



AGENDA

17th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 17 JANUARY 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

TABLE OF CONTENTS

1	Acknowledgement of Traditional Owners	Pg 4
2	Opening of Meeting.....	Pg 4
3	Electronic Attendance / Apologies and Leave of Absence	Pg 4
	3.01 Electronic Attendance	
	3.02 Apologies	
	3.03 Leave of Absence Previously Granted	
	3.04 Leave of Absence Request	
4	Disclosures of Interest	Pg 4
	4.01 Elected Members	
	4.02 Staff	
5	Confirmation of Minutes	Pg 5
	5.01 Confirmation of Minutes	
	5.02 Council Business Arising from Previous Meetings	
6	Petitions.....	Pg 18
7	Deputations and Presentations	Pg 18
8	Public Questions	Pg 18
9	Accepting or Declining Late Items.....	Pg 18
10	Notices of Motion	Pg 18
11	Mayors Report	
	11.01 Mayors Report	Pg 19
12	Reports from Council Appointed Representatives.....	Pg 20
13	Work Team Presentation	Pg 20

14	Officers Reports	
	14.01 Business Excellence	
	14.01.01 Litchfield Council Finance Report – December 2022	Pg 21
	14.01.02 People Performance and Governance Monthly Report December 2022	Pg 57
	14.01.03 GOV03 Privacy Policy.....	Pg 64
	14.01.04 GOV07 Recording of Meetings Policy	Pg 71
	14.02 Council Leadership & Community	
	14.02.01 Community and Lifestyle Monthly Report – December 2022.....	Pg 77
	14.02.02 Municipal Plan 2022-2023 Quarterly Performance Report October – December 2022	Pg 85
	14.02.03 Ordinary Council Meetings - Order of Business.....	Pg 115
	14.03 Infrastructure & Operations	
	14.03.01 Summary Planning and Development Report – December 2022.....	Pg 121
	14.03.02 Guys Creek Land Acquisition and Road Opening	Pg 138
15	Other Business.....	Pg 140
16	Confidential Items	Pg 140
	16.01 Confirmation of Confidential Minutes	
	16.02 Mira Square Community Building.....	
17	Close of Meeting.....	Pg 140



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 January 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. Confirmation of Minutes

5.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 13 December 2022, 9 pages; and
- Ordinary Confidential Meeting held Tuesday 13 December 2022, 4 pages.

5.02 Council Action Sheet / Business Arising from Previous Meetings



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 13 December 2022 at 6:00pm

Present	Doug Barden Emma Sharp Rachael Wright Mathew Salter Andrew Mackay Kevin Harlan Mark Sidey	Mayor Deputy Mayor / Councillor South Ward Councillor North Ward (<i>electronically</i>) Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward
Staff	Stephen Hoyne Maxie Smith Nicky Davidge Debbie Branson	Chief Executive Officer General Manager Business Excellence General Manager Community and Lifestyle Executive Assistant
Presenters	Nil.	
Public	As per Attendance Register	
Streamed Online via YouTube: https://www.youtube.com/watch?v=3qTdvAiDwSI&t=6434s		

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 6:26pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Mackay
Seconded: Cr Harlan

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

- Cr Rachael Wright.

CARRIED (7-0) ORD2022 11-265

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

Chief Executive Officer Stephen Hoyne disclosed an interest in item 16.04 – Chief Executive Officer's Performance Appraisal and Performance Review Committee Meeting Recommendations – 30 November 2022 and agreed to leave the room during deliberations.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Cr Wright
Seconded: Deputy Mayor Sharp

THAT Council confirm the:

- Ordinary Council Meeting minutes held 15 November 2022, 7 pages;
- Ordinary Confidential Council Meeting held Tuesday 15 November 2022, 2 pages; and as a true and accurate record of those meetings.

CARRIED (7-0) ORD2022 11-266

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Sharp
Seconded: Cr Sidey

THAT Council receive and note Item 5.2 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

CARRIED (7-0) ORD2022 11-267

6. PETITIONS

Nil.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. PUBLIC QUESTIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Deputy Mayor Sharp

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 15 November 2022 to 13 December 2022.

CARRIED (7-0) ORD2022 11-268

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Moved: Cr Salter
Seconded: Cr Harlan

THAT Council note the verbal update provided by the representatives.

CARRIED (7-0) ORD2022 11-269

13. WORK TEAM PRESENTATION

Nil.

14. OFFICERS' REPORTS

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report – November 2022

Moved: Cr Harlan
Seconded: Cr Salter

THAT Council note the Litchfield Council Finance Report for the period ended 30 November 2022.

CARRIED (7-0) ORD2022 11-270

14.01.02 People Performance and Governance Monthly Report – November 2022

Moved: Cr Wright
Seconded: Cr Mackay

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

CARRIED (7-0) ORD2022 11-271

14.01.03 Budget Review One – 2022/2023

Moved: Cr Mackay
Seconded: Cr Harlan

THAT Council:

1. receive and note the Budget Review 1 report for 2022/2023;
2. adopt Budget Review 1 – 2022/23, pursuant to Section 203 of the Local government Act 2019, amending total operating income to \$20,326,647, total operational expenditure to \$17,381,237 and total capital expenditure to \$12,805,877;
3. adopt the Financial Reserve movement of \$483,969 for 2022/2023 consisting of:
 - a) Developer Contribution Reserve increase of \$575,588
 - b) Waste Management Reserve reduction of \$413,101
 - c) Asset Reserve reduction of \$1,580,468

14.01.04 Budget Review One – 2022/2023 (Continued)

- d) Thorak Regional Cemetery Reserve increase of \$920,789
- e) Cash for Cans Reserve increase of \$13,223; and
- 4. adopt the amended Long Term Financial Plan for 2022/2023 to 2031/32, pursuant to Division 4 (9) of the Local Government (General) Regulations 2021.

CARRIED (7-0) ORD2022 11-272

14.02 Council Leadership & Community Services

14.02.01 Appointment of Deputy Mayor

Moved: Mayor Barden
Seconded: Cr Sidey

THAT Council appoint Councillor Mackay as Deputy Mayor for an eight-month period ending the first Ordinary Council Meeting held in August 2023.

CARRIED (7-0) ORD2022 11-273

14.02.02 Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes

Moved: Cr Harlan
Seconded: Cr Salter

THAT Council:

1. receive and note the unconfirmed Howard Park Committee Minutes of 5 December 2022, at Attachment A and the unconfirmed Knuckey Lagoon Committee Minutes of 1 December 2022, at Attachment B; and
2. endorse the nomination for the Howard Park Committee, Evan Johns.

CARRIED (7-0) ORD2022 11-274

14.02.03 Community and Lifestyle Monthly Report – November 2022

Moved: Cr Wright
Seconded: Cr Sidey

THAT Council note the Community and Lifestyle Report for November 2022.

CARRIED (7-0) ORD2022 11-275

14.02.04 Humpty Doo Village Green Lease Agreement

Moved: Cr Harlan
Seconded: Cr Mackay

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.

CARRIED (7-0) ORD2022 11-276

14.02.05 Breach of Code of Conduct – Summary of Decisions

Moved: Cr Salter
Seconded: Cr Harlan

THAT Council receive and note the Breach of Code of Conduct – Summary of Decisions report.

CARRIED (7-0) ORD2022 11-277

14.02.06 Chief Executive Officer’s Performance Appraisal and Remuneration Review Committee – Terms of Reference - Amendment

Moved: Deputy Mayor Sharp
Seconded: Cr Sidey

THAT Council adopt the amended Terms of Reference for the Chief Executive Officer’s Performance Appraisal and Remuneration Review Committee as per Attachment A to the report, subject to retaining the independent consultant / representative.

CARRIED (7-0) ORD2022 11-278

14.03 Infrastructure and Operations

14.03.01 Summary Planning and Development Report October 2022

Moved: Deputy Mayor Sharp
Seconded: Cr Wright

THAT Council:

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

CARRIED (7-0) ORD2022 11-279

14.03.02 Policy Reviews

Moved: Cr Mackay
Seconded: Cr Sidey

THAT Council:

1. adopt policy INF05 Sealing of Roads, at Attachment A;
2. adopt policy INF03 Roadside Memorials and Monuments, at Attachment B;
3. adopt policy INF02 Driveway Crossovers, at Attachment C;
4. adopt policy GOV12 Land Acquisition Policy, at Attachment D (with the inclusion of the definition of “Acquisition”); and
5. authorise the Chief Executive Officer to make minor amendments.

CARRIED (7-0) ORD2022 11-280

15. OTHER BUSINESS

Mayor Barden acknowledged the passing of Mrs Sandra Byrnes from Arnhem Nursery and on behalf of the Council extended his condolences to the family.

Cr Wright commented on the tragic accident involving an eight-year-old boy who was hit by vehicle at the bus stop in Bees Creek and extended her thoughts to the family.

16. CONFIDENTIAL ITEMS

Moved: Cr Mackay
Seconded: Deputy Mayor Sharp

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:

16.01 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.

16.02 Appointment of Risk Management Audit Committee Chair

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.

16.03 2023 Australia Day Awards

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.

16.04 Chief Executive Officer's Performance Appraisal and Remuneration Review Committee Meeting Recommendations – 30 November 2022

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.

Cr Harlan left the meeting at 7:50pm

CARRIED (6-0) ORD2022 11-281

The meeting closed to the public at 7:50pm.

Cr Harlan returned to the meeting at 7:51pm

Moved: Cr Mackay

Seconded: Cr Wright

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) ORD2022 11-285

The meeting moved to Open Session at 8:32pm.

16.01 Appointment of Interim Risk Management Audit Committee Chair

THAT Council:

1. appoint Iain Summers as the independent chairperson of the Risk Management and Audit Committee for a term for one year, ending 31 December 2023;
2. approve the acknowledgement at Attachment A to the incumbent Chairperson; and
3. makes public the resolution from this report in the open minutes of the Council meeting.

CARRIED (7-0) ORD2022 11-282

17. CLOSE OF MEETING

The Chair closed the meeting at 8:32pm.

18. NEXT MEETING

Tuesday 17 January 2023.

MINUTES TO BE CONFIRMED

Tuesday 17 January 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

Unconfirmed

5.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<p>Road Opening Closing Meade Road, Darwin River</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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; 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 note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	GMIO	<p>In Progress</p> <p>Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.</p>
ORD2022 11-258	<p>Knuckey Lagoon Recreation Reserve Electrical Repairs</p> <p>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.</p>	15/11/2022	GMCL	<p>In Progress</p> <p>Contractor has been engaged and it is envisaged that the works will be complete and the facilities re-opened by mid-December.</p>

ORD2022 11-272	<p>Budget Review One – 2022/2023 THAT Council:</p> <ol style="list-style-type: none"> 1. receive and note the Budget Review 1 report for 2022/2023; 2. adopt Budget Review 1 – 2022/23, pursuant to Section 203 of the Local government Act 2019, amending total operating income to \$20,326,647, total operational expenditure to \$17,381,237 and total capital expenditure to \$12,805,877; 3. adopt the Financial Reserve movement of \$483,969 for 2022/2023 consisting of: <ol style="list-style-type: none"> a) Developer Contribution Reserve increase of \$575,588 b) Waste Management Reserve reduction of \$413,101 c) Asset Reserve reduction of \$1,580,468 d) Thorak Regional Cemetery Reserve increase of \$920,789 e) Cash for Cans Reserve increase of \$13,223; and 4. adopt the amended Long Term Financial Plan for 2022/2023 to 2031/32, pursuant to Division 4 (9) of the Local Government (General) Regulations 2021. 	13/12/2022	GMBE	<p>Complete Budget review published on Council’s website. Public Notice placed in NT New 19 December 2022 and notification lodged with the Agency, Department of Local Government.</p>
ORD2022 11-274	<p>Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes THAT Council:</p> <p>receive and note the unconfirmed Howard Park Committee Minutes of 5 December 2022, at Attachment A and the unconfirmed Knuckey Lagoon Committee Minutes of 1 December 2022, at Attachment B; and endorse the nomination for the Howard Park Committee, Evan Johns.</p>	13/12/2022	GMCL	Complete
ORD2022 11-276	<p>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.</p>	13/12/2022	GMCL	<p>In Progress Delay due to leave arrangements.</p>
ORD2022 11-278	<p>Chief Executive Officer’s Performance Appraisal and Remuneration Review Committee – Terms of Reference - Amendment THAT Council adopt the amended Terms of Reference for the Chief Executive Officer’s Performance Appraisal and Remuneration Review Committee as per Attachment A to the report, subject to retaining the independent consultant / representative.</p>	13/12/2022	GMBE	<p>Complete Terms of Reference updated accordingly, copy circulated to Committee Members.</p>

ORD2022 11-280	Policy Reviews			13/12/2022	GMBE	Complete Policies Register updated and policies published on Council's website.
	THAT Council:					
	1. adopt policy INF05 Sealing of Roads, at Attachment A;					
	2. adopt policy INF03 Roadside Memorials and Monuments, at Attachment B;					
	3. adopt policy INF02 Driveway Crossovers, at Attachment C;					
	4. adopt policy GOV12 Land Acquisition Policy, at Attachment D (with the inclusion of the definition of "Acquisition"); and					
5. authorise the Chief Executive Officer to make minor amendments.						

ORD2022 11-282	Appointment of Interim Risk Management Audit Committee Chair			13/12/2022	GMBE	Complete . 1. Letter sent to Iain Summers on 22 December 2022 to advise of his appointment. . 2. Letter sent to Garry Lambert on 4 January 2023 in appreciation of his contribution.
	THAT Council:					
	1. appoint Iain Summers as the independent chairperson of the Risk Management and Audit Committee for a term for one year, ending 31 December 2023;					
	2. approve the acknowledgement at Attachment A to the incumbent Chairperson; and					
3. makes public the resolution from this report in the open minutes of the Council meeting.						



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 January 2023

- 6** **Petitions**

- 7** **Deputations and Presentations**

- 8** **Public Questions**

- 9** **Accepting or Declining Late Items**

- 10** **Notices of Motion**

- 11** **Mayors Report**
 - 11.01** **Mayor's Report**



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	17/01/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 14 December 2022 to 17 January 2023.

Summary

Date	Event
14 December 2022	Chief Minister's Christmas Reception
16 December 2022	TOPROC Meeting – Palmerston
16 December 2022	Litchfield Council Mayor & Councillors Christmas Dinner
20 December 2022	Australian Citizenship Ceremony – Private
21 December 2022	ABC Radio Program – Head Honcho
29 December 2022	Road and Flooding Inspections with CEO – South Ward included
10 January 2023	Strategic Discussion and Briefing Session
17 January 2023	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 January 2023

12 Reports from Council Appointed Representatives

Nil.

13 Work Team Presentation

Nil

14 Officers Reports

14.01 Business Excellence

- 14.01.01 Litchfield Council Finance Report – December 2022
- 14.01.02 People Performance and Governance Monthly Report
December 2022
- 14.01.03 GOV03 Privacy Policy
- 14.01.04 GOV07 Recording of Meetings Policy

14.02 Council Leadership & Community

- 14.02.01 Community and Lifestyle Monthly Report – December 2022
- 14.02.02 Municipal Plan 2022-2023 Quarterly Performance Report
October – December 2022
- 14.02.03 Ordinary Council Meetings - Order of Business

14.03 Infrastructure & Operations

- 14.03.01 Summary Planning and Development Report December
2022
- 14.03.02 Guys Creek Land Acquisition and Road Opening



COUNCIL REPORT

Agenda Item Number:	14.01.01
Report Title:	Litchfield Council Finance Report – December 2022
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/01/2023
Attachments:	A: Litchfield Council Finance Report – December 2022

Executive Summary

This report presents the Litchfield Council Finance Report for 31 December 2022. The report reflects the NT Government mandated format. Budget 2022/23 figures have been updated with recently adopted 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 second instalment falling due at the end of November. Outstanding rates will continue to decline as instalments fall due and Council implements rates recovery initiatives.

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 December 2022.

Background

Detailed financial information is presented on the following pages.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

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

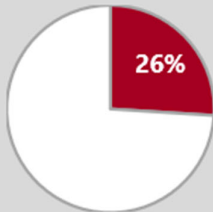
**LITCHFIELD
COUNCIL**



Finance Report
December 2022

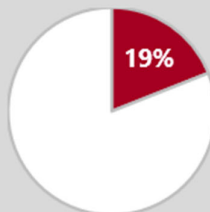
DEC 2022

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 1.972m
Target – 46%



Rates Outstanding

\$ 2.9m Outstanding
Target– 18% (\$ 2.4m and less)

\$ 16.35m

OPERATIONAL REVENUE

\$20.33m Budget – 80% Target Achieved

\$ 8.40m

OPERATIONAL EXPENSES

\$17.38m Budget – 48% Spent

\$ 7.95m

OPERATING SURPLUS

Budget \$ 2.94m

\$ 2.07m

CAPITAL REVENUE

\$ 5.98m Budget

\$ 1.97m

CAPITAL EXPENSES

\$ 12.80m Budget

\$ 0.99m

CAPITAL SURPLUS

Budget (\$ 6.8m)

RATIOS

- 26%** Asset Sustainability
Target 46% and more
- 19%** Rates Outstanding
Target less than 18%
- 67%** Own Source Revenue Ratio
Target 96% and more
- 10.67** Current Ratio
Target 1 and more
- 0** Debt Service Ratio
Target less than 1

- Not Achieved
- Not Achieved
- Budgeted to be Achieved
- Achieved
- Achieved



Current Cash Investments

\$ 22.8m

- 0 of 20** Budgeted Capital Programs 2022/23
\$0.094m Spent (1.47%)
- 2 of 4** Additional Capital Programs 2022/23
\$0.026m Spent (1.07%)
- 5 of 16** Carry Forward Programs from 2021/22-\$1.851m Spent (63.10%)
- \$11.18m** Forecast Cash Reserves June 2023

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET

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 six-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	6,870,375.75	(6,900,009.06)	13,740,751.50
Charges	177,348.90	85,300.00	(92,048.90)	170,600.00
Fees and Charges	982,018.15	932,666.14	(49,352.02)	1,865,332.27
Operating Grants and Subsidies	1,001,050.00	2,017,831.50	1,016,781.50	4,035,663.00
Interest / Investment Income	384,620.94	211,500.00	(173,120.94)	423,000.00
Other Income	34,333.61	45,650.00	11,316.39	91,300.00
TOTAL OPERATING INCOME	16,349,756.41	10,163,323.39	(6,186,433.03)	20,326,646.77
OPERATING EXPENDITURE				
Employee Expenses	3,463,839.80	3,533,857.41	70,017.61	7,067,714.83
Materials and Contracts	4,487,377.12	4,698,557.00	211,179.88	9,397,114.00
Elected Member Allowances	100,747.28	121,325.42	20,578.14	291,181.00
Elected Member Expenses	37,950.52	24,880.80	(13,069.72)	49,761.60
Council Committee & LA Allowances	959.00	2,000.00	1,041.00	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	4,195,000.00	4,195,000.00	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	311,673.42	285,733.00	(25,940.42)	571,466.00
TOTAL OPERATING EXPENDITURE	12,597,594.34	12,861,353.63	263,759.29	25,771,237.43
OPERATING SURPLUS / DEFICIT	3,752,162.07	(2,698,030.25)	(6,450,192.32)	(5,444,590.66)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	3,752,162.07	(2,698,030.25)	(6,450,192.32)	(5,444,590.66)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	4,195,000.00	4,195,000.00	-	8,390,000.00
TOTAL NON-CASH ITEMS	4,195,000.00	4,195,000.00	-	8,390,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	1,972,211.43	6,402,938.43	4,430,727.00	12,805,876.86
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(1,972,211.43)	(6,402,938.43)	(4,430,727.00)	(12,805,876.86)
Add ADDITIONAL INFLOWS				
Capital Grants Income	1,767,777.00 ¹	2,840,806.50	1,073,029.50	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	304,096.88 ²	150,000.00	(154,096.88)	300,000.00
Transfers from Reserves	-	1,939,427.26	1,939,427.26	3,878,854.52
TOTAL ADDITIONAL INFLOWS	2,071,873.88	4,930,233.76	2,858,359.88	9,860,467.52
NET OPERATING POSITION	8,046,824.52	24,265.08	(8,022,559.44)	-

¹ Grant funds received from LRCI Phase 2 & 3

² Developer Contribution payments received for subdivisions

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	10,605.71	-	-
Information Services	-	-	-
Finance & Customer Service	11,094,792.20	11,692,107.00	94.89%
Infrastructure & Assets	521,685.80	3,123,862.00	16.70% ³
Waste Management	3,295,354.25	3,354,035.77	98.25%
Community	91,077.34	113,700.00	80.10%
Community - Library	408,641.32	420,392.00	97.20%
Mobile Workforce	-	-	-
Regulatory Services	179,278.61	172,150.00	104.14%
Thorak Cemetery	725,806.18	1,450,400.00	50.04%
TOTAL REVENUE	16,349,756.41	20,326,646.77	80.44%
EXPENSES			
Council Leadership	441,308.79	1,214,859.66	36.33%
Corporate	321,566.94	770,105.55	41.76%
Information Services	280,758.13	722,772.42	38.84%
Finance & Customer Service	933,515.76	1,666,459.98	56.02% ⁴
Infrastructure & Assets	1,507,597.96	3,411,391.96	44.19%
Waste Management	2,296,506.02	3,961,785.22	57.97% ⁵
Community	970,869.92	1,942,266.70	49.99%
Community - Library	198,895.96	694,538.89	28.64%
Mobile Workforce	573,689.52	1,249,136.12	45.93%
Regulatory Services	311,420.64	656,816.37	47.41%
Thorak Cemetery	566,464.70	1,091,104.56	51.92% ⁶
TOTAL EXPENSES	8,402,594.34	17,381,237.43	48.34%
OPERATING RESULT	7,947,162.07	2,945,409.34	269.82%

³ Grant funds are yet to be received

⁴ Includes full year insurance payments

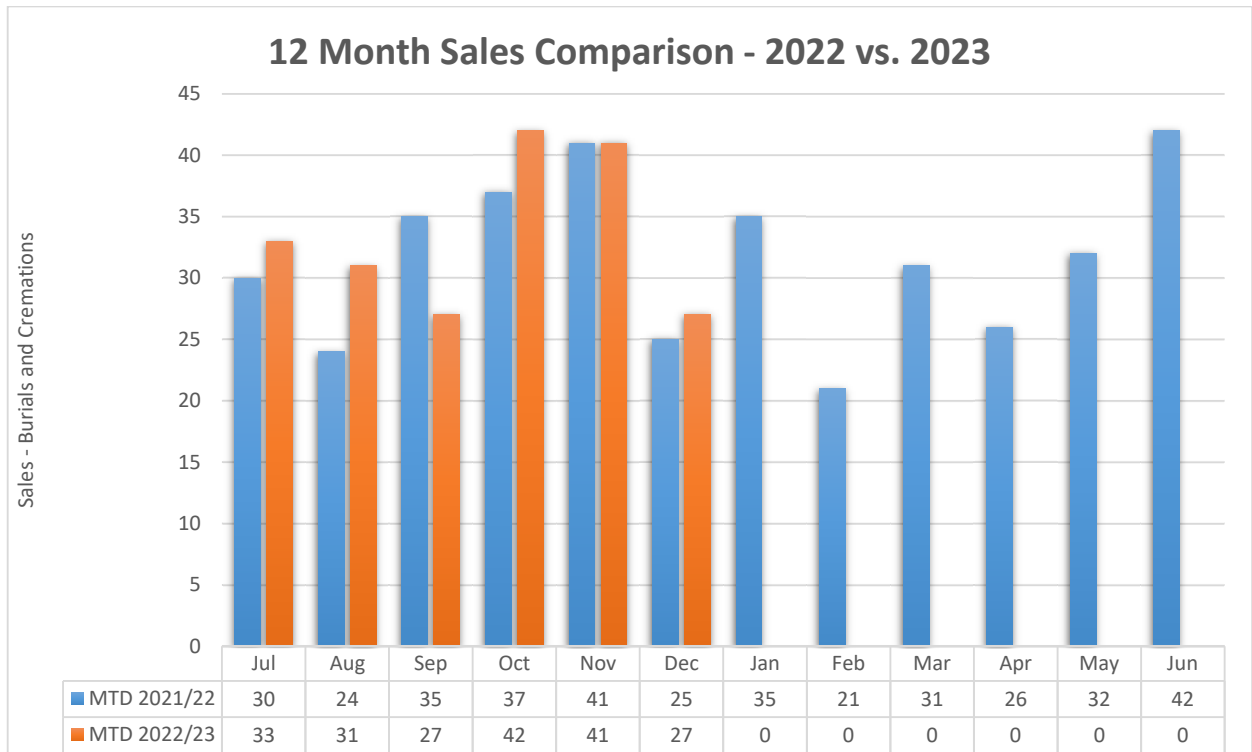
⁵ Includes RFQ22-309 Asbestos Remediation Works

⁶ Includes expenses for Cremator R & M

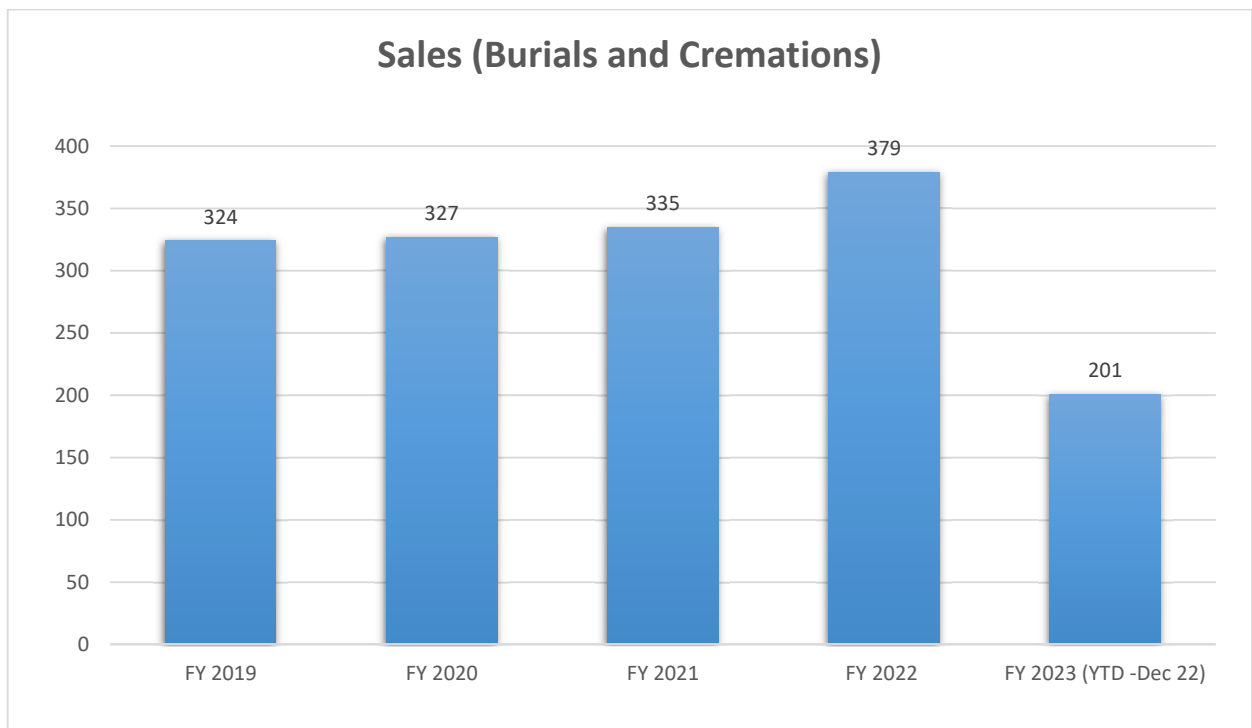
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 201 interments and cremations, an increase of 9 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 313.2.



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	316,185.20	376,533.14	60,347.93	753,066.27
Infrastructure (including roads, footpaths, park furniture)	1,472,369.03	5,583,589.93	4,111,220.90	11,167,179.85
Plant and Machinery	183,657.20	442,815.37	259,158.17	885,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	1,972,211.43	6,402,938.43	4,430,727.00	12,805,876.86
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	1,767,777.00	2,840,806.50	1,073,029.50	5,681,613.00
Transfers from Cash Reserves	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	304,096.88	150,000.00	(154,096.88)	300,000.00
TOTAL CAPITAL EXPENDITURE	2,071,873.88	2,990,806.50	918,932.62	5,981,613.00
FUNDING	2,071,873.88	2,990,806.50	918,932.62	5,981,613.00

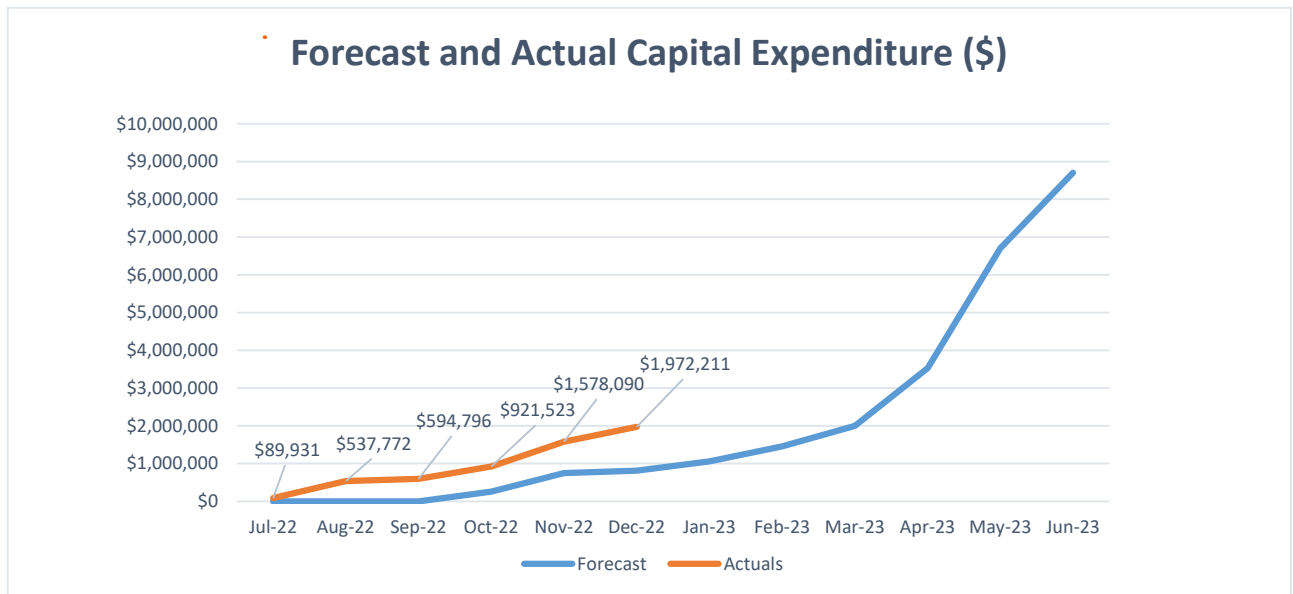


Table 2.2 Monthly Report on Planned Major Capital Works

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
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. The Priority list will be reconfirmed post 2022 road seal inspections. SOW will go out to Tender Nov - Jan. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023.
Roads	Pavement Renewal	-	-	-	533,429.00	533,429.02	0.00%	May-23	Project Planning	Tender closed and under review. Execution will commence in March 2023. Risk: High trafficable road due to HDWTS - Traffic Management needs to be planned to suit, to ensure minimal closure time.
Roads	Forward Design of Road Projects- Road Safety - Intersection Upgrades	-	-	-	23,608.80	23,608.80	0.00%	Nov-22	Project Planning	Intersection Assessments. RFQ already published will close on 9 Dec 2022. Assess critical intersections across the municipality and develop a matrix to inform prioritisation for upgrading. Includes Streetlighting upgrades.
	Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	-	-	70,826.40	70,826.40	0.00%	Oct-22	Project Planning	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 15. 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 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

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
	Forward Design of Road Projects- project yet to identified	-	-	-	61,129.60	61,129.60	0.00%	TBC	-	-
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 reconfirmed 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
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. Byrne to complete design based original design (Design was On Hold pending due to Land Acquisition)
Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	-	-	500,000.00	500,000.00	0.00%	May-23	Project Planning	100% design received - Need to review as estimate is \$2.60M Request submitted to Blackspot on 17th Oct for budget increase to cover the full scope. Risk: Public consultation critical for this project as public has already raised concerns. Reduction in SOW due to budget v estimate. Note: Execute in 2023.
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. Recommendation and Priority list will inform execution plan with respect to risk matrix.
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.

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
Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Project Planning	Priority list to be developed which will be completed in 2022, which will inform a 2023 Program.
Drainage	Drainage Renewal-Priority List - Jarvis Road	-	49,629.48	49,629.48	100,000.00	50,370.52	49.63%	Nov-22	Project Scope	Initial Drainage work completed. Scope and design long term solution.
	Drainage Renewal-Priority List - Elizabeth Valley - Horsnell Road Intersection	-	-	-	100,000.00	100,000.00	0.00%	Nov-22	Project Planning	WRM has provided flood assessment report. Report currently under review.
Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Budget is part of a Carry Forward Project As per Carry Forward - RFQ21-297 Girraween Road Safety Upgrades - Byrne have submitted 100% of the Design. Note: Total Budget for Execution is ~\$750k Carry Forward budget inclusive.
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 analysis is. Risk: Complex and expensive execution for minimal benefit. Note: May need project phases over the next few years, based on budget
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.
Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	-	-	83,000.00	83,000.00	0.00%	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 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.

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
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
Community	Freds Pass Reserve Asset Renewal	-	27,016.67	27,016.67	40,000.00	12,983.33	67.54%	TBC	Project Planning	Works to Vicar Bore complete. Other asset renewal works in discussion.
Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Identified bore works at Humpty Doo Village Green. Quotes being sought.
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.
Fleet	Plant/Vehicle Replacement- Council	-	-	-	355,000.00	355,000.00	0.00%	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 figure is inclusive of cemetery and waste vehicles.
	Plant/Vehicle Replacement- Cemetery	-	-	-	25,000.00	25,000.00	0.00%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.
	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
Admin	Capitalisation of Salaries	-	-	-	306,000.00	306,000.00	0.00%	Jun-23	Ongoing	Finance Team - EOY Settlement
	Subtotal	-	94,386.15	94,386.15	6,417,429.00	6,323,042.85	1.47%			

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
Roads	Gravel Road Sealing- Aldridge Street	-	-	-	2,071,858.00	2,071,858.00	0.00%	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>An alternative scope has been proposed which community usability is captured.</p> <p>Project will be executed under a D&C Contract.</p>
	Gravel Road Sealing-Collett Street	-	-	-						
	Gravel Road Sealing-Riverside Street	-	-	-						
Community	Mira Square Development- Construction of a new playground	-	19,500.00	19,500.00	70,000.00	50,500.00	27.86%	TBC	Project Planning	Playground equipment ordered; eight weeks wait. Anticipate arrival late January. Installation program to be developed on equipment arrival and will be weather dependent.
	Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Contract has been awarded for a double BBQ with bench, concrete pad, and shelter. Awaiting arrival of BBQ. Installation program to be developed on BBQ arrival and will be weather dependent.
	Bicycle & Walking Paths Howard Park Recreation Reserve	-	-	-	30,000.00	30,000.00	0.00%	TBC	Project Planning	Stage one of the path is schedule for completion in early 2023.
	<i>Installation of power and lighting to existing storage shed at Knuckey Lagoon</i>	-	6,840.00	6,840.00	20,000.00	13,160.00	34.20%	TBC	Completed	<i>Project complete.</i>
	Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	-	-	-	30,000.00	30,000.00	0.00%	TBC	Project Planning	Council and Livingstone Reserve Committee have provided feedback to consultant. Second draft of designs expected late January with design finalisation anticipated late February.
	Installation of solar lighting to	-	-	-	10,000.00	10,000.00	0.00%	TBC	Project Planning	Quotes are currently being evaluated. Project will be weather dependent and expected to b complete late March.

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
	picnic area-McMinns Lagoon Recreation Reserve									
	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
Community	<i>Knuckey Lagoon Recreation Reserve Electrical Repairs</i>	-	-	-	60,000.00	60,000.00	0.00%	Dec-22	Complete	<i>Project complete(waiting for the final invoice)</i>
Waste	<i>Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station</i>	-	-	-	45,000.00	45,000.00	0.00%	Dec-22	Complete	<i>Project complete(project invoices need to allocate from operational expense to Capital Expense)</i>
	Subtotal	-	26,340.00	26,340.00	2,471,858.00	2,445,518.00	1.07%			

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
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. RFQ finalised. Building permits to be assessed.
	Council Administration Building Renewal- External storage or Car park	34,137.64	550.00	34,684.64	35,796.00	1,108.36	96.90%	Nov-22	Planning	External storage and / or car shed
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.
Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades	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 - Commence Assessment and design. Whitewood Road Widening at Wadham Lagoon -100% of Design 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
Roads	Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads	351,098.81	905,681.92	1,256,780.73	1,921,154.85	664,374.12	65.42%	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. Works ON HOLD will recommence on After Christmas break.
Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	-	64,088.16	500,000.00	435,911.84	12.82%	Jun-22	Project Initiation	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byrne to complete design based original design (Design was On Hold pending due to Land Acquisition)
Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	65,102.00	143,366.62	454,910.00	311,543.38	31.52%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design Consultation awarded to Byrne Consultant Pty Ltd. 100% Design received to review.
	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

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
	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, and Challoner Circuit review	-	-	-				Sep-22	Completed	Completed
	Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00	54,452.85	-	54,452.85				Sep-22	Completed	Completed
Buildings	Mira Square Development- Community Hall	75,753.19	267,500.00	343,253.19	375,000.00	31,746.81	91.53%	Oct-22	Delivery	Lock upstage
Buildings	Reserve Building Renewal and compliance- Freds Pass - Compliance works	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
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.
Fleet	Cemetery Vehicle Replacement	49,249.04	-	49,249.04	74,589.78	25,340.74	66.03%	Feb-23	Delivery	Kubota Tractor ETA 23/02/23 & Iseki Mower awaiting delivery
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.
Community	Thorak Cemetery - Irrigation Grant	86,875.00	30,540.00	117,415.00	153,805.00	36,390.00	76.34%	TBC	Delivery	Fully grant funded project, delays due to wet season weather and contractors

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
										secured other work. Negotiations currently being undertaken for works to be completed EOM September 2022.
Mobile Workforce	Two spray Tank units (replacement)	-	23,881.28	23,881.28	25,000.00	1,118.72	95.53%	TBC	Completed	MWF weed spraying units. Purchase orders complete.
Community	Humpty Doo Village Green irrigation	-	-	-	20,000.00	20,000.00	0.00%	TBC	Delivery	Irrigation project underway.
Roads	Power Road Floodway	465,273.37	268,835.28	734,108.65	763,292.63	29,183.98	96.18%	TBC	Completed	
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	1,851,485.28	3,531,552.37	5,596,656.58	2,065,104.21	63.10%			

STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 31 DEC 2022	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	23,322,404.30	
Untied Funds	3,136,746.67	
Accounts Receivable ⁷		
Trade Debtors	107,201.37	(2)
Rates & Charges Debtors	4,582,678.01	
Other Current Assets	271,501.70	
TOTAL CURRENT ASSETS	31,420,532.05	
Non-Current Financial Assets	6,284,195.20	
Property, Plant and Equipment	401,189,263.90	
TOTAL NON-CURRENT ASSETS	407,473,459.10	
TOTAL ASSETS	438,893,991.15	
LIABILITIES		
Accounts Payable ⁸	1,234,524.24	(3)
ATO & Payroll Liabilities	87,259.05	(4)
Current Provisions	652,131.00	
Accruals	963,727.83	
Other Current Liabilities	6,150.00	
TOTAL CURRENT LIABILITIES	2,943,792.12	
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	3,303,625.00	
NET ASSETS	435,590,366.15	
EQUITY		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	10,311,741.55	
TOTAL EQUITY	435,953,192.21	

⁷ Includes Allowance for Doubtful debt.

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

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)	2/05/2022	1,000,000.00	2.15%	10/01/2023	253	4,000,000.00	17.53%	14,902.74
	10/08/2022	1,000,000.00	3.40%	4/04/2023	237			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
Commonwealth (S&P A1+)	5/04/2022	322,404.30	1.25%	13/01/2023	283	7,822,404.30	34.28%	3,124.67
	11/05/2022	1,000,000.00	2.54%	24/01/2023	258			17,953.97
	11/05/2022	1,000,000.00	2.64%	7/02/2023	272			19,673.42
	24/05/2022	1,000,000.00	2.62%	21/02/2023	273			19,596.16
	5/07/2022	1,500,000.00	3.48%	21/03/2023	259			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
Defence Bank A-2	3/10/2022	1,000,000.00	4.00%	6/06/2023	246	3,000,000.00	13.14%	26,958.90
	24/11/2022	1,000,000.00	4.30%	27/07/2023	245			28,863.01
	24/11/2022	1,000,000.00	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	26.29%	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	8.76%	45,992.33
TOTAL INVESTMENTS		22,822,404.30				22,822,404.30	100%	593,195.05

% of Total Investment Portfolio	A1 & A1+ (max 100%)	69%	A2 (max 60%)	31%	100%
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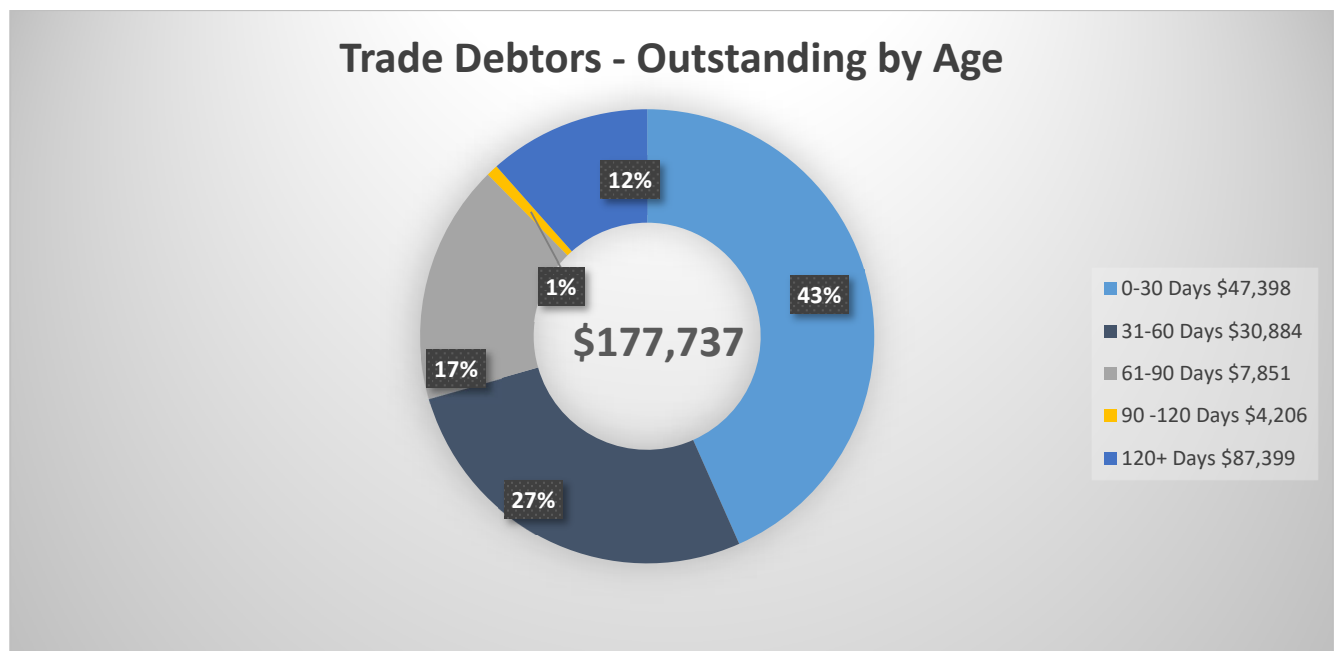
Total Investments/ Tied Funds	\$ 22,822,404.30	Total Year to date Investments Earnings	\$ 255,480.35
General Bank Funds	\$ 3,135,471.67		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 3,136,746.67		
Total all funds	\$ 25,959,150.97		

Note 2: Statement of Trade Debtors

Total Debtors as of 31 December 2022 is \$177,737 and \$87,398.62 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 three hundred and three (303) infringements outstanding with a total balance of \$71,677, an increase of \$4,554 from November. Nine (9) are newly issued, eighty-five (85) are reminder noticed produced and two hundred and nine (209) 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	(1,479.89) ⁹	225.39	-	582.27	49,221.88	48,549.65
Cemetery	44,220.00	7,606.70				51,826.70
Waste	88.96	(256.43)	-	(34.10)	9.49	(192.08)
Recreation Reserves	733.97	2,194.31	(393.20)	1,065.55	384.25	3,984.88
GST Receivable	1,890.58					1,890.58
Infringements	1,944.00	21,114.00	8,244.00	2,592.00	37,783.00	71,677.00
Total	47,397.62	30,883.97	7,850.80	4,205.72	87,398.62	177,736.73



⁹ Debtor payments received in advanced

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	35,800.94	-	-	-	-	35,800.94
Cemetery	469.15	-	-	-	-	469.15
Total	36,270.09	-	-	-	-	36,270.09

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	69,012.20	-	-	-	-	69,012.20
Payroll- PAYG	53,538.00	-	-	-	-	53,538.00
Total	122,550.20	-	-	-	-	122,550.20

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

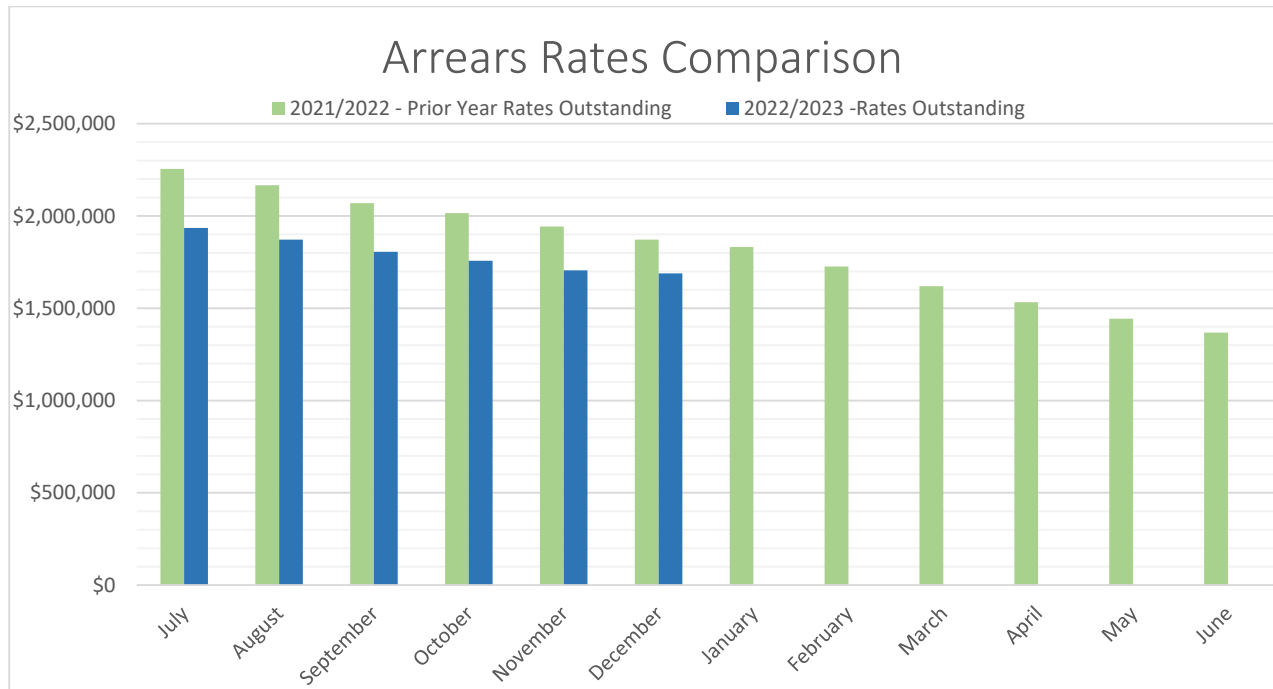
The below table illustrates the split of prior year outstanding rates, currently at \$1.7 million.

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 (November 2022) (\$)	Current Month (December 2022) (\$)
COMMERCIAL	48,844.51	31,349.67	31,953.81
GAS PLANT	812.20	-	-
MINING	135,034.69	139,818.79	140,999.46
HORTICULTURE AGRICULTURE	77,870.19	74,112.42	73,109.88
NON-RATEABLE GENERAL	17,276.01	17,856.72	17,981.17
NON-RATEABLE WASTE	33,640.91	34,763.94	35,036.43
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,184,779.69	1,176,921.54
URBAN RESIDENTIAL	283,118.87	222,612.72	213,225.59
TOTAL	2,047,272.12	1,705,293.95	1,689,227.88
Arrears LESS Legal	1,824,951.34	1,507,262.41	1,493,792.82

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



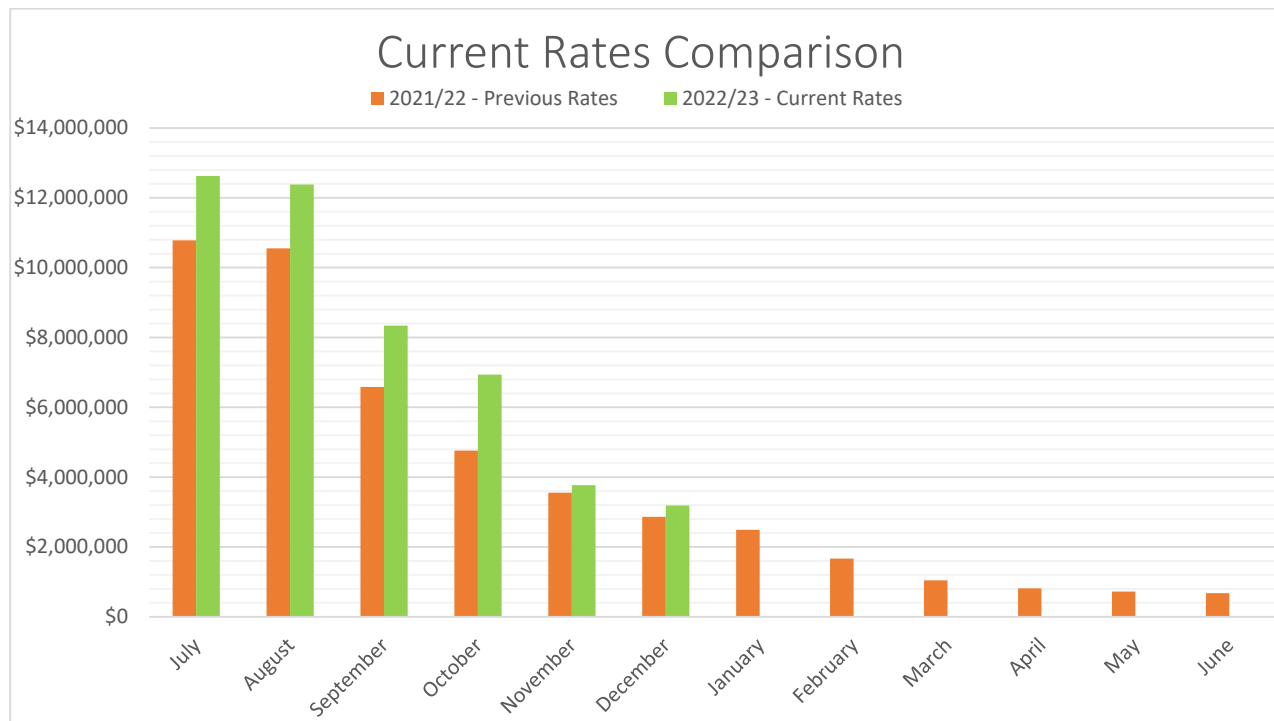
Current Year Rates

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m.

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

	Previous Month (November 2022) (\$)	Current Month (December 2022) (\$)	Variance (\$)	Due Dates
Instalment 1	594,912.54	511,414.91	83,497.63	30-Sep-22
Instalment 2	1,141,211.29	754,234.97	386,976.32	30-Nov-22
Instalment 3	2,036,313.65	1,924,979.17	111,334.48	28-Feb-23
TOTAL	3,772,437.48	3,190,629.05	581,808.43	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1362.435-01	COMMONWEALTH BANK OF AUSTRALIA (CBA)	Term Deposit - Maturity Date 05 Sep 2023	1,000,000.00
1364.8-01	DOWNERDI WORKS PTY LTD	Environmental Management Package - Various Locations Litchfield Council Municipality	373,484.55
1362.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Driveway Upgrades - Various Locations Litchfield Council Municipality	105,655.00
1366.280-01	CITY OF DARWIN	Nov 2022 - Waste Transfer from HS, BS and HD Waste Stations to Shoal Bay Receiving Station	62,284.00
1366.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 10 (22/23) - Cycle 1 WE: 14 Dec 2022	52,494.00
1360.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 10 (22/23) - Cycle 1 WE: 30 Nov 2022	49,990.00
1362.2415-01	SMEC	Litchfield Council Road Pavement Assessment - Mira Square Road	36,945.70
1366.514-01	VEOLIA ENVIRONMENTAL SERVICES	Litchfield Council Office Compactor Bin Repairs	35,952.40
1364.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 12 WE: 11 Dec 2022	33,701.44
1360.2262-01	ADASROOFING & CONSTRUCTION	Mira Square - New Community Building - RFT21-280	33,352.00
1364.162-01	CIVICA PTY LTD	Dec 2022 - Authority Program - V6.11 - V7.1 Upgrade	31,688.80
1362.165-01	THINK WATER DARWIN	Repairing Pump Leak & Suction at MWF	31,030.65
1360.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 11 WE: 27 Oct 2022	28,309.35
1366.858-01	NTEX - PTY LTD	Project for Crush Concrete Waste at HDWTS	25,300.00
1366.60-01	FREDS PASS SPORT & RECREATION	Insurance Recovery - Damage to Office	24,228.45
1364.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	23,618.92
1362.1193-01	NT SHADE & CANVAS	Mira Square - New Playground Construction & Design	21,450.00
1367.290-01	AUSTENG ENGINEERING SOLUTIONS	On Site Call Out for Repairing Cremator Suction	19,570.15
1364.849-01	WEX AUSTRALIA (PUMA CARD)	Nov 2022 - Litchfield Council Fuel Account	19,502.72
1362.2141-01	DELOS DELTA	Kerbside Waste Collection - RFQ22-308 - 40%	15,400.00
1360.2526-01	CJD EQUIPMENT PTY LTD	Diagnose & Repair - Isuzu 500 Tipper CB 63VD - MWF	14,526.48
1366.1564-01	FOURIER TECHNOLOGIES PTY LTD	Dec 2022 - Managed ICT Service Provider	14,326.46
1366.268-01	BYRNE CONSULTANTS	RFQ21-297 - Girraween Road - Road Safety	13,024.00
1360.132-01	AIRPOWER NT PTY LTD	Service and Preventative Kubota M110GX - CD 92 VW & Replacement of Blades, Bolts & Washers - MWF	12,966.04
1366.1852-01	LG SOLUTIONS PTY LTD	Financial Reporting Templates - Litchfield Council Office & Thorak Cemetery - 2022/2023	12,705.00

Cheque No.	Payee	Description	Amount (\$)
1366.919-01	TOTEM FENCING PTY LTD	Fence Repairs at Strangways	12,317.80
1360.1564-01	FOURIER TECHNOLOGIES PTY LTD	Jul 2022 - Monthly Onsite Support	11,183.34
1366.1103-01	HASTINGS DEERING	Caterpillar 428 Backhoe / Industrial Loader	10,989.00
1360.268-01	BYRNE CONSULTANTS	Chibnall Road Flood Modelling - 22087 - Litchfield Council	10,162.24
1362.1285-01	LITCHFIELD RESIDENT	Trust Refund DP19.0285	10,000.00
1366.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	8,629.28
1366.1829-01	PACESETTER SERVICES PTY LTD	Crystal Reports Package - License & Installation	8,415.00
DD141222	WESTPAC CARDS & DIRECT DEBITS	Nov 2022 - Credit Card Purchases Litchfield Council	8,076.61
1362.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	8,056.58
1362.1068-01	MR D S BARDEN	Nov 2022 - Elected Member Allowances	7,849.01
1360.2390-01	MASTERPLAN SA PTY LTD	Nov 2022 - Locum Planning Services - Litchfield Council Municipality	7,779.09
1360.1023-01	AUSLINE ENGINEERING	Repairs Fail Mower & Replace Joints - MWF	6,930.00
1362.170-01	NTRS (NT RECYCLING SOLUTIONS)	Nov 2022 - Waste Transfer from WTS to Shoal Bay	6,926.32
1366.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	6,292.00
1366.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Sep 2022 - Cleaning Litchfield Council & Thorak Cemetery	6,225.65
1360.78-01	POWER & WATER CORPORATION	Oct - Nov 2022 - Water for Various Locations Litchfield Council Municipality	5,948.63
1362.1588-01	QBD BOOKS (COVER SYNDICATE PTY LTD)	Supply of Books for Taminmin Library	5,691.83
1360.85-01	TELSTRA	Nov 22 - Thorak & Litchfield Council Internet, Data & Mobiles	5,506.60
1364.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for Litchfield Council Employees WE: 14 Dec 2022 & 30 Nov 2022	5,450.14
1366.162-01	CIVICA PTY LTD	Feb 2022 - Authority Licence, Support & Maintenance	5,406.90
1360.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	4,993.25
1366.2130-01	APEX STEEL SUPPLIES	Supply of Steel at HDWTS - MWF	4,488.00
1360.1617-01	PRESTIGE AUTOMOTIVE NT PTY LTD	Supply & Installation of Radio & Consumables on Kubota - MWF	4,452.04
1362.78-01	POWER & WATER CORPORATION	Aug - Nov 2022 - Water for HDVG Lot 1799	4,446.65
1362.14-01	AUSTRALIA POST	Bulk Purchase of Stamps Litchfield Council	4,424.26
1360.928-01	RSEA PTY LTD	Supply of PPE for MWF Staff	4,241.04
1364.1617-01	PRESTIGE AUTOMOTIVE NT PTY LTD	Installation of Light on Mower & Kubota - MWF	4,034.98

Cheque No.	Payee	Description	Amount (\$)
1364.2563-01	LITCHFIELD RESIDENT	Refund for Overpayment Thorak Cemetery	3,974.13
1363.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Nov 2022 - Grave Preparation Thorak Cemetery	3,960.00
1366.2537-01	SEAT SHOP WA PTY LTD	Replacement to Broken Seat Komatsu WA150	3,780.70
1360.2418-01	HUMPTY DOO COMMUNITY GARDEN INC	Grant for Extension of Humpty Doo Community Garden	3,682.12
1360.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	3,616.54
1362.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	3,616.54
1364.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	3,616.54
1366.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	3,616.54
1362.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	3,529.20
1364.926-01	JACANA ENERGY	Oct 2022 - Electricity for HSWTS Lot 1916 & Litchfield Council Office	3,325.07
1366.78-01	POWER & WATER CORPORATION	Nov - Dec 2022 - Water for Various Locations Litchfield Council Municipality	3,276.37
1362.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	23 Oct - 30 Nov 2022 Grounds Maintenance HDVG	3,263.00
1362.194-01	EXPERT CLEANING SYTEMS NT	Sep - Nov 2022 - Cleaning at HDVG	3,260.00
1360.2551-01	LITCHFIELD RESIDENT	Rates Refund	3,000.00
1360.347-01	INFORMATION CONSULTANTS PTY LTD	Advice & Assistance for Processing FOI Application	2,920.50
1366.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations Litchfield Council Municipality	2,886.20
1362.2252-01	MRS E SHARP	Nov 2022 - Elected Member Allowances	2,739.30
1360.1253-01	CRAIG BURGDORF	Repairs and Maintenance to Cat 428F BSWTS	2,719.93
1360.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations Litchfield Council Municipality	2,662.00
1362.2238-01	MR K R HARLAN	Nov 2022 - Elected Member Allowances	2,446.74
1362.2249-01	MS R A WRIGHT	Nov 2022 - Elected Member Allowances	2,446.74
1366.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	2,354.22
1363.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 23 Nov 2022	2,345.41
1366.70-01	LOCAL GOVERNMENT ASSOCIATION NT	LGANT Registration - General Meeting & Dinner	2,250.00
1362.2239-01	MR M SIDEY	Nov 2022 - Elected Member Allowances	2,226.74
1362.498-01	MR M I G SALTER	Nov 2022 - Elected Member Allowances	2,226.74
1366.1253-01	CRAIG BURGDORF	Repairs to Komatsu WA150 - WTS	2,123.73

Cheque No.	Payee	Description	Amount (\$)
1362.506-01	TURBO'S TYRES	Service & Slasher Tyre - MWF Vehicle	2,095.50
1367.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	2,075.17
1366.2270-01	TYRECYCLE PTY LTD	Removal of Tyres HDWTS	2,054.60
1360.2270-01	TYRECYCLE PTY LTD	Removal of Tyres HDWTS	1,932.23
1366.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Open Top Bin at HDWTS	1,903.00
1364.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	1,834.35
1360.512-01	SELTOR SHAW PLUMBING PTY LTD	Replace Water Bubbler at Litchfield Council Office	1,760.11
1361.2552-01	LITCHFIELD RESIDENT	Refund for Correspondence Cremation	1,750.00
1360.926-01	JACANA ENERGY	Oct - Nov 2022 - Electricity for HSWTS Lot 4431 & Lot 1799 HDWTS (House)	1,657.78
1365.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	1,641.75
1366.926-01	JACANA ENERGY	Nov 2022 - Electricity for Various Locations Litchfield Council Municipality	1,619.00
1366.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs to Cat Backhoe	1,600.36
1364.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Nov - Dec 2022 - Mowing Service HPRR	1,595.00
1364.1088-01	TALENT PROPELLER	Advertisement for Business Support Officer	1,573.00
1364.616-01	PALMERSTON & RURAL PARTY HIRE	Hire of Hall for Australia Day Programme	1,559.00
1362.2253-01	MR A MACKAY	Nov 2022 - Elected Member Allowances	1,516.74
1367.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 07 Dec 2022	1,495.15
1366.1471-01	RICOH AUSTRALIA PTY LTD	Nov 2022 - Corporate Photocopier Consumables	1,425.38
1364.1716-01	LITCHFIELD RESIDENT	Rates Refund	1,332.16
1365.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Termite Inspection for the Chapel	1,279.20
1362.2512-01	DOG FORCE GROUP PTY LTD	Dangerous Dog Management Training Course	1,221.00
1364.2559-01	LITCHFIELD RESIDENT	Rates Refund	1,200.00
1362.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check New Litchfield Council Employee	1,197.90
1362.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Nov 2022 - Patrol Services - Litchfield Council	1,189.02
1364.2529-01	TOTAL SAFETY SOLUTIONS	PPE for MWF Staff	1,172.49
1360.2034-01	MARNIE JAY ART	Artwork for Annual Report - 2022	1,137.50
1367.2464-01	CAPS AUSTRALIA PTY LTD	Generator Load Testing - Thorak Cemetery	1,125.30

Cheque No.	Payee	Description	Amount (\$)
1366.1416-01	WASTE MANAGEMENT SERVICES PTY LTD	Recyclables Discussion Meeting and RFQ Preparation	1,100.00
1365.926-01	JACANA ENERGY	Nov 2022 - Electricity - Thorak Cemetery	1,050.67
1366.1674-01	FRESH START - FOR CLEANING	Cleaning Services Waste Stations WE: 06 Dec 2022	1,007.00
1362.1016-01	LITCHFIELD RESIDENT	Rates Refund	1,000.00
1362.2372-01	LITCHFIELD RESIDENT	Rates Refund	1,000.00
1363.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	990.00
1361.2464-01	CAPS AUSTRALIA PTY LTD	Generator Load Testing - Thorak Cemetery	986.70
1362.436-01	DELTA ELECTRICS NT PTY LTD	Litchfield Council Annual Generator Maintenance	962.50
1366.1392-01	AKRON GROUP PTY LTD	Emergency Call Out - Bees Creek Road Traffic Management	906.95
1364.1316-01	LITCHFIELD RESIDENT	Rates Refund	900.00
1364.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Investigate Water Leak at Litchfield Council Office	851.66
1366.2340-01	BELONG GROUP	MC Services for 2023 Australia Day Event	847.00
1363.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	831.82
1364.2562-01	LITCHFIELD RESIDENT	Rates Refund	800.00
1360.506-01	TURBO'S TYRES	Service Truck Tyre Hino - MWF	759.00
1364.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check New Litchfield Council Employee	741.40
1362.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	726.70
1365.2049-01	AJ SECURITY DARWIN	Dec 2022 - Security Open and Lock Up Cemetery	724.54
1366.2049-01	AJ SECURITY DARWIN	Nov 2022 - Security Open and Lock Up HPRR	724.54
1362.1211-01	LITCHFIELD RESIDENT	Litchfield Council Weekend Pound Clean 17 Sep - 06 Nov 2022	720.00
1366.815-01	JEFFRESS ADVERTISING	NT News Advertisement for Spencely Road Rehabilitation	717.62
1364.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 09 Dec 2022	715.00
1362.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 30 Nov 2022	690.00
1366.2259-01	DARWIN MOBILE DETAILERS	Detail Cleaning Services of Backhoe	660.00
1366.577-01	ARJAYS SALE & SERVICE PTY LTD	Remove Damaged Lid at 12 Challenor Circuit	624.25
1365.2556-01	LITCHFIELD RESIDENT	Refund for Overpayment	616.00
1362.1603-01	TICK OF APPROVAL PTY LTD	Toilet Refurbishment at Litchfield Council	605.00

Cheque No.	Payee	Description	Amount (\$)
1364.2164-01	SCOUT TALENT PTY LTD	Nov 2022 - E-Learning Monthly Subscription	595.98
1360.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 23 Nov 2022	585.00
1366.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA) PTY LTD	Nov 2022 - Litchfield Council Archive Storage	568.49
1361.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 05 Oct 2022	563.42
1366.2561-01	MS THE STORE AT THE MUSEUM	Books for Taminmin Library Content	543.21
1362.730-01	DNA ELECTRICAL CONTRACTING	Call Out to Repair Power at BSWTS	528.00
1366.189-01	H.D. ENTERPRISES PTY LTD (HUMPTY DOO HARDWARE)	Spray Gun Hoses and Fittings	514.32
1360.2529-01	TOTAL SAFETY SOLUTIONS	SR515-ABE1 Gas Filter - MWF	501.12
1362.1085-01	CRESTBARB PTY LTD	Refund for Defect Liability PA2018/232	500.00
1360.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Open Top Bin at HDWTS	495.00
1365.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	495.00
1362.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	482.16
1360.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	475.20
1364.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Dec 2022 - Catering for Council Meeting	456.00
1362.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Investigate Septic & Guttering	437.46
1360.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Nov 2022 - Catering for Council Meeting	432.00
1360.111-01	STICKERS AND STUFF	Embroidered Patch Design - Regulatory Services	422.00
1366.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	De Gassing Air Conditioning & Fridges HDWTS	412.50
1362.928-01	RSEA PTY LTD	PPE - Navy Drill Pants - MWF	406.28
1366.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards for Litchfield Council Staff Member	398.20
1367.2100-01	ULTIMATE CARPET AND TILE CARE	Carpet Clean Chapel and Viewing Rooms - Thorak Cemetery	392.00
1363.220-01	THE BIG MOWER	Replacement of Iseki Belt for Thorak Mower	376.50
1364.874-01	VTG WASTE & RECYCLING	Nov 2022 - HDVG, KLRR & HPRR VTG Waste Collection	366.60
1364.1278-01	SEEK LIMITED	Advertisement for Business Support Officer	346.50
1366.1040-01	SUPERCHEAP AUTO	Assorted Consumable Products - MWF	342.78
1362.61-01	GREENTHEMES INDOOR PLANT & HIRE	Dec 2022 - Indoor Plant Hire Litchfield Council Offices	338.50
1364.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Dec 2022 - 30 x Tracking system Data Access	330.00

Cheque No.	Payee	Description	Amount (\$)
1366.220-01	THE BIG MOWER	Repair Recoil Pull Cord BG 56 Blower - MWF	329.00
1366.565-01	CURBY'S (NT) PTY LTD	Replacement ID card for Litchfield Council Staff Members	328.90
1364.1330-01	PAWS DARWIN LTD	Dec 2022 - Impound Transfer	325.00
1364.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	313.28
1362.2530-01	RURAL AUTOMOTIVE SERVICE	Installation of New Air Ride Seat & Power Connection	311.15
1363.287-01	HARVEY DISTRIBUTORS	Bin Liners & Toilet Paper - Thorak Cemetery	294.37
1363.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B220914A	265.10
1360.794-01	TOP END R.A.C.E.	Reactive Street Light Maintenance - Various Locations Litchfield Council Municipality	264.00
1364.1697-01	RSPCA	Nov 2022 - Impound Transfer	260.00
1366.267-01	K & J BURNS ELECTRICAL & REFRIGERATOR	Repairs & Maintenance of Winch not Working at HDWTS	247.00
1366.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Nov 2022 - Police Check for New Litchfield Council Employee	242.00
1367.514-01	VEOLIA ENVIRONMENTAL SERVICES	Nov 2022 - Waste Collection Thorak Cemetery	240.42
1364.508-01	EASA	EAP Counselling Sessions: 16 - 30th Nov 2022	235.30
1360.25-01	LAND TITLES OFFICE	Oct - Nov 2022 - Land Titles Office Tittle	235.20
1360.2382-01	FVS FIRE PTY LTD	Test & Tag of Portable Fire Extinguisher	231.00
1361.85-01	TELSTRA	Nov 2022 - Telstra Line Rental Thorak Cemetery	227.46
1363.436-01	DELTA ELECTRICS NT PTY LTD	Call Out to Site Check Generator - Thorak Cemetery	214.50
1364.1008-01	OUTBACK BATTERIES PTY LTD	Replacement of Battery 582CCA for Kubota	209.00
1362.158-01	NT ELECTRICAL GROUP	Remove Outlet in Skatepark & Isolation Switch HDVG	198.00
1360.855-01	TENDERLINK	Advertising : RFQ22-331 Spencely Road Pavement	184.80
1364.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Dec 2022 - ASSA Monthly Membership	181.50
1362.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items	180.09
1366.1181-01	ODD JOB BOB	Repairs at HDVG	176.00
1363.926-01	JACANA ENERGY	Oct 2022 - Electricity for KLRR Lot 2734	165.81
1364.2564-01	LITCHFIELD EMPLOYEE	Reimbursement : Sep 2022 - Telstra Telephone Charges	163.00
1360.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station	151.01
1362.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Dec 2022 - Hire Water Cooler	149.00

Cheque No.	Payee	Description	Amount (\$)
1360.1181-01	ODD JOB BOB	Installed White Board	148.50
1366.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	147.87
1360.799-01	WALGA (WA LOCAL GOV)	Review of Position Classification	137.50
1367.926-01	JACANA ENERGY	Nov 2022 - Electricity for Thorak House	137.47
1363.785-01	ARROW BRONZE	Plaque as Requested by Cemetery Customer	134.64
1362.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs - Thorak Cemetery	126.50
1365.92-01	ST JOHN AMBULANCE AUSTRALIA (NT)	Restocking of First Aid Kits - Thorak Cemetery	117.02
1360.2553-01	LITCHFIELD RESIDENT	Refund for Overpayment	115.70
1363.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Irrigation Repairs - Thorak Cemetery	99.00
1362.874-01	VTG WASTE & RECYCLING	Nov 2022 - Waste Collection Litchfield Council Office	88.90
1366.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Wash & Dry Linen used in Chambers	88.00
1366.2434-01	BELLS PURE ICE	Bagged Ice - Delivered to MWF Site	82.50
1362.2550-01	VISIMAX (BUCCI HOLDINGS PTY LTD)	Local Government Official Notebook - Regulatory Services	78.25
1365.559-01	BLACKWOODS	PPE - Safety Glasses for Thorak Employee	69.63
1364.78-01	POWER & WATER CORPORATION	Standpipe Water Cards for MWF Crew	57.16
1364.2557-01	LITCHFIELD RESIDENT	Refund for Key Deposit	55.10
1360.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 20 Nov 2022	53.86
1362.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 27 Nov 2022	53.86
1364.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 18 Dec 2022	53.86
1366.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 09 Dec 2022	53.86
1362.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY PTY LTD)	Nov 2022 - Plant Hire Taminmin Library	52.00
1362.2555-01	PLAYGROUP NORTHERN TERRITORY	Refund for Key Deposit	50.00
1365.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	46.20
1367.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	46.20
1364.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	17.99
1364.2558-01	LITCHFIELD RESIDENT	Refund for Overpayment of Dog Registration	10.00
Total			2,447,236.07

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

Cardholder Name: Stephen Hoyne

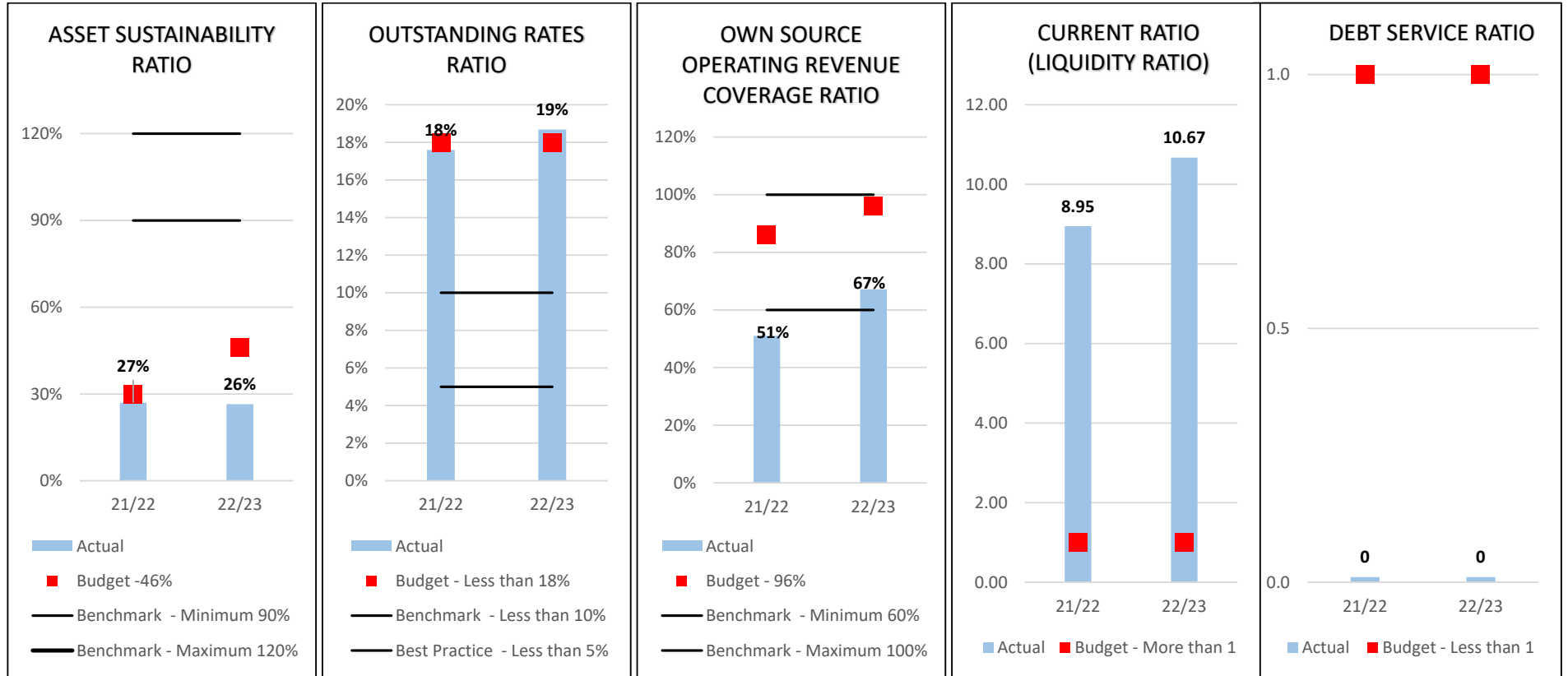
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
09/12/2022	84.00	Coolalinga Tavern	Christmas Lunch
20/12/2022	6.00	Westpac	Credit Card Fee
22/12/2022	5.59	SMP*Salvatores Cafe Darwin City	Coffee- Business Meeting
30/12/2022	6.00	JOHNNY'S DINE IN & T BERRY SPRINGS	Coffee- Business Meeting
Total	101.59		

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

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

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



<p>Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.</p>	<p>Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.</p>	<p>This ratio measures the degree to which Council relies on external funding to cover its operational expenses.</p>	<p>Identifies Council's ability to meet its short-term financial commitments as and when they fall due.</p>	<p>Indicates Council's ability to repay loans.</p>
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 26% for the month of December 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 19% sits a slight over 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 10.67 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>

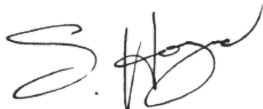
*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

** 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

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: 10 January 2023



COUNCIL REPORT

Agenda Item Number:	14.01.02
Report Title:	People, Performance and Governance Report – December 2022
Author:	Lisa Hancocks, Manager People and Performance
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	17/01/2023
Attachments:	A: People, Performance and Governance Report – December 2022

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 December 2022.

Background

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

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

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 November 2022

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Waste Transfer Station Gatekeeper	Infrastructure and Operations	15 December 2022	Permanent

External Appointments

Position	Department	Commenced	Permanent/Temporary
NA	NA	NA	NA

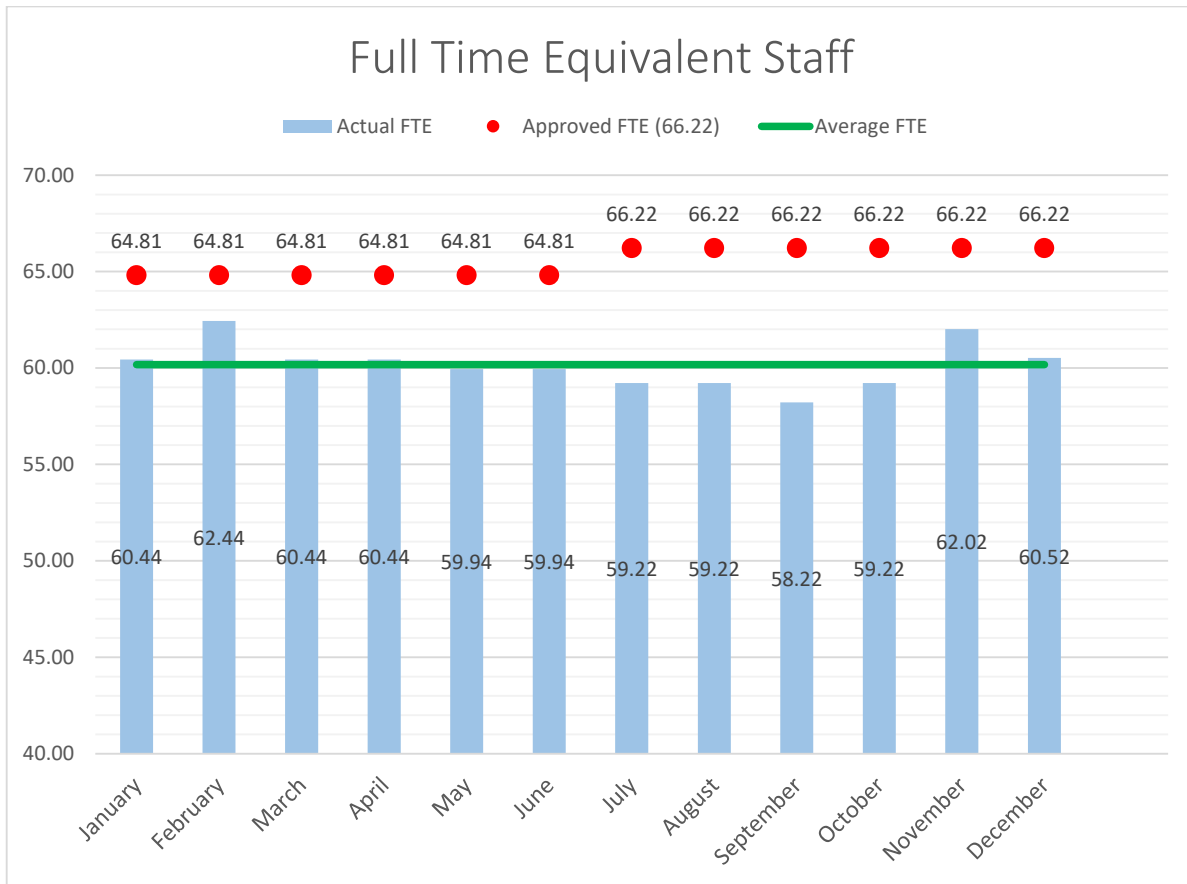
Employment Separation

Position	Department	End date	Permanent/Temporary
Library Customer Service Officer	Community and Lifestyle	15 December 2022	Casual
Manager Operations and Environment	Infrastructure and Operations	30 December 2022	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	46.75	42.75	-4
Part-time	7.47	7.47	0
Contract	12	9	-3
Casual		1.3	+1
Total	66.22	60.52	-6

Recruitment Overview:

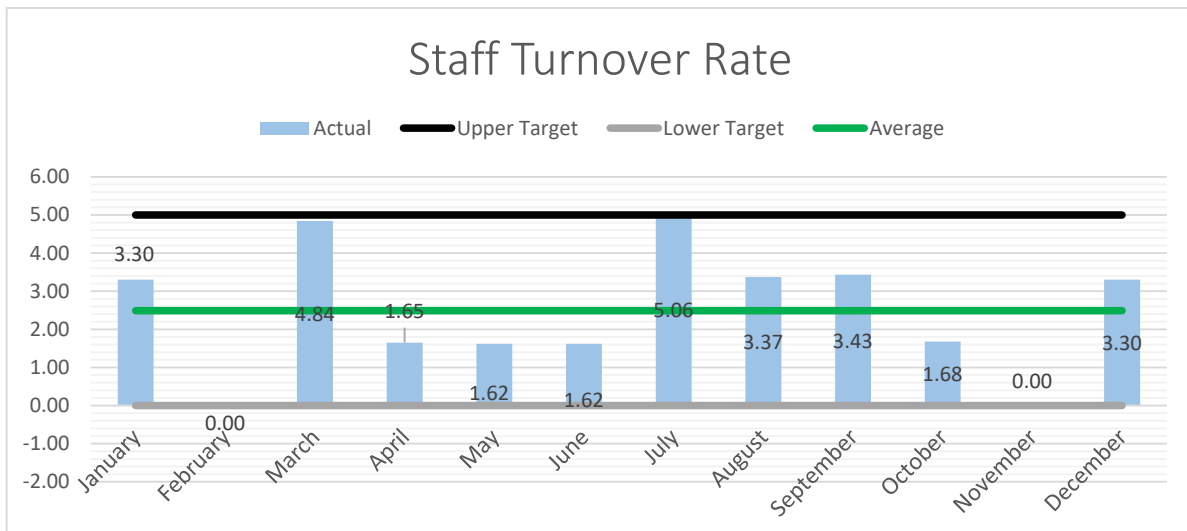
Role	In Progress	Completed
Development Engineer		✔
Asset Engineer	✔	
Business Support Officer – Corporate Services	✔	



Turnover Rate:

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

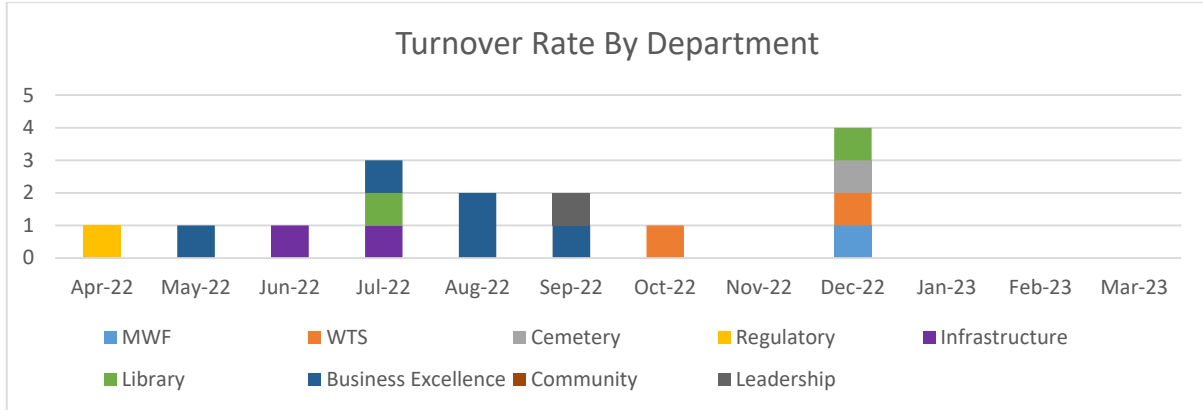
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



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

Target Average: Between 0% - 5%

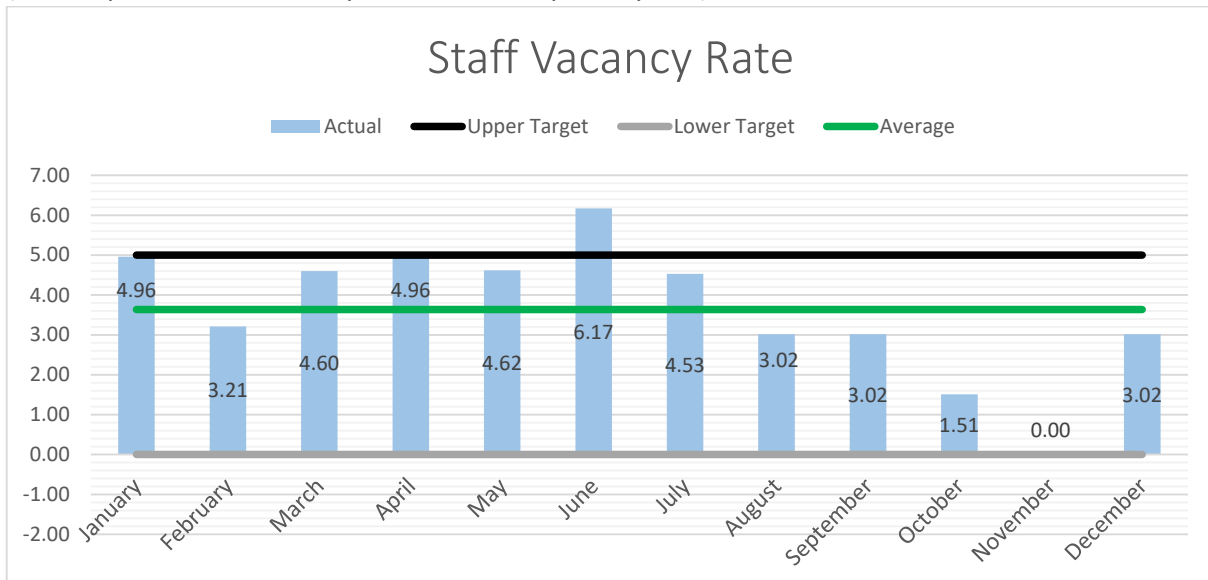
Turnover Rate by Department:



Department	Numbers	Percentage (%)
MWF	0.1	0.17
WTS	0.6	0.99
Cemetery	0.3	0.49
Regulatory	0	NA
Infrastructure	0	NA
Library	1	1.65
Business Excellence	0	NA
Community	0	NA
Leadership	0	NA
Total	2	3.30 %

Staff Vacancy Rate:

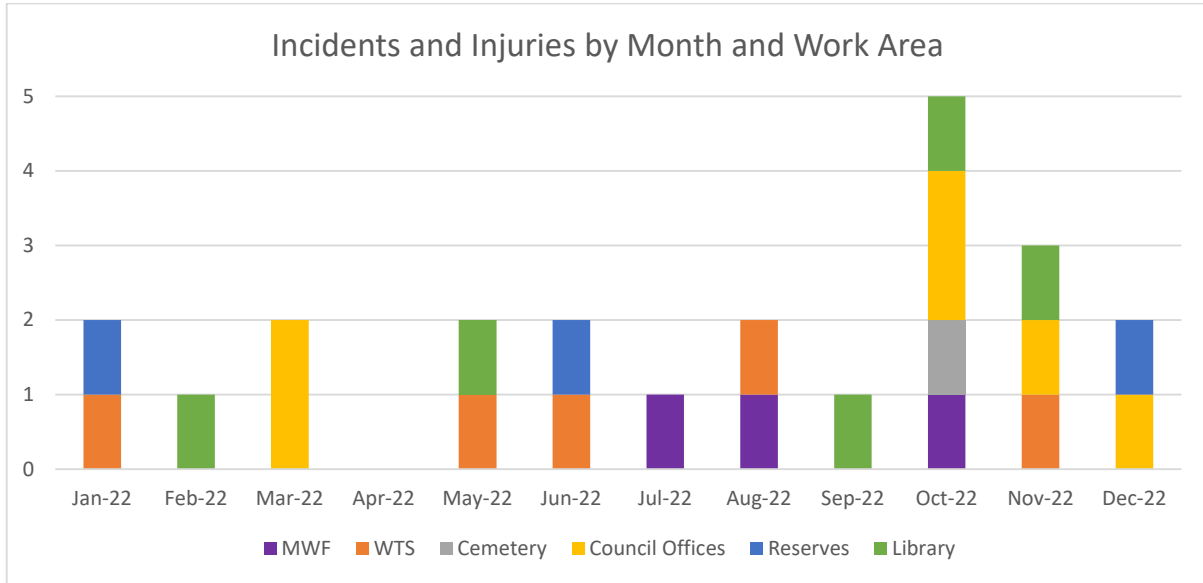
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100)



Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Average
4.96%	3.21%	4.60%	4.96%	4.62%	6.17%	4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	3.64%

Target: 0% - 5

Workplace Health and Safety:



Two workplace health and safety incidents were recorded in December 2022.

Incident 1: An employee was verbally abused and threatened by a resident in the course of their duties.

Incident 2: A member of the public sustained a minor injury whilst utilising facilities at one of the recreational reserves.

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 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
Approved Forms	Monthly financial report form

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
GOV03 Privacy	INF07 Street and Public Lighting



COUNCIL REPORT

Agenda Item Number:	14.01.03
Report Title:	GOV03 Privacy Policy
Author:	Lisa Hancocks, Manager People and Performance
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/01/2023
Attachments:	A: Draft GOV03 Privacy

Executive Summary

The purpose of this report is to present to Council draft policy GOV03 Privacy.

Recommendation

THAT Council adopt draft policy GOV03 Privacy, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

Background

GOV03 Privacy Policy is an existing Council policy, adopted in 2018, and was due for review in February 2022. The policy has now been reviewed against the Information Act 2002 and the Local Government Act 2019, and includes the following amendments;

- Section 4.1.2 amended to comply with;

Section 206(3) of the Local Government Act - A council must, by resolution, adopt a privacy policy protecting members and staff of the council from undue intrusion into their private affairs.

This ensures that personal information, such as payroll details, about staff and Elected Members is only used and disclosed in accordance with the reasons outlined in the policy and/or other relevant legislation.

- Minor formatting

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Policy GOV03 Privacy is compliant and aligned with the Local Government Act 2019 and Northern Territory Information Act 2002.

Risks

Nil identified.

Community Engagement

Not applicable.



Name	GOV03 Privacy
Policy Type	Council
Responsible Officer	Policy & Governance Program Leader <u>Chief Executive Officer</u>
Approval Date	13/12/2022 <u>17/01/2023</u>
Review Date	12/12/2026 <u>16/01/2027</u>

1. Purpose

In line with the Northern Territory Information Act 2002 (the Act), Litchfield Council considers the privacy of all personal information to be an integral part of its commitment towards information accountability.

The purpose of this policy is to meet the information privacy principles (IPPs) set out in the Act, in relation to the management and handling of personal information within the public sector.

2. Scope

This policy covers all personal information held by Litchfield Council, that is, information, or an opinion about an individual, whose identity is apparent, or can be reasonably ascertained, from that information or opinion. This includes information collected in any format.

~~including correspondence, in person, over the phone, and over the Internet.~~ The policy also covers personal information relating to Litchfield Council employees and Elected Members, and personal information that is sourced from third parties.

3. Definitions

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

FOI	Freedom of information
Information Officer	Officer delegated by the CEO to manage FOI requests as identified in the Litchfield Council Delegations Manual.
IPPs	Information Privacy Principles. Set of principles that regulate the handling of personal information as identified in t <u>The Act</u> .
Personal Information	Government information that discloses a person's identity or from which a person's identity is reasonably ascertainable is personal information . "Person" includes a deceased individual within the first 5 years after death.
Sensitive Information	personal information or an opinion about an individual's; <ul style="list-style-type: none"> • Race or ethnic origin; or • Political opinions; or

	<ul style="list-style-type: none"> • Membership of a political association: or • Religious beliefs or affiliations; or • Philosophical beliefs; or • Membership of a professional trade association; or • Membership of a trade union; or • Sexual preferences or practice; or • Criminal record
The Act	The Northern Territory Information Act 2002 .

4. Policy Statement

[4.1. Principles](#)

[4.2.4.1.](#) Litchfield Council will manage personal information as outlined in the following principles:

4.1.1 Collection

4.1.1.1 Litchfield Council will only collect personal information that is necessary for specific and legitimate functions of Council. Information will be collected by fair and lawful means.

4.1.1.2 Council will advise individuals, where possible, of the purposes for which their personal information is being collected, and of those third parties to whom the information is usually disclosed.

4.1.1.3 Sensitive information will only be collected where the individual has consented or collection is required or permitted by law.

4.1.1.4 Sensitive information (as defined in this policy) will be treated with the utmost security and confidentiality and only used for the purpose for which it was collected.

4.1.2 Use and Disclosure of Information

4.1.2.1 Litchfield Council will not use or disclose information about an individual other than for the primary purpose for which it was collected unless one of the following applies:

- a) It's for a related purpose that the individual would reasonably expect;
- b) Where Council has the consent of the individual to do so;
- [c\)](#) As required or permitted by [the Act](#) or any other legislation.

4.1.2.2 Litchfield Council will not disclose personal information about Litchfield Council employees and/or Elected Members other than for the primary purpose for which it was collected unless one of the following applies:

- a) Where Council has the consent of the individual to do so;
- b) As required or permitted by the Act or any other legislation.

4.1.2.24.1.2.3 Subject to 4.1.2.2, information disclosed about an employee or elected member whilst acting in an official capacity is not personal information, unless prescribed by the Act or any other legislation.

4.1.3 Data Quality

4.1.3.1 Council will take reasonable steps to ensure that all personal information collected, used or disclosed is accurate, complete and up to date.

4.1.4 Data Security and Retention

~~4.1.4.1~~ Council will take all reasonable measures to prevent misuse or loss or unauthorised access, modification or disclosure of personal and sensitive information.

4.1.4.1

~~4.1.4.2~~ Personal information will be managed confidentially and securely and destroyed or archived in accordance with the ~~General Disposal Schedule~~Records Disposal Schedule for Local Authorities in the Northern Territory.

4.1.4.2

4.1.4.3 Council will monitor and implement reasonable and appropriate technical advances or management processes, to provide an up to date ongoing safeguard for personal information.

4.1.5 Openness

4.1.5.1 The Litchfield Council's Privacy Policy will be available on its website or on request at ~~the Litchfield Council Office~~Customer Offices.

4.1.6 Access and Correction to Information

4.1.6.1 Individuals have a right to request access to any personal information held about them, and may request any incorrect information be corrected.

4.1.6.2 Council may decide not to allow access to personal information in accordance with the exemptions contained within ~~t~~The Act.

4.1.6.3 The process for requesting access to recorded personal information, i.e. documents, is through ~~a~~an Freedom of Information~~FOI~~FOI application.

4.1.7 Unique Identifiers

4.1.7.1 Council will not assign, adopt, use, disclose or require unique other identifiers from individuals except for the course of conducting normal business or if allowed or required by law.

4.1.8 Anonymity

4.1.8.1 Council will, where it is lawful and practicable, give individuals the option of not identifying themselves when entering into transactions with council.

4.1.8.2 Council will ensure that individuals are aware of all, if any, limitations to services if the information required is not provided.

4.1.9 Transborder Data Flows

4.1.9.1 Litchfield Council will only transfer personal information outside of the NT in accordance with the provisions outlined in the Information Act.

4.1.10 Sensitive Information

4.1.10.1. Litchfield Council will not collect sensitive information unless an individual has consented or collection is required or permitted by law, or when necessary for research or statistical purposes as permitted under the Information Act.

4.3.4.2. The Role of the Information Officer

4.2.1 The Council’s Chief Executive Officer will appoint the Litchfield Council’s Information Officer by delegation.

4.2.2 Requests for information will be managed by the Information Officer in accordance with the Freedom of Information Act and the Litchfield Council FOI Procedures Manual.

4.2.3 All staff will be trained/informed of their obligations under the Information Act.

4.2.4 Requests for personal information will be dealt with by Council Officers in accordance with Councils customer service standards and this Privacy Policy.

4.4.4.3. Proof of Identify

4.3.1 When Council accepts requests for government information ~~_(Section 18 of the Act)_~~ or applications to correct personal information, in accordance with Sections 18 and 31 of the Act, ~~_(Section 31 of the Act)_~~ Council Officers will be required to sight photo identification.

5. Associated Documents

Freedom of Information Procedures Manual

6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Information Act [2002](#)**7. Review History**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
28/02/2018	Policy updated from LC21 into current template. Updated to be consistent with The Act and Councils FOI manual
10/08/2021	Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same.
13/12/2022	4.1.2 Updated to include information in relation to employees and Elected Members as per Section 206(3) of the Local Government Act 2019. Minor formatting changes.



COUNCIL REPORT

Agenda Item Number:	14.01.04
Report Title:	GOV07 Recording of Meetings Policy
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/01/2023
Attachments:	A: Draft GOV07 Recording of Meetings Policy

Executive Summary

The purpose of this report is to present to Council draft policy GOV07 Recording of Meetings.

Recommendation

THAT Council adopt draft policy GOV07 Recording of Meetings, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

Background

Policy GOV07 Recording of Meetings, at Attachment A, outlines the arrangements for creating, storing, using, disclosing and destroying audio and visual recordings of Ordinary and Special Council meetings. The policy allows for the recordings of a public meeting to be available for viewing via Council's preferred platform (currently Youtube) for the purpose of assisting with Council minutes and allowing those not in attendance to view the meeting.

Following a review of the policy, section 4.4.1 has been updated to include an expiry for public viewing of recordings. Once the recording has fulfilled the main purpose for which it was recorded, there is no further benefit for having the recording remain public. Therefore, recordings will be changed to "private" from "public" from Council's preferred platform once the expiry has been reached.

The policy also referenced superseded legislation in section 3. Definitions, hence appropriate amendments have been made.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Policy GOV07 Recording of Meetings is compliant and aligned with the Local Government Act 2019, Northern Territory Information Act 2002 and the Copyright Act 1968.

Risks

Nil identified.

Community Engagement

Information on Council's website will be amended to reflect the changes to policy GOV07
Recording of Meetings.

Recording of Meetings **POLICY GOV07**

Name	GOV07 Recording of Meetings
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	19/10/2021 <u>17/01/2023</u>
Review Date	17/10/2025 <u>16/01/2027</u>

1. Purpose

The purpose of this policy is to specify the arrangements for creating, storing, using, disclosing and destroying audio and visual recordings of Ordinary and Special Council meetings.

2. Scope

This policy applies to audio and visual recordings made of all Ordinary and Special Council meetings and those in attendance including, Elected Members, Council Officers, Contractors and Members of the Public.

3. Definitions

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

Audio recording	Any recording made by any electronic device capable of recording sound. This includes but is not limited to recordings made by video cameras, cassette recorders, dictation devices, mobile phones, or DAT recorders, and stored on compact discs, DAT or any other format (such as WAV, MP3, etc).
Visual Recording	Any recording made by any electronic device capable of recording graphics and images. This includes but is not limited to recordings made by video cameras and stored on compact discs, Digital audio tape or any other format (such as WAV, MP3, etc).
Confidential Business	In accordance with the Local Government Act <u>2019</u> and Local Government (<u>Administration General</u>) Regulations <u>2021–2008</u> , business involving the discussion of confidential information is classified as confidential business.
Preferred Online Platform	A video sharing service that allows users to upload videos and watch videos posted by others including YouTube.
Exceptional Circumstances	Including but not limited to risk to public health and safety, threat of violence or aggression, unlawful conduct by an attendee, defamation, breach of privacy and offensive behaviour.
Technical Malfunction	Any situation whereby either hardware, software, internet, or power required to record meetings is not functioning in the expected manner.

4. Policy Statement

4.1. Recordings

- 4.1.1 Audio and visual recordings (Recordings) will be made of Ordinary and Special Council meetings (in the absence of technical malfunctions) for the purpose of assisting with the preparation and verification of minutes prior to their confirmation and allowing those not in attendance to view the meeting at a later time/date.
- 4.1.2 Should Council resolve to move into discussion of confidential business the recording will cease. Recording will resume once council resolves to move out of confidential business.
- 4.1.3 The Chairperson may terminate the recording of the meeting in exceptional circumstances.
- 4.1.4 In line with the Copyright Act 1968, livestreams and recordings of Council Meetings remain the property of Litchfield Council. Copying, distribution and altering of any part of the recording is not permitted without the written approval from the CEO.

4.2. Public Notification

- 4.2.1 In compliance with the Information Privacy Principles IPP 1.3, advice will be provided to the members of the public in attendance at meetings that a recording of the meeting will be made. The wording of the advice will be as follows:

An audio & visual recording of this meeting is live streamed to Council's preferred online platform 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.

- 4.2.2 This advice will be conveyed in the following manner:
- 4.2.3 Displayed on the notice of agenda for meetings of Ordinary and Special Council meetings;
- 4.2.4 Displayed at the entry to Council Chambers or place where the meetings are held; and
- 4.2.5 Verbally by the Chairperson at the commencement of the meeting.
- 4.2.6 Council will endeavour to have the camera focused on the participants of the meeting and not the observers however, Council makes no guarantee that observers will not be inadvertently recorded.
- 4.2.7 Statements by individuals made during the meeting are not necessarily the opinions or statements of the Council.
- 4.2.8 Council does not make any guarantee that comments or opinions by individuals made during the meetings are complete, accurate, reliable, or free from error.
- 4.2.9 Council is not responsible or liable for loss or damage as a result of using or relying on statements and opinions provided in the live streaming or recording of Council meetings.
- 4.2.10 The live streaming of Council meetings does not constitute a legal and formal process of communication of a Council decision or legal advice to any person or entity.

4.3. Storage, Retention and Destruction of Recordings

4.3.1 Recordings will be stored on Council's preferred online platform and within Council's document storage software and disposed of in line with Council's Records Policy.

4.4. Access to Recordings

4.4.1 Recordings will be made public within one ~~(1)~~ week of the meeting and thereby available to Elected Members, Council Officers, and the general public via Council's preferred online platform for a period of 90 days.

4.4.2 The Chief Executive Officer or their delegate may decide not to upload should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.4.3 The Chief Executive Officer or their delegate may decide to upload an edited version of the recording, should exceptional circumstances exist or where comments made could result in Council being liable for loss and damages or other reasons as deemed appropriate.

4.5. Recording of meetings by Members of the Public

4.5.1 Members of the public may record the proceedings of Council meetings only with agreement obtained by resolution of Council.

5. Associated Documents

GOV02 Meeting Procedures

COR04 Records Policy

GOV03 Privacy

EM03 Access to Meetings

6. References and Legislation

Northern Territory Local Government Act 2019——

Northern Territory Information Act 2002

Copyright Act 1968

7. Review History

Date Reviewed	Description of changes
<u>18/06/2015</u> 19/10/2021	<u>Council Reference 15/0009/02 – First approved by Council</u> Updated to reflect uploading/editing as an operational decision to sit with the CEO. Removed the Chairperson.
<u>16/01/2019</u> 19/05/2021	<u>Update to conform to Local Government retention and disposal schedule</u> Updated to include visual recording and live streaming
<u>19/05/2021</u> 16/01/2019	<u>Updated to include visual recording and live streaming</u> Update to conform to Local Government retention and disposal schedule
<u>19/10/2021</u> 18/06/2015	<u>Updated to reflect uploading/editing as an operational decision to sit with the CEO. Removed the Chairperson. Council Reference 15/0009/02 – First approved by Council</u>
<u>17/01/2023</u>	<u>Updated to include an expiry for public viewing of recordings and minor changes to legislation references.</u>



COUNCIL REPORT

Agenda Item Number:	14.02.01
Report Title:	Community and Lifestyle Monthly Report – December 2022
Author and Recommending Officer:	Nicky Davidge, General Manager Community & Lifestyle
Meeting Date:	17/01/2023
Attachments:	Nil

Executive Summary

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

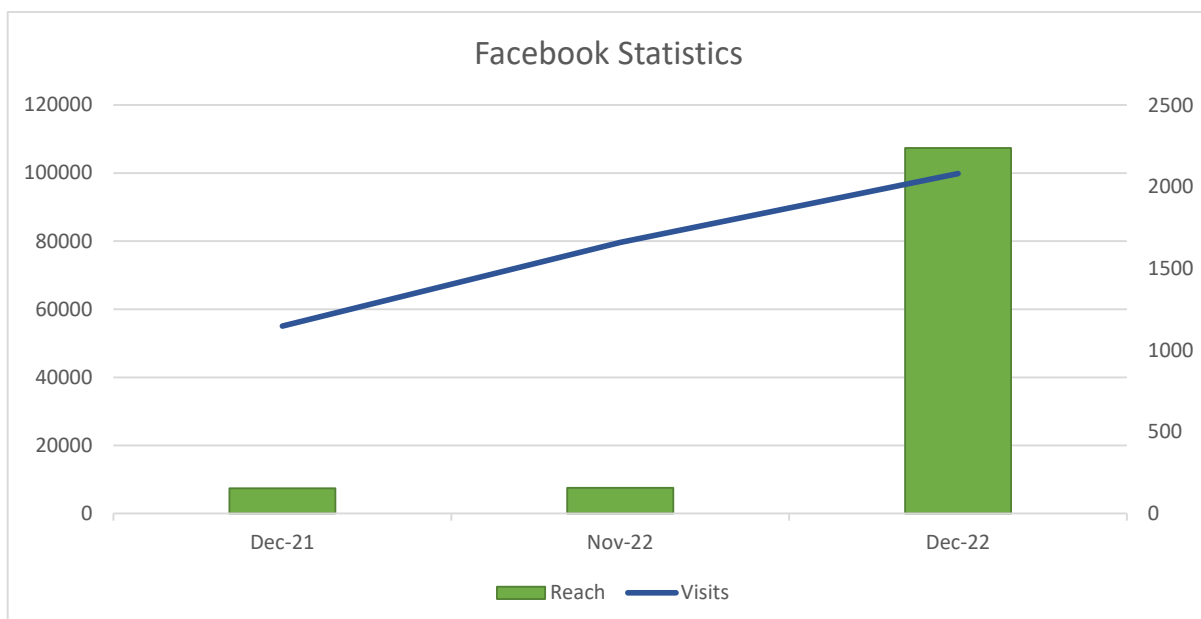
Recommendation

THAT Council note the Community and Lifestyle Report for December 2022.

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

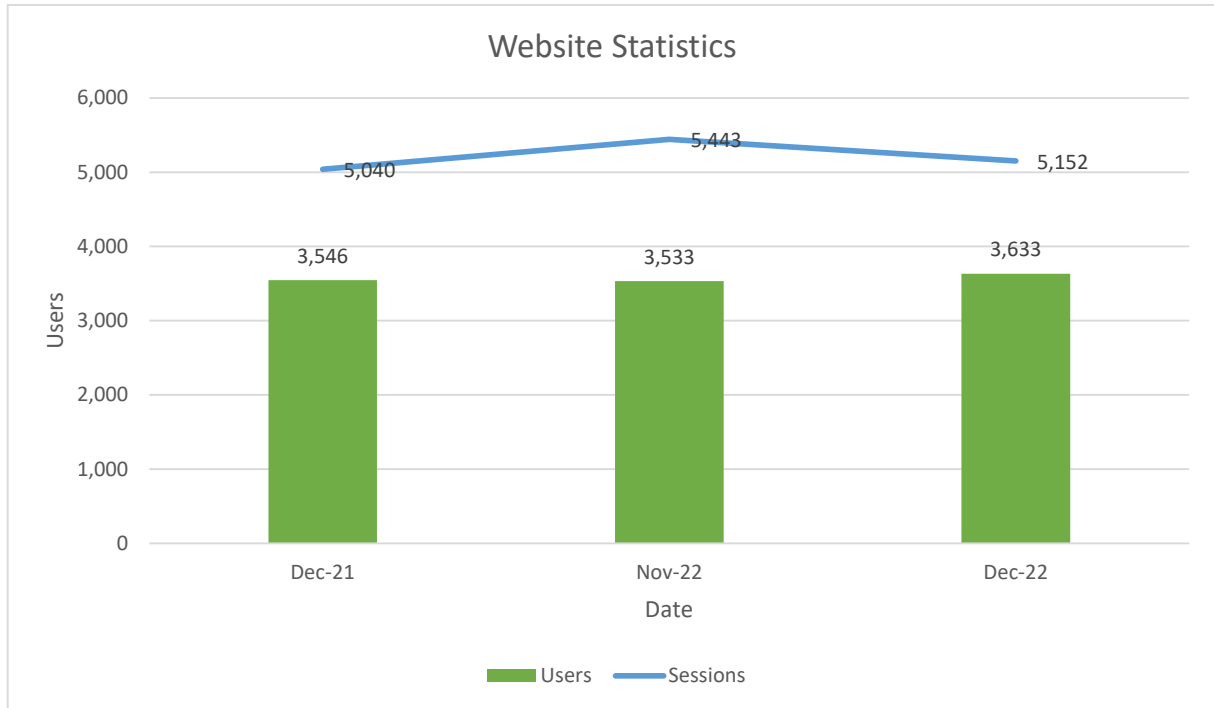


Facebook reach

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

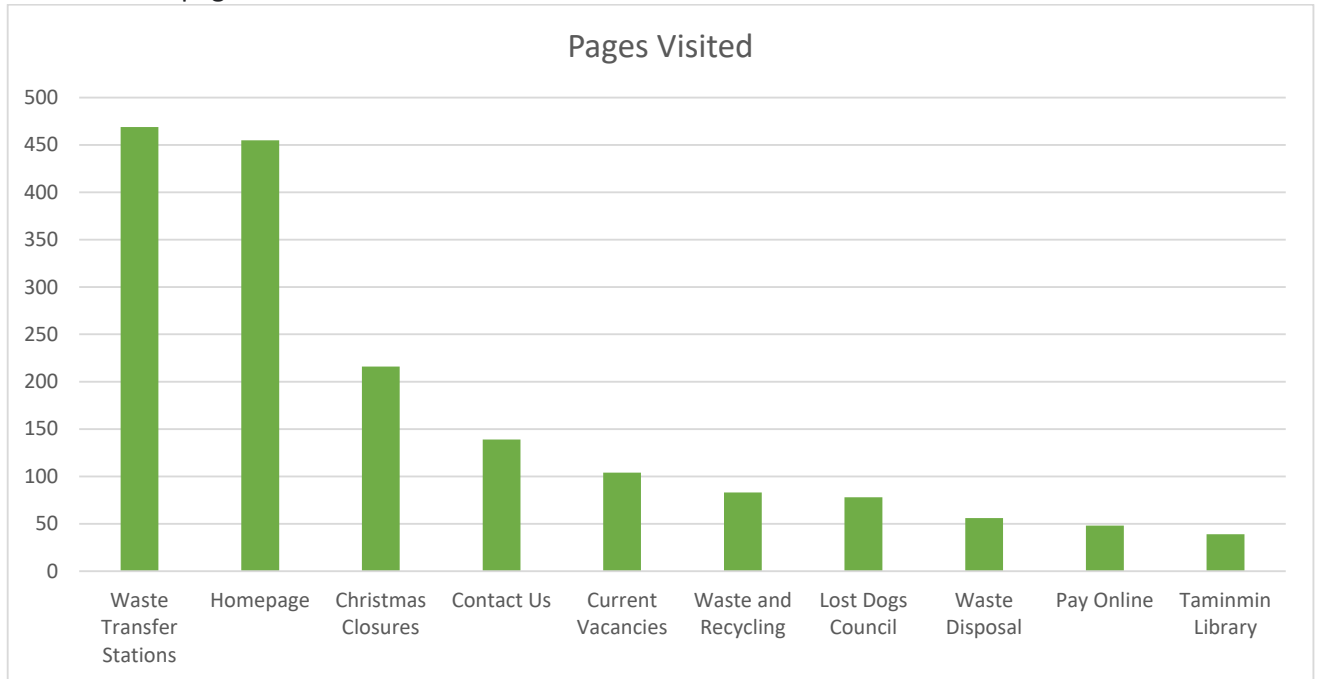
A website user is a person who is accessing, browsing or interacting with a website.

Website Sessions

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

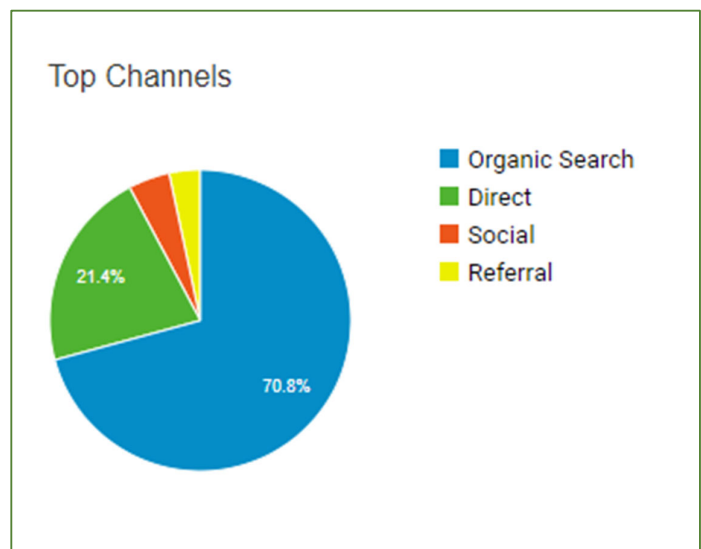
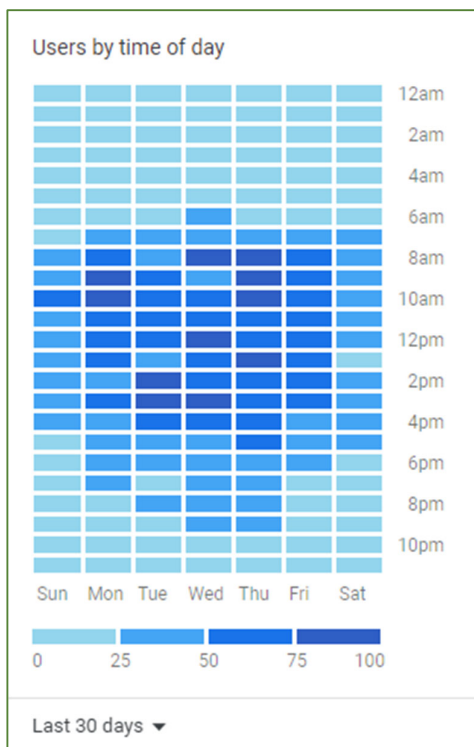
Page Visits

These are the page areas visited in December 2022.



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.

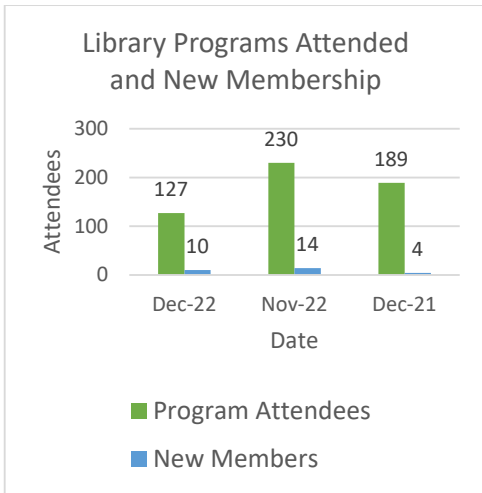


Taminmin Library

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.



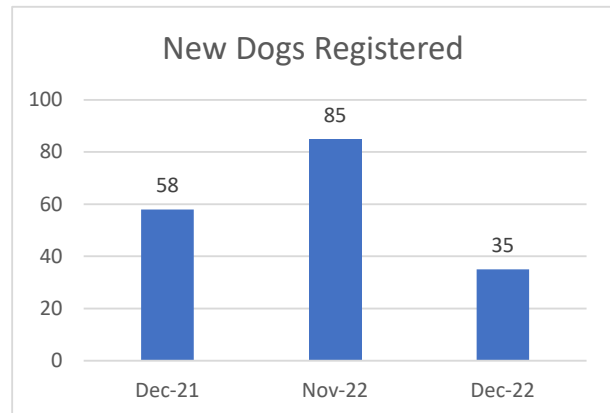
In December, 127 people attended library programs. The Children's Christmas party attendance numbers were significantly down from last year. Ten new people joined the library compared to only four in December 2021.



Regulatory Services

New Dog Registrations

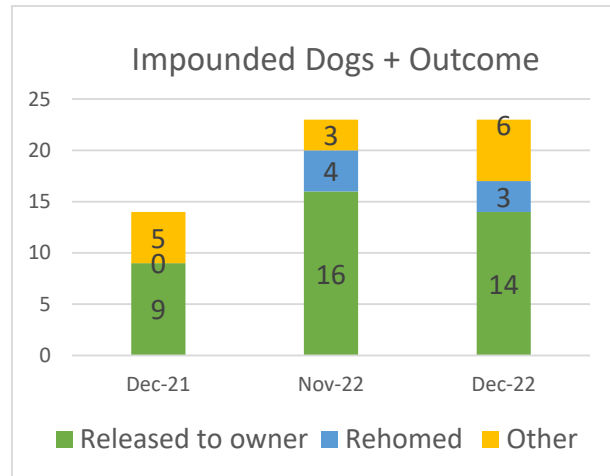
Less than half the number of dogs were registered in December 2022 compared to the previous month. This largely coincides with the end of the registration campaign where enforcement action by way of infringements for unregistered dogs ceased at the end of November.



Impounded Dogs

Dogs are impounded by Rangers as a consequence of either being at large, seized or surrendered by their owners. November and December 2022 had the same number of impounds, although fewer owners reclaimed their dogs in December.

From the number of dogs impounded, 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.

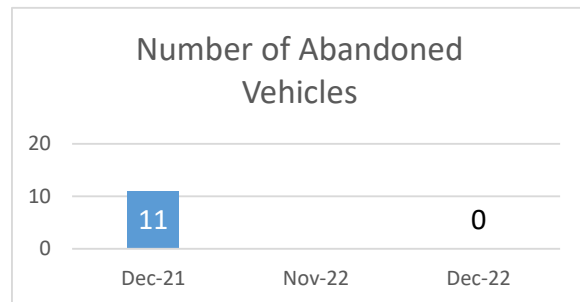


Animal Education and Awareness

There were six dog education sessions delivered by Rangers in December 2022, all to Bees Creek Primary School. 142 students in total were present at these sessions.

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. Typically low numbers of vehicles are reported as can be seen in the adjacent graph, with none reported in November or December 2022. December 2021 was atypical, with 10 of the 11 vehicles reported as abandoned being associated with the long-running issue of vehicles and goods stored illegally on Council owned land in Butler Place Holtze.



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.

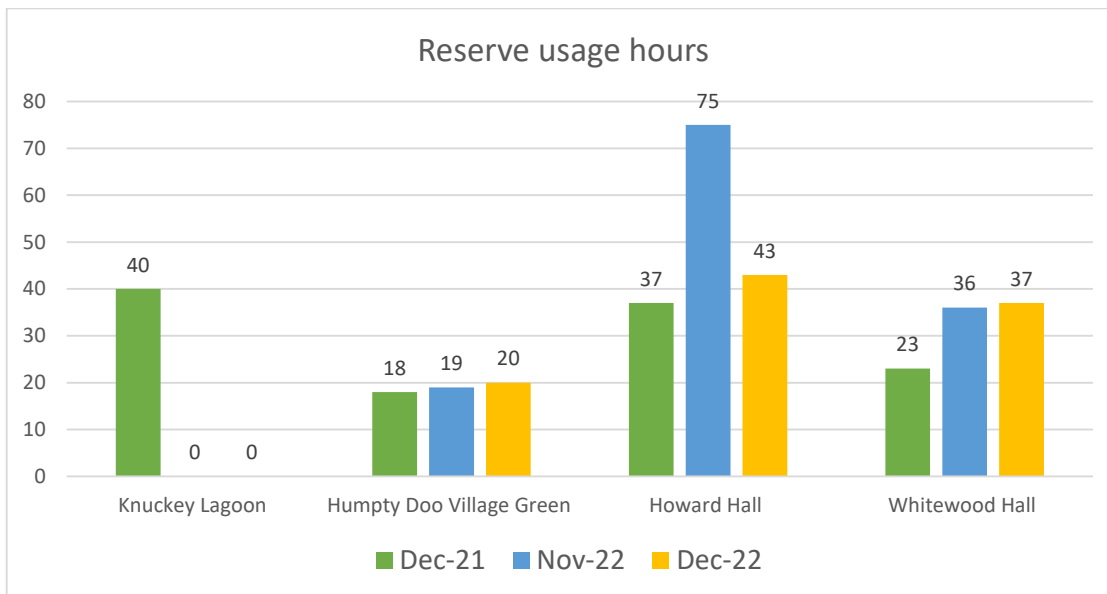
Bookings across the Reserves

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

N/A for the operational report.

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



COUNCIL REPORT

Agenda Item Number:	14.02.02
Report Title:	Municipal Plan 2022-2023 Quarterly Performance Review October - December 2022
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/01/2023
Attachments:	A: Municipal Plan 2022-2023 Quarterly Performance Review – KPI Progress Update

Executive Summary

The Municipal Plan 2022-23 Quarterly Performance Report October to December 2022 is presented to Council to highlight the organisation's progress towards implementation of the Municipal Plan.

Recommendation

THAT Council receive the Municipal Plan 2022-23 Quarterly Performance Report for the first quarter ending 31 December 2022.

Background

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

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

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

NT Local Government Act 2019

Risks

Nil identified.

Community Engagement

Not applicable.



Quarterly Performance Report:

October – December 2022



Quarter 2 Performance Report 2022-2023

The Best Place to Live in the Top End

Chief Executive Officer Overview

To bring closure the end of a busy year we present the second quarter performance report for 2022-2023 which continues to demonstrate our commitment to progressing the priorities of the Municipal Plan 2022-23 and the 2022-25 Strategic Plan.

In our finances as at the end of December 2022, Council reported a year-to-date surplus of \$7.95 million, \$6.45 million favourable to the adopted budget. This was predominantly due to operational income that reflects the entire year of rates levied, meaning as expenses are incurred over the year, the current surplus position will gradually decrease.

We have remained committed to greater outcomes for our local community, with Council's advocacy efforts continuing with the Northern Territory Government road safety initiatives focusing on Bees Creek Road intersecting on the Stuart Highway and the Arnhem Highway – Freds Pass intersection. We continue to proactively pursue grants from both the Northern Territory Government and the Australian Federal Government for infrastructure and services related funding to keep the Council's advocacy commitment in the foreground of our stakeholder conversations.

In our infrastructure space the Mira Square construction continues to progress well in Southport and is 85% complete with a handover date looking likely by the end of April 2023.

Our roads network has certainly been tested by high rainfalls during the wet season. Our infrastructure and assets teams' workload has expanded to include ongoing road inspections to identify urgent repairs and maintenance issues in real time.

Our community engagement efforts have seen new committee of council members for two of our Recreation Reserves – Knuckey Lagoon and Howard Park, and our library program has flourished after winning an award celebrating and recognizing the work of a team or individual working in any sector of the library and information profession in the Northern Territory at the Australian Library and Information Association Awards in November.

As an organisation we are reviewing our procurement delivery strategies to achieve cost across all departmental budgeted areas and are focused on fair fiscal retention and responsible revenue management for the remainder of the financial year.

I look forward to developing the 2023/24 budget with our council team and delivering on top performance and timely service delivery for the remaining quarterly benchmarking.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER

Community & Lifestyle

Council is continuing to progress the Federally funded Local Roads and Community Infrastructure projects at the recreation reserves. Humpty Doo Village Green will see new gas BBQs installed in the playground area in the new year, this will provide additional facilities for using the area. McMinns Lagoon Recreation Reserve will have lighting on the path to the picnic area. Mira Square is getting a new playground with shade to compliment the new community hall that is currently being finalised. Howard Park Recreation Reserve will have a new walkway installed to increase safety for users, from the road to the hall and playground.

Australia Day preparations are well underway with a new venue at the Freds Pass Sport and Recreation Reserve Market Shed. This has allowed the event to be expanded to include local market stalls. All the favourites are still there, fun run, free BBQ bacon and egg breakfast, kids' entertainment and the official ceremony which includes welcoming our new Australian Citizens.

The Annual Litchfield Council Art Exhibition is also well underway with entries for art exhibits open. 2023 will also see a new location for the art exhibition to allow for expansion and additional creatives to be entered. Humpty Doo Village Green Hall will be the new home for this year's exhibition. For more details, check out the Council website.

Taminmin Community Library

The library won ALIA NT award in the Urban libraries category for 'Student verses Seniors'. Library delivered over 45 programs that were attended by over 800 people. Library was visited by over 6000 people. More than 300 computer sessions were used for 140 hours during the October to December quarter.

The Library Facebook page now has a total of 1182 likes.



Regulatory Services

At the end of the second quarter 2022 there were 4055 dogs registered in Litchfield, with 3047 (75.1%) desexed. This is an increase of 206 dogs from the end of Quarter 1 (22-23), accounting for new and renewed dog registrations, and the removal of deceased and departed dogs from the system. Dog registration renewal notices and reminders were sent in July – September.

There were 98 dogs impounded, 17 dogs more than last quarter. Of these, 65 (66.3%) were reclaimed by their owners, 4.1% less than last quarter. Of the unclaimed impounded dogs 21 were transferred to the rehoming organisations RSPCA and PAWS. The remaining 9 impounded dogs were unable/unsuitable for rehoming. 3 dogs remained impounded at the end of this reporting period.

The Education program continued with Rangers facilitating six sessions to one school educating 172 primary school students, one Career Transition session with 12 Taminmin College students for their CERT I Animal Studies certification, and one information session for 57 attendees at the Palmerston and Litchfield Seniors Group held at the Humpty Doo Golf Club. There were no other community engagement events such as Market attendance in the 2nd quarter.

The desexing initiative continues to be popular, with the quota of 70 vouchers available for the financial year, these were all claimed by Nov 2022, as such an additional 50 vouchers were made available. 30 vouchers were claimed during the 2nd quarter. These \$100 vouchers are redeemable at local veterinary clinics.

Communications

The last quarter has seen a number of promotional opportunities with the Annual Community Grants, Local Government Awards nomination drive and a continuation of Council's No Excuse for Abuse campaign.

The 2021/22 Annual Report was finalised in November 2022 and Council continues to thank Marnie Jay from Marnie Jay Art for her amazing artwork in the document.

Christmas closure was well promoted to ensure the community was aware of when staff and amenities were available.

Business Excellence

People, Performance, Governance and Workplace Health and Safety

This quarter has seen the People and Performance Team manage 6 recruitment campaigns in varying stages. Having a strong and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisations reputation both from a market and candidate perspective and ensures that the very best talent is identified, engaged and onboarded. The organisation faces many challenges in the recruitment space but the People and Performance Team continue to focus on recruitment processes and continuous improvement to ensure a successful outcome within the current competitive market and existing budget restraints.

The results for the staff survey conducted in May 2022 showed an overall satisfaction of 70% and an overall job satisfaction of 89%. The survey confirmed Councils positive culture within the workplace. The survey also highlighted improvement areas in remuneration and benefits, leadership and opportunities. Last quarter, the People and Performance Team presented the survey results in greater depth to Council's Management Team to enable discussion for improvement actions. This quarter has seen the results rolled out to individual teams.

This quarter has seen the People and Performance Team participate in raising awareness for the National Breast Cancer Foundation by holding a breakfast for PINK Ribbon Day.

Council proudly partnered with NT Health and MATES in Construction, this quarter, to deliver general awareness training for suicide prevention. The fully funded training involved a 45-minute session delivered by Litchfield's very own Citizen of the Year 2022, Matt Hull from MATES in Construction. The partnership aims to see Litchfield become the first Council in the NT to be 100% trained in suicide prevention.

Litchfield Council employees regularly engage with residents within the Litchfield municipality which is home to several of the high-risk groups for suicide. The general awareness training introduces workers to the nature of the problem, that it's okay to talk about

mental health and provides practical guidance as to how they can assist. This quarter has seen four general awareness sessions conducted and one advanced Connector training session.

Corporate Services

Council adopted First Budget Review for 2022-23 in its Ordinary Council meeting on 13 December 2022.

Council's second rates instalment due date was 30 November 2022. As of 31 December 2022, 4,619 of our 9,187 ratepayers have paid their 2022/23 rates in full.

Staff actively worked towards clearing a significant number of CRM requests with only 58 open requests as of end of November. Increased focus will continue to be given to timely response of customer requests.

During the quarter, Council was notified of a compliance audit by the Department of the Chief Minister and Cabinet (DCMC) which will commenced on 12 October 2022. The purpose of a compliance review is to ensure that a council is conducting its business lawfully. Council has provided all necessary documentation and we await the Audit report from the DCMC.

Annual Financial Statements and reporting for 2021-22 for Litchfield Council and Thorak Cemetery were completed and adopted by Council on 8 November 2022.

The Enterprise Resource System project has commenced with the go-live date set as 15 March 2023. Testing is underway and various staff across the Council have completed their initial navigation training.

Infrastructure & Operations

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

Infrastructure

- LRCI Reseal of Various Roads completed with 70% of roads resealed.
- School road safety audit completed.
- Pre-Wet Season maintenance grading completed.
- Mira Sq Community Hall progressed during Q2 with ~90% being completed.
- Spencer Road floodway was repaired and resealed.
- Mulgara Road flood protection and driveway repairs completed.
- Eucalyptus Road Drainage Easement Completed.
- Southport upgrade design work commenced.
- Guys Creek Road upgrade design completed.

Waste Management

This quarter saw much welcomed progress on the personnel front with the appointment of a new staff member, being fully staffed enables more efficient operations across the three sites. Staff were trained in Forklift Operation, at full operational WorkSafe compliance.

The Christmas and New Year period are always a busy time for our transfer stations and staff worked hard to deliver the same great service throughout this time.

Other achievements over the quarter include:

- Completion of concrete crushing.
- 57,807 visits to our waste transfer stations.
- 1,900 tonnes waste transferred to Shoal Bay.
- \$49,958.94 in generated revenue from commercial operators, paid waste streams.
- 16 tonnes batteries transferred offsite.
- 550 tonnes steel transferred offsite
- 15 tonnes Tech Collect transferred off site (TV, computers etc).

Mobile Workforce (MWF)

This quarter sees the transition from Dry Season works to the Wet Season works program.

The workgroup received 50 CRMs over quarter with all responded to promptly, MWF prides itself with good communication and prompt action. The team were pleased to be recognised with Council's Team of the Month Award in December 2023.

A summary of activity over the quarter includes:

- Monthly mows commenced in November with all WTS's, Coolalinga, Linco Road and 320 Arnhem Highway completed twice, and Council yard mowed every 7 to 9 days.
- 219 signs were installed or repaired, including LRCI and floodway signage upgrades. Thirty-eight Guideposts installed and a further 44 were straightened.
- 5 traffic counts installed and retrieved for analysis by the Infrastructure and Operations Department.
- Provision of services to Council's Recreation Reserves included quick-turn-around-responses to attend to broken glass, graffiti, water bubble repairs and signage issues. Drain clearing and rubbish removal were also undertaken on separate occasions.
- 116 bags of rubbish collected from roads at an estimated .5 Tonne. A bulk rubbish clean-up of a camp on council land in Knuckey Lagoon was undertaken.
- Firebreaks and unmaintained road reserves have all been sprayed and slashed, approximately 50,000 litres of mixed chemical was used to spray Gamba Grass on Council land.
- The slashing and mowing program is on target with the completion of 150 roads.
- Spraying of roadside furniture and spot spraying is on schedule ahead of grass cutting.

Thorak Cemetery

The quarter saw the completion of the irrigation and infrastructure projects and the ongoing development of Section F with the installation of turf.

Orders were placed for a Kabota Front end loader and slasher and an Iseki mower, both delivery of both expected in February 2023.

Other activities over Quarter 2 included:

- Cremator Servicing undertaken.

- 10,000 photo views of Google Maps - Cemetery photos.
- Well deserved staff recognition, with the following awards/acknowledgments presented:
 - Anthony Van Zeeventer - Employee of the month November;
 - Peter McColl - Health & Safety Champion 2022;
 - Lorna Roberts - 10 years service recognition; and
 - Toni Wands - 5 years service recognition.

Planning & Development

- Morgan Heights Stage 1 clearance.
- Stage 5 Trippe Road subdivision clearance.
- Review of the Draft Greater Holtze Area Plan.
- Review of the Arnhem Highway Duplication Final Concept.
- Finalised proposed Litchfield Council Variations to NT Subdivision Development Guidelines.

2022/23 KEY PERFORMANCE INDICATORS

PEOPLE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Community Engagement (MCE)	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	Website audit and communications and media output in progress to amplify avenues for messaging for 2023 and beyond
Council partnership and support grants (SRO)	Number of partnerships supported	Up by 5% from previous year (10)	Yes	Yes	Yes	Yes	Currently 20 Youth Development Grants and one Community Initiative Grant has been approved under CEO delegation.
Servicing community needs at Reserve (GMCL)	Funding provided to community Reserves	Funding Agreements established	Yes	Yes	Yes	Yes	Funding agreements for all recreation reserves have been signed for 12 months.
Social Media Management (MCE)	Increased interaction on Council's Facebook page – page followers	Up by 5% (8,000)	Yes	Yes	Yes	Yes	Current quarter gained 109 new likes (up 22% from last quarter), from 4481 followers, so over 4% of 5% target met in Quarter 2.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Annual Community Grants Program Initiatives (SRO)	Number of community events and programs supported	Up by 5% from previous year (12)	No	No	Yes	Yes	Seven successful applications were received and funded.
Community Benefit Fund Income (MOE)	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes	Yes	Yes	QTR: \$9,260.20 deposited this quarter. YTD: \$19,973.20
Maximise diversion from landfill (MOE)	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes	N/A	N/A	QTR: 1,458 t YTD: 2,792.7 t
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes	N/A	N/A	QTR: 325 t YTD: 658.8 t
Responsible dog ownership (MRS)	Number of registered dogs increased	>10%	No	No	N/A	N/A	An increase of 206 new and renewed registrations from the end of Q4, or 5.1%.
	Number impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	66.3% of impounded dogs were reclaimed by the owner, 4.1% less than last quarter.
	Number of registered dogs de-sexed	>70%	Yes	Yes	N/A	N/A	Of the 4,055 registered dogs, 3,047 are de-sexed (75.1%).

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Animal Management Plan – Year 4 (MRS)	Attendance at community events	2+ events attended	Yes	Yes	N/A	N/A	Council Rangers did not attend any market events in the second quarter.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Yes	N/A	N/A	There were 6 School Education Program sessions (172 primary students), 1 career transition session (12 students) and 1 seniors session (57 attendees).
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	Yes	Yes	Event planned for early-mid 2023.
Visitors to the library (ML&FS)	Weekly door count	>400	Yes	Yes	Yes	Yes	Library had 6191 visitors during the second quarter, averaging 476 visits per week.
Promotion of services (ML&FS)	Interaction with Library Facebook page	>1150	Yes	Yes	Yes	Yes	Library Facebook page likes increased to 1182.
Lifelong learning/engagement (ML&FS)	Number of “Funky Chickens” children’s book club members	>210	Yes	Yes	Yes	Yes	212 patrons have joined the Junior book club.

PROGRESS

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
(MOE)	Recycled materials Volume of green waste processed for resale	>3,500 cubic metres	Yes	Yes	N/A	N/A	QTR: Nil, further processing planned for Quarter 3. YTD: 10,500 m ³
	Volume of concrete crushed for resale	>500 cubic metres	Yes	Yes	N/A	N/A	QTR: 2,000 m ³ YTD: 2,000m ³ Nil processed in Q1 due to asbestos remediation project.
(MOE)	Maximise diversion from landfill Amount of total waste diverted from landfill	>35%	Yes	Yes	N/A	N/A	QTR: 42% YTD: 42.5% (rolling average)
	Amount of total waste that is dry recyclables	>15%	Yes	Yes	N/A	N/A	QTR: 15% YTD: 15% (rolling average)
	Quantity of scrap metal collected and recycled	>1000 tonnes	Yes	Yes	N/A	N/A	QTR: 552.34 t YTD: 863.64 t
	Quantity of cash for containers collected and recycled	>50 tonnes	Yes	Yes	N/A	N/A	QTR: 10.25 t YTD: 20 t
	Quantity of electronics collected for TechCollect	>40 tonnes	Yes	Yes	N/A	N/A	QTR: 16 t YTD: 40 t
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	QTR: 22 t YTD: 40 t

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Waste Strategy – Year 4 (MOE)	Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations	Increase in data collected	Yes	Yes	N/A	N/A	QTR: Ongoing YTD: Ongoing
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Yes	Yes	QTR: Planning commenced to upgrade weight bridge software (no updates for 12 years). Planning underway to refurbish rails on HDWTS Compactor. YTD:
Regulatory service (MRS)	Investigations completed within 30 working days	>90%	No	No	N/A	N/A	57% of CRM's completed within target, with 95 more CRM's than the previous quarter. 1st and 2 nd quarter 2022/23 is focussed on dog registrations which accounts for the extended time for completion of CRMs, as well as attending to infringement disputes. 76% of the key categories of dog attack/menace person/animal and declared dangerous dog compliance were completed within target.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of 337 CRM's in Quarter 2, 313 were actioned within two working days (93%).

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Library Collection (ML&FS)	Number of annual loans	>15,800	Yes	Yes	Yes	Yes	In Quarter 2, we issued 3179 items.
Program delivery (ML&FS)	Programs provided	>180	Yes	Yes	Yes	Yes	We delivered 46 programs in Quarter 2.
Library events (ML&FS)	Events delivered	>3	Yes	Yes	No	Yes	Library delivered 12 events during school holidays.
Awareness of cemetery profile and public awareness of Thorak services (MOE)	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	QTR: Ongoing with leaflets available at the Cemetery, Council's Office and Funeral Homes. YTD: Continuing.
	Fred's Pass Show Display	Complete	Yes	Yes	N/A	N/A	QTR: On track for inclusion in display at Freds Pass Show in May 2023. YTD:

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes at Thorak Regional Cemetery (MOE)	Service level rating from annual community survey	>60%	Yes	Yes	N/A	N/A	QTR: Public survey completed with 97% satisfaction rate up 3 % YTD:

PROSPERITY

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Advocacy submissions to government (CEO)	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr.	Yes	Yes	N/A	N/A	Ongoing / In Progress
Advocacy Strategy (CEO)	Current year actions	Completed	Yes	Yes	Yes	Yes	Council continues to correspond and meet with relevant NTG personnel to progress our advocacy projects.
Represent and advocate for the needs of young people in Litchfield (SRO)	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings	Yes	Yes	Yes	Yes	Two meetings were held in quarter two with 100% attendance.
Australia Day Event (MCE)	Community participation	Up by 5% from previous year	Yes	Yes	Yes	Yes	Planning is underway for the 2023 event. Paid promotional content on social media has seen posts reaching up to 5,000 per post and event created to track interested parties.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Annual Art Exhibition (MCE)	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	Planning is underway for the 2023 event.
Tourism and Events Strategy (MCE)	Actions implemented	25%	Yes	Yes	Yes	Yes	Council continues to progress actions in the Tourism and Events Strategy.
Submissions to the Northern Territory Government (MIA)	Comments submitted on applications within required timeframe	>90%	YES	YES	N/A	N/A	90% (9/10) applications were responded to within the allocated timeframes. One of the applications we sought extension to response to allow for further investigation on the proposed site prior to providing comment.

PLACES

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Subdivision approvals and handover processes (MIA)	Delivered in accordance with standards	Achieved	YES	YES	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid.) (MIA)	Plan reviews for building certification issued within 10 working days	>90%	NO	NO	N/A	N/A	84% (31/38) of Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	NO	NO	N/A	N/A	Delays for review due to Development Engineer position being vacant and review required by Project Engineer position with limited capacity.
	Works Permits issued within five days	>90%	NO	NO	N/A	N/A	52% (13/25) of Works Permit applications were reviewed and actions within required timeframes. Delays for review due to Development Engineer position being vacant and review required by Project Engineer position with limited capacity.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Capital Works Program (MIA)	Affected residents and relevant stakeholders consulted prior to works starting	100%	YES	YES	YES	YES	All Stakeholders and affected residents have been consulted prior to works commencing.
Capital Works Program (MIA)	Programmed works completed within budget	>90%	Yes	Yes	Yes	Yes	Projects completed in Q2 were completed within budget.
Grant-funded projects (MIA)	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	Work on Plan with most Grant requiring completion by End of Financial Year. LRCI Grant is due to be completed by End of Feb 2023.
Asset Management Plans (MIA)	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	Yes	Yes	Asset Management Role vacant.
Road Maintenance Program (MIA)	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Identified and Reported potholes are managed under the current period contract.
	Gravel roads graded	>2 times per year	Yes	Yes	Yes	Yes	Pre-Wet Season grading was completed in Oct/Nov
Street lighting maintenance (MIA)	Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Actioned when identified or reported.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Productive Mango Roads Project (MIA)	Kentish Road	Complete	Yes	Yes	Yes	Yes	Kentish Road Handed Over with Defect Period in place.
Shared Path Program (MIA)	Current year program completed	Complete	Yes	Yes	Yes	Yes	A Feasibility study has been completed.
Major Road Network disruptions (MIA)	Emergency response time	<24 hours	Yes	Yes	Yes	Yes	There were a number of call out that were responded to accordingly.
Roadside maintenance (MOE)	Volume of litter collected	Reducing trend	Yes	Yes	N/A	N/A	QTR: An additional 116 bags of litter collected over the quarter at an estimated .5 Tonne. YTD: Every council owned road has had litter collection completed, additional collections on arterial roads. 704 bags= estimate 3 Tonne, this does not include additional bulk items not bagged and tyres which are counted through the WTS gatehouse.
	Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	QTR: Program commenced this Quarter with 150 roads

							completed. YTD:
Weed management (MOE)	Weeds managed on Council roads and land in accordance with service levels in weed management program (WMP)	Complete	Yes	Yes	N/A	N/A	QTR: Hoses have been dragged to the deepest Gamba outcrops on all land covered under the WMP -50,000L mixed chemical used. YTD: Removed Bellyache bushes from a monitored site.
Bushfire management (MOE)	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	QTR: all firebreaks have been slashed as pre-season maintenance. YTD: 241 Lowther clear/tidy up firebreak. 31 Redgum slash/tidy up firebreak. 41 Anglesey slash dry parts. 425 Goode clear for further Gamba spraying. Slash Blyth road for reseal contractors. Manage clearing of un-maintained road reserve-Strangways.
	Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	QTR: Program commenced this quarter, all firebreaks are cleared to the BFMP. Improvement works will continue when conditions allow. YTD:

	Hazard burns undertaken in consultation with other authorities	Complete	Yes	Yes	N/A	N/A	<p>QTR: Hazard reduction burns are hard to complete due to limited qualified-insured contractors.</p> <p>YTD: RFQ released for burns as per Fire Management Plan.</p>
Road furniture maintenance (MOE)	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	Yes	Yes	N/A	N/A	<p>QTR: 219 signs repaired or installed as per plans or as a result of damage.</p> <p>YTD: Completed 695 sign installs/repairs as identified in the audits. Every guidepost along council's road network has been checked, guideposts installed 523 cut non-compliant 329 straightened bent/vandalised 1471. Project Manage sign replacement audits and install-general signs – floodway signage upgrade- grant funded signage removal and install 10 x traffic count installs and retrievals.</p>

PERFORMANCE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Elected Members training and development (CEO)	Min 1 per quarter	Min 1 per qtr.	Yes	Yes	Yes	Yes	Mandatory Training completed and Professional Development opportunities available.
Annual Community Survey (MCE)	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Planning is under way for the next Annual Survey, to be released in May 2023.
Grant application (MCE)	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	Yes	Yes	Currently all grants received have been acquitted.
Human resources policies, procedures, checklists (MPP)	4 policies reviewed and compliant	Complete	Yes	Yes	Yes	Yes	The following HR policies were reviewed and approved in the first quarter; <ul style="list-style-type: none"> • Equal employment opportunity • Bullying and harassment • Alcohol and other drugs • Higher duties There were no HR policies reviewed this quarter.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
An engaged and productive workforce (MPP)	Staff turnover rate	<20%	Yes	Yes	Yes	Yes	The staff turnover rate for this quarter was 4.98% compared to 9.77% in the first quarter.
	Staff satisfaction survey	>70%	Yes	Yes	Yes	Yes	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction.
Number of workplace safety incidents (MPP)	Number of reportable incidents	0	Yes	Yes	Yes	Yes	There were no reportable incidents in the first quarter.
	Lost time injury rate	0	No	No	Yes	Yes	The lost time injury rate remains at 1.46 for this quarter and last quarter, as a result of two confirmed workers compensation claims.
	Workers' compensation claims	<3	Yes	No	Yes	Yes	There are currently two workers compensation claims ongoing from the first quarter and a new claim for the current quarter. Liability for the new claim is yet to be determined.
Information and communications technology (ICT) managed service contract management (MCS)	Percentage of Service Desk requests closed against open requests during a period.	90%	Yes	No	Yes	Yes	99% of Service Desk Requests were addressed over the quarter.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Corporate Enterprise Solution (CES) software (MCS)	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
Information and Communications Technology Improvement Plan (MCS)	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced, delay to progress as there is currently no onsite ICT support to assist.
ICT Security Audit actions (MCS)	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced, delay to progress as there is currently no onsite ICT support to assist.
Geographical Information System (GIS) (MCS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
	Age of NTG downloaded data	<1 week	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
Local Government Act 2019 compliance (MPP)	Local Government and Regional Development, Department of the Chief Minister and Cabinet	100%	Yes	Yes	Yes	Yes	Council is compliant with the Local Government Act 2019.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Policy Framework (MPP)	Council policies reviewed before due date	>90%	Yes	Yes	Yes	Yes	There are currently 2 Council policies that are overdue for review, compared to 6 last quarter.
Elected members support (MPP)	Breaches of the code of conduct by elected members	0	No	No	No	No	There was one confirmed breach of code of conduct for this quarter.
Risk Management and Audit Committee (MPP)	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	RMAC meetings were held in August 2022 and October 2022. The next RMAC meeting is scheduled for February 2023.
Records management (MPP)	Number of refresher courses conducted	2	Yes	Yes	Yes	Yes	There was one refresher course conducted in the first quarter. A further refresher course will be scheduled for the third quarter.
Funding agreement (ML&FS)	Development of new Library Agreement	100%	Yes	Yes	N/A	N/A	Workshops have been held for the development of the new Library Strategy. Discussions for the funding will follow the development of the Strategy and is anticipated to be complete by June 2023.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial (MOE)	Compliance with legislative requirements	100%	Yes	Yes	N/A	N/A	QTR: Fully compliant YTD:
Monthly reporting to the Thorak Cemetery Board (MOE)	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	QTR: Completed monthly. Results captured in financial reporting. YTD:
Media monitoring and management (MCE)	Media response time	<24 hours	Yes	Yes	Yes	Yes	QTR 2: All media enquiries have been attended to and followed up within 24 hours or less. Media responses to potential risks have also been turned around and mounted within 24 hours of alert.
Annual Budget, Annual Report, Municipal Plan (MCS)	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	Annual Audit for 2021/22 is complete and the preparation of 2023/24 budget is underway.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Monthly and annual financial reporting, including annual audit and forecasting (MCS)	Unqualified audit	Complete	Yes	Yes	N/A	N/A	Annual audit for 2021/22 is complete and Council was issued with an unqualified audit opinion.
	Asset sustainability ratio	>60%	Yes	Yes	N/A	N/A	Asset sustainability will increase as spending on asset renewal increase throughout the year.
	Renewal Gap Not Funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.
	Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 10.67 with Council maintaining a good cash balance with no debt.
	Debt service ratio	>1	Yes	Yes	N/A	N/A	Council has no debt.
Long term rating strategy (MCS)	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council raised rates and charges in July 2022. Councils budgeted own source revenue % is 69% and the actual percentage will decrease each quarter as council total income increases but should stay above the budgeted percentage.
Investments (MCS)	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	N/A	N/A	All investments have been placed in line with Council policy and legislation.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 2)	On Time/Target (YTD)	On Budget (QTR. 2)	On Budget (YTD)	Status Commentary
Rates and accounts receivable collection (MCS)	Rates and annual charges outstanding	<18%	No	No	N/A	N/A	Council's Outstanding Rates Ratio of 19% is slightly over the target of 18% and this now reflects previous years rates arrears, current year 1st instalment and 2nd instalment arrears.
Front counter customer experience (MCS)	Customer rating (very good, good, poor, very poor)	Very good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey Customer Service received a 72% rating of very good, good or adequate (a 12% increase to prior year).

2022/23 NEW INITIATIVES

PROGRESS / PROJECT TIMELINE

	Concept / Design
	Planning & Preparation
	Delivery
	Complete



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



COUNCIL REPORT

Agenda Item Number:	14.02.03
Report Title:	Ordinary Council Meetings – Order of Business
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	17/01/2023
Attachments:	Nil

Executive Summary

This report is presented to Council for the purpose of amending the current Order of Business at the Ordinary Council Meetings.

Recommendation

THAT Council adopts the amended agenda format, outlined in this report, as the format for all agendas produced for the Ordinary Council Meetings.

Background

At the commencement of a new Council term following a general election, the Council adopted the format for the Order of Business for future Ordinary Council Meetings.

The following amendments are presented for consideration:

Item 13 – Work Team Presentation – to be relocated to the Strategic Discussion and Briefing Sessions on an as needs basis.

Item 8 – Public Questions – to be bought forward after *Item 4 – Disclosure of Interest* for the benefit of the public in attendance.

As per legislation, there is no requirement in regard to the Order of Business or when in the order the minutes need to be confirmed.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Local Government Act (NT) 2019

92 Notice for meeting

- (1) *A notice convening a council meeting:*
 - (a) *must be in writing; and*
 - (b) *must state the date, time, place and agenda (including any confidential business) for the meeting; and*
 - (c) *must include any business papers to be considered at the meeting (including any business papers for confidential business); and*
 - (d) *must be given to the members:*
 - (i) *in the case of an ordinary meeting – at least 3 business days before the date of the meeting; and*
 - (ii) *in the case of a special meeting – at least 4 hours before the time appointed for the meeting.*
- (2) *The notice may be given to a member personally, by post, by email, by any other electronic means or in any other way arranged by the CEO with the member.*

101 Minutes

102 Public access to minutes

- (1) *This section applies to the minutes of a council, council committee or local authority.*
- (2) *A copy of the minutes must, within 10 business days after the date of the meeting to which the minutes relate, be available to the public:*
 - (a) *on the council's website; and*
 - (b) *at the council's public office.*
- (3) *If business that deals with confidential information was considered at the meeting, the copy of the minutes available to the public must contain a statement of that fact and the provision of this Act under which the information is confidential.*

Note for subsection (3)

- 1 *Information may be suppressed from the material that is made publicly available because the information is confidential (see section 293).*
 - 2 *The regulations prescribe the information that may be suppressed.*
- (4) *A member of the public:*
 - (a) *may inspect without fee, at the council's public office, the copy of the minutes made available to the public; and*

- (b) *may, on payment of any fee fixed by the council, obtain an identical copy of the minutes; and*
 - (c) *may, on payment of any fee fixed by the council, obtain from the CEO a certified copy of, or extract from, the minutes of a meeting.*
- (5) *However, until the council, council committee or local authority has confirmed the minutes as a correct record of the meeting:*
- (a) *the minutes, in the form in which the minutes are made available to the public, must be marked with a warning to the effect that the minutes have not been confirmed as a correct record of the meeting; and*
 - (b) *no certified copy of, or extract from, the minutes is to be issued.*

Council's Policy GOV02 Meeting Procedures

4.1.5(a) Order of Business

Subject to this Policy, the order of business at an ordinary meeting must be as the council or the committee (as the case may be) determines by resolution.

Risks

Nil.

Community Engagement

N/A



AGENDA
{Insert Number} Ordinary Council
Meeting
11th Council of Litchfield
TUESDAY 21/02/2023

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

TABLE OF CONTENTS

1	Acknowledgement of Traditional Owners	0
2	Opening of Meeting.....	0
3	Electronic Attendance / Apologies and Leave of Absence	0
	3.01 Electronic Attendance	
	3.02 Apologies	
	3.03 Leave of Absence Previously Granted	
	3.04 Leave of Absence Request	
4	Disclosures of Interest	0
	4.01 Elected Members	
	4.02 Staff	0
5	Public Questions	
6	Confirmation of Minutes	0 – 00
	6.01 Confirmation of Minutes	
	6.02 Council Business Arising from Previous Meetings	
7	Petitions.....	00
8	Deputations and Presentations	00
9	Accepting or Declining Late Items.....	00
10	Notices of Motion.....	00
11	Mayors Report	
	11.01 Mayors Report	00
12	Reports from Council Appointed Representatives.....	00
13	Officers Reports	00
	13.01 Business Excellence	
	13.01.01 Litchfield Council Finance Report – {Month} 2023	00 - 00
	13.01.02	00 - 00

	13.01.03	00 - 00
	13.01.04	00 - 00
	13.01.05	00 - 00
13.02	Council Leadership & Community	
	13.02.01	00 - 00
	13.02.02	00 - 00
	13.02.03	00 - 00
	13.02.04	00 - 00
	13.02.05	00 - 00
	13.02.06	00 - 00
	13.02.07	00 - 00
13.03	Infrastructure & Operations	
	13.03.01 Summary Planning and Development Report {Month} 2023.....	00 - 00
	13.03.02	00 - 00
	13.03.03	00 - 00
	13.03.04	00 - 00
	13.03.05	00 - 00
14	Other Business.....	00
15	Confidential Items	00
	15.01 {insert}	
16	Close of Meeting.....	00



COUNCIL REPORT

Agenda Item Number:	14.03.01
Report Title:	Summary Planning and Development Report December 2022
Author and Recommending Officer:	Julie Hillier, Program Leader, Planning and Development James Morgan, Manager Infrastructure and Assets
Meeting Date:	17/01/2023
Attachments:	A: PA2022/0454 Litchfield Council Letter of Comment B: PA2022/0459 Litchfield Council Letter of Comment C: PA2022/0467 Litchfield Council Letter of Comment

Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 30 November 2022 to 31 December 2022.

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

Type of Application	No. Applications
Development Applications	3
Clearances for Development Permit Conditions	2
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0

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 December 2022; and
2. note for information the responses provided to relevant agencies within Attachments A to C 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	3
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2022/0454</p> <p>Sections 1772 (390) & 224 (47) Acacia Gap Road, Manton, Hundred of Colton</p> <p>Attachment A</p>	<p>Clearing of native vegetation</p> <ul style="list-style-type: none"> • The subject site has an area of 253.5 hectares and is within Zone H (Horticulture) and R (Rural). • The application seeks to clear 74.5ha of native vegetation on the northern part of Section 224 and remove 3.5ha on the boundary with Section 1772 for the purpose of mango production. • Standard comments provided to address stormwater management and road access approval.
<p>PA2022/0459</p> <p>Section 1772 (155) Sayer Road, Hundred of Strangways</p> <p>Attachment B</p>	<p>Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary</p> <ul style="list-style-type: none"> • The subject site has an area of 4.61 hectares and is within Zone RL (Rural Living). • The application seeks to construct a shed addition with a setback to a side boundary of 5.3m rather than the minimum of 10m. • The shed will be partly screened by existing dense vegetation on the site. • Standard comments provided to address stormwater management and road access approval.
<p>PA2022/0467</p> <p>Section 7865 (4) Mathew Hopkins Road, Holtze, Hundred of Bagot</p> <p>Attachment C</p>	<p>Warehouse addition to an existing industrial development</p> <ul style="list-style-type: none"> • The subject site has an area of 1.11 hectares and is within Zone DV (Development). • The proposal seeks consent to develop a warehouse in addition to an existing warehouse already on the site. • Standard comments provided to address stormwater management and road access approval.

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
DP19/0285 Subdivision to create 65 lots in two stages	Section 5662 Hundred of Strangways, 240 Morgan Rd Section 2934 Hundred of Strangways, Section 3996 Hundred of Strangways, 220 Brooking Cct Lot 1 Hundred of Strangways, 610 Lowther Rd Lot 2 Hundred of Strangways, 630 Lowther Rd Lot 10 Hundred of Strangways, 640E Lowther Rd Lot 11 Hundred of Strangways, 640D Lowther Rd Lot 12 Hundred of Strangways, 640C Lowther Rd Lot 13 Hundred of Strangways, 640B Lowther Rd, Lot 14 Hundred of Strangways, 640A Lowther Rd Lot 15 Hundred of Strangways, 660 Lowther Rd	Stage 2 General conditions – Easements, stormwater drainage and vehicle access
DP22/0262 Subdivision to create 4 lots	Lot 1, LTO Plan 68010 Lot 2, LTO Plan 68010 (45 & 55) Girraween Road Hundred of Bagot	Conditions Precedent – Stormwater drainage and traffic impact assessment.

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
Short term Crown Lease convertible to a long term Crown Lease	Part Section 2929 (1910) Stuart Hwy and Section 418 (2150) Stuart Hwy, Hundred of Strangways	Stage 1 of the Power and Water Corporation Strauss Water Treatment Plant covering an area of approximately 13.40ha. Darwin Region Water Supply Infrastructure Program (Manton Dam RTS and AROWS).	Council has no objections or requirements.

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.



9 December 2022

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

RE: Letter of Comment Development Application – Clearing of native vegetation

PA2022/0454 – Section 1772 (390) & 224 (47) Acacia Gap Road, Manton Hundred of Colton

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

Council does not object to the granting of a Development Permit and should the application be approved, the Council requests the following conditions be included as Conditions in any Development Permit issued by the consent authority:

- a) Prior to the endorsement of plans, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Prior to the endorsement of plans, the proponent shall obtain crossover approval to the standards of Litchfield Council. Additional information can be found at www.litchfield.nt.gov.au.

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

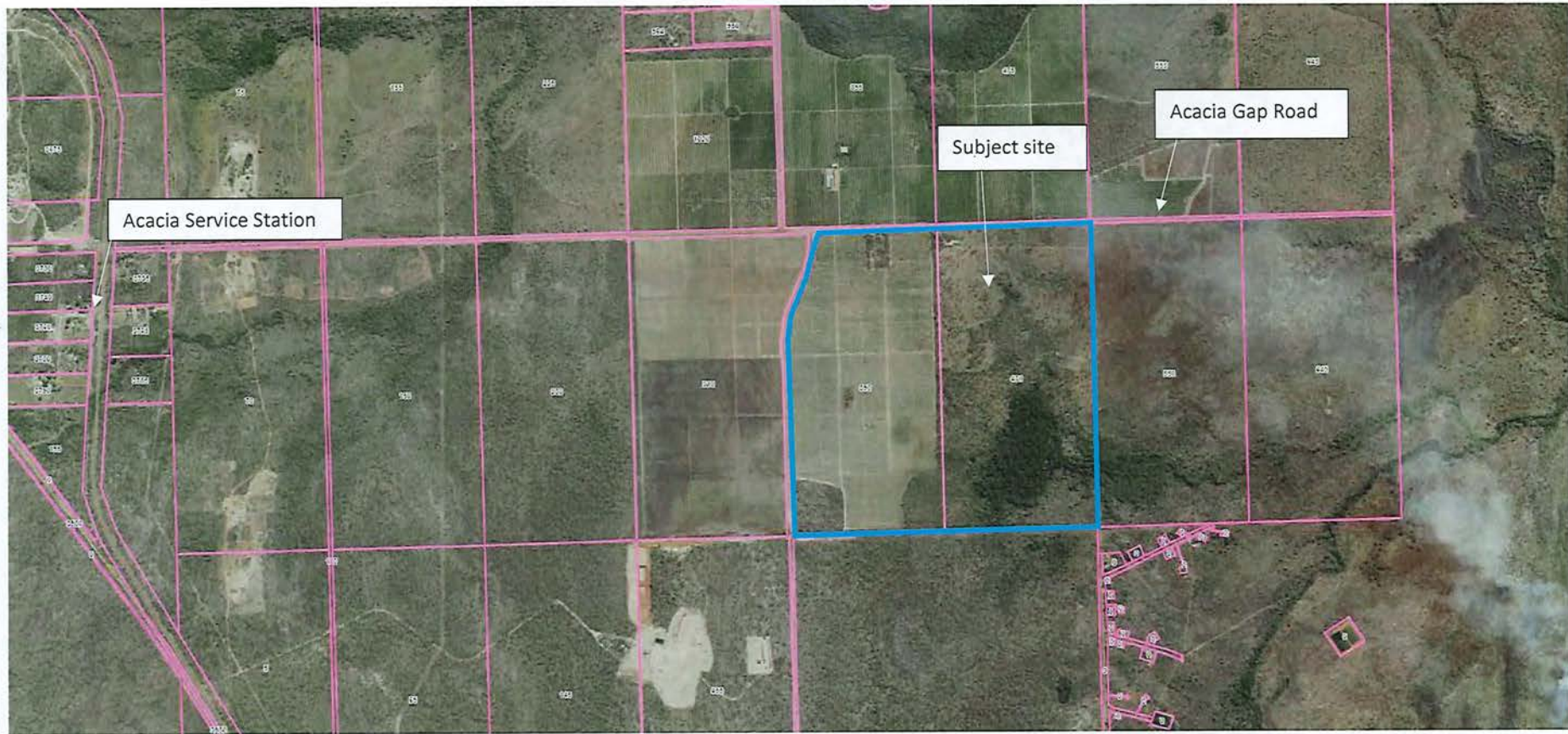
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve.

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

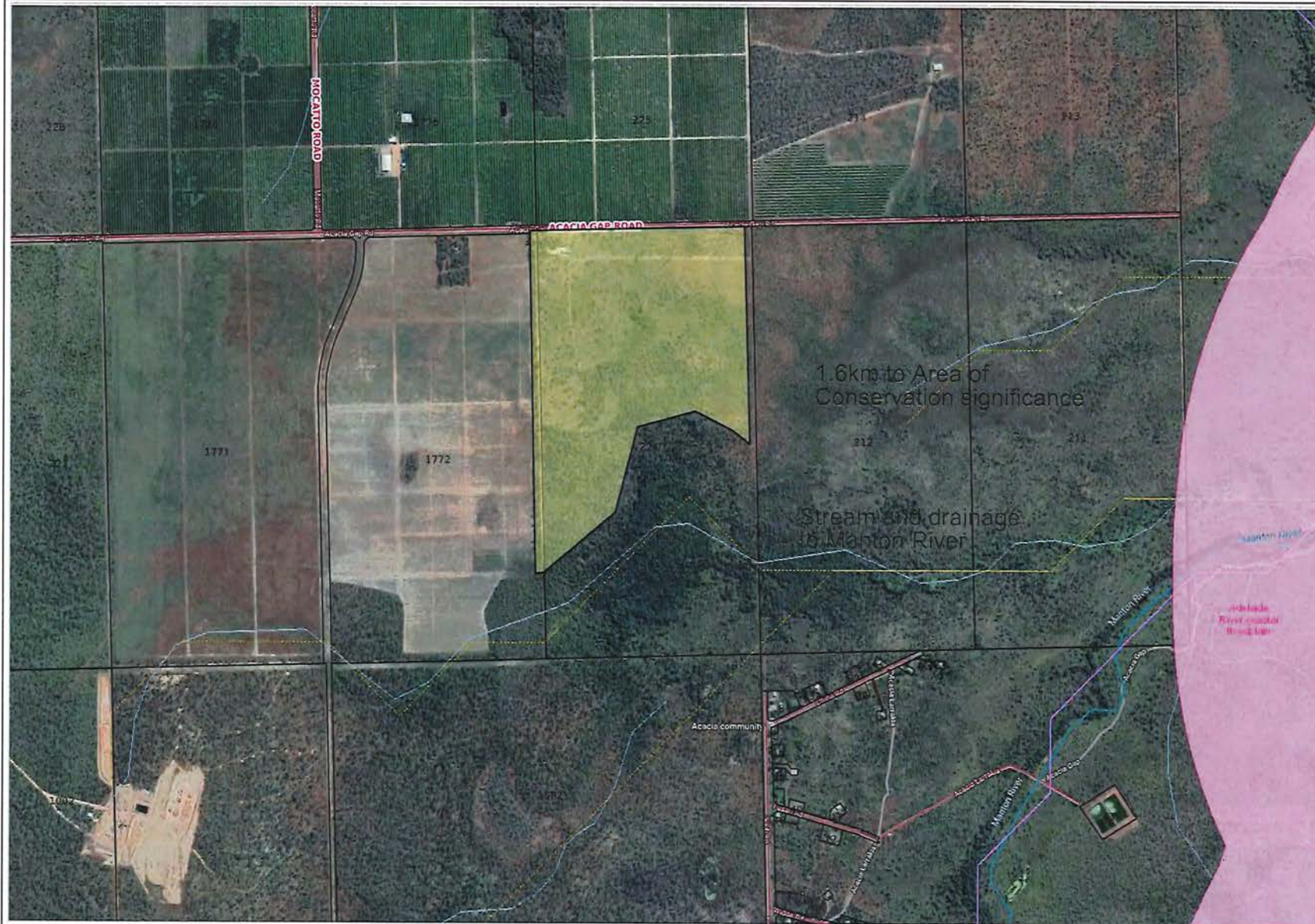
Yours faithfully



Julie Hillier
Planning and Development Program Leader
Infrastructure and Assets



North



Legend

Sites of Conservation Significance (Significance)

- International
- National

Stream Order

Intermittent Streams

- 1
- 2

Creeks

- 3
- 4

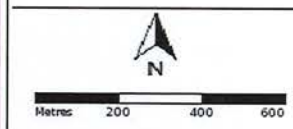
Rivers

- 5
- 6
- 7

Major Drainage

Minor Drainage

Stream



nrmaps.nt.gov.au
 Geospatial Services Branch

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 Department of Environment, Parks and Water Security
 © Northern Territory Government



9 December 2022

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

RE: Letter of Comment Development Application – Outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the side boundary

PA2022/0459 – Section 1772 (155) Sayer Road, Hundred of Strangways

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

Council does not object to the granting of a Development Permit and should the application be approved, the Council requests the following conditions be included as Conditions in any Development Permit issued by the consent authority:

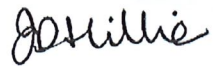
- a) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Vehicle access is to meet Litchfield Council's requirements. Additional information can be found at www.litchfield.nt.gov.au.

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
Infrastructure and Assets



North





9 December 2022

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

RE: Letter of Comment Development Application – Warehouse addition to an existing industrial development

PA2022/0467 – Section 7865 (4) Mathew Hopkins Road, Holtze, Hundred of Bagot

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

Council does not object to the granting of a Development Permit and should the application be approved, the Council requests the following conditions be included as Conditions in any Development Permit issued by the consent authority:


- a) Prior to the endorsement of plans, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Prior to the endorsement of plans, the proponent shall obtain crossover approval to the standards of Litchfield Council. Additional information can be found at www.litchfield.nt.gov.au.

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



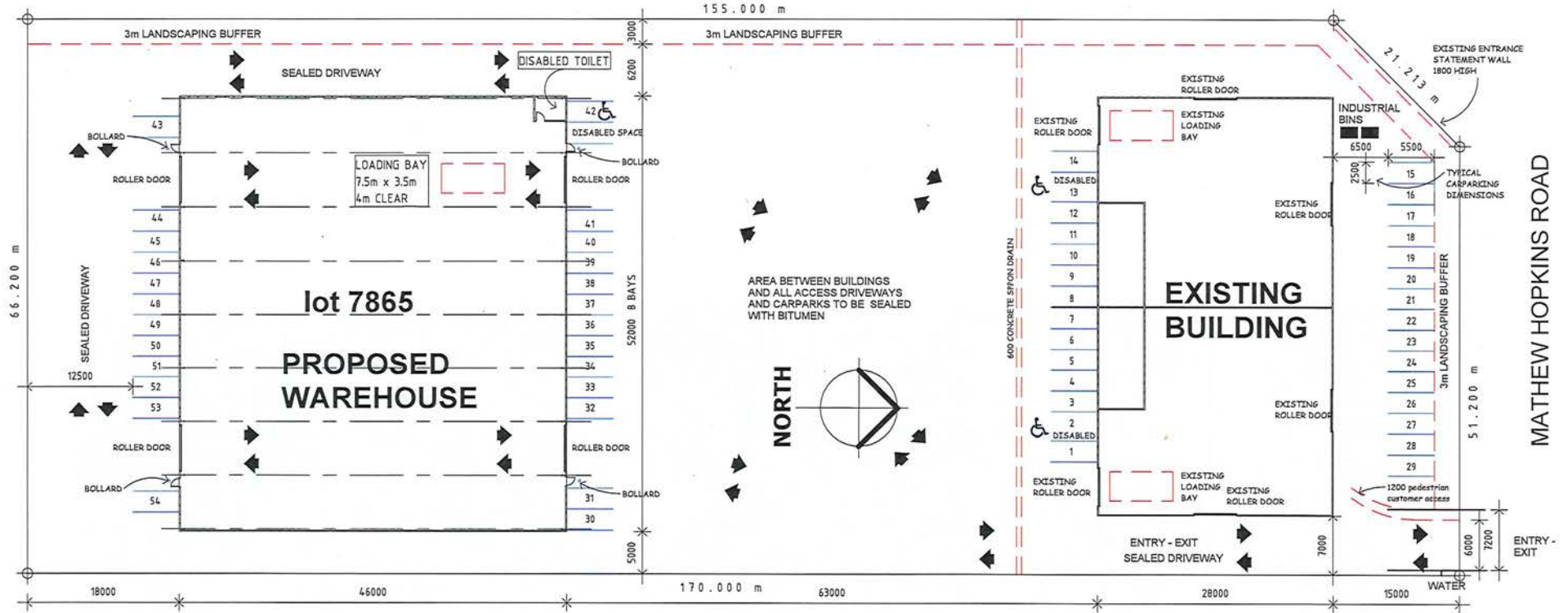
Julie Hillier
Planning and Development Program Leader
Infrastructure and Assets



North

21/11/2022 11:50:55 AM D:\85\78563-APEX-7865-THORNGATE-HOLTZE\8563-THORNGATE-HOLTZE.rvt

THORNGATE ROAD



CARPARKING SCHEDULE

NEW WAREHOUSE FLOOR = 2381m² (24)

EXISTING MEZZANINE FLOOR = 153m²

EXISTING WORKSHOP FLOOR = 1205m²

TOTAL = 1,358m² = 14 CARPARKS

EXISTING GROUND FLOOR OFFICE = 145m²

EXISTING FIRST FLOOR OFFICE = 135m²

TOTAL = 280m² = 12 CARPARKS

54 CARPARKS PROVIDED

SITE PLAN

1 : 500



TEAM DESIGN DRAFTING
P.O. BOX 41247 CASUARINA NT 0810
Email : tedrafting@internode.on.net
ABN: 26243378406

check all dimensions before commencing construction

PROJECT LOT 7865 MATHEW HOPKINS RD
HOLTZE

APEX STEEL

DRAWN ⇒ RB

Page 137 of 140

JOB OR DRG NO.
T8563-1



COUNCIL REPORT

Agenda Item Number:	14.03.02
Report Title:	Guys Creek Road Land Acquisition and Road Opening
Author:	Julie Hillier, Planning and Development Program leader
Recommending Officer:	
Meeting Date:	17/01/2023
Attachments:	Nil

Executive Summary

This report seeks approval to acquire 8062.3m² of Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000.00, and to proceed with the road opening process over this land to provide necessary additional road reserve. The additional road reserve will allow Council to adequately upgrade Guys Creek Road which is included in the Capital Works program for 2022/2023.

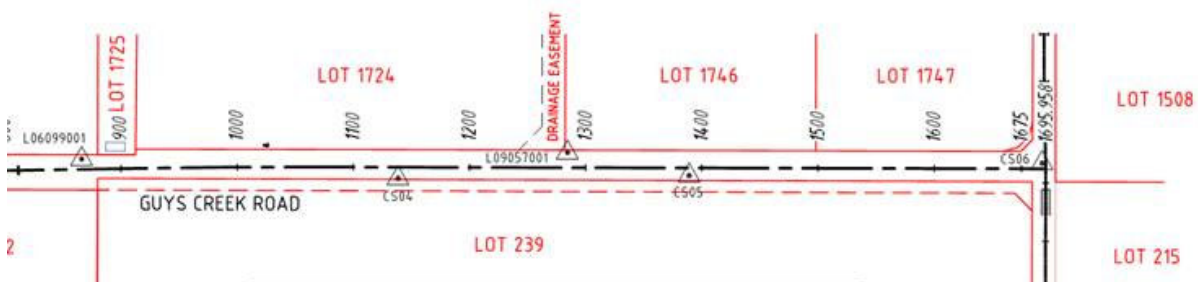
Recommendation

THAT Council:

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.

Background

Guys Creek Road is identified as a project included in the Capital Works program for 2022/2023. The current design of Guys Creek Road requires an upgrade to allow for a safer road standard, and the additional road reserve acquired through the outlined process will allow Council to adequately complete these upgrades. The identified portion of land makes up a total of 8062.3m².



To expand the road over this area of land, Council must acquire the land from the landowner. A qualified valuer has examined the site and other similar properties in the locality and placed a value of \$15,000 on this section of land. Discussions with the landowner have indicated that the owner is willing to allow Council to acquire the land.

As noted, a road opening is required to separate the land from the parcel and create it as road reserve. Council's approval is sought to carry out the road opening process and assume the ownership of the additional 8062.3m² of road reserve.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

GOV 12 Land Acquisition Policy
Part 12.1 Property Generally *Local Government Act 2019*

Risks

If Council was unable to acquire the portion of land at Section 239 (120) Guys Creek Road, Hundred of Colton the upgrade works required for the road would not be completed.

Community Engagement

In accordance with the *Local Government Act 2019*, a 28-day period of public notification for the establishment of a new road will be required and Council must consider any written objections.



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 17 January 2023

15 Other Business

16 Confidential Items

16.01 Confidential Meeting Minutes

16.02 Mira Square Community Building

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

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

17 Close of Meeting