



AGENDA

19th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 21 MARCH 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 21 March 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 21 February 2023, ... pages; and
- Ordinary Confidential Council Meeting held Tuesday 21 February 2023, ... pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from Ordinary Council Meeting - 17 January 2023
- Business Arising from Ordinary Council Meeting – 21 February 2023



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 21 February 2023 at 6:05pm

Present	Doug Barden Andrew Mackay Emma Sharp Mathew Salter Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward (<i>electronically</i>) Councillor South Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward
Staff	Stephen Hoyne Maxi Smith Nicky Davidge Debbie Branson	Chief Executive Officer General Manager Business Excellence General Manager Community and Lifestyle 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 6:06pm

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.

It was noted that there was a technical issue with the online platform and live streaming was not available. An audio recording was taken of the meeting.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

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

No disclosures of interest declared.

4.2 Staff

No disclosures of interest declared.

5 PUBLIC QUESTIONS

5.1 Bradley George – Articulated Vehicles

Question: Council's website indicates the following "No articulated vehicles on Strangways Road west of Hayball Road, including from ramps off Stuart Highway at Gonnerman Road to Hayball Road and Forest Drive." Would the council be prepared to change this vehicle restriction to "No articulated vehicles on Strangways Road west of Spencely and east of Spencely including from ramps off Stuart Highway at Gonnerman Road to Hayball Road and Forest Drive and including Freds Pass Road?" Purpose - keep all trucks out of residential areas and on Stuart Hwy and Arnhem Hwy and stop them cutting through from Strangways and parking on Strangways instead of remaining on Spencely. Strangeways from Havlik to Freds Pass are in need of continuous maintenance and repair due to oversize trucks using these roads to access Spencely road.

Answer: Thank you for your question submitted on 23 January, and for your continued interest on matters within the Municipality.

We have assessed your request and I advise that Council's current position remains as per the statement on our website.

Another traffic matter that may be of interest to you is Council's current advocacy seeking a review of the design and function of the Stuart Highway and Bees Creek intersection, there is more information available [here](#).

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Cr Wright

Seconded: Cr Salter

THAT Council confirm the:

- Ordinary Council Meeting minutes held 17 January 2023, 7 pages;
- Ordinary Confidential Council Meeting held Tuesday 17 January 2023, 2 pages; and as a true and accurate record of those meetings.

CARRIED (7-0) ORD2023 11-016

6.2 Council Action Sheet / Business Arising from Previous Meetings

This report was not included in the agenda and was deferred to the Ordinary Council Meeting scheduled for March 2023.

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden

Seconded: Cr Salter

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 18 January 2023 to 21 February 2023.

CARRIED (7-0) ORD2023 11-017

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Moved: Cr Sharp

Seconded: Cr Sidey

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

1. Howard Park Recreation Committee; and
2. Knuckey Lagoon Recreation Committee.

CARRIED (7-0) ORD2023 11-018

13. OFFICERS' REPORTS

13.01 Business Excellence

13.01.01 Litchfield Council Finance Report – January 2023

Moved: Cr Harlan

Seconded: Cr Sharp

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

CARRIED (7-0) ORD2023 11-019

13.01.02 People Performance and Governance Monthly Report – January 2023

Moved: Cr Wright

Seconded: Deputy Mayor Mackay

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

CARRIED (7-0) ORD2023 11-020

13.02 Council Leadership and Community Services

13.02.01 Community and Lifestyle Monthly Report – January 2023

Moved: Cr Harlan

Seconded: Cr Salter

THAT Council note the Community and Lifestyle Report for January 2023.

CARRIED (7-0) ORD2023 11-021

13.02.02 Howard Park and Knuckey Lagoon Recreation Reserve Committee Minutes

Moved: Cr Harlan
Seconded: Cr Wright

THAT Council receive and note:

1. the unconfirmed Howard Park Committee Minutes of 6 February 2023, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 9 February 2023, at Attachment B.

CARRIED (7-0) ORD2023 11-022

13.02.03 Local Government Association of the Northern Territory Executive Board Nominations – Casual Vacancy

Moved: Deputy Mayor Mackay
Seconded: Cr Salter

THAT Council nominates Mayor Doug Barden to the Local Government Association of the Northern Territory Executive Board for the position of Board Member Municipal.

CARRIED (7-0) ORD2023 11-023

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report January 2023

Moved: Deputy Mayor Mackay
Seconded: Cr Harlan

THAT Council:

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

CARRIED (7-0) ORD2023 11-024

14. OTHER BUSINESS

14.01 Shared Paths in Bees Creek

It was agreed that the item be referred to the Budget Workshop for further discussion.

15. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay

Seconded: Cr Harlan

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

15.01 Confidential Council Minutes

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

8(e) information provided to the council on condition that it be kept confidential.

15.02 Application to Write-Off Rates and Charges

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

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

15.03 Rates in Arrears in excess of two years

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

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

15.04 Provision of Rubbish Collection Services by Commercial Operators – Business Approach

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

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

15.05 Chief Executive Performance Appraisal and Remuneration Review Committee

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

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

15.06 Operational Service Review

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

8(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 11-025

The meeting moved to Confidential Session at 7:05pm.

Moved: Cr Sidey
Seconded: Cr Harlan

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

CARRIED (7-0) ORD2023 11-031

The meeting moved to Open Session at 7:05pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 7:40pm.

18. NEXT MEETING

Tuesday 21 March 2023.

MINUTES TO BE CONFIRMED

Tuesday 21 March 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed

Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road.	19/07/2022	GMIO	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2022 11-258	Knuckey Lagoon Recreation Reserve Electrical Repairs THAT Council approves the release of up to \$60,000 from financial reserves to cover replacement of the sub mains cable, meter panel and power box at Knuckey Lagoon Recreation Reserve to meet current Australian Standards.	15/11/2022	GMCL	Complete

ORD2022 11-276	Humpty Doo Village Green Lease Agreement THAT Council approves the fixation of the Common Seal with the Mayor and the CEO signing the Humpty Doo Village Green Lease Agreement on behalf of Council.	13/12/2022	GMCL	In Progress Delay due to leave arrangements.
ORD2023 11-006	GOV03 Privacy Policy THAT Council adopt draft policy GOV03 Privacy, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.	17/01/2023	GMBE	Complete Policy Register updated and policy made available on Council's website.
ORD2023 11-006	GOV07 Recording of Meetings Policy THAT Council adopt draft policy GOV07 Recording of meetings, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.	17/01/2023	GMBE	Complete Policy Register updated and policy made available on Council's website.
ORD2023 11-010	Ordinary Council Meetings – Order of Business THAT Council adopts the amended agenda format, outlined in this report, as the format for all agendas produced for the Ordinary Council Meetings.	17/01/2023	CEO	Complete Ordinary Council Meetings templates updated
ORD2023 11-012	Guys Creek Road Land Acquisition and Road Opening THAT Council: 1. approve the purchase of 8062.3m ² 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	GMIO	In Progress 28 exhibition period underway until 3 March 2023. Road opening process and land title transfer expected to be complete by mid-late June. Tender process will occur during this time to ensure works can commence as soon as possible.

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	GMIO	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2022 11-276	Humpty Doo Village Green Lease Agreement THAT Council approves the fixation of the Common Seal with the Mayor and the CEO signing the Humpty Doo Village Green Lease Agreement on behalf of Council.	13/12/2022	GMCL	In Progress Delay due to leave arrangements.

ORD2023 11-012	<p>Guys Creek Road Land Acquisition and Road Opening</p> <p>THAT Council:</p> <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	GMIO	<p>In Progress</p> <p>28 exhibition period underway until 3 March 2023. Road opening process and land title transfer expected to be complete by mid-late June. Tender process will occur during this time to ensure works can commence as soon as possible.</p>
ORD2023 11-023	<p>Local Government Association of the Northern Territory Executive Board Nominations – Casual Vacancy</p> <p>THAT Council nominates Mayor Doug Barden to the Local Government Association of the Northern Territory Executive Board for the position of Board Member Municipal.</p>	21/01/2023	CEO	<p>Complete</p> <p>Nomination form sent 6 March 2023</p>



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 March 2023

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 March 2023

11 Mayors Report

11.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	21/03/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 February 2023 to 21 March 2023.

Summary

Date	Event
22 February 2023	Risk Management and Audit Committee Meeting
24 February 2023	AFLNT Local Government Forum
25 February 2023	Budget Workshop # 2
1 March 2023	Australian Army 122 nd Birthday Cocktail Party
2 March 2023	Amendments to Water Legislation DEPWS Information Session
3 March 2023	TOPROC
7 March 2023	Strategic Discussion and Briefing Session
13 March 2023	CEO Performance Appraisal and Remuneration Review Committee
14 March 2023	Regional Economic Growth Committee
15 March 2023	Litchfield DCA Meeting
21 March 2023	Civil Contractors Federation NT Ltd
	City of Palmerston Australian Citizenship Ceremony & Harmony Day
	Community Forum
	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 March 2023

12 Reports from Council Appointed Representatives

Meeting	Representative
Risk Management & Audit Committee Meeting	Mayor Barden
CEO Performance Appraisal and Remuneration Review	Mayor Barden

13 Officers Reports

14.01 Business Excellence

- 13.01.01 Litchfield Council Finance Report – February 2023
- 13.01.02 People Performance and Governance Monthly Report – February 2023
- 13.01.03 Risk Management and Audit Committee Meeting Unconfirmed Minutes – 22 February 2023

13.02 Council Leadership & Community

- 13.02.01 Community and Lifestyle Monthly Report – February 2023

13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report – February 2023



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – February 2023
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	21/03/2023
Attachments:	A: Litchfield Council Finance Report – February 2023

Executive Summary

This report presents the Litchfield Council Finance Report for 28 February 2023. The report reflects the NT Government mandated format. Budget 2022/23 figures have been updated with first budget review movements.

Operational Income reflects the entire year of rates levied. As expenses are incurred over the year, the current surplus position will gradually decrease. The Balance Sheet and Financial Reserves have been updated in accordance with 2021/2022 audited financial statements.

Rates outstanding have decreased compared to the prior month in line with the third instalment falling due at the end of February. Outstanding rates are expected to decline gradually through debt recovery by 30 June 2023.

Recommendation

THAT Council note the Litchfield Council Finance Report for 28 February 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**

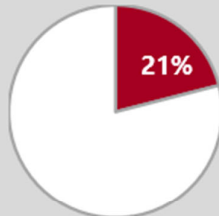


Finance Report

February 2023

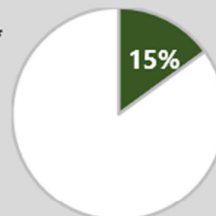
FEB 2023

DASHBOARD REPORTING



Asset Sustainability Ratio*

Capital Expenditure
Actuals \$ 2.64m
Target – 46%



Rates Outstanding

\$ 2.3m Outstanding
Target– 18% (\$ 2.8m and less)

\$ 17.17m

OPERATIONAL REVENUE

\$20.33m Budget – 84% Target Achieved

\$ 2.15m

CAPITAL REVENUE

\$ 5.98m Budget

\$ 10.74m

OPERATIONAL EXPENSES

\$17.38m Budget – 62% Spent

\$ 2.65m

CAPITAL EXPENSES

\$ 12.80m Budget

\$ 6.43m

OPERATING SURPLUS

Budget \$ 2.94m

\$ (0.50)m

CAPITAL DEFICIT

Budget (\$ 6.8m)

RATIOS

21% Asset Sustainability
Target 46% and more

15% Rates Outstanding
Target less than 18%

69% Own Source Revenue Ratio
Target 96% and more

10.15 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1



Current Cash Investments

\$ 23.3m

1 of 20 Budgeted Capital Programs
2022/23
\$0.365m Spent (5.69%)

2 of 4 Additional Capital Programs
2022/23
\$0.177m Spent (7.19%)

5 of 16 Carry Forward Programs
from 2021/22-\$2.102m
Spent (67.58%)

\$11.18m Budgeted Cash
Reserves June 2023

Not Achieved

Achieved

Budgeted to be Achieved

Achieved

Achieved

*The movement between January and February month end : The depreciation has increased at a higher rate since January than the actual expenditure movement in asset renewal

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 eight-twelfth of the annual budget.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	13,770,384.81	9,160,501.00	(4,609,883.81)	13,740,751.50
Charges	191,852.75	113,733.33	(78,119.42)	170,600.00
Fees and Charges	1,273,854.26	1,243,554.85	(30,299.41)	1,865,332.27
Operating Grants and Subsidies	1,266,310.00	2,690,442.00	1,424,132.00	4,035,663.00
Interest / Investment Income	567,611.79	282,000.00	(285,611.79)	423,000.00
Other Income	104,368.26 ²	60,866.67	(43,501.59)	91,300.00
TOTAL OPERATING INCOME	17,174,381.87	13,551,097.85	(3,623,284.02)	20,326,646.77
OPERATING EXPENDITURE				
Employee Expenses	4,592,626.16	4,711,809.88	119,183.72	7,067,714.83
Materials and Contracts	5,504,726.28	6,264,742.67	760,016.39	9,397,114.00
Elected Member Allowances	148,982.39	169,855.58	20,873.19	291,181.00
Elected Member Expenses	39,243.11 ³	33,174.40	(6,068.71)	49,761.60
Council Committee & LA Allowances	959.00	2,666.67	1,707.67	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	5,593,333.33	5,593,333.33	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	458,316.96	380,977.33	(77,339.63) ⁴	571,466.00
TOTAL OPERATING EXPENDITURE	16,338,234.43	17,156,559.87	818,325.43	25,771,237.43
OPERATING SURPLUS / DEFICIT	836,147.44	(3,605,462.02)	(4,441,609.46)	(5,444,590.66)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	836,147.44	(3,605,462.02)	(4,441,609.46)	(5,444,590.66)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	5,593,333.33	5,593,333.33	-	8,390,000.00
TOTAL NON-CASH ITEMS	5,593,333.33	5,593,333.33	-	8,390,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(2,645,406.04)	(8,537,251.24)	(5,891,845.20)	(12,805,876.86)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(1,963,606.23)	(1,963,606.23)	(2,945,409.34)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(2,645,406.04)	(10,500,857.47)	(7,855,451.43)	(15,751,286.20)
Add ADDITIONAL INFLOWS				
Capital Grants Income	1,767,777.00	3,787,742.00	2,019,965.00	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	378,763.88	200,000.00	(178,763.88)	300,000.00
Transfers from Reserves	-	4,525,244.16	4,525,244.16	6,824,263.86
TOTAL ADDITIONAL INFLOWS	2,146,540.88	8,512,986.16	6,366,445.28	12,805,876.86
NET OPERATING POSITION	5,930,615.61	-	(5,930,615.61)	-

¹ Numbers in statements may include minor rounding differences.

² Insurance claims received.

³ LGANT- Subscription paid for FY 22/23

⁴ Licenses / Subscriptions paid for FY 22/23

Operating Position by Department

Finance and Waste Management income represents a high percentage of total yearly income due to rates and waste charges levied in full in July 2022.

	2022/23 YTD Actuals	2022/23 Budget Review 1	% Of Budget
REVENUE	\$	\$	
Council Leadership	22,515.00	-	-
Corporate	63,807.28	-	-
Information Services	-	-	-
Finance & Customer Service	11,310,292.26	11,692,107.00	96.73%
Infrastructure & Assets	737,167.10	3,123,862.00	23.60% ⁵
Waste Management	3,370,332.66	3,354,035.77	100.49%
Community	115,110.80	113,700.00	101.24%
Community - Library	416,494.00	420,392.00	99.07%
Mobile Workforce	-	-	-
Regulatory Services	194,059.10	172,150.00	112.73%
Thorak Cemetery	944,603.67	1,450,400.00	65.13%
TOTAL REVENUE	17,174,381.87	20,326,646.77	84.49%
EXPENSES			
Council Leadership	686,535.60	1,214,859.66	56.51%
Corporate	445,130.88	770,105.55	57.80%
Information Services	361,017.96	722,772.42	49.95%
Finance & Customer Service	1,057,702.77	1,666,459.98	63.47%
Infrastructure & Assets	1,880,988.31	3,411,391.96	55.14%
Waste Management	2,873,199.91	3,961,785.22	72.52% ⁶
Community	1,269,995.29	1,942,266.70	65.39%
Community - Library	262,536.74	694,538.89	37.80%
Mobile Workforce	798,000.03	1,249,136.12	63.88%
Regulatory Services	412,728.38	656,816.37	62.84%
Thorak Cemetery	697,065.23	1,091,104.56	63.89%
TOTAL EXPENSES	10,744,901.10	17,381,237.43	61.82%
OPERATING RESULT	6,429,480.77	2,945,409.34	218.29%

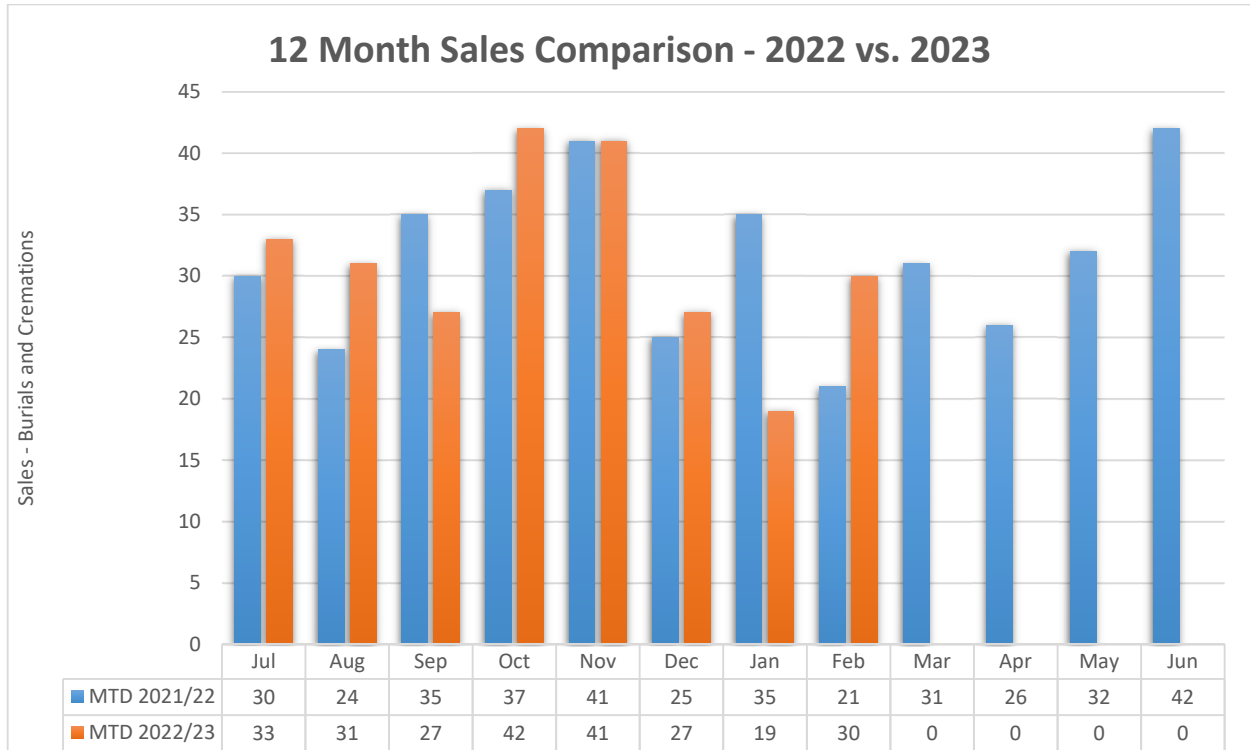
⁵ Grant funds are yet to be received.

⁶ Includes RFQ22-309 Asbestos Remediation Works/ Shoal Bay DCC Landfill Fees has been increased.

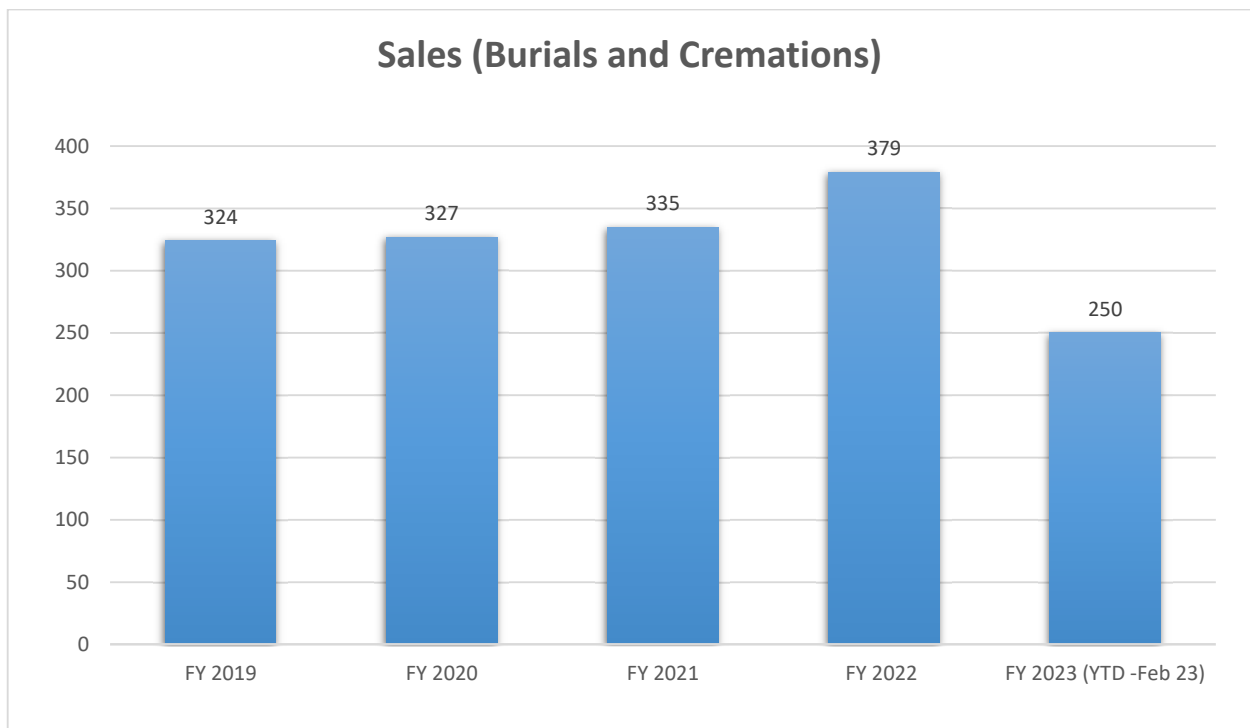
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 250 interments and cremations, an increase of 2 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2023 year to date is 323.



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	527,319.73	502,044.18	(25,275.55)	753,066.27
Infrastructure (including roads, footpaths, park furniture)	1,733,186.34	7,444,786.57	5,711,600.23	11,167,179.85
Plant and Machinery	384,899.97	590,420.49	205,520.52	885,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	2,645,406.04	8,537,251.24	5,891,845.20	12,805,876.86
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	1,767,777.00	3,787,742.00	2,019,965.00	5,681,613.00
Transfers from Cash Reserves	-	4,549,509.24	4,549,509.24	6,824,263.86
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	378,763.88	200,000.00	(178,763.88)	300,000.00
TOTAL CAPITAL EXPENDITURE	2,146,540.88	8,537,251.24	6,390,710.36	12,805,876.86
FUNDING				

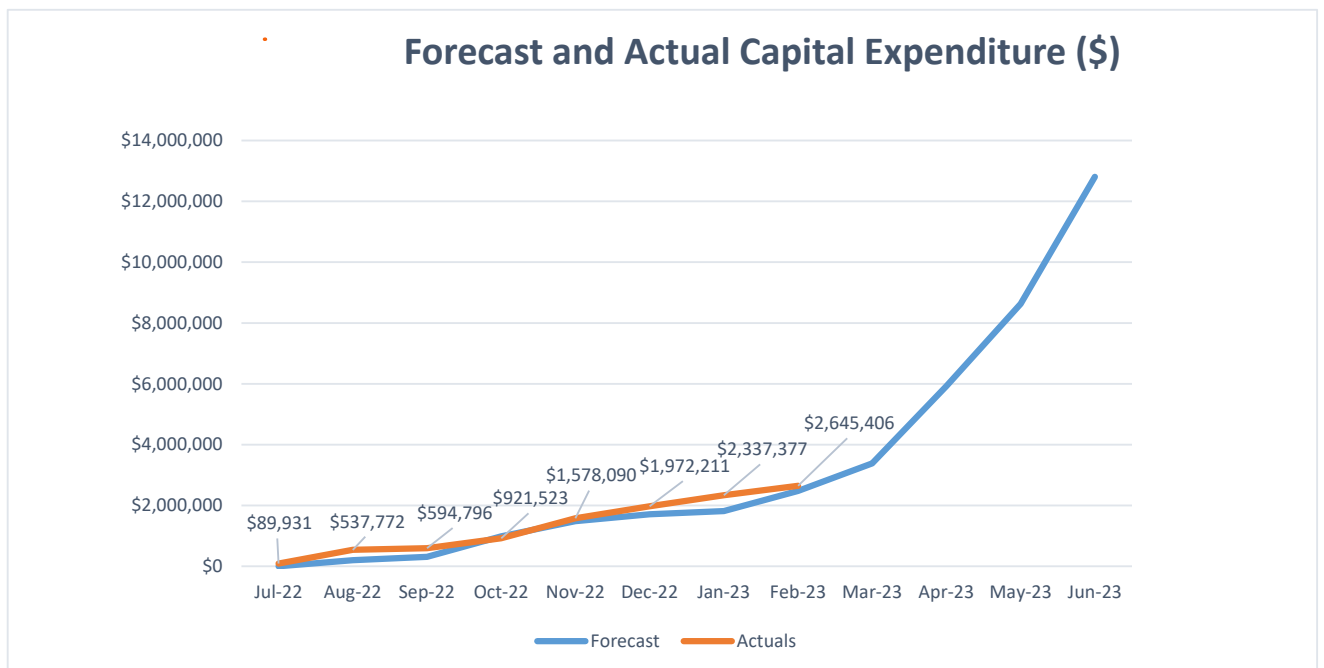


Table 2.2 Monthly Report on Planned Major Capital Works

2022/23 CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	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%	May-23	Project Planning	Roads identified for reseal will be as per Priority list. Road Seal Inspections complete. SOW will go out to Tender Mar. Prep work to commence early March 23. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023.
2	Roads	<i>Pavement Renewal</i>	-	-	-	533,429.00	533,429.02	0.00%	May-23	<i>Discontinued</i>	<i>Council have deferred project till further notice.</i>
3	Roads	Forward Design of Road Projects- Road Safety - Intersection Upgrades	-	-	-	23,608.80	23,608.80	0.00%	Nov-22	Project Initiation	Design scope awarded to GHD. Work completion due April. Draft report received 2 Feb.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	46,486.00	46,486.00	70,826.40	24,340.40	65.63%	Oct-22	Commenced	Design Work Only - SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted. Note: Project informs execution Project as per line . 16 Project is a Priority 1 due to linking with execution budgeted in 22-2023
		Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Nov-22	Deliver	Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											storm events. WRM are completing flood modelling.
		Forward Design of Road Projects- Hillier Road	-	17,740.00	17,740.00	23,608.80	5,868.80	75.14%	Oct-22	Complete	Works Completed
		Forward Design of Road Projects- project yet to identified	-	-	-	61,129.60	61,129.60	0.00%	TBC	-	-
4	Roads	Gravel Surface Renewal- Gravel Rd Reheating - Priority List	-	-	-	300,000.00	300,000.00	0.00%	Apr-23	Project Planning	Roads identified for gravel resheeting, will be as per Priority list. The Priority list will be reconfirming post 2022 road inspections. Execution to be completed with Period Contractor in 2023 post Wet Season. Pre-wet season inspections completed Oct 22. Job scheduled for 2nd Week of December
5	Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	1,250,000.00	1,250,000.00	0.00%	Jun-23	Project Planning	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byne to complete design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	-	-	500,000.00	500,000.00	0.00%	May-23	Project Planning	Wire Barrier and walkway Asphalt Scoped. Contractors engaged.
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Jan-23	Project Planning	Budget Allocated for school safety upgrades. School safety audit has been carried out by Cardno and reviewed by Council pending Corrective Action Report.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											Recommendation and Priority list will inform execution plan with respect to risk matrix. List will inform execution plan with respect to risk matrix.
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	0.00%	Apr-23	Project Planning	Budget allocated for Power Road - Pioneer Road intersection upgrades. SOW and Design works are as per line 8: Relocate a Power Pole, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Project Planning	Priority List developed. Works are being scoped. Award Contract.
10	Drainage	Drainage Renewal-Priority List - Jarvis Road	-	49,629.48	49,629.48	100,000.00	50,370.52	49.63%	Nov-22	Project Planning	Initial Drainage work completed. Road Crossing design due early Feb.
		<i>Drainage Renewal-Priority List - Elizabeth Valley - Horsnell Road Intersection</i>	-	-	-	<i>100,000.00</i>	<i>100,000.00</i>	<i>0.00%</i>	<i>Nov-22</i>	<i>Discontinued</i>	<i>WRM provided flood assessment report is finalised.</i>
11	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Shoulder Widening & Power Pole guard rail. RFQ Close
12	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Project Planning	WRM Water & Environmental completing Flood modelling and option analysed. Road Crossing upgrade creek culvert design to be developed and delivered by Mid-Feb
13	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Feb-23	Project Planning	AC Assessment completed. SOW developed. Three quotes to be sourced.
14	Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	48,654.54	48,654.54	83,000.00	34,345.46	58.62%	TBC	Project Planning	TRC AMP needs updating. As per current AMP works to be scheduled are painting of crematorium, new concrete beams for section F, repair of

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Quotes are being sought with works to be scheduled once quotes finalised. cashflow projections being determined. Forecasting Pending.
15	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Signage not proceeding at request of Mayor. Update of weighbridge and waste recording software which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails - Scheduled for Jan 2023 Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture scheduled for November. Renewal of old phone system not updated when office phones updated - forecast subject to weighbridge software
16	Community	Freds Pass Reserve Asset Renewal	-	27,016.67	27,016.67	40,000.00	12,983.33	67.54%	TBC	Project Planning	Asset renewal works identified on Vicar Bore. Works currently underway.
17	Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Identify works require across Council's recreation reserves based on Known Issues.
18	Community	Reserve Building Renewal & Compliance-Maley Pavilion	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Asset management to identify works required to bring non-compliant building to the standards.
19	Fleet	Plant/Vehicle Replacement-Council	-	113,720.32	113,720.32	355,000.00	241,279.68	32.03%	TBC	Project Planning	Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											figure is inclusive of cemetery and waste vehicles.
		Plant/Vehicle Replacement-Cemetery	-	62,181.71	62,181.71	25,000.00	(37,181.71)	248.73%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.(sale proceeds from potential sale of vehicle to offset the overspend)
		Plant/Vehicle Replacement-Waste	-	-	-	230,000.00	230,000.00	0.00%	TBC	Project Planning	PO created and machine ordered) serial No provided by supplier. Expect Delivery Feb 2023
20	Admin	Capitalisation of Salaries	-	-	-	306,000.00	306,000.00	0.00%	Jun-23	Ongoing	Finance Team - EOY Settlement
		Subtotal	-	365,428.72	365,428.72	6,417,429.00	6,052,000.28	5.69%			

2022/2023 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Gravel Road Sealing- Aldridge Street	-	55,261.89	55,261.89	2,071,858.00	2,016,596.11	2.67%	Jun-23	Project Planning	<p>LRCI Phase III approval received in the July 2022 of total Value \$ 2,366,858 under which for road seal has sanctioned \$ 2,071,858.00.</p> <p>Design underway with Byrne Consultants at 70% completion. Finalise design due end Feb.</p>
		Gravel Road Sealing-Collett Street	-	-	-						
		Gravel Road Sealing-Riverside Street	-	-	-						
2	Community	Mira Square Development- Construction of a new playground	-	19,500.00	19,500.00	70,000.00	50,500.00	27.86%	TBC	Delivery	Works commenced Monday 6 February. Area is being prepared; shade structure installed. Awaiting arrival of playground equipment.
		Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green	-	12,434.00	12,434.00	35,000.00	22,566.00	35.53%	TBC	Project Planning	Shelter installation scheduled for first week in March 2023, BBQ arrival and installation scheduled for first week in April 2023.
		Bicycle & Walking Paths Howard Park Recreation Reserve	-	-	-	30,000.00	30,000.00	0.00%	TBC	Complete	Project complete. (Invoices are pending until sealing and asphalt work completed)
		Installation of power and lighting to existing storage shed at Knuckey Lagoon	-	18,000.00	18,000.00	20,000.00	2,000.00	90.00%	TBC	Completed	Project complete.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	-	6,840.00	6,840.00	30,000.00	23,160.00	22.80%	TBC	Project Planning	Consultant has drafted designs and Council is currently liaising with the Livingstone Recreation Reserve Committee. Design is at 70 has been reviewed.
		Installation of solar lighting to picnic area- McMinns Lagoon Recreation Reserve	-	-	-	10,000.00	10,000.00	0.00%	TBC	Project Planning	Currently evaluating quotes.
		Wi-Fi and CCTV Installation – for community use. - WIFI is required for CCTV to function. 1. Thorak Cemetery 2.Howard Park Recreation Reserve 3.Knuckey Lagoon Recreation Reserve 4.Humpty Doo Village Green	-	-	-	100,000.00	100,000.00	0.00%	TBC	Project Planning	Project Scoping will start in October 2022. Planning - November 2022 Execution - January to April 2023
3	Community	Knuckey Lagoon Recreation Reserve Electrical Repairs	-	54,614.00	54,614.00	60,000.00	5,386.00	91.02%	Dec-22	Complete	Project complete(waiting for the final invoice)
4	Waste	Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station	-	11,198.00	11,198.00	45,000.00	33,802.00	24.88%	Dec-22	Complete	Project complete.
		Subtotal	-	177,847.89	177,847.89	2,471,858.00	2,294,010.11	7.19%			

CARRY FORWARD PROJECT FROM 2021/22

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Buildings	Council Administration Building Renewal- Aircon, Garden Upgrade and Carpark line marking	-	48,135.20	48,135.20	47,599.00	(536.20)	101.13%	Aug-22	Completed	1. Air conditioner has been installed minor tidy up works to be completed. 2. Garden Upgrade - Completed 3.Carpark awarded - Completed
		Council Administration Building Renewal- Disability Access	-	-	-	30,000.00	30,000.00	0.00%	Oct-22	Delivery	Disability Access: Installation of Sliding Glass Entry Doors at Litchfield Council Office. Contractor awarded. Doors on order.
		Council Administration Building Renewal- External storage or Car park	34,137.64	550.00	34,687.64	35,796.00	1,108.36	96.90%	Nov-22	Planning	External storage and / or car shed
2	Pathways	Pathway Renewal- Whitewood Road - Stage 3	93,761.84	-	93,761.84	180,000.00	86,238.16	52.09%	Jun-22	Completed	Pathway completed.
3	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab	80,381.85	50,752.40	131,134.25	350,000.00	218,865.75	37.47%	Jun-22	Delivery	Guys Creek Road Design - 60% Design Complete - ON HOLD Pending Land Acquisition Elizabeth Valley Road Floodway upgrade - To be released. Thorngate Road Pavement Rehab -

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 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									Commence Assessment and design. Whitewood Road Widening at Wadham Lagoon - 100% of Design Complete.
4	Roads	Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads	351,098.81	931,776.75	1,282,875.56	1,921,154.85	638,279.29	66.78%	Sep-22	Delivery	Phase 1 Completed Phase 2 - Completed LRCI Phase 2 - Reseal Various Roads identified via condition-based Priority list - Tenders have been awarded to Downer Edi Works Pty Ltd.80% work complete. Original contract terminated due to not being able to meet time of completion. 4 sections of roads remained unsealed. New contract commenced with F & J Bitumen Services Pty Ltd
5	Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	9,912.00	73,280.16	500,000.00	426,719.84	14.66%	Jun-22	Project Initiation	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byne to complete

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	100,830.00	179,094.62	454,910.00	275,815.38	39.37%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design Consultation awarded to Byrne Consultant Pty Ltd. 100% Design received to review. Asphalt intersections, install gap curbing and improve line marking.
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	6,216.70	1,541.25	7,757.95	124,635.00	32,248.65	74.13%	Sep-22	Complete	Complete
		Girraween Primary School	6,216.70	685.00	6,901.70				Sep-22	Completed	Completed
		Schools Safety Audits- Howard Springs Primary School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Schools Safety Audits- Good Shepherd	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Road Safety Upgrades - Schools Safety Audits- Middle Point School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Road Safety Upgrades - Street Lighting- Priority List, intersections,	-	-	-				Sep-22	Completed	Completed

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<i>and Challoner Circuit review</i>									
		<i>Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00</i>	54,452.85	-	54,452.85				Sep-22	Completed	Completed
7	Buildings	Mira Square Development – Community Hall	75,753.19	402,963.32	478,716.51	375,000.00	(103,716.51)	127.66%	Oct-22	Delivery	Lock upstage (Council approved reallocation Budget of \$100k drawn from 2021/22 Road Seal Renewal Capital Program and the budget adjustment will be made during budget review 2.)
8	Buildings	Reserve Building Renewal and compliance- Fred's Pass - Compliance works	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
9	Fleet	Waste Vehicle Replacement	140,584.32	183,657.20	324,241.52	390,874.32	66,632.80	82.95%	TBC	Delivery	PO has been raised pending backhoe. Vehicle under construction at Hastings Deering with expected delivery by EOM August 2022.
10	Fleet	Cemetery Vehicle Replacement	49,249.04	25,340.74	74,589.78	74,589.78	-	100.00%	Feb-23	Delivery	Kubota Tractor ETA 23/02/23 & Iseki Mower awaiting delivery
11	Buildings	Community Hall	63,437.90	-	63,437.90	100,000.00	36,562.10	63.44%	Jan-22	Discontinued	Project funding has been allocated to LCRI Reseal various Roads.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
12	Community	Thorak Cemetery - Irrigation Grant	86,875.00	49,365.26	136,240.26	153,805.00	17,564.74	88.58%	TBC	Delivery	Fully grant funded project, delays due to wet season weather and contractors secured other work. Negotiations currently being undertaken for works to be completed EOM September 2022.
13	Mobile Workforce	Two spray Tank units (replacement)	-	23,881.28	23,881.28	25,000.00	1,118.72	95.53%	Sep-22	Completed	MWF weed spraying units. Purchase orders complete.
14	Community	Humpty Doo Village Green irrigation	-	-	-	20,000.00	20,000.00	0.00%	TBC	Delivery	Irrigation project underway.
15	Roads	Power Road Floodway	465,273.37	268,835.28	734,108.65	763,292.63	29,183.98	96.18%	Aug-22	Completed	
16	Roads	Street Lighting Replacement	11,625.00	-	11,625.00	30,000.00	18,375.00	38.75%	Dec-22	Completed	
			1,680,067.09	2,102,129.43	3,782,196.52	5,596,656.58	1,814,460.06	67.58%			

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 28 FEB 2023	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	23,325,545.33	
Untied Funds	2,700,917.67	
Accounts Receivable ⁷		
Trade Debtors	177,293.56	(2)
Rates & Charges Debtors	2,793,461.10	
Other Current Assets	340,473.54	
TOTAL CURRENT ASSETS	29,337,691.20	
Non-Current Financial Assets	6,957,389.81	
Property, Plant and Equipment	401,085,417.74	
TOTAL NON-CURRENT ASSETS	408,042,807.55	
TOTAL ASSETS	437,380,498.75	
LIABILITIES		
Accounts Payable ⁸	1,269,158.67	(3)
ATO & Payroll Liabilities ⁹	(1,046.73)	(4)
Current Provisions	652,131.00	
Accruals	963,727.83	
Other Current Liabilities	6,150.00	
TOTAL CURRENT LIABILITIES	2,890,120.77	
Non-Current Liabilities		
Non-Current Provisions	336,480.28	
Other Non-Current Liabilities	23,352.60	
TOTAL NON-CURRENT LIABILITIES	359,832.88	
TOTAL LIABILITIES	3,249,953.65	
NET ASSETS	434,130,545.10	
EQUITY		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	8,851,920.50	
TOTAL EQUITY	434,130,545.10	

⁷ Includes Allowance for Doubtful debt.

⁸ Includes security deposits and Thorak Cemetery Exclusive rights payments received in advanced.

⁹ 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)	10/08/2022	1,000,000.00	3.40%	4/04/2023	237	4,000,000.00	17.15%	22,076.71
	3/10/2022	1,000,000.00	4.15%	20/06/2023	260			29,561.64
	13/10/2022	1,000,000.00	4.00%	4/07/2023	264			28,931.51
	11/01/2023	1,000,000.00	4.50%	10/10/2023	272			33,534.25
Commonwealth (S&P A1+)	5/07/2022	1,500,000.00	3.48%	21/03/2023	259	7,825,545.33	33.55%	37,040.55
	26/10/2022	2,000,000.00	4.20%	11/07/2023	258			59,375.34
	8/12/2022	1,000,000.00	4.22%	5/09/2023	271			31,332.05
	13/01/2023	325,545.33	4.47%	24/10/2023	284			11,322.56
	24/01/2023	1,000,000.00	4.36%	24/10/2023	273			32,610.41
	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
Defence Bank A-2	3/10/2022	1,000,000.00	4.00%	6/06/2023	246	3,000,000.00	15.01%	26,958.90
	24/11/2022	1,000,000.00	4.30%	27/07/2023	245			28,863.01
	24/11/2022	1,500,000.00	4.30%	10/08/2023	259			45,768.49
NAB (S&P A1+)	22/06/2022	500,000.00	3.37%	7/03/2023	258	6,000,000.00	25.72%	11,910.41
	23/08/2022	1,000,000.00	3.59%	18/04/2023	238			23,408.77
	6/09/2022	1,500,000.00	3.70%	9/05/2023	245			37,253.42
	12/10/2022	1,000,000.00	3.94%	27/06/2023	258			27,849.86
	6/12/2022	1,000,000.00	4.12%	22/08/2023	259			29,235.07
	20/12/2022	1,000,000.00	4.33%	19/09/2023	273			32,386.03
Westpac (S&P A1+)	21/09/2022	2,000,000.00	3.44%	23/05/2023	244	2,000,000.00	8.57%	45,992.33
TOTAL INVESTMENTS		23,325,545.33				23,325,545.33	100%	665,344.18

% of Total Investment Portfolio	A1 & A1+ (max 100%)	68%	A2 (max 60%)	32%	100%
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Total Investments/ Tied Funds	\$ 23,325,545.33	Total Year to date Investments Earnings	\$ 383,384.01
General Bank Funds	\$ 2,699,642.67		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 2,700,917.67		
Total all funds	\$ 26,026,463.00		

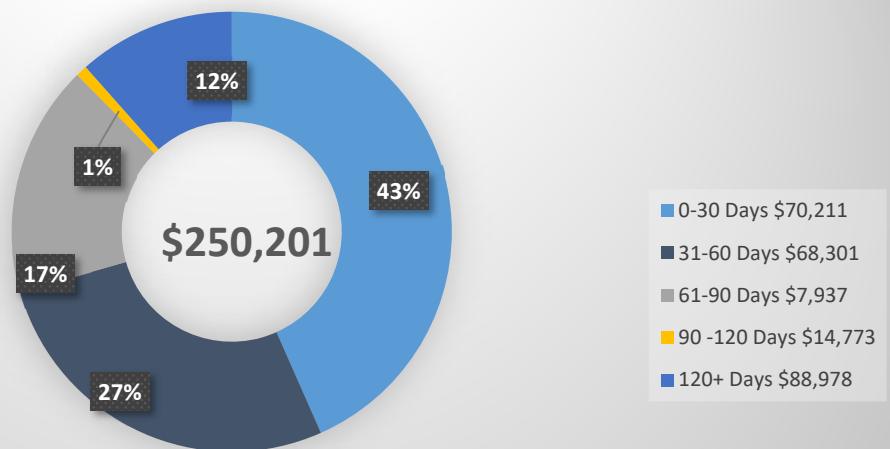
Note 2: Statement of Trade Debtors

Total Debtors as of 28 February 2023 is \$ 250,201 and \$88,978.14 of these are 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.

Fines and Infringements - Council has two hundred and sixty-four (264) infringements outstanding with a total balance of \$64,708.55, a decrease of \$5,114 from January. Ten (10) are newly issued, six (6) are reminder noticed produced and two hundred and forty-eight (248) are with the Fines Recovery Unit (FRU).

Age of Trade Debtors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	(2,420.97)	13,271.95	-	220.72	49,643.01	60,714.71
Cemetery	55,611.36	53,564.14	1,184.00	1,667.00	-	112,026.50
Waste	7,420.00	115.34	-	(418.05)	9.50	7,126.79
Recreation Reserves	2,922.76	-	57.40	1,045.62	(542.92)	3,482.86
Planning	2,141.60	-	-	-	-	2,141.60
Infringements	4,536.00	1,350.00	6,696.00	12,258.00	39,868.55	64,708.55
Total	70,210.75	68,301.43	7,937.40	14,773.29	88,978.14	250,201.01

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	52,350.57	-	-	-	-	52,350.57
Cemetery	876.23	-	-	-	-	876.23
Total	53,226.80	-	-	-	-	53,226.80

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Creditor	64,618.64	-	-	-	-	64,618.64
Payroll- PAYG	-	-	-	-	-	-
Total	64,618.64	-	-	-	-	64,618.64

Financial Reserves 2023

The 2021/22 Financial Reserves balances have been finalised as per the audited financial statements and recently adopted 1st budget review movements.

	2021/22 Actuals \$	2022/23 Net Movement \$	2022/23 Budget Review 1 \$
Externally Restricted			
Developer Contribution Reserve	280,725.00	294,863.16	575,588.16
Unexpended Grants / Contributions	2,573,927.00	(2,573,927.00)	-
Unexpended Capital Works	631,334.00	(631,334.00)	-
Total Externally Restricted Reserves	3,485,986.00	(2,910,397.84)	575,588.16
Internally Restricted			
Asset Reserve	8,941,078.00	(4,975,546.37)	3,965,531.63
Waste Management Reserve	5,124,100.00	(1,177,201.13)	3,946,898.87
Thorak Regional Cemetery Reserve	1,719,798.00	(141,008.52)	1,578,789.48
Election Reserve	100,000.00	100,000.00	200,000.00
Disaster Recovery Reserve	500,000.00	(100,000.00)	400,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	-	-	-
Cash for Cans Reserves	113,223.00	-	113,223.00
Total Internally Restricted Reserves	16,998,199.00	(6,393,756.02)	10,604,442.98
TOTAL RESERVES	20,484,185.00	(9,304,153.86)	11,180,031.14

Outstanding Rates

Prior Year Rates

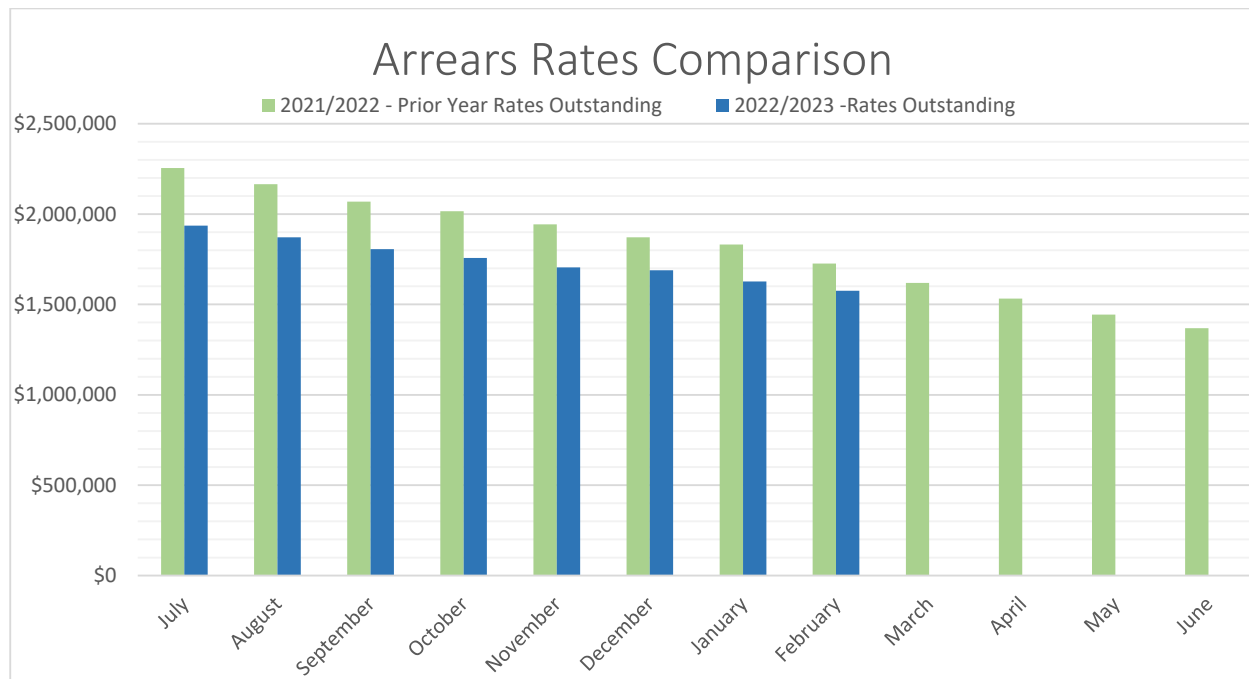
The below table illustrates the split of prior year outstanding rates, currently at \$1.58 million.

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

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

	Beginning of 2022/23 Prior Years Rates Outstanding (\$)	Previous Month (January 2023) (\$)	Current Month (February 2023) (\$)
COMMERCIAL	48,844.51	30,400.66	30,540.08
GAS PLANT	812.20	-	-
MINING	135,034.69	142,054.30	142,982.48
HORTICULTURE AGRICULTURE	77,870.19	73,079.72	73,158.76
NON-RATEABLE GENERAL	17,276.01	18,090.53	18,192.34
NON-RATEABLE WASTE	33,640.91	35,277.38	35,269.93
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,125,302.79	1,072,784.70
URBAN RESIDENTIAL	283,118.87	202,987.12	203,215.10
TOTAL	2,047,272.12	1,627,192.50	1,576,143.39
Arrears LESS Legal	1,824,951.34	1,437,699.43	1,395,035.52

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



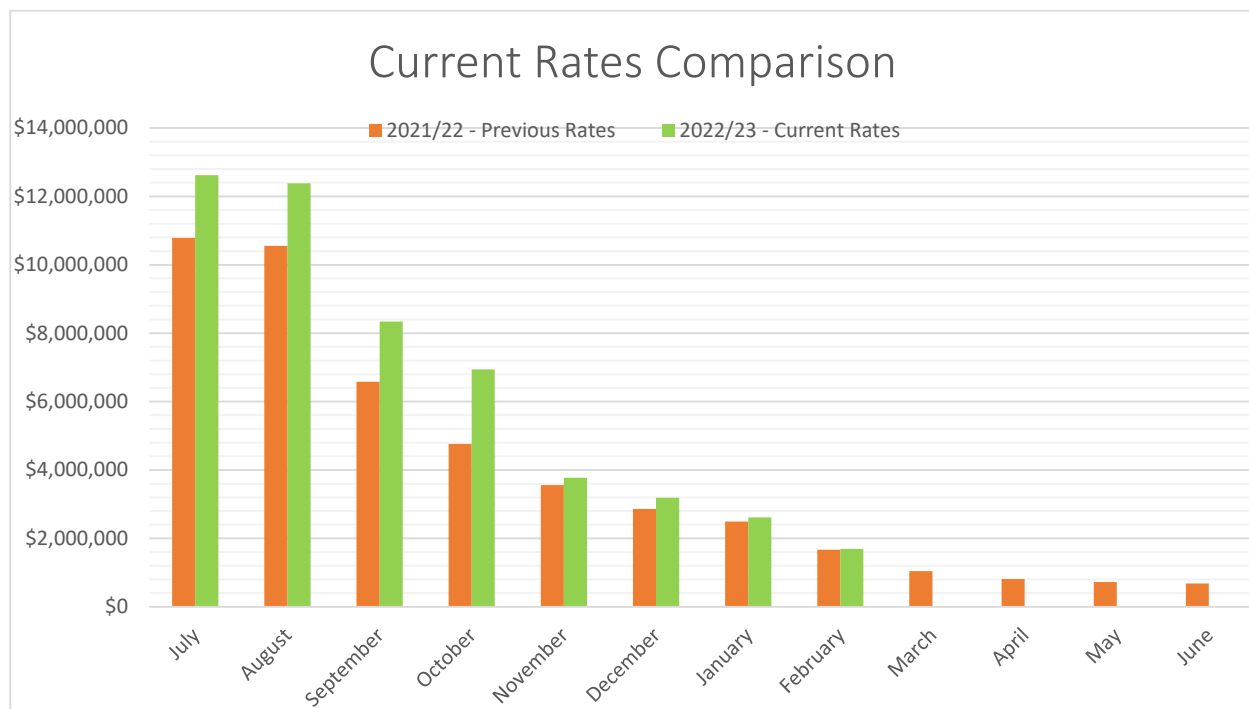
Current Year Rates

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m. The final instalment was due on the 28th of February and the rates in arrears are anticipated to decline over the upcoming months.

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

	Previous Month (January 2023) (\$)	Current Month (February 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	402,607.60	344,786.69	57,820.91	30-Sep-22
Instalment 2	517,710.05	426,708.91	91,001.14	30-Nov-22
Instalment 3	1,693,989.98	923,485.86	770,504.12	28-Feb-23
TOTAL	2,614,307.63	1,694,981.46	919,326.17	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1387.36-01	BRIDGE TOYOTA	Hilux 4x4 SR 2.8L T Diesel Automatic - CC223800 x 2	124,565.28
1381.280-01	CITY OF DARWIN	Jan 2023 - Waste Transfer from HS, BS and HD Waste Stations to Shoal Bay Receiving Station	100,873.40
1385.268-01	BYRNE CONSULTANTS	Road Safety Upgrades Various Locations Litchfield Council Municipality	65,540.20
1381.2262-01	ADASROOFING & CONSTRUCTION	Mira Square - New Community Building - RFT21-280	57,797.65
1381.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 15 & 16 WE: 22 Jan & 05 Feb 2023	56,154.34
1385.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 17 (22/23) - Cycle 1 WE: 17 Feb 2023	55,299.00
1381.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 16 (22/23) - Cycle 1 WE: 05 Feb 2023	52,464.00
1379.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Emergency Works Various Locations Litchfield Council Municipality	42,340.00
1385.514-01	VEOLIA ENVIRONMENTAL SERVICES	Jan 2023 - Waste Transfer from HSWTS, HDWTS & HDWTS to Shoal Bay	38,329.00
1385.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay17 WE: 22 Feb 2023	27,565.39
1381.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Drainage Investigations Various Locations Litchfield Council Municipality	27,390.00
1385.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	26,365.40
1385.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	23,601.10
1381.268-01	BYRNE CONSULTANTS	RFQ22-333 Southport Road - Road Safety Upgrades	22,011.66
1383.2262-01	ADASROOFING & CONSTRUCTION	Mira Square - New Community Building - RFT21-280	21,912.00
1383.1829-01	PACESETTER SERVICES PTY LTD	Dec - Jan 2023 - Authority V 7.1 Menu and Roles, Rates, NAR & Others	19,800.00
1385.849-01	WEX AUSTRALIA (PUMA CARD)	Jan 2023 - Litchfield Council Fuel Account	17,594.13
1381.2348-01	D OMEGA CIVIL CONSTRUCTIONS	60 Hinton Rd - Council Standard Driveway Upgrades	14,498.00
1385.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 2023 - Managed ICT Service Provider	14,157.41
1383.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jan 2023 - Managed ICT Service Provider	14,151.82
1379.2348-01	D OMEGA CIVIL CONSTRUCTIONS	160 Beard Road Humpty Doo - Driveway Upgrades	12,672.00
DD030223	WESTPAC CARDS & DIRECT DEBITS	Dec 2022 - Credit Card Purchases Litchfield Council	12,618.15
1379.162-01	CIVICA PTY LTD	Jan 2023 -Authority Program V6.11 - V7 Upgrade & Authority Licence, Support & Maintenance	10,967.22
1381.238-01	SIMPLICITY FUNERALS NT	Refund for Overpayment - Thorak ,969	9,969.00
1383.132-01	AIRPOWER NT PTY LTD	Service RTV 900 - CE 22 JF & M110 GX - CD 90 - MWF	9,851.27
DD280223	WESTPAC CARDS & DIRECT DEBITS	Jan 2023 - Credit Card Purchases Litchfield Council	9,316.47

Cheque No.	Payee	Description	Amount (\$)
1381.1068-01	MR D S BARDEN	Jan 2023 - Elected Member Allowances	8,108.97
1383.2554-01	GRILLEX PTY LTD	Grant for BBQ Shelter HDVG	7,550.40
1381.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jan 2023 - Waste Transfer from BSWTS, HSWTS, HDWTS & Litchfield Council to Shoal Bay	7,344.79
1383.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	7,341.79
1383.1022-01	KPMG	Year - end Audit Fee in Connection with 30th June 2022	6,570.58
1385.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	6,230.72
1379.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	6,127.00
1385.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	Jan 2023 - Surface Water Monitoring for Transfer Stations	6,088.50
1383.2189-01	AEC GROUP	Financial Management Strategy & LTP	5,775.00
1381.14-01	AUSTRALIA POST	Bulk Purchase of Stamps Litchfield Council	5,590.03
1381.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Service - Tractor 5711- Rego SV4275 & Replacement Slasher Wheels Hubs	5,588.85
1381.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	5,253.51
1379.78-01	POWER & WATER CORPORATION	Feb 2023 - Water for Various Locations Litchfield Council Municipality	5,161.53
1385.2590-01	IRONBARK SERVICES NT	HPRR & KLRR Full Spring Clean WE: 06 Feb 2023	4,950.00
1379.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	4,711.44
1385.60-01	FREDS PASS SPORT & RECREATION	Repairs & Maintenance HDVG 01 Sep - 31st Dec 2022	4,664.00
1383.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	4,356.00
1381.1829-01	PACESETTER SERVICES PTY LTD	CIVICA Authority 6.11 to 7.1 on Premises Upgrade	3,960.00
1383.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	3,908.98
1381.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor Bin at HSWTS	3,778.50
1379.142-01	AUSTRALIAN INSTITUTE OF MANAGEMENT	Diploma of Social Media Marketing - Councillor M Salter	3,753.17
1381.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	3,418.92
1379.612-01	CREMASCO CIVIL PTY LTD	Removal of existing signs and install four new slip base posts and back-to-back signs including traffic control -Fred's Pass Road Challoner Circuit Sign	3,278.00
1382.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Jan 2023 - Grave Preparation Thorak Cemetery	3,168.00
1381.926-01	JACANA ENERGY	Jan 2023 - Electricity for Various Locations Litchfield Council Municipality	3,157.89
1385.1552-01	COMICS NT	Assorted Books for Taminmin Library Content	2,985.00
1381.2253-01	MR A MACKAY	Jan 2023 - Elected Member Allowances	2,778.95

Cheque No.	Payee	Description	Amount (\$)
1381.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 08 Feb 2023	2,725.07
1385.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 22 Feb 2023	2,725.07
1381.1152-01	LANE COMMUNICATIONS	2nd Quarter Overdue Rate Notices & 3rd Quarter Rates Instalment Notices 2022 / 2023	2,674.88
1385.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Feb 2023 - Cleaning Litchfield Council & Thorak	2,644.85
1381.414-01	TOTAL EXCAVATIONS	Drain and Culvert Clearing - Various Locations Litchfield Council Municipality	2,519.00
1385.1253-01	CRAIG BURGDORF	Repairs & Maintenance to WA150 HDWTS - 100hr	2,350.85
1383.1253-01	CRAIG BURGDORF	Repairs & Maintenance to Cat 90 3D HDWTS	2,341.35
1383.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	2,338.92
1381.953-01	HWL EBSWORTH LAWYERS	Provision of Legal Advice	2,326.50
1383.2316-01	KYAM ELECTRICAL PTY LTD	Inspect, clean up Switchboard & Supply & Installation 6 x Weatherproof LED Light at KLRR	2,217.05
1379.708-01	PARADISE LANDSCAPING	Trees Work Completed at Various Locations Litchfield Council Municipality	2,200.00
1385.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	2,184.72
1379.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Leak on Bubbler Line - HPRR	2,091.09
1379.1392-01	AKRON GROUP PTY LTD	Call Out for Traffic Controller & Pressure Clean & Refund for Overpayment of Permit - 5 Tulagi Rd	2,090.90
1381.2238-01	MR K R HARLAN	Jan 2023 - Elected Member Allowances	2,057.30
1381.2249-01	MS R A WRIGHT	Jan 2023 - Elected Member Allowances	2,057.30
1381.2252-01	MRS E SHARP	Jan 2023 - Elected Member Allowances	2,057.30
1385.384-01	VERNON C	Authority Consultancy Services	2,057.00
1379.1215-01	TIS MUSIC & EVENTS	Hire & Support of Sound Equipment for Australia Day - 2023	2,032.00
1383.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Irrigation Repairs - Thorak Cemetery	2,013.00
1383.1152-01	LANE COMMUNICATIONS	2nd Quarter Rates Instalment Notices 2022 / 2023	1,876.45
1385.1471-01	RICOH AUSTRALIA PTY LTD	Jan 2023 - Photocopier Consumables Various Locations Litchfield Council	1,860.73
1381.2239-01	MR M SIDEY	Jan 2023 - Elected Member Allowances	1,837.30
1382.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs - Thorak Cemetery	1,826.00
1385.78-01	POWER & WATER CORPORATION	Jan-Feb 2023 - Water for Litchfield Council Office & Standpipe Water Cards for MWF Crews #20196301	1,708.21
1383.506-01	TURBO'S TYRES	Replacement of Tyre for MF CE 27 SH Bucket Tractor	1,633.50
1379.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	1,598.15

Cheque No.	Payee	Description	Amount (\$)
1383.721-01	AUSTRALIA DAY COUNCIL SA	Ordered Flags, Promotional Items & Decorations for Australia Day Program	1,596.80
1381.498-01	MR M I G SALTER	Jan 2023 - Elected Member Allowances	1,567.30
1385.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	1,383.00
1381.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Jan 2023 - Additional Alarm Responses & Patrol Services for Litchfield Council & HDWTS	1,375.48
1379.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	De Gas Air Conditioner & Fridges HDWTS	1,369.00
1385.1023-01	AUSLINE ENGINEERING	Repair Fail Mower & Slasher Gear Box	1,309.00
1381.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Mains Leaks at HPRR	1,284.46
1385.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	De Gas Air Conditioner & Fridges HDWTS	1,232.00
1384.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	1,216.80
1381.55-01	CHUBB FIRE & SECURITY PTY LTD	Annual Monitoring Dialler & Preventative Maintenance	1,134.99
1385.817-01	DORMAKABA (TERRITORY DOOR SERVICES)	Call Out to Repair Service Roller Doors - MWF	1,078.00
1386.132-01	AIRPOWER NT PTY LTD	200 hr Service Kubota Rego - CE73WD	1,047.89
1381.1171-01	BRANDIT NT	Promotional Items Australia Day Programme - 2023	1,017.50
1383.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs & Maintenance Massey Rego SV4275	982.87
1383.1697-01	RSPCA	Jan 2023 - Impounds Transfer	975.00
1381.1836-01	TIP TOP CIRCUS ENTERTAINMENT	Petting Zoo for Australia Day Event - 2023	950.00
1385.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	924.00
1379.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	908.57
1381.2049-01	AJ SECURITY DARWIN	Feb 2023 - Security Open and Lock Up HPRR	871.81
1382.2049-01	AJ SECURITY DARWIN	Feb 2023 - Security Open and Lock Up Cemetery	871.81
1382.926-01	JACANA ENERGY	Jan 2023 - Electricity for Thorak Cemetery	840.86
1380.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	836.00
1386.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 08 Feb 2023	827.84
1381.874-01	VTG WASTE & RECYCLING	Dec - Jan 2023 - Waste Collection Litchfield Council Office, HDVG, KLRR & HPRR	815.35
1385.1211-01	MR G S MAYO	Litchfield Council Weekend Pound Clean 07 Jan - 19 Feb 2023	810.00
1383.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	793.52
1383.794-01	TOP END R.A.C.E.	Reactive Street Light Maintenance - Various Locations Litchfield Council Municipality	792.00

Cheque No.	Payee	Description	Amount (\$)
1379.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs to BSWTS Cat 428F	769.45
1381.25-01	LAND TITLES OFFICE	Dec - Jan 2023 - Rates & Planning Land Titles Office Title Searches	764.40
1379.1181-01	ODD JOB BOB	Repairs & Maintenance Various Locations Litchfield Council Municipality	752.40
1381.2591-01	LITCHFIELD RESIDENT	Refund for Overpayment of Rates	740.94
1382.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B221111A	723.80
1381.1222-01	LARRAKIA NATION ABORIGINAL CORPORATION	Welcome to Country Performance Australia Day 2023	700.00
1383.453-01	JUNGLE TACTICAL PTY LTD (PRECISION ENGRAVING)	Engraving Trophies for Citizen Awards Australia Day 2023	660.00
1385.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Nov & Feb 2023 - 30 x Tracking System Data Access	660.00
00413307	LITCHFIELD COUNCIL PETTY CASH	Dec, Jan & Feb 2023 - Reimburse Litchfield Council Petty Cash Float	643.50
1379.111-01	STICKERS AND STUFF	Items for Citizenship Ceremony 2023	633.00
1379.926-01	JACANA ENERGY	Dec 2022- Electricity for HDWTS - 70% Waste & 30% MWF	615.49
1381.2164-01	SCOUT TALENT PTY LTD	Jan 2023 - E-Learning Monthly Subscription	595.98
1379.807-01	TOTALWELD SALES & SERVICE PTY LTD	Repairs & Maintenance Welding Services - MWF	589.00
1381.799-01	WALGA (WA LOCAL GOV)	Professional Development & Performance Review	583.00
1385.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	575.00
1385.90-01	INDUSTRIAL POWER SWEEPING	Spencely Road Oil Spill Cleaning	561.00
1386.220-01	THE BIG MOWER	Service & Repairs to Hustler Mower - Thorak Cemetery	553.50
1383.2378-01	PACK & SEND DARWIN	Taminmin Library Courier Service WE: 01 Oct 2022 & 01 Jan 2023	540.00
1385.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Jan 2023 - Litchfield Council Archive Storage	517.65
1382.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	487.48
1382.817-01	DORMAKABA (TERRITORY DOOR SERVICES)	Call Out to Repair Service Roller Door - Thorak Cemetery	484.00
1381.2045-01	SAYSHA HAM ENTERTAINMENT	Vocalist Performance for Australia Day Event - 2023	450.00
1385.1674-01	FRESH START - FOR CLEANING	Cleaning Services Waste Stations WE: 31 Jan 2023	450.00
1385.508-01	EASA	EAP Counselling Sessions- 01 - 15 Feb 2023	449.21
1385.92-01	ST JOHN AMBULANCE AUSTRALIA (NT)	Ambulance Transport - Howard Springs Waste Transfer Station	448.75
1383.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Mar - Jun 2023 Commercial Pest Services Litchfield Council	437.75
1385.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Feb 2023 - Catering for Council Meeting	400.00

Cheque No.	Payee	Description	Amount (\$)
1383.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor Bin at BSWTS	390.50
1381.1330-01	PAWS DARWIN PTY LTD	Jan 2023 - Impound Transfers	390.00
1379.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 27 Jan 2023	385.00
1383.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Council Meeting & Strategic Discussion	360.00
1381.2092-01	MACENTEE INVESTMENTS PTY LTD	Repair Bollard & Spotlights at KLRR	354.50
1385.1397-01	CIVIL TRAIN	Work Zone Traffic Management Refresher	350.00
1385.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Transfer Station	348.41
1384.134-01	FIGLEAF POOL PRODUCTS	Feb 2023 - Bi-Monthly Microbiological Testing	341.00
1381.61-01	GREENTHEMES INDOOR PLANT & HIRE	Feb 2023 - Indoor Plant Hire Litchfield Council Offices	338.47
1383.1181-01	ODD JOB BOB	Repairs & Maintenance to BSWTS Gate House	335.50
1385.926-01	JACANA ENERGY	Dec - Jan 2023 Electricity for Lot 2177 HSWTS	333.08
1381.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Jan 23 - 30x Tracking system Data Access	330.00
1382.1866-01	NUTRIEN AG SOLUTIONS	Purchase of Herbicide & SYGN Fusillade Forte - Thorak Cemetery	321.53
1380.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 24 Jan 2023	316.37
1381.2547-01	LITCHFIELD RESIDENT	Community Grant - Attending Kani-Karrung Girl Guide Jamboree	300.00
1384.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 01 Feb 2023	279.80
1379.1750-01	PAINT AND CREATE DARWIN	School Holiday Program Activities Taminmin Library	260.00
1381.928-01	RSEA PTY LTD	PPE – 7 Raincoats for MWF Staff	239.07
1379.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD ATF THE STANWAY SCOTT UNIT TRUST)	Slasher Wheel Hubs - Automatic Gun Diesel & Service Tractor 5711- Rego SV4275	218.90
1379.508-01	EASA	EAP Counselling Sessions- 1st - 15th Jan 2023	213.91
1381.508-01	EASA	EAP Counselling Sessions- 16 - 31st Jan 2023	213.91
1379.1173-01	HUGHES NURSERY	Plants for Australia Day Citizenship Ceremony 2023	210.00
1382.928-01	RSEA PTY LTD	PPE- Thorak Employee - E1170 Pant	198.00
1380.220-01	THE BIG MOWER	Replacement Hustler Blade - Bolts & Washer	196.50
1383.2249-01	MS R A WRIGHT	Elected Member Reimbursement - Meals & Taxi Expenses	193.18
1381.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	185.70
BPAY291	ACMA - AUSTRALIAN COMMUNICATIONS & MEDIA AUTHORITY	ACMA - Licence Renewal x2	182.00

Cheque No.	Payee	Description	Amount (\$)
1381.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD (AASA)	Feb 2023 - ASSA Monthly Membership	181.50
1386.514-01	VEOLIA ENVIRONMENTAL SERVICES	Jan 2023 - Waste Collection Thorak Cemetery	180.31
1381.92-01	ST JOHN AMBULANCE AUSTRALIA (NT)	Jan 2023 - First Aid for Thorak Staff	180.00
1379.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	175.00
1383.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	175.00
1381.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs - Thorak Cemetery	170.50
1381.790-01	BOBTOW TILT TRAY SERVICES	Transported Abandoned Vehicle from Coolalinga	165.00
1383.1751-01	ASIT WHITE TRUST	Hay Bales Seats & Staging for Australia Day 2023	165.00
1383.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Car Park Signage for Australia Day Event	159.50
1385.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 12 Feb 2023	159.38
1379.475-01	ROTARY CLUB OF LITCHFIELD / PALMERSTON	Breakfast Supplies for Australia Day Programme	128.10
1383.926-01	JACANA ENERGY	Jan 2023 - Electricity BSWTS Lot 1863	122.80
1381.940-01	ABG PTY LTD	Rego Check for JD Tractor 5095M SV4895	110.00
1379.2566-01	HUMPTY DOO COMMUNITY AND CHILD CARE	Refund for Cat Trap Hire	105.00
1382.851-01	OFFICEWORKS	Stationary Replenishment for Thorak Cemetery	103.12
1379.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	100.00
1382.220-01	THE BIG MOWER	Replacement Hustler Blade - Bolts & Washer - Thorak Cemetery	91.95
1379.2588-01	LITCHFIELD EMPLOYEE	Employee Reimbursement -Officeworks 128GB USB	88.00
1385.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Feb 2023 - Additional Alarm Responses	77.18
1383.2434-01	BELLS PURE ICE	Bagged Ice - Delivered to MWF Site	68.75
1379.2434-01	BELLS PURE ICE	Bagged Ice - Delivered to MWF Site	63.25
1385.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Jan 2023 - Police Check for New Litchfield Council Employee	60.50
1382.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	57.75
1383.2594-01	FREDS PASS RURAL COMMUNITY SHOW INC	Refund for Key Deposit	55.10
1385.2595-01	PALMERSTON ASSOCIATION FOR DANCING	Refund for Key Deposit	55.10
1379.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 22 Jan 2023	53.86
1381.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 29 Jan 2023	53.86

Cheque No.	Payee	Description	Amount (\$)
1383.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 05 Feb 2023	53.86
1379.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAM	Jan 2023 - Taminmin Library Plant Hire	52.00
1381.2592-01	COUNTRY WOMENS ASSOCIATION OF THE NT INC, LITCHFIELD BRANCH	Refund for Key Deposit	50.00
1385.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for HSWTS Litchfield Council	34.65
TOTAL			1,137,127.40

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
20/02/2023	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
20/01/2023	881.46	Qantas	Cr Wright - Professional Development (Darwin-Perth)
20/01/2023	56.45	Darwin Airport	Cr Wright – Darwin Airport Parking
01/02/2023	175.62	Cr Wright	Cr Wright- Reimbursement - Meals & Taxi Expense
Total	1,113.53		

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2022/23 Municipal Plan includes the following financial KPIs.

ASSET SUSTAINABILITY RATIO	OUTSTANDING RATES RATIO	OWN SOURCE OPERATING REVENUE COVERAGE RATIO	CURRENT RATIO (LIQUIDITY RATIO)	DEBT SERVICE RATIO
<p>Actual: 21% (22/23), 27% (21/22) Budget: 46% Benchmark - Minimum 90% Benchmark - Maximum 120%</p>	<p>Actual: 15% (22/23), 18% (21/22) Budget: Less than 18% Benchmark - Less than 10% Best Practice - Less than 5%</p>	<p>Actual: 69% (22/23), 51% (21/22) Budget: 96% Benchmark - Minimum 60% Benchmark - Maximum 100%</p>	<p>Actual: 8.95 (21/22), 10.15 (22/23) Budget: More than 1</p>	<p>Actual: 0 (21/22), 0 (22/23) Budget: Less than 1</p>
Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.

KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 21% for the month of February as most capital projects are in 'planning' and 'project initiation' stages. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$518 million. The current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 15% sits below the Municipal Plan target of 18% as this now reflects previous years rates arrears, current year 1st instalment and 2nd instalment arrears. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 10.15 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.

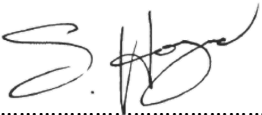
** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 28/02/2023

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

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

CEO Signed: 

Date Signed: 14 March 2023



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – February 2023
Author:	Ankit Pansal, Acting Manager People and Performance
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	21/03/2023
Attachments:	A: People, Performance and Governance Report – February 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 February 2023.

Background

The Litchfield Council strongly values our people, and good governance. This report being presented monthly will ensure that important information is presented to understand any trends occurring and for the organisation to understand the factors influencing staff, their safety and policy initiatives.

The commencement of the *Local Government Act 2019* has brought about many changes to Council policies.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

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

Service Delivery

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

Community Engagement

Not Applicable.

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

PEOPLE AND PERFORMANCE MONTHLY REPORT

February 2023

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Project Engineer	Infrastructure	1 February 2023	Fixed Term Contract
Works Delivery Officer	Infrastructure	20 February 2023	Fixed Term Contract

External Appointments

Position	Department	Commenced	Permanent/Temporary
Library Customer Service	Community	27 February 2023	Casual
Library Customer Service	Community	27 February 2023	Casual

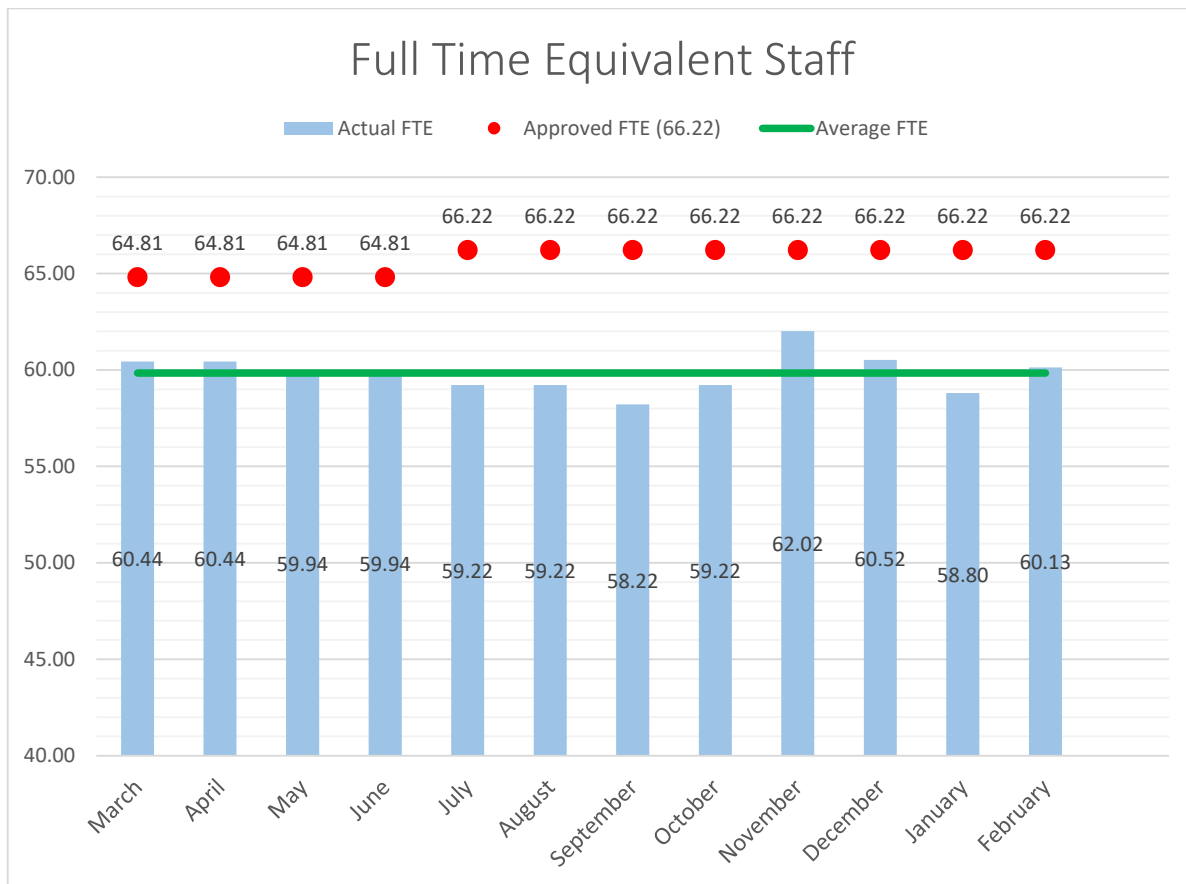
Employment Separation

Position	Department	End date	Permanent/Temporary
Manager Communication and Engagement	Community	17 February 2023	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	42.80	41.80	-1
Part-time	7.87	6.61	-1.26
Contract	9	5	-4
Casual	6.55	6.72	+0.17
Total	66.22	60.13	-6.09

Recruitment Overview:

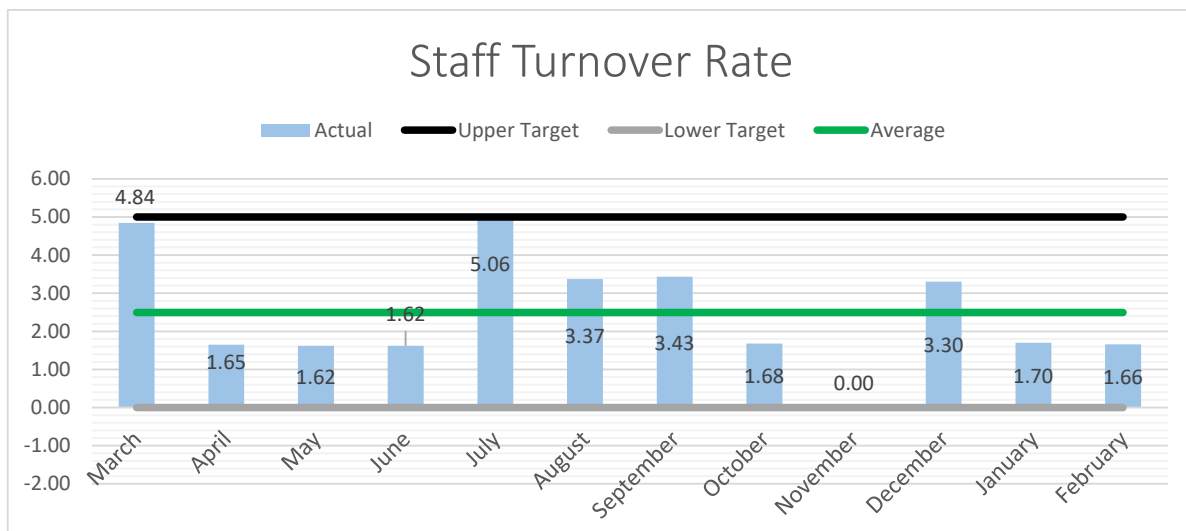
Role	In Progress	Completed
Library Customer Service Officer- Casual		✓
Resource Recovery Program Leader	✓	



Turnover Rate:

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

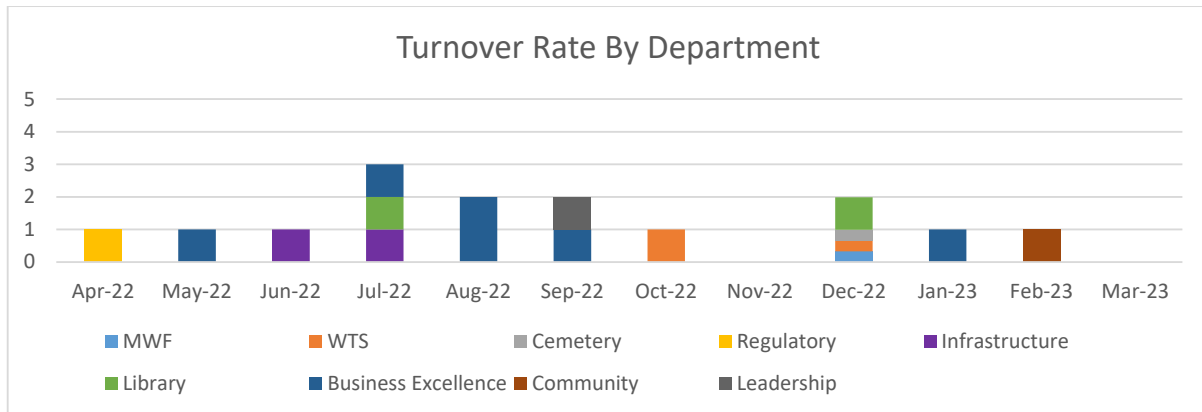
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Average
4.84%	1.65%	1.62%	1.62%	5.06%	3.37%	3.43%	1.68%	0%	3.30 %	1.70 %	1.66 %	2.49 %
4	1	1	1	3	2	2	1	0	2	1	1	1.58

Target Average: Between 0% - 5%

Turnover Rate by Department:



Comparison with total FTE:

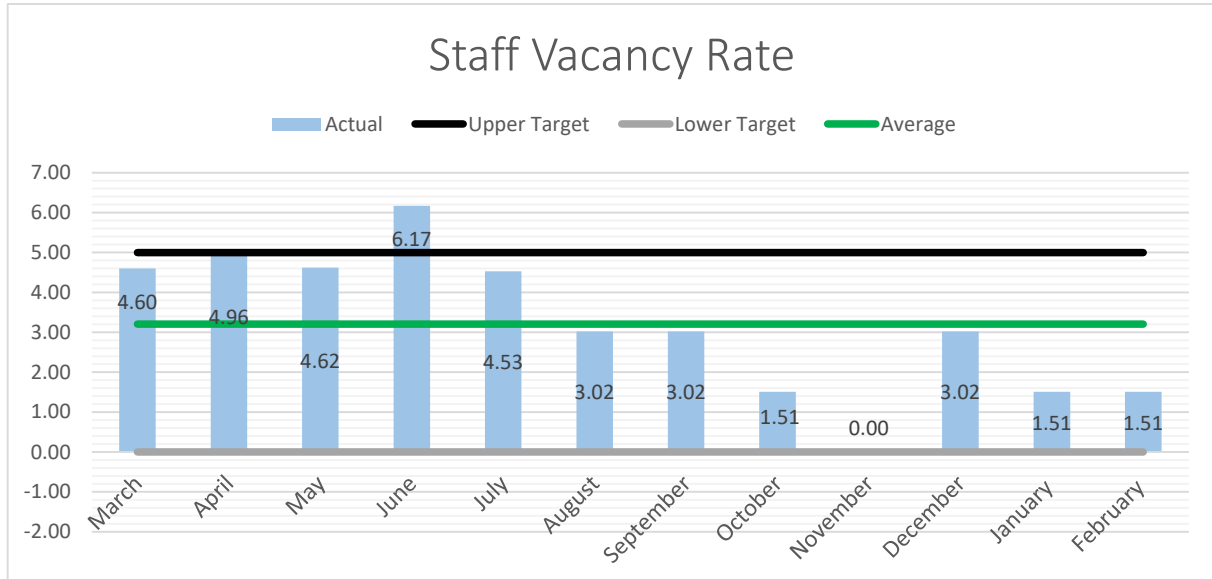
Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	0	NA
Community	1	1.66
Leadership	0	NA
Total	1	1.66 %

Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
Community	1	25
Total	1	25 %

Staff Vacancy Rate:

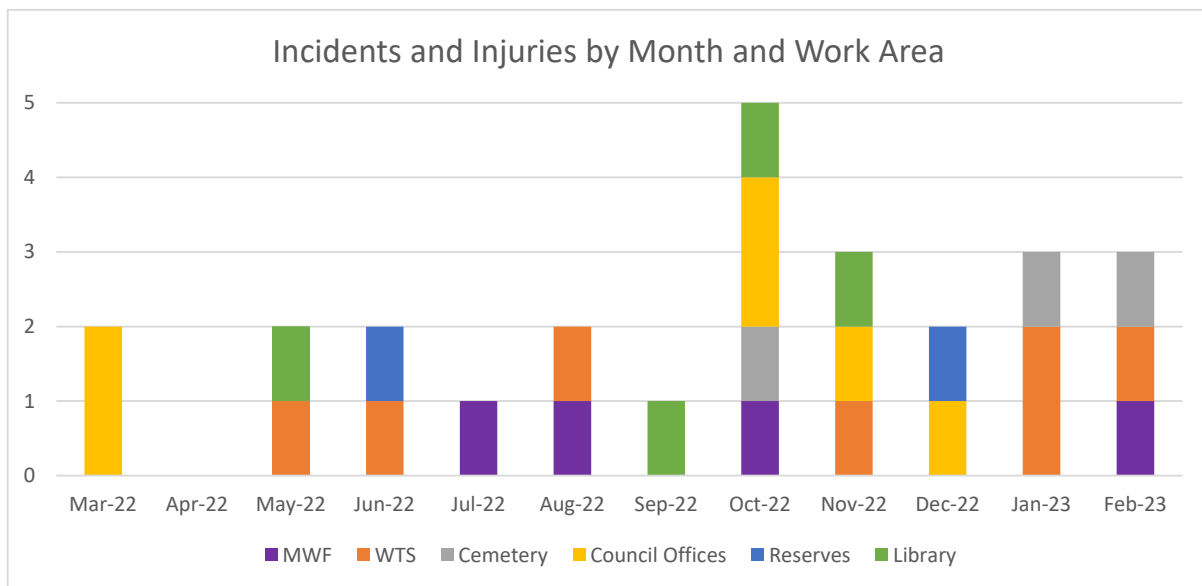
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100)



Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Average
4.60%	4.96%	4.62%	6.17%	4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	1.51%	1.51%	3.21%

Target: 0% - 5

Workplace Health and Safety:



Three workplace health and safety incidents were recorded in February 2023.

Incident 1: An employee got minor burn while operating machine.

Incident 2: An employee suffered from lower back injury while working.

Incident 3: An employee suffered from lower back injury while working.

Governance

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

Regulations	Local Government (Electoral) Regulations 2021
	Local Government (General) Regulations 2021
Guidelines	Guideline 1: Local Authorities
	Guideline 2: Appointing a CEO
	Guideline 3: Borrowing
	Guideline 4: Assets
	Guideline 5: Budgets
	Guideline 6: Annual Report
	Guideline 7: Procedural Fairness in Deciding Code of Conduct Complaints
	Guideline 2A: Council member allowances (Guideline was re-made under section 71(2) of <i>Local Government Act 2008</i> and is continued in force as a transitional arrangement in accordance with section 353 of the <i>Local Government Act 2019</i> .)
General Instructions	General Instruction 1: Procurement
	General Instruction 2: Annual Financial Statement

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

Policies	
GOV04 Whistleblowing	COM07 Youth
	INF07 Street and Public Lighting



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Risk Management Audit Committee Open Minutes – 22 February 2023
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	21/03/2023
Attachments:	A: RMAC Unconfirmed Open Minutes 22 February 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 2 February 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.

Below is an outline of the key issues that the committee would like to bring to Council's attention.

1. Terms of Reference Review

The following additional amendments were recommended:

- Section 4.8.2 - remove reference to distribution of minutes to Council
- Section 4.9.2 - add item to cover the provision to review governance policies
- Section 4.9.3.1 - amend Fraud Protection Reference to 6(1)(d)(i)

2. Risk Register Review

The following five risks remaining higher than the risk appetite levels:

RP 8 – Inadequate safety and security processes. Recommendations for risk management improvements are expected to be provided by the work health and safety management framework internal audit scheduled for the current financial year.

RP10 – ineffective management of Public facilities/Venues /Events. Recommendations for risk management improvements are expected to be provided by the current internal review of Reserves management arrangements.

RP12 – Inadequate Project/Change Management. This is not yet subject to internal audit or internal review arrangements.

RP14 - Inadequate Procurement/ supplier /contract management. This is not yet subject to internal audit or internal review arrangements. Internal audits were previously conducted in 2017/18 and 2018/19.

RP15 – Inadequate asset sustainability practices. Recommendations for risk management improvements are expected to be provided by the internal audit of the compliance with the roads inspection regime scheduled for the current financial year.

The Committee noted the Risk Register was compiled in January 2018 and recommends a budget allocation in 2023/24 for an externally facilitated review of the current Register.

3. Internal Audit Plan

The Committee recommends that, if the findings of the Local Government compliance review show that internal audit of Council’s human resources policies does not need to proceed, an alternative topic be identified by management that either addresses risks remaining higher than appetite, or controls that may not be correctly rated as adequate.

4. External Audit Findings

The Committee was satisfied with management’s responses and was pleased to see that there were no significant matters reported by the Auditors.

5. Additional Independent Member

The Committee supports the appointment of the proposed candidate as an additional independent member, for an initial period of twelve months.

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, 22 February 2023 at 9:30am

Present	Iain Summers Cr Mathew Salter Cr Mark Sidey Mayor Doug Barden	Chairperson Committee Member Committee Member Ex-Officio
Staff	Stephen Hoyne Nicky Davidge Maxie Smith Rebecca Taylor Megan Leo	Chief Executive Officer General Manager Community and Lifestyle General Manager Business Excellence A/Manager People and Performance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Iain Summers opened the meeting at 9:31am

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

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

- Appointed by the Litchfield Council as the independent facilitator of the current CEO performance appraisal process;
- Appointed by the NT Attorney-General as the member of the Prospective 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: Cr Salter
Seconded: Cr Sidey

THAT:

1. the minutes of the Risk Management Audit Committee Meeting held Wednesday 26 October 2022, 5 pages, be confirmed; and
2. the confidential minutes of the Risk Management Audit Committee Meeting (confidential minutes circulated to RMAC Members under separate cover) held Wednesday 26 October 2022, 3 pages, be confirmed.

CARRIED (3-0)

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee note and receive the Action Sheet.

CARRIED (3-0)

6. PRESENTATIONS

Nil presentations.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 FIN09 Risk Management and Audit Committee Policy

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee approve the draft FIN09 Risk Management and Audit Committee policy, at Attachment A, with recommended amendments, for presentation at the March 2023 Ordinary Council Meeting.

CARRIED (3-0)

8.02 Risk Register

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. note the updated risk register at Attachment A;
2. note the completed actions in the risk dashboard of the risk register, which will be removed from the action list;
3. receive a report about the need for Driveways Asset Management Plan; and
4. recommend a budget allocation in 2023/24 for an externally facilitated review of the current Risk Register.

CARRIED (3-0)

8.03 Internal Audit Plan

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receive and note the progress on the internal audits;
2. request a recommendation for an alternative internal audit if the Human Resource policy topic does not need to proceed; and
3. note the Council Reserve Management arrangements topic is an internal review rather than an internal audit, because the reviewers were not independent from the management activities.

CARRIED (3-0)

*Mayor Baden left the meeting at 11:25am
Mayor Baden returned to the meeting at 11:27am*

8.04 Meeting Schedule and Workplan

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee endorse the meeting schedule and workplan for 2023 with the inclusion in the May 2023 agenda of the report from the Local Government Compliance Review.

CARRIED (3-0)

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Salter

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 closed to the public to consider the following Confidential Items:

10.1 Management Response – 2021-2022 Audit Findings

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.

10.2 Additional Independent Member

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:

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person;

10.3 Termination Calculations

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:

(iv) subject to subregulation (3) – prejudice the interests of the council or some other person;

CARRIED (3-0)

The meeting moved to the Confidential Session at 11:42am.

Moved: Cr Sidey

Seconded: Chairperson Iain Summers

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.

The meeting was moved to Open Session at 12:12pm.

11. CLOSE OF MEETING

The Chair closed the meeting at 12:12pm.

12 NEXT COMMITTEE MEETING

Wednesday 31 May 2023.

MINUTES TO BE CONFIRMED

Wednesday 31 May 2023.

.....
Iain Summers
Chairperson

unconfirmed



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community and Lifestyle Monthly Report – February 2023
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	21/03/2023
Attachments:	Nil

Executive Summary

This report provides Council with a monthly review of the Community & Lifestyle Department including key achievements, highlights and progress.

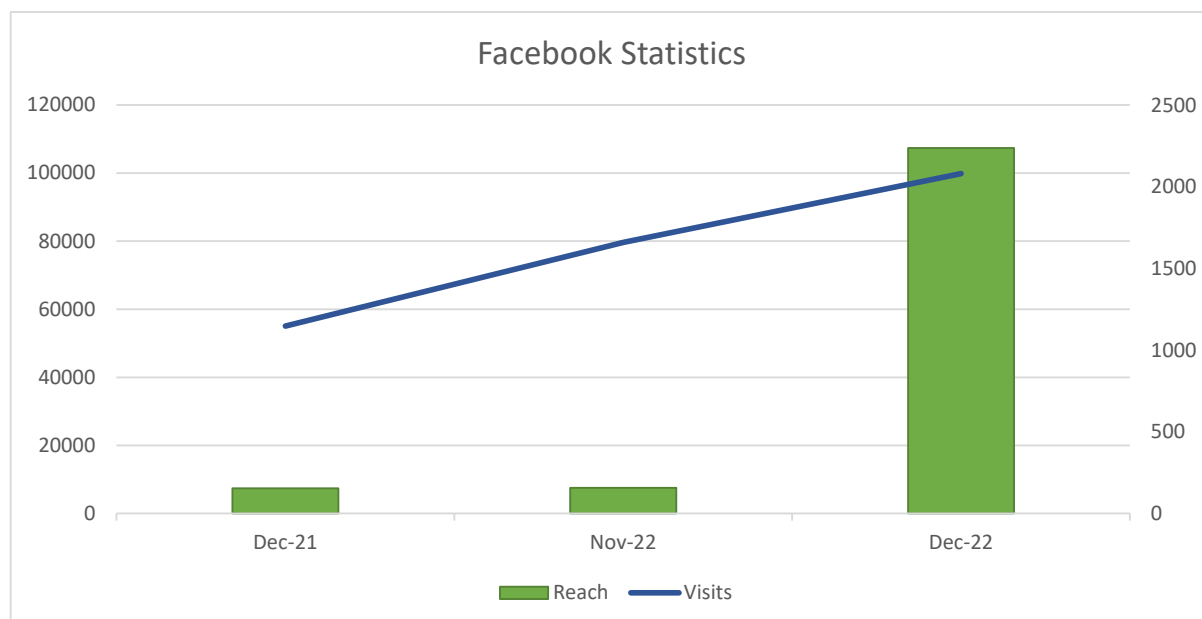
Recommendation

THAT Council note the Community and Lifestyle Report for February 2023.

Background

This report being presented monthly will provide Council with an operational overview of the various teams that make up the Community & Lifestyle Department; Recreation Reserves, Taminmin Library, Regulatory Services and Communications.

Communications

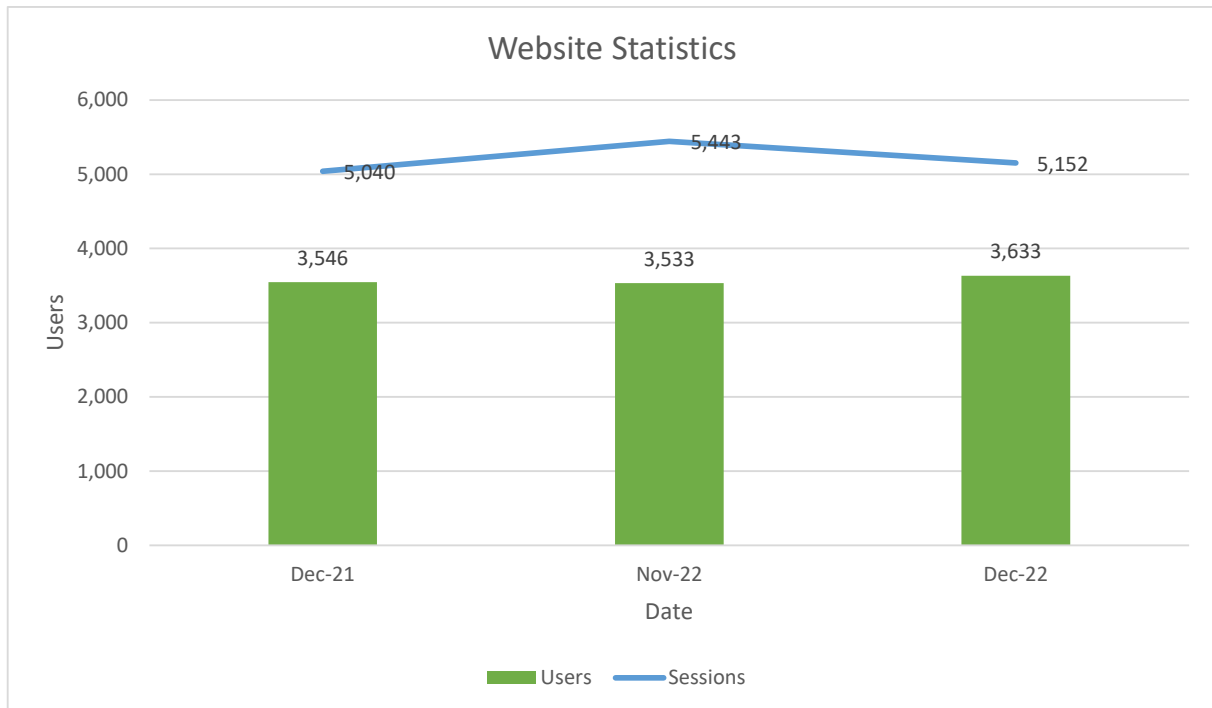


Facebook reach

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 details 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.



Website Users

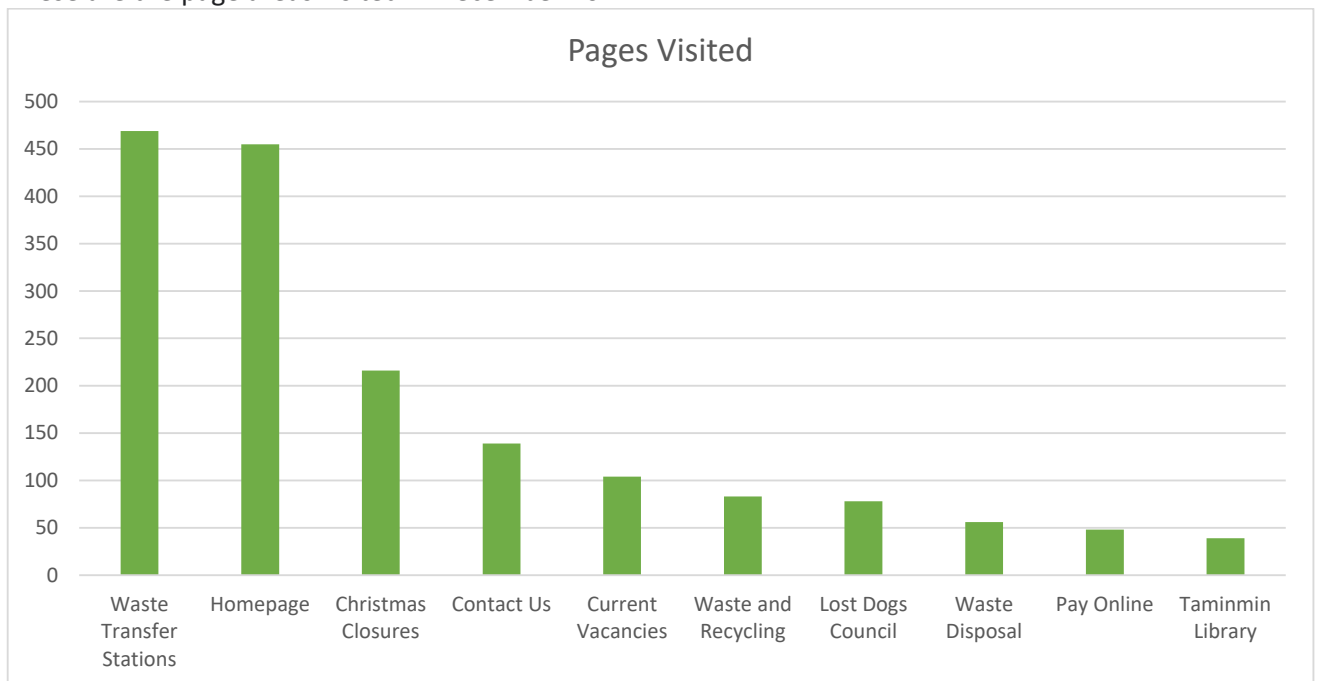
A website user is a person who is accessing, browsing or interacting with a website.

Website Sessions

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

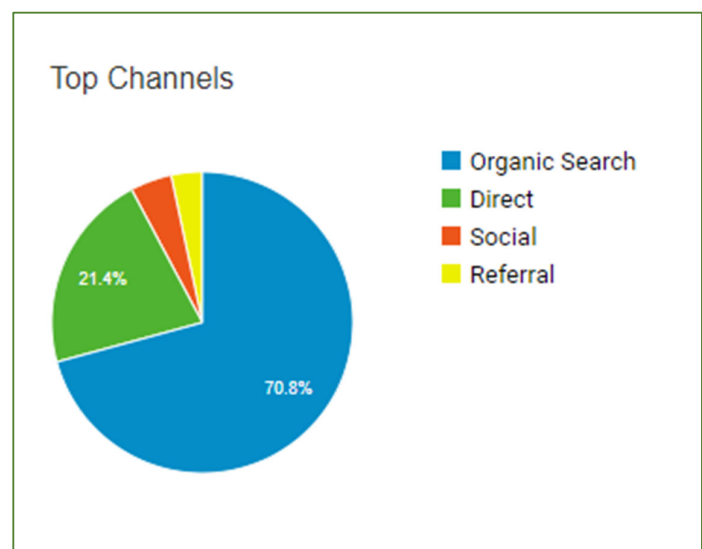
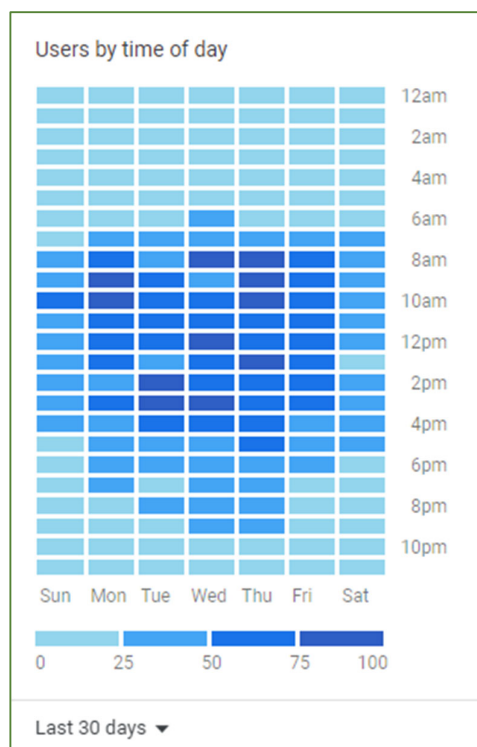
Page Visits

These are the page areas visited in December 22.



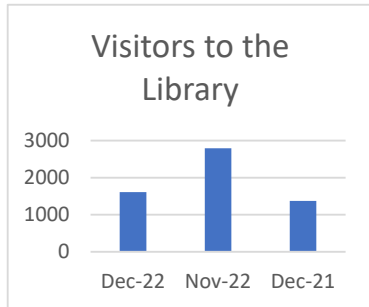
Users by time of Day and Top Channels

The darker blue in the below graph indicated a busier traffic period than the lighter blue boxes to indicate where heavy foot traffic is throughout the days and week. The channels represent how the user came to be on the website where organic search means they typed something like "Litchfield Council" into a search engine, direct is where they typed the address straight into the top URL bar, social media is from Facebook or LinkedIn and referral traffic describes the people who come to your domain from other sites, without searching for you on Google.

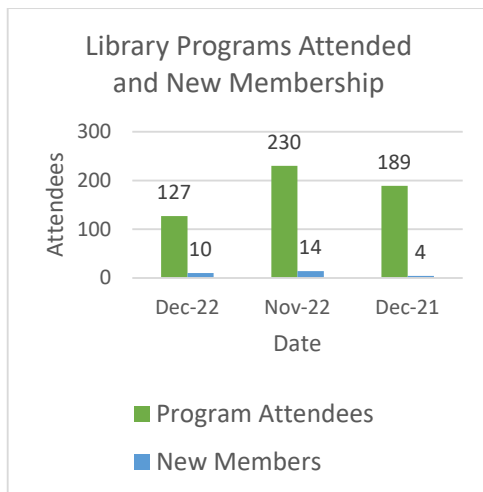


Taminmin Library

Library had 1611 visitors in December compared to 2793 in November. Library was open for 146 hours in December compared to 199 hours in November.



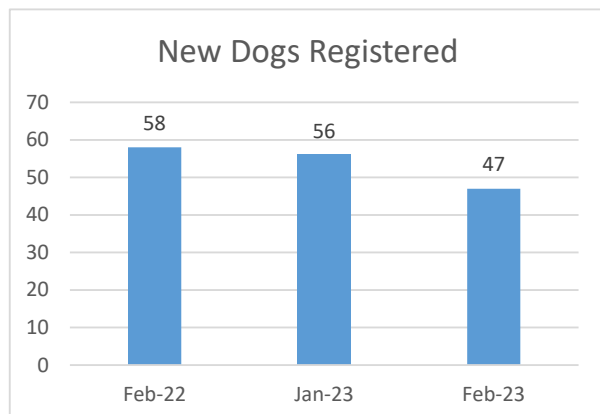
In December, 127 people attended library programs. The Children's Christmas party attendance numbers were significantly down from last year. Ten new people joined the library compared to only four in December 2021.



Regulatory Services

New Dog Registrations

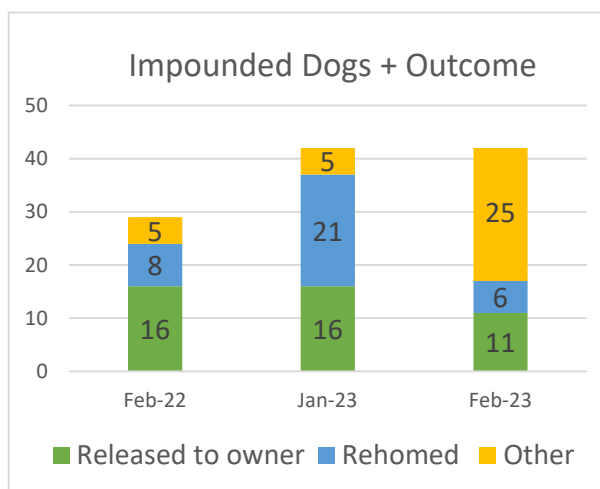
The number of dogs registered in February 2023 slightly less than the previous month, and also less than the same time last year.



Impounded Dogs

Dogs are impounded by Rangers as a consequence of either being at large, seized or surrendered by their owners. There were approximately the same number of dogs impounded in February as for January, which was significantly more than February 2022.

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 or PAWS. 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 RSPCA or PAWS or are still impounded pending the 72-hour holding period, being claimed by a known owner or if still required to be held pending the conclusion of an investigation. The number almost exclusively relates to euthanasias.

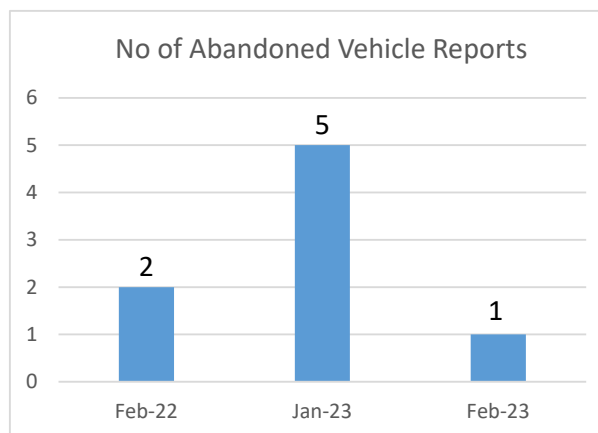


Animal Education and Awareness

No dog education sessions were delivered by Rangers in February 2023 due to school holidays. An invitation has been sent to all schools in February requesting bookings for education sessions, for which 8 have been scheduled for later in the year.

Abandoned Vehicles

Whilst the majority of Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There was only one report made to Council of an abandoned vehicle in February 2023.



Recreation Reserves

Community and stakeholder meetings attended by the Sport and Recreation Officer in December 2022.

Meeting	Purpose
Knuckey Lagoon Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.

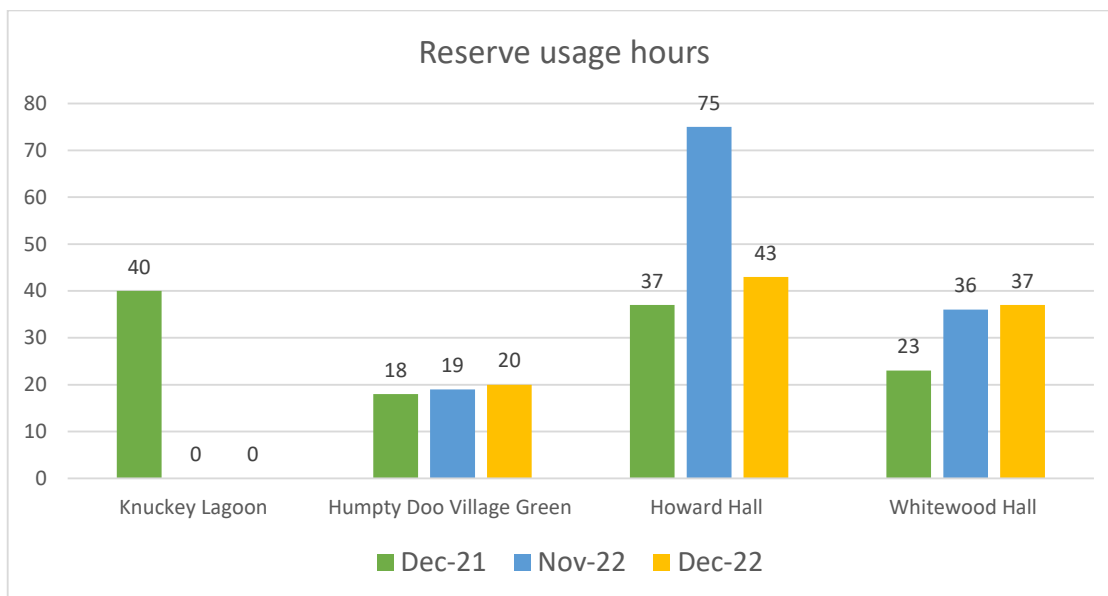
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Howard Park Cricket Nets Official Opening	Recognise community members and organisations which contributed to the establishment of cricket nets at Howard Park Reserve.
McMinns Lagoon Committee discussion of support	Discuss with the President of the committee how Council can best support the reserve
PARYS	Sector Meeting
Berry Springs Recreation Reserve Committee	Act as council delegate and communicate info to the committee
Humpty Doo Village Green Management Committee (Previous)	Discuss finalising the dissolution of the Association and transfer of remaining funds to council.

Bookings across the Reserves

The below graph represents the number of hours each Reserve site was booked, along with a comparison to last month and same time last year.

Knuckey Lagoon reopened to user groups on 9 December, but all groups had wrapped up activities for the year early, so no bookings were received for the remainder of the month. Declined in activity at Howard Hall is expected with school-based groups concluding activities for the holidays.

All sites (except Knuckey Lagoon have experienced growth in this period compared to the same time last year.



Project Updates

Local Roads and Community Infrastructure Phase Three – Community Infrastructure Updates. Updates remain the same as November 2022, as there was little project work conducted by contractors in December 2022.

Location	Project	Status
McMinns Lagoon	Pathway lighting	Currently evaluating quotes.
Knuckey Lagoon	Storage shed lighting	Project Complete.
Mira Square	Playground and shade	Playground equipment has been ordered and installation will commence when the equipment has arrived.
Livingstone Reserve	Carpark Design	A first draft has been complete by the consultant. Based on feedback, the consultant is currently working on the second draft.
HPRR/HDVG/KLRR	CCTV + Wifi	Awaiting final quote.
Howard Park	Footpath	Scheduled for completion January 2023.
Humpty Doo Village Green	BBQs	Contracts awarded. Awaiting arrival of materials to schedule works.

2023 Australia Day Progress Update

On site meetings have been held with stakeholders and contractors to discuss the layout and preparations for the 2023 Australia Day Event being held at the Market Shed at Freds Pass Sport and Recreation Reserve.

Council can confirm the following activities locked in for the 2023 event;

- MC of the event will be Lily North
- Fun Run to start at 7.30am and is organised by the Rural Hash House Harriers
- Free BBQ breakfast (bacon, eggs and sausages) cooked by the Rotary Club of Litchfield
- Citizenship Ceremony welcoming new citizens to 'The Best Place to Live in the Top End'
- Local artist Sasha Ham to provide pre-ceremony singing and to sing the National Anthem welcoming our new Citizens
- Flag raising by the Humpty Doo Scouts
- Coffee van providing free drinks
- Welcome to Country including a digeridoo player
- Bookings from approximately 15 local market stall holders
- 22m blow up obstacle course
- Petting Zoo
- Lucky door prizes donated by our local members (Dheran Young, 2-hour land-based fishing voucher at Barramundi Adventures)

Council staff are continuing to work on other activities and promotion of the event.

Grant funding applications

Council has applied for or received notification on the following grant funding during December 2022:

Grant	Description	Status
Tourism Town Asset Program Round Two	To improve entrance signage to Litchfield Municipality.	Unsuccessful, however, the NTG have requested a meeting to discuss.

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:	13.03.01
Report Title:	Summary Planning and Development Report February 2023
Author and Recommending Officer:	Julie Hillier, Program Leader, Planning and Development James Morgan, Manager Infrastructure and Assets
Meeting Date:	21/03/2023
Attachments:	A: PA2023/0007 Litchfield Council LoC B: PA2023/0036 Litchfield Council LoC C: PA2023/0035 Litchfield Council LoC

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 February 2023 to 28 February 2023.

The following is a summary of all applications during the noted period.

Type of Application	No. Applications
Development Applications	4
Clearances for Development Permit Conditions	2
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 February 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 Development Applications received and comments provided during the noted period.

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

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

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

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

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

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2023/0007</p> <p>Section 6102 (75) Elizabeth Valley Road, Noonamah, Hundred of Strangways</p> <p>Attachment A</p>	<p>The application is a subdivision to create 179 lots (178 lots and balance parcel). The application was lodged by Tatam Planning Co. The subject site is located in Zone RR (Rural Residential) and Zone RL (Rural Living) of the Northern Territory Planning Scheme 2020. The Darwin Regional and Litchfield Subregional Land Use Plan is applicable to the site and identify the area for urban/peri-urban use associated with the Crown land set aside for the City of Weddell. The subject site is 202.9 hectares and the proposed minimum lot size in zone RR is 4000m².</p> <p>Letter of comment identified the need for further information to properly consider the application including stormwater management plan, traffic impact assessment and advice from the NT EPA in relation to the proximity of the site to the Noonamah cattle export yards, in accordance with the NT Subdivision Development Guidelines. Further comments were raised in response to community feedback received by Council.</p>
<p>PA2023/0036</p> <p>Lot 2 (30) Virginia Road, Virginia, Hundred of Bagot</p> <p>Attachment B</p>	<p>The application is a subdivision to create one lot for the purpose of leases in excess of 12 years. The application was lodged by Earl James and Associates. The subject land is zoned C (Commercial). The Darwin Regional Land Use Plan, Litchfield Subregional Land Use Plan and Coolalinga Freds Pass Area Plan is applicable to the site. The subject site is 2.2 hectares. The owner proposes to lease the Boomerang Motel and Caravan Park to another party and as the proposed lease is for part of the land and is for a term in excess of 12 years, it requires subdivision under the Planning Act 1999. The site has existing access to Virginia Road and Hinton Road. There are no new accesses proposed or changes to stormwater drainage as a result of the subdivision. The application was supported provided there is unrestricted access to the parent parcel and lease area for the provision of access to and egress from the service area.</p>

PA2023/0035 7 Olive Place, Holtze Section 5292 Hundred of Bagot Attachment C	<p>The application is a warehouse, with a height exceeding 8.5m</p> <p>The application was lodged by Earl James and Associates.</p> <p>The site is within Zone LI (Light Industry).</p> <p>The Darwin Regional Land Use Plan and Litchfield Subregional Land Use Plan apply to the land.</p> <p>The subject area is 1ha.</p> <p>The landowner seeks to develop the site on behalf of a civil construction firm for a use that would otherwise be permitted, but for the building height exceedance.</p> <p>Comments noted support from the landowner that benefits from the access easement on the land should be obtained and otherwise standard comments regarding access and stormwater drainage approval were provided.</p>
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ASSESSMENT OF PLANS/REPORTS /CONSTRUCTION FOR CLEARANCE OF DEVELOPMENT PERMIT CONDITIONS

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

Development Permit No. and Purpose	Location	Purpose of clearance
DP22/0133 Dwelling-independent with a floor area in excess of 80m ² and a separate effluent disposal system	Lot 50, LTO Plan 83052 Hundred of Strangways 355 Alverly Road, Noonamah	General conditions – Easements, stormwater drainage
DP23/0021 Subdivision to create one lot.	Section 6128 (140) Howard Springs Road, Hundred of Bagot	General conditions – Easements, stormwater and contribution fee

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	Location	Purpose	Comments
Direct Grant	Part Section 1613 and Part Section 1529 Hundred of Guy.	Direct sale of Crown land to Arirrki Aboriginal Corporation (Arirrki) to rectify an existing encroachment onto Crown land and expanding Spectacular Jumping Crocodile Cruise (SJCC) premises.	A planning application will need to be submitted for subdivision and consolidation and expansion of the existing development. Council supports the proposed direct sale application.

WORKS PERMIT APPLICATIONS

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

Application Date Received	Proposed Works Start Date	Location of Works Permit Application	Purpose of works
8/02/2023	16/02/2023	Knuckey Lagoon	Renewing an existing water service located within the verge in front
9/02/2023	22/02/2023	Morgan Road, Virginia	Power Supply to Subdivision
9/02/2023	28/02/2023	Hillier Road, Howard Springs	Leaking Transformer Replacement
10/02/2023	1/03/2023	Paperbark Way, McMinns Lagoon	Pole Hardware Repair
10/02/2023	1/03/2023	Whitewood Road, Howard Springs	HV Cable Splice replacement on Pole
15/02/2023	2/03/2023	Whitewood road, Howards Springs	LV Upgrade to Transformer
15/02/2023	06/03/2023	Hodge Road, Lloyd Creek	Pole Maintenance - Replace GBS Bridging
14/02/2023	1/02/2023	Deloraine Road, Shoal Bay	Hauling fibre cables, testing and commissioning of telecommunications infrastructure
10/02/2023	21/02/2023	Sunter Road, Herbert	Removal of 2 halves of granny flat left on verge up against fence
17/02/2023	6/03/2023	Trippe Road, Humpty Do	Replace Services
20/02/2023	15/03/2023	Woodlands Road, Humpty Doo	Service Replacements
20/02/2023	14/03/2023	Woodlands Road, Humpty Doo	Service Replacements
20/02/2023	7/03/2023	Mira Road, Darwin River	Service Replacements
20/02/2023	13/03/2023	Woodlands Road, Humpty Doo	Service Replacements
20/02/2023	14/03/2023	Woodlands Road, Humpty Do	Service Replacements
20/02/2023	9/03/2023	Woodlands Road, Humpty Doo	Service Replacements
20/02/2023	6/03/2023	Woodlands Road, Humpty Doo	Service Replacements

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.



3 March 2023
Your ref: PA2023/0036

ATTACHMENT A

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

RE: Letter of Comment Development Application

**Lot 2 LTO67/004A, (30) Virginia Road, Virginia, Hundred of Bagot:
Subdivision to create one lot for the purpose of a lease in excess of 12 years**

Thank you for the Development Application referred to this office on 24/02/2023, 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 granting of a Development Permit for the subdivision of the above parcel to create one lot for the purpose of a lease in excess of 12 years lease over an existing caravan park. The noted support is only given provided that unrestricted access is maintained through the parent parcel and the leased area for the provision of access to and egress from the service area that is to the rear of the shop and hotel.

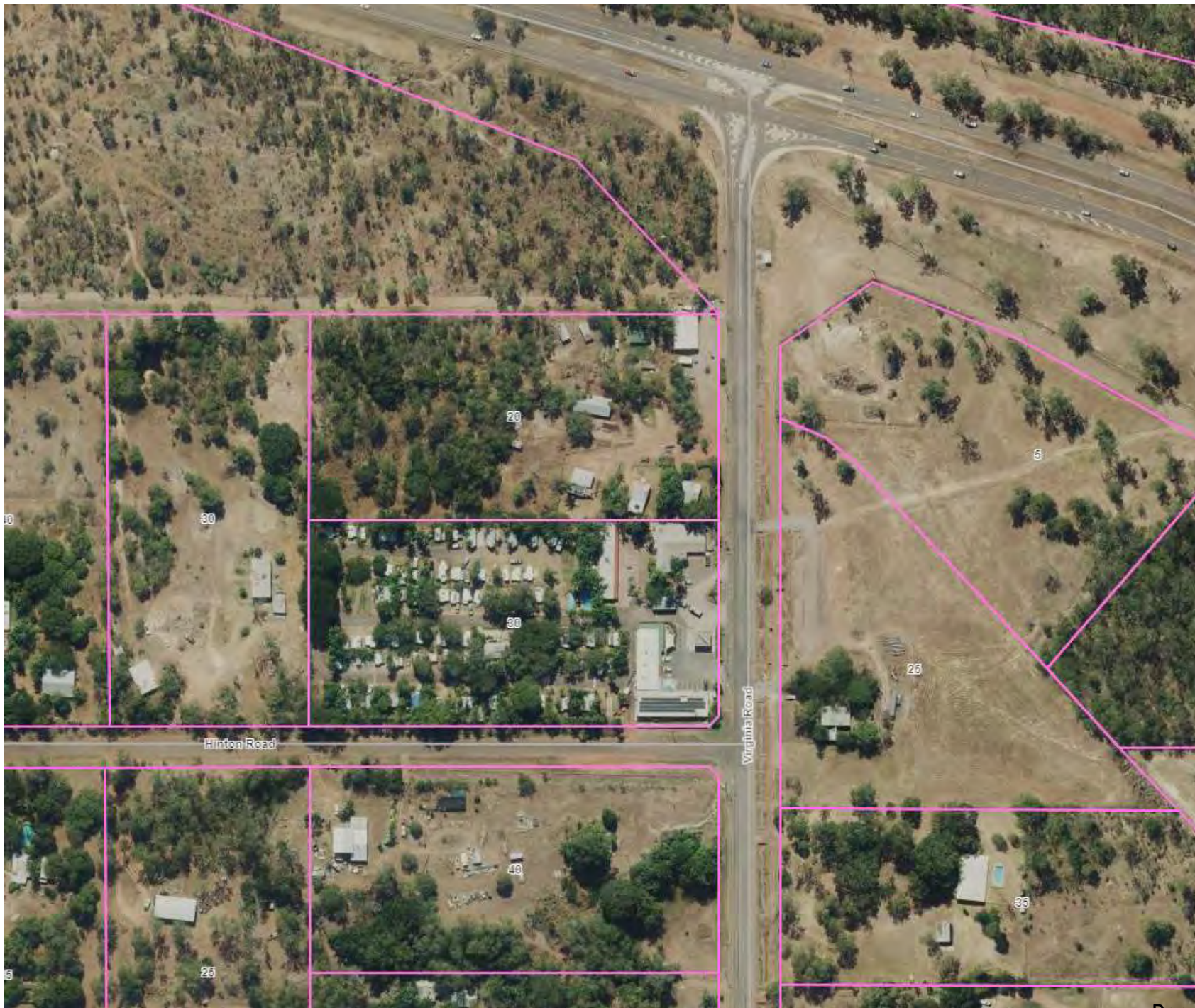
Should the application be approved, the following notes are recommended for inclusion in any Development Permit issued by the consent authority:

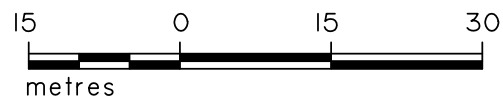
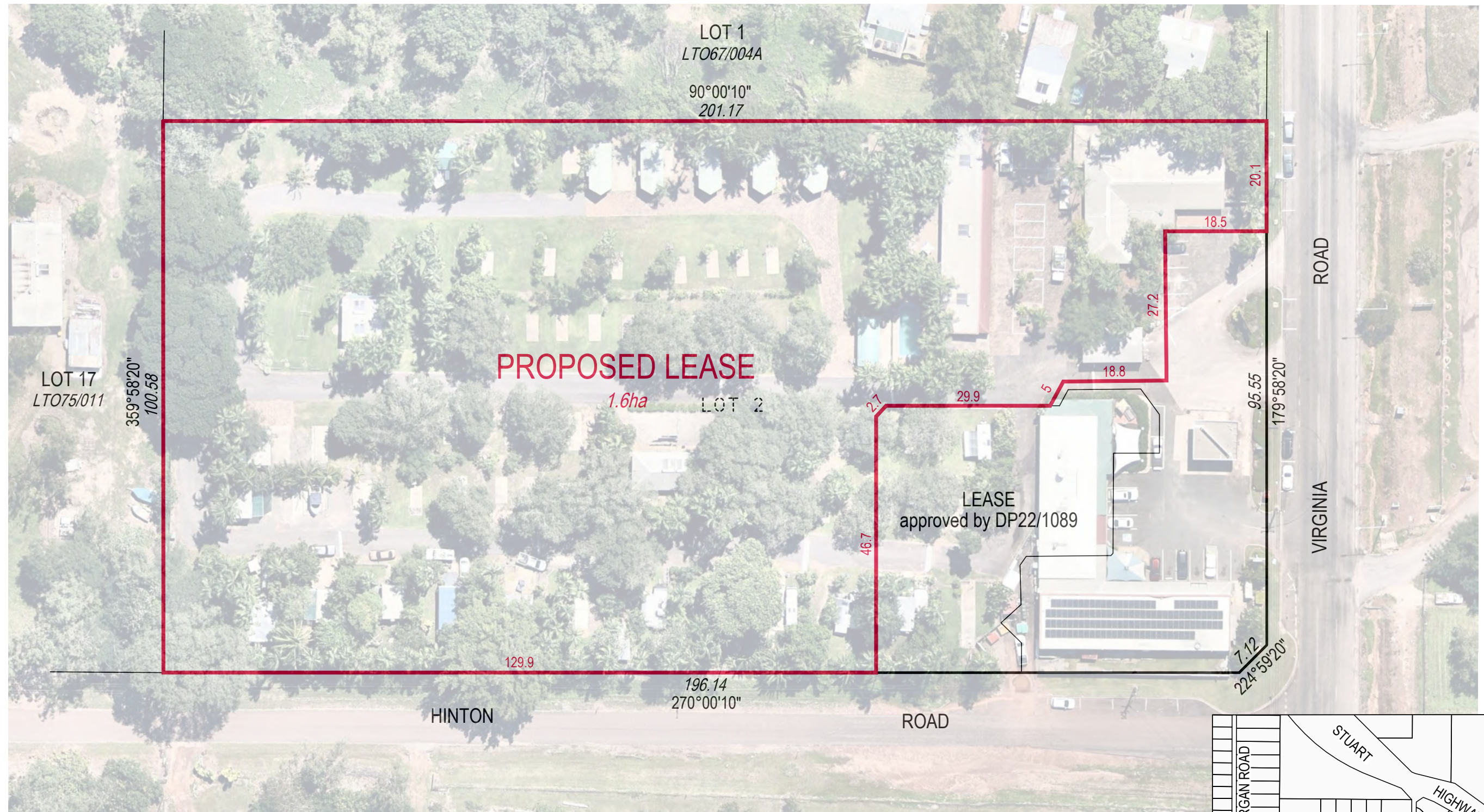
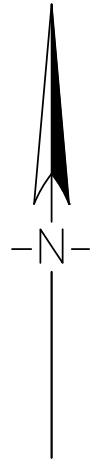
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve.

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

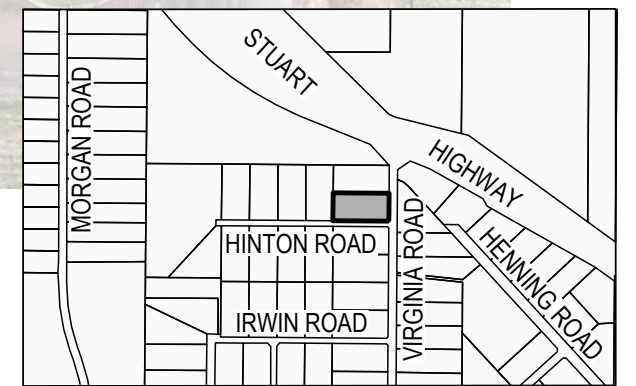
Yours faithfully

Julie Hillier
Planning and Development Program Leader





Note
Easements should be confirmed with the current Certificate of Title
Areas and dimensions are subject to survey
Aerial image obtained from Nearmap, dated 02/05/2022
Aerial image is shown for background information only
and is not rectified or accurately positioned



LOCATION DIAGRAM
Not to Scale



23 February 2023
Ref: PA2023/0007

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

RE: Letter of Comment Development Application

**Section 6102 (75) Elizabeth Valley Road, Noonamah, Hundred of Strangways
Subdivision to create 179 lots (178 lots and balance parcel)**

Thank you for the Development Application referred to this office on 23/01/2023, 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:

- The application contained limited detail to determine:
 - stormwater infrastructure requirements and potential impact downstream.
 - traffic impact, intersection design for access to Elizabeth Valley Road and any requirement for widening of Elizabeth Valley Road road reserve to upgrade to a 30m wide primary collector.
- The future road connection to the east between proposed Lots 132 and 133 adjoins land identified as constrained.
- The subdivision site is less than the minimum separation distance from the Noonamah cattle export yards in accordance with the Northern Territory Environment Protection Authority (NT EPA) Guidelines for Recommended Land Use Separation Distances, which is inconsistent with section 3.7 of the NT Subdivision Development Guidelines.

Council does not support the application in its current form and requests the following issues are adequately addressed prior to Council providing further comment:

- a) in accordance with Section 7.1.1 of the NT Subdivision Development Guidelines (NTSDG), provide a Part 1 Stormwater Management Plan for review which includes:
 - a catchment plan, clearly illustrating the existing and proposed management of stormwater flows entering and/or leaving the Development Site
 - an overall drainage plan for the whole of the proposed Subdivision, and provide for ongoing stormwater management throughout the staged development construction phase.

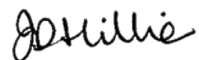
- riverine / catchment flood levels and extents;
 - locations of stormwater discharges;
 - any impacts of the Subdivision on the catchment-wide drainage system, including connection points and modifications required to upstream and downstream drainage infrastructure, as applicable;
 - stormwater management options that may mitigate any adverse impacts on existing drainage infrastructure resulting from the proposed Subdivision; and
 - stormwater quality requirements, including sizing and positioning of stormwater quality treatment devices.
- b) in accordance with Section 4.3 of the NT Subdivision Development Guidelines (NTSDG), provide a full Traffic Impact Assessment (TIA) to be developed in accordance with *Austroads Guide to Traffic Management Part 12: Traffic Impacts of Development*, and address the following as a minimum:
- (i) Predicted traffic generation from the uses proposed in the Subdivision;
 - (ii) Distribution of the predicted traffic generation onto the proposed internal street network and the external road network;
 - (iii) Recommended minimum street hierarchy and street cross sections consistent with assigned traffic flows;
 - (iv) Network permeability and connectivity;
 - (v) Intersection (including property entrances) performance and configurations necessary to cater for assigned vehicle traffic flows and for the safe and efficient movement of pedestrians, cyclists and other street users, including road trains servicing the Noonamah cattle export yards south of the site.
 - (vi) Provision for public transport and other transport modes, such as pedestrians and cyclists.
- c) The consent authority seek advice from the NT EPA in relation to the proximity of the site to the Noonamah cattle export yards, including any risks associated with dust and odour.

In addition, Council wishes to express the following concerns raised by the community in relation to the application:

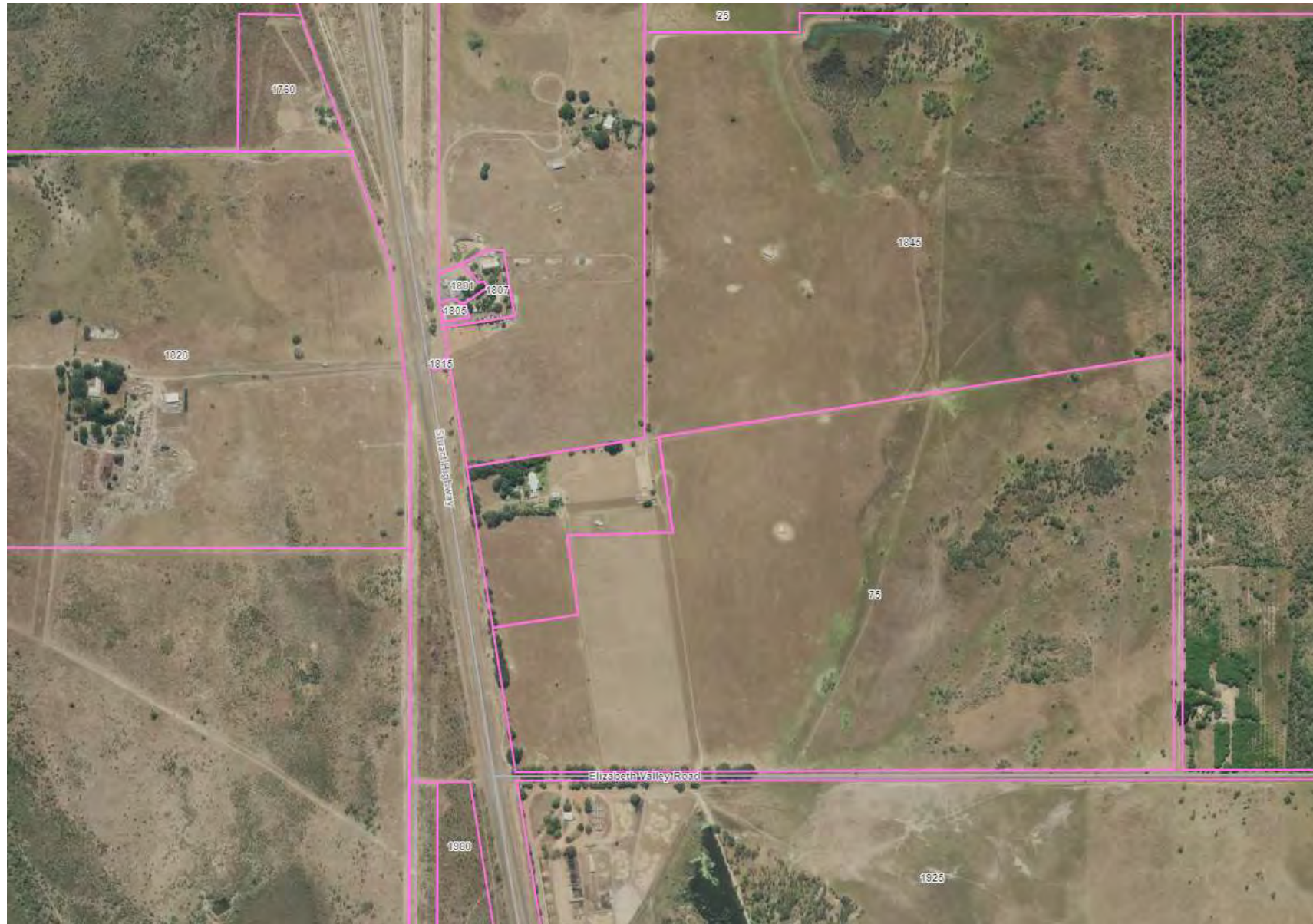
- a) There is a potential impact on future health and amenity of residents arising from dust generated at the Noonamah Export Yards, based on dust clouds observed in the area.
- b) There is potential for environmental impact associated with 179 wastewater management systems adjacent to a wetland.
- c) The existing amenity will be affected through increased traffic, domestic animals, and solid fencing along the Stuart Highway.
- d) There is limited availability of power and water services (stage 1 only) and potential for new bores to be constructed in an overallocated aquifer.
- e) Reliability of phone signal and internet connection given existing issues experienced in the area.

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

Yours faithfully

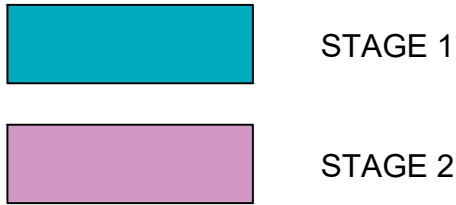
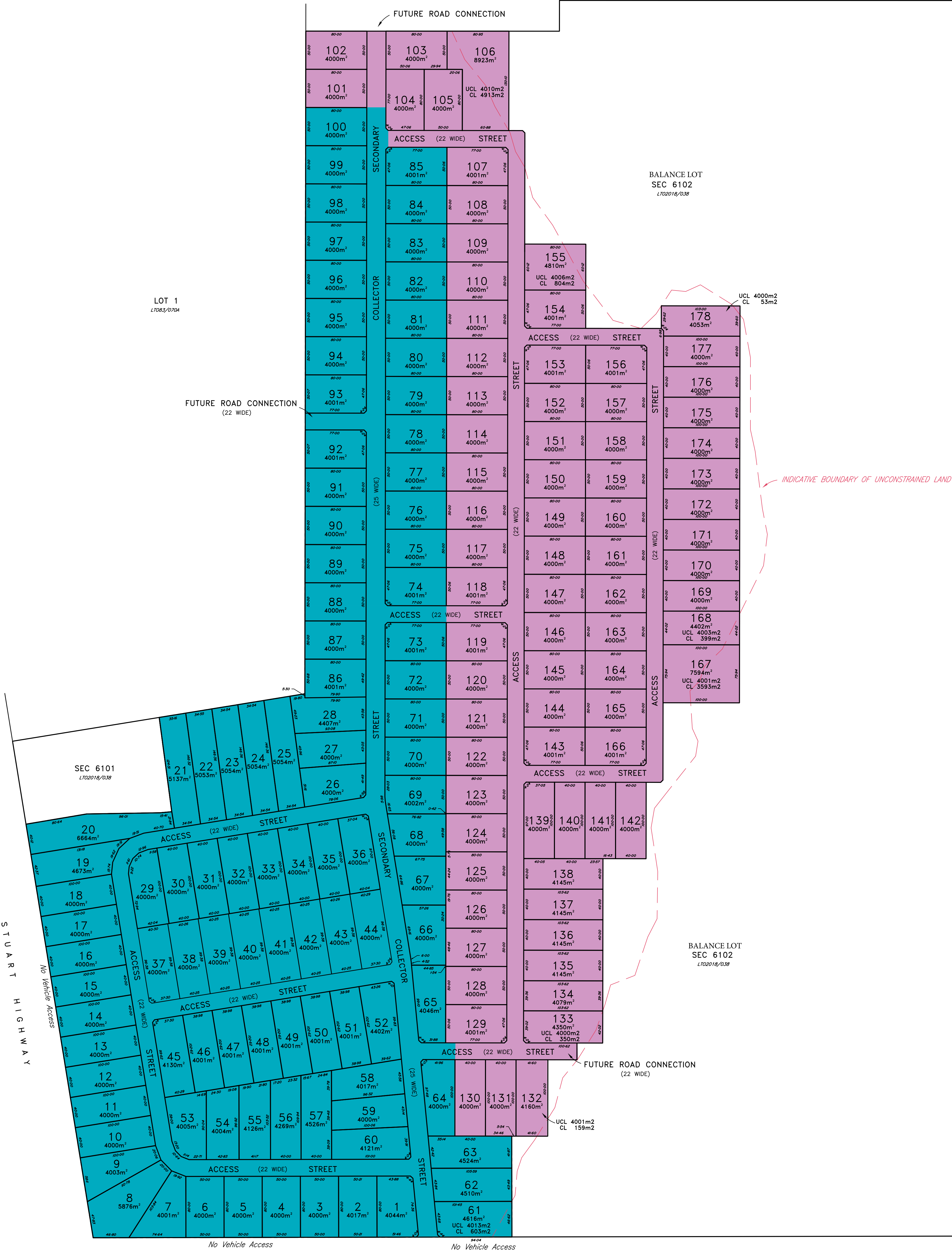


Julie Hillier
Planning and Development Program Leader



ATTACHMENT F - PROPOSED SUBDIVISION PLAN

4570
52001/88



NOTES:
- UCL denotes Unconstrained Land
- CL denotes Constrained Land

PRELIMINARY



EMAIL:
quotes@cross-solutions.com.au
WEB: www.cross-solutions.com.au



PO Box 36990
Winnellie
NT, 0820

SURVEYOR:
SURVEY DATE:

DRAWN BY:
CHECKED BY:

IF

SCALE:
COORDINATE SYSTEM:
LEVEL DATUM:
CONTOUR INTERVAL:

1: 2500

LOCAL
N/A
N/A

DEVELOPMENT APPLICATION

2022-0452

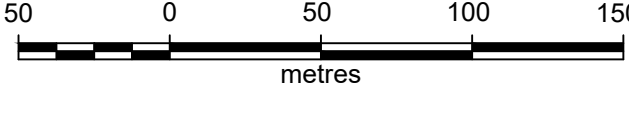
ELIZABETH VALLEY FARM

REV BY DATE

AMENDMENT RECORDS

APPROVED

GH



JOB No:
2022-0452

CLIENT:
HARDWICK FAMILY TRUST

DRAWING No:
B-2022-0452-01

REV SHEET No:
A 1 of 1

A1



9 March 2023
Your Ref: PA2023/0035

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

RE: Letter of Comment Development Application

**Section 5292 (7) Olive Place, Holtze, Hundred of Bagot:
Warehouse with height in exceeding 8.5m**

Thank you for the Development Application referred to this office on 24/02/2023, 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 granting of a Development Permit for the purpose of a warehouse with height in exceeding 8.5m, in principle, however notes that the plans for landscaping may impact on the use of the access easement and the affected landowner should be consulted.

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

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the


technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

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

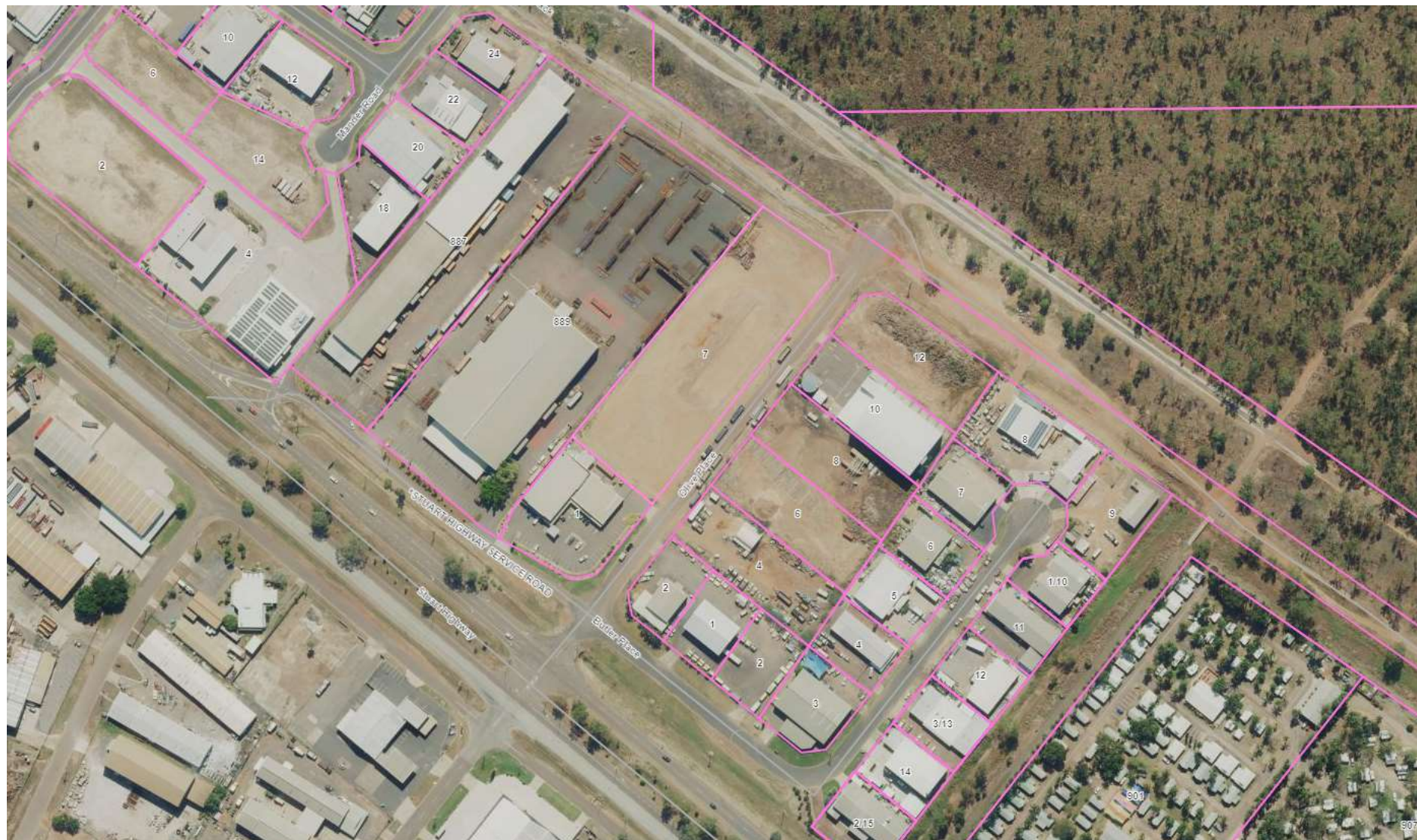
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 29.

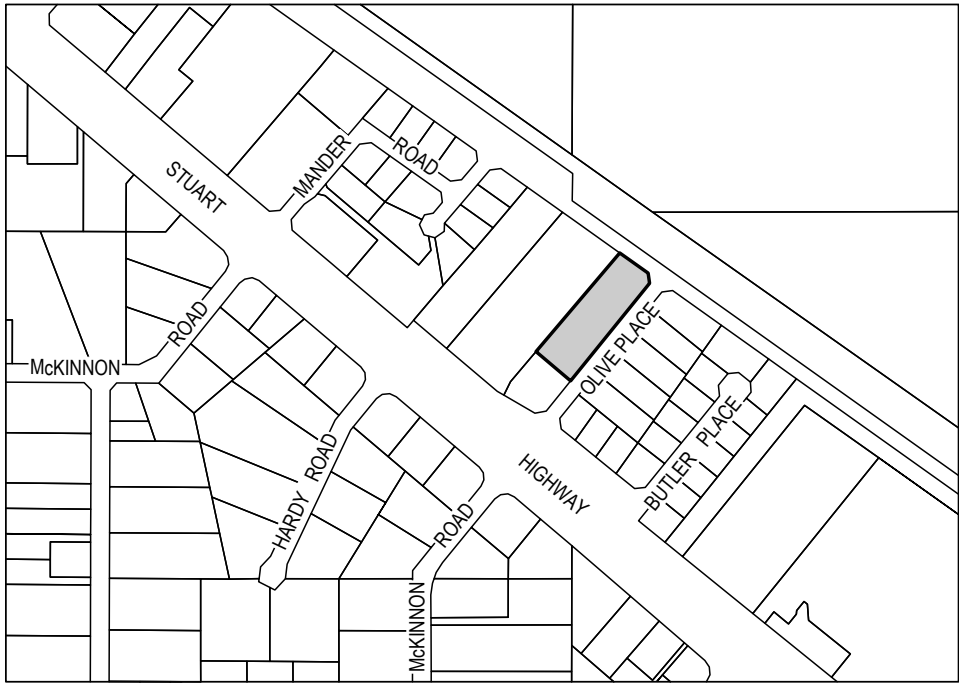
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully

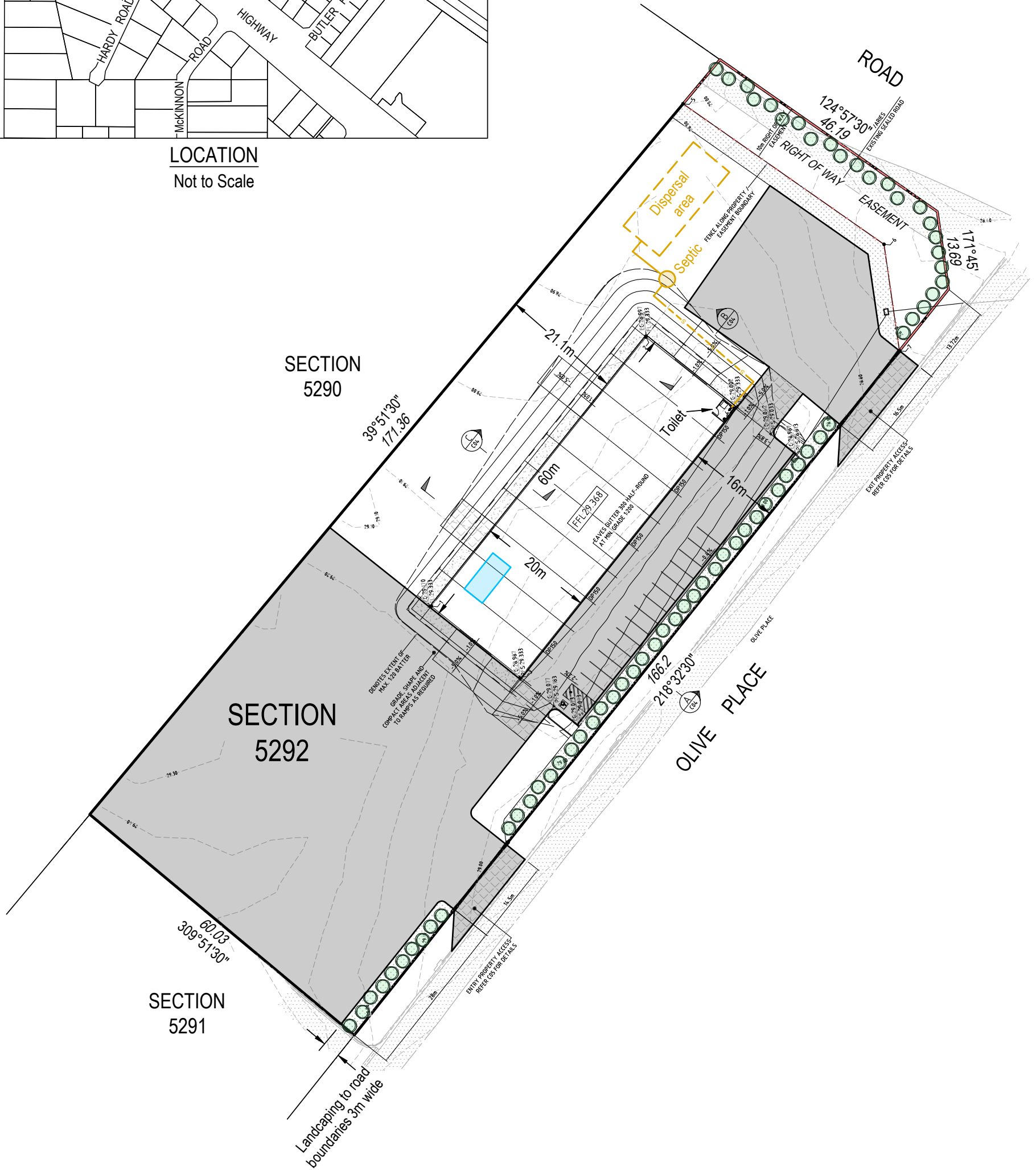
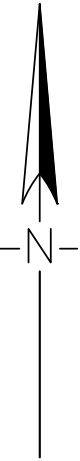


Julie Hillier
Planning and Development Program Leader





LOCATION
Not to Scale



- Note**
Easements should be confirmed with the current Certificate of Title
- denotes sealed area
 - denotes 8m x 4m loading bay



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**SECTION 5292, HUNDRED OF BAGOT
7 OLIVE ROAD, HOLTZE**

SITE PLAN

Client: **GEHADI PTY LTD**

Licensed Surveyor:
Date:

Drawn by: SH
Date: 01/02/2023
Cad File: 12226-4.DWG

Scale: 1: 750 (A3)

Datum:

Drawing No:
22/12226/4



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 March 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*.

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

15.02 Correction of Assessment Record

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 Risk Management and Audit Committee Meeting Confidential Unconfirmed Minutes – 22 February 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*.

(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 Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 13 March 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*.

(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