 PM

103	Nil	8/8/2023 1:55 PM
104	Nil.	8/8/2023 1:53 PM
105	Nil	8/8/2023 1:48 PM
106	Nil.	8/8/2023 1:43 PM
107	Nil	8/8/2023 1:33 PM
108	By listening to what the people actually want	8/7/2023 12:19 PM
109	Attend more community events	8/7/2023 9:11 AM
110	Don't do pop up side of road stalls only at election time, public needs to see you more	8/7/2023 6:57 AM
111	N/a	8/6/2023 4:52 PM
112	Actually.... Until Australians stop being lazy. Be hard working best interest in company, make it not about them, about what they are employed to do. Everyone could benefit. Win-win!!!	8/6/2023 4:09 PM
113	.	8/6/2023 4:01 PM
114	Na	8/6/2023 3:56 PM
115	Email	8/5/2023 3:35 PM
116	Let us know when there is crime that effects us	8/5/2023 12:29 PM
117	More events for kids	8/5/2023 12:19 PM
118	Flyers at shops	8/5/2023 10:09 AM
119	Social media presence is so important these days	8/5/2023 10:09 AM
120	Not sure	8/5/2023 9:56 AM
121	Email, newsletter quarterly.	8/5/2023 6:42 AM
122	Facebook page is finally more than just lost dog notices. Facebook and websites are not the only way to communicate. What happened to the old newsletter. Would be good to see Councillors and Mayor out in public meeting with the people that vote for them.	8/4/2023 2:30 PM
123	More alerts on social media	8/4/2023 12:35 PM
124	Actually communicating	8/4/2023 11:19 AM
125	I did not know we have a community newsletter. Where are the notice boards. Promotion of Face Book, Mail out news letter twice a year. Free notices at supermarket.	8/3/2023 9:26 PM
126	Different posts on facebook than lost dogs. Keep the lost dog posts though because they're important, but post sprinkle in more regular other posts.	8/2/2023 8:37 PM
127	Unsure	8/2/2023 9:10 AM
128	More active on social media. It's not enough and the other communications are even less	8/1/2023 10:29 PM
129	Simply making contact with stakeholders involved.	8/1/2023 7:57 PM
130	Follow up when someone makes complaints. Follow up with inquiries	8/1/2023 7:26 PM
131	Be more open with the community	8/1/2023 5:15 PM
132	More radio spots telling people what's happening in the area.	8/1/2023 3:38 PM
133	not sure	8/1/2023 1:11 PM
134	Honesty	8/1/2023 1:03 PM
135	I asked a question on facebook messenger. The council page admin decided to post about my question and block comments. This was the most immature thing I've ever experienced on Facebook from a government entity.	8/1/2023 12:29 PM
136	Talk to the residents Ad to there needs	8/1/2023 11:09 AM
137	Communicate with purpose and listen to what gets back to you. Don't ignore the community opinion like you did with your budget tick-the-box-consultation	7/31/2023 8:43 PM
138	It's OK	7/31/2023 2:50 PM

139	More community involvement and participation would help to push out communications to the residents better.	7/31/2023 12:09 PM
140	needs to improve its communication with the people who run the reserves	7/31/2023 8:50 AM

Q17: Overall, how would you rate Council's performance?

Answered: 140 Skipped: 0



Q17: Overall, how would you rate Council's performance?

Answered: 140 Skipped: 0

ANSWER CHOICES	RESPONSES	
Very Good	10.0%	14
Good	24.29%	34
Adequate	45.71%	64
Poor	12.86%	18
Very Poor	5.00%	7
Unsure	2.14%	3
TOTAL		140



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes
Author:	Ashleigh Young, Community Participation Officer
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/09/2023
Attachments:	A: Knuckey Lagoon Recreation Reserve Management Committee Minutes Thursday 3 August 2023 Unconfirmed B: Howard Park Recreation Reserve Management Committee Minutes Monday 14 August 2023 Unconfirmed

Executive Summary

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

Recommendation

THAT Council:

1. receive and note the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of Thursday 3 August 2023, at Attachment A; and
2. receive and note the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of Monday 14 August 2023, at Attachment B.

Background

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Compliance with the Local Government Act 2019.

Risks

Service Delivery

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

Governance

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

Community Engagement

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



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 3/08/2023

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

Ashleigh Young, Community Participation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve
on Thursday 03 August 2023 at 5:45pm

Councillor Rachel Wright	Litchfield Council
John Fuller	Top End Gem and Mineral Club
Saramat 'Tou' Ruchkaew	NT Thai Association (<i>via telephone</i>)
Millie Feeney	Berrimah Scouts
Ashleigh Young	Community Participation Officer
Debbie Branson	Executive Assistant

1 Opening of Meeting

5.50pm

2 Apologies and Leave of Absence

Saramat Ruchkaew (late arrival).

3 Disclosures of Interest

Nil.

4 Confirmation of Minutes

Moved: Millie Feeney

Seconded: Ashleigh Young

THAT the minutes of the previous Committee Meeting held on Thursday 1 June 2023 be confirmed.

CARRIED

5 Business Arising

Saramat Ruchkaew joined the meeting at 5:56pm.

Meeting Date	Action	Action by	Status
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6/4/2023	Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy	Cr. Wright	On hold Cr Wright to raise with Council
1/6/2023	External Flagpole – replaced and relocated	Council – CPO	Price to be sourced – under \$1,000k approved
1/6/2023	NT Thai Association – Expansion	Council – CPO	Previous business case to be circulated to members for feedback

6 Presentations

Nil.

7 Accepting or Declining Late Items

2023-34 Budget and Finance Report – accepted.

8 Officers Reports

8.01 Bi-Monthly Operation Report

Item	Action	Status
Regular User Groups	Contact Darwin Runners and Walkers Club to determine future bookings.	CPO to Contact
Storage Shed	Request from Berrimah Scouts to install shelving	Approved with the condition nothing is permanently fixed to shed.

Repairs and Maintenance

Item	Action	Status
Cleaning of BBQs	Quote from High Pressure for \$385.00 (ex GST) and additional cleaning as required	Quote Accepted
Basketball courts	Pressure Cleaning	Deferred
Access Ramp	Access to under croft currently inadequate. Extend pavement to ft level with ramp.	CPO to source quotes
Electrical faults	determine with contractor if ants remain the cause.	CPO to coordinate pest control

Damaged Bollard Entrance Lights	Isolate broken light fixtures and Install reflectors gate	Replacement Deferred
Lawns	Irrigation currently not directed onto lawns.	CPO to pass feedback to Parks PL to rectify

Communication and Promotion

Item	Action	Status
Salto Access Doors	Members to be advised of proposed installation and process	CPO to follow up with project status

9 Other Business

9.1 Casual Hire Booking

Investigate rubbish removal by hirer and/or paying for additional bins. On-site meeting to take place with Community Participation Officer and hirer. Ensure toilets are well-stocked prior to the event and lawns are well maintained. Coordinate cleaners according to dates.

10 Confidential Items

Nil.

11 Close of Meeting

Meeting closed at 7:10pm. The next meeting is scheduled for Thursday, 5 October 2023 at 5:45pm.



Howard Park Recreation Reserve Management Committee Meeting

MINUTES

Thursday 14/08/2023

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

Ashleigh Young, Community Participation Officer



COMMITTEE MINUTES

Howard Park Reserve Committee Meeting

Held in the Howard Hall, Howard Park Reserve
on Monday, 14 August 2023 at 5:15pm

1 Opening of Meeting

5:23 pm

2 Present

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerard Maley	Resident, Member for Nelson
Gerard Rosse	Resident
Evan Johns	Howard Springs Scouts
Ashleigh Young	Community Participation Officer (CPO)

Attendees

Doug Barden	Mayor (Observer)
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3 Apologies and Leave of Absence

Gerry Wood	Resident
Fletcher Austin	Resident
Maxine Way	Howard Springs Volunteer Fire Brigade

4 Disclosures of Interest

Nil

5 Confirmation of Minutes

That the committee confirm the minutes of the meeting held on Monday 5 June 2023

Moved: Councillor Salter

Seconded: Gerard Rosse

6 Business Arising from the Minutes

Meeting Date	Action	Notes	Action By	Status
05/06/2023	Committee Members to meet with the Manager for Cemetery, Parks and Reserves to discuss future in line with tree maintenance, irrigation and car-park re-design	Committee has requested CPO to invite Manager for C,P & R to next committee meeting in October	CPO	Ongoing
05/06/2023	Proposed Master Plan –	Committee has agreed that use of “masterplan” could be misleading. Main goal is to get feedback from current user groups to determine any suggestions for improvements via a survey.	CPO to review current Howard Park Recreation Reserve Masterplan community engagement strategy document as outlined by previous CPO/SRO.	Ongoing
05/06/2023	CCTV Surveillance and Wi-Fi - COMPLETE	Re-circulate scope of works for HPRR to committee members.	CPO	Ongoing
05/06/2023	Whitewood Hall	1) Seek building certification 2) Investigate cost of engaging a consultant to	CPO to investigate building consultant	Ongoing

7 Presentations

Nil

8 Accepting or Declining Late Items

Nil

9 Officers Reports

8.1 Bi-Monthly Operations Report

Concerns were raised over June Power & Water Bill. CPO explained all risks of leaks were investigated. Cost determined to be typical of dry season charges.

As an individual lot, HPRR has the right to install a bore under the new legislation. Committee agreed to investigate the possibility and costs of installing a bore on HPRR by first determining what type of licence is required.

Moved: Gerard Maley

Seconded: Gerard Rosse

THAT committee member Gerard Rosse to send an email to Water Resources to inquire about what type of extraction licence is required for HPRR.

CARRIED

BMX Soft Fall – CPO confirmed the cost for replacement of BM soft fall track would be funded through council reserves as an asset renewal project. Committee members expressed their desire to replace the entire track rather than repair it in patches to extend the longevity of the track. It was agreed that Cr Salter write to council, requesting information about their plans regarding the end-of-life soft fall issue.

Moved: Gerard Maley

Seconded: Gerard Rosse

CARRIED

10 Other Business

Evan Johns inquired about the status of addressing irrigation leaks under the scout hall's log pile. CPO confirmed fixing the previously identified leak by the Manager for Cemetery, Parks, and Reserves. New leaks, including a reticulation pipe crack, were

discovered. Concerns arose regarding dying vegetation due to potential irrigation issues around the scout hall. CPO will notify the Manager C,P and R for an on-site assessment.

11 Next Meeting

Monday October, 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

12 Close of Meeting

6:30 pm

UNCONFIRMED



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Project Steering Committee Terms of Reference – Freds Pass Sport and Recreation Reserve \$10M Grant Project Works
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/09/2023
Attachments:	A: DRAFT Terms of Reference Project Steering Committee

Executive Summary

This report presents for Council's approval, the concept of the establishment of a Project Steering Committee (PSC) and Project Implementation Team (PIT) in relation to the delivery of the \$10M grant project(s) at the Freds Pass Sport and Recreation Reserve.

Further, should inception of the PSC be approved, Council will be asked to appoint representatives to the PSC.

Recommendation

THAT Council:

1. approve the establishment of the Project Steering Committee in line with the Terms of Reference as at Attachment A;
2. appoints Councillor _____, Councillor _____, and Councillor _____ as the Council Representatives on the Project Steering Committee;
3. appoints the Chief Executive Officer, or their delegate, as the Chairperson of the Project Steering Committee; and
4. appoints a nominated representative from the Freds Pass Sport and Recreation Reserve Management Board on the Project Steering Committee.

Background

Council have been invited to apply for a Priority Community Infrastructure Program Grant (PCIP) up to a value of \$10M. This grant opportunity relates to an announcement made during the campaign period leading up to the last Federal Government election to deliver a multi-purpose user facility at Freds Pass Sport and Recreation Reserve.

An extension has been granted to Council, with our grant application now due for submission on or by 22 November 2023.

Should Council be successful in securing the PCIP grant funding, it is suggested there will be a need to establish both a Project Steering Committee (PSC) and Project Implementation Team (PIT).

Draft Terms of Reference (TOR) for the PSC are provided at Attachment A.

Links with Strategic Plan

Progress - Continuity of Services and Facilities
Prosperity - Our Economy and Growth
People - Our Community is at the Heart of All We Do
Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Community

Mismanagement of this project carries a high risk to Council's professional reputation and standing in the community.

Financial

Failure to take the opportunity to secure this funding and / or poor delivery of the project may result in future federal funding being harder to secure.

Community Engagement

No direct community engagement will be undertaken in relation to the establishment of the PSC, however, the PSC will ensure direct engagement with relevant stakeholders.



Project Steering Committee Terms of Reference

1. Introduction

The Freds Pass Recreational Reserve \$10M Grant Project will be a pivotal enhancement of community amenities within the Freds Pass reserve. Operating under the umbrella of the Litchfield Council, this project embodies collaboration among the council, Freds Pass Board of Management, Reserve User Groups and the local community. The Project Steering Committee (PSC) assumes a central role, guiding strategic direction, governance, oversight, and decision-making across the project's lifecycle. This document outlines the terms of reference for the PSC, detailing its composition and responsibilities, alongside the creation of a dedicated Project Implementation Team.

2. Purpose and Objectives

The PSC is established with the primary objective of steering the planning, execution, and completion of the Freds Pass Recreational Reserve \$10M Grant Project. This committee undertakes the following key objectives:

- a. **Strategic Direction:** Formulate overarching strategic goals and objectives for the project, ensuring alignment with the Litchfield Council's mission and the aspirations of the community.
- b. **Oversight and Decision-Making:** Exercise vigilant oversight over project progression, sanction major milestones, authorize budgets, and ratify alterations to scope in a manner that advances project success.
- c. **Stakeholder Engagement:** Foster transparent communication and collaboration among stakeholders, including the local community, the Project Implementation Team, council members, and external partners.
- d. **Risk Management:** Identify prospective risks, evaluate their potential impact, and design holistic risk mitigation strategies to safeguard project outcomes and ensure compliance with regulatory standards.
- e. **Resource Allocation:** Meticulously allocate project resources, including the \$10M grant funding, to optimize utility and alignment with project objectives.

3. Composition

The PSC is composed of the following members:

- a. **Chairperson:** A senior representative from the Litchfield Council, well-versed in the project's significance, tasked with presiding over PSC meetings, framing the agenda, and guiding deliberations.
- b. **Council Representatives:** (3) Three elected members of the Litchfield Council, appointed to the PSC to provide direct council representation and foster communication between Council and the broader community.
- c. **Freds Pass Sport and Recreation Reserve Management Board Representative:** A nominated representative of the Freds Pass Sport and Recreation Reserve Management Board.

4. Responsibilities

The PSC bears the following responsibilities:

- a. **Strategic Planning:** Formulate the overarching strategic goals, objectives, and sought-after outcomes, ensuring their harmonization with the broader mission and priorities of the Litchfield Council.
- b. **Project Oversight:** Routinely assess project progress, evaluate milestone accomplishments, monitor budget adherence, and endorse any necessary adjustments to project scope or timelines.
- c. **Risk Management:** Proactively identify potential risks, gauge their potential impact on project results, and orchestrate strategies to effectively counter these risks.
- d. **Resource Allocation:** Thoroughly review and endorse budget allocations to optimize the use of the \$10M grant funding, while adhering to financial best practices.
- e. **Stakeholder Engagement:** Facilitate transparent and open communication with stakeholders, particularly the local community, to ensure their perspectives are heard and considered in project determinations.
- f. **Reporting:** Receive comprehensive updates from the Project Implementation Team, review performance reports, and gauge the project's alignment with predetermined metrics.
- g. **Decision-Making:** Strive for consensus-based decision-making, with the chairperson shepherding discussions and mediating resolutions.
- h. **Compliance:** Guarantee adherence to pertinent regulations, permits, and legal requisites throughout the project's execution.

5. Project Implementation Team

- a. The Project Implementation Team, reporting directly to the PSC, is entrusted with executing the daily tasks necessary for the successful fulfillment of project objectives.
- b. The Project Implementation Team shall encompass professionals with diverse expertise, encompassing project management, engineering, construction, environmental management, and community engagement.
- c. The team's primary mission is to execute the project in line with the PSC's strategic guidance and decisions, while adhering to stipulated timelines and budgetary constraints.
- d. The Project Implementation Team shall include a Project Manager, who will lead the team's efforts, as well as representative(s) from the Freds Pass Board of Management, ensuring that local stakeholders have a direct voice in project execution.

6. Meeting Frequency and Procedures

- a. The PSC shall convene regularly, with the frequency of meetings determined at the committee's inaugural session.
- b. Meetings can be conducted in person or through virtual means, depending on logistical considerations and prevailing circumstances.
- c. Agendas and pertinent materials shall be circulated ahead of meetings to afford committee members ample time for preparation.
- d. Meeting minutes, decisions, and action items shall be meticulously documented and shared with all committee members and relevant stakeholders.

7. Decision – Making Process

- a. Decisions shall ideally emerge through consensus. In scenarios where consensus remains elusive, the course of action shall be determined by a majority vote.
- b. The chairperson shall serve as the conduit for guiding discussions, managing conflicts, and steering the decision-making process.

8. Communication

- a. The PSC shall establish and sustain open communication channels with the Litchfield Council, project teams, stakeholders, and the local community.
- b. The chairperson, or an assigned representative, shall function as the primary point of contact for external communications associated with the project.

9. Amendment of Terms of Reference

Any proposals for amending these terms of reference shall be subjected to thorough discussion, review, and PSC approval.

10. Conclusion

The Project Steering Committee for the Freds Pass Recreational Reserve \$10M Grant Project, assisted by the Project Implementation Team, comprising a Project Manager and representative(s) from the Freds Pass Board of Management. The committee undertakes to oversee strategic direction, resource allocation, risk management, and community engagement. The PSC remains steadfast in its pursuit of delivering tangible benefits to the Litchfield community.



COUNCIL REPORT

Agenda Item Number:	13.02.05
Report Title:	NT Remunerational Tribunal – Members Allowances Inquiry
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	19/09/2023
Attachments:	A: Correspondence NT Remuneration Tribunal, dated 15 August 2023

Executive Summary

This report serves to inform Council that correspondence has been received from the Chair of the Northern Territory Remuneration Tribunal (Tribunal) advising the Tribunal is conducting its inquiries on Local Government Council and Local Authority members' allowances.

Recommendation

THAT Council:

1. receive and note correspondence from NT Remuneration Tribunal dated 15 August 2023, as at Attachment A;
2. note that individual Councillors may make independent submissions to the NT Remuneration Tribunal; and
3. authorise the Chief Executive Officer to make submission to the NT Remuneration Tribunal on behalf of Council.

Background

The Northern Territory Remuneration Tribunal Determination No. 1 of 2023 in relation to Allowance for Member of Local Governments Councils as made on 24 January 2023 and took effect on 1 July 2023.

Correspondence has since been received from the Chair of the Northern Territory Remuneration Tribunal (Tribunal) advising the Tribunal is conducting its inquiries on Local Government Council and Local Authority members' allowances. The correspondence dated 15 August 2023 is as at Attachment A and is tabled for Council's information at the request of the Tribunal.

Submission can be made by individual Councillors or as a collective Council. The closing date for comments is 31 October 2023.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Council Member Allowances and Support Policy EM05.

Risks

Nil identified.

Community Engagement

Not applicable.



NORTHERN TERRITORY OF AUSTRALIA


REMUNERATION TRIBUNAL

GPO BOX 4396
DARWIN NT 0801

Telephone: (08) 8999 6539

Mr Doug Barden
Mayor
Litchfield Council

Via email: doug.barden@litchfield.nt.gov.au

Dear Mayor 

Pursuant to sections 7B(1) and 7E(1) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Northern Territory Remuneration Tribunal is conducting its inquiries on Local Government Council and Local Authority members' allowances.

The Remuneration Tribunal encourages written submissions from Councils covering this Inquiry, including any comments you wish the Tribunal to consider to be sent to NTRemunerationTribunal@nt.gov.au by 31 October 2023.


The Remuneration Tribunal kindly request this letter be tabled at your next Council Meeting.

Individual Councillors may also consider putting in a submission.

The Tribunal will schedule a meeting with you, your Councillors and your CEO either in person or by Video Conference in October or November 2023. The Tribunal Secretariat will be in touch with your CEO to arrange this meeting.

Please contact the Tribunal Secretariat on 8999 6539 or via email NTRemunerationTribunal@nt.gov.au for any further queries.

Yours sincerely



MICHAEL MARTIN OAM
Chair
Northern Territory Remuneration Tribunal

15 August 2023



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report August 2023
Author:	Julie Hillier, Manager Planning and Development
Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	19/09/2023
Attachments:	A: PA2023/0195 Letter of comment B: PA2015/0768 Letter of comment C: PA2023/0168 Letter of comment D: Sale or lease Crown Land - 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 August 2023 to 31 August 2023. The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	3
Clearances for Development Permit Conditions	0
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	17

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 August 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to D of this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Planning applications supported, subject to normal Council conditions	2
Planning applications supported, subject to specific issues being adequately addressed	1
Planning applications not supported/objected to for reasons related to Council issues	0
Planning applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Planning Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0195 Attachment A	The application is for the purpose of Planning Scheme Amendment to increase the floor area permitted for a dwelling-independent in urban areas. The application was supported on the basis that the amendment will allow single bedroom independent dwellings to be constructed in a manner that can comply with AS4299-1995 (Adaptable Housing).
PA2015/0768 Section 1603 (185) Cyrus Road and Section 1607 (140) William Road, Berry Springs, Hundred of Ayers Attachment B	<p>The application is for the purpose of an extension of time of DP16/0391. The permit issued for the purpose of a unit title schemes subdivision to create 53 lots and common property in 2016 and two previous extensions of time have been granted. Works were underway in 2021 and stage 1 is almost complete, consisting of 21 rural residential lots and conservation area to be held under common property.</p> <p>The application was supported noting that much of the works for stage 1 are complete and there are no concerns with the continuation of development in accordance with stage 2 of the permit.</p>

Planning Applications supported, subject to specific issues being adequately addressed

The table below describes the Planning Applications that are supported by Council subject to specific issues being adequately addressed.

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0168 Section 2979 (113) Menaja Road, Howard Springs, Hundred of Bagot Attachment C	<p>The application is for the purpose a Concurrent Application, consisting of a Planning Scheme Amendment and Development Permit for the purpose of rezoning the land from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdividing to create two lots.</p> <p>Council supports the proposed rezoning as it is generally consistent with the Howard Springs Rural Activity Centre Area Plan, however, raised concerns with the subdivision layout which limits the potential for a future road connection to Menaja Road, to facilitate further rural residential subdivision of the lot. A rural residential road reserve requires a width of at least 20m, in accordance with the NT Subdivision Development Guidelines, and the proposed width of Lot A along Menaja Road is 18m.</p>

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.

Application and Attachment Reference	Location	Purpose	Comments
Sale or lease Attachment D	Section 2442 Hundred of Cavenagh (adjacent 35 Trenow Rd, Darwin River)	Sale or lease of Crown land	Comments were provided which addressed access to a formed public road, in response to a request for advice on the potential use of the land as a standalone parcel.

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.

Purpose of works	Location of Works Permit Application	Application Date Received	Proposed Start Date
Replace 150m of faulty 2pr lead in cable from existing 5 pit on road reserve to property. Recov...	10 Oakley Road HERBERT NT 0836	28/08/2023	28/08/2023
Reconstruct concrete driveway crossover for lot 375/385 Whitewood Road Howard Springs. In...	375 Whitewood Road HOWARD SPRINGS NT 0835	28/08/2023	02/10/2023
MAINS WATER CONNECTION (UNDER ROAD BORE)	55 Sayer Road MCMINNS LAGOON NT 0822	15/08/2023	11/09/2023
Installation of a new watermain in the verge, earthworks and driveway works to extend/re-ali...	55 Girraween Road HOWARD SPRINGS NT 0835	09/08/2023	28/08/2023
Geotechnical Bore Hole works on Morgan Rd and Grice Crescent	150 Morgan Road VIRGINIA NT 0834	09/08/2023	08/08/2023
Overhead Maintenance - Replace Existing GBS	355 Strangways Road HUMPTY DOO NT 0836	08/08/2023	22/08/2023
Service Isolation	50 Hillier Road HOWARD SPRINGS NT 0835	08/08/2023	15/08/2023
Water Main connection/bore crossing works at 100 Menaja Rd, Howard Springs	100 Menaja Road HOWARD SPRINGS NT 0835	04/08/2023	15/08/2023
Stolen Copper Earthing replacement to pole	345 Trippe Road HUMPTY DOO NT 0836	04/08/2023	10/08/2023
Service repairs to households with use of EWP to access pole tops under stop slow traffic man...	40 Kaolin Road VIRGINIA NT 0834	03/08/2023	15/08/2023
New Supply Installation	90 Southport Road SOUTHPORT NT 0822	03/08/2023	09/08/2023
Vegetation Maintenance power line clearing	80 Hillier Road HOWARD SPRINGS NT 0835	03/08/2023	15/08/2023
Power Supply Upgrade	10 Barrow Street SOUTHPORT NT 0822	02/08/2023	09/08/2023
UNDER ROAD BORE - POWER SUPPLY	105 Oxford Road BERRY SPRINGS NT 0838	01/08/2023	03/08/2023
isntallation of isolations swithces to power pole on francesca Circuit near London Road interse...	40 Francesca Circuit VIRGINIA NT 0834	01/08/2023	08/08/2023
PWC - Vegetation Maintenance Power Line Clearing - stop slow	30 Jacomb Place VIRGINIA NT 0834	31/07/2023	08/08/2023
Power line resag lines dropped over Cyrus Road for a short time with use of EWP	1300 Cox Peninsula Road BERRY SPRINGS NT 0838	25/07/2023	02/08/2023

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.

29 August 2023
Ref: PA2023/0195

Lands Planning
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

RE: Letter of Comment Planning Scheme Amendment Application

AMENDMENT TO THE NT PLANNING SCHEME 2020 TO INCREASE THE MAXIMUM FLOOR AREA OF INDEPENDENT DWELLINGS (DEFINED AS DWELLING-INDEPENDENT IN THE PLANNING SCHEME) WITHIN URBAN AREAS FROM 50m² TO 75m².

Thank you for the Planning Scheme Amendment Application referred to this office on 04/08/2023, 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.

Council supports the application to increase the floor area permitted for a dwelling-independent in urban areas on the basis that the amendment will allow single bedroom independent dwellings to be constructed in a manner that can comply with AS4299-1995 (Adaptable Housing).

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



6 September 2023
PA2015/0768

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

RE: Letter of Comment Extension of Time

**Extension of Time DP16/0391
Subdivision to create 53 lots
Section 1603 (185) Cyrus Road and Section 1607 (140) William Road,
Berry Springs, Hundred of Ayers**

Thank you for the application referred to this office on 30 August 2023 for an extension of time to an existing Development Application (DP16/0391). This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not object to the granting of an extension of time for the Development Permit, and provides the following comments in relation to the application:

- a) An extension of time is considered appropriate as the application was previously granted with Council consent and such developments continue to be supported in the region;
- b) Council understands that progress associated with the initial Development Permit was somewhat delayed due to impacts of the economic climate associated with the pandemic, as well as complexities around the road network and naming of roads as well as other external stakeholder delays; and
- c) Council notes that support is also provided given that as indicated the majority of the major works have taken place in stage 1 including the upgrade of the Cox Peninsula Road intersection, road naming, scheme statement.

Should the application be approved, all prior conditions issued under the development permit must be included in the extension of time, including the provision that design drawings shall be approved by Litchfield Council prior to construction of the works.

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

Yours sincerely



Julie Hillier
Manager, Planning and Development





29 August 2023
Ref: PA2023/0168

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

RE: Letter of Comment Concurrent Application

**Section 2979 (113) Menaja Road, Howard Springs, Hundred of Bagot
Concurrent Application to Rezone from Zone RL (Rural Living) to Zone RR (Rural Residential)
and Zone FD (Future Development) and Subdivide to Create Two Lots**

Thank you for the Concurrent Application referred to this office on 04/08/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority under Section 30M(4) of the *Planning Act 1999*:

Council supports the granting of a Planning Scheme Amendment and Development Permit for the purpose of rezoning the above land from Zone RL (Rural Living) to Zone RR (Rural Residential) and Zone FD (Future Development) and subdividing to create two lots.

It is noted that the application identifies zoning and subdivision that is generally consistent with the Howard Springs Rural Activity Centre Area Plan, however, the width of the property frontage of proposed Lot A limits the potential for a future road to facilitate further rural residential subdivision of this lot. A rural residential road reserve requires a width of at least 20m, in accordance with the NT Subdivision Development Guidelines, and the proposed width of Lot A along Menaja Road is 18m.

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

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

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

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

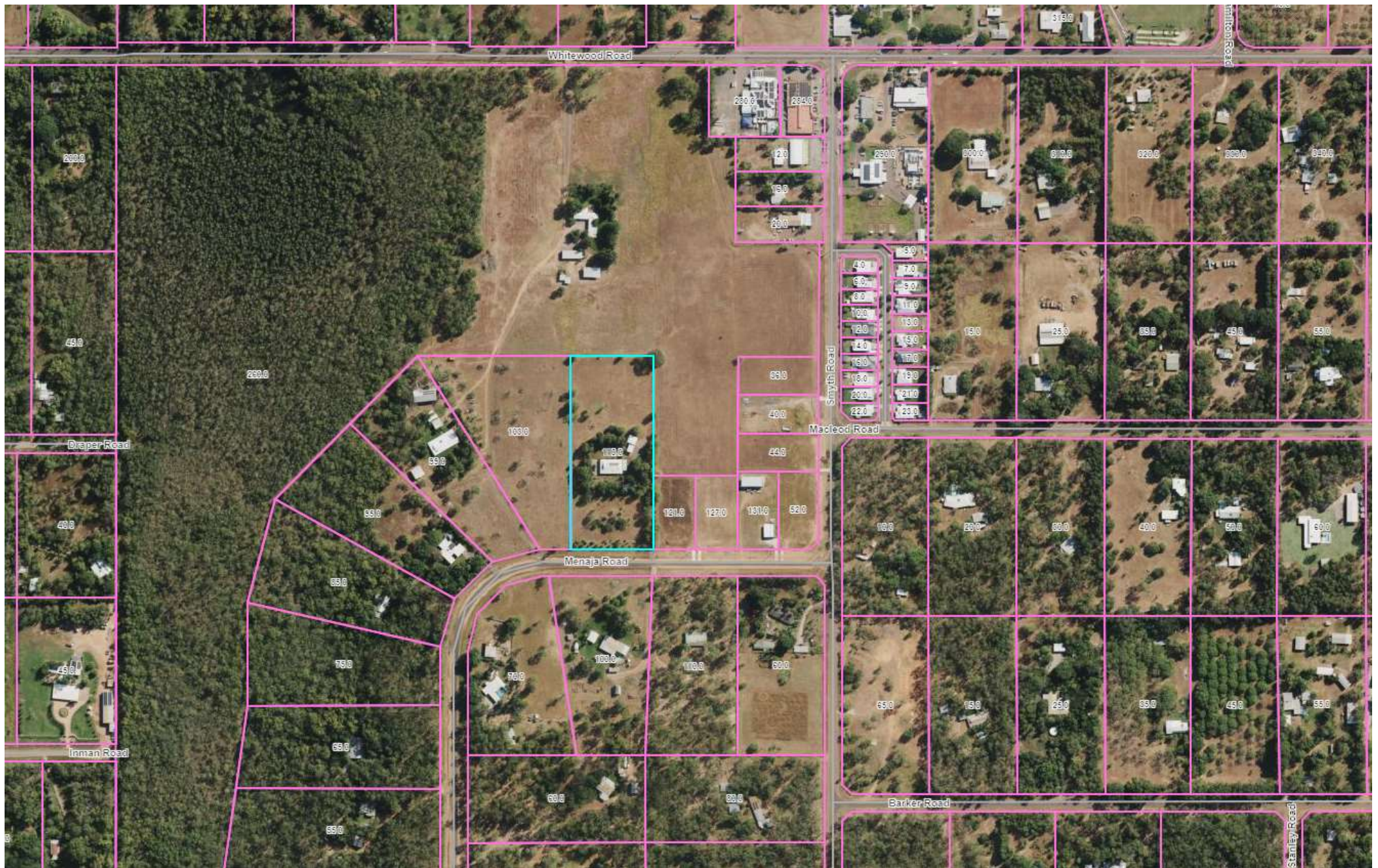
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway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

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

Yours faithfully



Julie Hillier
Manager, Planning and Development





31 August 2023
Our Ref:2023/7006

Mr Tharaka Rusira
Project Support Officer
Crown Land Estate
Email: crownland.estate@nt.gov.au

RE: Letter of Comment – Sale or Lease of Crown Land

Section 2442, Hundred of Cavenagh

Thank you for the notification of investigations into potential sale or lease of Crown Land parcel Section 2442, Hundred of Cavenagh referred to this office on 15/08/2023. 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.

In considering the potential for use of the land as a standalone parcel Council notes the following in relation to access to a public road.

The parcel is identified as having access to a public road reserve from the northern extent of the parcel, however the road is not constructed. Whilst the distance to the nearest formed public road from this point is not significant, the alignment impacts on the existing stormwater drainage network in the area which presents a constraint that would need to be addressed. The costs associated with construction of the unmade road would not be borne by Council.

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 REPORT

Agenda Item Number:	13.03.02
Report Title:	Guys Creek Road Upgrade Gravel to Seal
Author:	Rodney Jessup, Director Infrastructure and Operations
Recommending Officer:	
Meeting Date:	19/09/2023
Attachments:	Nil

Executive Summary

This paper provides an understanding of the works and costs associated with the Guys Creek Road upgrade from Gravel to Seal, ensuring that adequate budget is allocated to allow it to be constructed to industry standard to reduce any risk of liabilities and would represent a value for money outcome to Council.

Recommendation

THAT Council:

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

Background

In 2018 Council reviewed INF05 Sealing of Roads Policy and evaluated the unsealed roads against the Criteria in Council's Sealing of Roads Policy. Weighted measurements have been given to each criterion and a prioritised list developed of Council's unsealed roads. Guys Creek Road was identified as a priority to upgrade to seal.

Council endorsed the following funding allocations of 2020/2021 Capital Works Budget \$500,000 (excluding GST) and 2021/2022 Capital Works Budget \$750,000 (excluding GST), giving a total of \$1,250,000 (excluding GST) to complete the upgrades.

In January 2023, Council resolved the purchase of 8,062.3m² from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000. A road opening has been completed, and all appropriate documents have been signed and Common Seal affixed for the opening of the new road so Council can adequately complete these upgrades.

Councils staff have obtained all Design Document Reports, that includes drawings design reports, safety in Design, flood modelling with stormwater calculations and cost estimates which estimate the cost of construction to be \$3,189,918.24 (excluding GST). Unfortunately, unforeseen design challenges have meant that the original budget estimate, which was based on an initial detailed concept, is not sufficient to deliver the desired outcomes of the project.

Given the outcome of the cost estimates received, Council staff investigated options that could assist in a cost reduction of the project. The option considered was to go to market with a design and construct request for a contractor to provide a tender that would include designing and constructing the road.

This Tender went to market in June 2023, with all lodged tenders being non-conforming. The received tenderers all provided extensive disclaimers around too many ambiguities of a design and construct approach in this instance. Ambiguities included insufficient knowledge of what level of stormwater upgrade works may or may not be required, condition of the existing road subgrade and quantity of excavation in cut and fill to achieve a design that meets standard and provides the required stormwater infrastructure.

Substance

Currently Council engage consultants to design roads within the Municipality, with instruction to design to the industry standards. This standard is loosely based around Austroads Standards, Subdivision Standards and best practice design, which sets parameters for Road Geometry, Safety in Design and stormwater management.

Road Geometry considerations use Austroads Standards to specify the vertical and horizontal geometry of a road. Being curve diameters and if there is a hill in a road manages approach angles to the crest.

Safety in design again uses Austroads Standards and considers parameters where the design of the road may impact road users to a point where risks are managed through traffic devices, such as guard railing and clearance zones. Safety in design also manages the design speed of the road.

Stormwater management utilises industry standard practices relative to Australian Rainfall and Runoff data as well as the subdivision guidelines. There are various levels of stormwater management, but the simplistic way of looking at it is to consider 3 types of storm events, which relate to storm intensity and how much rain falls in a set time frame.

- Q5 which is a storm event that may occur every 5 years – minor levels of flooding for a short period of time.
- Q20 which is a storm event that may occur every 5 years – typically flooding can occur for days and relatively severe inundation of property and roads.
- Q100 which is a storm event that may occur every 5 years – catastrophic storm events with major flooding, similar events to the recent ones seen through QLD, NSW and VIC over the past few years.

With the above-mentioned standards or design parameters in mind, Guys Creek Road, whilst a small rural road, triggers challenges in all these areas of design and is a relatively complex road even for its size and use. The road has a substantial hill or crest, triggering vertical alignment management, Safety in Design of large drop off areas to the road edge and stormwater management being on the side of a hill with increase velocity of water movements as well as short term large volumes of water to manage.

In this instance stormwater is probably the major contributor to the design of the road. Whilst residents currently probably feel that the road doesn't flood and potentially it doesn't matter so much if it does for short times, once a road is sealed, the surface absorption changes significantly between seal and dirt surfaces. This increases the volume and speed that the water moves on the surface. Thus, the biggest challenge of this design and the greatest risk to Council is to ensure that properties on the downward side of the road do not have more water entering them as a result of the road upgrade. It is so typical that following a road upgrade that complaints are received from residents to say they now have stormwater entering their property that they did not have before. This is the risk, and this risk needs to be managed. It is managed through stormwater design and flood modelling.

Council have engaged a consultant to design Guys Creek Road to industry standard and as a result there is significant infrastructure required to manage the stormwater, however in turn this adds considerable costs to the construction of the road.

The cost to upgrade a road from gravel to seal, typically and this is a typical rule of thumb for a simple section of road on flat ground with simple side drains should cost in the vicinity of \$1,000,000 per kilometre. This is a very high-level estimate when it comes to construction cost, is an extremely loose cost for feasibility purpose and is what has been used in previous Asset Management Plans. This estimate should not be used to set a budget for upgrading of a road when there are more considerations and necessary components when upgrading a road.

Guys Creek Road as mentioned above has various challenges. Cost estimates provided with the design have estimated the cost to just upgrade the road section, excluding stormwater structures, excluding driveway accesses and miscellaneous upgrades of around the \$1.9M for 1.695 kilometre of road, equating to \$1.12M per kilometre of road. Given the road has a giant hill in the middle of it and a section of road that is significantly lower than the property around it, the design really is within parameters of acceptable cost per kilometre.

When we add 15 driveways, with some as simple concrete inverts and others as more complex culverts and protection works, this value or cost to construct is not part of the \$1M per kilometre to construct a road.

Guys Creek Road requires 3 cross-road culvert structures, a couple of smaller ones and a significant size structure at the end of the road at the bottom of the hill where logic says all the water is going to end up, so it needs to be discharged without flooding a road or high velocity and volume causing damage to road infrastructure or other service infrastructure like power poles. Additionally, as has been identified the road is on a hill so structures are required in the drainage to slow the water running down the hill, reducing risk of scour and erosion.

In addition to the above, when a road is upgraded or constructed and then sealed, we don't just leave adjoining portions of road, like intersections, typically these sections are slightly damaged during construction and therefore it is general practice to reseal the adjoining segments for a portion (10-20m) and then re-linemark and upgrade signage.

This particular road also entails land acquisition which adds further cost of acquiring as well as fencing upgrades to the property.

There is a significant level of additional works and therefore costs in the upgrade of a road from gravel to seal that aren't necessarily visible to the untrained eye, but these are the real costs of upgrading. The necessary items, not the desires but the necessary ones. Council can't construct the road, which might end up 0.5m higher or lower than a property access and then not provide the property with an access that they can drive their vehicle of choice onto the road, or not put a cross-road culvert in a road that will then mean stormwater runs onto a private property and ponds or causes irreparable erosion.

Strategy

Council Officers have drafted a recommended strategy for Guys Creek Road to reduce the construction cost of the upgrade and enable a realistically achievable design to go to market for pricing. It is expected that even with the reallocation of budget from the proposed Brougham Road upgrade project, that the available budget for the project will still not be sufficient to complete the works. It is proposed that following the Tender Period that a report will be bought to Council for award and approval of any further budget requirements.

This strategy includes the following:

- Amend the design parameters of the road and stormwater infrastructure to a Q2 level;
- apply a single seal to the road pavement at the time of construction and add the application of a second seal to the reseal program 12 months following construction completion;
- go to Tender with the revised design in December and obtain a market level cost; and
- report to Council the shortfall in budget, to determine the project viability moving forward.

The level of risk for this project to design to a lower level of storm event is 'low' given that flood modelling for a Q5 and Q20 event suggests minimal to nil effect between the existing stormwater impact and the proposed stormwater design impact on the adjoining properties. This impact is only considered minimal, with the installation of the required stormwater structures, being the sizing of the roadside drains and the cross-road culverts at chainage 100, 1250 and 1675. Any flooding impact for higher level events appears to be only towards the bottom of Guys Creek Road which the risk to property inundation or roads being cut is no greater than the existing conditions.

The level of risk to reduce the seal to a single seal is also considered to be 'low'. The road use is minimal and a single seal will provide sufficient protection to the road pavement for a 12-month period. There is a risk that a larger than normal storm event effects the area in the 12-month period, potentially causing seal issues where water inundates the road, the risk of the rework cost needs to be considered in making this change.

Future Projects

With the above-mentioned challenges that are faced when upgrading a road from gravel to seal it is recommended that the following strategy be adopted:

- all future nominated projects be fully designed prior to budget allocation;
- all projects are to be designed to standard industry practice or guidelines as relevant;
- prior to final design approval, should alternative design methods that are outside of standard industry practices, be reported to Council for approval to vary from standard and must highlight the potential risks to Council; and
- future project selection to be based on Asset Management practices and strategies that encompass, number of potential users, traffic benefits, economic benefits and cost efficiencies.

Note that future project selection relies on the Road Asset Management Plan being updated. Council Officers will review the program for this document and report through other means.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

INF05 Sealing of Roads Policy

Risks

There are certainly various levels of risk to Council in this project and future projects of similar stature.

Risk to Council in not having designs complete prior to nomination:

- Realistic construction costs are not available without designs complete, to allocate budgets
- Estimates are high level when working to rates per kilometre for construction and should not be used to set budgets

Risk to Council in choosing to design or construct to lower standards:

- Further reconstruction or reworks to rectify under designed components which cost Council both in resources and money
- Storm inundation of private properties as a result of new works, resulting in cost to acquire land or rectifying damage
- Road geometries impacting road safety where design creates potential road crash hazards or situations

Risk to Council in allocating budgets in Municipal Plans that are not sufficient to achieve the project:

- Community expectations around use of the funding as well as appearance of undelivered projects coupled with unspent funds
- Expectation to design to lower standards resulting in future complaints or failures of the product resulting in reworks or reconstruction works as outlined above.

Risk to Council in not following Asset Management Practices for selection of projects:

- Community questioning why certain roads are being constructed prior to what they consider higher priorities. Asset Management Plans address the selection criteria and science behind the prioritisation.

The risks identified in the recommended strategy for Guys Creek Road are identified in the Strategy section above.

Community Engagement

Potential Community backlash, in particular from residents on Guys Creek Road is to be managed through communications of the outcomes following the completion of the proposed recommended strategy plan.



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	Audit Approach - Cost to Maintain Council Recreation Reserves
Author and Recommending Officer:	Rodney Jessup, Director Infrastructure and Operations
Meeting Date:	19/09/2023
Attachments:	Nil

Executive Summary

This report provides elected members with an update on the approach to the audit on the review of costs associated with maintaining of Council's Recreation Reserves as an action to Council resolution ORD2023 11-093. It provides information on actions to be undertaken.

Recommendation

THAT Council receive and note Item 13.03.03 Audit Approach - Cost to Maintain Council Recreation Reserves.

Background

At the 20 June 2023 Ordinary Council Meeting, Council resolved:

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

Background Information

Litchfield Council owns eight recreation reserves that fall under three different management models.

Fred's Pass Reserve	Run by a management board of volunteers with its own independent workforce. There is a current Lease and Funding agreement in place.
Berry Springs Reserve	Run by independent volunteer management committees with current Lease and Funding agreements in place.
Livingston Reserve	
McMinns Lagoon Reserve	
Mira Square	
Howard Park Reserve	Run by Council inhouse.
Humpty Doo Village Green	
Knuckey Lagoon	

Action

Council wants to ensure that their Recreation Reserves are being maintained safely and establish costs for facility management and maintenance for each recreation reserve. To this end staff will establish an Asset Management Plan utilising current available budget.

The above body of work would be undertaken prior to the Internal Audit reviewing Council's Recreational Reserves Management Arrangements. The scope for this audit includes:

- review Council's arrangements with reserves maintained by independent associations;
- review Council's arrangements of reserves maintained by Council;
- identify any risks to Council from the above; and
- provide best practice examples from other councils.

This Internal Audit would be undertaken by a consultant, selection would be made via the RFQ process.

Links with Strategic Plan

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

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

FIN03 Procurement Policy

FIN08 Risk Management Policy

Recreation Reserve Lease Agreements

Risks

Health and Safety

Any health and safety-related issues identified throughout the process will need to be rectified in a timely manner to address the risk.

Community Engagement

Not applicable.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 19 September 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 Risk Management and Audit Committee Unconfirmed Confidential Minutes – 6 September 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)(iii) information that would, if publicly disclosed, be likely to prejudice the security of the council, its members or staff.

15.03 Road Seal Levy Hold of Interest Charges

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

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

15.04 Development Consent Authority Nominations

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*.

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

15.05 Moving of Confidential Items

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

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

15.06 Sale of Land – 80 and 84 Southport Road

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

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

15.07 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*.

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

16 Close of Meeting