



# Council Meeting

## BUSINESS PAPER

### WEDNESDAY 15/07/2020

Meeting to be held commencing 6:30pm  
In Council Chambers at 7 Bees Creek Road, Freds Pass  
and via video conference  
Zoom <https://us02web.zoom.us/j/84104861372>

**Daniel Fletcher, Chief Executive Officer**

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.



## COUNCIL AGENDA

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### LITCHFIELD COUNCIL MEETING

**Notice of Meeting**  
to be held in the Council Chambers, Litchfield  
on Wednesday 15 July 2020 at 6:30pm



Daniel Fletcher  
Chief Executive Officer

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## COUNCIL AGENDA

### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

#### 1. Open of Meeting

An audio recording of this meeting is being made for minute taking purposes as authorised by the Chief Executive Officer.

#### 2. Acknowledgement of Traditional Ownership

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

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

THAT Council notes and approves:

Leave of Absence	Cr {Insert}	{dates}
Apologies	Cr {Insert}	{date}

#### 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.

#### 5. Confirmation of Minutes

THAT Council confirm the minutes of the Council Meeting held 24 June 2020, -- pages.



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

#### Minutes of Meeting

held in the Council Chambers, Litchfield  
on Wednesday 24 June 2020 at 6:30pm

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<b>Present</b>	Maree Bredhauer Christine Simpson Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Deputy Mayor / Councillor Central Ward Councillor East Ward Councillor South Ward Councillor North Ward
<b>Staff</b>	Daniel Fletcher Nadine Nilon Silke Maynard Wendy Smith Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Community & Corporate Services Manager Planning & Development Executive Assistant
<b>Public</b>	Steve Ashe Andrew Mackay	Southport Girraween

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#### 1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

#### 2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the traditional custodians of the land on which the Council meet on. 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.

**3. APOLOGIES AND LEAVE OF ABSENCE**

Nil.

**4. DISCLOSURES 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.

No disclosures of interest were declared.

**5. CONFIRMATION OF MINUTES**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council confirm the minutes of the:

1. Council Meeting held 20 May 2020, 7 pages;
2. Council Confidential Meeting held 20 May 2020, 2 pages; and
3. Special Council Meeting held 3 June 2020, 3 pages.

**CARRIED (5-0)-1920/233**

**6. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council receives and notes the Action List.

**CARRIED (5-0)-1920/234**

**7. PRESENTATIONS**

Nil.

**8. PETITIONS**

Nil.

**9. PUBLIC FORUM**

Nil.

**10. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

**11. NOTICES OF MOTION**

Nil.

**12. MAYORS REPORT**

Moved: Deputy Mayor Simpson

Seconded: Cr Sayers-Hunt

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

**CARRIED (5-0)-1920/235**

**13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

**CARRIED (5-0)-1920/236**

**14. FINANCE REPORT**

**14.1 Council Finance Report – May 2020**

Moved: Cr Sayers-Hunt

Seconded: Deputy Mayor Simpson

THAT Council receives the Litchfield Council Finance report for the period ended 31 May 2020.

**CARRIED (5-0)-1920/237**

## **15. OFFICERS REPORTS**

### **15.1 Summary Planning and Development Report June 2020**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council:

1. receives the June 2020 Summary Planning and Development report; and
2. notes for information the responses provided to relevant agencies within Attachments A – D to this report.

**CARRIED (5-0)-1920/238**

### **15.2 320 Arnhem Highway Master Plan**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council:

1. adopts the 320 Arnhem Highway Master Plan included as Attachment A to this report; and
2. authorises the Chief Executive Officer to make minor editorial changes as required.

#### **AMENDMENT**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council:

1. adopts the 320 Arnhem Highway Master Plan included as Attachment A to this report;
2. authorises the Chief Executive Officer to make minor editorial changes as required; and
3. progress community engagement on 320 Arnhem Highway Masterplan.

**CARRIED (4-1)-1920/239**  
**THE AMENDMENT BECAME THE MOTION**



**15.3 PA2020/0126 an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers**

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

THAT Council:

1. receives and notes the report; and
2. endorses Attachment A, Council's Letter of Comment for PA2020/0126, an Exceptional Development Permit Application for Intensive Animal Husbandry (Barramundi Hatchery) at Section 1796 Channel Island Road, Wickham, Hundred of Ayers.

**CARRIED (5-0)-1920/240**

**15.4 Customer Service Charter**

Moved: Deputy Mayor Simpson  
Seconded: Cr Sayers-Hunt

THAT Council adopt the Customer Service Charter for implementation and publication.

**CARRIED (5-0)-1920/241**

**15.5 Freds Pass Rural Show Sponsorship Update**

Moved: Cr Barden  
Seconded: Cr Sayers-Hunt

THAT Council note the report on the Freds Pass Rural Show 2020 sponsorship.

**CARRIED (5-0)-1920/242**

**15.6 Knuckey Lagoon Recreation Reserve Committee Request for Funds**

Moved: Cr Sayers-Hunt  
Seconded: Cr Salter

THAT Council approve the release of \$45,000 from the Knuckey Lagoon Recreation Reserve fund for the construction of a storage shed at the Reserve.

**CARRIED (5-0)-1920/243**

### **15.7 Special Purpose Grant Acquittal HDVG Community Hall upgrades**

Moved: Deputy Mayor Simpson  
Seconded: Cr Barden

THAT Council:

1. note the Special Purpose Grant Acquittal report; and
2. approve the acquittal of the Special Purpose Grant for the Humpty Doo Village Green Community Hall upgrades to the value of \$33,824.00 as of 12 June 2020.

**CARRIED (5-0)-1920/244**

### **15.8 Draft FIN05 Debt Recovery Policy**

Moved: Deputy Mayor Simpson  
Seconded: Cr Salter

THAT Council defers the approval of the FIN05 Debt Recovery Policy to the Council meeting in July 2020 to allow for a further review.

**CARRIED (5-0)-1920/245**

### **15.9 Request for Variation – Annual Community Grants**

Moved: Cr Sayers-Hunt  
Seconded: Deputy Mayor Simpson

THAT Council approve the variation as requested by Darwin Community Arts from *Litchfield Love Boxes* to *Drawn Outside*.

**CARRIED (5-0)-1920/246**

### **15.10 CEO's Monthly Report**

Moved: Cr Salter  
Seconded: Deputy Mayor Simpson

THAT Council receive and note the Chief Executive Officer's monthly report for May 2020.

**CARRIED (5-0)-1920/247**

#### **15.11 Mira Square Staging**

Moved: Cr Barden  
Seconded: Cr Salter

THAT Council proceed with development of any stage of the agreed site design, or part thereof, for Mira Square according to available funding.

**CARRIED (5-0)-1920/248**

#### **16. COMMON SEAL**

Nil.

#### **17. OTHER BUSINESS**

Nil.

#### **18. PUBLIC QUESTIONS**

Nil.

#### **19. CONFIDENTIAL ITEMS**

Nil.

#### **20. CLOSE OF MEETING**

The Chair closed the meeting at 8:17pm.

#### **21. NEXT MEETING**

Wednesday 15 July 2020.

#### **MINUTES TO BE CONFIRMED**

Wednesday 15 July 2020

.....  
Mayor  
Maree Bredhauer

.....  
Chief Executive Officer  
Daniel Fletcher



## COUNCIL AGENDA

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### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

#### **6. Business Arising from the Minutes**

THAT Council receives and notes the Action List.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	<b>Meeting Procedures By-Laws</b> THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	19-11-15	DCCS	Review of Draft By-laws to be re-initiated in July 2020.
16/0203	<b>Signage, Roadside Vans and Events on Council Land</b> 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body; 2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	21-09-16	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	<b>Litchfield Aquatic Facility Needs Analysis Report</b> THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.	15-02-17	DCCS	All Special Purpose grant funding has been repurposed for COVID19 related SCALE funding. A new grant opportunity needs to be sought for the project.
1718/240	<b>Berry Springs Water Advisory Committee - Council Representative</b> THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.	16-05-18	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operate in a water control district. Waiting on further advice from NT Government.
1819/145	<b>Recreation Reserve Leases and Funding Agreements Project</b> THAT Council: 1. notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2. notes the draft lease agreement; 3. approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4. receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16-01-19	DCCS	Lease documents for all four reserves to be signed and sealed to be distributed to reserve committees.

Mango Roads Project Update				
1920/078	<p>THAT Council:</p> <p>1.receive and notes the update on the Mango Road project;</p> <p>2.notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government;</p> <p>3.notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project;</p> <p>4.provides in-principle support to contribute \$3 million to the Mango Roads project;</p> <p>5.approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council’s \$3 million contribution;</p> <p>6.request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations; and</p> <p>7.write to Minister Canavan and Minister Lawler to express a desire to have the infrastructure bought forward to the 20/21 budget for immediate works.</p>	16-10-19	DIO	<p>Design consultant engaged to finalise designs and documentation for NTG tendering.</p> <p>Agreement with NTG for Council's financial contribution has been finalised.</p> <p>Letters to Ministers have been sent.</p>
Mira Square - Application for Crown Land				
1920/174	<p>THAT Council:</p> <p>1.proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and</p> <p>2.authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.</p>	19-03-20	DIO	Application underway.
RV/Caravan Park and Dump Point Investigation Update				
1920/175	<p>THAT Council:</p> <p>1.receive and note the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality;</p> <p>2.write to Campervan and Motorhome Camping Association acknowledging appreciation for the interest in partnership with Council and advising that the opportunity is not suitable at this time;</p> <p>3.include the consideration of overnight visitors in the development of Tourism Strategy project in conjunction / liaise with the Litchfield Tourism Businesses and their relevant stakeholders and peak bodies;</p> <p>4.include consideration for the installation of a wastewater dump point as an advocacy priority project; and</p> <p>5.write to the NT Minister for Tourism, NT Minister for Essential Services and Local Members of the Legislative Assembly emphasising the need for an accessible free dump point within the Litchfield Municipality as part of NT tourism initiatives to service visitors throughout the region.</p>	19-03-20	DIO	Underway.
Proposed Road Opening Richards Road, Blackmore – Section 1719				
1920/176	<p>THAT Council:</p> <p>1.proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and</p> <p>2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</p>	19-03-20	DIO	Near completion. Currently out of public comment closing 24 June 2020.

**NGA20 Notice of Motion**

1920/182	<p>THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:</p> <p>“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (<i>Andropogon gayanus</i>) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”</p>	19-03-20	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021
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**COVID-19 Response Plan**

1920/183	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and</li> <li>2.delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.</li> </ol>	19-03-20	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.
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**Change to Meeting Protocols**

1920/207	<p>THAT Council:</p> <ol style="list-style-type: none"> <li>1.acknowledge the need to adapt GOV02 Meeting procedures policy to allow for the use of online platforms for conducting Council meetings;</li> <li>2.suspend: <ol style="list-style-type: none"> <li>a.section 4.1.2(d) of GOV02 Meeting Procedures policy to allow the Mayor to Chair meetings remotely,</li> <li>b.public accessing Chambers for Council meetings due to social distancing protocols,</li> <li>c.section 4.1.10(c) of GOV02 Meeting Procedures policy and require a member of the public to make a statement in reference to a petition remotely, and</li> <li>d.section 4.1.21 – Members will not be required to stand when addressing the meeting;</li> </ol> </li> <li>3.require all questions from the public related to the agenda be submitted via email to the Chief Executive Officer at least two days prior to the meeting to be read out at the meeting;</li> <li>4.record all Ordinary and Special Council meetings and make these available on the Council website;</li> <li>5.require requests for deputations (section 4.1.11 of GOV02 Meeting Procedures) be conducted by remote access;</li> <li>6.request the Chief Executive Officer to develop appropriate Electronic Meeting Procedures; and</li> <li>7.review these directives: <ol style="list-style-type: none"> <li>a.at the first Council meeting in 2021, or</li> <li>b.when Social distancing protocols are lifted by the Northern Territory Chief Health Officer.</li> </ol> </li> </ol>	15-04-20	DCCS	Ongoing as physical distancing rules regarding COVID19 still apply.
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1920/239	<b>320 Arnhem Highway Master Plan</b>  THAT Council: 1.adopts the 320 Arnhem Highway Master Plan included as Attachment A to this report; 2.authorises the Chief Executive Officer to make minor editorial changes as required; and 3.progress community engagement on 320 Arnhem Highway Masterplan.	24-06-20	DIO	Community consultation to progress in accordance with Council resolution and agreed community consultation plan.  Community infrastructure planning required to appropriately progress this masterplan.
1920/241	<b>Customer Service Charter</b>  THAT Council adopt the Customer Service Charter for implementation and publication.	24-06-20	DCCS	COMPLETE - Charter available on Council's Website and will be included in New Residents Welcome Packs. All staff have been provided with a copy of the Charter.
1920/243	<b>Knuckey Lagoon Recreation Reserve Committee Request for Funds</b>  THAT Council approve the release of \$45,000 from the Knuckey Lagoon Recreation Reserve fund for the construction of a storage shed at the Reserve.	24-06-20	DCCS	Funding and project to be included in 2020-21 budget.
1920/244	<b>Special Purpose Grant Acquittal HDVG Community Hall upgrades</b>  THAT Council: 1.note the Special Purpose Grant Acquittal report; and 2.approve the acquittal of the Special Purpose Grant for the Humpty Doo Village Green Community Hall upgrades to the value of \$33,824.00 as of 12 June 2020.	24-06-20	DCCS	COMPLETE - acquittal sent to relvenat department
1920/245	<b>Draft FIN05 Debt Recovery Policy</b>  THAT Council defers the approval of the FIN05 Debt Recovery Policy to the Council meeting in July 2020 to allow for a further review.	24-06-20	DCCS	FIN05 will be included in the August 2020 Council Meeting Agenda to allow time for councillor workshop.
1920/248	<b>Mira Square Staging</b>  THAT Council proceed with development of any stage of the agreed site design, or part thereof, for Mira Square according to available funding.	24-06-20	DIO	Mira Square lease application to be sent to Department of Infrastructure Planning by COB Friday 10 July 2020





# COUNCIL AGENDA

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## LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

**7 Presentations**

**8 Petitions**

**9 Public Questions**

**10 Accepting or Declining Late Items**

**11 Notices of Motion**

**12 Mayors Report**

12.1 Mayor's Report



## COUNCIL REPORT

**Agenda Item Number:** 12.1  
**Report Title:** Mayor's Monthly Report  
**Author & Recommending Officer:** Maree Bredhauer  
**Meeting Date:** 15/07/2020  
**Attachments:** Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 25 June 2020 to 15 July 2020.

### Summary

Date	Event	Content/Comment
26/6/20	Territory FM	Regular Radio Interview
1/7/20	Resident Meeting	Election Candidate
1/7/20	Resident Meeting	
1/7/20	Territory Wildlife Park	Consultation regarding opening hours
2/7/20	Mayor Luncheon	Quarterly Event
2/7/20	NT Mango Growers	Mango Festival and Signage
2/7/20	Administrative Review Committee Meeting	Scheduled Meeting
3/7/20	Danila Dilba Humpty Doo Clinic	Official Opening
6/7/20	Palmerston & Regional Fire Station	Official Opening
6/7/20	LWIB Committee Meeting	Scheduled Meeting
7/7/20	LWIB Network Event	Scheduled Monthly Event
8/7/20	Strategic Discussion & Briefing Session	Scheduled Monthly Meeting
10/7/20	Territory FM	Regular Radio Interview

<b>Date</b>	<b>Event</b>	<b>Content/Comment</b>
10/7/20	Taminmin Community Library Senior Morning Tea	Scheduled Event
14/7/20	LGANT – MyDarwn Platform	LGANT Zoom Meeting

### **Recommendation**

THAT Council receives and notes the Mayor's monthly report.



## COUNCIL AGENDA

### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

*Council Appointed Representatives* provide a verbal update on activities over the past month relating to the committee meetings to which the Councillor has been formally appointed.

#### 13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee
Cr Sayers-Hunt	-	Freds Pass Sport & Recreation Reserve Governance Arrangements Review Reference Group
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
	-	Local Government Association of the Northern Territory (LGANT)

#### Activity Area Plans

Mayor Bredhauer Cr Simpson	Coolalinga/Freds Pass Rural Activity Centre Area Plan Community Advisory Committee
Mayor Bredhauer Cr Barden	Humpty Doo Rural Activity Centre Area Plan Community Advisory Group

#### RECOMMENDATION

THAT Council note the Councillors' verbal report.



## COUNCIL AGENDA

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### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

<b>14</b>	<b>Finance Report</b>
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14.1	Litchfield Council Finance Report June 2020
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## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.1
<b>Report Title:</b>	Litchfield Council Finance Report – June 2020
<b>Author:</b>	Arun Dias, Finance Manager
<b>Recommending Officer</b>	Silke Maynard, Director Community & Corporate Services
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	Nil

### Executive Summary

Total Revenue of \$16,981,217 for the year as per the end of June reflects 103% of the annual budget. Financial Assistance Grants for first and second quarter of 2020/21 financial year were paid in advance to Council, this is consistent with previous years' practice. Revenue collected from User fees and charges for Thorak Cemetery has exceeded the full year budget by 38%.

Total YTD Expenses of \$13,136,851, 86% of the annual budget, with accruals for invoices still occurring as part of the end of financial year works.

YTD Capital revenue has exceeded full year budget as the annual allocation of the Roads to Recovery (R2R) grant funding was paid in May 2020 and Council received funding for the Special Community Assistance and Local Employment (SCALE) program in June 2020.

Capital expenses incurred year to date represent 81% of the full year budget, with works in process and carried over to the 2020/21 financial year.

The results presented in this report are not the final results for the financial year 2019/20 with end of financial year reconciliation and accrual work still outstanding. Council will have the Annual Report and audited financial statements for 2019/20 prepared by November 2020 in line with legislative requirements.

### Recommendation

THAT Council note the Litchfield Council Finance Report for the period ended 30 June 2020.

### Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Financial Reporting in line with *Local Government (Accounting) Regulations* and relevant Council policies.

Risks



Community Engagement

Not applicable.

# Finance Report

## June 2020

**LITCHFIELD  
COUNCIL**



*Community effort is essential*



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## SECTION 1

### CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements, including Thorak Regional Cemetery operations are presented in the same format as the full set of *End of Financial Year* Statements for greater transparency. This report is included in Litchfield Council's Annual Report. In line with end of financial year procedures, adjustments and accruals to financials is currently underway. As such results presented in this report will change to account for Yearend adjustments.

The statements do not include capital revenue, this is reported in the Capital Budget Position table. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

### CONSOLIDATED OPERATING STATEMENT at 30 June 2020

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
<b>REVENUE</b>			
Rates	10,729,551	10,675,905	100%
Stat Charges	129,700	137,049	106%
User Charges	1,245,690	1,786,644	144%
Grants	3,615,916	3,622,092	100%
Investment Income	694,451	641,883	92%
Reimbursements	0	37,583	0%
Other Revenue	127,842	80,060	63%
<b>TOTAL REVENUE</b>	<b>16,543,150</b>	<b>16,981,217</b>	<b>103%</b>
<b>EXPENSES</b>			
Employee Costs	6,482,433	6,062,468	94%
Auditors Fees	102,016	33,712	33%
Bad Debts	2,704	1,768	65%
Elected Member	242,264	194,047	80%
Cemetery Operations	182,954	173,900	95%
Contractors	4,079,619	3,405,759	83%
Energy	259,100	199,813	76%
Insurance	582,957	444,274	76%
Maintenance	793,960	702,356	88%
Legal Expenses	114,500	160,932	98%
Donations and Community Support	127,900	102,802	80%
Computer / IT Costs	368,335	295,259	80%
Parts, Accessories & Consumables	330,550	293,245	89%
Professional Fees	835,577	578,204	74%
Sundry	724,332	474,415	70%
<b>TOTAL EXPENSES</b>	<b>15,229,201</b>	<b>13,137,263</b>	<b>86%</b>
<b>RESULT</b>	<b>1,310,949</b>	<b>3,844,362</b>	<b>302%</b>

**CONSOLIDATED BALANCE SHEET at 30 June 2020**

	31-May-20 (\$)	30-June-20 (\$)	Movement (\$)
<b>CURRENT ASSETS</b>			
Cash & Cash Equivalents	4,670,790	1,823,183	-2,847,607
Trade and Other Receivables	2,220,930	1,948,326	-272,604
Other Financial Assets	20,914,787	22,083,282	1,168,495
Other Current Assets	117,153	120,038	2,885
<b>TOTAL CURRENT ASSETS</b>	<b>27,923,660</b>	<b>25,974,829</b>	<b>-1,948,832</b>
<b>NON-CURRENT ASSETS</b>			
Infrastructure, Property, Plant & Equipment	309,111,798	309,111,798	0
Other Non-Current Assets	3,739,185	3,739,185	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>312,850,983</b>	<b>312,850,983</b>	<b>0</b>
<b>TOTAL ASSETS</b>	<b>340,774,643</b>	<b>338,825,811</b>	<b>-1,948,832</b>
<b>CURRENT LIABILITIES</b>			
Trade and Other Payables	1,278,046	1,459,499	181,453
Current Provisions	654,477	654,477	0
<b>TOTAL CURRENT LIABILITIES</b>	<b>1,932,523</b>	<b>2,113,976</b>	<b>181,453</b>
<b>NON-CURRENT LIABILITIES</b>			
Non-Current Provisions	417,658	402,070	-15,588
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>417,658</b>	<b>402,070</b>	<b>-15,588</b>
<b>TOTAL LIABILITIES</b>	<b>2,350,182</b>	<b>2,516,046</b>	<b>165,864</b>
<b>NET ASSETS</b>	<b>338,424,461</b>	<b>336,309,765</b>	<b>-2,114,696</b>
<b>EQUITY</b>			
Accumulated Surplus	20,189,159	20,189,159	0
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	23,281,329	23,281,329	0
<b>TOTAL EQUITY</b>	<b>339,330,379</b>	<b>339,330,379</b>	<b>0</b>

***Estimate of Net Cash position and Current ratio***

The current ratio measures the liquidity of an entity. It observes the ability to pay short-term liabilities (debt and payables) with its short-term assets (cash and receivables). If the ratio is less than 1:1 Council is unable to pay its liabilities. Best practice is for the ratio to be between 1.5 and 3.

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 30 June 2020 current ratio equalling 12.29

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{25,974,829}{2,113,976} = 12.29\end{aligned}$$

$$\text{Net Cash Position} = 25,974,829 - 2,516,046 = \$23 \text{ million}$$

## SECTION 2

### OPERATING POSITION BY DEPARTMENT

The 2019/20 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date is 85% of the annual budget. Some operational expenditures are not recognised yet and will be captured through the end of year accruals.

*Note. This does not include Thorak Regional Cemetery.*

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
<b>REVENUE</b>			
Council Leadership	30,000	536	2%
Corporate	-	0	100%
Finance & Customer Service	9,045,441	8,969,233	99%
Infrastructure & Assets	2,637,492	2,630,617	100%
Planning & Development	60,748	43,843	71%
Waste Management	3,139,680	3,183,374	101%
Community	80,000	245,776	307%
Community – Library	421,447	408,640	97%
Mobile Workforce	-	-3,764	100%
Regulatory Services	128,700	137,761	105%
<b>TOTAL REVENUE</b>	<b>15,543,508</b>	<b>15,616,016</b>	<b>100%</b>
<b>EXPENSES</b>			
Council Leadership	1,111,896	919,626	83%
Corporate	645,697	561,198	87%
Information Services	513,091	400,403	78%
Finance & Customer Service	1,781,930	1,486,187	83%
Infrastructure & Assets	3,004,297	2,240,883	75%
Planning & Development	727,387	696,653	96%
Waste Management	2,972,436	2,634,582	89%
Community	1,504,946	1,401,351	93%
Community – Library	421,447	411,650	98%
Mobile Workforce	1,265,337	1,127,243	88%
Regulatory Services	371,831	354,685	91%
<b>TOTAL EXPENSES</b>	<b>14,320,295</b>	<b>12,234,460</b>	<b>85%</b>
<b>OPERATING RESULT</b>	<b>1,223,213</b>	<b>3,381,556</b>	<b>85%</b>

## NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditures are included in the operating result above. The table below highlights the expenditure compared to budget at the end of June 2020.

	2019/20 Budget (\$)	2019/20 Actuals (\$)	2019/20 Forecast (\$)	Comments	Status
Tourism Strategy (Visitor Experience Enhancement Program)	30,000	0	3,000	Draft complete, to be sent to Council August 2020	On Budget
Shared Path Plan	25,000	21,804	22,684	Complete	On Budget
320 Arnhem Highway Master Plan – Stage 1	30,000	30,168	30,168	Complete	On Budget
Chamber Refurbishment	10,000	8,458	10,000	Last table to arrive July 2020	On Budget
New Website Development	45,000	4,545	35,000	Complete. New website go-live date 8 July 2020	On Budget
Mobile Workforce Review	30,000	31,131	31,131	Complete	On Budget
Litchfield Annual Art Exhibition	10,000	9,983	9,983	Complete	On Budget
Council Chambers Audio / Video Upgrade	30,000	0	30,000	Equipment and Materials ordered; setup scheduled July	On Budget
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	As per Council decision, Project to be reviewed in first quarter 2020-21 financial year	On Budget
Waste Management - prepare Disaster Waste Plan	20,000	0	20,000	The RFQ is yet to be finalised and released. Project delayed, update to be provided to Council July 2020.	On Budget
Waste Management - explore incentives and education to boost recycling and food waste management.	20,000	0	20,000	The project was not completed in the 2019/20 financial year. Funds to be transferred back to reserves for later project completion	On Budget
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	6,900	6,900	Complete	On Budget
<b>TOTALS</b>	<b>300,000</b>	<b>112,989</b>	<b>258,865</b>		

## CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of June 2020.

	Revised 2019/20 Budget (\$)	2019/20 YTD Actuals (\$)	% of Budget
<b>REVENUE</b>			
Infrastructure & Assets	1,344,743	1,751,516	130%
Planning & Development	140,000	169,131	121%
Mobile Workforce	35,000	42,685	122%
Regulatory Services	15,000	28,200	188%
Waste Management	50,000	4,560	9%
<b>TOTAL REVENUE</b>	<b>1,584,743</b>	<b>1,996,092</b>	<b>126%</b>
<b>EXPENSES</b>			
Infrastructure & Assets	3,792,000	2,715,778	72%
Waste Management	525,000	403,967	105%
Mobile Workforce	175,000	174,563	100%
Community	1,500,000	1,582,168	105%
Regulatory Services	45,000	36,270	81%
<b>TOTAL EXPENSES</b>	<b>6,037,000</b>	<b>4,912,745</b>	<b>81%</b>
<b>CAPITAL RESULT</b>	<b>-4,452,257</b>	<b>-2,916,654</b>	<b>66%</b>

## CAPITAL PROJECTS 2019/20 – INFRASTRUCTURE & ASSETS

The table below is Council's capital projects for Infrastructure & Assets that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ ve (- ve)	Comments	Status
<b>Projects carried forward from previous years</b>							
Pavement repairs – Whitewood Road	31/03/2020	<u>2018/19</u> 427,000	436,168 (Life to Date Actual)	436,168	0	Completed, minor defect repairs underway	On Budget
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	<u>2018/19</u> 768,529	79,065 (Life to Date Actual)	768,529	0	Project substantially complete	On Budget
<b>TOTAL</b>		<b>1,195,529</b>	<b>515,233</b>	<b>1,195,529</b>	<b>0</b>		
<b>Projects commencing in 2019/20</b>							
Whitewood Road Footpath Renewal	30/06/2020	110,000	102,258	110,000	0	Works are complete	On Budget
LED Street Lighting Replacement Program	30/06/2020	60,000	6,737	60,000	0	Installation to commence in July	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$ ve (- ve)	Comments	Status
Smart Controls for LED Lighting	30/06/2020	10,000	0	10,000	0	Installation to commence in July	On Budget
Reseal Program	30/06/2020	900,000	700,247	700,247	0	Works complete any budget surplus from other R2R projects will be used on Girraween Road	On Budget
Re-sheeting of Roads	30/06/2020	400,000	157,312	400,000	0	This years program is complete	On Budget
Whitestone Road Sealing	30/06/2020	400,000	23,745	400,000	0	Works are about to commence	On Budget
Hillier Road Guard Rail	31/10/2019	85,000	75,245	72,245	0	Works complete	On Budget
Shoulder Widening of Various Roads	30/06/2020	300,000	222,764	222,764	0	Majority of programmed works complete	On Budget
Stevens Road Pavement Upgrade	30/06/2020	500,000	26,841	500,000	0	Works are about to commence; some scope adjustment is required	On Budget
Whitewood Road Pavement Rehabilitation	30/06/2020	320,000	23,098	320,000	0	Works are about to commence; negotiating possible road closure	On Budget
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	42,572	398,000	0	Works have commenced	On Budget
Pioneer Drive / Norm Lane Intersection Upgrade	30/06/2020	300,000	393	300,000	0	Works have commenced	On Budget
Disability Access Automatic Doors - Council Offices	30/06/2020	9,000	0	9,000	0	Design is complete	On Budget
<b>TOTAL</b>		<b>3,792,000</b>	<b>1,381,211</b>	<b>3,502,256</b>	<b>0</b>		



## CAPITAL PROJECTS 2019/20 – WASTE MANAGEMENT

The table below is Council's capital projects for Waste Transfer Stations in accordance with the 2019/20 Budget and Municipal Plan.

Project (Waste Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Motor Vehicle Replacement	31/03/2020	45,000	55,162	55,162	0	Vehicle replacement resulted in higher than the budgeted allocation. Project overspent is proposed to be funded from the savings in the Loader Replacement Project.	Outside Budget
Howard Springs and Berry Springs Safety Improvements	30/06/2020	140,000	0	140,000	0	Design scope underway	On Budget
Waste Compactor Bin	30/04/2020	40,000	16,202	40,000	0	Initial works complete, remainder of works underway	On Budget
Loader Replacement	30/04/2020	300,000	167,965	167,965	0	Complete	On Budget
<b>TOTAL</b>		<b>525,000</b>	<b>239,329</b>	<b>403,127</b>	<b>0</b>		

## CAPITAL PROJECTS 2019/20 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
<b>Projects carried forward from previous years</b>							
Mobile Workforce Shed	31/10/2019	<b>2018/19</b> Grant	444,363 (Life to Date Actual)	444,363	0	Shed completed October 2019. Minor additions planned	Outside Budget*
<b>TOTAL</b>		<b>0</b>	<b>444,363</b>	<b>444,363</b>	<b>0</b>		
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Tractor and Slasher Replacement	31/03/2020	140,000	141,287	141,287	0	Complete. <1% over budget, covered by savings for mower	Outside Budget
Mower Replacement	31/03/2020	35,000	33,275	33,275	0	Complete	On Budget

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
<b>TOTAL</b>		<b>175,000</b>	<b>174,563</b>	<b>174,563</b>	<b>0</b>		

\*Mobile Workforce Shed was grant funded in prior year and is therefore showing outside the budget. This is not an overspent.

### CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

The table below is Council's capital projects for Regulatory Services in accordance with the 2019/20 Budget and Municipal Plan.

Project (Regulatory Services Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast \$	Forecast Variance (\$) +ve (-ve)	Comment	Status
<b>Projects/Capital Purchases commencing in 2019/20</b>							
Motor Vehicle Replacement	31/03/2020	45,000	36,270	36,270	0	Complete	On Budget
<b>TOTAL</b>		<b>45,000</b>	<b>36,270</b>	<b>36,270</b>	<b>0</b>		

### CAPITAL PROJECTS 2019/20 – COMMUNITY & RECREATION RESERVES

The table below is Council's capital projects for Community & Recreation Reserves that are still in progress from previous years and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
<b>Projects commenced in prior years</b>							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	<b>2016/17</b> 3,000,000 Grant	2,999,908 (Life to Date Actual)	2,999,908	0	Complete, and acquitted	On Budget
Freds Pass Sport Recreation Reserve – Improvements	30/09/2020	<b>2018/19</b> 2,000,000 Grant	1,447,071 (Life to Date Actual)	1,447,071	0	Complete, and acquitted	On Budget
Howard Park Reserve – Irrigation Upgrade	31/10/2019	<b>2017/18</b> 20,000 Grant	20,010 (Life to Date Actual)	20,010	0	Complete, and acquitted	Outside Budget

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
Howard Park Reserve – Playground Upgrade	31/10/2019	<u>2017/18</u> 81,181 Grant	70,241 (Life to Date Actual)	70,241	0	Complete, and acquitted	On Budget
Humpty Doo Village Green – Furniture Upgrade	30/06/2020	<u>2017/18</u> 33,824 Grant	33,841 (Life to Date Actual)	33,824	0	Minor certification works underway	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Equine Facilities Upgrade)	30/06/2020	<u>2018/19</u> 380,000 Grant	55,236 (Life to Date Actual)	380,000	0	Master Plan complete and approved. Priorities have been confirmed and works commenced	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	30/04/2020	<u>2018/19</u> 500,000 Grant	398,546 (Life to Date Actual)	500,000	0	Construction change rooms complete, additional road access works under funding	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Maintenance Shed)	31/03/2020	<u>2018/19</u> 135,000 Grant	132,812 (Life to Date Actual)	132,812	0	Shed complete	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Roads and Carpark Upgrade)	30/06/2020	<u>2018/19</u> 760,000 Grant	659,937 (Life to Date Actual)	760,000	0	Substantial completion	On Budget
Freds Pass Sport Recreation Reserve –	30/06/2020	<u>2018/19</u> 115,000 Grant	64,180 (Life to Date Actual)	115,000	0	Building certification underway,	On Budget

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget (\$)	YTD Actuals (\$)	Forecast (\$)	Forecast Variance (\$) +ve (-ve)	Comment	Status
Infrastructure Upgrades (Building Certification)						Design for fire compliance for the market shed	
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Project Management)	31/03/2020	<b>2018/19</b> 110,000 Grant	131,851 (Life to Date Actual)	110,000	0	Ongoing	On Budget
<b>TOTAL</b>		<b>5,135,005</b>	<b>6,013,633</b>	<b>6,568,866</b>	<b>0</b>		

## SECTION 3

### CASH ON HAND & INVESTMENTS

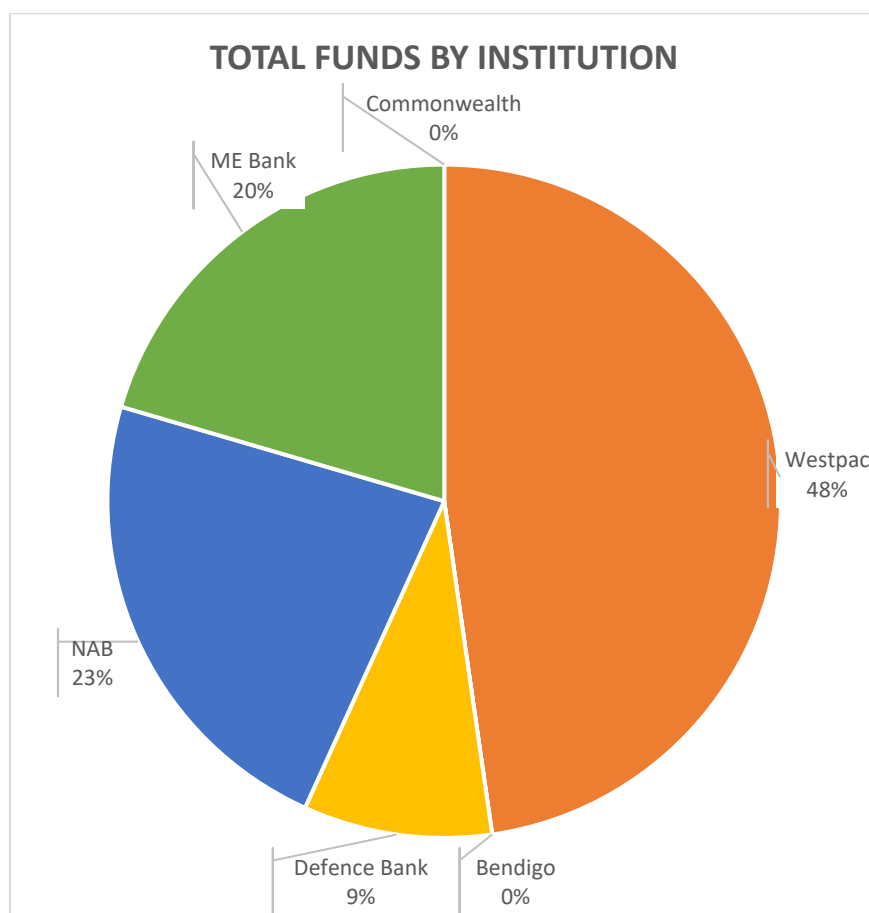
The table below represents a summary of the Cash on Hand & Investments held by Council as at 30 June 2020 and compares the balance as at 31 May 2020.

	31 May 2020 (\$)	30 June 2020 (\$)	Variance (\$)	Comment
Investments (Incl. Trust Account)	20,607,958	21,776,452	1,168,495	Matured funds (principal + interest) in June. Some funds were kept and transferred into Operating Account
Business Maxi Account	806,011	56,022	(749,989)	Funds were transferred into Operating Account
Operating Account	3,848,226	1,750,896	(2,097,330)	Paid a significant number of creditors due to end of year
<b>TOTAL</b>	<b>25,262,195</b>	<b>23,583,370</b>	<b>(1,678,824)</b>	

### Investment Schedule as at 30 June 2020

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings.

Date Invested	Invested Amount (\$)	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date (\$)
12/11/2019	1,000,000	238	Westpac	1.60%	7/07/2020	10,433
27/11/2019	1,000,000	230	Defence Bank	1.65%	14/07/2020	10,397
28/11/2019	1,000,000	236	Defence Bank	1.65%	21/07/2020	10,668
3/12/2019	1,020,559	245	ME Bank	1.55%	4/08/2020	10,618
11/12/2019	1,000,000	251	ME Bank	1.59%	18/08/2020	10,934
10/01/2020	1,100,000	235	Westpac	1.70%	1/09/2020	12,040
14/01/2020	2,027,814	245	Westpac	1.63%	15/09/2020	22,187
7/02/2020	1,500,000	242	ANZ	1.56%	6/10/2020	15,515
19/02/2020	1,051,938	244	Westpac	1.57%	20/10/2020	11,040
11/03/2020	1,012,673	238	NAB	1.30%	4/11/2020	8,584
24/03/2020	1,011,153	231	NAB	0.90%	10/11/2020	5,759
11/03/2020	1,000,000	251	NAB	1.30%	17/11/2020	8,940
7/04/2020	1,552,315	238	Westpac	1.40%	1/12/2020	14,171
6/05/2020	1,000,000	251	ME Bank	1.35%	12/01/2021	9,284
13/05/2020	1,000,000	258	Westpac	1.10%	26/01/2021	7,775
1/06/2020	1,000,000	253	Westpac	0.95%	9/02/2021	6,585
1/06/2020	2,000,000	267	NAB	0.97%	23/02/2021	14,191
2/06/2020	1,000,000	280	ME Bank	1.05%	9/03/2021	12,082
<b>TOTAL INVESTMENTS</b>	<b>21,776,452</b>					<b>201,203</b>



## FINANCIAL RESERVES

Table showing forecasted reserve balance as per 2019/20 Budget Review 1.

	Preliminary Balance at 1 July 2019 (\$)	Net Increase/(Decrease) During the year (\$)	Forecasted Balance at 30 June 2020 (\$)
Developer Contribution Reserve	842,260	(436,208)	406,052
Unexpended Grants and Contributions	5,331,520	(1,500,000)	3,831,520
Asset Reserve	11,094,709	-1,022,080	10,072,629
Waste Management Reserve	4,603,914	-307,756	4,296,158
Election Reserve	100,000	0	100,000
Disaster Recovery Reserve	500,000	0	500,000
Strategic Initiatives Reserve	500,000	0	500,000
<b>TOTAL</b>	<b>22,972,403</b>	<b>-4,528,111</b>	<b>19,706,359</b>

## SECTION 4

### DEBTORS

Total Debtors as at 30 June 2020 is \$17,139 compared to \$33,429 as at 31 May 2020, a decrease of \$16,230. Due to payments received.

Category	Current (\$)	30 Days (\$)	60 Days (\$)	90 Days and over (\$)	Balance (\$)
Waste	601	821	116	-	1538
Infrastructure & Other Sundry Debtors	390	11,365	260	2400	14,415
Recreation Reserves	913	-	273	-	1386
<b>TOTAL</b>	<b>1904</b>	<b>12,186</b>	<b>649</b>	<b>2400</b>	<b>17,139</b>
%	11%	71%	4%	14%	100%

#### Action summary of 90 Days and Over Debtors:

Review for Debt Write Off	2,400
<b>TOTAL</b>	<b>2,400</b>

### FINES AND INFRINGEMENTS

As at 30 June 2020, Council has 70 infringements outstanding with a balance of \$17,729 a decrease of \$942 compared to 31 May 2020. This is due to payments received.

	June 2019	July 2019	Aug. 2019	Sept. 2019	Oct. 2019	Nov. 2019	Dec. 2019	Jan 2020	Feb 2020	March 2020	April 2020	May 2020	June 2020
Number of Infringements outstanding	78	76	80	84	82	77	77	75	70	71	70	71	<b>70</b>
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112	19,290	19,290	18,346	17,553	17,972	17,772	18,671	<b>17,729</b>

One (1) has been re-sent to Fines Recovery Unit (FRU), sixty-six (66) infringements are with Fines Recovery Unit (FRU) waiting for payment, one (1) on hold and two (2) are partially paid.

All infringement courtesy letters have been sent in accordance with Council's policy.

## OUTSTANDING RATES

In response to COVID-19, Council has adopted on April 15 a new “Temporary Hardship Application under FIN06 Rates Concession Policy”. Applications are being assessed on a case by case basis.

Council’s Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council’s performance in recovering outstanding rates improving each month. Compared to prior year, the outstanding prior year rates have increased.

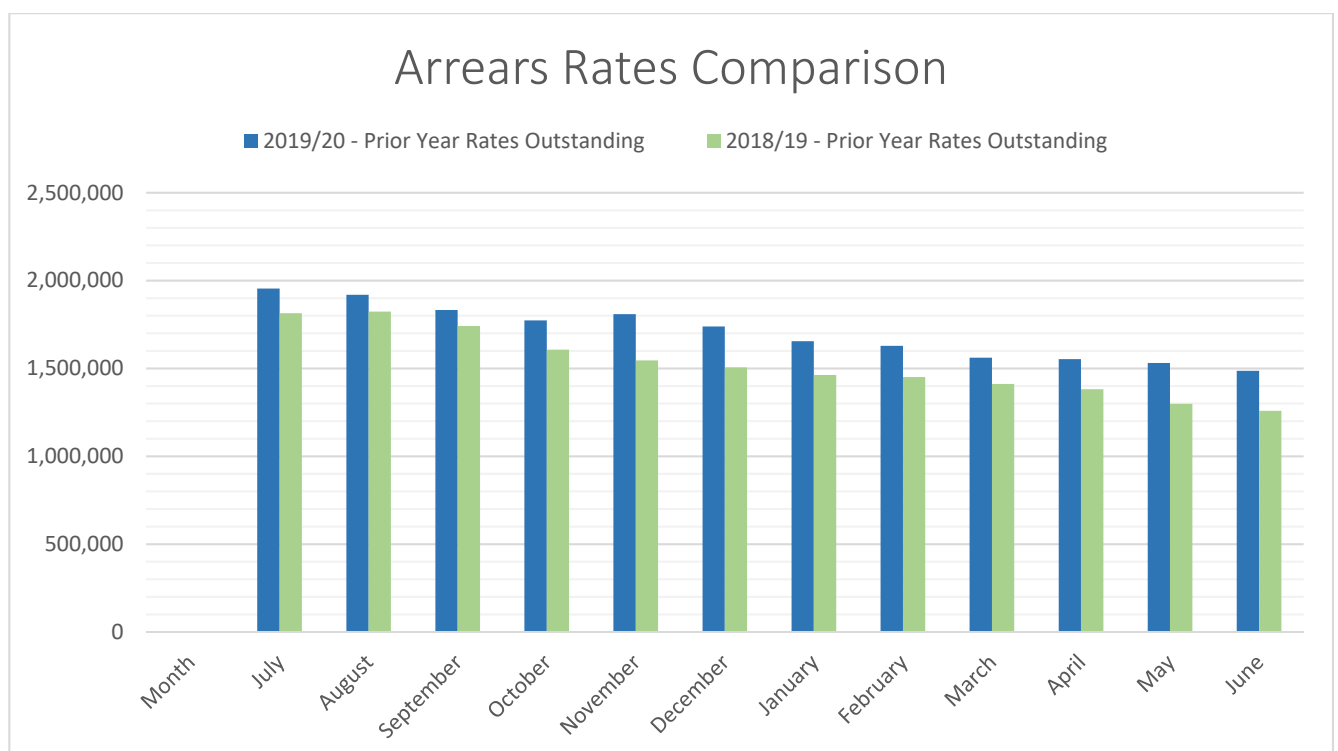
Council continues to use the services of the current Debt Collector for rate assessments, in the month of May we have sent through an additional 38 properties for recovery, 225 are now placed with them totalling \$1.3 million in rates to be collected.

Rates in arrears have decreased by \$44,283 in the month of June.

### PRIOR YEAR RATES

The below table illustrates the split of prior year outstanding rates:

	Beginning 2019/20 Prior Years Outstanding (\$)	Previous Month (May 2020) (\$)	Current Month (June 2020) (\$)	Monthly Variance (\$)
COMMERCIAL	50,725	53,770	51,662	(2,108)
GAS PLANT	0	23	30.70	8
MINING	58,510	88,221	88,956	735
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	33,083	33,301	218
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	1,688,116	1,282,987	1,238,250	(44,737)
URBAN RESIDENTIAL	86,445	72,123	73,724	(1,601)
<b>TOTAL</b>	<b>1,910,581</b>	<b>1,530,207</b>	<b>1,485,924</b>	<b>(44,283)</b>





## CURRENT YEAR RATES

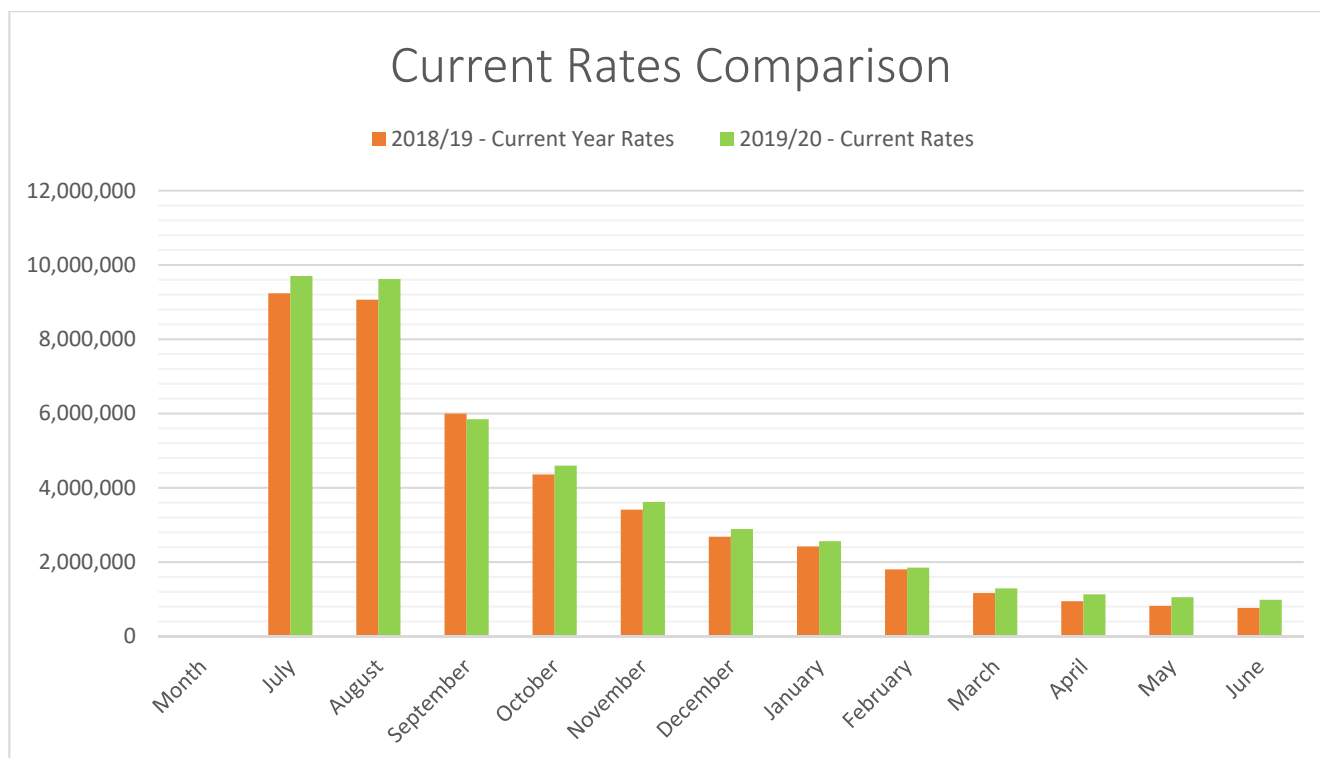
The below table illustrates the split of current year outstanding rates:

	Previous Month (May 2020) (\$)	Current Month (June 2020) (\$)	Variance (\$)	Due Dates
Instalment 1	270,432	254,907	(15,525)	27/09/2019
Instalment 2	335,552	314,689	(20,863)	29/11/2019
Instalment 3	445,274	412,061	(33,2213)	28/02/2020
<b>TOTAL</b>	<b>1,051,258</b>	<b>981,657</b>	<b>(69,601)</b>	

The final instalment of rates due for 2019/20 were payable on 28 February 2020.

A total of \$981,657 was due by the end of financial year 30 June 2020. Rates and charges collected in the month of June totalled \$69,601.










The graph below tracks the current years rates owing for the 2019/20 financial year by month and compares current outstanding rates to the same time in the previous financial year 2018/19.






## SECTION 5

### FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2019/20 Municipal Plan includes a number of KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Audit for 2018-19 finalised.
Total rates outstanding as at 30 June 2019	<15%		Currently at 23%
Prior Years' Rates outstanding as at 30 June 2020	<\$1m		Currently at \$1.4m
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%		Budgeted at 40%.
Liquidity ratio	>1:1		12.29:1 as at 30/06/2020
Current Ratio	>1		12.29 as at 30/06/2020
Debt Service Ratio	<1		Forecast is 0%
Asset sustainability ratio	>60%		Budgeted at 39%.

-  KPI met
-  KPI in progress, on track
-  KPI not met

## SECTION 6

### CREDITORS PAID

Creditor accounts paid in June 2020 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1058.114-01	03/06/2020	114	NATIONAL AUSTRALIA BANK LTD (NAB)	NAB Term Deposit	2,000,000
BPAY248	09/06/2020	248	WESTPAC CARDS & DIRECT DEBITS	Westpac Term Deposit	1,000,000
1059.1715-01	04/06/2020	1715	C & R CONSTRUCTIONS PTY LTD	Freds Pass Reserve Cricket Club RFT19-198	431,708
1061.984-01	11/06/2020	984	DEPARTMENT OF LOCAL GOVERNMENT & COMMUNITY SERVICE	NDRRA 2018 Grant Refund for Unused Funds	420,100
1063.971-01	18/06/2020	971	MUGAVIN CONTRACTING PTY LTD	FPRR Roads and Car Parks Stages 1 & 2	360,833
Payroll	3/06/2020	LC Staff	LC Staff	Payroll Week Ending 03/06/2020	144,165
1059.374-01	04/06/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable - Pay 23 & 24, Cycle 1 & 2	143,411
Payroll	17/06/2020	LC Staff	LC Staff	Payroll Week Ending 17/06/2020	142,114
1061.1137-01	11/06/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	NDRRA Brougham Road Reconstruction 20192	124,248
1063.1137-01	18/06/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	Grade, Water & Roll Various roads, Litchfield Council Area	76,264
1065.1047-01	25/06/2020	1047	REMOTE AREA TREE SERVICES PTY LTD	Freds Pass Reserve Tree Maintenance Work	67,260
1061.1809-01	11/06/2020	1809	RGM MAINTENANCE DARWIN	Purchase of New Outfitted FUSO Truck for BSWTS	60,420
1065.87-01	25/06/2020	87	TOP END LINEMARKERS PTY LTD	Line Marking & Traffic Control on Various roads, Litchfield Council Area	55,490
1061.374-01	11/06/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable, Pay 25. Cycle 1, 2 & 98	52,772
Payroll	23/06/2020	LC Staff	LC Staff	Payroll Week Ending 23/06/2020	52,655
1065.280-01	25/06/2020	280	CITY OF DARWIN	May 2020 - HDWTS, BSWTS, HSWTS and Litchfield Council Waste Collection to DCC Shoal Bay Landfill	51,138
1065.374-01	25/06/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	PayG Payable Pay 26, Cycle 1	34,676
1063.556-01	18/06/2020	556	CITY OF PALMERSTON	Apr 2020 - Provision of Library Services	24,750
1065.556-01	25/06/2020	556	CITY OF PALMERSTON	May 2020 - Provision of Library Services	24,750
DD180620	23/06/2020	73	STATEWIDE SUPERANNUATION PTY LTD	Jun 2020 - Pay Cycle 26	24,016
DD090620	10/06/2020	73	STATEWIDE SUPERANNUATION PTY LTD	Jun 2020 - Pay Cycle 25	23,370
BP250	25/06/2020	78	POWER & WATER CORPORATION	Power Pole Relocation: Girraween & Hillier road Intersection	22,000

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1063.514-01	18/06/2020	514	VEOLIA ENVIRONMENTAL SERVICES	May 2020 - Waste Collection to Shoal Bay DCC from BSWTS, HSWTS, HDWTS, Litchfield Council	21,427
1065.1099-01	25/06/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out Various Locations Litchfield Council Area	19,987
1065.1396-01	25/06/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Vehicle Tracker for New Fuso Truck BSWTS	19,246
1059.1815-01	04/06/2020	1815	NEIGHBOURLYTICS PTY LTD	Launch Cities Program - Progress Payment	18,315
1061.8-01	11/06/2020	8	DOWNEREDI WORKS PTY LTD	Road Reseals, Pothole and road Patching, Various Locations Litchfield Council Area	17,332
1065.8-01	25/06/2020	8	DOWNEREDI WORKS PTY LTD	Spray Seal Various roads, Litchfield Council Area	17,058
1061.1175-01	11/06/2020	1175	UNIVERSITY OF TECHNOLOGY SYDNEY (UT's)	Project Inception - Stage 4 & 5 Analysis	16,940
1059.827-01	04/06/2020	827	LITCHFIELD GREEN WASTE RECYCLERS	Mulching Green Waste and Wood at HSWTS	16,698
1059.87-01	04/06/2020	87	TOP END LINEMARKERS PTY LTD	Line Marking - Various roads, Litchfield Council Area	16,253
1061.827-01	11/06/2020	827	LITCHFIELD GREEN WASTE RECYCLERS	Mulching Green Waste HDWTS	14,978
1065.268-01	25/06/2020	268	BYRNE CONSULTANTS	Litchfield Council Project Management - Engineering Consultant	12,632
1065.849-01	25/06/2020	849	WEX AUSTRALIA (PUMA CARD)	May 2020 - Litchfield Council Fuel Account	11,423
1059.260-01	04/06/2020	260	EARL JAMES & ASSOCIATES	Survey Works - Leonino and Macaw Roads	11,350
1059.1099-01	04/06/2020	1099	DAVE'S MINI DIGGA HIRE	Culvert Repairs Various Locations Litchfield Council Area	11,297
1065.1564-01	25/06/2020	1564	FOURIER TECHNOLOGIES PTY LTD	May 2020 - SOPHOS Central Server Protect	9,903
1061.1099-01	11/06/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out Various Locations Litchfield Council Area	9,680
1065.525-01	25/06/2020	525	ACTIVE TREE SERVICES	Tree Maintenance - Various Locations Litchfield Council Area	9,377
1061.770-01	11/06/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Asset Officer WE 24 May 2020	9,132
1061.1065-01	11/06/2020	1065	MRS M H BREDHAUER	May 2020 - Mayor Allowances	7,918
1065.1807-01	25/06/2020	1807	WSP AUSTRALIA	Freds Pass Design Development MD 20AD0116	7,700
1063.1808-01	18/06/2020	1808	HUMAN SYNERGISTICS PTY LTD	Management Coaching	7,425
1063.414-01	18/06/2020	414	TOTAL EXCAVATIONS	Drain Clean Out Various Locations Litchfield Council Area	7,412
1065.414-01	25/06/2020	414	TOTAL EXCAVATIONS	Drain Clean Out Various Locations Litchfield Council Area	7,168

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1061.13-01	11/06/2020	13	FREDS PASS RURAL COMMUNITY SHOW INC	SCALE Funding Sponsorship - Mini-Series	6,875
1063.1717-01	18/06/2020	1717	TROPICS CONSULTANCY GROUP	Project 320 Arnhem Masterplan Phase 1	6,600
1059.170-01	04/06/2020	170	NTRS (NT RECYCLING SOLUTIONS)	Collect Recyclable Waste from Litchfield Council Office, HDWTS, HSWTS and BSWTS	6,244
1059.268-01	04/06/2020	268	BYRNE CONSULTANTS	Mango Roads Detailed Design and Construction Progress Payment	6,090
1061.1284-01	11/06/2020	1284	REGIONAL DEVELOPMENT AUSTRALIA NORTH	ID Online Tool Subscription 2020-21	6,050
1065.78-01	25/06/2020	78	POWER & WATER CORPORATION	Mar 2020 - Water HPRR, HSWTS, HDWTS and Herbicide Water Cards	5,873
1065.971-01	25/06/2020	971	MUGAVIN CONTRACTING PTY LTD	Installation of Kerb - Various Locations Litchfield Council Area	5,700
1059.1802-01	04/06/2020	1802	VALUATIONS NT PTY LTD	Land Valuations for 30 June 2020	5,500
1063.1845-01	18/06/2020	1845	TOP END REHOMING GROUP INC	Community Grant - Desexing Program	5,000
1059.85-01	04/06/2020	85	TELSTRA	May 2020 - CEO & Comm Develop Officer Mobiles and Tablets and Litchfield Council Phones	4,903
1061.1251-01	11/06/2020	1251	TACTICAL COACH	Preparation of DiSC Profiles and DiSC Descriptions	4,815
1065.867-01	25/06/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Placement - Finance Project Officer F/N Ending 24 May 2020	4,754
1059.1237-01	04/06/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	4,692
1065.1237-01	25/06/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	4,548
1063.525-01	18/06/2020	525	ACTIVE TREE SERVICES	Acacia road Bus Clearance Area including Traffic Control	4,466
1063.770-01	18/06/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - WHS/HR Officer WE 07 Jun 2020	4,402
1059.770-01	04/06/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff: HR/WHs Officer WE 24 May 2020	4,363
1059.1830-01	04/06/2020	1830	PALMERSTON AND REGIONAL BASKETBALL	Community Grant - "The Big Game Day"	4,360
1059.1591-01	04/06/2020	1591	PELICANCORP (AU) PTY LTD	BOYD Automated System - Annual Fees	4,146
1065.132-01	25/06/2020	132	AIRPOWER NT PTY LTD	Replacement Filters, Hydraulic Hoses and Air Filters for Machinery at HDWTS	4,085
1059.1581-01	04/06/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Litchfield Council Employee's WE 03 June 2020	3,915
1063.1581-01	18/06/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Litchfield Council Employees WE 17 Jun 2020	3,915
00413267	01/06/2020	108	RECEIVER OF TERRITORY MONIES	Statutory Charges 2019 / 2020 (22 Properties)	3,806

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1059.612-01	04/06/2020	612	CREMASCO CIVIL PTY LTD	Culvert Repairs at Various Locations Litchfield Council Area	3,713
1066.144-01	25/06/2020	144	ORIGIN	LPG Propane Delivery to Thorak Cemetery	3,653
1061.1193-01	11/06/2020	1193	NT SHADE & CANVAS	Annual Operational Playground Audits	3,300
1059.1745-01	04/06/2020	1745	MAJESTIX MEDIA PTY LTD	Promethean Nickel 65" Interactive screen	3,213
1065.1847-01	25/06/2020	1847	HUMPTY DOO HORTICULTURAL SERVICES	Removal of Tree After Arborist Inspection	3,190
1066.183-01	25/06/2020	183	CHRIS'S BACKHOE HIRE PTY LTD	Travel & Grave Preparation for May 2020	3,168
1061.1832-01	11/06/2020	1832	CRAFTERS AND QUILTERS DOWN THE TRACK	Community Grant - "Lets Get a New Table"	3,058
1061.1064-01	11/06/2020	1064	MRS C M SIMPSON	May 2020 - Deputy Mayor Allowances	2,762
1063.1840-01	18/06/2020	1840	TATE AUTO ELECTRICS	Transfer of Electrical / Installation of New Items to Ranger Vehicle	2,703
1059.475-01	04/06/2020	475	ROTARY CLUB OF LITCHFIELD/PALMERSTON	Community Grant - "Books For Babies"	2,700
1059.867-01	04/06/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Finance Project Officer WE 31 May 2020	2,621
DD220520	12/06/2020	248	WESTPAC CARDS & DIRECT DEBITS	May 2020 - Litchfield Council Credit Card purchase	2,603
1063.1844-01	18/06/2020	1844	NT FIELD AND GAME	Community Grant - Equipment Purchase	2,500
1065.770-01	25/06/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - Asset Officer WE 14 Jun 2020	2,358
1063.867-01	18/06/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Finance Project Officer WE 17 May 2020	2,316
1061.867-01	11/06/2020	867	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Finance Project Officer WE 12 Apr 2020	2,251
1065.110-01	25/06/2020	110	JAPE FURNISHING SUPERSTORE	Furniture - CEOs Office Litchfield Council	2,098
1063.1175-01	18/06/2020	1175	UNIVERSITY OF TECHNOLOGY SYDNEY (UTS)	Litchfield MWF Service Review Final Report	2,057
1061.1068-01	11/06/2020	1068	MR D S BARDEN	May 2020 - Councillor Allowances	2,000
1063.690-01	18/06/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	BSWTS Back Hoe Service	1,997
1061.78-01	11/06/2020	78	POWER & WATER CORPORATION	Feb - May 2020 - Water Charges for HPRR	1,868
1066.926-01	25/06/2020	926	JACANA ENERGY	May 2020 Electricity for Thorak Cemetery	1,862
1061.498-01	11/06/2020	498	MR M I G SALTER	May 2020 - Councillor Allowances	1,860
1066.1695-01	25/06/2020	1695	MICHAEL RILEY - FULL MOBILE MECHANIC	Polaris Service, Parts and Repairs on Site at Thorak Cemetery	1,848
1061.1063-01	11/06/2020	1063	MRS K J SAYERS-HUNT	May 2020 - Councillor Allowances	1,739
1065.1157-01	25/06/2020	1157	RICHMOND WHEEL & CASTOR	Pallet Racking inclusive of all Fixtures	1,675

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1063.1502-01	18/06/2020	1502	NEWS CORP AUSTRALIA	NT News advertising-Supervisor Cemetery	1,634
1065.1086-01	25/06/2020	1086	KCOM CONSTRUCTIONS	Supply and Install Perforated Mesh Panel	1,624
1059.1088-01	04/06/2020	1088	TALENT PROPELLER	Recruitment campaign for Senior Research Officer	1,540
1059.1220-01	04/06/2020	1220	GIRRAWEE VETERINARY HOSPITAL	De-sexing Vouchers, 47, 46 x 2, 58, 27,	1,500
1059.1674-01	04/06/2020	1674	FRESH START - FOR CLEANING	Cleaning of HPRR WE: 26 May 2020	1,463
1059.806-01	04/06/2020	806	ZIPPY CLEANING & MAINTENANCE SERVICE	June 2020 - Cleaning of Litchfield Council Office	1,426
1059.384-01	04/06/2020	384	MS C VERNON	Consultancy Services for Authority	1,320
1065.690-01	25/06/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Service / Repairs to HSWTS Back Hoe	1,317
1065.926-01	25/06/2020	926	JACANA ENERGY	May 2020 - Electricity for HSWTS	1,284
1063.1237-01	18/06/2020	1237	THE BOOKSHOP DARWIN	Assorted Library Books for Taminmin Library Content	1,241
1063.247-01	18/06/2020	247	TRAIN SAFE NT	Chemical Accreditation Refresher Course MWF Crew	1,196
1063.1324-01	18/06/2020	1324	JKW LAW PRACTICE PTY LTD	Further review - Telstra Lease 1205 Girraween road	1,128
1065.1603-01	25/06/2020	1603	TICK OF APPROVAL PTY LTD	Remove Existing Entry Doors	1,100
1063.1797-01	18/06/2020	1797	JAMES BENNETT PTY LTD	Story Box Subscription-Taminmin Library	1,099
1063.1674-01	18/06/2020	1674	FRESH START - FOR CLEANING	MWF Shed Cleaning WE 02 Jun 2020	1,058
1066.436-01	25/06/2020	436	DELTA ELECTRICS NT PTY LTD	Replaced Relay Switch on Cremator on Site at Thorak Cemetery	1,056
1065.1674-01	25/06/2020	1674	FRESH START - FOR CLEANING	Cleaning HPRR WE 10 June 2020	1,013
1059.1047-01	04/06/2020	1047	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance - Various Locations Litchfield Council Area	1,012
1059.525-01	04/06/2020	525	ACTIVE TREE SERVICES	Tree Maintenance - Various Locations Litchfield Council Area	1,002
1063.1113-01	18/06/2020	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Development of Connecting our Community	1,002
1059.1813-01	04/06/2020	1813	MEGA PIXEL PTY LTD	Sneeze Guards for Litchfield Council Customer Service Desk	961
1062.1825-01	11/06/2020	1825	SYSTEM HOMES PTY LTD	Prepare and Repair 3 Bench Seats - Thorak Cemetery Chapel	961
1065.220-01	25/06/2020	220	THE BIG MOWER	Replacement Parts for Brush Cutters	906
1065.450-01	25/06/2020	450	HUMPTY DOO VETERINARY HOSPITAL PTY	2020 De-Sexing Voucher # 54	900
1063.1838-01	18/06/2020	1838	EZYCHARGE PTY LTD	Charge Bar for Taminmin Library	879

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1059.326-01	04/06/2020	326	EYESIGHT SECURITY P/L	Apr 2020 - Locking / Unlocking Gates at HPRR	853
1065.326-01	25/06/2020	326	EYESIGHT SECURITY P/L	May 2020 - Locking / Unlocking Gates at HPRR	853
1065.980-01	25/06/2020	980	PRACTICAL SAFETY AUSTRALIA PTY LTD	Respirators and Anti Fog Glassed and Safety Glasses	842
1065.612-01	25/06/2020	612	CREMASCO CIVIL PTY LTD	Freds Pass Road - Humpty Doo Primary School	836
1065.1324-01	25/06/2020	1324	JKW LAW PRACTICE PTY LTD	Advice and Regulatory Order #2 1/6 Butler Place	820
1061.599-01	11/06/2020	599	WELDING & MAINTENANCE SERVICES NT (WAMS)	Repairs on HDWTS Compactor	800
1065.51-01	25/06/2020	51	SOUTHERN CROSS PROTECTION PTY LTD	May 2020 - Patrol Service HDWTS / Litchfield Council Office	779
1065.56-01	25/06/2020	56	COLEMANS PRINTING PTY LTD	Prestart Check Books	699
1065.1773-01	25/06/2020	1773	CORPORATE TRAINING OPTIONS	Facebook Training - Cr Simpson	695
1061.1471-01	11/06/2020	1471	RICOH AUSTRALIA PTY LTD	June 2020 - Photocopier Hire Charges	677
1059.1714-01	04/06/2020	1714	FLEETCHOICE	Salary Sacrifice Employee Vehicle WE 03 June 2020	668
1063.1714-01	18/06/2020	1714	FLEETCHOICE	Salary Sacrifice Employee Vehicle WE 17 June 2020	668
1059.1805-01	04/06/2020	1805	McGIRVANMEDIA	Message On Hold Production	655
1061.229-01	11/06/2020	229	RENTOKIL INITIAL & PEST CONTROL	Installation of Hand Sanitisation Stations	645
1064.134-01	18/06/2020	134	FIGLEAF POOL PRODUCTS	Jun 2020 - Microbiological Test & Collect Samples	641
1059.1141-01	04/06/2020	1141	NORTHERN GROUND MAINTENANCE	Repairs to Irrigation at HPRR	635
1065.1384-01	25/06/2020	1384	PIA (PLANNING INSTITUTE AUSTRALIA)	Annual Membership 2020/2021 for MPRS	632
1063.87-01	18/06/2020	87	TOP END LINEMARKERS PTY LTD	Line Marking after Re-Seal - Various Locations Litchfield Council Area	629
1065.1777-01	25/06/2020	1777	CLEVER PATCH PTY LTD	School Holiday Program Supplies- Taminmin Library	627
1059.1513-01	04/06/2020	1513	WHOLESALE LANYARDS	Library Membership Cards	622
1065.267-01	25/06/2020	267	K & J BURNS ELECTRICAL & REFRIGERATION	Repairs to the Compactor at HDWTS	615
1063.842-01	18/06/2020	842	MR R J FREEMAN	Remove Tyres from Rims at HDWTS	604
1065.36-01	25/06/2020	36	BRIDGE TOYOTA	Vehicle Service - 90000ks Planning Manager	603
1066.1788-01	25/06/2020	1788	TOP END SECURITY	Installation of Supplied 4G Router	600
1059.851-01	04/06/2020	851	OFFICEWORKS	Stationery - 3 bins	594
1065.1340-01	25/06/2020	1340	THE DRUG DETECTION AGENCY	Jun 2020 - Randomised Drug Testing	591
1061.1564-01	11/06/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Sound Bar Speakers	560



Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1063.953-01	18/06/2020	953	HWL EBSWORTH LAWYERS	Advice on sale of 52 Ringwood, Southport	550
1061.690-01	11/06/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Compressors HSWTS	548
1063.1471-01	18/06/2020	1471	RICOH AUSTRALIA PTY LTD	May 2020 - Consumable for Corporate Photocopier	543
1061.1320-01	11/06/2020	1320	RUSSELL KENNEDY LAWYERS	Enterprise Agreement 2020 Legal Advice	541
1062.270-01	11/06/2020	270	IRONSTONE LAGOON NURSERY	Various plants for Thorak Cemetery Gardens	536
1065.1503-01	25/06/2020	1503	ENVISIONWARE PTY LTD	Envisionware Animal Renewal Fee	517
1065.1170-01	25/06/2020	1170	NT POWERSPORTS (CF MOTO DARWIN)	Replacement Fuel Lift Pump for Landboss	513
1059.690-01	04/06/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Replace Seals on SV 3869	495
1063.90-01	18/06/2020	90	INDUSTRIAL POWER SWEEPING	Footpath Sweeping - Thorngate road after road Works	495
1065.512-01	25/06/2020	512	SELTOR SHAW PLUMBING PTY LTD	Doxas Service road - Repair Spaghetti Water Pipe	471
1063.151-01	18/06/2020	151	HARVEY NORMAN COMPUTERS/ELECTRICAL	Replacement Screen for HDWTS	468
1061.525-01	11/06/2020	525	ACTIVE TREE SERVICES	Remove Trees and Grind Stump on Sittella road	461
1061.1330-01	11/06/2020	1330	PAWS DARWIN LTD	Impound transfers March 2020	455
1059.1776-01	04/06/2020	1776	BOLINDA PUBLISHING PTY LTD	Assorted Large Print Books for Taminmin Library Content	455
1060.806-01	04/06/2020	806	ZIPPY CLEANING & MAINTENANCE SERVICE	May 2020 - Office Cleaning Litchfield Council	426
1059.98-01	04/06/2020	98	ALL RURAL MECHANICAL	Wheel sensor for Waste Managers Ute	420
1062.85-01	11/06/2020	85	TELSTRA	Apr & May 2020 - Usage Charges for Service and Equipment Hire at Thorak Cemetery	414
1065.205-01	25/06/2020	205	SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag HSWTS Electrical Items	407
1059.522-01	04/06/2020	522	FARMWORLD NT PTY LTD	Replacement Air Filters and Radial Seal	396
1063.14-01	18/06/2020	14	AUSTRALIA POST	May 2020 - Parcel Deliveries for Taminmin Library Customers	394
1059.1396-01	04/06/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Radio Assessment and Repairs	391
1059.1697-01	04/06/2020	1697	RSPCA	Impound Transfers May 2020	390
1065.560-01	25/06/2020	560	JOBFIT HEALTH GROUP PTY LTD	Pre-employment Medical for Asset Engineer	375
1061.1143-01	11/06/2020	1143	WORKPRO ( RISK SOLUTIONS AUSTRALIA)	Police Checks for New Gatekeeper Employees	363
1065.1186-01	25/06/2020	1186	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	Apr 2020 - ASSA Membership	363

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1062.165-01	11/06/2020	165	THINK WATER	Irrigation Pipe Repair Bandages for Sprinkler System	348
1059.971-01	04/06/2020	971	MUGAVIN CONTRACTING PTY LTD	Emergency Call-out for Anglesey road, to Sweep Nails off Bitumen	330
1065.790-01	25/06/2020	790	BOBTOW TILT TRAY SERVICES	Removal of 2 x Vehicles 1/6 Butler Place, Yarrowonga	330
1065.1758-01	25/06/2020	1758	RAECO (CEI PTY LTD)	Assorted Supplies for Taminmin Library	326
1059.1566-01	04/06/2020	1566	WINC AUSTRALIA PTY LTD	Replenish Office Supplies - Taminmin Library	323
1065.129-01	25/06/2020	129	VANDERFIELD PTY LTD	Call Out for Service on Tractor JD5610	322
1066.849-01	25/06/2020	849	WEX AUSTRALIA ( PUMA CARD)	May 2020 - Thorak Cemetery Fuel Accounts	320
1061.1396-01	11/06/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Jun 2020 - Tracking System Data Access for Litchfield Council Vehicles	319
00413268	26/06/2020	74	LITCHFIELD COUNCIL PETTY CASH	Apr/May/Jun 2020 - Reimburse LC Petty Cash Float	297
1065.367-01	25/06/2020	367	BUNNINGS GROUP LIMITED	Structural Ply and Tie Dows	290
1059.1827-01	04/06/2020	1827	MACKAS EARTHWORKS	Remove Rubbish from Randal Road, Knuckey Lagoon	286
1064.220-01	18/06/2020	220	THE BIG MOWER	Whipper Snipper Cord Diamond Edge	283
1059.512-01	04/06/2020	512	SELTOR SHAW PLUMBING PTY LTD	Repairs to Female Ablution Block and Take Away Old Cistern	273
1065.1008-01	25/06/2020	1008	OUTBACK BATTERIES P/L	Replacement Battery for CC45FT	249
1065.1141-01	25/06/2020	1141	NORTHERN GROUND MAINTENANCE	Repairs to Irrigation Timers at HPRR Skate Park	248
1066.1053-01	25/06/2020	1053	CSG BUSINESS SOLUTIONS PTY LTD	May 2020 - Photocopier Rental Charges for Thorak Printer	247
1059.187-01	04/06/2020	187	NORSIGN	Directional and Hazard Road Signage	244
1065.1032-01	25/06/2020	1032	INTERNATIONAL ASSOCIATION FOR PUBLIC PARTICIPATION	Annual Membership 2020/2021 for MPRS	242
1065.1795-01	25/06/2020	1795	OUTBACK IT (PANDA TECH PTY LTD)	Format and Install Windows 10 professional onto Laptops	240
1065.1040-01	25/06/2020	1040	SUPERCHEAP AUTO	Assorted Consumable Car Detailing Products	239
1059.61-01	04/06/2020	61	GREENTHEMES INDOOR PLANT & HIRE	May 2020 - Indoor Plant Hire & Maintenance	238
1065.1566-01	25/06/2020	1566	WINC AUSTRALIA PTY LTD	Stationery Replenishment for Litchfield Council Office	232
1066.1319-01	25/06/2020	1319	MOWER WORLD DARWIN (CAMPING WORLD & WE SELL FUN)	Hedger Repair, Parts and Labour	221
1065.1776-01	25/06/2020	1776	BOLINDA PUBLISHING PTY LTD	Assorted Large Books and Audio Books for Taminmin Library Content	219

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1059.508-01	04/06/2020	508	EASA	May 2020 - EAP Counselling Sessions	217
1065.508-01	25/06/2020	508	EASA	Jun 2020 - EAP Counselling Sessions	217
1063.1566-01	18/06/2020	1566	WINC AUSTRALIA PTY LTD	Stationery Replenishment for Litchfield Council Office	204
1062.941-01	11/06/2020	941	EVERLON BRONZE	Plaque as Requested by Cemetery Customer	199
1064.514-01	18/06/2020	514	VEOLIA ENVIRONMENTAL SERVICES	May 2020 - Monthly Waste Collection KLRR	196
1062.785-01	11/06/2020	785	ARROW BRONZE	Plaque as Requested by Cemetery Customer	193
1065.1329-01	25/06/2020	1329	ARAFURA TRAFFIC CONTROL (AERTEX GROUP)	Signage & Delineation Hire (15 day hire)	189
1065.855-01	25/06/2020	855	TENDERLINK	Tender Advertising - FPRR Tree Maintenance Works	185
1059.874-01	04/06/2020	874	VTG WASTE & RECYCLING	May 2020 - Rubbish Collection Litchfield Council Office and KLRR	184
1059.56-01	04/06/2020	56	COLEMANS PRINTING PTY LTD	Production and Print of "With Compliment" Slips	176
1064.367-01	18/06/2020	367	BUNNINGS GROUP LIMITED	Consumable Hardware Items	175
1063.522-01	18/06/2020	522	FARMWORLD NT PTY LTD	Coolant and Consumables to Repair MF5711	172
1065.968-01	25/06/2020	968	NT FASTENERS PTY LTD	Restock of Bolts and Nylocks	168
1065.151-01	25/06/2020	151	HARVEY NORMAN COMPUTERS/ELECTRICAL	Replacement Keyboard and Wireless Mouse	163
1063.132-01	18/06/2020	132	AIRPOWER NT PTY LTD	Replace Hydraulic Hose Parts and Labour	160
1062.287-01	11/06/2020	287	HARVEY DISTRIBUTORS	Bulk Purchase Large Bin Liners	146
1066.290-01	25/06/2020	290	AUSTENG ENGINEERING SOLUTIONS	On site Call out for Repair to Garage Door Light	144
1065.187-01	25/06/2020	187	NORSIGN	Replacement Signage for Various Roads Litchfield Council Area	140
1063.560-01	18/06/2020	560	JOBFIT HEALTH GROUP PTY LTD	Late Cancellation Fee for Pre-Employment Screening	125
1059.280-01	04/06/2020	280	CITY OF DARWIN	Administration Fees (10%) - Streetlight Maintenance	123
1061.1008-01	11/06/2020	1008	OUTBACK BATTERIES P/L	Replacement Battery - Landboss ATV	112
1063.182-01	18/06/2020	182	DARCOM	Repair Phones at HSWTS	110
1059.995-01	04/06/2020	995	WILDKAT HOLDINGS (NT) PTY LTD	Replacement BSWTS Backhoe Keys	110
1065.1546-01	25/06/2020	1546	AIR FILTER WASH NT (PORTERS NT PTY Ltd.)	Filters Washed and Tested	100
1061.389-01	11/06/2020	389	LITCHFIELD VET HOSPITAL	Invoiced for Desexing voucher	100
1066.1579-01	25/06/2020	1579	DARWIN ISUZU UTE / HEATH HINO	Diagnose Hino Truck for Turbo Function	88
1066.226-01	25/06/2020	226	BARNYARD TRADING PTY LTD	Bulk Purchas of Gypsum for Thorak Grounds Maintenance	79

Cheque No.	Chq Date	Creditor	Payee	Description	Amount (\$)
1059.1245-01	04/06/2020	1245	RURAL RUBBISH REMOVAL	May 2020 - Rubbish Collection Fees KLRR	62
1059.1143-01	04/06/2020	1143	WORKPRO ( RISK SOLUTIONS AUSTRALIA)	Australian National Police History Check	61
1059.1008-01	04/06/2020	1008	OUTBACK BATTERIES P/L	New battery for HDWTS Remote Compactor	59
1061.1237-01	11/06/2020	1237	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	51
1063.1076-01	18/06/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Debt Recovery Fees and Letters of Demand 100	46
1060.1459-01	04/06/2020	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel and Office	44
1063.189-01	18/06/2020	189	H.D. ENTERPRISES P/L (HD PUMP SALES AND SERVICE)	Poly Pipe and Joiners	41
1061.1344-01	11/06/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking - WE 25 May 2020	38
1065.1344-01	25/06/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council banking - WE 11 Jun 2020	38
1064.1459-01	18/06/2020	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel and Office	33
1066.1459-01	25/06/2020	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel and Office	33
1061.1268-01	11/06/2020	1268	CRAZY ACRES	Local Products - Gift Baskets for LWIB	29
1061.25-01	11/06/2020	25	LAND TITLES OFFICE	Land Titles Office Search	28
1059.1076-01	04/06/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY DEBT COLLECTIONS	Debt Recovery Fees and Letters of Demand 100	22
1061.851-01	11/06/2020	851	OFFICEWORKS	Logitech Speaker	5
<b>Total:</b>					<b>5,887,882</b>



## COUNCIL AGENDA

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### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

#### **15 Officers Reports**

- 15.1 Summary Planning Report July 2020
- 15.2 Appointment of Committee Members to the Knuckey Lagoon Recreation Reserve Management Committee
- 15.3 Special Purpose Grant Acquittal
- 15.4 Municipal Plan 2019-20 Quarterly Report Apr – Jun 2020



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.01
<b>Report Title:</b>	July 2020 Summary Planning and Development Report
<b>Author:</b>	Wendy Smith, Manager Planning and Regulatory Services
<b>Recommending Officer:</b>	Daniel Fletcher, Chief Executive Officer
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	A: Letter of Comment on PA2020/0188 B: Letter of Comment on PA2020/0189

### Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 6 June 2020 to 3 July 2020.

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

Type of Application	No. Applications
Development Applications	2
Mining Applications	0
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Clearances for Development Conditions	1
Stormwater/Driveway Plan Reviews	16
Works Permits	7

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

### Recommendation

THAT Council:

1. receives the July 2020 Summary Planning and Development Report and
2. notes for information the responses provided to relevant agencies within Attachments A-B to this report.

### Background

#### **DEVELOPMENT APPLICATIONS**

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



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

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	1
Development applications supported, subject to specific issues being adequately addressed	1
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
<b>Note:</b> Additional detail is provided below on all development applications.	

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

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2020/0188  Section 3468 (319) Thomas Road, Humpty Doo, Hundred of Strangways	Independent Unit in Excess of 80m <sup>2</sup>  The application proposes to construct a new single dwelling on the site and subsequently turn the existing 90m <sup>2</sup> dwelling on the site into an independent unit. The proposed independent unit is only 10m <sup>2</sup> over the minimum floor area that would not require a Development Permit, there is no way to alter the dwelling to reduce the dwelling size, and the location of the dwelling in the centre of the site is unlikely to affect the amenity of the surrounding neighbourhood. The proposed changes to the site are not expected to have any negative effects upon any Council infrastructure. As such, in accordance with the assessment under the NT Planning Scheme, it is fitting for Council to support the application.



**Development Applications supported, subject to specific issues being adequately addressed**

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

Application Number, Address, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2020/0189  Lot 98 (115) Stanley Road, Howard Springs, Hundred of Bagot	<p>Home Based Contracting and Home Occupation with a Combined Total Area of 280m<sup>2</sup></p> <p>The NT Planning Scheme permits, without a Development Permit, home based contracting to 200m<sup>2</sup> and home occupation to 30m<sup>2</sup>. This application proposes a combined home based contracting and home occupation business at a total of 280m<sup>2</sup>. As the total area requested is 50m<sup>2</sup> over the amount required without a Development Permit, this application has been made. The application notes that the business has been operating on the subject site for a number of years, and the application contains letters of support from all surrounding neighbours. The application further states the intent of the business owner to relocate the business and requests a Development Permit be granted for a period of two years to allow for the move in the current economic environment.</p>	<p>As the application includes letters of support from all surrounding neighbours for the current business, which is larger than that proposed to be allowed under the application, it is considered that the impact upon amenity of the surrounding community by the business proposed under the application is likely to be low.</p> <p>Due to the placement of some structures on site, it is recommended that Council require a stormwater management plan for the proposed development.</p>





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

Council reviews plans, reports, and drawings as part of the process to clear conditions on Development Permits to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. Examples of include driveway crossover plans, stormwater drainage plans, environmental management reports, traffic impact assessments, and infrastructure designs. The following table notes the number of requests for assessment received by Council for clearance of conditions for plans/ reports/drawings during the noted period.

<b>No. Requests for Assessment of Plans/Reports/Drawings for Clearance of Development Permit Conditions</b>
2

## **STORMWATER DRAINAGE AND/OR DRIVEWAY CROSSOVER APPLICATIONS FOR BUILDING CERTIFICATION**

Council reviews stormwater drainage plans and driveway crossovers for structures requiring building certification to ensure that the proposals meet Council requirements and will not have adverse effects upon neighbouring properties or Council assets. The following table notes the number requests for assessment for building certification that Council received during the noted period.

<b>No. Building Certification Applications</b>
15

## **WORKS PERMIT APPLICATIONS**

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

<b>No. Works Permit Applications</b>
7

### **Links with Strategic Plan**

A Great Place to Live - Development and Open Space

### **Legislative and Policy Implications**

Not applicable to this report



## Risks



## Community Engagement

Not applicable to this report



3 July 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0188**

**Section 3468 (319) Thomas Road, Humpty Doo, Hundred of Strangways  
Independent Unit in Excess of 80m<sup>2</sup>**

Thank you for the Development Application referred to this office on 19/06/2020, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council supports the granting of a Development Permit for the following reasons:**

- a) The proposed independent unit is an existing dwelling that only exceeds the required floor area by 10m<sup>2</sup> and it would be impossible to reduce the area of the structure. There are not expected to be any negative effects upon the amenity of the site as a result of the proposed non-compliance.
- b) There are not expected to be any negative effects upon Council roads or stormwater drainage as a result of the proposal.

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

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

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



3/7/2020

Daniel Fletcher  
Chief Executive Officer





3 July 2020

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

**RE: Letter of Comment Development Application**

**PA2020/0189**

**Lot 98 (115) Stanley Road, Howard Springs, Hundred of Bagot  
Home Based Contracting and Home Occupation with a Combined Total Area of 280m<sup>2</sup>**

Thank you for the Development Application referred to this office on 19/06/2020, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council supports the granting of a Development Permit for the following reasons:**

- a) The proposed use is a reduction of the activity currently carried out on the site and the application includes letters of support from all surrounding neighbours that the current use does not affect the amenity of the area.
- b) There are not expected to be any negative effects upon Council's road as a result of the proposal and any potential stormwater impacts are expected to be able to be easily addressed.

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

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

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

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

technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, at no cost to Litchfield Council.

- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Rodney Jessup  
Project Engineer



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.2
<b>Report Title:</b>	Appointment of Committee Members to the Knuckey Lagoon Recreation Reserve Management Committee
<b>Author:</b>	Jessica Watts, Community Development Officer
<b>Recommending Officer:</b>	Silke Maynard, Director Community and Corporate Services
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	Nil

### Executive Summary

This report presents two nominations for the Knuckey Lagoon Recreation Reserve Management Committee for Council's consideration.

Council established the Knuckey Lagoon Recreation Reserve Management Committee as an advisory committee to Council in 2017 and appointed members to the Committee. Recently the Berrimah Scouts and the NT Thai Association, have nominated a new representative for the Committee.

The Berrimah Scouts have nominated Cate-Linne Fraser to replace Shane Walker and the NT Thai Association have nominated Tou Saramat Ruchkaew to replace Terry O'Connor.

### Recommendation

THAT Council:

1. appoint Tou Saramat Ruchkaew to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 16 July 2020;
2. write to Ms Ruchkaew to inform her of Council's decision;
3. write to Terry O'Conner to thank him for his commitment to the Reserve and Committee;
4. appoint Cate-Linne Fraser to the Knuckey Lagoon Recreation Reserve Management Committee for a term of three years, commencing 16 July 2020;
5. write to Ms Fraser to inform her of Council's decision; and
6. write to Shane Walker to thank him for his commitment to the Reserve and Committee.

### Background

On 17 November 2017 Council resolved to establish the Knuckey Lagoon Recreation Reserve Management Committee as a Council Committee. Terms of Reference were further updated, and new members appointed in November 2017.

The role of the committee is to:

- To provide advice and make recommendations to Council on the future direction and development of Knuckey Lagoon Recreation Reserve.
- To oversee the operational management of the Reserve.
- To inform and involve all key stakeholders to promote partnerships addressing community need.
- To comply with all relevant Council policies relating to the care, protection and management of Knuckey Lagoon Recreation Reserve.
- To promote effective co-operation and communication with all user groups.
- To prioritise and submit recommendations for Council's consideration as part of its annual capital works program and grant opportunities.

As per the Terms of Reference for the Committee:

- The Committee has no delegated authority and cannot incur expenditure or bind Council.
- The Committee may make recommendations to the Council. Recommendations of the Committee will be presented to the Council in written form accompanied by a report from the Secretary.
- Committee recommendations determined as 'operational', will be dealt with and actioned by the Director Community and Corporate Services with any action or lack thereof, reported to the Committee on a regular basis.

In accordance with the Terms of Reference, all Committee members are required to be formally appointed by Council for a term of three years. Currently there are six members, plus Council's Community Development Officer, and Cr Salter as the Chair. Current members have varying lengths of time left on the Committee from four months to two years.

According to the Terms of Reference, the committee shall comprise a minimum of seven members, with at least four and up to six community members.

#### **Links with Strategic Plan**

A Great Place to Live - Recreation

#### **Legislative and Policy Implications**

Nil.



Risks



Nil

Community Engagement

Nil



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.3
<b>Report Title:</b>	Special Purpose Grant Acquittal
<b>Author:</b>	Jessica Watts, Community Development Officer
<b>Recommending Officer:</b>	Silke Maynard, Director Community and Corporate Services
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	A: Acquittal Library Shared Services Framework B: Expense Listing Library Shared Services Framework

### Executive Summary

Council received a Special Purpose Grant from the NT Government Department Housing and Community Development on 23 May 2019. A requirement of this grant is that it is partially acquitted as of 30 June each year. This is a requirement to acquit the grant in order to be eligible for future Special Purpose Grants.

### Recommendation

THAT Council:

1. receive and notes the Special Purpose Grant Acquittal report; and
2. approve the partial acquittal of the Special Purpose Grant for the Library Shared Services Framework to the value of \$0.00 as of 30 June 2020.

### Background

On 23 May 2019 Council received a Special Purpose Grant to the value of \$25,000.00 for a six-month project to plan and design shared library services across the Litchfield and City of Palmerston Councils.

This project is forecasted to commence in the first half of the 2020/21 year in partnership with the City of Palmerston.

The outcome of the project will be a shared services model that is transferable to other local government areas for delivering library services collaboratively and transferable to the delivery of other local government services, with the aim of improving the quality of services delivered, ensuring long-term sustainability and capability of the service at a cost-efficient level.

### Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Council has no policies directly relevant to this matter.

Risks



Special Purpose Grants provided by the Department of Housing and Community Development require funding to be fully expended within two years of receipt of funding. Any acquittal provided to the Department requires approval by Council. Failure to acquit the grant within the required timeframe may hinder Council’s eligibility for future funding.

Community Engagement

Nil

**Litchfield Council**

**2019-20 ACQUITTAL OF SPECIAL PURPOSE GRANT**

Department of Housing and Community Development

File number:

**Purpose of Grant:** To support a six month project to plan and design shared library services across the Litchfield and City of Palmerston Councils

Date of Approval of Variation to Grant (if applicable) / /202\_\_

**INCOME AND EXPENDITURE ACQUITTAL FOR THE PERIOD ENDING 17 June 2020**

Special Purpose Grant	\$25,000
Other income	_____

Total income	_____ \$25,000
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**Expenditure** (Specify accounts and attach copies of invoices and ledger entries)

**An 'administration fee' is not to be apportioned to the grant for acquittal purposes.**

Total Expenditure	_____ \$0.00
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Surplus/(Deficit)	\$ _____ \$25,000
-------------------	-------------------

We certify, in accordance with the conditions under which this grant was accepted, that the expenditure shown in this acquittal has been actually incurred and reports required to be submitted are in accordance with the stated purpose of this grant.

Acquittal prepared by Silke Maynard, Director Community and Corporate Services	30/06/2020
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Laid before the Council at a meeting held on 15/07/2020

CEO or CFO 	30/06/2020
--	------------

**DEPARTMENTAL USE ONLY**

Grant. amount correct?

YES/NO

Expenditure conforms with purpose	YES/NO
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Minutes checked	YES/NO
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Balance of funds to be acquitted	\$
----------------------------------	----

Date next acquittal due	/ /
-------------------------	-----

ACQUITTAL ACCEPTED	YES/NO
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Prepared by

.....

Comments

Donna Hadfield – Manager Grants Program

Work Order  
Transaction Listing by Work Order  
Posting Year: 2019

ATTACHMENT B

*Double click onto the Work Order Task to access Transaction Detail*

Program - c\_wo007      30/06/2020      10:19:56AM

Work Orders:      **4501**    to    **4501**      Task Code:      **0**      to    **999999**      Classification 1:      **All Records**

Posting Period:      **1**      to    **12**

*Work Order      Description*

<i>Task</i>	<i>Description</i>	<i>Transactions</i>	<i>Committed</i>	<i>Oncost</i>	<i>Actual Val</i>	<i>Total Value</i>	<i>GST</i>
	Payroll						
	Receipt						
<b>Total Transactions for Work Order</b>							

**GRAND TOTAL**

Work Order  
Transaction Listing by Work Order  
Posting Year: 2020

Double click onto the Work Order Task to access Transaction Detail

Program - c\_wo007 30/06/2020 10:16:12AM

Work Orders: 4501 to 4501 Task Code: 0 to 999999 Classification 1: All Records

Posting Period: 1 to 12

Work Order Description

Task	Description	Transactions	Committed	Oncost	Actual Val	Total Value	GST
	Payroll						
	Receipt						
Total Transactions for Work Order							

GRAND TOTAL



## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.04
<b>Report Title:</b>	Municipal Plan 2019-20 Quarterly Performance Report April - June 2020
<b>Author &amp; Recommending Officer</b>	Daniel Fletcher, Chief Executive Officer
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	Nil

### Executive Summary

The Municipal Plan 2019-20 Quarterly Performance Report April – June 2020 is presented to Council to highlight the organisation’s progress towards implementation of the Municipal Plan.

### Recommendation

THAT Council receives the Municipal Plan 2019-20 Quarterly Performance Report for the fourth quarter ending 30 June 2020.

### Background

In accordance with good governance this report presents the quarterly performance of the organisation against the 2019/20 Municipal Plan for April – June 2020.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2019/20. 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.

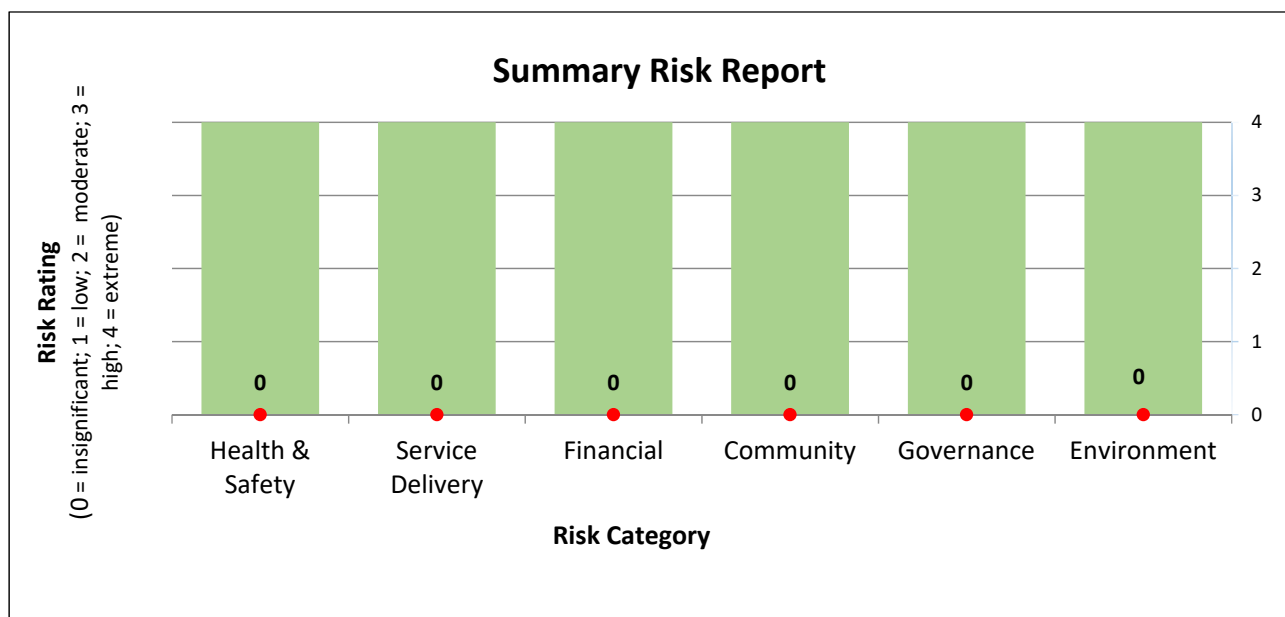
### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

NT Local Government Act (2008)

## Risks



## Community Engagement

Nil





# Quarterly Performance Report

April – June 2020

## Quarter 4 Performance Report 2019/20

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

Welcome to the fourth quarter report for the 2019-20 financial year. This represents the first full year that Council has increased its already high level of transparency are reported publicly on our key performance indicators. I remain extremely proud of the organisation who have, in the face of adversity, continued to exhibit unwavering dedication to our community.

Globally and domestically, we continue to be adversely impacted by the novel coronavirus (COVID-19). Throughout this ever-changing challenge, Council has been focussed on ensuring business continuity, a safe work environment for our staff and the community and supporting residents and rate payers with access to financial hardship provisions.

Mango Industry Strategic Roads Project - a \$21M project that has been supported by both the Northern Territory and Commonwealth Governments - continues to progress. With the tender process anticipated to close before the end of July. This 15.2 kms of road network to be sealed will have a profound impact on the residents and Mango Industry.

Councils draft Municipal Plan and Budget has undergone community consultation and we're grateful to all residents and ratepayers that have taken the time to submit a response. It is great to have such a strong level of connection to community and Council services.

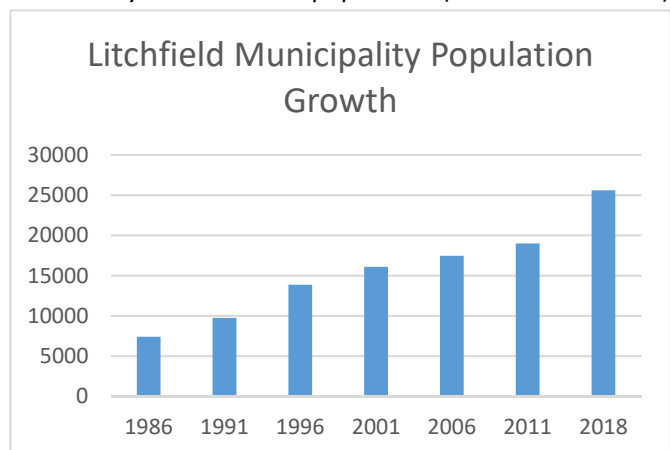
The proposed rural residential rate increase is explained below:

7.1% (\$60) increase in rural residential rates

0.8% (\$7)	Funding revenue loss of workers village
1.3% (\$11)	Funding revenue loss to Coolalinga rates
5% (\$42)	Standard LTFP rate increase

Most importantly, to support the community and assist stimulating our local economy, Council has proposed a concession to all ratepayers, covering this increase. So, as a result, this \$60 increase will be absorbed in Council's budget and not on charged to the ratepayer.

In accordance with Councils legislative obligations we have also undertaken the Electoral Review process and sought community feedback. Our population (as indicated below)



continues to experience growth as residents choose the lifestyle that Litchfield offers above urban living. Accordingly, our response as a council to ensure appropriate representation is critical. Since the establishment of the Litchfield Shire in 1985, elected representation has not changed, despite our growth representing exponential increases.

I remain extremely proud and privileged to be part of this organisation and community.

***'The best place to live in the Top End'.***



**Daniel Fletcher**  
Chief Executive Officer  
Litchfield Council

# Strategic Priorities - Highlights

## Everything You Need

### Roads and transport

Work commenced on 6 significant road projects and two road grading runs completed



### Waste and cleanliness

4.1 Tonnes of litter collected along 382 of Council roads over 12 months



### Community and Economic Prosperity

Arts display with over 50 pieces of local art and four children art workshops



## A Great Place to Live

### Culture and social life

Delivery of digital programs and click and collect through COVID-19 closure



### Recreation

Development of 'Get Active in Litchfield' program for delivery in July to September



### Development and Open Space

Completion of 320 Arnhem Highway Master Plan



## A Beautiful and Safe Natural Environment

### Animals and wildlife

Litchfield's favourite breed of dog: the Cattle dog with 311 registered



### Natural Environment

2 rounds of weed spraying and roadside slashing complete



### Water and Drainage

10.7km of roadside drains cleared



## PROGRESS ON PROGRAM PROFILES



### Council Leadership

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Powerful and Effective Advocacy</b>					
Advocacy	Community Survey – Satisfaction with Council's Advocacy	>50%	YES	YES	Continued work on the Local Government Regulations
Submissions to Government	Community Survey – Satisfaction with Council's Strategic Direction	>55%	YES	YES	2019 Community Survey Results - 70% rated good or very good
Represent Council on Legislation and other reforms					No activity this quarter
<b>Engaging our community</b>					
Community Engagement	Actions Year 2 completed	98%	YES	YES	<u>Refer to actions in the Community Engagement Strategy and Action Plan 2018 – 2021 Action Plan</u> Two actions were moved into Year 3 due to their connection with Year 3 actions
Annual Community Survey	Community Survey – Overall satisfaction	>70%	YES	YES	2019 Community Survey Results - 55% rated good or very good
	Community Survey –community engagement	>50%			2019 Community Survey Results - 58% rated good or very good
Social Media Management	Unique engagement clicks on Facebook posts	>1000	YES	YES	10612 Unique Engagement clicks Social media was Council's main source of delivering important COVID-19 messages to the community during this quarter. There were limited events and general information posts due to restrictions in the community.
<b>Good Governance</b>					
Elected members training and development					
Elected Member Support					
Business Planning and Performance Reporting Framework	Number of Professional Development Sessions	>2 sessions	YES	YES	No activity this quarter
Council meetings and activities					
Executive Leadership					
Reputation Management					
<b>Modern Service Delivery</b>					
Media Monitoring and Management	Media Response Time	<24 hours	YES	YES	5 media responses provided within quarter 4 all within 24 hours
Supporting local businesses	Hold three Litchfield Women in Business Network Events per annum	1	YES	YES	Network event 18 November 2019 – Approximately 40 in attendance

## Human Resources and Work Health and Safety

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Good Governance</b>					
Human Resources (HR) Policies, Procedures, Checklists An engaged and productive workforce	Reviewed and compliant	Dec-19	YES	YES	Policies reviewed
	Staff turnover rate	<20%	YES	YES	2% in quarter 4
	Staff Survey satisfaction	>70%	YES	YES	72% achieved in Staff Satisfaction Survey conducted in February 2020.
Negotiation of new Enterprise Agreement	Successful negotiation and submission to Fair Work	Before March 2020	MONITOR	YES	Enterprise Agreement negotiations commenced in March 2020
<b>Modern Service Delivery</b>					
WHS Management System, including updated policies and procedures and WHS Manual	Policies, procedures and Manual	Before December 2019	NO	YES	WHS Review completed. A single and consolidated WHS Management Plan adopted and implementation to achieve a high standard of safety performance progressing. Nil.
	Workers Compensation Claims	<3	YES	YES	

## Planning and Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Powerful and Effective Advocacy</b>					
Submissions to the NT Government	Comments submitted on applications within required time frame	>95%	YES	YES	8 applications were received and was responded to within allocated timeframe
Participation in NT planning working groups	Attendance at meetings	>75%	YES	YES	Council has attended all planning meetings for Area Plan development
<b>Modern Service Delivery</b>					
Approval of plans, reports and construction documentation	Plan approvals issued within 10 days	>90%	YES	YES	65 development and building certification plans were reviewed and actioned within required timeframes
	Works Permits issued within 5 days	>95%	YES	YES	26 work permit applications were reviewed and actioned within required timeframes
Subdivision approvals and handover processes	In accordance with Standards	Achieved	YES	YES	Council's approval and handover processes have been undertaken in accordance with Council's Standards

## Infrastructure and Assets

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Modern Service Delivery</b>					
Capital Works Program	Programmed works completed within in budget	>90%	NO	YES	As reported in Monthly Finance Reports. All projects are now entering or under construction
Asset Management Plans	Complete asset management plans, including 10 year replacement programs	Complete	YES	YES	Thorak Regional Cemetery – Adopted Roads - Adopted Plant & Fleet – Draft under review Driveway – Draft under review Asset Management Strategy – Draft underway
Street Lighting Program	Commence replacement program of street lights with LED	Commence	YES	YES	Luminaires have started to arrive and installation will commence shortly
Asset Management Policy and Plans	Asset Sustainability ratio	>60%	YES	YES	As reported in Monthly Finance Reports
Road Maintenance Program	Community Survey – Satisfaction with maintenance of local roads	>60%	YES	YES	Community survey results reported 66% good or very good satisfaction
Drainage Maintenance Program	Community Survey – Satisfaction with roadside drainage	>60%	YES	YES	Community survey results reported 62% good or very good satisfaction
Wet season and road network management	Emergency works response time	<48hours	YES	YES	Emergencies responded to within 48 hours. Cyclone Emergency Management Plan in place.
	Develop road reporting process for temporary closed roads	Jun-20	MONITOR	YES	Delayed, process mapping will be complete prior to wet season 2020/21



## Mobile Workforce (MWF)

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
Modern Service Delivery						
Road Network, Road Reserve and Fire Break (Council land) slashing before July fire bands	Vegetation slashing and mowing of 915 roads totalling 723 kilometres. Total distance travelled = 8676 kms	2 rounds	YES	YES		2 rounds of spraying and 3rd round of Knuckey and Lamble lagoon areas and arterial roads complete
Excised land management	Complete firebreaks and weed management in accordance with plans	Complete	YES	YES		Monthly services of Waste Transfer Stations, 320 Fred's Pass and Coolalinga. Council office serviced fortnightly
Install and maintain signs and guide posts	Signs repaired within target timeframes.	Urgent – 24 hours	YES	YES		29 signs replaced, repaired or installed
		Non-urgent – 15 days	YES	YES		231 guideposts installed, 318 guideposts straightend
Maintain roadside amenity, including vegetation, furniture and litter collection	Community Survey – Satisfaction with roadside maintenance	>50%	YES	YES		283 bags from 262 roads estimate 1Tonne
	Spraying of road furniture on all Council roads	1 round	YES	YES		Complete
Spraying of weeds, in accordance with Weed Management Plan	Community Survey – satisfaction with weed management	>50%	N/A	N/A		Target not reached, community survey result reported 65% not good or poor.
Bushfire management plan activities, including; Maintain firebreaks	1000km	Compliant	YES	YES		2 rounds of spraying and slashing Council firebreaks
Hazard reduction burning	As required, in consultation with other authorities five locations	Compliant	NO	YES		Draft Bushfire Management Plan received for comment and feedback
Widen firebreaks	As required, in consultation with other authorities five locations	Compliant	YES	YES		9 firebreaks widened as per Councils bushfire management plan

## Waste Management

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Engaging Our Community</b>					
Maximise recycling opportunities for residential waste to promote diversion	Waste tonnage transferred to Shoal Bay	<8,000 tonnes residential	YES	YES	1348 tonnes of residential waste was transferred to landfill this quarter, less than the 2000 tonnes per quarter target.
Educate commercial businesses through the transfer stations about opportunities to minimise waste and commercial charges	Waste tonnage transferred to Shoal Bay	<1,000 tonnes commercial	YES	YES	312 tonnes of commercial was transferred to landfill in this quarter, a decrease from 327 tonnes last quarter
<b>Modern Service Delivery</b>					
Efficient operation of waste transfer stations	Community Survey – Satisfaction with waste transfer stations	>80%	YES	YES	Community survey results reported 81% good or very good satisfaction
	Cost per tonne of waste throughput	\$TBD	YES	YES	2018/19 cost calculated to be \$299/tonne average for the operational cost of material received
Resale of recycled materials (mulch, crushed concrete, cash for cans, batteries)	Community Survey – Satisfaction with waste recycling	>55%	YES	YES	Community survey results reported 52% good or very good satisfaction
	Community benefit fund income raised through recycling activities	5% annual increase	YES	YES	18.07 tonnes of Cash for Containers material were collected this quarter. This is above the quarterly average
	Sale of processed materials (mulch, crushed concrete)	>80% sold within 6 months of processing	YES	YES	As a response to the COVID 19 crisis mulch was offered free from all transfer stations until 30 June 2020
	Amount of total waste that is recycled	>30%	YES	YES	53% of waste received was diverted from landfill for qtr
	Amount of total waste that is dry recyclables	>15%	YES	YES	16% of waste is dry recyclables that is diverted to recycling facilities for qtr
Maximise diversion from landfill	Explore incentives and education to boost recycling and food waste management	Jan-20	NO	YES	The RFQ has not been released and will not be implemented in the 2019/20 financial year.
					Whilst the action to implement incentives to boost recycling was identified for year 2 in The Strategy officers can continue to work on this initiative and prepare a more detailed plan for the 2021/22 budget for implementation in year 4 of the Strategy
Cyclone Season Preparation	Free residential green waste disposal in November	Nov-19	YES	YES	Supporting food waste management at home was identified for year 2 and 3 of the Strategy. Officers will work with non-profit groups and encourage the use of the community grants scheme to promote food waste management at home. The free residential green waste disposal initiative was utilised by 829 residents, a decrease of 13% from the 947 residents in November 2018



Emergency Preparedness

Prepare disaster Waste Plans

Nov-19

NO

YES

The RFQ is yet to be finalised and released. It is unlikely that this project will be completed in the 2019/20 financial year.

With the Manager of Operations and Environment position now filled and the Director of Infrastructure and Operations position expected to be filled in the coming months, officers will look to complete this using internal capacity in the 2020/21 financial year. This will maintain alignment with the schedule in The Strategy.

## Regulatory Services

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
<b>Engaging Our Community</b>						
Educate the community about responsible dog ownership	Education program delivered to primary schools	>2	YES	YES		No schools attended this quarter; attended 5 schools throughout the year (exceeding KPI) to deliver Council's dog safety program to Preschool – Year 6 students.
	Increase in the number of registered dogs	>10%	NO	YES		Registration renewal was due 1 September. There are 3162 registered dogs, compared to 3037 for the last quarter, an 4.1% increase.
	Impounded dogs reclaimed by owner	>70%	NO	YES		Of the 50 dogs impounded, 25 were returned to owners.
Support responsible dog ownership	Develop baseline measure for satisfaction of service provided		YES	YES		Not yet developed due to attention required on Regulatory Order matters.
	Registered dogs are de-sexed	>65%	YES	YES		2348 (74.2%) of registered dogs are desexed.
<b>Modern Service Delivery</b>						
Administer and enforce Dog Management By-Laws Animal Management Plan	Community Survey – Satisfaction with animal management	>50%	YES	YES		Community Survey undertaken in August 2019 showed 51% of respondents were satisfied with animal management.
	Implemented	Complete	YES	YES		Complete
Record and investigate customer requests	Customer requests actioned in <2 days	100%	YES	YES		100% compliance
	Investigations completed within 14 days	>90%	YES	YES		Compliance achieved.
Remove vehicles abandoned on roadsides	Vehicles removed within 7 days	>90%	YES	YES		Compliance achieved.

## Information Technology

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
<b>Modern Service Delivery</b>						
Contract management of Council's information and communications technology (ICT) managed service	Percentage of Service Desk requests closed against open requests during a period	90%	YES	YES		Lodged requests this quarter 69
						Requests open as of 31/03/2020 2
						Achieved KPI 97.1%
Deliver, maintain and support Corporate Enterprise Solution (CES) software to ensure Council operates effectively	Ensure CES is updated with the latest version (patch), available nationally	No more than 1 Patch behind latest version	NO	YES		Latest Patch put on hold until after EOFY processing. Latest Patch to be installed in early July 2020. Patch 6.11.25.1 installed. Patch 6.11.27.2 available.
Implementation of the Information and Communications Technology Improvement Plan	Annual Actions Complete	>90%	NO	YES		Assessment of Strategic Framework underway in line with ICT Improvement Plan. 52% Complete. 39% Partial Complete. 10% Not Started.
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years	YES	YES		Imagery last updated in May 2020, next update due in October 2020.
	Age of NTG Downloaded Data	<1 week	NO	YES		Data downloaded weekly. New Digital Data Agreement with NTG completed. Error in updates to GIS to be fixed in early to mid July 2020.

## Finance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Good Governance</b>					
Annual Budget / annual Report Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	YES	YES	Draft 2020/2021 Municipal plan consultation undertaken in Q4, approval scheduled for July Special Council meeting.
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	YES	YES	Unqualified audit achieved for 2018/19 and presented with annual report. Interim Audit 2019-20 undertaken in May 2020.
Key Outputs	Measures	Target	Actual Ratio	Above Agreed Target	Status Commentary
Long Term Financial Plan	Liquidity ratio	1:01	12.29:1	YES	Council's current liquidity is above Local Government benchmarks
	Asset sustainability ratio	>60%	38%	NO	In line with Council's Long Term Financial Plan, Council will not achieve the set ratio until 2021
	Current Ratio	>1	12.29	YES	Council's current liquidity is above Local Government benchmarks
	Debt Service Ratio	<1	0%	YES	Council has got no debt
Long Term rating strategy	Own source revenue ratio-lowering Council's dependency on government grants and other funding sources	>60%	54%	NO	Prepayment of Financial Assistance Grants for 2020-21 reduced percentage below KPI.
Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Review the Customer Request Management System	Completed	Dec-19	NO	YES	Customer Service Charter approved in May 2020 by Council. Review Customer Management system initiated, completion in September 2020.
Investments comply with policy and statutory requirements and are reported monthly	Completed	Dec-19	YES	YES	All investments placed are in line with Council's FIN14 Investment Policy and are reported in the monthly finance report
<b>Modern Service Delivery</b>					
Rates and accounts receivable collection	Current years rates outstanding as at 30 June 2020	<15%	YES	YES	Current years rates outstanding as per 30/06/2020 \$981,657 (9%)
	Prior years rates outstanding as at 30 June 2020	<\$1m	YES	NO	Prior years rates outstanding as per 30/06/2020 \$1,485,924
Front counter customer service	Community Survey – satisfaction in customer service	>60%	YES	YES	62% of respondents rated council's customer service as good or very good in the 2019 Community survey

## Community Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Engaging Our Community</b>					
Council partnership and support grants	Number of partnerships supported	10	YES	YES	Although come cancellations though COVID19 restrictions, Council has upheld all existing partnerships with community groups as outlined in the budget.
Servicing community needs at reserves	Funding provided to community reserves	Funding Agreements established	NO	YES	Funding provided to reserves in line with Budget 2019-20 Draft Funding Agreements have been developed and are currently being discussed with Boards of Management.
<b>Good Governance</b>					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	YES	YES	Council has 8 current grants which are in progress within timelines. 1 grant has been acquitted this quarter in line with grant deadlines.
<b>Modern Service Delivery</b>					
Annual Community Grants Program Community initiatives program	Number of community events and programs supported	10	YES	YES	Ten Community Initiatives granted this year. Eight Annual Community Grants awarded for the 2019/20 round.
Governance and support for the operations of Council's seven recreation reserves	Community Survey – Satisfaction with Recreation Reserves	>65	YES	YES	78% of annual survey respondents rated Council's performance for the Recreation Reserves at Good or Very Good.
Australia Day Event	Community Participation	>300	YES	YES	Estimated attendance 250.
Playground Inspection Program	Playgrounds on Council owned land audited	100%	YES	YES	Playground Audits were undertaken in March 2020.
Tree Management Plan	Implemented and documented	100%	YES	YES	Complete.

## Library Services

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Visitors to the library	Weekly door count	Increase by 20%	NO	YES	<p>Average weekly door count in 2018-19: 381</p> <p>Average weekly door count this quarter: 294</p> <p>Decrease in visitors this quarter: 23%</p> <p>This includes a period of closure due to COVID19. A click-and-collect service was offered, which was utilised 96 times.</p> <p>The average weekly door count for the year 2019-20 is 427 an increase of over 12%.</p>
Promotion of services	Interaction with Library Facebook page	500 likes of Facebook page	YES	YES	<p>Taminmin Library Facebook page has gained 61 new likes this quarter reaching a total of 681 likes</p>
Review of Programs and Services	Review of programs with users	100%	YES	YES	<p>Due to COVID-19, in-house program service delivery was ceased during the library closure.</p> <p>Before and after closure, the library was able to offer 25 internal programs with 235 attendees. During the closure, the library used online social media platforms to offer 18 programs with 2,532 viewers and participants.</p>
	Feedback process for users	Established	YES	YES	<p>Customer feedback forms have been established and an online survey gave users an opportunity to give feedback on library programs.</p>
Good Governance					
Shared Service Governance Framework	Developed	100%	NO	YES	<p>Council received a Special Purpose Grant to work on a framework with City of Palmerston for the delivery of library services, project not initiated yet.</p>
Modern Service Delivery					
Collection Improvements	Annual Loans	Increase by 20%	YES	YES	<p>Monthly loans in 2019: 1,096</p> <p>Monthly loans this quarter: 740</p> <p>Decrease in percentage: 33%</p> <p>Statistic was impacted by COVID19 related closure.</p> <p>The monthly loans for the entire financial year is 1,850 an increase of 69%.</p> <p>In 2018 38% of the collection was published in the past 10 years</p>
	Age of Collection	Decrease % of collection older than 10 years by 20%	YES	YES	<p>As of 31/03/2020 64% of collection was published in the past 10 years with 37% being in the past 5 years.</p> <p>Achieved by vigorous weeding, stocktake and new release purchases</p> <p>Introduced Litchfield Lego Club as weekly program for primary school aged children (attendance weekly 20-30 children)</p>
Program delivery	Additional regular programs	2	YES	YES	<p>Digital literacy program in development through Be-connected grant</p> <p>Online delivery of storytimes and activities to combat the closure of services in production.</p>

Library events	Additional one-off events	3	YES	YES	<p>Regular storytimes and nurserytimes transitioning to online broadcasting during COVID-19 shutdown. The library introduced craft tutorials for Facebook to maintain contact with the public and provide craft activities for young children.</p> <p>Litchfield LEGO League continued online with activities posted weekly. The school holiday programs were not conducted, however the mid-year school holidays have been reinstated.</p> <p>National Simultaneous Storytime was held online.</p>
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## Governance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Good Governance</b>					
Maintain the Governance and Risk Management Framework, including risk register	Compliance with legislative requirements as per Department of Local Government, Housing and Community Development	100%	YES	YES	Completed. No policy changes required with <i>Local Government Act 2019</i> delayed to July 2021.
Maintain Policy Framework	Compliance Checklist	100%	YES	YES	Completed. Policies are reviewed within determined timelines
Meeting Procedure By-Law		Jun-20	NO	YES	No progress to date Review of Draft By-Laws reactivated in July 2020.
<b>Modern Service Delivery</b>					
Elected members support	Complaints upheld -breaches of the code of conduct by elected members	0	N/A	N/A	The currently Disciplinary Committee system does not require Council be informed of any elected member code of conduct breaches or complaints that have been lodged or upheld.
Risk Management Audit Committee support	Risk Management Audit Committee Meetings	4	YES	YES	RMAC met on 5 May 2020, the Agenda and minutes are available on Council website. <a href="https://www.litchfield.nt.gov.au/council/committees">https://www.litchfield.nt.gov.au/council/committees</a>
Coordinate records management review and improvements	Records held in storage reduced	By 10%	YES	YES	Destruction of records commenced according to approved disposal schedule across several records classes. Final statistics reviewed for Annual Report preparation. 6 Policies reviewed to date for financial year Policies Reviewed in third quarter: GOV13 Acceptable Request Guidelines FIN06 Rates Concession FIN15 Public benefit concessions for commercial ratepayers FIN08 Risk Management FIN01 Asset Disposal CEM03 Memorials HR10 Motor Vehicle COR07 Customer Service Charter
Assist with policy development	Annual Policy Review Program	10 Policies reviewed	YES	YES	
Implement Annual Internal Audit Plan	Internal Audits conducted	3	YES	YES	RMAC recommended that KPI be reduced to 2 audits. WHS Audit complete and implementation scheduled to begin in July 2020. ICT Security Audit 85% complete. Draft Report expected 3rd July 2020.

## Thorak Regional

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
<b>Good Governance</b>					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	YES	YES	All actions are in line with current legislation
Monthly reporting to the Thorak Cemetery Board	Achievement of operational budget	100%	YES	YES	Year to date income is above budget for 2019-20. Year to date cremations total 211. Cremation packages making up 14 or 6.6% of this total. Third quarter cremation total 53, slightly down from third quarter . Year to date burials total 109. Third quarter burials total 19, down on the second quarter total of 36.
<b>Modern Service Delivery</b>					
Cremations including a pick-up service from the local hospitals	Community Survey	>60%	YES	YES	Flyers promoting the cremation package and an information brochure on Thorak services have been distributed to aged care facilities, local member offices and Darwin and Palmerston Hospitals.
Memorial spaces for ash interments, including family trees, rocks, Niche Walls and a columbarium	Importance of Thorak		YES	YES	Community Survey results showed a rating of 8.02 for importance to the community, with 1 being most important and 10 being least important.
Chapel hire and amenities	Satisfaction with Thorak	>65%	YES	YES	Community Survey results showed of the 43% of residents who were aware of the cemetery, 75% had a level of satisfaction of good or very good.
Maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Memorial Inspections Chapel use	>25% hire	YES	YES	This quarter showed a slight decrease in chapel hire by 2 compared to the third quarter, totals being 21 and 23 respectively. Year to date chapel hire is 78. Same time 2018/2019 was 71.
Maintenance of cemetery plant and equipment	Service level defined	3	YES	YES	Ground staff FTE have reduced from 4 to 3 due to expiry of temporary contract. Service levels are being maintained with focus on mowing and various weed control.
Basic upkeep of buildings including cemetery house	Efficient service schedules		YES	YES	All actions scheduled from asset management plan implemented. Cemetery house has had the hot water tank and an air conditioner replaced and has been fully fenced, completely separating it from the cemetery.
Sale of cemetery products	Sales Growth		YES	YES	Sale of cemetery products such as plaques, urns and memorabilia are on track.





## COUNCIL REPORT

<b>Agenda Item Number:</b>	15.5
<b>Report Title:</b>	CEO's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Daniel Fletcher, Chief Executive Officer
<b>Meeting Date:</b>	15/07/2020
<b>Attachments:</b>	Nil

### Executive Summary

This report provides Council with key staffing information and relevant measures of financial sustainability.

### Summary

To deliver the Municipal Plan 2019/20 Key Performance Indicators it is important that appropriate staffing resources are in place and financial sustainability measures are being met. 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.

### Recommendation

THAT Council receive and note the Chief Executive Officer's monthly report for June 2020.

### Background

The Litchfield Council strongly values our people, financial sustainability 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, where necessary, contextualise the information for the Council to understand the factors influencing staff and finances.

### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

Nil

### Risks

Nil

## **Financial Implications**

Nil

## **Community Engagement**

N/A

## CEO MONTHLY REPORT June 2020

### People

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Project Engineer	Infrastructure & Assets	22 June 2020	Temporary

#### External Appointments

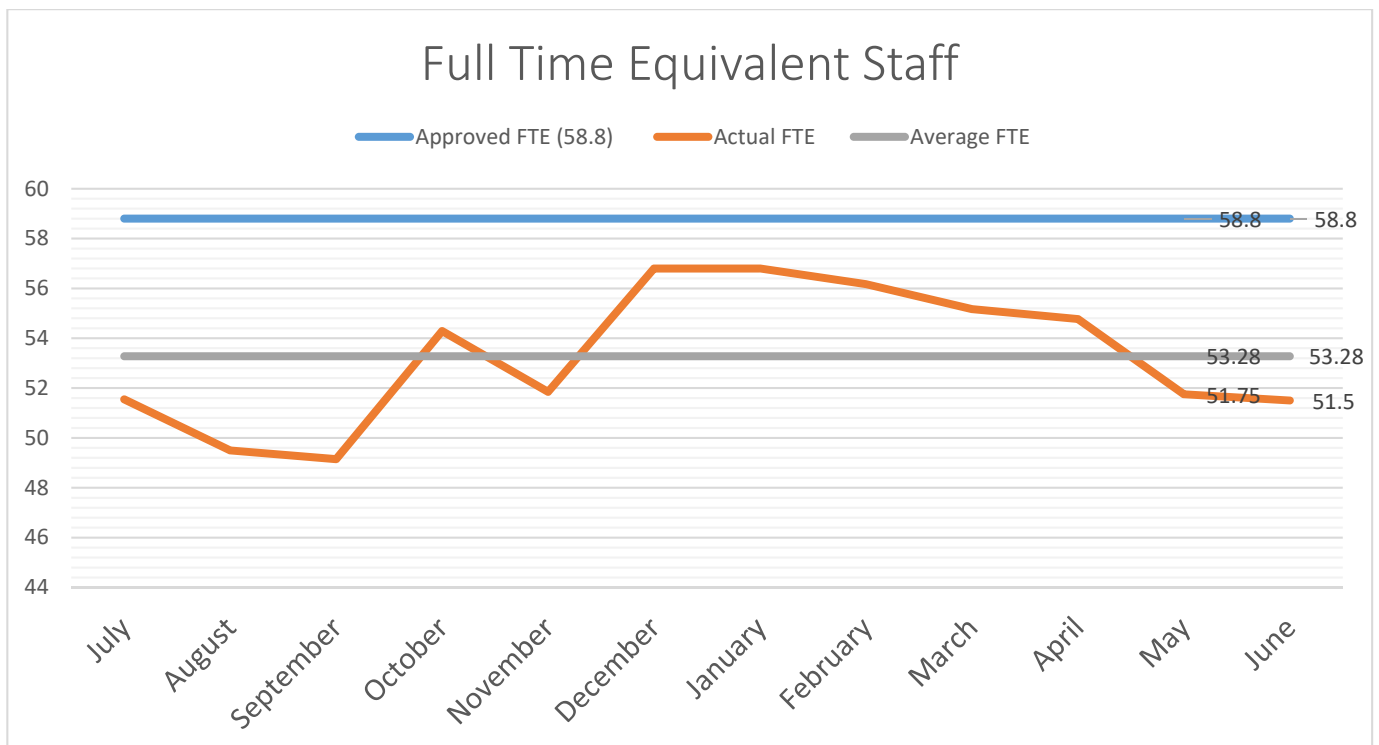
Position	Department	Commenced	Permanent/Temporary
Administrative Officer Planning	Planning & Regulatory Services	22 June 2020	Temporary
Asset Engineer	Infrastructure & Assets	29 June 2020	Permanent

#### Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
Infrastructure Project Coordinator	Infrastructure & Assets	14 May 2019	Temporary
Customer Service Trainee	Finance	30 August 2019	Temporary

	Approved	Actual	Difference
Full Time Equivalent	50.5*	43	-7.5
Part-time	0.5	2.5	2
Contract	7.8	6	-1.80
<b>Total</b>	<b>58.8</b>	<b>51.5</b>	<b>-6.3</b>

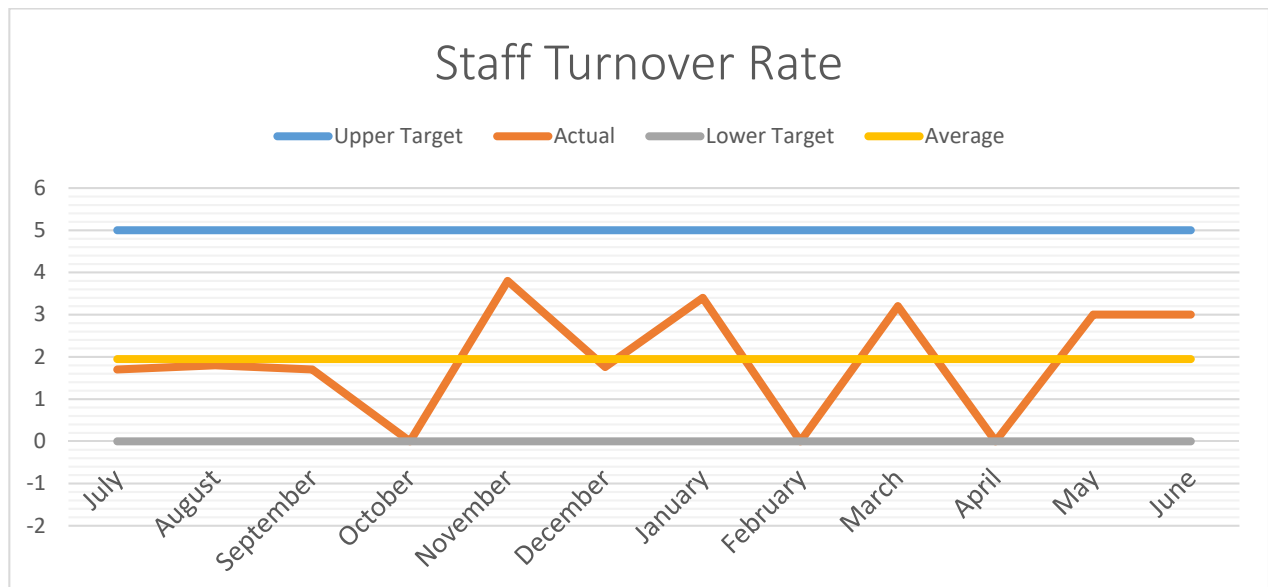
\*0.5 due to Project Manager Freds Pass Project employed for only 6 months



**Turnover rate:**

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

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



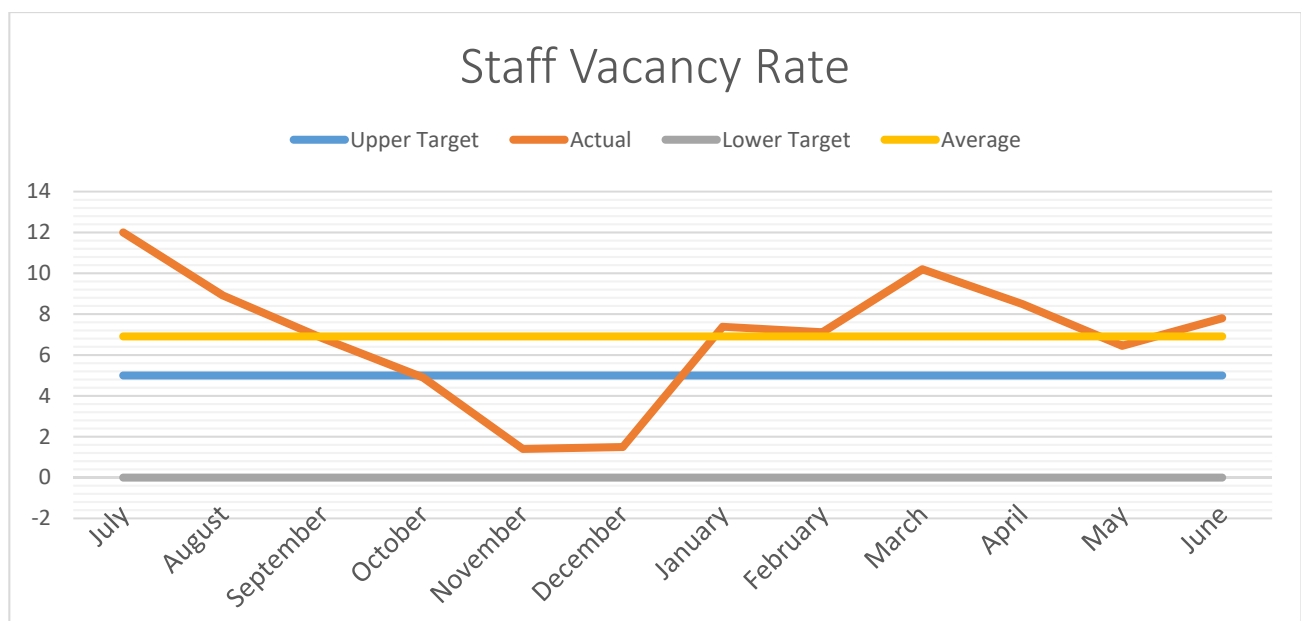
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Jun	Average
1.7%	1.8%	1.7%	0%	3.8%	1.76%	3.4%	0%	3.2%	0%	3%	3%	1.85%

Target Average: Between 0% - 5%

**Staff Vacancy Rate:**

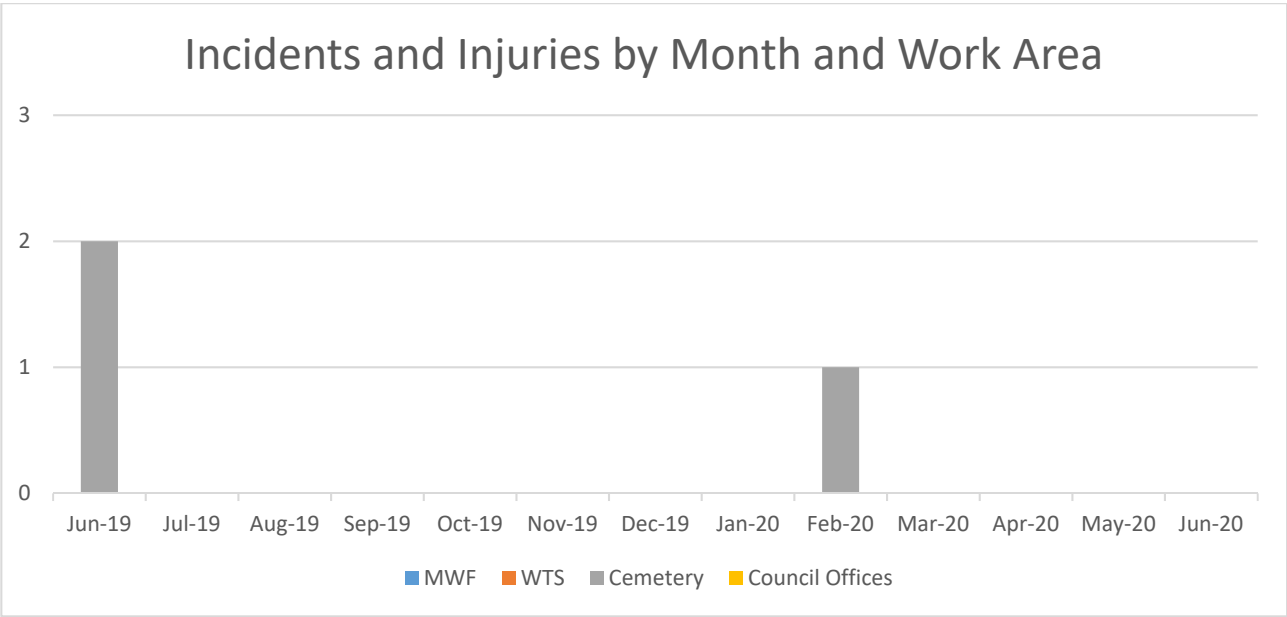
The number of vacant positions during the reporting period.

(Vacant positions, divided by total FTE, multiplied by 100)



Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Average
11.50%	12%	8.90%	6.80%	4.90%	1.40%	1.49%	7.12%	10.2%	8.5%	6.45%	7.80%	6.83%

Target: 0% - 5%



Zero workplace incidents were recorded during June 2020.

## Finance

### RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY

Indicator	Previous Actual	Current Budget	Previous Month	Current Month	Target	Forecast				
	18/19	19/20	May-20	Jun-20		20/21	21/22	22/23	23/24	24/25
Operating Surplus Ratio	-50.2%	-51.5%	-43%	-58%	0-10%	-49.7%	-47.9%	-44.8%	-42.2%	-39.1%
Net Financial Liabilities Ratio	-128.6%	-88.6%	-153%	-138%	<60%	-81.4%	-74.5%	-69.9%	-67.0%	-65.6%
Asset Sustainability Ratio	17.9%	52%	30%	38%	>60%**	94%	94%	85%	35%	35%
Current Ratio	10.3:1	5.9:1	14.45:1	12.29:1	>1.0:1**	5.6:1	5.3:1	5.1:1	4.9:1	4.9:1
Rates and Annual Charges Outstanding Ratio	22.5%	12.0%	24%	23%	<15%**	11.5%	11.2%	10.8%	10.4%	10.1%
Own Source Revenue Coverage Ratio	48.4%	48%	59%	54%	>40%**	49%	50%	52%	53%	55%

\*\* Target as set in Strategic Plan 2018-2022.

Target		
Within Range	Moderate	Outside Range

### **Operating Surplus Ratio**

Measures the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

**Calculation:** Net operating result divided by total operating revenue, expressed as a % (excluding capital revenue or expenses).

**Target:** between 0% and 10%

Council's should be aiming to achieve as a minimum a balanced operating position to ensure that revenues received are sufficient to fund operations and capital replacement works.

### **Net Financial Liabilities Ratio**

Measure the extent to which the net financial liabilities of Council can be repaid from operating revenues.

**Calculation:** (total liabilities less current assets) divided by total operating revenue, expressed as a %.

**Target:** Less than 60%

### **Asset Sustainability Ratio**

This ratio reflects the extent to which the assets managed by Council are being replaced as they reach the end of their useful lives. This ratio is calculated by measuring the annual expenditure on the renewal and rehabilitation of Council's assets against the annual depreciation charge. It is a measure of whether Council is reinvesting in existing assets to ensure that they meet required levels of service for the community.

**Calculation:** Capital expenditure on the replacement of infrastructure assets (renewals) divided by depreciation expense, expressed as a %.

**Target:** Greater than 90%

### **Current Ratio**

This ratio presents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.

**Calculation:** Current assets divided by current liabilities

**Target:** Greater than 1.0:1

### **Rates and Annual Charges Outstanding**

This measure shows the amount of outstanding rates owed to council against the rates incomes received represented as a percentage.

**Calculation:** Rates and Charges outstanding divided by the Rates and Charges Income.

**Target:** Not greater than 5%

Strategic Plan 2018-2022 KPI - Smaller than 15%

### **Own Source Revenue Coverage Ratio**

Indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts.

**Calculation:** Total own sourced revenue divided by total operating expenditure including depreciation.

**Target:** >40%

Strategic Plan 2018-2022 KPI - Greater than 60%



## COUNCIL AGENDA

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### LITCHFIELD COUNCIL MEETING

Wednesday 15 July 2020

#### 16 Common Seal

#### 17 Other Business

#### 18 Public Questions

#### 19 Confidential Items

Pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be closed to the public to consider the following Confidential Items:

##### 19.1 Administrative Review Committee Meeting Minutes – 2 July 2020

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

#### 20 Close of Meeting