



# AGENDA

## 14<sup>th</sup> Ordinary Council Meeting

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

### TUESDAY 18/10/2022

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

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

**Stephen Hoyne**  
**Chief Executive Officer**

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

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

- Physical distancing measures
- Health and hygiene principles



## COUNCIL AGENDA

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# COUNCIL AGENDA

## LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 October 2022

### 1. Acknowledgement of Traditional Ownership

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

### 2. Opening of Meeting

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

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

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

### 4. Disclosures of Interest

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

- 4.01 Elected Members
- 4.02 Staff



## **5. Confirmation of Minutes**

### **5.01 Confirmation of Minutes**

- Ordinary Council Meeting held Tuesday 20 September, 8 pages; and

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



## COUNCIL MINUTES

### LITCHFIELD ORDINARY COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
on Tuesday 20 September 2022 at 6:00pm

<b>Present</b>	Doug Barden Emma Sharp Rachael Wright Mathew Salter Andrew Mackay Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor South Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Nicky Davidge Alana Rosse	Chief Executive Officer Acting General Manager Business Excellence General Manager Communications & Lifestyle Executive Assistant
<b>Presenters</b>	David Jan	Manager Operations and Environment

**Public Gallery** As per Attendance Register  
**Streamed Online via YouTube:** <https://www.youtube.com/watch?v=uknXw9kzqaA>

#### 1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

On behalf of Council, the Mayor acknowledged the Traditional Custodians of the land on which we meet. The Mayor also conveyed Council's respect to the Elders past, present and future for their continuing custodianship of the land and the children of the land across generations.

#### 2. OPENING OF THE MEETING

*The Mayor opened the meeting at 6:00pm*

#### Mayors Condolences to Queen

It is with great sadness Litchfield Council notes the passing of Her Majesty The Queen on 8 September 2022. We thank her for her dedication and service throughout her life. While we have lost an admired and cherished Monarch, her family has lost so much more. Accordingly, we wish to express our sincere condolences.

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

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

### **2.1 Electronic Attendance**

Nil.

### **2.2 Apologies**

Moved: Deputy Mayor Sharp  
Seconded: Cr Sidey

THAT pursuant to GOV02 Litchfield Council's Meeting Procedures Council accept an apology from Cr Harlan.

**CARRIED (6-0) ORD2022 11-200**

### **2.3 Leave of Absence Previously Granted**

Nil.

### **2.4 Leave of Absence Request**

Nil.

## **DISCLOSURE OF INTEREST**

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

### **4.1 Elected Members**

As per Section 115 of the Local Government Act 2019, Mayor Barden disclosed an interest in items:

- 16.02.05 Breach of Code of Conduct – Draft Summary of Findings

### **4.2 Staff**

No disclosures of interest were declared.

#### **4. CONFIRMATION OF MINUTES**

##### **5.1 Confirmation of Council Minutes**

Moved: Cr Wright  
Seconded: Deputy Mayor Sharp

THAT Council confirms the following minutes as a true and accurate record of those meetings:

- Ordinary Council meeting held 16 August 2022

**CARRIED (6-0) ORD2022 11-201**

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

Moved: Cr Wright  
Seconded: Deputy Mayor Sharp

THAT Council receive and note Item 5.02 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

**CARRIED (6-0) ORD2022 11-202**

#### **6. PETITIONS**

Nil.

#### **7. DEPUTATIONS AND PRESENTATIONS**

Nil.

#### **8. PUBLIC QUESTIONS**

Nil.

#### **9. ACCEPTING OR DECLINING LATE ITEMS**

Nil.

#### **10. NOTICES OF MOTION**

Nil.

#### **11. MAYORS REPORT**

Moved: Cr Sidey  
Seconded: Deputy Mayor Sharp

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 17 August 2022 to 19 September 2022.

**CARRIED (6-0) ORD2022 11-203**

## **12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES**

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

Moved: Cr Mackay

Seconded: Cr Salter

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

- Risk Management and Audit Committee Meeting held 31 August 2022.

**CARRIED (6-0) ORD2022 11-204**

## **13. WORK TEAM PRESENTATION**

Nil.

## **14. OFFICERS' REPORTS**

### **14.01 Business Excellence**

#### **14.01.01 Litchfield Council Finance Report – August 2022**

Moved: Cr Mackay

Seconded: Cr Salter

THAT Council note the Litchfield Council Finance Report – August 2022 for the period ended 31 August 2022.

**CARRIED (6-0) ORD2022 11-205**

#### **14.01.02 People, Performance and Governance Report - August 2022**

Moved: Cr Wright

Seconded: Deputy Mayor Sharp

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

**CARRIED (6-0) ORD2022 11-206**

#### **14.01.03 Risk Management & Audit Committee Meeting Minutes- 31 August 2022**

Moved: Cr Salter

Seconded: Cr Sidey

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 31 August 2022 meeting, as at Attachment A.

**CARRIED (6-0) ORD2022 11-207**

**14.02 Council Leadership & Community Services**

**14.02.01 Draft Reconciliation Action Plan**

Moved: Cr Sidey

Seconded: Cr Salter

THAT Council lay the matter on the table until the October Ordinary Council Meeting.

**CARRIED (6-0) ORD2022 11-208**

**14.02.02 Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes**

Moved: Cr Wright

Seconded: Cr Salter

THAT Council receive and note:

1. the unconfirmed Howard Park Committee Minutes of 8 August 2022, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 4 August 2022, at Attachment B.

**CARRIED (6-0) ORD2022 11-209**

**14.02.03 Freds Pass Sport and Recreation Reserve Water Leak Funding Update**

Moved: Cr Wright

Seconded: Cr Mackay

THAT Council receive and note the report.

**CARRIED (6-0) ORD2022 11-210**

**14.03 Infrastructure and Operations**

**14.03.01 Summary Planning and Development Report August 2022**

Moved: Cr Wright

Seconded: Cr Sidey

THAT Council:

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

**CARRIED (6-0) ORD2022 11-211**

#### **14.03.02 Public Access to a Portion of Humpty Doo Waste Transfer Station**

Moved: Mayor Barden  
Seconded: Cr Sidey

THAT Council

1. approve a budget allocation of \$45,000 from the Waste Reserve for the fencing of the portion of land along Strangways Road, which forms part of the Humpty Doo Waste Transfer Station Environmental Protection License (EPL 279).
2. allow 30 days for the removal of any plant on the site.
3. explore further options to conform with the DCA & EPA requests such as a 4-strain wire fence similar to that around the Council building on Bees Creek Rd.

**CARRIED (6-0) ORD2022 11-212**

#### **14.03.03 Berry Springs Waste Transfer Station Operating Hours**

Moved: Mayor Barden  
Seconded: Cr Wright

THAT Council

1. approve updated hours of operation for the Berry Springs Waste Transfer Station to be 0700 – 1800.
2. recognises the site needs significant lighting upgrades in order to conform with National Work Health and Safety Legislation and as per the NT Work Safe Code of Practice at Attachment A to extend the operational hours beyond those being proposed.

**CARRIED (6-0) ORD2022 11-213**

#### **14.03.04 Humpty Doo Waste Transfer Station Asbestos Remediation Project**

Moved: Deputy Mayor Sharp  
Seconded: Cr Sidey

THAT Council approve a further final budget allocation of \$400,000 from the waste reserve to finalise the Humpty Doo Waste Transfer Station asbestos remediation project.

**CARRIED (5-1) ORD2022 11-214**

### **15. OTHER BUSINESS**

On behalf of Council and South Ward residents, the Mayor extended condolences to Molly Woodbridge who was a long term resident of Darwin River and an accountant for many of our volunteer organisations such as the Berry Springs Recreation Reserve, Livingstone Recreation Reserve, Darwin River and Berry Springs Volunteer Bushfire Brigade.

Cr Salter and Mayor Barden congratulated Southern District Cricket on their successful season and all other sporting teams within Litchfield municipality.

## 16. CONFIDENTIAL ITEMS

Moved: Cr Wright  
Seconded: Cr Sidey

THAT Pursuant to Section 99 (2) of the *Local Government Act* and Regulation 51(1) of the *Local Government (General) Regulations 2019* the meeting be closed to the public to consider the following Confidential Items:

### 16.01.01 Minutes Confidential Ordinary Council Meeting

### 16.01.02 Risk Management Audit Committee Unconfirmed Confidential Minutes 31 August 2022

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

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

### 16.02.01 Request to Write Off Interest Charges

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

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

### 16.02.02 Humpty Doo Village Green Management

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

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

### 16.02.03 Application to Write Off Road Seal Levy 10067601

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

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

### 16.02.04 Firebreaks on Unmaintained Road Reserves

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

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



**16.02.05 Breach of Code of Conduct**

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

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

**CARRIED (6-0) ORD2022 11-215**

*The meeting was closed to the public at 7:05pm*

Moved: Cr Mackay

Seconded: Cr Sidey

THAT pursuant to Section 93(2) of the *Local Government Act 2019* and Regulation 51 of the *Local Government (General) Regulations 2021* the meeting be re-opened to the public.

**CARRIED (4-0) ORD2022 11-224**

*The Chair moved to the Open Session of the meeting at 7.44pm*

*Mayor Barden entered the room at 7:44pm*

**17. CLOSE OF MEETING**

The Chair closed the meeting at 7:45pm

**18. NEXT MEETING**

Tuesday 18 October 2022

**MINUTES TO BE CONFIRMED**

Tuesday 18 October 2022

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne

## 5.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
11-074	<b>Drafting Instructions – Litchfield Public Places By-laws</b> THAT Council endorse the draft table of By-law Instructions, at Attachment A, subject to minor editorial changes by the Chief Executive Officer.	14/12/2021	GMCL	<b>Ongoing</b> Draft instructions sent to Division of Local Government and Regional Development. Response received that Litchfield Council instructions are in a queue for when a drafter is available.
11-010	<b>Report from Library Shared Services Model Consultancy</b> THAT Council: <ol style="list-style-type: none"> <li>1. receive and note the Litchfield Council Public Library Services Business case consultancy report from the Atria Group; and</li> <li>2. agree to the relocation of the library service from Taminmin College to Coolalinga Shopping Centre or an alternative publicly accessible location by the end of financial year of 2022/2023, subject to acceptable relocation quotes, funding arrangements and community feedback.</li> </ol>	18/01/2022	GMCL	<b>Ongoing</b>

11-052	<p><b>Telstra Tower Bronzewing Avenue</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. receive and note the update in the report;</li> <li>2. acknowledges the hard work undertaken by the Howard River Park Community Association;</li> <li>3. note the resident's disappointment with Telstra's community engagement consultancy process;</li> <li>4. assist Telstra in finding an alternative site and request the interim Chief Executive Officer to investigate the option of terminating the lease with Telstra; and</li> <li>5. notify the Development Consent Authority of Council's resolution.</li> </ol>	15/03/2022	GMIO	<p><b>Ongoing</b></p> <p>Advised Telstra of Council's resolution. Waiting on Telstra's response regarding a suitable alternate site.</p> <p>Correspondence received from Telstra regarding a site on Crown Land adjacent to Hicks Road and Gunn Point Rd intersection. Council has provided support for the newly proposed site.</p>
SCM2022 11-2021	<p><b>Power Road Safety Upgrade</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. approve the proposed budget increase of \$156,604.63 (excl GST) to enable the completion of the Power Road Safety Upgrade project.</li> <li>2. reallocates \$156, 604.63 (excl GST) from Municipal Plan Program - Buildings to Power Road Safety Upgrade.</li> <li>3. Council instruct the Chief Executive Officer to undertake a full investigation into the procurement and contract management process in relation to the awarding of the Power Road contract and subsequent management thereof with scope of the investigation to be agreed with the Mayor.</li> </ol>	10/05/2022	GMIO	<p><b>In progress</b></p> <p>1. and 2. Complete.</p>
ORD2022 11-147	<p><b>Public Access to a Portion of Humpty Doo Waste Transfer Station</b></p> <p>THAT Council:</p> <ol style="list-style-type: none"> <li>1. lay Item 14.03.04 Public Access to a Portion of Humpty Doo Waste Transfer Station on the table until the August 2022 meeting, pending Council holding a stakeholder meeting with affected businesses and industry.</li> <li>2. Staff investigate options for meeting NT EPA requirements.</li> </ol>	21/06/2022	GMIO	<p><b>On-going – to come off</b></p> <p>Stakeholders have failed to submit a case for retention of the site as a commercial vehicle parking option.</p> <p>Proposal to proceed with fencing of the allotment to exclude unauthorised parking.</p> <p><b>Superseded Refer- ORD2022 11-211 for update.</b></p>

**Proposed Place Names – PA2015.0768 Subdivision Cyrus Road**

THAT Council:

1. Support the proposed place names as per the below list:

	Preferred	Alternate
Road One	Paradise Way	Wilderness Way
Road Two	Stairway Drive	Ascend Drive
Road Three	Nirvana Place	Serenity Place

2. provide a letter of support to the applicant and NT Place Names so that the developer may continue the process of approval for road names;
3. proceed with the road opening process across Lot 2790, Hundred of Cavenagh from the existing William Road to Lot 1603, Hundred of Ayers; accepting the name chosen for 'Road Two';
4. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road including receiving of land through the Land Titles Office.

19/07/2022 GMIO

**Complete**

Minutes confirmed from July meeting. LTO forms common seal affixed. Letter to place names sent pending acceptance of proposed names as to whether the process can be completed.

**Road Opening Closing Meade Road, Darwin River**

THAT Council:

1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts;
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and
3. note that this is an administrative process only and there is no commitment by Council to construct the road.

19/07/2022 GMIO

**In Progress**

Confirmed minutes received. Correspondence to be sent to Crown and applicant.

**Freds Pass Sport and Recreation Reserve Water Leak Funding Request**

THAT Council lay Item 14.02.04 Freds Pass Sport and Recreation Reserve Water Leak Funding Request on the table until the September 2022 Ordinary meeting to allow staff to obtain further financial information from Freds Pass Sport and Recreation Reserve committee.

16/08/2022 GMCL

**Complete**

Report received and noted at September OCM agenda.

OB	<b>Firebreaks on Unmaintained Council Reserves</b> Cr Mackay raised recent discussions with a resident in Humpty Doo that held concerns that Council does not maintain firebreaks on Council reserves. Cr Mackay requests a report be provided to the Strategic Discussion and Briefing Session providing a summary of how Council manages unmaintained Council reserves.	16/08/2022	MOE	<b>In Progress</b> Confidential report included in September OCM agenda.  Council lay the matter on the table until October OCM.
OB	<b>NT WorkSafe Septic Tanks Safety Alert</b> Cr Harlan requested a written confirmation from Council staff confirming all Litchfield Council reserve septic tanks have been checked and secured after receiving a NT WorkSafe Safety Alert.	16/08/2022	MOE	<b>Complete</b> Report to be included in October 2022 OCM.
ORD2022 11-212	<b>Public Access to a Portion of Humpty Doo Waste Transfer Station</b> THAT Council: <ol style="list-style-type: none"> <li>1. approve a budget allocation of \$45,000 from the Waste Reserve for the fencing of the portion of land along Strangways Road, which forms part of the Humpty Doo Waste Transfer Station Environmental Protection License (EPL 279).</li> <li>2. allow 30 days for the removal of any plant on the site.</li> <li>3. explore further options to conform with the DCA &amp; EPA requests such as a 4-strain wire fence similar to that around the Council building on Bees Creek Rd.</li> </ol>	20/09/2022	MOE	<b>In Progress</b> 1. Complete
ORD2022 11-213	<b>Berry Springs Waste Transfer Station Operating Hours</b> THAT Council: <ol style="list-style-type: none"> <li>1. approve updated hours of operation for the Berry Springs Waste Transfer Station to be 0700 – 1800.</li> <li>2. recognises the site needs significant lighting upgrades in order to conform with National Work Health and Safety Legislation and as per the NT Work Safe Code of Practice at Attachment A to extend the operational hours beyond those being proposed.</li> </ol>	20/09/2022	MOE	<b>Complete</b> 1. Complete

ORD2022 11-214	<b>Humpty Doo waste Transfer Station Asbestos Remediation Project</b> THAT Council approve a further final budget allocation of \$400,000 from the waste reserve to finalise the Humpty Doo Waste Transfer Station asbestos remediation project.	20/09/2022	MOE	<b>Complete</b> Approved in September 2022 OCM. Contract has re-mobilised
ORD2022 11-220	<b>Application to Write Off Road Seal Levy on Assessment 10067601</b> THAT Council: 1. approves to write off Road Seal Levy for assessment 10067601 due to this having already been charged and paid for in 2005/2006; and 2. makes public its resolution on the matter.	20/09/2022	GMBE	<b>In Progress</b>



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 October 2022

**6      Petitions**

**7      Deputations and Presentations**

**8      Public Questions**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayors Report**

**11.01     Mayor's Report**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	11.01
<b>Report Title:</b>	Mayor's Monthly Report
<b>Author &amp; Recommending Officer:</b>	Doug Barden, Mayor
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 13 September 2022 to 12 October 2022.

### Summary

Date	Event
16 September 2022	Litchfield DCA Meeting
17 September 2022	Australian Citizenship Day Ceremony 2022
19 September 2022	Meeting with Assistant Minister for Indigenous Australian and Assistant Minister for Indigenous Health, Senator the Hon. Malarndirri McCarthy – Strategic Advocacy
20 September 2022	Community Forum
20 September 2022	Litchfield Ordinary Council Meeting
21 September 2022	Meeting with Northern Territory Cattlemen's Association RE: Washdown bays
28 September 2022	Media – ABC Head Honcho Interview
29 September 2022	National Police Remembrance Day Ceremony
29 September 2022	Meeting with Resident – Pipeline Road
4 October 2022	Strategic Discussion and Briefing Session
5 October 2022	Annual Community Grants Committee Meeting

### Recommendation

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





## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 October 2022

*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.

#### 12 Reports from Council Appointed Representatives

Date	Meeting	Representative
26 September	Local Government Association of the NT Executive	Cr Sidey
3 October	Howard Park Reserve Committee Meeting	Cr Salter
5 October	Community Grants Committee Meeting	Mayor Barden Dep Mayor Sharp Cr Harlan (Electronic) Cr Mackay (Electronic)
6 October	Knuckey Lagoon Reserve Committee Meeting	Cr Wright

#### RECOMMENDATION

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

1. Local Government Association of the NT Executive Meeting held 26 September 2022.
2. Communit grants Committee Meeting held on 5 October 2022;
3. Howard Park Reserve Committee Meeting held 3 October 2022;
4. Knuckey Lagoon Reserve Committee Meeting held 6 October;



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 October 2022

#### **13 Work Team Presentation**

Nil

#### **14 Officers Reports**

##### **14.01 Business Excellence**

- 14.01.01 Litchfield Council Finance Report – September 2022
- 14.01.02 People Performance and Governance Monthly Report  
September 2022

##### **14.02 Council Leadership & Community**

- 14.02.01 Municipal Plan 2022-2023 Quarterly performance Report  
July – September 2022
- 14.02.02 Local Government Compliance Review
- 14.02.03 Palmerston and Litchfield Seniors Association Funding  
Request
- 14.02.04 Howard Park and Knuckey Lagoon Recreation Reserve  
Committee Minutes
- 14.02.05 Draft Reconciliation Action Plan
- 14.02.06 Breach of Code of Conduct – Summary of Decision for open  
OCM Approval
- 14.02.07 Nature and Timing of December Ordinary Council Meetings

##### **14.03 Infrastructure & Operations**

- 14.03.01 Summary Planning and Development Report September  
2022
- 14.03.02 LRCI Phase 3 – Variation to Selection of Road Projects
- 14.03.03 Septic Tank Lid Audit



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.01.01
<b>Report Title:</b>	Litchfield Council Finance Report –September 2022
<b>Author and Recommending Officer:</b>	Maxie Smith, General Manager Business Excellence
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Litchfield Council Finance Report – September 2022

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 September 2022. The report now reflects the NT Government mandated format.

The Balance Sheet and Financial Reserves figures are subject to change as the end of the financial year is finalised. The closing balance of cash reserves is expected to increase due to uncompleted capital works. However, both the increased reserves and the related capital expense will be carried forward to 2022/23.

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

Rates outstanding continue to decrease compared to the same time last year as staff work in this space to reduce overall rates debtors.

### Recommendation

THAT Council note the Litchfield Council Finance Report for 30 September 2022.

### Background

Detailed financial information is presented on the following pages.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

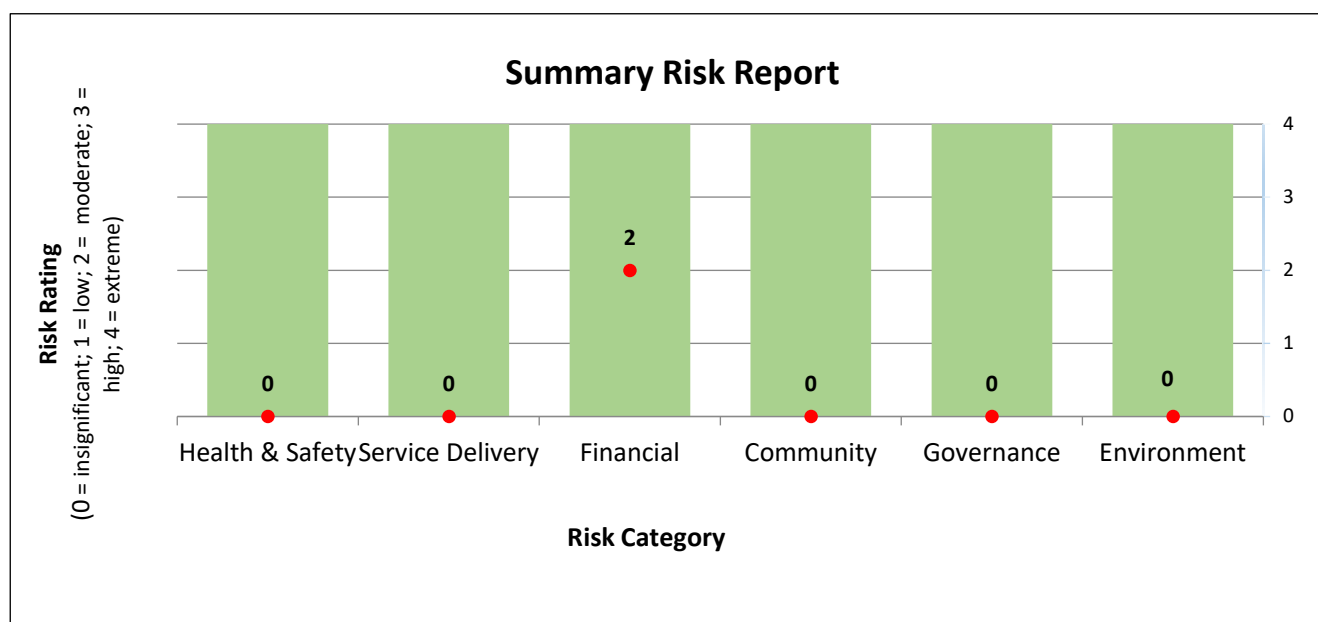
## Legislative and Policy Implications

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

## Financial Implications

Nil.

## Risks



### Financial

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

## Community Engagement

Not applicable.

**LITCHFIELD  
COUNCIL**

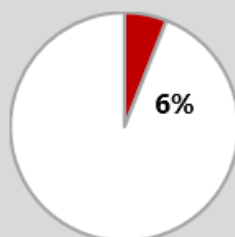


# Finance Report

## September 2022

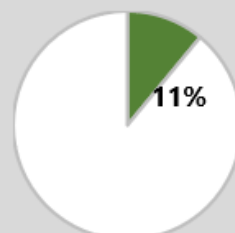
SEP 2022

# DASHBOARD REPORTING



## Asset Sustainability Ratio

Capital Expenditure  
Actuals \$0.594m  
Target – 46%



## Rates Outstanding

\$1.8m Outstanding  
Target– 18% (\$2.4m and less)

**\$ 14.7m**

## OPERATIONAL REVENUE

\$19.9m Budget – 74% Target Achieved

**\$ 2.0m**

## CAPITAL REVENUE

\$1.7m Budget

**\$ 3.9m**

## OPERATIONAL EXPENSES

\$16.8m Budget – 23% Spent

**\$ 0.594m**

## CAPITAL EXPENSES

\$6.4m Budget

**\$10.8m\***

## OPERATING SURPLUS

Budget \$3.1m

**\$1.4m\***

## CAPITAL SURPLUS

Budget (\$4.6m)

## RATIOS

**6%** Asset Sustainability  
Target 46% and more

**11%** Rates Outstanding  
Target less than 18%

**70%** Own Source Revenue Ratio  
Target 96% and more

**9.44** Current Ratio  
Target 1 and more

**0** Debt Service Ratio  
Target less than 1

## Current Cash Investments

**\$19.8m**

**0 of 20**

Budgeted Capital  
Programs 2022/23  
\$0.282m Spent (4.41%)

**3 of 21**

Carry Forward Programs  
from 2021/22-\$0.312m  
Spent (34.60%)

**\$16.8m**

Forecast Cash  
Reserves June 2022



Not Achieved



Achieved



Budgeted to be Achieved



Achieved



Achieved

\*June 2022 period is still open therefore the surplus/deficit results will change once the year-end finalized

## STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET

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

**Table 1.1 Monthly Income and Expenditure Statement**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>OPERATING INCOME</b>				
Rates	13,713,861.98	3,435,186.00	(10,278,675.98)	13,740,744.00
Charges	99,811.55	54,750.00	(45,061.55)	219,000.00
Fees and Charges	500,572.95	453,634.50	(46,938.45)	1,814,538.00
Operating Grants and Subsidies	310,260.00	944,098.50	633,838.50	3,776,394.00
Interest / Investment Income	126,392.52	80,750.00	(45,642.52)	323,000.00
Other Income	21,200.62	22,825.00	1,624.38	91,300.00
<b>TOTAL OPERATING INCOME</b>	<b>14,772,099.62</b>	<b>4,991,244.00</b>	<b>(9,780,855.62)</b>	<b>19,964,976.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	1,627,690.98	1,885,560.50	257,869.52	7,542,242.00
Materials and Contracts	2,028,907.88	2,101,599.25	72,691.37	8,406,397.00
Elected Member Allowances	40,868.84	48,530.17	7,661.33	291,181.00
Elected Member Expenses	33,786.06 <sup>1</sup>	10,948.50	(22,837.56)	43,794.00
Council Committee & LA Allowances	959.00	-	(959.00)	-
Council Committee & LA Expenses	-	1,250.00	1,250.00	5,000.00
Depreciation, Amortisation, and Impairment	2,097,500.00	2,097,500.00	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	168,981.11 <sup>2</sup>	138,494.25	(30,486.86)	553,977.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>5,998,741.07</b>	<b>6,283,882.67</b>	<b>285,141.60</b>	<b>25,232,591.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>8,773,358.55</b>	<b>(1,292,638.67)</b>	<b>(10,065,997.22)</b>	<b>(5,267,615.00)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>8,773,358.55</b>	<b>(1,292,638.67)</b>	<b>(10,065,997.22)</b>	<b>(5,267,615.00)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	2,097,500.00	2,097,500.00	-	8,390,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>2,097,500.00</b>	<b>2,097,500.00</b>	<b>-</b>	<b>8,390,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	594,795.56	1,604,357.25	1,009,561.69	6,417,429.00
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(594,795.56)</b>	<b>(1,604,357.25)</b>	<b>(1,009,561.69)</b>	<b>(6,417,429.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	1,767,777.00	433,357.25	(1,334,419.75)	1,733,429.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	236,592.88	-	-	-
Transfers from Reserves	-	390,403.75	390,403.75	1,561,615.00
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,004,369.88</b>	<b>823,761.00</b>	<b>(944,016.00)</b>	<b>3,295,044.00</b>
<b>NET OPERATING POSITION</b>	<b>12,280,432.87</b>	<b>24,265.08</b>	<b>(12,019,574.91)</b>	<b>-</b>

<sup>1</sup> LGANT- Subscription paid for FY 22/23

<sup>2</sup> Licenses / Subscriptions paid for FY 22/23

## Operating Position by Department

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

	2022/23 YTD Actuals	2022/23 Budget	% Of Budget
<b>REVENUE</b>	\$	\$	
Council Leadership	355.00	-	-
Corporate	10,605.71	-	-
Information Services	-	-	-
Finance & Customer Service	10,746,993.41	11,532,687.00	93.19%
Infrastructure & Assets	302,449.61	2,937,012.00	10.30%
Waste Management	3,202,176.78	3,308,034.00	96.80%
Community	67,578.80	113,700.00	59.44%
Community - Library	8,716.00	407,392.00	2.14%
Mobile Workforce	-	-	-
Regulatory Services	100,538.11	219,750.00	45.75%
Thorak Cemetery	332,686.20	1,446,401.00	23.00%
<b>TOTAL REVENUE</b>	<b>14,772,099.62</b>	<b>19,964,976.00</b>	<b>73.99%</b>
<b>EXPENSES</b>			
Council Leadership	239,766.64	1,256,942.00	19.08%
Corporate	182,789.96	745,778.00	24.51%
Information Services	99,034.40	700,789.00	14.13%
Finance & Customer Service	651,919.43	1,581,650.00	41.22% <sup>3</sup>
Infrastructure & Assets	563,441.19	3,417,467.00	16.49%
Waste Management	971,207.74	3,263,000.00	29.76% <sup>4</sup>
Community	443,682.96	2,128,173.00	20.85%
Community - Library	89,958.77	683,022.00	13.17%
Mobile Workforce	204,568.42	1,305,261.00	15.67%
Regulatory Services	138,758.32	660,665.00	21.00%
Thorak Cemetery	316,113.24	1,069,846.00	29.55% <sup>5</sup>
<b>TOTAL EXPENSES</b>	<b>3,901,241.07</b>	<b>16,812,593.00</b>	<b>23.20%</b>
<b>OPERATING RESULT</b>	<b>10,870,858.55</b>	<b>3,152,383.00</b>	<b>344.85%</b>

<sup>3</sup> Includes full year insurance payments

<sup>4</sup> includes RFQ22-309 Asbestos Remediation Works

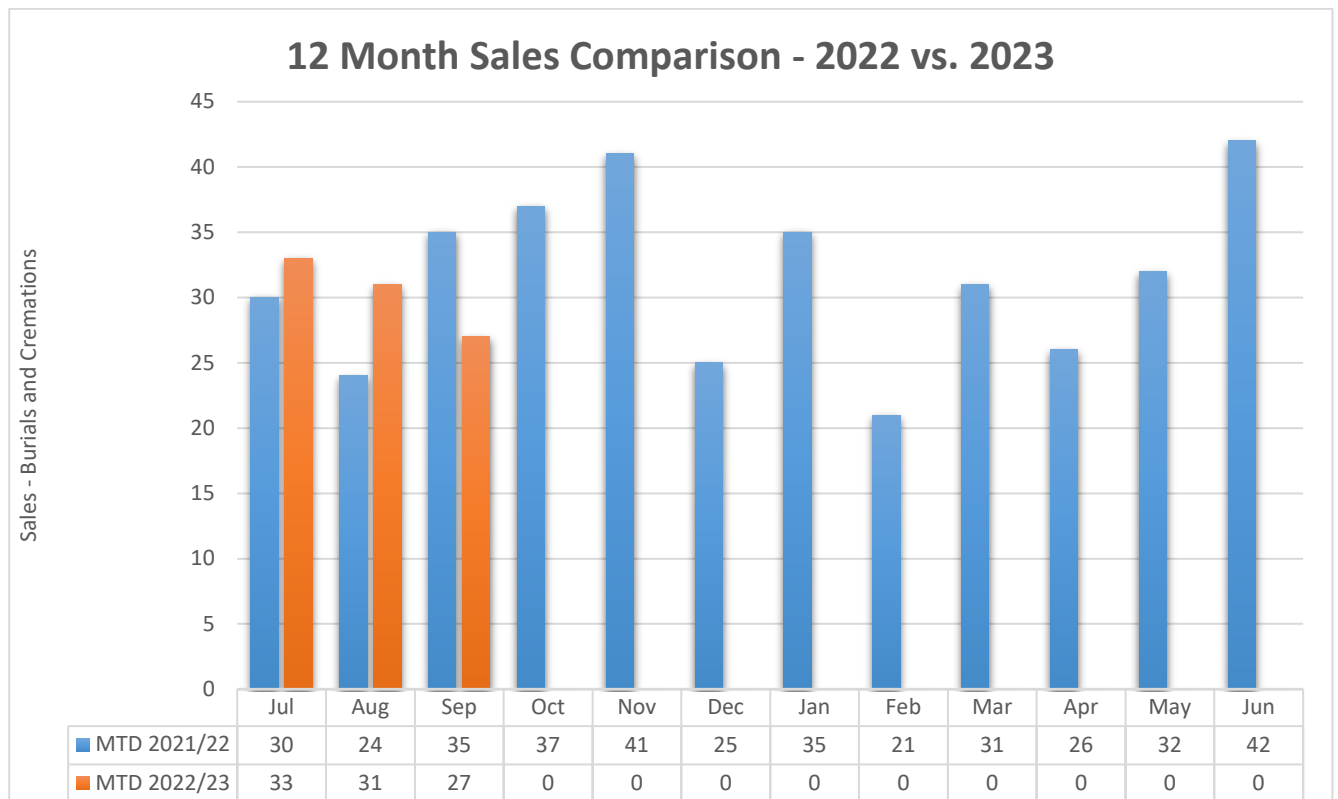
<sup>5</sup> Includes expenses for Cremator R & M



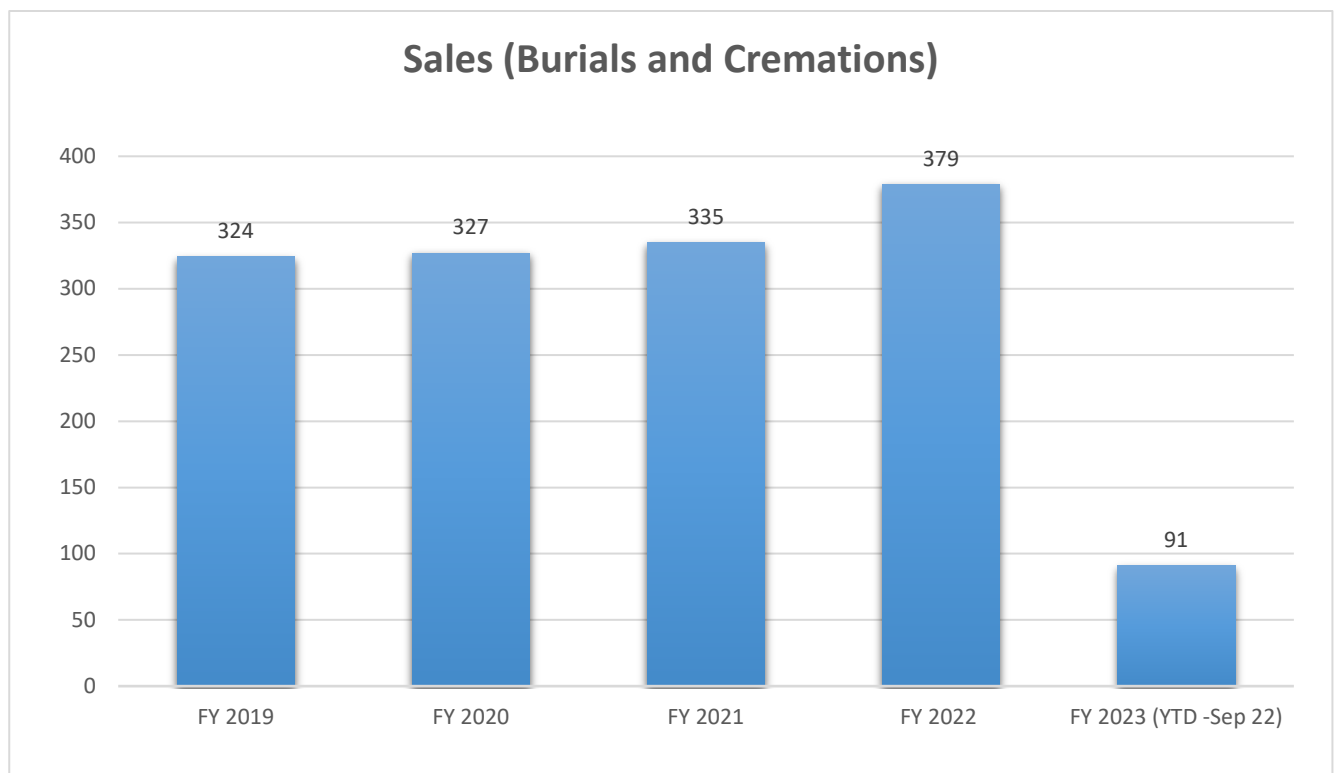
## Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 91 interments and cremations, an increase of 2 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2023 year to date is 274.8.



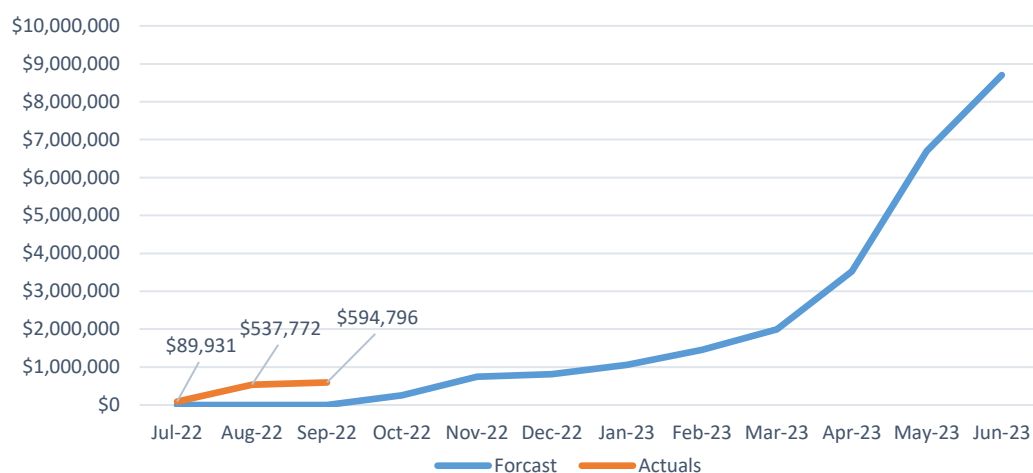
## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	175,215.20	79,500.00	(95,715.20)	318,000.00
Infrastructure (including roads, footpaths, park furniture)	419,580.36	1,372,357.25	952,776.89	5,489,429.00
Plant and Machinery	-	152,500.00	152,500.00	610,000.00
Fleet				
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>594,795.56</b>	<b>1,604,357.25</b>	<b>1,009,561.69</b>	<b>6,417,429.00</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	1,767,777.00 <sup>6</sup>	433,357.25	(1,334,419.75)	1,733,429.00
Transfers from Cash Reserves	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	236,592.88 <sup>7</sup>	-	-	-
<b>TOTAL CAPITAL EXPENDITURE FUNDING</b>	<b>2,004,369.88</b>	<b>433,357.25</b>	<b>(1,334,419.75)</b>	<b>1,733,429.00</b>

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



<sup>6</sup> Grant funds received from LRCI

<sup>7</sup> Developer Contribution payments received for subdivisions

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

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update For Projects Not on Time or Not on Budget
Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	May-23	Project Planning	Roads identified for reseal will be as per Priority list. The Priority list will be reconfirmed post 2022 road seal inspections. SOW will go out to Tender Nov - Jan. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023.
Roads	Pavement Renewal	-	-	-	533,429.00	533,429.02	0.00%	May-23	Project Planning	Consultant SMEC are undertaking a Road Pavement Assessment to determine extent of repair and inform Design Work. Still awaiting design, slightly delayed at this stage. Execution will commence March 2023
Roads	Forward Design of Road Projects	-	13,912.00	13,912.00	250,000.00	236,088.00	5.56%	Nov-22	Project Planning	Intersection Assessments: Assess critical intersections across the municipality and develop a matrix to inform prioritisation for upgrading. Includes Streetlighting upgrades/ SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted/ Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required storm events/ Develop conceptual Design shared pathway program which will connect with the future network. Estimate will inform 10 year Program
Roads	Gravel Surface Renewal	-	-	-	300,000.00	300,000.00	0.00%	Apr-23	Project Planning	Roads identified for gravel re-sheeting will be as per Priority list. The Priority list will be reconfirmed post 2022 road inspections. Execution to be completed with Period Contractor

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update For Projects Not on Time or Not on Budget
Roads	Gravel Road Sealing	-	-	-	1,250,000.00	1,250,000.00	0.00%	Jun-23	Project Planning	Complex Design - Requires land acquisition. Had a meeting with Landowner. He is interested in proposal to move forward. Waiting for quote from valuers to do the valuation. Byrne have submitted 60% of the design - Design on Hold pending due to Land Acquisition. Design Budget as per Carry Forward line 58.
Roads	Road Safety Upgrades	-	268,835.28	268,835.28	500,000.00	231,164.72	53.77%	May-23	Project Planning	100% design received - Need to be assessed as estimate is approx. \$3.2M, Execute in 2023.
Roads	Road Safety Upgrades - (other)	-	-	-	100,000.00	100,000.00	0.00%	Jan-23	Project Planning	Budget Allocated for school safety upgrades. School safety audit has been carried out by Cardno and reviewed by Council pending Corrective Action Report.
Roads	Road Safety - Intersection Upgrades	-	-	-	250,000.00	250,000.00	0.00%	Apr-23	Project Planning	Budget allocated for Power Road - Pioneer Road intersection upgrades. SOW is to Relocate a Power Pole, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted
Roads	Road Safety Upgrades - Shoulder Widening	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Project Planning	Priority list to be developed which will be completed in 2022, which will inform a 2023 Program.
Drainage	Drainage Renewal	-	-	-	200,000.00	200,000.00	0.00%	Nov-22	Project Planning	Works have been completed/ WRM engaged to deliver flood assessment and options to resolve.
Drainage	Drainage Upgrade - Floodway's	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Budget is part of a Carry Forward Project as per line 60. As per Carry Forward - RFQ21-297 Girraween Road Safety Upgrades - Byrne have submitted 75% of the Design. Note: Total Budget for Execution is ~\$750k Carry Forward budget inclusive.
Drainage	Drainage Upgrade - Flood Mitigation	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Project Planning	WRM Water & Environmental completing Flood modelling and option analysis Risk: Complex and expensive execution for minimal benefit. Note: May need project phases over the next few years, based on budget.

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update For Projects Not on Time or Not on Budget
Buildings	Council Administration Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Feb-23	Project Planning	AC Assessment completed. SOW developed. Three quotes to be sourced.
Buildings	Thorak Cemetery Asset Renewal	-	-	-	83,000.00	83,000.00	0.00%	TBC	Project Planning	TRC AMP needs updating. As per current AMP works to be scheduled are painting of crematorium, new concrete beams for section F, repair of the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Quotes are being sought with works to be scheduled once quotes finalised., cashflow projections being determined. Forecasting Pending.
Buildings	Waste Transfer Station Renewal	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Signage not proceeding at request of Mayor. Update of waste accounting software which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails Forecasting Pending. Quotes in progress
Community	Freds Pass Reserve Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Freds Pass Sport Recreation Reserves and the 10 Year Master Plan (2018-2027) to identify renewal works required immediately
Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Identify works require across Council's recreation reserves based on Known Issues
Community	Reserve Building Renewal & Compliance	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Asset management to identify works required to bring non-compliant building to the standards.
Fleet	Plant/Vehicle Replacement	-	-	-	610,000.00	610,000.00	0.00%	TBC	Project Planning	Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget figure is inclusive of cemetery and waste vehicles /Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki / PO created and

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update For Projects Not on Time or Not on Budget
										machine ordered) serial No provided by supplier. Expect Delivery Feb 2023
Admin	Capitalisation of Salaries	-	-	-	306,000.00	306,000.00	0.00%	Jun-23	Ongoing	Finance Team - EOY Settlement
	<b>Subtotal</b>	<b>-</b>	<b>282,747.28</b>	<b>282,747.28</b>	<b>6,417,429.00</b>	<b>6,134,681.72</b>	<b>4.41%</b>			

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
Buildings	Buildings	-	11,235.20	11,235.20	113,395.00	102,159.80	9.91%	Nov-22	Delivery	1. Air conditioner has been installed minor tidy up works to be completed. / Garden Upgrade – Completed / Carpark awarded - Completed. Disability Access: Installation of Sliding Glass Entry Doors at Litchfield Council Office
Drainage	Drainage Renewal and Upgrades	-	-	-	157,500.00	157,500.00	0.00%	Jun-22	Discontinued	Decision was made not to upgrade, but to repair under maintenance budget.
		-	-	-	80,000.00	80,000.00	0.00%	TBC	Delivery	Floodway signage purchased with maintenance budget 2020\2021 MWF will install signs since the Floodway Identification and assessment has been completed which was awarded to Cardno now Stantec Pty Ltd.
		332,681.82	-	332,681.82	300,000.00	(32,681.82)	110.89%	Jun-22	Completed	Brougham Road Completed.

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
								Jun-22	Delivery	This is one of the Projects which investigated by WRM Water & Environmental Pty Ltd Consultant. Flood modelling and option analysis received. Complex and expensive execution for minimal benefit. May need project phases. Over the next few years.
Pathways	Shared Pathway Program	4,241.41	-	4,241.41	20,000.00	15,758.59	21.21%	Jun-22	Delivery	Final Report received. Invoice submitted for payment.
Pathways	Pathway Renewal	93,761.84	-	93,761.84	180,000.00	86,238.16	52.09%	Jun-22	Completed	Pathway completed.
Roads	Forward Planning & Design	80,381.85	21,154.80	101,536.65	350,000.00	248,463.35	29.01%	Jun-22	Delivery	Guys Creek Road Design - 60% Design Complete - ON HOLD Pending Land Acquisition / Elizabeth Valley Road Floodway upgrade - To be released / Thorngate Road Pavement Rehab - Awaiting agreement between defence and Council / Whitewood Road Widening at Wadham Lagoon -100% of Design Complete. / Various arterial roads intersection upgrades - To be released

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
Roads	Road Seal Renewal	351,098.81	-	351,098.81	1,921,154.85	1,570,056.04	18.28%	Sep-22	Delivery	Phase 1 & 2: Completed LRCI Phase 2 - Reseal Various Roads identified via condition-based Priority list - Tenders been awarded to Downer Edi Works Pty Ltd. Note: Works to be completed before Sept 2022 as per LRCI commitment (\$ 1611,662.43 to spend)
Roads	Gravel Road Sealing	64,088.16	1,500.00	65,588.16	500,000.00	434,411.84	13.12%	Jun-22	Project Initiation	60% design received to review pending due to Land Acquisition Conflict Design - Requires Land Acquisition from Lot 239 - 8062.3 m2 and Lot 1747 - 106.1 m2 Try to contact landowners but they are not available.
Roads	Productive Roads - Mango Roads	137,568.58	-	137,568.58	300,000.00	162,431.42	45.86%	Jun-22	Delivery	Road has been opened to traffic. Defects period expires 2 yrs. from handover date. Council contribution to project funding to be offset against preliminary design being negotiated with DIPL.
Roads	Road Safety Upgrades	163,800.97	59,757.00	223,557.97	579,545.00	355,987.03	38.57%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design Consultation awarded to Byrne Consultant Pty Ltd. 75% Design received to review.
Buildings	Mira Square Development	-	-	-	150,000.00	150,000.00	0.00%	Oct-22	Delivery	Wall Cladding and window fit out nearing completion.
Buildings	Thorak Cemetery	68,530.36	-	68,530.36	80,000.00	11,469.64	85.66%	TBC	Delivery	Complete. But incorrect coding on some items requires journals.



Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
Community	Waste Transfer Station Renewal	65,525.25	-	65,525.25	80,000.00	14,474.75	81.91%	TBC	Delivery	Works completed.
Buildings	Reserve Building Renewal and compliance	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
Buildings	Mira Square development	27,682.36	163,980.00	191,662.36	225,000.00	33,337.64	85.18%	Sep-22	Delivery	Wall Cladding and window fit out nearing completion.
Fleet	Waste Vehicle Replacement	98,214.30	-	98,214.30	355,000.00	256,785.70	27.67%	TBC	Delivery	PO has been raised pending backhoe. Vehicle under construction at Hastings Deering with expected delivery by EOM August 2022.
Buildings	Community Hall	63,437.90	-	63,437.90	100,000.00	36,562.10	63.44%	Jan-22	Discontinued	Project funding has been allocated to LCRI Reseal various Roads.
Community	Thorak Cemetery - Irrigation Grant	86,875.00	30,540.00	117,415.00	153,805.00	36,390.00	76.34%	TBC	Delivery	Fully grant funded project, delays due to weather wet season and contractors secured other work. Negotiations currently being undertaken for works to be completed EOM September 2022.
Community	Water Fountain McMinn.Lagoon	11,748.00	-	11,748.00	12,240.00	492.00	95.98%	May-22	Completed	Opening to be scheduled.
Fleet	Replacement Cage on Ranger Vehicle	32,315.40	-	32,315.40	40,000.00	7,684.60	80.79%	Mar-22	Completed	Replacement cage installed.
Mobile Workforce	Two spray Tank units (replacement)	-	23,881.28	23,881.28	25,000.00	1,118.72	95.53%	TBC	Delivery	MWF weed spraying units. Purchase orders complete.
Community	Humpty Doo Village Green irrigation	-	-	-	20,000.00	20,000.00	0.00%	TBC	Delivery	Delays due to wet season. Extension requested for finalisation.
		<b>1,681,952.01</b>	<b>312,048.28</b>	<b>1,994,000.29</b>	<b>5,762,639.85</b>	<b>3,768,639.56</b>	<b>34.60%</b>			

### STATEMENT 3. MONTHLY BALANCE SHEET

BALANCE SHEET AS AT 30 SEP 2022	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	19,822,404.30	
Untied Funds	5,048,409.29	
Accounts Receivable		
Trade Debtors	478,559.06 <sup>8</sup>	(2)
Rates & Charges Debtors	11,104,721.81	
Other Current Assets	147,837.95	
<b>TOTAL CURRENT ASSETS</b>	<b>36,601,932.41</b>	
Non-Current Financial Assets	10,352,282.98	
Property, Plant and Equipment	401,189,263.90	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>411,541,546.88</b>	
<b>TOTAL ASSETS</b>	<b>448,143,479.29</b>	
<b>LIABILITIES</b>		
Accounts Payable	1,149,833.18 <sup>9</sup>	(3)
ATO & Payroll Liabilities	264.43	(4)
Current Provisions	620,254.00	
Accruals	2,105,207.06 <sup>10</sup>	
Other Current Liabilities	-	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,875,558.67</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	357,946.00	
Other Non-Current Liabilities	-	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>357,946.00</b>	
<b>TOTAL LIABILITIES</b>	<b>4,233,504.67</b>	
<b>NET ASSETS</b>	<b>443,909,974.62</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	403,911,497.62	
Reserves	34,777,025.07	
Accumulated Surplus	5,221,451.93	
<b>TOTAL EQUITY</b>	<b>443,909,974.62</b>	

<sup>8</sup> Includes Allowance for Doubtful debt

<sup>9</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advanced

<sup>10</sup> Includes overpaid rates payment \$1.1m

## Note 1: Details of Cash and Investments Held

### Investment Schedule

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

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	2/05/2022	1,000,000.00	2.15%	10/01/2023	253	2,000,000.00	10.09%	14,902.74
	10/08/2022	1,000,000.00	3.40%	4/04/2023	237			22,076.71
Commonwealth (S&P A1+)	9/02/2022	2,000,000.00	0.56%	26/10/2022	259	8,822,404.30	44.51%	7,947.40
	22/02/2022	2,000,000.00	0.61%	8/11/2022	259			8,656.99
	5/04/2022	322,404.30	1.25%	13/01/2023	283			3,124.67
	11/05/2022	1,000,000.00	2.54%	24/01/2023	258			17,953.97
	11/05/2022	1,000,000.00	2.64%	7/02/2023	272			19,673.42
	24/05/2022	1,000,000.00	2.62%	21/02/2023	273			19,596.16
	5/07/2022	1,500,000.00	3.48%	21/03/2023	259			37,040.55
NAB (S&P A1+)	21/01/2022	1,000,000.00	0.61%	12/10/2022	264	7,000,000.00	35.31%	4,412.05
	10/03/2022	1,000,000.00	0.85%	22/11/2022	257			5,984.93
	29/04/2022	1,000,000.00	1.79%	6/12/2022	221			10,838.08
	29/04/2022	1,000,000.00	1.85%	20/12/2022	235			11,910.96
	22/06/2022	500,000.00	3.37%	7/03/2023	258			11,910.41
	23/08/2022	1,000,000.00	3.59%	18/04/2023	238			23,408.77
	6/09/2022	1,500,000.00	3.70%	9/05/2023	245			37,253.42
Westpac (S&P A1+)	21/09/2022	2,000,000.00	3.44%	23/05/2023	244	2,000,000.00	10.09%	45,992.33
<b>TOTAL INVESTMENTS</b>		<b>19,822,404.30</b>				<b>19,822,404.30</b>	<b>100%</b>	<b>302,683.56</b>

% of Total Investment Portfolio

A1 & A1+ (max 100%)

90%

A2 (max 60%)

10%

100%

Total Investments/ Tied Funds

19,822,404.30

Total Year to date Investments Earnings

\$78,365.98

General Bank Funds

\$5,047,134.29

Council Till and Petty Cash float

\$1,275.00

Total Untied Funds

\$ 5,048,409.29

Total all funds

\$ 24,870,813.59

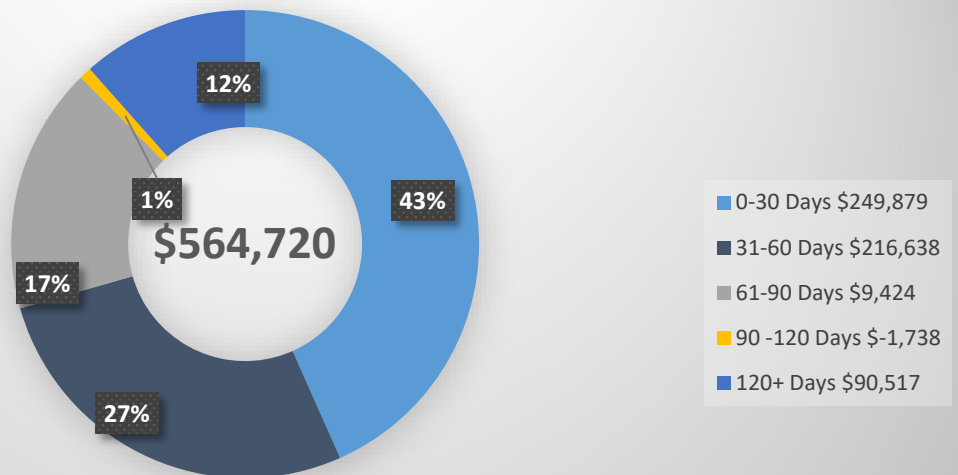
## Note 2: Statement of Trade Debtors

Total Debtors as of 30 Sep 2022 is \$564,720 Sundry debtor of \$363,462 includes \$190,800 related to NT concession, \$117,342 relates to invoice raised for development contribution fee. Currently, the amount of \$52,221.88 is outstanding for more than 90 days and \$50,233 & \$1,746 relates to a regulatory services order. Being the on charge of legal fees relating to regulatory services order and statutory charges placed over properties. The remaining \$242.51 relates to sundry debtors. Follow-up is continuing to settle the outstanding.

Fines and Infringements - Council has one hundred and ninety-eight (198) infringements outstanding with a balance of \$47,754.55, an increase of \$5,958 from Aug. Seventeen (17) are newly issued, sixteen (16) have received reminders, and one hundred and sixty-five (165) are with the Fines Recovery Unit (FRU).

Age of Trade Debtors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	123,439.98	190,800.00	-	(3,000.00)	52,221.88	363,461.86
Cemetery	45,545.62	20,717.00	5,075.88	-	(0.30)	71,338.20
Waste	196.80	20.00	-	20.00	158.69	395.49
Recreation Reserves	3,714.65	(136.95)	549.79	648.22	11.93	4,787.64
GST Receivable	76,981.84					76,981.84
Infringements	-	5,238.00	3,798.00	594.00	38,124.55	47,754.55
<b>Total</b>	<b>249,878.89</b>	<b>216,638.05</b>	<b>9,423.67</b>	<b>(1,737.78)</b>	<b>90,516.75</b>	<b>564,719.58</b>

### Trade Debtors - Outstanding by Age



### Note 3: Statement of Trade Creditors

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
General	60,806.03	-	-	-	-	60,806.03
Cemetery	121,636.03	-	-	-	-	121,636.03
<b>Total</b>	<b>182,442.06</b>	-	-	-	-	<b>182,442.06</b>

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

Age of Trade Creditors:	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
GST Creditor	77,133.60	-	-	-	(250.60)	76,883.00
Payroll- Superannuation	-	-	-	-	-	-
<b>Total</b>	<b>77,133.60</b>	-	-	-	<b>(250.60)</b>	<b>76,883.00</b>

### Financial Reserves 2022

	2020/21 Actuals \$	2021/2022 Net Movement \$	2021/22 Budget \$
<b>Externally Restricted</b>			
Developer Contribution Reserve	256,908.00	(27,443.00)	229,465
Unexpended Grants / Contributions	0.00	0.00	0.00
Unexpended Capital Works	641,694.00	(641,694.00)	0.00
<b>Total Externally Restricted Reserves</b>	<b>898,602.00</b>	<b>(669,137.00)</b>	<b>229,465</b>
Asset Reserve	12,154,043.00	(2,259,894.61)	9,894,148.39
Waste Management Reserve	4,840,323.00	(512,705.66)	4,327,617.34
Thorak Regional Cemetery Reserve	1,009,037.00	271,648.74	1,280,685.74
Election Reserve	100,000.00	0.00	100,000.00
Disaster Recovery Reserve	500,000.00	100,000.00	600,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	0.00	0.00	0.00
<b>Total Internally Restricted Reserves</b>	<b>19,103,403.00</b>	<b>(2,500,951.53)</b>	<b>16,602,451.47</b>
<b>TOTAL RESERVES</b>	<b>20,002,005.00</b>	<b>(3,170,088.53)</b>	<b>16,831,916.47</b>

## Outstanding Rates

### Prior Year Rates

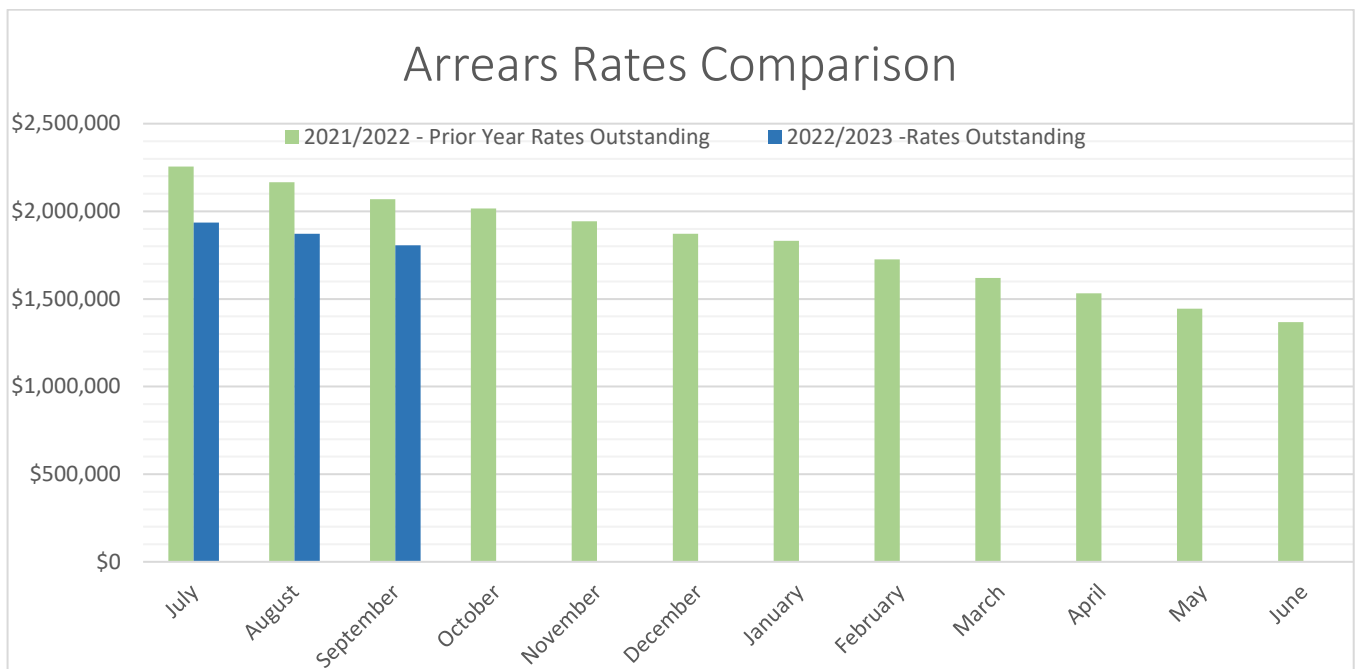
The below table illustrates the split of prior year outstanding rates, currently at \$1.8 million.

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

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

	End of 2021/22 Prior Years Rates Outstanding (\$)	Previous Month (August 2022) (\$)	Current Month (September 2022) (\$)
COMMERCIAL	27,166.09	32,021.39	32,005.43
GAS PLANT	40.67	834.85	846.36
MINING	122,287.31	136,972.12	137,901.52
HORTICULTURE AGRICULTURE	64,689.41	77,829.20	76,530.49
NON-RATEABLE GENERAL	16,870.81	30,474.18	30,594.83
NON-RATEABLE WASTE	31,713.64	34,095.20	34,312.83
PASTORAL	-	-	-
RURAL RESIDENTIAL	879,468.74	1,325,506.65	1,248,765.25
URBAN RESIDENTIAL	226,316.31	264,321.70	244,624.16
<b>TOTAL</b>	<b>1,368,552.98</b>	<b>1,902,055.29</b>	<b>1,805,580.87</b>
<b>Arrears LESS Legal</b>	<b>1,146,232.20</b>	<b>1,713,326.21</b>	<b>1,583,260.09</b>

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

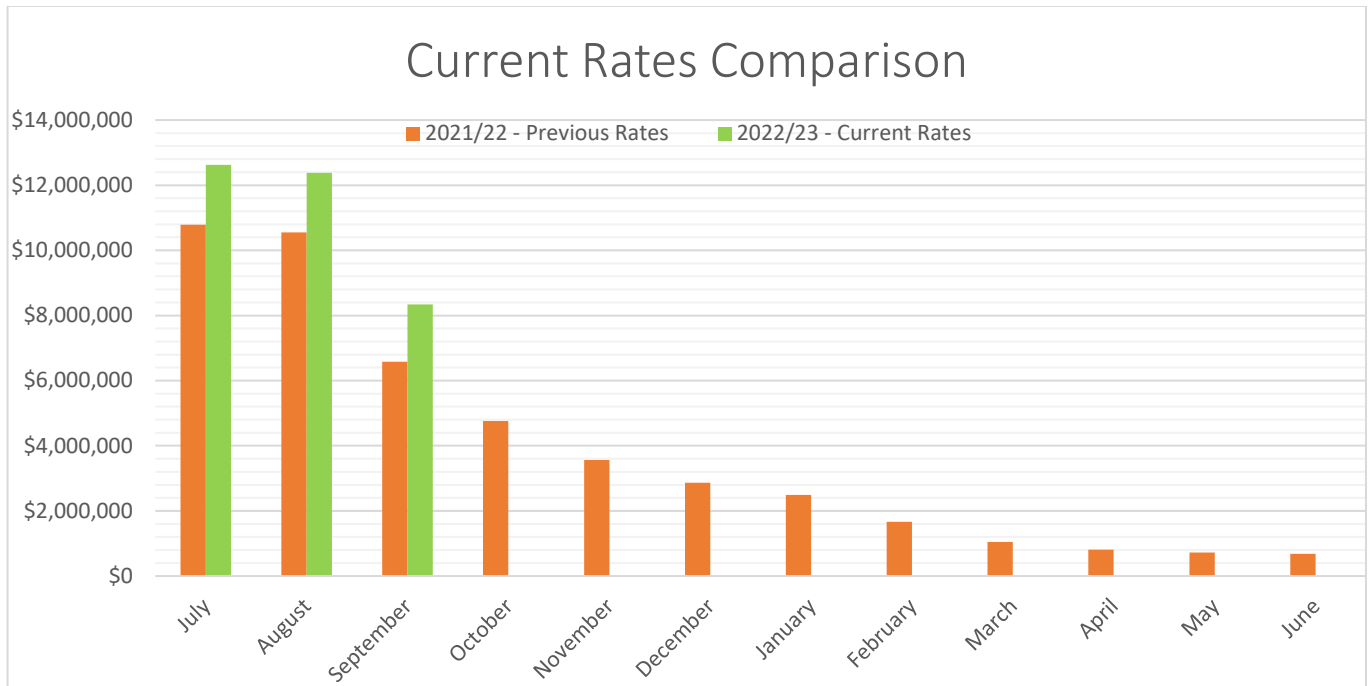


### Current Year Rates

The following table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m. The figure of \$12.3m takes into account some accounts that are in credit. The table shows the movement in current year rates compared to last month.

	Previous Month (August 2022) (\$)	Current Month (September 2022) (\$)	Variance (\$)	Due Dates
Instalment 1	3,966,168.47	2,143,922.57	1,822,245.90	30-Sep-22
Instalment 2	4,149,743.86	3,026,662.52	1,123,081.34	30-Nov-22
Instalment 3	4,267,577.16	3,167,351.67	1,100,225.49	28-Feb-23
<b>TOTAL</b>	<b>12,383,489.49</b>	<b>8,337,936.76</b>	<b>4,045,552.73</b>	

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



### July to September Write Off

Date	Reason	Amount
7/07/2022	Request w/off delay in receiving pay in full of bank	\$ 9.98
7/07/2022	Requested waiver interest	\$ 2.13
26/08/2022	Request w/off from settlement delay	\$ 21.38
30/08/2022	Hardship - interest hold 6/2023	\$ 1.31
30/08/2022	Hardship - interest hold 6/2023	\$ 3.01
30/08/2022	Hardship - interest hold 6/2023	\$ 2.31
6/09/2022	Hardship - interest hold 6/2023	\$ 2.57
6/09/2022	Hardship - interest hold 6/2023	\$ 1.39
6/09/2022	Hardship - interest hold 6/2023	\$ 2.74
6/09/2022	Incorrect Post, Admin error	\$ 55.22
9/09/2022	Request w/off from settlement delay	\$ 1.15
20/09/2022	Request w/off to payout rate	\$ 136.26
23/09/2022	Council Resolution Write off Interest	\$ 276.40
23/09/2022	Council Resolution Write off Road Seal Levy error	\$ 4,641.00
	<b>Total</b>	<b>\$ 5,156.85</b>

## Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
BPAY287	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date 23 May 2023	\$ 2,000,000.00
1337.858-01	NTEX - PTY LTD	Disposal Fees - Shoal Bay Waste Management Facility	\$ 338,421.50
1337.2437-01	KATHERINE TREE MAINTENANCE PTY LTD	Supply Equipment to Mulch Green Waste at HSWTS, BSWTS & HDWTS	\$ 105,402.00
1341.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	Pay Payable Pay 6 (22/23) - Cycle 1 WE: 27 Sep 2022	\$ 42,664.00
1335.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	Pay Payable Pay 5 (22/23) - Cycle 1 WE: 07 Sep 2022	\$ 41,588.00
1341.514-01	VEOLIA ENVIRONMENTAL SERVICES	Aug 2022 - Waste Transfer from BSWTS to Shoal Bay	\$ 40,962.67
1333.268-01	BYRNE CONSULTANTS	Girraween Road - Road Safety Upgrades - RFQ21-297	\$ 30,657.00
1337.409-01	F & J BITUMEN SERVICES PTY LTD	Reseal Reedbeds Road Floodway Patching	\$ 28,530.00
1341.2419-01	RAPID SPRAY PTY LTD	Rapid Spray Units - MWF	\$ 26,269.41
1341.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment- Cyc 1 Pay 06 WE: 21 Sep 2022	\$ 24,904.13
1335.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super P/ment- Cyc 1 Pay 05 WE: 05 Sep 2022	\$ 23,912.02
1333.2440-01	STANTEC AUSTRALIA PTY LTD	Project Dc2203 - Litchfield Whitewood Road & Litchfield Floodway Assessment - RFQ21-291	\$ 23,270.28
1341.2141-01	DELOS DELTA	Kerbside Collection Business Case - RFQ22-308	\$ 23,100.00
1339.1829-01	PACESETTER SERVICES PTY LTD	Civica Authority 6.11 to 7.1 on Premises Upgrade	\$ 21,266.89
1339.2390-01	MASTERPLAN SA PTY LTD	Jun 2022 - Professional Planning Services	\$ 18,603.75
1335.170-01	NTRS (NT RECYCLING SOLUTIONS)	Jul 2022 - Waste Transfer from HDWTS to Shoal Bay	\$ 15,658.85
1339.2511-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 13,897.06
1333.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Bastin Road - Driveway Repairs - RFQ22-020	\$ 13,200.00
1341.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations of Litchfield Council	\$ 12,210.40
1333.2489-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 11,538.42
1337.849-01	WEX AUSTRALIA (PUMA CARD)	Aug 2022 - Litchfield Council Fuel Account	\$ 11,244.28
1333.1582-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 10,380.16
1335.577-01	ARJAYS SALE & SERVICE PTY LTD	Guardrail Repairs - Girraween Road & Hiller Road	\$ 8,975.73
1341.78-01	POWER & WATER CORPORATION	Aug - Sep 2022 - Water for Litchfield Council	\$ 8,817.11
1337.359-01	EARTHWORKS TRAINING & ASSESMENT	Traffic Management Training - Litchfield Council Staff Member	\$ 8,400.00
1335.1068-01	MR D S BARDEN	Aug 2022 - Elected Member Allowances	\$ 8,108.97



Cheque No.	Payee	Description	Amount (\$)
1339.1416-01	WASTE MANAGEMENT SERVICES PTY LTD	Review and Consultation for Council Waste Management	\$ 7,150.00
1335.14-01	AUSTRALIA POST	Sep 2022 - Postage of Annual Rates Notice	\$ 6,967.72
1335.78-01	POWER & WATER CORPORATION	May - Aug 2022 - Water for HDVG	\$ 6,323.30
1341.162-01	CIVICA PTY LTD	Sep 2022 - Authority Program - Licence Fee	\$ 6,319.54
1333.162-01	CIVICA PTY LTD	Aug 2022 - Authority Program - Licence Fee	\$ 5,967.49
1339.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO HARDWARE)	Replacement of Spray Hoses & Bore Pump at Various Locations of Litchfield Council	\$ 5,960.92
1341.1324-01	JKW LAW PRACTICE PTY LTD	Legal Services Sep 2022	\$ 5,947.70
1335.461-01	WASTECH ENGINEERING PTY LTD	Service Compactor Filter & Oil - HDWTS	\$ 5,743.86
1333.596-01	AREA9 IT SOLUTIONS - HARDWARE	Acrobat Pro Government Teams Licensing Renewal	\$ 5,697.12
1341.85-01	TELSTRA	Sep 2022 - Thorak & LC Internet, Data and Mobiles	\$ 5,381.14
1333.85-01	TELSTRA	Aug 2022 - Thorak & LC Internet, Data and Mobiles	\$ 5,370.93
1339.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations of Litchfield Council	\$ 4,768.72
1341.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste Station WE: 21 Sep 2022	\$ 4,511.81
1340.2509-01	LITCHFIELD RESIDENT	Refund for Overpayment - Thorak	\$ 4,379.00
1335.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste Station WE: 31 Aug 2022	\$ 4,295.17
DD130922	WESTPAC CARDS & DIRECT DEBITS	Aug 2022 - Credit Card Purchases Litchfield Council	\$ 4,036.33
1333.1324-01	JKW LAW PRACTICE PTY LTD	Legal Services Aug 2022	\$ 4,004.00
1341.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Backflow at HPRR	\$ 3,968.80
1334.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Grave Digging for the Month of Aug 2022	\$ 3,960.00
1337.192-01	MAGIQ SOFTWARE (INFOXPRT)	Single Sign-on Configuration & Server Migration	\$ 3,718.00
1333.78-01	POWER & WATER CORPORATION	Jul - Aug 2022 - Water for HPRR	\$ 3,717.64
1339.2205-01	TRAKONDY ASBESTOS AND HAZARDOUS	Background Airborne Fibre Monitoring - WTS	\$ 3,575.00
1339.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Services Sep 22	\$ 3,465.00
1338.314-01	DARWIN FUNERAL SERVICES	Darwin Funeral Services - Cremation and Collection	\$ 3,460.00
1337.436-01	DELTA ELECTRICS NT PTY LTD	Litchfield Council Annual Generator Maintenance	\$ 3,190.20
1337.506-01	TURBO'S TYRES	Service Holden Colorado Litchfield Council Vehicle	\$ 3,178.01
1337.2496-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for Relocation Cost	\$ 3,078.21

Cheque No.	Payee	Description	Amount (\$)
1333.794-01	TOP END R.A.C.E.	Reactive Street Light Maintenance - Various Locations of Litchfield Council	\$ 3,003.00
1339.2514-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 2,892.01
1337.926-01	JACANA ENERGY	Aug 2022 - Electricity for Various Locations of Litchfield Council	\$ 2,887.62
1335.2252-01	MRS E SHARP	Aug 2022 - Elected Member Allowances	\$ 2,828.95
1338.290-01	AUSTENG ENGINEERING SOLUTIONS	On Site Call Out for Repairing Cremator Suction - Thorak Cemetery	\$ 2,734.60
1333.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste Station WE: 24 Aug 2022	\$ 2,717.63
1336.2049-01	AJ SECURITY DARWIN	Sep 2022 - Security Open and Lock Up Cemetery	\$ 2,539.02
1335.498-01	MR M I G SALTER	Aug 2022 - Elected Member Allowances	\$ 2,497.30
1337.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Policy & Governance Planning WE: 31 Aug 2022	\$ 2,271.78
1341.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 21 Sep 2022	\$ 2,223.12
1339.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Irrigation at HPRR	\$ 2,134.00
1338.926-01	JACANA ENERGY	Aug 2022 - Electricity for KLRR Lot 2734 (House) & Thorak Residence	\$ 2,110.64
1335.2039-01	ROUSSOS LEGAL ADVISORY	Legal Services Sep 22	\$ 2,108.70
1335.2239-01	MR M SIDEY	Aug 2022 - Elected Member Allowances	\$ 2,057.30
1335.2249-01	MS R A WRIGHT	Aug 2022 - Elected Member Allowances	\$ 2,057.30
1341.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Training for Module Snake Bite & Kits	\$ 2,027.17
1335.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 07 Sep 2022	\$ 2,005.94
1337.1174-01	INVESTIGATION COMPLIANCE & ENFORCEMENT	Course Enrolment Fees for Cert IV in Government	\$ 1,990.00
1341.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Various Locations of Litchfield Council	\$ 1,980.00
1339.525-01	ACTIVE TREE SERVICES	Tree Maintenance Various Locations of Litchfield Council	\$ 1,925.00
1337.43-01	NT BUILD	Levy - Virginia Road Seal, Pavement & Drainage	\$ 1,827.00
1334.2074-01	WALLACE CONSTRUCTIONS	Removal & Re-patch of Corner Patricians Thorak Cemetery	\$ 1,800.00
1335.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Aug 2022 - First Aid Training	\$ 1,800.00
1338.2145-01	ACE PAINTING SERVICES NT	Painting Interior of Chapel at Thorak Cemetery	\$ 1,800.00
1342.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B220513A	\$ 1,749.00
1337.2495-01	J & T AUTO ELCTRICS & AIRCONDITIONING	Repairs to Cat 428F - BSWTS	\$ 1,666.39
1335.2238-01	MR K R HARLAN	Aug 2022 - Elected Member Allowances	\$ 1,617.30

Cheque No.	Payee	Description	Amount (\$)
1335.1088-01	TALENT PROPELLER	Advertisement - Manager People & Performance	\$ 1,606.00
1337.1181-01	ODD JOB BOB	Installation of Materials at Litchfield Council	\$ 1,595.50
1339.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff - Waste Station WE: 14 Sep 2022	\$ 1,580.96
1335.1564-01	FOURIER TECHNOLOGIES PTY LTD	Implementation of Email Signatures for 365	\$ 1,573.00
1337.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Services Sep 22	\$ 1,567.50
1335.2253-01	MR A MACKAY	Aug 2022 - Elected Member Allowances	\$ 1,567.30
1337.2490-01	NT HEALTH (DEPARTMENT OF HEALTH)	Grant Fund - Get Active in Litchfield 2021 & Hospital Emergency Attendance - Stanton Mark	\$ 1,491.20
1337.940-01	ABG PTY LTD	Registration Inspections at Waste Transfer Station	\$ 1,375.00
1335.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Aug 2022 - Patrol Services - Litchfield Council	\$ 1,343.37
1333.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Test and Tag Equipment - Litchfield Council	\$ 1,339.80
1337.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations of Litchfield Council	\$ 1,320.00
1337.1690-01	DAMN STRAIGHT FENCING	Repair Hole in Back Fence at HDVG	\$ 1,320.00
1341.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Sep 2022 - Grounds Maintenance HDVG	\$ 1,305.00
1335.639-01	CAPTOVATE PTY LTD	Digital Marketing Service Level Agreement	\$ 1,300.00
1339.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 26 Aug 2022	\$ 1,282.50
1341.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Repair Cab Hood Lining of JD 6110M Tractor	\$ 1,242.26
1335.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs & Maintenance Cat 428F HSWTS	\$ 1,197.96
1335.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations of Litchfield Council	\$ 1,188.00
1339.2510-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 1,174.16
1337.1746-01	KOMATSU AUSTRALIA	Replacement of Tank and Valve Onsite Works	\$ 1,168.23
1339.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2022 - Works, Corporate, Thorak & Council Photocopier Consumables	\$ 1,115.80
1337.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM)	Sep 2022 - Mowing Service HPRR	\$ 1,100.00
1339.1379-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 1,100.00
1341.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	\$ 1,034.39
1341.525-01	ACTIVE TREE SERVICES	Remove Tree Branches from Various Locations of Litchfield Council	\$ 1,016.91
1337.1049-01	GARRY LAMBERT CONSULTING	Attendance as Chair at LARMC Audit Committee Meeting 2022	\$ 959.00
1337.1674-01	FRESH START - FOR CLEANING	Clean x3 Waste Transfer Station WE: 06 Sep 2022	\$ 956.25

Cheque No.	Payee	Description	Amount (\$)
1341.436-01	DELTA ELECTRICS NT PTY LTD	Remove & Replace Split Fuel Line & Re-Fuel Generator	\$ 929.32
1337.194-01	EXPERT CLEANING SYTEMS NT	Sep 2022 - Cleaning HDVG	\$ 924.00
1342.2316-01	KYAM ELECTRICAL PTY LTD	Supply & Install Emergency Test Switch - Thorak Cemetery	\$ 907.50
1340.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 14 Sep 2022	\$ 806.56
1339.462-01	ADVANCED WEIGHING TECHNOLOGY NT PTY LTD	Test & Calibrate Weigh Bridge	\$ 704.00
1335.2494-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 683.92
1335.1278-01	SEEK LIMITED	Seek Advertisement - Manager People & Performance	\$ 682.00
1333.512-01	SELTHER SHAW PLUMBING PTY LTD	Call Out to Repair Female Toilet Blockage at Various Locations of Litchfield Council	\$ 660.00
1336.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations of Litchfield Council	\$ 660.00
1336.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 01 Sep 2022	\$ 660.00
1341.1152-01	LANE COMMUNICATIONS	Ezybill - Rates Notice - 2022 / 2023	\$ 656.70
1340.1809-01	RGM MAINTENANCE DARWIN	Repairs & Maintenance of Fuso Truck - Thorak Cemetery	\$ 652.85
1341.577-01	ARJAYS SALE & SERVICE PTY LTD	Service School Speed Check Sign - Howard Spring & Humpty Doo	\$ 647.39
1341.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check New Litchfield Council Employee	\$ 634.70
1335.2049-01	AJ SECURITY DARWIN	Sep 2022 - Security Open and Lock Up HPRR	\$ 625.02
1341.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Aug 2022 - Litchfield Council Archive Storage	\$ 623.15
1337.111-01	STICKERS AND STUFF	Table Clothes for Australia Day	\$ 617.00
1335.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 02 Sep 2022	\$ 607.50
1333.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 602.70
1335.2490-01	NT HEALTH (DEPARTMENT OF HEALTH)	Hospital Emergency Attendance	\$ 600.00
1337.1211-01	MR G S MAYO	Litchfield Council Weekend Pound Clean 06 Aug - 11 Sep 2022	\$ 600.00
1337.2421-01	RURAL GARDEN SUPPLIES (SOUTHERN CROSS LANDSCAPING)	Pre-mix with 10mm Aggregate - Rural Gard	\$ 600.00
1339.2513-01	LITCHFIELD RESIDENT	Youth Development Grant - National Dance	\$ 600.00
1335.2164-01	SCOUT TALENT PTY LTD	Aug 2022 - E-Learning Monthly Subscription	\$ 595.98
1333.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS PTY LTD)	Aug 2022 - CE13CG - Service Mayor's Vehicle	\$ 570.25
00413305	LITCHFIELD COUNCIL PETTY CASH	Aug 2022 - Reimburse Litchfield Council Petty Cash	\$ 551.50
1337.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repairs & Maintenance Komatsu - HDWTS	\$ 539.50

Cheque No.	Payee	Description	Amount (\$)
1333.1674-01	FRESH START - FOR CLEANING	Clean x3 Waste Transfer Station WE: 22 Aug 2022	\$ 528.75
1341.205-01	SAFEBAY TEST & TAG (DAVID MILNER)	Test & Tag Equipment at Taminmin Library	\$ 523.05
1341.652-01	ANIMAL CARE EQUIPMENT & SERVICES (AUSTRALIA PTY LTD)	Spray Shield Holster - Regulatory Services	\$ 511.37
1339.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 507.60
1340.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased to Thorak Cemetery	\$ 498.00
1340.766-01	DARWIN PLANT WHOLESALERS	Supply of Plants for Cemetery	\$ 456.50
1341.2516-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 456.15
1335.874-01	VTG WASTE & RECYCLING	Aug 2022 - HDVG, KLRR & HPRR VTG Waste Collection	\$ 454.19
1342.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Thorak Cemetery Employee	\$ 447.00
1341.384-01	MS C VERNON	Consultancy Services for Authority	\$ 420.75
1341.565-01	CURBY'S (NT) PTY LTD	Name Badges for Litchfield Council Staff	\$ 418.00
1341.1502-01	NEWS CORP AUSTRALIA	Advertising for Community Meeting - HDVG	\$ 411.00
1333.2484-01	MACCA'S ELECTRICAL AUSTRALIA PTY LTD	Installation of Smoke Detectors at KLRR	\$ 408.65
1335.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Sep - Dec 2022 Commercial Pest Services at Litchfield Council	\$ 406.45
1339.508-01	EASA	EAP Counselling Sessions - 16 - 31 August 2022	\$ 403.60
1341.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO HARDWARE)	Replacement Spray Hoses - MWF	\$ 396.00
1335.1330-01	PAWS DARWIN LTD	Sep 2022 - Impound Transfer	\$ 395.00
1341.1439-01	WANDINA CONSULTING	Aug 2022 - Professional Consultancy Services	\$ 385.00
1342.1133-01	NT WATER FILTERS	Replacement Water Filters - Thorak Cemetery	\$ 371.00
1337.1252-01	JALU CARPENTRY (PETER SHEPARD)	Installation of Mount TV at KLRR	\$ 363.00
1338.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 31 Aug 2022	\$ 360.33
1342.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Termite Inspection at Chapel & Cemetery	\$ 360.00
1338.187-01	NORSIGN	Replacement Signs for Thorak Cemetery	\$ 356.40
1342.28-01	RURAL FIRE PROTECTION	Fire Equipment 6 Monthly Services	\$ 352.00
1336.134-01	FIGLEAF POOL PRODUCTS	Aug 2022 - Bi-Monthly Microbiological Testing	\$ 341.00
1335.61-01	GREENTHEMES INDOOR PLANT & HIRE	Sep 2022 - Indoor Plant Hire Litchfield Council Offices	\$ 338.50
1341.1674-01	FRESH START - FOR CLEANING	Clean x3 Waste Transfer Station WE: 20 Sep 2022	\$ 337.50

Cheque No.	Payee	Description	Amount (\$)
1333.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Location of Litchfield Council	\$ 330.00
1335.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Dogs	\$ 330.00
1341.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 327.45
1341.2078-01	HUMPTY DOO NEWSAGENCY	Apr - Jun 2022 NT Newspapers Taminmin Library	\$ 321.75
1339.2497-01	LITCHFIELD RATEPAYER	Rates Refund	\$ 321.09
1339.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Open Top Bin at HDWTS	\$ 319.00
1333.926-01	JACANA ENERGY	Jul - Aug 2022 Electricity for Lot 1799 HDWTS - Hall	\$ 314.29
1333.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor Bin at HDWTS	\$ 302.50
1335.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	\$ 300.00
1339.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	\$ 300.00
1339.2483-01	LITCHFIELD RESIDENT	Youth Development Grant - Rugby Union Champions	\$ 300.00
1339.2498-01	LITCHFIELD RESIDENT	Youth Development Grant - Athletics Champions	\$ 300.00
1339.2500-01	LITCHFIELD RESIDENT	Youth Development Grant - Football Touch Champions	\$ 300.00
1339.2501-01	LITCHFIELD RESIDENT	Youth Development Grant - Athletics Champions	\$ 300.00
1339.2502-01	LITCHFIELD RESIDENT	Youth Development Grant - Equestrian Champions	\$ 300.00
1339.2503-01	LITCHFIELD RESIDENT	Youth Development Grant - Football Touch Champions	\$ 300.00
1339.2504-01	LITCHFIELD RESIDENT	Youth Development Grant - Football Touch Champions	\$ 300.00
1341.1858-01	BUSH TO BEACH	Taminmin School Holiday Program Activity	\$ 300.00
1341.25-01	LAND TITLES OFFICE	Jul 2022 - Land Titles Office Title Searches	\$ 293.00
1341.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Irrigation at Howard Spring Recreational Reserve	\$ 291.50
1339.2495-01	J & T AUTO ELCTRICS & AIRCONDITIONING	Call Out & Labour Charge Cat428F - HSWTS	\$ 276.00
1335.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	\$ 271.08
1340.158-01	NT ELECTRICAL GROUP	Replacement of Valve on Incinerator Thorak Cemetery	\$ 264.00
1333.287-01	HARVEY DISTRIBUTORS	Cleaning Products for HDVG	\$ 260.74
1342.2517-01	LITCHFIELD RESIDENT	Refund for Overpayment	\$ 256.50
1339.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of De-sexing Voucher	\$ 251.10
1335.1537-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for Library Programs Expenses	\$ 249.22

Cheque No.	Payee	Description	Amount (\$)
1333.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	\$ 246.25
1341.1212-01	FAIRY JILL'S	Entertainment Music & Movement for Library	\$ 242.00
1342.514-01	VEOLIA ENVIRONMENTAL SERVICES	Aug 2022- Waste Collection Thorak Cemetery	\$ 240.42
1341.2378-01	PACK & SEND DARWIN	Taminmin Library Courier Service WE: 01 Sep 2022	\$ 240.00
1333.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Business Cards for CEO	\$ 227.70
1335.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Sep 2022 - Catering for Strategic Discussion Meeting - Library	\$ 216.00
1341.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Annual Termite Inspection for the Chapel & Cemetery	\$ 210.00
1333.508-01	EASA	EAP Counselling Sessions: 01-15 August 2022	\$ 201.80
1339.2505-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for Grant Workshop expenses	\$ 201.44
1341.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	\$ 200.00
1340.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B220715A	\$ 184.80
1341.855-01	TENDERLINK	Mira Square Southport Playground - RFQ22-325	\$ 184.80
1335.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD (ASSA)	Sep 2022 - ASSA Monthly Membership	\$ 181.50
1339.512-01	SELTHER SHAW PLUMBING PTY LTD	Call Out to Replace Broken Materials at HDVG	\$ 168.20
1335.926-01	JACANA ENERGY	May - Aug 2022 Electricity for Lot 1799 HDWTS - House	\$ 149.66
1337.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Irrigation at HPRR	\$ 143.00
1333.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Reserves	\$ 138.00
1339.1537-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for Expenses for Library Buddies Programme	\$ 136.47
1339.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check New Litchfield Council - Cancellation Fee	\$ 135.30
1342.85-01	TELSTRA	Sep 2022 - Telstra Line Rental Thorak Cemetery	\$ 128.80
1334.85-01	TELSTRA	Aug 2022 - Telstra Line Rental Thorak Cemetery	\$ 121.52
1341.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Aug 2022 - Police Check for New Litchfield Council Employee	\$ 121.00
1341.1429-01	SMILE A MILE FUN BUS & TOY LIBRARY	Annual Membership 2022 - Library Toy & Fun Bus	\$ 120.00
1341.851-01	OFFICEWORKS	Stationary Replenishment for Litchfield Council	\$ 115.77
1339.2470-01	LITCHFIELD RESIDENT	Refund for Dog Trap Hire	\$ 105.00
1341.2507-01	LITCHFIELD RESIDENT	Refund for Cat Trap Hire	\$ 105.00
1341.2508-01	LITCHFIELD RESIDENT	Refund for Cat Trap Hire	\$ 105.00

Cheque No.	Payee	Description	Amount (\$)
1333.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering Services for Students vs Seniors Program - Library	\$ 100.00
1333.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	\$ 100.00
1341.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	\$ 100.00
1338.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Thorak Cemetery Employee	\$ 99.00
1333.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Aug 2022 - Increment of Service Fee by Fair work 5.35%	\$ 96.59
1339.874-01	VTG WASTE & RECYCLING	Aug 2022 - Waste Collection Litchfield Council Office	\$ 88.90
1342.287-01	HARVEY DISTRIBUTORS	Purchase of Toilet Paper - Thorak Cemetery	\$ 88.88
1341.2515-01	LITCHFIELD RESIDENT	Refund for Overpayment of Rate Search	\$ 84.00
1337.2434-01	BELLS PURE ICE	Bagged Ice - Delivered to MWF Site	\$ 79.75
1341.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2022 - Additional Alarm Responses	\$ 77.18
1335.2492-01	LITCHFIELD RESIDENT	Refund for Overpayment - Dog Registration	\$ 70.00
1338.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel & Office	\$ 69.30
1341.1013-01	BTC PARTS & ACCESSORIES PTY LTD	Trailer Repair / Replacement Parts	\$ 66.00
1333.2488-01	LITCHFIELD RESIDENT	Refund for Key Deposit - Reserve	\$ 55.10
1335.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station	\$ 55.10
1337.2493-01	LITCHFIELD RESIDENT	Refund for Key Deposit - Reserve	\$ 55.10
1341.1783-01	LITCHFIELD RESIDENT	Refund of Key Deposit - Reserve	\$ 55.10
1335.1471-01	RICOH AUSTRALIA PTY LTD	Jul 2022 - Council Office Photocopier Rental	\$ 53.50
1341.1471-01	RICOH AUSTRALIA PTY LTD	Aug 2022 - Council Office Photocopier Rental	\$ 53.50
1339.2506-01	LITCHFIELD RESIDENT	Refund for Overpayment - Dogs Registration	\$ 53.00
1335.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 28 Aug 2022	\$ 52.76
1337.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 04 Sep 2022	\$ 52.76
1339.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 11 Sep 2022	\$ 52.76
1341.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 18 Sep 2022	\$ 52.76
1339.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY PTY LTD)	Aug 2022 - Plant Hire Taminmin Library	\$ 52.00
1334.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel & Office	\$ 46.20
1341.287-01	HARVEY DISTRIBUTORS	Replacement of Roll Holder at disabled Toilet - HPRR	\$ 43.26



Cheque No.	Payee	Description	Amount (\$)
1341.845-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for Dishonour Fee	\$ 35.00
1340.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel & Office	\$ 34.65
1335.2462-01	LITCHFIELD RESIDENT	Bond Refund for Hire of Bark Collar	\$ 22.12
1341.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	\$ 10.08
<b>Total</b>			<b>\$ 3,177,840.43</b>

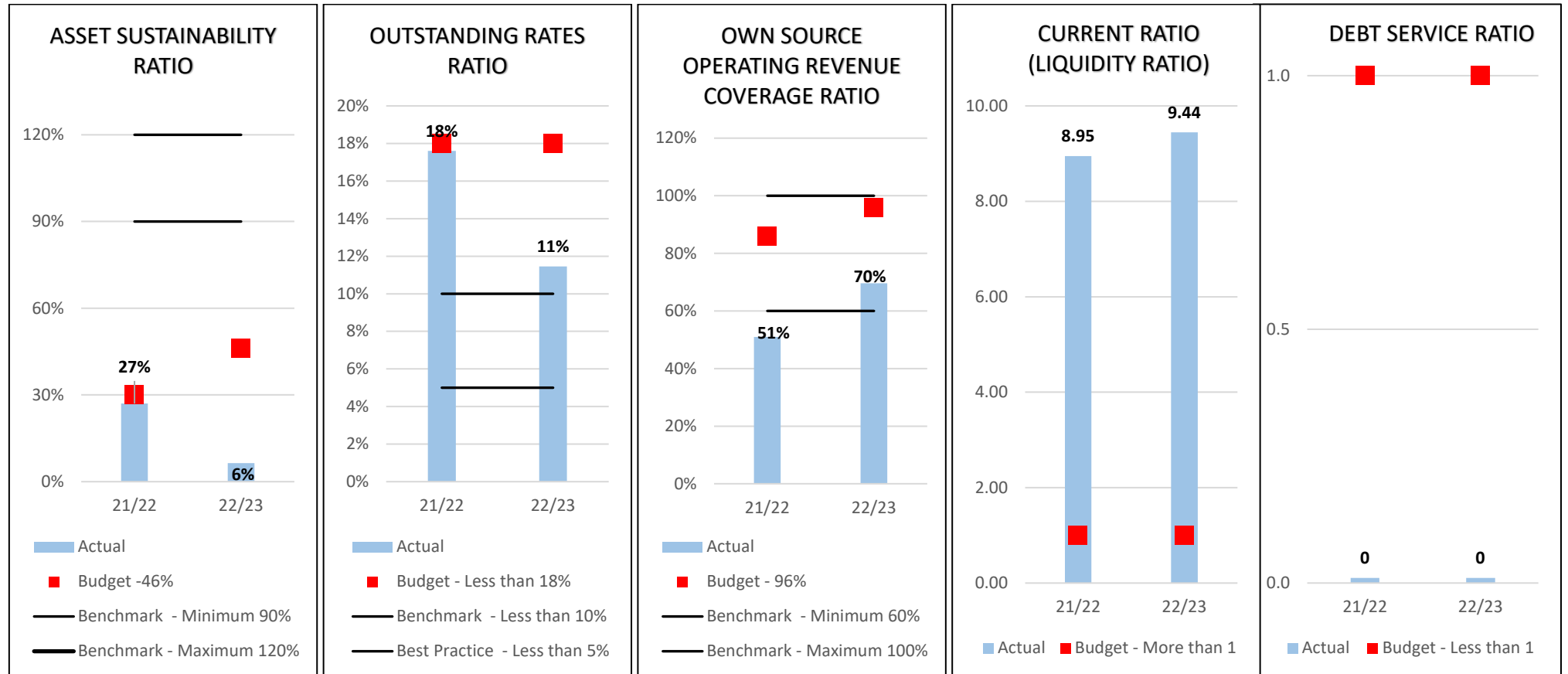
#### STATEMENT 4. MEMBER AND CEO COUNCIL CREDIT CARD TRANSACTION FOR THE MONTH

Cardholder Name: Stephen Hoyne

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
21/09/2022	6.00	Westpac Bank	Credit Card Fee
<b>Total</b>	<b>6.00</b>		

## FINANCE KEY PERFORMANCE INDICATORS (KPI)

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



Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.
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KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 6% for the month of Sep as most capital projects are in 'planning' and 'project initiation' stages. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$518 million. The current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 11% indicated council has surpassed its Municipal Plan target of 18%. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 9.44 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

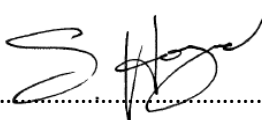
\*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

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

## CERTIFICATION BY THE CEO TO THE COUNCIL

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

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

CEO Signed  .....

Date Signed 7 October 2022



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.01.02
<b>Report Title:</b>	People, Performance and Governance Report - September 2022
<b>Author:</b>	Rebecca Taylor, Acting Manager People and Performance
<b>Recommending Officer:</b>	Maxie Smith, General Manager Business Excellence
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: People, Performance and Governance Report - September 2022

### Executive Summary

This report provides Council with key staffing information, workplace health and safety information and proposed major policy updates and reviews.

This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget. The metrics provided in this report track activity and report full time equivalent (FTE) numbers, retention and Work Health and Safety performance.

### Recommendation

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

### Background

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

The commencement of the *Local Government Act 2019* has brought about many changes to Council policies. Provided below is an ongoing update as Council continues to transition to the new legislation.

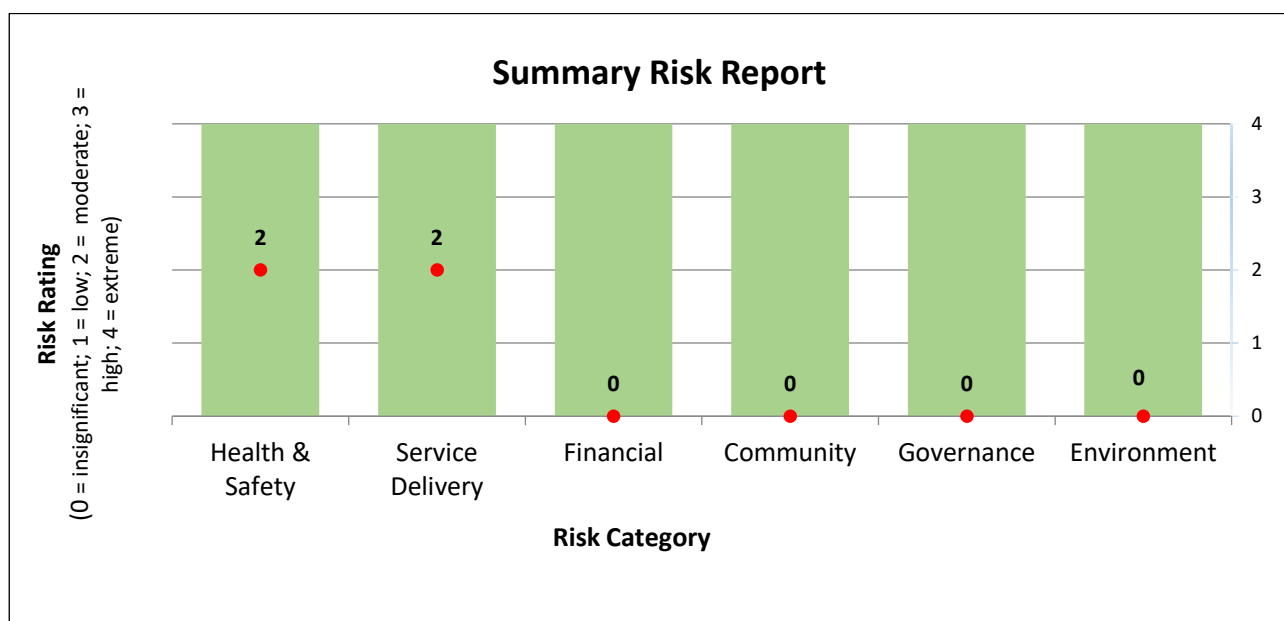
### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil

## Risks



### Health & Safety

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

### Service Delivery

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

## Community Engagement

Not Applicable.

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

## PEOPLE AND PERFORMANCE MONTHLY REPORT

### September 2022

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Business Support Officer	Regulatory Services	5 September 2022	Permanent Full-time

#### External Appointments

Position	Department	Commenced	Permanent/Temporary
Manager Library & Family Services	Community Services	5 September 2022	Permanent Full-time
General Manager Business Excellence	Business Excellence	29 September 2022	Fixed Term Contract

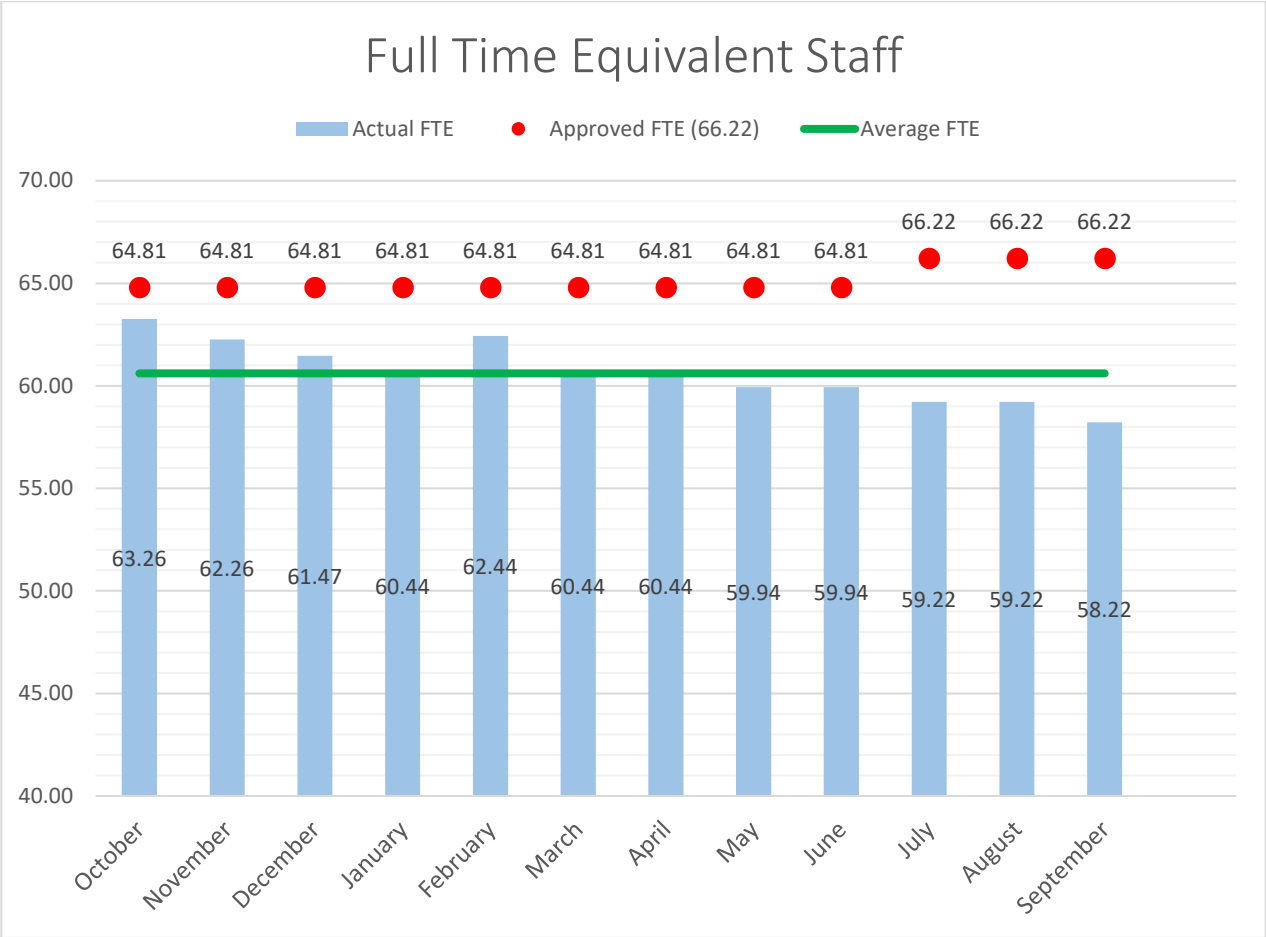
#### Employment Separation

Position	Department	End date	Permanent/Temporary
EA to CEO	Leadership	8 September 2022	Fixed Term Contract
Trainee Customer Service Officer	Business Excellence	13 September 2022	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	46.75	43.75	-3
Part-time	7.47	7.47	0
Contract	12	7	-5
<b>Total</b>	<b>66.22</b>	<b>58.22</b>	<b>-8</b>

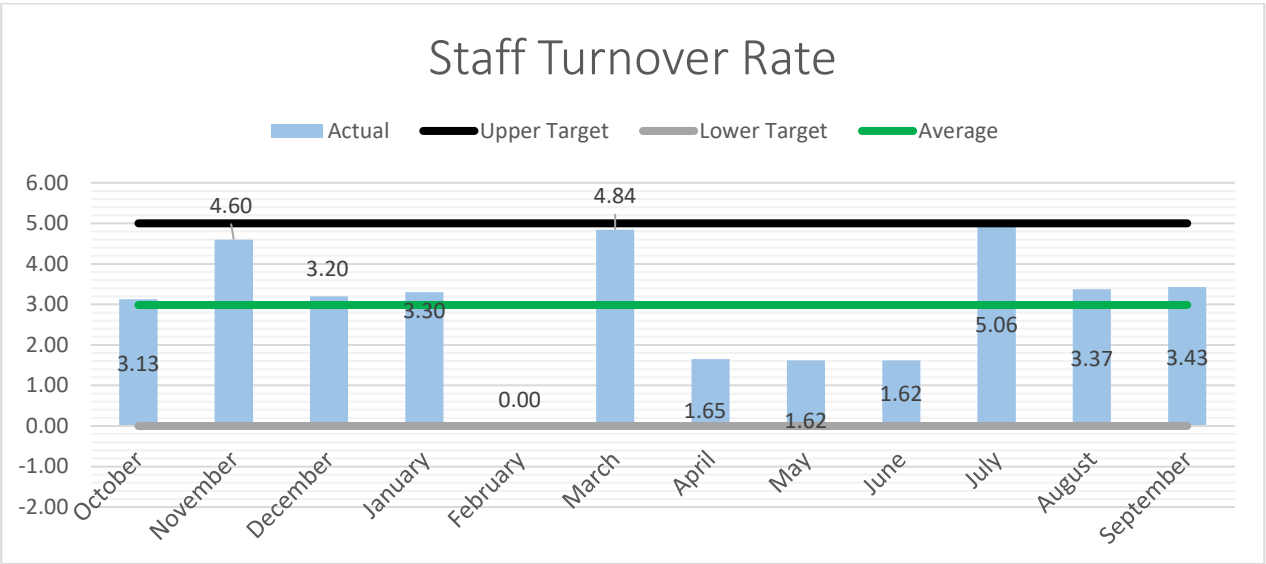
#### Recruitment Overview:

Role	In Progress	Completed
General Manager Business Excellence		✓
Planning and Development Program Leader		✓
Manager People and Performance		✓
Development Engineer	✓	
Asset Engineer	✓	
Manager Corporate Services	✓	



**Turnover Rate:**

The number of staff leaving council employment during the reporting period.  
 (# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)

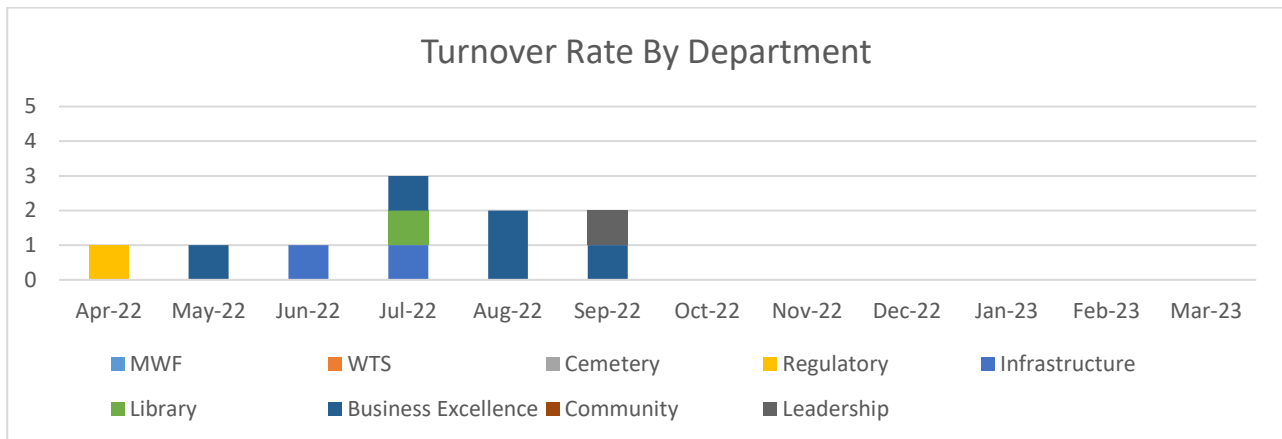


Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Average
3.13%	4.60%	3.20%	3.30%	0%	4.84%	1.65%	1.62%	1.62%	5.06%	3.37%	3.43%	2.98 %
2	3	5	2	0	4	1	1	1	3	2	2	2.17

Target Average: Between 0% - 5%



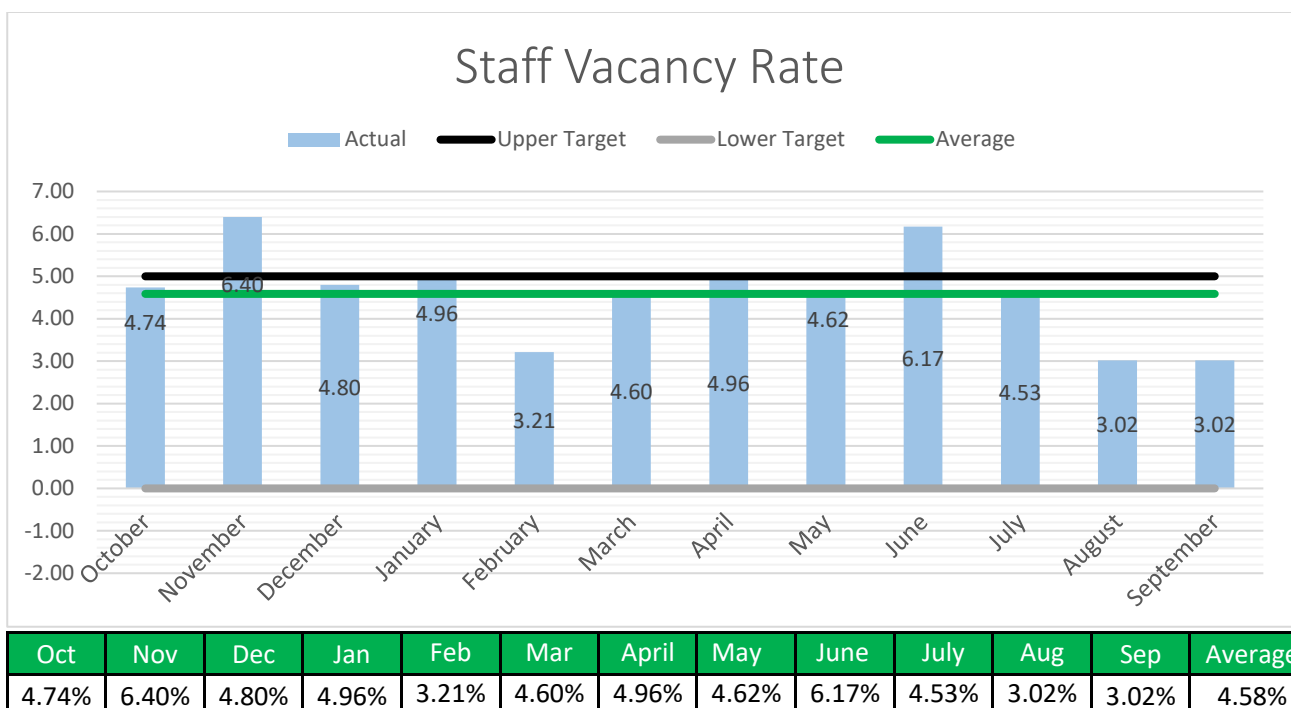
### Turnover Rate by Department:



Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	1	1.69
Community	0	NA
Leadership	1	1.69
<b>Total</b>	<b>2</b>	<b>3.37%</b>

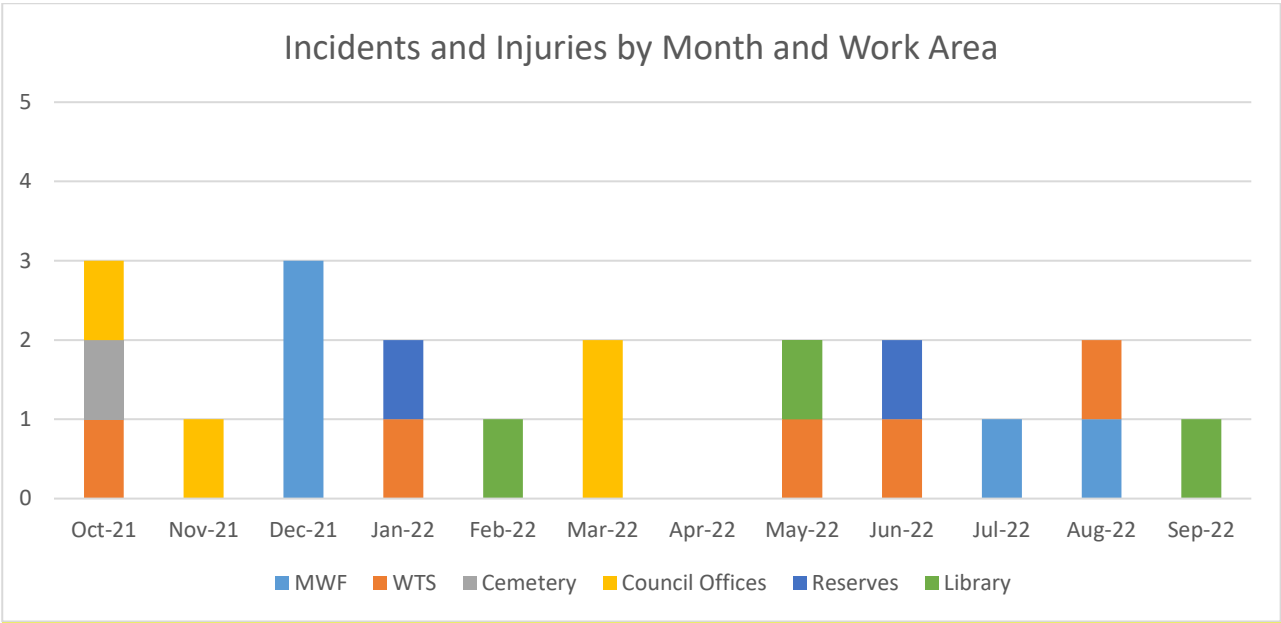
### Staff Vacancy Rate:

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



Target: 0% - 5

**Workplace Health and Safety:**



One workplace health and safety incident was recorded in September 2022.

Incident 1: A child visiting the library had a fall after climbing over furniture. Immediate first aid was given by Library staff and the child was able to re-join the activities.

## Governance

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

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

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

Policies	
INF03 Roadside Memorials and Roadside Monuments	COM07 Youth
GOV03 Privacy	GOV04 Whistleblowing
INF05 Sealing of Roads	INF07 Street and Public Lighting
INF02 Driveway Crossovers	GOV12 Land Acquisition Policy



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.01
<b>Report Title:</b>	Municipal Plan 2022-2023 Quarterly Performance Review July - September 2022
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Municipal Plan 2022-2023 Quarterly Performance Review – KPI Progress Update

### Executive Summary

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

### Recommendation

THAT Council receive the Municipal Plan 2022-23 Quarterly Performance Report for the first quarter ending 30 September 2022.

### Background

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

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

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

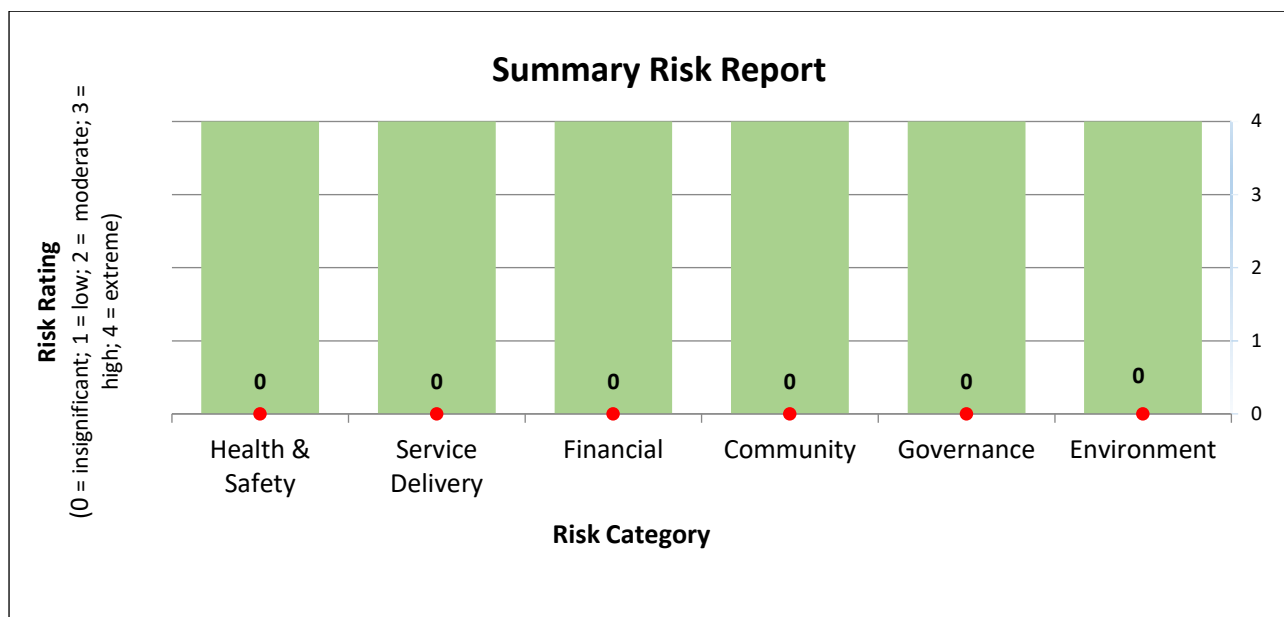
### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*NT Local Government Act 2019*

## Risks



Nil identified.

## Community Engagement

Not applicable.



# Quarterly Performance Report:

## July – September 2022



## Quarter 1 Performance Report 2022-2023

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

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

We present the first quarter performance report for 2022-23 and which demonstrates our continued commitment to progressing the priorities of the Municipal Plan 2022-23 and the 2022-25 Strategic Plan.

Strategic advocacy remains a focus for Council and we continue to advocate on behalf of the Litchfield community to State and Federal governments on priority projects and services. An example of this being Council's continued engagement with the NTG on the planning of residential land within the proposed suburbs of Holtze/Kowandi.

Council have sought confirmation of two separate \$10 million key funding commitments made by the Federal Government for Fred's Pass Infrastructure upgrades and new facilities. Funding for these commitments will be sourced through a) 2022 Election commitment and b) Building Better Regions Funds respectively.

Final works for the jointly funded \$21 million Phase 1 Mango Strategic Roads project are nearing completion with Horsnell, Mocatto, Kentish and Chibnall roads now open to traffic.

Elected Members completed social media training in July as part of ongoing training and development initiatives.

I look forward to working with the current Council to progress the priorities of the Litchfield community and supporting Council staff to continue their hard work delivering services to the Litchfield region.

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



## Community & Lifestyle

2022-23 is going to be a big year for Community & Lifestyle. With a new Sport and Recreation Officer, our Recreation Reserves will see increased assistance from Council especially in the strategic planning and promotion areas.

Through the Federal Local Roads and Community Infrastructure we will see some really good projects for the Reserves commencing. Some of these projects include; replacing the fire pit BBQs at Humpty Doo Village Green with industrial style gas BBQs, additional lighting at McMinns Lagoon Recreation Reserve, a new playground at Mira Square in Southport and CCTV cameras at some of the Reserves.

Background research is underway for the Litchfield Council Signature Event and this will continue over the coming months.

### Taminmin Community Library

The Library attracted national attention as ABC iView showcased Library's 'Student verses Seniors' program in the 'Ageless Friendship' series 3, episode 2. Taminmin library is a pioneer in delivering two intergenerational programs. To celebrate Senior's month, library received a grant to deliver a five week 'Library Buddies' partnership program with the Humpty Doo preschool. This was the second intergenerational program highly praised by the community. The Library Facebook page now has a total of 1162 likes. Taminmin College closed the Library building during the September-October school holidays as the school was upgrading the airconditioning system and stormwater drainage. Library continued to deliver the school holiday activities at Council reserves, activating these areas to the public. This quarter the library held 20 events this quarter that were all very well attended.



## Regulatory Services

At the end of the first quarter there were 3,849 dogs registered in Litchfield, with over 76% desexed. This is an increase of 290 dogs from the end of Quarter 4 (21-22), accounting for new and renewed dog registrations, and the removal of deceased and departed dogs from the system. Renewal notices and reminders were sent in July – September. There were 81 dogs impounded, 11 dogs more than last quarter. 57 (70.4%) were reclaimed by their owners, 15% more than last quarter.

The Education program continued with Rangers visiting one school with 25 students present. Council Rangers attended 3 market events in the lead up to the dog registration period at Freds Pass Markets on 20 August and 3 September, and Berry Springs Markets on 28 August, which also provides an opportunity to provide advice to the community and information about the role of Rangers and dog related issues.

The desexing initiative continues to be popular, and has been expanded to permit owners to obtain vouchers for more than one dog residing on their property if required rather than limiting to one voucher per household. This should assist further in increasing the desexing rate in the municipality and preventing unwanted litters. These \$100 vouchers are redeemable at local veterinary clinics.

## Communications

The addition of video content and diversifying the news section of the councils website continues, with the ABC producing a national news story which was featured on ABC Television and ABC iView and populates the current website news feed.

Work is underway to develop more external media opportunities to ensure the council is reaching organic audiences and real stories are being told to enhance the councils reputation and standing within the Top End an the NT.

Investment in video equipment looks to expand our story telling abilities and keep up with best practice standards of content delivery in local government. Social media continues to grow and the sentiment towards council shows a shift from the general public. Less negative commentary due to strategic reply methods and an increase in varied content generation to control a bigger narrative than just rates, roads and rubbish.



## Business Excellence

### People, Performance, Governance and Workplace Health and Safety

This quarter has seen the People and Performance Team manage 15 recruitment campaigns in varying stages. Having a strong and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisations reputation both from a market and candidate perspective and ensures that the very best talent is identified, engaged and onboarded. The organisation faces many challenges in the recruitment space but the People and Performance Team has been focused on recruitment processes and continuous improvement to ensure a successful outcome within the current competitive market and existing budget restraints.

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

This quarter has seen the People and Performance Team participate in raising awareness for Cerebral Palsy through STEPtember, a fun and virtual step challenge between team members. The People and Performance Team also organised a morning tea for R U OK? day, a national day of action that reminds everyone to start a meaningful conversation should they notice someone showing signs that they might be struggling.

This quarter, the Risk Management Audit Committee held a meeting in August where the committee received the Interim Finance Audit Report from auditors KPMG. Other items included the Risk Management Framework, Risk Register and the resignation of the independent chairperson. Following the meeting, expressions of interest were sought during the month of September for a new independent chairperson. The outcome is expected to be announced following the November Council meeting.

### Corporate Services

Council has completed the first quarter of Budget 2023 and the first budget review will be based on the 30 September 2022 figures. Officers have started reviewing their budget areas and conversations about adjustments have commenced.

Council's first rates installment date was 30 September 2022. Two thousand six hundred and forty of our eight thousand three hundred and ninety-four ratepayers paid in full. Due to the large volume of calls and emails relating to this, there are some delays in this area. Staff are working toward clearing the backlog.

During the quarter, Council was notified of a compliance audit by the department of the Chief Minister and Cabinet which will commence on 12 October 2022. The purpose of a compliance review is to ensure that a council is conducting its business lawfully.

Work on the Litchfield Council Annual Report 2021-2022 and Thorak Regional Cemetery Special Purpose Financial Statements 30 June 2022 is nearing completion with the legislated deadline for the audited statements being 15 November 2022. These reports will be presented to the Risk Management and Audit Committee on 26 October 2022 with planned adoption by council on 8 November 2022.

The Enterprise Resource System project has commenced with the go-live date set as 15 March 2023. Council has not done any major upgrades to this system in many years so much work needs to be done in this area over the next months causing significant additional work for a number of key staff.

The redesign of council's monthly financial report in compliance of additional requirements through the Local Government Act is complete and a copy has been submitted to the Department of the Chief Minister and Cabinet.

## Infrastructure & Operations

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

### Infrastructure and Assets

#### Mango Roads

- All Mango Roads Projects are now complete.

#### Infrastructure

- Shoulder top up works completed on LCRI Phase 2 Road Reseal Roads.
- LRCI Reseal Various Roads Contract Bundles 1 to 4 works are underway – Commenced Mon 3 October 2022.
- Spencer Floodway following vandalism over the Christmas period Spencer Floodway remediation works are complete.
- Reedbeds Road Floodway Rehabilitation Works completed
- Mira Square Community building – wall cladding and window fixturing nearing completion
- Jarvis Road Drainage Upgrades Completed

#### Waste Management

- Partnership with Eco Cycle for Alkaline Batteries, to give more options of recycling
- First full quarter of Fees & Charges implementation, anecdotally working well
- 774 Drum Muster units deposited
- Asbestos Remediation funding allocated to complete project
- Berry Springs Waste Transfer Station opening hours confirmed 0700-1800
- Bitumen upgrades for HDWTS & HSWTS
- Pending arrival of new backhoe for HSWTS
- Steel recycling program completed at HDWTS & BSWTS, with 304.04 tonne removed

#### Mobile Workforce (MWF)

- MWF CRM's are varied- see CRM report. We always carry out and respond promptly. 59 completed requests this quarter.
- Work Zone 2&3 training course was completed by MWF staff
- Clean and Detail all plant and equipment- minor repairs and annual preventative maintenance underway

- Council yard mowing tidy up every 3 weeks – or as required
- Install Plywood internal walls in MWF shed for tools and security
- Knuckey reserve- clear cobwebs in hall area gennie pavement- clear gutters and paths around demountable
- Howard Park- clear gutters and remove graffiti
- Village Green- clear gutters and remove vandalised bins, clean graffiti
- Remove 2 truck loads of dead branches from roadside drain H-Springs

#### Thorak Cemetery

- Cremator remedial works completed.
- Traffic Management assessment completed
  - 91 vehicles per day
  - 10000 vehicles per 4 months
  - Potentially 30000 vehicles per year
- Public survey completed with 97% satisfaction rate up 3 %.
- Irrigation issues, 90% completion of Irrigation infrastructure upgrades.

#### Planning & Development

- Provided clearance for Trippe Road Stage 3 & 4
- Provided clearance for Bees Creek subdivision – titles issued and residents beginning to build
- Morgan Heights clearance underway
- Humpty Doo Industrial Park request for clearance underway
- Review of the Draft Greater Holtze Area Plan and the Draft Holtze Kowandi Social Infrastructure Strategy
- Provided comments to the proposed Planning Scheme amendments (determination status pending)

## 2022/23 KEY PERFORMANCE INDICATORS

## PEOPLE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Community Engagement (MCE)	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	Adopting new mediums of content, incorporating the community Survey into future planning, and adding video to best practice methodology.
Council partnership and support grants (SRO)	Number of partnerships supported	Up by 5% from previous year (10)	Yes	Yes	Yes	Yes	Currently 17 Youth Development Grants have been approved under CEO delegation.
Servicing community needs at Reserve (GMCL)	Funding provided to community Reserves	Funding Agreements established	Yes	Yes	Yes	Yes	Funding agreements for all recreation reserves have been signed for 12 months.
Social Media Management (MCE)	Increased interaction on Council's Facebook page – page followers	Up by 5% (8,000)	Yes	Yes	Yes	Yes	Current quarter gained 97 likes, from 4481 followers, so over 2% of 5% target met in Quarter 1.

Annual Community Grants Program Initiatives (SRO)	Number of community events and programs supported	Up by 5% from previous year (12)	No	No	Yes	Yes	Grants application process to be approved by Council at the October Council Meeting, however, seven applications were received.
Community Benefit Fund Income (MOE)	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes	Yes	Yes	QTR: \$10,713 deposited this quarter.  YTD: \$10,713
Maximise diversion from landfill  (MOE)	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes	N/A	N/A	QTR: 1334.7 t  YTD: 1334.7 t
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes	N/A	N/A	QTR: 358.8 t  YTD: 358.8 t
Responsible dog ownership  (MRS)	Number of registered dogs increased	>10%	No	No	No	No	An increase of 290 new and renewed registrations from the end of Q4, or 7.53%.
	Number impounded dogs reclaimed by owner	>70%	Yes	Yes	N/A	N/A	70.4% of impounded dogs were reclaimed by the owner, 15% more than last quarter.
	Number of registered dogs de-sexed	>70%	Yes	Yes	N/A	N/A	Of the 3,849 registered dogs, 2,938 are de-sexed (76.3%).

Animal Management Plan – Year 4  (MRS)	Attendance at community events	2+ events attended	Yes	Yes	N/A	N/A	Council Rangers attended 3 market events in the lead up to the dog registration period at Freds Pass Markets Sat on 20 Aug and 3 Sept, and Berry Springs Markets on 28 August.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Yes	N/A	N/A	There has been 1 School Education Program session at Sattler Christian College (25 students) on 30 August.
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	Yes	Yes	Event planned for early 2023.
Visitors to the library  (ML&FS)	Weekly door count	>400	Yes	Yes	Yes	Yes	Library had 6780 visitors during the first quarter, averaging 522 visits per week.
Promotion of services  (ML&FS)	Interaction with Library Facebook page	>1150	Yes	Yes	Yes	Yes	Library Facebook page likes increased to 1162 with over 1200 interactions each month.
Lifelong learning/engagement  (ML&FS)	Number of “Funky Chickens” children’s book club members	>210	Yes	Yes	N/A	N/A	192 patrons have joined the Junior book club named Funky Chickens.

## PROGRESS

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Recycled materials  (MOE)	Volume of green waste processed for resale	>3,500 cubic metres	Yes	Yes	N/A	N/A	QTR: 10,500 m3  YTD: 10,500 m3
	Volume of concrete crushed for resale	>500 cubic metres	Yes	Yes	N/A	N/A	QTR: None processed to date. Due to happen following asbestos remediation project  YTD:
Maximise diversion from landfill  (MOE)	Amount of total waste diverted from landfill	>35%	Yes	Yes	N/A	N/A	QTR: 43%  YTD: 43%
	Amount of total waste that is dry recyclables	>15%	Yes	Yes	N/A	N/A	QTR: 15%  YTD: 15%
	Quantity of scrap metal collected and recycled	>1000 tonnes	Yes	Yes	N/A	N/A	QTR: 311 t  YTD: 311 t
	Quantity of cash for containers collected and recycled	>50 tonnes	Yes	Yes	N/A	N/A	QTR: 9.5 t  YTD: 9.5 t
	Quantity of electronics collected for TechCollect	>40 tonnes	Yes	Yes	N/A	N/A	QTR: 24 t  YTD: 24 t
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	QTR: 18 t  YTD: 18 t

Waste Strategy – Year 4  (MOE)	Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations	Increase in data collected	Yes	Yes	N/A	N/A	QTR: Ongoing  YTD: Ongoing
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Yes	Yes	QTR: Planning commenced to upgrade weight bridge software (no updates for 12 years). Planning underway to refurbish rails on HDWTS Compactor  YTD:
Regulatory service  (MRS)	Investigations completed within 30 working days	>90%	No	No	N/A	N/A	68% of CRM's completed within target. 1st quarter 2022 is focussed on dog registrations which accounts for the extended time for completion of CRMs. However, key categories of dog attack/menace person/animal and declared dangerous dog compliance are all 100% completed within targets.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of 242 CRM's in Quarter 1, 229 were actioned within two working days (95%).
Library Collection  (ML&FS)	Number of annual loans	>15,800	Yes	Yes	Yes	Yes	For Quarter 1 we issued 4012 and renewed additional 1686 items.
Program delivery  (ML&FS)	Programs provided	>180	Yes	Yes	Yes	Yes	We delivered 48 programs in Quarter 1. Library Buddies was a grant based additional program delivered over 5 weeks.

Library events (ML&FS)	Events delivered	>3	Yes	Yes	No	Yes	Library delivered 20 events during school holidays. Library was expected to be closed during July school holidays, so additional school holiday programs were organised. The library instead closed during September school holidays. Hence, we had spent over the budget for that quarter. To rectify the budget, library didn't use any contractor entertainers for September holiday programs.
Awareness of cemetery profile and public awareness of Thorak services (MOE)	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	QTR: Continued liaison with Funeral directors  YTD:
	Fred's Pass Show Display	Complete	Yes	Yes	N/A	N/A	QTR: Scheduled for 2023  YTD:
Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes at Thorak Regional Cemetery (MOE)	Service level rating from annual community survey	>60%	Yes	Yes	N/A	N/A	QTR: Public survey completed with 97% satisfaction rate up 3 %  YTD:



## PROSPERITY

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Advocacy submissions to government (CEO)	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr.	Yes	Yes	N/A	N/A	Meeting with Senator Hon. Malarndirri McCarthy in September 2022 to discuss strategic advocacy.
Advocacy Strategy (CEO)	Current year actions	Completed	Yes	Yes	Yes	Yes	Council continues to correspond and meet with relevant NTG personnel to progress our advocacy projects.
Represent and advocate for the needs of young people in Litchfield (SRO)	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings	Yes	Yes	Yes	Yes	100% attendance at two meetings.
Australia Day Event (MCE)	Community participation	Up by 5% from previous year	Yes	Yes	Yes	Yes	Planning is underway for the 2023 event.
Annual Art Exhibition (MCE)	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	Planning is underway for the 2023 event.

Tourism and Events Strategy (MCE)	Actions implemented	25%	Yes	Yes	Yes	Yes	Initial meeting with events specialist for Signature Event to drive tourism and showcase local offerings.
Submissions to the Northern Territory Government (MIA)	Comments submitted on applications within required timeframe	>90%	NO	NO	N/A	N/A	86% of applications were responded to within the allocate timeframes. Two of the applications we sought extension to response timeframe due to the short lead times proposed by DAS.

## PLACES

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Subdivision approvals and handover processes (MIA)	Delivered in accordance with standards	Achieved	YES	YES	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid.)  (MIA)	Plan reviews for building certification issued within 10 working days	>90%	YES	YES	N/A	N/A	96% of Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	NO	NO	N/A	N/A	Delays for review due to Development Engineer position being vacant and review required by Project Engineer position with limited capacity.
	Works Permits issued within five days	>90%	NO	NO	N/A	N/A	67% of Works Permit applications were reviewed and actions within required timeframes. Delays for review due to Development Engineer position being vacant and review required by Project Engineer position with limited capacity.
Capital Works Program (MIA)	Affected residents and relevant stakeholders consulted prior to works starting	100%	YES	YES	YES	YES	All Stakeholders and affected residents have been consulted prior to works commencing.

Capital Works Program (MIA)	Programmed works completed within budget	>90%	Yes	Yes	Yes	Yes	Works currently on Plan
Grant-funded projects (MIA)	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	Work on Plan with most Grant requiring completion by End of Financial Year.
Asset Management Plans (MIA)	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	Yes	Yes	
Road Maintenance Program (MIA)	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Identified and Reported potholes are managed under the current period contract.
	Gravel roads graded	>2 times per year	Yes	Yes	Yes	Yes	Pre-Wet Season grading scheduled for Oct/Nov
Street lighting maintenance (MIA)	Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Actioned when identified or reported.
Productive Mango Roads Project (MIA)	Kentish Road	Complete	Yes	Yes	Yes	Yes	Kentish Road Handed Over with Defect Period in place.
Shared Path Program (MIA)	Current year program completed	Complete	Yes	Yes	Yes	Yes	A Feasibility study is currently being conducted.

Major Road Network disruptions (MIA)	Emergency response time	<24 hours	Yes	Yes	Yes	Yes	There has only been one Emergency Response Call during Q1, this was to support a road accident with traffic control.
Roadside maintenance (MOE)	Volume of litter collected	Reducing trend	Yes	Yes	N/A	N/A	QTR: Every council owned road has had litter collection completed, additional collections on arterial roads 588 bags= estimate 2.5 Tonne, this does not include additional bulk items not bagged and tyres which are counted through the WTS gatehouse.  YTD:
	Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	QTR: Program to commence in Q2  YTD:
Weed management (MOE)	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	Yes	Yes	N/A	N/A	QTR: Remove Bellyache bushes from a monitored site  YTD:
Bushfire management (MOE)	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	QTR: 241 Lowther clear/tidy up firebreak 31 Redgum slash/tidy up firebreak 41 Anglesey slash dry parts 425 Goode clear for further Gamba spraying Slash Blyth road for reseal

							contractors Manage clearing of un-maintained road reserve- Strangways  YTD:
	Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	QTR: Program to commence in Q2  YTD:
	Hazard burns undertaken in consultation with other authorities	Complete	Yes	Yes	N/A	N/A	QTR: RFQ released for burns as per Fire Management Plan.  YTD:
Road furniture maintenance  (MOE)	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	Yes	Yes	N/A	N/A	QTR: Completed 476 sign installs/repairs as identified in the audits. Every guidepost along council's road network has been checked, guideposts installed 523 cut non-compliant 329 straightened bent/vandalised 1471. Project Manage sign replacement audits and install-general signs – floodway signage upgrade- grant funded signage removal and install 10 x traffic count installs and retrievals.  YTD:

## PERFORMANCE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 1)	On Time/Target (YTD)	On Budget (QTR. 1)	On Budget (YTD)	Status Commentary
Elected Members training and development (CEO)	Min 1 per quarter	Min 1 per qtr.	Yes	Yes	Yes	Yes	Code of Conduct training.
Annual Community Survey (MCE)	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Planning is under way for the next Annual Survey
Grant application (MCE)	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	Yes	Yes	Currently all grants received have been acquitted.
Human resources policies, procedures, checklists (MPP)	4 policies reviewed and compliant	Complete	Yes	Yes	Yes	Yes	The following HR policies were reviewed and approved in July; <ul style="list-style-type: none"> <li>• Equal employment opportunity</li> <li>• Bullying and harassment</li> <li>• Alcohol and other drugs</li> <li>• Higher duties</li> </ul>
An engaged and productive workforce (MPP)	Staff turnover rate	<20%	Yes	Yes	Yes	Yes	The staff turnover rate for this quarter was 9.77%.
	Staff satisfaction survey	>70%	Yes	Yes	Yes	Yes	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction.

Number of workplace safety incidents  (MPP)	Number of reportable incidents	0	Yes	Yes	Yes	Yes	There were no reportable incidents in the first quarter.
	Lost time injury rate	0	No	No	Yes	Yes	The lost time injury rate for the first quarter was 1.46. This is a result of two workers compensations.
	Workers' compensation claims	<3	Yes	No	Yes	Yes	There were two workers compensation claims made in the first quarter.
Information and communications technology (ICT) managed service contract management  (MCS)	Percentage of Service Desk requests closed against open requests during a period	90%	No	No	Yes	Yes	Not met, investigating root cause. Current rates are at 106%.
Corporate Enterprise Solution (CES) software  (MCS)	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
Information and Communications Technology Improvement Plan  (MCS)	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced, delay to progress as there is currently no onsite ICT support to assist.
ICT Security Audit actions  (MCS)	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced, delay to progress as there is currently no onsite ICT support to assist.



Geographical Information System (GIS) (MCS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
	Age of NTG downloaded data	<1 week	No	No	N/A	N/A	Reviewing status, currently no onsite ICT support to assist.
Local Government Act 2019 compliance (MPP)	Local Government and Regional Development, Department of the Chief Minister and Cabinet	100%	Yes	Yes	Yes	Yes	Council is compliant with the Local Government Act 2019.
Policy Framework (MPP)	Council policies reviewed before due date	>90%	No	Yes	Yes	Yes	There are currently 6 Council policies that are overdue for review.
Elected members support (MPP)	Breaches of the code of conduct by elected members	0	No	No	No	No	There were two confirmed breaches of code of conduct from two elected members.
Risk Management and Audit Committee (MPP)	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	An RMAC meeting was held in August.
Records management (MPP)	Number of refresher courses conducted	2	Yes	Yes	Yes	Yes	There was one refresher course conducted in the first quarter. Further refresher courses are scheduled for the second and last quarter.
Funding agreement (ML&FS)	Development of new Library Agreement	100%	Yes	Yes	N/A	N/A	Discussions will be commencing in early 2023 for the new funding agreement for library services.


Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial  (MOE)	Compliance with legislative requirements	100%	Yes	Yes	N/A	N/A	QTR: Fully compliant  YTD:
Monthly reporting to the Thorak Cemetery Board  (MOE)	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	QTR: Completed monthly. See financial reports  YTD:
Media monitoring and management  (MCE)	Media response time	<24 hours	Yes	Yes	Yes	Yes	QTR: All media enquiries have been attended to and followed up within 24 hours or less.
Annual Budget, Annual Report, Municipal Plan  (MCS)	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	Annual audit for 2022 is currently in process.
Monthly and annual financial reporting, including annual audit and forecasting  (MCS)	Unqualified audit	Complete	Yes	Yes	N/A	N/A	Annual audit for 2022 is currently in process.
	Asset sustainability ratio	>60%	Yes	Yes	N/A	N/A	Asset sustainability will increase as spending on asset renewal increase throughout the year.
	Renewal Gap Not Funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.

	Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 9.44 with Council maintaining a good cash balance with no debt.
	Debt service ratio	>1	Yes	Yes	N/A	N/A	Council has no debt.
Long term rating strategy (MCS)	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council raised rates and charges in July 2022. Councils budgeted own source revenue % is 69% and the actual percentage will decrease each quarter as council total income increases but should stay above the budgeted percentage.
Investments (MCS)	Compliance with policy and statutory requirements, reported monthly	100%	No	No	N/A	N/A	For July and August 2022 councils counterparty % was 0.66% below the policy requirement due to withdrawal of investments.
Rates and accounts receivable collection (MCS)	Rates and annual charges outstanding	<18%	Yes	Yes	N/A	N/A	
Front counter customer experience (MCS)	Customer rating (very good, good, poor, very poor)	Very good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey Customer Service received a 72% rating of very good, good or adequate (a 12% increase to prior year).

## 2022/23 NEW INITIATIVES

### PROGRESS / PROJECT TIMELINE

	Concept / Design
	Planning & Preparation
	Delivery
	Complete



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



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.02
<b>Report Title:</b>	Local Government Compliance Review
<b>Author:</b>	Maxie Smith, General Manager Business Excellence
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Letter of Notification – Compliance Review

### Executive Summary

This report presents to Council the letter of notification dated 12 September 2022 received from the Department of Chief Minister and Cabinet informing of a compliance review.

### Recommendation

THAT Council receive and note correspondence from the Department of Chief Minister and Cabinet dated 12 September 2022, as at Attachment A being the Letter of Notification – Compliance Review.

### Background

On 12 September 2022, Council received correspondence from the Department of Chief Minister and Cabinet (DCMC) notifying that Council had been selected for a compliance review. As required under the Local Government Compliance Review Procedure, *“the CEO or Chief Executive is to table the compliance review letter at the next council or subsidiary meeting to ensure all council or subsidiary members are aware of the upcoming compliance review”*.

The DCMC is required to undertake a program of compliance reviews of local government bodies in the Northern Territory under section 298 of the *Local Government Act 2019*.

The purpose of a compliance review is to ensure that a council is conducting its business lawfully. The compliance review also provides feedback on how council is discharging its obligations under relevant legislation and assesses management practices.

As part of the compliance review program, Litchfield Council was selected for a compliance review from 1 July 2021 to 31 August 2022. The review includes a site visit to Council’s office from 12 to 17 October 2022 by DCMC inspectors.

The outcome of the compliance review will be presented to Council once the final report has been received. This report and the outcome of the compliance review will also be tabled to councils Risk Management and Audit Committee.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

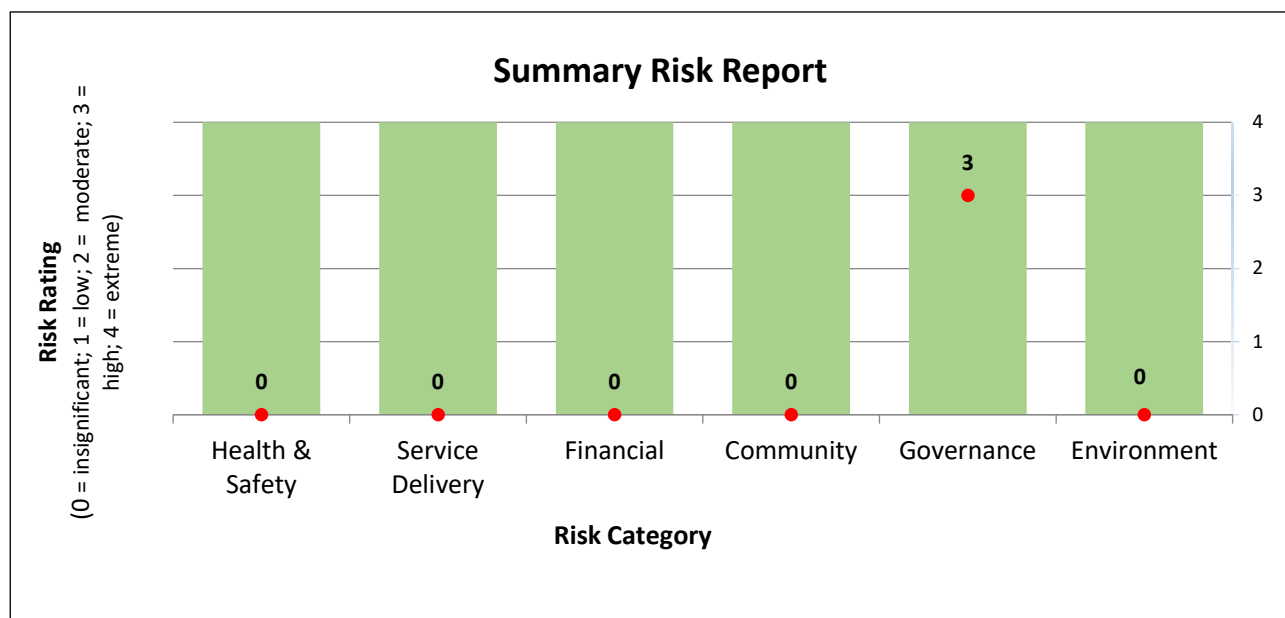
## Legislative and Policy Implications

*Local Government Act 2019*, section 298.

*Local Government (General) Regulations 2021*.

Ministerial Guidelines / General Instructions made under the Act.

## Risks



### Governance

Council is required to comply with the *Local Government Act 2019*, failure to comply would see Council in breach of the Act and result in poor governance.

## Community Engagement

Not applicable.



Department of  
**THE CHIEF MINISTER AND  
CABINET**

Level 1, RCG Centre  
47 Mitchell Street Darwin NT 0801

**Postal address**  
GPO Box 4396  
Darwin NT0801

**E** [lg.compliance@nt.gov.au](mailto:lg.compliance@nt.gov.au)

**T** 08 8999 8868

**File reference**  
2022/792-1~1

12 September 2022

Mr Stephen Hoyne  
Chief Executive Officer  
Litchfield Council

Via email: [stephen.hoyne@litchfield.nt.gov.au](mailto:stephen.hoyne@litchfield.nt.gov.au)

Dear Mr Hoyne

**Re: Notification of Upcoming Compliance Review**

The Department of the Chief Minister and Cabinet is required to undertake a program of compliance reviews of local government bodies in the Northern Territory pursuant to section 298 of the *Local Government Act 2019*.

The purpose of a compliance review is to ensure that a council is conducting its business lawfully. The compliance review also serves to provide feedback on how council is discharging its obligations under relevant legislation, and to assess management practises.

As part of the compliance review program, Litchfield Council has been selected for a compliance review for the period 1 July 2021 to 31 August 2022, with a planned site visit to your head office scheduled for 12 October 2022. Please advise as soon as possible if this timing does not suit your council.

To prepare for this review, enclosed is the Compliance Review Procedure document detailing the steps of the review and the information required prior to the site visit. Please note the Compliance Review Procedure document is a guide only and timeframes and steps may be altered.

It is requested that the information listed in Attachment A be provided electronically via email to [lg.compliance@nt.gov.au](mailto:lg.compliance@nt.gov.au) by 28 September 2022.

Please provide contact details of an officer in your council to be the inspectors' single point of contact during the review process. The inspectors who will be conducting the review are:

- Mr Bilal Abbas
- Ms Pauline Williams
- Ms Samantha Gasura

If you require any further information in regards to the compliance review, please do not hesitate to contact me on 8999 8868 or email [lg.compliance@nt.gov.au](mailto:lg.compliance@nt.gov.au).

Yours sincerely

A handwritten signature in dark ink, appearing to read "Meeta Ramkumar".

Meeta Ramkumar  
Director Sustainability and Compliance



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.03
<b>Report Title:</b>	Palmerston and Litchfield Seniors Association Funding Request
<b>Author &amp; Recommending Officer:</b>	Nicky Davidge, General Manager Community & Lifestyle
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Letter of Request for Funding Review

### Executive Summary

This report presents to Council a request to increase current funding from Council to the Palmerston and Litchfield Seniors Association (PLSA).

### Recommendation

THAT Council:

1. approve the request for an increase in the annual funding agreement in years two and three for the Palmerston and Litchfield Seniors Association from \$7,500 to \$10,000; and
2. approve the additional \$2,500 to be taken from the financial reserves and amended in Budget Review 1 2022/23 and include the increase in the 2023/24 budget.

### Background

Council currently funds the PLSA \$7,500 through a three-year funding agreement.

As in Attachment A, the PLSA have requested an increase in funding from \$7,500 to \$10,000.

The funding agreement states 'Council acknowledges that the level of operational funding may need to be increased during the life of this agreement' and 'Associations may make recommendations to Council for amendments and updates to this agreement every three years of during the course of the agreement'.

The PLSA continue to provide senior services in the rural area at low or no cost. The membership base is made up of 40.35% Litchfield seniors and this continues to grow each year.

The PLSA continue to support the Morning Tea for seniors at the Humpty Doo and Rural Area Golf Course, which was an initiative introduced at the request of members from the Litchfield municipality.

Litchfield Council are acknowledged and invited to the Seniors Fortnight opening and closing ceremonies with events also being named after the Council and/or held in the municipality.



Litchfield seniors take advantage of the Palmerston Volunteer Driving Program which has been operating for several years, there is a small fee, however this service is seen as being invaluable for some of the members.

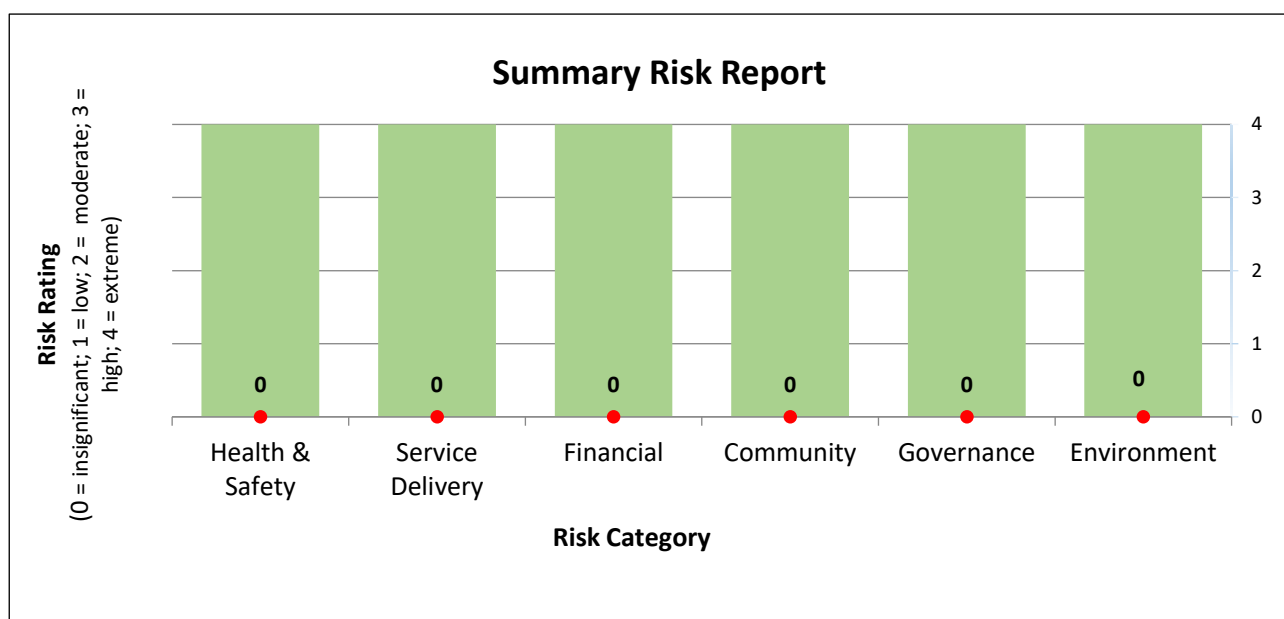
### Links with Strategic Plan

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

### Legislative and Policy Implications

FIN07 – Community Grants, Donations and Sponsorships Policy

### Risks



Nil risks identified

### Community Engagement

As part of the funding agreement, the Palmerston and Litchfield Seniors Association work with Litchfield Council for the Seniors Fortnight event to meet obligations of naming and event locations. The Palmerston and Litchfield Seniors Association acknowledge Litchfield Council as a community sponsor.



# Palmerston And Litchfield Seniors Association Inc.

President: Marg Lee  
Vice President: Neville Driver  
Secretary: Sally Howarth  
Treasurer: Sheryl Sephton  
Public Officer: Neville Driver

Ref No: 5/09

16 September 2022

Linking Seniors through  
Smart Partnerships

Mr Doug Barden  
Mayor Litchfield Council  
PO Box 446  
HUMPTY DOO NT 0836

## ATTACHMENT A

Dear Doug

### REF: PLSA Funding Review

We were recently alerted by Councillor Mark Sidey that the Council is preparing forward estimates for the financial year 2023-2024.

In accordance with the principles of our multi-year operational funding agreement, we hereby give notice under Section 3 of the agreement that "Council acknowledges that the level of operational funding may need to be increased during the life of this agreement."

To this end, the PLSA seek additional funding for the 2023-2024 financial year. In addition to the normal CPI increase we request that the Council lift our base funding from \$7,500 to \$10,000 for the 2 remaining years of our multi-year operational funding agreement.

It has long been recognised that the growth of membership in the Litchfield Council region of our catchment area has been substantial. Allocation of additional places at events cannot be increased without additional support from the Litchfield Council. Information which may assist the Council with its deliberations is as follows:

- 1) **Again**, the membership in the calendar year of 2022 has risen. There are now 69 seniors who are financial members of the PLSA that indicate their residential address is in the Litchfield Council boundary area. **This represents 40.35% of our total membership.**
- 2) This is the third consecutive year of membership increase for the Litchfield Council area.
- 3) The PLSA has continued to support the Morning Tea for seniors at the Humpty Doo And Rural Area Golf Course. Note this initiative was introduced at the request of members from the Litchfield Council region.
- 4) During Seniors Fortnight, we continue our tradition to hold either the Opening or Closing Ceremony within the boundaries of the Litchfield Council boundary area (Village Green) with the Litchfield Council Mayor (or nominee) officiating at that event.
- 5) The Litchfield Council seniors have been actively booking events during Seniors Fortnight, movies and the like and the PLSA has continued to hold firm the policy of a 30/70 split regarding positions at events to provide reasonable access to events for seniors based upon current support level from the Council.  
This decision is premised on the funding allocation from the Litchfield Council. The current funding level provides a 30% allocation of positions at all Seniors Fortnight events and the like. For example;

De Lago Resort Lunch this year:

In total, 120 places allocated. Litchfield Council senior allocation was 36 places (30/70 model).

If funding were lifted, just this event alone would see this allocation lifted to 48 places (40/60 model), thus less people would be placed on the waiting list from the Litchfield Council area.

- 6) Litchfield Council area members also take great advantage of the Palmerston Volunteer Driving Program (PVDP). This program has been operating for several years now. The PLSA have volunteer drivers who will pick up seniors from home, take them to a medical appointment and return them to home, waiting for them at their appointment when they have no other source of transport.

The PLSA charges members \$15.00/trip for this service, even if we pick them up from our extremity boundary of Humpty Doo and take them to the Royal Darwin Hospital (RDH) and return. This service is invaluable to some of our members. It is regularly used by people from Howard Springs and right down to Noonamah.

This is a service to members that we wish to continue to sustain and its use continues to rise annually, particular as seniors get older and feel less confident to drive to locations like the RDH and Alan Walker Cancer Centre. These same seniors are OK to drive to local events, local super markets etc but the longer distances with increased traffic do present a challenge.

- 7) Local business houses in the Litchfield Council area recognise and support the PLSA and your seniors. It is particularly gratifying that during COVID, periods of short staff and lower demand for their product, local businesses continue to strongly support seniors.

It was amazing this year when our Committee Members sought gifts / donations for door prizes for Seniors Fortnight events as we do each year, that such a volume of donations was made – not just the number of donations but in many cases the size of donated gift vouchers; eg: \$50 and \$100 gift cards. The PLSA and seniors are very well supported by local business houses in Litchfield and Palmerston.

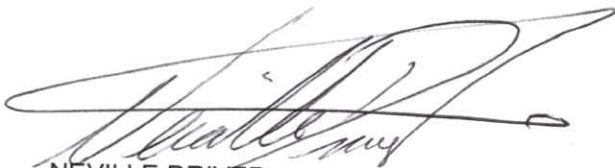
### Summary

In summary, the services provided continue to support the growth of membership. Our events provide opportunities for likeminded seniors to attend such events that they might otherwise not be able to afford, providing opportunities to interact with each other and acknowledge that seniors are valued members of society. **We do not charge members to attend Seniors Fortnight events.**

It is also worth noting that many, many seniors do extensive amounts of volunteering within their communities. Without increased support regionally the PLSA will not be able to meet the demand of events or services that seniors strongly support.

We therefore strongly recommend that the Litchfield Council lift the funding of the PLSA to \$10,000 per year, plus CPI for the balance of the multi-year operational funding agreement

We look forward to your positive support of our seniors.



NEVILLE DRIVER  
Vice President /Public Officer



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.04
<b>Report Title:</b>	Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes
<b>Author</b>	Kate Townsend, Sport and Recreation Officer
<b>Recommending Officer:</b>	Nicky McMaster, General Manager Community and Lifestyle
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Howard Park Committee Minutes 20221003 Unconfirmed B: Knuckey Lagoon Committee Minutes 20221006 Unconfirmed

### Executive Summary

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

### Recommendation

THAT Council receive and note:

1. the unconfirmed Howard Park Committee Minutes of 3 October 2022, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 6 October 2022, at Attachment B.

### Background

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

### Links with Strategic Plan

A Well-Run Council - Good Governance

### Legislative and Policy Implications

Compliance with the Local Government Act 2019.

Risks



Service Delivery

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

Governance

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

Community Engagement

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



**LITCHFIELD  
COUNCIL**



# Howard Park Recreation Reserve Management Committee Meeting

## **MINUTES Monday 3/10/2022**

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

**Kate Townsend, Sport and Recreation Officer**



## Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve  
on Monday, 03 October 2022 at 5:15pm**

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### 1 Opening of Meeting

5:19 pm

### 2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident / local MLA
Gerry Wood	Resident

### 3 Apologies and Leave of Absence

Gerard Rosse	Resident
Fletcher Austin	Resident

### 4 Acknowledgement of traditional ownership

The Chair acknowledged the traditional custodians of this land on which we met. The Chair paid our respects to the Elders past, present and future for their continuing custodianship of the land and the children of this land across generations.

### 5 Disclosures of Interest

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

Nil

## 6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 8/8/2022

Moved: Gerry Wood

Seconded: Maxine Way

## 7 Finance Report

Committee requested a costed report be submitted with the financial report.

Kate Townsend apologised for the oversight and promised to have it included next meeting.

Gerry Wood asked if remaining funds from last financial year can be transferred to this year.

## 8 Operations Report

- Gerry Wood suggested the Red's Baseball Club keep their blue nets in their storage shed as it is.

Kate Townsend will email the club with the suggestion.

- Gerry Wood was interested to understand more on why the irrigation was so damaged.

Kate Townsend to gather further insights from the Parks PL.

- In consideration of the Request for Quote for Cleaning services, Gerry Wood and Gerard Maley would like additional consideration of local contractors when quotes are being assessed.

Kate Townsend explained that Council's current procurement process has a scoring process which allows additional consideration for Litchfield Businesses in relation to that interstate or from other areas to buy local where possible.

- Gerry Wood enquired as to if the softfall at the Skatepark would be replaced with grass to save ongoing costs to council.

Kate Townsend to investigate

- Gerry Wood indicated signs at skatepark need to be removed or replace  
Kate Townsend indicated Council is waiting until vandalism eases before replacing anything that can be damaged.
- Gerry Wood indicated that Southern Districts cricket club would be investigating applying for a community benefit grant to install a Gate at the cricket nets. Gate would need to be durable and of a design which would discourage motorbikes.



Kate Townsend to provide letter of support to when a design/plan is available.

- With regards to Grants, Maxine Way indicated that a quote had been sort to resurface the bitumen although contractor is not available until next year. Kate Townsend encouraged the HD Fire Brigade to prepare the application and meet to run through final details to submit the grant. Contractors can then be scheduled in for next year.
- The Committee requested plans to be sent regarding footpath before request for quote process begins.

Kate Townsend is unfamiliar with the process but will request the infrastructure team sends through plans to before going to the next stage. Kate Townsend requested the committee submit is writing in any special considerations so this can easily be passed on.

#### **Access control System.**

Referring to the Operations report, the Committee rigorously discussed the recommendation to be presented to Council.

- Gerard Maley wanted to know what would happen if the power went out. Kate Townsend explained the system includes a back up battery.
- Gerry Wood wanted to know how user groups felt about the change and thought that community consultation should occur before voted on. Kate Townsend explained that the system was in response to expressed needs from user groups who are frustrated with having to drive to and from Freds Pass to collect/return keys, as well as leave a key deposit. The idea has been widely discussed over a period of a few months, and all feedback appears positive.
- Gerard Maley wanted to know what some of the more mature user groups might think of the system. Kate Townsend explained that this system would allow any one of the people in the group to access the building when their booking started, without having to wait for the one person with the key or if they prefer to use a fob instead of a code to access, how they engage with the system would not change. Once Wifi is enabled at the reserve the code would only be active during the booking time, it would then no longer work.
- The committee asked if user groups stay over their allocated booking time will they be charged. Kate Townsend explained, while not at this stage, eventually Council would move in this direction. Currently council has no way of tracking user access, and some people take advantage of this with excessive usage or impeding on other groups booking by not leaving on time. It would be beneficial to all users to encourage everyone to be practical when making their bookings.

Moved: Gerard Maley

#### **All present voted in favour.**

Gerry Wood commented he would like to see further consultation with user groups.

**Online booking system**

Referring to the Operations report, the Committee rigorously discussed the recommendation to be presented to Council.

- Gerry Wood questioned why all other reserves should be able to benefit from funds designated to Howard Park  
Kate Townsend explained that the primary purpose was to benefit Howard Park, the other reserves are a bonus which represents minimal additional set up cost. Also, only half of the total implementation cost was coming from Howard Park, the other half will be sourced from other areas of the budget. Without the funds from Howard Park, this project would not be able to go ahead this financial year.
- Gerard Maley voiced his support for the new system but wanted to know what would happen if some of the mature user groups did not want to use the system  
Kate Townsend explained that all existing methods of taking bookings would continue, and there did not need to be any change if user groups wanted to continue to engage as they always have. The new system will make the back end more reliable, avoid double bookings and improve accuracy so even without interacting with the new system all users would still benefit.  
If the system was to go down because of faults or issues council could return to the old system as needed.
- Kate Townsend further explained that making this resource available to the other Recreation Reserves Council does not currently manage, would reduce the workload of volunteer committees, improve systems and processes, and potentially increase their revenue all for very little additional cost to council.
- Councillor Salter asked if there was grant funding available to pay for the online booking system.  
Kate Townsend explained that she and others had been looking solidly since the idea arose, but Council was either not eligible or the project did not apply to the selection criteria. This is an expense that is unlikely to be covered by grant funding for local government and why the funds held in reserve need to be used.

Moved: Gerard Maley

**All present voted in favour.**

9      **Business Arising from the Minutes**

10     **General Business**

11     **Other Business**

12     **Next Meeting**

Monday December 5, 2022, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13     **Close of Meeting**

6.25pm

UNCONFIRMED

**Howard Park Recreation Reserve**

Operating results as at **31.08.2022** are summarised below.

	Annual 2022/23 Budget	2022/23 YTD Actuals	2022/23 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2021/22-P2 YTD Actuals	2021/22 YTD Actuals
<b>Revenue</b>							
User Fees & Charges	\$33,600	\$2,582	-	\$31,018	8%	\$3,404	\$24,573
<b>TOTAL REVENUE</b>	<b>\$33,600</b>	<b>\$2,582</b>	<b>-</b>	<b>\$31,018</b>	<b>8%</b>	<b>\$3,404</b>	<b>\$24,573</b>
<b>Expenditure</b>							
Operational Expenses	\$106,080	\$8,153	6,381.68	\$91,546	14%	\$16,107	\$102,531
Repairs & Maintenance	\$20,400	\$3,482	9,388.00	\$7,530	63%	\$3,359	\$15,160
<b>TOTAL EXPENDITURE</b>	<b>\$126,480</b>	<b>\$11,634</b>	<b>15,769.68</b>	<b>\$99,076</b>	<b>22%</b>	<b>\$19,466</b>	<b>\$117,691</b>
Tree Maintenance – Council Land	\$10,000	\$300	-	\$9,700	3%	\$0	\$900
<b>TOTAL EXPENDITURE</b>	<b>\$136,480</b>	<b>\$11,934</b>	<b>15,769.68</b>	<b>\$108,776</b>	<b>20%</b>	<b>\$19,466</b>	<b>\$118,591</b>

# HOWARD PARK OPERATION REPORT OCTOBER 2022

Recreation Reserves Management Committee  
Meeting



Kate Townsend. Sport and Recreation Officer

## UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9 (^2)	6	3
Casual Bookings			

## USER GROUPS

## Howard Hall

- Sam's Dance Studio
- Core Body Fitness x 2
- Top End Mustangs
- Country Women's Association
- Vincent He – Health and Wellbeing Group
- Litchfield Orchid Club
- Mums and Bubs
- **Palmerston Association for Dance**
- **Playgroup NT**

## Whitewood Hall

- Palmerston Yoga
- Karuna Yoga
- Vincent He – Health and Wellbeing Group
- Craft Group
- Lodge of Koolpinyah
- Acupuncture
- Linda Patterson, Psychology

## Howard Park Oval

- Darwin Cricket Competition
- Red's Baseball Club
- Core Body Fitness



## STORAGE

Internal Storage	External Storage sheds
Lodge of Koolpinyah	Howard Springs Scouts
Dr James Acupuncture	Darwin Community Arts
Linda Patterson, Psychologist	Reds Baseball
Palmerston Yoga	

## FINANCIAL REPORT

	2022/2023
Income	8%
Repairs and Maintenance	63%
Operational	14%
Tree budget	3%

At the time of reporting, a comparison figure for last year was not available. At 16% through the financial year, the operational, tree and income budget are sitting relatively as expected. Repairs and maintenance have significantly exceeded expectations due to large, unexpected costs for irrigation and plumbing – to clear blocked and damaged toilets. Some of these costs will be reallocated to emergency repairs, but it is likely budget review will need see an adjustment in the allocation.

## MAINTENANCE

**Works completed this period**

- Replace broken toilet roll holder



- Attend bust water main
- Replace backflow valve
- 15 call outs to plumber to clear blocked toilets or damage
- 7 call outs to repair irrigation

(Appendix A) list of all the current repairs and maintenance jobs requiring council's attention. As the list exceeds current budget allocation, jobs are prioritized and quoted to action according to need and capacity.

## LEASE AGREEMENTS

No updates

## COMMUNICATION AND PROMOTION

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### CLEANING CONTRACT RFQ

The current cleaning contract for Howard Park and Knuckey Lagoon is due to expire on 1 November. Council will be request for quote on Tenderlink, with new and existing contractors invited to submit a quote.

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### CRICKET NETS

Have been completed, a sign will be procured by Council acknowledging the contributions of Sothern Districts Cricket Club, Cricket Australia and Gerry Wood.

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### VANDALISM AND ANTI-SOCIAL BEHAVIOUR

The large costs associated with plumbing this period can mostly attributed to vandalism. Council would be grateful if committee members witnessing anti-social behavior on reserves can call the police/report on crime stoppers website, take photos/video if safe to do so, then notify council if damage has occurred.





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## COMMUNITY BENEFIT GRANT

Large sum Community Benefit Grants have now closed, with round 2 expected around February/March 2023. Smaller amounts of \$10,000 are available year-round and Council enthusiastically encourages community groups to apply for asset and infrastructure upgrades. Please speak with Sport and Rec Officer for support.

## PLANNING AND DEVELOPMENT

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### SECURITY/WIFI ACCESS UPGRADES

An RFQ will be produced and released before the next committee meeting.

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### FOOTPATH

Litchfield Council infrastructure staff will be visiting site early October to scope the project and collect information to generate a RFQ.

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### RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

To utilize residual funds held for Howard Park, the Management Committee will need to make a recommendation to Council, for endorsement at the next council meeting.

Two projects have been identified which can drastically enhance operations of the reserve, significantly improving customer experience and ease of use. These projects include introduction of an online booking system and access control system.

The benefit of introducing these systems at Howard Park will also extend to other Litchfield Council Recreation Reserves. Establishing the systems and processes at one site which can be extended across others will improve overall operations and efficiency.

If both projects go ahead,



## ACCESS CONTROL SYSTEM REPORT

**Request:** Recommend the release \$7,000 from funds held in Reserve from previous management committee for the installation of access control system at Howard Park.

**Project scope:** install code access to replace current key system. This advancement would allow user groups upon booking to be issued a unique identification code to access the building. This code will only be active during designated booking times eliminating the need to collect and return keys from Freds Pass, as well as avoid council having to hold and return a key deposit.

**Benefits:**

- Council will no longer be required to track, reissue or recut keys
- Users will not be required to travel to and from Freds Pass to collect/return keys or leave a key deposit.
- Booking times will reflect actual usage, something council has been unable to track to this time
- Access control system could eventually be programmed to integrate with booking system to further improve efficiency.
- Increased security as doors always remained locked

If successful, this trial could be extended to Knuckey Lagoon further increasing accessibility and Council efficiency.

**Detriments:** Initial installation costs, unforeseeable repairs, and maintenance costs. Transition period may require additional support for those not tech savvy.

**Budget:** \$7013.23

**The item needs to be voted on by the committee to make a recommendation for endorsement by council at the next ordinary meeting.**



## ONLINE BOOKING SYSTEM

**Request:** Recommend the release \$10,000 from funds held in reserve from previous management committee to cover 50% of cost of implementation of online booking system.

**Project scope:** Purchase of dedicated software, with interface to be hosted on Council's website to coordinate and manage all aspects of Council's Recreation Reserve bookings.

**Benefits:**

- Improve customer experience
- Prepare for future growth of reserve utilization
- Improve efficiency of making booking changes/cancellations
- Enquiries and bookings can be made in real time
- Add a site induction feature to booking to improve safety and security
- Payment can be taken at time of booking to assist financial management of user groups, or be invoiced monthly consistent with current practice
- User interface shows current availability to increase incidental bookings
- Security bonds and key deposits can be collected and return automatically
- Increase promotional opportunities
- Shared site for all recreational reserves will increase knowledge and awareness of the facilities currently available in Litchfield.
- Increase information available online to improve efficiency

**Detriments:** Initial installation costs, unforeseeable repairs, and maintenance costs. Transition period may require additional support for users not tech savvy.

**Budget:** \$10,000

Total cost of the project is \$20,000 implementation fee inc subscription. Ongoing costs will be incorporated into Council's yearly budget as of 2023. Howard Park stands to experience the greatest benefit from this project, so is suggested to take on greatest financial investment.

**The item needs to be voted on by the committee to make a recommendation endorsement at the next council meeting.**



## Appendix A : Maintenance and repairs log

Location	Description	Action Required	Priority Score	Quoted
Caretakers shed	Diverts in floor	Removal	2	
Whitewood Hall	Carpet being eaten by mites	removal	2	\$30,000
Entire Reserve	Excess master key and access keys in circulation	Rekey entire site		
Whitewood Hall	Power point not switching off	Removal/replacement	2	
Carpark	Garden Edging	Addition		
Carpark	Tree near Fire Station impeding school bus access	Remove	2	
Carpark	Road base deteriorating around edges of carpark	Repair		
Toilet block	Paint doors and stall walls	Maintain	3	



# Knuckey Lagoon Recreation Reserve Management Committee Meeting

## **MINUTES** **Monday 6/10/2022**

Meeting held commencing 5:45pm  
at Knuckey Lagoon Hall, 110 Brandt Road Knuckey Lagoon

Kate Townsend, Sport and Recreation Officer



## MINUTES

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### Knuckey Lagoon Reserve Committee Meeting

Held in the Knuckey Lagoon Recreation Reserve  
on Thursday 06 October 2022 at 5:45pm

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#### 1 Opening of Meeting

5.45pm

#### 2 Acknowledgement of Traditional Owners

#### 3 Attendees

Kate Townsend	Sport and Recreation Officer (SRO)
Councillor Rachel Wright	Litchfield Council
Amber Martinuzzi	Berrimah Scouts
Lorna Blake	Runner and Walkers Club/Resident
Tov Tagell	Runners and Walkers Club/Resident

#### 4 Apologies and Leave of Absence

Neil Grant	Top End Gem & Mineral Club
Saramat 'Tou' Ruchkaew	NT Thai Association

#### 5 Disclosure of Interest

Nil

#### 6 Confirmation of Minutes

August 8, 2022

**Moved: Councillor Wright**  
**Carried: Kate Townsend**

#### 7 Monthly Finance Report

**Moved: Lorna Blake**  
**Carried: Amber Martinuzzi**

## 8 Operations Report

Regarding the request for quote for cleaning contract Councillor Wright asked that with the new contract if Council could be more prescriptive on what needs to be done, and potentially create a cleaning book for user groups to let the cleaner know what jobs need attention. Noting that cleaning standard needs to be elevated, to help attract more users and professional groups to the reserve. For example, the walls and windows really need a good clean.

Kate Townsend indicated that all correspondence with the cleaner needs to occur through council as the contract manager. If user groups have any feedback, or issues we encourage you to email Council with the details so it can be actioned and followed up accordingly.

Amber Martinuzzi informed the committee that at the end of term the Scouts held an event at Knuckey for local scout groups and there was no soap, toilet paper or hand towel available in the bathroom or any backup supply which was really embarrassing for the group.

Scouts frequently find evidence of campers and parties which have defecated the bush and left a mess. They usually just clean up themselves.

Councillor Wright encouraged user groups to apply for grant funding to improve the reserve and upgrade assets. Council will support applications and help throughout the process.

Discussion of the Runner and Walkers Club applying for funding for an external toilet/shower block in the next Major Grants Round of the Community Benefit fund.

Tove Tagell to take the suggestion back to the Runner and Walkers Club to gauge interest.

**Moved: Tove Tagell**

**Carried: Councillor Wright**

## 9 Business Arising from the Minutes

Issue	Action
Michelle from Berrimah Scouts identified Mosquitos have been severe during the evening and asked if council may be able to undertake misting/spraying	David Jan, Manager of Operations and Environment indicated that mosquito issues are largely unavoidable in such dense bush. Recommended user groups cover up and use repellent to minimise impact as much as possible.
Lighting/reflectors on the road	Add to the Repairs and Maintenance Log
Path from shed to hall	CDO to add to the Repairs and Maintenance Log
Signage	CDO to ask MWF if it is possible to raise the Reserve signage at the front to make group signage more prominent Style guide for signage

Extend road base	Add to the repairs and maintenance log. SRO gathered indications of potential cost and internal indications were \$30,000-\$75,000

## 10 Other Business

- Tove mentioned black ants in power boxes need spraying. Pests in the power boxes has always been an issue for this reserve so would benefit from being regularly scheduled. Kate Townsend to call pest exterminator for treatment asap.
- Councillor Wright enquired on the progress of the Masterplan. Kate Townsend indicated that more information would be available to the reserve committees at the next meeting in December.
- Councillor Wright asked all user groups to please not keep food in the building, especially in the fridge downstairs. It is important casual users have a positive experience and dirty rotting food in the fridge after a power outage is not the impression we would like to give.
- Kate Townsend indicated the infrastructure team completed edging and road patching along the carpark and the driveway. Indications of cost to mark the carpark and extend the road base to the building were gathered and we would be looking at \$30,000-\$75,000 in grant funding. It would be helpful if we could start to gather indications of the number of cars utilising the reserve, to help us plan for future development. Kate Townsend to approach infrastructure team about installing a car counter to gather data.
- Amber Martinuzzi asked if Council could please help increase visibility of the step from the carpark by painting on yellow edging. Kate Townsend to follow up with mobile workforce, or contractor if needed.

## 11 Next Meeting

Next meeting Thursday 8 December 2022 at time 5.45pm Knuckey Lagoon Recreation Reserve.

## 12 Close of Meeting

6.32pm



## ATTACHMENT B



### Knuckey Lagoon Recreation Reserve

Operating results as at **31.08.2022** are summarised below.

	Annual	2022/23 YTD	2022/23 YTD	Variance to Budget	% Spent (Actuals +	2021/22-P2 YTD	2021/22 YTD
	2022/23 Budget	Actuals	Commitments	[Annual Budget – (YTD Actuals + YTD Commitments)]	Commitments / Annual Budget)	Actuals	Actuals
<b>Revenue</b>							
User Fees & Charges	\$8,400	\$692	-	\$7,708	8%	\$1,301	\$6,784
<b>TOTAL REVENUE</b>	<b>\$8,400</b>	<b>\$692</b>	<b>-</b>	<b>\$7,708</b>	<b>8%</b>		<b>\$6,784</b>
<b>Expenditure</b>							
Operational Expenses	\$20,038	\$1,721	517	\$17,800	11%	\$1,564	\$19,993
Repairs & Maintenance	\$8,160	\$0	943	\$7,217	12%	\$195	\$6,082
<b>TOTAL EXPENDITURE</b>	<b>\$28,198</b>	<b>\$1,721</b>	<b>1,460</b>	<b>\$25,017</b>	<b>11%</b>	<b>\$1,759</b>	<b>\$26,075</b>
Tree Maintenance – Council Land	\$10,000	\$2,700	-	\$7,300	27%	\$0	\$5,500
<b>TOTAL EXPENDITURE</b>	<b>\$38,198</b>	<b>\$4,421</b>	<b>1,460</b>	<b>\$32,317</b>	<b>15%</b>	<b>\$1,759</b>	<b>\$31,575</b>

# Knuckey Lagoon Operation Report October 2022



Kate Townsend, Sport and Recreation Officer  
6 October 2022



## COMMITTEE TERMS OF REFERENCE

1. Provide advice on the efficient and effective operations of the Reserve
2. Provide advice to Council concerning strategic or policy issues relating to the Reserve
3. Enhance communication between Council and the community to ensure that the Reserve meets community expectations and need.

## UTILIZATION

	Knuckey Lagoon
Regular user groups	3
Casual Bookings	2

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### REGULAR USER GROUPS

- Top End Gem Club
- Berrimah Scouts
- Darwin Runners and Walkers Club
- NT Thai Association

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### STORAGE

Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts



## FINANCIALS

Figures as of 30<sup>th</sup> August\*

	2022/23
Income	8%
Operational Expenses	11%
Repairs and Maintenance	12%
Tree maintenance	27%

## MAINTENANCE &amp; REPAIRS

**User groups are asked to submit repairs and maintenance requests to the Litchfield Council CDO as they are identified (not at committee meetings).** Jobs are then prioritized and actioned according to budget with progress reported at meetings. Please report progress back to your user groups.

Work completed this period:

- Install new smoke detector
- Rekey locks after vandalism
- Power outage at the service pole x 2 (Power and Water responsibility)
- Replacement of circuit breaker in power box

(Appendix A) Repairs and Maintenance log lists, prioritizes, and costs each job reported to Council from contractors and user groups. This allows jobs to be actioned according to need and budget.



## COMMUNICATION AND PROMOTION

### CLEANING CONTRACT RFQ

The current cleaning contract for Howard Park and Knuckey Lagoon is due to expire on 1 November. Council will be posting a request for quote on Tenderlink, with new and existing contractors invited to submit a quote.

### COMMUNITY BENEFIT GRANT

The large round of Community Benefit Grants has now closed but amounts of up to \$10,000 remain available.

Council is ineligible to apply but encourages user groups to use this opportunity to make infrastructure more fit for your individual purposes. All projects on council land require a project plan, including budget sent to the Community Development Officer which is then submitted for approval by the CEO.

## UPGRADES AND IMPROVEMENTS

### ONLINE BOOKING SYSTEM

Council is in the process of determining the source of funding for the new software. Committee will be updated as project progresses.

### SECURITY/WIFI ACCESS UPGRADES

Council will release an RFG within the next 4 weeks and will notify the committee once the contract has been awarded. Once anticipated completion dates are known we will also share this with the committee.

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## SHED LIGHTING

Council has begun to engage contractors to quote work on this project. The committee will be notified when a quote has been accepted and work is anticipated to begin.



## APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Quoted
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5	
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2	
Downstairs hallway	skirting board missing	Contractor			
General	Painting tired and chipped	paint	Apr-22	2	\$3,908
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2	
Kitchen	Tiles Missing from kickboard	Replacement	Apr-22	4	\$500
Kitchen	Possum entering building via roller door	Block entry	Apr-22	5	
Kitchen	Electric Urn leaking	Service	Apr-22	2	
Outdoor	BBQ's in poor condition	Replacment	Apr-22	3	
Stairs	chipped and flaked paint	Needs repainting	May-22	5	\$1,328
Upstairs	Water damage on left hand side	Replace roof tiles, check roof	Apr-22	4	
Upstairs	Hole in floor	Needs patching	May-22	5	
Car Park	Extend road base to building	Need funding	Sept 22	3	\$75k



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.06
<b>Report Title:</b>	Draft Reconciliation Action Plan
<b>Author &amp;</b>	
<b>Recommending Officer:</b>	Nicky Davidge, General Manager Community & Lifestyle
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Draft Reconciliation Action Plan

### Executive Summary

This report provides Council with an update on the progression of the Reconciliation Action Plan (RAP), an action from the 2021-22 Municipal Plan.

### Recommendation

That Council:

1. recognises the actions that been identified in the draft Reconciliation Action Plan and acknowledge the actions that have already taken place; and
2. agree to the guiding principles of Reconciliation Australia that are addressed in the draft Reconciliation Action Plan.

### Background

The development of a Reconciliation Action Plan was identified as a new initiative in the 2021-22 Municipal Plan. Council is registered with Reconciliation Australia to develop a Reflect RAP.

Reconciliation Australia provide a template for the development of the Reflect RAP including mandatory actions to be undertaken to receive their endorsement. The draft RAP, provided at Attachment A, provides the minimum requirements for receiving endorsement and is centred on 'setting the scene' for reconciliation.

Well documented evidence shows reconciliation benefits the whole community, with RAPs providing benefits beyond relationship building. As in Attachment A there are several actions that explore supporting Aboriginal and Torres Strait Islander employment and supporting other organisations who provide good opportunities for Aboriginal and Torres Strait Islander peoples through Council's procurement processes.

There are several actions in the RAP Council is already undertaking such as recognising Aboriginal and Torres Strait Islander cultures locally by holding Acknowledgement of Country proceedings at Ordinary Council meetings. Council has also raised the Aboriginal flag at multiple Council facilities and hosted Welcome to Country ceremonies at a number of Council run events. Including an Acknowledgement of Country on our website and emails has also been complete.



Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks



Nil identified.

Community Engagement

The Reflect Reconciliation Action Plan is the internal component of the process so broader community engagement has not been undertaken in the development of this stage. To assist with the development of the Reflect RAP, staff and Elected Members were sent a non-compulsory survey to complete.

**Litchfield Council**

**REFLECT**

**Reconciliation Action Plan**

**December 2022 – June 2024**

DRAFT

## **Acknowledgment of Traditional Owners**

Litchfield Council acknowledges the Traditional Custodians of the lands we live and work on, which now comprises the Litchfield Municipality. We recognise their continuing connection to Lands, Waters and Communities and pay respect to the Elders past, present and emerging.

## **MAYOR MESSAGE**

*This message will be developed with in line with the resolution and available for consideration prior to seeking conditional approval.*

**Doug Barden**

**Mayor**

## **CEO MESSAGE**

*This message will be developed with in line with the resolution and available for consideration prior to seeking conditional approval.*

**Stephen Hoyne**

**Chief Executive Officer**

## **OUR BUSINESS**

Litchfield Municipality is situated on the outskirts of Darwin amid tropical rural bushland, boasting a rural lifestyle with a wide range of well managed services and facilities available to its residents and visitors. The Litchfield Municipality is home to the Larrakia, Woolna and Kungarakany Aboriginal peoples.

Spread over 3,100sqkm, Litchfield is rapidly growing offering larger land parcels for families and is currently home to over 25,500 people. As of the 2016 Australian Census, 2,308 people identified as Aboriginal or Torres Strait Islander, representing just over 10% of the total population.

Litchfield residents enjoy a rural lifestyle which combines a mix of rural residential, horticultural, agricultural and industrial interests within its boundaries. In response to the growing population of the rural area, Litchfield Council was established in 1985 provides local government services and advocacy for the residents of the Litchfield Municipality.

Council is governed by seven Elected Members, including the Mayor, who represent the community and operate in accordance with the Local Government Act. Council's services are delivered by its employees, of which there are currently 65 staff, with 3% of staff identifying as Aboriginal or Torres Strait Islander peoples.

Community members are highly engaged with many actively involved in their communities. Several residents volunteer with Council services, such as the Recreation Reserves, and there is a strong and passionate representation on the various Council Committees and Working Groups.

The Council Chambers and administration office are located in Freds Pass.

### **Council's Vision for Reconciliation**

Litchfield Council believes reconciliation is everyone's business and is proudly taking steps towards reconciliation.

Our vision was created following feedback from Elected Members and staff who provided input as to what reconciliation means to them.

Our vision is to achieve genuine reconciliation in our community through education, forming of strong relationships and by recognition of Traditional Owners and their continuing connection to lands, waters and communities. Crucial to this, is the recognition of Australia's history.

As an organisation we are committed to increasing our understanding, respect and relationships with First Nations Communities to deliver inclusive and culturally appropriate services that uphold our corporate values.

Litchfield Council is only just beginning to embark on the journey of reconciliation and this RAP is the first step of a shared journey to embed the principles of reconciliation into the fabric of our working culture and community.

### **Council's Commitment to Reconciliation**

Council has developed a Reconciliation Action Plan to take meaningful steps forward to build relationships, respect and trust between the Litchfield Community and Aboriginal and Torres Strait Islander peoples for the benefit of the broader community. This Plan underpins the commitment from Council to work with Aboriginal and Torres Strait Islander peoples on a set of actions that will demonstrate respect, build relationships, and provide opportunities.

Council strives to provide leadership to the broader community through education, acknowledgment and celebration of Aboriginal and Torres Strait Islander peoples, cultures and their significance to the land and our community as Australia's First Peoples.

The 2021-22 Municipal Plan references the development of a Reflect RAP as a commitment from Council as the first step towards reconciliation. The actions and vision for our RAP will be delivered across the Municipality. The RAP will be reviewed at the end of the 18-month term to prepare and plan for future RAPs.

Council has begun to recognise Aboriginal and Torres Strait Islander cultures locally by holding Acknowledgement of Country proceedings at Ordinary Council meetings. Council has also raised the Aboriginal flag at multiple Council facilities and hosted Welcome to Country ceremonies at several Council run events. Addition of the Acknowledgement of Country on Council's website and staff emails has also been complete.

Litchfield Council acknowledges that the reconciliation journey will be long and appreciates the need to undertake additional and ongoing engagement with local Aboriginal and Torres Strait Islander Peoples to help achieve this plan together.

**The principles we aspire to which underpin our work:**

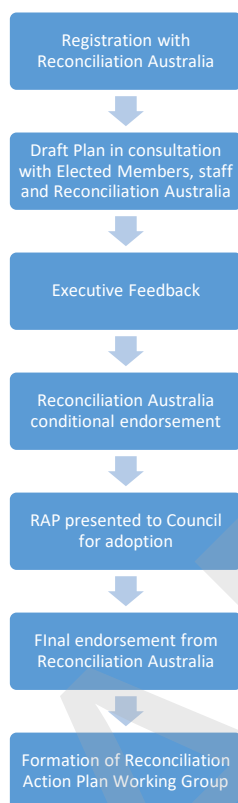
Accountability – we take responsibility for our commitments by doing what we say we will do when we say we will do it.

Respect – we treat everyone the way we would like to be treated, respecting their expertise, opinion, contribution and time.

Communication – We openly share the right information in the right way to the right people at the right time.

Honesty and Trust – We demonstrate integrity in everything we do by being open, honest and truthful to nurture a culture of trust

## The Process for Developing the Reconciliation Action Plan



## ACTION PLAN

The Action Plan outlines actions and deliverables in line with the four pillars of:

Relationships  
Respect

Opportunities  
Governance

This Plan outlines the timelines and accountability for each deliverable.

Relationships			
Action	Deliverable	Timeline	Responsibility
1. Establish and strengthen mutually beneficial relationships with Aboriginal and Torres Strait Islander stakeholders and organisations.	<ul style="list-style-type: none"> <li>Identify Aboriginal and Torres Strait Islander stakeholders and organisations within our local area or sphere of influence.</li> </ul>	February 2023	Community & Lifestyle
	<ul style="list-style-type: none"> <li>Research best practice and principles that support partnerships with Aboriginal and Torres Strait Islander stakeholders and organisations.</li> </ul>	March 2023	Community & Lifestyle
2. Build relationships through celebrating National Reconciliation Week (NRW).	<ul style="list-style-type: none"> <li>Circulate Reconciliation Australia's NRW resources and reconciliation materials to our staff.</li> </ul>	May 2023	Manager People and Performance
	<ul style="list-style-type: none"> <li>RAP Working Group members to participate in an external NRW event.</li> </ul>	27 May- 3 June 2023	RAP Working Group
	<ul style="list-style-type: none"> <li>Encourage and support staff and senior leaders to participate in at least one external event to recognise and celebrate NRW.</li> </ul>	27 May- 3 June 2023	Manager People and Performance
3. Promote reconciliation through our sphere of influence.	<ul style="list-style-type: none"> <li>Communicate our commitment to reconciliation to all staff and Elected Members</li> </ul>	December 2023	Mayor and CEO
	<ul style="list-style-type: none"> <li>Identify external stakeholders that our organisation can engage with on our reconciliation journey.</li> </ul>	April 2023	Community & Lifestyle
	<ul style="list-style-type: none"> <li>Identify RAP and other like-minded organisations that we could approach to collaborate with on our reconciliation journey.</li> </ul>	April 2023	Community & Lifestyle
4. Promote positive race relations through anti-discrimination strategies.	<ul style="list-style-type: none"> <li>Research best practice and policies in areas of race relations and anti-discrimination.</li> </ul>	November 2023	Policy and Governance Program Leader

	<ul style="list-style-type: none"> <li>Conduct a review of internal HR policies and procedures to identify existing anti-discrimination provisions, and future needs.</li> </ul>	November 2023	Policy and Governance Program Leader
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Respect			
Action	Deliverable	Timeline	Responsibility
5. Increase understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights through cultural learning.	<ul style="list-style-type: none"> <li>Develop a business case for increasing understanding, value and recognition of Aboriginal and Torres Strait Islander cultures, histories, knowledge and rights within our organisation.</li> </ul>	October 2023	Manager People and Performance
	<ul style="list-style-type: none"> <li>Conduct a review of cultural learning needs within our organisation.</li> </ul>	October 2023	Manager People and Performance
6. Demonstrate respect to Aboriginal and Torres Strait Islander peoples by observing cultural protocols.	<ul style="list-style-type: none"> <li>Develop an understanding of the local Traditional Owners or Custodians of the lands and waters within our organisation's operational area.</li> </ul>	December 2023	Community & Lifestyle
	<ul style="list-style-type: none"> <li>Increase staff and Elected Members' understanding of the purpose and significance behind cultural protocols, including Acknowledgement of Country and Welcome to Country protocols.</li> </ul>	January 2023	CEO
	<ul style="list-style-type: none"> <li>Continue to include an Acknowledgement of Country at the commencement of Council Meetings</li> </ul>	Ongoing	CEO
	<ul style="list-style-type: none"> <li>Continue to engage a local Traditional Owner or Custodian to provide a Welcome to Country at significant events each year</li> </ul>	Ongoing	Manager Engagement and Communications
7. Build respect for Aboriginal and Torres Strait Islander cultures and histories by celebrating NAIDOC Week.	<ul style="list-style-type: none"> <li>Raise awareness and share information amongst our staff about the meaning of NAIDOC Week.</li> </ul>	June 2023	Manager People and Performance
	<ul style="list-style-type: none"> <li>Introduce our staff to NAIDOC Week by promoting external events in our local area.</li> </ul>	June 2023	Manager People and Performance
	<ul style="list-style-type: none"> <li>RAP Working Group to participate in an external NAIDOC Week event.</li> </ul>	First week in July 2022	RAP Working Group



Opportunities			
Action	Deliverable	Timeline	Responsibility
8. Improve employment outcomes by increasing Aboriginal and Torres Strait Islander recruitment, retention and professional development.	• Develop a business case for Aboriginal and Torres Strait Islander employment within our organisation.	October 2023	Manager People and Performance
	• Build understanding of current Aboriginal and Torres Strait Islander staffing to inform future employment and professional development opportunities.	October 2023	Manager People and Performance
9. Increase Aboriginal and Torres Strait Islander supplier diversity to support improved economic and social outcomes.	• Develop a business case for procurement from Aboriginal and Torres Strait Islander owned businesses.	November 2023	Manager Corporate Services
	• Investigate Supply Nation membership.	October 2023	Manager Corporate Services

Governance			
Action	Deliverable	Timeline	Responsibility
10. Establish and maintain an effective RAP Working Group (RWG) to drive governance of the RAP.	• Form a RWG to govern RAP implementation.	January 2023	Community & Lifestyle
	• Draft a Terms of Reference for the RWG.	January 2023	Community & Lifestyle
	• Establish Aboriginal and Torres Strait Islander representation on the RWG.	February 2023	Community & Lifestyle
11. Provide appropriate support for effective implementation of RAP commitments.	• Define resource needs for RAP implementation.	January 2023	Community & Lifestyle
	• Engage senior leaders in the delivery of RAP commitments.	January 2023	General Manager Community and Lifestyle
	• Define appropriate systems and capability to track, measure and report on RAP commitments.	January 2023	Community & Lifestyle

12. Build accountability and transparency through reporting RAP achievements, challenges and learnings both internally and externally.	<ul style="list-style-type: none"> <li>Complete and submit the annual RAP Impact Measurement Questionnaire to Reconciliation Australia.</li> </ul>	30 September, 2023	Community & Lifestyle
13. Continue our reconciliation journey by developing our next RAP.	<ul style="list-style-type: none"> <li>Register via Reconciliation Australia's <a href="#">website</a> to begin developing our next RAP.</li> </ul>	December 2023	Community & Lifestyle



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.06
<b>Report Title:</b>	Breach of Code of Conduct – Draft Summary of Decision
<b>Author and Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Summary of Decision

### Executive Summary

The purpose of this report is to approved Draft Summary of Decision related to the Code of Conduct Complaint against Mayor Barden to be tabled in the open section of the October ordinary council meeting as part of Council's public business papers. The Draft Summary of Decision was tabled and approved at the September 2022 ordinary confidential council meeting. Approval is also being sought to finalise the matter of a Code of Conduct complaint received by the Chief Executive Officer (CEO) on 5 May 2022 regarding an alleged Breach of Council Code of Conduct.

Complainant: Mr Philip O'Driscoll  
Respondent: Mayor Doug Barden

### Recommendation

THAT Council

1. receipt and note the Summary of Decision relating to the Code of Conduct complaint against Mayor Barden, and;
2. finalise the matter of a Code of Conduct complaint received by the Chief Executive Officer (CEO) on 5 May 2022 regarding an alleged Breach of Council Code of Conduct.

### Background

1. The complainant alleges that the respondent breached the [EM02 Councillor Code of Conduct](#) policy sections 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.10, 4.1.11.2.

<b>4.1.1</b>	Honesty and integrity A member must act honestly and with integrity in performing official functions.
<b>4.1.2</b>	Care and diligence A member must act with reasonable care and diligence in performing official functions.
<b>4.1.3</b>	Courtesy A member must act with courtesy towards other members, council staff, electors and members of the public.
<b>4.1.4</b>	Prohibition on bullying A member must not bully another person in the course of performing official functions.
<b>4.1.10</b>	Accountability

	A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
<b>4.1.11.2</b>	In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgement about what best advances the best interests of the municipality, region or shire.

Section 119 of the *Local Government Act 2019* (The Act), set out in Schedule 1 governs the conduct of members of an audit committee, a council, a council committee and a local authority. It is the personal responsibility of Council Members to ensure that they are familiar with, and comply with, the principles in the Code at all times.

At the Ordinary Council Meeting held 21 June 2022 Council accepted the request of the respondent to refer to third party and referred the complaint. The Council referred the matter to a third party for investigation as per section 124(1) on 21 June 2022.

Council have taken into consideration advice provided by the third party in relation to the complaint; and decided the complaint at the Ordinary Council Meeting held 19 July 2022, in accordance with section 123 of the Act.

A decision notice was provided to both the complainant and the respondent on the 21 July 2022. The decision notice set out the decision and the Council's reasons for the decision, it also stated that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

The 28-day appeal period has expired and neither party applied to LGANT for consideration of the complaint under section 126(3) of the Act.

As per Item 4.9.2 of the GOV19 Breach of Code of Conduct policy the CEO will prepare a summary of the decision to be reviewed by the Council in the confidential session of the next meeting of the Council.

The summary of the decision, **Attachment A** is to set out the following information:

- a) the names of the complainant and respondent;
- b) the date of the decision;
- c) a concise description of the conduct alleged to have been a breach of the Code of Conduct;
- d) if a Code of Conduct was found to be breached – the item(s) of the Code of Conduct that the respondent contravened; or
- e) if a Code of Conduct was not found to be breached – that no contravention of the Code of Conduct was established by the Council or council panel; and
- f) any actions or recommendations made by the Council.

The Council will consider the summary of the decision and, subject to the Council's approval of the information that is to be included, finalise the summary.

The approved summary is to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

As per section 51(2) of the *Local Government (General) Regulations 2021*:

51(2) The following information is no longer confidential after the complaint has been decided:

- (a) a decision notice in relation to the complaint;
- (b) a report of proceedings or findings of the complaint including a summary of decision under regulation 80 or 81.

On Monday 8 August 2022 Mayor Douglas Barden provided a written apology by email to the Complainant Mr Philip O'Driscoll.

This report provides a summary of decision tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

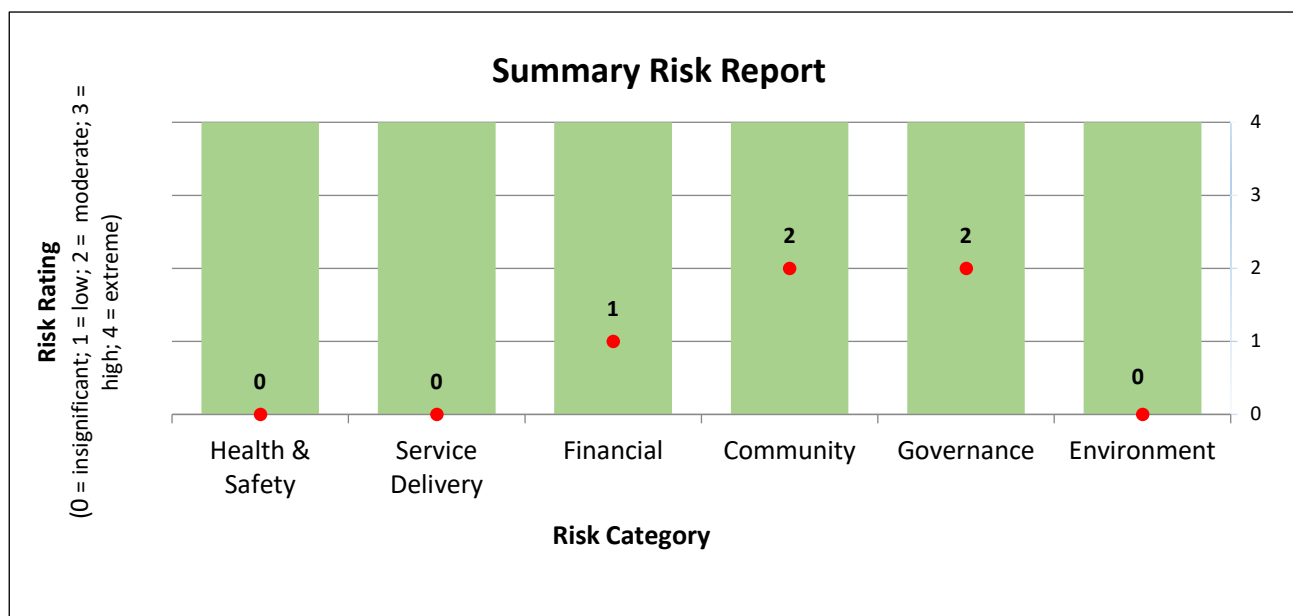
### Legislative and Policy Implications

The Chief Executive Officer (CEO) carries out the role of secretariat in relation to a complaint and communicates with complainant, respondent, and any relevant witnesses on behalf of the Council or Council panel.

[GOV19 Breach of Code of Conduct](#)

[EM02 Councillor Code of Conduct](#)

### Risks



### Financial

A low risk has been attributed to the financial risk for this matter.

### Community

There is a moderate risk that the community will lose confidence in the Council if a suitable decision and outcome is not made. Although the Act provides for several different avenues and outcomes, Council should consider whether transparency, integrity and competency will be compromised.

### Governance

Section 7.4 of the Act provides for contraventions of code of conduct. There is an enormous amount of information and advice that has been provided in relation to the above process. A lot of the information is open to interpretation. This creates a moderate risk for unknown governance issues with complying with the Act and relevant Guidelines and policies. Ensuring Council has sound reasoning for the decision will mitigate this risk.

### **Community Engagement**

Not applicable.

## ATTACHMENT A

## Code of Conduct Complaint – Summary of Decision

Section 119 of the *Local Government Act 2019* (The Act), set out in Schedule 1 governs the conduct of members of an audit committee, a council, a council committee and a local authority. It is the personal responsibility of Council Members to ensure that they are familiar with, and comply with, the principles in the Code at all times.

Pursuant to Section 80 of the *Local Government (General) Regulations 2021* the CEO must table a summary of the decision at the next ordinary meeting of the council.

A complaint was received by the Chief Executive Officer (CEO) on 5 May 2022 regarding a Breach of Council Code of Conduct.

Complainant: Mr Philip O'Driscoll

Respondent: Mayor Douglas Barden

The complainant alleges that the respondent breached the EM02 Councillor Code of Conduct policy sections 4.1.1, 4.1.2, 4.1.3, 4.1.4, 4.1.10 and 4.1.11.2.

<b>4.1.1</b>	Honesty and integrity A member must act honestly and with integrity in performing official functions.
<b>4.1.2</b>	Care and diligence A member must act with reasonable care and diligence in performing official functions.
<b>4.1.3</b>	Courtesy A member must act with courtesy towards other members, council staff, electors and members of the public.
<b>4.1.4</b>	Prohibition on bullying A member must not bully another person in the course of performing official functions.
<b>4.1.10</b>	Accountability A member must be prepared at all times to account for the member's performance as a member and the member's use of council resources.
<b>4.1.11.2</b>	In particular, a member must seek to ensure that the member's decisions and actions are based on an honest, reasonable and properly informed judgement about what best advances the best interests of the municipality, region or shire.

Council have taken into consideration advice provided by the third party in relation to the complaint; and decided the complaint at the Ordinary Council Meeting held 19 July 2022, in accordance with section 123 of the Act.

Council determined that the respondent has contravened the code of conduct as per the *Local Government Act 2019* clauses:

**4.1.2. Care and diligence** (1 Count) A member must act with reasonable care and diligence in performing official functions.

**4.1.3. Courtesy** (2 Counts) A member must act with courtesy towards other members, council staff, electors and members of the public.

The Council considered the evidence and determined Mayor Douglas Barden did not act with courtesy towards a member of the public, the complainant during an occasion at Fred's Pass Rural Markets and contravened the Elected Member Code of Conduct 4.1.3 – Courtesy - *A member must act with courtesy towards other members, council staff, electors and members of the public.*

The third-party investigation provided evidence which declared that Mayor Douglas Barden believed that he acted with as much courtesy as could be expected with the accusations being made that he was a liar and that the Respondent admits to:

- Giving the Complainant a dirty look;
- Possibly moving his shoulder towards the Complainant;
- Knowing it was time to end the discussion before it got out of hand;
- Telling the Complainant he could go and get stuffed.

Council considered the third-party investigation providing evidence and determines Mayor Douglas Barden did not act with reasonable 4.1.2. Care and Diligence and 4.1.3. Courtesy when performing this official function when posting on the public forum, Facebook.

In response to a post by Councillor Rachael Wright on the public forum, Facebook Mayor Douglas Barden posted the comment '*you have all the councillors support & we are working behind the scenes to shut this person up. He should be taking his grievances out on me & nobody else.*'

The third-party evidence noted Mayor Douglas Barden has declared that his Facebook post were not made in his official capacity as Mayor, they were made by him as Douglas BARDEN supporting Rachael WRIGHT. He believes if he was to make an official post as Mayor, it would have to be on Council's web site, or Council Facebook Page. The Investigator noted that this assertion contradicts the previous declaration that Mayor Douglas Barden was supporting a Councillor based on other conversations with Elected Members.

The third-party investigation provided evidence confirming that Mayor Douglas Barden admitted that he 'assumed' and 'presumed' before responding as though the person referred to was Mr Philip O'Driscoll.

The evidence considered included, but is not limited to:

- Duly signed statutory declaration from the Complainant;
- Duly signed statutory declaration from the Respondent;
- Facebook posts provided with the Complaint;
- Email from Council.

Council noted that the respondent has attended Media and Communications training on 9 July 2022 and the Social Media training delivered by Local Government Association of the Northern Territory (LGANT) on 15 June 2022, both training session conducted after the contraventions occurred.

Council decided the complaint at the Ordinary Council Meeting held 19 July 2022 and requested that the Respondent provide a written apology to the complainant in relation to contraventions of the council's code of conduct by 8 August 2022.

A decision notice was provided to both the complainant and the respondent on the 21 July 2022.



The decision notice set out the decision and the Council's reasons for the decision, it also stated that within 28 days of receiving the notice, either party may apply to LGANT to reconsider the complaint.

On Monday 8 August 2022 Mayor Douglas Barden provided a written apology by email to the Complainant Mr Philip O'Driscoll.

The 28-day appeal period has expired and neither party applied to LGANT for consideration of the complaint under section 126(3) of the Act.

Pursuant to Section 80 of the *Local Government (General) Regulations 2021* and Council Policy Breach of Code of Conduct GOV19 the CEO must table a summary of the decision to be tabled in the open section of the next ordinary council meeting as part of Council's public business papers.

**Stephen Hoyne**  
Chief Executive Officer



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.07
<b>Report Title:</b>	Nature and Timing of December Ordinary Council Meetings
<b>Author and Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	Nil

### Executive Summary

This report seeks a decision from Council on the meeting date and time of ordinary meetings of Council held in December for the duration of the term of the current Council.

### Recommendation

THAT Council:

1. Council brings forward the Ordinary Council Meeting in December 2022 from Tuesday 20 December to Tuesday 13 December 2022 at 6:00pm in the Council Chambers; and
2. pursuant to Section 90(3)(b) of the Local Government Act, commencing in December 2022 and for the remainder of the term of the current Council, Council will hold its December ordinary monthly meeting on the second Tuesday each month, commencing at 6:00pm.

### Background

Council considers the setting of meeting dates and times for ordinary meetings of Council.

In December, the third Tuesday of the month occurs in the week preceding the Christmas and New Year holiday period. To ensure that Council business can be dealt with and followed up within operational periods, it is advised to bring the schedule December Ordinary Council Meeting forward to the second Tuesday of the month. A precedent for moving the Ordinary Council meeting forward a week was set in 2021 and worked well.

In terms of legislation, this is covered in Section 90 of the Local Government Act which provides:

Section 90 – Nature and timing of Council Meetings

- (1) *A council must hold a meeting of its members (an ordinary meeting) at least once in each successive period of 2 months.*
- (2) *Subject to this Act, a council may deal with business of any kind at an ordinary meeting.*

- (3) *The first ordinary meeting of a council to be held after a general election must:*
  - (a) *be held within 21 days after the conclusion of that general election; and*
  - (b) *set the schedule for the holding of ordinary meetings for the term of the council*
- (4) *The schedule for the holding of ordinary meetings may be altered at a subsequent meeting.*
- (5) *The council may hold a meeting to deal with a particular item of business (a special meeting) whenever circumstances require.*

## Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Progress - Continuity of Services and Facilities

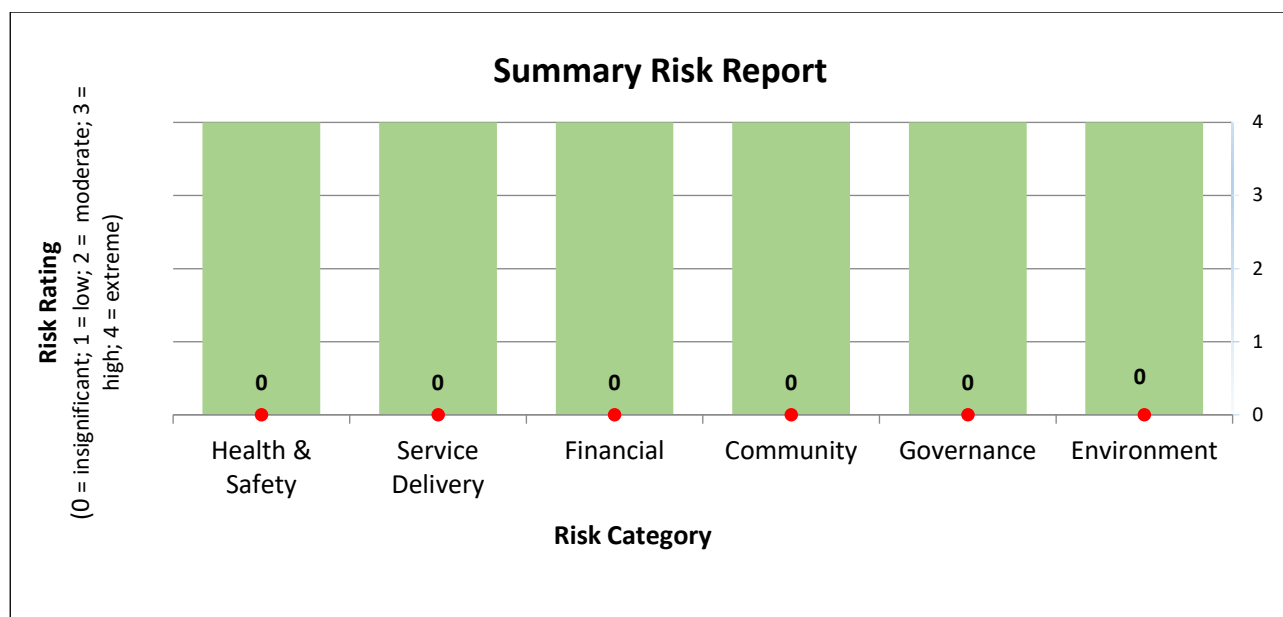
## Legislative and Policy Implications

Local Government Act Section 90(3)(b)

GOV02 Meeting Procedures

EM03 Access to Meetings

## Risks



Nil risks identified.

## Community Engagement

The Litchfield Council website provides notification that Council Meetings commence at 6.00pm and are held at the Litchfield Council Chambers, 7 Bees Creek Road, Freds Pass on the third Tuesday of every month (unless otherwise stated) and with the exception of the December meeting, which is held on the second Tuesday of the month.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.03.01
<b>Report Title:</b>	Summary Planning and Development Report September 2022
<b>Author:</b>	Jaimie O'Connor, Business Support Officer (IA)
<b>Recommending Officer:</b>	James Morgan, Manager Infrastructure and Assets
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: PA2022/0293 (Figure 1.) B: PA2022/0290 (Figure 2.) C: PA2022/0300 (Figure 3.) D: PA2022/0314 (Figure 4.) E: PA2022/0333 (Figure 5.) F: PA2022/0330 (Figure 6.) G: PA2021/0254 Planning Scheme Amendment H: PA2022/0348 (Figure 7.)

### 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 1 September 2022 to 30 September 2022.

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	8
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	15
Works Permits	7

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

### Recommendation

THAT Council:

1. receive the Summary Planning and Development Report September 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-H of 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	7
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: Additional detail is provided below on all development applications.</b>	

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 on the following page describes the Development Applications that are supported by Council.

Application Number, Address, and Attachment Reference	Purpose and Summary
<p><b>PA2022/0293</b></p> <p><b>16 Matthew Hopkins Rd, Holtze NT (Section 06192 Hundred of Bagot)</b></p> <p>Attachment A</p> <p>Figure 1.</p>	<p><u>Warehouse with ancillary office</u></p> <p>Council does not object</p> <p>The proposal for a warehouse development is consistent with the Zone GI (General Industry), and the 6500m2 site is sufficient to accommodate the proposal.</p>
<p><b>PA2022/0290</b></p> <p><b>65 Middle Arm Rd, Weddell NT (Section 02932 Hundred of Strangways)</b></p> <p>Attachment B</p> <p>Figure 2.</p>	<p><u>Dwelling-Single</u></p> <p>Council does not object</p> <p>The proposed dwelling-single is on one lot, being Section 02932, however the applicant has also listed Section 02933 and Section 04561. It is assumed that the applicant has listed other properties in ownership to illustrate that access will be maintained through those lots to Cox Peninsula Road. Whilst within Zone FD, the current neighbourhood character and future Peri-Urban usage is predominantly of a nature consistent with Zone R (Rural) and Zone RL (Rural Living). The proposal for a dwelling-single complies with all requirements of the NT Planning Scheme 2020,</p>
<p><b>PA2022/0300</b></p> <p><b>60 Aldridge St &amp; 29 Ringwood Rd, Southport NT (Lot 321, 322 Townsite of Southport)</b></p> <p>Attachment C</p> <p>Figure 3.</p>	<p><u>Consolidation 2 lots into 1</u></p> <p>Council does not object</p> <p>Council recognises that, whilst the site is located in the Townsite of Southport, it is legacy settlement from the 1869 Surveyor-General of South Australia, George Goyder's surveys. Despite being a Townsite, it is not treated as such in the NT Planning Framework with neither the Darwin Regional Land Use Plan 2015 nor the Litchfield Subregional Land Use Plan 2016 identifying it for investment or urbanisation. The Framework prescribes Southport Township as a 'Rural Area,' which is broadly allocated to maintain rural amenity and lifestyle choice, whilst the land use of the site is Zone RR (Rural Residential). The purpose of Zone RR is to provide residential lots with a semi-rural character. The consolidation is therefore supported as it complies with both the intent of the Framework and purpose of the Zone RR.</p>

<p><b>PA2022/0314</b></p> <p><b>80 Coral Road, Herbert NT (Section 03333 Hundred of Strangways)</b></p> <p>Attachment D</p> <p>Figure 4.</p>	<p><u>Dwelling-Independent with separate effluent disposal system</u></p> <p>Council does not object</p> <p>The proposed dwelling-independent is within the 80m<sup>2</sup> maximum allowable floor area to be considered a subordinate use at just 63m<sup>2</sup>.</p> <p>The proposed dwelling site exceeds the minimum setback requirement of zone RL Rural Living.</p> <p>The site location and area provide sufficient opportunity to accommodate a separate effluent disposal system, and the applicant has provided all relevant technical assessments to demonstrate this.</p>
<p><b>PA2022/0333</b></p> <p><b>295 Livingstone Road, Livingstone NT (Lot 00006 Hundred of Cavenagh)</b></p> <p>Attachment E</p> <p>Figure 5.</p>	<p><u>Animal Boarding/ Breeding Kennels</u></p> <p>Council does not object</p> <p>It is recognised that, per the Part 4 Assessment Table for Zone R of the Northern Territory Planning Scheme 2020 (NTPS), developments such as ‘animal boarding’ and ‘intensive animal husbandry’ are impact assessable.</p> <p>Noting the Zone R (Rural) outcomes in Part 4 of the NTPS, these uses are only permissible where the scale, intensity and nature of the activity is compatible with the rural character and amenity of the surrounding locality. As such, should any neighbouring concerns over amenity impacts be raised during the exhibition period of the Development Application regarding matters such as noise from barking dogs, Council may amend or withdraw its lack of objection.</p>
<p><b>PA2022/0330</b></p> <p><b>2054 Arnhem Highway, Lambells Lagoon NT (Section 1581 Hundred of Guy)</b></p> <p>Attachment F</p> <p>Figure 6.</p>	<p><u>Transport Terminal</u></p> <p>Council does not object</p> <p>Council supports local businesses and economic growth for the region. Provided it is considered sustainable and appropriate development for this nationally significant tourist precinct should be encouraged.</p>
<p><b>PA2021/0254</b></p> <p><b>NT Planning Scheme 2020</b></p> <p>Attachment G</p>	<p><u>Amendment to the NT Planning Scheme 2020</u></p> <p>A number of amendments were noted in the proposed NT Planning Scheme 2020.</p> <p>This letter of comment broadly addresses these.</p>

<p><b>PA2022/0348</b></p> <p><b>125 Golding Road, Acacia Hills NT</b>  <b>(section 01513 Hundred of Colton)</b></p> <p>Attachment H</p> <p>Figure 7.</p>	<p><u>Clearing of Native Vegetation</u></p> <p>Council does not object</p> <p>The proposal allows for the development of a mango orchard, which is consistent with Zone Rural of the NT Planning Scheme 2020. Council notes that the clearing has been well considered in that it retains 100m boundary buffers along the southern, western and northern boundaries. These will mitigate potential impacts from the clearing, as well as intended future horticultural industry uses.</p>
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## **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>
1

## **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>Application Date Received</b>	<b>Proposed Works Start Date</b>	<b>Location of Works Permit Application</b>	<b>Purpose of works</b>
1/09/2022	05/09/2022	123 Menaja Road, Howard Springs	Installation of 100m water trench
5/09/2022	20/09/2022	15 Duff Road/ 135 Wanderrie Road, Humpty Doo	PWC - Pole Top Maintenance
16/09/2022	03/10/2022	Pencilflower Rd (176 Bees Creek Rd)	PWC - New Power connection
16/09/2022	04/10/2022	300 Thorngate Road, Holtze	PWC - HV pole works
19/09/2022	03/10/2022	17 Lorikeet Drive, Herbert	PWC - Pole Top Maintenance
19/09/2022	19/09/2022	24 Jukes Road, Humpty Doo	Driveway Crossover - Jarkira
20/09/2022	11/10/2022	455 Thorngate Road, Holtze	PWC - Earthing Works

**Links with Strategic Plan**

Prosperity - Our Economy and Growth

**Legislative and Policy Implications**

Not applicable to this report.

**Risks**



Nil identified.

**Community Engagement**

Not applicable.



2 September 2022

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

**RE: Letter of Comment Development Application, Warehouse with Ancillary Office**

**PA2022/0293, 16 Mathew Hopkins Road, (Sec. 06192) Hundred of Bagot, Holtze NT**

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Thank you for the Development Application referred to this office on 19 August 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Permit to develop a warehouse with ancillary office, and as per Section 49(6) of the *NT Planning Act 1999*, provides the following comments and conditions:**

- a) The proposal for a warehouse development is consistent with the Zone GI (General Industry), and the 6500m<sup>2</sup> site is sufficient to accommodate the proposal.
- b) Litchfield Council welcomes local business growth and encourages economic activity within activity centres such as Holtze, with the development being consistent with the Planning Framework as set out in the Litchfield Subregional Land Use Plan.
- c) Litchfield Council further supports the development for the employment opportunities that it will achieve for the area, both during and after the construction phase.

**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) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge

into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

**Should the application be approved, the following 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 Litchfield Council, at no cost to Litchfield Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Yours faithfully



James Morgan  
Manager Infrastructure and Assets



Figure 1.



9 September 2022

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

**RE: Letter of Comment Development Application – Dwelling-Single**

**PA2022/0290 – 65 Middle Arm Road, (Section 02932), Weddell NT, Hundred of Strangways**

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Thank you for the Development Application referred to this office on 25 August 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:**

- a) The proposed dwelling-single is on one lot, being Section 02932, however the applicant has also listed Section 02933 and Section 04561. It is assumed that the applicant has listed other properties in ownership to illustrate that access will be maintained through those lots to Cox Peninsula Road. However, there is no application for those properties to be developed, and the proposal has unconstrained legal access to Middle Arm Road, should they wish to construct a driveway/crossover.
- b) The application is in Zone FD (Future Development), which is intended to reserve land for future rezoning and development in accordance with the Strategic Framework. The proposal is unlikely to prevent future development in accordance with the Strategic Framework, which is set out in the *Litchfield Subregional Land Use Plan 2016* and the *Darwin Region Land Use Plan 2015*. The documents note the area will broadly be utilised for Peri-Urban living.
- c) Whilst within Zone FD, the current neighbourhood character and future Peri-Urban usage is predominantly of a nature consistent with Zone R (Rural) and Zone RL (Rural Living). The proposal for a dwelling-single complies with all requirements of the *NT Planning Scheme 2020*, with the minimum setback distance being far greater than what is required of those zones.



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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or 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 notes are recommended for inclusion in any Development Permit issued by the consent authority:**

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

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer



Figure 2.





09 September 2022

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

**RE: Letter of Comment Development Application – Consolidation**

**PA2022/0300, Consolidation 2 lots into 1 at 60 Aldridge Street (Lot 321) & 59 Ringwood Street (Lot 0322), Townsite of Southport NT**

---

Thank you for the Development Application referred to this office on 31 August 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

**Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:**

- a) Council recognises that, whilst the site is located in the Townsite of Southport, it is legacy settlement from the 1869 Surveyor-General of South Australia, George Goyder's surveys. Despite being a Townsite, it is not treated as such in the NT Planning Framework with neither the *Darwin Regional Land Use Plan 2015* nor the *Litchfield Subregional Land Use Plan 2016* identifying it for investment or urbanisation.
- b) The Framework prescribes Southport Township as a 'Rural Area,' which is broadly allocated to maintain rural amenity and lifestyle choice, whilst the land use of the site is Zone RR (Rural Residential). The purpose of Zone RR is to provide residential lots with a semi-rural character. The consolidation is therefore supported as it complies with both the intent of the Framework and purpose of the Zone RR.

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

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

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

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer



Figure 3.



15 September 2022

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

**RE: Letter of Comment Development Application – dwelling-independent with separate effluent disposal system**

**PA2022/0314 – 80 Coral Road, (Section 03333), Herbert NT, Hundred of Strangways,**

---

Thank you for the Development Application referred to this office on 02 September 2022, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:**

- a) The proposed dwelling-independent is within the 80m<sup>2</sup> maximum allowable floor area to be considered a subordinate use at just 63m<sup>2</sup>.
- b) The proposed dwelling-independent on the 2.08ha site has minimum setbacks of 50m to the primary street frontage and a minimum side setback of 20m to the northern boundary, which are far in excess of the 10m required in the Zone Rural Living.
- c) The site location and area provide sufficient opportunity to accommodate a separate effluent disposal system, and the applicant has provided all relevant technical assessments to demonstrate this.

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

- a) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).

- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or 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 notes are recommended for inclusion in any Development Permit issued by the consent authority:**

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

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

Yours faithfully



James Morgan  
Manager, Infrastructure and Assets





Figure 4.



22 September 2022

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

**RE: Letter of Comment – Boarding / Breeding Kennels**

**PA2022/0333 – 295 Livingstone Road (Lot 00006) Hundred of Cavenagh, Livingstone NT**

---

Thank you for the Development Application referred to this office on 12 September 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:**

- a) It is recognised that, per the Part 4 Assessment Table for Zone R of the *Northern Territory Planning Scheme 2020* (NTPS), developments such as 'animal boarding' and 'intensive animal husbandry' are ***impact assessable***.
  - i. Noting the Zone R (Rural) outcomes in Part 4 of the NTPS, these uses are only permissible where the scale, intensity and nature of the activity is compatible with the rural character and amenity of the surrounding locality.
  - ii. As such, should any neighbouring concerns over amenity impacts be raised during the exhibition period of the Development Application regarding matters such as noise from barking dogs, Council may amend or withdraw its lack of objection.
- b) It appears the proposal has an existing shed, which is noted in plans as being 9m from the eastern boundary (though ~8m according to Ilis maps). This may need to be addressed by Development Assessment Services' Compliance division if not already permitted, as it represents a reduction from the standard ten metre setback in the Zone R.
- c) Support is predicated on the condition that ***all*** canines present within the facility, either for boarding or breeding, must be appropriately registered at all times. This

requirement, effective as of 5 July 2017, is regulated by Council through its *Dog Management By-Laws*. Further information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).

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

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

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

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

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer, Litchfield Council





Figure 5.



22 September 2022

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

**RE: Letter of Comment – Transport Terminal**

**PA2022/0330 – 2054 (Section 1581) Arnhem Highway, Lambells Lagoon, Hundred of Guy NT**

---

Thank you for the Development Application referred to this office on 12 September 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Development Permit and, per s49(6) of the *NT Planning Act 1999*, can provide the following comments in relation to the application:**

- a) Council supports local businesses and economic growth, and the 180m<sup>2</sup> structure proposed is easily accommodated on the 1059ha (per Ilis mapping) site. It is further recognised that the proponent, Pudukul Aboriginal Cultural Tours, provides important tourism services run and staffed by local First Nations people.
- b) As the land is owned by the Limilngan-Wulna Aboriginal Corporation, it is assumed that any Aboriginal Areas Protection Authority (AAPA) certificates that might be required have been sought by the proponent from AAPA as the responsible service authority.
- c) It is noted that the development of the structure will provide an area to store existing company vehicles and machinery, and therefore the site does not require upgrades to infrastructure. Should any future business operations growth lead to higher usage or need for upgrades, Council should be consulted where its assets (such as drainage culverts or driveway crossovers) may be impacted. In such cases, all works are required to be undertaken to Council standards and requirements.

**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 comments. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer, Litchfield Council



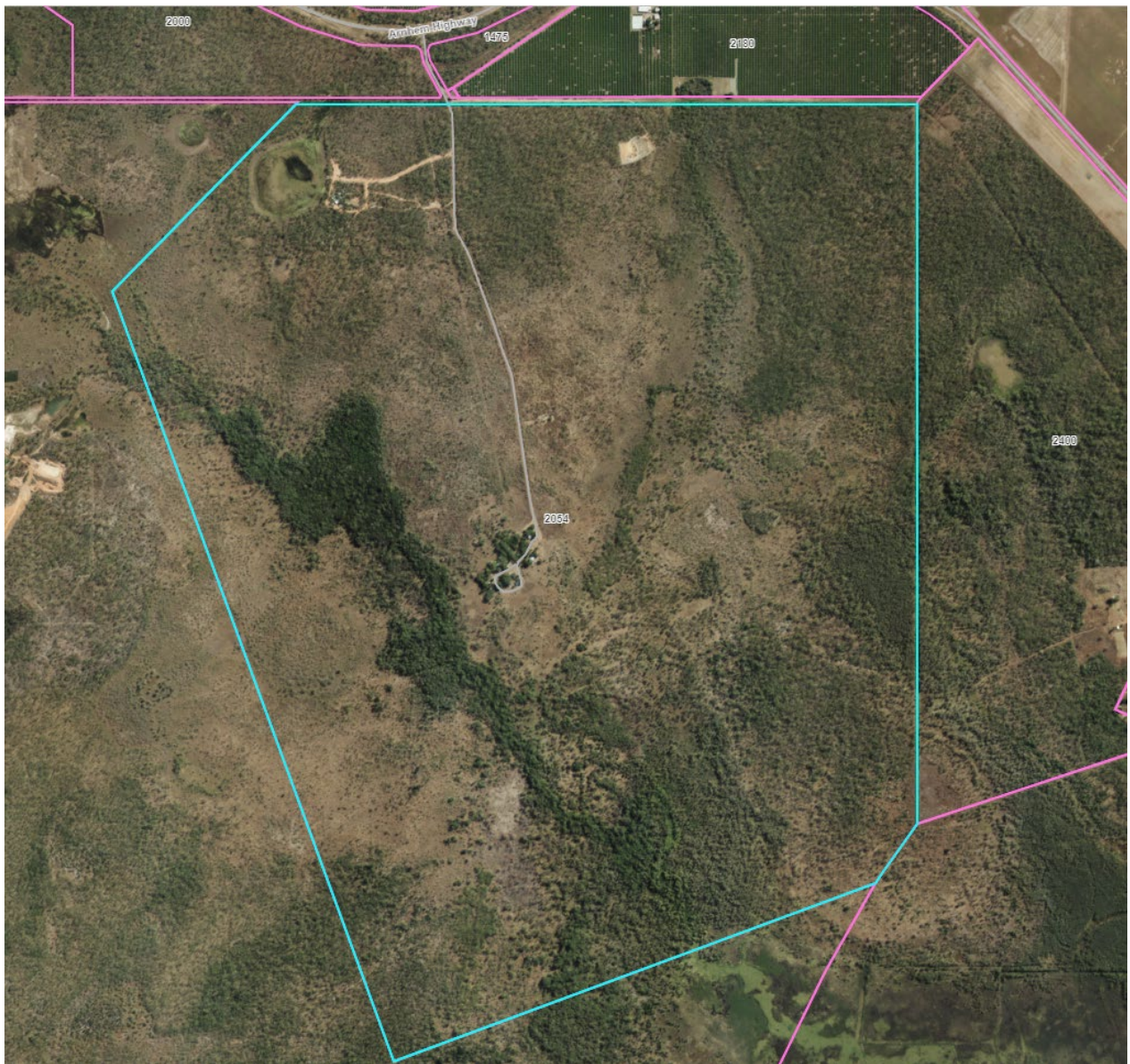


Figure 6.



30 September 2022

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

**RE: Letter of Comment – Amendment to the NT Planning Scheme 2020**

**PA2021/0254, Re-Exhibition of Explanatory Documentation**

---

Thank you for the Planning Scheme Amendment referred to this office on 01 September 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council is appreciative of the opportunity to provide further feedback in addition to that which it provided on 04 February 2022 in response to the initial exhibition period.

**Council notes the Amendments the *Northern Territory Planning Scheme 2020* (NTPS) include:**

- Introduction of an overlay to Part 3;
- Omission and replacement of Parts 4 and 5; and
- Amendment to Schedule 2 (Planning Reform Phase 2 Stage 1).

**Council is supportive of the changes which are broadly to:**

- incorporate local design responses from area plans into location specific development requirements, to more succinctly inform design and decision making about developments in strategic locations;
- respond to the NT Planning Commission's Designing Better project to provide flexibility to respond to local context and climate and encourage best practice design solutions;
- increase the number of low-risk uses that can be interchanged in commercial zones without the need for a development permit; and
- move some uses to permitted or simpler assessment categories.

**Whilst not all changes will be immediately reflected in the Litchfield Municipality, Council remains a key stakeholder and takes a longer-term view which accounts for the future growth**

and development of the region, specifically regarding urbanisation of the Holtze Kowandi area. As such, the following comments are provided:

**Identification of Location Specific Development Requirements;**

- For Council staff and administrative planning personnel, where such requirements apply, they should be logically and easily locatable. Council would support integrating them into searchable IIS data such as for Overlays and the Strategic Framework.

**3metre height limit on underground car parks;**


- Council would encourage a review of the 3-metre height limit on underground car parks. Where there is a benefit to the community and the development proponent, Council supports well designed underground carparking and it should be facilitated cogently in the NTPS.

**Child minding/parenting rooms;**

- Council is supportive of developments responding to the needs of parents and children. However, there needs to be clearer wording on how this would apply to smaller, single storey office developments which may occur in Council's future commercial zones, as they can now be 'Permitted' in Zone Central Business.

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer



30 September 2022

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

**RE: Letter of Comment Development Application, Clearing of Native Vegetation**

**PA2022/0348, 125 Golding Road (Section 01513) Hundred of Colton, Acacia Hills NT**

---

Thank you for the Development Application referred to this office on 19 August 2022 concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

**Council does not object to the granting of a Permit for the purposes of Clearing of Native Vegetation, and as per Section 49(6) of the *NT Planning Act 1999*, provides the following comments and conditions:**

- a) The proposal allows for the development of a mango orchard, which is consistent with Zone Rural of the *NT Planning Scheme 2020*. Council notes that the clearing has been well considered in that it retains 100m boundary buffers along the southern, western and northern boundaries. These will mitigate potential impacts from the clearing, as well as intended future horticultural industry uses.
- b) Council appreciates that, as per land clearing guidelines, a minimum 25m wide retained native vegetation buffer will be applied to the riparian areas relating to a stream which runs through the site. Council notes this will mitigate risks of contaminants entering the surface waters.
- c) Litchfield Council further supports the development for the employment opportunities that it will achieve for the area. It is also noted that the locale is already an important contributor to the region's leading reputation as a quality mango producer, and it has access to existing relevant infrastructure such as sealed roads.



**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) Any new driveway/crossover is to meet Litchfield Council's requirements. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.

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

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

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

Yours faithfully



Stephen Hoyne  
Chief Executive Officer





Figure 7.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.03.02
<b>Report Title:</b>	LRCI Phase 3 – Variation to Selection of Road Projects
<b>Author:</b>	James Morgan, Manager Infrastructure and Assets
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	Attachment A: Current Scope of Works Map Attachment B: Variation to Scope of Works Map

### Executive Summary

This report aims to seek approval for a variation request to the roads to be included in the \$2,071,858 LRCI Phase 3 grant funding program, under the heading “road projects”.

### Recommendation

THAT Council

1. approve the variation request to the selection of roads included in the \$2,071,858 LRCI Phase 3 grant funding program, under the heading “road projects”, and;
2. nominate the following roads to be submitted under this variation request:
  - Aldridge Street
  - Ringwood Street
  - Riverside St
  - Collett St to Cherry St Intersection
  - Cheery St from Ringwood intersection to Collett St
  - Barrow St from Kersley St intersection to Ringwood St Intersection

### Background

In late 2021 Council received notice of a Litchfield Council allocation of \$2,366,858 through the LRCI Phase 3 grants program.

At the May 2022 Ordinary Council meeting, Council resolved as follows.

#### 14.03.03 LRCI Phase 3 Selection of Road Projects

1. THAT Council select the following list of projects to be submitted for grant application for the LRCI Phase 3 program, under the heading “Roads” to the value of \$2,071,858:

Upgrade the following roads from Unsealed to Sealed:

- Aldridge Street Surface
- Collett Street Surface

- Riverside Street Surface
2. That the rest of the projects under the LRCI Phase 3 program to the value of \$295,000 which Council approved at the April 2022 Ordinary Council Meeting, are to take priority and to be completed before the road projects are finalised, as far as practical.

#### **14.03.02 LRCI Phase 3 Selection of Road Projects (Continued)**

3. Upon completion of the detailed design for the above projects any surplus funds be used to progress the following projects in order of their priority:
  - a. Construction of a section of Goode Road to the west of Redcliffe Road
  - b. any other roads from unsealed to sealed to be decided at a later date.

The Commonwealth requires applicants to nominate specific projects that will be included in the grant application. Adjustments between individual projects will be accepted by the Commonwealth through a variation request, as long as the overall budget of \$2,366,858 is not exceeded. A Council resolution is therefore required to make a variation request to the LRCI Phase 3 Roads Projects. In accordance with the grant conditions all projects are to be completed by June 2023.

#### **Current Scope of Works (SOW)**

The current scope of works (Attachment A) which form the *Roads Projects* component of the LRCI Phase 3 grant funding are as follows:

##### **Unsealed to Sealed**

1. Aldridge Street: **1.06km**
  2. Riverside Street: **310m**
  3. Collett Street: **960m**
- Total Km: 2.330**

#### **Variation to Scope of Works (SOW)**

A variation to the current scope of works is proposed as per below and at Attachment B.

##### **Unsealed to Sealed**

1. Aldridge Street: **1.06km**
  2. Ringwood Street: **200m**
  3. Riverside St: **310m**
  4. Collett St to Cherry St Intersection: **150m**
  5. Cheery St from Ringwood intersection to Collett St: **300m**  
*Note: Cherry St is ~50% Sealed from Kersley St intersection to Ringwood Intersections.*
  6. Barrow St from Kersley St intersection to Ringwood St Intersection: **300m**  
*Note: This section will service the Community Hall.*
- Total Km: 2.320**

This variation request sees the reduction in the distance of unsealed to sealed on Collett Street by 810m. Currently this section of road only services one resident, with the remainder of the properties being either vacant or Crown Land. The variation to the SOW includes roads within Southport with a higher density of residential properties allowing for improved community connectivity.

## Links with Strategic Plan

Places - Roads and Infrastructure

## Legislative and Policy Implications

INF01 Asset Management Policy

## Risks



### *Service Delivery*

Until the list of projects has been confirmed there is a risk of the projects being delivered by the deadline.

### *Financial*

Until the list of projects has been confirmed and investigations confirmed that they will be delivered within the budget, the risk remains whether they will be able to be delivered within the allocated budget.

## Community Engagement

Not Applicable.



## ATTACHMENT A



### Current SOW

1. Aldridge: **1.06km**
2. Riverside St: **310m**
3. Collett St: **960m**

**Total Km: 2.330**



## ATTACHMENT B



Propose to reduce Collett St by 810m and reallocate to alternative roads. The 810m section of Collett St only services x1 Resident remaining properties are vacant and Crown Land.

### Amended SOW

1. Aldridge: **1.06km**
2. Ringwood St: **200m**
3. Riverside St: **310m**
4. Collett to Cheery Intersection: **150m**

5. Cherry St from Ringwood intersection to Collett St: **300m**  
Note: Cherry St is ~50% Sealed from Kersley St intersection to Ringwood Intersections.

6. Barrow St form Kersley St intersection to & Ringwood St Intersection: **300m**  
Note: Section will Service the Community Hall:

**Total Km: 2320**

### Remaining Gravel Rd Sections:

- Austin: **1Km**
- Borrow St from Ringwood Intersection to Collett St: **300m**
- Musgrove St: **730km**
- South Terrace: **240m**
- Collett St: **810m**



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.03.03
<b>Report Title:</b>	Septic Tank Lid Audit
<b>Author:</b>	David Jan, Manager Operations and Environment
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	18/10/2022
<b>Attachments:</b>	A: Reserves Septic Audit

### Executive Summary

To provide Council results from an audit of reserve septic tanks

### Recommendation

THAT Council receives and notes the audit of reserve septic tanks

### Background

Following a request from Council an Audit was conducted on the safety of septic systems on Council land.

Attachment A provides the results of the visual septic audit conducted by the Cemetery and Parks Program Leader for all Council reserves.

The report shows that with the exception of Livingston Reserve the septics are in good (in that they have been recently capped) or fair (in that the cap whilst old is still in solid and serviceable) condition.

Actions to fix the Livingston Reserve septic will be undertaken as a matter of urgency.

### Links with Strategic Plan

Progress - Continuity of Services and Facilities

### Legislative and Policy Implications

N/A

Risks



N/A

Community Engagement

N/A



## Attachment A

Thorak Regional Cemetery :



Chapel / Crematorium block – Fair



Residents / Caretakers House – Fair



**Knuckey Lagoon Nature Reserve :**



Knuckey Lagoon Hall – Fair

**Howard Park Reserve :**



Howard Hall – Good





Volunteer Fire Station – Good (recently replaced)



Whitewood Hall & Scout Hall





Whitewood Hall & Scout Hall – Fair

**McMinns Lagoon Reserve:**



Rear of Progress Association Shed – Good



**Humpty Doo Village Green Reserve :**



Rear of Scout Hall – Good



House/Public toilets – Fair



**Livingstone Reserve:**



**Public Bar / Volleyball Courts – Fair**



**Caretakers House/Playground – Poor/Broken**





Pony Club – Fair



Fire Brigade – Fair

**Berry Springs Reserve :**



Berry Springs Hall – Good



Caretakers House – Not assessable



**Freds Pass Sprot & Recreation Reserve:**



Main Office – Centre Road - New pit



Equestrian Toilet Block – Centre Road – Fair



Lakeview Hall – Polo Cross – Fair



Archery Ablution Block – Fair





Noonamah Pony Clubrooms Coulter Way – Fair



Coulter Rd Female / Male Toilet Block – Fair





John Maley Pavilion - Senior Rugby League Field – Good



Cricket Changerooms - Good



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 18 October 2022

#### 15 Other Business

#### 16 Confidential Items

Pursuant to Section 99 (2) of the Local Government Act and Regulation 51(1) of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

##### **16.01.01 Minutes Confidential Ordinary Council Meeting – 20 September 2022**

##### **16.02.01 2022 – 2023 Annual Community Grants**

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

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

##### **16.02.02 Code of Conduct Complaint Draft Summary of Decision – Wright/O'Driscoll**

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

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

##### **16.02.03 Firebreaks on Unmaintained Road Reserves**

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

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

#### 17 Close of Meeting