



# AGENDA

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

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

#### TUESDAY 15/11/2022

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

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

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

#### **4. Disclosures of Interest**

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

- 4.01 Elected Members**
- 4.02 Staff**

## **5. Confirmation of Minutes**

### **5.01 Confirmation of Minutes**

- Ordinary Council Meeting held Tuesday 18 October 2022, 11 pages;
- Ordinary Confidential Meeting held Tuesday 18 October 2022, 3 pages;
- Special Council Meeting held Tuesday 8 November 2022, 3 pages; and
- Special Confidential Meeting held Tuesday 8 November 2022, 2 pages.

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



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
Tuesday 18 October 2022 at 6:00pm

<b>Present</b>	Doug Barden Emma Sharp Rachael Wright Mathew Salter Andrew Mackay Kevin Harlan Mark Sidey	Mayor Deputy Mayor / Councillor South Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor Central Ward Councillor South Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Nicky Davidge Alana Rosse	Chief Executive Officer General Manager Business Excellence General Manager Community & Lifestyle Executive Assistant
<b>Presenters</b>	Simon Flowers  Bethany Thornton  Jane Munday	Project Director Department Infrastructure, Planning and Logistics A/Senior Communications and Engagement Officer Department Infrastructure, Planning and Logistics True North Strategic Communication
<b>Public</b>	As per Attendance Register	
<b>Streamed Online via YouTube:</b> <a href="https://www.youtube.com/watch?v=3qTdvAiDwSI&amp;t=6434s">https://www.youtube.com/watch?v=3qTdvAiDwSI&amp;t=6434s</a>		

#### 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*

The Mayor welcomed members of the public.

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

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

#### **3.1 Electronic Attendance**

Nil.

#### **3.2 Apologies**

Mayor Barden advised the group Cr Sidey will be late to the meeting due to work commitments.

#### **3.3 Leave of Absence Previously Granted**

Nil.

#### **3.4 Leave of Absence Request**

Nil.

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

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

- 14.02.06 Breach of Code of Conduct – Summary of Findings; and
- 16.02.02 Breach of Code of Conduct – Draft Summary of Findings.

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

- 16.02.02 Breach of Code of Conduct – Draft Summary of Findings.

#### **4.2 Staff**

No disclosures of interest declared.

## **5. CONFIRMATION OF MINUTES**

### **5.1 Confirmation of Minutes**

Moved: Cr Wright  
Seconded: Cr Mackay

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

- Ordinary Council Meeting held 18 September 2022.

**CARRIED (5-1) ORD2022 11-225**

*Cr Sidey entered the meeting at 6:05pm*

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

Moved: Deputy Mayor Sharp  
Seconded: Cr Harlan

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

**CARRIED (7-0) ORD2022 11-226**

## **6. PETITIONS**

Nil.

## **7. DEPUTATIONS AND PRESENTATIONS**

Representatives from the Department of Infrastructure, Planning and Logistics attended the meeting and presented to Council on the Middle Arm Sustainable Development Precinct.

*Presentation commenced at 6:08pm*

*Presentation concluded at 6:45pm*

## **8. PUBLIC QUESTIONS**

Nil.

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

Nil.

## **10. NOTICES OF MOTION**

Nil.



## **11. MAYORS REPORT**

Moved: Cr Harlan  
Seconded: Cr Salter

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 16 September to 12 October 2022 with the amendment.

**CARRIED (7-0) ORD2022 11-227**

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

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

Moved: Deputy Mayor Sharp  
Seconded: Cr Sidey

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. Community Grants Committee Meeting held on 5 October 2022;
3. Howard Park Reserve Committee Meeting held 3 October 2022; and
4. Knuckey Lagoon Reserve Committee Meeting held 6 October.

**CARRIED (7-0) ORD2022 11-228**

## **13. WORK TEAM PRESENTATION**

Nil.

## **14. OFFICERS' REPORTS**

### **14.01 Business Excellence**

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

Moved: Cr Harlan  
Seconded: Cr Wright

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

**CARRIED (7-0) ORD2022 11-229**

**14.01.02 People Performance and Governance Monthly Report September 2022**

Moved: Deputy Mayor Sharp  
Seconded: Cr Wright

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

**CARRIED (7-0) ORD2022 11-230**

**14.02 Council Leadership & Community Services**

**14.02.01 2022 – 2023 Municipal Plan Quarterly Report**

Moved: Cr Harlan  
Seconded: Cr Sidey

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

**CARRIED (7-0) ORD2022 11-231**

**14.02.02 NT Department of Local Government Review**

Moved: Cr Salter  
Seconded: Cr Harlan

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.

**CARRIED (7-0) ORD2022 11-232**

**14.02.03 Palmerston & Litchfield Seniors Association Inc.**

Moved: Cr Mackay  
Seconded: Cr Harlan

THAT Council thanks the Palmerston and Litchfield Seniors Association for their correspondence and we congratulate them on the great work they do. Council will consider the proposed funding agreement during the budget workshops for the 23/24 municipal plan.

**CARRIED (7-0) ORD2022 11-233**

**14.02.04 Howard Park & Knuckey Lagoon Recreation Reserve Committee Meeting Minutes**

Moved: Cr Sidey  
Seconded: Cr Wright

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.

**CARRIED (7-0) ORD2022 11-234**

*Deputy Mayor Sharp left the meeting at 7:25pm*

*Deputy Mayor Sharp returned to the meeting at 7:26pm*

**14.02.05 Draft Reconciliation Action Plan**

Moved: Cr Mackay  
Seconded: Cr Salter

THAT Council:

1. recognises the actions that have 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.

**CARRIED (7-0) ORD2022 11-235**

**PROCEDURAL MOTION**

Moved: Cr Mackay  
Seconded: Cr Harlan

Pursuant to section 95 of the *Local Government Act 2019* Council appoint Deputy Mayor Sharp to chair the meeting in the absence of Mayor Barden.

**CARRIED (7-0) ORD2022 11-236**

*Mayor Barden left the meeting to sit in the public gallery at 7:32pm*

#### **14.02.06 Breach of Code of Conduct – Mayor/O’Driscoll**

Moved: Cr Sidey  
Seconded: Cr Harlan

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.

*Mayor Barden did not vote on this item due to a conflict.*

**CARRIED (6-0) ORD2022 11-237**

#### **PROCEDURAL MOTION**

Moved: Cr Mackay  
Seconded: Cr Wright

Pursuant to section 95 of the *Local Government Act 2019* Council re-appoint Mayor Barden to chair of the meeting.

*Mayor Barden did not vote on this item due to a conflict.*

**CARRIED (6-0) ORD2022 11-238**

*Mayor Barden returned to the meeting as Chair at 7:35pm*

#### **14.02.07 Nature and Timing of December Ordinary Council Meetings**

Moved: Deputy Mayor Sharp  
Seconded: Cr Wright

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.

**CARRIED (7-0) ORD2022 11-239**

**14.03 Infrastructure and Operations**

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

Moved: Cr Harlan  
Seconded: Cr Salter

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 to this report.

**CARRIED (7-0) ORD2022 11-240**

*Nicky Davidge left the meeting at 7:44pm*

*Nicky Davidge returned to the meeting at 7:46pm*

**14.03.02 LRCI Phase 3 – Variation to Selection of Road Projects**

Moved: Mayor Barden  
Seconded: Cr Salter

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 Street;
  - Collett St to Cherry Street Intersection;
  - Cherry Street from Ringwood intersection to Collett Street; and
  - Barrow Street from Kersley Street intersection to Ringwood Street Intersection.

**CARRIED (7-0) ORD2022 11-241**

**14.03.03 Septic Tank Lid Audit**

Moved: Cr Mackay  
Seconded: Cr Wright

THAT Council receives and notes the audit of reserve septic tanks.

**CARRIED (7-0) ORD2022 11-0242**

## 15. OTHER BUSINESS

- While speaking with residents at the Fred's Pass Rural Markets, on social media and on the phone, the following matters were raised with Councillor Harlan and as such he requests a reply from the Chief Executive Officers and/or Mayor Barden.

1. **Road limits:** Are there any plans in the near future to review the mass limits on Litchfield Council roads? If there are no immediate plans, how does a resident commence/start this process with Council?

### **CEO Response**

*10 tonne limit for axel – no plans to change this limit due to engineering behind it.*

2. **Cash payments:** On the 25 March 2020, the Litchfield Council published a news article in response to COVID-19 safety protocols that "... Council will no longer be accepting cash payments at the Waste Transfer Stations..." As the Northern Territory's Public Health Emergency Declaration ceased at 11.59pm, Wednesday 15 June 2022:
  - a) Can cash now be used at the transfer stations to pay for mulch and/or fees?
  - b) If not, when will this option be available in the near future or are there other risks that need to be managed?

### **CEO Response**

*Cash is not kept on these premises and no plans to change this due to security reasons.*

3. **Footpaths:** Several residents asked about footpaths in the rural area. While I know that there is a plan for footpaths, would it be possible for the CEO to increase the awareness of this plan to residents via the Council web and social media page?

### **CEO Response**

*Our shared path program can be found on our website for residents to view. Link also available here → [https://litchfield.nt.gov.au/system/files/uploads/files/2020/Litchfield Council Shared Path Plan May 2020.pdf](https://litchfield.nt.gov.au/system/files/uploads/files/2020/Litchfield_Council_Shared_Path_Plan_May_2020.pdf)*

4. **Road Maintenance:** The maintenance of roads is the major cost to Litchfield residents. What are the road works standards that Litchfield Council require all maintenance works to be completed to? As with most contracts, each request for tender may have specific requirements, but can some information be added to the Council web page for future prospective contactors to access (as an example, Department of Infrastructure Planning and Logistics have their standards for road maintenance available to the public on their web page)?

### **CEO Response**

*Litchfield Council follows all of DIPL standards for pavement compositions, reseals and pavement works etc. In relation to tenders, all of this information is provided within the tender documentation when the tender is released.*

5. **Federal Commitment:** During the 2022 federal election both major political parties made a commitment of \$10m to fund Freds Pass Reserve. Can an update be given to the residents on the progress regarding this funding?

### **CEO Response**

*Waiting on next Federal budget meeting within the next 2 weeks. Hoping for confirmation as to where these stand after this meeting is held.*

- **Cr Salter**  
Brought up Thorak Cemetery and the need for more shaded areas, benches and drinking taps. Requested Council to consider this in budget process.
- **Cr Mackay**  
Highlighted the increased truck traffic on Cox Peninsula Road and the impact this could be having on Litchfield residents as the Litchfield population grows. Wanted to highlight for residents to take care when driving to avoid any potential accidents and be mindful of this truck traffic.
- Mayor Doug Barden and Stephen CEO explained that the NT Remuneration Tribunal are accepting written submissions into their inquiry up until 31 October 2022. Litchfield Council have been granted an extension until the 7 November 2022 to formalise a written submission. Draft to be circulated prior to Strategic Session on 1 November.

## **16. CONFIDENTIAL ITEMS**

Moved: Deputy Mayor Sharp  
Seconded: Cr Wright

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

**CARRIED (7-0) ORD2022 11-243**

### **16.01 Minutes Confidential Ordinary Council Meeting**

#### **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*:

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

#### **16.02.02 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 sub regulation (2) – information in relation to a complaint of a contravention of the code of conduct.

#### **16.02.03 Firebreaks on Unmaintained Council 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*:

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

*The meeting closed to the public at 8:09pm.*

Moved: Cr Mackay  
Seconded: Cr Salter

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

**CARRIED (5-0) ORD2021 11-250**

The meeting moved to Open Session at 8.34pm.

**17. CLOSE OF MEETING**

The Chair closed the meeting at 8.35pm.

**18. NEXT MEETING**

Tuesday 15 November 2022.

**MINUTES TO BE CONFIRMED**

Tuesday 15 November 2022.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne





## SPECIAL COUNCIL MINUTES

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### LITCHFIELD COUNCIL MEETING

**Minutes of Special Meeting**  
**held in the Council Chambers, Litchfield**  
**on Tuesday 8 November 2022 at 6:10pm**

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<b>Present</b>	Doug Barden	Mayor (Chair)
	Emma Sharp	Deputy Mayor / Councillor South Ward ( <i>Electronic Attendance</i> )
	Rachael Wright	Councillor North Ward
	Mathew Salter	Councillor North Ward
	Andrew Mackay	Councillor Central Ward
	Kevin Harlan	Councillor Central Ward ( <i>Electronic Attendance</i> )
	Mark Sidey	Councillor South Ward ( <i>Electronic Attendance</i> )
<b>Staff</b>	Stephen Hoyne	Chief Executive Officer
	Maxie Smith	General Manager Business Excellence
	Nicky Davidge	General Manager Community and Lifestyle
	Debbie Branson	Executive Assistant
<b>Public</b>	Nil	

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#### 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 6:10pm.

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

#### **3.1 Electronic Attendance**

Moved: Cr Wright

Seconded: Cr Salter

Council provided permission for the following Councillors to attend the Council Meeting electronically:

- Deputy Mayor Sharp;
- Cr Harlan; and
- Cr Sidey.

**CARRIED (7-0) SCM2022 11-000**

#### **3.2 Apologies**

Nil.

#### **3.3 Leave of Absence Previously Granted**

Nil.

#### **3.4 Leave of Absence Request**

Nil.

### **4. DISCLOSURE OF INTEREST**

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

#### **4.1 Elected Members**

Nil.

#### **4.2 Staff**

Nil.

## **5. OFFICERS' REPORTS**

### **5.1 DRAFT Litchfield Council Annual Report 2021-2022**

Moved: Cr Salter  
Seconded: Cr Mackay

THAT Council:

1. receive and endorse the Draft Litchfield Council Annual Report 2021-22;
2. forward a copy of the Litchfield Council Annual Report 2022-22 to the Minister Local Government;
3. publish the Litchfield Council Annual Report 2021-22 on Council's website;
4. publish a notice in the NT News informing the public that copies of the report may be downloaded from Council's website or obtained from Council's Office, Bees Creek Road, Freds Pass; and
5. authorise the Chief Executive Officer to make minor amendments.

**CARRIED (7-0) SCM2022 11-027**

## **6. CONFIDENTIAL ITEMS**

Moved: Cr Mackay  
Seconded: Cr Salter

### **6.01 Grant Funding Opportunities**

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.

**CARRIED (7-0) SCM2022 11-028**

*The meeting was closed to the public at 6:20pm.*

Moved: Cr Wright  
Seconded: Cr Salter

THAT pursuant to Section 293(1) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be re-opened to the public.

**CARRIED (7-0) SCM2022 11-031**

*The meeting moved to Open Session at 6:51pm.*

## **7. CLOSE OF MEETING**

The Chair closed the meeting at 6:51pm.

**MINUTES TO BE CONFIRMED**

15 November 2022.

.....  
Mayor  
Doug Barden

.....  
Stephen Hoyne  
Chief Executive Officer

## 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>

ORD2022 11-173	<b>Road Opening Closing Meade Road, Darwin River</b> 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	<b>In Progress</b> Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2022 11-212	<b>Public Access to a Portion of Humpty Doo Waste Transfer Station</b> 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.	20/09/2022	MOE	<b>In Progress</b> 1. Complete
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>Complete</b> Write-off processed and ratepayer notified.
ORD11-233	<b>Palmerston and Litchfield Seniors Association Incorporated</b> THAT Council thank the Palmerston and Litchfield Seniors Association for their correspondence and we congratulate them on the great work they do. Council will consider the proposed funding agreement during the budget workshops for the 23/24 municipal plan.	18/10/2022	GMCL	<b>Ongoing</b>

ORD11-235	<b>Draft Reconciliation Action Plan</b> THAT Council: 1. recognise the actions that have 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.	18/10/202	GMCL	<b>Complete</b>
ORD11-237	<b>Breach of Code of Conduct – Mayor/O’Driscoll</b> THAT Council: 1. receive 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.	18/10/2022	CEO	<b>In Progress</b> Final report to be included in the Open Section of the Ordinary Council Meeting 13 December 2022
ORD11-239	<b>Nature and Timing of December Ordinary Council Meetings</b> 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.	18/10/2022	CEO	<b>Complete</b> Meeting Rescheduled
ORD11-241	<b>LRCI Phase 3 – Variation to Selection of Road Projects</b> 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: <ul style="list-style-type: none"> <li>• Aldridge Street;</li> <li>• Ringwood Street;</li> <li>• Riverside Street;</li> <li>• Collett St to Cherry Street Intersection;</li> <li>• Cherry Street from Ringwood intersection to Collett Street; and</li> <li>• Barrow Street from Kersley Street intersection to Ringwood Street Intersection.</li> </ul>	18/10/2022	MIA	<b>Complete</b> Variation request has been submitted to LRCI.



**Firebreaks on Unmaintained Road Reserves**

THAT Council:

ORD11-247	1.	resolve to continue the current arrangements for maintaining firebreaks on unmaintained road reserves as reasonably practical and in consultation with Bushfires NT and Northern Territory Police Fire and Emergency Services; and	18/10/2022	MOE	<b>Complete</b>
	2.	approve to make the resolution public at the conclusion of the meeting.			

## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 November 2022

**6      Petitions**

**7      Deputations and Presentations**

**8      Public Questions**

**8.1      225 Strangways Roads Humpty Doo – Parking Heavy Vehicles and Trailers**

Council has responded in writing to Mr Brad George.

**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>	15/11/2022
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 13 October 2022 to 14 November 2022.

### Summary

Date	Event
13 October 2022	Palmerston Litchfield Regional Reconstruction Committee Meeting
14 October 2022	Litchfield Development Consent Authority Meeting
18 October 2022	Community Forum
18 October 2022	Litchfield Ordinary Council Meeting
19 October 2022	Strangways Road Impacted Stakeholder Discussion
26 October 2022	Risk and Audit Committee Meeting
31 October 2022	Northern Australia Ministerial Forum
1 November 2022	Marion Scrymgeour Office – Freds Pass Funding
1 November 2022	Strategic Discussion and Briefing Session
7 November 2022	2022 Young Territory Author Awards
8 November 2022	NT Planning Commission Presentation – Draft Greater Holtze Area Plan
8 November 2022	Special Council Meeting
11 November 2022	Litchfield Development Consent Authority Meeting
14 November 2022	Corelithium and Litchfield Council

### Recommendation

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 November 2022

*Council Appointed Representatives* provide a verbal update on activities since the last Council Meeting relating to the committee meetings to which the Councillor has been formally appointed.

#### 12 Reports from Council Appointed Representatives

Date	Meeting	Representative
17-18 November 2022	Local Government Association of the NT General Meeting and Annual General Meeting	Cr Sidey

#### RECOMMENDATION

THAT Council note the verbal update provided by the representative of the Local Government Association of the NT General Meeting and Annual General Meeting held 17-18 November 2022.



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 November 2022

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

Nil

#### **14 Officers Reports**

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

14.01.01 Litchfield Council Finance Report – October 2022

14.01.02 People Performance and Governance Monthly Report  
October 2022

14.02.03 Risk Management and Audit Committee Minutes – 26  
October 2022

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

14.02.01 Knuckey Lagoon Recreation Reserve Electrical Repairs

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

14.03.01 Summary Planning and Development Report October 2022



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.01.01
<b>Report Title:</b>	Litchfield Council Finance Report –October 2022
<b>Author and Recommending Officer:</b>	Maxie Smith, General Manager Business Excellence
<b>Meeting Date:</b>	15/11/2022
<b>Attachments:</b>	A: Litchfield Council Finance Report – October 2022

### Executive Summary

This report presents the Litchfield Council Finance Report for 31 October 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.

### Recommendation

THAT Council note the Litchfield Council Finance Report for 31 October 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**



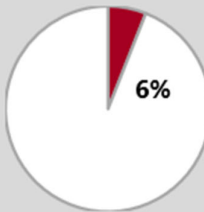
# Finance Report

## October 2022



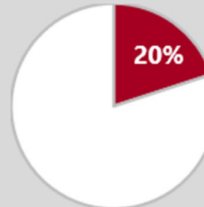
OCT 2022

## DASHBOARD REPORTING



### Asset Sustainability Ratio

Capital Expenditure  
Actuals \$ 0.921m  
Target – 46%



### Rates Outstanding

\$ 3.2m Outstanding  
Target– 18% (\$ 2.4m and less)



### Current Cash Investments

**\$ 22.8m**

**0 of 20**

Budgeted Capital  
Programs 2022/23  
\$0.039m Spent (0.61%)

**7 of 22**

Carry Forward Programs  
from 2021/22-\$0.882m  
Spent (47.64%)

**\$16.8m**

Forecast Cash  
Reserves June 2022

**\$ 15.01m**

### OPERATIONAL REVENUE

\$19.9m Budget – 76% Target Achieved

**\$ 2.06m**

### CAPITAL REVENUE

\$ 1.7m Budget

**\$ 5.42m**

### OPERATIONAL EXPENSES

\$16.8m Budget – 32% Spent

**\$ 0.92m**

### CAPITAL EXPENSES

\$ 6.4m Budget

**\$ 9.67m\***

### OPERATING SURPLUS

Budget \$ 3.1m

**\$ 1.14m\***

### CAPITAL SURPLUS

Budget (\$ 4.6m)

### RATIOS

**6%**

Asset Sustainability  
Target 46% and more

**20%**

Rates Outstanding  
Target less than 18%

**69%**

Own Source Revenue Ratio  
Target 96% and more

**11.09**

Current Ratio  
Target 1 and more

**0**

Debt Service Ratio  
Target less than 1



Not Achieved



Not 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 four-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	13,713,854.48	4,580,248.00	(9,133,606.48)	13,740,744.00
Charges	131,415.00	73,000.00	(58,415.00)	219,000.00
Fees and Charges	703,632.11	604,846.00	(98,786.11)	1,814,538.00
Operating Grants and Subsidies	310,260.00	1,258,798.00	948,538.00	3,776,394.00
Interest / Investment Income	208,816.93	107,666.67	(101,150.26)	323,000.00
Other Income	25,491.94	30,433.33	4,941.39	91,300.00
<b>TOTAL OPERATING INCOME</b>	<b>15,093,470.46</b>	<b>6,654,992.00</b>	<b>(8,438,478.46)</b>	<b>19,964,976.00</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	2,176,008.83	2,514,080.67	338,071.84	7,542,242.00
Materials and Contracts	2,932,926.25 <sup>1</sup>	2,802,132.33	(130,793.92)	8,406,397.00
Elected Member Allowances	59,160.85	72,795.25	13,634.40	291,181.00
Elected Member Expenses	34,226.06 <sup>2</sup>	14,598.00	(19,628.06)	43,794.00
Council Committee & LA Allowances	959.00	-	(959.00)	-
Council Committee & LA Expenses	-	1,666.67	1,666.67	5,000.00
Depreciation, Amortisation, and Impairment	2,796,666.67	2,796,666.67	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	221,212.61	184,659.00	(36,553.61)	553,977.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>8,221,207.47</b>	<b>8,386,598.58</b>	<b>165,391.12</b>	<b>25,232,591.00</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>6,872,262.99</b>	<b>(1,731,606.58)</b>	<b>(8,603,869.58)</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>6,872,262.99</b>	<b>(1,731,606.58)</b>	<b>(8,603,869.58)</b>	<b>(5,267,615.00)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	2,796,666.67	2,796,666.67	-	8,390,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>2,796,666.67</b>	<b>2,796,666.67</b>	<b>-</b>	<b>8,390,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	921,522.88	2,139,143.00	1,217,620.12	6,417,429.00
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(921,522.88)</b>	<b>(2,139,143.00)</b>	<b>(1,217,620.12)</b>	<b>(6,417,429.00)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	1,767,777.00	577,809.67	(1,189,967.33)	1,733,429.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	300,762.88	-	(300,762.88)	-
Transfers from Reserves	-	520,538.33	520,538.33	1,561,615.00
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,068,539.88</b>	<b>1,098,348.00</b>	<b>(970,191.88)</b>	<b>3,295,044.00</b>
<b>NET OPERATING POSITION</b>	<b>10,815,946.66</b>	<b>24,265.08</b>	<b>(10,791,681.58)</b>	<b>-</b>

<sup>1</sup> Includes Cemetery Operation expenses, full year insurance payments, reserve payments & Waste operational expenses

<sup>2</sup> LGANT- Subscription 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>	<b>\$</b>	<b>\$</b>	
Council Leadership	355.00	-	-
Corporate	10,605.71	-	-
Information Services	-	-	-
Finance & Customer Service	10,825,934.40	11,532,687.00	93.87%
Infrastructure & Assets	307,469.35	2,937,012.00	10.47% <sup>3</sup>
Waste Management	3,234,340.65	3,308,034.00	97.77%
Community	76,641.89	113,700.00	67.41%
Community - Library	8,875.23	407,392.00	2.18% <sup>4</sup>
Mobile Workforce	-	-	-
Regulatory Services	133,344.71	219,750.00	60.68%
Thorak Cemetery	495,903.52	1,446,401.00	34.29%
<b>TOTAL REVENUE</b>	<b>15,093,470.46</b>	<b>19,964,976.00</b>	<b>75.60%</b>
<b>EXPENSES</b>			
Council Leadership	296,159.65	1,256,942.00	23.56%
Corporate	231,034.80	745,778.00	30.98%
Information Services	176,842.37	700,789.00	25.23%
Finance & Customer Service	763,285.40	1,581,650.00	48.26% <sup>5</sup>
Infrastructure & Assets	1,047,184.38	3,417,467.00	30.64%
Waste Management	1,172,901.77	3,263,000.00	35.95% <sup>6</sup>
Community	769,328.55	2,128,173.00	36.15% <sup>7</sup>
Community - Library	119,177.57	683,022.00	17.45%
Mobile Workforce	270,972.97	1,305,261.00	20.76%
Regulatory Services	192,900.14	660,665.00	29.20%
Thorak Cemetery	384,753.20	1,069,846.00	35.96% <sup>8</sup>
<b>TOTAL EXPENSES</b>	<b>5,424,540.80</b>	<b>16,812,593.00</b>	<b>32.26%</b>
<b>OPERATING RESULT</b>	<b>9,668,929.66</b>	<b>3,152,383.00</b>	<b>306.72%</b>

<sup>3</sup> Grant funds are yet to be received.

<sup>4</sup> Grant funds are yet to be received.

<sup>5</sup> Includes full year insurance payments

<sup>6</sup> Includes RFQ22-309 Asbestos Remediation Works

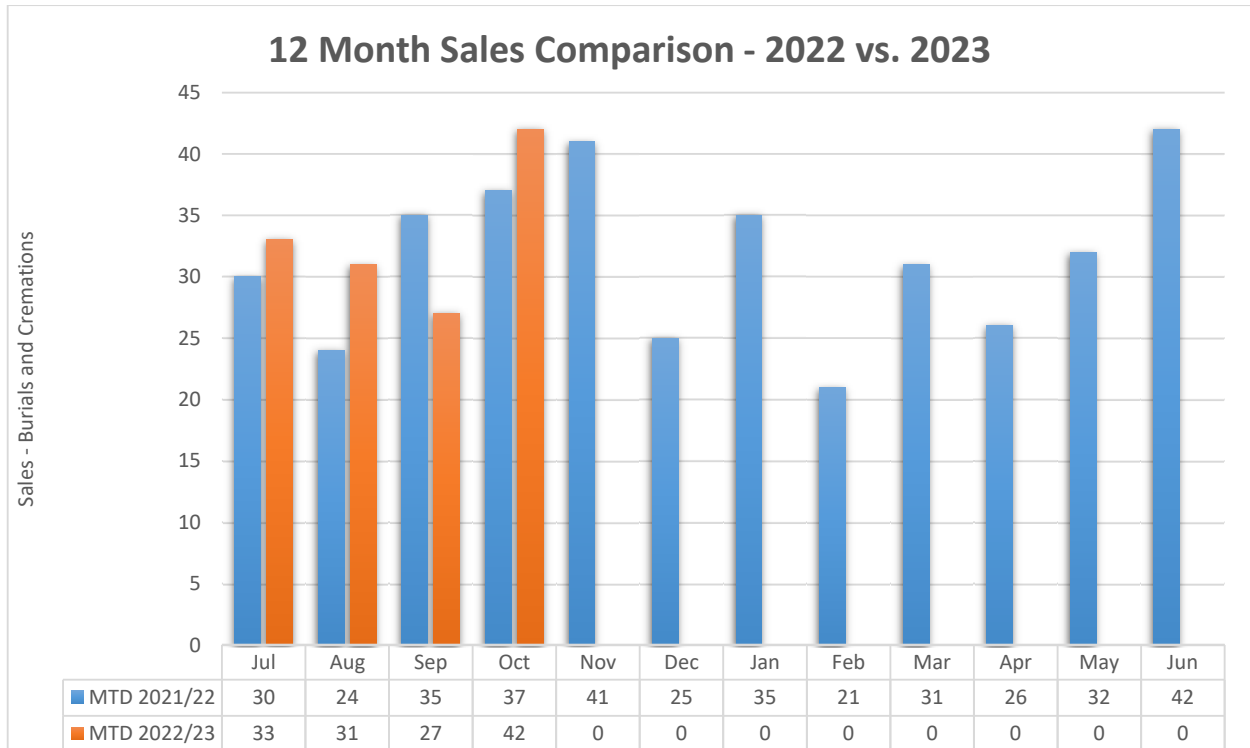
<sup>7</sup> Includes quarterly reserve payments

<sup>8</sup> Includes expenses for Cremator R & M

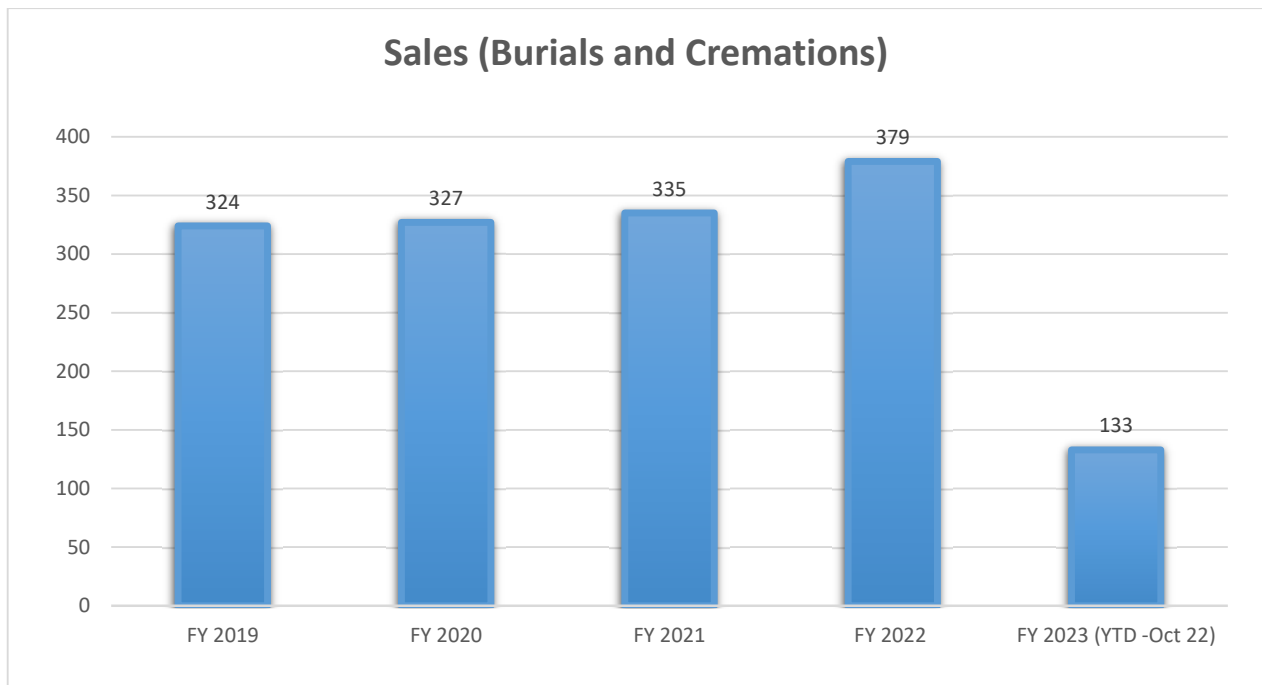
### Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 133 interments and cremations, an increase of 7 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 299.6.

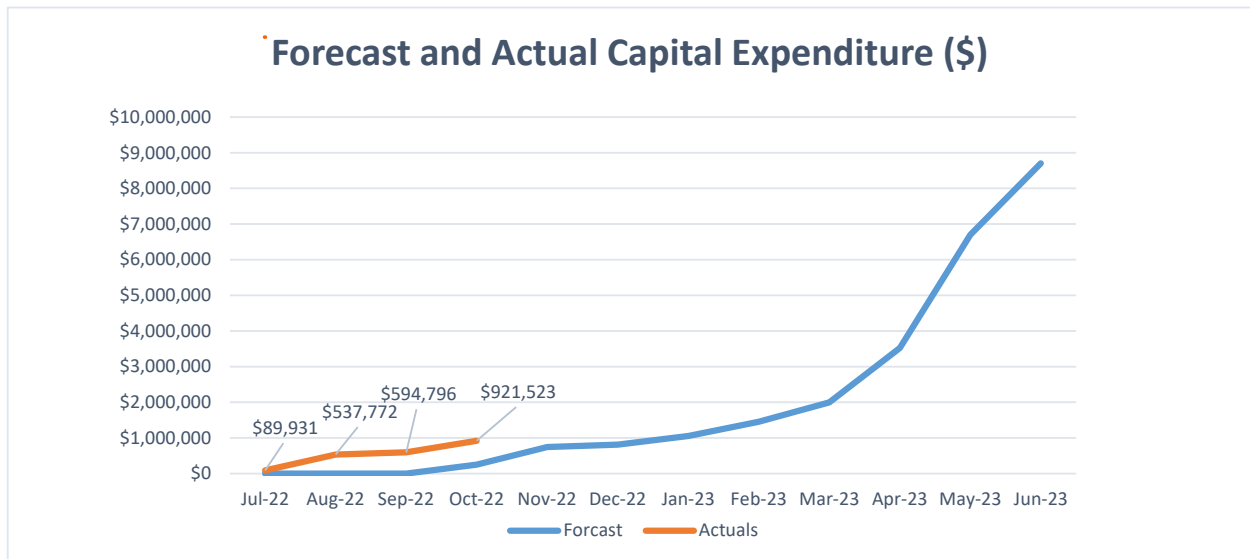


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	285,315.20	106,000.00	(179,315.20)	318,000.00
Infrastructure (including roads, footpaths, park furniture)	462,540.48	1,829,809.67	1,367,269.19	5,489,429.00
Plant and Machinery	173,667.20	203,333.33	29,666.13	610,000.00
Fleet				
Other Assets (including furniture and office equipment)	-	-	-	-
Leased Land and Buildings	-	-	-	-
Other Leased Assets	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>921,522.88</b>	<b>2,139,143.00</b>	<b>1,217,620.12</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	577,809.67	(1,189,967.33)	1,733,429.00
Transfers from Cash Reserves	-	-	-	-
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	300,762.88	-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,068,539.88</b>	<b>577,809.67</b>	<b>(1,189,967.33)</b>	<b>1,733,429.00</b>
<b>FUNDING</b>				



**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
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 has provided Pavement Assessment Report and is under review. Execution will commence March 2023. Risk: High trafficable road due to HDWTS - Traffic Management needs to be planned to suit, to ensure minimal closure time. "
Roads	Forward Design of Road Projects- Road Safety - Intersection Upgrades	-	-	-	23,608.80	23,608.80	0.00%	Nov-22	Project Planning	Intersection Assessments Assess critical intersections across the municipality and develop a matrix to inform prioritisation for upgrading. Includes Streetlighting upgrades.
	Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	-	-	70,826.40	70,826.40	0.00%	Oct-22	Project Planning	Design Work Only - SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted <b>Note:</b> Project informs execution Project as per line 15. Project is a Priority 1 due to linking with execution budgeted in 22-2023
	Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Nov-22	Project Planning	Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required storm events. WRM are completing flood modelling.
	Forward Design of Road Projects- Hillier Road Shared Path Program	-	13,912.00	13,912.00	23,608.80	9,696.80	58.93%	Oct-22	Complete	Develop conceptual Design shared pathway program which will connect with the future network. Estimate will inform 10-year Program.

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
	Forward Design of Road Projects- project yet to identified	-	-	-	61,129.60	61,129.60	0.00%	TBC	-	-
Roads	Gravel Surface Renewal-Gravel Rd Reheating - Priority List	-	-	-	300,000.00	300,000.00	0.00%	Apr-23	Project Planning	Roads identified for gravel reheating will be as per Priority list. The Priority list will be reconfirmed post 2022 road inspections. Execution to be completed with Period Contractor in 2023 post Wet Season. Pre-wet season inspections completed Oct 22.
Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	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 keen with proposal to move forward.  Received quote from Land Valuator. Land Acquisition is in progress. Survey will commence after approval of Council. Byne have submitted 60% of the design - Design on Hold pending due to Land Acquisition.
Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	-	-	500,000.00	500,000.00	0.00%	May-23	Project Planning	100% design received - Need to review as estimate is \$2.60M
Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Jan-23	Project Planning	Budget Allocated for school safety upgrades. School safety audit has been carried out by Cardno and reviewed by Council pending Corrective Action Report. Recommendation and Priority list will inform execution plan with respect to risk matrix.
Roads	Road Safety - Intersection Upgrades- Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	0.00%	Apr-23	Project Planning	Budget allocated for Power Road - Pioneer Road intersection upgrades. SOW and Design works are as per line 8: Relocate a Power Pole, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted.

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Project Planning	Priority list to be developed which will be completed in 2022, which will inform a 2023 Program.
Drainage	Drainage Renewal-Priority List - Jarvis Road	-	25,349.52	25,349.52	100,000.00	74,650.48	25.35%	Nov-22	Completed	Works have been completed
	Drainage Renewal-Priority List - Elizabeth Valley - Horsnell Road Intersection	-	-	-	100,000.00	100,000.00	0.00%	Nov-22	Project Planning	WRM has provided flood assessment report. Report currently under review.
Drainage	Drainage Upgrade - Floodway's- Girraween Road Floodway Upgrade	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Budget is part of a Carry Forward Project, As per Carry Forward - RFQ21-297 Girraween Road Safety Upgrades - Byrne have submitted 75% of the Design. <b>Note:</b> Total Budget for Execution is ~\$750k Carry Forward budget inclusive.
Drainage	Drainage Upgrade - Flood Mitigation- Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Project Planning	WRM Water & Environmental completing Flood modelling and option analysis. <b>Risk:</b> Complex and expensive execution for minimal benefit. <b>Note:</b> May need project phases over the next few years, based on budget
Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Feb-23	Project Planning	AC Assessment completed. SOW developed. Three quotes to be sourced.
Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	-	-	83,000.00	83,000.00	0.00%	TBC	Project Planning	TRC AMP needs updating. As per current AMP works to be scheduled are painting of crematorium, new concrete beams for section F, repair of the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Quotes are being sought with works to be scheduled once quotes finalised. cashflow projections being determined. Forecasting Pending.
Buildings	Waste Transfer Station Renewal- Pavement and	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Signage not proceeding at request of Mayor. Update of weighbridge and waste recording software which is 12 years old and has not



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
	Sawtooth renewal at HSWTS									been updated. Forecasting Pending. Replacement of compactor rails - Scheduled for Jan 2023 Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture scheduled for November Renewal of old phone system not updated when office phones updated - forecast subject to weighbridge software
Community	Freds Pass Reserve Asset Renewal	-	-	-	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- Maley Pavilion	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Asset management to identify works required to bring non-compliant building to the standards.
Fleet	Plant/Vehicle Replacement- Council	-	-	-	355,000.00	355,000.00	0.00%	TBC	Project Planning	Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget figure is inclusive of cemetery and waste vehicles.
	Plant/Vehicle Replacement- Cemetery	-	-	-	25,000.00	25,000.00	0.00%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.
	Plant/Vehicle Replacement- Waste	-	-	-	230,000.00	230,000.00	0.00%	TBC	Project Planning	PO created and machine ordered)serial No provided by supplier. Expect Delivery Feb 2023
Admin	Capitalisation of Salaries	-	-	-	306,000.00	306,000.00	0.00%	Jun-23	Ongoing	Finance Team - EOY Settlement
	<b>Subtotal</b>	-	<b>39,261.52</b>	<b>39,261.52</b>	<b>6,417,429.00</b>	<b>6,378,167.48</b>	<b>0.61%</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	Council Administration Building Renewal- Aircon, Garden Upgrade and Carpark line marking	-	48,135.20	48,135.20	47,599.00	(536.20)	101.13%	Aug-22	Delivery	1. Air conditioner has been installed minor tidy up works to be completed. 2. Garden Upgrade - Completed 3. Carpark awarded - Completed
	Council Administration Building Renewal- Disability Access	-	-	-	30,000.00	30,000.00	0.00%	Oct-22	Planning	Disability Access: Installation of Sliding Glass Entry Doors at Litchfield Council Office
	Council Administration Building Renewal- External storage or Car park	-	-	-	35,796.00	35,796.00	0.00%	Nov-22	Planning	External storage and / or car shed - See
Drainage	Drainage Renewal and Upgrades- Reedbeds Road - Floodway Upgrade	-	-	-	157,500.00	157,500.00	0.00%	Jun-22	Discontinued	Decision was made not to upgrade, but to repair under maintenance contract.
	Drainage Renewal and Upgrades- Floodway Signage Upgrades to 31 locations	-	-	-	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.
	Drainage Renewal and Upgrades- Brougham Road	59,068.59	-	59,068.59	60,000.00	931.41	98.45%	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
	Drainage Renewal and Upgrades- Stockwell Road/Walker Road	548,739.15	-	548,739.15	240,000.00	(308,739.15)	228.64%	Jun-22	Delivery	This is one of the Project which investigated by WRM Water & Environmental Pty Ltd Consultant. Flood modelling and option analysis is received. Complex and expensive execution for minimal benefit. May need project phases. Over the next few year
Pathways	Shared Pathway Program- Feasibility for Hillier Road to Girraween Road and Girraween Road to Coolalinga Shops	4,241.41	-	4,241.41	20,000.00	15,758.59	21.21%	Jun-22	Completed	Complete.
Pathways	Pathway Renewal- Whitewood Road - Stage 3	93,761.84	-	93,761.84	180,000.00	86,238.16	52.09%	Jun-22	Completed	Pathway completed.
Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon Various arterial roads intersection upgrades	80,381.85	35,340.40	115,722.25	350,000.00	234,277.75	33.06%	Jun-22	Delivery	Guys Creek Road Design - 60% Design Complete - <b>ON HOLD</b> <b>Pending</b> Land Acquisition Elizabeth Valley Road Floodway upgrade - To be released Thorngate Road Pavement Rehab - Waiting for agreement between defence and Council Whitewood Road Widening at Wadham Lagoon -100% of Design Complete. Various arterial roads intersection upgrades - To be released
Roads	Road Seal Renewal-LRCI Phase - Road Reseal List	351,098.81	-	351,098.81	1,921,154.85	1,570,056.04	18.28%	Sep-22	Delivery	Phase 1 Completed Phase 2 - Completed LRCI Phase 2 - Reseal Various Roads identified via condition-based Priority list - Tenders

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
	including AMP roads									been awarded to Downer Edi Works Pty Ltd. Works will commence First week of Sept. <b>Note:</b> Works to be completed before Sept 2022 as per LRCI commitment (\$ 1611,662.43 to spend)
Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	1,500.00	65,588.16	500,000.00	434,411.84	13.12%	Jun-22	Project Initiation	Complex Design - Requires land acquisition. Had a meeting with Landowner. He is keen with proposal to move forward. Waiting for quote from valuator for acquisition. Byne have submitted 60% of the design - Design on Hold pending due to Land Acquisition. Design Budget as per Carry Forward line 58. Received quote from Land Valuator. Land Acquisition is in progress.
Roads	Productive Roads - Mango Roads- Kentish Road	137,568.58	-	137,568.58	300,000.00	162,431.42	45.86%	Jun-22	Completed	Road has been opened to traffic. Defects period expires 2 yrs. form handover date. Council contribution to project funding to be offset against preliminary design being negotiated with DIPL.
Roads	Road Safety Upgrades- Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	56,332.00	134,596.62	579,545.00	352,562.03	39.17%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design consultation awarded to Byrne Consultant Pty Ltd. 75% Design received to review.
	Road Safety Upgrades - Schools Safety Audits-Humpty Doo - Challoner Circuit Area	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
	Road Safety Upgrades - Girraween Primary School	6,216.70	685.00	6,901.70				Sep-22	Completed	Completed
	Road Safety Upgrades - Schools Safety Audits- Howard Springs Primary School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
	Road Safety Upgrades - Schools Safety Audits- Good Shepherd	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
	Road Safety Upgrades - Schools Safety Audits- Middle Point School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
	Road Safety Upgrades - Street Lighting- Priority List, intersections, and Challoner Circuit review	-	-	-				Nov-22	Planning	RFQ is being drafted. Seek Approval to re-obtain remaining funding BR1
	Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00	54,452.85	-	54,452.85				Jun-22	Completed	Works completed.
Buildings	Mira Square Development- Community Hall	-	87,933.19	87,933.19	150,000.00	62,066.81	58.62%	Oct-22	Delivery	Lock upstage
Buildings	Thorak Cemetery - Opening the New Families Section	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
Community	Waste Bin Replacement	65,525.25	-	65,525.25	80,000.00	14,474.75	81.91%	TBC	Delivery	Works Completed

Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
Buildings	Reserve Building Renewal and compliance- Freds Pass - Compliance works	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
Buildings	Mira Square development- Community Hall	75,753.19	149,246.81	225,000.00	225,000.00	-	100.00%	Sep-22	Delivery	Lock upstage
Fleet	Waste Vehicle Replacement	98,214.30	173,667.20	271,881.50	355,000.00	83,118.50	76.59%	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 wet season weather and contractors secured other work. Negotiations currently being undertaken for works to be completed EOM September 2022.
Community	Drinking Fountain- Water Fountain McMinns 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	Completed	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.
Roads	Power Road Floodway	-	268,835.28	268,835.28	298,019.26	29,183.98	90.21%	TBC	Completed	
		<b>2,005,148.76</b>	<b>882,261.36</b>	<b>2,887,410.12</b>	<b>6,060,659.11</b>	<b>3,107,452.99</b>	<b>47.64%</b>			

### STATEMENT 3. MONTHLY BALANCE SHEET

BALANCE SHEET AS AT 31 OCT 2022	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	22,822,404.30	
Untied Funds	2,325,130.16	
Accounts Receivable		
Trade Debtors	514,601.27 <sup>9</sup>	(2)
Rates & Charges Debtors	8,525,836.03	
Other Current Assets	183,903.93	
<b>TOTAL CURRENT ASSETS</b>	<b>34,371,875.69</b>	
Non-Current Financial Assets	10,679,010.30	
Property, Plant and Equipment	401,189,263.90	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>411,868,274.20</b>	
<b>TOTAL ASSETS</b>	<b>446,240,149.89</b>	
<b>LIABILITIES</b>		
Accounts Payable	1,485,295.55 <sup>10</sup>	(3)
ATO & Payroll Liabilities	122.53	(4)
Current Provisions	620,254.00	
Accruals	993,230.43	
Other Current Liabilities	-	
<b>TOTAL CURRENT LIABILITIES</b>	<b>3,098,902.51</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>3,456,848.51</b>	
<b>NET ASSETS</b>	<b>442,783,301.38</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	17,504,676.78	
<b>TOTAL EQUITY</b>	<b>442,783,301.38</b>	

<sup>9</sup> Includes Allowance for Doubtful debt

<sup>10</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advanced

## Note 1: Details of Cash and Investments Held

### Investment Schedule

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

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	2/05/2022	1,000,000.00	2.15%	10/01/2023	253	4,000,000.00	17.53%	14,902.74
	10/08/2022	1,000,000.00	3.40%	4/04/2023	237			22,076.71
	3/10/2022	1,000,000.00	4.15%	20/06/2023	260			29,561.64
	13/10/2022	1,000,000.00	4.00%	4/07/2023	264			28,931.51
Commonwealth (S&P A1+)	22/02/2022	2,000,000.00	0.61%	8/11/2022	259	8,822,404.30	38.66%	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
	26/10/2022	2,000,000.00	4.20%	11/07/2023	258			59,375.34
Defence Bank A-2	3/10/2022	1,000,000.00	4.00%	6/06/2023	246	1,000,000.00	4.38%	26,958.90
NAB (S&P A1+)	10/03/2022	1,000,000.00	0.85%	22/11/2022	257	7,000,000.00	30.67%	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
	12/10/2022	1,000,000.00	3.94%	27/06/2023	258			27,849.86
Westpac (S&P A1+)	21/09/2022	2,000,000.00	3.44%	23/05/2023	244	2,000,000.00	8.76%	45,992.33
<b>TOTAL INVESTMENTS</b>		<b>22,822,404.30</b>				<b>22,822,404.30</b>	<b>100%</b>	<b>463,001.36</b>

% of Total Investment Portfolio	A1 & A1+ (max 100% )	78%	A2 (max 60%)	22%	100%
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Total Investments/ Tied Funds	22,822,404.30	Total Year to date Investments Earnings	\$129,134.64
General Bank Funds	2,323,855.16		
Council Till and Petty Cash float	\$1,275.00		
Total Untied Funds	\$ 2,325,130.16		
Total all funds	\$ 25,147,534.46		



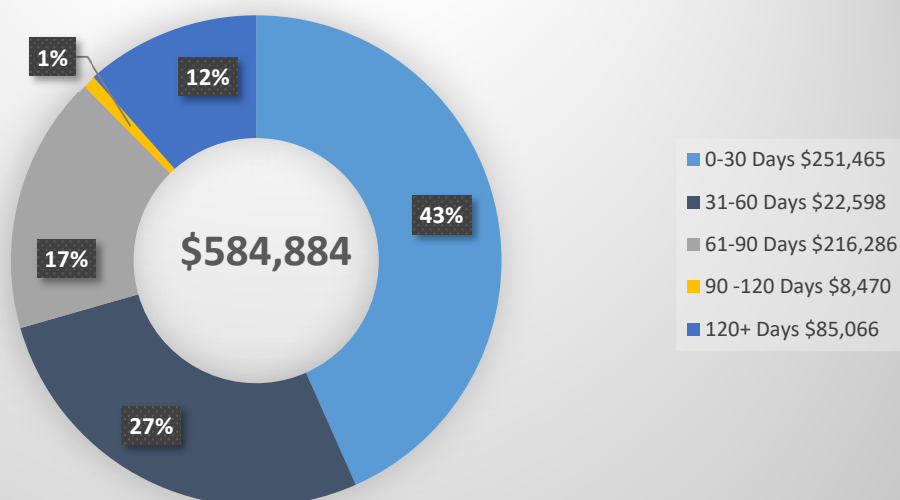
## Note 2: Statement of Trade Debtors

Total Debtors as of 31 October 2022 is \$584,884 Sundry debtor of \$311,834.85 includes \$190,800 related to NT concession, \$70,320.74 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 & \$660.15 relates to sundry debtors and recreation debtors. Follow-up is continuing to settle the outstanding.

Fines and Infringements - Council has two hundred and sixty-eight (268) infringements outstanding with a balance of \$59,574, an increase of \$11,819 from September. Eighty-three (83) are newly issued, twenty-three (23) have received reminders, and one hundred and sixty-two (162) 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	70,940.02	872.95	190,800.00	-	49,221.88	311,834.85
Cemetery	71,190.00	5,082.00	19,621.00	4,121.88	-	100,014.88
Waste	253.26	9.49	20.00	-	-	282.75
Recreation Reserves	-	1,675.20	211.35	549.79	660.15	3,096.49
GST Receivable	109,081.80	-	-	-	-	109,081.80
Infringements	-	14,958.00	5,634.00	3,798.00	35,183.55	59,573.55
<b>Total</b>	<b>251,465.08</b>	<b>22,597.64</b>	<b>216,286.35</b>	<b>8,469.67</b>	<b>85,065.58</b>	<b>583,884.32</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	255,582.32	60,806.03	-	-	-	316,388.35
Cemetery	4,034.28	1,348.26				5,382.54
<b>Total</b>	<b>259,616.60</b>	<b>62,154.29</b>	-	-	-	<b>321,770.89</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	122.53	-	-	-	-	122.53 <sup>11</sup>
Payroll- Superannuation	-	-	-	-	-	-
<b>Total</b>	<b>122.53</b>	-	-	-	-	<b>122.53</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>

<sup>11</sup> During the month end process GST creditor balance transferring to GST receivable account

## Outstanding Rates

### Prior Year Rates

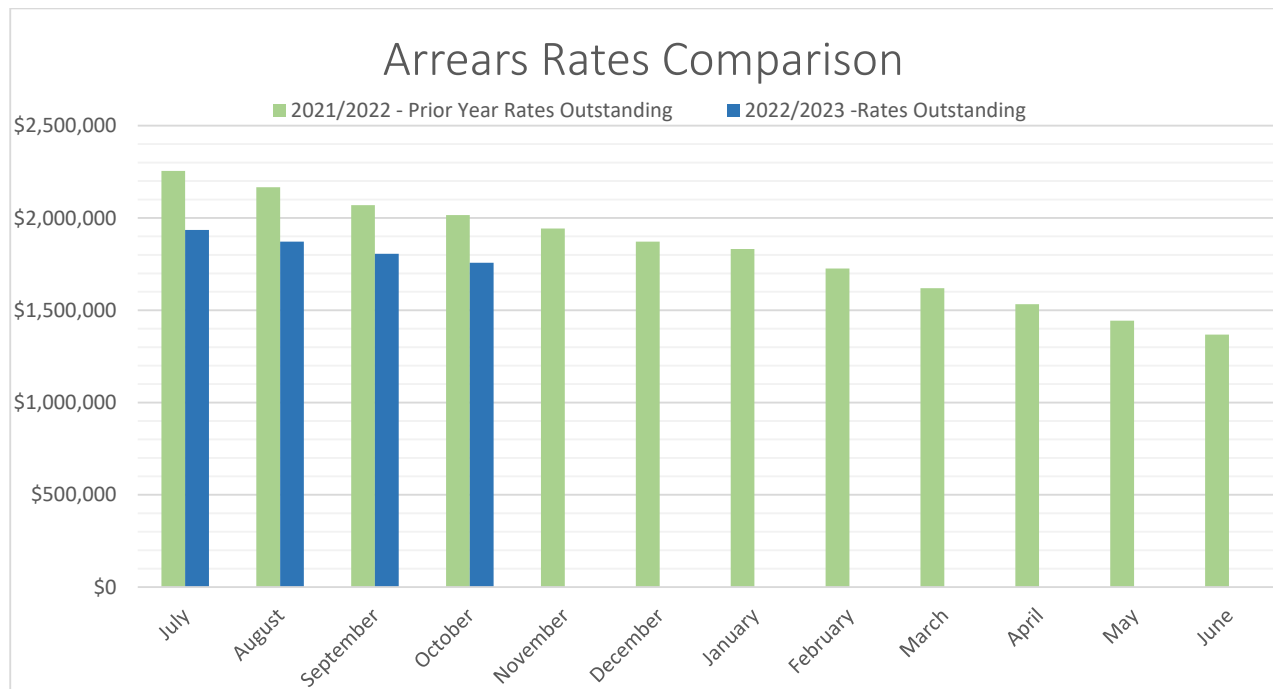
The below table illustrates the split of prior year outstanding rates, currently at \$1.7 million.

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

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

	Beginning of 2022/23 Prior Years Rates Outstanding (\$)	Previous Month (September 2022) (\$)	Current Month (October 2022) (\$)
COMMERCIAL	48,844.51	32,005.43	31,811.53
GAS PLANT	812.20	846.36	8,783.07
MINING	135,034.69	137,901.52	138,797.43
HORTICULTURE AGRICULTURE	77,870.19	76,530.49	75,372.07
NON-RATEABLE GENERAL	17,276.01	30,594.83	17,739.82
NON-RATEABLE WASTE	33,640.91	34,312.83	34,525.07
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,248,765.25	1,215,104.59
URBAN RESIDENTIAL	283,118.87	244,624.16	235,072.75
<b>TOTAL</b>	<b>2,047,272.12</b>	<b>1,805,580.87</b>	<b>1,757,206.33</b>
<b>Arrears LESS Legal</b>	<b>1,824,951.34</b>	<b>1,583,260.09</b>	<b>1,534,885.55</b>

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

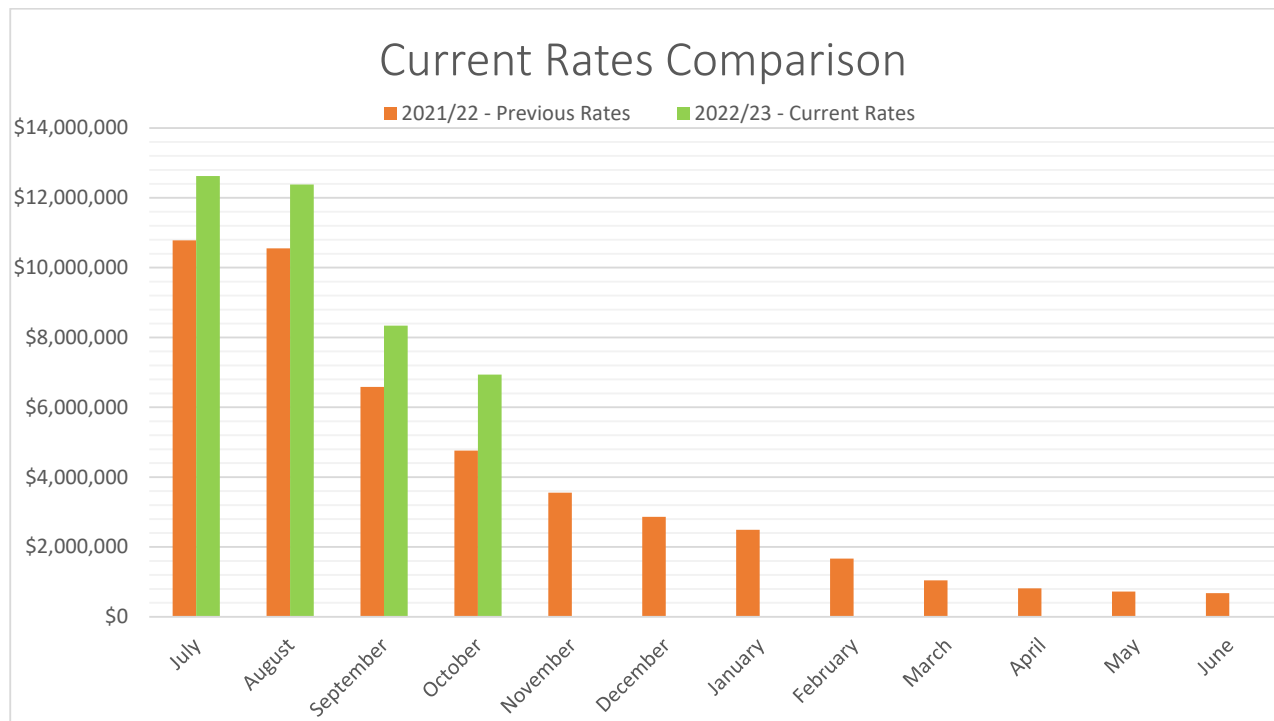


### Current Year Rates

The following table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m. The figure of \$6.9m takes into account some accounts that are in credit. The table shows the movement in current year rates compared to last month.

	Previous Month (September 2022) (\$)	Current Month (October 2022) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	2,143,922.57	1,452,248.03	691,674.54	30-Sep-22
<b>Instalment 2</b>	3,026,662.52	2,652,086.79	374,575.73	30-Nov-22
<b>Instalment 3</b>	3,167,351.67	2,832,543.68	334,807.99	28-Feb-23
<b>TOTAL</b>	<b>8,337,936.76</b>	<b>6,936,878.50</b>	<b>1,401,058.26</b>	

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



## Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
BPAY289	WESTPAC CARDS & DIRECT DEBITS	Term Deposit - Maturity Date 29 Sep 2022	\$ 2,000,000.00
1343.1387-01	DEFENCE BANK LIMITED	Term Deposit - Maturity Date 06 Jun 2023	\$ 1,000,000.00
1343.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit - Maturity Date 20 Jun 2023	\$ 1,000,000.00
1346.273-01	BENDIGO BANK (INVESTMENTS)	Term Deposit - Maturity Date 04 Jul 2023	\$ 1,000,000.00
1348.60-01	FREDS PASS SPORT & RECREATION	2nd Quarter Operational and Repairs & Maintenance Payment	\$ 265,442.38
1346.1583-01	A1 PLANT AND CIVIL	Maintenance of Pavement & Repairs - RFT21-285	\$ 259,572.95
1345.290-01	AUSTENG ENGINEERING SOLUTIONS	On Site Call Out for Repairing Cremator Suction	\$ 91,525.50
1346.2262-01	ADASROOFING & CONSTRUCTION	Mira Square - New Community Building - RFT-21-280	\$ 80,520.00
1346.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 7 (22/23) - Cycle 1 WE: 05 Oct 2022	\$ 61,887.42
1350.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 8 (22/23) - Cycle 1 WE: 19 Oct 2022	\$ 47,086.00
1344.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA FAMILY TRUST)	Supply & Installation of New Daikin Inverter Litchfield Council	\$ 40,590.00
1350.514-01	VEOLIA ENVIRONMENTAL SERVICES	Sep 2022 - Waste Transfer from HDWTS to Shoal Bay	\$ 31,517.81
1345.165-01	THINK WATER DARWIN	Thorak Regional Cemetery-Bore & Irrigation - RFT21-286	\$ 27,500.00
1344.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 06 WE: 05 Oct 2022	\$ 27,112.98
1350.1583-01	A1 PLANT AND CIVIL	Jarvis Road - Driveway & Drainage Renewal	\$ 26,465.67
1350.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment - Cyc 1 Pay 08 WE: 19 Oct 2022	\$ 26,444.46
1346.1022-01	KPMG	Year-end Audit Fee in Connection - 30 Jun 2022	\$ 26,299.35
1350.810-01	UHY HAINES NORTON	Fees & Charges for Preparation of Financial Statement	\$ 24,750.00
1346.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Brooking Circuit - Driveway Upgrades	\$ 21,175.00
1346.2440-01	STANTEC AUSTRALIA PTY LTD	Girraween Road -Litchfield Path Feasibility - 90%	\$ 17,562.60
1348.16-01	BERRY SPRINGS RESERVE	2nd Quarter Operational and Repairs & Maintenance Payment	\$ 16,889.40
1346.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Drainage Investigation - Horsnell Road Litchfield Council	\$ 16,119.13
1348.72-01	LIVINGSTONE RESERVE MANAGEMENT BOARD	2nd Quarter Operational and Repairs & Maintenance Payment	\$ 14,738.90
1346.1564-01	FOURIER TECHNOLOGIES PTY LTD	July 2022 - Managed ICT Service Provider	\$ 14,050.64
1350.1564-01	FOURIER TECHNOLOGIES PTY LTD	Sep 2022 - Managed ICT Service Provider	\$ 13,965.77
1350.2440-01	STANTEC AUSTRALIA PTY LTD	Whitewood Road Safety Upgrade Variation - RFQ21-298	\$ 13,840.20

Cheque No.	Payee	Description	Amount (\$)
1346.849-01	WEX AUSTRALIA (PUMA CARD)	Sep 2022 - Litchfield Council Fuel Account	\$ 12,942.10
1348.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	\$ 11,840.00
1350.187-01	NORSIGN	Replacement Signage - Various Locations of Litchfield Council	\$ 11,257.31
1346.162-01	CIVICA PTY LTD	Authority Service - Purchase of Prepaid Support Fund	\$ 8,800.00
1350.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations of Litchfield Council Municipality	\$ 8,603.75
DD171022	WESTPAC CARDS & DIRECT DEBITS	Sep 2022 - Credit Card Purchases Litchfield Council	\$ 8,528.70
1346.170-01	NTRS (NT RECYCLING SOLUTIONS)	Sep 2022 - Waste Transfer from HSWTS to Shoal Bay	\$ 8,338.59
1346.1068-01	MR D S BARDEN	Sep 2022 - Elected Member Allowances	\$ 7,799.01
1348.1022-01	KPMG	Audit Fee - Thorak Cemetery 30 Jun 2022	\$ 7,684.88
1350.78-01	POWER & WATER CORPORATION	Sep - Oct 2022 - Water for Litchfield Council Office	\$ 7,586.31
1348.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Drainage Investigation at Stockwell Road	\$ 7,425.00
1346.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Locations of Litchfield Council	\$ 7,326.00
1344.268-01	BYRNE CONSULTANTS	Girraween Road - Road Safety - RFQ21-297	\$ 7,306.20
1348.192-01	MAGIQ SOFTWARE (INFOXPRT)	Magiq Documents - Managed Services Remote Only	\$ 7,129.10
1348.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temp Staff WE: 05 Oct 2022	\$ 6,726.00
1350.162-01	CIVICA PTY LTD	Dec 2022 - Authority Program - Licence Fee	\$ 6,319.54
1348.2270-01	TYRECYCLE PTY LTD	Removal of Tyres HDWTS	\$ 5,910.63
1350.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff WE: 19 Oct 2022	\$ 5,797.36
1350.85-01	TELSTRA	Oct 22 - Thorak & LC Internet, Data and Mobiles	\$ 5,515.70
1344.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	\$ 5,393.40
1348.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	2nd Quarter Operational and Repairs & Maintenance Payment	\$ 5,357.00
1347.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Sep 2022 - Grave Preparation Thorak Cemetery	\$ 4,488.00
1346.577-01	ARJAYS SALE & SERVICE PTY LTD	Supply & Installation of Guardrail - Osbeck Road	\$ 4,400.00
1348.187-01	NORSIGN	Replacement Signage - Various Locations of Litchfield Council	\$ 4,314.05
1344.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temp Staff WE: 28 Sep 2022	\$ 4,086.22
1346.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff WE: 28 Sep 2022	\$ 3,910.28
1348.2440-01	STANTEC AUSTRALIA PTY LTD	Sep 2022 - Litchfield Schools RSA - 100%	\$ 3,767.50

Cheque No.	Payee	Description	Amount (\$)
1344.2440-01	STANTEC AUSTRALIA PTY LTD	Project DC2114 - Litchfield Floodway Assessment	\$ 3,715.36
1346.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA)	Temp Staff WE: 30 Sep 2022	\$ 3,616.54
1344.1392-01	AKRON GROUP PTY LTD	Sep-2022 Traffic Control for Road Accident	\$ 3,552.45
1346.1152-01	LANE COMMUNICATIONS	Annual Rates Notice 2022 / 2023	\$ 3,517.81
1346.1253-01	CRAIG BURGDORF	Repairs and Maintenance to Cat 428F HSWTS	\$ 3,324.87
1346.1088-01	TALENT PROPELLER	Advertisement - Development Engineer & Weed Control	\$ 3,146.00
1350.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA)	Temp Staff WE: 19 Oct 2022	\$ 3,109.46
1348.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temp Staff WE: 07 Sep 2022	\$ 3,099.05
1346.1113-01	GRAPHICS'LL DO	Design, Layout & Artwork-Community Engagement	\$ 2,948.00
1348.356-01	SOUTHPORT PROGRESS ASSOCIATION	2nd Quarter Operational and Repairs & Maintenance Payment	\$ 2,942.50
1346.2252-01	MRS E SHARP	Sep 2022 - Elected Member Allowances	\$ 2,739.30
1344.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 05 Oct 2022	\$ 2,725.07
1348.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 19 Oct 2022	\$ 2,725.07
1350.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Oct 2022 - Cleaning Litchfield Council and Thorak	\$ 2,644.85
1350.2487-01	WORKZONE TERRITORY PTY LTD	Traffic Management Plan & Guidance Scheme	\$ 2,629.00
1346.2330-01	WILKINSON ENGINEERING PTY LTD	Manufactured 2 x Head Plates per Drawing Supplied	\$ 2,464.00
1344.87-01	TOP END LINEMARKERS PTY LTD	Line Marking after Reseal - Various Locations of Litchfield Council	\$ 2,414.80
1348.926-01	JACANA ENERGY	Sep 22- Electricity for Various Locations of Litchfield Council	\$ 2,270.47
1346.2270-01	TYRECYCLE PTY LTD	Removal of Tyres from HDWTS	\$ 2,180.13
1344.187-01	NORSIGN	Replacement Signage - Various Locations of Litchfield Council	\$ 2,148.76
1346.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Hydraulic Repairs to HSWTS 428F	\$ 2,130.00
1347.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 23 Sep 2022	\$ 2,101.13
1348.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Work Uniforms for Rangers	\$ 2,071.00
1344.2499-01	ACACIA LAND MANAGEMENT PTY LTD	Forestry Mulching of Strangways Firebreak - MWF	\$ 2,030.15
1348.1174-01	INVESTIGATION COMPLIANCE & ENFORCEMENT	Course Enrolment Fees for Cert IV in Government	\$ 1,990.00
1344.993-01	ARAFURA TREE SERVICES & CONSULTING	Removed Deadwood from Humpty Doo Village Green	\$ 1,925.00
1350.192-01	MAGIQ SOFTWARE (INFOXPRT)	Onsite Administration Training & Train the Trainer	\$ 1,859.00

Cheque No.	Payee	Description	Amount (\$)
1346.2249-01	MS R A WRIGHT	Sep 2022 - Elected Member Allowances	\$ 1,786.74
1348.132-01	AIRPOWER NT PTY LTD	Replacement of Tyres Rego: CE22JF & CE25	\$ 1,677.50
1344.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching-Various Locations of Litchfield Council Municipality	\$ 1,662.75
1346.2525-01	LITCHFIELD RESIDENT	Refund for Rates Overpayment	\$ 1,650.00
1350.1802-01	VALUATIONS NT PTY LTD	Land Valuation - Lot 239 Guys Creek Road	\$ 1,650.00
1350.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Voucher	\$ 1,600.00
1348.78-01	POWER & WATER CORPORATION	Aug - Sep 22 - Water for 225 Strangways Road	\$ 1,588.45
1348.1088-01	TALENT PROPELLER	Advertisement - Weed Control & Manager Corporate	\$ 1,573.00
1350.1088-01	TALENT PROPELLER	Advertisement - Asset Management Engineer	\$ 1,573.00
1346.2238-01	MR K R HARLAN	Sep 2022 - Elected Member Allowances	\$ 1,566.74
1346.2239-01	MR M SIDEY	Sep 2022 - Elected Member Allowances	\$ 1,516.74
1346.2253-01	MR A MACKAY	Sep 2022 - Elected Member Allowances	\$ 1,516.74
1346.498-01	MR M I G SALTER	Sep 2022 - Elected Member Allowances	\$ 1,516.74
1346.2049-01	AJ SECURITY DARWIN	Sep 2022 - Security Open and Lock Up HPRR	\$ 1,419.00
1344.2521-01	LITCHFIELD RESIDENT	Rates Refund	\$ 1,367.84
1346.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2022 - Additional Alarm Responses Litchfield Council	\$ 1,354.09
1348.1152-01	LANE COMMUNICATIONS	Rates Newsletter A4 Flyer 2022 / 2023	\$ 1,336.50
1351.926-01	JACANA ENERGY	Sep 2022 - Electricity for Thorak Residence	\$ 1,309.09
1348.220-01	THE BIG MOWER	Service of Minus Kombi Motor	\$ 1,237.15
1348.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Water Leak at HDVG	\$ 1,232.07
1350.926-01	JACANA ENERGY	Sep-Oct 2022 - Electricity for Various Locations of Litchfield Council	\$ 1,230.39
1344.1252-01	JALU CARPENTRY (PETER SHEPARD)	Removal of Box Air Cons & Asbestos Testing - Whitewood Hall	\$ 1,221.00
1348.1471-01	RICOH AUSTRALIA PTY LTD	Sep 2022 - Corporate Photocopier Consumables	\$ 1,213.51
1348.359-01	EARTHWORKS TRAINING & ASSESMENT	Goods & Services	\$ 1,200.00
1346.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Disconnect Bubbler & Capped Water HDVG	\$ 1,131.86
1344.652-01	ANIMAL CARE EQUIPMENT & SERVICES (AUSTRALIA)	Replacement of Cable & Stainless Steel	\$ 1,117.67
1350.2536-01	LITCHFIELD RESIDENT	Rates Refund	\$ 1,100.16



Cheque No.	Payee	Description	Amount (\$)
1346.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Oct 2022 - Mowing Service HPRR	\$ 1,100.00
1351.1772-01	WATER DYNAMICS PTY LTD	Replacement Irrigation Parts for Thorak Cemetery	\$ 1,085.04
1346.14-01	AUSTRALIA POST	Postage for Dog Registration Overdue 22/23 & Bulk Purchase of Stamps Litchfield Council	\$ 1,041.41
1348.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Oct 2022 - Mowing Service KLRR	\$ 990.00
1346.1105-01	ASSOCIATED ADVERTISING & PROMOTIONS	Litchfield Signature Event Workshop	\$ 968.00
1346.1623-01	PACKARD GOOSE PTY LTD - MCMINNS PUM	Attempt to Pump Out Septic Tank Litchfield Council	\$ 950.00
1348.1181-01	ODD JOB BOB	Installation of Soap Dispensers at KLRR	\$ 940.50
1344.522-01	FARMWORLD NT PTY LTD	Replacement of Ad Blue Tank Cap	\$ 927.50
1344.2522-01	LITCHFIELD RESIDENT	Rates Refund	\$ 911.88
1348.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	\$ 871.26
1348.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 14 Oct 2022	\$ 855.00
1351.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B220909A	\$ 852.50
1344.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 21 Sep 2022	\$ 787.50
1350.2534-01	LITCHFIELD RESIDENT	Products Used to Remove Graffiti	\$ 760.00
1347.2049-01	AJ SECURITY DARWIN	Sep 2022 - Security Open and Lock Up HDVG	\$ 758.51
1346.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repairs to Irrigation at HPRR	\$ 739.20
1350.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	\$ 730.08
1344.28-01	RURAL FIRE PROTECTION	6 Month Fire Equipment Service KLRR	\$ 708.40
1348.1278-01	SEEK LIMITED	Advertisement for Manager Corporate Service & Asset Management Engineer	\$ 704.00
1351.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 12 Oct 2022	\$ 695.72
1344.1152-01	LANE COMMUNICATIONS	Dog Registration Overdue Letters 22 / 23	\$ 662.17
1346.926-01	JACANA ENERGY	Aug - Sep 2022 - Electricity for HSWTS Lot 4431	\$ 641.77
1348.2421-01	RURAL GARDEN SUPPLIES (SOUTHERN CROSS LANDSCAPING)	Supply of Pre-mix 10mm - MWF	\$ 600.00
1346.2164-01	SCOUT TALENT PTY LTD	Sep 2022 - E-Learning Monthly Subscription	\$ 595.98
1344.2523-01	LITCHFIELD RESIDENT	Rates Refund	\$ 579.99
1350.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	\$ 574.74
1348.1035-01	AUSTRALIA WIDE TAXATION & PAYROLL	Australia Wide Taxation & Payroll Training	\$ 545.00

Cheque No.	Payee	Description	Amount (\$)
1350.108-01	DEPARTMENT OF ATTORNEY GENERAL & JUSTICE (RTM)	Fines Recovery Unit - Recovered Fines Jul - Sep 2022	\$ 528.00
1346.1697-01	RSPCA	Sep 2022 - Impounds Transfer	\$ 520.00
1348.2528-01	LITCHFIELD RESIDENT	Refund of Defect Liability PA2018/0305	\$ 500.00
1350.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Excess Payment for Loader Repairs on Insurance Claim	\$ 500.00
1350.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Sep 2022 - Catering for Citizenship Ceremony	\$ 480.00
1350.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Sep 2022 - Litchfield Council Archive Storage	\$ 455.04
1348.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Backhoe at HSWTS	\$ 440.00
1346.795-01	LITCHFIELD EX. EMPLOYEE	Legal Cost	\$ 431.00
1347.261-01	FINLAY'S STONE	Purchase of 3-Cubic Meters of Ochre Stone	\$ 420.00
1350.2532-01	LITCHFIELD RESIDENT	Refund of Key Bond - HPRR	\$ 419.45
1349.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Printed Daily Pre-Start Check Books of 100	\$ 414.70
1346.874-01	VTG WASTE & RECYCLING	Sep 2022 - HDVG, KLRR & HPRR VTG Waste Collection	\$ 411.04
1348.267-01	K & J BURNS ELECTRICAL & REFRIGERATOR	Electrical Repairs at BSWTS	\$ 407.50
1347.2316-01	KYAM ELECTRICAL PTY LTD	Supply & Install Emergency Test Switch - Thorak Cemetery	\$ 407.00
1350.220-01	THE BIG MOWER	Service of Minus Kombi Motor Harness Advanced Cap	\$ 355.70
1344.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair Hydraulic Hose on Red Roo Auger Drive	\$ 352.50
1344.61-01	GREENTHEMES INDOOR PLANT & HIRE	Oct 2022 - Indoor Plant Hire Litchfield Council Offices	\$ 338.50
1351.1961-01	HUMPTY DOO WELDING AND FABRICATION	Memorial Bench - Extension and Weld Rio Bar to Bench - Thorak Cemetery	\$ 330.00
1346.1278-01	SEEK LIMITED	Advertisement - Weed Control Officer	\$ 324.50
1350.851-01	OFFICEWORKS	Stationary Replenishment for Litchfield Council	\$ 316.92
1344.205-01	SAFEWAY TEST & TAG	Test and Tag - KLRR	\$ 313.50
1344.926-01	JACANA ENERGY	Aug - Sep 2022 Electricity for Lot 1799 HDWTS - Hall	\$ 303.59
1344.1278-01	SEEK LIMITED	Advertisement for Development Engineer	\$ 302.50
1351.514-01	VEOLIA ENVIRONMENTAL SERVICES	Sep 2022- Waste Collection Thorak Cemetery	\$ 300.52
1344.2518-01	LITCHFIELD RESIDENT	Youth Development Grant - Football Tournament	\$ 300.00
1344.2519-01	LITCHFIELD RESIDENT	Youth Development Grant - National Show	\$ 300.00
1344.2520-01	LITCHFIELD RESIDENT	Youth Development Grant - National Touch	\$ 300.00

Cheque No.	Payee	Description	Amount (\$)
1350.2533-01	LITCHFIELD RESIDENT	Community Grant - Equestrian Interschool	\$ 300.00
1350.1674-01	FRESH START - FOR CLEANING	Cleaning Services WTS WE: 20 Oct 2022	\$ 292.50
1348.828-01	HOWARD SPRINGS VETERINARY CLINIC	Oct 2022 Euthanasia and Disposal Animal # 2089 & 2104	\$ 290.00
1344.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	\$ 283.53
1348.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	\$ 280.69
1344.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Toilet Blockage at HPRR	\$ 264.00
1344.2269-01	DARWIN LOCK & KEY (WEREACO PTY LTD)	Repairs & Maintenance to Weigh Bridge Door	\$ 246.11
1350.508-01	EASA	EAP Counselling Sessions- 01 - 15 Oct 20	\$ 235.30
1351.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	\$ 219.45
1346.508-01	EASA	EAP Counselling Sessions- 16-30 Sep 2022	\$ 213.91
1350.2535-01	LITCHFIELD EMPLOYEE	Reimbursement for Safety Boots PPE - WTS	\$ 189.00
1346.2524-01	JACKS RURAL CONTRACTING	Remove Septic Tank Lid & Replace Concrete Lid	\$ 187.00
1346.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD (ASSA)	Oct 2022 - ASSA Monthly Membership	\$ 181.50
1344.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO HARDWARE)	Service Call & Labour at HPRR	\$ 177.15
1350.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Investigate Leaking Cistern Infrastructure	\$ 140.80
1344.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - WTS	\$ 137.27
1344.1040-01	SUPERCHEAP AUTO	Assorted Consumable Products	\$ 136.59
1345.287-01	HARVEY DISTRIBUTORS	Garbage Bags & Hand Towels for Thorak Cemetery	\$ 130.38
1346.1330-01	PAWS DARWIN LTD	Sep 2022 - Impound Transfer	\$ 130.00
1344.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	\$ 118.70
1350.1133-01	NT WATER FILTERS	Bottled Water for Litchfield Council Foyer	\$ 110.00
1344.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of Desexing Voucher	\$ 100.00
1350.2434-01	BELLS PURE ICE	Bagged Ice - Delivered to MWF Site	\$ 82.50
1344.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Sep 2022 - Additional Alarm Responses	\$ 77.18
1348.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Oct 2022 - Additional Alarm Responses	\$ 77.18
1350.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Oct 2022 - Additional Alarm Responses	\$ 77.18
1349.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	\$ 69.30

Cheque No.	Payee	Description	Amount (\$)
1350.1404-01	LITCHFIELD EMPLOYEE	Employee Reimbursement for the Australia Postage Cost	\$ 65.19
1346.565-01	CURBY'S (NT) PTY LTD	ID Cards for Litchfield Council Employee	\$ 55.00
1344.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 25 Sep 2022	\$ 52.76
1346.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 02 Oct 2022	\$ 52.76
1348.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 09 Oct 2022	\$ 52.76
1350.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE: 16 Oct 2022	\$ 52.76
1344.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY PTY LTD)	Sep 2022 - Plant Hire Taminmin Library	\$ 52.00
1347.220-01	THE BIG MOWER	Oil PE 4L TR 10W30 - Thorak Cemetery	\$ 46.85
1348.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts	\$ 42.88
1351.851-01	OFFICEWORKS	Stationary Replenishment for Thorak Cemetery	\$ 41.35
<b>Total</b>			<b>\$ 6,501,286.93</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
21/10/2022	6.00	Westpac Bank	Credit Card Fee
<b>Total</b>	<b>6.00</b>		

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

Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
<b>Total</b>			

## FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

ASSET SUSTAINABILITY RATIO	OUTSTANDING RATES RATIO	OWN SOURCE OPERATING REVENUE COVERAGE RATIO	CURRENT RATIO (LIQUIDITY RATIO)	DEBT SERVICE RATIO
<p>Actual: 6% (22/23), 27% (21/22) Budget: 46% Benchmark - Minimum 90% Benchmark - Maximum 120%</p>	<p>Actual: 20% (22/23), 18% (21/22) Budget: Less than 18% Benchmark - Less than 10% Best Practice - Less than 5%</p>	<p>Actual: 69% (22/23), 51% (21/22) Budget: 96% Benchmark - Minimum 60% Benchmark - Maximum 100%</p>	<p>Actual: 8.95 (21/22), 11.09 (22/23) Budget: More than 1</p>	<p>Actual: 0 (21/22), 0 (22/23) Budget: Less than 1</p>
Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.

KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 6% for the month of October 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 20% sits higher than 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 11.09 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>

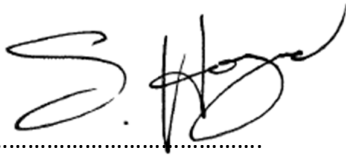
\*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

\*\* 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 9 November 2022



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.01.02
<b>Report Title:</b>	People, Performance and Governance Report – October 2022
<b>Author:</b>	Lisa Hancocks, Manager People and Performance
<b>Recommending Officer:</b>	Maxie Smith, General Manager Business Excellence
<b>Meeting Date:</b>	15/11/2022
<b>Attachments:</b>	A: People, Performance and Governance Report – October 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 November 2022.

### Background

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

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil



## **Risks**

### Health & Safety

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

### Service Delivery

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

## **Community Engagement**

Not Applicable.

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

## PEOPLE AND PERFORMANCE MONTHLY REPORT

### October 2022

#### Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA	NA	NA	NA

#### External Appointments

Position	Department	Commenced	Permanent/Temporary
Manager People & Performance	Business Excellence	31 October 2022	Fixed Term Contract
Planning & Development Program Leader	Infrastructure & Operations	31 October 2022	Fixed Term Contract

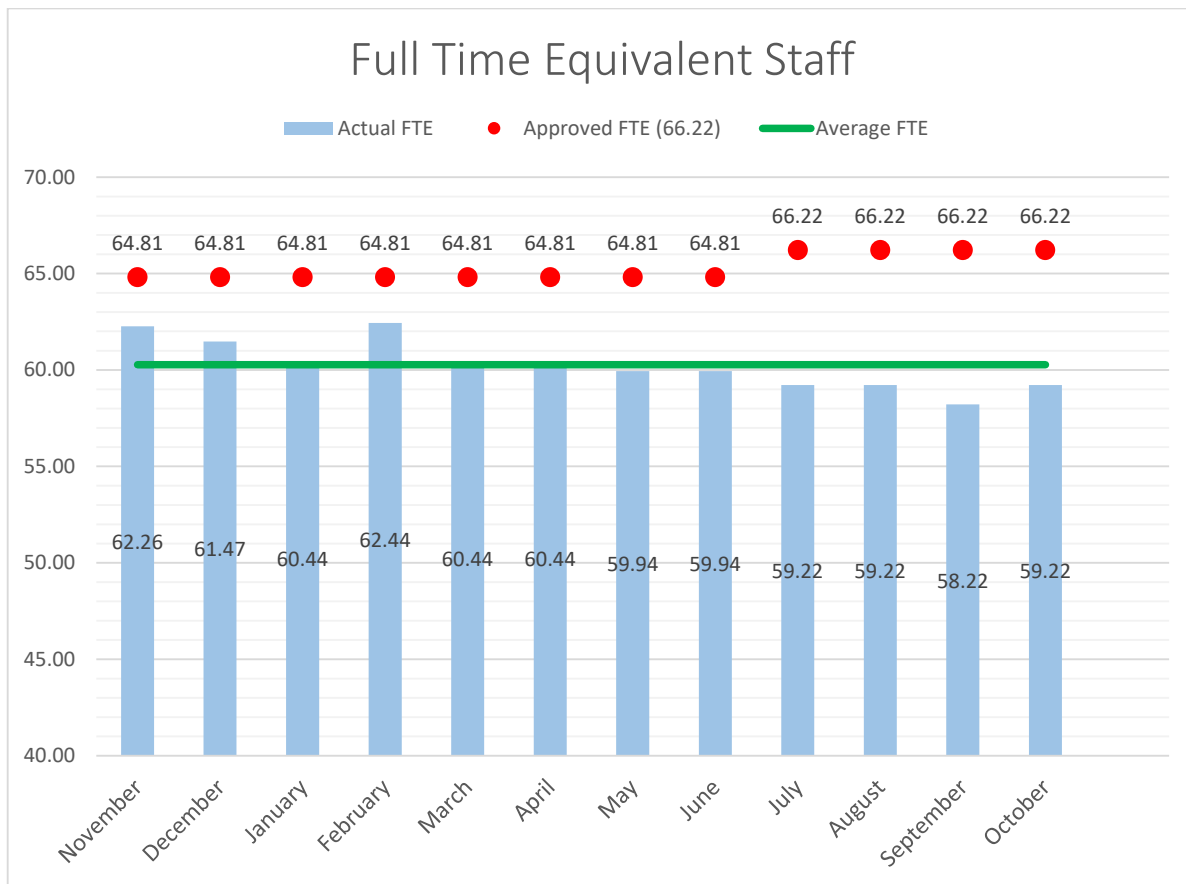
#### Employment Separation

Position	Department	End date	Permanent/Temporary
Gatekeeper-WTS	Infrastructure & Operations	19 October 2022	Casual

	Approved	Actual	Difference
Full Time Equivalent	46.75	42.75	-4
Part-time	7.47	7.47	0
Contract	12	9	-3
<b>Total</b>	<b>66.22</b>	<b>59.22</b>	<b>-7</b>

#### Recruitment Overview:

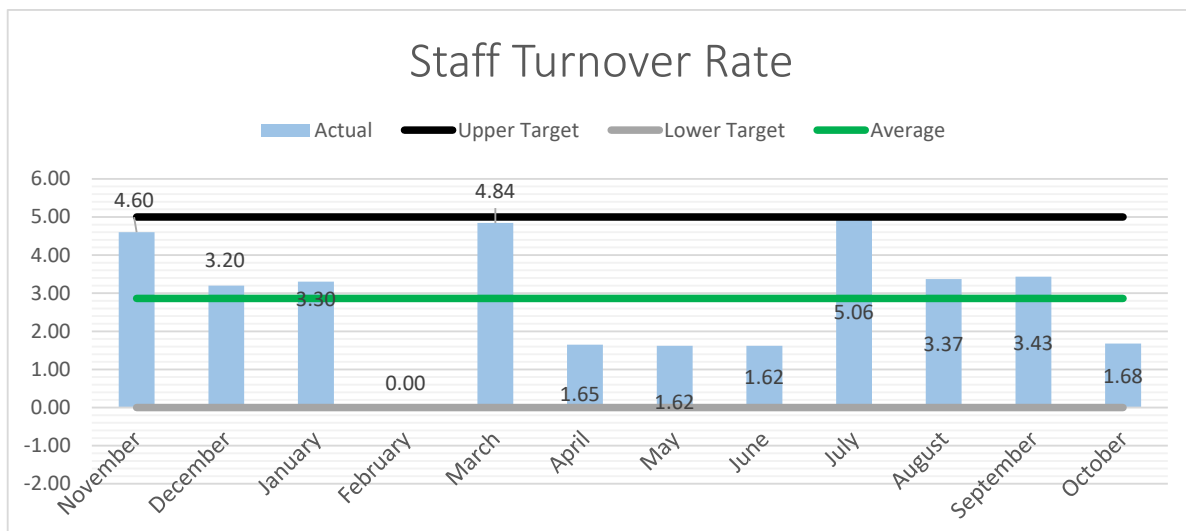
Role	In Progress	Completed
Development Engineer	✓	
Asset Engineer	✓	
Manager Corporate Services	✓	
Plant Operator - MWF	✓	
Gatekeeper - WTS	✓	



#### Turnover Rate:

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

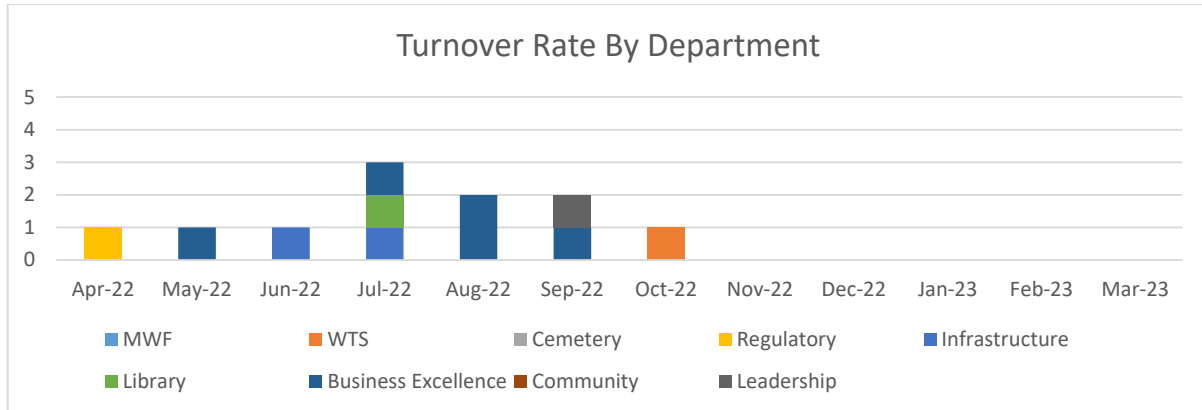
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Average
4.60%	3.20%	3.30%	0%	4.84%	1.65%	1.62%	1.62%	5.06%	3.37%	3.43%	1.68%	2.86 %
3	5	2	0	4	1	1	1	3	2	2	1	2.08

Target Average: Between 0% - 5%

### Turnover Rate by Department:

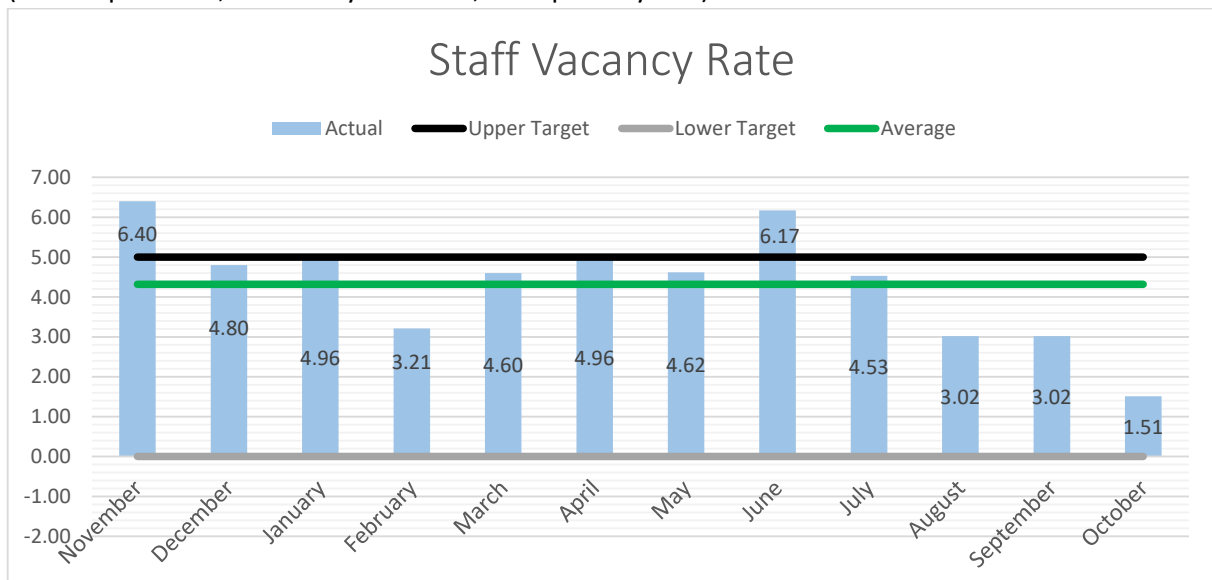


Department	Numbers	Percentage (%)
MWF	0	NA
WTS	1	1.68
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	0	NA
Community	0	NA
Leadership	0	NA
<b>Total</b>	<b>1</b>	<b>1.68%</b>

### Staff Vacancy Rate:

The number of vacant positions during the reporting period.

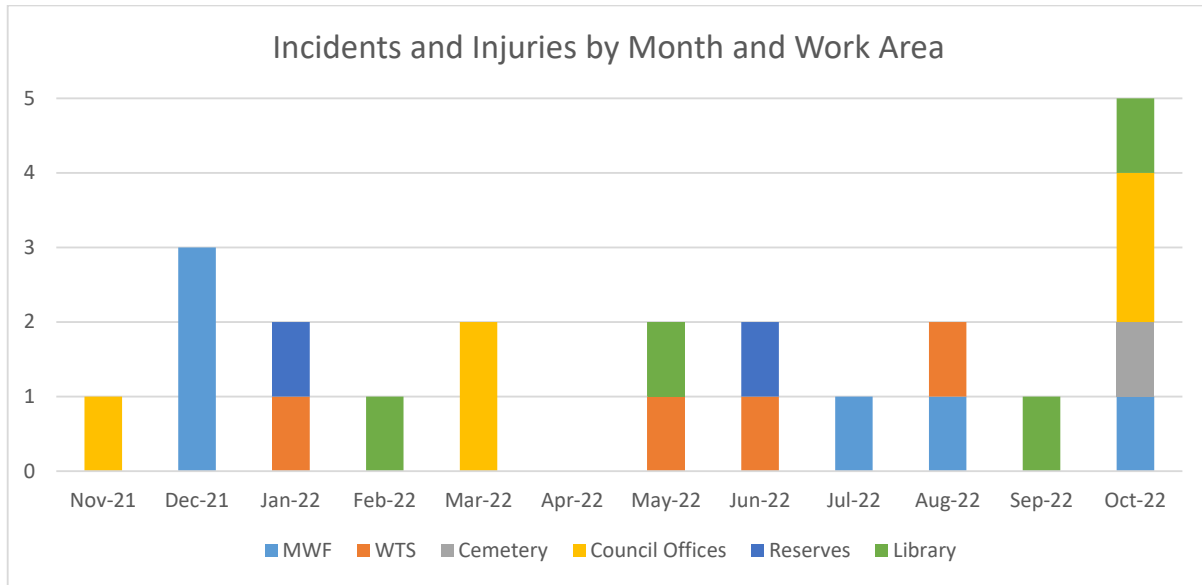
(Vacant positions, divided by total FTE, multiplied by 100)



Nov	Dec	Jan	Feb	Mar	April	May	June	July	Aug	Sep	Oct	Average
6.40%	4.80%	4.96%	3.21%	4.60%	4.96%	4.62%	6.17%	4.53%	3.02%	3.02%	1.51%	4.31%

Target: 0% - 5

## Workplace Health and Safety:



Five workplace health and safety incidents were recorded in October 2022.

Incident 1: An employee installing a monument at Thorak Cemetery had their finger caught under the monument, drawing blood. First aid was applied to the injury and no further treatment was required.

Incident 2: An employee presented to work with sudden back pain, the employee was subsequently advised to seek medical attention. No further treatment was required.

Incident 3: An employee attempted to lift the tailgate on a Council truck and lost footing causing the tailgate to connect with the employee's wrist. First aid was applied to the injury and no further treatment was required.

Incident 4: An employee was verbally abused and threatened by a resident in the course of their duties. Following the incident, the employee was made aware of the services available through EASA.

Incident 5: An employee's personal details were compromised by a third party.

## 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>	14.01.03
<b>Report Title:</b>	Risk Management Audit Committee Open Minutes – 26 October 2022
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Maxie Smith, General Manager Business Excellence
<b>Meeting Date:</b>	15/11/2022
<b>Attachments:</b>	A: RMAC Unconfirmed Open Minutes 26 October 2022

### Executive Summary

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

### Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 26 October 2022 meeting, as at Attachment A.

### Background

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*Local Government Act 2019*, Section 101(4).

**Risks**

Nil identified.

**Community Engagement**

Not applicable.





## ATTACHMENT A

# RISK MANAGEMENT & AUDIT COMMITTEE

## MINUTES

### LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Wednesday, 26 October 2022 at 10:04am

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<b>Present</b>	Garry Lambert Cr Mathew Salter Cr Mark Sidey	Chairperson (Electronic Attendance) Committee Member Committee Member
<b>Staff</b>	Stephen Hoyne Nicky McMaster Maxie Smith Rebecca Taylor Yvette Chambers	Chief Executive Officer General Manager Community and Lifestyle A/General Manager Business Excellence A/Manager People & Performance Executive Support
<b>Presenters</b>	Luke Snowdon Cy Balmes	KPMG Australia – Partner KPMG Australia – Manager

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#### 1. OPENING OF THE MEETING

The Chairperson, Garry Lambert opened the meeting at 10:04am

#### 2. APOLOGIES AND LEAVE OF ABSENCE

Ex-Officio Mayor Doug Barden was noted as an apology.

#### 3. DISCLOSURES OF INTEREST

No disclosures of interest were declared.

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

Moved: Cr Salter  
Seconded: Cr Sidey

THAT the minutes of the Open and Confidential Risk Management and Audit Committee meeting held 31 August 2022 be confirmed.

**CARRIED (3-0)**

#### **5. BUSINESS ARISING FROM THE MINUTES**

Moved: Cr Sidey  
Seconded: Cr Salter

That the Risk Management & Audit Committee note and receive the Action Sheet.

#### **6. PRESENTATIONS**

The Chair noted that the presentation would be conducted at 8. Officer Reports.

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

Nil.

#### **8. OFFICERS REPORTS**

*Luke Snowden and Cy Balmes from KPMG joined the meeting at 10:09am*

Auditors from KPMG attended the meeting(electronically) to discuss to the Litchfield Council Annual Financial Statements, Summary of Financials 2021-2022 and DRAFT Closing Audit Report 2021-2022.

Luke Snowdon from KPMG provided an overview of the audit process for the Draft Litchfield Council Annual Financial Statements and Summary of Financials 2021-2022.

Councillor Sidey indicated that he had a question for the Auditors related to the Draft Closing Audit Report 2021 – 2022, for discussion in the Confidential Risk Management and Audit Committee (RMAC) agenda.

#### **PROCEDURAL CHANGE**

Chair requested Items 10.01 Cyber Security Update and 10.02 DRAFT Closing Audit Report 2021-2022 be brought forward.

## 10. CONFIDENTIAL ITEMS

Moved: Cr Salter  
Seconded: Cr Sidey

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

### 10.1 Cyber Security Update

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

*(c) (iii) prejudice the security of the council, its members or staff.*

**CARRIED (3-0)**

### 10.2 DRAFT Closing Audit Report 2021-2022

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

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

**CARRIED (3-0)**

The meeting was closed to the public at 10:21am.

*Luke Snowden and Cy Balmes from KPMG left the meeting at 10:58am*

Moved: Cr Salter  
Seconded: Cr Sidey

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

The meeting was moved to Open Session at 11:09am.

## **8. OFFICERS REPORTS CONTINUED.**

### **8.1 Annual 2021/2022 Financial Statements**

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee confirms:

1. the draft Litchfield Council 2021-22 General Purpose Financial Statements are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council;
2. the draft Thorak Regional Cemetery Special Purpose Financial Statements 2021-22 are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presented to Council; and
3. the Summary of Financials are suitable for inclusion in the Annual Report and presented to Council.

**CARRIED (3-0)**

### **8.2 Audit Committee Performance Assessment**

Moved: Cr Salter

Seconded: Cr Sidey

THAT Risk Management and Audit Committee receive and note the results of the self-assessed performance review of the committee, as at Attachment A Summary of Self-Assessed Performance Review.

**CARRIED (3-0)**

### **8.3 Local Governance Compliance Review**

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee 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.

**CARRIED (3-0)**

## **12. OTHER BUSINESS**

Councillor Sidey sought clarification on the methodology that was utilised to calculate the termination benefits of the former CEO. General Manager Business Excellence took the question on notice for a detailed response to be reported back to the next RMAC meeting.

Councillor Sidey and Councillor Salter thanked Garry Lambert for his invaluable guidance and input as the Independent Chair of the Litchfield Council Risk Management and Audit Committee and wished him well for his future endeavours. Mr Lambert thanked the Committee and Council staff for their work and noted that he had enjoyed his role as Chair.

## **13. CLOSE OF MEETING**

The Chair closed the meeting at 11:18am.

## **14. NEXT COMMITTEE MEETING**

Wednesday 22 February 2023

## **MINUTES TO BE CONFIRMED**

Wednesday 22 February 2023

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## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.02.01
<b>Report Title:</b>	Knuckey Lagoon Recreation Reserve Electrical Repairs
<b>Author:</b>	Kate Townsend, Sport and Recreation Officer
<b>Recommending Officer:</b>	Nicky Davidge General Manager Community and Lifestyle
<b>Meeting Date:</b>	15/11/2022
<b>Attachments:</b>	Nil

### Executive Summary

Substantial pest damage to electrical infrastructure at Knuckey Lagoon Recreation Reserve over time has made it necessary to undertake a full replacement of the sub mains cable. Aging infrastructure at the reserve means that upgrades to the meter panel and power box will then be required to meet Australian Standards. Project cost will be approximately \$60,000.

### Recommendation

THAT council approves the release of up to \$60,000 from financial reserves to cover replacement of the sub mains cable, meter panel and power box at Knuckey Lagoon Recreation Reserve to meet current Australian Standards.

### Background

With the recent onset of the wet season and associated electrical storms, Knuckey Lagoon Recreation Reserve has been subject to numerous power outages which has revealed significant pest (ant) damage to the electrical infrastructure.

Reports from the Management Committee and Community Members revealed that this site has historically experienced significant disruptions to power, largely relating to ants in the meter panel and power box. Before Council assumed responsibility for this Reserve electrical issues were quickly patched without further consideration of the underlying cause.

In this instance, electricians have attended the site four times since the beginning of October 2022, with Power and Water having to replace blown fuses at the service pole three times to allow identification of the cause of issues. Repairs have been conducted to the Meter Panel on 17 October 2022 which has not effectively contained the issue. Resistance testing on the sub mains cabling show failing of the insulation resistance indicating there has been significant deterioration of the mains cable. This cable stretches approximately 300m from the road entry to the buildings.

Operations staff concur with recent feedback from Councillors regarding the future capacity of the Reserve and will be seeking upgrades to the cable instead of a straight like for like replacement. This will allow the Reserve to grow and adapt to future needs such as development of the oval space for events as outlined in the Sport, Recreation and Open Spaces Strategy. Operations staff are also exploring possible efficiencies with the Local Roads and Community Infrastructure (LRCI) Phase 3 funding for the Recreation Reserves CCTV/Wi-Fi project. While necessary trenching is undertaken for the submains cable, it may be possible to include conduit for data cabling which otherwise would not be feasible within LRCI budget.

Current quotes place the project cost at approximately \$60,000 for cable upgrade to a 240sq mm cable, or \$50,000 for a straight replacement of current infrastructure, cable at 3 phase 25sq mm. Operations staff highly recommend capitalising on this opportunity to upgrade infrastructure to allow for future growth at the reserve.

Until repairs can be undertaken, power has been disconnected to the facilities due to substantial leakage of electricity to earth which presents a significant danger. All bookings have been suspended with alternative arrangements being discussed with user groups.

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

Performance - An Effective and Efficient Organisation

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

Nil

#### **Risks**

Without action, power cannot be reconnected therefore user groups and community members will be unable to utilise Knuckey Lagoon Hall.

#### **Community Engagement**

Staff have engaged user groups to try to find alternative solutions while the site is not operational, although specific needs of each group make this difficult.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	14.03.01
<b>Report Title:</b>	Summary Planning and Development Report October 2022
<b>Author:</b>	Alana Rosse, Business Support Officer (IA)
<b>Recommending Officer:</b>	James Morgan, Manager Infrastructure and Assets
<b>Meeting Date:</b>	15/11/2022
<b>Attachments:</b>	

### 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 October 2022 to 31 October 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	5
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	13
Works Permits	8

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 October 2022; and
2. note for information the responses provided to relevant agencies within Attachments A-E of this report.



### **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	3
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objectioned to for reasons related to Council issues	2
Development applications objectioned 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.

To find out more about upcoming applications being considered at a meeting by the consent authority and previous determinations on applications at a meeting you can view agendas and meeting minutes online here:

[DCA meeting dates and agendas | Department of Infrastructure, Planning and Logistics](#)

[DCA meeting minutes | Department of Infrastructure, Planning and Logistics](#)

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
<b>PA2022/0318</b>  <b>1210 Stuart Hwy (Sect. 01854) &amp; 30 Gulnare Rd (Sect. 03015) Hundred of Strangways, Bees Creek NT</b>  Attachment A	<u>Subdivision to create 4 lots</u> Council does not object  The development of two lots into four meets most of the Part 6 Subdivision and Consolidation Requirements of the Northern Territory Planning Scheme 2020 (NTPS). The application addresses the lot configurations and plot ratios, noting that the proposed Lot D will have an area of 1.96 hectares, which is slightly less than the prescribed 2 hectare minimum. However, the 400 square metre discrepancy is considered minor, and it is consistent with the neighbourhood character as many of the surrounding lots are also under the required size. It is understood lots are designed to respond to site constraints and each lot still contains more than the minimum 1 hectare of unconstrained land, as required in Zone Rural Living (RL).
<b>PA2022/0355</b>  <b>280 Whitewood Road (Sect. 03446) Hundred of Bagot, Howard Springs NT</b>  Attachment B	<u>Alterations and additions to existing hotel (Howard Springs Tavern)</u> Council does not object  Council supports local businesses and economic growth within the municipality, and therefore the proposed alterations and additions to the Howard Springs Tavern are fully supported as being appropriate in the Zone Commercial. The proposed changes seek to make Howard Springs Tavern and the commercial centre more attractive to patrons and the community. This includes increasing the size of the children's playground and improvements to carparking, which better addresses motorcycle parking bays.
<b>PA2022/0377</b>  <b>165 Krichauff Road (Section 01950) Hundred of Strangways, Humpty Doo NT</b>  Attachment C	<u>Dwelling-independent with separate effluent disposal system</u> Council does not object  Whilst it is noted that the 115m <sup>2</sup> proposal exceeds the 80m <sup>2</sup> maximum allowable floor area required of a dwelling-independent, the 2ha site and proposed layout is considered acceptable to accommodate such a use. The site location and 2ha area provides sufficient opportunity to accommodate a separate effluent disposal system.

### **Development Applications not supported/objected to for reasons related to Council issues**

The table below describes the Development Applications that are not supported by Council.

<b>PA2022/0363</b> <b>141 Kowari Road (Sect. 04914) Hundred of Strangways, Berry Springs NT</b> Attachment D	<u>Transport Terminal &amp; Clearing of Native Vegetation</u> Council does not support  The proposal arises from an investigation by Development Assessment Services' (DAS) Compliance division, and whilst the application will resolve any non-conformance for the landowner, Council support would be tacit approval for similarly flagrant breaches in future. Whilst Council supports local businesses and economic growth within the municipality, Council is aware of serious community concerns dating back over the course of more than a year with regards to the unapproved development at 141 Kowari Road. Council has been directly approached on several occasions by concerned residents of Kowari Road who have raised a number of objections and safety concerns that have not been addressed in the application.
<b>PA2022/0346</b> <b>160 Compigne Road (Section 07085) Hundred of Bagot, Girraween NT</b> Attachment E	<u>Excavation and Fill</u> Council does not support  Council does not support the granting of a Permit for the purposes of Excavation and Fill and as per Section 49(3) of the NT Planning Act 1999, and provides the following comments and conditions: <ul style="list-style-type: none"><li>a) The proposal arises from an investigation by Development Assessment Services' (DAS) Compliance division, and whilst the application will resolve any non-conformance for the landowner, Council support would be tacit approval for similarly flagrant breaches in future.</li><li>b) The application notes that the purpose of the retrospective fill permit is to allow for development of a house pad. The application outlines that the area of fill is currently a full one-hectare of land, which even with ancillary sheds is considerably larger than typical of domestic uses.</li><li>c) The site has operated as a dumping ground used by heavy vehicles and machinery since at least June 2019.</li><li>d) The application further notes that the owner was naive to the requirements for a permit.</li><li>e) The site is in an Overlay CNV (Clearing of Native Vegetation) and given the size of the pad, Council has concerns that no permit for clearing has yet been sought for clearing in excess of the one-hectare size (which triggers such a requirement). Council notes that this has, however, been addressed in the application which states; <i>"the proposal does not involve any additional clearing of native vegetation nor have a significant impact on areas identified as having Priority Environmental Management."</i></li></ul>

### **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 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>
13

### **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>
4/10/2022	17/10/2022	9 Makhara Rd, Girraween	PWC Works
4/10/2022	17/10/2022	455 Thorngate Road, Holtze	PWC - Powerpole works on verge
11/10/2022	1/11/2022	On Road, Humpty Doo	PWC - Overhead Powerline works
12/10/2022	14/10/2022	65 Wells Creek Road, Virginia	Driveway Crossover
12/10/2022	2/11/2022	510 Leonino Road	Power Supply Upgrade
13/10/2022	4/11/2022	20 Melalueca Road, Howard Springs	Power pole works, plant parked on roadway
25/10/2022	15/11/2022	165 Whitewood Rd, Howard Springs	Overhead Power Works- Install Fuse Savers

#### **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.



## ATTACHMENT A

07 October 2022

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

**RE: Letter of Comment Development Application – Subdivision to Create Four Lots**

**PA2022/0318, 1210 Stuart Hwy (Sect. 01854) & 30 Gulnare Rd (Sect. 03015) Hundred of Strangways, Bees Creek NT**

Thank you for the Development Application referred to this office on 23 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 does not object to the granting of a Permit to Subdivide, and as per Section 49(6) of the *NT Planning Act 1999*, provides the following comments and conditions:**

- a) The development of two lots into four meets most of the Part 6 Subdivision and Consolidation Requirements of the *Northern Territory Planning Scheme 2020* (NTPS).
  - i. The application addresses the lot configurations and plot ratios, noting that the proposed Lot D will have an area of 1.96 hectares, which is slightly less than the prescribed 2 hectare minimum. However, the 400 square metre discrepancy is considered minor, and it is consistent with the neighbourhood character as many of the surrounding lots are also under the required size.
  - ii. It is understood lots are designed to respond to site constraints; and,
  - iii. Each lot still contains more than the minimum 1 hectare of unconstrained land, as required in Zone Rural Living (RL).

**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).

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

- a) A monetary contribution for additional lots is required to be paid to Litchfield Council in accordance with its *Development Contributions Plan*.
- b) All proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

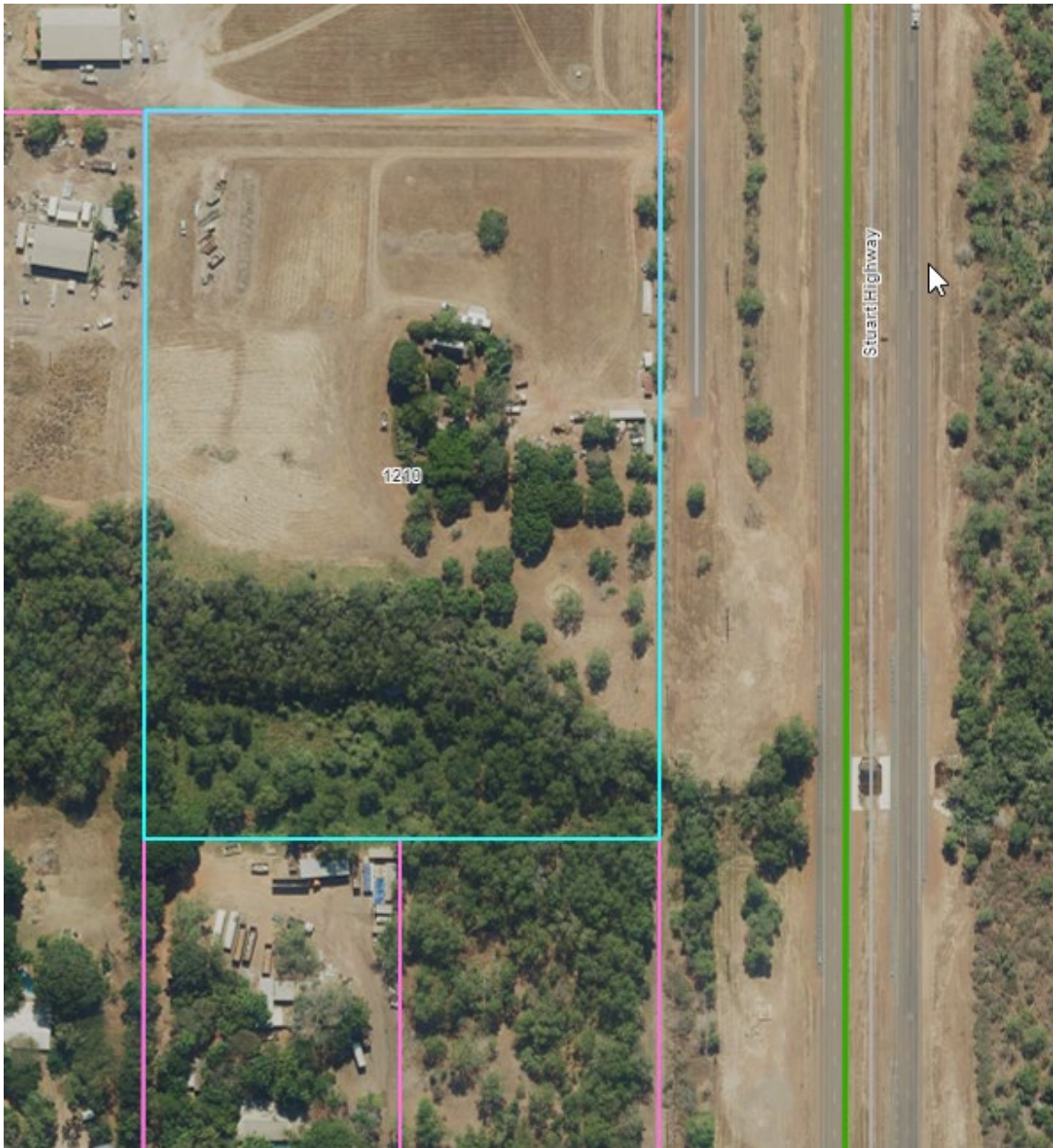
- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within 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.

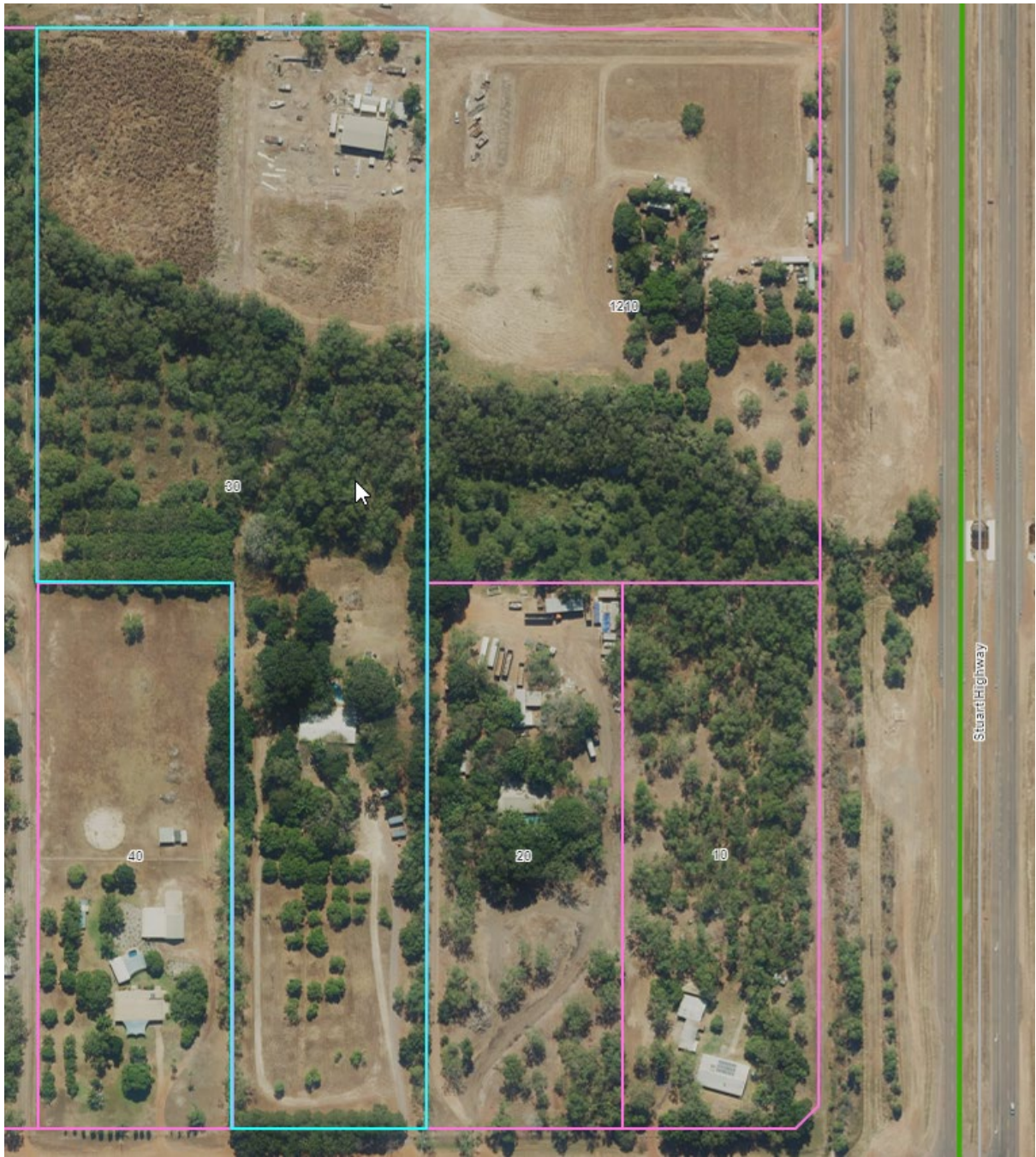
Yours faithfully



James Morgan  
Manager Infrastructure and Assets







**ATTACHMENT B**

20 October 2022

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

**RE: Letter of Comment – Alterations and additions to existing hotel (Howard Springs Tavern)**

**PA2022/0355 – 280 Whitewood Road (Sect. 03446) Hundred of Bagot, Howard Springs NT**

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Thank you for the Development Application referred to this office on 30 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 within the municipality, and therefore the proposed alterations and additions to the Howard Springs Tavern are fully supported as being appropriate in the Zone Commercial.
- b) The proposed changes seek to make Howard Springs Tavern and the commercial centre more attractive to patrons and the community. This includes increasing the size of the children's playground and improvements to carparking, which better addresses motorcycle parking bays.
- c) By increasing the storage capacity of the bottle shop, the proponent notes they will be able to remove unsightly existing shipping containers from various locations on site, which will vastly improve visual amenity and result in a more compliant outcome.

**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) Should there be any new driveway/crossover, or changes to the current infrastructure, it must 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



James Morgan  
Manager Infrastructure and Assets







## ATTACHMENT C

19 October 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**

**PA2022/0377 – 165 Krichauff Road (Section 01950) Hundred of Strangways, Humpty Doo NT**

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Thank you for the Development Application referred to this office on 07 October 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) Whilst it is noted that the 115m<sup>2</sup> proposal exceeds the 80m<sup>2</sup> maximum allowable floor area required of a dwelling-independent, the 2ha site and proposed layout is considered acceptable to accommodate such a use.
- b) The proposed dwelling-independent has a minimum setback of approximately ~29m to its closest boundary to the south, with ~35 to the east and over 90m to the primary street frontage, which are all far in excess of the 10m required in the Zone Rural Living.
- c) The site location and 2ha area provides sufficient opportunity to accommodate a separate effluent disposal system.

**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





**ATTACHMENT D**

28 October 2022

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

**RE: Letter of Comment – Transport Terminal & Clearing of Native Vegetation****PA2022/0363 – 141 Kowari Road (Sect. 04914) Hundred of Strangways, Berry Springs NT**

Thank you for the Development Application referred to this office on 07 October 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 support the granting of a Permit for the purposes of Excavation and Fill and as per Section 49(3) of the NT Planning Act 1999, provides the following comments and conditions:**

- a) The proposal arises from an investigation by Development Assessment Services' (DAS) Compliance division, and whilst the application will resolve any non-conformance for the landowner, Council support would be tacit approval for similarly flagrant breaches in future.
- b) Whilst Council supports local businesses and economic growth within the municipality, Council is aware of serious community concerns dating back over the course of more than a year with regards to the unapproved development at 141 Kowari Road. Council has been directly approached on several occasions by concerned residents of Kowari Road who have raised a number of objections and safety concerns that have not been addressed in the application. Resident concerns, which Council encouraged neighbours to communicate with DAS's Compliance division, include but are not limited to:
  - i. The narrowness of Kowari Road combined with the oncoming oversized heavy vehicles used by the proponent's business has pushed local moving traffic off the road. The road edge is broken and damaged and has a steep verge dropping into deep culverts with roadside hazards such as raised concrete drain collars at crossovers.
  - ii. The roadside hazards are exacerbated in the Wet Season with boggy conditions and deep standing water, which has become worse as a result of the unapproved development.
  - iii. Young children are no longer able to ride their bikes safely on the road, which was one of the attractants to residents who moved there to enjoy a lower-order cul-de-sac road.
- c) As shown at **Attachment A**, the proponent has damaged and/or deliberately altered Council infrastructure and assets, as well as undertaken works within the Council road reserve, without seeking proper permits.



- i. Council drainage culverts have been altered/blocked without any permit for works in the road reserve, and without proper planning and inspections. Community members have noted drainage assets now do not perform to their original function, resulting in water being pushed onto their properties.
- ii. The cul-de-sac has been meaningfully altered without permission. This change to Council infrastructure also includes a new driveway/crossover that was built by the proponent without being inspected for compliance with Litchfield Council's requirements. This must be addressed for clearance of Condition Precedent 'a' to this submission.
- iii. There has been serious damage to the Kowari Road surface by the proponent, both through use of heavy vehicles but also more profoundly as a result of skid-steer tracked machinery operating in the road reserve during construction works. **Attachment A** shows evidence of this.
- iv. Council's mission statement in the *Litchfield Municipal Plan 2022-2023* is 'To be the best place to live in the Top End.' Council hopes to work together with all members of the community to achieve this, and to allow a laissez-faire approach to planning and development requirements impacts unfairly on the rest of the community.

**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 stormwater management plan (SMP) must be undertaken by a suitably qualified professional to the satisfaction of Litchfield Council and the consent authority. The SWP must address:
  - i. The function of the culverts on Kowari Road, specifically how alterations undertaken by the proponent may have changed the performance of the drains.
  - ii. Any subsequent remediation works required. These must be undertaken to the satisfaction of, and at no cost to, Litchfield Council.
- c) Prior to the endorsement of plans and prior to the commencement of works A Traffic Impact Assessment (TIA) must be undertaken by a suitably qualified professional, to the satisfaction of Litchfield Council and the consent authority. The TIA should specifically address:
  - i. The volume of heavy vehicle traffic projected as a result of the proponent's business, and the ability of Kowari Road to handle such a use with regard to the road surface and road width.
  - ii. Any safety concerns with regards to the operation of the proponent's business, including interactions with local traffic, identified and addressed to the satisfaction of Litchfield Council and the consent authority.
  - iii. Any subsequent remediation works required. These must be undertaken to the satisfaction of, and at no cost to, Litchfield Council.

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

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

A handwritten signature in black ink, appearing to be 'James Morgan', with a stylized flourish extending to the right.

James Morgan  
Manager Infrastructure and Assets





22/07/2020



26/05/2021



03/07/2022





20/10/2022





## ATTACHMENT E

7 October 2022

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

**RE: Letter of Comment Development Application, (Retrospective) Excavation & Fill**

**PA2022/0346, 160 Compigne Road (Section 07085) Hundred of Bagot, Girraween NT**

Thank you for the Development Application referred to this office on 23 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 support the granting of a Permit for the purposes of Excavation and Fill and as per Section 49(3) of the NT Planning Act 1999, provides the following comments and conditions:**

- a) The proposal arises from an investigation by Development Assessment Services' (DAS) Compliance division, and whilst the application will resolve any non-conformance for the landowner, Council support would be tacit approval for similarly flagrant breaches in future.
- b) The application notes that the purpose of the retrospective fill permit is to allow for development of a house pad. The application outlines that the area of fill is currently a full one-hectare of land, which even with ancillary sheds is considerably larger than typical of domestic uses.
- c) As shown at **Attachment A**, the site has operated as a dumping ground used by heavy vehicles and machinery since at least June 2019. No permit for development, either for a house or any other use, was sought between then and the current application. The application further notes that the owner was naive to the requirements for a permit.
  - i. This occurred despite the application noting that the owner is a builder, with NT business registration records showing that the owner has operated businesses in the Greater Darwin Area construction industry since at least April 2007.
  - ii. Council is not aware of any past inspections on the safety and quality of the dumped material.
  - iii. Council has a drainage easement on site. No assessment has been made as to how the one-hectare of fill impacts on the functioning of the drainage easement, nor has there been past sampling done to understand how pollutants may have entered waterways.
  - iv. Council's mission statement in the *Litchfield Municipal Plan 2022-2023* is 'To be the best place to live in the Top End.' Council hopes to work together with all members of the community to achieve this, and to allow a laissez-faire approach to planning and development requirements impacts unfairly on the rest of the community.

- d) The site is in an Overlay CNV (Clearing of Native Vegetation) and given the size of the pad, Council has concerns that no permit for clearing has yet been sought for clearing in excess of the one-hectare size (which triggers such a requirement). Council notes that this has, however, been well addressed in the application which states; *"the proposal does not involve any additional clearing of native vegetation nor have a significant impact on areas identified as having Priority Environmental Management."*

**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



James Morgan  
Manager Infrastructure and Assets









## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 15 November 2022

#### 15 Other Business

#### 16 Confidential Items

##### 16.01 Confidential Meeting Minutes

##### 16.02 Risk Management Audit Committee Unconfirmed Confidential

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.

##### 16.03 Power Road Investigation

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.

##### 16.04 Chief Executive Officer's Use Vehicle Charge

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

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

## **17 Close of Meeting**