



# AGENDA

## 21<sup>st</sup> Ordinary Council Meeting

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

### TUESDAY 16 MAY 2023

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

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 May 2023

#### **1. Acknowledgement of Traditional Ownership**

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

#### **2. Opening of Meeting**

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

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

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

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

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

- 4.01 Elected Members**
- 4.02 Staff**



## 5. Public Questions

### 5.01 Brad George – Parking on Road Reserves

**Question:** A (company) continue to park trailers overnight and on weekends and assemble trucks and trailers and load and unload trailers on the Strangways Road Road Reserve that is under the control of Litchfield Council. The address where this is happening is the road reserve parallel to 220 Strangways Road Humpty Doo.

Given that council has already advised that it does not have any bylaws to stop businesses from parking and operating wherever they want in Humpty Doo, could Council at least install 20 large rocks, evenly spaced, 1m in from the road edge on the road reserve at 220 Strangways to stop trailers from being parked at this location.

The risk to (company) workers and to Humpty Doo car drivers, bike riders and pedestrians on this section of Strangways from industrial activities taking place without lighting or traffic control and the risk to the waterway due to there being no bunding to stop hydraulic fluid should be unacceptable on Council controlled land and to ratepayers who have to foot the bill when one of the (company's) assets and a resident have an incident.

**Answer:** Thank you for bringing to our attention your concerns regarding the activities of the (company) on the road reserve parallel to 220 Strangways Road Humpty Doo.

After conducting inspections, we have not detected any commercial usage of the road reserve by the company, as mentioned in your letter. However, we understand that the overnight parking of trailers and assembly of trucks and trailers can pose a risk to road users, pedestrians, and the environment.

We appreciate your suggestion of installing large rocks as barriers to prevent trailers from being parked at this location. However, we regret to inform you that this is not a viable solution as it presents an unacceptable risk to road users.

As the responsible authority for the control of the road reserve, we will continue to monitor the situation and take any necessary actions to ensure the safety of all users and the environment.

Thank you for bringing this matter to our attention. If you have any further concerns, please do not hesitate to contact us.

Your question will be submitted to the May 2023 Ordinary Council Meeting with the response included.

*(The company name has been withheld to protect their privacy)*

## **6. Confirmation of Minutes**

### **6.01 Confirmation of Minutes**

- Ordinary Council Meeting held Monday 24 April 2023, 12 pages;
- Ordinary Confidential Council Meeting held Monday 24 April 2023, 2 pages;
- Special Council Meeting held Tuesday 2 May 2023, 4 pages; and
- Special Confidential Council Meeting held Tuesday 2 May 2023, 2 pages.

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

- Business Arising from previous Ordinary Council Meetings.



## COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting  
held in the Council Chambers, Litchfield  
Monday 24 April 2023 at 6:00pm

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<b>Present</b>	Doug Barden Andrew Mackay Emma Sharp Mathew Salter Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor South Ward ( <i>electronically</i> ) Councillor North Ward Councillor Central Ward Councillor South Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Debbie Branson	Chief Executive Officer General Manager Business Excellence Executive Assistant
<b>Public</b>	As per Attendance Register	

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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 6:07pm*

The Mayor welcomed members of the public.

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

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

#### **3.1 Electronic Attendance**

Moved: Deputy Mayor Mackay  
Seconded: Cr Harlan

THAT Council provides permission for Cr Sharp to attend the Council meeting electronically.

**CARRIED (6-0) ORD2023 11-050**

#### **3.2 Apologies**

Moved: Deputy Mayor Mackay  
Seconded: Cr Harlan

THAT Council note and approves apologies from Cr Wright.

**CARRIED (6-0) ORD2023 11-051**

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

Nil.

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

Nil.

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

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

#### **4.1 Elected Members**

No disclosures of interest declared.

#### **4.2 Staff**

No disclosures of interest declared.

## 5 PUBLIC QUESTIONS

### 5.1 Cecelia Coleman – Parkin Road

Ms Coleman attended the January 2023 Ordinary Council Meeting and as a result received the Roads Asset Management Plan, Sealing of Roads Policy and Driveways Crossover Policy. Ms Coleman was seeking clarification in regard to the terms used within the Capital Renewal Works Program and the Ten-Year Replacement Program. Ms Coleman advised the replacement program didn't include the upgrade of Parkin Road.

The question was taken on notice and the Chief Executive Officer offered to arrange a meeting with Ms Coleman separately with the infrastructure team.

### 5.2 Silke Maynard – Freds Pass Recreation Reserve

Mrs Maynard raised the following questions via on-line and via email, and the answers are provided:

Why is Council proposing to reduce funding to Freds Pass Reserve below prior years funding and operational requirements and therefore driving the Not-For-Profit Organisation established to manage land on behalf of Council into financial strife?

*Council has increased funding to all reserves equally at 30%.*

Why would Council consider reducing funding to Freds Pass Reserve by 12% in 2023-24, when all other recreation reserves are receiving a genuine 30% increase on their 2022-23 funding?

*Freds Pass received an additional amount of funding above other reserves in 2022-23 of \$313,000. Only when considering this once off payment is there a reduction in the funding.*

Why, if the Mayor in his message on page 4 of said Draft Plan wants to foster a strong connection to community, is the Council proposing to reduce operational cost for community services by 17% compared to last year (includes Community Development, Library, Regulatory Services, Thorak), whilst operational expenses for Council Leadership increase by 12%?

*As part of the budget process, some misalignments of costs have been corrected and these should not be viewed in isolation. Council will continue to foster strong connections to the community while working toward efficiencies and budget savings as can be seen in the overall saving of 1% in operational expenditure year on year across the organisation.*

### 5.3 Shirley Preston – Freds Pass Show

Ms Preston made a statement that the prosperity of the show depends on the overall health which included the Council in supporting the maintenance and management of the Freds Pass Reserve.

Mayor Barden thanked Ms Preston for her comments.

#### **5.4 Kevin Mulvahil – President Southern Districts Football**

Mr Mulvahil sought clarification about the obligations between the Council and the Freds Pass Recreation Reserve and an understanding of the budget.

The Chief Executive Officer provided a statement of the budget and adjustments.

#### **5.5 Shelly Barker – Southern Districts Cricket Club**

Mrs Barker spoke on behalf of the volunteers and Committee Members of not-for-profit organisations and their financial responsibilities. Mrs Barker encouraged Council to support the board and resolve the issues through regular productive meetings.

Mayor Barden thanked Mrs Barker for her comments.

#### **5.6 Kay Kendall – Freds Pass Recreation Reserve**

Ms Kendall questioned Council's knowledge regarding the attendance of Council's Observer at the monthly Freds Pass Recreation Reserve Board meetings. Ms Kendall advised that all information from the board is shared with the Council on a monthly basis. Ms Kendall also advised that an operational meeting is held with Council staff every two weeks. Ms Kendall recalled a request from the Freds Pass Recreation Board to fund new infrastructure to fix a major water leak to enable the board to focus on a community hall. The board was notified that this request was declined as it was deemed to be repairs and maintenance.

Ms Kendall emphasised that a lot of time has been spent with staff representing Council, maintaining communication and providing open information. Ms Kendall questioned why Council hasn't offered to meet to discuss delivering the budget for less money.

Councillor Harlan thanked everyone for their attendance. Councillor Harlan referred to the Local Government Act and legislation restricting Elected Members talking to staff regarding operational matters and reinstated members must communicate only with the Chief Executive Officer. Councillor Harlan encouraged everyone to contact their representatives, the Elected Members, through the mobile numbers or email address listed on the Council's website. Councillor Harlan added that information sent should not be confidential and referred to the Privacy Act.

Councillor Salter expressed his disappointment in the lack of communication to the Elected Members over the past three years.

#### **ORDER OF BUSINESS**

Moved: Deputy Mayor Mackay

Seconded: Cr Harlan

THAT Item 13.01.03 Draft Municipal Plan 2023 – 2024 and Draft Long Term Financial Plan be brought forward for consideration.

**CARRIED (6-0) ORD2023 11-052**

### 13. OFFICERS' REPORTS

#### 13.01 Corporate and Community

##### 13.01.02 Draft Municipal Plan 2023-2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033

Moved: Mayor Barden  
Seconded: Cr Harlan

THAT Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2023-24 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) *Local Government (General) Regulations 2021*;
2. endorse the draft Municipal Plan 2023-2024 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2023-2024 as being available for public consideration, and invite public submissions during a period of 27 days from 2 May 2023 to 28 May 2023;
4. and endorse the draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 as at Attachment B for the purposes of public exhibition and consultation;
5. advertise the draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 as being available for public consideration, and invite public submissions during a period of 27 days from 2 May 2023 to 28 May 2023; and
6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

**CARRIED (6-0) ORD2023 11-053**

### 6 CONFIRMATION OF MINUTES

#### 6.1 Confirmation of Minutes

Moved: Cr Harlan  
Seconded: Cr Sidey

THAT Council confirm the:

- Ordinary Council Meeting minutes held Tuesday 21 March 2023, 8 pages;
- Ordinary Confidential Council Meeting held Tuesday 21 March 2023, 2 pages as a true and accurate record of those meetings.

**CARRIED (6-0) ORD2023 11-054**

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

Moved: Cr Sharp  
Seconded: Cr Harlan

THAT Council receive and note Item 6.2 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

**CARRIED (6-0) ORD2023 11-055**

## **7. PETITIONS**

Nil.

## **8. DEPUTATIONS AND PRESENTATIONS**

Nil.

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

### **9.1 Chief Executive Officer Performance Review Report**

Moved: Deputy Mayor Mackay  
Seconded: Cr Sharp

THAT the late report item 15.05 Chief Executive Officer Performance Review Report, be accepted and included under the confidential section for consideration.

**CARRIED (6-0) ORD2023 11-056**

## **10. NOTICES OF MOTION**

Nil.

## **11. MAYORS REPORT**

Moved: Mayor Barden  
Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 22 March 2023 to 19 April 2023.

**CARRIED (6-0) ORD2023 11-057**



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

Moved: Deputy Mayor Mackay

Seconded: Cr Sharp

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

1. CEO Performance Appraisal and Remuneration Review;
2. Howard Park Reserve Committee Meeting;
3. Knuckey Lagoon Recreation Reserve Management Committee Meeting; and
4. Risk Management and Audit Committee Meeting.

*Cr Sharp left the meeting at 6:40pm.*

**CARRIED (5-0) ORD2023 11-058**

## **13. OFFICERS' REPORTS**

### **13.01 Corporate and Community**

*Cr Sharp returned to the meeting at 6:45pm.*

#### **13.01.01 Litchfield Council Finance Report – March 2023**

Moved: Cr Sidey

Seconded: Cr Salter

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

**CARRIED (6-0) ORD2023 11-059**

#### **13.01.03 People Performance and Governance Monthly Report – March 2023**

Moved: Cr Harlan

Seconded: Cr Sharp

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

**CARRIED (6-0) ORD2023 11-060**

#### **13.01.04 Budget Review Two – 2022/2023**

Moved: Cr Harlan  
Seconded: Deputy Mayor Mackay

THAT Council:

1. receive and note the report entitled Budget Review 2 - 2022/2023;
2. adopt Budget Review 2 – 2022/2023, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$20,746,144, and Total Operational Expenditure to \$16,978,422 and Total Capital Expenditure to \$11,945,026; and
3. adopt the Financial Reserve movement of \$6,671,159 for 2022/2023 consisting of:
  - a) Waste Management Reserve reduction of \$701,353;
  - b) Asset Reserve increase of \$7,399,647; and
  - c) Thorak Regional Cemetery reduction of \$27,135.

**CARRIED (6-0) ORD2023 11-061**

#### **13.01.05 FIN09 Risk Management and Audit Committee**

Moved: Mayor Barden  
Seconded: Cr Sidey

THAT Council adopt the draft policy FIN09 Risk Management and Audit Committee policy, as at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

**CARRIED (6-0) ORD2023 11-062**

#### **13.02 Executive and Community Development**

##### **13.02.01 FAQ's Council Member Allowances – Remuneration Tribunal Determination**

Moved: Cr Sharp  
Seconded: Deputy Mayor Mackay

THAT Council receive and note the Frequently Asked Questions (FAQ's) sheet Council Member Allowances from 1 July 2023 as at Attachment A to the report.

**CARRIED (6-0) ORD2023 11-063**

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

Moved: Cr Salter  
Seconded: Cr Harlan

THAT Council receive and note:

1. the unconfirmed Howard Park Committee Minutes of 03 April 2023, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 06 April 2023, at Attachment B.

**CARRIED (6-0) ORD2023 11-064**

**13.03 Infrastructure and Operations**

**13.03.01 Summary Planning and Development Report March 2023**

Moved: Deputy Mayor Mackay  
Seconded: Cr Salter

THAT Council:

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

**CARRIED (6-0) ORD2023 11-065**

**13.03.02 Draft Guidelines for the Management of Human Remains**

Moved: Cr Harlan  
Seconded: Cr Sidey

THAT Council:

1. support the proposed draft *Guidelines for the Management of Human Remains*, at Attachment A; and
2. authorise the Chief Executive Officer to provide feedback to the Department of the Chief Minister and Cabinet.

**CARRIED (6-0) ORD2023 11-066**

### 13.03.03 Proposed Place Names – PA2015/0768 Subdivision Berry Springs

Moved: Deputy Mayor Mackay  
Seconded: Cr Harlan

THAT Council:

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

	Preferred	Alternate
Road One	Lee Moyes Road	None provided
Road Two	William Road	None provided
Road Three	Beech Place	Green Plum Place

2. Provide a letter of support to the applicant and the Place Names Committee.

**CARRIED (6-0) ORD2023 11-067**

## 14. OTHER BUSINESS

**14.1 Cr Harlan – Freds Pass Reserve Meeting with Council** – referred to the Confidential Section

**14.2 Cr Salter – Humpty Doo Village Green** – referred to a Strategic Discussion and Briefing Session

*The meeting was adjourned at 7:20pm until 7:26pm.*

## 15. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay  
Seconded: Cr Harlan

THAT pursuant to Section 293(1) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be closed to the public to consider the following Confidential Items:

### 15.01 Confidential Council Minutes

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

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

### 15.02 Appointment of Independent Member to the Risk Management Audit Committee

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

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

**15.03 Local Government – Compliance Review 2022 – Final Outcome Report**

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

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

**15.04 Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 29 March 2023**

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

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

**15.05 Chief Executive Officer Performance Review Report**

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

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

**CARRIED (6-0) ORD2023 11-068**

The meeting moved to Confidential Session at 7:28pm.

Moved: Deputy Mayor Mackay  
Seconded: Cr Harlan

THAT pursuant to Section 293(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 (6-0) ORD2023 11-074**

The meeting moved to Open Session at 7:53pm.

**15.02 Appointment of Independent Member to the Risk Management Audit Committee**

Moved: Deputy Mayor Mackay

Seconded: Cr Sharp

THAT Council:

1. appoints Greg Arnott as an independent member of the Risk Management and Audit Committee for a term of eight months, ending 31 December 2023; and
2. makes public the resolution from this report in the open minutes of the Council meeting.

**CARRIED (6-0) ORD2023 11-069**

**15.02 Local Government – Compliance Review 2022 – Final Outcome Report**

Moved: Cr Harlan

Seconded: Cr Sidey

THAT Council:

1. consider the Compliance Review 2022 – Final Outcome Report, as at Attachment A;
2. approve the Chief Executive Officer to provide the Local Government Division, Department of the Chief Minister and Cabinet with elected member feedback; and
3. approve that this resolution be made public in the open minutes of the 24 April 2023 Ordinary Council Minutes.

**CARRIED (6-0) ORD2023 11-070**

**17. CLOSE OF MEETING**

The Chair closed the meeting at 7:54pm.

**18. NEXT MEETING**

Tuesday 16 May 2023.

**MINUTES TO BE CONFIRMED**

Tuesday 16 May 2023.

.....  
Mayor  
Doug Barden

.....  
Chief Executive Officer  
Stephen Hoyne



## SPECIAL COUNCIL MINUTES

### LITCHFIELD COUNCIL MEETING

Minutes of Special Meeting  
held in the Council Chambers, Litchfield  
on Tuesday 2 May 2023 at 5:30pm

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<b>Present</b>	Doug Barden Andrew Mackay Emma Sharp Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor South Ward Councillor North Ward Councillor Central Ward Councillor South Ward
<b>Staff</b>	Stephen Hoyne Maxie Smith Debbie Branson	Chief Executive Officer General Manager Business Excellence 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 5:40pm.

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

##### 3.1 Electronic Attendance

Nil.

### **3.2 Apologies**

Moved: Cr Sidey  
Seconded: Cr Wright

THAT Council notes and approves apologies from Cr Salter.

**CARRIED (6-0) SCM2023 11-075**

### **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**

Nil.



## 6. CONFIDENTIAL ITEMS

Moved: Cr Wright  
Seconded: Deputy Mayor Mackay

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:

### 6.01 Award Contract – RFT23-339 Litchfield Council Reseal Various Roads

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.

### 6.02 Award Contract – RFT23-329 LRCI Program - Southport Roads Upgrades

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.

**CARRIED (6-0) SCM2023 11-076**

*The meeting was closed to the public at 5:42pm.*

Moved: Deputy Mayor Mackay  
Seconded: Cr Sharp

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 (6-0) SCM2023 11-000**

*The meeting moved to Open Session at 6:00pm.*

## 7. CLOSE OF MEETING

The Chair closed the meeting at 6:00pm.

**MINUTES TO BE CONFIRMED**

16 May 2023.

.....  
Mayor  
Doug Barden

.....  
Stephen Hoyne  
Chief Executive Officer

unconfirmed

## 6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	<b>Road Opening Closing Meade Road, Darwin River</b> THAT Council: <ol style="list-style-type: none"> <li>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;</li> <li>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</li> <li>3. note that this is an administrative process only and there is no commitment by Council to construct the road.</li> </ol>	19/07/2022	DIO	<b>In Progress</b> Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2023 11-012	<b>Guys Creek Road Land Acquisition and Road Opening</b> THAT Council: <ol style="list-style-type: none"> <li>1. approve the purchase of 8062.3m<sup>2</sup> from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and</li> <li>2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve.</li> </ol>	17/01/2023	DIO	<b>In Progress</b> Road opening process and land title transfer expected to be complete by mid-late June. Tender process will occur during this time to ensure works can commence as soon as possible.

**Draft Municipal Plan 2023-2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033**

THAT Council:

1. adopt a financial reporting threshold of \$150,000 per capital project for the inclusion of major capital works report in the draft Municipal Plan 2023-24 in accordance with Guideline 5: Budgets as per Division 4, 8 (1) (d) *Local Government (General) Regulations 2021*;
2. endorse the draft Municipal Plan 2023-2024 as at Attachment A for the purposes of public exhibition and consultation;
3. advertise the draft Municipal Plan 2023-2024 as being available for public consideration, and invite public submissions during a period of 27 days from 2 May 2023 to 28 May 2023;
4. and endorse the draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 as at Attachment B for the purposes of public exhibition and consultation;
5. advertise the draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 as being available for public consideration, and invite public submissions during a period of 27 days from 2 May 2023 to 28 May 2023; and
6. authorise the Chief Executive Officer to make minor editorial changes to the documents, as necessary.

ORD2023  
11-053

24/04/2023 DCC

**Complete**

Draft Municipal Plan 2023-2024 and draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 Public Consultation period advertised in NT News on 2 May 2023 and on Council's website and Facebook page. Public Consultation for the Plans will be a strong focus of Council's Freds Pass Show stand engagement.

**Budget Review Two – 2022/2023**

THAT Council:

1. receive and note the report entitled Budget Review 2 - 2022/2023;
2. adopt Budget Review 2 – 2022/2023, pursuant to Section 203 of the *Local Government Act 2019*, amending Total Operational Income to \$20,746,144, and Total Operational Expenditure to \$16,978,422 and Total Capital Expenditure to \$11,945,026; and
3. adopt the Financial Reserve movement of \$6,671,159 for 2022/2023 consisting of:
  - a) Waste Management Reserve reduction of \$701,353;
  - b) Asset Reserve increase of \$7,399,647; and
  - c) Thorak Regional Cemetery reduction of \$27,135.

ORD2023  
11-061

24/04/2023 DCC

**Complete.**

Budget Review 2 2022/2023 has been published on Council's website, a Public Notice was placed in the NT News on Saturday 29 April and notification was sent to the Department of the Chief Minister and Cabinet on 2 May advising of the Reviews adoption.

### Appointment of Independent Member to the Risk Management Audit Committee

ORD2023 11-069	THAT Council:				
	1. appoints Greg Arnott as an independent member of the Risk Management and Audit Committee for a term of eight months, ending 31 December 2023; and	24/04/2023	DCC	<b>Complete</b>	Letter of Appointment sent on 3 May 2023.
	2. makes public the resolution from this report in the open minutes of the Council meeting.				Awaiting confirmation of acceptance.

### Local Government – Compliance Review 2022 – Final Outcome Report

ORD2023 11-070	THAT Council:				
	1. consider the Compliance Review 2022 – Final Outcome Report, as at Attachment A;				
	2. approve the Chief Executive Officer to provide the Local Government Division, Department of the Chief Minister and Cabinet with elected member feedback; and	24/04/2023	DCC	<b>Complete</b>	
	3. approve that this resolution be made public in the open minutes of the 24 April 2023 Ordinary Council Minutes.				



## COUNCIL AGENDA

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### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 May 2023

**7      Petitions**

**8      Deputations and Presentations**

**9      Accepting or Declining Late Items**

**10     Notices of Motion**

**11     Mayor's 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>	16/05/2023
<b>Attachments:</b>	Nil

### Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 25 April 2023 to 16 May 2023.

#### Summary

Date	Event
25 April 2023	ANZAC Day Dawn Service – Veterans Australia
	ANZAC Day Service – Lions Club of Litchfield
28 April 2023	Livingston Recreation Reserve Dinner
29 April 2023	Thailand Grand Festival
30 April 2023	Berry Springs Recreation Reserve Sunday Markets
2 May 2023	104.9 Interview with Katie Wolf – Freds Pass
	Special Council Meeting
	Strategic Discussion and Briefing Session
3 May 2023	Private Australian Citizenship Ceremony
	ABC Radio – Head Honcho Program
8 May 2023	Private Australian Citizenship Ceremony
	CEO Performance Appraisal and Remuneration Review Committee Meeting
9 May 2023	Treasurers Budget 2023
	Hon Eva Lawler MLA – Budget Presentation
	Humpty Doo Village Green Community Committee
	Freds Pass Recreation Board and Litchfield Council Meeting
16 May 2023	Community Forum
	Ordinary Council Meeting
12 May 2023	Govt House – Reception to mark the Coronation of Their Majesties King Charles III & Queen Camilla

### Recommendation

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



## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 May 2023

#### 12 Reports from Council Appointed Representatives

Meeting	Representative
CEO Performance Appraisal and Remuneration Review	Mayor Barden

#### 13 Officers Reports

##### 13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – April 2023
- 13.01.02 People Performance and Governance Monthly Report – April 2023
- 13.01.03 FIN20 New Initiatives Policy
- 13.01.04 Policy Review
- 13.01.05 Draft Animal Management Strategy and Action Plan

##### 13.02 Executive and Community Development

- 13.02.01 Community Services and Development Monthly Report – April 2023
- 13.02.02 Municipal Plan 2022-2023 Quarterly Performance Report Jan – Mar 2023
- 13.02.03 National General Assembly of Local Government 2023

##### 13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report – April 2023





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.01
<b>Report Title:</b>	Litchfield Council Finance Report – April 2023
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: Litchfield Council Finance Report – April 2023

### Executive Summary

This report presents the Litchfield Council Finance Report for 30 April 2023. The report reflects the NT Government mandated format. Budget 2022/23 figures have been updated with second budget review movements.

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

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

### Recommendation

THAT Council note the Litchfield Council Finance Report for 30 April 2023.

### Background

Detailed financial information is presented on the following pages.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### **Legislative and Policy Implications**

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

### **Financial Implications**

Nil.

### **Risks**

#### Financial

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

### **Community Engagement**

Not applicable.

**LITCHFIELD  
COUNCIL**

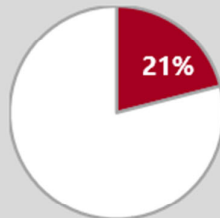


# Finance Report

## April 2023

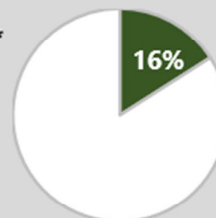
APR 2023

## DASHBOARD REPORTING



### Asset Sustainability Ratio\*

Capital Expenditure  
Actuals \$ 3.37m  
Target – 46%



### Rates Outstanding

\$ 2.5m Outstanding  
Target– 18% (\$ 2.8m and less)

**\$ 17.61m**

### OPERATIONAL REVENUE

\$20.75m Budget – 85% Target Achieved

**\$ 13.28m**

### OPERATIONAL EXPENSES

\$16.98m Budget – 78% Spent

**\$ 4.33m**

### OPERATING SURPLUS

Budget \$ 3.77m

**\$ 2.74m**

### CAPITAL REVENUE

\$ 5.98m Budget

**\$ 3.37m**

### CAPITAL EXPENSES

\$ 11.94m Budget

**\$ (0.63)m**

### CAPITAL DEFICIT

Budget (\$ 5.96m)

### RATIOS

**21%** Asset Sustainability  
Target 46% and more

**16%** Rates Outstanding  
Target less than 18%

**69%** Own Source Revenue Ratio  
Target 96% and more

**10.28** Current Ratio  
Target 1 and more

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

### Current Cash Investments

**\$ 20.8m**

**1 of 19** Budgeted Capital Programs  
2022/23  
\$0.503m Spent (9.00%)

**2 of 5** Additional Capital Programs  
2022/23  
\$0.387m Spent (15.32%)

**7 of 16** Carry Forward Programs  
from 2021/22-\$2.484m  
Spent (75.46%)

**\$17.85m** Budgeted Cash  
Reserves June 2023

	Not Achieved
	Achieved
	Budgeted to be Achieved
	Achieved
	Achieved

## STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET<sup>1</sup>

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 ten-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	13,754,333.11	11,500,282.43	(2,254,050.68)	13,800,338.92
Charges	202,698.20	150,500.00	(52,198.20)	180,600.00
Fees and Charges	1,496,364.36	1,562,951.67	66,587.31	1,875,542.00
Operating Grants and Subsidies	1,266,310.00	3,399,719.17	2,133,409.17	4,079,663.00
Interest / Investment Income	761,184.22	558,333.33	(202,850.89)	670,000.00
Other Income	130,536.30	116,666.67	(13,869.63)	140,000.00
<b>TOTAL OPERATING INCOME</b>	<b>17,611,426.19</b>	<b>17,288,453.27</b>	<b>(322,972.92)</b>	<b>20,746,143.92</b>
<b>OPERATING EXPENDITURE</b>				
Employee Expenses	5,860,098.60	5,693,544.60	(166,554.00)	6,832,253.52
Materials and Contracts	6,662,130.87	7,664,205.83	1,002,074.96	9,197,047.00
Elected Member Allowances	190,850.32	218,385.75	27,535.43	291,181.00
Elected Member Expenses	45,015.04	41,468.33	(3,546.71)	49,762.00
Council Committee & LA Allowances	1,918.00	3,333.33	1,415.33	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	6,991,666.67	6,991,666.67	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	516,435.18	503,481.67	(12,953.51)	604,178.00
<b>TOTAL OPERATING EXPENDITURE</b>	<b>20,268,161.88</b>	<b>21,116,086.19</b>	<b>847,924.31</b>	<b>25,368,421.52</b>
<b>OPERATING SURPLUS / DEFICIT</b>	<b>(2,656,735.69)</b>	<b>(3,827,632.92)</b>	<b>(1,170,897.23)</b>	<b>(4,622,277.60)</b>

**Table 1.2 Monthly Operating Position**

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
<b>BUDGETED OPERATING SURPLUS / DEFICIT</b>	<b>(2,656,735.69)</b>	<b>(3,827,632.92)</b>	<b>(1,170,897.23)</b>	<b>(4,622,277.60)</b>
<b>Remove NON-CASH ITEMS</b>				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	6,991,666.67	6,991,666.67	-	8,390,000.00
<b>TOTAL NON-CASH ITEMS</b>	<b>6,991,666.67</b>	<b>6,991,666.67</b>	<b>-</b>	<b>8,390,000.00</b>
<b>Less ADDITIONAL OUTFLOWS</b>				
Capital Expenditure	(3,374,748.75)	(9,954,188.62)	(6,579,439.87)	(11,945,026.34)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,139,768.66)	(3,139,768.66)	(3,767,722.40)
Other Outflows	-	-	-	-
<b>TOTAL ADDITIONAL OUTFLOWS</b>	<b>(3,374,748.75)</b>	<b>(13,093,957.28)</b>	<b>(9,719,208.53)</b>	<b>(15,712,748.74)</b>
<b>Add ADDITIONAL INFLOWS</b>				
Capital Grants Income	2,358,777.00	4,734,677.50	2,375,900.50	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	378,763.88	250,000.00	(128,763.88)	300,000.00
Transfers from Reserves	-	4,945,246.03	4,945,246.03	5,963,413.34
<b>TOTAL ADDITIONAL INFLOWS</b>	<b>2,737,540.88</b>	<b>9,929,923.53</b>	<b>7,192,382.65</b>	<b>11,945,026.34</b>
<b>NET OPERATING POSITION</b>	<b>3,697,723.11</b>	<b>-</b>	<b>(3,697,723.11)</b>	<b>-</b>

<sup>1</sup> Numbers in statements may include minor rounding differences.

## Operating Position by Department

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

	2022/23 YTD Actuals	2022/23 Budget Review 2	% Of Budget
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	
Council Leadership	22,965.00	-	-
Corporate	83,874.32	-	-
Information Services	-	-	-
Finance & Customer Service	11,478,376.62	12,071,693.92	95.09%
Infrastructure & Assets	741,197.90	3,123,862.00	23.73% <sup>2</sup>
Waste Management	3,415,561.39	3,354,036.00	101.83%
Community	126,804.88	146,610.00	86.49%
Community - Library	416,884.68	417,392.00	99.88%
Mobile Workforce	-	-	-
Regulatory Services	205,028.84	182,150.00	112.56%
Thorak Cemetery	1,120,732.56	1,450,400.00	77.27%
<b>TOTAL REVENUE</b>	<b>17,611,426.19</b>	<b>20,746,143.92</b>	<b>84.89%</b>
<b>EXPENSES</b>			
Council Leadership	870,464.78	1,224,788.27	71.07%
Corporate	549,206.57	680,334.57	80.73%
Information Services	474,319.78	705,407.02	67.24%
Finance & Customer Service	1,205,628.76	1,584,962.11	76.07%
Infrastructure & Assets	2,439,028.62	3,569,856.52	68.32%
Waste Management	3,314,455.49	3,852,940.36	86.02% <sup>3</sup>
Community	1,647,211.79	1,955,766.37	84.22%
Community - Library	335,712.39	461,581.93	72.73%
Mobile Workforce	1,039,274.30	1,206,535.78	86.14% <sup>4</sup>
Regulatory Services	574,492.21	662,882.03	86.67% <sup>5</sup>
Thorak Cemetery	826,700.52	1,073,366.57	77.02%
<b>TOTAL EXPENSES</b>	<b>13,276,495.21</b>	<b>16,978,421.52</b>	<b>78.20%</b>
<b>OPERATING RESULT</b>	<b>4,334,930.98</b>	<b>3,767,722.40</b>	<b>115.05%</b>

<sup>2</sup> Grant funds are yet to be received.

<sup>3</sup> Includes RFQ22-309 Asbestos Remediation Works.

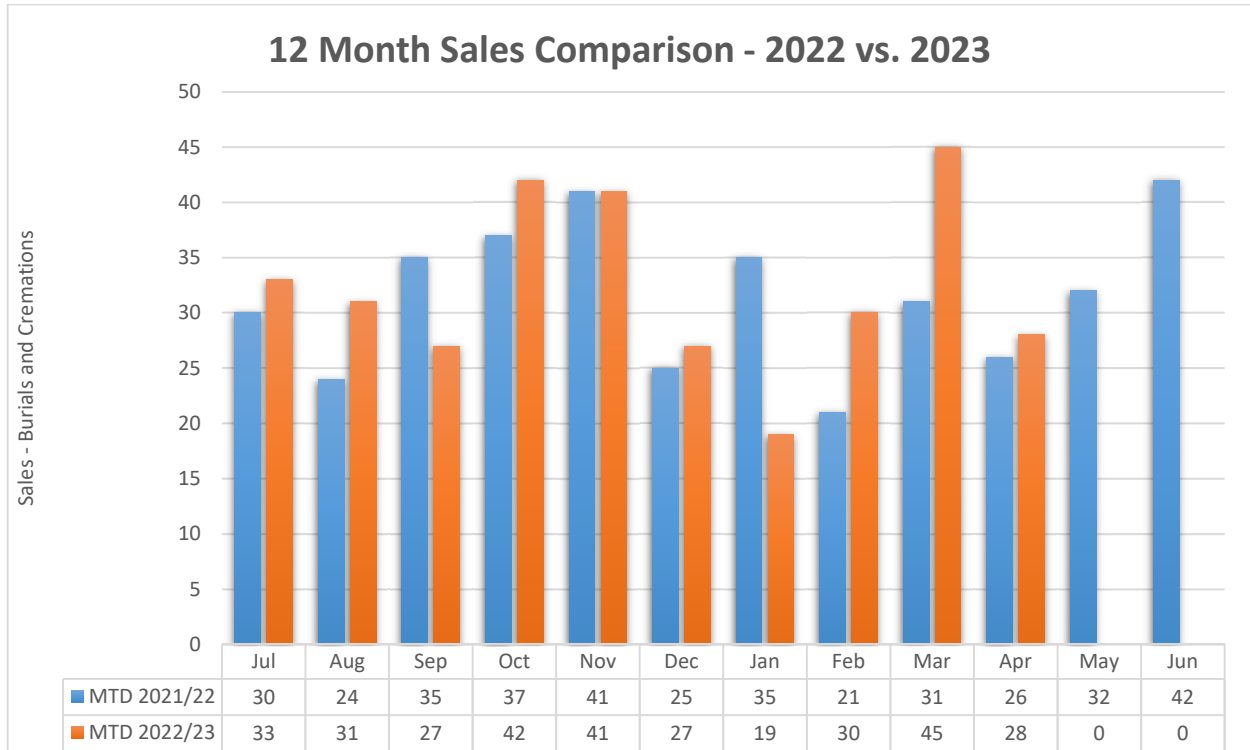
<sup>4</sup> Increase in fuel & Consumables cost with relating to Dry season works

<sup>5</sup> Includes expenses relating to Plant service & repair cost.

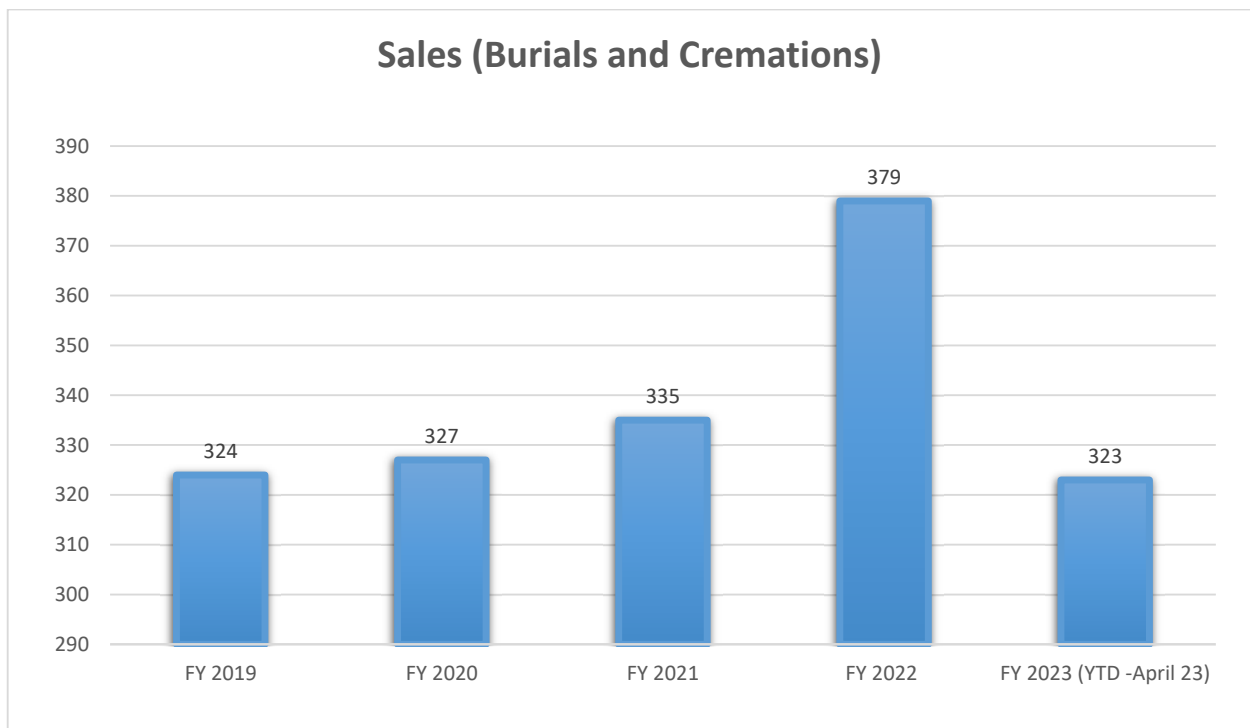
## Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 323 interments and cremations, an increase of 18 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 337.6.

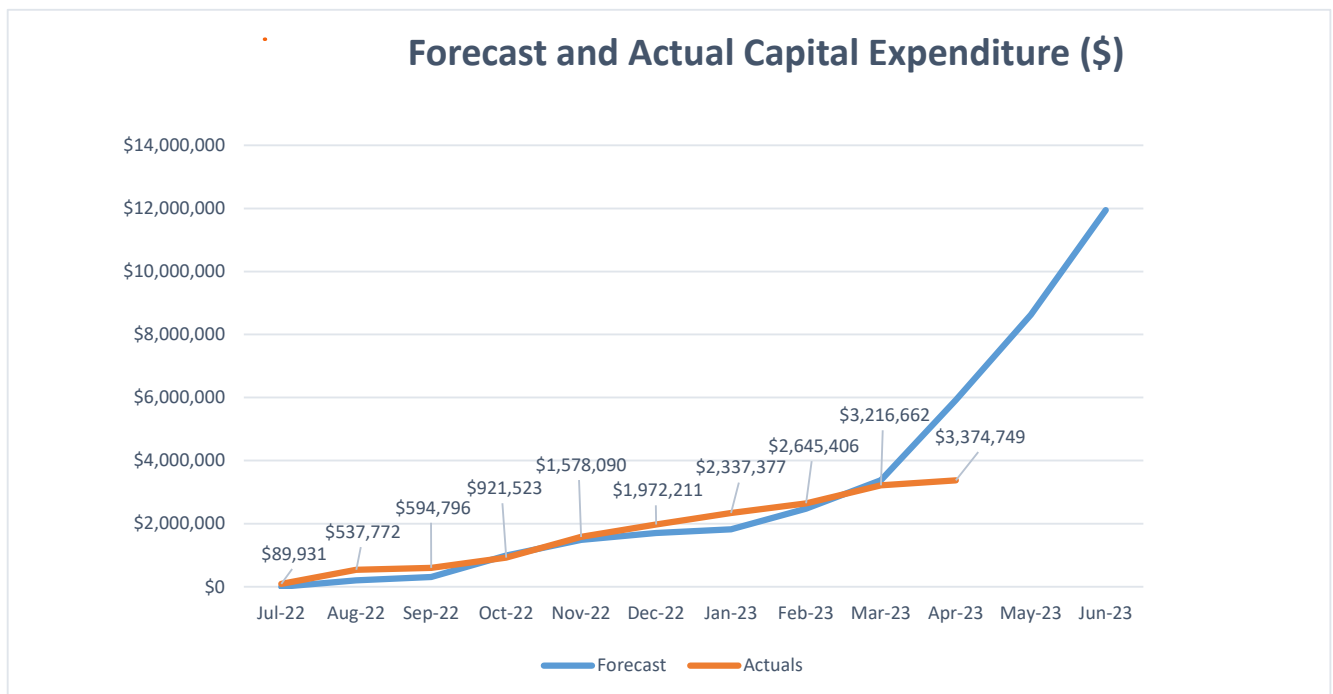


## STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

**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	617,283.07	680,420.45	63,137.38	816,504.54
Infrastructure (including roads, footpaths, park furniture)	2,295,330.82	8,385,742.55	6,090,411.73	10,062,891.06
Plant and Machinery	462,134.86	888,025.62	425,890.76	1,065,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>3,374,748.75</b>	<b>9,954,188.62</b>	<b>6,579,439.87</b>	<b>11,945,026.34</b>
<b>TOTAL CAPITAL EXPENDITURE FUNDED BY:</b>				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	2,358,777.00	4,734,677.50	2,375,900.50	5,681,613.00
Transfers from Cash Reserves	-	4,969,511.12	4,969,511.12	5,963,413.34
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	378,763.88	250,000.00	(128,763.88)	300,000.00
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>2,737,540.88</b>	<b>9,954,188.62</b>	<b>7,216,647.74</b>	<b>11,945,026.34</b>
<b>FUNDING</b>				





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

**2022/23 CAPITAL PROJECTS**

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	900,000.00	900,000.00	0.00%	May-23	Project Planning	Roads identified for reseal will be as per Priority list. Road Seal Inspections complete. Contractor to be awarded. Prep work to commence. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023.
2	Roads	Pavement Renewal	-	-	-	533,429.00	533,429.02	0.00%	May-23	Discontinued	Council have deferred the project till further notice.
3	Roads	Forward Design of Road Projects - Intersection Street Light Upgrades	-	24,998.00	24,998.00	23,608.80	(1,389.20)	105.88%	May-23	Commenced	Design scope awarded to GHD. Work completion due April.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	65,576.91	65,576.91	70,826.40	5,249.49	92.59%	Apr-23	Deliver	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 . 16 Project is a Priority 1 due to linking with execution budgeted in 22-2023
		Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Apr-23	Deliver	Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required storm events. WRM are completing flood modelling.
		Forward Design of Road Projects- Hillier Road	-	17,740.00	17,740.00	17,740.00	-	100%	Oct-22	Completed	Works Completed

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
4	Roads	Gravel Surface Renewal- Gravel Rd Resheeting - Priority List	-	-	-	300,000.00	300,000.00	0.00%	May-23	Project Planning	Roads identified for gravel re sheeting, will be as per Priority list. The Priority list will be reconfirming post 2022 road inspections. Execution to be completed with Period Contractor in 2023 post Wet Season. Pre-wet season inspections completed Oct 22.
5	Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	814,088.16	814,088.16	0.00%	Dry Season 23	Project Planning	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byne to complete design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	5,195.00	5,195.00	500,000.00	494,805.00	1.04%	May-23	Deliver	Wire Barrier and walkway Asphalt Scoped. Contractors engaged.
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	May-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.
8	Roads	Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection	-	-	-	250,000.00	250,000.00	0.00%	Dry Season 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 -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Deliver	Priority List developed. Contractor engaged pending weather.
10	Drainage	Drainage Renewal-Priority List - Jarvis Road	-	49,629.48	49,629.48	100,000.00	50,370.52	49.63%	Jun-23	Project Planning	Initial Drainage work completed. Install Cross Road culvert and improve drainage.
11	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Shoulder Widening & Power Pole guard rail. RFQ Closed
12	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Project Planning	WRM Water & Environmental completing Flood modelling and option analysis is. Road Crossing upgrade creek culvert deign has been develop. Engage and Schedule Contractor.
13	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Jun-23	Project Planning	AC Assessment completed. SOW to be developed. Three quotes to be sourced.
14	Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	59,772.72	59,772.72	83,000.00	23,227.28	72.02%	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.
15	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Signage not proceeding at request of Mayor. Update of weighbridge and waste recording software which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails - Scheduled for Jan 2023

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture scheduled for November Renewal of old phone system not updated when office phones updated - forecast subject to weighbridge software
16	Community	Freds Pass Reserve Asset Renewal	-	27,016.67	27,016.67	40,000.00	12,983.33	67.54%	TBC	Project Planning	Asset renewal works identified on Vicar Bore. Works currently underway.
17	Community	Reserves Asset Renewal	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Identify works require across Council's recreation reserves based on Known Issues
18	Community	Reserve Building Renewal & Compliance-Maley Pavilion	-	-	-	40,000.00	40,000.00	0.00%	TBC	Project Planning	Working with Asset management to identify works required to bring non-compliant building to the standards.
19	Fleet	Plant/Vehicle Replacement-Council	-	190,955.21	190,955.21	535,000.00	344,044.79	35.69%	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	-	62,181.71	62,181.71	25,000.00	(37,181.71)	248.73%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.
		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
		<b>Subtotal</b>	-	<b>503,065.70</b>	<b>503,065.70</b>	<b>5,588,518.76</b>	<b>5,085,453.06</b>	<b>9.00%</b>			

### 2022/2023 ADDITIONAL CAPITAL PROJECTS

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Southport Roads – Gravel to Seal Upgrade		153,537.19	153,537.19	2,071,858.00	1,918,320.81	7.41%	Dry Season 23	Project Planning	LRCI Phase III approval received in the July 2022 of total Value \$ 2,366,858 under which for road seal has sanctioned \$2,071,858.00. Design underway with Byrne Consultants at 70% completion. Finalise design due end Feb.
2	Community	<i>Mira Square Development- Construction of a new playground</i>	-	65,000.00	65,000.00	70,000.00	5,000.00	92.86%	Mar-23	Completed	Completed. Final Invoice pending.
		Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green	-	27,934.00	27,934.00	35,000.00	7,066.00	79.81%	TBC	Project Planning	Shelter installation scheduled for first week in March 2023, BBQ arrival and installation scheduled for first week in April 2023.
		<i>Bicycle &amp; Walking Paths Howard Park Recreation Reserve</i>	-	25,200.00	25,200.00	30,000.00	4,800.00	84.00%	Mar-23	Completed	Completed
		<i>Installation of power and lighting to existing storage shed at Knuckey Lagoon</i>	-	26,472.50	26,472.50	20,000.00	(6,472.50)	132.36%	Mar-23	Completed	Completed.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget -BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.	-	6,840.00	6,840.00	30,000.00	23,160.00	22.80%	May-23	Deliver	Consultant has drafted designs and Council is currently liaising with the Livingstone Recreation Reserve Committee.
		Installation of solar lighting to picnic area- McMinns Lagoon Recreation Reserve	-	-	-	10,000.00	10,000.00	0.00%	TBC	Project Planning	Currently evaluating quotes.
		Wi-Fi and CCTV Installation – for community use. - WIFI is required for CCTV to function. Thorak Cemetery / Howard Park Recreation Reserve/ Knuckey Lagoon Recreation Reserve / Humpty Doo Village Green	-	16,668.72	16,668.72	103,282.83	86,614.11	16.14%	TBC	Project Planning	Project Scoping will start in October 2022. Planning - November 2022 Execution - January to April 2023
3	Community	Knuckey Lagoon Recreation Reserve Electrical Repairs	-	54,614.00	54,614.00	54,614.00	-	100%	Dec-22	Completed	Completed
4	Waste	Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station	-	11,198.00	11,198.00	11,198.00	-	100%	Dec-22	Completed	Project complete.
5	Waste	Compactor refurbishment	-	-	-	94,000.00	94,000.00	0.00%	TBC		
		<b>Subtotal</b>	-	<b>387,464.41</b>	<b>387,464.41</b>	<b>2,529,952.83</b>	<b>2,142,488.42</b>	<b>15.32%</b>			

**CARRY FORWARD PROJECT FROM 2021/22**

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Buildings	Council Administration Building Renewal-Aircon, Garden Upgrade and Carpark line marking	-	48,135.20	48,135.20	47,599.00	(536.20)	101.13%	Aug-22	Completed	Complete
		Council Administration Building Renewal-Disability Access	-	28,599.00	28,599.00	30,000.00	1,401.00	95.33%	Oct-22	Completed	Complete
		Council Administration Building Renewal-External storage or Car park	25,370.14	550.00	25,920.14	35,796.00	9,875.86	72.41%	Jun-23	Planning	External storage and / or car shed
2	Pathways	Pathway Renewal-Whitewood Road - Stage 3	93,761.84	-	93,761.84	93,761.84	-	100.00%	Jun-22	Completed	Pathway completed.
3	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon	80,381.85	82,100.15	162,482.00	350,000.00	187,518.00	46.42%	Jun-22	Delivery	Guys Creek Road Design - 60% Design Complete - <b>ON HOLD Pending Land</b> Acquisition Elizabeth Valley Road Floodway upgrade - To be released Thorngate Road Pavement Rehab - Commence Assessment and design. Whitewood Road Widening at Wadham Lagoon -100% of Design Complete.

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Various arterial roads intersection upgrades									
4	Roads	Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads	351,098.81	1,175,757.55	1,526,856.36	1,921,154.85	394,298.49	79.48%	Sep-22	Completed	Complete
5	Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	11,792.00	75,880.16	500,000.00	424,119.84	15.18%	Apr-23	Project Initiation	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byrnie to complete design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	113,000.00	191,264.62	454,910.00	263,645.38	42.04%%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design Consultation awarded to Byrnie Consultant Pty Ltd. 100% Design received to review. Asphalt intersections, install gap curbing and improve line marking.
		Schools Safety Audits-Humpty Doo - Challoner Circuit Area	6,216.70	1,541.25	7,757.95	94,452.85	2,066.50	97.81%	Sep-22	Completed	Complete
		Girraween Primary School	6,216.70	685.00	6,901.70				Sep-22	Completed	Completed
		Schools Safety Audits- Howard Springs Primary School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Schools Safety Audits- Good Shepherd	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Road Safety Upgrades -	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-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		<i>Schools Safety Audits- Middle Point School</i>									
		<i>Road Safety Upgrades - Street Lighting- Priority List, intersections, and Challoner Circuit review</i>	-	-	-				Sep-22	Completed	Completed
		<i>Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00</i>	54,452.85	-	54,452.85				Sep-22	Completed	Completed
7	Buildings	Mira Square Development – Community Hall	75,753.19	453,209.48	528,962.67	475,000.00	(53,962.67)	111.36%	Apr-23	Delivery	Building Completed. Pending Building Certifications.
8	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.
9	Fleet	Waste Vehicle Replacement	140,584.32	183,657.20	324,241.52	390,874.32	66,632.80	82.95%	TBC	Delivery	PO has been raised pending backhoe. Vehicle under construction at Hastings Deering with expected delivery by EOM August 2022.
10	<i>Fleet</i>	<i>Cemetery Vehicle Replacement</i>	<i>49,249.04</i>	<i>25,340.74</i>	<i>74,589.78</i>	<i>74,589.78</i>	-	100.00%	<i>Feb-23</i>	<i>Complete</i>	<i>Completed</i>
11	<i>Buildings</i>	<i>Community Hall</i>	<i>63,437.90</i>	-	<i>63,437.90</i>	<i>63,437.90</i>	-	100.00%	<i>Jan-22</i>	<i>Discontinued</i>	<i>Project funding has been allocated to LCRI Reseal various Roads.</i>
12	Community	Thorak Cemetery - Irrigation Grant	86,875.00	49,365.26	136,240.26	153,805.00	17,564.74	88.58%	TBC	Complete	Completed
13	<i>Mobile Workforce</i>	<i>Two spray Tank units (replacement)</i>	-	<i>23,881.28</i>	<i>23,881.28</i>	<i>23,881.28</i>	-	100.00%	<i>Sep-22</i>	<i>Completed</i>	<i>MWF weed spraying units. Purchase orders complete.</i>

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget-BR 2 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
14	Community	Humpty Doo Village Green irrigation	-	13,145.50	13,145.50	20,000.00	6,854.50	65.73%	TBC	Delivery	Irrigation project underway.
15	Roads	Power Road Floodway	465,273.37	268,835.28	734,108.65	734,108.65	-	100.00%	Aug-22	Completed	
16	Roads	Street Lighting Replacement	11,625.00	-	11,625.00	23,250.00	11,625.00	50.00%	Dec-22	Completed	
			<b>1,671,299.59</b>	<b>2,484,218.64</b>	<b>4,155,518.23</b>	<b>5,506,621.47</b>	<b>1,351,103.24</b>	<b>75.46%</b>			

### STATEMENT 3. MONTHLY BALANCE SHEET

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

BALANCE SHEET AS AT 31 MAR 2023	YTD Actuals \$	Note Reference*
<b>ASSETS</b>		
Cash at Bank		(1)
Tied Funds	20,825,545.33	
Untied Funds	3,535,840.62	
Accounts Receivable <sup>6</sup>		
Trade Debtors	121,850.33	(2)
Rates & Charges Debtors	1,937,558.77	
Other Current Assets	397,753.84	
<b>TOTAL CURRENT ASSETS</b>	<b>26,818,548.89</b>	
Non-Current Financial Assets	7,686,732.52	
Property, Plant and Equipment	401,085,417.74	
<b>TOTAL NON-CURRENT ASSETS</b>	<b>408,772,150.26</b>	
<b>TOTAL ASSETS</b>	<b>435,590,699.15</b>	
<b>LIABILITIES</b>		
Accounts Payable <sup>7</sup>	988,420.80	(3)
ATO & Payroll Liabilities <sup>8</sup>	(881.34)	(4)
Current Provisions	652,131.00	
Accruals	963,727.83	
Other Current Liabilities	6,150.00	
<b>TOTAL CURRENT LIABILITIES</b>	<b>2,609,548.29</b>	
<b>Non-Current Liabilities</b>		
Non-Current Provisions	336,480.28	
Other Non-Current Liabilities	23,352.60	
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>359,832.88</b>	
<b>TOTAL LIABILITIES</b>	<b>2,969,381.17</b>	
<b>NET ASSETS</b>	<b>432,621,317.98</b>	
<b>EQUITY</b>		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	7,342,693.38	
<b>TOTAL EQUITY</b>	<b>432,621,317.98</b>	

<sup>6</sup> Includes Allowance for Doubtful debt.

<sup>7</sup> Includes security deposits and Thorak Cemetery Exclusive rights payments received in advanced.

<sup>8</sup> Includes Superannuation Payments awaiting to be recovered.

## Note 1: Details of Cash and Investments Held

### Investment Schedule

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

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	3/10/2022	1,000,000.00	4.15%	20/06/2023	260	4,000,000.00	19.21%	29,561.64
	13/10/2022	1,000,000.00	4.00%	4/07/2023	264			28,931.51
	11/01/2023	1,000,000.00	4.50%	10/10/2023	272			33,534.25
	5/04/2023	1,000,000.00	4.50%	19/12/2023	258			31,808.22
Commonwealth (S&P A1+)	13/01/2023	325,545.33	4.47%	24/10/2023	284	6,325,545.33	30.37%	11,322.56
	8/12/2022	1,000,000.00	4.22%	5/09/2023	271			31,332.05
	24/01/2023	1,000,000.00	4.36%	24/10/2023	273			32,610.41
	8/02/2023	1,000,000.00	4.54%	8/11/2023	273			33,956.71
	21/02/2023	1,000,000.00	4.81%	21/11/2023	273			35,976.16
	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	3,500,000.00	16.81%	26,958.90
	24/11/2022	1,000,000.00	4.30%	27/07/2023	245			28,863.01
	24/11/2022	1,500,000.00	4.30%	10/08/2023	259			45,768.49
NAB (S&P A1+)	7/03/2023	500,000.00	4.76%	5/12/2023	273	5,000,000.00	24.01%	17,801.10
	12/10/2022	1,000,000.00	3.94%	27/06/2023	258			27,849.86
	6/12/2022	1,000,000.00	4.12%	22/08/2023	259			29,235.07
	20/12/2022	1,000,000.00	4.33%	19/09/2023	273			32,386.03
	6/09/2022	1,500,000.00	3.70%	9/05/2023	245			37,253.42
Westpac (S&P A1+)	21/09/2022	2,000,000.00	3.44%	23/05/2023	244	2,000,000.00	9.60%	45,992.33
<b>TOTAL INVESTMENTS</b>		<b>20,825,545.33</b>				<b>20,825,545.33</b>	<b>100%</b>	<b>620,517.06</b>

% of Total Investment Portfolio	A1 & A1+ (max 100%)	64%	A2 (max 60%)	36%	100%
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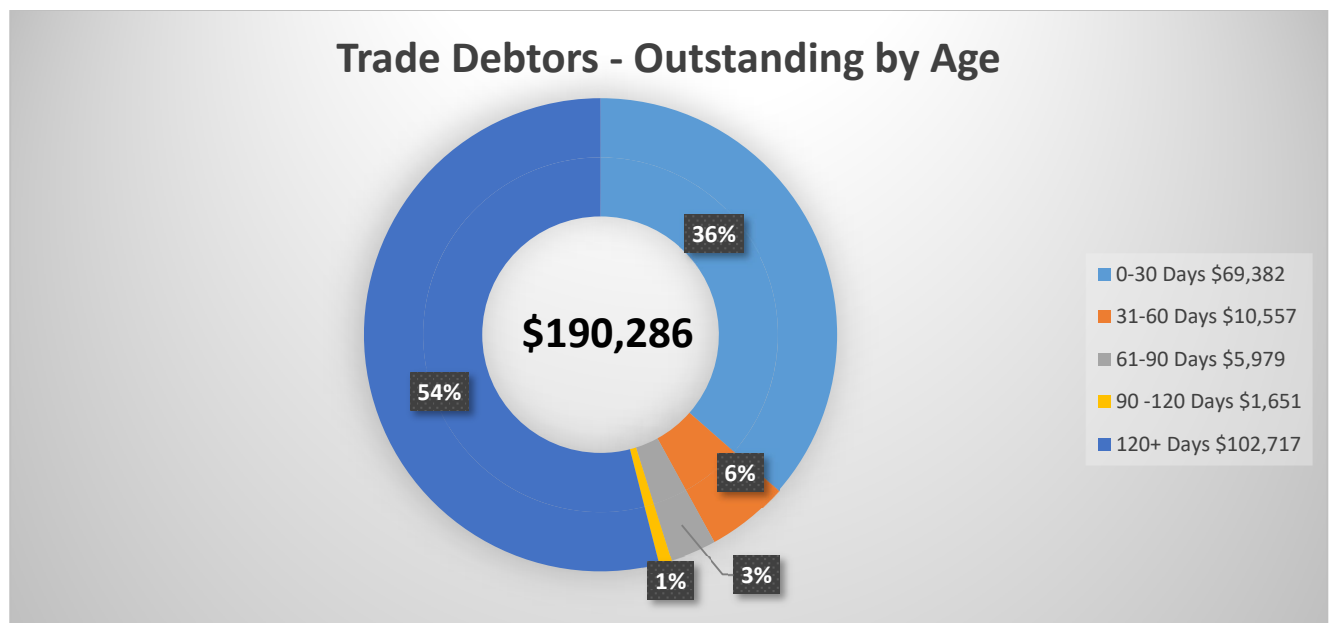
Total Investments/ Tied Funds	\$ 20,825,545.33	Total Year to date Investments Earnings	\$ 535,350.88
General Bank Funds	\$ 3,534,565.62		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 3,535,840.62		
Total all funds	\$ 24,361,385.95		

## Note 2: Statement of Trade Debtors

Total Debtors as of 30 April 2023 is \$ 190,285.79 and \$102,716.87 of these are outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Follow-up is continuing to settle the outstanding balances.

Fines and Infringements - Council has two hundred and thirty-five (235) infringements outstanding with a total balance of \$59,896.55, a decrease of \$2,941.45 from March. Six (6) are reminder noticed produced , two hundred and twenty-four (224) are with the Fines Recovery Unit (FRU) and five(5) are on Complaint & Summons stage.

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	82.61	104.93	0.84	185.55	49,113.73	49,487.66
Cemetery	50,682.10	8,444.00	1,210.58	-	1,667.00	62,003.68
Waste	-	328.00	-	115.04	(408.56)	34.48
Recreation Reserves	1,610.17	491.98	69.46	-	(423.85)	1,747.76
Planning	-	-	108.15	-	-	108.15
GST Receivable	17,007.51	-	-	-	-	17,007.51
Infringements	-	1,188.00	4,590.00	1,350.00	52,768.55	59,896.55
<b>Total</b>	<b>69,382.39</b>	<b>10,556.91</b>	<b>5,979.03</b>	<b>1,650.59</b>	<b>102,716.87</b>	<b>190,285.79</b>



### 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	92,246.36	-	-	-	-	92,246.36
Cemetery	11,794.51	-	-	-	-	11,794.51
<b>Total</b>	<b>104,040.87</b>	-	-	-	-	<b>104,040.87</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	76,013.83	-	-	-	-	76,013.83
Payroll- PAYG	1,248.00	-	-	-	-	1,248.00
<b>Total</b>	<b>77,261.83</b>	-	-	-	-	<b>77,261.83</b>

### Financial Reserves 2023

The 2021/22 Financial Reserves balances have been finalised as per the audited financial statements and 2<sup>nd</sup> budget review movements.

	2021/22 Actuals \$	2022/23 Net Movement \$	2022/23 Budget Review 2 \$
<b>Externally Restricted</b>			
Developer Contribution Reserve	280,725.00	294,863.16	575,588.16
Unexpended Grants / Contributions	2,573,927.00	(2,573,927.00)	-
Unexpended Capital Works	631,334.00	(631,334.00)	-
<b>Total Externally Restricted Reserves</b>	<b>3,485,986.00</b>	<b>(2,910,397.84)</b>	<b>575,588.16</b>
<b>Internally Restricted</b>			
Asset Reserve	8,941,078.00	2,424,100.76	11,365,178.76
Waste Management Reserve	5,124,100.00	(1,878,554.00)	3,245,546.00
Thorak Regional Cemetery Reserve	1,719,798.00	(168,143.13)	1,551,654.87
Election Reserve	100,000.00	100,000.00	200,000.00
Disaster Recovery Reserve	500,000.00	(100,000.00)	400,000.00
Strategic Initiatives Reserve	500,000.00	(100,000.00)	400,000.00
ICT Reserve	-	-	-
Cash for Cans Reserves	113,223.00	-	113,223.00
<b>Total Internally Restricted Reserves</b>	<b>16,998,199.00</b>	<b>277,403.63</b>	<b>17,275,602.63</b>
<b>TOTAL RESERVES</b>	<b>20,484,185.00</b>	<b>(2,632,994.21)</b>	<b>17,851,190.79</b>

## Outstanding Rates

### Prior Year Rates

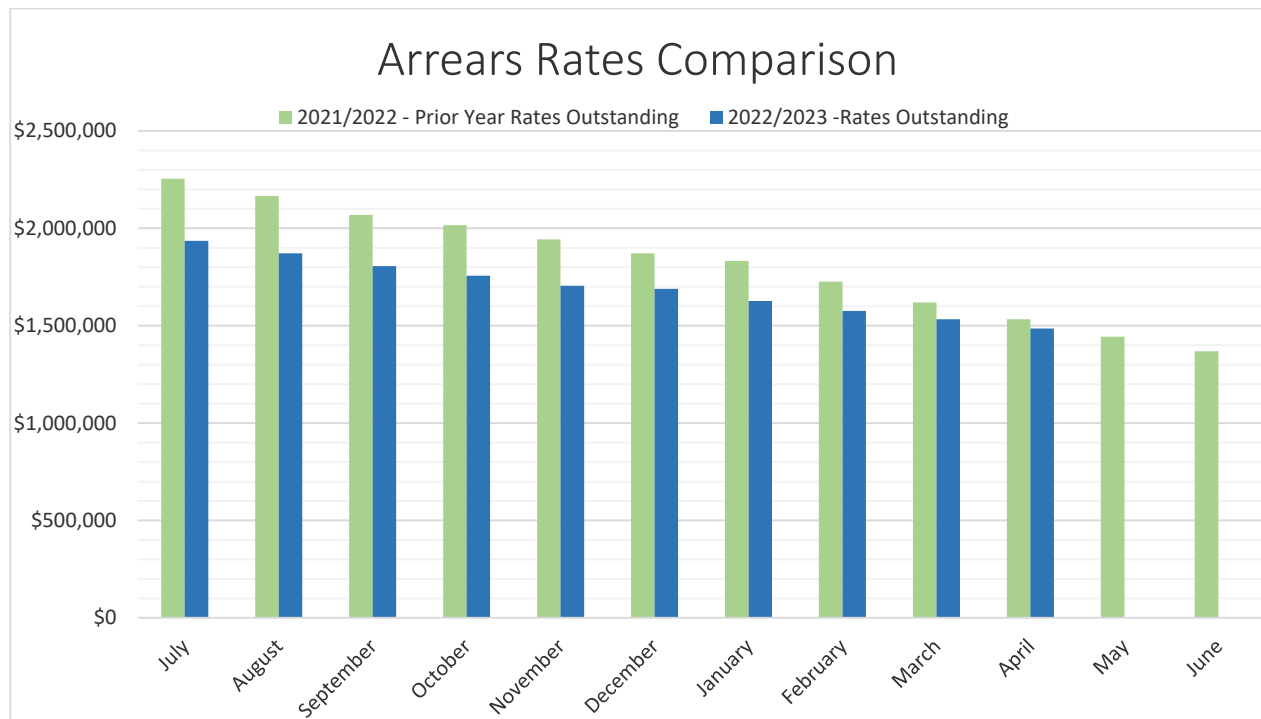
The below table illustrates the split of prior year outstanding rates, currently at \$1.48million.

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 (March 2023) (\$)	Current Month (April 2023) (\$)
COMMERCIAL	48,844.51	30,894.67	31,436.32
GAS PLANT	812.20	28.72	28.91
MINING	135,034.69	144,331.18	131,778.80
HORTICULTURE AGRICULTURE	77,870.19	73,608.02	74,087.87
NON-RATEABLE GENERAL	17,276.01	18,320.54	18,429.89
NON-RATEABLE WASTE	33,640.91	35,302.01	35,443.68
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,032,709.83	1,003,204.85
URBAN RESIDENTIAL	283,118.87	198,659.43	190,907.32
<b>TOTAL</b>	<b>2,047,272.12</b>	<b>1,533,854.40</b>	<b>1,485,317.64</b>
<b>Arrears LESS Legal</b>	<b>1,824,951.34</b>	<b>1,395,035.52</b>	<b>1,317,687.71</b>

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



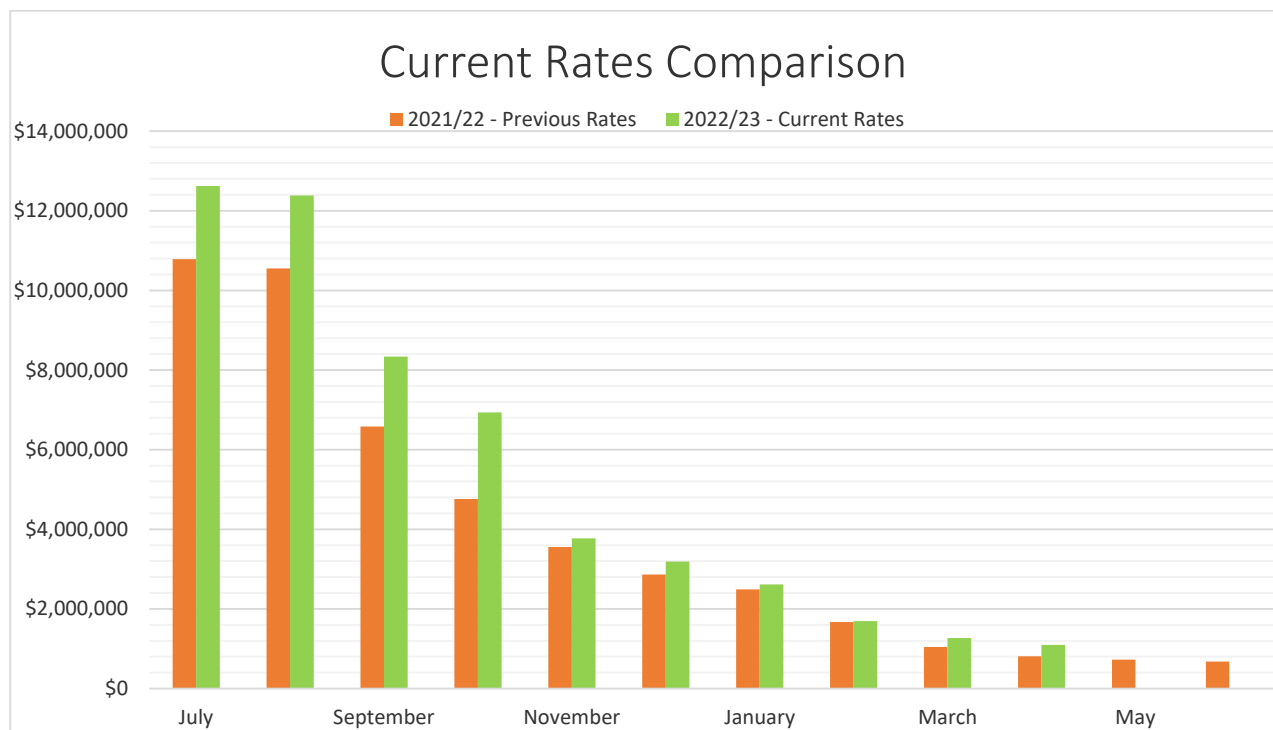
### Current Year Rates

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

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

	Previous Month (March 2023) (\$)	Current Month (April 2023) (\$)	Variance (\$)	Due Dates
<b>Instalment 1</b>	318,872.66	287,865.75	31,006.91	<b>30-Sep-22</b>
<b>Instalment 2</b>	370,933.27	336,933.99	33,999.28	<b>30-Nov-22</b>
<b>Instalment 3</b>	578,925.66	470,547.30	108,378.36	<b>28-Feb-23</b>
<b>TOTAL</b>	<b>1,268,731.59</b>	<b>1,095,347.04</b>	<b>173,384.55</b>	

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





## Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1403.2632-01	TOLINCHLO PTY LTD	Refund of Defects Liability Bond	314,303.10
1403.60-01	FREDS PASS SPORT & RECREATION	4th Quarter Operational and R & M Payment	265,442.38
1404.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 99 /20/ 21 (22/23) - Apr 23	112,554.35
1407.280-01	CITY OF DARWIN	Mar 2023 - HS, BS , HD Waste Stations DC & Transfer of Long Service Leave	73,796.80
1401.280-01	CITY OF DARWIN	Feb 2023 - HS, BS & HD Waste Stations DC	57,695.50
1401.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 98 (22/23) - Cycle 19 2023	53,663.00
1407.268-01	BYRNE CONSULTANTS	RFQ22-333 Southport Roads Upgrades Design	41,444.29
1401.2415-01	SMEC	RFQ21-300 Litchfield Council Road Pavement Assessment	36,132.53
1404.2262-01	ADASROOFING & CONSTRUCTION	RFT21-280 - Mira Square - New Community Building	34,540.00
1404.2538-01	COMBINED BUILDING SERVICES	RFQ22-330 Installation of Sliding Glass Doors at Litchfield Council Entrance	31,458.90
1401.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 20 WE 02 Apr 2023	26,198.36
1404.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 21 WE 16 Apr 2023	25,709.77
1407.849-01	WEX AUSTRALIA ( PUMA CARD)	Mar 2023 - Litchfield Council Fuel Account	22,652.67
1407.874-01	VTG WASTE & RECYCLING	Mar 2023 - HSWTS, BSWTS and HDWTS - General Waste Transport to Shoal Bay Receiving Station	18,750.78
1404.87-01	TOP END LINEMARKERS PTY LTD	Line Marking of Various Roads - Litchfield Council Municipality	17,150.52
1403.16-01	BERRY SPRINGS RESERVE	4th Quarter Operational and R & M Payment	16,889.40
1401.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Repair to Washout Areas, Spoon Drain and Headwall Repairs - Various Locations Litchfield Council Municipality	15,565.00
1403.926-01	JACANA ENERGY	Jan - Mar 2023 - Electricity - HSWTS and Street Lighting	14,861.33
1403.72-01	LIVINGSTONE RESERVE MANAGEMENT BOARD	4th Quarter Operational and R & M Payment	14,738.90
1401.165-01	THINK WATER DARWIN	Humpty Doo Village Green Stage 2 Irrigation Repairs	14,460.05
1407.1564-01	FOURIER TECHNOLOGIES PTY LTD	Mar 2023 - Managed ICT - RFT21-264 ICT Services for Litchfield Council	14,325.75
1403.906-01	WARD KELLER PTY LTD ( LAWYERS )	Legal Services	13,515.00
1401.268-01	BYRNE CONSULTANTS	RFQ21-297 - Girraween Road - Road Safety Upgrades	11,737.00
1404.1284-01	REGIONAL DEVELOPMENT AUSTRALIA NORT	Seeding Investment Fund - Reimbursement of unspent Funds	11,000.00
1403.162-01	CIVICA PTY LTD	Milestone 5 - Payment for 6.11 to 7.1 Authority Upgrade/Rollout	8,734.00

Cheque No.	Payee	Description	Amount (\$)
1407.810-01	UHY HAINES NORTON	Audit and Alignment of Litchfield Council	8,250.00
DD280323	WESTPAC CARDS & DIRECT DEBITS	Mar 2023 - Credit Card Purchases Litchfield Council Officers	8,151.44
1403.1068-01	MR D S BARDEN	Mar 2023 - Elected Members Allowances	8,108.97
1401.527-01	PALMERSTON AND LITCHFIELD SENIORS	Prepayment for Sponsorship 01 Jul 2022 to 30 Jun 2023	8,055.00
1401.192-01	MAGIQ SOFTWARE ( X INFOXPERT)	Magiq Documents - Managed Services	7,685.17
1403.170-01	NTRS (NT RECYCLING SOLUTIONS)	Mar 2023 - Recycling Collected from BSWTS, HDWTS, HSWTS and Litchfield Council	7,012.28
1407.1392-01	AKRON GROUP NT PTY LTD	Old Bynoe Road - Cautionary Signage for Water over Roads, Traffic Management for Accident	6,869.50
1401.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	6,781.30
1404.414-01	TOTAL EXCAVATIONS	Clean Driveways and Pipes for Water Run-off - Various Locations Litchfield Council Municipality	6,600.00
1403.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	4th Quarter Operational and R & M Payment	6,457.00
1401.2560-01	PILOMA TRADING PTY LTD (PARKQUIP)	BBQs HDVG LRCI Phase 3	6,127.00
1407.2015-01	SLR CONSULTING AUSTRALIA PTY LTD	2022-2023 Surface Water Quality Monitoring all Waste Stations	6,088.50
1404.162-01	CIVICA PTY LTD	Jun 2023 -Authority Licence, Support & Maintenance	5,863.22
1404.577-01	ARJAYS SALE & SERVICE PTY LTD	23GR02 - Whitewood Road Safety Upgrades	5,714.50
1401.2567-01	ABP PERMITS PTY LTD	Freds Pass Reserve Unapproved Buildings Permits	5,623.75
1404.2348-01	D OMEGA CIVIL CONSTRUCTIONS	Culvert Repairs including Excavation and Repairs - Various Locations Litchfield Council Municipality	5,368.00
1404.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	4,726.25
1401.2629-01	EFTSURE	Provision of EFT Payment Protection Subscription	4,435.20
1401.993-01	ARAFURA TREE SERVICES & CONSULTING	Tree Removal Works - Various Locations Litchfield Council Municipality	3,971.00
1407.926-01	JACANA ENERGY	Mar 23 - Electricity HDVG House, Litchfield Council Office, HDWTS, HSWTS, HPRR and Strangways Road	3,748.80
1400.183-01	CHRIS'S BACKHOE HIRE PTY LTD	March 2023 - Grave Preparation Thorak Cemetery	3,696.00
1403.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Works - Various Locations Litchfield Council Municipality	3,630.00
1407.2631-01	PRAGIA RISK MITIGATION (GARMR PTY LTD)	Painting of HDVG Toilets	3,335.29
1401.1023-01	AUSLINE ENGINEERING	Replace & Strip Front Kubota M110GX Tractor	3,317.50
1404.384-01	MS C VERNON	Consultancy Services for Authority	3,179.00
1403.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement Kubota Mower Blades for Multiple Machines for MWF	2,948.00
1404.1141-01	NORTHERN GROUND MAINTENANCE	Mar 2023 - HDVG Mowing Services	2,948.00

Cheque No.	Payee	Description	Amount (\$)
1403.356-01	SOUTHPORT PROGRESS ASSOCIATION	4th Quarter Operational and R & M Payment	2,942.50
1407.78-01	POWER & WATER CORPORATION	FEB - APR 2023 - Water for HSWTS and Waste Swipe Cards MWF Crews	2,935.94
1403.2590-01	IRONBARK SERVICES NT	Cleaning Howard Hall March 2023	2,928.75
1401.1564-01	FOURIER TECHNOLOGIES PTY LTD	Feb 2023 - Provision of Onsite ICT Support	2,887.46
1403.2253-01	MR A MACKAY	Mar 2023 - Elected Members Allowances	2,778.95
1402.2188-01	GTG IRRIGATION & LANDSCAPING PTY LTD	Repair/Replacement of Irrigation Near Office, Thorak Cemetery	2,706.00
1404.708-01	PARADISE LANDSCAPING	Verge Clearance of Vegetation - Various Locations Litchfield Council Municipality	2,706.00
1401.2028-01	AUSTRALIAN LIBRARY AND INFORMATION	Acquisitions Online Course - Litchfield Council Library, Taminmin School	2,695.00
1407.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Apr 2023- Cleaning Litchfield Council and THORAK Cemetery	2,644.85
1404.512-01	SELTOR SHAW PLUMBING PTY LTD	Septic System Soil Testing at 3 Bees Creek Road	2,590.50
1401.506-01	TURBO'S TYRES	133,000km Service and Replace Tyres CC45YM	2,484.48
1403.2249-01	MS R A WRIGHT	Mar 2023 - Elected Member Allowances	2,277.30
1404.1809-01	RGM MAINTENANCE DARWIN	Install LED beacon on Roof Bar to Tip Truck	2,122.24
1403.2252-01	MRS E SHARP	Mar 2023 - Elected Member Allowances	2,057.30
1407.1181-01	ODD JOB BOB	Replace Sections of Existing Metal Clad Door at HDWTS	2,018.50
1404.1767-01	INDUSTRIAL ROPE ACCESS & NT PRESSURE CLEANING	Safe Removal of Graffiti at HDVG Skatepark	1,936.00
1404.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor Bin at HDWTS	1,877.70
1403.2239-01	MR M SIDEY	Mar 2023 - Elected Member Allowances	1,837.30
1403.498-01	MR M I G SALTER	Mar 2023 - Elected Members Allowances	1,837.30
1403.14-01	AUSTRALIA POST	2023 2nd Instalment Rates Notices	1,832.55
1401.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,823.32
1407.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,794.17
1407.1721-01	MAHER RAUMTEEN SOLICITORS	Legal Advice	1,750.00
1404.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Mar 2023 - Grounds Maintenance HDVG	1,640.00
1403.2238-01	MR K R HARLAN	Mar 2023 - Elected Member Allowances	1,617.30
1404.2079-01	LITCHFIELD COUNCIL RESIDENT	Refund for Rates Overpayment	1,500.00
1403.28-01	RURAL FIRE PROTECTION	6 Month Fire Equipment Service HPRR	1,325.50

Cheque No.	Payee	Description	Amount (\$)
1402.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 29 MAR 2023	1,307.17
1407.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 98 (22/23) - Cycle 22 2023	1,248.00
1404.612-01	CREMASCO CIVIL PTY LTD	Signpost Collection and Installation - Various Locations Litchfield Council Municipality	1,243.00
1405.2089-01	ELGAS LTD	Gas supply & delivery - Crematorium WE 05 Apr 2023	1,220.57
1404.1471-01	RICOH AUSTRALIA PTY LTD	Mar 2023 - Photocopier Hire & Consumables - Thorak, Litchfield Council, Taminmin Library, MWF	1,196.98
1406.189-01	H.D. ENTERPRISES P/L	Repairs / Labour / Parts to Pressure Cleaner	1,194.65
1401.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Mar 2023 - Patrol Services - Litchfield Council and HDWTS	1,189.02
1401.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 02 Apr 2023	1,184.27
1404.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 16 Apr 2023	1,184.27
1400.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 22 Mar 2023	1,076.55
1404.347-01	INFORMATION CONSULTANTS P/L	FOI Training - Litchfield Council Employees	990.00
1401.1758-01	RAECO (CEI PTY LTD)	Assorted Supplies for Taminmin Library	989.07
1404.1152-01	LANE COMMUNICATIONS	3rd QTR Overdue Rates Notices 2022/2023	928.06
1401.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	907.53
1401.1690-01	DAMN STRAIGHT FENCING	Repair Chainmesh Fence	880.00
1407.514-01	VEOLIA ENVIRONMENTAL SERVICES	Feb 2023 - HDWTS - Disposal Tip and Return Hook Lift	848.47
1401.78-01	POWER & WATER CORPORATION	Dec-Mar 2023 - Water HPRR	829.99
1404.367-01	BUNNINGS GROUP LIMITED	Air Compressor and Consumable Hardware Items for Thorak Maintenance	826.46
1403.1379-01	LITCHFIELD COUNCIL RESIDENT	Refund for Rates Overpayment	800.00
1406.926-01	JACANA ENERGY	Mar 2023 - Electricity - Thorak Cemetery and House	778.58
1404.926-01	JACANA ENERGY	Mar 2023 - Electricity HPRR Lot 1916	750.82
1400.2049-01	AJ SECURITY DARWIN	Mar 2023 - Security Open and Lock Up Cemetery	747.23
1405.2049-01	AJ SECURITY DARWIN	Mar 2023 - HPRR Security and Gate lock and Open	747.23
1407.2049-01	AJ SECURITY DARWIN	FEB 2023 - HPRR Security and Gate lock and Open	747.23
1403.2627-01	LITCHFIELD COUNCIL RESIDENT	Refund for Rates Overpayment	747.16
1407.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Locations Litchfield Council Municipality	726.00
1404.815-01	JEFFRESS ADVERTISING	NT News Advertisement - Various Contracts for Tender for RFT's	717.62

Cheque No.	Payee	Description	Amount (\$)
1404.1428-01	HANNA'S COOLING PTY LTD (B&A HANNA)	Call out to Repair Chambers Airconditioning	649.00
1407.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	First Aid kit Supplies - Waste Stations	635.95
1401.2164-01	SCOUT TALENT PTY LTD	E-Learning Monthly Subscription	595.98
1403.612-01	CREMASCO CIVIL PTY LTD	Repair Steel Gate Onsite	594.00
1406.2089-01	ELGAS LTD	Gas Supply/Delivery for Crematorium WE 16 Apr 2022	591.65
1403.1866-01	NUTRIEN AG SOLUTIONS	Reinforced Mesh and Accessories	586.20
1407.2642-01	MRS S J CARROLL	Refund of Defects Liability	521.05
1407.2582-01	CODA MOBILE COFFEE	ANZAC Day Event - Hire of Coffee Van	509.50
1404.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HDWTS - Komatsu Belt Inspections Repair	504.80
1407.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	498.63
1404.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Freds Pass Rural Show - Council Stall	498.00
1406.1412-01	HAPPIER ENDING FUNERALS	Transportation of Deceased Person	495.00
1407.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 2023 - Litchfield Council Archive Storage Fees	491.76
1403.2421-01	RURAL GARDEN SUPPLIES	Pre-Mix Aggregate	480.00
1407.512-01	SELTOR SHAW PLUMBING PTY LTD	Public Toilet Repairs - Male Toilet HDVG	472.43
1403.2049-01	AJ SECURITY DARWIN	Mar 2023 - Security Open and Lock Up HDVG	468.60
1403.2630-01	DACS NT	Mar 2023 Impounded Dog Transfers	455.00
1403.2633-01	LITCHFIELD COUNCIL RESIDENT	Refund for Rates Overpayment	454.90
1407.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	440.78
1407.1961-01	HUMPTY DOO WELDING AND FABRICATION	HSWTS - Repair Railing	440.00
1404.2636-01	USER GROUP PRIVATE EVENT	Refund of Key Deposit	437.65
1406.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Thorak Cemetery Employee	395.00
2803223	WESTPAC CARDS & DIRECT DEBITS	March 2023 - Corporate Credit Cards	391.97
1404.752-01	TOTALLY WORKWEAR PALMERSTON	Staff Uniforms for Waste Station Employee	387.60
1407.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 98 Pay 22 WE Apr 2023	384.37
1403.1171-01	BRANDIT NT	Promotional Material Australia Day 2023	357.50
1402.28-01	RURAL FIRE PROTECTION	Thorak Cemetery 6 month Fire Equipment Inspections and Testing	352.00

Cheque No.	Payee	Description	Amount (\$)
1400.134-01	FIGLEAF POOL PRODUCTS	Mar 2023 - Microbiological Testing - Thorak Cemetery	341.00
1401.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Mar 2023 - 30 x Tracking system Data Access	330.00
1407.1396-01	CSE CROSSCOM PTY LTD (T/A COMM8)	Apr 2023 - 30x Tracking system Data Access	330.00
1403.874-01	VTG WASTE & RECYCLING	Mar 2023 - Waste Collection - HDVG, Litchfield Council, HPRR & KLRR	316.68
1403.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption Desexing Vouchers	300.00
1404.1674-01	FRESH START - FOR CLEANING	Cleaning WTS and MWF WE 04 Apr 2023	292.50
1403.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HSWTS - Backhoe Trouble Shoot & Repair	280.50
1401.2078-01	HUMPTY DOO NEWSAGENCY	Mar 2023 - Newspaper Purchases Taminmin Library	275.00
1400.220-01	THE BIG MOWER	Service of Honda Gerni and Tyre Repairs	266.05
1407.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Gardening Works Including Mowing at HDVG	250.00
1403.512-01	SELTOR SHAW PLUMBING PTY LTD	Repair Water Meter Fitting - Accidental Damage by Mowers	249.60
1405.1809-01	RGM MAINTENANCE DARWIN	Replaced Fuso Truck - Canvas Seat Covers	241.62
1407.1674-01	FRESH START - FOR CLEANING	Cleaning of Waste Stations WE 18 Apr 2023	236.25
1402.874-01	VTG WASTE & RECYCLING	Mar 2023 - Thorak Waste Collection	220.00
1407.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	211.24
1403.2088-01	REGULATORY STAFF MEMBER	Reimbursement - Phone Charges and Cases for Regulatory Mobile Phones	211.00
1404.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD	Clean, Wash and Iron Linen from Chambers	205.07
1404.2639-01	LITCHFIELD COUNCIL RESIDENT	Refund for Rates Overpayment	200.00
1407.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY	Redemption Desex Vouchers	200.00
1404.189-01	H.D. ENTERPRISES P/L (HUMPTY DOO	Turbo Spray Gun	199.10
1401.1330-01	PAWS DARWIN LTD	Mar 2023 - Animal Impound Transfers for Rehoming	195.00
1403.1697-01	RSPCA	Mar 2023 - Animal Impound Transfers for Rehoming	195.00
1401.855-01	TENDERLINK	RFT23-339 - Litchfield Council Reseal - Various Locations Litchfield Council Municipality	184.80
1404.855-01	TENDERLINK	RFQ22-329 - Community Hall Cleaning Works	184.80
1407.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA P	Mar 2023 - ASSA Monthly Membership	181.50
1405.287-01	HARVEY DISTRIBUTORS	Replenishment of Disposable Cleaning and Bin Items	180.66
1403.752-01	TOTALLY WORKWEAR PALMERSTON	PPE for Litchfield Council Planning Staff	180.00

Cheque No.	Payee	Description	Amount (\$)
1406.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) IN	ACP Training - For Thorak Cemetery Staff - First Aid Officer	170.00
1407.2505-01	COMMUNITY AND SPORTS STAFF MEMBER	Reimbursement out of Pocket Expenses for Anzac Day Event Catering	143.35
1401.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Planning	139.09
1406.514-01	VEOLIA ENVIRONMENTAL SERVICES	Mar 2023 - Waste Collection Thorak Cemetery	135.34
1404.1103-01	HASTINGS DEERING	Mar 2023 - Repair Product Link - AA428 - WTS	134.07
1407.1103-01	HASTINGS DEERING	Apr 2023 - Repair Product Link - AA428 - WTS	134.07
1401.512-01	SELTOR SHAW PLUMBING PTY LTD	Investigate Water Outage at HS Scout Hall	132.00
1404.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Catering for Morning Tea	125.00
1404.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	115.00
1404.2569-01	REGULATORY STAFF MEMBER	Reimbursement of Firearm Licence	114.00
1401.2600-01	LITCHFIELD COUNCIL RESIDENT	Refund of Animal Trap	105.00
1401.2616-01	LITCHFIELD COUNCIL RESIDENT	Refund of Animal Trap	105.00
1404.78-01	POWER & WATER CORPORATION	Water Swipe Card - ID 20196304 / 2528076	95.96
1404.1864-01	USER GROUP OVERPAID HIRE FEES	Refund of Overpaid Hire Fees for HDVG	93.75
1407.565-01	CURBY'S (NT) PTY LTD	Name Bar and Name Plates for LC Employee	88.00
1402.220-01	THE BIG MOWER	3 x Honda Bump Feeds	84.45
1403.671-01	BURSON AUTOMOTIVE PTY LTD (COOLALIN	Consumable Oil Products for MWF Machines	78.65
1403.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Patrol Reports internal/external checks	77.18
1403.2401-01	USER GROUP PRIVATE EVENT	Refund of Key Deposit	55.10
1401.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	Replenish First Aid Kit - Litchfield Council	54.28
1401.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 24 March 2023	53.86
1403.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 31 Mar 2023	53.86
1404.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 06 Apr 2023	53.86
1407.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 14 Apr 2023	53.86
1404.144-01	ORIGIN	KLRR Gas bottle charges	51.70
1405.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	46.20
<b>TOTAL</b>			<b>1,523,602.21</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
18/04/2023	46.82	CabFare Payments North Melb AUS	Cab Fare- LGANT Alice Spring
19/04/2023	20.30	Double Tree Alice Spring AUS	Meals- LGANT Alice Spring
20/04/2023	98.00	Hanuman Alice Spring	Meals- LGANT Alice Spring
20/04/2023	54.81	Double Tree Alice Spring AUS	Meals- LGANT Alice Spring
20/04/2023	6.00	Card Fee	
<b>Total</b>	<b>225.93</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
27/04/2023	910.91	Try Booking -LGANT Conference Mayor & CEO	LGANT Conference
27/04/2023	455.45	Try Booking -LGANT Conference- Cr Sidey	LGANT Conference
<b>Total</b>	<b>1,366.36</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: 21% (21/22), 21% (22/23) Budget: 27% (21/22), 27% (22/23) Benchmark - Minimum 90% Benchmark - Maximum 120%</p>	<p>Actual: 18% (21/22), 16% (22/23) Budget: 18% (21/22), 16% (22/23) Benchmark - Less than 10% Best Practice - Less than 5%</p>	<p>Actual: 51% (21/22), 69% (22/23) Budget: 85% (21/22), 96% (22/23) Benchmark - Minimum 60% Benchmark - Maximum 100%</p>	<p>Actual: 8.95 (21/22), 10.28 (22/23) Budget: 1.00 (21/22), 1.00 (22/23) Benchmark - More than 1</p>	<p>Actual: 0 (21/22), 0 (22/23) Budget: 1.00 (21/22), 1.00 (22/23) Benchmark - Less than 1</p>
Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.

KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 21% for the month of April 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 16% achieve the Municipal Plan target of 18% as this now reflects previous years and current year rates arrears. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 10.28 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

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

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

## CERTIFICATION BY THE CEO TO THE COUNCIL

**Council Name:** Litchfield Council  
**Reporting Period:** 30/04/2023

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

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

CEO Signed:



Date Signed: 10 May 2023



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.02
<b>Report Title:</b>	People, Performance and Governance Report – April 2023
<b>Author:</b>	Ankit Pansal, HR and Records Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: People, Performance and Governance Report – April 2023

### Executive Summary

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

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

### Recommendation

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

### Background

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

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

Nil.

## **Risks**

### Health & Safety

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

### Service Delivery

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

## **Community Engagement**

Not Applicable.

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

## PEOPLE AND PERFORMANCE MONTHLY REPORT

### April 2023

#### Internal and External Appointments

Position	Department	Commenced	Permanent/Temporary
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NA

#### Employment Separation

Position	Department	End date	Permanent/Temporary
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NA

#### Employment Termination

Position	Department	End date	Permanent/Temporary
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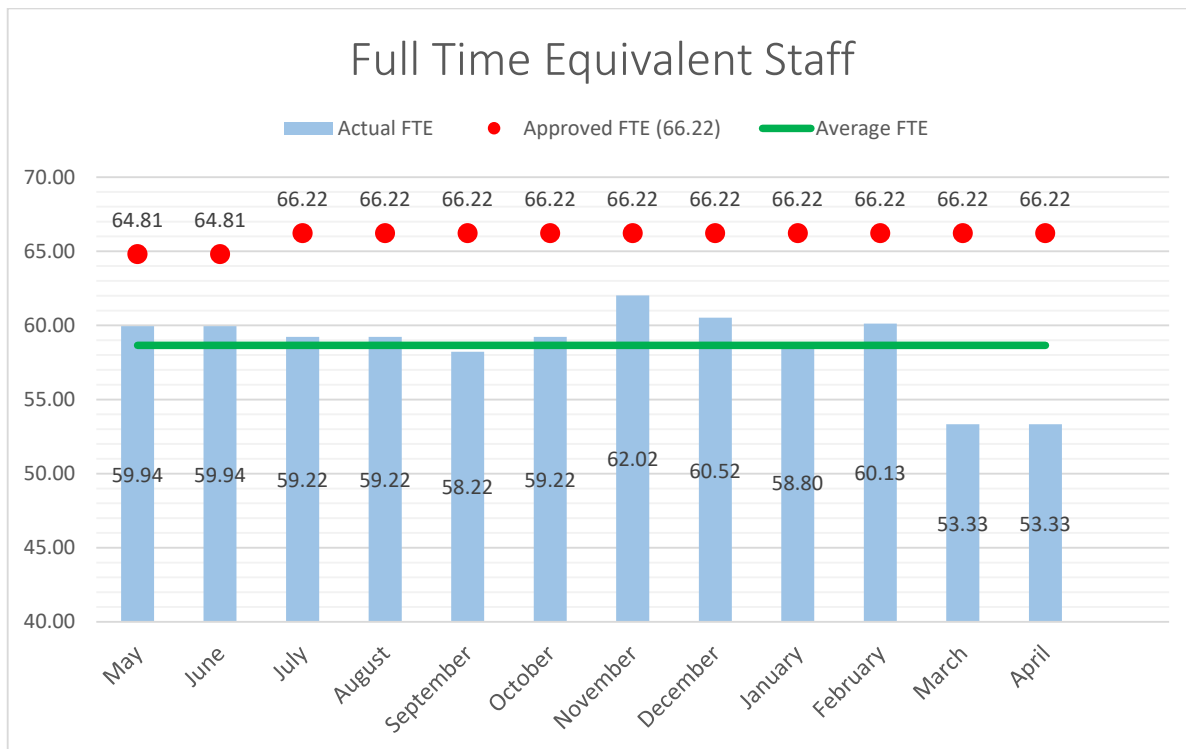
NA

	Approved	Actual	Difference
Full Time Equivalent	42.80	36.8	-6
Part-time	7.87	5.81	-2.06
Contract	9	4	-5
Casual	6.55	6.72	+0.17
Total	66.22	53.33	-12.89

(Note: we are in the transition phase of a restructure. The total FTE will be 58.83 once completed)

#### Recruitment Overview:

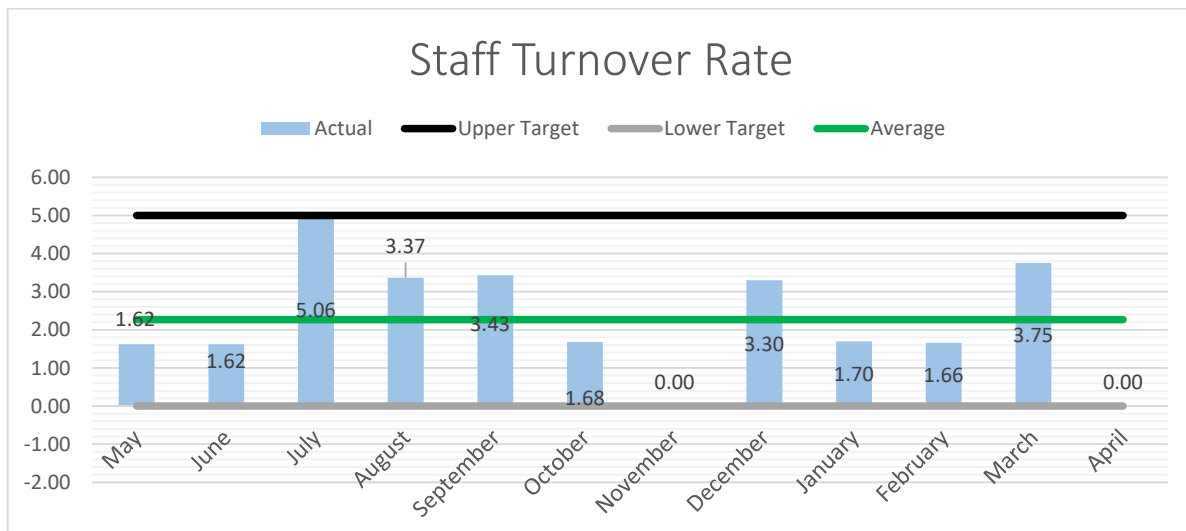
Role	In Progress	Completed
Business Support Officer - Corporate		✓
Resource Recovery Program Leader	✓	
Director Infrastructure & Operations	✓	



#### Turnover Rate:

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

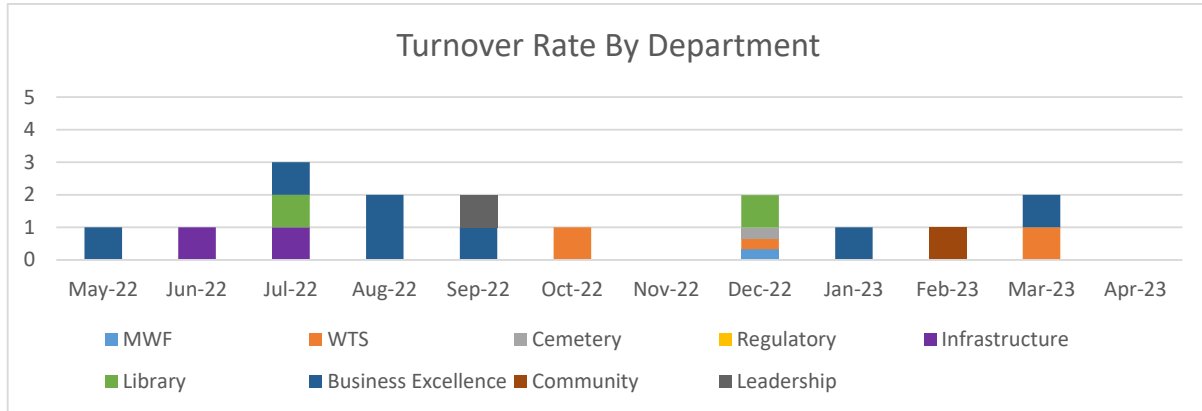
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	Average
1.62%	1.62%	5.06%	3.37%	3.43%	1.68%	0%	3.30 %	1.70 %	1.66 %	3.75%	0%	2.27 %
1	1	3	2	2	1	0	2	1	1	2	0	1.33

Target Average: Between 0% - 5%

### Turnover Rate by Department:



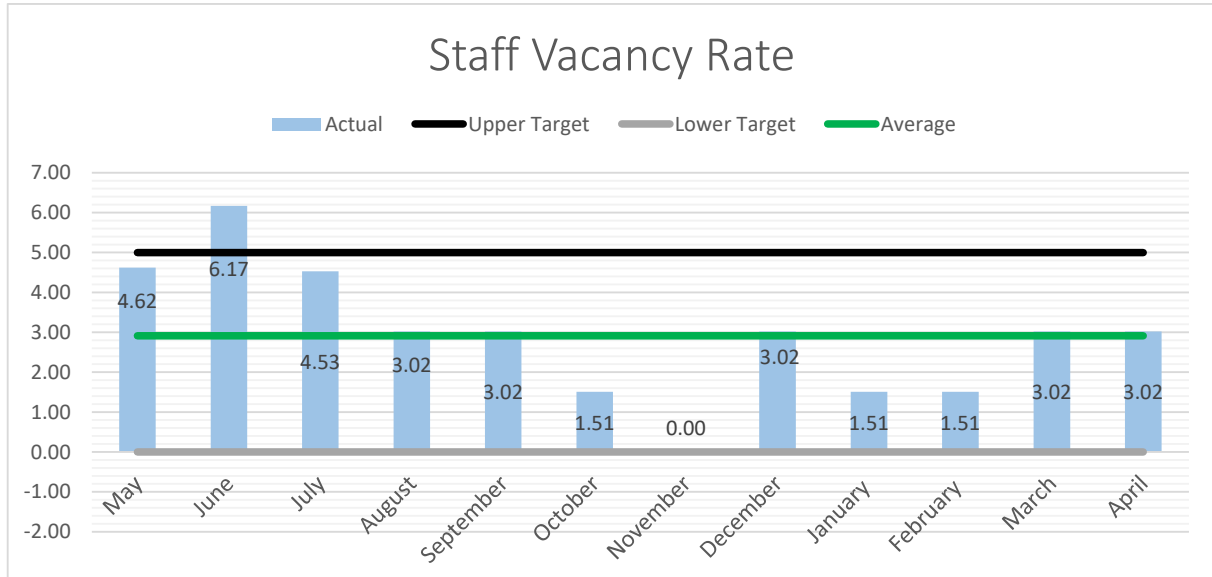
### Comparison with total FTE:

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



## Staff Vacancy Rate:

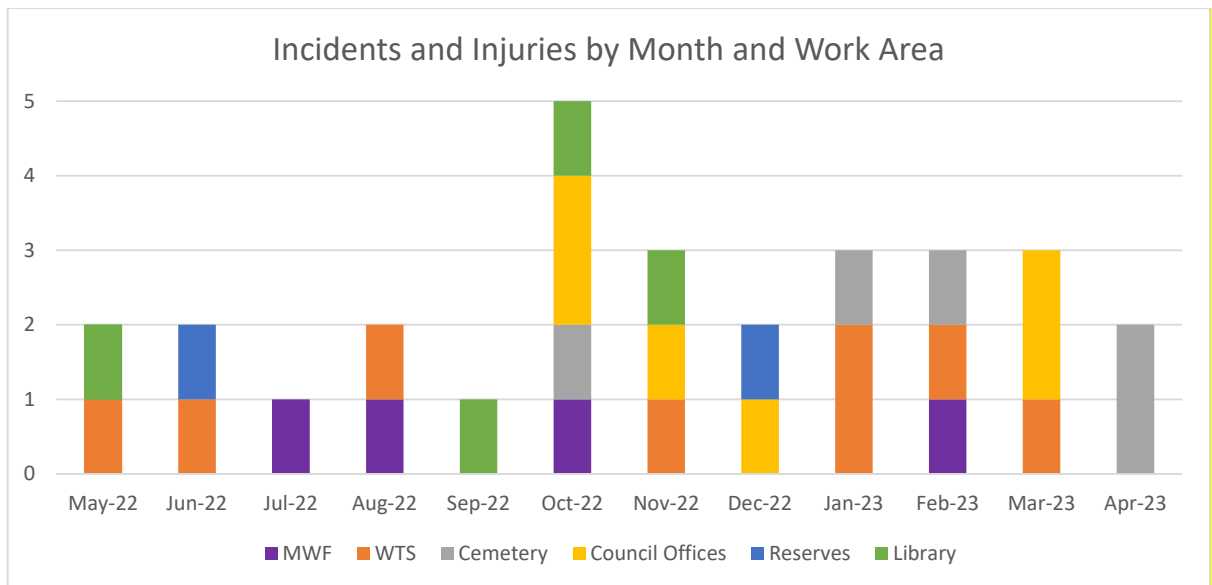
The number of vacant positions during the reporting period.  
(Vacant positions, divided by total FTE, multiplied by 100)



May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	March	April	Average
4.62%	6.17%	4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	1.51%	1.51%	3.02%	0.00%	2.91%

Target: 0% - 5

## Workplace Health and Safety:



Two workplace health and safety incidents were recorded in April 2023.

Incident 1: An employee suffered from dehydration while working in heat.

Incident 2: An employee was verbally abused by a customer in the course of their duties.

## Governance

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

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

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

Policies	
GOV04 Whistleblowing	COM07 Youth
	INF07 Street and Public Lighting



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.03
<b>Report Title:</b>	FIN20 New Initiatives Policy
<b>Author and Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: FIN20 New Initiatives Policy

### Executive Summary

This report presents to Council, for consideration to rescind, FIN20 New Initiatives Policy.

### Recommendation

THAT Council resolve to rescind FIN20 New Initiatives Policy, as at Attachment A.

### Background

Historically, as part of the annual municipal plan process, elected members have contributed new initiatives for the financial year. The fiscal value of new initiatives has been capped at \$200,000 and is budgeted in the operational budget.

Before January 2022, Council's practice of developing and approving new initiatives lacked a formal policy. Thus, a policy was adopted with the focus of defining a new initiative and clarifying the process and obligations for a new initiative. It has since been determined that this policy isn't improving the effectiveness of the process.

Council is not required under legislation to have a New Initiatives policy. Should FIN20 New Initiatives Policy, as at Attachment A, be deemed ineffective and / or unnecessary, Council can amend or rescind this policy by passing a resolution subject to limitations imposed by Australian Accounting Standards.

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### **Legislative and Policy Implications**

FIN20 New Initiatives Policy is not a legislative requirement. However, Australian Accounting Standards considerations will remain.

### **Risks**

Nil identified.

### **Community Engagement**

Not applicable.



Name	FIN20 New Initiatives
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	18/01/2022
Review Date	17/01/2026

### 1. Purpose

To provide guidance for New Initiative submissions as part of the annual municipal plan.

### 2. Scope

This policy applies to Elected Council members and Council staff.

### 3. Definitions

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

Term	Definition
Project	A temporary endeavour with a beginning and an end and it must be used to create a unique product, service, or outcome.
Capital project	A project which meets the asset recognition requirement as defined in the Australian Accounting Standard 116 (AASB) and where the cost of the asset exceeds the minimum threshold requirements as defined in section 6.2.1 of Council's Accounting and Policy Manual.
Operational project	An operational project is a project which does not meet the definition of a capital project for financial reporting purposes.
Whole of life cost or benefit	Means the continuing costs or benefits of a project or asset after the project or asset is completed or the asset is in use.
Service level	The defined service quality for a particular activity against which service performance may be measured. Service levels include quality, frequency or quantity, reliability, responsiveness, environmental acceptability, and cost of an activity or service provided.
Annual budget process	The Annual budget process refers to the budget adoption timeline for each financial year. The process starts in November and concludes with Council adopting the municipal plan prior to 30 June every year.

#### 4. Policy Statement

##### 4.1. What is a new initiative

- 4.1.1. A new initiative is a project.
- 4.1.2. A new initiative is an operational project. Capital project budget bids are managed through Council's capital works program and prioritised through Council's asset management plans.
- 4.1.3. Whilst the new initiative at its inception is not a capital project, this does not prevent the subsequent stages of the project to be a capital project.
- 4.1.1 New initiatives are not mandatory projects undertaken with a purpose to comply with legislation. Projects undertaken to fulfil legislation requirements (e.g., Work, Health and Safety) are not new initiatives.
- 4.1.2 New initiatives are not activities undertaken under normal routine operations.
- 4.1.3 The total amount of all combined new initiatives in any given financial year is limited to \$200,000.

##### 4.2 Identifying a new initiative

- 4.2.1 A new initiative can be identified by an Elected Council member or Council staff.
- 4.2.2 A new initiative should be identified by filling out the new initiative request form along with any supporting documents. Example of supporting documents are quotes from potential suppliers or consultants, cost benefit analysis, details on grant funding and any other details supporting the benefits of the new initiative.
- 4.2.3 New initiatives identified by Elected Council members should be submitted as a proposed new initiative to the General Manager Business Excellence and can be sent by email to [finance@litchfield.nt.gov.au](mailto:finance@litchfield.nt.gov.au).
- 4.2.4 New initiatives identified by council staff should be endorsed by the immediate supervisor. The relevant Executive Leadership Team member upon approval should submit the proposed new initiative to the General Manager Business Excellence and can be sent by email to [finance@litchfield.nt.gov.au](mailto:finance@litchfield.nt.gov.au).

##### 4.3 Approval of a new initiative

- 4.3.1 Each new initiative is assigned a priority score by the Executive Leadership Team after considering each initiative's opportunities and challenges. Consideration is given if the initiative is grant funded, the overall benefits of the initiative, project maturity, project cost, whole of life cost or benefit and any impact to existing service levels.

4.3.2 The Executive Leadership Team compiles and presents a recommended list of new initiatives for Council endorsement as part of budget workshops.

4.3.3 Council approves the new initiatives as part of the adoption of the annual municipal plan.

#### 4.4 Completion time

4.4.1 All approved new initiatives have a completion date of 30 June every year. Initiatives requiring extensions beyond this date are subject to Council approval and managed through the budget review process during the financial year.

#### 4.5 Changing the scope of this policy

4.5.1 This policy is not governed by the Local Government Act or Local Government Regulations. Council can amend or rescind this policy by passing a resolution subject to limitations imposed by Australian Accounting Standards.

### 5. Associated Documents

Accounting and Policy Manual

New initiative request form

### 6. References and Legislation

Australian Accounting Standards

### 7. Review History

Date Reviewed	Description of changes
18/01/2022	New policy



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.04
<b>Report Title:</b>	Policy Review
<b>Author:</b>	Rebecca Taylor, Policy and Governance Program Leader
<b>Recommending Officer:</b>	Maxie Smith, Director Corporate and Community
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: Draft GOV05 Caretaker Policy B: Draft EM07 CEO and Council Member Gifts, Benefits and Hospitality

### Executive Summary

The purpose of this report is to present to Council the following amended policies;

- GOV05 Caretaker Policy at Attachment A; and
- EM07 Council Member Gifts, Benefits and Hospitality, at Attachment B.

### Recommendation

THAT Council;

1. adopt draft policy GOV05 Caretaker Policy, as at Attachment A;
2. adopt draft policy EM07 Council Member Gifts, Benefits and Hospitality, as at Attachment B; and
3. authorise the Chief Executive Officer to make minor amendments.

### Background

Litchfield Council's recent Compliance Review Report 2022-23, conducted by the Department of the Chief Minister and Cabinet (the Department), identified the following:

Policy	Finding	Remedial Action
GOV05 Caretaker Policy	<ul style="list-style-type: none"> <li>• As per section 161 of the Act, caretaker period only applies to general election and not a by-election.</li> <li>• As per section 181 of the Act, there are additional requirements for employees who wish to run in an election, including providing written notice to the CEO and having the option to be reinstated after the results of the declared election.</li> </ul>	Policy scope and section 4.12.4 of the policy amended as per findings.



Policy	Finding	Remedial Action
EM07 Council Member Gifts, Benefits and Hospitality	The Department has identified that a separate policy is required for Gifts and Benefits for Staff, CEO and Council Members.	Following further advice from the Department, it has been confirmed that the policy can remain as one policy but requires clearer references to the Act. Amendments made.

#### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

#### Legislative and Policy Implications

The amendments to policies GOV05 Caretaker Policy and EM07 Council Member Gifts, Benefits and Hospitality will ensure the policies are in-line with the *Local Government Act 2019* (Act) and the Department's expectations.

#### Risks

Nil identified.

#### Community Engagement

Not applicable.

## ATTACHMENT A

### Caretaker Policy **GOV05**



Name	GOV05 Caretaker Policy
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/07/2021
Review Date	21/07/2025

#### 1. Purpose

The purpose of this policy is to ensure that Litchfield Council:

- demonstrates compliance with Section 161 of the *Local Government Act 2019 (Act)* governing the conduct of Council and its staff during a general election.
- demonstrates that public resources are not used for election campaigning;
- is aware of what can and cannot be done during the election (caretaker) period; and
- continues to provide high standards of service to the community.

#### 2. Scope

This policy applies to current Council Members and Council employees during a Caretaker Period prior to a Council General Election ~~or By Election~~.

**Commented [RT1]:** Removed as per finding in NTG audit report

#### 3. Definitions

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

Council resources	Any asset or information owned or controlled by a Council is a 'Council resource'. Council resources include: (a) materials published by Council, including Council branding and letter head; (b) facilities and goods owned by the Council, including hardware, software and vehicles; (c) attendance and participation at functions and events; (d) access to Council information; and (e) media services (f) Council staff and contractors
Caretaker Period	Means the period of time during which the caretaker practices are in force prior to the declaration a General Election <del>or a By election</del> . The caretaker practices will commence from nomination day until the declaration of the Results of the election pursuant to the <i>Local Government (Electoral) Regulations 2021</i> .
Extraordinary Circumstances	Means a situation that requires a major policy decision of the Council because:

	<ul style="list-style-type: none"> <li>a) in the CEO's opinion, the urgency of the issue is such that it cannot wait until after the election;</li> <li>b) of the possibility of legal and/or financial repercussions if a decision is deferred; or</li> <li>c) in the CEO's opinion, it is in the best interests of the Council and/or Litchfield Council for the decision to be made as soon as possible.</li> </ul>
Nomination Day	Means Nomination Day as defined in the <i>NT Local Government (Electoral) Regulations 2021</i> .
Major Policy Decisions	<p><b>Major Policy Decisions</b></p> <p>A major policy decision means a decision to:</p> <ul style="list-style-type: none"> <li>• Enter into any <u>un budgeted</u> contract or lease involving expenditure inclusive of GST that exceeds one per cent (1%) of the annual budgeted revenue in the relevant financial year.</li> <li>• Appoint or terminate the appointment of a Chief Executive Officer;</li> <li>• Make a decision relating to the Chief Executive Officer's remuneration;</li> <li>• Spend unbudgeted monies;</li> <li>• Conduct unplanned public consultation;</li> <li>• Endorse a new policy;</li> <li>• Dispose of Council land;</li> <li>• Approve community grants; or</li> <li>• Progress any matter which is contentious or has been identified as an election issue.</li> </ul> <p>Major Policy Decisions <b>do not</b> include:</p> <ul style="list-style-type: none"> <li>• Decisions that relate to the carrying out of works in response to an emergency or disaster;</li> <li>• An expenditure or other decision required to be taken under an agreement by which funding is provided to the Council by the Commonwealth or Territory Government or otherwise for the council to be eligible for funding from the Commonwealth or Territory Government;</li> <li>• The suspension of the CEO for serious and wilful misconduct.</li> <li>• The appointment of an acting CEO.</li> </ul>

#### 4. Policy Statement

4.1 The Caretaker Policy has been developed in order to ensure that the conduct of Council, Council Members and Council employees during a caretaker period is responsible, transparent and legally compliant with Section 161 of the [Local Government Act](#).

4.2 Major Policy Decisions that are made by the Council.

4.2.1 Except in Extraordinary Circumstance the Council will not make Major Policy Decisions during the Caretaker Period. Where Extraordinary Circumstances prevail, the CEO may submit a Major Policy Decision to the Council for its consideration.

4.2.2 To assist the Council to comply with its commitment to appropriate decision making during the Caretaker Period, a Caretaker Statement will be included in each report submitted to the Council where the Council's decision would, or could, be a Major Policy Decision. The Caretaker Statement will state:

*The decision the Council may make in relation to this item could constitute a 'Major Policy Decision' within the context of the Litchfield Caretaker Policy, however, an exemption should be made because .... (insert the circumstances for making the exemption) ....*

4.3 Scheduling Consideration and Announcement of Major Policy Decisions

4.3.1 So far as is reasonably practicable, the CEO should avoid scheduling Major Policy Decisions for consideration during a Caretaker Period, and instead ensure that such decisions are either considered by the Council prior to the Caretaker Period, or scheduled for determination by the incoming Council.

4.3.2 Announcements of earlier decisions may be made during a Caretaker Period however, as far as practicable; any such announcements should be made before the Caretaker Period begins or after it has concluded.

4.4 Use of Council Resources

4.4.1 Council resources provided to Council Members should be used for Council business only and are not to be used for election campaign purposes. Doing so would be in breach of the Code of Conduct for Council Members and the [Local Government Act](#).

~~4.4.2~~

4.4.2 Council employees must not be asked to undertake any tasks connected directly or indirectly with an election campaign. Council employees ~~and~~ must avoid assisting Council Members in ways that could create a perception that they are being used for electoral purposes.

4.4.3 Council resources, including material published by Council, like the Litchfield Council logo, branding, letterhead, and media facilities, cannot be used for campaign purposes.→

- 4.4.45 This Policy does not cover material authorised by the CEO or Returning Officer to facilitate the conduct of the election or encourage voter participation.

#### 4.5 Access to Information

- 4.5.1 All candidates will have equal rights to access public information and any assistance and advice provided to candidates as part of the conduct of the Council election will be provided equally to all candidates. Usual Freedom of Information (FOI) procedures will apply.

#### 4.6 Media

- 4.6.1 No media advice or support will be provided in relation to election issues or regarding publicity that involves specific Council Members. If satisfied that advice sought by a Council Member during the Caretaker Period does not relate to the election or publicity involving any specific Council Member(s), the CEO may authorise the provision of a response to such a request.

#### 4.7 Website

- 4.7.1 During the Caretaker Period, any new material placed on the Council website which refers to the election should only relate to the election process by way of information, education or publicity. Information about Council Members should be restricted to names, contact details, titles, membership of committees and other bodies to which they have been appointed by the Council.

#### 4.8 Attendance and participation at Council organised activities and events.

- 4.8.1 Events and/or functions organised by Council and held during the Caretaker Period will be limited to only those that the CEO considers appropriate and should not in any way be associated with any issues that in the CEO's opinion, are considered relevant to, or likely to influence the outcome of, an election.
- 4.8.2 Excluding the Mayor and Deputy Mayor fulfilling their functions as prescribed by Sections 59 of the [Local Government Act](#), Council Members that are also candidates should not, without the prior approval of the CEO, be permitted to make speeches or addresses at events/functions organised or sponsored by the Council during the Caretaker Period.
- 4.8.3 All known candidates are to be invited to civic events/functions organised by Council during the Caretaker Period.
- 4.8.4 Council Members may continue to attend events and functions hosted by external bodies during the Caretaker Period.

#### 4.9 Public consultation during the Caretaker Period

- 4.9.1 Council will not commission or approve any public consultation where it is likely that such consultation will continue into the Caretaker Period.

4.9.2 This Policy does not prevent any mandatory public consultation required by the [Local Government Act](#) or any other relevant Act which is required to be undertaken to enable Litchfield Council to fulfil its functions.

#### 4.10 Role of the CEO in Implementing Caretaker Practices

4.10.1 The role of the CEO in implementing the caretaker practices outlined in this Policy is as follows.

4.11 The CEO will ensure, as far as possible, that:

4.11.1 All Council Members and staff are aware of the Caretaker Policy and practices at least 30 days prior to the start of the Caretaker Period; and,

4.11.2 Any major policy or significant decisions required to be made by the Council are scheduled for Council consideration prior to the Caretaker Period or deferred where possible for determination by the incoming Council.

#### 4.12 Council employees

4.12.1 Council employees should avoid any actual, potential, or perceived conflict of interest if they are engaged in political activities related to the election.

4.12.2 Council employees should not use their role and position to influence the outcome of the election.

4.12.3 Council employees should not use Council resources for the purposes to influence the outcome of an election.

4.12.4 ~~A Council employee should resign from Council employment upon being declared elected in the general council election to become a Councillor of the Council. Should a Council employee resign in order to stand as a candidate for election to a Council, the Legislative Assembly, the Commonwealth House of Representatives or the Senate, they must do so in accordance with Section 181 of the Act.~~

**Commented [RT2]:** Amended as per finding in NTG audit report

### 5. Associated Documents

Code of Conduct for Elected Members

Code of Conduct for Employees

### 6. References and Legislation

*Northern Territory Local Government Act 2019*

*Northern Territory Local Government (Electoral) Regulations 2021*

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### 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
15/10/2015	Policy established
19/7/2017	Policy updated as per checklist from Local Government and Community Development
16/06/2021	Amended to include references to the Local Government Act 2019
<a href="#">16/05/2023</a>	<a href="#">Changes made to policy scope and section 4.12.4 as per the compliance review undertaken by the local government division, Department of the Chief Minister and Cabinet recommendation. Minor administrative changes made.</a>

DRAFT

CEO and Council Member Gifts, Benefits and Hospitality **EM07**

Name	EM07 CEO and Council Member Gifts, Benefits and Hospitality
Policy Type	Council
Responsible Officer	<del>Chief Executive Officer</del> <u>Policy &amp; Governance Program Leader</u>
Approval Date	<del>19/05/2021</del> <u>16/05/2023</u>
Review Date	<del>19/05/2025</del> <u>15/05/2027</u>

**1. Purpose**

The purpose of this policy is to set out the requirements for the Chief Executive Officer (CEO) and Council Members receiving gifts or benefits and disclosing relevant gifts or benefits. This policy is in accordance with the:

- Section 112 and 113 of the Local Government Act 2019 for Council Members; and
- Regulation 6(g) of the Local Government (General) Regulations 2021 for the CEO.

**2. Scope**

This policy applies to the CEO, Council Members and Committee Members.

**3. Definitions**

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

Protocol gift	Means a gift or benefit given to a council member for diplomatic, ceremonial or symbolic purposes that will not be sold or transferred (unless in diplomatic, ceremonial or symbolic circumstances).
Campaign donation return	Section 148 of the <i>Local Government Act 2019</i> (1) Each candidate in a periodic general election or by-election must give a campaign donation return for the disclosure period to the Electoral Commission within 40 days after the expiry of the disclosure period. (2) The return must be in the form approved by the Electoral Commission.
Council Member	Council Member includes Committee Members.
Nominal value	means gifts or benefits totalling less than \$50 from the same donor or an <b>associate</b> of the donor in a financial year.
Gift	A thing given willingly to someone without payment; a present.



## 4. Policy Statement

### 4.1. Policy Principles

- 4.1.1 The CEO and Council Members must discharge their duties, responsibilities, and obligations impartially and with integrity including in relation to receiving, accepting, and disclosing gifts or benefits.
- 4.1.2 The CEO and Council Members must not accept a gift or benefit of any value that may be perceived by a reasonable person to improperly influence the performance or decisions of the Elected Member/Committee Member or the Council.

### 4.2. Relevant gifts or benefits

- 4.2.1 A relevant gift or benefit is a gift or benefit that exceeds the nominal value of \$50 and includes:
  - (a) gift or benefit received for the Council and accepted by the CEO and/or Council Member; or
  - ~~(b)~~ gift or benefit received and accepted by the CEO and/or Council Member for the CEO and/or Council Member or another person.
  - (c)(b)

### 4.3. Rejecting gifts or benefits

- ~~4.3.1~~ If the CEO or Council Member has received any gift or benefit that breaches the principles at clause 4.1 above, the CEO or Council Member must reject the gift or benefit by returning it to the donor and respectfully explaining to the donor that acceptance of the gift or benefit would breach this policy.

### 4.3.24.3.1

### 4.4. Disclosure of relevant gifts or benefits

- 4.4.1 If a Council Member has received a relevant gift or benefit, the council member must inform the CEO as soon as practicable after receipt and provide the following information in writing:
  - (a) name of the council member that received the relevant gift or benefit;
  - (b) name of the donor (person or organisation) giving the gift or benefit;
  - (c) date the gift or benefit was received;
  - (d) description of the gift or benefit;

- (e) whether the gift or benefit is for the Council, the council member or another person (including the full name and relationship of the person to the council member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

4.4.2 If the CEO has received a relevant gift or benefit, the CEO must inform the Mayor as soon as practicable after receipt and provide the following information in writing:

- (a) name of the council member that received the relevant gift or benefit;
- (b) name of the donor (person or organisation) giving the gift or benefit;
- (c) date the gift or benefit was received;
- (d) description of the gift or benefit;
- (e) whether the gift or benefit is for the Council, the Council Member or another person (including the full name and relationship of the person to the council member, if applicable);
- (f) value (or estimated value) of the gift or benefit;
- (g) reason for the gift or benefit;
- (h) any other relevant details.

4.4.3 The CEO is responsible for recording the details in the register of declared gifts and benefits.

#### 4.5. Exemptions from disclosure

4.5.1 The principles in 4.1 still apply to gifts or benefits that are exempted from disclosure in the list below.

The following gifts or benefits are exempted from disclosure under this policy:

- (a) a gift or benefit given to the CEO or Council Member by the Council;
- (b) a protocol gift given to the CEO or Council Member for the Council;
- (c) a gift or benefit given to the Council in relation to its status as a body corporate where no individual Council Member or the CEO are considered to have accepted the gift or benefit;
- (d) food, accommodation, hospitality or entertainment included in the attendance of meetings, conferences, training courses, functions or other events that have been organised through the Council or that are required in accordance with performance of the CEO or Council Member's official duties;

- (e) a donation disclosed (or to be disclosed) by the Council Member in a campaign donation return;
- (f) a private and personal gift (such as a birthday present from a family member).

#### 5. Associated Documents

EM01 Elected Member Code of Conduct

#### 6. References and Legislation

Northern Territory Local Government Act 2019

#### 7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
11/10/2012	PA12/CAM/043 – approved as LC30
15/11/2017	Renamed to EM07, updated reference to protocol gifts and formatted to updated policy template (1718/099)
19/05/2021	Adjustment in accordance with the new Local Government Act
<u>16/05/2023</u>	<u>Policy amended to include reference to the different legislation requirements between CEO and Council Member, as per local government division, Department of Chief Minister and Cabinet recommendation.</u>



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.01.05
<b>Report Title:</b>	Draft Animal Management Strategy and Action Plan 2023 - 2026
<b>Author:</b>	Rachel Macrae Manager Regulatory Services
<b>Recommending Officer:</b>	Maxie Smith Director Corporate and Community
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: Draft Animal Management Strategy and Action Plan 2023 - 2026

### Executive Summary

This report presents for Council endorsement, the Draft Animal Management Strategy and Action Plan 2023 – 2026 to be placed on public exhibition inviting comments.

### Recommendation

THAT Council:

1. endorse the Draft Animal Management Strategy and Action Plan 2023 – 2026, as at Attachment A, to be placed on public exhibition inviting comments for the period of 1 June 2023 to 21 June 2023; and
2. authorise the Chief Executive Officer to make minor editorial changes to the documents as necessary.

### Background

Council's first and current Animal Management Plan was developed for the period 2019 – 2023 and was adopted by Council in July 2019. This second Animal Management Strategy and Action Plan is consistent with the format of the Youth Strategy and Action Plan 2022 – 2025, the Community Engagement Strategy and Action Plan and the Social Media Activation Strategy and Action Plan released in 2022.

The Draft Strategy, as at Attachment A, contains five key objectives with actions and outcomes focussing on community safety, responsible dog ownership and enforcement of dog management By-Laws.

The draft document, if endorsed, will be made publicly available for comment on Council's website and Facebook page, and will be emailed directly to key stakeholders such as other TOPROC Councils, vet clinics, Animal Welfare Branch, RSPCA and other rehoming organisations and AMRRIC. Public consultation would commence on 1 June 2023 and run for a period of 21 days.

### Links with Strategic Plan

Progress - Continuity of Services and Facilities  
People - Our Community is at the Heart of All We Do

## **Legislative and Policy Implications**

GOV16 Compliance and Enforcement.

## **Risks**

### Community

No risks are identified with the development of an Animal Management Strategy and Action Plan. However, there is a risk to Council's public perception with not having a guide in place that identifies to the community Council's intentions and activities in relation to animal management within the Municipality.

## **Community Engagement**

The draft Animal Management Strategy and Action Plan 2023 – 2026 will be publicly available for comment from 1 June 2023 to 21 June 2023.



# Animal Management Strategy and Action Plan 2023-2026





# INTRODUCTION

## WHAT

The **Litchfield Council Animal Management Strategy and Action Plan 2023 - 2026** gives guidance to Council and the Litchfield community on the animal management, information and education services provided by Council, with particular emphasis on public safety, public amenity and responsible dog ownership.

**The Strategy will provide a framework to:**

- 1** Ensure the safety and amenity of the public, domestic animals and wildlife from negative dog behaviours, and provide advice on other animal management issues
- 2** Promote and encourage responsible dog ownership
- 3** Provide effective management of dogs and enforcement of dog By-Laws in the community

## WHY

Dogs are an integral part of many people's lives, often considered valued members of the family, contributing to various positive indicators of physical and mental well-being. This Strategy provides for measures to ensure safety and amenity in the community through effective communication, education and regulation of the *Litchfield Council (Dog Management) By-Laws 2017*. The Strategy aims to contribute to Council's vision of being **"the best place to live in the Top End"** for dog owners and non-owners alike. Management of animals other than dogs is limited to advice and referral to relevant agencies.

"Up to one year (to 31 August) of registration is free for dogs obtained from a rehoming organisation.





Just moved to  
Litchfield?

We offer reciprocal  
registration with a  
number of other Top  
End Councils.

## HOW

### Communicate

- Communicate our Ranger Services to the community
- Strengthen our relationships with rehoming organisations, vet clinics and other organisations

### Educate

- Deliver age-appropriate education programs and provide advice on dog safety and responsible dog ownership
- Train our Council Rangers in best practice dog behaviour and handling, contemporary investigation and regulation methods, use of technology and providing quality customer service
- Provide advice and information on managing issues relating to other animals such as cats, roosters, peacocks and livestock

### Investigate

- Conduct investigations of dog complaints according to Council's By-Laws, policies and procedures, prioritising dog attacks and menacing behaviour
- Conduct regular Ranger Patrols within the Municipality to collect and contain wandering dogs
- Conduct fence inspections to ensure effective containment for repeat or serious offending dogs

### Regulate

- Encourage voluntary compliance by members of the Litchfield community with Council's dog management By-Laws
- Escalate consistent and proportionate enforcement for non-compliance or repeat violations of Council's dog management By-Laws according to Council's Compliance and Enforcement Policy
- Maintain a register of declared dangerous dogs
- Provide a range of dog registration options that includes the use of mobile EFTPOS technology in the field to facilitate dog registration compliance
- Manage Council's dog impound facility when registered dogs are unable to be returned to their owners or must be held pending an investigation



# OBJECTIVES

Council works with the community to promote responsible dog ownership and when necessary and appropriate, enforces dog management legislation according to community expectations. It provides advice only relating to the management of other animals common to the Municipality, such as cats, roosters, peacocks and livestock.

## This Strategy has the following objectives:

- 1** To provide a range of measures for the management of dogs that uphold the health, safety and amenity of the community
- 2** To promote and encourage responsible dog ownership
- 3** To ensure all dogs within the Municipality are microchipped, registered, and securely contained at their property
- 4** To provide a range of advice and education opportunities on dog management suitable for a variety of audiences
- 5** To provide advice to the public on managing issues with other animals and Council's actions in relation to animals other than dogs



## Impounding Statistics

Category	2020	2021	2022
Impounded	297	306	333
Released to Owner	64%	58%	61%
Rehomed	32%	30%	30%
Euthanised	4%	12%	9%
Male	47%	52%	53%
Female	53%	48%	47%
Entire	77%	72%	71%
Desexed	23%	28%	29%



# OBJECTIVE 1

To provide a range of measures for the management of dogs that uphold the health, safety and amenity of the community

### What we will do

- Administer dog management legislation to promote responsible pet ownership
- Be responsive to investigating all issues of complaint regarding dogs – prioritising attacks, menaces and dogs at large by prompt attendance in the field



### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• Administer dog management legislation to uphold public health, safety and amenity</li> <li>• Ensure dangerous, menacing and declared dogs are identified and kept in compliance with Council's By-Laws</li> <li>• Encourage reporting of dog issues directly to Council instead of social media</li> <li>• Continue forging relationships with rehoming agencies, vet clinics, other Councils and organisations</li> <li>• Ensure Council's Rangers have the skills and training to execute their role in compliance with By-Laws and other legislation</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure an appropriate and proportionate approach to compliance and regulation</li> <li>• Investigate complaints in a timely and consistent manner</li> <li>• Regulate dangerous dogs and manage the declared dog register</li> <li>• Conduct Ranger patrols for wandering dogs in public places</li> <li>• Manage Council's impound facility</li> <li>• Provide barking collars and animal traps for hire to the community</li> <li>• Transfer suitable dogs to incorporated rehoming agencies</li> <li>• Ensure Rangers are trained in dog management techniques, complaints handling, investigation processes and customer service</li> <li>• Continue participation in quarterly Animal Management Reference Group meetings with other Councils to ensure consistent best practice activities and share knowledge</li> </ul>	<ul style="list-style-type: none"> <li>• Increased compliance with Council By-Laws in accordance with Council's Compliance and Enforcement Policy</li> <li>• Increased number of dogs registered</li> <li>• Increased ability for Rangers to investigate and regulate complaints</li> <li>• Increased take-up of trap and bark collar hire and desexing vouchers</li> <li>• Fewer dog attack and menace complaints</li> <li>• Fewer impounded dogs</li> <li>• Fewer unclaimed dogs</li> </ul>

# OBJECTIVE 2

## To promote and encourage responsible dog ownership

### ANIMAL MANAGEMENT STRATEGY AND ACTION PLAN 2023 – 2026

#### What we will do

- Facilitate and promote responsible dog ownership across the Litchfield area
- Provide timely advice and information on topical dog management issues through regular social media updates and on Council's website



#### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"><li>• <b>Encourage dog owners to manage their dogs responsibly so that neighbours and the broader community are not adversely impacted</b></li><li>• <b>Promote the benefits of microchipping and registration</b></li><li>• <b>Encourage dog owners to ensure all contact details are current with Council</b></li><li>• <b>Provide a variety of information on dog issues on Council's website and social media</b></li></ul>	<ul style="list-style-type: none"><li>• Encourage desexing of dogs by providing financial assistance for registered dogs</li><li>• Provide microchipping and registration options at Council and in the field</li><li>• Provide registration incentives e.g. lifetime registration for desexed dogs, discount options for Dogs NT members and working/assistance dogs, 1 free home delivery of registered dogs</li><li>• Provide advice to the public on appropriate containment options for their dogs</li><li>• Provide information sheets on a range of dog management topics on our website</li><li>• Identify options on restricting the number of dogs kept on urban properties to enhance community amenity</li><li>• Explore options for additional categories of declared dogs eg nuisance and menacing dogs</li><li>• Advocate to NTG for overarching legislation and universal registration</li></ul>	<ul style="list-style-type: none"><li>• Increased new and renewed registrations</li><li>• Increased registrations conducted in the field</li><li>• Increased desexed dogs registered with Council</li><li>• Increased take up of dog and cat traps and bark collars for hire</li><li>• Fewer dog attacks and menaces</li><li>• Fewer dogs at large</li><li>• Fewer nuisance complaints</li><li>• Fewer impounded dogs</li><li>• Fewer unwanted litters</li><li>• Fewer dogs being surrendered</li><li>• Fewer dogs requiring rehoming</li><li>• Fewer euthanasias</li></ul>

**DID YOU KNOW?**

**Dog and cat traps and bark collars are available for hire from Council, just ask us!**

# OBJECTIVE 3

To ensure all dogs within the Municipality are microchipped, registered, and securely contained at their property

## What we will do

- Aim to have all dogs within the Municipality microchipped and registered
- Strongly encourage voluntary microchipping and registration and through enforcement as required to assist in better management of dogs in the community
- Provide advice to the public and dog owners on the benefits of dog registration
- Undertake regular proactive Ranger patrols within the Municipality



## Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• <b>Promote registration and identification requirements in education material, social media and on Council's website</b></li> <li>• <b>Ensure dog registration with Council to identify ownership and owner accountability for their dog's behaviour</b></li> </ul>	<ul style="list-style-type: none"> <li>• Provide registration renewal letters to dog owners, with optional email notification via EzyBill and SMS reminders</li> <li>• Offer free microchipping as part of initial registration</li> <li>• Conduct proactive registration audits to ensure community compliance</li> <li>• Ensure conditions of registration are followed up and enforced</li> <li>• Ensure all impounded dogs are registered and microchipped prior to release back to their owners</li> <li>• Encourage desexing of dogs by providing financial assistance for desexing of registered dogs</li> <li>• Conduct containment inspections and provide advice on effective containment options</li> <li>• Regulate declared dangerous dogs through monitoring and compliance checks</li> <li>• Conduct proportionate enforcement action according to Council's Compliance and Enforcement Policy</li> </ul>	<ul style="list-style-type: none"> <li>• All dogs in the Municipality are microchipped and registered</li> <li>• Increased number of dogs returned home instead of being impounded</li> <li>• Increased number of registered dogs that are desexed</li> <li>• Fewer reports of dogs at large</li> <li>• Reduction in the number of unwanted litters</li> <li>• A reduction in dogs surrendered to Council</li> <li>• A reduction of dogs euthanised</li> <li>• Reduced pressure on rehoming agencies</li> </ul>



## OBJECTIVE 4

To provide a range of advice and education opportunities on dog management suitable for a variety of audiences

#### What we will do

- Conduct education programs in conjunction with local schools delivering age-appropriate information on dog safety and responsible dog ownership
- Deliver information and advice on dog management through social media, Council's website and face-to-face interactions with the community



#### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"><li>• Increase public awareness of responsible dog ownership</li><li>• Promote events and information opportunities that support responsible dog ownership</li></ul>	<ul style="list-style-type: none"><li>• Provide age-appropriate dog safety programs and responsible ownership</li><li>• Provide information sessions to seniors on Council's regulatory functions in relation to dog management</li><li>• Develop fact sheets on a variety of dog issues to assist the community</li><li>• Attendance at identified community events</li><li>• Advertise and promote lost dogs on Council's website and social media</li><li>• Provide responsible dog ownership information to the community via Council's website and social media</li><li>• Further promote the role of Rangers in the community via Council's website and social media</li><li>• Provide information and advice to dog owners that is relevant to their circumstances that will assist with compliance of Council's By-Laws</li><li>• Provide financial assistance and information that supports the desexing of dogs</li></ul>	<ul style="list-style-type: none"><li>• Increased number of students and members of the public attending education sessions or events with Rangers</li><li>• Increased public safety</li><li>• Reduced number of dog incidents, particularly those in their own home</li><li>• Fewer reports to Council of dog issues affecting community amenity</li><li>• Fewer unwanted litters and abandonment</li></ul>

# OBJECTIVE 5

To provide advice to the public on managing issues with other animals and Council's actions in relation to animals other than dogs

### What we will do

- Provide information on managing other animals in a variety of formats



### Key Actions

Intention	What we will do	Success Measures
<ul style="list-style-type: none"> <li>• Increase dog owners' knowledge of effective methods to manage their domestic animals</li> <li>• Provide information on other community and government agencies for which management of other animals are their responsibilities</li> </ul>	<ul style="list-style-type: none"> <li>• Develop fact sheets on managing other domestic animals such as cats, peacocks, roosters and livestock on Council's website and social media</li> <li>• Record complaints regarding other animals and refer the community to the relevant authorities, such as Animal Welfare, EPA etc</li> <li>• Act on request of NT Police when required</li> <li>• Provide an animal trap hire service to members of the community</li> </ul>	<ul style="list-style-type: none"> <li>• Increased awareness in the community of relevant agencies</li> </ul>

## DID YOU KNOW?

### Benefits of Desexing

- Prevents unwanted litters
- Reduces the likelihood of your dog wanting to roam
- Prevents testicular cancer in males and uterine infections and cancers in females
- Desexed dogs generally live longer
- Registration is cheaper

Council offers \$100 desexing vouchers for registered dogs

Lifetime registration is available for all desexed dogs - no renewal notifications!



DRAFT





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.01
<b>Report Title:</b>	Community Services and Development Monthly Report – April 2023
<b>Author and Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	Nil

### Executive Summary

This report provides Council with a monthly review of the Community Services and Development including key achievements, highlights and progress.

### Recommendation

THAT Council note the Community Services and Development Monthly Report for April 2023.

### Background

This monthly report will provide Council with an operational overview of various Recreation Reserves, Taminmin Library, Regulatory Services and Communications activities.

## Communications

### Facebook Reach

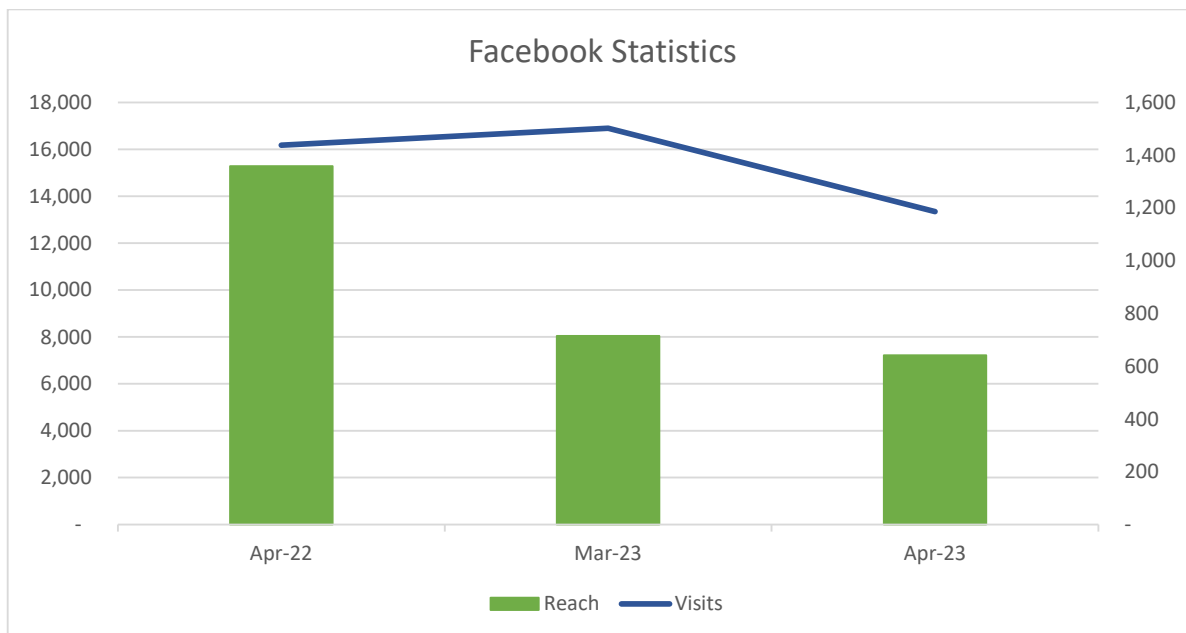
Reach is the number of people who saw any content from your Page or about your Page. This metric is estimated.

### Facebook Visits

Page and Tab Visits detail the number of times people visited your page or page tabs. These include your company page timeline and any other tabs you may have, such as the info tab, Instagram feed, marketing promotion, or your page rules.

The graph on the following page displays this data for the current month with a comparison to the month prior and the same month the year prior.





## Website Users

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

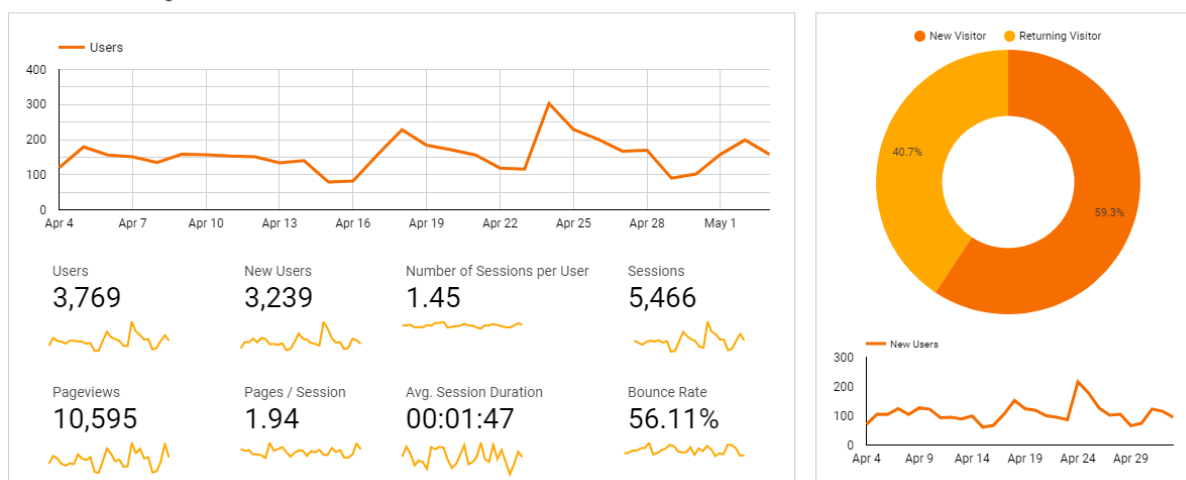
## Website New Users

The number of first-time users during the selected date range.

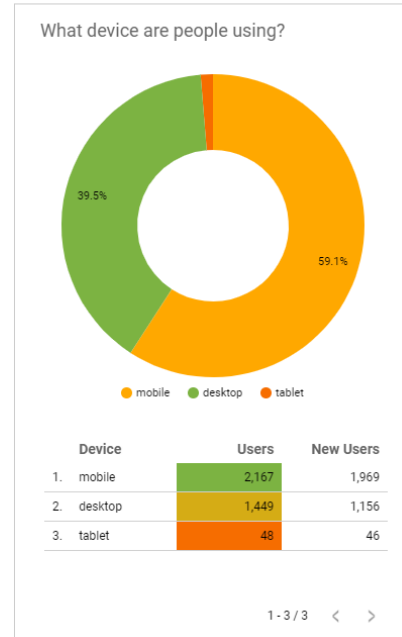
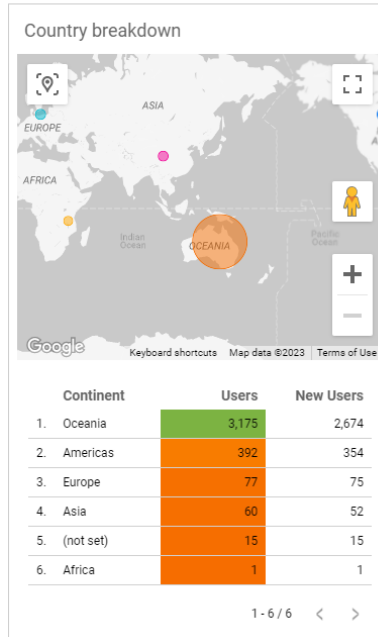
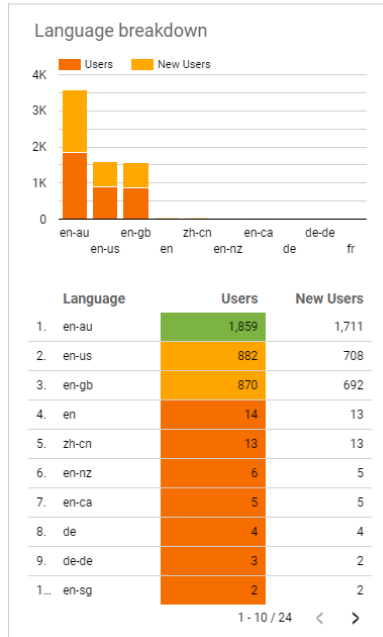
## Website Sessions

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

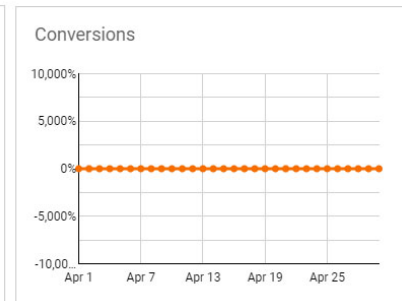
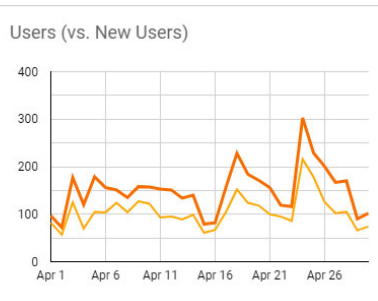
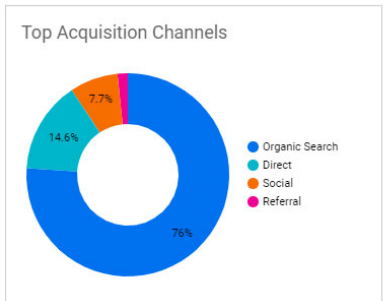
### Your audience at a glance



## Let's learn a bit more about your users!

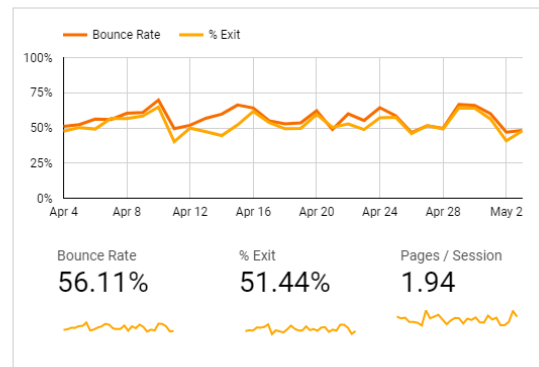
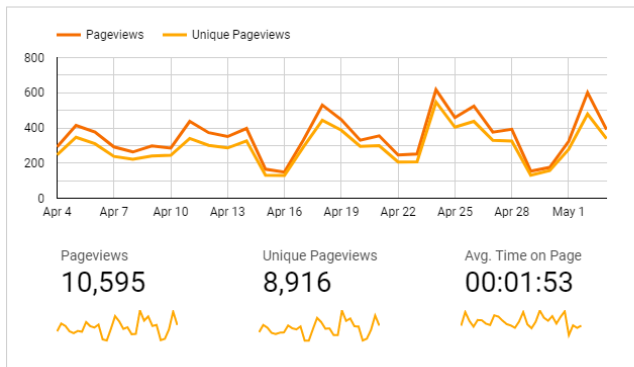


Users <b>3,664</b>	Sessions <b>5,254</b>	Bounce Rate <b>56.89%</b>	Goal Completions <b>No data</b>	Avg. Time on Page <b>00:01:56</b>
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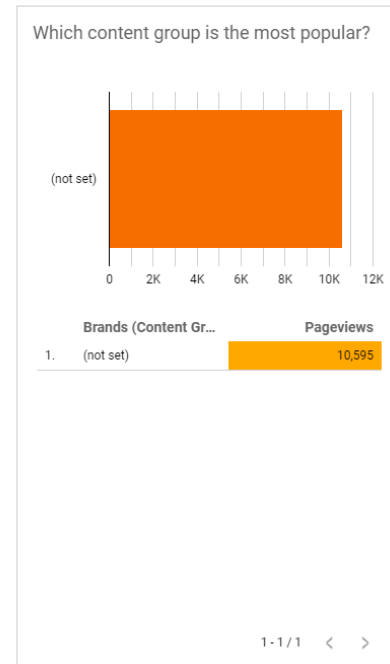
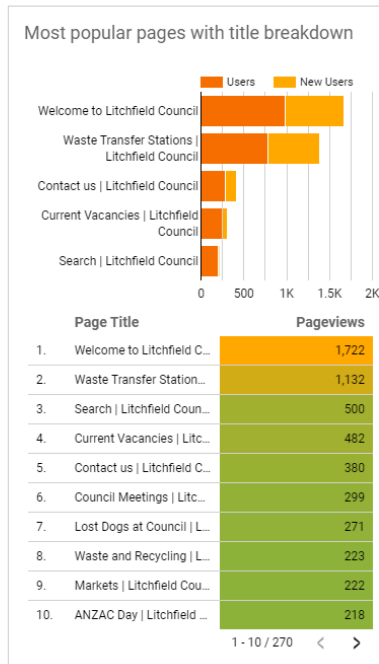
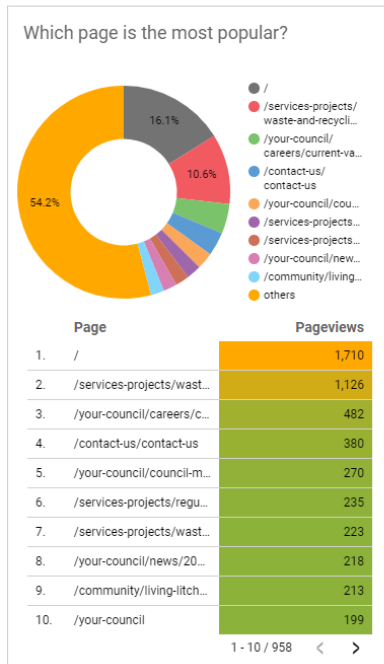


Source / Medium	Acquisition			Behavior		
	Sessions	Users	New Users	Bounce Rate	Pages / Session	Avg. Session Duration
	5.3K	3.7K	3.2K	56.9%	1.9	01:47
Source / Medium	Sessions	Users	New Users	Bounce Rate	Pages / Session	Avg Session Durat...
google / organic	3,699	2,670	2,268	55.83%	1.89	00:01:39
(direct) / (none)	822	548	500	59.37%	1.82	00:02:07
bing / organic	288	149	91	35.07%	2.92	00:03:39
facebook.com / ...	186	186	186	100%	1	00:00:00
m.facebook.com...	63	57	55	74.6%	1.35	00:00:23
paynow.pmnts.io...	38	29	0	65.79%	2.47	00:02:19
lm.facebook.co...	36	27	21	77.78%	1.56	00:00:28
l.facebook.com / ...	30	15	5	33.33%	2.73	00:03:56
duckduckgo / or...	20	16	11	40%	2	00:02:48
infopart.odm...	15	2	0	20%	2.47	00:01:07

## Overview of your user behaviors



## What do users see when they are in your website?

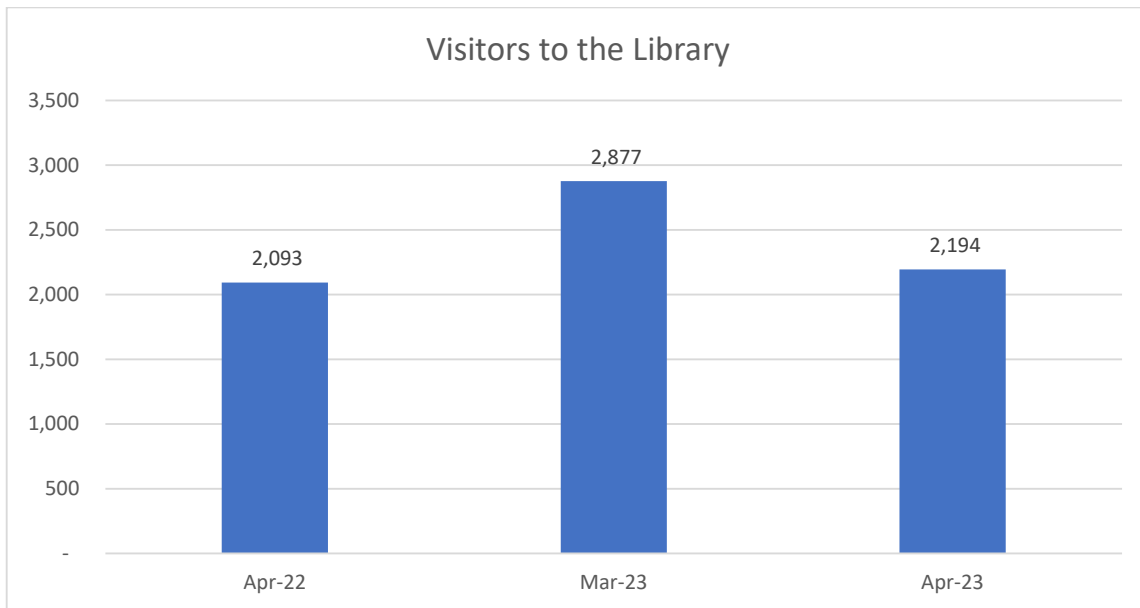


## Taminmin Library

### Visitors to the Library

The library had 2,194 visitors in April 2023 and was open for 150.5 hours (reduced working days for public holidays, including Easter and ANZAC Day), this compares to 2,877 visitors in March, open for 207.5 hours.

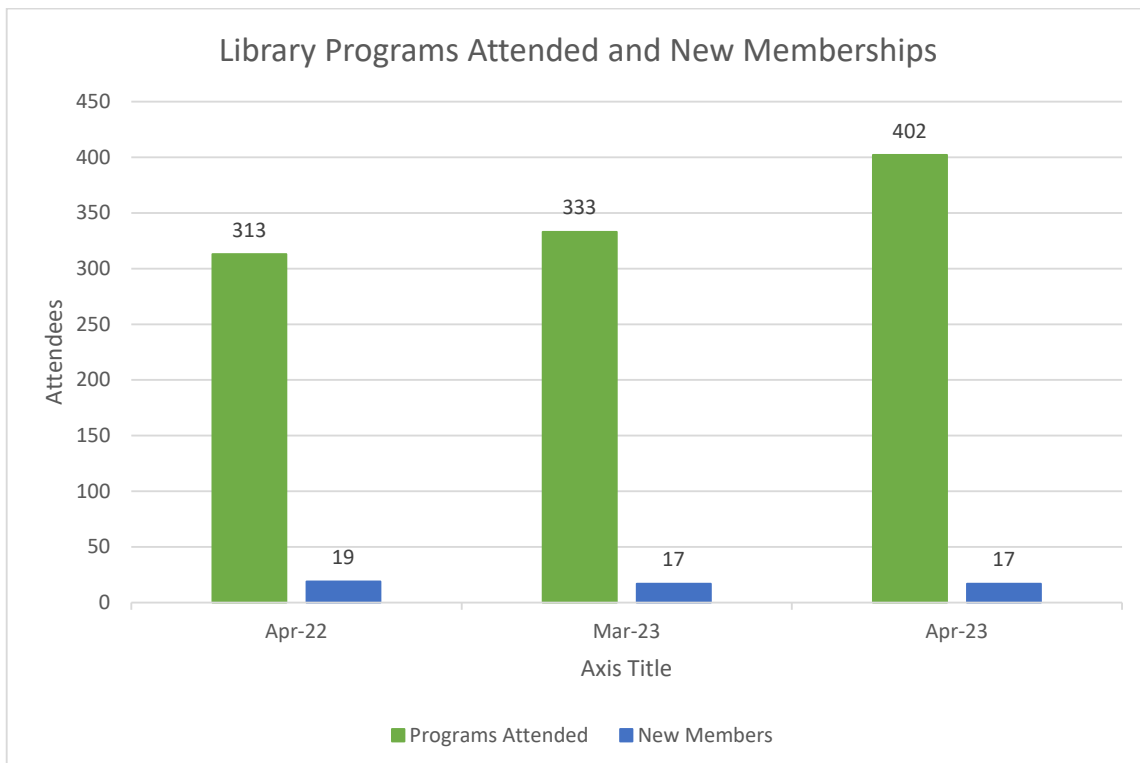
The graph on the following page displays this data for the current month with a comparison to the month prior and the same month the year prior.



### Library Programs and Memberships

180 people enjoyed a variety of school holiday programs (over 4 days) at the library and provided Council with great feedback. Total program attendance for April 2023 was 402 participants.

17 new people joined the library, compared to the same number of new members in April 2023.



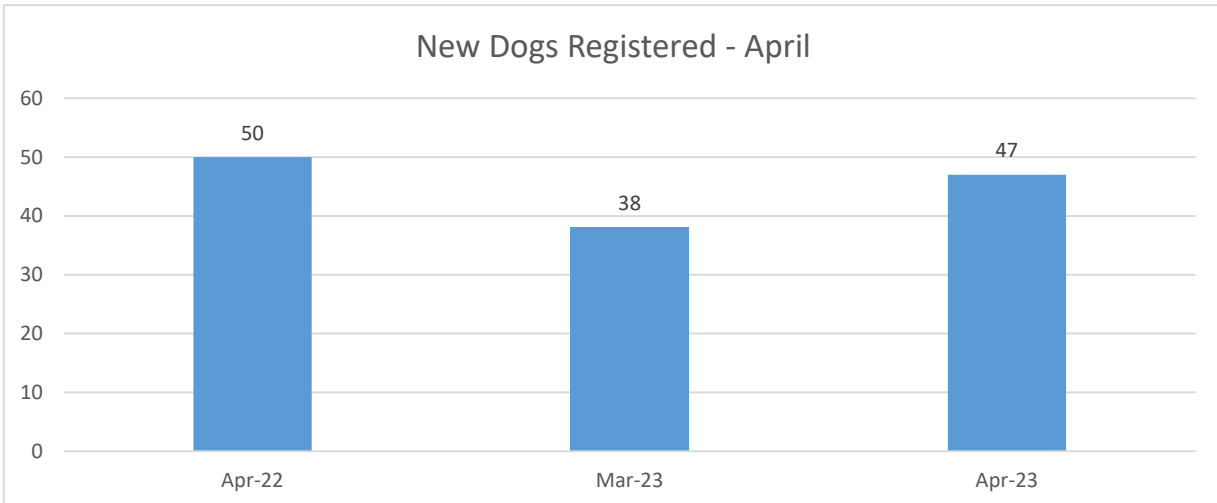
### Library Disruptions

There were no library service interruptions during April 2023. No students were allowed in the library for a week during this period, due to the unexpected absence of 3 school library staff. The principal decided against having any students in the library until Education Department supervision/duty of care could be provided. The library remained open to the public.

## Regulatory Services

### New Dog Registrations

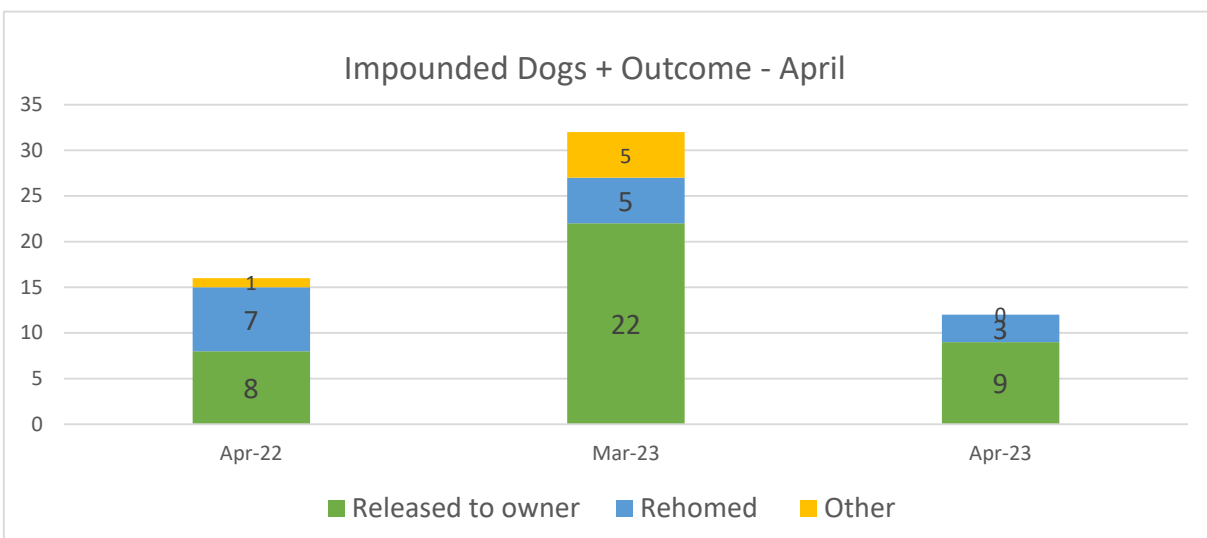
The number of new dogs registered in April 2023 was up from March and almost equivalent to April 2022. New registrations are expected to be stable until public communications for the 2023/2024 registration period starting in July.



### Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There were significantly fewer dogs impounded in April 2023 compared to March, and slightly less than the same time the previous year. This is likely correlating to school holidays when dogs are more likely to be with their owners.

From the number of dogs impounded, typically the majority are reclaimed by their owners, with those dogs suitable for rehoming being offered to either the RSPCA Darwin, PAWS and now DACS NT. The category "Other" refers to those dogs that are not considered suitable for rehoming due to temperament or illness/injury, were unable to be received by rescue organisations or are still impounded pending the 72-hour holding period, are still to be claimed by a known owner or if still required to be held pending the conclusion of an investigation. The number predominantly relates to euthanasias.

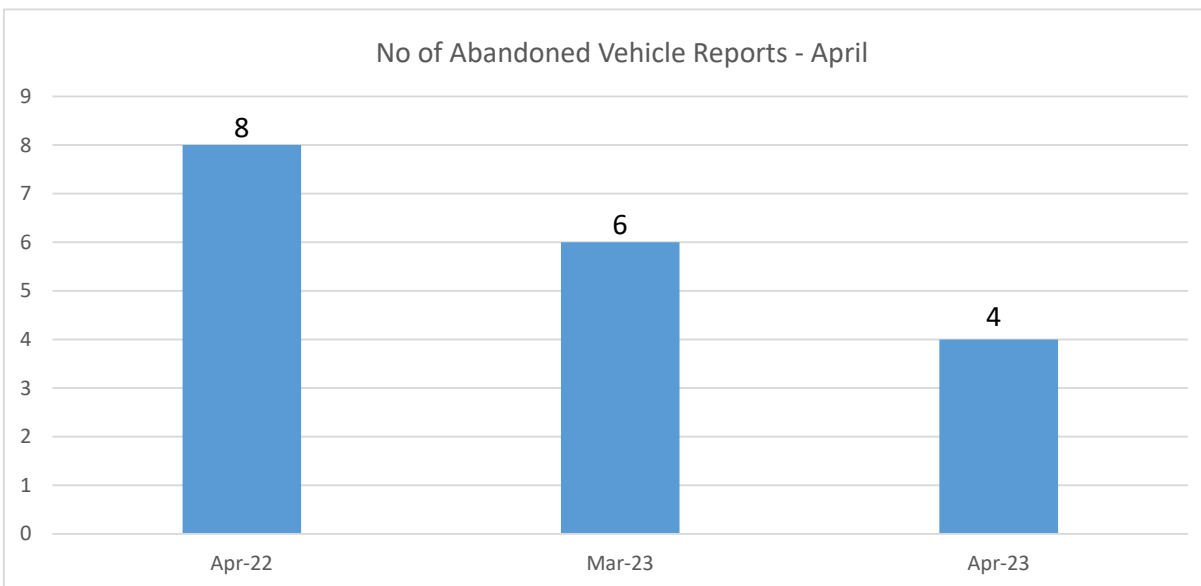


## Animal Education and Awareness

No dog education sessions in schools were delivered by Rangers in March or April 2023. One community engagement activity occurred in March for the Bunnings pet range launch. Eight education sessions have been scheduled for later in the year.

## Abandoned Vehicles

Whilst the majority of Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were four reports made to Council of abandoned vehicles in April 2023, two less than March.



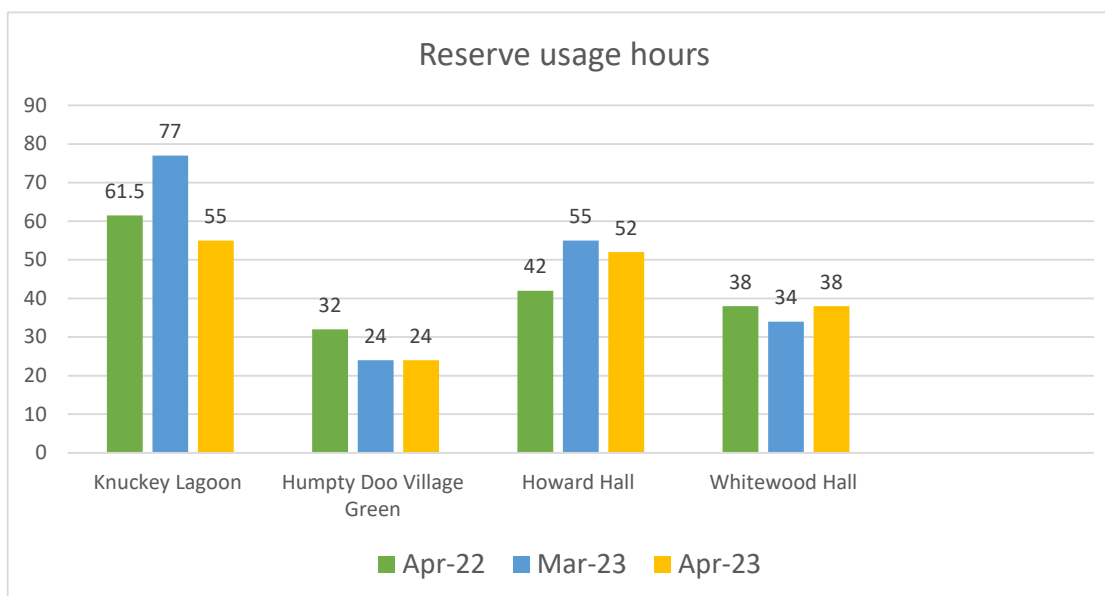
## **Recreation Reserves**

Community and stakeholder meetings attended by the Sport and Recreation Officer.

Meeting	Purpose
Knuckey Lagoon Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
Howard Park Recreation Reserve Management Committee	Communicate with user groups and community members regarding activities and management of the reserve.
McMinns Lagoon Committee discussion of support	Discuss with the President of the committee how Council can best support the reserve.
PARYS	Sector Meeting
Humpty Doo Village Green Management Committee (Previous)	Discuss finalising the dissolution of the Association and transfer of remaining funds to council.

## Bookings across the Reserves

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



### Project Updates

The below table provides an update on projects relating to Council's Recreation Reserves.

Location	Project	Status
McMinns Lagoon	Pathway lighting	Waiting for conformation of co-contributions of funding from Community Benefit Fund.
Mira Square	Playground and shade	Installation completed and handover to Southport Progress Association undertaken on Friday 28 April 2023.
Livingstone Reserve	Carpark Design	Decision has been made not to continue with further design of Livingstone Car Park. Awaiting further instructions around construction. Plan is to engage a civil contractor at a later stage.
HPRR/HDVG/KLRR	CCTV + Wifi	Scheduled to commence mid-May 2023.
Howard Park	Footpath	Works complete.
Humpty Doo Village Green	BBQs	Contracts awarded. Shelter has been erected. BBQ has been delivered, installation anticipated in May 2023.

## **Links with Strategic Plan**

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

## **Legislative and Policy Implications**

COR01 – Media Policy

COR02 – Community Engagement Policy

GOV16 – Compliance and Enforcement Policy

COM03 – Sport and Recreation Policy

COM01 – Youth Policy

## **Risks**

There are no risks identified in receiving and noting this report.

## **Community Engagement**

Not applicable for the operational report.

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





## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.02
<b>Report Title:</b>	Municipal Plan 2022-2023 Quarterly Performance Review January – March 2023
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	24/04/2023
<b>Attachments:</b>	A: Municipal Plan 2022-2023 Quarterly Performance Review – KPI Progress Update

### Executive Summary

The Municipal Plan 2022-23 Quarterly Performance Report January to March 2023 is presented to Council to highlight the organisation's progress towards implementing the Municipal Plan.

### Recommendation

THAT Council receive the Municipal Plan 2022-23 Quarterly Performance Report for the third quarter ending 31 March 2023.

### Background

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

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

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

### Links with Strategic Plan

Performance - An Effective and Efficient Organisation

### Legislative and Policy Implications

*NT Local Government Act 2019*

## **Risks**

Nil identified.

## **Community Engagement**

Not applicable.



# Quarterly Performance Report:

January to March 2023



## Quarter 3 Performance Report 2022-2023

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

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

As we approach the end of the financial year, I am pleased to provide an update on the significant progress that has been made towards achieving our objectives. In addition to the updates provided in the previous report, I am excited to announce that we have implemented an organisational restructure that will enable us to streamline our operations and increase efficiency.

The restructure has been designed to better align our resources with our goals and objectives, and to ensure that we are delivering high-quality services to our community in the most cost-effective manner possible. The restructure has resulted in substantial operational savings, which will have a positive impact on our long-term financial sustainability without any reduction in services. The savings have been achieved through a combination of process improvements, staff realignments, and a reduction in non-essential spending.

We remain committed to delivering high-quality services to our community, and the savings generated through the restructure will be reinvested into programs and initiatives that will directly benefit our residents. Our focus remains on providing excellent service delivery while maintaining our commitment to financial sustainability.

In addition to the restructure, we have continued to pursue grants and funding opportunities to support our infrastructure and service-related projects. Our efforts have been successful, and we have secured significant funding for a range of initiatives, including road safety programs, library services, and community engagement activities.

Looking forward, we are excited to continue our work on the 2023/24 budget and develop strategies that will enable us to achieve our long-term goals. We remain committed to being a responsible and sustainable organisation, and we will continue to seek out opportunities to improve our operations and provide the best possible service to our community.

In conclusion, we have made significant progress towards achieving our objectives over the past quarter, and we are confident that we are on track to deliver excellent service delivery and sustainable financial performance. We remain committed to pursuing opportunities to improve our operations and service delivery, and we look forward to continuing to work with our stakeholders to achieve our goals.

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

## People and Performance and Workplace Health and Safety

It has been a very busy quarter for the People and Performance team, having facilitated an organisational restructure. The new organisational structure provides for financial sustainability for the long term whilst still maintaining Litchfield Council's service delivery.

This quarter has also seen the People and Performance Team manage a number of recruitment campaigns in varying stages. Having a strong and streamlined recruitment process that covers all necessary stages reduces costs, enhances the organisation's reputation both from a market and candidate perspective and ensures that the very best talent is identified, engaged and onboarded.

During this quarter, the People and Performance Team participated in raising awareness for Harmony Week by inviting staff to bring a special dish to share, that represented their culture and background.



## Governance and Risk

This quarter has seen one Risk Management Audit Committee (RMAC) meeting held in February 2023 and discussed the following key issues:

- RMAC terms of reference review;
- Risk register review;
- Internal audit plan;
- External audit findings; and
- Additional independent member.

There were two internal audits carried out this quarter, being Work Health and Safety and, Payroll. The findings and recommendations for the audits will be presented to RMAC in due course.

## Corporate Services

Council has completed the Budget 2023-24 workshop process and the Draft Municipal Plan and Financial Management Strategy and Long-Term Financial Plan are underway for Council endorsement for public consultation.

Council's third and final rates instalment due date was 28 February 2023. As of 31 March 2023, 5790 of our ratepayers have paid their 2022/23 rates in full.

The Department of Chief Minister and Cabinet (DCMC) completed their compliance audit and issued an interim audit on 27 February 2023 on their findings for Council to review. Council responded to the Department on 13 March 2023, accepting the findings and providing a status update on each of the Recommended Remedial Actions. Further, Council sought Departmental approval for the 30 April deadlines be extended to 30 June 2023 with confirmation 31 days after this date.

The transition to Council's updated Enterprise Resource Planning (ERP) System was successfully completed on 16 March 2023. The upgrade to Authority 7.1 sees Council leap years ahead technologically to a system that will be more user friendly and may deliver time savings in the form of automated processing and reporting. The transition was preceded by months of planning and testing and was completed with no interruption of service to the community.

## Taminmin Community Library

The library commenced holiday program activities from January 6. With a range of activities delivered over a range of demographics, the library team easily achieved attendance KPIs of 315 at 157%. Activities offered varied from drawing of book characters, pretend play, robotics, electronics and soldering, plus some Minecraft themed activities. Positive feedback received from attendees that we "sure know your audience". As the library would like to engage more proactively with our Funky Chicken Book Club members, an exclusive members-only event was held.

Regular programs recommenced in February with Nurserytime, Storytime, Litchfield LEGO League, plus monthly Seniors Morning Tea activities and the Students vs Seniors activities, which continue to be popular and provide positive outcomes to our older community members. Library Lovers Day sought



feedback from patrons on what they most liked about their library, or the programs offered over the last 12 months. There were 42 positive messages left on the message board, as well as 14 Blind Date with a Book loans. A Commonwealth grant was received to deliver digital literacy outcomes to Seniors, with fortnightly topics being delivered to a small group during the month. In a show of progressive partnership, the Friends of the Library's Litchfield Historical Society held a very popular event at the library, with guest speakers on Bombing of Darwin. Thanks to a local volunteer, a new music program also commenced, providing weekly ukulele lessons. During the month of February, 18 Activities were delivered with an attendance of 254 (127%).



Regular and new programs continued during March 2023. Storytime On the Move outreach service also returned, with storytime visits to Freds Pass Playgroup and Berry Springs Playgroup. In an effort to work with the school students and provide lunchtime activities, library staff leveraged off the return popularity of

Rubik's cube solving and speed cubing to introduce weekly "Tuesday Cubesday", which has proved popular. The library is conscious of promoting days of significance in line with the UN's Sustainable Development Goals. Theme's incorporated into our existing program have included:

- Chinese New Year.
- International Women's Day.
- Australian Reading Hour.
- Dr Seuss' birthday.
- Harmony Day.

Over the quarter, the library team have delivered 69 program activities, with 919 attendees.



### Regulatory Services

At the end of the third quarter 2022-23, there were 4141 dogs registered in Litchfield, with 3096 (74.8%) desexed. This is an increase of 86 dogs from the end of Quarter 2 (22-23), accounting for new and renewed dog registrations, and the removal of deceased and departed dogs from the system. Dog registration renewal notices and reminders were sent in July – September 2022.

There were 111 dogs impounded, 13 dogs more than last quarter. Of these, 49 (44.1%) were reclaimed by their owners, 16 less than last quarter. Of the unclaimed impounded dogs 34 were transferred to the rehoming organisations RSPCA and PAWS. In March, Council included the rehoming organisation DACS NT to be able to accept unclaimed dogs, who accepted a litter of 7 pups. 3 dogs were transferred to another Council and the remaining 15 impounded dogs were unable/unsuitable for rehoming. 3 dogs remained impounded at the end of this reporting period.

Staff from Regulatory Services attended the RSPCA's free annual community microchipping day in February. Team members also attended Bunning's Palmerston launch of their new pet range. This provided valuable community engagement opportunities for Council.



26 desexing vouchers were issued during the 3rd quarter. These \$100 vouchers are redeemable at local veterinary clinics.

13 reports of abandoned vehicles were received by Council for investigation and action, of which 2 were impounded. This is in comparison to only 2 reports for the 2nd quarter 2022-23.

In total, Regulatory Services received 240 CRM requests, of which 47% were for dogs at large. There were 22 dog attack reports (2 on person) and 4 dog menace (3 on person).

## Mobile Workforce (MWF)

This quarter concentrated on the Wet Season works program.

A summary of activity over the quarter includes:

- This quarter is generally the wettest quarter, some drains and wet country was not cut due to access however usually picked up on round two or during firebreak run.
- Monthly mows at all Waste Transfer Stations, land in Coolalinga, Linco, 320 Arnhem Hwy completed three times and Council yard mowed every 7-9 days.
- 84 signs were repaired or installed – majority were noted by MWF others were customer requests.
- 144 bags of rubbish collected along arterial roads. Staff are utilised on rainy days for this task.
- Pothole trial - 12 potholes repaired with trial product- deemed not fit for purpose- locations recorded reserves, HDVG - removed BBQs as per request.
- 1000 lineal KM of firebreaks and un-maintained roads usually <10m wide = 4000km of slashing.
- 750 lineal km of roads x 2 verges = 1500km with average 4 cuts per side = 12000km of mowing and slashing 7 machines = 2300km per operator.
- On schedule for grass cutting as per previous years and aligned with the schedule advertised on Council's website.
- Behind in roadside spraying particularly South Ward due to unforeseen circumstances early January and February, spraying behind grass cutting to catch up.

## Thorak Cemetery

The quarter saw further upgrades of the irrigation and infrastructure and the ongoing development of Section F with the establishment of the turf.

Council took delivery of a Kubota Front end loader and slasher and an Iseki mower, replacing the previous plant.

Other activities over Quarter 2 included:

- Cemetery house and Crematorium repainted
- Concrete tank repairs undertaken

- Wi-Fi cabling to chapel installed

### **Planning & Development**

- Litchfield Council Variations to NT Subdivision Development Guidelines adopted by Land Development Committee.
- Virginia Heights Stage 2 clearance.
- Design approval Stage 3 and 4 Girraween subdivision.
- Preliminary review of the draft Humpty Doo Activity Centre Area Plan (Stage 2B Consultation).

### **Infrastructure**

- Howard Park Recreation Reserve – Shared Path Completed.
- LRCI Reseal Various Roads Contract Bundles 1 to 4 Completed.
- Whitewood Road Safety Upgrades Commenced in February 2023
- Mira Square Community building Final touches have been completed, concrete sealed, car park line marked, and bollards painted.
- Road Safety Intersection Street Light Upgrade - Various Roads Safety Audit and Design commenced.
- Litchfield Council building sliding door installed

### **Request for Tender Advertised**

- RFT23-329 LRCI Program - Southport Roads Upgrade
- RFT23-339 Litchfield Council Reseal Various Roads

### **Customer Requests**

There has been a customer request reduction of 25.4% over this quarter compared to the same time last year as a result of implementation of road maintenance strategies which are helping extend the lifespan of the assets.



## 2022/23 KEY PERFORMANCE INDICATORS

## PEOPLE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	Yes	Yes	Yes	Yes	Website audit and communications and media output in progress to amplify avenues for messaging for 2023 and beyond
Council partnership and support grants	Number of partnerships supported	Up by 5% from previous year (10)	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements established	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Social Media Management	Increased interaction on Council's Facebook page – page followers	Up by 5% (8,000)	Yes	Yes	N/A	N/A	Quarter 3 saw Council's Facebook page gain 128 new likes (up 2.9% from last quarter) to 4,675 followers.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Annual Community Grants Program Initiatives	Number of community events and programs supported	Up by 5% from previous year (12)			Yes	Yes	Update provided in the next quarter due to staff vacancy
Community Benefit Fund Income	Income raised through recycling activities including cash for containers	5% annual increase	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7000 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Commercial waste tonnage transferred to Shoal Bay	<1000 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
Responsible dog ownership	Number of registered dogs increased	>10%	No	No	N/A	N/A	Q3 an increase of 86 new registered dogs from the end of Q2, or 2.1%
	Number impounded dogs reclaimed by owner	>70%	No	No	N/A	N/A	Q3 saw 111 dogs impounded, 13 more than Q2. 44.1% of impounded dogs were reclaimed by the owner, equating to 22.2% less than last quarter.
	Number of registered dogs de-sexed	>70%	Yes	Yes	N/A	N/A	Of the 4,141 registered dogs, 3,096 are de-sexed 74.8%

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Animal Management Plan – Year 4	Attendance at community events	2+ events attended	Yes	Yes	N/A	N/A	Council Rangers attended the RSPCA's free annual community microchipping day in February, and the Bunning's Palmerston launch of their new pet range in March.
	Dog Awareness Program delivered at schools and childcare	6+ visits	Yes	Yes	N/A	N/A	There were no School Education Program sessions delivered in Q3.
	Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	Yes	Yes	Yes	Yes	Event planned for early-mid 2023.
Visitors to the library	Weekly door count	>400	Yes	Yes	Yes	Yes	Library had 6,956 visitors during the third quarter, averaging 579 visits per week. An increase to the weekly average of the prior quarter by 56 visitors.
Promotion of services	Interaction with Library Facebook page	>1150	Yes	Yes	Yes	Yes	Library Facebook page likes increased to 1,232, an increased of 50 likes over the quarter.
Lifelong learning/engagement	Number of "Funky Chickens" children's book club members	>210	Yes	Yes	Yes	Yes	238 patrons have joined the Junior book club, with 26 new club members for the quarter

## PROGRESS

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Recycled materials	Volume of green waste processed for resale	>3,500 cubic metres	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Volume of concrete crushed for resale	>500 cubic metres	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
Maximise diversion from landfill	Amount of total waste diverted from landfill	>35%	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Amount of total waste that is dry recyclables	>15%	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Quantity of scrap metal collected and recycled	>1000 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Quantity of cash for containers collected and recycled	>50 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Quantity of electronics collected for TechCollect	>40 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Waste Strategy – Year 4	Decommissioning of landfill component of Howard Springs and Berry Springs Waste Transfer Stations	Increase in data collected	Yes	Yes	N/A	N/A	Update provided in the next quarter due to staff vacancy
	Amenity upgrades at transfer stations (continues year 5) undertaken	Complete	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Regulatory service	Investigations completed within 30 working days	>90%	No	No	N/A	N/A	67% of the key categories of dog attack/menace/person /animal were completed within target.
	Customer requests actioned in less than two working days	>90%	Yes	Yes	N/A	N/A	Of 230 CRM's in Q3, 213 or 93% were actioned within two working days.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Library Collection	Number of annual loans	>15,800	Yes	Yes	Yes	Yes	In Quarter 3, we issued 4,651 items. A total of 12,055 loans have occurred (one quarter remaining).
Program delivery	Programs provided	>180	Yes	Yes	Yes	Yes	We delivered 69 programs in Quarter 3, with 919 attendees across all activities.
Library events	Events delivered (per annum)	>3	Yes	Yes	Yes	Yes	During third quarter the Library delivered 2 of 3 events for the year <ul style="list-style-type: none"> <li>Funky Chickens.</li> <li>Bombing of Darwin commemoration.</li> </ul>
Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	Yes	Yes	N/A	N/A	QTR: Ongoing with leaflets available at the Cemetery, Council's Office and Funeral Homes.  YTD: Continuing.
	Fred's Pass Show Display	Complete	Yes	Yes	N/A	N/A	QTR: On track for inclusion in display at Freds Pass Show in May 2023.  YTD:

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

## PROSPERITY

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	1 per qtr.	Yes	Yes	N/A	N/A	Ongoing / In Progress
Advocacy Strategy	Current year actions	Completed	Yes	Yes	Yes	Yes	Council continues to correspond and meet with relevant NTG personnel to progress our advocacy projects.
Represent and advocate for the needs of young people in Litchfield	Participation in Palmerston and Rural Youth Services meetings	Maintain an active membership and attend 80% of meetings	Yes	Yes	Yes	Yes	Two meetings were held in quarter two with 100% attendance.
Australia Day Event	Community participation	Up by 5% from previous year	Yes	Yes	Yes	Yes	The 2023 event was held together with an Australian Citizenship Ceremony. A large public audience was in attendance. Paid promotional content on social media has seen posts reaching up to 5,000 per post.



Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Annual Art Exhibition	Level of community participation	>60 entries	Yes	Yes	Yes	Yes	62 Entries into the Art Exhibition held at new venue – HDVG. Opening night was well attended and along with kids and women's workshops.
Tourism and Events Strategy	Actions implemented	25%	Yes	Yes	Yes	Yes	Update provided in the next quarter due to staff vacancy
Submissions to the Northern Territory Government	Comments submitted on applications within required timeframe	>90%	YES	YES	N/A	N/A	93% (14/15) applications were responded to within the allocated timeframes.

## PLACES

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	YES	YES	N/A	N/A	Subdivision approvals and handover - As per the Subdivision and Development guidelines and in line with Development Permits issued.
Approval of plans, reports, and construction documentation (Days are working days and start from when all information is provided, and relevant fees paid.)	Plan reviews for building certification issued within 10 working days	>90%	YES	YES	N/A	N/A	97% (22/23) of Building certification plans were reviewed and actioned within timeframes.
	Plan and report reviews for development and subdivision issued within 15 working days	>90%	YES	YES	N/A	N/A	100% (4/4) of plan reviews for subdivision and development issued within 15 working days.
	Works Permits issued within five days	>90%	NO	NO	N/A	N/A	67% (26/39) of Works Permit applications were reviewed and actions within required timeframes. Delays for review due to Business Support position being vacant

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	100%	YES	YES	YES	YES	All Stakeholders and affected residents have been consulted prior to works commencing.
Capital Works Program	Programmed works completed within budget	>90%	Yes	Yes	Yes	Yes	Projects completed in Q3 were completed within budget.
Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	Yes	Yes	Yes	Yes	Work on Plan with most Grant requiring completion by End of Financial Year. LRCI Grant is due to be completed by end of 2024.
Asset Management Plans	All AMPs adopted as per the AMP schedule	Complete	Yes	Yes	Yes	Yes	
Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Identified and reported potholes are managed under the current period contract.
	Gravel roads graded	>2 times per year	Yes	Yes	Yes	Yes	Grading was completed in Jan-Mar 2023.
Street lighting maintenance	Added to maintenance schedule	<7 days	Yes	Yes	Yes	Yes	Actioned when identified or reported. Audit completed works ongoing.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Productive Mango Roads Project	Kentish Road	Complete	Yes	Yes	Yes	Yes	Kentish Road handed over with Defect Period in place. Resolution of defects on Mocato Road ongoing.
Shared Path Program	Current year program completed	Complete	Yes	Yes	Yes	Yes	A Feasibility Study has been completed.
Major Road Network disruptions	Emergency response time	<24 hours	Yes	Yes	Yes	Yes	There were a number of call outs that were responded to accordingly.
Roadside maintenance	Volume of litter collected	Reducing trend	Yes	Yes	N/A	N/A	QTR: 144 bags collected < .5T YTD: 3.3T collected
	Vegetation slashed and Council roads mowed	2 rounds	Yes	Yes	N/A	N/A	QTR: on schedule YTD: on schedule
Weed management	Weeds managed on Council roads and land in accordance with service levels in weed management program (WMP)	Complete	Yes	Yes	N/A	N/A	QTR: 85,000 litres mixed chemical used, behind schedule STH Ward due to unforeseen circumstances Jan-Feb YTD: 135,000 litres mixed chemical

Bushfire management	Council firebreaks maintained	Complete	Yes	Yes	N/A	N/A	QTR: too wet this quarter for Firebreaks  YTD: 1 round pre-season slashing and spraying completed
	Firebreaks widened in accordance with fire management program	Complete	Yes	Yes	N/A	N/A	QTR: N/A  YTD: All widening in BFMP 2020-25 is completed.
	Hazard burns undertaken in consultation with other authorities	Complete	Yes	Yes	N/A	N/A	QTR: N/A  YTD: Meeting with BushfiresNT to discuss early April
Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	Yes	Yes	N/A	N/A	QTR: 84 signs repaired (note majority are reckless damage)  YTD: 779 signs installed or repaired

## PERFORMANCE

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Elected Members training and development	Min 1 per quarter	Min 1 per qtr.	Yes	Yes	Yes	Yes	CEO Performance Review Training – Cr Wright Diploma Social Media Marketing – Cr Salter
Annual Community Survey	Overall satisfaction	>60%	Yes	Yes	Yes	Yes	Planning is under way for the next Annual Survey, to be released in May 2023.
Grant application	Grants received by Council acquitted within agreed timeframes	100%	Yes	Yes	Yes	Yes	Currently all grants received have been acquitted.
Human resources policies, procedures, checklists	4 policies reviewed and compliant	Complete	Yes	Yes	Yes	Yes	There were four HR policies reviewed and approved in the first quarter. There were no HR policies reviewed in the second quarter. The following HR policies have been reviewed and approved this quarter; <ul style="list-style-type: none"> <li>• HR12 Travel and Accommodation</li> <li>• HR11 Disciplinary Action</li> <li>• HR01 Code of Conduct for Employees</li> </ul>

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
An engaged and productive workforce	Staff turnover rate	<20%	Yes	Yes	Yes	Yes	The staff turnover rate for this quarter was 7.11% compared to 9.77% in the first quarter and 4.98% in the second quarter.
	Staff satisfaction survey	>70%	Yes	Yes	Yes	Yes	The current staff satisfaction survey was conducted in May 2022 and showed a 70% overall satisfaction.
Number of workplace safety incidents	Number of reportable incidents	0	Yes	Yes	Yes	Yes	There were no reportable incidents this quarter.
	Lost time injury rate	0	No	No	Yes	Yes	The lost time injury rate increased from 1.46 last quarter to 4.38 for this quarter, because of three confirmed workers compensation claims.
	Workers' compensation claims	<3	No	No	No	No	There are currently three workers compensation claims ongoing, two of which are from the first and second quarter and a new claim for the current quarter.
Information and communications technology (ICT) managed service contract management	Percentage of Service Desk requests closed against open requests during a period.	90%	Yes	No	Yes	Yes	99% of Service Desk Requests were addressed over the quarter.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	Yes	Yes	N/A	N/A	Civica Authority version 7.1 upgrade successfully completed.
Information and Communications Technology Improvement Plan	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced, delay to progress as there is currently no onsite ICT support to assist.
ICT Security Audit actions	Annual actions completed	100%	No	No	N/A	N/A	Actions not commenced; further review required.
Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	No	No	N/A	N/A	Reviewing status of GIS administration and requirement of updated NTG Data.
	Age of NTG downloaded data	<1 week	No	No	N/A	N/A	Reviewing status of GIS administration and requirement of updated NTG Data.
Local Government Act 2019 compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	100%	Yes	Yes	Yes	Yes	Council is compliant with the <i>Local Government Act 2019</i> . This quarter did see the Litchfield Council undergo a compliance review. An interim report was provided to Council, with the final report to be issued in April 2023.



Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Policy Framework	Council policies reviewed before due date	>90%	Yes	Yes	Yes	Yes	There are currently 2 Council policies that are overdue for review.
Elected Members support	Breaches of the code of conduct by elected members	0	Yes	No	Yes	No	No breaches of code of conduct for this quarter.
Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	Yes	Yes	Yes	Yes	RMAC meetings were held in August 2022, October 2022 and February 2023. The next meeting is scheduled for May 2023.
Records management	Number of refresher courses conducted	2	Yes	Yes	Yes	Yes	No refresher courses have been conducted this quarter. Refresher courses planned for the last quarter.
Funding agreement	Development of new Library Agreement	100%	Yes	Yes	N/A	N/A	Workshops have been held for the development of the new Library Strategy. Discussions for the funding agreement is anticipated to be complete before June 2023.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	Yes	Yes	N/A	N/A	QTR: Fully compliant  YTD: Compliance with legislative requirements
Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	Yes	Yes	Yes	Yes	QTR: Completed monthly. Results captured in financial reporting.  YTD: Within Budget 2022/23
Media monitoring and management	Media response time	<24 hours	Yes	Yes	Yes	Yes	QTR 3: All media enquiries have been attended to and followed up within 24 hours or less. Media responses to potential risks have also been turned around and mounted within 24 hours of alert.
Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	Yes	Yes	N/A	N/A	The draft municipal plan for 2023-24 is in progress and will be available for public consultation late April – early May 2023.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	Yes	Yes	N/A	N/A	Annual audit for 2021/22 is complete and Council was issued with an unqualified audit opinion. Interim Audit for 2022/23 will commence on 17 <sup>th</sup> April 2023.
	Asset sustainability ratio	>60%	Yes	Yes	N/A	N/A	Asset sustainability will increase as spending on asset renewal increase throughout the year.
	Renewal Gap Not Funded	<\$1 million	No	No	N/A	N/A	Council's cumulative renewal gap based on existing asset management plans.
	Current ratio (Liquidity)	>1	Yes	Yes	N/A	N/A	Current ratio 9.50 with Council maintaining a good cash balance with no debt. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.
	Debt service ratio	>1	Yes	Yes	N/A	N/A	Council has no debt.
Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	Yes	Yes	N/A	N/A	Council raised rates and charges in July 2022. Councils budgeted own source revenue % is 69% and the actual percentage will decrease each quarter as council total income increases but should stay above the budgeted percentage.
Investments	Compliance with policy and statutory requirements, reported monthly	100%	Yes	Yes	N/A	N/A	All investments have been placed in line with Council policy and legislation.

Key Outputs and Responsible Officer	Measures	Target	On Time/Target (QTR. 3)	On Time/Target (YTD)	On Budget (QTR. 3)	On Budget (YTD)	Status Commentary
Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	Yes	Yes	N/A	N/A	Council's Outstanding Rates Ratio is at 18% and this now reflects previous years rates arrears and current year rates outstanding. Council will continue to work in this area to reduce the total outstanding rates by 30 June 2023.
Front counter customer experience	Customer rating (very good, good, poor, very poor)	Very good	Yes	Yes	N/A	N/A	In the last Annual Community Satisfaction Survey Customer Service received a 72% rating of very good, good or adequate (a 12% increase to prior year).

## 2022/23 NEW INITIATIVES

### PROGRESS / PROJECT TIMELINE

	Concept / Design
	Planning & Preparation
	Delivery
	Complete



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



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.02.03
<b>Report Title:</b>	National General Assembly of Local Government 2023
<b>Author &amp; Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	Nil

### Executive Summary

The purpose of this report is to seek Council approval for the Mayor and Chief Executive Officer to attend the National General Assembly of Local Government in Canberra in June 2023.

The Australian Local Government Association (ALGA) holds a National General Assembly of Local Government at the National Convention Centre in Canberra each year. Mayors and Chief Executive Officers from councils across Australia attend this annual event with some councils supporting several elected members to attend from the one organisation.

### Recommendation

THAT Council:

1. note the upcoming 2022 National General Assembly of Local Government in Canberra from 13-16 June 2023;
2. approve the Mayor and Chief Executive Officer attending the National General Assembly of Local Government in Canberra; and
3. further support other elected members attending and utilising their available professional development allowance.

### Background

The ALGA holds a National General Assembly each year. This year, the Assembly will be held in Canberra from 13-16 June 2023.

The purpose of the National General Assembly is to bring together delegates from Local Government to debate issues of national significance to Local Government. It provides an opportunity for local councils to develop and express a united voice on core issues affecting their communities, with access to influential federal government decision makers at both the political and departmental level.

## Financial Information

The cost of attending the NGA is estimated to be **\$4,090.00** per delegate comprising the following:

• Early Bird Registration (by 19 May 2023)	\$895
• Regional Development Forum	\$225
• General Assembly Dinner	\$175
• Accommodation (5 nights' accommodation)	\$1,045
• Flights	\$1,100
• Incidentals (taxi etc.)	\$150
• Meals	\$500
<b>TOTAL</b>	<b>\$4,090</b>

### OR

• Virtual Attendance	\$689
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The 2022/23 Budget provides for the Mayor and Councillors (Members Courses Seminar & Conference Registrations) and the CEO (Courses Conferences and Seminars) to attend this type of local government event.

Individual Councillors can apply for Professional Development Allowance (subject to claims made and balances available to date).

## Links with Strategic Plan

A Well-Run Council - Good Governance

## Legislative and Policy Implications

EM05 Council Member Allowance and Support Policy – Professional Development

## Risks

Nil identified.

## Community Engagement

Not applicable.



## COUNCIL REPORT

<b>Agenda Item Number:</b>	13.03.01
<b>Report Title:</b>	Summary Planning and Development Report April 2023
<b>Author:</b>	Julie Hillier, Planning and Development Program Leader
<b>Recommending Officer:</b>	Stephen Hoyne, Chief Executive Officer
<b>Meeting Date:</b>	16/05/2023
<b>Attachments:</b>	A: PA2023/0063 Litchfield Council LoC B: PA2023/0075 Litchfield Council LoC C: PA2023/0082 Litchfield Council LoC D: PA2023/0097 Litchfield Council LoC E: PA2023/0079 Litchfield Council LoC

### Executive Summary

The purpose of this report is to provide to Council a summary of applications received, and comments provided, for the period of 1 April 2023 to 31 April 2023.

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

Type of Application	No. Applications
Development Applications	5
Clearances for Development Permit Conditions	1
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	

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

### Recommendation

THAT Council:

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



## Background

### **DEVELOPMENT APPLICATIONS**

The *Planning Act 1999* requires that the local government be notified of all Development Applications within Council's municipality. Council assesses whether the application meets Council's requirements for roads, drainage, and waste collection and comments on the expected impact of the proposal on the amenity of Council's residents.

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

<b>Council Outcome on Development Applications</b>	<b>No. Applications</b>
Development applications supported, subject to normal Council conditions	4
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	1
Development applications objected to for reasons not directly related to Council issues	0
Note: Additional detail is provided below on all development applications.	

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

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

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

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

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

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

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

<b>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2023/0063  Section 1545 (530) Anzac Parade, Middle Point, Hundred of Guy  <b>Attachment A</b>	The application is for the purpose of clearing of native vegetation in excess of 1ha (horticulture production) The subject land is zoned H (Horticulture). The subject site is 17.406ha and the total area of proposed clearing is 17.406ha. The proposed clearing is for the purpose of further horticultural crops. The application states that the vegetation type is open woodland and native vegetation buffers to the lot boundaries are provided. Letter of comment noted the access is from an NT controlled road, Anzac Parade and no requirements apply.
PA2023/0075  226 Daniel Circ Humpty Doo  <b>Attachment B</b>	The application is for the purpose of an outbuilding (shed) addition to an existing dwelling-single with a reduced setback to the side boundary. The subject site has an area of 2.38 hectares and is within Zone RL (Rural Living). The application seeks to construct a shed addition with a setback to a side boundary of 5m rather than the minimum of 10m. The shed will be partly screened by existing dense vegetation on the site. Letter of comment noted support to the application provided no objections are raised by the affected landowner. Standard comments provided to address stormwater management.
PA2023/0082  Lot 35 (50) Callistemon Road, Howard Springs, Hundred of Bagot  <b>Attachment C</b>	The application is for an outbuilding (shed) addition to an existing dwelling-single with a reduced setback to the rear boundary.  The subject site has an area of 2.48ha and is zoned RL (Rural Living). The application seeks consent for an existing shed located a minimum of 4.8m rather than 10m from the rear boundary.  Letter of comment noted support to the application provided no objections are raised by the affected landowner. Standard comments provided to address stormwater management.

PA2023/0097	The application is for the purpose of a subdivision to create five lots.
Section 6118 (240) Morgan Road Virginia, Hundred of Bagot	The subject land is zoned RL (Rural Living). The proposed lots each have a minimum area of two hectares and one hectare of unconstrained land accessible via Morgan Road or Woodah Place.
<b>Attachment D</b>	Letter of comment seeks clarification as to the ultimate lot layout considering the remnant portion of Section 6118 west of Booking Circuit. Standard comments regarding stormwater management and access were noted.

**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>Application Number, Address, and Attachment Reference</b>	<b>Purpose and Summary</b>
PA2023/0079	The application is for the purpose of alterations and additions to an existing warehouse and industry-light with a reduction in car parking.
Section 4659 (8) Butler Place, Holtze, Hundred of Bagot	The subject site has an area of 3300m <sup>2</sup> and is within Zone LI (Light Industry). The application seeks a reduction in car parking to support an expansion of existing offices and industry light use.
<b>Attachment E</b>	Letter of comment raises objection to the proposal due to the number of car parking spaces provided on the site not meeting the minimum requirements of Clause 5.2.4 (Car Parking Spaces) of the NT Planning Scheme 2020 and the increase in demand for on-street parking in a location that does not have adequate capacity.

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

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

<b>Development Permit No. and Purpose</b>	<b>Location</b>	<b>Purpose of clearance</b>
DP16/0391C  Unit title scheme subdivision to create 53 lots and common property in two stages	Berry Springs: Section 1603 (185) Cyrus Road and Section 1607 (140) William Road Berry Springs, Hundred of Ayers	Condition Precedent: Endorsed plan

## **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>Purpose of works</b>	<b>Location of Works Permit Application</b>	<b>Application Date Received</b>	<b>Proposed Start Date</b>
PWC - service replacements	Krichauff Road Humpty Doo	29/04/2023	10/05/2023
PWC - service replacements	Strangways Road Humpty Doo	29/04/2023	08/05/2023
PWC - service replacements	Meade Road Darwin River	26/04/2023	03/05/2023
PWC - vegetation maintenance power line clearing	Horsnell Road Noonamah	26/04/2023	03/05/2023
PWC - service replacements	Dombey Court Humpty Doo	25/04/2023	02/05/2023
Service replacements	Trippe Road Humpty Doo	17/04/2023	24/04/2023
Power pole hit by car pole replacement and road clean up detour	Grraween Road McMinns Lagoon	13/04/2023	13/04/2023
Installing a water valve, relocating a water main and under bore	Mulgara Road Berry Springs	05/04/2023	12/04/2023
Service replacement	Coral Road and Lillkirk Road Herbert	04/04/2023	13/04/2023

**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.



22 April 2023  
Ref: PA2023/0063

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

**RE: Letter of Comment Development Application**

**CLEARING OF NATIVE VEGETATION  
Section 1545 (530) Anzac Parade Middle Point, Hundred of Guy**

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Thank you for the Development Application referred to this office on 24/03/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

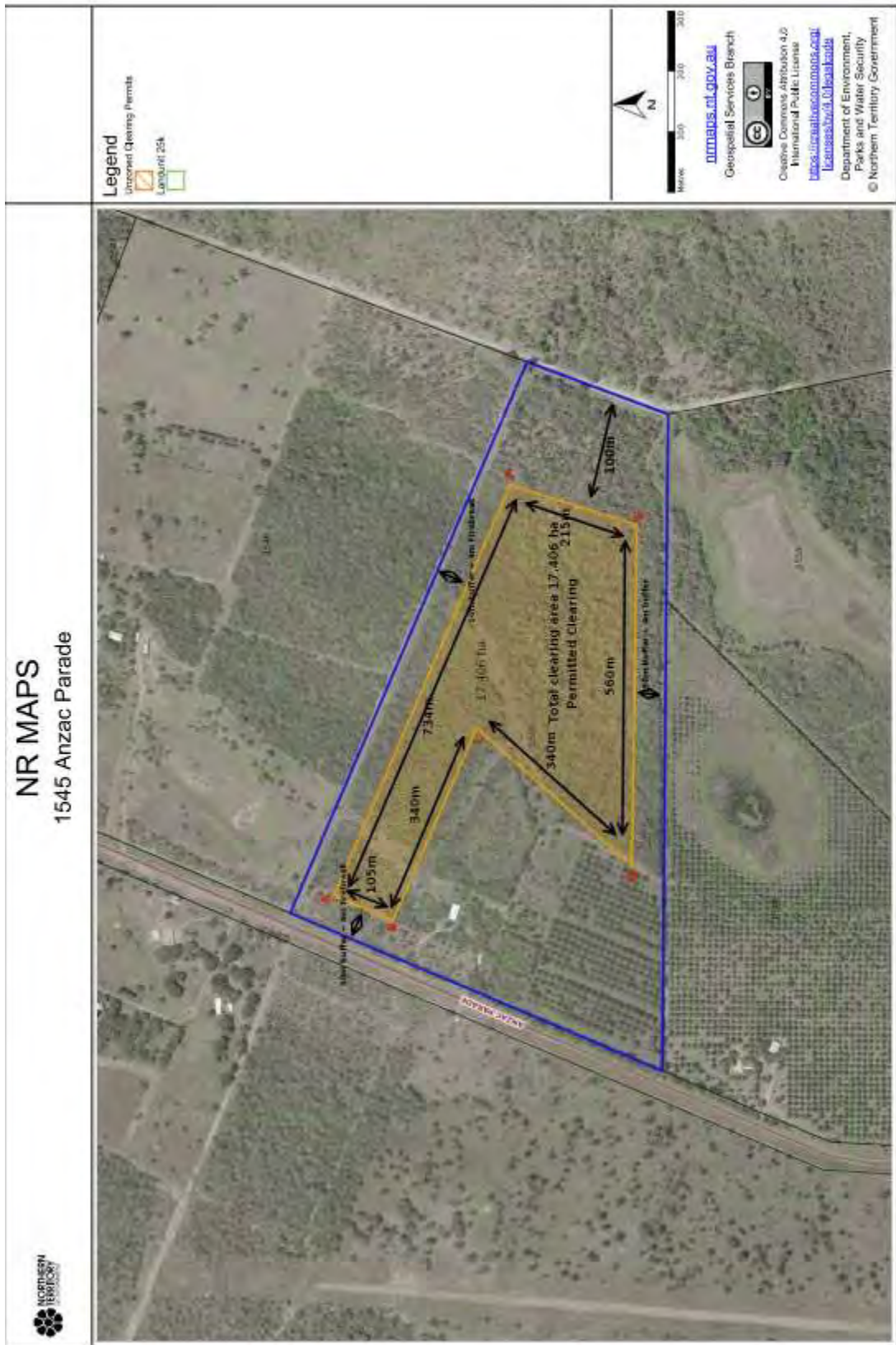
Council supports the granting of a Development Permit for the purpose of clearing of native vegetation in excess of 1ha (horticulture production) on the above land.

The access to the site is via an NT Government Road and Council has no requirements for this application.

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

Yours faithfully

Julie Hillier  
Manager Planning and Development







↑  
North





18 April 2023  
Ref: PA2023/0075

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

**RE: Letter of Comment Development Application**

**Section 3398 (226) Daniel Circuit Herbert, Hundred of Strangways**

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Thank you for the Development Application referred to this office on 04/04/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council support the granting of a Development Permit for the purpose of an outbuilding (shed) addition to an existing dwelling-single with a reduced setback to the side boundary provided no objections are raised by the affected resident/landowner.

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

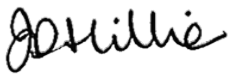
- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

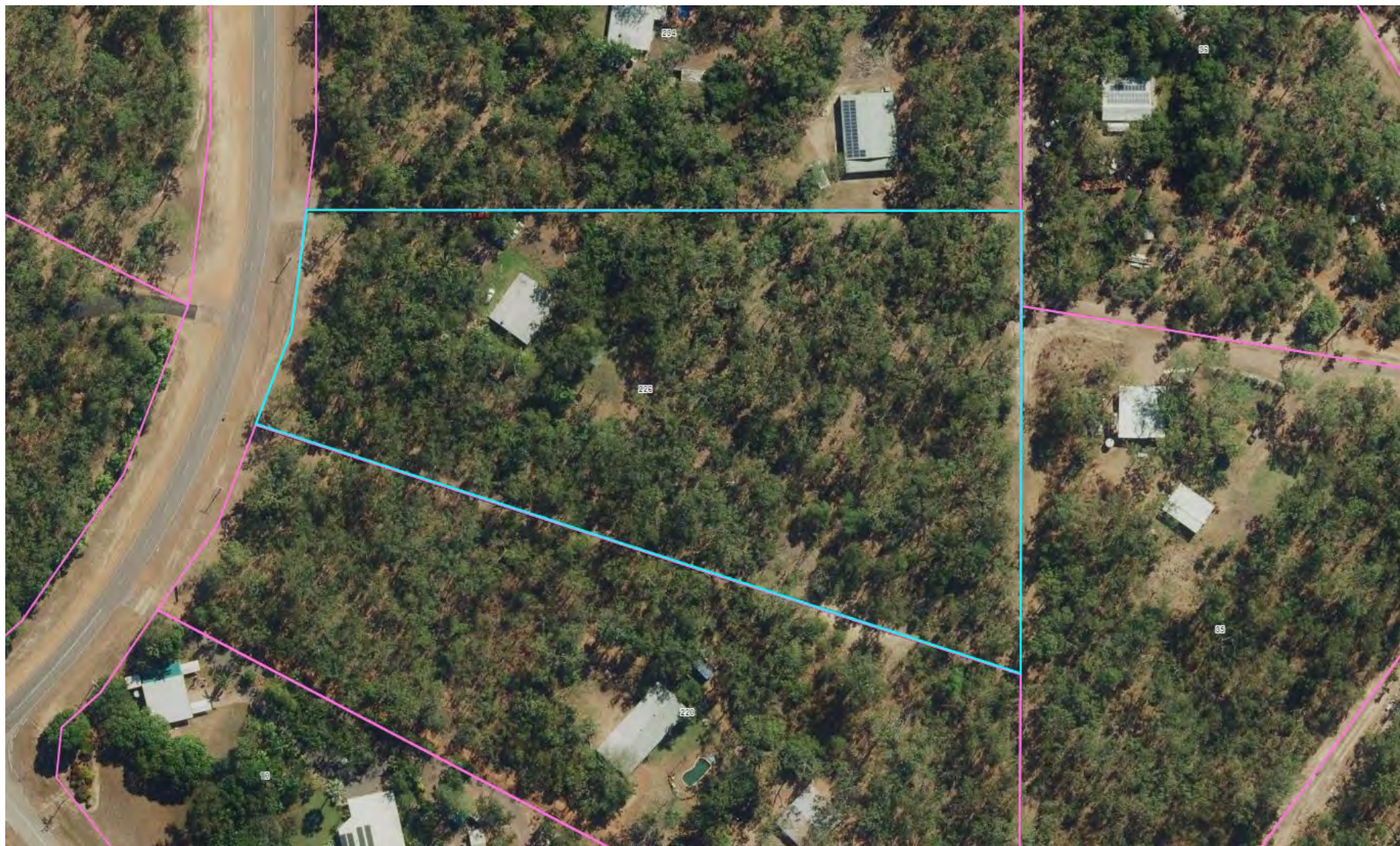
Yours faithfully



Julie Hillier  
Manager, Planning and Development







↑  
North

24 April 2023  
Ref: PA2023/0082

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

**RE: Letter of Comment Development Application**

**Lot 35 LTO70006 (50) Callistemon Road, Howard Springs, Hundred of Bagot  
Outbuilding (shed) addition to an existing dwelling-single with a reduced  
building setback to the rear boundary**

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Thank you for the Development Application referred to this office on 04/04/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the purpose of an outbuilding (shed) addition to an existing dwelling-single with a reduced building setback to the rear boundary provided no objections are raised by the affected resident/landowner.

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

- a) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

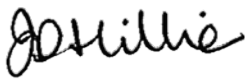
Should the application be approved, the following notes are recommended for inclusion in any Development Permit issued by the consent authority:



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

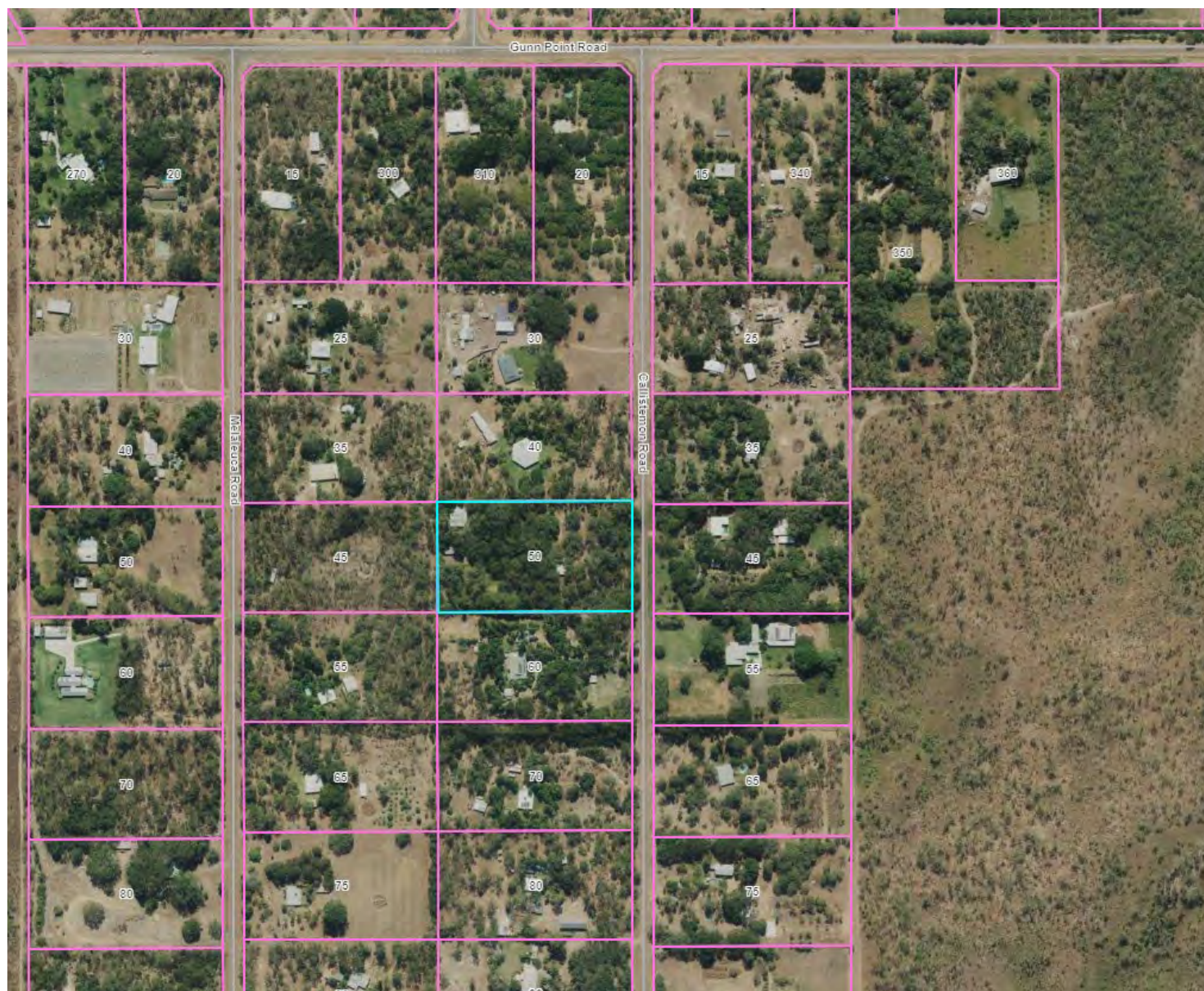
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Julie Hillier  
Manager, Planning and Development





↑  
North



28 April 2023  
Ref: PA2023/0097

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

**RE: Letter of Comment Development Application**

**Subdivision To Create Five Lots  
Section 5662 (240) Morgan Road, Virginia, Hundred of Strangways**

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Thank you for the Development Application referred to this office on 14/04/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the purpose of subdivision to create five lots however seeks confirmation of the intended lot configuration. The applicant should identify a proposed lot layout which considers the Zone RR portion of the site west of Brooking Circuit, which the statement of effect indicates may form part of one of the five lots proposed.

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

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

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

- b) Engineering design and specifications for the proposed and affected roads, street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, and streetscaping shall be to the technical requirements and approval of Litchfield Council, with all approved works constructed at the developer's expense.

*Note:* Design drawings shall be approved by Litchfield Council prior to construction of the works.

- c) All existing or 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:

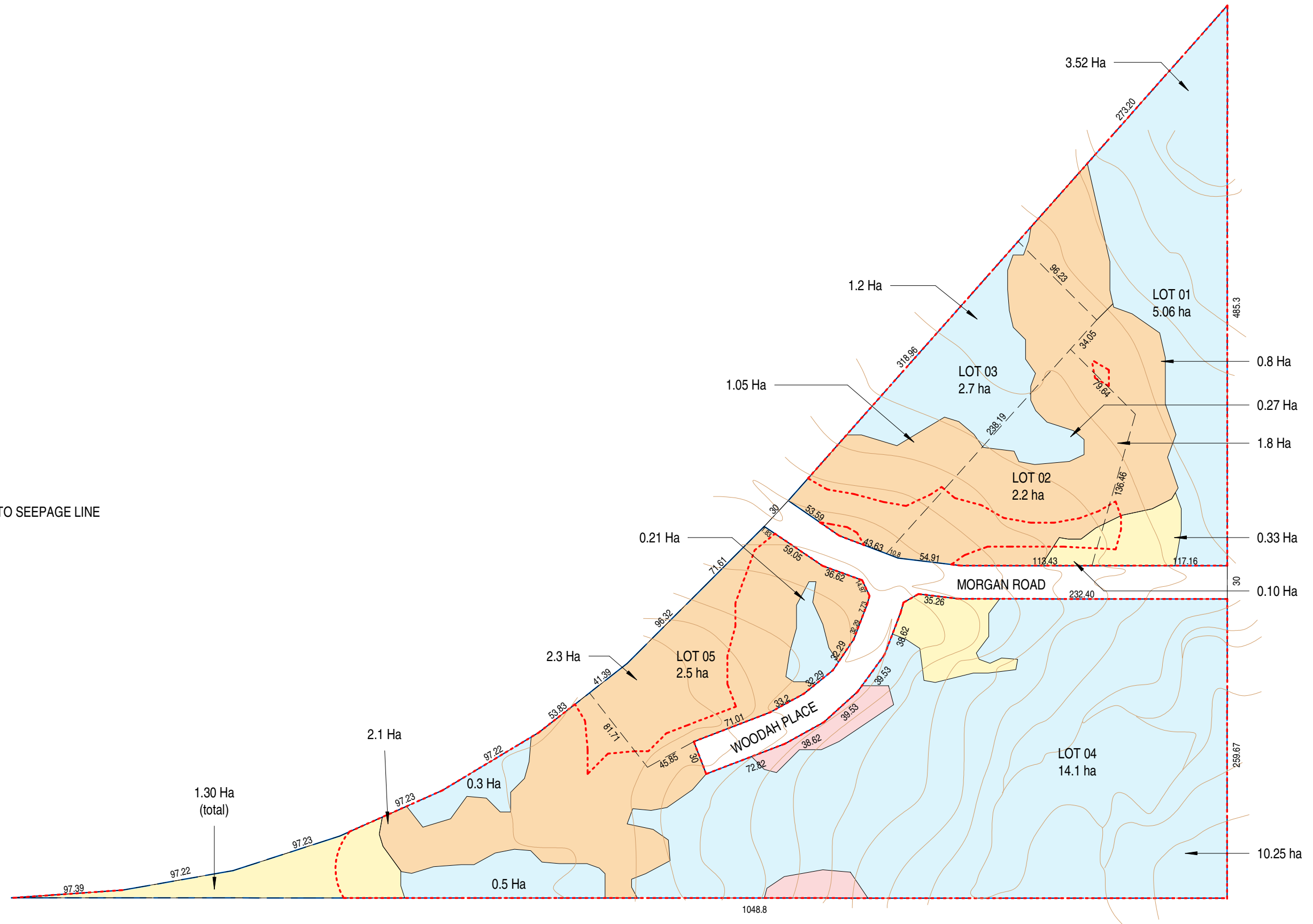
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at [www.litchfield.nt.gov.au](http://www.litchfield.nt.gov.au).
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve,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



Julie Hillier  
Manager, Planning and Development

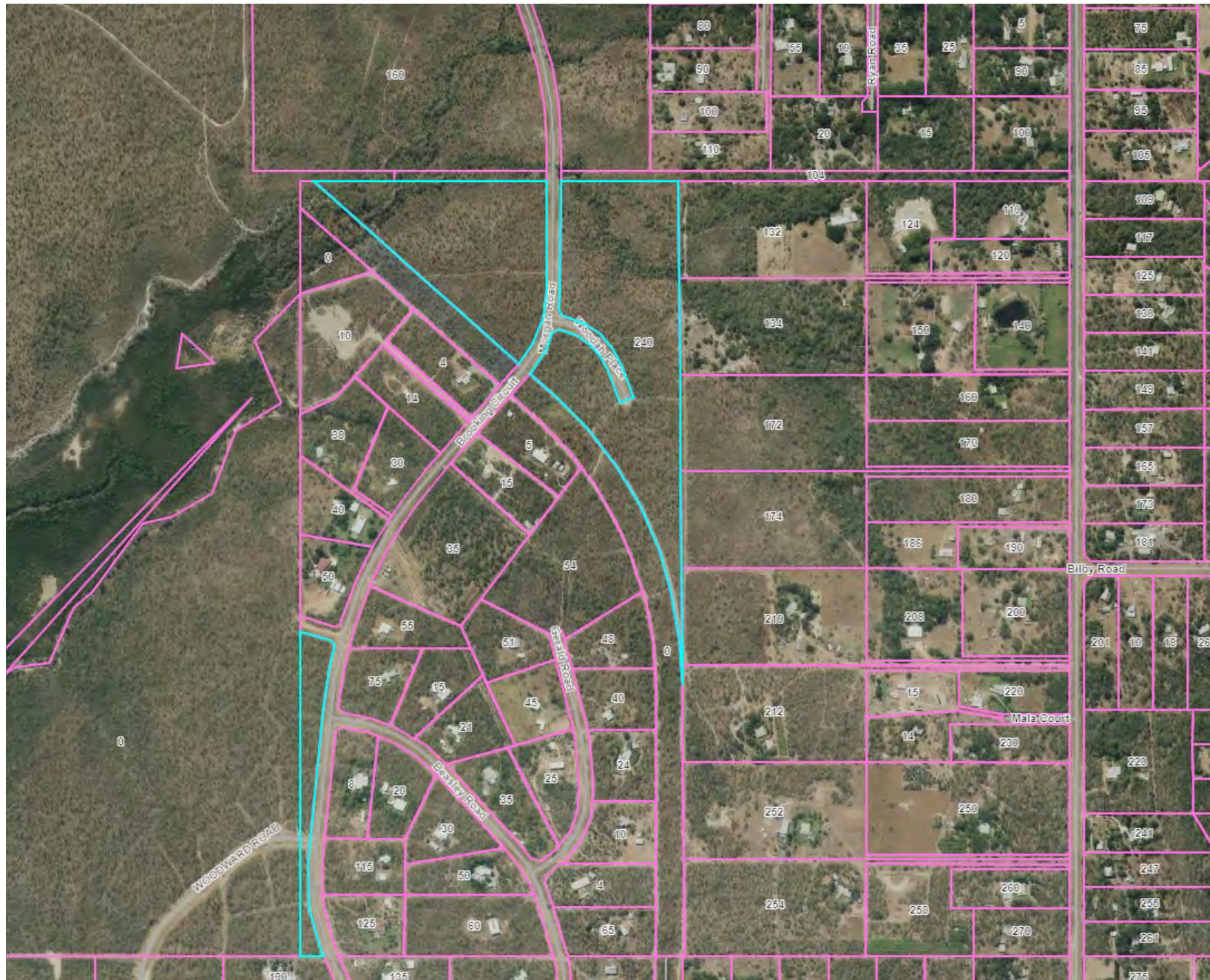


No.	DESCRIPTION	DATE
AMENDMENTS		



PROJECT NO.	DRAWN	AMENDMENT	SHEET SIZE
21015	JB		A3







18 April 2023  
PA2023/0079

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

**RE: Letter of Comment Development Application**

**Section 4659 (8) Butler Place, Holtze, Hundred of Bagot**

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Thank you for the Development Application referred to this office on 04/04/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support to the granting of a Development Permit for the purpose of alterations and additions to existing warehouse and industry-light with a reduction in car parking for the following reasons:

- a) The application does not comply with Clause 5.2.4 (Car Parking Spaces) of the NT Planning Scheme 2020 as 29 car parking space are required and only 27 are proposed.
- b) The reduction in parking may increase demand for on-street parking in a location that does not have adequate capacity.

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) The crossover and driveway shall meet Litchfield Council's requirements.
- b) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.



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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

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

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

Yours faithfully



Julie Hillier  
Manager, Planning and Development











## COUNCIL AGENDA

### LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 16 May 2023

#### 15 Confidential Items

##### 15.01 Confirmation of Confidential Minutes

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

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

##### 15.02 Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 8 May 2023

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

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

#### 16 Close of Meeting