



AGENDA

22nd Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 20 JUNE 2023

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

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

Stephen Hoyne
Chief Executive Officer

COVID-19 Statement of Commitment

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

- Physical distancing measures
- Health and hygiene principles



COUNCIL AGENDA

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COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 June 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

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 16 May 2023, 8 pages;
- Ordinary Confidential Council Meeting held Tuesday 16 May 2023, 2 pages;
- Special Council Meeting held Thursday 8 May 2023, 3 pages; and
- Special Confidential Council Meeting held Thursday 8 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
Tuesday 16 May 2023 at 6:00pm

Present	Doug Barden Andrew Mackay Emma Sharp Mathew Salter Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward (<i>electronically</i>) Councillor South Ward Councillor North Ward Councillor North Ward (<i>electronically</i>) Councillor Central Ward Councillor South Ward (<i>electronically</i>)
Staff	Stephen Hoyne Maxie Smith Julie Hillier Debbie Branson	Chief Executive Officer Director Corporate and Community Manager Planning and Development (in part) Executive Assistant
Public	As per Attendance Register	

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 6:06pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Sharp
Seconded: Cr Harlan

THAT Council provides permission for Deputy Mayor Mackay, Cr Wright and Cr Sidey to attend the Council meeting electronically.

CARRIED (7-0) ORD2023 11-074

3.2 Apologies

Nil.

3.3 Leave of Absence Previously Granted

Nil.

3.4 Leave of Absence Request

Nil.

4. DISCLOSURE OF INTEREST

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

4.1 Elected Members

No disclosures of interest declared.

4.2 Staff

Stephen Hoyne declared an interest in Confidential Item 15.02 Chief Executive Officer Performance Appraisal and Remuneration Review Committee Meeting Minutes – 8 May 2023. Stephen left the room during the deliberations.

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

6.1 Confirmation of Minutes

Moved: Cr Harlan

Seconded: Cr Wright

THAT Council confirm the:

- 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.

CARRIED (7-0) ORD2023 11-0075

6.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Cr Sharp
Seconded: Cr Wright

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

Deputy Mayor Mackay left the meeting at 6:13pm.

CARRIED (6-0) ORD2023 11-076

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Sharp

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 20 April 2023 to 15 May 2023.

CARRIED (6-0) ORD2023 11-077

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Referred to the Confidential Section.

13. OFFICERS' REPORTS

13.01 Corporate and Community

13.01.01 Litchfield Council Finance Report – April 2023

Moved: Cr Harlan

Seconded: Cr Wright

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

CARRIED (6-0) ORD2023 11-078

13.01.02 People Performance and Governance Monthly Report – April 2023

Moved: Cr Harlan

Seconded: Cr Wright

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

CARRIED (6-0) ORD2023 11-079

13.01.03 FIN20 New Initiatives Policy

Moved: Cr Sharp

Seconded: Cr Sidey

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

CARRIED (6-0) ORD2023 11-080

13.01.04 Policy Reviews

Moved: Cr Sharp

Seconded: Cr Wright

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.

CARRIED (6-0) ORD2023 11-081

13.01.05 Draft Animal Management Strategy and Action Plan 2023 - 2026

Moved: Cr Salter
Seconded: Cr Harlan

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.

CARRIED (6-0) ORD2023 11-082

13.02 Executive and Community Development

13.02.01 Community Services and Development Monthly Report – April 2023

Moved: Cr Sidey
Seconded: Cr Sharp

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

CARRIED (6-0) ORD2023 11-083

13.02.02 Municipal Plan 2022 – 2023 Quarterly Performance Review January – March 2023

Moved: Cr Salter
Seconded: Cr Harlan

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

CARRIED (6-0) ORD2023 11-084

13.02.03 National General Assembly of Local Government 2023

Moved: Cr Sidey
Seconded: Cr Sharp

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.

CARRIED (5-1) ORD2023 11-085

A Division was called

Those voting in the affirmative Mayor Barden, Cr Harlan, Cr Sidey, Cr Sharp and Cr Wright

Those voting in the negative Cr Salter

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report April 2023

Moved: Cr Harlan

Seconded: Cr Sharp

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.

CARRIED (6-0) ORD2023 11-086

14. OTHER BUSINESS

14.01 Acknowledgement – Former Litchfield Council Elected Member Mike Bowman

Mayor Barden acknowledged the passing of Mr Mike Bowman and extended his condolences to Mike's family and friends.

Mike was declared an Elected Member for the East Ward on 16th March 2002 from a By-Election result.

Mike was an Elected Member until January 2015 and one of the longest serving Elected Members with Litchfield Council.

14.02 Anzac Commemorations Congratulations

Cr Sidey extended his appreciation to the staff who coordinated the Anzac Day event at the Humpty Doo Village Green.

Deputy Mayor Mackay joined the meeting at 6:58pm.

15. CONFIDENTIAL ITEMS

Moved: Cr Sharp

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 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.

CARRIED (7-0) ORD2023 11-087

The meeting moved to Confidential Session at 7:01pm.

Moved: Cr Sharp
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 (7-0) ORD2023 11-089

The meeting moved to Open Session at 8:11pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 8:14pm.

18. NEXT MEETING

Tuesday 20 June 2023.

MINUTES TO BE CONFIRMED

Tuesday 20 June 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 Thursday 8 June 2023 at 5:15pm

Present	Doug Barden Andrew Mackay Emma Sharp Mathew Salter Rachael Wright Kevin Harlan Mark Sidey	Mayor (Chair) Deputy Mayor / Councillor Central Ward Councillor South Ward (<i>electronically</i>) Councillor North Ward Councillor North Ward (<i>late arrival - electronically</i>) Councillor Central Ward (<i>electronically</i>) Councillor South Ward (<i>electronically</i>)
Staff	Stephen Hoyne Debbie Branson	Chief Executive Officer Executive Assistant
Public	Nil	

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 5:24pm.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Deputy Mayor Mackay
Seconded: Cr Salter

THAT Council approves Cr Sharp, Cr Wright, Cr Harlan and Cr Sidey to attend the meeting electronically.

CARRIED (6-0) SCM2023 11-038

3.2 Apologies

It was noted Cr Wright was a late arrival.

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

Chief Executive Officer Stephen Hoyne declared an interest in Item 6.01 Workplace Matter and left the meeting during the deliberations.

5. OFFICERS' REPORTS

Nil.

6. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay

Seconded: Cr Salter

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

6.01 Workplace Matter

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) SCM2023 11-039

The meeting was closed to the public at 5:27pm.

Moved: Cr Sidley

Seconded: Deputy Mayor Mackay

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

CARRIED (7-0) SCM2023 11-040

The meeting moved to Open Session at 6:42pm.

7. CLOSE OF MEETING

The Chair closed the meeting at 6:42pm.

MINUTES TO BE CONFIRMED

Tuesday 20 June 2023.

.....
Mayor
Doug Barden

.....
Stephen Hoyne
Chief Executive Officer

6.02 - Business Arising from the Minutes

In Progress
Ongoing
Completed
Superseded

Resolution	Resolution	Meeting Date	Officer	Status
ORD2022 11-173	Road Opening Closing Meade Road, Darwin River THAT Council: <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. 	19/07/2022	DIO	In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown.
ORD2023 11-012	Guys Creek Road Land Acquisition and Road Opening THAT Council: <ol style="list-style-type: none"> 1. approve the purchase of 8062.3m² from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve. 	17/01/2023	DIO	In Progress 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 Animal Management Strategy and Action Plan 2023-2026

ORD2023 11-082	THAT Council:				
	<ol style="list-style-type: none">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; and2. authorise the Chief Executive Officer to make minor editorial changes to the documents as necessary.	16/05/2023	DCC	Ongoing On public exhibition until 21 June 2023. Council report to July 2023 summarising the feedback from the consultation.	

National General Assembly of Local Government 2023

ORD2023 11-085	THAT Council:				
	<ol style="list-style-type: none">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; and3. further support other elected members attending and utilising their available professional development allowance.	16/05/2023	CEO	Complete	



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 June 2023

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

10.1 Cost to maintain the eight owned Council Reserves



NOTICE OF MOTION

Agenda Item Number:	10
Report Title:	Cost to maintain the eight owned Council reserves.
Attachments:	Nil

I, Councillor Harlan, give notice that at the next Ordinary Council Meeting on 20 June 2023,

I will move the following motion: -

MOTION

1. THAT the CEO engages a suitably qualified and experienced auditor to review the current costs to maintain Litchfield Councils eight reserves in a safe condition to ensure that the Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) ACT 2011 and that the elected members are complying with their duties under the Local Government ACT 2019.
2. The CEO provides the auditors written report detailing the cost to maintain Litchfield Councils eight reserves in a safe condition to the CEO to elected members to allow each of them to carry out their due diligence under the NT Work Health and Safety (National Uniform Legislation) ACT 2011 and that the elected members are complying with their duties under the Local Government ACT 2019.

REASON:

Over recent months there has been quite a lot of public comments about the level of funds that has been allocated in past, current, and upcoming budgets. While most comments are requesting more funding to our reserves, there have also been questions from residents on why so much is being allocated to run the eight reserves.

From my own enquires, there is no evidence based costs that advises residents and elected members the true cost to maintain the eight reserves to an acceptable level that ensures that Litchfield Council is complying with their duties under the NT Work Health and Safety (National Uniform Legislation) ACT 2011 and the Local Government ACT 2019.

By engaging an independent auditor to review the cost to maintain the eight reserves, this will allow elected members to carry out due diligence and be in an informed position for the first 2023-24 budget review meeting.

Date: 12 June 2023



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 June 2023

11 Mayor's Report

11.01 Mayor's Report



COUNCIL REPORT

Agenda Item Number:	11.01
Report Title:	Mayor's Monthly Report
Author & Recommending Officer:	Doug Barden, Mayor
Meeting Date:	20/06/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 17 May 2023 to 20 June 2023.

Summary

Date	Event
17 May 2023	Reception - 2023 Volunteers Week – Parliament House
22-26 May 2023	2023 North Australia Food Futures Conference
25 May 2023	Stakeholders Meeting – Humpty Doo Village Green
30 May 2023	NT Thai Association Inc – 110 Brandt Road
31 May 2023	ABC Radio Program – Head Honcho
	Risk Management and Audit Committee Meeting
1 June 2023	Knuckey Lagoon Recreation Reserve Management Committee Meeting
2 June 2023	TOPROC Meeting
	ABC Radio – Head Honcho Program
6 June 2023	Strategic Discussion and Briefing Session
8 June 2023	Palmerston Litchfield Regional Reconstruction Committee
	Special Council Meeting
9 June 2023	Rural Potters Meeting
	Cecilia Coleman
10 June 2023	The Napal Festival
12-17 June 2023	National General Assembly – Canberra
18 June 2023	Australian Citizenship Ceremony in celebration of Refugee Week 2023

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
Risk Audit and Management Committee	Mayor Barden / Cr Sidey / Cr Salter
Knuckey Lagoon Recreation Reserve Management Committee	Cr Wright
Howard Park Recreation Reserve Management Committee	Cr Salter

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – May 2023
- 13.01.02 People Performance and Governance Monthly Report – May 2023
- 13.01.03 Draft EM05 Council Member Allowance and Support Policy
- 13.01.04 Risk Management and Audit Committee Meeting Minutes – 31 May 2023

13.02 Executive and Community Development

- 13.02.01 Declaration of Rates and Charges 2023 - 2024
- 13.02.02 Proposed Fees and Charges 2023 - 2024
- 13.02.03 Municipal Plan 2023 – 2024 and Long-Term Financial Plan
- 13.02.04 Community Services and Development Monthly Report – May 2023
- 13.02.05 Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes

13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report – May 2023
- 13.03.02 Policy Review INF07 Steet and Public Lighting Policy
- 13.03.03 Thorak Regional Cemetery Jewish Section Classification and Fees



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – May 2023
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/06/2023
Attachments:	A: Litchfield Council Finance Report – May 2023

Executive Summary

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

With all instalments fallen due rates outstanding have decreased compared to the prior months. Outstanding rates are expected to continue to decline gradually through debt recovery by 30 June 2023.

Recommendation

THAT Council note the Litchfield Council Finance Report for 31 May 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

May 2023

MAY 2023

DASHBOARD REPORTING



Asset Sustainability Ratio

Capital Expenditure
Actuals \$ 3.95m
Target – 46%



Rates Outstanding

\$ 2.4m Outstanding
Target– 18% (\$ 2.8m and less)

\$ 18.16m

OPERATIONAL REVENUE

\$20.75m Budget – 88% Target Achieved

\$ 3.34m

CAPITAL REVENUE

\$ 5.98m Budget

\$ 14.70m

OPERATIONAL EXPENSES

\$16.98m Budget – 87% Spent

\$ 3.95m

CAPITAL EXPENSES

\$ 11.94m Budget

\$ 3.46m

OPERATING SURPLUS

Budget \$ 3.77m

\$ (0.61)m

CAPITAL DEFICIT

Budget (\$ 5.96m)

RATIOS

20% Asset Sustainability
Target 46% and more

16% Rates Outstanding
Target less than 18%

69% Own Source Revenue Ratio
Target 96% and more

9.45 Current Ratio
Target 1 and more

0 Debt Service Ratio
Target less than 1

	Not Achieved
	Achieved
	Budgeted to be Achieved
	Achieved
	Achieved



Current Cash Investments

\$ 20.8m

0 of 19* Budgeted Capital Programs
2022/23
\$1.042m Spent (18.65%)

2 of 5 Additional Capital Programs
2022/23
\$0.419m Spent (16.58%)

11 of 16 Carry Forward Programs
from 2021/22-\$2.484m
Spent (75.47%)

\$17.85m Budgeted Cash
Reserves June 2023

* Project reported as "Discontinued" in previous months is now in progress

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

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 eleven-twelfth of the annual budget.

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	13,755,138.15	12,650,310.68	(1,104,827.47)	13,800,338.92
Charges	204,980.05	165,550.00	(39,430.05)	180,600.00
Fees and Charges	1,661,124.96	1,719,246.83	58,121.87	1,875,542.00
Operating Grants and Subsidies	1,528,074.00	3,739,691.08	2,211,617.08	4,079,663.00
Interest / Investment Income	864,929.47	614,166.67	(250,762.80)	670,000.00
Other Income	143,919.79	128,333.33	(15,586.46)	140,000.00
TOTAL OPERATING INCOME	18,158,166.42	19,017,298.59	859,132.17	20,746,143.92
OPERATING EXPENDITURE				
Employee Expenses	6,568,235.37	6,262,899.06	(305,336.31)	6,832,253.52
Materials and Contracts	7,307,966.67	8,430,626.42	1,122,659.75	9,197,047.00
Elected Member Allowances	211,782.33	242,650.83	30,868.50	291,181.00
Elected Member Expenses	49,959.73	45,615.17	(4,344.56)	49,762.00
Council Committee & LA Allowances	1,918.00	3,666.67	1,748.67	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	7,690,833.33	7,690,833.33	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	559,027.57	553,829.83	(5,197.74)	604,178.00
TOTAL OPERATING EXPENDITURE	22,389,770.20	23,230,121.31	840,351.11	25,368,421.52
OPERATING SURPLUS / DEFICIT	(4,231,603.78)	(4,212,822.72)	18,781.06	(4,622,277.60)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	(4,231,603.78)	(4,212,822.72)	18,781.06	(4,622,277.60)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	7,690,833.33	7,690,833.33	-	8,390,000.00
TOTAL NON-CASH ITEMS	7,690,833.33	7,690,833.33	-	8,390,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	(3,946,146.47)	(10,949,607.48)	(7,003,461.01)	(11,945,026.34)
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	(3,453,745.53)	(3,453,745.53)	(3,767,722.40)
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(3,946,146.47)	(14,403,353.01)	(10,457,206.54)	(15,712,748.74)
Add ADDITIONAL INFLOWS				
Capital Grants Income	2,951,206.00	5,208,145.25	2,256,939.25	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	388,675.88	275,000.00	(113,675.88)	300,000.00
Transfers from Reserves	-	5,442,197.14	5,442,197.14	5,963,413.34
TOTAL ADDITIONAL INFLOWS	3,339,881.88	10,925,342.39	7,585,460.51	11,945,026.34
NET OPERATING POSITION	2,852,964.96	-	(2,852,964.96)	-

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

Total operating income across the Council are in line with budget expectations. Infrastructure and assets are at 30.57% due to Federal assistance grant funds are yet to be received.

	2022/23 YTD Actuals	2022/23 Budget Review 2	% Of Budget
REVENUE	\$	\$	
Council Leadership	22,965.00	-	-
Corporate	92,207.33	-	-
Information Services	-	-	-
Finance & Customer Service	11,630,181.75	12,071,693.92	96.34%
Infrastructure & Assets	955,083.45	3,123,862.00	30.57% ²
Waste Management	3,446,221.61	3,354,036.00	102.75%
Community	138,597.84	146,610.00	94.54%
Community - Library	417,005.14	417,392.00	99.91%
Mobile Workforce	-	-	-
Regulatory Services	207,310.69	182,150.00	113.81%
Thorak Cemetery	1,248,593.61	1,450,400.00	86.09%
TOTAL REVENUE	18,158,166.42	20,746,143.92	87.53%
EXPENSES			
Council Leadership	971,262.18	1,224,788.27	79.30%
Corporate	609,666.91	680,334.57	89.61%
Information Services	527,170.32	705,407.02	74.73%
Finance & Customer Service	1,297,980.03	1,584,962.11	81.89%
Infrastructure & Assets	2,779,127.11	3,569,856.52	77.85%
Waste Management	3,569,673.78	3,852,940.36	92.65% ³
Community	1,758,541.08	1,955,766.37	89.92%
Community - Library	389,577.33	461,581.93	84.40%
Mobile Workforce	1,205,079.20	1,206,535.78	99.88% ⁴
Regulatory Services	641,661.88	662,882.03	96.80% ⁵
Thorak Cemetery	949,197.05	1,073,366.57	88.43%
TOTAL EXPENSES	14,698,936.87	16,978,421.52	86.57%
OPERATING RESULT	3,459,229.55	3,767,722.40	91.81%

² Grant funds are yet to be received.

³ Includes RFQ22-309 Asbestos Remediation Works.

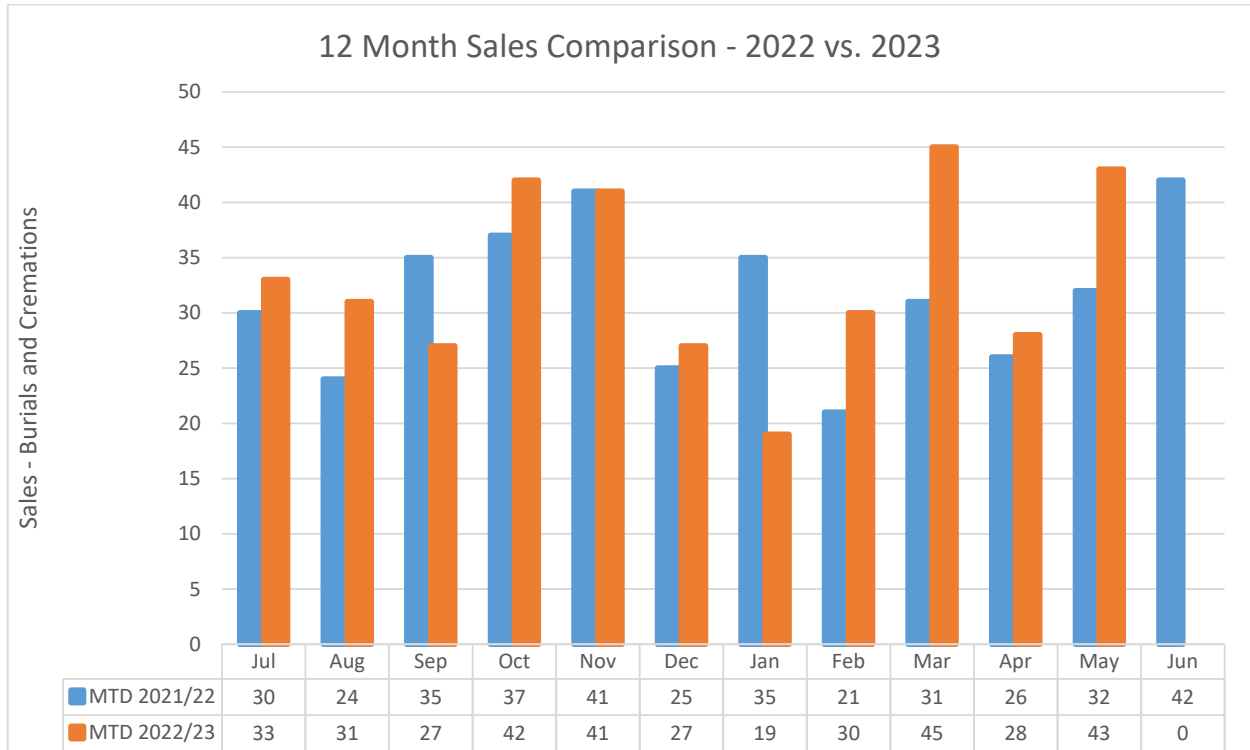
⁴ Increase in fuel & Consumables cost related to Dry season works.

⁵ Includes expenses relating to Plant service & repair cost

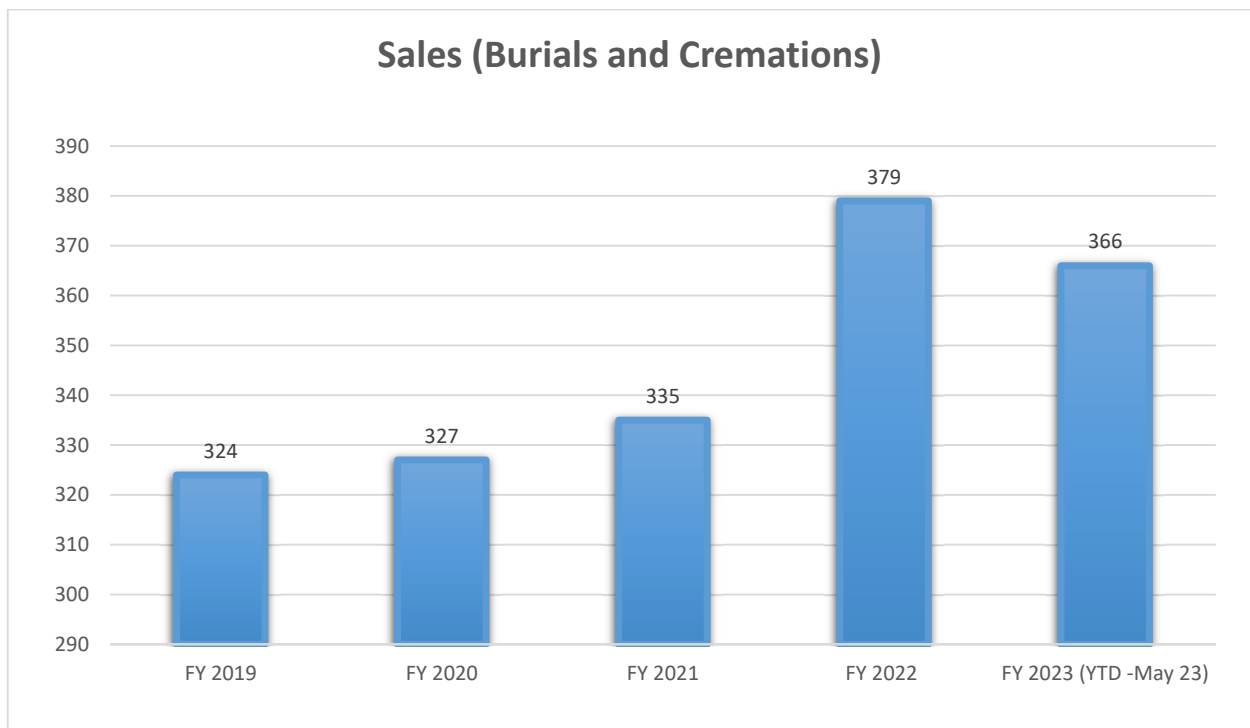
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 366 interments and cremations, an increase of 29 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 346.2



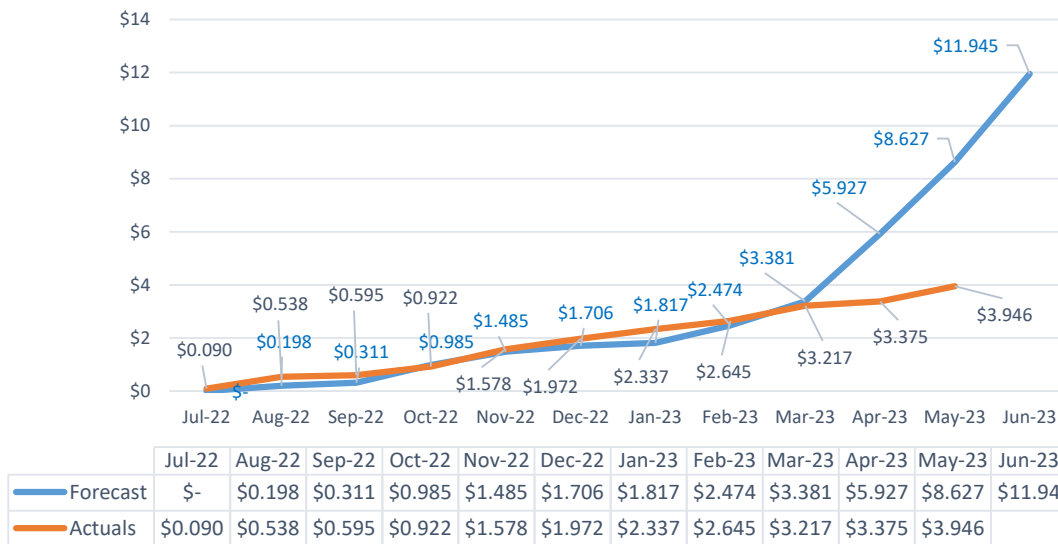
STATEMENT 2. CAPITAL EXPENDITURE AND FUNDING

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

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

CAPITAL EXPENDITURE	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
Land and Buildings	596,543.80	748,462.50	151,918.70	816,504.54
Infrastructure (including roads, footpaths, park furniture)	2,699,213.77	9,224,316.81	6,525,103.04	10,062,891.06
Plant and Machinery	650,388.90	976,828.18	326,439.28	1,065,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	3,946,146.47	10,949,607.48	7,003,461.01	11,945,026.34
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	2,951,206.00	5,208,145.25	2,256,939.25	5,681,613.00
Transfers from Cash Reserves	-	5,466,462.23	5,466,462.23	5,963,413.34
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	388,675.88 ⁶	275,000.00	(113,675.88)	300,000.00
TOTAL CAPITAL EXPENDITURE	3,339,881.88	10,949,607.48	7,609,725.60	11,945,026.34
FUNDING				

Forecast and Actual Capital Expenditure (\$ in Mn)



⁶ Developer Contributions payments received.

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%	Jun-23	Deliver	Roads identified for reseal will be as per Priority list. Road Seal Inspections complete. Contractor awarded. Note: Patching and shoulder work for resealing commenced
2	Roads	Pavement Renewal	-	-	-	533,429.00	533,429.02	0.00%	Dry Season 23	Planning	Scope road section requiring rehab. Finn Road Rehabilitation Completed. Project status changed from discontinued to planning as the funding is utilised for pavement rehabilitation works – various roads.
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	Deliver	Final Designs and Report Received
		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%	Jun-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. Final design sitting with PWC for Approval/Sign off
		Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Jun-23	Complete	Works executed under Open budget to be relocated to Jarvis Road Drainage upgrade
		Forward Design of Road Projects- Hillier Road	-	17,740.00	17,740.00	17,740.00	-	100%	Oct-22	Completed	Works Completed
4	Roads	Gravel Surface Renewal- Gravel Rd Resheeting - Priority List	-	-	-	300,000.00	300,000.00	0.00%	Jun-23	Deliver	Roads identified for gravel resheeting, will be as per Priority list. The Priority list

	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
											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. Works has commenced.
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	-	215,727.68	215,727.68	500,000.00	284,272.32	43.15%	May-23	Deliver	Wire Barrier and walkway Asphalt Scoped. Safety Barrier and Walkway Complete. Line marking and raised reflective markers to be instated.
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Jun-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. Works have been scoped. 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	Design Work Only - SOW is to relocate a Power and water asset, 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
											Final design sitting with PWC for Approval/Sign off
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Jun-23	In progress	Spencely Road Completed. RFQ for Livingstone Road has been awarded.
10	Drainage	Drainage Renewal-Priority List - Jarvis Road	-	49,629.48	49,629.48	100,000.00	50,370.52	49.63%	Jun-23	Deliver	Contractor Engaged to execute works
11	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	-	160,943.16	160,943.16	350,000.00	189,056.84	45.98%	Jun-23	Deliver	Shoulder Widening, line marking & Power Pole guard rail
12	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Deliver	WRM Water & Environmental completing Flood modelling and option analysis. Road Crossing upgrade creek culvert deign has been develop. Engage and Schedule Contractor. Work has commenced.
13	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Jun-23	Deliver	Contract Awarded.
14	Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	39,033.45	39,033.45	83,000.00	43,966.55	47.03%	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	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Update of weighbridge and waste recording software

	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
		Sawtooth renewal at HSWTS									which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails - Scheduled for Jan 2023 Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture scheduled for November. Renewal of old phone system not updated when office phones updated - forecast subject to weighbridge software
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	-	379,209.25	379,209.25	535,000.00	155,790.75	70.88%	TBC	In progress	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	In Progress	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.

	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
		Plant/Vehicle Replacement-Waste	-	-	-	230,000.00	230,000.00	0.00%	TBC	Deliver	PO created and machine ordered)serial No provided by supplier. Expect Delivery Feb 2023
		Subtotal	-	1,042,056.31	1,042,056.31	5,588,518.76	4,546,462.45	18.65%			

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		155,187.19	155,187.19	2,071,858.00	1,916,670.81	7.49%	Jun-23	Deliver	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>	-	<i>65,000.00</i>	<i>65,000.00</i>	<i>70,000.00</i>	<i>5,000.00</i>	<i>92.86%</i>	<i>Mar-23</i>	<i>Completed</i>	<i>Completed. Final Invoice pending.</i>
		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.

	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>Bicycle & 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>	-	18,000.00	18,000.00	20,000.00	2,000.00	90.00%	Mar-23	Completed	Completed.
		<i>Livingstone Recreation Reserve Carpark upgrade. Lining and expansion.</i>	-	15,312.50	15,312.50	30,000.00	14,687.50	51.04%	May-23	Discontinued	<i>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.</i>
		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	-	46,925.83	46,925.83	103,282.83	56,357.00	45.43%	TBC	Deliver	Project Scoping will start in October 2022. Planning - November 2022 Execution - January to April 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
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	Planning	Project planning underway
		Subtotal	-	419,371.52	419,371.52	2,529,952.83	2,110,581.31	16.58%			

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

	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>Council Administration Building Renewal</i>	25,370.14	550.00	25,920.14	35,796.00	9,875.86	72.41%	Jun-23	Completed	<i>External storage and / or car shed project is discontinued whilst the rest has been completed.</i>
2	Pathways	<i>Pathway Renewal- Whitewood Road - Stage 3</i>	93,761.84	-	93,761.84	93,761.84	-	100.00%	Jun-22	Completed	<i>Pathway completed.</i>
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 Various arterial roads intersection upgrades	80,381.85	82,100.15	162,482.00	350,000.00	187,518.00	46.42%	Jun-22	Deliver	Guys Creek Road Design - 60% Design Complete - ON HOLD Pending Land Acquisition Elizabeth Valley Road Floodway upgrade - To be released Thorngate Road Pavement Rehab - Commence Assessment and design. Whitewood Road Widening at Wadham Lagoon -100% of Design Complete.
4	Roads	<i>Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads</i>	351,098.81	1,175,757.55	1,526,856.36	1,921,154.85	394,298.49	79.48%	Sep-22	Completed	<i>Complete</i>
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%	Dry Season 23	Project Initiation	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 (Roads Safety Upgrades)	Girraween Road - McMinns Dve	78,264.62	113,500.00	191,764.62	454,910.00	263,145.38	42.15%	Jun-23	Deliver	RFQ21-297 Girraween Road Safety Upgrades - Design

	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
		Intersection Upgrades									Consultation awarded to Byrne 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 - Schools Safety Audits- Middle Point School	6,216.70	1,541.25	7,757.95				Sep-22	Completed	Completed
		Road Safety Upgrades - Street Lighting- Priority List, intersections, and Challoner Circuit review	-	-	-				Sep-22	Completed	Completed
		Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00	54,452.85	-	54,452.85				Sep-22	Completed	Completed
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	Completed	Building Completed. Pending Building Certifications.

	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
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%	May-23	Completed	Completed
10	Fleet	Cemetery Vehicle Replacement	49,249.04	25,340.74	74,589.78	74,589.78	-	100.00%	Feb-23	Completed	Completed
11	Buildings	Community Hall	63,437.90	-	63,437.90	63,437.90	-	100.00%	Jan-22	Discontinued	Project funding has been allocated to LCRI Reseal various Roads.
12	Community	Thorak Cemetery - Irrigation Grant	86,875.00	49,365.26	136,240.26	153,805.00	17,564.74	88.58%	Jan-23	Completed	Completed
13	Mobile Workforce	Two spray Tank units (replacement)	-	23,881.28	23,881.28	23,881.28	-	100.00%	Sep-22	Completed	MWF weed spraying units. Purchase orders complete.
14	Community	Humpty Doo Village Green irrigation	-	13,145.50	13,145.50	20,000.00	6,854.50	65.73%	Jun-23	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	
			1,671,299.59	2,484,718.64	4,156,018.23	5,506,621.47	1,350,603.24	75.47%			

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*
ASSETS		
Cash at Bank		(1)
Tied Funds	20,825,545.33	
Untied Funds	2,939,846.72	
Accounts Receivable ⁷		
Trade Debtors	239,739.71	(2)
Rates & Charges Debtors	1,730,738.66	
Other Current Assets	389,339.35	
TOTAL CURRENT ASSETS	26,125,209.77	
Non-Current Financial Assets	8,258,130.24	
Property, Plant and Equipment	401,085,417.74	
TOTAL NON-CURRENT ASSETS	409,343,547.98	
TOTAL ASSETS	435,468,757.75	
LIABILITIES		
Accounts Payable ⁸	1,103,232.44	(3)
ATO & Payroll Liabilities ⁹	44,081.27	(4)
Current Provisions	652,131.00	
Accruals	958,390.32	
Other Current Liabilities	6,150.00	
TOTAL CURRENT LIABILITIES	2,763,985.03	
Non-Current Liabilities		
Non-Current Provisions	336,480.28	
Other Non-Current Liabilities	23,352.60	
TOTAL NON-CURRENT LIABILITIES	359,832.88	
TOTAL LIABILITIES	3,123,817.91	
NET ASSETS	432,344,939.84	
EQUITY		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	7,066,315.24	
TOTAL EQUITY	432,344,939.84	

⁷ Includes Allowance for Doubtful debt.

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

⁹ 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+)	26/10/2022	2,000,000.00	4.20%	11/07/2023	258	8,325,545.33	39.98%	59,375.34
	8/12/2022	1,000,000.00	4.22%	5/09/2023	271			31,332.05
	13/01/2023	325,545.33	4.47%	24/10/2023	284			11,322.56
	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
	25/05/2023	2,000,000.00	4.94%	23/01/2024	243			65,776.44
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+)	12/10/2022	1,000,000.00	3.94%	27/06/2023	258	5,000,000.00	24.01%	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
	7/03/2023	500,000.00	4.76%	5/12/2023	273			17,801.10
	9/05/2023	1,500,000.00	4.72%	9/01/2024	245			47,523.29
TOTAL INVESTMENTS		20,825,545.33				20,825,545.33	100%	650,571.04

% of Total Investment Portfolio	A1 & A1+ (max 100%)	64%	A2 (max 60%)	36%	100%
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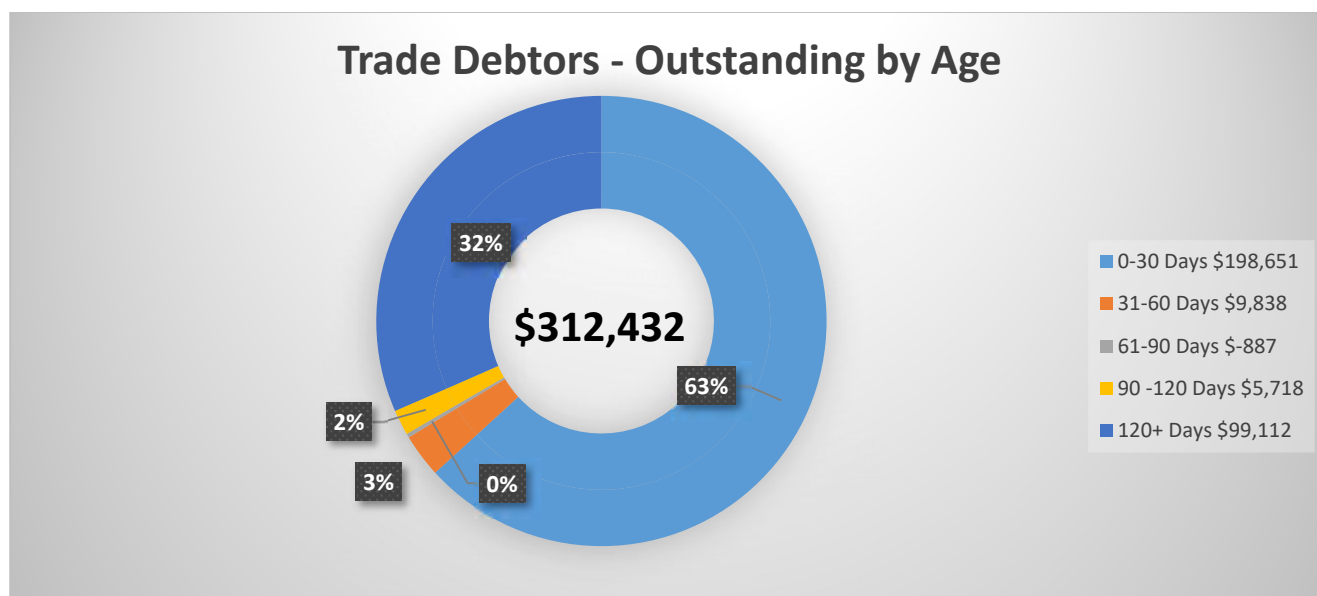
Total Investments/ Tied Funds	\$ 20,825,545.33	Total Year to date Investments Earnings	\$ 612,879.16
General Bank Funds	\$ 2,938,571.72		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 2,939,846.72		
Total all funds	\$ 23,765,392.05		

Note 2: Statement of Trade Debtors

Total Debtors as of 31 May 2023 is \$ 312,432 and \$99,111.74 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. A provision for doubtful debt will be made as of 30 June 2023 as required.

Fines and Infringements - Council has two hundred and twenty-nine (229) infringements outstanding with a total balance of \$57,522, a decrease of \$2,374 from April. Ten (10) are newly issued, one (1) reminder notice produced and two hundred and eighteen (218) are with the Fines Recovery Unit (FRU) .

Age of Trade Debtors: (\$)	Current	Past Due 1-30 Days	Past Due 31-60 Days	Past Due 61-90 Days	Past Due 90+ Days	Total
Sundry Debtor	-	82.61	104.93	0.84	48,888.73	49,077.11
Cemetery	63,091.24	9,650.00	(2,200.00)	1,127.58	(0.30)	71,668.52
Waste	1,302.07	-	308.30	-	(313.52)	1,296.85
Recreation Reserves	2,634.27	105.01	-	-	(145.72)	2,593.56
Planning	10,296.50	-	108.15	-	-	10,404.65
GST Receivable	119,868.97	-	-	-	-	119,868.97
Infringements	1,458.00	-	792.00	4,590.00	50,682.55	57,522.55
Total	198,651.05	9,837.62	(886.62)	5,718.42	99,111.74	312,432.21



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	228,485.24	-	-	-	-	228,485.24
Cemetery	11,009.02	-	-	-	-	11,009.02
Total	239,494.26	-	-	-	-	239,494.26

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	114,435.86	-	-	-	-	114,435.86
Payroll- PAYG	-	-	-	-	-	-
Total	114,435.86	-	-	-	-	114,435.86

Financial Reserves 2023

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

	2021/22 Actuals \$	2022/23 Net Movement \$	2022/23 Budget Review 2 \$
Externally Restricted			
Developer Contribution Reserve	280,725.00	294,863.16	575,588.16
Unexpended Grants / Contributions	2,573,927.00	(2,573,927.00)	-
Unexpended Capital Works	631,334.00	(631,334.00)	-
Total Externally Restricted Reserves	3,485,986.00	(2,910,397.84)	575,588.16
Internally Restricted			
Asset Reserve	8,941,078.00	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
Total Internally Restricted Reserves	16,998,199.00	277,403.63	17,275,602.63
TOTAL RESERVES	20,484,185.00	(2,632,994.21)	17,851,190.79

Outstanding Rates

Prior Year Rates

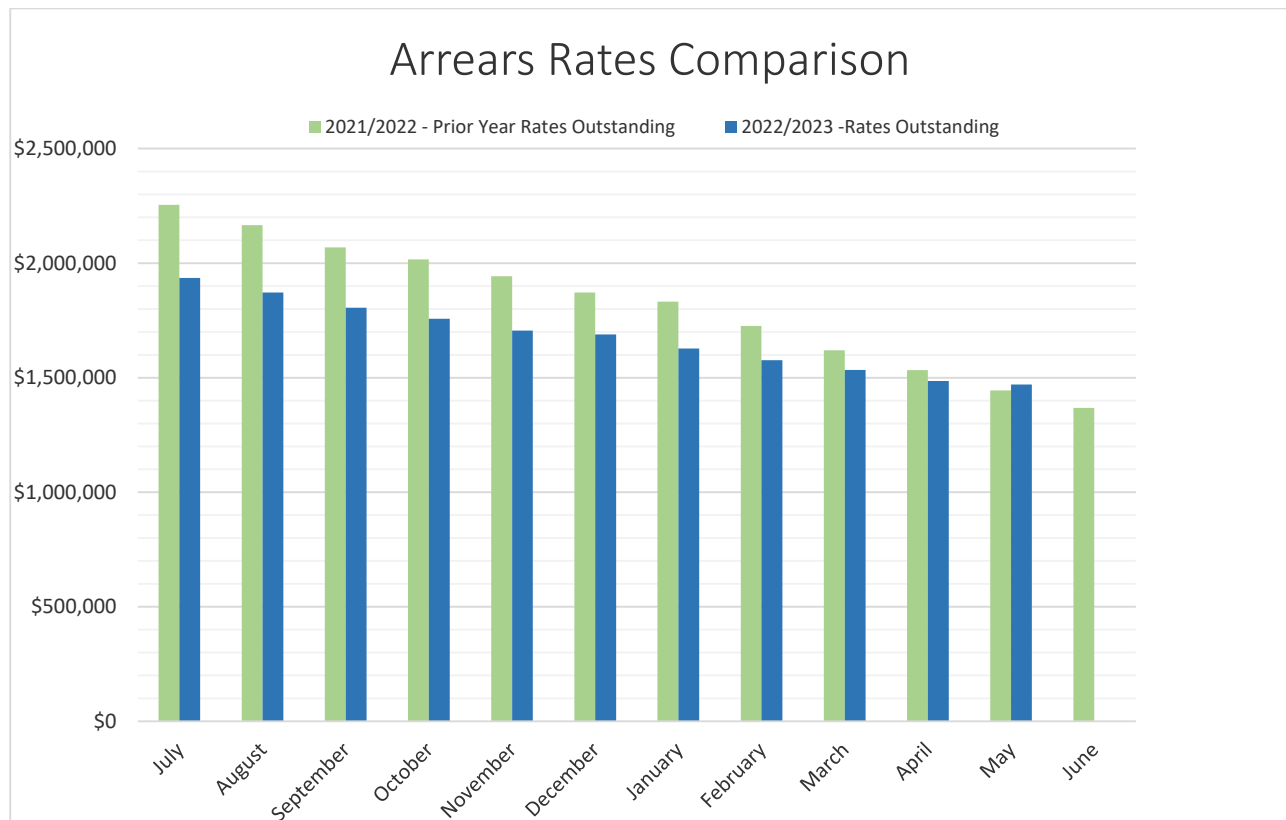
The below table illustrates the split of prior year outstanding rates, currently at \$1.47million.

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 (April 2023) (\$)	Current Month (May 2023) (\$)
COMMERCIAL	48,844.51	31,436.32	31,846.33
GAS PLANT	812.20	28.91	29.11
MINING	135,034.69	131,778.80	132,597.74
HORTICULTURE AGRICULTURE	77,870.19	74,087.87	74,269.44
NON-RATEABLE GENERAL	17,276.01	18,429.89	18,543.00
NON-RATEABLE WASTE	33,640.91	35,443.68	35,393.67
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,003,204.85	994,419.50
URBAN RESIDENTIAL	283,118.87	190,907.32	183,041.39
TOTAL	2,047,272.12	1,485,317.64	1,470,140.18
Arrears LESS Legal	1,824,951.34	1,317,687.71	1,306,092.30

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



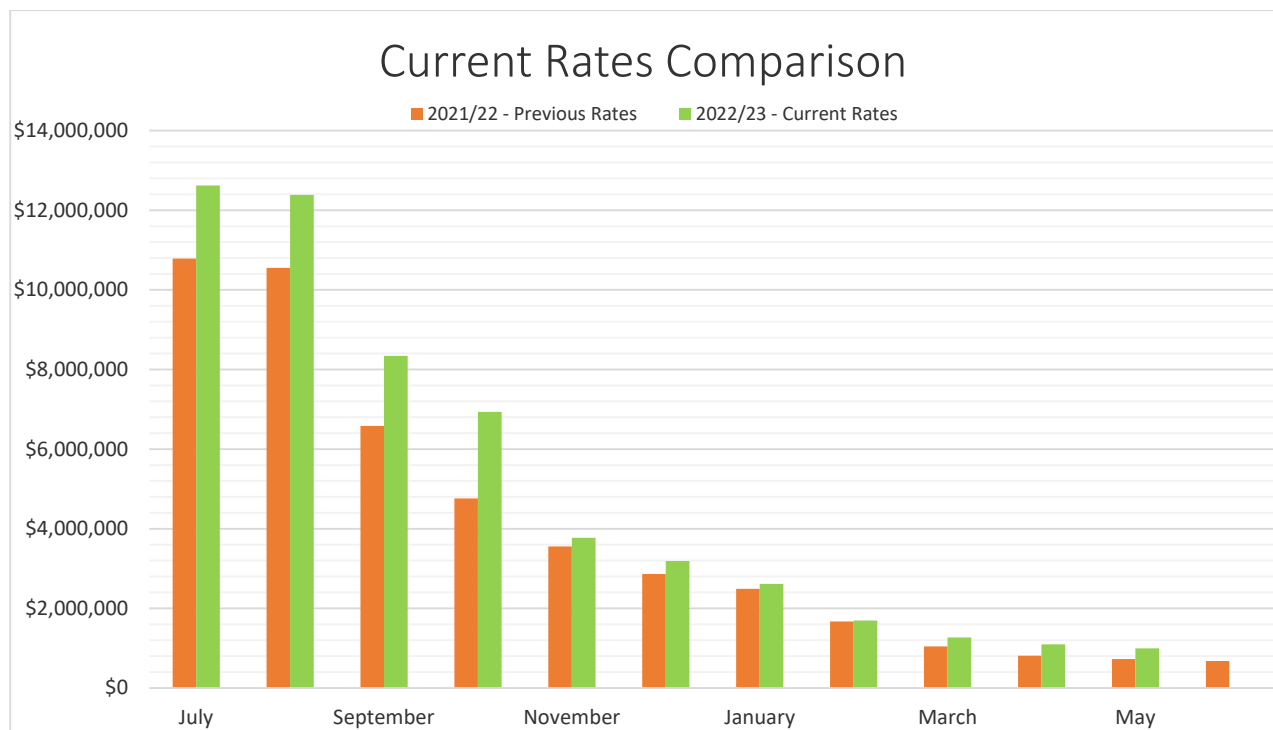
Current Year Rates

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 28th of February and with active debt recovery the rates in arrears are anticipated to further decline.

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

	Previous Month (April 2023) (\$)	Current Month (May 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	287,865.75	260,311.88	27,553.87	30-Sep-22
Instalment 2	336,933.99	310,030.50	26,903.49	30-Nov-22
Instalment 3	470,547.30	426,670.51	43,876.79	28-Feb-23
TOTAL	1,095,347.04	997,012.89	98,334.15	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1417.435-01	COMMONWEALTH BANK OF AUSTRALIA	Term Deposit - Maturity Date 23 Jan 2024	2,000,000.00
1418.36-01	BRIDGE TOYOTA	Purchase of 4 x Toyota Hilux Vehicles for Litchfield Council Fleet	206,150.12
1414.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching and Repairs - Various Locations Litchfield Council Municipality	187,203.20
1417.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Culvert Removal and Replacement - Various Locations Litchfield Council Municipality	141,717.23
1408.577-01	ARJAYS SALE & SERVICE PTY LTD	Wire Rope Installation Whitewood Road	80,578.30
1414.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	RFQ23-344 Girraween Rd Floodway Upgrade	62,095.34
1417.280-01	CITY OF DARWIN	Apr 2023 - Weighbridge Waste Charges for Disposal from HS, BS & HD Waste Stations DC	52,895.40
1417.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 23 (22/23) - Cycle 1 WE 14 May 2023	47,739.00
1408.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 22 (22/23) - Cycle 1 WE 30 Apr 2023	46,624.00
1412.874-01	VTG WASTE & RECYCLING	Waste Oil Disposal WE 26 Apr 2023 HSWTS	41,041.93
1416.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Purchase New Iseki Mower for Thorak Cemetery Grounds Maintenance	36,685.00
1414.87-01	TOP END LINEMARKERS PTY LTD	Line Marking - Various Locations Litchfield Council Municipality	30,881.40
1408.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 22 WE 30 Apr 2023	25,546.53
1414.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 22 WE 14 May 2023	25,195.44
1415.2607-01	A&J COMMUNICATIONS PTY LTD	Thorak Cemetery Chapel Fibre Connection	23,297.97
1417.1524-01	ESRI AUSTRALIA PTY LTD	EA09858 Litchfield Municipality Tree Management solution - Preparing Australian Communities Grant - Tree Risk Mitigation	23,100.00
1412.2538-01	COMBINED BUILDING SERVICES	Supply & Install New Balustrades Litchfield Council Office	19,097.30
1408.561-01	SECURITY & TECHNOLOGY SERVICES NT	Installation of CCTV / Wi-Fi Access at HPRR, HDVG, KLLR	18,335.59
1417.1564-01	FOURIER TECHNOLOGIES PTY LTD	Mar 2023 - Provision of Onsite ICT Support	17,790.75
1417.849-01	WEX AUSTRALIA (PUMA CARD)	Apr 2023 - Litchfield Council Fuel Account	16,408.90
1417.1693-01	WRM WATER & ENVIRONMENT PTY LTD	Reassessment of Drainage of Jarvis Rd Intersection	15,037.00
1417.577-01	ARJAYS SALE & SERVICE PTY LTD	Whitewood Road Safety Upgrade	14,144.90
1414.926-01	JACANA ENERGY	Jan-Mar 2023 - Streetlighting Costs	13,621.38
1417.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Locations Litchfield Council Municipality	13,233.00
1412.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching - Various Locations Litchfield Council Municipality	12,708.26

Cheque No.	Payee	Description	Amount (\$)
1408.874-01	VTG WASTE & RECYCLING	Apr 2023 - Transport General Waste from HD, BS and HS Waste Stations to Shoal Bay Receiving Station	12,350.80
DD250423	WESTPAC CARDS & DIRECT DEBITS	Apr 2023 - Credit Card Purchases Litchfield Council Officers	11,402.74
1417.794-01	TOP END R.A.C.E.	Apr 2023 - Faulty Street Light Maintenance	11,259.65
1412.2644-01	NORTH LANDSCAPES PTY LTD	HDVG BBQ + Shelter, Lay Concrete and Build Shelter	10,923.00
1408.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Driveway Reform Works - Bees Creek Road, Freds Pass	10,725.00
1413.2607-01	A&J COMMUNICATIONS PTY LTD	Thorak Chapel Fibre Connections	9,984.85
1408.708-01	PARADISE LANDSCAPING	Various Tree Works - Various Locations Litchfield Council Municipality	9,020.00
1412.1107-01	MCARTHUR (VIC) PTY LTD	Professional Services	8,436.00
1412.1068-01	MR D S BARDEN	Apr 2023 - Elected Member Allowances	7,849.01
1408.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	7,662.52
1409.2145-01	ACE PAINTING SERVICES NT	Painting of Thorak Cemetery Residential Property	7,570.00
1412.170-01	NTRS (NT RECYCLING SOLUTIONS)	Apr 2023 - Recycling Collected from BSWTS, HDWTS, HSWTS and Litchfield Council	7,459.12
1412.2590-01	IRONBARK SERVICES NT	March and April 2023 - Cleaning of HDVG, Whitewood and Howard Hall , Deep Clean HDVG	7,240.40
1414.1232-01	FUSION EXHIBITION & HIRE SERVICES	Marquee and Equipment Hire - Freds Pass Rural Show	7,188.37
1412.162-01	CIVICA PTY LTD	Jan 2023 - Licence, Support and Maintenance	6,319.54
1414.1564-01	FOURIER TECHNOLOGIES PTY LTD	Renewal of Sophos Licensing 2023	6,253.78
1414.162-01	CIVICA PTY LTD	CIVICA on Demand Assistance	6,050.00
1417.162-01	CIVICA PTY LTD	Jul 2023 - Licence, Support & Maintenance	5,863.22
1408.85-01	TELSTRA	Apr 2023 - Thorak & LC Internet ,Data and Mobiles	5,825.14
1412.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	5,680.72
1414.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	5,531.47
1412.906-01	WARD KELLER PTY LTD (LAWYERS)	Legal Advice	5,493.00
1414.2625-01	COHERA-TECH PTY LTD	Upgrade of People Counting System - Taminmin Community Library	5,344.00
1414.794-01	TOP END R.A.C.E.	Replacement / Supply of 4 Lights Beaumont Road	5,200.00
1412.1890-01	CLARE CONSTRUCTION & CIVIL PTY LTD	Repair Driveway and Place Rocks - Various Locations Litchfield Council Municipality	4,950.00
1412.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Management Works - Various Locations Litchfield Council Municipality	4,886.20
1412.951-01	MINTER ELLISON	Legal Advice	4,272.40

Cheque No.	Payee	Description	Amount (\$)
1416.307-01	RANDFLEX PTY LTD	Presentation and Ash Containers for Thorak Cemetery Customers	4,240.94
1412.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD	Service Massey Ferguson Tractor SV4275	3,530.35
1415.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Temporary Staff Placement Litchfield Council	3,164.10
1417.926-01	JACANA ENERGY	Apr 2023 - Electricity Charges - HDVG House, BSWTS, HDWTS and MWF Sheds	3,131.25
1414.508-01	EASA	Customer Service Training	3,078.82
1417.1141-01	NORTHERN GROUND MAINTENANCE	Apr 2023 - Mowing Service LKRR	2,948.00
1408.1428-01	HANNA'S COOLING PTY LTD	Inspect and Repair Air Conditioning Fault at Litchfield Council Office	2,937.00
1409.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Apr 2023 - Grave Preparation Thorak Cemetery	2,904.00
1408.1088-01	TALENT PROPELLER	Recruitment Advertisement	2,750.00
1417.1088-01	TALENT PROPELLER	Recruitment Advertisement	2,750.00
1417.78-01	POWER & WATER CORPORATION	Apr 2023 - Water charges for Litchfield Council Office, MWF Water Swipe Cards and HPRR	2,706.73
1412.2253-01	MR A MACKAY	Apr 2023 - Elected Member Allowances	2,689.30
1417.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	May 2023 - Cleaning Litchfield Council and Thorak Cemetery	2,644.85
1408.414-01	TOTAL EXCAVATIONS	Carpark Access Opposite of Humpty Doo Shops, Repair of Potholes and Entry Access Area	2,574.00
1412.2238-01	MR K R HARLAN	Apr 2023 - Elected Member Allowances	2,446.74
1412.2239-01	MR M SIDEY	Apr 2023 - Elected Member Allowances	2,446.74
1412.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	500 Hour Service SV4895	2,439.64
1417.951-01	MINTER ELLISON	Legal Advice	2,375.45
1417.1023-01	AUSLINE ENGINEERING	Fabrication of Flail Mower Skids and Supply and Fitting	2,221.12
1417.187-01	NORSIGN	Replacement Signage - Various Locations Litchfield Council Municipality	2,140.78
1417.2270-01	TYRECYCLE PTY LTD	Collection & Disposal of Tyres from HDWTS	2,030.23
1412.2249-01	MS R A WRIGHT	Apr 2023 - Elected Member Allowances	2,006.74
1412.498-01	MR M I G SALTER	Apr 2023 - Elected Member Allowances	2,006.74
1408.2649-01	Rate Payer	Rates Refund for Overpaid Rates	2,000.00
1412.1181-01	ODD JOB BOB	Replace and Repair Damaged Door at HDWTS	1,947.00
1412.2252-01	MRS E SHARP	Apr 2023 - Elected Member Allowances	1,786.74
1416.436-01	DELTA ELECTRICS NT PTY LTD	Generator Annual Service Including Travel to Site	1,764.83

Cheque No.	Payee	Description	Amount (\$)
1408.111-01	STICKERS AND STUFF	Promotional Regulatory Services Items for Freds Pass Rural Show	1,695.00
1408.268-01	BYRNE CONSULTANTS	VAR002 - Watermain Relocation Design Girraween Road	1,650.00
1413.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Temporary Staff Placement Litchfield Council	1,634.09
1412.151-01	HARVEY NORMAN COMPUTERS/ELECTRICAL	iPad and Accessories for Thorak Cemetery	1,634.00
1409.2647-01	GOAL INDIGENOUS SERVICES NT PTY LTD	Temporary Staff Placement Litchfield Council	1,582.05
1414.2654-01	MAXINE DOYLEY	Coordinating Freds Pass Show WE: 05 May 2023	1,572.50
1414.2049-01	AJ SECURITY DARWIN	Apr 2023 - Security Open and Lock Up HDVG	1,513.60
1415.2262-01	ADASROOFING & CONSTRUCTION	Concrete Water Tank Repairs at Thorak Cemetery	1,444.30
1412.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Apr 2023 - Security Patrol HDWTS and Litchfield Council Office	1,231.84
1414.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Apr 23 - Catering - Council Meetings 2023	1,220.00
1408.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 30 Apr 2023	1,217.79
1414.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE 14 Apr 2023	1,217.79
1417.1471-01	RICOH AUSTRALIA PTY LTD	Apr 2023 - Photocopier Rental & Consumables for Taminmin Library, Thorak Cemetery, Litchfield Council and HD, HS & BSWTS's	1,215.02
1409.2089-01	ELGAS LTD	Gas supply & delivery - Crematorium WE 14 Apr 2023	1,149.60
1417.1100-01	AUSTRALIAN LOCAL GOVERNMENT ASSOCIATION	Mayor Barden - Registration National General Assembly	1,120.00
1416.941-01	EVERLON BRONZE	Plaque NT-TRC-B230227A for Thorak Cemetery Customer	1,119.80
1414.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Wiper Motor and Joystick Repairs SV 4895	1,103.14
1417.867-01	ALL ASPECTS RECRUITMENT & HR SERVICES	Temporary Staff Placement Litchfield Council	1,093.99
1408.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Conduct Storm Clean up Works Lily Lane	1,089.00
1414.512-01	SELTHER SHAW PLUMBING PTY LTD	After Hours Call Out - Repair Toilets at HDVG	1,081.17
1417.1211-01	MR G S MAYO	Feb-May 2023 - Weekend Pound Maintenance	1,080.00
1412.1431-01	TRANSFORM ELECTRICAL	Upgrade to Taminmin Library People Counter	1,075.50
1417.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching / Repair - Various Locations Litchfield Council Municipality	1,063.52
1412.2378-01	PACK & SEND DARWIN	Nov 22 - Courier Service - Taminmin Library	1,020.00
1417.132-01	AIRPOWER NT PTY LTD	RTV CE 22 JF- 200hr Service	1,015.97
1414.13-01	FREDS PASS RURAL COMMUNITY SHOW INC	Site Holder Day Passes - Staff and Elected Members Entry to Man Display site	996.00
1413.2089-01	ELGAS LTD	Gas Supply/Delivery - Thorak Crematorium	961.36

Cheque No.	Payee	Description	Amount (\$)
1415.1809-01	RGM MAINTENANCE DARWIN	FUSO Truck - Replacement Glass Windshield	945.20
1414.78-01	POWER & WATER CORPORATION	Mar - Apr 23 - Water Charges HSWTS	943.28
1409.2049-01	AJ SECURITY DARWIN	Apr 2023 - Security Open and Lock Up Cemetery	917.07
1413.2049-01	AJ SECURITY DARWIN	Mar 2023 - Security Open and Lock Up Cemetery	917.07
1415.2089-01	ELGAS LTD	Gas Supply/ Delivery - Thorak Crematorium	914.88
1408.61-01	GREENTHEMES INDOOR PLANT & HIRE	Indoor Plant Hire Litchfield Council Offices	896.94
1414.953-01	HWL EBSWORTH LAWYERS	Legal advice	891.00
1412.130-01	MOBILE LOCKSMITHS	Fit "O" Barrel into HR and Records Management Office Door	825.00
1417.815-01	JEFFRESS ADVERTISING	Public Notice Advert - Budget Review / Municipal Plan	816.72
1408.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Vouchers (*8)	800.00
1408.1253-01	CRAIG BURGDORF	HDWTS - Winch Inspection & Repair	731.61
1408.1181-01	ODD JOB BOB	Repairs and Maintenance at Litchfield Council Office, General Maintenance	720.50
1408.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	710.97
1412.384-01	MS C VERNON	Apr 2023 - Authority Consultancy Services	701.25
1415.1579-01	DARWIN ISUZU UTE / HEATH HINO	Service Car- CE53SQ	694.31
1412.78-01	POWER & WATER CORPORATION	Jul - Oct 2022 Water Charges KLRR	692.30
1412.28-01	RURAL FIRE PROTECTION	April 2023- Fire Equip Service/Testing	680.90
1414.2655-01	RATE PAYER	Rates Refund for Overpaid Rates	675.54
1416.2089-01	ELGAS LTD	Gas Supply & Delivery - Crematorium WE 21 April 2023	674.96
1415.941-01	EVERLON BRONZE	Plaque NY-TRC-B230224A-2a Thorak Cemetery Customer	674.30
1408.1023-01	AUSLINE ENGINEERING	Repair Roller and Brackets on Flail Mower	660.00
1414.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	640.50
1416.926-01	JACANA ENERGY	Apr 2023 - Electricity for Thorak Cemetery	604.49
1408.2164-01	SCOUT TALENT PTY LTD	May 2023 - E-Learning Monthly Subscription	595.98
1412.2640-01	TOP END CRITTERS	Petting Zoo - Storytime Thursday 6 & 11 April at Taminmin Library	570.00
00413311	LITCHFIELD COUNCIL PETTY CASH	Feb to Apr 23 - Reimburse LC Petty Cash	559.50
1408.1237-01	THE BOOKSHOP DARWIN	Assorted Books for Taminmin Library Content	538.76

Cheque No.	Payee	Description	Amount (\$)
1412.1674-01	FRESH START - FOR CLEANING	Cleaning - Waste Stations / MWF Shed WE 09 May 2023	528.75
1417.130-01	MOBILE LOCKSMITHS	Replacement Keys for HDVG	511.50
1417.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Apr 2023 - Litchfield Council Archive Storage Fees	455.04
1408.2643-01	RATE PAYER	Rates Refund for Overpaid Rates	448.63
1417.229-01	INITIAL & PEST CONTROL (RENTOKIL)	Pest Services - June to Sep 2023 for Litchfield Council Office	437.75
1414.790-01	BOBTOW TILT TRAY SERVICES	Abandoned Vehicle from HDWTS to Grays Yard for Auction	429.00
1413.1700-01	SAGE CONSTRUCTIONS PTY LTD	Topsoil Delivered to Thorak Cemetery	425.00
1414.1566-01	WINC AUSTRALIA PTY LTD	Heavy Duty Toilet Roll Dispenser HDVG	418.44
1412.1278-01	SEEK LIMITED	Recruitment Advertisement	401.50
1408.929-01	SLOANEY PTY LTD (BERRY SPRINGS TAVERN)	Youth Week Catering WE 17 Apr 2023	400.00
1416.1133-01	NT WATER FILTERS	Water Cooler Replacement Filters	385.00
1417.2654-01	MAXINE DOWLEY	Coordinating Freds Pass Show WE 19 May 2023	382.50
1417.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Manufacture New Hydraulic Hose and Connections for Machines	372.92
1415.1617-01	PRESTIGE AUTOMOTIVE NT PTY LTD	Diagnose and Repair Hustler Mower	368.50
1409.92-01	ST JOHN AMBULANCE AUSTRALIA (NT) INC	First Aid Kits Re-stock - Thorak Cemetery	322.12
1408.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	Repair to Pressure Cleaner Hoses and Fit	321.93
1412.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Graphics - Freds Pass Show Posters	319.00
1408.790-01	BOBTOW TILT TRAY SERVICES	Collection of Abandoned Vehicle - Hyundai Berry Springs	297.00
1417.2548-01	WSB DISTRIBUTORS (SALVAKEN PTY LTD)	Supply PTO Electro wave for MF5712S	293.00
1414.1181-01	ODD JOB BOB	Repairs to Male Toilets at HDVG	267.85
1414.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Feb 2023 - Test and Tag MWF Electrical Equipment	233.20
DD260423	WESTPAC CARDS & DIRECT DEBITS	Apr 2023 - Credit Card Purchases Thorak Cemetery Officers	222.38
1415.287-01	HARVEY DISTRIBUTORS	Replenish Hand Towels and Consumable Items for Thorak Cemetery	219.49
1412.1008-01	OUTBACK BATTERIES P/L	Replacement Battery for Kubota Buggy RTV	206.00
1412.690-01	TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD	HSWTS - Bin Hand Pump - Inspect & Repair	196.57
1414.577-01	ARJAYS SALE & SERVICE PTY LTD	Inspect Humpty Doo Primary School Electronic Speed Monitor	187.00
1414.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD	May 2023 - Membership ASSA	181.50

Cheque No.	Payee	Description	Amount (\$)
1408.2613-01	RATE PAYER	Rates Refund for Overpaid Rates	180.00
1412.1173-01	HUGHES NURSERY	Plants - Australian Citizenship Ceremony	180.00
1412.1777-01	CLEVER PATCH PTY LTD	Craft Items for Taminmin Library Activity	171.82
1416.220-01	THE BIG MOWER	Battery for Hustler Mower	166.60
1413.874-01	VTG WASTE & RECYCLING	Apr 2023 - Empty of Waste Bins at Thorak Cemetery	165.00
1412.2639-01	RATE PAYER	Rates Refund for Overpaid Rates	150.00
1408.25-01	LAND TITLES OFFICE	Apr 2023 - ILIS Rate Searches	147.00
1417.512-01	SELTOR SHAW PLUMBING PTY LTD	Investigate and Clear Blockage Female Toilets at HDVG	132.00
1417.1847-01	HUMPTY DOO HORTICULTURAL SERVICES	Garden Maintenance HDVG WE 17 Apr 2023	120.00
1417.1232-01	FUSION EXHIBITION & HIRE SERVICES	Additional Equipment Hire - Freds Pass Show	119.90
1414.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of Desexing Voucher	100.00
1414.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of Desexing Voucher	100.00
1409.85-01	TELSTRA	Apr 2023 - Telstra Line Rental Thorak Cemetery	95.94
1409.220-01	THE BIG MOWER	Repairs to Brush cutter	90.85
1417.2434-01	BELLS PURE ICE	Ice delivery to MWF Shed	90.75
1417.2658-01	LITCHFIELD COUNCIL EX-EMPLOYEE	Refund of Salary Packaging Overpaid	80.03
1412.616-01	PALMERSTON & RURAL PARTY HIRE	Hire of Table and Chairs for Freds Pass Shed	71.00
1408.287-01	HARVEY DISTRIBUTORS	Replenishment of Perishable Bathroom Supplies	70.55
1409.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Office Thorak Cemetery	69.30
1414.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - MWF	62.58
1412.2651-01	PRIVATE HIRER OF LITCHFIELD COUNCIL FACILITY	Refund of Key Deposit	55.10
1417.2659-01	PRIVATE HIRER OF LITCHFIELD COUNCIL FACILITY	Refund of Key Deposit	55.10
1417.2251-01	LITCHFIELD COUNCIL EMPLOYEE	Reimbursement for Bunnings Purchase of Wire for MWF Crew Task	53.99
1408.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 21 Apr 2023	53.86
1412.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 28 Apr 2023	53.86
1414.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 05 May 2023	53.86
1417.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking WE 12 May 2023	53.86

Cheque No.	Payee	Description	Amount (\$)
1412.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station	51.73
1408.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Water for HSWTS	46.20
1412.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for HSWTS	46.20
1413.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel & Office Thorak	46.20
1416.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel & Office Thorak	46.20
1414.1088-01	TALENT PROPELLER	Recruitment related costs	33.00
1417.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Thorak Cemetery	30.36
1415.220-01	THE BIG MOWER	Small Plant Repairs - Thorak	14.95
TOTAL			3,507,610.38

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

Cardholder Name: Stephen Hoyne

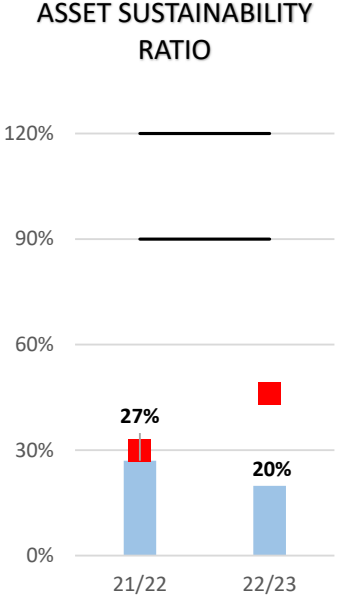
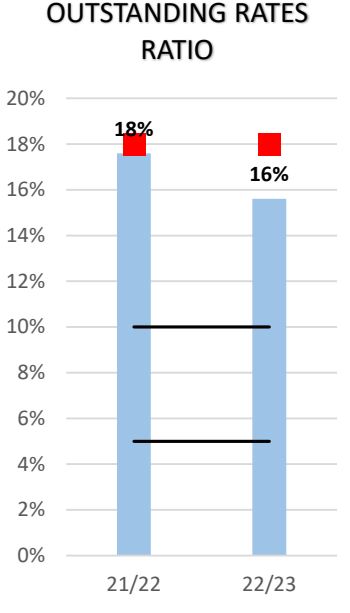
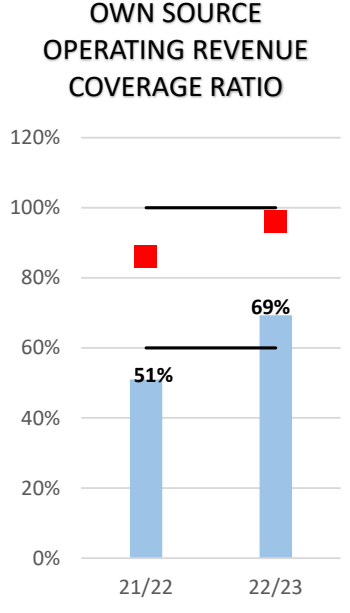
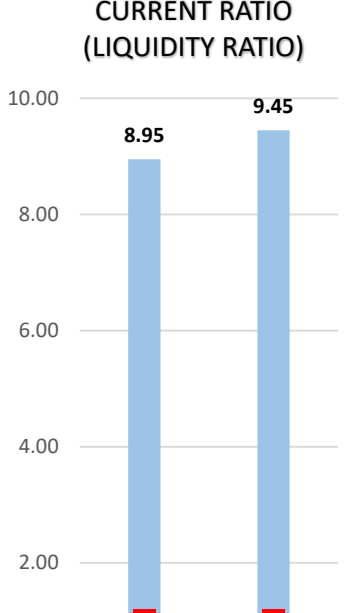
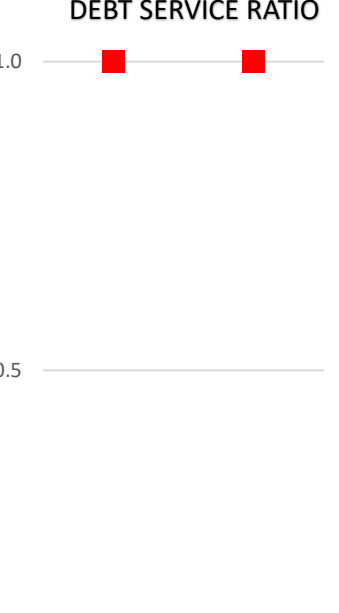
Transaction Date	Amount \$	Supplier's Name	Reason for the Transaction
16/05/2023	935.50	THE GOOD GUYS WEB STOR SOUTHBANK AUS	Top Mount Fridge for Knuckeys Lagoon Reserve
21/05/2023	6.00	Card Fee	
Total	941.50		

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

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

FINANCE KEY PERFORMANCE INDICATORS (KPI)

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

<p>ASSET SUSTAINABILITY RATIO</p>  <p>120% ———— 90% ———— 60% ———— 30% ———— 0% ————</p> <p>21/22 22/23</p> <p>Actual Budget - 46% Benchmark - Minimum 90% Benchmark - Maximum 120%</p>	<p>OUTSTANDING RATES RATIO</p>  <p>20% ———— 18% ———— 16% ———— 14% ———— 12% ———— 10% ———— 8% ———— 6% ———— 4% ———— 2% ———— 0% ————</p> <p>21/22 22/23</p> <p>Actual Budget - Less than 18% Benchmark - Less than 10% Best Practice - Less than 5%</p>	<p>OWN SOURCE OPERATING REVENUE COVERAGE RATIO</p>  <p>120% ———— 100% ———— 80% ———— 60% ———— 40% ———— 20% ———— 0% ————</p> <p>21/22 22/23</p> <p>Actual Budget - 96% Benchmark - Minimum 60% Benchmark - Maximum 100%</p>	<p>CURRENT RATIO (LIQUIDITY RATIO)</p>  <p>10.00 ———— 8.00 ———— 6.00 ———— 4.00 ———— 2.00 ———— 0.00 ————</p> <p>21/22 22/23</p> <p>Actual Budget - More than 1</p>	<p>DEBT SERVICE RATIO</p>  <p>1.0 ———— 0.5 ———— 0.0 ————</p> <p>21/22 22/23</p> <p>Actual Budget - Less than 1</p>
<p>Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.</p>	<p>Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.</p>	<p>This ratio measures the degree to which Council relies on external funding to cover its operational expenses.</p>	<p>Identifies Council's ability to meet its short-term financial commitments as and when they fall due.</p>	<p>Indicates Council's ability to repay loans.</p>

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 20% for the month of May as most capital projects are in 'planning' and 'Delivery' 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 15.61% 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 9.45 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: 31/05/2023

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:

14 June 2023

Date Signed:



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – May 2023
Author:	Ankit Pansal, HR and Records Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/06/2023
Attachments:	A: People, Performance and Governance Report – May 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 May 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

May 2023

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
BSO – Corporate Services	Business Excellence	15 May 2023	Permanent

External Appointments

Position	Department	End date	Permanent/Temporary
NA			





Employment Separation

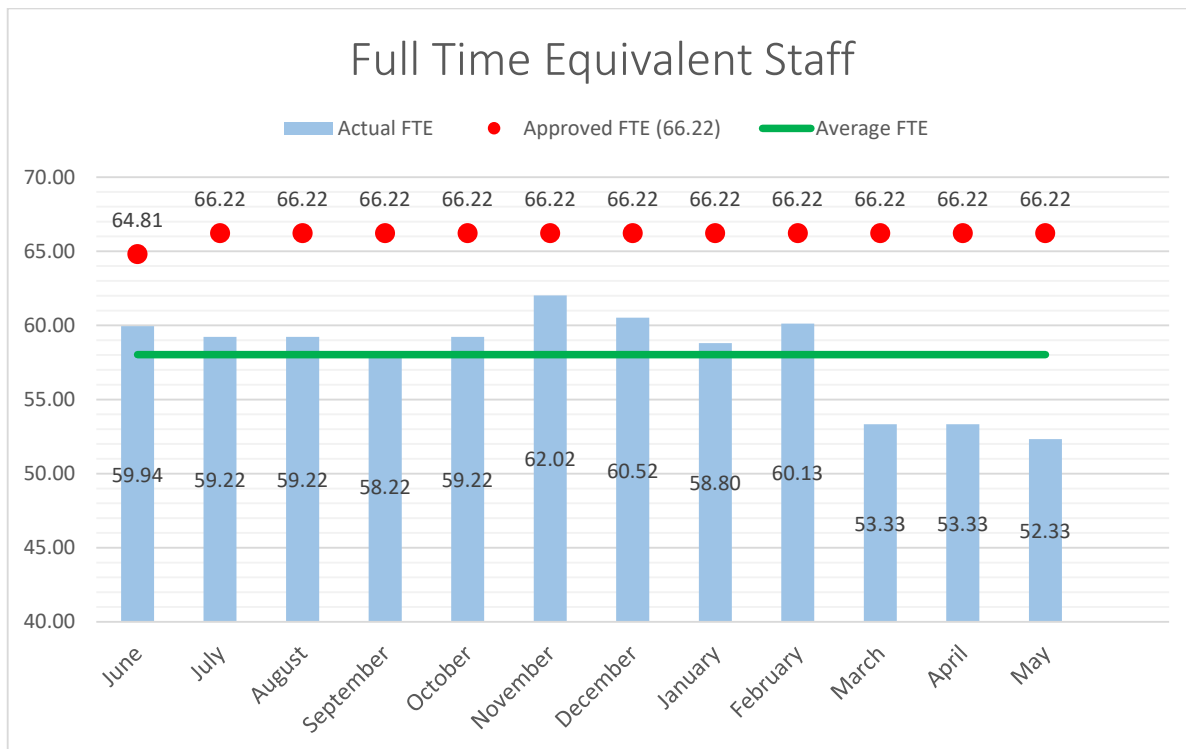
Position	Department	End date	Permanent/Temporary
Sports and Recreation Officer	Community	5 May 2023	Permanent

	Approved	Actual	Difference
Full Time Equivalent	42.80	35.8	-7
Part-time	7.87	5.81	-2.06
Contract	9	4	-5
Casual	6.55	6.72	+0.17
Total	66.22	52.33	-13.89

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

Recruitment Overview:

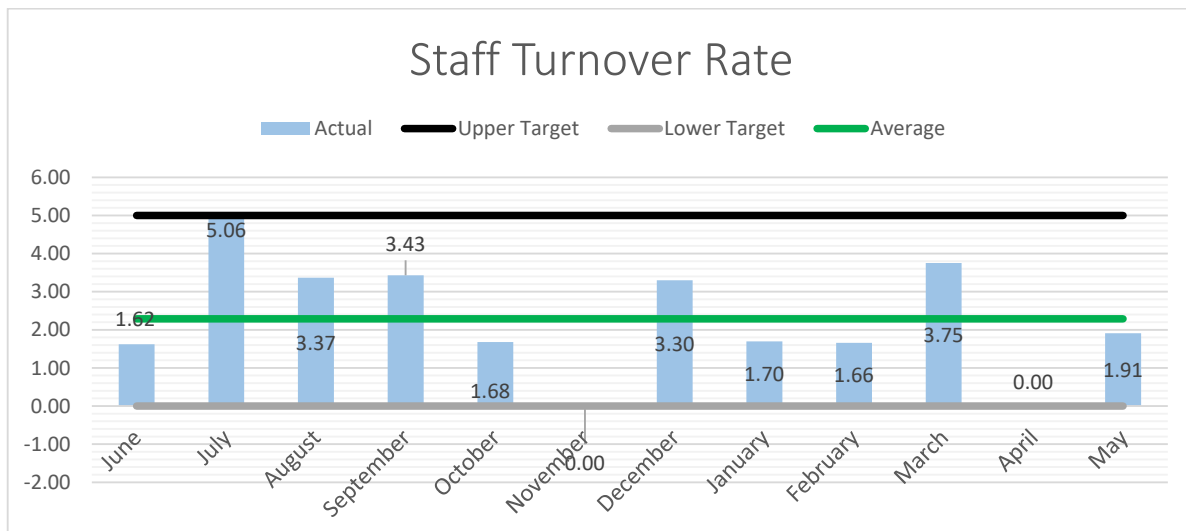
Role	In Progress	Completed
Business Support Officer - Corporate		
Resource Recovery Program Leader		
Director Infrastructure & Operations		
Community Participation Officer		



Turnover Rate:

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

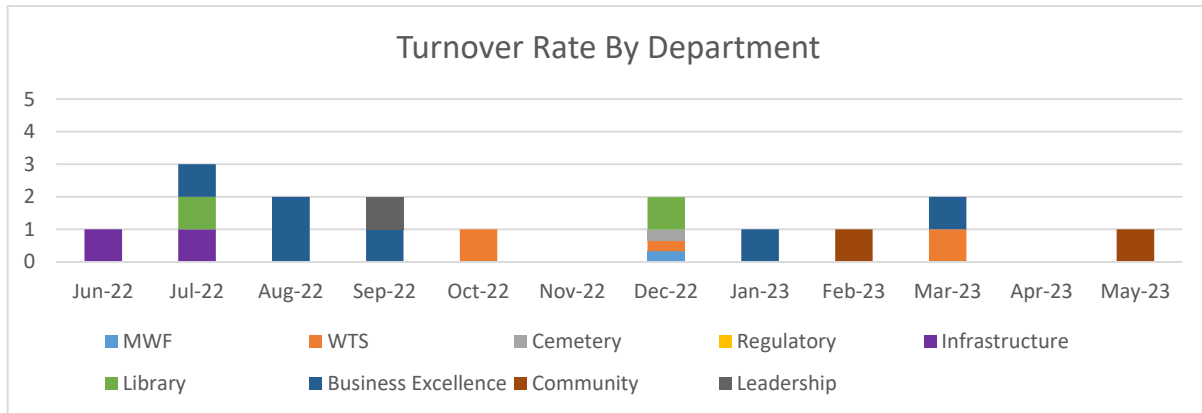
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Jun	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Average
1.62%	5.06%	3.37%	3.43%	1.68%	0%	3.30 %	1.70 %	1.66 %	3.75%	0%	1.91%	2.29 %
1	3	2	2	1	0	2	1	1	2	0	1	1.33

Target Average: Between 0% - 5%

Turnover Rate by Department:



Comparison with total FTE:

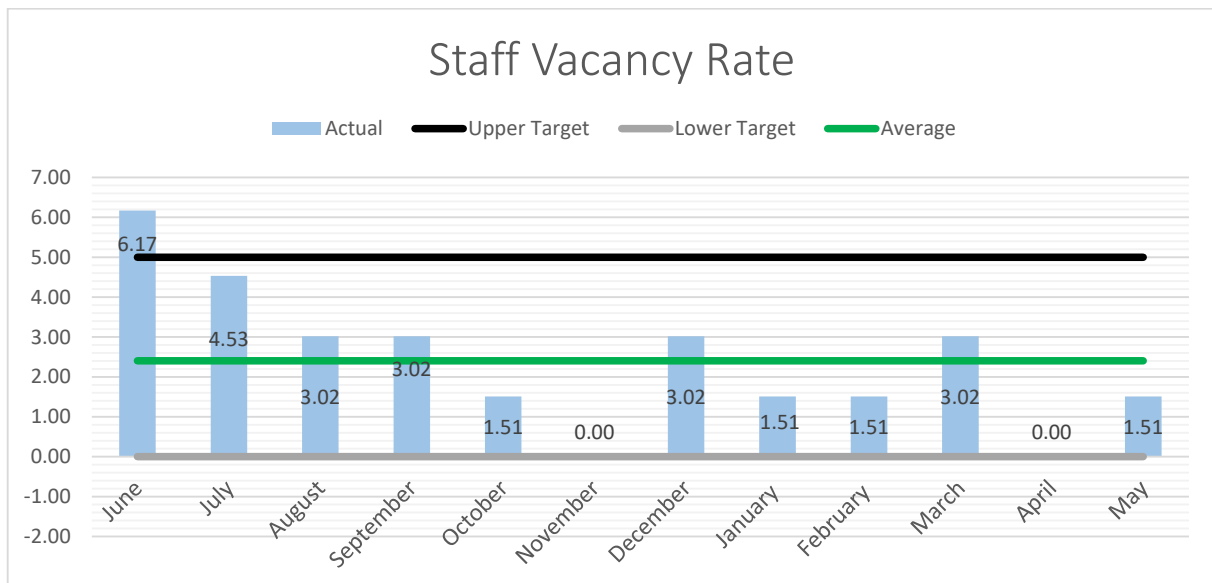
Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	0	NA
Community	1	100%
Leadership	0	NA
Total	1	100%

Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
Community	1	100
Total	1	100 %

Staff Vacancy Rate:

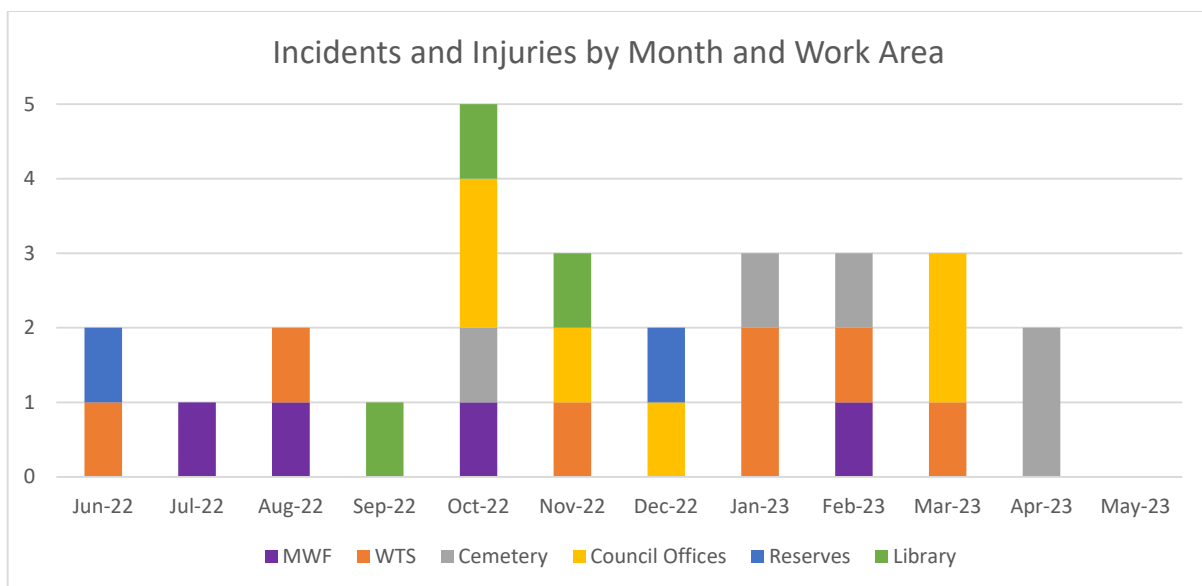
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100).



June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	April	May	Average
6.17%	4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	1.51%	1.51%	3.02%	0.00%	1.51%	2.40%

Target: 0% - 5

Workplace Health and Safety:



There were no workplace health and safety incidents recorded in May 2023.

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	INF07 Street and Public Lighting
COM07 Youth	



COUNCIL REPORT

Agenda Item Number:	13.01.03
Report Title:	Draft EM05 Council Member Allowance and Support
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/06/2023
Attachments:	A: EM05 Council Member Allowance and Support B: Determination No. 1 of 2023 – Allowances for Members of Local Government Councils

Executive Summary

The report presents to Council, draft EM05 Council Member Allowance and Support Policy, for adoption.

Recommendation

THAT Council:

1. adopt draft EM05 Council Member Allowance and Support Policy, as at Attachment A; and
2. authorise the Chief Executive Officer to make minor amendments.

Background

In accordance with section 106 of the *Local Government Act 2019*, elected member allowances are determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*.

Recently the Remuneration Tribunal made the following determination; *Determination No. 1 of 2023 – Allowances for Members of Local Government Councils* (Determination). The Determination, as can be seen at Attachment B, will come into effect on the 1 July 2023.

As a result, policy EM05 Council Member Allowance and Support is required to be amended. Below is a summary of the changes and how the Determination will affect the way elected members currently claim allowances.

Council Member Allowances	The allowance paid to elected members covers the following; preparation and attendance at Ordinary Council Meetings, phone and internet usage, home office and supplies and constituency responsibilities.
Electoral Allowance	This has been removed.

Professional Development Allowance	<p>All elected members are entitled to \$4,000 annually to complete professional development. This includes; courses, conference, relevant meals and accommodation.</p> <p>Professional Development must be specifically related to the role and must be approved by the Council.</p> <p>Total amount claimable can include the previous year or can be drawn in advance.</p> <p>Proof of completion or attendance is required.</p>
Extra Meeting Allowance	<p>Deputy mayor and councillors are entitled to an extra meeting allowance for the following; council committee meetings, special council meetings, briefing sessions, workshops, and council functions.</p> <p>Fee structure is now as per below;</p> <ul style="list-style-type: none"> • Up to 2 hours - \$200 • Between 2 and 4 hours - \$300 • More than 4 hours - \$500 <p>A maximum of \$10,000 per councillor per financial year can be used. If this is exceeded, then no allowance is payable.</p> <p>Extra meeting allowance is not claimable when completing professional development.</p>
Travel Allowance	<p>Travel allowance can be claimed on approved official Council business (not professional development) when staying away from home overnight.</p>
Vehicle Allowance	<p>Vehicle allowance is available for any Councillor required to travel 50kms or more, in their own vehicle from their home for Council meetings and any approved additional activity where extra meeting allowances have been approved.</p>

Furthermore, the Determination has raised a number of questions amongst local councils and it is expected that further information and/or changes may be provided by the Chief Minister and Cabinet Department, Local Government Division (Department).

As part of the policy review, the support provided to elected members outside of the determination (i.e. access to childcare, insurance) has also been reviewed. Changes have been made based on councillor discussions and advice from council's insurer. Legal assistance section (4.11) has been removed and the Insurance section (4.10) has been changed to include item III and IV as additions to cover legal assistance. The section relating to child care will remain as before.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Policy has been amended in accordance with *Determination No. 1 of 2023 – Allowances for Members of Local Government Councils*.

Risks

Taking into consideration the response from other Council's in relation to the Determination, there is a risk that there could be further changes in the near future, if the policy is amended prematurely.

Community Engagement

Not applicable.

Council Member Allowances and Support **POLICY EM05**

Name	EM05 Council Member Allowances and Support
Policy Type	Council
Responsible Officer	Chief Executive Officer
Approval Date	21/06/2022 20/06/2023
Review Date	20/06/2026 20/06/2027

1. Purpose

Litchfield Council is committed to ensuring Council Members are provided with the support necessary for them to effectively carry out their roles in Council. Pursuant to [Determination No.1 of 2023 – Allowances for Members of Local Government Councils \(Determination\)](#) and ~~the section 106 of the Local Government Act 2019, the Local Government (General) Regulations 2021 and Ministerial Guidelines,~~ this policy clarifies the allowances and expenses to be paid to Council Members, ~~professional development and Council approved activities and travel.~~

2. Scope

This policy applies to Council Members.

3. Definitions

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

Allowances	Allowances provided in compensation to Council Members in consideration of the time and effort spent in their roles on Council.
Council Member	Individuals elected to Council. For the purposes of this policy, Council Member refers to Mayor, Deputy Mayor and Councillor.

4. Policy Statement**4.1. Council Member Allowances**

4.1.1. As per the Determination, a Base-n a Allowance ~~is~~ paid to Council Members ~~to cover their time spent in the following activities: agenda study and meeting preparation, attendance at regular Council meetings, phone and internet usage, home office and supplies, attendance at social functions as Council representatives and, constituency responsibilities, and Council representation outside of the municipality, including delegations interstate and overseas;~~

4.1.2. An a Additional allowances ~~is~~are paid to the Mayor and Deputy Mayor.

Council Member Allowances and Support **POLICY EM05**4.1.3. The allowances cover the following;

- Any cost to Council Members of attending ordinary Council meetings;
- Contribution towards phone and internet usage;
- Contribution towards any home office and supplies; and
- Costs incurred in servicing constituents (for example; donations, membership fees, constituent support).
- —

~~An Electoral Allowance is paid to assist members with electoral matters at the discretion of the individual Member;~~

4.2. Professional Development Allowance4.2.

4.2.1. A professional development allowance is available for each Council Member as per the Determination.

~~4.2.1. Any course or professional development activity must be specifically related to the role of the Council Member and be approved by the Council. An allowance payable to Council Members to attend appropriate and relevant conferences or training courses which sustain a member's professional competence by keeping the member informed of, and able to comply with, development in professional standards applicable to their role as a Council Member. Any such course/conference must have approval and be in line with council policy in order to attract this allowance.~~

4.2.2.

~~4.2.2.~~

~~This allowance is available to all Council Members.~~

~~4.2.3. The professional development allowances may be claimed multiple times each year, but the total of those claims must not exceed the amount specified in the Guidelines-Determination.~~

4.2.3.

~~4.2.4. The professional development allowance is to be~~can be used to cover the cost of travel to the course/conference, course/conference fees, meals and accommodation for the duration of the course/conference.

4.2.4.

Council Member Allowances and Support **POLICY EM05**

~~4.2.5. A member may claim a portion of the member's~~The professional development allowance for the costs (including travel, accommodation and meals) in attending any training, mediation or counselling recommended by the council, a council panel, prescribed corporation panel or as ordered by NTCAT as a result of a complaint of a contravention of the code of conduct.

~~4.2.5.~~

~~4.2.6.~~ Claims must be made using approved forms.

~~4.2.6.~~

~~4.2.7.~~ Only approved course/conferences that are in line with council policy attract professional development allowances (payable for each day of attendance).

~~4.2.7.~~

4.2.8. Membership fees for bodies considered directly beneficial to the role of a Council Member (ie Australian Institute of Company Directors) may be claimed.

~~4.2.9. Pursuant to the Local Government Act Ministerial Guideline 2A, Use of the pProfessional dDevelopment aAllowance must be approved by the Chief Executive Officer, prior to attendance at a professional development activity~~

~~4.2.10.4.2.9.~~ In accordance with the Local Government (General) Regulations 2021, these Allowances will not be paid in advance except for course fees, conference registration costs, travel and accommodation which will be paid for by the Council to the provider of the relevant service in advance of attendance at the approved activity.

4.3. Extra Meeting allowance

4.3.1.1. For a principal member, ~~deputy principal member~~ and acting principal member, this allowance is not paid separately. It is provided for and included in the ~~base~~their allowance.

4.3.1.2. For other Council Members, including deputy mayor, ~~this~~ allowance is paid only after an approved claim has been made within 90 days of the extra meeting.

4.3.1.3. The amount of the extra meeting allowance is determined by Council resolution as part of the annual budget process. This amount is subject to the maximum payable amount, set by the Minister for Local Government, as per the Determination.

4.3.1.4. In accordance with the Local Government Act Ministerial Guideline 2Determination, only the following meetings will attract the allowance: -

- Council Committee Meetings;
- Special Meetings of Council;
- Special Meetings of Council Committees;
- Council Advisory / Reference Group Meetings;
- Council workshops or briefings;

Council Member Allowances and Support **POLICY EM05**

- Meetings of external agencies or organisations to which Council has formally appointed a Council Member to represent the Council or a member nominated through or with the Local Government Association of the Northern Territory as a representative;
- ~~Professional development courses/conferences that have approval and are in line with Council Policy~~
- ~~Allowances are set annually by Council as part of budget deliberations.~~

4.4. Payment of Allowances

4.3.2.4.4.1. Allowances (apart from Professional Development Allowance) are to be paid from 1 July each year on a monthly basis in arrears on the second Thursday of the month by electronic funds transfer to Council Member ~~their~~ nominated account.

4.3.3.4.4.2. Where an Council Member is acting as Mayor in the absence of the Mayor for a period of less than 7 days, no compensation will be paid. Where the period is 7 days or longer, the acting Mayor will be paid 100% of the Mayoral Base Allowance instead of their normal base allowance for that period.

4.4.4.5. Council Member Benefits

4.4.1.4.5.1. In order to ensure Council Members are able to have ready access to technology enabling them to perform their roles as efficiently as possible, they are provided with:

- ~~A laptop and printer for home use, a single set of toner cartridges and a single ream of paper. All subsequent toner and paper is at the Member's expense;~~

-

- A Litchfield Council email address for official use in their role as Council Member, together with calendar facility. A Council Member's calendar shall be available to other Council Members and nominated staff (as appointed by the CEO) in order to facilitate the smooth running of Council operations, and as a record of their activities.

~~A mobile internet access device to be used with the laptop provided for Council business or the option to request a reimbursement of up to \$50 monthly for internet access.~~

-

4.4.2.4.5.2. All ICT equipment remains the property of Litchfield Council. Council Members have full private use. Support provided by Council will be on a "return to Council" basis, with Council IT support staff not being responsible to attend private residences.

4.4.3.4.5.3. Council Members shall be provisioned with business cards and name badges for their use.

4.4.4.4.5.4. Council will provide postage for official correspondence through its internal mail services. Bulk mailing will not be provided.

Council Member Allowances and Support **POLICY EM05**

~~4.4.5.~~4.5.5. Use of Council's photocopying facilities for official business is available for Council Members through prior notice to the Executive Assistant to the Mayor and CEO. Circulars, publications or election material are specifically excluded from this benefit.

~~4.4.6.~~4.5.6. Council Members will be reimbursed for attendance at all Council endorsed meetings to a maximum of \$85 to cover child care costs associated with their participation. Reimbursement is subject to receipts being provided and are on a per Member rather than per child basis.

~~4.4.7.~~4.5.7. For any Council Member with a disability, Council may resolve to provide reasonable additional facilities and expenses in order to allow that Member to perform their civic duties.

4.5.8. Council members shall not use Council facilities, resources (including staff) for personal reasons including furtherance of their political career.

~~———— Council Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of Council Members themselves.~~

~~4.4.8.~~4.5.9.

4.5. Miscellaneous

4.6.

4.5.1. A framed Certificate of Service will be presented in Council meeting for Council Members achieving 10 years of service, with subsequent certificates presented at five yearly intervals.

4.6.1.

~~4.5.2.~~4.6.2. A history of members elected to office will be appropriately recorded photographically under direction of the CEO.

4.6. Mayoral Benefits

4.7.

~~4.6.1.~~4.7.1. In addition to the benefits above, the Mayor is entitled to the following additional benefits to assist them in their civic duties:

- A mMobile pPhone;
- An office and administrative and secretarial assistance for official use only;
- ~~Reimbursement for costs associated with attendance and participation at official functions where Council is represented;~~
- A fully maintained Council vehicle with private use limited to within the Northern Territory only and a purchase price in accordance with INF09 Fleet Policy.

~~4.6.2.1.1.1. — Council Members are not provided with stationary, mobile phones, uniforms or any other materials not provided for within this Policy. These can be purchased at the discretion of Council Members themselves.~~

Council Member Allowances and Support **POLICY EM05**~~4.7.4.8.~~ Council Member Travel

~~4.8.1.~~ Council Members are entitled to travel allowance when required to stay away from home overnight on approved Council business as per the Determination.

~~4.7.1.4.8.2.~~ Council Members wishing to attend a conference, workshop, seminar or relevant training session incurring travel costs at Council's expense shall apply to the CEO for approval.

~~4.7.2.4.8.3.~~ Air travel is to be by the most reasonably economic means available, and shall not include business or first class.

~~4.7.3.4.8.4.~~ Accommodation, meals and associated travel costs are to be covered by prior approval of the CEO.

~~4.7.4.4.8.5.~~ Council will pay in advance any registration fees, accommodation deposits and airline tickets for approved Council Member travel. Where this is not possible, a reimbursement equivalent to the fees or expenses will be paid subject to the provision of receipts.

~~4.8.6.~~ Council Members may be accompanied by a spouse or partner subject to Council not incurring any additional expense.

~~4.9.~~ Vehicle Allowance

~~4.7.5.4.9.1.~~ Vehicle allowance is available for travel undertaken by all Council Members in excess of when the travel involves 50kms from home base, as per the Determination.

~~4.8.4.10.~~ Insurance

~~4.8.1.4.10.1.~~ Council Members will receive the benefit of insurance cover to the limit specified in Council's insurance policies for the following:

I. Personal Injury whilst on Council business, providing specified benefits for lost income and other expenses arising from permanent disablement, temporary total disability and temporary partial disability. The cover does not include medical expenses. Full details are available from the CEO/Director of Corporate Services.

~~II. Professional Indemnity and Public Liability~~

~~II.~~ Use of private motor vehicle whilst on Council business.

~~III. Public Liability (personal injury, damage to property and products liability) and Professional Indemnity, happening during the period of protection caused by an occurrence in connection with the business of Council.~~

~~III-IV.~~ Management Liability, provides protection including defence costs to Elected Members for claims alleging wrongful act/(s) for which the person is not indemnified by Council.

~~4.9.~~ Legal Assistance

~~4.9.1.~~ Legal assistance shall be provided to Council Members in the event of an enquiry, investigation or hearing into the conduct of an Council Member by:

~~I. The office of the Ombudsman~~

Council Member Allowances and Support **POLICY EM05**

~~II. The Police~~

~~III. The Director of Public Prosecutions~~

~~4.9.2. Legal assistance will be provided to Council Members in respect of legal proceedings being taken by or against a Council Member, arising out of or in connection with the Council Member's performance of his or her civic duties or exercise of his or her functions as a Council Member.~~

~~4.9.3. Council shall reimburse such Council Member, after the conclusion of the enquiry, investigation, hearing or proceeding, for all legal expenses properly and reasonably incurred, given the nature of the enquiry, investigation, hearing or proceeding, on a solicitor/client basis.~~

~~4.9.4. All legal assistance will be provided subject to the following conditions:~~

- ~~I. The amount of such reimbursement shall be reduced by the amount of any moneys that may be or are recouped by the Council Member on any basis;~~
- ~~II. The enquiry, investigation, hearing or proceeding results in a finding substantially in favour of the Council Member;~~
- ~~III. The amount of such reimbursement is limited to the equivalent of the fees being charged by Council's solicitors.~~

~~4.9.5. Legal Advice~~

- ~~I. Legal advice shall be made available on Conflict of Interest provisions subject to the following procedure:~~
- ~~II. On receipt of a written enquiry received in good time before the relevant meeting seeking an interpretation of the Conflict of Interest provisions, the CEO is authorised to seek legal opinion from Council's solicitors as to the nature and extent of interest and the application of the legislative provisions;~~
- ~~III. Legal advice provided to one Council Member under this provision is to be made available to all Members;~~
- ~~IV. The Council Member initiating the enquiry agrees to be bound by the contents thereof.~~

5. Associated Documents

EM01 Elected Member Code of Conduct

6. References and Legislation

Northern Territory Local Government Act 2019, Regulations, Ministerial Guidelines and General Instructions, [Determinations](#) and Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006

7. Review History

Council Member Allowances and Support **POLICY EM05**

Date Reviewed	Description of changes (Inc Decision No. if applicable)
14/12/2015	Policy adopted
15/2/2017	Updated with professional development allowance, LC27 rescinded as a duplicate
15/11/2017	Remove internet allowance and Elected Member (1718/099)
18/07/2018	Include professional development in list for extra meeting allowance, remove gifts and benefits section as covered with EM07
21/10/2020	Professional development allowance amended to include memberships (2021-059)
21/07/2021	Amendments in accordance with Local Government Act 2019 and Regulations
18/01/2022	Mayoral vehicle benefits amended in accordance with INF09 Fleet Policy. Policy Review date to remain as 21/07/2025
21/06/2022	Amendment to remove specific amount from policy and include reference to new legislation. Review date changed to 2026.
<u>20/06/2023</u>	<u>Amendments in accordance with Determination No.1 of 2023 – Allowances for Members of Local Government Councils as well as other admin changes.</u>



**NORTHERN TERRITORY OF AUSTRALIA
REMUNERATION TRIBUNAL**

*Assembly Members and Statutory Officers
(Remuneration and Other Entitlements) Act 2006*

**DETERMINATION OF ALLOWANCES FOR MEMBERS OF
LOCAL GOVERNMENT COUNCILS**

DETERMINATION NO. 1 OF 2023

Under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the Tribunal determines as follows:

1. DEFINITIONS

Municipal Councils are the following:

- Alice Springs;
- Darwin;
- Katherine;
- Litchfield; and
- Palmerston.

Regional Councils are the following:

- Barkly;
- Central Desert;
- East Arnhem;
- MacDonnell;
- Roper Gulf;
- Tiwi Islands
- West Arnhem;
- West Daly; and
- Victoria Daly.

Community Councils are the following:

- Belyuen.
- Coomalie; and
- Wagait.

Financial Year is the period from 1 July to the 30 June.

Councils are defined in the *Local Government Act 2019* as an area, and means the Local Council constituted for that area under section 14(b).

The role of Mayor is defined in section 58 of the *Local Government Act 2019* and is prescribed as:

- (1) The Principal Member of a municipal council is to have the title Mayor.
- (2) However:
 - (a) in the case of the council for the City of Darwin local government area – the principal member is to have the title Lord Mayor; and
 - (b) in the case of the Litchfield Council – the council may, by resolution, decide the principal member instead has the title President.
- (3) The Council may, by resolution, decide the principal member of a regional or shire council has the title Mayor or President.

Deputy Mayor is defined in the *Local Government Act 2019*.

Councillor is defined in the *Local Government Act 2019* as an elected member of a Local Council:

2. ALLOWANCES

The following allowances will be paid annually.

COUNCILLORS' ALLOWANCE

Darwin	\$31,000
Palmerston	\$22,000
Alice Springs	\$22,000
Litchfield	\$22,000
Other Municipal and Regional	\$20,000

Community Councils

Coomalie	\$7000
Belyuen	up to \$5000 as approved by Council
Wagait	up to \$5000 as approved by Council

DEPUTY PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$23,800
Palmerston	\$17,200
Alice Springs	\$16,500
Litchfield	\$16,000
Other Municipal and Regional	\$16,000

PRINCIPAL MEMBERS ADDITIONAL ALLOWANCE

Darwin	\$127,200
Palmerston	\$92,000
Alice Springs	\$89,000
Litchfield	\$83,000
Other Municipal and Regional	\$82,000

Community Councils

Coomalie	\$23,000
Belyuen	up to \$20,000 as approved by Council
Wagait	up to \$5000 as approved by Council

3. INCLUSIONS OF ALL ALLOWANCES

The Allowances are to cover:

- any cost to Councillors of attending meetings and activities of Council where these costs are not reimbursed by Council;
- contribution towards phone and internet usage;
- contribution towards any home office and supplies;
- allowance towards costs incurred in servicing constituents in Ward or Council Area:
 - Including, but not limited to:
 - donations;
 - organization sponsorship;
 - membership fees;
 - patron expenses; and
 - constituent support.

4. EXTRA MEETING / ACTIVITY ALLOWANCE

- 4.1. An Extra Meeting / Activity Allowance of up to \$10,000 per financial year, may be accessed by all Municipal and Regional Councillors and Deputy Principal Members of those Councils. The allowance may be accessed as follows:
- additional meetings of full Council or established sub-committees of Council;
 - attendance at Local Authority Meetings within the Ward the member represents;
 - attendance at any functions representing the Principal Member on official Council duties;
 - attendance at functions as an invited representative of Council and with Council's approval; and
 - attendance at any approved extra meetings of Council for planning, briefing or information sessions of council meetings.
- 4.2. Allowances to be paid to eligible members (not including Principal Members) are:
- Fee if activity takes place during normal business hours as follows:
 - up to 2 hours \$200
 - between 2 and 4 hours \$300
 - more than 4 hours \$500
 - An Extra Meeting / Activity Allowance of up to \$1000 per financial year, can be paid to Councillors of the Community Councils, when attending an extra meeting / activity approved by the Council.

5. PROFESSIONAL DEVELOPMENT ALLOWANCE \$4000 PER YEAR

- 5.1. Professional Development Allowance is \$4000 per person, per financial year and will be paid to all Principal Members, Deputy Principal Members, Councillors of Municipal and Regional Councils.
- 5.2. Professional Development Allowance up to \$1000 per financial year, may be claimed by all Principal Members and Councillors of Community Councils if approved by the Council.
- 5.3. Any course or professional development activity must be specifically related to the role of the Councillor and be approved by the Council. The AICD Company's Director Course should be encouraged, as well as professional development activity that is arranged by the Local Government Association of Northern Territory (LGANT).
- 5.4. Total amount claimable each year is the total of two years, being based on an annual allowance, plus one year drawn in advance or one year's remaining balance from a previous year. The maximum amount claimable by any Councillor is the total sum of one year for each year of the Councillor's elected term.
- 5.5. Proof of completion for each stage of the course is required before further payments can be claimed.

6. VEHICLE ALLOWANCE

- 6.1. Vehicle Allowance will be available for travel undertaken by all Councillors when the travel involves 50kms from home base, and is capped at \$5000 per financial year, travel does not occur in a Council supplied and maintained vehicle, and the Councillor is not in receipt of a motor vehicle provisions in Clause 7 below.
- 6.2. Vehicle Allowance will be in the form of kilometre allowance which will be paid at rates set by the Australian Taxation Office each year and is 78 cents a kilometre in 2022-23.
- 6.3. Vehicle Allowance will be available in the following circumstances:
 - travel to and from statutory Council meetings;
 - travel to and from official Council approved meeting;
 - travel to and from approved function representing the Principal Member;
 - travel to and from Local Authority Meetings;
 - travel to and from all meetings of Council or their sub-committees; and
 - travel to and from any additional activity where Extra Meeting/Activity Allowance has been approved.

7. PROVISION OF MOTOR VEHICLE

- 7.1. If Principal Members of Municipal and Regional Councils are not given a Council maintained vehicle they can receive a Vehicle Allowance.
- 7.2. The Vehicle Allowance, which will be paid fortnightly or monthly, will be:
 - \$25,000 per year for Municipal Principal Members; or
 - \$40,000 per year for Regional Principal Members.

8. TRAVEL ALLOWANCE

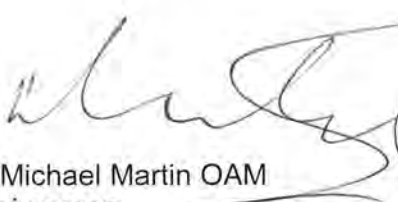
Principal Members, Deputy Principal Members and Councillors who are required to stay away from home overnight on approved Council business, will be entitled to Travel Allowance.

The applicable rates to be paid are found in Table 1 of Taxation Determination TD 2021/6 or any subsequent Taxation Determination made in substitution of that Determination.

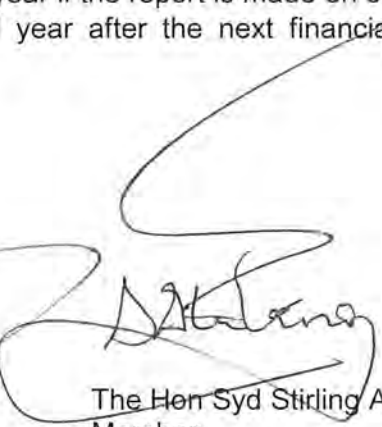
9. GENERAL

9.1. Pursuant to section 7B(7) of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, the allowances determined are effective from either:


- the next financial year if the report is made on or before 1 February; or
- from the financial year after the next financial year if the report is made after 1 February.



Mr Michael Martin OAM
Chairperson
Remuneration Tribunal



The Hon Syd Stirling AM
Member
Remuneration Tribunal



Mr Gary Higgins
Member
Remuneration Tribunal

Dated 24 January 2023



COUNCIL REPORT

Agenda Item Number:	13.01.04
Report Title:	Risk Management Audit Committee Open Minutes – 31 May 2023
Author:	Rebecca Taylor, Policy and Governance Program Leader
Recommending Officer:	Maxie Smith, Director Corporate and Community
Meeting Date:	20/06/2023
Attachments:	A: RMAC Unconfirmed Open Minutes 31 May 2023

Executive Summary

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

Recommendation

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 31 May 2023 meeting, as at Attachment A.

Background

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

The following matters identified in the draft minutes of the meeting are highlighted as key issues for the Council's attention, and in response to the Committee's terms of reference (FIN09 4.8.5).

Risk Register

The Committee highlights the following risk management procedures requiring further attention;

- The Developer Contribution Plan requirements, in response to RP9 Ineffective and Unsustainable Financial Management, remain uncompleted, with no completion timeline yet established.
- The formalising of Public Places By-Laws, in response to RP10 Ineffective Management of Public Facilities / Venues /Events, has still not been finalised while awaiting the NT Government's legislation draftsman's response.
- RMAC encourages the finalisation of the draft Roads Maintenance Inspection Program, in response to RP15 Inadequate Asset Sustainability Practices requirement.
- The Key Indicators in the Risk Plans are not being measured and reported, to provide risk management monitoring information.

- The Driveway Asset Management Plan, which is a risk mitigation treatment contributing to RP15 Inadequate Asset Sustainability Practices, has not been completed due to resource constraints, while highlighting that Asset Management is included as an internal audit topic in the 2023/24 year.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Local Government Act 2019, Section 101(4).

Risks

Nil identified.

Community Engagement

Not applicable.



RISK MANAGEMENT & AUDIT COMMITTEE

MINUTES

LITCHFIELD COUNCIL COMMITTEE MEETING

Council Chambers, Litchfield

Wednesday, 31 May 2023 at 9:30am

Present	Iain Summers Greg Arnott Cr Mathew Salter Cr Mark Sidey Mayor Doug Barden	Chairperson Independent Member Committee Member Committee Member (Electronically) Ex-Officio
Staff	Stephen Hoyne Maxie Smith Rebecca Taylor Megan Leo	Chief Executive Officer Director Corporate and Community Program Leader Policy and Governance Executive Support
Presenters	Nil	

1. OPENING OF THE MEETING

The Chairperson, Iain Summers apologised for his late arrival, and opened the meeting at 09:55am.

2. APOLOGIES AND LEAVE OF ABSENCE

Nil.

3. DISCLOSURES OF INTEREST

Independent Member, Mr Greg Arnott declared the following disclosure of interest:

- Appointed by East Arnhem Regional Council as Chair of the Audit and Risk Committee.

Chairperson, Mr Iain Summers declared the following disclosures of interest:

- Appointed by the NT Attorney-General as the member of the Prospective Warnindilyakwa Regional Council, to be established as a separate Regional Council on Groote Eylandt; and
- Chair, Audit Risk and Compliance Committee of the Office of the Independent Commissioner Against Corruption in the NT.

4. CONFIRMATION OF MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee adopts the full minutes of the Risk Management Audit Committee Meeting held Wednesday 22 February 2023, 5 pages, be confirmed.

CARRIED (3-0)

Independent Member Greg Arnott abstained from voting as Minutes precede his appointment to the Committee.

5. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Salter
Seconded: Cr Sidey

THAT the Risk Management and Audit Committee receives and notes the Action Sheet.

CARRIED (4-0)

6. PRESENTATIONS

Nil presentations.

7. ACCEPTING OR DECLINING LATE ITEMS

Nil.

8. OFFICERS REPORTS

8.01 Internal Audit Plan

Moved: Cr Salter

Seconded: Cr Sidey

THAT the Risk Management and Audit Committee:

1. receives and notes the progress on the internal audits;
2. requests the inclusion of the Payroll Audit that was recently conducted into the Internal Audit Plan; and
3. approves the proposed audits for the 2023/2024 financial period, as at Attachment A.

CARRIED (4-0)

8.02 Work Health and Safety Audit

Mayor Barden joined the meeting at 10:39am.

Moved: Cr Salter

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. receives and note the Work Health and Safety Audit, as at Attachment A;
2. receives and note the ISO Audit Sheet, as at Attachment B;
3. requests the status of the 18 major findings, together with updated Management comments for these, be reported to the Committee meeting of 30 August 2023; and
4. requests that the auditor's Workplace Safety Management summary comment be included in the Committee's key issues summary to Council.

CARRIED (4-0)

8.03 Risk Register

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. notes the updated Risk Register as at Attachment A;

2. requests the update of RP8, Inadequate Safety and Security Practices, to include the findings of the Work Health and Safety Audit Report;
3. highlights that the Developer Contribution Plan requirements, in response to RP9 Ineffective and Unsustainable Financial Management, remain uncompleted, with no completion timeline yet established;
4. notes the formalising of Public Places By Laws, in response to RP10 Ineffective Management of Public Facilities / Venues /Events, has still not been finalised while awaiting the NT Governments legislative draftsman's response;
5. encourages the finalisation of the draft Roads Maintenance Inspection Program, in response to RP15 Inadequate Asset Sustainability Practices requirement;
6. highlights that the Key Indicators in the Risk Plans, when measured and reported, would provide risk management monitoring information; and
7. includes in the key issues summary to Council that is has highlighted a number of risk mitigation procedures requiring further attention.

CARRIED (4-0)

8.04 Driveway Asset Management Plan

Moved: Cr Sidey

Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receives and notes that this report identifies that resource constraints have prevented this Asset Management Plan being prepared;
2. notes that Asset Management is included in the 2023/2024 Internal Audit Plan as a topic; and
3. highlights that the completion of the Asset Management Plans is a risk mitigation treatment required by RP15, Inadequate Asset Sustainability Practices.

CARRIED (4-0)

8.05 Meeting Schedule and Workplan

Moved: Cr Salter

Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. endorse the amended workplan for 2023; and
2. confirms the meeting dates as resolved at the February 2023 Committee meeting, with meetings commencing at 9:30am.

CARRIED (4-0)

9. OTHER BUSINESS

Nil.

10. CONFIDENTIAL ITEMS

Moved: Cr Salter

Seconded: Cr Sidey

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

10.1 Local Government Compliance Review 2022 – Final Outcome Report

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

- (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*

10.2 Interim Audit Report and Management Responses

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

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

CARRIED (4-0)

The meeting moved to the Confidential Session at 11:38am.

Moved: Independent Member Greg Arnott
Seconded: Cr Salter

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

The meeting was moved to Open Session at 11:57am.

10.01 Local Government Compliance Review 2022 – Final Outcome Report

Moved: Cr Salter
Seconded: Independent Member Greg Arnott

THAT the Risk Management and Audit Committee:

1. notes the confidential council report titled Compliance Review 2022 – Final Outcome Report, as at Attachment A, and requests that management's responses to the Local Government Inspector be provided to the Committee's 30 August 2023 meeting; and
2. makes public the resolution from this report in the open minutes of the Risk Management and Audit Committee meeting.

CARRIED (4-0)

10.02 Confidential Interim Audit Report and Management Responses

Moved: Cr Sidey
Seconded: Cr Salter

THAT the Risk Management and Audit Committee:

1. receives and notes the KPMG Interim Audit Report for year ended 30 June 2023, as at Attachment A, and requests an update on the audit finding number 1.3 referring to providing a copy of a current contract, and
2. makes public the resolution from this report in the open minutes of the Risk Management and Audit Committee meeting.

CARRIED (4-0)

11. CLOSE OF MEETING

The Chair noted that the high quality of the agenda papers does greatly assist the work of the Committee.

The Chair closed the meeting at 12:00pm.

12 NEXT COMMITTEE MEETING

Wednesday 30 August 2023 at 9:30am.

MINUTES TO BE CONFIRMED

Wednesday 30 August 2023.

.....
Iain Summers
Chairperson

unconfirmed



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Declaration of Rates and Charges 2023/2024
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: Certification of Assessment Record June 2023 B: Declaration of Rates and Charges 2023/2024

Executive Summary

This report presents for Council's approval the proposed Declaration of Rate and Charges for the financial year 2023/2024 and the certification for the assessment record by the Chief Executive Officer (CEO).

The Declaration of Rates and Charges 2023/2024 reflects an increase of 5% for rateable properties and a 5% increase in Waste Charges.

Recommendation

THAT Council:

1. receive and note the Chief Executive Officer's certification of the assessment records in line with Section 29 *Local Government (General) Regulations 2021*, as at Attachment A to this report;
2. pursuant to Section 237 of the *Local Government Act 2019*, declare rates and charges for the financial year ending 30 June 2024 as noted in the Declaration of Rates and Charges 2023-2024 as at Attachment B to this report.
3. pursuant to Section 241 of the *Local Government Act 2019*, publish the Declaration of Rates and Charges for 2023-2024 on Council's website and in the newspaper circulating generally in the area.

Background

In line with Section 29 of the *Local Government (General) Regulations 2021* the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year. Certification is presented in Attachment A.

The Declaration of Rates and Charges 2023/2024 presented in Attachment B reflects:

- a 5% increase for Commercial, Residential and Wickham area ratepayers. This equates to a \$48.82 increase for residential ratepayers;

- a 5% increase for Waste Charges in line with the Long-term Financial Plan; and
- Interest remaining at 17%.

The declaration has been reviewed by legal counsel for accuracy to legislation.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

In compliance with section 29 of the Local Government (General) Regulations 2021 the CEO must certify to Council that, to the best of the CEO's knowledge, information, and belief, the assessment record is a comprehensive record of all rateable land within the area before the council adopts its budget for the financial year.

In line with Section 237 of the *Local Government Act 2019* Council must declare rates on or before 30 June in each year.

- (1) A council must, on or before 30 June in the financial year preceding the financial year for which the rates are imposed, declare rates (general rates) on allotments throughout the area to raise the amount the council intends to raise for general purposes for the financial year.
- (2) The council may, at the same time, raise an amount towards a special purpose.
- (3) The declaration must state:
 - (a) the amount:
 - (i) to be raised for general purposes; and
 - (ii) if an amount is to be raised for a special purpose – to be raised for the special purpose; and
 - (b) the basis or bases of the rates; and
 - (c) if the rates are to be payable in instalments – the number of instalments and when the instalments are payable; and
 - (d) the relevant interest rate that accrues on any unpaid rates for the financial year.

According to Section 239 of the *Local Government Act 2019* Council can impose charges on the land for the benefit of land or the occupiers of land within its area.

Policy FIN02 – Rating Policy.

Risks

Financial

Should Council not declare its rates by 30 June 2023, Council's budget would be invalid creating dire financial consequences.

Governance

Should Council not declare its rates by 30 June 2023, Council would be in breach of legislation leading to governance issues.

Community Engagement


Not applicable.



ATTACHMENT A

Certification of Assessment Records
As per section 29 Local Government (General) Regulations 2021

This is to certify that assessments 10000024-10115806 declared pursuant to Section 230 of the *Local Government Act 2019* are recorded in the assessment record and to the best of my knowledge, information, and belief the assessment record is a comprehensive record of all rateable land within the Litchfield Municipality.

Signed: 
Stephen Hoyne
Chief Executive Officer

Date: 14 June 2023



ATTACHMENT B

LITCHFIELD COUNCIL

DECLARATION OF RATES AND CHARGES 2023/24

Notice is hereby given pursuant to Section 241 of the *Northern Territory Local Government Act 2019 (Act)* that the following rates and charges were declared by Litchfield Council pursuant to Section 237 of the Act at the Council meeting held on 20 June 2023 pursuant to Chapter 11 of the Act in respect of the financial year ending 30 June 2024.

1. RATES

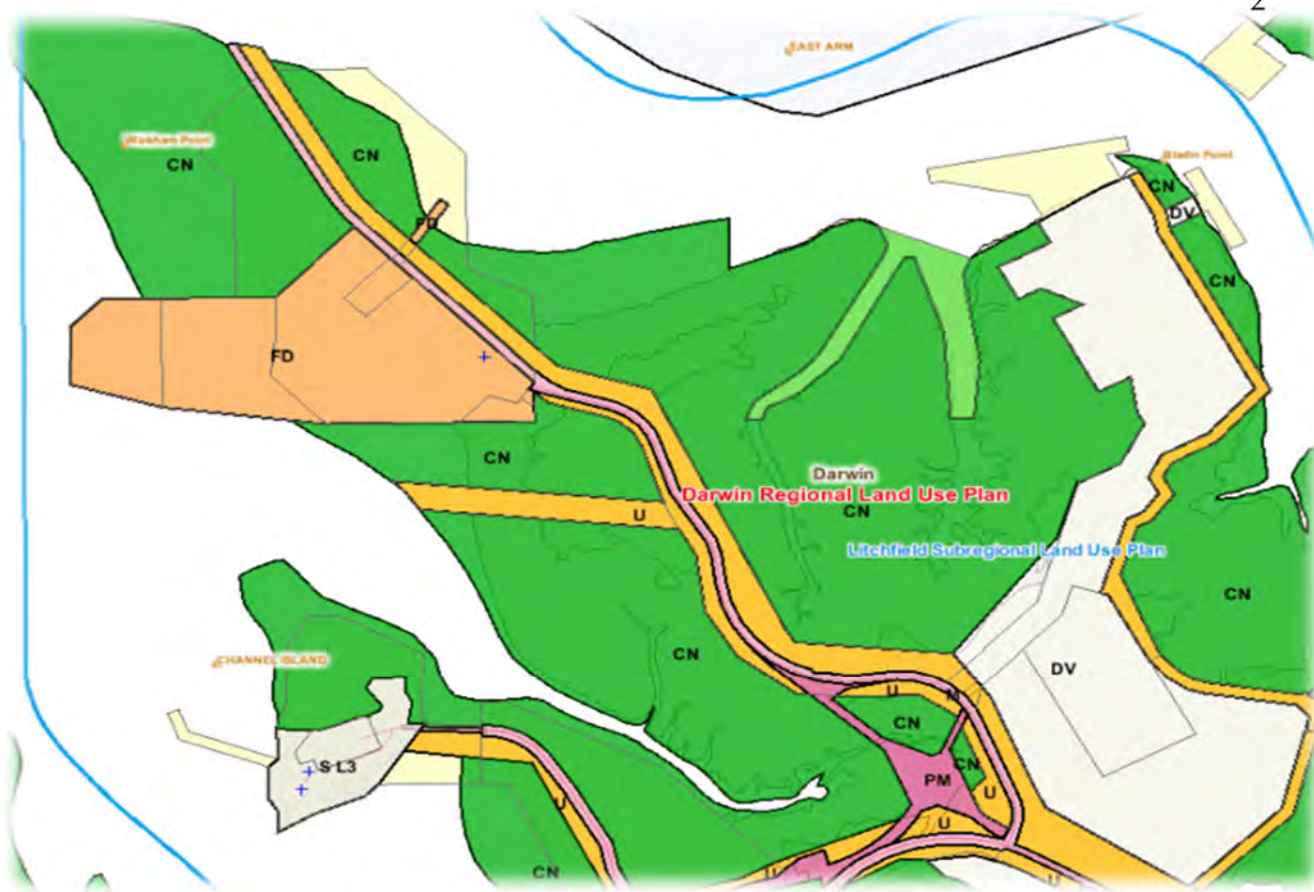
- 1.1 Pursuant to Section 227 of the Act, the Council adopts the Unimproved Capital Value as the basis of the assessed value of allotments within the Litchfield Municipality ("**the Council Area**").
- 1.2 Pursuant to Section 237 of the Act Council declares that the amount it intends to raise for general purposes by way of rates is \$11,170,496 by the application of a combination of the following fixed amounts (**fixed rates**) and differential valuation-based amounts (**differential rates**) with minimum amounts (**minimum amounts**) being payable in the application of those differential rates

A. RESIDENTIAL

- i. With respect to every allotment of rateable land within those parts of the Council Area zoned SD, MD, MR and SL11 under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,025.26.
- ii. With respect to every allotment of rateable land within those parts of the Council Area zoned H and A under the *NT Planning Scheme* (other than conditionally rateable land), a fixed rate of \$1,025.26.
- iii. With respect to every allotment of rateable land within those parts of the Council Area zoned R, RR, RL, WM, CN, SL14, SL18 and FD under the *NT Planning Scheme* (other than conditionally rateable land) a fixed rate of \$1,025.26.

B. COMMERCIAL

- i. With respect to every allotment of rateable land within the Council Area other than limited area within Wickham zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* (other than conditionally rateable land), a differential rate calculated at a rate of 0.300175% of the unimproved capital value of the land, with the minimum amount payable in the application of that differential rate being \$1,833.95
- ii. With respect to every allotment of rateable land within that part of the Council Area Wickham marked FD and DV, on the below map, a differential rate calculated at a rate 8.824656% of the unimproved capital value of the land.



C. OTHER LAND

With respect to every allotment of rateable land (other than conditionally rateable land) within the Council Area not otherwise described above, a differential rate calculated at a rate of 0.300175% of the unimproved capital value of the land with the minimum amount payable in the application of that differential rate being \$1,833.95.

D. MINING TENEMENTS

With respect to conditionally rateable land within the Council Area occupied under a mining tenement, a differential rate calculated at a rate of 0.6427% of the assessed value of the mining tenement with the minimum amount payable in the application of that differential rate being \$1,647.93 per Gazette.

E. PASTORAL LEASES

With respect to conditionally rateable land within the Council Area held under a pastoral lease as defined in the *Pastoral Land Act 1992*, a differential rate calculated at a rate of 0.0566% of the unimproved capital value of the land within each such pastoral lease, with the minimum amount payable in the application of that differential rate being \$696.28 per Gazette.

2. CHARGES

Pursuant to Section 239 of the Act, the Council declares a Waste Management Charge:

- i. The purpose for which this Charge is imposed is to enable and assist Council to meet the cost of the waste disposal services, including management and operation of the three waste transfer stations, which Council provides for the benefit of all rateable land within the Council Area, other than the land described in paragraph 2 iv below, and the occupiers of such land.

- ii. The amount Council intends to be raised by this Charge is \$3,315,812.
- iii. The amount of the Charge declared is \$410.97 per allotment.
- iv. The Charge will be levied on all rateable land within the Council Area with the exception of allotments within that part of the Council area zoned C, CP, CV, DV, GI, LI, OR, PS, RW, SC, SL1, SL2, SL3, SL4, SL5, SL6, SL7, SL8, SL9, SL10, SL12, SL13, SL15, SL17 and SL23 under the *NT Planning Scheme* and including the allotments identified in B ii above and any properties classified as a Mining Tenement or a Pastoral Lease.

RELEVANT INTEREST RATE

The Council fixes the relevant interest rate for the late payment of rates and charges in accordance with Section 245 of the Act at the rate of 17% per annum which is to be calculated on a daily basis.

PAYMENT

The Council determines that the Rates and Charges declared under this declaration are all due and payable in three (3) approximately equal instalments on the following dates:

- 30 September 2023;
- 30 November 2023; and
- 28 February 2024.

STEPHEN HOYNE
CHIEF EXECUTIVE OFFICER
LITCHFIELD COUNCIL



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Proposed Fees and Charges 2023/2024
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: Litchfield Council Fees and Charges 2023/2024 B: Thorak Regional Cemetery Fees and Charges 2023/2024

Executive Summary

This report presents for Council's adoption, the Fees and Charges schedules for Litchfield Council and Thorak Regional Cemetery for the financial year 2023/2024.

Recommendation

THAT Council:

1. adopt the Litchfield Council Fees and Charges for 2023/2024 as at Attachment A to this report;
2. adopt the Thorak Regional Cemetery Fees and Charges for 2023/2024 as at Attachment B to this report; and
3. authorise the Chief Executive Officer to make minor editorial amendments.

Background

Fees and Charges for Litchfield Council and Thorak Regional Cemetery are set annually as part of the Annual Budget process and are the basis for the projected income. Fees and charges go toward funding council services and form an important part of council's budget activities.

Generally, there has been an increase of 5% for Fees and Charges in line with the Long-Term Financial Plan. As discussed during budget workshops and Strategic Briefing Meetings, the below table lists amendments:

Fee/Charge	Change	Reason
Litchfield Council and Thorak General Increases	Increase 5%	In line with Long Term Financial Plan and below CPI
Library	No increase	No increase to encourage service use

The below administrative changes have been included:

- Litchfield Woman in Business item has been removed.
- Regulatory services Dog Annual Registration – The wording has been updated from First year free from Rehoming Organisation to Remainder of Current registration period free from Rehoming Organisation.
- Regulatory services Barking collar (bond), 2023 fee was \$105.00, the proposed fee for 2024 at \$110.00 instead of \$110.50 displayed in budget workshop.
- Waste Disposal Note 5 – Reference to Attachment removed and the sizing schedule is inserted instead.
- Thorak Cemetery Note 11: The purchase for a “At need/ Pre-need” Extra depth interment whether Adult or Child will incur the higher cost of an Adult. Should a second burial be required within a “At need/Pre-need” child’s Exclusive rights of Interment then a full Adult Exclusive rights of Interment fee would be charged.
- Thorak Cemetery fee changes required under new legislation as presented at the Councillor Workshop are:
 - Transfer of exclusive rights of interment –No longer applicable and therefore removed in 2023/24 financial year
 - Ministerial approved burials replaced with ‘Second Interment Burials in a standard grave (by approval)’

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

The *Northern Territory Local Government Act 2019* (the Act) Section 201 requires Council to list fees for services as part of the budget process. The Act allows Council to impose fees under section 289.

Risks

Financial

Fees and Charges are an integral part of Council’s income. As such, it is imperative that they are set at a rate that underpins sustainable service delivery.

Community Engagement

Not applicable.

LITCHFIELD COUNCIL

Fees and Charges 2023-24

Effective from 1 July 2023

**LITCHFIELD
COUNCIL**



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ADMINISTRATION FEES

<u>Assessment Record Inspection Fee</u>	\$
Pursuant to Section 152(4) of the Local Government Act, inspection of an assessment record is free of charge at the Councils public office.	No charge

<u>Rates Notice Reprint</u>	
Current year rates reprint for any zoning	27.50
Prior year rates reprint for any zoning	33.00

<u>Written Rate Search Fee</u>	
A charge for each "Certificate of Liabilities" pursuant to Section 256 of the Local Government Act will be levied for the furnishing of written information of details from the Rate Book. This information will only be supplied upon receipt of the required sum together with the written request in the required format.	88.00

<u>Freedom of Information (FOI)</u>	
FOI - Information Request (non-personal information)	33.00 + 33.00/hour

<u>Disabled Parking Permits</u>	
Parking Permit for Disabled Persons	11.50



COMMUNITY SERVICES

Howard Park Reserve + Knuckey Lagoon Reserve*

<i>Community Organisations (non-profit)</i>	\$
Room Hire - Casual (per hour)	24.30
Room Hire – Full Day (8 hours)	158.50
Bond for Functions	402.00
Key Deposit	58.00 per key
Oval Hire – Casual (per hour)	12.70
Oval Hire – Full Day (8 hours)	80.00

Commercial / Government

Room Hire - Casual (per hour)	31.20
Room Hire – Full Day (8 hours)	243.00

Permanent Rates (only applicable to Howard Park Reserve)

External Sheds (per annum)	1,215.50
External Buildings (per annum)	2,066.00
Internal Rooms (per annum)	1,215.50

* Long-term user groups of Knuckey Lagoon Reserve will be charged at 50% of normal fee.

Humpty Doo Village Green Reserve

Room Hire - Casual (per hour)	27.50
Room Hire – Half Day (4 hours)	165.00
Room Hire – Full Day (8 hours)	386.00
Room Hire - Full Day (including set up time the day before)	551.00
Bond for Functions	551.00
Outdoor Space (Park) Hire – Casual (per hour)	16.50



LIBRARY SERVICES

Photocopying and printing Black and White (Per page)	\$
A4 single	0.20
A4 double	0.40
A3 single	0.30
A3 double	0.60

Photocopying and printing Colour (Per page)	
A4 single	1.00
A4 double	2.00
A3 single	1.50
A3 double	3.00









Laminating (Per page)	
A4	2.00
A3	4.00

Other Costs	
Membership Card Replacement	2.50
Replacement of lost / damaged items (in addition to cost of replacement)	2.20

Note: scanning and usage of public computer is free of charge.



REGULATORY SERVICES

Dog Registration	\$	
Entire Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,7}	96.00	
Entire Dog Annual Concession Registration ^{1,5,7,10}	51.00	
Desexed Dog Annual Registration (Includes Microchip for new registrations) ^{1,5,7}	22.00	
Dog Annual Registration – Remainder of current registration period free from Rehoming Organisation ^{1,2,5,7}	No charge	
Declared Dangerous Dog Annual Registration ^{1,5,7}	319.50	
Desexed Dog Annual Concession Registration ^{1,5,7,10}	11.50	
Registered Breeder Annual Registration ^{1,3,5,7}	51.00	
Puppies under 6 months at 1 September 2021 Annual Registration	No charge	
Reciprocal Registration from approved Councils ⁴	No charge	
Working Dog Registration ⁸	No charge	
Assistance Dog Registration ⁹	No charge	
Desexed Dog Lifetime Registration ⁶	110.00	
Desexed Dog Lifetime Concession Registration ⁶	55.00	

¹ Registration period is from 1 September to 31 August. A 50% pro rata applies for all new annual registration applications that are received after 1 March each year.

² Rehoming Organisations include PAWS Darwin, RSPCA and DACS NT.

³ Registered Breeders must be current members of Dogs NT.

⁴ Up to 1-year free equivalent registration to end of registration period from City of Darwin, City of Palmerston, Coomalie Council, Wagait Shire Council and Belyuen Community Government Council.

⁵ New registrations received from 1 July to 31 August will receive current and the following registration period.

⁶ Lifetime Registration purchase prior to 30 June 2020 will remain valid.

⁷ Refunds available on request for deceased animals within 6 months of 1 September.
















⁸ Working Dog owners will be required to provide evidence that they are carrying on a business of primary production.

⁹ Assistance Dog owners will be required to provide evidence the dog has been trained by a recognised assistance dog training institution or general practitioner.

¹⁰ Concession applies to pensioners who are eligible to obtain a concession.



Other Regulatory Service Charges

	\$	
Microchip - not associated with registrations fee	41.00	
Microchip (Concession for Pensioners) – not associated with registration fee	27.50	
Replacement registration tags – per tag	10.00	
Pound Release Fee – per impound	187.00	
Pound daily maintenance fee (first 72 hours)	32.00	
Pound daily maintenance fee (after 72 hours)	64.00	
Dispose of dead animal/dog	127.00	
Surrender Fee - fee per dog	127.00	
Seizure Fee – fee per dog	127.00	
Hire of animal trap - fee per week	25.50	
Hire of animal trap - fee per month	77.00	
Delivery & Pick Up of Animal trap	25.50	
Cage animal trap (<i>bond</i>)	110.00	
Hire Barking collar fee - fee per month	25.50	
Barking collar (<i>bond</i>)	110.00	
Abandoned Vehicle Release Fee	320.00	
Infringement Reminder Letter	Determined by Fines Recovery Unit	
Infringement Penalty Unit	Determined by Fines Recovery Unit	



PLANNING FEES

All Planning & Works Fees	\$
Administrative Fee for review of Subdivision plans and Clearances (Includes one inspection for each required Construction hold point, one handover inspection at time of Clearance of General Conditions, and two final inspections at time of Release from Defects Liability Period; charged at time of request for Clearance of General Conditions)	2% of estimated Value of Assets (Min \$271.20)
Application Fee for review of: <ul style="list-style-type: none"> • Access plans • Stormwater Design plans • Construction and Environmental Management Plans • Traffic Management Plans • Traffic Impact Assessments • Road Safety Audits (Per submission per type of plan/report, charged at time of application)	113.50
Application Fee for Works Permit (charged at time of application)	113.50
Defect Liability Period Bond (Charged prior to issuing Clearance of General Conditions/Works Permit)	5% of estimated Value of Assets (Min \$551.00)
Outstanding Works Bond (Charged prior to issuing Clearance of General Conditions/Works Permit)	Determined by Council, based on industry rates
Inspection Fee (as required, applies for each inspection except as detailed above under Subdivision Fees; charged prior to issuing clearance)	159.00
Road Openings/Road Closings	2,315.00
Wide Load Permits - Refundable bond Permit Deposit Required before move is undertaken ** Must be paid by MVR permit holder.	2,756.00
Administration Cost (non-refundable) (Inspection fee and damages at cost will be deducted from refundable bond). ** Must be paid by MVR permit holder.	283.50
Charge for replacement of all Litchfield Council assets (includes but is not limited to bitumen/gravel roads, bitumen/concrete/gravel accesses, and excavation; charged at completion of works)	Actual Cost + 30%



WASTE DISPOSAL

Council has three waste transfer stations.

- Humpty Doo Waste Transfer Station (HDWTS)
- Howard Springs Waste Transfer Station (HSWTS)
- Berry Springs Waste Transfer Station (BSWTS)

Litchfield Council Residents [Notes 2, 3, 4]	HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	Free	Free	Free
Contaminated Green Waste	Free	Free	Free
Contaminated & Unsorted Residential Household Waste	Free	Free	Free
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	Free	Not Accepted	Not Accepted
<i>Construction waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only.	Free		
<i>Construction waste</i> Unsorted and certified free of listed waste substances.	Free		
<i>Construction waste</i> Unsorted and un-certified free of listed waste substances.	Not Accepted		

Non-Litchfield Residents [Notes 1, 2, 4]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste - Non-Residents	per tonne (min Charge)	17.00	Not Accepted	Not Accepted
Unsorted Waste - Non-Residents	per tonne (min Charge)	21.00		

Sales - All Waste Transfer Stations	HDWTS	HSWTS	BSWTS
Green waste mulch per cubic metre	26.20	26.20	26.20
Green waste mulch per cubic metre (minimum of 30 cubic metres taken in 10 cubic meter instalments by arrangement only)	15.70	15.70	N/A
Crushed Concrete per cubic metre	26.20	26.20	N/A



Commercial Waste [Notes 1, 2, 3]		HDWTS	HSWTS	BSWTS
Uncontaminated Green Waste	per tonne	75.50	Not Accepted	Not Accepted
Contaminated Green Waste	per tonne	189.00		
Contaminated & Unsorted Waste	per tonne	189.00		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain and terracotta which are clean and uncontaminated (including without steel reinforcing).	per tonne	39.00		
<i>Construction Waste</i> Concrete, tiles, bricks, porcelain and terracotta which are contaminated with steel reinforcing or scrap metal only	per tonne	108.20		
Minimum charge (per load)	per tonne	21.00		



Cost Recovery Fees Commercial or Residential	HDWTS	HSWTS	BSWTS
Tyres (Each)			
PASSENGER [Note 5]	9.00	Not Accepted	Not Accepted
PASSENGER CONTAMINATED OR W/RIM [Note 5]	21.00		
LIGHT TRUCK / 4WD [Note 5]	15.70		
LIGHT TRUCK / 4WD CONTAMINATED OR W/RIM [Note 5]	42.00	Not Accepted	Not Accepted
TRUCK [Note 5]	31.50		
TRUCK CONTAMINATED OR W/RIM [Note 5]	89.00		
SUPER SINGLE	57.50	Not Accepted	Not Accepted
SUPER SINGLE CONTAMINATED OR W/RIM	173.50		
SOLID SMALL - 0m - 0.35m	31.50		
SOLID MEDIUM - 0.36m - 0.50m	47.20	Not Accepted	Not Accepted
SOLID LARGE - 0.51 - 0.65m	63.00		
SOLID EXTRA LARGE - > 0.65m	78.50		
RACING SLICKS	12.55	Not Accepted	Not Accepted
TRACTOR SMALL - 0m - 1.10m	136.50		
TRACTOR LARGE - 1.11m - 2.10m	215.20		
FORKLIFT SMALL - 0m - 0.35m	21.00	Not Accepted	Not Accepted
FORKLIFT MEDIUM - 0.36m - 0.50m	36.50		
FORKLIFT LARGE - 0.51 - 1 m	52.50		
GRADER	131.20	Not Accepted	Not Accepted
MOTORCYCLE	6.30		
MOTORCYCLE CONTAMINATED OR W/RIM	19.00		
EARTH MOVER SMALL - 0m - 1.20m	173.20	Not Accepted	Not Accepted
EARTH MOVER MEDIUM - 1.21m - 1.60m	428.50		
EARTH MOVER LARGE - 1.61m - 2.20m	852.50		
EARTH MOVER EXTRA LARGE - 2.21m – 2.60m	1,701.00	Not Accepted	Not Accepted
SKID-STEER	22.00		
Air conditioners: Certified De-gassed [Note 6]	FREE	Not Accepted	Not Accepted
Air conditioners: Not De-gassed	21.00		
Fridges and Freezers: Certified De-gassed [Note 6]	FREE		
Fridges and Freezers: Not De-gassed	21.00	Not Accepted	Not Accepted
Gas bottles: Top removed and additional hole	FREE		
Gas bottles: complete un-processed	18.50		
Fire Extinguishers: Discharged and top removed	FREE	Not Accepted	Not Accepted
Fire Extinguishers: Complete un-processed	18.50		



NOTES

1. Commercial material generated within the municipality is assessed on arrival, or through prior arrangement, and is accepted based on site availability for the material being disposed. Management reserves the right to not accept material which is suspected to contain any listed waste not permitted at the waste transfer stations
2. Residents charges and acceptance requires demonstration of residency within Litchfield Municipality and material being presented for disposal. Vehicles and/or trailers are to have <1 tonne capacity, except with prior arrangement. Management reserves the right to class residential waste as commercial if there is reason to believe the material is generated from a business working from a residential property based on quantity and content.
3. Small (<50kg) of residential waste may be accepted from commercial vehicles at the discretion of the Waste Transfer Station staff.
4. Applied for each Ute and trailer load. Trailers are to have a maximum capacity of 1 tonne. All other vehicles will be charged at commercial rates
5. Tyre sizes are determined based on the below sizing schedule. Tyres must be clean, unpainted and complete with identifiable tyre size where applicable.
6. Certification must be in the form of a declaration from a qualified trades person that clearly identifies the items that are being certified de-gassed

Passenger		Light Truck / 4WD	Truck
Passenger to 235mm	SUV to 225mm Passenger 245mm up	Light Truck / SUV > 235mm	
12" Passenger		18" Passenger 245mm up	19.5 All Sizes
13" Passenger	215/75R15	All 19" Passenger and above	825-20 to 1200-20
14" Passenger	225/75R15	ALL 18" SUV/4X4 and above	22.5 to 305mm
15" Passenger	205/65R16	235/75R15	
16" Passenger	215/65R16	255/70R15	
17" Passenger	225/65R16	265/70R15	
18" Passenger to 235mm	215/70R16	9R15	
155R12LT	225/65R16	10R15	
155R13LT	215/70R16	11R15	
165R13LT	225/70R16	31x10.50R15	
175R13LT	205/85R16	235/70R16	
165R14LT	215/85R16	245/70R16	
175R14LT	215/65R17	255/70R16	
185R14LT	225/75R17	265/70R16	
195R14LT	205R16	275/70R16	
205/75R14LT	650R16	245/75R16	
215/75R14LT	700R16	265/75R16	
195R15LT	750R16	235/60R17	



Passenger		Light Truck / 4WD	Truck
Passenger to 235mm	SUV to 225mm Passenger 245mm up	Light Truck / SUV > 235mm	
205/65R15LT		235/65R17	
215/65R15LT		245/65R17	
195/70R15LT		255/65R17	
205/70R15LT		285/65R17	
215/70R15LT		245/70R17	
225/70R15LT		265/70R17	
215/60R16LT		235/80R17	
		235/85R16	
		ALL 17.5	



THORAK REGIONAL CEMETERY

Fees and Charges 2023-24

Effective from 1 July 2023

**LITCHFIELD
COUNCIL**



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DRAFT

Administration Fees

	Charge
All Litchfield residents / ratepayers receive a 10% discount on all fees and charges.	
Must show proof of residency by way of driver's license, rates notice or recent (no older than 90 days) government correspondence with a residential address within the Litchfield Municipality.	10% on fee charged
Refund Administration Fee	\$45

Notes

All fees and charges are GST inclusive

- Note 1: For further internments an extra depth fee of \$517 applies to first interment. Second interment fee due at time of second interment.
- Note 2: Cremated remains interred into an existing occupied grave.
- Note 3: Coffins over 750mm wide are subjected to extra fees for larger grave preparation.
- Note 4: Prices include niche front engraving of name and date up to 37 characters.
- Note 5: "Niche A" second urn must be correct size to fit limited space
- Note 6: Exclusive Right of Burial Fee of \$10 applies as per Section 29 Cemeteries Act
- Note 7: Plots pre-purchased in Sections C and D may incur a pre-digging fee to determine if the site is usable due to underground rock formations.
- Note 8: All exclusive right of interment for burials and cremations attracts an interment fee in addition to the Cemetery Fee, except where otherwise stated.
- Note 9: Child fees apply to aged twelve (12) years and under
- Note 10: Exclusive Rights reservations issued before the introduction of CEM02 Rights of interment Policy 2018 will attract the Cemetery Fee and the Interment Fee at the time of interment.
- Note 11: The purchase for a "At need/ Pre-need" Extra depth interment whether Adult or Child will incur the higher cost of an Adult. Should a second burial be required within a "At need/ Pre-need" child's Exclusive rights of Interment then a full Adult Exclusive rights of Interment fee would be charged.

Exclusive Rights of Interment – Burials^{8, 9, 10}

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
Section A & G (Plaque) ^{1, 2, 3, 6}	
Adult	4,280
Child	2,364
Section B (Headstone & Plaque) ^{1, 2, 3, 6}	
Adult	6,500
Child	3,238
**Section Monument B, C, D & E (Monuments) ^{1, 2, 3, 6, 7}	
Adult	8,699
Child	5,758
Orthodox Section (Monuments) ^{1, 2, 3, 6}	
Adult	8,699
Child	5,758
Muslim Section (Monuments) ^{3, 6}	
Adult	8,699
Child	5,758
Muslim Section (Flat Marker) ^{3, 6}	
Adult	4,280
Child	2,364
Baha'i Section (Plaque) ^{3, 6}	
Adult	4,280
Child	2,364
Jewish Section (Headstone & Plaque) ^{1, 2, 3, 6}	
Adult	6,500
Child	3,238
Garden of Angels ^{1, 2, 6}	
<i>Garden of Angels graves accommodate caskets up to 110cm long by 45cm wide</i>	
Section A - Plaque only	2,364
Section B - Headstone and Plaques	3,238
Children's Cremated Remains Interment Garden	494
Un-Registrable Foetus burial	494

Exclusive Rights of Interment – Cremated Remains

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.	Charge
Exclusive Right of Interment - Cremated Remains⁶	
Memorial Palm Garden (single interment only)	494
Memorial Lawn Garden (single interment)	494
Niche Wall (+ \$36 per additional container)	679
Niche Wall (Lower two rows of niche walls) (+ \$36 per additional container)	348
Memorial Beam – B Section	585
Memorial Palm Scattering Garden	159
Rock Memorials - no ashes, position only (installation, permit and plaque costs apply)	318
Floating Plaques – no ashes, position only (installation, permit and plaque costs apply)	318
Courtyard of Tranquillity⁶	
Row 5,6,7 & 8 (single interment only)	494
Row 1,2,3 & 4 (two interments per plot)	972
Row 1,2,3 & 4 (second interment)	Interment fee only
Courtyard of Tranquillity – Columbarium^{4, 6}	
Row # 1, 2, 3, 4	
Niche B (Single)	1,556
Niche A (allows 2 medium sized urns) 5	2,635
Niche A (Second urn interment) 5	Interment fee only
Niche C (Double allows 2 large urns)	2,844
Niche C (Second urn interment)	Interment fee only
Row # 5	
Niche B (Single)	1,556
Niche A (allows 2 medium sized urns) 5	2,635
Niche A (Second urn interment) 5	Interment fee only
Courtyard of Tranquillity – Family Tree Cremation Garden⁶	
Allows up to twenty ash interments under one tree. Includes first memorial permit fee.	4,488
Courtyard of Tranquillity – Memorial Tree⁶	
Includes the tree, memorial permit fee, concrete plinth and standard plaque (Maximum of four per tree)	1,602

Cremation Services

Please see cemetery office staff for urns, necklaces, and keepsakes for cremated remains.		Charge
Adult Cremation		1,838
Infant Cremation (Coffin size not to exceed 110cm long)		918
Adult Cremations with Oversized coffins (200kg or heavier)		2,328
Un-Registrable Foetus Cremation		394
Incineration of materials		1,193
Additional Ash Containers		36
Viewing of Cremation (per cremation)		159
Packaging and posting of cremated remains		236
Extended Cremation Service Package – includes coffin, transportation and cremation. (pick-up from Royal Darwin Hospital & Palmerston Regional Hospital Morgues only)		3,285
Extended Cremation Service Package – Oversized Coffin		4,304
Extended Cremation Service Package – Infant (Capsule not to exceed 110cm long)		1,702
Purchase of an assembled capsule		590
Refrigerated storage of coffin (per night, maximum 5 nights)		50
Cleaning of Cremator (per hour or part thereof)		236
Extra Charge on Byron Coffins (extra residue, extra processing)		112

Interment Fees

	Charge
Burial interment	1,151
Un-Registrable Foetus burial	310
Cremation interment	310
Courtyard of Tranquillity – Family Tree Cremation Garden	
Interment fee & permit fee for each additional individual cremated remains (max 20 per tree)	459
Courtyard of Tranquillity – Memorial Trees	
Additional Plinth, Plaque & permit fee (max 4 per tree)	865

Administrational Charges for Exclusive Rights

Names of the intended person/s must be specified at the time of Exclusive Right of Internment purchase.		Charge
Hold on the right to purchase an Exclusive Right of Interment		
The hold is for a three-month period in line with CEM 02 Interment Rights Policy		224
Extension of Hold		
The plot is held for an additional three months. Maximum hold time 6 months total.		224
Hold on the right to purchase an Exclusive Right of Interment – Cremated Remains		
Applicable for all plots for cremated remains.		106
Extension of Hold		
The plot is held for an additional three months. Maximum hold time 6 months total.		106
Reprint of Exclusive Right Certificate		10
Refund of Exclusive Rights		
Upon proof of purchase, 75% of the fee at time of purchase will be refunded less administration fee and the certificate fee of \$16 pre-1st July 2013, \$10 after 1st July 2013.		
Transfer of exclusive right of burial prohibited under the Burial and Cremation Act 2022.		

Second & Subsequent interments: All sections (By approval)

		Charge
Second & subsequent Interments: All sections		
Where the upper surface of coffin is below 1000mm from ground level		1,545
Grave Investigation		
To ascertain depth per hour per staff member		157

Miscellaneous Charges

	Charge
Extra Depth fee / Oversize fee	517
Exhumations coffins – ground preparation (Ministerial approval required)	1,624
Disinterment of Cremated Remains from ground	157
Removal of Cremated Remains from Columbarium/Niche Wall	157
Pre-digging of grave	647
Display Beam Annual Fee	1,002
Columbarium replacement granite panel	561
Grave Shoring (to stabilise the grave sides)	364
Chapel Services	
Chapel Hire, includes private family viewing room and Kitchenette (per hour)	462
Chapel Overtime Fee (per hour or part thereof)	214
Hire of Viewing room only per hour (does not include cremation viewing)	158
Non-regular hour service charges	
Monday - Friday: After 4.30pm (per staff per hour or part thereof)	236
Cremations after 3:00pm (per hour or part thereof)	236
Burials after 4.00pm (per hour per staff or part thereof)	236
After 3hrs has been exceeded (per staff per hour or part thereof)	314
Weekends: Per hour per staff member	314
Public Holidays: Per hour per staff member	314
(Weekends and public holidays minimum two hours labour)	
Memorial Permits	
Plaques (Fee is GST Exempt)	158
Headstones (Fee is GST Exempt)	266
Monuments (Fee is GST Exempt)	394
Benches (Fee is GST Exempt)	229
Memorial Installation Fees via Thorak Staff	
Plaque	157
Removal and/or re-installation of memorial plaque	157
Installation of memorial benches	654
Installation of concrete slanting pillow	157
Other Charges	
Outside Service	364
Marquee Rental 4 x 4 m (includes 20 chairs)	157
Marquee Rental 6 x 3 m (includes 20 chairs)	236
Funeral Directors Permit Fee per financial year (Fee is GST Exempt)	1,644
Individual funeral permit fee per financial year (Fee is GST Exempt)	137
Concrete Slanting Pillow (Supply)	189
Ornamental Memorial options (Urns, necklaces and keepsakes)	cost + 60%
Brass Plaques – various sizes and designs	cost + 60%
Floating Plaques and Ornamental Cylinders	cost + 60%

Infant Subsidy

- For burial or cremation costs of children two years and under, including stillborn children. This does not include un-registrable foetus.
- The subsidy will be available up to a maximum of fifty percent (50%) of the interment cost or 50% of the cremation cost or \$900.00 whichever is lesser, at any section of Thorak Regional Cemetery.
- The parent or legal guardian is a resident within the Darwin, Palmerston or Litchfield municipalities.
- The subsidy will be for the interment cost or cremation cost (not both) and will be applicable at the time of service. Only one claim per infant allowable.
- The subsidy is applicable to individual residents only and will not be available to organisations or government agencies carrying out interments or cremations for children in their care.
- The subsidy will only be available on receipt of proof of residence within the Darwin, Palmerston and Litchfield Municipalities. Proof of residence will require photo identification with a current address shown, or a letter or account for utilities service including Power Water (no older than 3-month-old), a current rental agreement, rates notice, or any other identification document as approved by the Cemetery Manager



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Draft Municipal Plan 2023/24 and Draft Financial Management Strategy and Long Term Financial Plan and 2023/24 to 2032/33
Author:	Maxie Smith, Director Corporate and Community
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: Recommended Amendments B: Public Consultation Results C: Draft Municipal Plan 2023/2024 D: Draft Financial Management Strategy and Long-Term Financial Plan 2023/24 to 2032/33

Executive Summary

This report presents to Council the recommended amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2033/2033 following the public consultation period. The Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2033/2033 are further presented for Council's adoption.

Recommendation

THAT Council:

1. note submissions received for the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 and thank all residents for their input;
2. approve amendments to the Draft Municipal Plan 2023/2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 as listed in Attachment A to this report;
3. authorise the Chief Executive Officer to make necessary editorial changes to the Municipal Plan 2023/2024 and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 if required;
4. set the Elected Member allowances for the year 2023-2024 as determined by the Remuneration Tribunal under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006* per Section 106 of the *Local Government Act 2019*; and

5. adopt the 2023/2024 budget as per Section 203 of the *Local Government Act 2019*; and
6. adopt the Municipal Plan 2023/2024, as at Attachment C, as per Section 35(1) of the *Local Government Act 2019* and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033, as at Attachment D; and
7. set aside any surplus/deficit from the 2022-2023 financial year into the Waste Management Reserve, Thorak Regional Cemetery Reserve, and Asset Reserve, respectively.

Background

At the Ordinary Council Meeting of 24 April 2023, Council approved the Draft Municipal Plan 2023/2024 and the draft Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 for public consultation for a period of 27 days, from 2 May to 28 May 2023.

Council has received a total of 26 written submissions and 12 Survey Monkey responses through the consultation period.

Furthermore, the Local Government Division, Department of Chief Minister and Cabinet (Department) has provided feedback, as at Attachment A. The Department's feedback identified one required amendment and three amendments for consideration.

Attachment A presents the changes and proposed amendments for the final Municipal Plan and Long-Term Financial Plan as a result of the Department's feedback and the Determination issued by the Remuneration Tribunal.

Attachment B provides copies of written submissions and responses received via Survey Monkey.

The Freds Pass Management Board also conducted a petition, independently of Council, to increase their funding. The board and user groups obtained a total of 1,315 signatures.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

Part 3.3 and Part 10.5 of the *Local Government Act 2019*.

Risks

Governance

Council will be in breach of the *Local Government Act 2019* should we not adopt its Municipal Plan and budget by 30 June 2023.

Community Engagement

The Draft 2023/2024 Municipal Plan and Budget and Financial Management Strategy and Long-Term Financial Plan 2023/2024 to 2032/2033 (Plans) were placed on public exhibition for a period of 27 days, from 2 May and ran until 28 May 2023.

A Public Notice was placed in the NT News on Monday 2 May, as per the Legislative requirement. A dedicated page on Council's website with links to the Plans and ways to provide feedback also went live on that same day.

A Facebook post informing the Plans are available for public comment was also made on 2 May, and boosted on 5 May to improve the post reach. The post provided a link to complete the survey and other ways to make a submission.

A further Facebook post promoting the public consultation period was made on 17 May and the cover image for the page was updated to promote the consultation on 24 May. A message from the Chief Executive Officer, Stephen Hoyne, providing clarification on Freds Pass Sport and Recreation Reserves proposed 2023/2024 funding was shared on 24 May.

The draft Plans were a focus at Council's Freds Pass Rural Show stall on 27 and 28 May 2023, with stall visitors able to collect copies of the Plans and complete the feedback survey.

Amendments	Comments	Proposed Changes
Department Comments 24/05/2023	Page 23 - Budget by Planned Major Capital Works	Planned Major Capital Works table on page 23 is to be amended in final plan as per the Departments feedback.
	i. As per Guideline 5: Budgets - the "Total Planned Budget" should be a summation of: Total Prior Year(s) Actuals (A) + Current Financial Year Budget (B) + Outer Financial Year 1 Budget (C). However, the Total Planned Budget in Council's draft budget excludes Total Prior Year(s) Actuals (A).	
	ii. The 2023-24 capital expenditure amount of \$7.8 million on page 34 has been allocated to the "Outer Financial Year 1 Budget" column on page 23 of the Capital Works budget and should be amended and reported under the "Current Financial Year Budget" column.	
	iii. The amounts listed in the "Total Prior Year(s) Actuals" and "Current Financial Year Budget" on page 23 should be reviewed and amended, where required, due to the change in the "Outer Financial Year 1 Budget" column. NOTE: For the purposes of the 2023-24 budget, the figure in column A should be inclusive of the actual expenditure for 2022-23 and prior years.	
	2 The total budgeted Rate Revenue for 2023-24 of \$11.2 million on Page 26 is different to the Rates income amount of \$14.5 million in the "Budgeted Statement of Comprehensive Income" on page 34. To clarify this difference and assist the reader, it would be beneficial to include a comment that explains this difference.	This change has been made and is reflected in the Municipal Plan as at Attachment C.
	3 On page 27 it was noted that the link for the "Schedule of Fees and Charges" directed the reader to Council's homepage. It is recommended this link be updated to direct the reader to the relevant document on Council's website for easier access. Also, the website currently provides the 2022-23 fees and charges. Once the plan is finalised link should point to 2023-24 Fees and Charges.	Amend link in final plan.
	4 On page 39, in the last paragraph a link was provided for the "Long Term Financial Plan 2023-24 to 2032-33" (LTFP). However, the link in the Annual Plan refers readers to the home page on Council's website, rather than the document itself. It is recommended that a direct link to the LTFP be included in the approved plan.	Amend link in final plan.
Councillor Allowances	As per the new allowances set by the Remuneration Tribunal, the Deputy Mayor will be able to access extra meeting allowances. The municipal plan circulated for consultation did not reflect this new change.	This change has been made and is reflected in the Municipal Plan as at Attachment C.

35 Livingstone Rd, Livingstone NT 0822
 P.O. Box 312, Noonamah NT 0837
 Telephone: 0419 810 926
 Email: lrr@iinet.net.au
 ABN 93 948 923 403

Livingstone Recreation Reserve



8th May, 2023

Litchfield Mayor and Councillors
 Litchfield Council
 7 Bees Creek Road
 Freds Pass, Northern Territory

RE: Response to the Draft Litchfield Council Municipal Plan 2023-2024

Dear Litchfield Mayor and Councillors,

We would like to thank you for increasing the funding to Livingstone Recreational Reserve (LRR) by \$16,079 for the 2023-24 fiscal year. However, LRR finds itself again the "poor cousins" of the council's reserves, with the second largest area to maintain and we continue to be underfunded by 71% on a "per maintained acre" comparative basis.

This year, at the behest of council's reserve liaison, Kate Townsend, we obtained a quote from a contractor (\$26,053 ex GST) that could take the burden of lawn mowing/slashing from the volunteer committee. From our submitted budget spreadsheet, this would save the committee 287 hours annually. Even though this year's funding increase is less than this amount, the contractor will be engaged regardless as it reduces the work, health and safety risk on the LRR committee (LRRC) and because using volunteers is exploitative and not sustainable long-term.

We are currently seeking permission from the council to rent out the residence located immediately north-west of the Community Hall, with a potential income of \$13,312 per annum (minus expenses). This money will be used in lieu of a caretaker for the cleaning of the hall and ablution facilities and will be self-sustaining and capitalising on existing assets.

In the last financial year, we have reduced our electricity costs by installing solar panels from a minor CBF grant and will on-charge the water costs from Livingstone Volunteer Bushfire Brigade to council as this is not part of our lease agreement. We have utilised the resources of the Gamba Army to begin our Gamba grass management program to a maintenance level. As such, we have minimised our expenses as much as possible.

For the second consecutive year, we again state that we will not be able to meet the painting clause (8.2) in our lease agreement as compensatory funding has not been allocated and the LRRC has no responsibility to raise these funds. The lease agreement was signed in 2020 and we have estimated this cost of painting to be \$50,000 which will be due in 2025. We have been building this cost into our submitted budgets as \$10,000 per annum but as this has continued to be ignored by the council funding committee. Council should consider this to be an arising liability in two years.

The lack of compensatory funding to contract out the garden, irrigation, bore and other sundry maintenance will require the development of work, health and safety procedures that the LRRC committee do not have the time or expertise to develop and implement. This should be seen as a significant risk to Litchfield Council which could be avoided if appropriate funding were allocated to engage certified contractors.

35 Livingstone Rd, Livingstone NT 0822
P.O. Box 312, Noonamah NT 0837
Telephone: 0419 810 926
Email: lrr@iinet.net.au
ABN 93 948 923 403

Livingstone Recreation Reserve



The purpose of all council reserve management committees is to manage and govern the operations of the Reserves and not exploited as a free labour resource for maintaining a council asset. This is the second year that we have been requested to provide estimated costs for the running of LRR that have been ignored. We would like to know how council is calculating the funding allocation between reserves, because the across-the-board 30% increase (with the exception of Mira Square and Council-managed reserves) is not equitable based on our, and presumably others, funding needs.

It should be known by council, that the LRR committee is exhausted and exacerbated by requests, made by council, to provide information around funding needs that are overlooked. As such, the LRR committee is considering handing back LRR to council so that appropriate levels of funding can be obtained. We would like to request, from council, that a business plan be delivered that would outline to our user groups (34 Mile Bar and Bistro, Litchfield Horse and Pony Club, Livingstone Choir and Livingstone volleyball group) as well as the community members that regularly hire the hall for private functions, what the cost structure for continuing these activities would be under council management. We are very concerned of the impact this would have to our endeared local community but we need to weigh up the social and emotional cost if the reserve were to be council-run. It is recognised that if managed by council, they will be resourced appropriately. After this occurs, we could consider resuming management if put out to tender.

We look forward to receiving this business plan.



President on behalf of the Livingstone Recreational Reserve Committee

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570949 Funding for Freds Pass
Date: Wednesday, 24 May 2023 1:23:22 PM

Good afternoon - I am writing to express my concern about the proposed 2023-24 funding for Freds Pass Sport and Recreation Reserve in Litchfield Council's Draft 2023-24 Municipal Plan.

The funding is below the necessary annual cost to maintain the reserve for the public.

Litchfield Council has a duty of care to ensure the reserve is maintained in a safe and inclusive way and this needs to include funding the operational cost of the reserve.

The reserve is used by the whole community for so many wonderful activities and events. It increases visitors to business in the municipality.

I ask Litchfield Council to fund Freds Pass Reserve to the value of the historic operational cost, which will ensure that all users can continue to benefit from this important public, community space.

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

24 May 2023

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570741 Funding to Freds Pass Reserve
Date: Wednesday, 24 May 2023 11:23:27 AM

Good morning

I would like to raise an objection to the proposed 2023-2024 funding for Freds Pass Sport and Recreation Reserve in Litchfield Council's Draft 2023-2024 Municipal Plant.

The funding is below what is the necessary annual cost to maintain the reserve for the public.

Litchfield Council has a duty of care to ensure the reserve is maintained in a safe and inclusive way and this needs to include funding the operational costs of the reserve.

I ask Litchfield Council to fund Freds Pass Reserve to the value of the historic operational close, which will ensure that all users can continue to benefit from this important public community space.

We have lived in the rural for the past 14 years and have witnessed the growth of users to this facility and the wonderful space it offers for a vast amongst of user groups. We are witnessing growth in all the sports and activities that use this space and this will only continue to grow with the population. I wish that the council would reconsider this funding proposal to allow the Freds Pass Reserve to continue to be managed in a safe way. To fail to do this will pass the costs down the line to ultimately the rate payer and we have contributed to the budget and expect that the council will take into consideration public use and value of this reserve.

Yours Sincerely

[REDACTED]
[REDACTED]
[REDACTED]

Dated 24 May 2023

From: [Berry Springs Recreation Reserve](#)
To: [Municipalplan](#)
Subject: Doc 570186 Draft Municipal Plan 2023-2024 Response
Date: Tuesday, 16 May 2023 10:27:49 AM
Attachments: [Draft Municipal Plan Response 2023-2024.pdf](#)

Hi

Please find attached the response from Berry Springs Recreation Reserve Management Committee in relation to the Draft Municipal Plan 2023/2024.

Regards



Secretary
Berry Springs Recreation Reserve Inc.



Reserve Phone **08 8988 6272** | Personal Mobile **0438 727 944**
E-mail **berryspringsrecreationreserve@outlook.com**
1130 Cox Peninsula Rd, Berry Springs NT 0838
PO Box 282, Berry Springs NT 0838

Berry Springs Recreation Reserve Inc.

1130 Cox Peninsula Road, Berry Springs NT 0838

PO Box 282, Berry Springs NT 0838

Phone: 08 8988 6272

Email: berryspringsrecreationreserve@outlook.com



Litchfield Council
PO Box 446
Humpty Doo NT 0836

10/05/2023

RE: Draft Municipal Plan 2023/2024

The Berry Springs Recreation Reserve volunteer management committee would like to thank council for their considerations when allocating funding for 2023/2024. The additional funding proposed in the Draft Municipal Plan 2023/2024 will greatly assist in our ongoing efforts to provide our local community with outstanding facilities that can be utilised by sporting, community and other bodies, and members of the general public.

Our members have been provided with a copy of the Draft Municipal Plan 2023/2024 and the overall response from our membership base has been positive with the future of their local reserve looking bright.

We are frequently reviewing our plans for maintaining and growing the recreation reserve to facilitate our growing community and as such we have attached a revised budget which indicates the expected expenditure and utilisation of 2023/2024 funding.

We look forward to our continued partnership with council in 2023/2024 and the opportunities it presents for our local community.

Yours Sincerely

Berry Springs Recreation Reserve Management Committee

From: [REDACTED]
To: info@fredspassreserve.com.au; [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#)
Subject: Doc 570733 Freds Pass funding
Date: Friday, 19 May 2023 3:06:30 PM

Good afternoon

Freds Pass Reserve is a non-for-profit association managed by a Board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council.

The association's income is made up of Litchfield Council funding and User Group Fees.

Litchfield Council is proposing to provide \$847,919 operational funding to the Association in 2023-24, although Litchfield Council is aware that the cost to maintain and operate the reserve is approximately \$1million annually.

To operate the Freds Pass Reserve the Association would be required to increase fees by around 220% per User Group.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve as the funding puts undue financial pressure on the Association and jeopardises all operations and public use of the Reserve.

I ask Litchfield Council to fund the Association to the value of the historical operational cost of approximately \$1 million.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

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[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [Municipalplan](#)
Subject: Doc 570958 RESPONSE TO DRAFT 2023/24 LITCHFIELD COUNCIL MUNICIPAL PLAN
Date: Sunday, 28 May 2023 12:21:20 PM
Attachments: [DRAFT MUNI PLAN COMMENTS 26.05.23.docx](#)

Many words in your draft document but little substance or forward thinking.
Attached is my short response
regards
[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
26.05.23

In regard to the Current Draft Litchfield Council Municipal Plan 23/24,

I find that the direction of Litchfield Council has moved away from the vibrant community focussed organisation that it once was to a totally inhouse focussed organisation mindless of the obligations it has to develop and offer services and support, to the community which expects involvement and supports it by payment of rates.

Your plan starts with lip service to People - Community and Lifestyle
Progress - Continuity of services and facilities
Prosperity - Our economy and growth

To mention a few concerns:

There is no mention, nor any plans developed since the 2022 – 2022 Advocacy Plans to continue to seek Australian Govt and NT Govt funding of 20M over 5 years for new facilities & currently unavailable sporting activities such as tennis, netball and basketball for Freds Pass Sport & Recreation Reserve. And where are the plans for the \$10M promised by the Federal Labor Government in the last election? What is the hold up here?

Where is the continued advocacy for improved library services that you wrote about in your Strategic Plan ?

(Provide an accessible, family friendly library service)

(Services to babies, toddlers, youth and seniors through the library and events)

WHERE ARE YOUR PLANS to support the social cohesion of the community with a Library facility that offers more space and better access. Much work and invested goodwill had gone into 5M over 10 years with the NT government supporting council with a temp accommodation lease in a better, more suitable venue than currently occupied. Where is this up to? Having experienced first hand the inappropriate behaviour of some members of the public whilst I was in attendance sharing the library with an interest group listening to a guest speaker, I can attest to the unpleasant behaviour of some library customers as they go about their business. I have also had many issues with the allocated, miserly, few car park spaces during opening hours.

Have you shelved all reference to building on to the Tourism Strategy? Litchfield has so much potential and with the 2 newly developed RV Parks successfully operating in the Municipality, businesses are reaping the benefits from extra visitation by tourists.

Data proves how Litchfield is benefitting:

Related to one of the park's operation since its opening in August 2021 to end of August 2022: Albeit a short season in its first year.....

Total bookings: 1,150
Total nights booked: 4,107
Average stay per booking: 3.6 nights

Total guest surveys sent: 1,150
Returned surveys: 210 – 18% engagement.
Av Spend per RV per booking: \$648.52
Av Spend per RV per night: \$181.59

Total economic spend based on total nights and average spend per night: \$748,070.00

Overall rating: 8.8/10 – Guests accept that it is a new park and look forward to the growing of the trees and further improvements to the park facilities. This is the highest average length of stay of all the CMCA RV parks in the network across Australia.

Length of stay:

- 1 night – 15%
- 2 nights – 13%
- 3 nights – 13%
- 4 nights – 11%
- 5 nights – 8%
- 6 nights – 2%
- 7 nights – 11%
- 8 -14 nights – 27% (maximum is 14 nights)

Proportion staying 14 nights (27%) is the highest across all CMCA RV Parks Australia wide.

Only 6% of all surveyed guests would have stopped in Humpty Doo if the CMCA RV Park was not there!

64% of guests have stayed in at least one other CMCA RV park in NT.

45% of guests also stayed at CMCA RV Park Batchelor.

Through Tourism, our soft industries are able to grow, the local suppliers and service providers can employ staff and keep them on longer, volunteering possibilities for tourists are endless with the NT Dry Season Event agendas and on it goes.

These travellers in this small snapshot would not have come north if they had not been catered for. And it's only going to get better for Litchfield! Why are you not supporting and encouraging this growth?

I'd now like to draw your attention to the Humpty Doo Community Garden, also, in light of the heading-

People – Community and Lifestyle

Council for 2 years, has been most supportive of the resurrection of the Community Garden along side and part of The Village Green. The Committee has been assisted with successful Grant Applications and guidance in preparing these grants. There has been an atmosphere of shared goals in developing this resource. I write in this instance, as an individual member of the community garden.

Recently the Committee learned that the whole of the Village Green and The Community Garden was to be connected to the one bore to save money. It seems that Money is now coming before people and community. Community members operating their garden beds need to be in control of their individual plots as they are growing what produce suits their needs, cultural tastes and financial situation. Hose downs are frequently required for tools, children, personal hygiene as well and the current accessible taps and hoses are a must for the operation of the Community Garden.

Seedlings, fruit trees, root vegetables, garden beds, dust suppressing lawns etc. do not respond to a one size fits all approach as indicated by Council's plans to install large sprinklers atop the newly installed perimeter fence around the new, planned orchard section of the garden.

A refocus is needed on the Community aspect of the Humpty Doo Village Green and Community Garden

Finally: As this is being written it appears that all watering at the Village Green has been turned off as all lawns are brown.

Where in the Draft Municipal Plan have you shown consideration for the community's need for shared pathways?

Around the Humpty Doo Shopping Centre, it is impossible for elderly folk to use walkers, mopeds even walking sticks, as the verges have no foot paths. There are no easy accesses to the Post Office, Physio or Police Station. Walking is only available on the road on Vereker St.; however, it is used as a car park on both sides of the carriage way, between Skewes St and Lloyd Rd, and with vehicles taking up most of the roadway, this Council road is a disaster waiting to happen.

Thank you for the opportunity to make some comments. I look forward to seeing the results of the comments submitted by others in the spirit of open and transparent feedback as was provided to ratepayers by the previous council, to develop a sense of the community's concerns.

[REDACTED]

From: [REDACTED] >

Sent: Thursday, May 18, 2023 12:06:48 PM

To: Doug Barden <Doug.Barden@litchfield.nt.gov.au>; Andrew Mackay <andrew.mackay@litchfield.nt.gov.au>; Emma Sharp <emma.sharp@litchfield.nt.gov.au>; Mathew Salter <Mathew.Salter@litchfield.nt.gov.au>; Kevin Harlan <kevin.harlan@litchfield.nt.gov.au>; Rachael Wright <rachael.wright@litchfield.nt.gov.au>; Mark Sidey <mark.sidey@litchfield.nt.gov.au>

Subject: Draft Municipal Plan 2023-2024

Dear
Mayor and Councillors,

I am
writing to you to express my concern and dismay at the lack of funding provided to the Freds Pass Reserve in the Draft Municipal Plan for 2023-2024.

As a
rate payer and regular user of the Reserve, I have seen it transform, under the current board and management committee, from a debilitated state to its current flourishing position we see it in today. The current management committee are to be applauded for the community events and the way the Reserve is currently being managed and run. I am shocked to hear that the current general manager has tendered her resignation due to inadequate funding. I am concerned that this will be a significant step backwards for the Reserve.

I urge you to please reconsider your position as to prevent us going back to the dark old days.

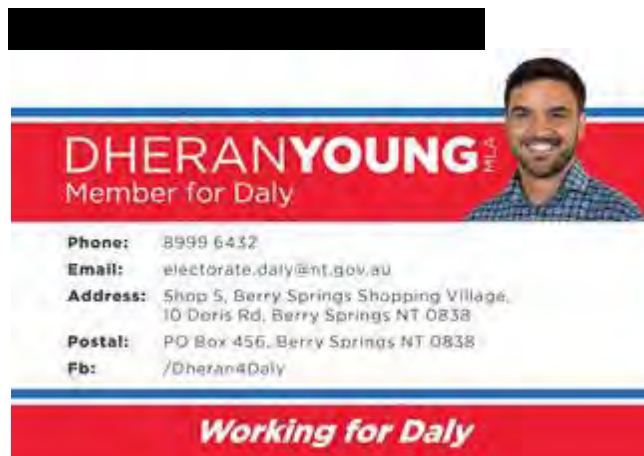
Sincerely

[REDACTED]

[REDACTED]

From: [Electorate Daly](#)
To: [Municipalplan: Doug Barden](#)
Cc: [REDACTED]
Subject: Doc 570447 Municipal Plan Feedback
Date: Friday, 19 May 2023 11:19:37 AM
Attachments: [Litchfield Council Municipal Paln Comment 2023.pdf](#)
[Public Safety concerns Old Bynoe Crossing.docx](#)
Importance: High

Please see attached correspondence from Mr Young.





19 May 2023

Litchfield Council
PO Box 446
Humpty Doo, NT 0846
Via Email: municipalplan@litchfield.nt.gov.au

Dear Mayor Barden

I write to provide comment on the Draft Municipal Plan 2023-2024 on behalf of constituents [REDACTED] and [REDACTED] of Darwin River.

[REDACTED] have written to me expressing their concerns with regards to the lack of safety mitigation at the crossing on Old Bynoe Road following a serious incident there at the height of the wet season.

I have attached the copy of the correspondence from March which I understand was also sent to Litchfield Council direct.

Specifically they have the following proposal for Council:

Our proposals for small spend solutions are:

- 1. Installation of access gates** that could be locked, such as those that were used at the Finnis River on the Litchfield Park Road.
- 2. Upgraded and fit for purpose signage** suited to the location including:
Better 'NO ENTRY' signage at times of flooding
Upgraded depth indicators added to the downstream side of the crossing to improve visibility.
Installation of adequate warning and assistance information and
Enhanced location signage to support google maps users to confirm their position if they have lost connection to the internet.
- 3. Improved Public Awareness campaigns.**
There needs to be much better signage on the approach to this area for the benefit of the public. Visitors to the area need relevant information to prevent tragedies, such as being advised to wind down their windows before attempting any crossing of flooded roads, and what services they need to access in the event of an emergency. Visitors need to know to call NT Emergency Services for swift water rescues (and how to get in contact with them) and that tow truck drivers are not obliged to put their own lives in danger to retrieve lost vehicles.

Additional interventions that could be considered are the use of concrete blocks that are lifted into place at the start of this dangerous period. Although these interventions are simple, they are known to be effective. There would be limited inconvenience to local residents who may have a day or two at the end of the flooding for the interventions to be removed.

2.

It would be pleasing to see some works on this dangerous flood way specifically included in the \$7,516,429 Infrastructure and Assets program of works on Page 22 of your Municipal Plan.

Thank you for your consideration of this important matter.

Kind regards

A handwritten signature in black ink, appearing to read 'Dheran Young', with a stylized flourish at the end.

Dheran Young MLA
Member for Daly

From: [Freds Pass Reserve Board](#)
To: [Municipalplan](#)
Cc: [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); [info](#)
Subject: Doc 570971 Community Feedback - Draft Municipal Plan 2023-2024 and Draft Long-Term Financial Plan - Submission from the Board of Freds Pass Reserve
Date: Sunday, 28 May 2023 4:40:52 PM
Attachments: [image001.png](#)
[Freds Pass Reserve Board Submission Litchfield Council Draft Municipal Plan 2023-2024.pdf](#)

Dear Litchfield Council

Please find attached community feedback on behalf of Freds Pass Sport and Recreation Management Board, on the Draft Municipal Plan 2023-2024 and Draft Long-Term Financial Plan

If you have any questions or concerns, please do not hesitate to contact us.

Kind regards

On Behalf of Freds Pass Sport and Recreation Management Board



 General Manager
Freds Pass Sport & Recreation Reserve
Tel: (08) 8983 1522 | Mob: 0439 673 882 | Email: gm@fredspassreserve.com.au
20A Bees Creek Road, Freds Pass, NT 0822 | PO Box 1077, Coolalinga, NT 0839
Web: www.fredspassreserve.com.au

26 May 2023

Litchfield Council

Email: municipalplan@litchfield.nt.gov.au

Re: Feedback Draft Municipal Plan 2023-2024 and Draft Long-Term Financial Plan

The Freds Pass Sport and Recreation Reserve Association has spent around \$1million annually over the past three years to maintain the reserve. This budget allows the volunteer Board to maintain the council owned property to provide our community a safe and inclusive space for sport and recreation, so Council doesn't have to manage it themselves.

Besides operational funding from Council, the association's income is the fees generated from User Groups. Freds Pass User Groups fund themselves through membership fees and volunteer support.

Litchfield Council is proposing to provide \$847,919 in funding in 2023-24 to Freds Pass Sports and Recreation Reserve Association for the maintenance and operation of the Reserve.

Litchfield Council has provided Freds Pass Sports and Recreation Reserve with funding of \$992,262 in 2022-23 for the operation and maintenance of the Reserve.

Freds Pass Sports and Recreation Reserve has invested \$1,044,366 in 2021-22 and \$955,533 in 2020-21 for the operation and maintenance of the Reserve.

We are opposed to the proposed 2023-24 funding from Litchfield Council for Freds Pass Sports and Recreation Reserve as the funding does not afford:

- The cost to maintain Reserve infrastructure to a safe and acceptable standard.
- The required staffing levels to provide safe and functional sport and recreational facilities.
- The delivery of community events, such as Rural Eats, Sunday Sounds, Freds Pass Flix.
- Expenses incurred by the Freds Pass Reserve Association to fulfil their obligations under the Lease Agreement with Litchfield Council.

To further expand on the above, we also provide the following evidence and extracts of documentation shared between Litchfield Council and Freds Pass Reserve. Whilst there seems to be differing views from both parties on what has occurred in the past and what should occur in the future, this is an account of events that led to "how did we get to today and why do we not agree with Litchfield Councils account of events?"

Litchfield Council's Governance Review

To recap - a few years ago there was a strained relationship between Litchfield Council and Freds Pass Reserve Management and Litchfield Council decided there was to be a review into levels and models of Governance in place on Freds Pass Reserve. User Groups and Reserve patrons were complaining about poor and unsafe facilities, ill-repair and the Freds Pass Reserve operations being unapproachable. Freds Pass Reserve advised this was the best outcomes achievable with the funding that was available.

Subsequently Litchfield Council enforced a 'Governance Review' conducted by an independent party, to identify opportunities for improvement and the ongoing viability of the Freds Pass Reserve Contract. Areas that were discussed included many topics including operational and funding models, the levels of funding at that time, and several other topics to highlight strengths, weaknesses, and opportunity for change. Out of this review there were several recommendations focussed largely, but not limited to the following:

- **The Board composition** – Remain unchanged, however the Litchfield Council's position on the Board was formalised with the recognition and role of the Observer noted in the constitution (non-voting) and Funding Agreement
- **Freds Pass Reserve operational restructure** – The General Manager's role created and funded by Freds Pass Reserve in the first year.
- **Acknowledgement of underspending** - previously Freds Pass Reserve and Litchfield Council were rewarded for not spending allocated budgets. This contributed to unsafe work practices and failing assets and infrastructure.
- **Lease did not include Litchfield Council funding obligation** – the recommendation was a funding agreement developed and signed between all parties for the remainder of the Lease.
- **Lack of detail in Lease in terms of Obligations (Section 7) and Maintenance & Repairs & Works (section 8)** – the lease was very high level and light in terms of what was expected from Freds Pass Reserve. Rather than renegotiate a new Lease it was agreed that ~~more~~ more detailed key performance indicators (KPI's) were to be included in the funding agreement. i.e., "Keeping the land and premises & the Lessees property in good tenantable repair.' Would be expanded to more detailed deliverables each year.

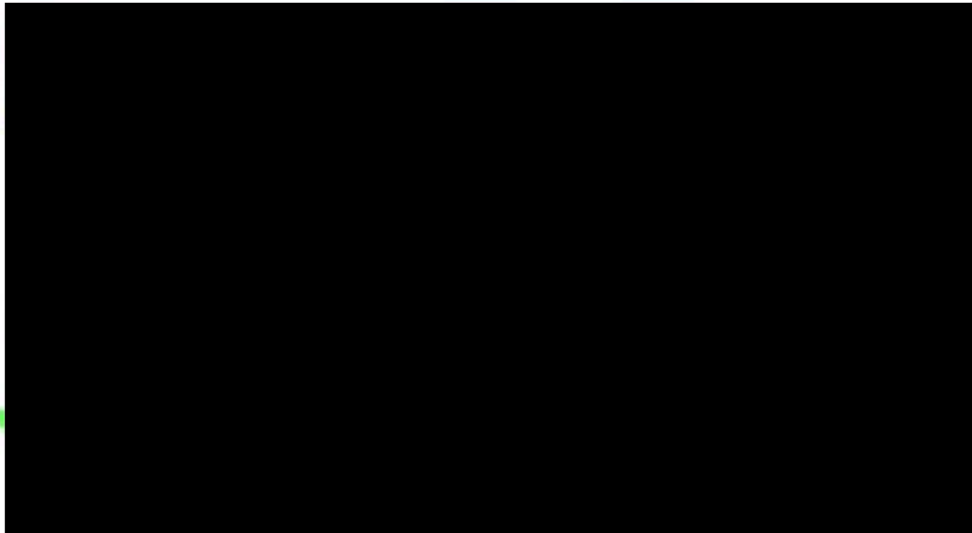
All the recommendations from the Governance Review were implemented, except for the **2021-2022 Funding Agreement**. What started out to be a 3-to-5-year agreement was finally presented as a one-year agreement by Litchfield Council. The rationale given that it was proving too difficult for Litchfield Council to get consistency across all Reserves in such a short turnaround time, so this would be completed in subsequent years.

The intent of the first Funding Agreement was to ensure that the parties had the correct focus on areas that were the highest risk, those being:

- Developing healthy and sustainable relationship and communication channels between key stakeholders, and
- Ensuring Freds Pass Reserve had best practice governance in place.

More detailed KPI's included that the Reserve needed to ensure it had focus on patrons outside User Groups and existing Sports being played on the Reserve **(See Below Extract – Litchfield Council Funding Agreement)**.

Although all parties were not successful in a longer-term agreement it was included in the agreement that Litchfield Council acknowledged that longer and increasing funds would be required **(See Below Extract – Litchfield Council Funding Agreement)**.

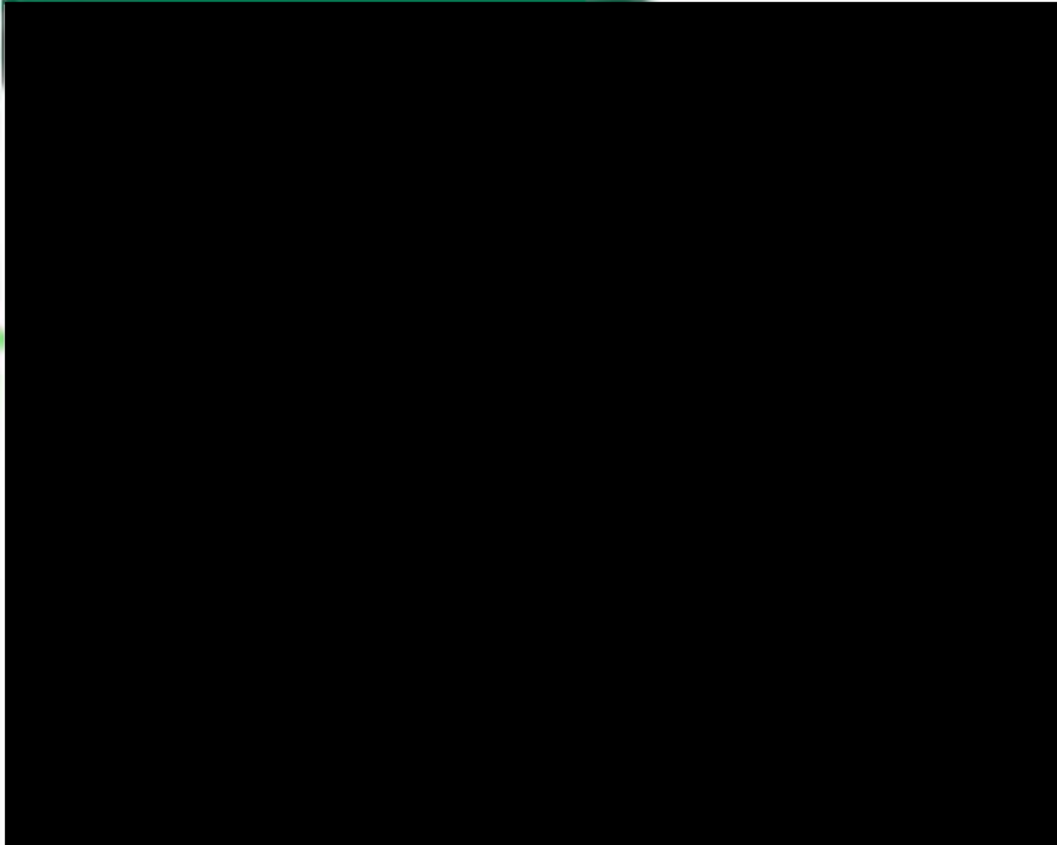


Extract A – Litchfield Council Funding Agreement

The appointment of the General Manager in June 2021 (which was after the funding and budgets had been completed by Litchfield Council and Freds Pass Reserve), an in-depth review was completed of all operations, repairs, and maintenance. Areas that were noted with the Freds Pass Board and Litchfield Council at the time were:

- Freds Pass Reserve had presented a budget to Litchfield Council that had a \$70,000 deficit. The Board had cash reserves that allowed them to fund the budget deficit to allow the progression of the restructure and other works as identified by the Governance Review.
- However, after the operational review was completed (July 2021), the budget forecast grew to \$200,000 deficit. As all works were identified as necessary, the Board agreed to fund the deficit, reducing their cash reserves.
- Areas that required additional funding included:
 - Compliance.
 - WHS.
 - Aging and unreliable infrastructure.
 - Equipment not fit for purpose.
 - Increased interface and response to User Groups.
 - Governance, oversight, and audited decision making.
- As this was completed outside the Litchfield Council budget cycle, no additional funds were requested that year.
- The General Manager role significantly improved communications, including reporting. With fortnightly operational catch ups with Litchfield Council there was more transparency and accountability.
- To date Litchfield Council has an appointed member on the Board. This person has access to ALL documentation and monthly reports supplied to elected and appointed Board members. Additionally, there are fortnightly operational meetings, this was to ensure that Litchfield Council had increased awareness of the operational challenges and ongoing costs to completed necessary works.
- We all acknowledged that the past regimes had been rewarded for saving money / not spending money, as this was to the detriment of ongoing maintenance costs. Freds Pass Reserve is now undertaking facing a very serious game of catch up on asset maintenance.

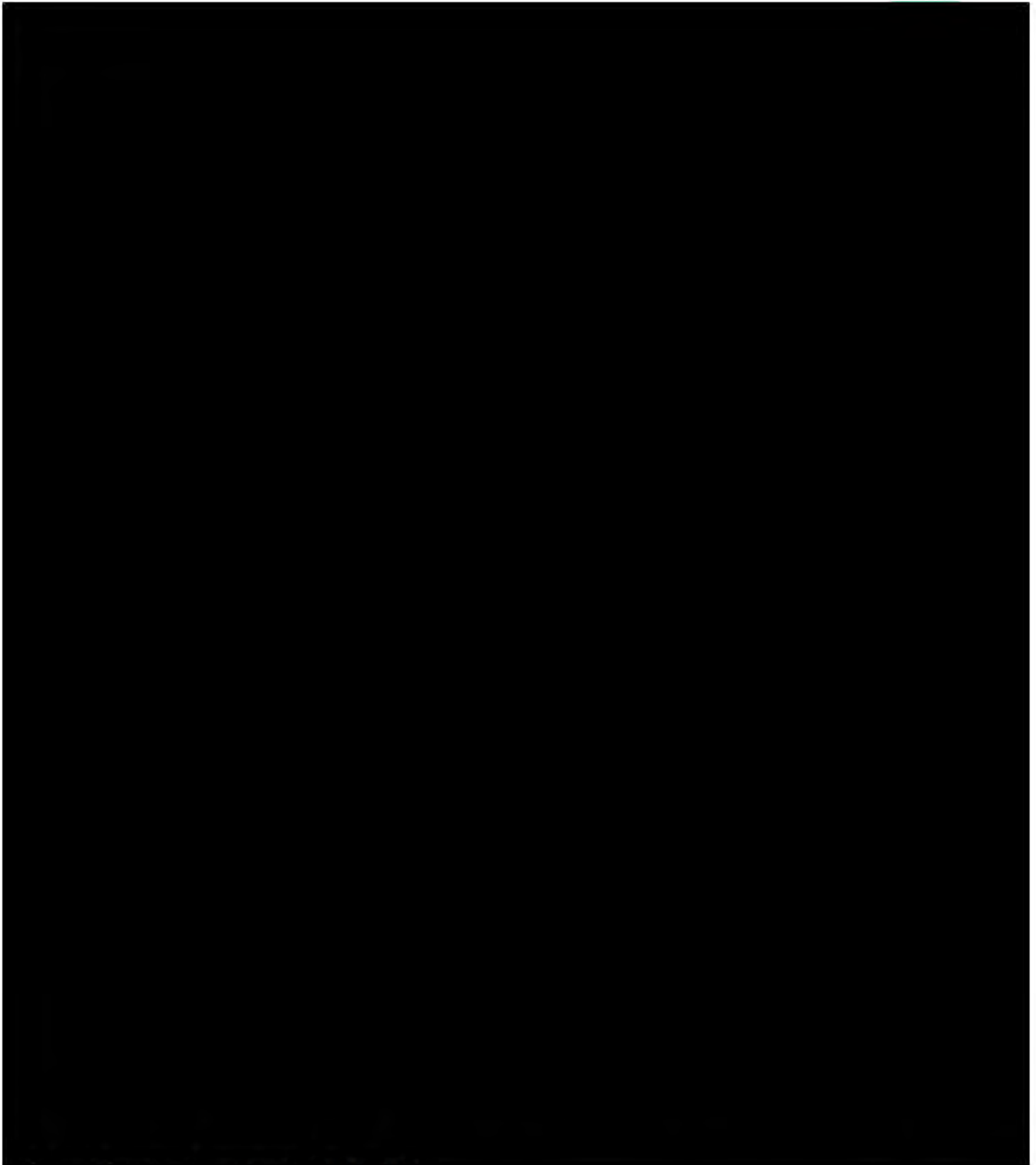
To further commit to an ongoing and productive relationship, a **Memorandum of Understanding (MOU)** was developed. This MOU clearly states what is expected from the Freds Pass Reserve Board with feedback at all meetings and Council presentations that all areas were being delivered successfully.: **(See extract– MOU between FPR and LC)**



As Freds Pass Reserve entered the **2022-2023 Funding Agreement /** budget cycle, we were all confident that we have meet all the KPI's, been open and transparent with Litchfield Council and that our submission (based on the previous two years of spend) was reasonable and accurate. Although we did not get all that was requested, we were encouraged to see an increase of \$313,000.

Whilst Council acknowledged the additional requirements and funding was warranted, they raised concerns about such a large increase and the perception by rate payers and other Reserves this may be unfounded. After discussion it was acknowledged by both parties that there were several areas that address this concern:

- There was an extension to the Objectives of the Reserve **(See Extract Funding Agreement 2022 -2023)**
- Funding Conditions were included, to ensure that the money was spent as per the Budget submission. **(See Extract Funding Agreement 2022 -2023)**
- There was no mention or documentation that noted this was for one year only.



Extract Funding Agreement 2022 -2023

This funding agreement was further reflected in the **Municipal Plan 2022-2023** where it clearly states that the funds were for “New/Future” funding. *(See Extract Adopted Municipal Plan 2022/2023)*

Current Adopted Municipal Plan 22/23

RECREATION RESERVES FUNDING SUPPORT

Council has eight recreation reserves across the municipality.

Council supports five reserves by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council.

Operating Contribution to Recreation Reserve

Reserve	2021-2022 Adopted Budget \$	2022-2023 Budget (New/Future) \$	Increase	
			\$	%
Berry Springs Reserve	57,398	61,416	4,018	7%
Freds Pass Reserve	652,245	965,245	313,000	48%
Howard Park Reserve	124,000	128,480	2,480	2%
Humpty Doo Village Green	98,313	100,279	1,966	2%
Knuckey Lagoon Reserve	27,645	28,198	553	2%
Livingstone Reserve	50,092	53,598	3,506	7%
McMinns Lagoon Reserve	15,654	23,481	7,827	50%
Mira Square	10,000	10,700	700	7%

Once again Freds Pass Reserve meet all operational and KPI commitments, with each meeting and presentation to Council being praised for the great work being completed. Each month at Board Meetings and at each operational catch up, there were ongoing and continuous discussions about how the Reserve required more income to remain viable.

So, we are now in the **2023-2024 Funding Agreement period**, and this seems to be where communication and productive discussions cease.

In February 2023 Freds Pass Reserve presented the upcoming proposed budget to Litchfield Council. It was like the previous year with a CPI increase. It was at this presentation that Freds Pass Reserve was made aware for the first time that the 2022/23 funding increase of \$313,000 was a one-off and was not going to continue into the 2023/24 funding model.

We immediately informed Litchfield Council that we could not operate for less, so alternative budget and operational models would be developed and presented back to Council, these would include options around:

- Increase in fees.
- Reduction of services.

Freds Pass also requested further meetings and opportunities to discuss concerns with the reduction in funding and possibly provide more evidence of the real operating costs prior to the Draft Municipal being published. Despite several offers to meet with council, this did not occur, and Freds Pass Reserve did not receive a response to these requests.

When the Draft Municipal Plan was published it confirmed that it did not support the budget as proposed by Freds Pass Reserve, and we were the only Reserve that did not receive their requested level of funding. **(See Extract Draft Municipal Plan 2023/2024)**

Reserves	Budget (\$) 2022-2023	Budget (\$) 2023-2024	Increase for 2023-2024	
			(\$)	%
Operating Contributions to Recreation Reserve				
Berry Springs Reserve	61,418	79,841	18,425	30%
Freds Pass Reserve	88,245	84,819	-3,426	-3%
Livingstone Reserve	53,598	69,677	16,079	30%
McMinns Lagoon Reserve	23,481	30,625	7,044	30%
Mira Square	10,700	16,211	5,511	52%
Recreation Reserves managed in-house by Council				
Howard Park Reserve	120,480	130,274	9,794	8%
Humpty Doo Village Green	100,279	103,287	3,008	3%
Knuckey Lagoon Reserve	28,198	29,044	846	3%
Total	1,055,397	1,308,778	250,381	24%

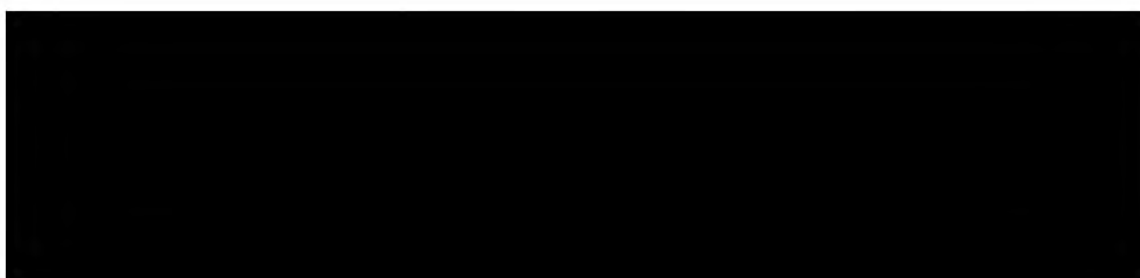
Reserves	Actual (\$) 2022-2023
Additional Contributions to Recreation Reserve managed by independent associations	
Freds Pass Reserve	340,017
Livingstone Reserve	7,180
McMinns Lagoon Reserve	3,001
Additional Contributions to Recreation Reserves managed in-house by Council	
Howard Park Reserve	923
Humpty Doo Village Green	16,114
Knuckey Lagoon Reserve	73,310
Total	440,545

Extract Draft Municipal Plan 2023/2024

Freds Pass Reserve was given an opportunity to provide direct feedback to this draft in a meeting with Litchfield Council CEO, the Mayor, and Councillors 9 May 2023.

During this meeting Litchfield Council suggested an increase to User Group Fees – Litchfield Council's view is that these fees are not high enough and that non-Litchfield residents should pay additional charges to utilise the facilities.

As per our Lease Agreement with Litchfield Council, we cannot raise fees any further than what we have already done in the past two years. The problem being that on other reserves there are NO fees or at best, only a minor contribution. *(See Extract Lease Agreement Litchfield Council and FPR)*



Extract Lease Agreement Litchfield Council and FPR

Litchfield Council has also clearly and repeatedly communicated at meetings that:

- They felt that the funding is extremely generous, however the funding amount was not based on evidence, industry best practice or knowledge of operational requirements, but that a 30% increase – which felt very generous.
- Why had we not requested more funding for Federal or State Governments?
 - It was pointed out that NT Government does not provide funding for operational activities.

- That the Marrara model is considerably different to Freds Pass Reserve, as most of the funding is contributed through the Peak Bodies, and Freds Pass Reserve facilities are owned by Litchfield Council, not the Northern Territory Government.
- That the possible \$10m Federal Funding could be utilised, even though this cannot be used for operational expenses.
- That Federal and State Governments have contributed to infrastructure investment costs on Fred's Pass Reserve.
- Litchfield Council has not contributed funding for any fixed assets and that it was all be completed through grants or direct funding from User Groups.
- That Freds Pass Reserve is overstaffed and that the staff and resources were lazy and ineffective. The Reserve operates with 5.5 staff, with limited outside contract work.
- Administration overheads are too high. It was explained that this had resulted from the restructure and implementing external reporting, accounting, and audit (each month), but additional funds were not required as staff positions had been reduced.
- That community events were being subsidised from the operational funding and why would you want to do them? Litchfield Councils view of these events was very negative! It was explained that:
 - No operational funds were used for these any of the community vents.
 - These events created a defendable position to residents on the use of their rates.
 - It increased Freds Pass Reserve social and marketing reach, which in turn assisted User and Community Groups, hence increasing membership awareness and growth.
 - It encourages greater value in kind contributions.
 - It Increases sponsorship opportunities.
 - Increase participation in other events (not necessarily ours) on the Reserve.
- But most importantly the Litchfield community is loving it!!!!
 - Approximately 700 – 1000 people attend Rural Eats each week.
 - 880 attended the first Sunday Sounds.
 - Palmerston Council has an event KPI that success is achieved if 250 attend. Freds Pass Reserve is achieving more than this at each event and we should be proud that the community is supporting and enjoying such initiatives, not defending it!

And lastly and more concerning, that although we are in a **period of consultation**, we have been told verbally and in writing on many occasions, the figure is final!

With an **increase to fees not an option**, Freds Pass Reserve Board did discuss if there was any ability to **reduce operational spend**. There have been many reviews, with assistance from external parties, however the Freds Pass Reserve Board has identified that there is too much risk to reduce spend on critical and necessary areas.

- Every week there is failing or non-repairable assets and infrastructure (like the travelling irrigators that are older than most of our employees)
- With aged or outdated infrastructure, WHS will always be an ongoing requirement.
- A reduction in operational staff is not feasible as they are already overworked and perform too many volunteer hours. Staff would be on a 'work to rule' policy.
- A reduction in office hours would be required, returning to the concern from User Groups that there is limited communication and assistance available.
- All after hours support would cease, possibly resulting in unsafe circumstances.

There has also been some disturbing and unwarranted speculation about the reason for the General Managers resignation.

“We want this to be very clear, The Freds Pass Reserve Management Board stands 100% beside and behind [REDACTED]. We did not ask for her to resign, why would we?

The changes implemented by [REDACTED] across the Reserve have been nothing short of outstanding. Improving relationships with stakeholders, raising the standard of the playing fields and ovals, building relationships with contractors to the point where it now helps stretch our funding further. In short, she has been a much-needed breath of fresh air that has strengthened the Reserve as a whole.”

That said and apart from all the concerns noted earlier, [REDACTED] takes the role of General Manager akin to that of a director. Directors are responsible for the overall success of an organisation’s operational activities.

They are the main controllers when it comes to core business and cover every aspect of operations, from company performance and staff to managing company finances.

The 6 duties all company directors must abide by are the duties to:

- Act in good faith and for a proper purpose,
- Act with reasonable care and diligence,
- Prevent insolvent trading,
- Prevent an improper use of position,
- Avoid all misuse of information,
- Prevent conflicts of interest.

The duty to prevent insolvent trading. This is one of those duties that most people know about before even becoming a company director. **Directors in Australia are under a strict duty to prevent any sort of insolvent trading from happening.**

By definition, of insolvency is where a *‘company is unable to pay their debts when they are due and payable’*. This proposed level of funding will undoubtedly result in placing the Fred’s Pass Reserve in this position.

Director duties also apply to any individuals who are company officers. An officer includes any person who is:

- A director or secretary of a corporation or,
- Any other person who makes, or participates in, making decisions for the whole or large part of the company or,
- Any other person who has a significant ability to affect the company’s financial standing.

The General Manager has advised they do not know how they (and the Board) can meet ongoing ~~these~~ obligations, both operationally and fiscally. It was not the decrease in funding that concerned them the most, but that the Board, General Manager, and operational staff are ‘flush, lazy, fiscally irresponsible, liars, deceitful, dishonest, and criminal’. That there was ‘more than enough money, and possibly funds being hidden away somewhere’.

All these comments and accusations are NOT in keeping with either the terms of the Lease or the MOU and comments directed from Litchfield Council have become personal and unprofessional.

Litchfield Council have received monthly financial updates and annual independently audited reports regarding the expenditure of provided funding. The evidence suggests they were comfortable with how the Reserve funding was being managed to the point where Fred Pass Board was approached to take over management of other Reserves in the municipality.

Had Council had any reason to question any aspect of the Reserve Management, they have had an AGM, 12 monthly Board meetings, 24 fortnightly operational meetings, and countless opportunity to call for a special meeting to raise their concerns and demand clarity. In fact, they had a responsibility to do so. However, at no point have we received a request for such a meeting.

So here we are, requesting again for Council to reconsider the level of funding afforded to Freds Pass Reserve. At the meeting on May 9th, Councillor McKay asked us what the magic number is, referring to what we need. Our response was easy because it was researched and presented earlier.

We require the figures we presented in February of \$994,200.

This is the minimal cost we require to operate and manage the Reserve in a safe and inclusive environment for the General Community, operational Staff and User Group Members.

If this is achieved and once the 2023/24 budget in place, we would welcome a joint review over the ongoing running costs of the Reserve. We would welcome a joint initiative to seek possible funding from the Northern Territory Government to share maintenance costs or an infrastructure replacement/upgrade program.

We believe together we can secure funding and deliver value added projects. What we need is financial support through the reviews, a willingness to find real long-term solutions, and an aligned relationship to work together and deliver better outcomes for everyone who accesses the Reserve.

Kind Regards

Freds Pass Sport and Recreation Management Board

From: [REDACTED]
To: [Municipalplan](#)
Cc: [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570740 Submission on Litchfield Council budget 23-24
Date: Tuesday, 23 May 2023 5:42:08 PM

Hello,

I am writing to express my opposition to the proposed budget for 2023-24. Litchfield Council has not allocated adequate funding for Freds Pass Reserve and has in fact reduced the funding.

The Freds Pass Sport and Recreation Reserve Association maintains the Council owned property as a safe and inclusive space for sport and recreation, so that Litchfield Council doesn't have to manage it themselves.

I am a member of one of the User Groups on the Reserve, Freds Pass Positive Dog Training Club. We have been operating continuously since the 80s and are one of only two clubs in the Greater Darwin region that caters to the niche that is dog sports and training. Our club is an important part of the community, not only for our regular members who train and compete with us in dog agility, but also as we provide weekly dog training classes to the wider community. This helps to ensure dogs in the Litchfield area as well as the Greater Darwin region receive proper training and their owners receive appropriate education in dog husbandry and welfare. This is a vital service we provide to the community at low cost and is run entirely by volunteers.

We are a small club but we have a big impact. Some years we operate at a loss just because we are passionate about what we do. If Litchfield Council does not adequately fund Freds Pass Reserve, clubs like ours will be the first to suffer. It would be devastating to our members and the broader community if we were not able to continue to operate due to drastically increased User Group fees or other potential outcomes that may arise from this situation.

I am opposed to the proposed 2023-24 funding from Litchfield Council for Freds Pass Reserve as the funding does not cover the cost to maintain infrastructure, the required staffing levels, the delivery of community events, or expenses incurred by the Freds Pass Reserve Association to fulfil their obligations under the Lease Agreement with Litchfield Council.

I request that Litchfield Council reinstate appropriate funding of approximately \$1,000,000 to Freds Pass Reserve for 2023-24 and beyond. It is vitally important that Litchfield Council take a close look at the Reserve and what it provides to the community. It would be a real shame to see the Reserve suffer due to inadequate funding when it is truly the beating heart of Litchfield.

In fact, it would only benefit the Council to put more thought and care into the Reserve as it is such a great resource for the area. The number of User Groups and their members, the Freds Pass Rural Show, the Freds Pass Rural Markets, and the Reserve's own events like Rural Eats are all direct evidence of the importance of the venue.

Regards,

[REDACTED]

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570732 Draft Municipal Plan 2023-24
Date: Friday, 19 May 2023 2:10:17 PM
Attachments: [DOC190523.pdf](#)

Good afternoon,

Please find attached my peition submission for the draft budget 2023-2024.

The proposed budget change will have a huge impact on my family and my children's ability to play both the sports they love at the Fred's pass reserve hence why I am petitioning against it.

Many thanks

[REDACTED]

Option Two

Freds Pass Reserve is a non-for-profit association managed by a Board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council. The association's income is made up of Litchfield Council funding and User Group Fees.

Litchfield Council is proposing to provide \$847,919 operational funding to the Association in 2023-24, although Litchfield Council is aware that the cost to maintain and operate the reserve is approximately \$1million annually.

To operate the Freds Pass Reserve the Association would be required to increase fees by around 220% per User Group.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve as the funding puts undue financial pressure on the Association and jeopardises all operations and public use of the Reserve.

I ask Litchfield Council to fund the Association to the value of the historical operational cost of approximately \$1 million.

[NAME]

[ADDRESS]

[DATE]

Please email your submissions to municipalplan@litchfield.nt.gov.au,
Doug.Barden@litchfield.nt.gov.au, stephen.hoyne@litchfield.nt.gov.au,
kevin.harlan@litchfield.nt.gov.au, andrew.mackay@litchfield.nt.gov.au,
emma.sharp@litchfield.nt.gov.au, Mathew.Salter@litchfield.nt.gov.au,
rachael.wright@litchfield.nt.gov.au, mark.sidey@litchfield.nt.gov.au,
info@fredspassreserve.com.au

Some timely reminders about effective responses to a public consultation.

- Any submissions which are disrespectful or rude can legitimately be disregarded.
- As much as possible remain objective, and factual in your response. Refer only to accurate, relevant data and figures to ensure your response is credible.
- **YOU must have your name, address and date it.**

From: [REDACTED]
To: [Doug Barden](#); [Mathew Salter](#); [Andrew Mackay](#); [Emma Sharp](#); info@fredspassreserve.com.au; [Kevin Harlan](#); [Mark Sidey](#); [Municipalplan](#); [Rachael Wright](#); [Stephen Hoyne](#)
Subject: Doc 570446 Fred's Pass Reserve
Date: Thursday, 18 May 2023 4:19:48 PM

Freds Pass Reserve is a non-for-profit association managed by a Board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council. The association's income is made up of Litchfield Council funding and User Group Fees.

Litchfield Council is proposing to provide \$847,919 operational funding to the Association in 2023-24, although Litchfield Council is aware that the cost to maintain and operate the reserve is approximately \$1million annually.

To operate the Freds Pass Reserve the Association would be required to increase fees by around 220% per User Group.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve as the funding puts undue financial pressure on the Association and jeopardises all operations and public use of the Reserve.

I ask Litchfield Council to fund the Association to the value of the historical operational cost of approximately \$1 million.

Thank you

[REDACTED]

18/05/2023

From: [REDACTED]
To: [Municipalplan](#)
Subject: Doc 570950 Please don't cut the funding for Fred's Pass Reserve
Date: Wednesday, 24 May 2023 1:30:36 PM

Good afternoon - I am writing to express my concern about the proposed 2023-24 funding for Freds Pass Sport and Recreation Reserve in Litchfield Council's Draft 2023-24 Municipal Plan. The funding is below the necessary annual cost to maintain the reserve for the public.

My daughter is involved in the dog agility club at Fred's Pass. It brings a lot of positive benefits for participants and spectators as well as increasing visitors to business in Coolalinga. If the funding is decreased small clubs will not be able to continue - which will be a very sad outcome for the whole community.

Litchfield Council has a duty of care to ensure the reserve is maintained in a safe and inclusive way and this needs to include funding the operational cost of the reserve.

I ask Litchfield Council to fund Freds Pass Reserve to the value of the historic operational cost, which will ensure that all users can continue to benefit from this important public, community space.

Sincerely,

[REDACTED]

[REDACTED]

24 May 2023

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570739 Submission on the Draft Budget 2023-24
Date: Tuesday, 23 May 2023 4:39:55 PM

Dear Litchfield councillors,

Community groups are part of the glue of society. Community spaces that are safe, well maintained and inviting, encourage participation in activities that unite people.

I urge the council to provide sufficient funding to maintain Fred's Pass Reserve as a resource for community members in the greater Darwin area.

Kind regards,

[REDACTED]

[REDACTED]

23 May 2023

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570736 Budget for Fred's Pass Reserve
Date: Sunday, 21 May 2023 9:05:39 PM

To whom it may concern: I am opposed to the proposed 2023-24 funding for Fred's Pass Sport and Recreation Reserve in Litchfield Council's Draft 2023-24 Municipal Plan. The funding is below the necessary annual cost to maintain the reserve for the public. Litchfield Council has a duty of care to ensure the reserve is maintained in a safe and inclusive way and this needs to include funding the operational cost of the reserve. I ask Litchfield Council to fund Freds Pass Reserve to the value of the historic operational cost, which will ensure that all users can continue to benefit from this important public, community space.

[REDACTED]

Member of Fred's Pass Positive Dog Club.

[REDACTED]

21/05/23

--

[REDACTED]

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570956 Freds pass reserve
Date: Saturday, 27 May 2023 12:30:05 PM

I am a regular use of Freds Pass Reserve, using the reserve at least three times per week as a member of multiple clubs. At the moment, the reserve is a gem in the rural area.

I am opposed to the proposed 2023-24 funding for Freds Pass Sport and Recreation Reserve in Litchfield Council's Draft 2023-24 Municipal Plan.

The funding is below the necessary annual cost to maintain the reserve for the public.

Litchfield Council has a duty of care to ensure the reserve is maintained in a safe and inclusive way and this needs to include funding the operational cost of the reserve.

I ask Litchfield Council to fund Freds Pass Reserve to the value of the historic operational cost, which will ensure that all users can continue to benefit from this important public, community space.

[REDACTED]

[REDACTED]

27 May 2023

Sent with [Proton Mail](#) secure email.

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#)
Cc: info@lgant.asn.au; LGQuestions.cmc@nt.gov.au
Subject: Doc 570742 Feedback on the 2023 Draft Litchfield Council Municipal Plan
Date: Wednesday, 24 May 2023 12:07:42 PM
Attachments: [Feedback on the 2023 Litchfield Council Municipal Plan.pdf](#)

Hello

Please find attached my Feedback on the 2023 Draft Litchfield Council Municipal Plan.

Last year there were only a total of five written submissions and twelve Survey Monkey responses through the consultation period for Litchfield Council's draft MP. Yet there was no response to contributors on the points raised and the submissions were not included in the agenda papers.

Will there be a summary of comments and action / feedback to contributors included in the open Council agenda?

Kind regards

[REDACTED]

Feedback on the 2023 Draft Litchfield Council Municipal Plan

Overall Comment:

This plan lacks the community, our people our lifestyle. It lacks future direction, inspiration and desire to make Litchfield a better place to live.

The Local Government Act states the Principal role of council is

- (b) to develop a strong and cohesive social life for its residents and allocate resources in a fair, socially inclusive and sustainable way; and*
- (c) to provide and coordinate public facilities and services; and*
- (d) to encourage and develop initiatives for improving quality of life;*

This plan does not achieve any of these points and in most cases moves in the opposite direct to the purpose of Council as stated in the Act.

Page 3	<p>Your Priorities listed are contradictory to your action.</p> <p>Priorities state that People (Community and lifestyle) and Performance (an effective and efficient organisation) however the plan shows considerable decreases to all community and lifestyle services and that Council wants to achieve as Key Performance Indicator more than 3 Code of conduct breaches.</p> <p>-decrease cost for library services by 38% -decrease cost for community services by 15% -decrease cost for rangers by 28%</p> <p>Either change your listed priorities or fund community and lifestyle programs accordingly.</p>
Page 11	<p>What is Council doing specifically to achieve the actions of the council's plans and strategies?</p> <p>Where have the following plans gone?</p> <ul style="list-style-type: none"> • Tourism Strategy • Shared Pathway Plan • Environment / Climate Change • Youth Strategy • 320 Arnhem Highway Plan • Library Needs
Page 12	<p>1. Litchfield Council wants to retain Holtze and Kowandi and manage these new suburbs yet have shown that they have no desire to fund community and lifestyle programs accordingly and have cut services and staff. The basis of your LTFP's also hinge on Holtze and Kowandi. Is Councils' inadequacies of funding community and lifestyle programs putting the financial security of the Councils future potential rate base at risk?</p>

	<p>2. Fred's Pass Sport and Rec Reserve is listed as a Strategic Focus yet the Council is not appropriately funding the Reserve.</p> <p>The proposed funding in Litchfield Council's Draft Municipal Plan, does not meet the minimum requirements to operationally run the Reserve. What this potentially means if the funding is not increased?</p> <ul style="list-style-type: none"> ■ Reduction in maintenance and repairs ■ Increase in User Group and Public Hire Fees (220% or higher) ■ No more Community Events (i.e., Rural Eats, Sunday Sounds, Freds Pass Flix) <p>3. There is no mention of any "Community and Lifestyle" advocacy areas.</p>
Page 14	<p>Why are your \$200,000 of new initiatives not listed for the community to provide comment?</p> <p>The exclusion of this list means that your draft municipal plan is incomplete and could be in breach of Section 35 of the Local Government Act which states :</p> <p style="text-align: center;">35 <i>Municipal, regional or shire plans</i></p> <p><i>(3) Before the council adopts its municipal, regional or shire plan for a particular year, the council must:</i></p> <p><i>(a) at a meeting of the council, approve a draft of the plan; and</i></p> <p><i>(b) make the draft plan accessible on the council's website and make copies available for public inspection at the council's public offices; and</i></p> <p>What opportunities will the community have to provide comment after the Budget Review 1 process?</p> <p>Was the FIN20 process followed?</p> <p>FIN 20 states "4.3.2 The Executive Leadership Team compiles and presents a recommended list of new initiatives for Council endorsement as part of budget workshops." Did the ELT compile this list for Councillors?</p>
Page 20	<p>How is Litchfield going to be the "best place to live in the Top End" when ...</p> <p>-decrease cost for library services by 38%</p> <p>-decrease cost for community services by 15%</p> <p>-decrease cost for rangers by 28%</p> <p>Yet an increase in Council Leadership of 11.9%!</p>
Page 22	<p>1. There is no mention in the draft municipal plan in regards to any shared pathway upgrades yet the community are continually commenting about the need for bike paths and footpaths for safety as we all as community and lifestyle benefits.</p> <p>2. What are the details of the \$120,000 for the Building and Asset Renewals? Where is this money being spent?</p>

3. Was the 'Sealing of Roads INF05' policy adhered to in the decision to gravel road sealing Meade and Brougham Road at cost of \$1,938,000?

Are these roads listed at the highest priority for Litchfield Council to seal?

Is there any external funding? How much are ratepayers contributing?

Your policy states:

Road sealing prioritisation is to be evaluated and weighted using the following criteria:

4.1.1. Number of properties directly serviced by the road

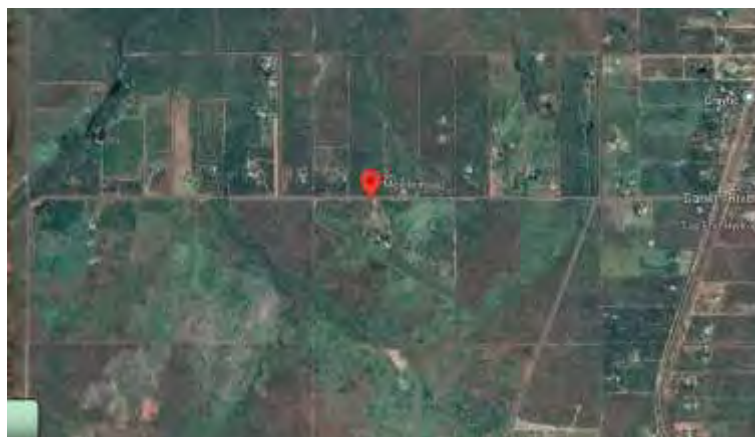
4.1.2. Connectivity provided by the road to other roads within the municipality


4.1.3. Safety of the current state of the road in an unsealed manner

4.1.4. Access to external funding for sealing

4.1.5. Economic stimulus benefits to the municipality

4.1.6. Accessibility in an unsealed state



Page 26	<div>1. There has been an increase in rateable income of \$2,428,683 over the past 2 years. Why is Council not funding Fred’s Pass accordingly and decreasing cost for library services by 38%, decreasing cost for community services by 15% and decreasing the cost for rangers by 28%.</div> <div>2. Why is there no special rates budgeted for in this draft municipal plan yet you have highlighted sealing two new roads. Are these residents not paying any special rates for the sealing of their roads?</div>																																													
Page 29	<div>1. \$1,306,778 of Councils money is paid to Reserves. How is this money acquitted? Have leases and financial agreements been signed off for all reserves now?</div> <div>2. What is the funding methodology for the reserves total payments?</div> <div>3. The Freds Pass amount of \$652,245 is actually the 2021-22 funding. See screenshot of the current years municipal plan. The presentation in the Draft plan is misleading.</div> <div><table><caption>Operating Contribution to Recreation Reserve</caption><thead><tr><th>Reserve</th><th>2021-2022 Adopted Budget \$</th><th>2022-2023 Budget (New Rates) \$</th><th>Change \$</th><th>%</th></tr></thead><tbody><tr><td>Bany Springs Reserve</td><td>57,388</td><td>81,418</td><td>24,030</td><td>42%</td></tr><tr><td>Freds Pass Reserve</td><td>652,245</td><td>13,000</td><td>(639,245)</td><td>-98%</td></tr><tr><td>Howard Park Reserve</td><td>129,000</td><td>135,488</td><td>6,488</td><td>5%</td></tr><tr><td>Kangaroo Day Village Green</td><td>86,312</td><td>102,278</td><td>15,966</td><td>18%</td></tr><tr><td>Peacocks Lagoon Reserve</td><td>22,842</td><td>38,188</td><td>15,346</td><td>67%</td></tr><tr><td>Livingstone Reserve</td><td>50,182</td><td>55,588</td><td>5,406</td><td>11%</td></tr><tr><td>McMinnys Express Reserve</td><td>15,654</td><td>25,488</td><td>9,834</td><td>63%</td></tr><tr><td>Wine Station</td><td>10,188</td><td>12,788</td><td>2,600</td><td>26%</td></tr></tbody></table></div> <div>4. Why on page 28 has the Council not disclosed where the \$440,545 was allocated to and for what this money was for? This is misleading.</div> <div>5. \$10 million dollars was committed by the Federal Labor Government for Freds Pass Reserve yet there are no details of this funding arrangement or expenditure plans listed in the draft municipal plan. Has Council dropped the ball? What are the details of this funding and will the detail be included in the final municipal plan?</div>	Reserve	2021-2022 Adopted Budget \$	2022-2023 Budget (New Rates) \$	Change \$	%	Bany Springs Reserve	57,388	81,418	24,030	42%	Freds Pass Reserve	652,245	13,000	(639,245)	-98%	Howard Park Reserve	129,000	135,488	6,488	5%	Kangaroo Day Village Green	86,312	102,278	15,966	18%	Peacocks Lagoon Reserve	22,842	38,188	15,346	67%	Livingstone Reserve	50,182	55,588	5,406	11%	McMinnys Express Reserve	15,654	25,488	9,834	63%	Wine Station	10,188	12,788	2,600	26%
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Page 30	<div>What are the specific dollar amounts for the allocation of the \$141,000?</div> <div>Will these figures be disclosed in the final municipal plan?</div> <div>Has Litchfield Council ceased supporting the Palmerston and Litchfield Seniors?</div>																																													
Page 41	<div>1. Community Development - Funding Agreements “established”</div> <div>What funding agreements to reserves are still not signed?</div> <div>Why is the Council continuing to fund reserves that do not enter into funding agreements?</div> <div>2. Regulatory services - a KPI is responsible dog ownership yet there is a decrease cost for rangers by 28. How will this KPI be met with reduced resources?</div>																																													

	3. Library - decrease cost for library services by 38% How will this KPI be met with reduced resources?
Page 43	Tourism & Events Strategy– What Actions implemented? Why is this strategy not included in the listing on page 11 yet it is a KPI of the CEO? Why aren't all strategies listed as KPI's for the CEO.
Page 47	Breaches of the Code of Conduct Surely this KPI should be <u>not more than 3!</u>

Thank you for the opportunity to comment. I look forward to the second opportunity to comment once all the new initiatives are disclosed to the community.

Regards



CC

LGANT

Local Government Department

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#); info@fredspassreserve.com.au
Subject: Doc 570737 Fred's Pass Reserve
Date: Monday, 22 May 2023 9:59:05 AM
Attachments: [Freds Pass Reserve.pdf](#)

Good Morning,

Please find attached a signed letter stating my opposition to the proposed changes to the funding of Fred's Pass Reserve.

Regards,



[REDACTED]

The Freds Pass Sport and Recreation Reserve Association has spent around \$1million annually over the past three years to maintain the reserve. This budget allows the volunteer Board to maintain the Litchfield Council owned property to provide our community a safe and inclusive space for sport and recreation, so Litchfield Council doesn't have to manage it themselves.

Besides operational funding from Litchfield Council, the association's income is the fees generated from User Groups. Freds Pass User Groups fund themselves through membership fees and volunteer support.

Litchfield Council is proposing to provide \$847,919 in funding in 2023-24 to Freds Pass Sports and Recreation Reserve Association for the maintenance and operation of the Reserve.

Litchfield Council has provided Freds Pass Sports and Recreation Reserve with funding of \$992,262 in 2022-23 for the operation and maintenance of the Reserve.

Freds Pass Sports and Recreation Reserve has invested \$1,044,366 in 2021-22 and \$955,533 in 2020-21 for the operation and maintenance of the Reserve.

I am opposed to the proposed 2023-24 funding from Litchfield Council for Freds Pass Sports and Recreation Reserve as the funding does not afford:

- The cost to maintain Reserve infrastructure to a safe and acceptable standard.
- The required staffing levels to provide safe and functional sport and recreational facilities.
- The delivery of community events, such as Rural Eats, Sunday Sounds, Freds Pass Flix.
- Expenses incurred by the Freds Pass Reserve Association to fulfil their obligations under the Lease Agreement with Litchfield Council.

I request, that Litchfield Council consider reinstating appropriate funding of approximately \$1million to Freds Pass Reserve for 2023-24 and beyond.

[NAME]

[ADDRESS]

[DATE]

Please email your submissions to municipalplan@litchfield.nt.gov.au,
Doug.Barden@litchfield.nt.gov.au, stephen.hoyne@litchfield.nt.gov.au,
kevin.harlan@litchfield.nt.gov.au, andrew.mackay@litchfield.nt.gov.au,
emma.sharp@litchfield.nt.gov.au, Mathew.Salter@litchfield.nt.gov.au,
rachael.wright@litchfield.nt.gov.au, mark.sidey@litchfield.nt.gov.au,
Info@fredspassreserve.com.au

Some timely reminders about effective responses to a public consultation.

- Any submissions which are disrespectful or rude can legitimately be disregarded.
- As much as possible remain objective, and factual in your response. Refer only to accurate, relevant data and figures to ensure your response is credible.
- **YOU must have your name, address and date it.**

From: [REDACTED]
To: [Municipalplan](#)
Subject: Doc 570132
Date: Tuesday, 16 May 2023 8:44:03 AM

Good morning council

The DMP 2023-24 is a comprehensive report of council activity. I don't see much of any forward vision as to development, population and revenue base growth. The old weary chestnut of SES and implied capacity to pay has been wheeled out yet again. Council has lifted it's game in pivoting back toward infrastructure away from high cost social service delivery aspirations. Good.

Page 5. profile notes a massive gender imbalance in excess of 2000. Is this a consequences of the defence force presence? I think so. that said the median age quoted is misleading. Litchfield has an ageing population, particularly in the inner suburbs. The plan has not a word about downsize for the ageing who prefer to remain in LSC.

The plan does not mention the substantial undocumented population living in secondary dwellings. These people drive the roads and dump trash. Council ignores this deadweight of non contribution.

Thanks [REDACTED]

[REDACTED]

From: [REDACTED]
To: [Doug Barden](#); [Mathew Salter](#); [Andrew Mackay](#); [Emma Sharp](#); [info](#); [Kevin Harlan](#); [Mark Sidey](#); [Municipalplan](#); [Rachael Wright](#); [Stephen Hoyne](#)
Subject: Doc 570955 Northern territory polocrosse 2026 Nationals
Date: Friday, 26 May 2023 5:02:47 PM

The Northern territory Polocrosse association has been awarded the Australian polocrosse Nationals in 2026

This is a huge event for NT polocrosse ,Fred's pass reserve ,Litchfield shire and Darwin and the Northern Territory as a whole with an estimated value of 20 million dollars into our economy

I would encourage the council to embrace this opportunity to upgrade ,enhance and in general improve Fred's pass reserves infrastructure useability for everyone that comes there to participate in events from sporting to the general public and everything in between. By investing in improvements to properly funding the Fred's pass management board to enable proper maintenance

Of the facility, will go a long way to ensuring events like the 2026 Polocrosse Nationals will continue to be held at Fred's Pass Reserve.

Kind Regards

[REDACTED]

Northern Territory Polocrosse
26 May 2023

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#)
Cc: info@fredspassreserve.com.au
Subject: Doc 570450 RE: Response to proposed budget cuts to Freds Pass Recreation Reserve
Date: Friday, 19 May 2023 1:34:25 PM

Dear Litchfield Council Members,

Freds Pass Sport and Recreation Reserve Association is a non-for-profit association managed by a board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council. The Association has spent around \$1million annually over the past three years to maintain the Reserve. This budget allows the volunteer Board to maintain the property to provide our community a safe and inclusive space for sport and recreation, so Litchfield Council doesn't have to manage it themselves.

The Association's income is made up of Litchfield Council funding and User Group Fees. Freds Pass User Groups fund themselves through membership fees and volunteer support. Litchfield Council is proposing to provide \$847,919 in funding in 2023-24 to Freds Pass Sports and Recreation Reserve Association for the maintenance and operation of the Reserve. This is despite Litchfield Council knowing that the cost to maintain and operate the reserve is approximately \$1million annually. (Historically Litchfield Council has provided the Association with \$992,262 in 2022-23, \$1,044,366 in 2021-22 and \$955,533 in 2020-21 for the operation and maintenance of the Reserve.)

To cover the proposed funding gap, the Freds Pass Reserve the Association would need to increase fees by around 220% per User Group. These are groups which already rely heavily on volunteer support to remain viable. The idea of increasing their fees is a real slap in the face for the volunteers who already contribute so much to the Litchfield community.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime. At a time when social disengagement and the cost of living are having such a negative impact on our community, it is ludicrous that Litchfield Council would consider cutting such important funding, especially for Municipality's premier sporting and community hub – a venue which has such a positive impact on the community.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve because:

- It puts undue financial pressure on the volunteer run Association and User Groups.
- It jeopardises all operations and public use of the Reserve.
- It reduces opportunities for youth engagement and positive social and sporting activities, resulting in the potential for increased anti-social behaviour and an unhealthy community.

Furthermore, the proposed funding cuts fail to consider:

- The cost to maintain Reserve infrastructure to a safe and acceptable standard. The required staffing levels to provide safe and functional sport and recreational facilities.
- The delivery of community events, such as Rural Eats, Sunday Sounds, Freds Pass Flix.
- Expenses incurred by the Freds Pass Reserve Association to fulfil their obligations under the Lease Agreement with Litchfield Council.

I request that Litchfield Council consider reinstating appropriate funding of approximately \$1million to Freds Pass Reserve for 2023-24 and beyond.

Yours sincerely,

[REDACTED]
[REDACTED]
[REDACTED]

19.05.2023

From: [REDACTED]
To: [Doug Barden](#); [Mathew Salter](#); [Andrew Mackay](#); [Emma Sharp](#); [info](#); [Kevin Harlan](#); [Mark Sidey](#); [Municipalplan](#); [Rachael Wright](#); [Stephen Hoyne](#)
Subject: Doc 570954
Date: Friday, 26 May 2023 4:31:05 PM

Freds Pass Reserve is a non-for-profit association managed by a Board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council. The association's income is made up of Litchfield Council funding and User Group Fees.

Litchfield Council is proposing to provide \$847,919 operational funding to the Association in 2023-24, although Litchfield Council is aware that the cost to maintain and operate the reserve is approximately \$1million annually.

To operate the Freds Pass Reserve the Association would be required to increase fees by around 220% per User Group.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime.

The Northern Territory polocrosse association is opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve as the funding puts undue financial pressure on the Association and jeopardises all operations and public use of the Reserve.

I ask Litchfield Council to fund the Association to the value of the historical operational cost of approximately \$1 million.

[REDACTED]

[REDACTED]

26 May 2023

From: [REDACTED]
To: [Municipalplan](#)
Cc: info@fredspassreserve.com.au
Subject: Doc 570738 Funding of Freds Pass Reserve in Draft Municipal Budget
Date: Monday, 22 May 2023 2:37:11 PM
Attachments: [Submission to Litchfield Council May23.docx](#)

Dear Sir/Madam,

Attached is my response to the draft Municipal Plan and the proposed financial cuts to Freds Pass Reserve in the Draft Financial Management Strategy.

I sincerely hope there is a re-think on this.

Kind regards

[REDACTED]

[REDACTED]



22 May 2023

Dear Litchfield Councillors,

I have been a resident of Litchfield Council for over 40 years, enjoying the Freds Pass Show and the Reserve generally in many ways over that time. I have witnessed the significant improvement in how the Reserve is managed in the last 2 years.

I am also President of the Darwin & Rural Poultry Club. Our club has recently decided to make Freds Pass Reserve our official “home” and we have held a number of workshops at the Reserve this year for our members and interested members of the community. Our club show will be in Lakeview Hall in July.

I have become aware of the dire financial situation that the Reserve is in, due to the proposed cuts to funding of the Reserve in the 2023-24 Municipal budget. I do not understand why Litchfield Council is proposing to provide \$847,919 operational funding to the Association in 2023-24, even though Council is aware that the cost to maintain and operate the Reserve is approximately \$1million annually. I do not understand how or why this can be in the budget, as the Reserve is a not-for-profit Association and has limited reserves itself.

I am also aware that the General Manager has resigned due to the impossibility of managing the Reserve in a way that meets the obligations specified in her employment contract.

Whilst I realise that the Reserve sources income from User Groups, and to a lesser extent Community Groups, the majority of funding comes from Litchfield Council. If this was to be reduced in the way proposed in the draft budget, there would need to be a substantial increase in fees for User Groups (220%) in order to maintain the value of the assets and infrastructure of the Reserve, without any further developments. Many groups, I fear, would not be able to absorb these additional costs and would cease to be users of the Reserve, with a negative effect on community health and wellbeing, and possibly a flow-on loss of support for current Council members.

The health and wellbeing benefits provided by the variety of sporting, entertainment and cultural activities at the Reserve, plus the community connections that are built through community groups' use of the Reserve's facilities, would be significantly reduced and perhaps even disappear, including Freds Pass Show, if the actual operational costs of Freds Pass Reserve are not included in the budget.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve as the funding puts undue financial pressure on the Association and jeopardises all operations and public use of the Reserve.

It would be a sad day for all, and especially current Councillors, if you are a part of the Litchfield Council that approves this seriously-inadequate budget. You have a vital role to play in preserving Freds Pass Reserve as the jewel in Litchfield Council's crown.

I ask Litchfield Council to fund the Association to the value of the historical operational cost of approximately \$1 million. I also request that there be ongoing discussion about future funding, so that this situation is never repeated.

Yours sincerely,

[Redacted]

[Redacted]

[Redacted]

From: [REDACTED]
To: [Municipalplan](#); [Doug Barden](#); [Stephen Hoyne](#); [Kevin Harlan](#); [Andrew Mackay](#); [Emma Sharp](#); [Mathew Salter](#); [Rachael Wright](#); [Mark Sidey](#)
Cc: info@fredspassreserve.com.au; [REDACTED]
Subject: Doc 570448 Response to proposed budget cuts to Freds Pass Recreation Reserve
Date: Friday, 19 May 2023 12:28:13 PM

Dear Litchfield Council Members,

Freds Pass Sport and Recreation Reserve Association is a non-for-profit association managed by a board of volunteers maintaining Litchfield Council owned infrastructure on behalf of the Litchfield Council. The Association has spent around \$1million annually over the past three years to maintain the Reserve. This budget allows the volunteer Board to maintain the property to provide our community a safe and inclusive space for sport and recreation, so Litchfield Council doesn't have to manage it itself.

The Association's income is made up of Litchfield Council funding and User Group Fees. Freds Pass User Groups fund themselves through membership fees and volunteer support. Litchfield Council is proposing to provide \$847,919 in funding in 2023-24 to Freds Pass Sports and Recreation Reserve Association for the maintenance and operation of the Reserve. This is despite Litchfield Council knowing that the cost to maintain and operate the reserve is approximately \$1million annually. (Historically Litchfield Council has provided the Association with \$992,262 in 2022-23, \$1,044,366 in 2021-22 and \$955,533 in 2020-21 for the operation and maintenance of the Reserve.)

To cover the proposed funding gap, the Freds Pass Reserve the Association would need to increase fees by around 220% per User Group. These are groups which already rely heavily on volunteer support to remain viable. The idea of increasing their fees is a real slap in the face for the volunteers who already contribute so much to the Litchfield community.

The value of affordable sporting opportunities for our community creates benefits in health (mental and physical), community cohesion and a prevention of youth crime. At a time when social disengagement and the cost of living are having such a negative impact on our community, it is ludicrous that Litchfield Council would consider cutting such important funding, especially for Municipality's premier sporting and community hub – a venue which has such a positive impact on the community.

I am opposed to the proposed 2023-24 Litchfield Council funding for Freds Pass Reserve because:

- It puts undue financial pressure on the volunteer run Association and User Groups.
- It jeopardises all operations and public use of the Reserve.
- It reduces opportunities for youth engagement and positive social and sporting activities, resulting in the potential for increased anti-social behaviour and an unhealthy community.

Furthermore, the proposed funding cuts fail to consider:

- The cost to maintain Reserve infrastructure to a safe and acceptable standard. The required staffing levels to provide safe and functional sport and recreational facilities.
- The delivery of community events, such as Rural Eats, Sunday Sounds, Freds Pass Flix.
- Expenses incurred by the Freds Pass Reserve Association to fulfil their obligations under the Lease Agreement with Litchfield Council.

I request that Litchfield Council consider reinstating appropriate funding of approximately \$1million to Freds Pass Reserve for 2023-24 and beyond.

Yours sincerely,

[Redacted Signature]

[Redacted Name]

19 May 2023

From: [REDACTED]
To: [Municipalplan](#)
Subject: Doc 570735 Comments on Draft Municipal Plan
Date: Sunday, 21 May 2023 9:03:39 PM

Dear Litchfield Council,

As a resident of the Litchfield Municipality, I am letting you know about my disappointment that the Litchfield Council is proposing a reduction in funding for the Freds Pass Reserve in the Draft Municipal Plan. I am astounded that the Council does not seem aware of the real cost of managing and maintaining the Freds Pass Reserve, despite this information being made freely available by the current Reserve Management Board and Reserve General Manager. Somehow, this information does not seem to have been passed on to the councillors. It is also deceptive how the draft Municipal Plan implies an increase in Freds Pass Reserve funding when in fact it is a reduction on what they were receiving and which they were told was ongoing.

The reduction will mean a degradation of the services and (already very run down) assets on the Reserve. I am concerned both as a private rate payer whose family have and do use the Reserve extensively for their sporting and recreational activities, and as a person on the committee of the Freds Pass Rural Show (FPRS), whose future is very much linked with the "health" of the Reserve and its operations.

The most immediate effect of reduced funding on the FPRS is the resignation of [REDACTED], the Reserve General Manager. [REDACTED] has been very supportive of the FPRS, and we work closely with her to ensure that the FPRS can occur successfully, safely and with the good will of the Reserve's User Groups. With no money to employ a general manager, the Reserve management will revert to the disruptive undermanaged shambles it was before [REDACTED] arrived.

The Reserve provides extensive in kind support for the FPRS - in the preparation of the grounds, having staff on standby during the show in case of infrastructure problems, and repatriation of the grounds to make them sport ready again. With a reduction in their own funding, it is likely that they will pass the cost of this on to the FPRS, who will in turn request an increase in funding from the Litchfield Council to cover these costs. Currently the FPRS pay [REDACTED] as an annual hire fee, and it has been mooted that this could increase to [REDACTED] if the Reserve Management Board is forced to raise fees for the use of facilities. I should point out that the FPRS is not a User Group of the Reserve - its status is as a commercial user. The show runs on the smell of an oily rag and only is able to put on an annual show because of the extensive input of volunteers, for although we get welcome funding from government, Council and private sponsorship, the cost of turning a sports field into a showgrounds is hugely expensive.

Litchfield Council should be investing MORE money into the Freds Pass Reserve due to it

being used by such a large number of its ratepayers, and the opportunities it provides to residents to get out and exercise and gather together to enjoy our unique rural community and lifestyle. \$900,000 is more like a realistic funding level for the Reserve to keep up its current level of service and activity.

Kind regards

[REDACTED]

[REDACTED]

From: [REDACTED]
To: [Municipalplan](#)
Subject: Doc 570734 Submission
Date: Saturday, 20 May 2023 10:49:54 AM
Attachments: [Municipal Plan.pdf](#)

Greetings,

Attached please find my submission regarding the Municipal Plan and funding for Freds Pass Reserve.

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]


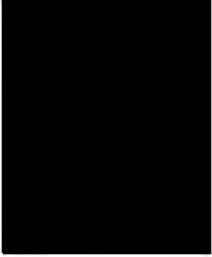
[REDACTED]

[REDACTED]

I acknowledge Gulumoerrgin - Larrakia Nations, the sovereign First Peoples of the lands and waters where I live and I pay my respects to their Elders past and present, together with all descendants of these Nations.



I support Voice, Treaty, Truth – justice for First Nations Peoples.



19 May 2023

Litchfield Council
Mayor and Elected Members
Via emails

Dear *Sir/Madam,*

RE: Municipal Plan and funding for the Freds Pass Reserve

Let me introduce myself, my wife and our two young children moved to the rural area 40 years ago. We have seen many changes in the 40 years we have been rural residents and rate payers. Palmerston was non-existent when we came, and my wife could ride through the bush towards what is now Coolalinga. Now that bush is mostly 5-acre blocks. We have lived on our block at the 17 Mile (Virginia) for the whole of this time. I recently retired, we love the rural lifestyle and are not going anywhere, this is our home. Our children and now three of our six grandchildren have enjoyed the facilities and events which the Freds Pass Sport and Recreation Reserve Association together with the User Groups have provided during this time.

The Freds Pass Sport and Recreation Reserve Association has spent approximately \$1million annually over the past three years to maintain the reserve. This budget allows the volunteer Board to maintain the Litchfield Council owned property, providing our community a safe and inclusive space for sport and recreation, on behalf of Litchfield Council.

Additional to operational funding from Litchfield Council, the Association's income is generated from User Group fees. Freds Pass User Groups fund themselves through membership fees and volunteer support. Fees are modest to ensure the significant community benefit which ensues from these User Group activities. Some User Groups have generously and significantly contributed to infrastructure improvements, which would have been impossible for the Association out of its operational budget.

Litchfield Council has proposed \$847,919 in operational funding in 2023-24 to Freds Pass Sports and Recreation Reserve Association.

Litchfield Council provided Freds Pass Sports and Recreation Reserve with operational funding of \$992,262 in 2022-23.

Freds Pass Sports and Recreation Reserve has invested \$1,044,366 in 2021-22 and \$955,533 in 2020-21 for the operation and maintenance of the Reserve.

The proposed 2023-24 funding from Litchfield Council for Freds Pass Sports and Recreation Reserve is not adequate to ensure that the Association is able to:

- Maintain the Reserve infrastructure to a safe and acceptable standard.
- Have the required staffing levels to provide safe and functional sport and recreational facilities.
- Delivery of community events, such as Rural Eats, Sunday Sounds, Freds Pass Flix, Freds Pass Rural Show.
- Enable the Freds Pass Reserve Association to meet the expenses required to fulfil their obligations under the Lease Agreement with Litchfield Council.

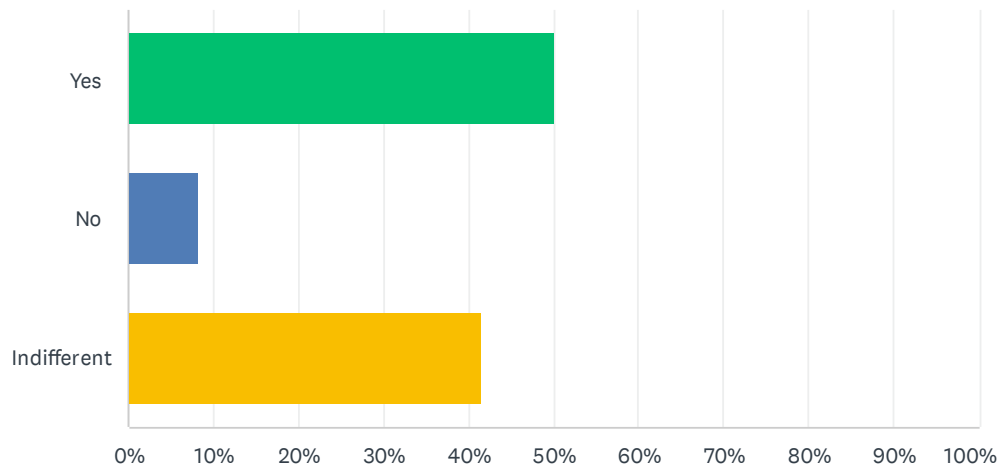
I request, that Litchfield Council reinstate appropriate funding of approximately \$1million to Freds Pass Reserve for 2023-24 and collaboratively develop with the Association a three-year funding agreement which enables the Association to ensure this much used and important community facility continues to contribute to the wellbeing of Rural residents and visitors alike for generations to come.

Yours sincerely,



Q1 Does the Draft Municipal Plan 2023-2024 provide a good overview of Council's intentions over the next year?

Answered: 12 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	6
No	8.33%	1
Indifferent	41.67%	5
TOTAL		12

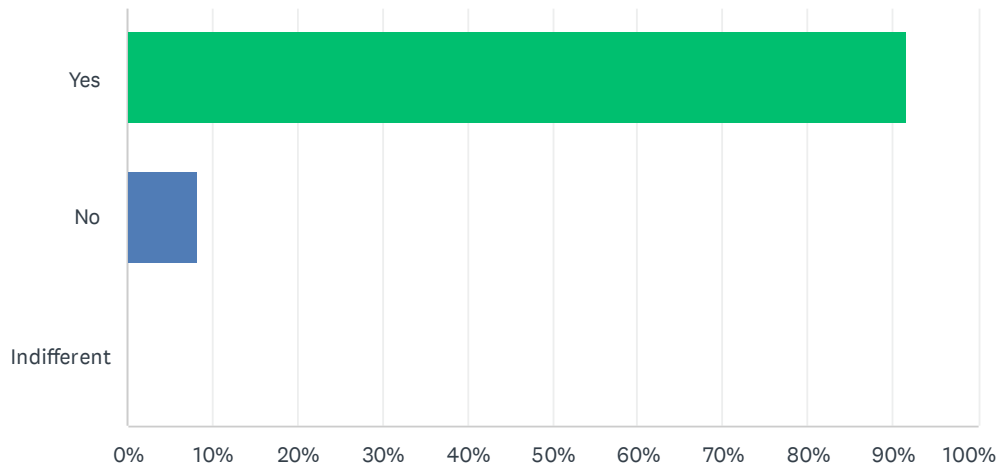
Q2 If no, please provide details.

Answered: 4 Skipped: 8

#	RESPONSES	DATE
1	No the plan is lacking details in a range of areas including nothing listed in the new initiatives.	5/24/2023 11:55 AM
2	Information provided is conflicting. A focus is placed in words on community connections and services yet the budget for all community services are drastically decreased. All to the benefit of an increase in Council leadership cost, which is mainly salary of the CEO and allowances of councillors. As well as an increase in capital works to 7m which council has failed to deliver in previous years. Furthermore it appears that council is happy to be non-compliant with setting a KPI of greater than 3 code of conduct breaches. The behaviour and communication of our community leaders should not give rise to any breaches. But it appears that breaches are culturally accepted and ongoing at council.	5/23/2023 4:41 PM
3	Although I think the council has lost touch with its constituents	5/11/2023 8:39 PM
4	There are not a lot of details on many things	5/2/2023 8:27 PM

Q3 Is there anything you feel is missing from the Municipal Plan 2023-2024, that Council should consider when planning for the next 12 months?

Answered: 12 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	91.67%	11
No	8.33%	1
Indifferent	0.00%	0
TOTAL		12

Q4 If yes, please provide details.

Answered: 11 Skipped: 1

#	RESPONSES	DATE
1	Knuckeyes Lagoon Reserve needs a toilet block that is accessible to the walkers and children that may use the proposed adventure playgroup ,has council factored this in to the budget	5/25/2023 1:41 PM
2	Freds Pass Reserve appropriate funding Rangers appropriate funding Library services appropriate funding Shared Pathways etc etc	5/24/2023 11:55 AM
3	Council is not outlining what it plans to spend \$200k in new initiatives on for 2023-24. So it is setting money aside (equating to a nearly 2% rate increase) for no defined purpose. In the past some councillors would have referred to this as stashing funds to the detriment of ratepayers. Furthermore, in this case it is coincidental that these funds would be required to fund Freds Pass Reserve in line with their expenses to maintain Council's assets on behalf of council. So why is the reserve board told that council cannot afford to give them the funds they need to maintain the reserve when there is money sitting in the budget that hasn't got community benefit assigned to it. How can any new initiative be more important than maintaining a service that your community supports? If it was that important, then why is not named/detailed in the draft plan already?	5/23/2023 4:41 PM
4	I have grave concerns surroundings the lack of level of funding provided to the Freds Pass Reserve. I am concerned that if not addressed, it will have a detrimental affect to the future viability of the user groups. Can you please rectify to a more suitable level, as requested by the board, to enable the Reserve to continue to flourish and service the community.	5/18/2023 11:50 AM
5	Has council made plans or talked with NT gov about a new waste facility? (Land fill)It must cost a fortune to transport waste between sites.	5/15/2023 4:43 PM
6	The fact that people in the Litchfield shire are struggling like never before while you over paid useless grubs are on rate that in no way shape or form you actually earn while you increase rates to pay your selves and pay for other useless things around the shire.	5/15/2023 11:15 AM
7	Financial support to community groups who use your parks. Especially the village green. Realize you need to pay someone to live there! Keep financial assistance to Fred's Pass Management - the Wednesday rural eats is fantastically run, brings the community together.	5/11/2023 8:39 PM
8	Stop rate rises (we get no services out here: verges are lucky to be mowed obverse per year, dogs always out on the loose, no rubbish collection, no postal service). More access to gamba poison for locals... how can we get it under control without access to poison	5/10/2023 3:16 PM
9	Please properly fund Fred's Pass Reserve to provide sporting facilities safely for the rural community.	5/5/2023 4:13 PM
10	Provide more funding for the Freds Pass Reserve so that it can continue to be run at the highly efficient level of management and care that it is at present being run by the current General Manager and Board. The Reserve needs close to a million dollars to be effectively run, maintained and upgraded.	5/2/2023 8:27 PM
11	Not iecreasing Fred's Pass funding. This is a great facility and you are treating it like a red headed step child. [REDACTED] has done awesome work since arriving, mending as much as possible the disgraceful performance of [REDACTED] over a number of years. The work she has done with the little she has is awesome and now you are happy to take it all away. This combined with the performance of the Mayor and allocation of questionable funding to areas that seem to benefit him. Maybe its time for the NT Gov to step in and get of this mob too.	5/2/2023 10:57 AM

Q5 Please provide any other feedback you may have on the Draft Municipal Plan 2023-2024.

Answered: 7 Skipped: 5

#	RESPONSES	DATE
1	This is the best MP in the last 8 years. It has kept costs down & improved infrastructure & less waste. Happy council	5/25/2023 4:19 PM
2	Whereabout on Humpty Doo village green will the lights be placed and is anticipated that the green will be open at night	5/25/2023 1:41 PM
3	This plan lacks the community, our people our lifestyle. It lacks future direction, inspiration and desire to make Litchfield a better place to live. The Local Government Act states the Principal role of council is (b) to develop a strong and cohesive social life for its residents and allocate resources in a fair, socially inclusive and sustainable way; and (c) to provide and coordinate public facilities and services; and (d) to encourage and develop initiatives for improving quality of life; This plan does not achieve any of these points and in most cases moves in the opposite direct to the purpose of Council as stated in the Act.	5/24/2023 11:55 AM
4	Overall, I value the fact that council is trying to reduce the withdrawal of funds from financial reserves year on year and look at the long term financial sustainability of the council. But I believe there is no real logic and clarity to some of the budget decisions. Besides Freds Pass Reserve, all other reserves are receiving more funding in 2023-24 than what they received in 2022-23. Freds Pass is asked to "tighten their belt", but are already running the reserve on less staffing than council operates comparable services like Thorak Cemetery. There is a way to financial sustainability without destroying the community services delivered by your volunteers. If anything, I hope that councillors will realise a community is not only based on roads but on services that make it "the best place to live in the top end". And how future discussions of federal funding of \$10m as well as Local Government borders around suburban developments will be impacted heavily by council reducing their efforts to make Litchfield a liveable place.	5/23/2023 4:41 PM
5	I have grave concerns surrounding the lack of level of funding provided to the Freds Pass Reserve. I am concerned that if not addressed, it will have a detrimental affect to the future viability of the user groups. Can you please rectify to a more suitable level, as requested by the board, to enable the Reserve to continue to flourish and service the community.	5/18/2023 11:50 AM
6	Cut your wages to a realistic amount you [REDACTED] grubs. Engage someone who actually knows what they are doing to see what infrastructure maintenance should be done rather than wasting OUR money on useless parts of the shire.	5/15/2023 11:15 AM
7	Have the councillors reach out and listen to the constituents not the staff of Lsc	5/11/2023 8:39 PM

Q6 Please upload any additional feedback you may have on the Draft Municipal Plan 2023-2024.

Answered: 1 Skipped: 11

#	FILE NAME	FILE SIZE	DATE
1	Feedback%20on%20the%202023%20Litchfield%20Council%20Municipal%20Plan.pdf	664.6KB	5/24/2023 11:54 AM

Q7 Please provide your details if you would like to be kept up to date with Council projects, events and activities.

Answered: 2 Skipped: 10

ANSWER CHOICES	RESPONSES	
Name	100.00%	2
Company	0.00%	0
Address	0.00%	0
Address 2	0.00%	0
City/Town	0.00%	0
State/Province	0.00%	0
ZIP/Postal Code	0.00%	0
Country	0.00%	0
Email Address	100.00%	2
Phone Number	100.00%	2

#	NAME	DATE
1	[REDACTED]	5/25/2023 1:41 PM
2	[REDACTED]	5/23/2023 4:41 PM
#	COMPANY	DATE
	There are no responses.	
#	ADDRESS	DATE
	There are no responses.	
#	ADDRESS 2	DATE
	There are no responses.	
#	CITY/TOWN	DATE
	There are no responses.	
#	STATE/PROVINCE	DATE
	There are no responses.	
#	ZIP/POSTAL CODE	DATE
	There are no responses.	
#	COUNTRY	DATE
	There are no responses.	
#	EMAIL ADDRESS	DATE
1	[REDACTED]	5/25/2023 1:41 PM
2	[REDACTED]	5/23/2023 4:41 PM
#	PHONE NUMBER	DATE
1	[REDACTED]	5/25/2023 1:41 PM
2	[REDACTED]	5/23/2023 4:41 PM

DRAFT

Municipal Plan

2023-2024



LITCHFIELD
COUNCIL

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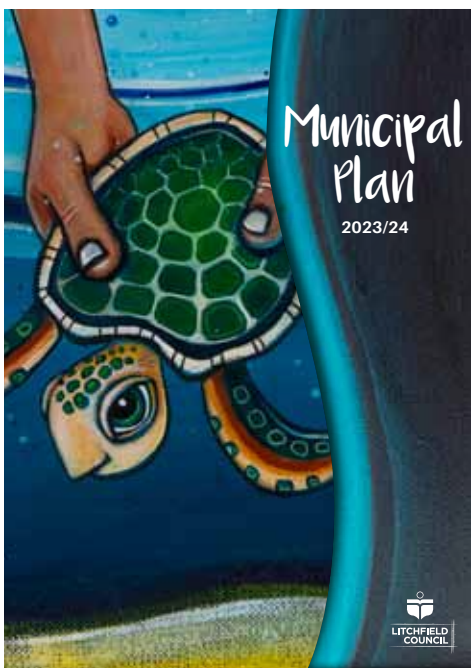
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Acknowledgement of Country

We, the Litchfield Council, acknowledge the traditional custodians of this land. We pay our respect to their Elders, past, present, and future.

INTRODUCTION

The municipal plan is Litchfield Council's action plan and annual budget for the 2023-2024 financial year. It includes key actions and services (deliverables) for Council to achieve its vision, mission and priorities in the Strategic Plan 2022-2025.



Our vision

To be the best place to live in the Top End.

Our Mission

To remain focused on delivering the priorities in Council's Strategic Plan to help us deliver on our vision for Litchfield.

Our Priorities

People	Community and lifestyle
Progress	Continuity of services and facilities
Prosperity	Our economy and growth
Places	Roads and infrastructure
Performance	An effective and efficient organisation



YOUR MAYOR



The development of the annual municipal plan and budget is a major task and achievement for the Elected Council and it has been an honour and privilege to serve as Mayor during this process. The municipal plan sets out Council's plan and budget for the 2023-2024 financial year. It includes key actions and outlines projects and service deliverables for Council to achieve its vision, mission and priorities in the Strategic Plan 2022-2025.

The Municipal Plan and Budget for 2023-2024 was developed through a collaborative approach with elected representatives and staff. This municipal plan and budget is one that is reflective of what we are hearing from our community. Listening to the people we are elected to represent was, and continues to be, a key priority for the 11th Council of Litchfield.

The Litchfield Municipality boasts a diverse community with many prosperous economic industries. Capitalising on opportunities whilst ensuring Council delivers our core services and maintains a focus to preserve Litchfield's uniqueness is what shapes our strategic direction.

Council has been working diligently in the direction of long term financial sustainability, committing to leaving a legacy of good financial management and long-term financial sustainability for future generations. To this end, Council has been working toward a sustainable operational budget over the past years resulting in the generation of consistent savings. As is evident in our Long Term Financial Plan 2023-2024 to 2032-2033, working toward this significant achievement requires a consistent review of all budget elements of council business and a conservative approach to additional spending. As a testament to this in the 2023-2024 budget council will draw only a very small value from unrestricted financial reserves.

Over the 2023-2024 financial year Council will spend \$7,766,429 on capital works, including maintenance

and upgrades to roads, drainage and safety.

The staffing plan for the 2023-2024 year sees a reduction to 58.83 of full-time equivalent (FTE) staff, down 7.39 FTE from the prior year, achieved by continuous improvement of processes and a review of the organisational structure to ensure the best model to meet key deliverables.

Council acknowledges that Rates continue to be the primary source of funding for Council in 2023-2024 making up 68% of the total revenue. However, we remain firm in our commitment to deliver minimal rate increases resulting in Rates and waste charges increasing by 5%, despite the CPI (Consumer Price Index) forecast of 6.9%. The increase to fees and charges has also been limited to a 5% overall increase.

Council's desire to foster a strong connection to the community is evident with the eight Recreation Reserves receiving over \$1.3 million in direct funding, with additional support through the funding of tree management and playground maintenance. Council's fiscal commitment to grants, sponsorships and community support is set to increase to \$141,000 over 2023-2024.

Council will continue to build strong connections with the Northern Territory and Australian Governments and advocate for funding that will benefit our community. We are particularly looking forward to the partnerships that will deliver projects at Freds Pass Sport and Recreation Reserve under the \$10 million of federal funding. We will continue to build on Litchfield being 'the best place to live in the Top End' and keep the community firmly at the heart of all we do.

The Draft Municipal Plan and Budget is made available to the public for feedback, this provides Council with the opportunity to listen to our community's thoughts and comments prior to adoption of the final plan.

Doug Barden
Mayor



LITCHFIELD OVERVIEW



Litchfield Profile*

Population	23,048 (54.6% Male / 45.4% Female)
Median Age	39 Years
Couples with Children	29%

Our Economy*

Local jobs	17,575
Local Businesses	1,909
Employed Residents	14,867

*Data sourced from Regional Development Australia NT - ABS ERP 2021, NIEIR 2021.

Council Data

Number of rateable assessments	8,343
Sealed Roads	642km
Unsealed Roads	71km
Pathways	15km
Registered Dogs	3,751
Recreation Reserves	8
Playgrounds	5
Cemeteries	1



BUDGET AT A GLANCE

Council is forecasting a balanced budget, only requiring a very small drawing on funds from financial reserves. Overall, operating expenses constrained in line with the Long-Term Financial Plan 2023-2024 to 2032-2033.

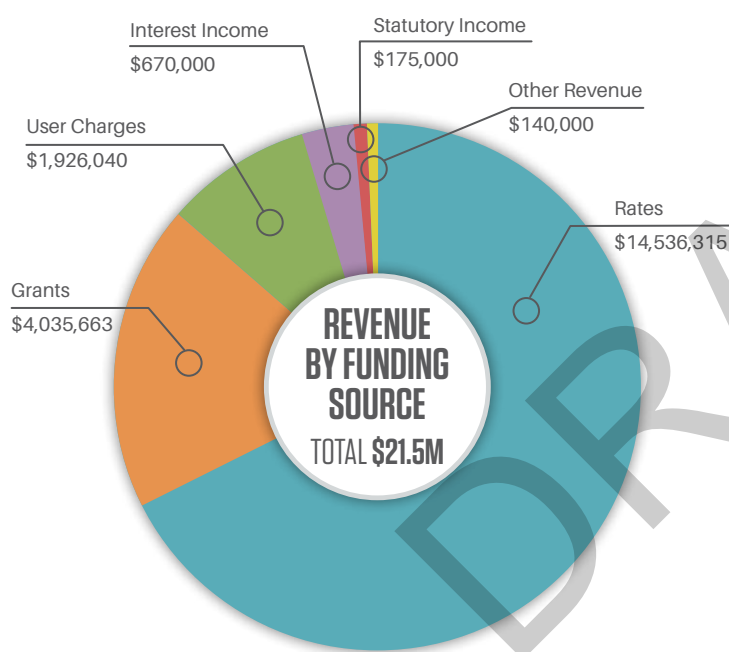
The financial strategy is embedded in Council's Long Term Financial Plan and throughout this Plan. It sets the parameters within which Council agrees to operate to maintain acceptable financial outcomes over a period of 10 years.

Budgeted revenue

Overall Revenue is budgeted to increase by 7.6% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2023-2024 making up 68% of the total revenue. Despite the CPI (Consumer Price Index) forecast of 6.9%, rates and waste have increased by 5% reflecting an increase of less than a dollar (\$0.94) per week for Residential properties and an increase from \$1.68 per week for Commercial properties. In addition, waste charges increase by 5% or \$0.38 per week, and fees and charges increase by 5% overall. Investment income includes interest calculated on forecasted cash and investment balances and reflects the recent increase in interest rates.



Revenue by funding source



Operating expenditure by program area

Expenses	Operating Expenditure by Program area (\$)	
Library	417,533	3%
Regulatory Services	473,496	3%
Corporate	666,633	4%
Information Services	695,136	4%
Thorak Cemetery	1,053,538	6%
Mobile Workforce	1,218,706	7%
Council Leadership	1,416,170	9%
Finance and Customer Service	1,733,380	10%
Community	1,808,451	11%
Waste Management	3,242,811	19%
Infrastructure and Assets	3,960,748	24%
	16,686,602	

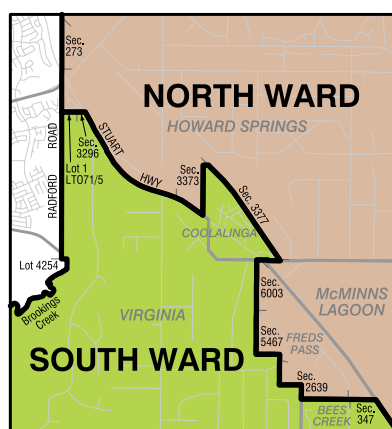
Budgeted operating expenditure

Council undertakes a robust review of the operational budgets and proposed projects to ensure Council continues to maintain existing delivery whilst aligning with Council's Strategic Plan 2022 to 2025. Through this review, Council managed to rationalise its expenditure and forecast its operating expenses to decrease by 1% whilst maintaining service delivery. The reduction in expenditure is mainly due Council's recent organisation restructure that offers a simplified and financially sustainable structure with minimal impact to Council services.



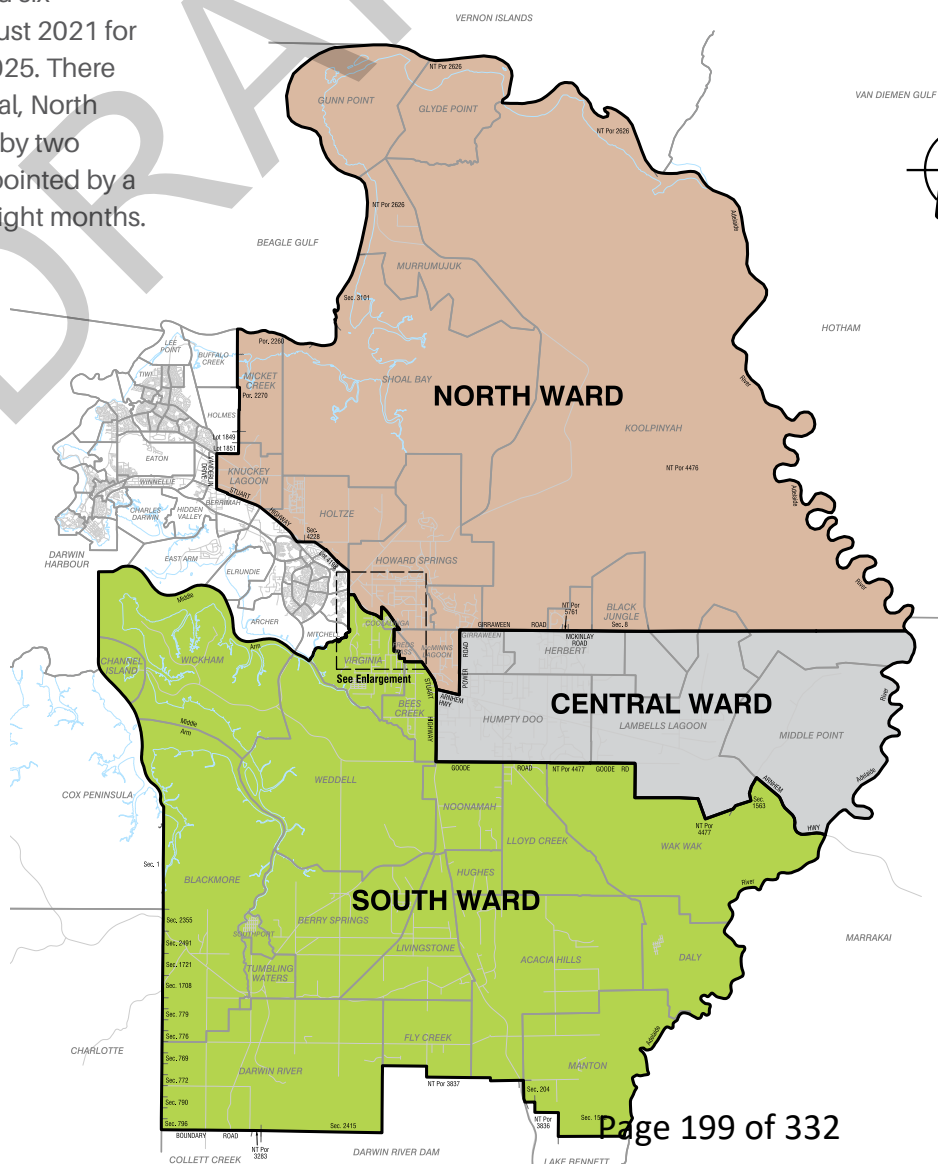
YOUR COUNCIL

The Council consists of the Mayor and six Councillors who were elected in August 2021 for a four-year term expiring in August 2025. There are three electoral wards being Central, North and South. Each ward is represented by two Councillors. The Deputy Mayor is appointed by a resolution of Council for a period of eight months.



Enlargement

BE/





Mayor

Doug Barden

Mobile: 0429 875 390

Email: doug.barden@litchfield.nt.gov.au

Central Ward Councillor

Andrew Mackay

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Central Ward Councillor

Kevin Harlan

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North Ward Councillor

Rachael Wright

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North Ward Councillor

Mathew Salter

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Email: mathew.salter@litchfield.nt.gov.au

South Ward Councillor

Emma Sharp

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Email: emma.sharp@litchfield.nt.gov.au



South Ward Councillor

Mark Sidey

Mobile: 0407 007 558

Email: mark.sidey@litchfield.nt.gov.au

LITCHFIELD COUNCIL INTEGRATED STRATEGIC PLANNING AND REPORTING FRAMEWORK





COUNCIL PLANS AND STRATEGIES

Council plans articulate the goals and outcomes against which Council will be measured and explains, at an in-depth level, how it will achieve them.

Council has the following plans:

- Strategic Plan 2022-2025
- Financial Management Strategy and Long Term Financial Plan 2023-2024 to 2032-2033
- Asset Management Plans
- Waste Strategy
- Sport, Recreation and Open Space Strategy
- Animal Management Plan
- Advocacy Strategy
- Community Engagement Strategy and Action Plan
- Customer Service Charter

Further information can be found on Litchfield Council website via [Plans and Publications | Litchfield Council \(nt.gov.au\)](#)



STRATEGIC ADVOCACY FOCUS

Council will continue to advocate to the Northern Territory Government and Australian Government on behalf of the Litchfield community.

Councils focus in 2023-2024 will remain on the following priority projects.

PROPOSED DEVELOPMENT OF HOLTZE AND KOWANDI

The Northern Territory Government has commenced a three-stage planning process to shape the growth of identified areas within the Litchfield municipality. This includes the development and expansion of suburbs in Holtze and Kowandi which are all in the Litchfield local government area.

Such developments have the potential to broaden the types of lifestyles available within our area, making Litchfield the best place to live for more Territorians.

The first land titles are expected to be issued in late 2024 in Holtze. In anticipation Council has projected expenditure in the 2023-2024 budget to allow for the review of the subdivision design and review of Council's developer contribution plan.

FREDS PASS SPORTS AND RECREATION RESERVE FUNDING

Building on the momentum of a Federal Government election commitment, Council continue to passionately advocate for funding to improve this much-loved community facility. The Freds Pass Sport and Recreation Reserve caters for 10,000 users per week and requires significant annual Government investment per year to upgrade facilities.

AREA PLANS

The NT Planning Commission released the Draft Greater Holtze Area Plan for consultation in 2022 and it is anticipated that the Planning Commission will finalise the draft Area Plan in 2023 before it is considered by the Minister for Infrastructure Planning and Logistics to incorporate it as part of the NT Planning Scheme 2020.

Following initial consultation on a draft Area Plan for the Humpty Doo Rural Activity Centre in 2018, the NT Planning Commission is planning community consultation on the revised Area Plan in 2023.

Council will actively participate in consultation in line with Council's priorities outlined in the Strategic Plan 2022-2025, advocating for the best outcome for our residents.

ROADS

The sealing of roads comes at a large expense, but the improvements to such assets is important to many of our residents. Council is committed to seeking grant opportunities and partnerships to continue the sealing of unsealed roads based on a strategic approach.



NEW INITIATIVES

The budget 2023-2024 includes \$200,000 for new initiatives in accordance with FIN20 New Initiatives Policy. The new initiatives will be scoped during the 2023-2024 Budget Review 1 process.



PROGRAM PROFILES

Office of the Chief Executive

Provides strategic leadership, good governance, advocacy and decision-making to achieve corporate outcomes.

Corporate Communications Advises on and delivers community engagement activities, media management and corporate communications.

Community Development Supports and resources recreation reserves management committees to provide fit-for-purpose sport and recreational facilities.
Develops inspection regimes and maintenance programs for playgrounds and trees on recreation reserves. Manages Council's Community Grants Scheme and supports community events and programs.

Infrastructure and Operations

Infrastructure and Assets Plans, delivers and manages Council's road network and other infrastructure to ensure the social, cultural and economic success of the Litchfield municipality.

Mobile Workforce Provides an effective and efficient maintenance service, including weed and bushfire management for Council's road verges, drainage easements, signs, reserves, excised lands and Council facilities.

Planning and Development Reviews and provides comment on all regional plans, policies, development proposals, and planning applications relevant to the Litchfield municipality. Administers future Council assets, works permits, and proposals for road openings and closures.

Thorak Regional Cemetery Operate the Thorak Regional Cemetery and Crematorium for the Top End efficiently and effectively in accordance with approved plans, the *Burial and Cremation Act 2022* and regulations, Council policies and community expectations.

Waste Management Provides an environmentally sustainable, safe and cost-effective waste management system through Council's waste transfer stations and recycling operations.

Corporate and Community

Finance and Customer Service Provides financial services to help Council make informed decisions and allocate resources efficiently and effectively in the short and long term, while ensuring Council meets its objectives and all statutory and regulatory obligations.
Provides timely and quality front counter customer services for residents and visitors and manages rates records in accordance with policy and legislative requirements.

Governance and Risk Provides and supports best practice governance, statutory compliance, records and risk management for Council.

Information Services Manages Council's information and communications systems to ensure alignment with business needs and excellent customer service.

Human Resources and Work Health Safety Manages the workplace health and safety system and a range of operational, advisory and strategic human resource services that meet statutory requirements and enables Council to attract, develop and retain great staff.

Library Services Provides public library services that promote lifelong learning, community connectedness and childhood development through collection development, program delivery and promotion of services.

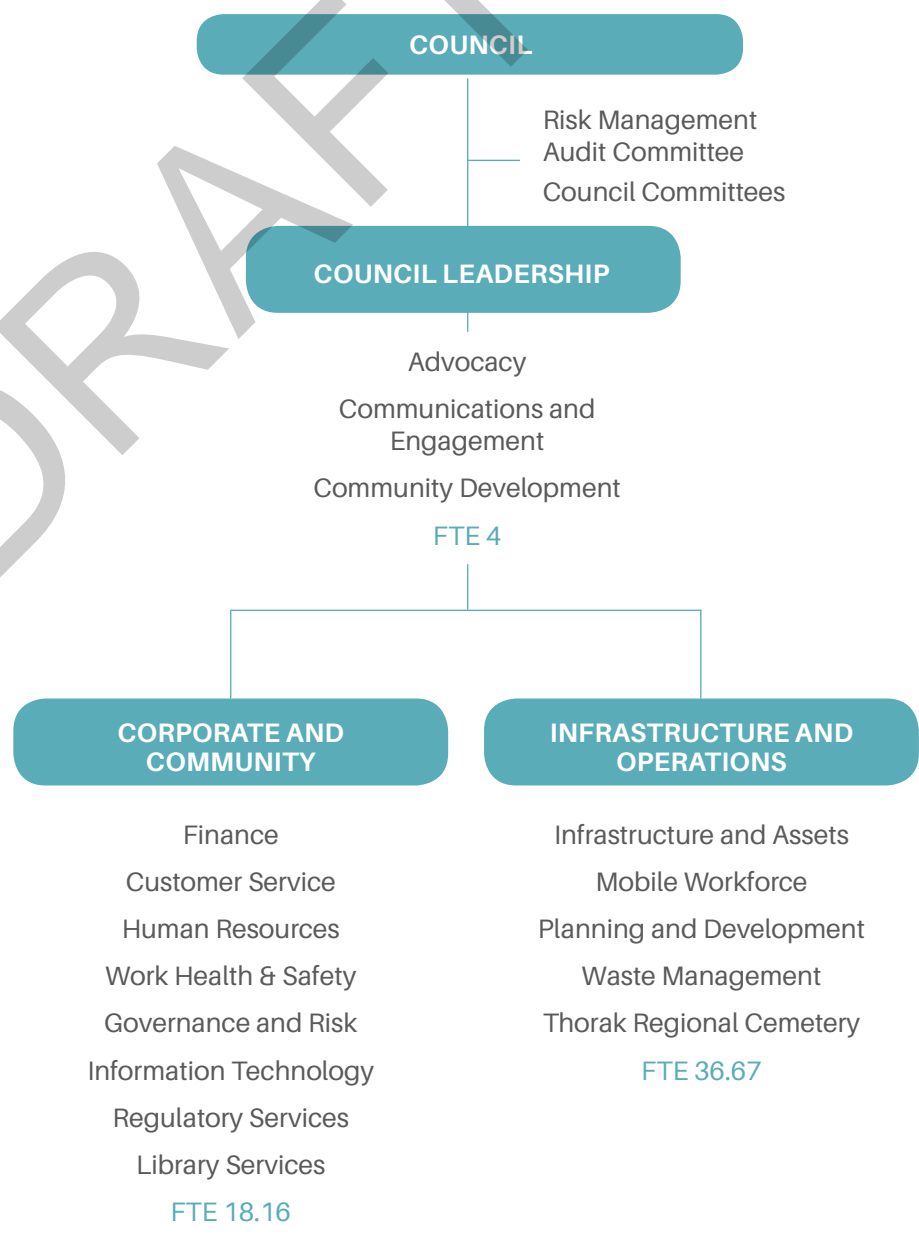
Regulatory Services Administers and enforces Council's Dog Management By-Laws. Promotes and supports responsible dog ownership through public education and initiatives. Provides information to help manage and control other animals e.g. wild dogs, peacocks, roosters and livestock. Manages abandoned vehicles.



OUR PEOPLE

The staffing plan for 2023-2024 allows for 58.83 full-time equivalent (FTE) staff across three departments. This a decrease of 7.39 FTE compared to 2022-2023. The decrease provides a simple and agile structure that empowers all levels of employees.

Council’s Enterprise Agreement (EA) 2020 provides employees with benefits and conditions including an annual pay increase of 1% or CPI capped at 2% whichever is greater. Council’s EA is due to be negotiated in 2024.





2023-2024 Annual Budget

2023-2024 BUDGET BY DEPARTMENT PROFILE



PROGRAM	Operational Revenue (\$)	Operational Expense (\$)	Operational Surplus/ (Deficit) (\$)	Capital Income (\$)	Capital Expense (\$)	Capital Deficit (\$)
Council Leadership	-	1,416,170	(1,416,170)	-	-	-
Corporate	-	666,633	(666,633)	-	-	-
Information Services	-	695,136	(695,136)	-	-	-
Finance and Customer Service	12,644,146	1,733,380	10,910,766	-	-	-
Infrastructure and Assets	3,174,570	3,960,748	(786,178)	2,451,429	7,494,429	(5,043,000)
Waste Management	3,531,861	3,242,811	289,050	-	-	-
Community	97,020	1,808,451	(1,711,431)	130,000	250,000	(120,000)
Library	417,392	417,533	(141)	-	-	-
Mobile Workforce	-	1,218,706	(1,218,706)	-	-	-
Regulatory Services	175,000	473,496	(298,496)	-	-	-
Thorak Cemetery	1,443,030	1,053,538	389,492	-	22,000	(22,000)
TOTAL	21,483,019	16,686,602	4,796,417	2,581,429	7,766,429	(5,185,000)

ANALYSIS OF THE OPERATIONAL BUDGET



Operating revenue

DEPARTMENT	2022-2023 (\$)	2023-2024 (\$)	Variance (\$)	%
Finance and Customer Service	11,532,688	12,644,146	1,111,458	9.6%
Infrastructure and Assets	2,937,012	3,174,570	237,558	8.1%
Waste Management	3,308,035	3,531,861	223,827	6.8%
Community	113,700	97,020	(16,680)	(15%)
Library	407,392	417,392	10,000	2.5%
Regulatory Services	219,750	175,000	(44,750)	(20.4%)
Thorak Cemetery	1,446,400	1,443,030	(3,370)	(0.2) %
TOTAL REVENUE	19,964,977	21,483,019	1,518,042	7.6%

Overall Revenue is budgeted to increase by 7.6% compared to last year's budget. Rates continue to be the primary source of funding for Council in 2023-2024 making up 68% of the total revenue. Despite the CPI (Consumer Price Index) forecast of 6.9%, rates and waste have increased by 5% reflecting an increase of less than a dollar (\$0.94) per week for Residential properties and an increase from \$1.68 per week for Commercial properties. In addition, waste charges increase by 5% or \$0.38 per week, and fees and charges increase by 5% overall. Investment income includes interest calculated on forecasted cash and investment balances and reflects the recent increase in interest rates.

Operational expenditure

DEPARTMENT	2022-2023 (\$)	2023-2024 (\$)	Variance (\$)	%
Council Leadership	1,256,940	1,416,170	159,230	12.9%
Corporate	745,778	666,633	(79,145)	(10.6)%
Information Services	700,789	695,136	(5,653)	(0.8)%
Finance and Customer Service	1,581,650	1,733,380	151,730	9.6%
Infrastructure and Assets	3,417,467	3,960,748	543,281	15.9%
Waste Management	3,262,998	3,242,811	(20,187)	(0.6)%
Community	2,128,173	1,808,451	(319,722)	(15.0)%
Library	683,522	417,533	(265,989)	(38.9)%
Mobile Workforce	1,335,261	1,218,706	(116,555)	(8.7)%
Regulatory Services	660,666	473,496	(187,170)	(28.3)%
Thorak Cemetery	1,069,847	1,053,538	(16,309)	(1.5)%
TOTAL EXPENSES	16,843,091	16,686,601	(156,490)	(0.9)%



Council has managed to rationalise its expenditure and forecast its operating expenses to decrease by less than 1% compared to last year's budget whilst maintain levels of service. Through a robust review of expenditure, each line item was only increased on a needs basis despite the Consumer Price Index (CPI) being 6.9%. The overall expenditure forecasts a decrease due to Council's recent organisation restructure that offers a simplified and a financially sustainable employee costs model with minimal impact to Council Services. Infrastructure and Assets and Waste Management remain the most significant cost centres for Council. Investment in these areas enables Council to operate its three waste transfer stations for residents and commercial users and deliver quality roads across the community.

Under Section 353 of the *Local Government Act 2019* (Act), Council member allowances are determined by the Remuneration Tribunal. The budget 2023-2024 includes the increases applicable for the elected members of Litchfield Council as per Determination No. 1 of 2023 - Allowances for Members of Local Government Councils.

ANALYSIS OF THE CAPITAL BUDGET

Capital works improve or replace existing assets or create new assets for Council.

Council's capital budget for 2023-2024 is \$7.77 million and is funded through external grant funding, operating surplus and Council's cash backed reserves. More than 30% of the total capital works budget is funded by Roads to Recovery, Blackspot and Local Roads and Community Infrastructure phase four funding. Remaining budget is funded through Council's own source funding. In 2023-2024 Council expects to only draw down \$0.4 million from Financial Reserves to fund the capital works program.

Capital expenditure on assets

Capital expenditure is planned to be spent and funded as per below:

Capital Expenditure	Budget 2023-2024 (\$)
Land and Buildings	495,000
Infrastructure (including roads, footpaths, park furniture)	6,931,429
Fleet	340,000
Other Assets (including furniture and office equipment)	-
Leased Land and Buildings	-
Other Leased Assets	-
Total Capital Expenditure	7,766,429

Total Capital Expenditure funded by:	Budget 2023-2024 (\$)
Operating Income (operational surplus from savings)	4,796,418
Capital Grant	2,581,429
Transfer from Cash Reserves	388,582
Borrowings	-
Sale of Assets (including trade-ins)	-
Other Funding	-
Total Capital Expenditure Funding	7,766,429

Capital expenditure by department

Programs	Costs (\$)
Infrastructure and Assets	
Bees Creek Office - Roof Restoration	70,000
Bees Creek Office - Undercover Walkway / Parking	75,000
Wi-Fi & CCTV – Council Building	100,000
Drainage Upgrade - Horne Road	100,000
Drainage Upgrade - Bees Creek Road	100,000
Drainage Upgrades - Various Floodways	458,000
Plant/Vehicle Replacement	340,000
Road Seal Renewal	1,000,000
Pavement Renewal - Thorngate	600,000
Pavement Renewal - Finn	400,000
Gravel Surface Renewal	300,000
Gravel Road Sealing - Meade Road	1,000,000
Gravel Road Sealing - Brougham Road	938,000
Road Safety Upgrades - Shoulder Widening	214,000
Road Safety - Intersection Upgrades - Street Lighting	240,000
Road Safety Upgrades - Schools	100,000
Road Safety Upgrades - Various Roads	398,000
Road Safety Upgrades - Street Lighting Upgrades	130,000
Road Seal Upgrade	953,429
Total	7,516,429
Community	
Building & Asset Renewals	120,000
Mira Square BBQ facilities and shade	30,000
Humpty Doo Village Green lighting	30,000
Knuckey Lagoon Recreation Reserve Adventure play equipment.	30,000
McMinns Lagoon Recreation Reserve – boardwalk design	20,000
Howard Park Recreation Reserve Carpark Upgrade	20,000
Total	250,000
GRAND TOTAL	7,766,429

Capital Expenditure

The 2023-2024 budget includes \$4 million in capital renewal projects, reflecting an asset sustainability ratio of 42%. This is well below both Council's target of 60% and best practice of 90%, highlighting Council's inability to fund a sustainable capital program with the current level of revenue. Some of Council's strategies in this area is to assess depreciation expense as part of a financial asset revaluation exercise including asset and traffic utilisation.

The \$3.8 million new and upgraded capital investment includes \$2 million for sealing gravel roads. The capital works program includes \$1.2 million for Local Roads and Community Infrastructure Program Funding phase four and has also been recognised as capital income in the 2023-2024 budget.

Budget by Planned Major Capital Works

This table is to report major capital work projects that are either in progress, that will continue over more than one financial year or will be completed in this current financial year. The threshold used is \$150,000 and above per capital project.

Class of Assests	By Major Capital Project	Total Prior Year (s) Actuals (\$) (A)	Current Financial Year Budget (\$) (B)	Outer Financial Year 1 Budget (\$) (C)	Total Planned Budget (\$)	Expected Project Completion Date
Infrastructure and Assets	Road Seal Renewal	1,490,265	2,921,155	1,000,000	3,921,155	Jun-24
	Pavement Renewal	-	533,429	1,000,000	1,533,429	Jun-24
	Forward Design of Road Projects	253,206	600,000	-	600,000	Jun-24
	Gravel Surface Renewal	-	300,000	300,000	600,000	Jun-24
	Gravel Road Sealing	221,278	3,821,858	1,938,000	5,759,858	Jun-24
	Road Safety Upgrades	276,676	1,079,545	1,795,429	2,874,974	Jun-24
	Road Safety - Intersection Upgrades	-	250,000	240,000	490,000	Jun-24
	Drainage Renewal	49,629	200,000	-	200,000	Jun-24
	Drainage Upgrade - Floodways	-	700,000	658,000	1,358,000	Jun-24
Fleet/ Plant	Plant/Vehicle Replacement	602,719	1,075,464	340,000	1,415,464	Jun-24
Land & Buildings	Community Reserve Development	633,509	670,000	130,000	800,000	Jun-24
	Bees Creek Road Office	-	-	365,000	365,000	Jun-24
TOTAL		3,527,283	12,151,451	7,766,429	19,917,880	

Capital Income

The capital income for 2023-2024 includes \$2.58 million in external grant funding including Blackspot, Roads to Recovery and Local Roads and Community Infrastructure Program Funding phase four. Council continues to advocate strongly for grant funding, focusing on renewal rather than new infrastructure.

Annual Budget summary

	Budget 2022-2023 (\$)	Budget 2023-2024 (\$)	Variance %
Operational revenue	19,964,977	21,483,018	8%
Capital revenue	1,733,429	2,581,429	49%
Total revenue	21,698,406	24,064,447	11%
Operating expenditure	16,842,592	16,686,601	(1%)
Capital expenditure	6,417,429	7,766,429	21%
Total expenditure	23,260,021	24,453,030	5%
Net transfers from reserves	(1,561,615)	(388,583)	(75%)

RATING STRATEGY

Social and Economic Impact Statement of Rating Strategy

Council has been guided by its Long-Term Financial Plan, Strategic Plan and Litchfield's demographic and economic data when setting rates and charges for the 2023-2024 financial year.

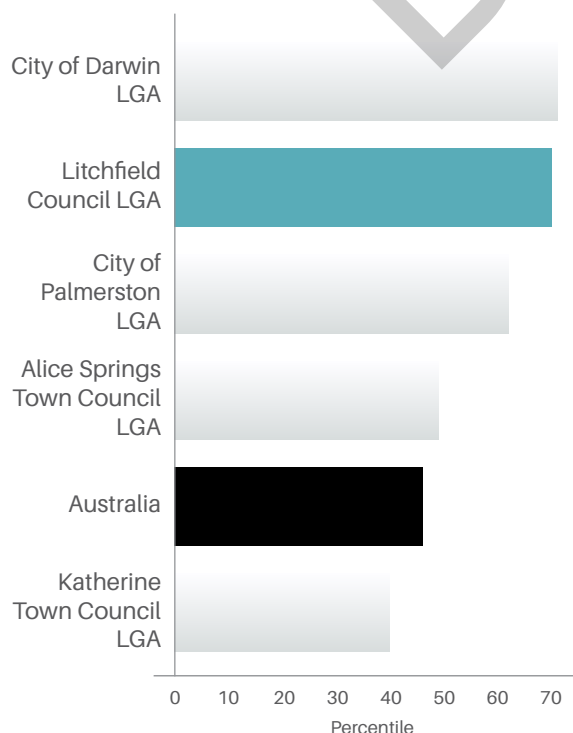
Council's goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

The "Litchfield Weekly Household Income" data informed Council's decision.

Litchfield Household Data*

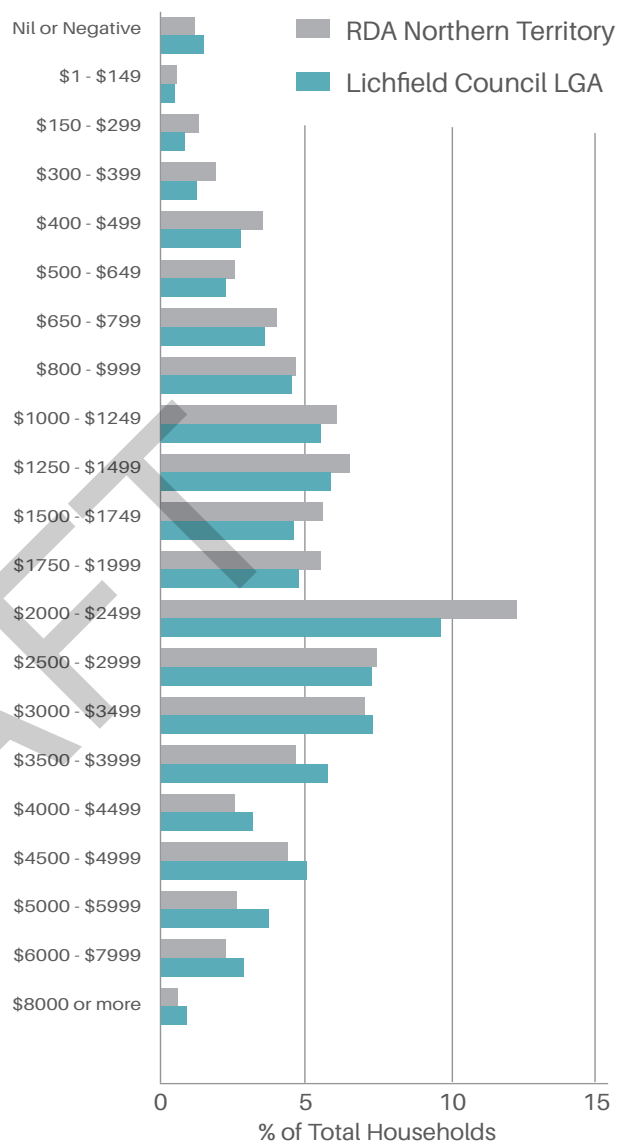
Median weekly household income	\$2,269
Households with a mortgage	40%
Median Weekly mortgage repayment	\$513
Households renting	17%
Median weekly rent	\$380

INDEX OF RELATIVE SOCIO-ECONOMIC DISADVANTAGE*



* Australian Bureau of Statistics, Census of Population and Housing 2016. Compiled by profile.id

LITCHFIELD WEEKLY HOUSEHOLD INCOME*



* Australian Bureau of Statistics, Census of Population and Housing 2021. Compiled by profile.id

Principles of the Rating Policy FIN02

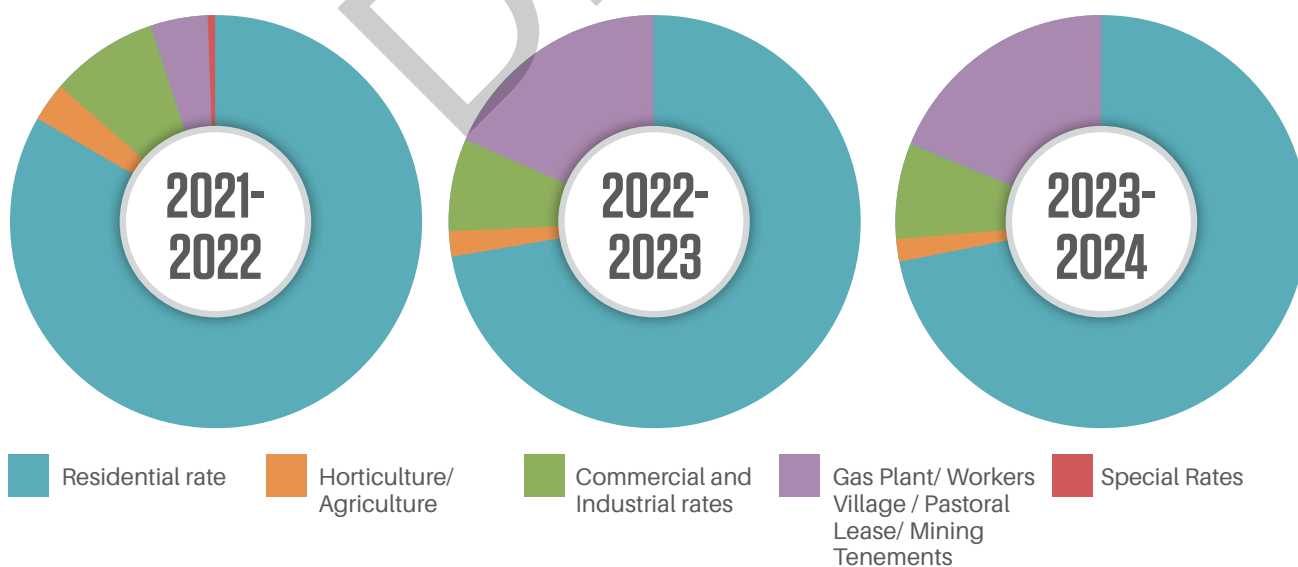
The Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

A flat rate remains for urban residential, rural residential and horticultural / agricultural rateable properties.

As allowed for in the Local Government Act 2019, Council will use the unimproved capital value (UCV) to calculate rates for the commercial and gas plant rating categories in 2023-2024. The NT Valuer-General sets the UCV of land. The relevant Northern Territory Government minister sets rates for mining tenements and pastoral leases.

Rate revenue

	Budget (\$) 2021-2022	Budget (\$) 2022-2023	Budget (\$) 2023-2024
Residential Rate	7,283,817	7,623,067	8,024,990
Horticulture / Agriculture	265,784	195,288	205,052
Commercial and Industrial Rates	743,055	769,029	834,557
Gas Plant/ Workers Village / Pastoral Lease/ Mining Tenements	385,808	1,953,372	2,105,897
Special Rates	63,349	-	-
TOTAL	8,741,813	10,540,756	11,170,496



RATING STRUCTURE

Rating category (in line with Policy FIN02)	Planning Zones	No. of properties	Rate 2022-2023	Rate 2023-2024
Fixed Rates				
Residential	R; RR; RL; WM; CN; SL14; SL18; FD; SD; MD; MR; SL11	7,803	\$976.44	\$1,025.26
Horticulture/Agriculture	H; A	200	\$976.44	\$1,025.26
Valuation- Based				
Allotments of Commercial/ Industrial Land	C; CP; CV; DV; GI; LI; OR; PS; RW; SC; SL1; SL1; SL3; SL4; SL5; SL6; SL7; SL8; SL9; SL10; SL12; SL13; SL15; SL17; SL23	269	0.285881% Min Charge \$1,746.62	0.300175% Min Charge \$1,833.95
Gas Plant	MZ	3	8.404434%	8.824656%
Mining Tenements	As set by the Minister	64	0.4726% Min Charge \$1,211.71	0.6427% Min Charge \$1,647.93
Pastoral Lease	As set by the Minister	4	0.0416% Min Charge \$511.97	0.0566% Min Charge \$696.28
Total Number of Rateable Properties		8,343		
Charge				
Waste Charge		8,092	\$391.40	\$410.97

FEES AND CHARGES BY DEPARTMENT

Council has increased majority of the fees and charges by 5% whilst continuing to provide a range of free services. The Schedule of Fees and Charges can be viewed at Council Office as well as on Council's website: www.litchfield.nt.gov.au

Department	2023-2024 Budget (\$)
Finance and Customer Service	48,300
Infrastructure and Assets	188,949
Waste Management	156,041
Community	97,020
Library	2,700
Regulatory Services	175,000
Thorak Cemetery	1,433,030
Total	2,101,040



RECREATION RESERVES FUNDING SUPPORT

Council has eight recreation reserves across the municipality. It supports five by providing operational funding to independent associations to maintain facilities and provide a range of activities. The other three recreation reserves are directly managed under a budget set by Council. Recreational reserve funding amounts are considered each year as part of council's budget process considering operational needs and prior year service delivery.

In addition to the reserves operational funding, Council funds the tree and playground maintenance for the reserves. Costs associated with these works are in addition to the below budget but is included in Council's overall operational expenditure budget.

Council works with reserves throughout the year and, where possible, accommodates unforeseen expenses to provide additional support for emergencies or other eventualities as required. In the 2022-2023 financial year, Council assisted in this capacity with a spend of \$440,545 (to end of March 2023) across reserves.



Reserves	Budget (\$) 2022-2023	Budget (\$) 2023-2024	Increase for 2023-2024	
			(\$)	%
Operating Contributions to Recreation Reserve				
Berry Springs Reserve	61,416	79,841	18,425	30%
Freds Pass Reserve	652,245	847,919	195,674	30%
Livingstone Reserve	53,598	69,677	16,079	30%
McMinns Lagoon Reserve	23,481	30,525	7,044	30%
Mira Square	10,700	16,211	5,511	52%
Recreation Reserves managed in-house by Council				
Howard Park Reserve	126,480	130,274	3,794	3%
Humpty Doo Village Green	100,279	103,287	3,008	3%
Knuckey Lagoon Reserve	28,198	29,044	846	3%
Total	1,056,397	1,306,778	250,381	24%

Reserves	Actual (\$) 2022-2023
Additional Contributions to Recreation Reserve managed by independent associations	
Freds Pass Reserve Additional	340,017
Livingstone Reserve	7,180
McMinns Lagoon Reserve	3,001
Additional Contributions to Recreation Reserves managed in-house by Council	
Howard Park Reserve	923
Humpty Doo Village Green	16,114
Knuckey Lagoon Reserve	73,310
Total	440,545



SPONSORSHIP, GRANTS AND OPERATING SUBSIDIES

The Community Grants Scheme was launched in 2017 in line with the Grants, Donations and Sponsorship Policy (FIN07). The scheme provides a framework for delivering grant funding to the community with clear links to achieving the Strategic Plan 2022-2025 outcomes and Council’s vision to be the best place to live in the Top End. The funding supports community groups and organisations to run events, facilities and programs that provide opportunities to connect and to enrich life in local communities. The scheme is 100% funded through money made from recycling of bottles, cans and batteries collected at Council’s Waste Transfer Stations.

GRANTS AND DONATIONS

Grants/Donations/ Community Support	2022-2023 (\$)	2023-2024 (\$)
TOTAL	130,000	141,000

Council continues to support the following:

- Fred’s Pass Rural Show
- Community Grants Scheme
- Sponsorships Paid
- Anzac Day Activities
- Australia Day Activities
- Youth Week Forum
- Annual Art Exhibition



ELECTED MEMBERS ALLOWANCES

In accordance with Section 107 of the Act, Elected Members’ allowances are determined by the Remuneration Tribunal. The below table illustrates the Elected Member Allowances set by the Remuneration Tribunal for 2023-2024 financial year.



Allowance Type	Amount		
	Mayor (\$)	Deputy Mayor (\$)	Councillor (\$)
Annual allowance	105,000	38,000	22,000
Extra meeting allowance	-	10,000	10,000
Professional development allowance	4,000	4,000	4,000
Total Maximum Claimable	109,000	52,000	36,000



The following financial statements have been prepared in accordance with the Act and Regulations.

- Budgeted Comprehensive Income Statement
- Budgeted Statement of Financial Position
- Budgeted Statement of Cash Flows
- Budgeted Statement of Financial Reserves

The financial statements have been prepared to compare 2023-2024 budget with adopted budget from last year financial year 2022-2023 excluding all budget revisions during the year.

BUDGETED STATEMENT OF COMPREHENSIVE INCOME

This statement provides a detailed summary of Council's income and operating expenses, resulting in \$4.5 million operational deficit. The operating deficit indicates Council's inability to fund the consumption of assets.

Section 202 of the Act states that a council must not budget for a deficit except in accordance with the regulations. Regulation 10 of the General Regulations states a council may budget for a deficit if the reason for the deficit can be attributed to: depreciation, amortisation, asset write-downs, expenditure of tied grant funding recorded as income in a prior year, or other non-cash items. As a result of adding back non-cash items such as depreciation, Council forecasts a net operational surplus of \$4.8 million that funds a portion of the budgeted capital expenditure. Councils' ability to reduce the reliance on Financial Reserves over the past years continues to improve councils overall financial sustainability.



BUDGETED STATEMENT OF COMPREHENSIVE INCOME

	Budget	
	2022-2023 \$000's	2023-2024 \$000's
OPERATING INCOME		
Rates and Waste	13,741	14,536
Charges	219	175
Fees and Charges	1,814	1926
Operating Grants and Subsidies	3,776	4036
Interest / Investment Income	323	670
Other Income	91	140
Contribution - Non-Cash (Gifted Assets)	-	-
TOTAL OPERATING INCOME	19,964	21,483
OPERATING EXPENDITURE		
Employee Expenses	7,542	7,042
Materials and Contracts	8,406	8672
Elected Member Allowances	291	341
Elected Member Expenses	44	50
Council Committee & LA Allowances	-	10
Council Committee & LA Expenses	5	-
Depreciation, Amortisation, and Impairment	8,390	9355
Interest Expenses	-	-
Other Expenses	554	572
TOTAL OPERATING EXPENDITURE	25,232	26,042
OPERATING SURPLUS /(DEFICIT)	(5,268)	(4,559)
Remove NON-CASH ITEMS		
Less Non-Cash Income	-	-
Add Back Non-Cash Expenses	8,390	9355
TOTAL NON-CASH ITEMS	8,390	9,355
OPERATING SURPLUS /(DEFICIT)	3,122	4,796
Less ADDITIONAL OUTFLOWS		
Capital Expenditure	6,417	7,766
Borrowing Repayments (Principal Only)	-	-
Transfer to Reserves	-	-
Other Outflows	-	-
TOTAL ADDITIONAL OUTFLOWS	(6,417)	(7,766)
Add ADDITIONAL INFLOWS		
Capital Grants Income	1,733	2,581
Prior Year Carry Forward Tied Funding	-	-
Other Inflow of Funds	-	-
Transfers from Reserves	1,562	389
TOTAL ADDITIONAL INFLOWS	3,295	2,970
NET OPERATING POSITION	-	-

BUDGETED STATEMENT OF FINANCIAL POSITION

This statement provides an estimate of the assets Council will own and the liabilities Council will have as at 30 June 2024.

	Audited 2021-2022 \$000's	Budget 2023-2024 \$000's
CURRENT ASSETS		
Cash & Cash Equivalents	22,484	16,918
Trade and Other Receivables	2,639	5,572
Other Financial Assets	-	-
Other Current Assets	-	-
TOTAL CURRENT ASSETS	25,123	22,490
NON-CURRENT ASSETS		
Infrastructure, Property, Plant & Equipment	405,596	405,808
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	405,596	405,808
TOTAL ASSETS	430,719	428,298
CURRENT LIABILITIES		
Trade and Other Payables	4,013	6,079
Current Provisions	620	621
Current Interest Bearing Liabilities	6	-
TOTAL CURRENT LIABILITIES	4,639	6,700
NON-CURRENT LIABILITIES		
Non-Current Provisions	358	382
Non-Current Interest Bearing Liabilities	23	-
TOTAL NON-CURRENT LIABILITIES	381	382
TOTAL LIABILITIES	5,020	7,082
NET ASSETS	425,699	421,216
EQUITY		
Accumulated Surplus	1,303	1,514
Asset Revaluation Reserve	403,912	403,912
Other Reserves	20,484	15,790
TOTAL EQUITY	425,699	421,216

BUDGETED STATEMENT OF CASH FLOW

This statement provides a summary of the flow of cash and insight into where Council receives and spends its cash.

	Audited 2021-2022 \$000's	Budget 2023-2024 \$000's
Cash flows from Operating Activities		
Rates and Charges Received	12,465	14,510
Grants - Operational Received	5,878	4,034
Grants - Capital Received	-	2,580
Interest Received	98	670
User Fees Received	2,216	2,118
Statutory Fees and Fines Received	208	192
Other Revenue Received	1,428	154
Employee Costs Paid	(6,894)	(7,029)
Materials and Consumables Paid	(11,653)	(10,487)
GST Received / (Paid)	-	679
Net Cash flows from Operating Activities	3,746	7,421
Cash flows from Investing Activities		
Payment for Property Plant and Equipment and Infrastructure	(5,253)	(7,766)
Proceeds from Property Plant and Equipment and Infrastructure	149	-
Proceeds/(Payments) from/for Investment Property	(68)	-
Proceeds from/(to) Investments	67	-
Net Cash flows from Investing Activities	(5,105)	(7,766)
Cash flows from Financing Activities		
Proceeds from Interest Bearing Loans and Borrowings	37	-
Repayments of Interest Bearing Loans and Borrowings	(17)	-
Net Cash flows from Financing Activities	20	-
Net Change in Cash Held	(1,339)	(346)
Cash at Beginning of the Financial Year	23,823	17,260
Cash at End of the Financial Year	22,484	16,914

BUDGETED STATEMENT OF RESERVES

This statement provides a summary of Council's financial reserve balances.

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise.

Council's Financial Reserves Policy (FIN04) describes Council's intentions in using those funds.

The financial reserves represent part of the cash assets and investments balance shown on the balance sheet, as they are cash-backed. Council has consistently reduced the amount required from financial reserves over the last years improving councils overall financial sustainability.

	Forecast	Net	Budget
	2022-2023	movements	2023-2024
	\$000's	2023-2024	\$000's
		\$000's	
Externally Restricted			
Developer Contribution Reserve	576		576
Unexpended Grants/Contributions	-		-
Unexpended capital works	-		-
Total Externally Restricted Reserves	576	-	576
Internally Restricted			
Asset Reserve	8,954	(367)	8,587
Waste Management Reserve	3,947	-	3,947
Thorak Cemetery Reserve	1,579	(22)	1,557
Election reserve	200	-	200
Disaster Recovery Reserve	400	-	400
Strategic Initiatives Reserve	400	-	400
Cash for Cans Reserve	113	-	113
Total Internally Restricted Reserves	15,593	(389)	15,204
TOTAL RESERVES	16,169	(389)	15,780

In 2023-2024 Council will draw only \$0.2 million from financial reserves to fund capital investment.

BUDGET ASSUMPTIONS

Council applied the long-term financial plan assumptions in preparing its Annual Budget for 2023-2024. In addition, Council reviewed the local economic indicators published by Department of Treasury – Deloitte Access Economic December 2022 Economic Brief. The report forecasts the annual Consumer Price Index (CPI) to increase by 6.9% across Northern Territory whilst inflation in Australia is above 7%. Council developed its budget by rationalising its operational expenditure and applying only a 5% increase on Council's mainstream revenue: rates. Council will actively monitor the budget throughout the year and make necessary adjustments during the budget review process.

LONG TERM FINANCIAL PLAN

Long Term Financial Plan assumptions

The Litchfield Council Long Term Financial Plan 2023-2024 to 2032-2033 is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making. This year Council has again incorporated a Financial Management Strategy document into the Long Term Financial Plan to further consolidate Council's strategy moving forward sustainably.

To assess local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of Cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. In the long term, however, Council faces several challenges, including:

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);
- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

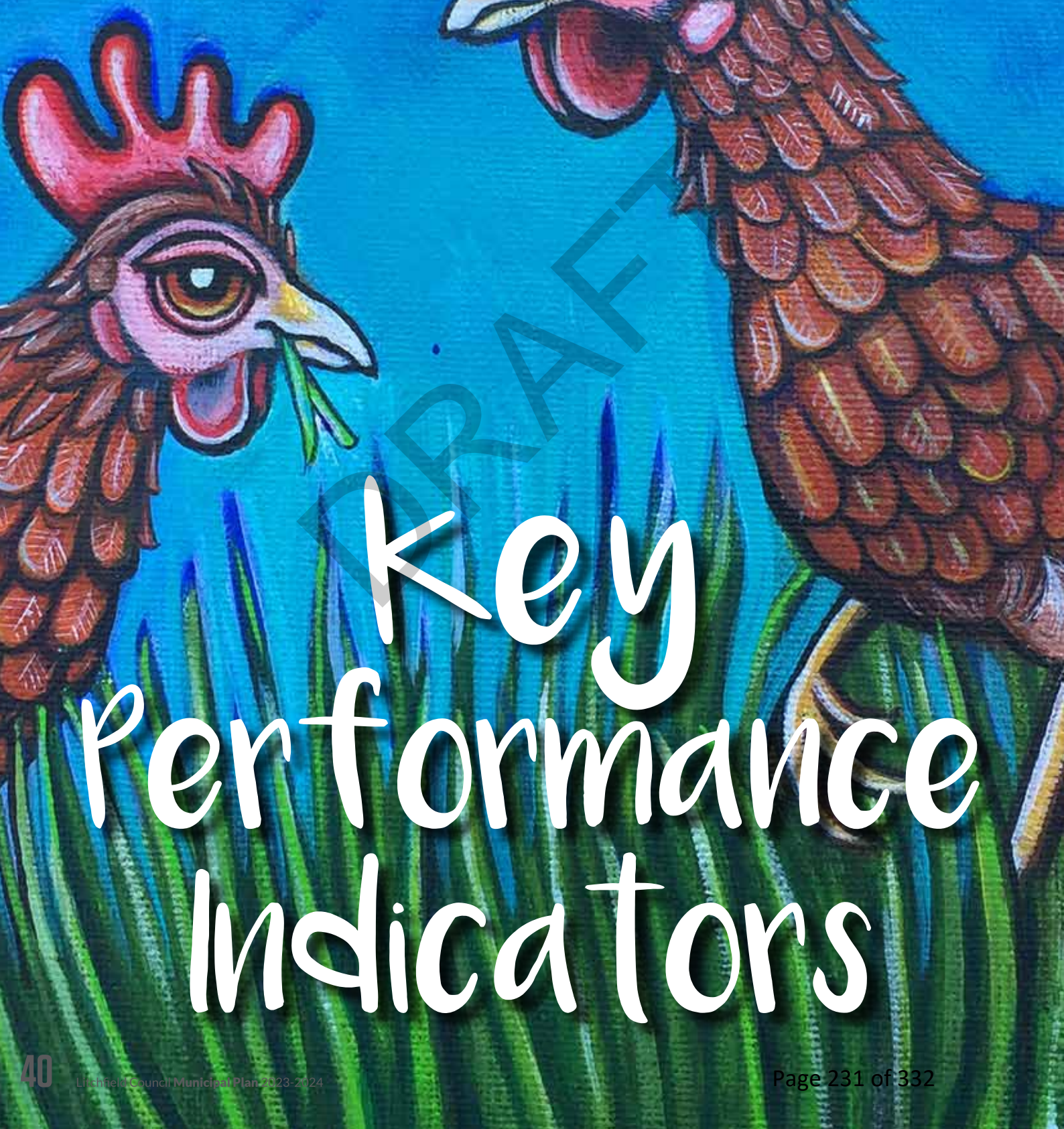
The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets
- Optimising potential income from residential and industrial land development

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

Litchfield Council Long Term Financial Plan 2023-24 to 2032-33 can be found on the council's website www.litchfield.nt.gov.au. The following assumptions were used in preparing the annual budget and the long term financial plan to provide current service levels.

	Forecast		
	2024 %	2025 %	2026-2033 %
Assumptions			
Rates - Residential	5.0	5.0	5.0
Rates - Commercial	5.0	5.0	5.0
Rates - Gas Plant	5.0	5.0	5.0
Waste Increase - No Collection	5.0	5.0	5.0
User Charge	5.0	5.0	5.0
Grants	0.0	0.0	0.0
Employee Cost Index - including superannuation	3.0	3.0	3.0
Materials & Contractors	3.0	3.0	3.0
Overdue rates interest rate	17.0	17.0	17.0
Cash Investment Interest Rate	4.5	4.5	4.5



Key Performance Indicators

KEY PERFORMANCE INDICATORS

People

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Community Engagement	Community Engagement Strategy and Action Plan 2022-2025 implementation	Year one complete	CEO
	Social Media Management	Maintain interaction on Council's Facebook page - page followers	4,500	
Community Development	Council partnership and support grants	Number of partnerships supported	8	
	Servicing community needs at Reserve	Funding provided to community Reserves	Funding Agreements established	DIO
	Annual Community Grants Program Initiatives	Number of community events and programs supported	8	
Waste	Community Benefit Fund Income	Income raised through recycling activities including cash for containers	\$40,000	
	Maximise diversion from landfill	Residential waste tonnage transferred to Shoal Bay	<7,300 tonnes	DCC
		Commercial waste tonnage transferred to Shoal Bay	<1,000 tonnes	
Regulatory Services	Responsible dog ownership	Number of registered dogs increased	>10%	
		Number impounded dogs reclaimed by owner	>70%	
		Number of registered dogs de-sexed	>70%	
	Responsible Dog Awareness and Education	Animal Management in Litchfield - flyer direct to residents	1 flyer	DCC
		Dog Awareness Program delivered at schools	6+ visits	
		Dogs Day Out event (or similar) delivered, targeting improved awareness, increase registration, general pet owner education	1 event	
Library	Visitors to the library	Weekly door count	>400	
		Followers of the Library Facebook page	>1,150	
		New members joined to the 'Funky Chickens' children's reading club	>60	

KEY PERFORMANCE INDICATORS

Progress

Team	Key Outputs	Measures	Target	Responsible Officer
Waste	Recycled materials	Volume of green waste processed for resale	>1,400 cubic metres	DIO
		Volume of concrete crushed for resale	>450 cubic metres	
	Maximise diversion from landfill	Amount of total waste diverted from landfill	>30%	
		Amount of total waste that is dry recyclables	>14%	
		Quantity of scrap metal collected and recycled	>1,000 tonnes	
		Quantity of cash for containers collected and recycled	>40 tonnes	
		Quantity of electronics collected for TechCollect	>50 tonnes	
		Quantity of tyres, batteries and oil collected for recycling	>100 tonnes	
Thorak Cemetery	Awareness of cemetery profile and public awareness of Thorak services	Information leaflets distributed	Complete	DCC
	Efficient maintenance of grounds and open spaces, including improved mowing, planting, weeding and irrigation regimes	Service level rating from annual community survey	>60%	
Regulatory Services	Animal Management Investigations:	Minor investigations completed within 30 working days	>60%	DCC
		Complex investigations completed within 60 working days	>60%	
		Abandoned vehicle investigations completed within 60 working days	>90%	
		Customer requests actioned in less than two working days	>90%	
Library	Library Collection	Number of annual loans	>14,000	
	Program delivery	Programs provided	>180	
	Library events	Events delivered	>3	

KEY PERFORMANCE INDICATORS

Prosperity

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Advocacy submissions to government	Arrange and attend quarterly meetings with relevant ministers on advocacy projects	2	CEO
	Advocacy Strategy	Current year actions	Completed	
	Australia Day Event	Community participation	Maintain attendance levels	
	Annual Art Exhibition	Level of community participation	>60 entries	
	Tourism and Events Strategy	Actions implemented	25%	
Community Development	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 60% of meetings	
Infrastructure	Submissions to the Northern Territory Government	Comments submitted on applications within required timeframe	>90%	DIO

KEY PERFORMANCE INDICATORS

Places

Team	Key Outputs	Measures	Target	Responsible Officer
Planning and Development	Subdivision approvals and handover processes	Delivered in accordance with standards	Achieved	DIO
	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%	
		Plan and report reviews for development and subdivision issued within 15 working days	>90%	
		Works Permits issued within five days	>90%	
Infrastructure	Capital Works Program	Affected residents and relevant stakeholders consulted prior to works starting	90%	
	Capital Works Program	Programmed works completed within budget	>80%	
	Grant-funded projects	Completed and acquitted in line with agreement requirements	Complete	
	Road Maintenance Program	Potholes patched and repaired – Added to maintenance schedule	<15 days	
		Gravel roads graded	>2 times per year	
	Street lighting maintenance	Added to maintenance schedule	<10 days	
	Shared Path Program	Current year program completed	Complete	
	Major Road Network disruptions	Emergency response time	<24 hours	

KEY PERFORMANCE INDICATORS

Places (cont.)

Team	Key Outputs	Measures	Target	Responsible Officer
Mobile Workforce	Roadside maintenance	Volume of litter collected	Reducing trend	DIO
		Vegetation slashed and Council roads mowed	2 rounds	
	Weed management	Weeds managed on Council roads and land in accordance with service levels in weed management program	Complete	
	Bushfire management	Council firebreaks maintained	Complete	
		Firebreaks widened in accordance with fire management program	Complete	
		Hazard burns undertaken in consultation with other authorities	Complete	
	Road furniture maintenance	Signs and guideposts repaired within target timeframes	>90% <24 Hours urgent 14 days standard	

KEY PERFORMANCE INDICATORS

Performance

Team	Key Outputs	Measures	Target	Responsible Officer
Office of the Chief Executive	Elected Members training and development	Min 1 per quarter	1	CEO
	Annual Community Survey	Overall satisfaction	>60%	
	Grant application	Grants received by Council acquitted within agreed timeframes	95%	
	Media monitoring and management	Media response time	<48 hours	
	Annual Budget, Annual Report, Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	
Human Resources	Human resources policies, procedures, checklists	3 policies reviewed and compliant	Complete	DCC
	An engaged and productive workforce	Staff turnover rate	<30%	
		Staff satisfaction survey	>70%	
	Number of workplace safety incidents	Number of reportable incidents	0	
		Lost time injury rate	0	
Information Services	Information and communications technology (ICT) managed service contract management	Workers' compensation claims	<3	
		Percentage of Service Desk requests closed against open requests during a period	90%	
	Corporate Enterprise Solution (CES) software	CES updated with the latest version (patch) available nationally	No more than 1 patch behind	
	Information and Communications Technology Improvement Plan	Annual actions completed	100%	
	ICT Security Audit actions	Annual actions completed	100%	
	Geographical Information System (GIS)	Age of GIS imagery of populated areas	<1 year	
		Age of NTG downloaded data	<1 week	

KEY PERFORMANCE INDICATORS

Performance (cont.)

Team	Key Outputs	Measures	Target	Responsible Officer
Governance	Local Government Act 2019 compliance	Local Government and Regional Development, Department of the Chief Minister and Cabinet	90%	DCC
	Policy Framework	Council policies reviewed before due date	>90%	
	Elected members support	Breaches of the code of conduct by elected members	<3	
	Risk Management and Audit Committee	Number of Risk Management and Audit Committee meetings held	4	
	Records management	Number of refresher courses conducted	>1	
Library	Funding agreement	Development of new Library Agreement	100%	DIO
Finance and Customer Service	Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	
		Asset sustainability ratio	30%	
		Renewal Gap Not Funded	<\$1 million	
		Current ratio (Liquidity)	>1	
		Debt service ratio	>1	
	Long term rating strategy	Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources	>60%	
	Investments	Compliance with policy and statutory requirements, reported monthly	100%	
	Rates and accounts receivable collection	Rates and annual charges outstanding	<18%	
	Front counter customer experience	Customer rating (very good, good, poor, very poor)	Good	
Thorak Cemetery	Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	DIO
	Monthly reporting to the Thorak Cemetery Board	Meet or exceed operational surplus	100%	

LOCAL GOVERNMENT ACT 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019*, Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

Municipal Plan		Reference
34(1)(a)(i)	a service delivery plan	15
34(1)(a)(ii)	Council's budget	17-37
34(1)(b)(i)	Any long-term, community or strategic plan adopted by the Council to which it relates	11
34(1)(b)(ii)	Council's Long-term Financial Plan	38-39
34(1)(d)	Indicators for judging the standard of Council's performance	40-47
Annual Budget		
201(2)(a)	i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives	40-47
201(2)(b)	Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure	19-24
201(2)(c)	List the council's fees for services and the estimates of revenue from each of those fees	27
201(2)(d)	state the amount to be allocated to the development and maintenance of infrastructure for the financial year	21-24
201(2)(e)	state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and	25-27
201(2)(f)	include an assessment of the social and economic effects of its rating policies; and	25
201(2)(g)	state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and	31
201(2)(i)	include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and	Completed
201(2)(j)	be in a form required by any guidelines that the Minister may make or as prescribed by regulation.	n/a

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www.litchfield.nt.gov.au



[litchfield.council](https://www.facebook.com/litchfield.council)



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Freds Pass



FINANCIAL MANAGEMENT STRATEGY
& LONG-TERM FINANCIAL PLAN
2023-24 to 2032-33

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Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

The Financial Management Strategy (Strategy) is Council's long-term financial plan that is underpinned by a series of policies, plans, risk responses and associated financial stability and sustainability targets to measure performance. A key outcome of the Strategy is the Long-Term Financial Plan (LTFP). The LTFP is Council's ten-year financial forecast of Council's planned approach to the management of financial resources and includes income, expenditure, cash flow projections, assets, liabilities and community equity. Council refers to this model when considering financial decisions, for example borrowings, long-term operational projections as well as capital expenditure forecasts. The LTFP provides a basis for assessing the medium to long term financial sustainability of the Council.

The Long-Term Financial Plan (LTFP) is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

To assess a local government entity as financially sustainable over the long term there are two assessments that must both be satisfied:

- Is the Council able to demonstrate the ability to maintain fiscal capital (that is access to cash as required for operating, investing, and financing activities).
- Is the Council able to demonstrate the ability to maintain infrastructure (physical assets) as required to meet service requirements.

Sustainability in the context of Litchfield means that Council is able to provide acceptable services, facilities and infrastructure to the community at an affordable level of property rates, both now and into the future.

The Long-Term Financial Plan included in this document encompasses:

- Planning assumptions used to develop the Plan
- Projected income and expenditure
- Statement of financial position
- Statement of Cash flows
- Financial ratios

Council currently has substantial cash reserves and no debt, which provides a good foundation in the short term. In the long term, however, Council faces several challenges, including:

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

These challenges are not easily resolved and can only be addressed through a long term, disciplined approach to allocating financial resources and strong advocacy relationships with external agencies for grant funding.

The LTFP is based on the following strategies:

- Improve the operating position
- Advocate strongly for grants from other levels of government
- Review of services, and level of service
- Enhanced asset management
- Define the need for funding for capital renewal and replacement of existing assets
- Optimising potential income from residential and industrial land development.

Combining these strategies will gradually improve Litchfield's sustainability over time with the key objective of increasing availability to cash and the level of capital expenditure on asset renewal, which is currently inadequate to maintain existing levels of services. Future growth of the Council can present both challenges and opportunities, which Council will need to influence and manage carefully to improve the financial sustainability over the long term.

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. These assumptions are based on interest rate expectations, employee award increases, estimated lifecycle costs for developer contributed assets, and other special income and expenses which are discussed in more detail in this Plan. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with Council's adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long-Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. The Plan must cover a minimum period of four years, however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long-term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over a four year period and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.

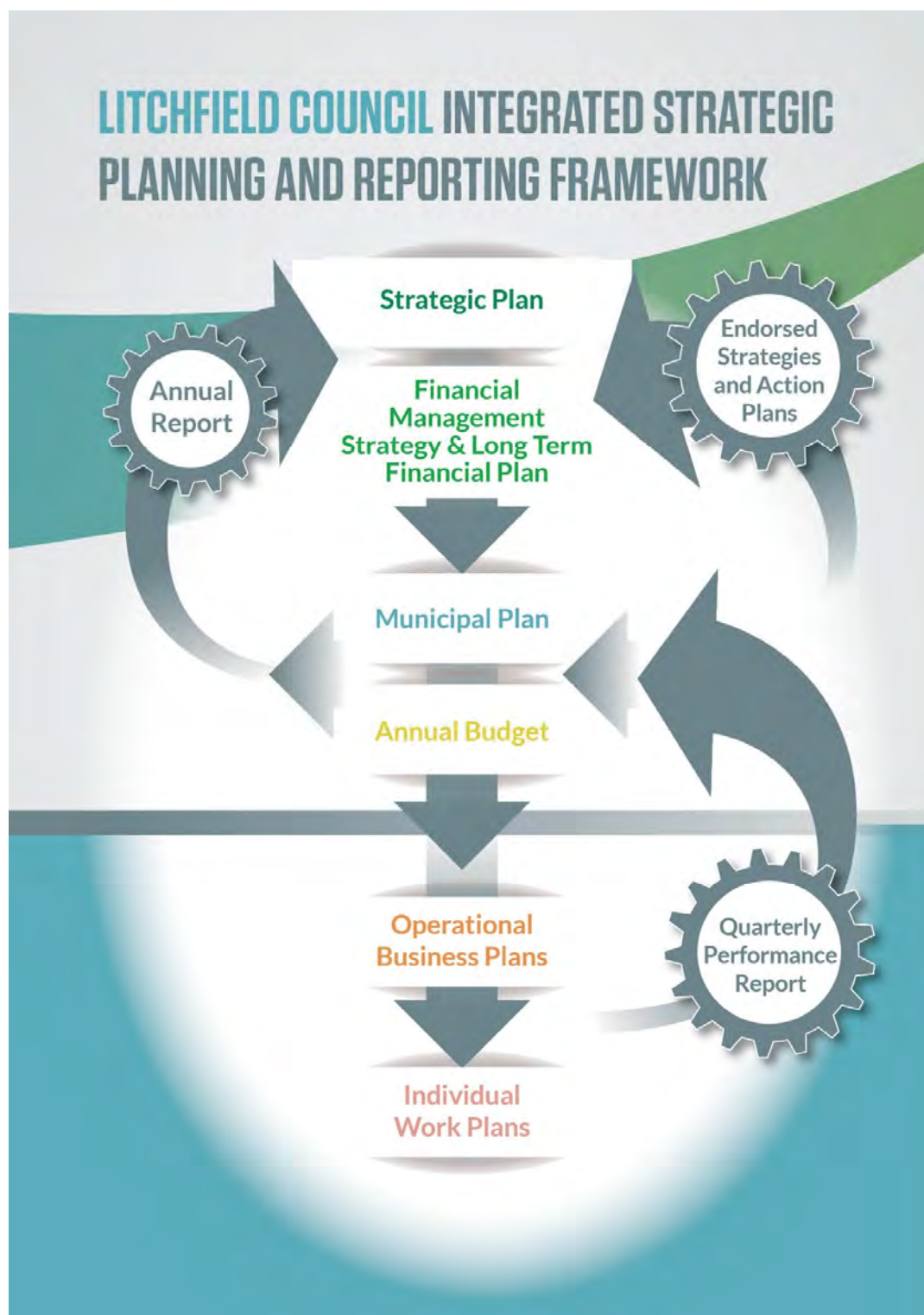
Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

Strategic Plan Element	FMS and LTFP Strategic Requirement
People	
Our community is at the heart of all we do.	<p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals based on criticality, and grant opportunities to upgrade current assets.</p> <p>Service planning to ensure the service offering over the long term is affordable.</p> <p>Upgrade waste processing infrastructure with consideration to the waste service pricing and financial impacts.</p>
Progress	
The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities.	<p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency opportunities in the range of services, including asset enabled services, and consider an assessment tool, incorporating community engagement, with regards to ceasing services, and / or offering other revenue generating services.</p> <p>Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p>
Prosperity	
We will work in partnership with our business community to encourage business success and jobs growth.	The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, all in the Litchfield Municipality.

	<p>Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.</p>
Places	
<p>Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget and includes a road network of 645km of sealed roads and 70km of unsealed roads.</p>	<p>Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimise value.</p> <p>Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.</p> <p>A project management business model framework that enhances the project identification, selection and prioritisation (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.</p>
Performance	
<p>In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.</p>	<p>Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.</p> <p>Council will continue to review Fees & Charges schedules to ensure full cost recovery across all user pays services.</p> <p>Council will measure its performance through community engagement and an annual community survey.</p> <p>Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.</p>

Litchfield Council Reporting Framework



Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2020 to 2022 financial years and Amended Budget 2022-23 after First Budget Review, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit. However, operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades, and augmentation.
- Depreciation as a percentage of total assets at 2.6% (2022-23 Budget) is still slightly high compared to the industry benchmark of 1.5% to 2%, however has been reduced due to the review of the useful life for Council's roads assets in 2021-22. A further depreciation measurement review for other asset classes is in progress for 2022-23.
- Despite reporting significant operating deficits, Council has maintained healthy liquidity. The cash balance is \$25 million at 2021-22 end of year, and the budget for 2022-23 is projected the cash balance to slightly decrease to \$23 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to constraining expenditure on capital and not delivering on planned operating or capital expenditure.
- The expenditure/renewal demand ratio in Council's Roads Asset Management Plan (RAMP) indicates that Council is completing insufficient renewals to meet demand. The RAMP indicates renewal demand consistently exceeding \$7 million per year for road assets. LTFP spending for resealing of roughly \$1 million per year and pavement rehabilitation of roughly \$1.3 million per year represents significant underinvestment in road renewal. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability subject to review of the RAMP based on low traffic volumes.
- Council has a moderate reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 68% of total revenue through rates in 2022-23. A standard benchmark for local government is to achieve more than 60% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2-1. Financial Performance Indicators – Historical (2020-22) and Budget (2022-23)

Financial Performance Indicator	Units	2020-21 Actual	2021-22 Actual	2022-23 Budget	LTFP Target	Comment
Financial Performance						
Net Result	%	-28.10%	-23.60%	-9.70%	>0%	Includes capital revenue
Adjusted underlying result	%	-39.10%	-23.50%	-39.70%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-6,106	-4,801	-2,515	>5,000	Sufficient cash surplus to fund capital works
Financial Position						
Liquidity	ratio	4.12	5.42	3.46	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings
Capital replacement ratio	ratio	0.66	0.52	1.16	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	412.30%	541.60%	346.10%	>100%	Sufficient current assets to meet current liabilities
Revenue Ratios						
Rates Outstanding/Total Rates Levied	%	19.70%	16.20%	18.00%	<12%	
Recurrent Grants/Total Revenue	%	19.40%	29.10%	15.60%	>5%	Measure success in obtaining grant funding
Fees & Charges/Total Revenue	%	9.30%	10.90%	7.90%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	71.60%	68.60%	76.80%	>55%	Increase in rates projected
Expense Ratios						
Depreciation/Total Assets	%	4.20%	2.40%	2.60%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	23.60%	27.20%	24.90%	<30%	Maintain employee costs under 30% of total costs
Capital Expenditure (CAPEX) Ratios						
Capital Expenditure on Renewal & Upgrade/Depreciation	%	58.40%	62.60%	116.40%	>90%	
Capital Expenditure/Rate Revenue	%	72.90%	53.10%	93.20%	>50%	
Renewal Expenditure/Renewal Demand Ratio (%)	%	69.30%	89.00%	68.10%	>90%	Ensure asset renewals are completed as planned within the Asset Management Plan
Renewal Gap = Not Funded	\$'000	2,347	698	2,798	<1,000	

Requires Improvement

On Target

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2023–24 to 2032-33 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance remains below target throughout the LTFP period. Council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older development with lower land valuations. It is also likely that new developments require a higher level of service.
- The capital expenditure/renewal demand ratio indicates whether the Council has completed asset renewals sufficient to meet the demand outlined in asset management plans. Litchfield Council currently has two asset management plans, 2019 – 2023 Roads Asset Management Plan (dated October 2019) and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan (dated October 2021). Council currently has no asset management plans for other asset categories (e.g., buildings and facilities). The Roads Asset Management Plan outlines renewal demand of at least \$7.6 million per year. The current annual budget for resealing and pavement rehabilitation of approximately \$2.0 million per year. This would represent significant underinvestment in road renewal. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability and investigate potential of depreciation rate assumptions based on traffic usage rates.

Table 2-2. Financial Performance Indicators – Budget 2023-24 and Forecast (2024-33)

Financial Performance Indicator	Units	2023-24 Budget	2024-33 Forecast Average	LTFP Target	Comment
Financial Performance					
Net Result	%	-8.20%	4.00%	>0%	Includes capital revenue
Adjusted underlying result	%	-21.20%	-14.20%	>10%	Excludes capital revenue
Operating Surplus/(Deficit) after Adjustments	\$'000	-1,978	1,387	>5,000	Sufficient cash surplus to fund capital works
Financial Position					
Liquidity	ratio	3.36	3.85	>1.00	Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings.
Capital replacement ratio	ratio	0.80	0.7	>.90	Capital renewal expenditure to be at greater than 90% of depreciation expense
Current Ratio (Current Assets/Current Liabilities)	%	335.30%	383.80%	100%	Sufficient current assets to meet current liabilities
Revenue Ratios					
Rates Outstanding/Total Rates Levied	%	16.00%	9.30%	<12%	
Recurrent Grants/Total Revenue	%	16.80%	12.80%	>5%	Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding.
Fees & Charges/Total Revenue	%	8.70%	8.30%	>6%	Maintain current fees and charges as a proportion
Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions)	%	76.60%	81.00%	>55%	Increase in rates projected
Expense Ratios					
Depreciation/Total Assets	%	2.20%	2.40%	2.00%	Review and maintain depreciation to reflect actual consumption of assets
Employee Costs as a % of Total Expenses	%	27.00%	26.80%	<30%	Maintain employee costs under 30% of total costs
Capital Expenditure (CAPEX) Ratios					
Capital Expenditure on Renewal & Upgrade/Depreciation	%	81.80%	61.70%	>90%	
Capital Expenditure/Rate Revenue	%	53.40%	35.80%	>50%	
Renewal Expenditure/Renewal Demand Ratio (%)	%	46.50%	56.50%	>90%	Ensure asset renewals are completed as planned within the Asset Management Plan
Renewal Gap = Not Funded	\$'000	4,562	3,689	<1,000	

Requires Improvement

On Target

Emerging Issues

The Impact of Growth

Litchfield Municipality has experienced substantial growth in population over the last ten years, and by 2036 it is expected to record a population of approximately 30,300 growing at an average rate of 1.8% per annum from 2021 (id Informed decisions).

Population growth can impact the Council's financial position in several ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increases. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example, library services and increased regulatory services. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council, with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the LTFP, growth in rateable properties from Holtze/Kowandi has been assumed. The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the next two years and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

Depreciation estimates the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the replacement of infrastructure assets. This challenge also extends to the Thorak Regional Cemetery.

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this LTFP relating to the current financial position, Council has substantial cash reserves and no debt, which means in the short term, it will be able to continue to deliver services and a limited amount of capital works to the community.

However, Litchfield Council faces several challenges in the long term, including operating deficits and inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit and in doing so increase cash generated from operations to fund asset renewal and replacements;
2. increasing the funding available for capital expenditure from external sources (ie grants) – including advocating for sealing Council's unsealed roads;
3. improve the performance of assets, to extend the life of the assets and reduce the whole of life costs of the assets; and
4. promote and facilitate growth and development within the Council boundaries to increase the size of the local economy and the total revenue generated by the Council.

The following strategies are designed to address these challenges.

Council's Financial Management Strategy

Improve the operating position

The Operating performance ratio measures a council's ability to generate sufficient recurrent revenue to fund the recurrent operating expenditure, including the annual depreciation cost. Over the long term, a local government that continues to produce material operating deficits will most likely not be able to replace and renew assets as required, resulting in a deterioration of the asset portfolios, impacting upon service levels and requiring a high reliance upon external funding sources (e.g. grants) to fund assets replacement or renewal. Council intends to improve its operating position to ensure long-term sustainability.

Council will look to deliver on this strategy by constraining growth in operating costs, in particular employee costs, contractors, and materials. Council will explore efficiencies and productivity improvements across all services and ensure increases in recurrent operating expenditure are supported by a business case indicating funding from matching income sources or reductions in spending in another part of the budget.

Advocate strongly for grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves (acknowledging that Council has received approval of \$10million from the Australian Government for investment in Freds Pass recreation reserve). Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant applications will be stepped-up to ensure that any available funding consistent with meeting Council's strategic objectives is targeted.

Asset management

Asset management is one of the key determinants of sustainability for local government. Councils with poor asset management have little foresight of sustainability and lack control over sustainability. The planning and management of assets across the lifecycle of the assets is an important component of financial sustainability for local government.

Integration of the asset management planning with the Long-Term Financial Plan enables Council to plan for adequate funding to address the asset demands, and where insufficient funding is available, enabling Council to make decisions and prioritisations as appropriate to manage the impacts on long term sustainability of the assets (and the organisation more broadly).

To be financially sustainable Council must be able to hold and fund an asset portfolio to an acceptable standard and risk based on the services and service level requirements established with the community and informed by technical expertise and data.

Additional cost of asset ownership through new and upgraded assets, either through Council construction or contributed assets, without an adequate increase in revenue generated from the project, is a significant risk to the underlying operating deficit for Council.

Council will look to deliver on this strategy through the following:

- Continue developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs. Asset Management Plans for roads and vehicles and equipment have been adopted by Council, with other plans in draft form.
- Continue to improve the data and analysis of asset condition, valuation, and useful life, to support the assessment of the depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions.

A Capital Works Statement forms part of the below information. It shows councils increasing accumulated renewal gap based on council's current 2019 – 2023 Roads Asset Management Plan and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan. Current projections estimate that the accumulated renewal gap will grow to \$45 million by 30 June 2033 on current assumptions.

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

	2024	2025	2026-2033
\$'000's	Forecast	Forecast	Forecast
Assumptions			
Rates - Residential	5.00%	5.00%	5.00%
Rates - Commercial	5.00%	5.00%	5.00%
Rates - Gas Plant	5.00%	5.00%	5.00%
Waste Increase - No Collection	5.00%	5.00%	5.00%
User Charge	5.00%	5.00%	5.00%
Grants	0.00%	0.00%	0.00%
Employee Cost Index - including superannuation	3.00%	3.00%	3.00%
Materials & Contractors	3.00%	3.00%	3.00%
Overdue rates interest rate	17.00%	17.00%	17.00%
Cash Investment Interest Rate	4.5%	4.5%	4.5%

Capital Income and Expenditures

The below Capital Works Statement indicated council's capital works expenditure. Furthermore, capital grants have been predicted and limited to reoccurring historical grants that Council has received consistently.

The Capital Works Statement below represents capital works budget for 2023-24 and forecast figures up to 2033. The renewal gap represents the unfunded portion of the 2019-2023 Roads Asset Management Plan and the 2021-2031 Fleet, Plant and Equipment Asset Management Plan.

CHALLENGES AND OPPORTUNITIES

As Council implements the financial sustainability strategic objectives, it is likely to confront the following challenges and opportunities, and it is recommended these and any others identified by officers be incorporated into Council's Financial Management Strategy and Long-term Financial Plan and updated annually.

CHALLENGES

- Volatility in the economic environment – During the preparation of this Financial Sustainability Strategy, the Australian economy was experiencing high volatility, with high inflation and supply chain issues, the continuation of which is likely to increase the cost of services and the cost of construction/acquisition of assets, as well as potentially delay the

delivery of capital works, increase borrowing costs and potentially limit the availability of funding from external sources (e.g., grants).

- Impact of the Holtze development on Council's financial position – A proportion of the \$43 million investment into assets to enable services funded by the Northern Territory Government are proposed to be contributed to Council as gifted assets upon completion of construction. This will increase the expenditure on operating and maintaining the assets, as well as a significant increase in the depreciation expense. If additional revenue through rates, fees, charges and other revenue streams does not match the increase in operating expenditure, the completion of the development will impact negatively upon the financial position of the Council.
- Policy changes from other levels of Government – changes to policies and strategies set by the Northern Territory and Federal Governments is likely to impact upon Council's financial sustainability, therefore requiring strong advocacy and engagement with key stakeholders to protect the interests of the Council and its community.

OPPORTUNITIES

- Innovation and Technological Advancement – Council can improve long term sustainability through enhanced productivity and efficiencies achieved through adopting innovation and technological advancements, which will require Council to maintain effective relationships and professional networks with industry leaders.
- Regional Economic Development – There is significant opportunity for Council to leverage and realise significant development of the local economy and enhancement to the socio-economic profile of the region. Council can maximise the realised benefit through advocating and pursuing Council's interests, as well as more broadly the community's economic and socio-demographic interests.

SIGNIFICANT RISKS

The risks outlined below present a significant threat to the successful achievement of the Financial Sustainability Strategy.

- Economic Conditions - Council is impacted by the volatility of economic conditions. This has been experienced most significantly during the recent COVID-19 outbreak, where the income earned by Council for a range of services was significantly reduced. As such, any further impacts leading to significant change from the market assumptions adopted will require further revision by Council of planned investments and service expenditure.
- Expenditure Estimates - A key risk to the accuracy of the long-term forecast of operating and capital expenditure is the accuracy of cost estimates and actual inflation in future years being above assumptions used in the forecast.
- Impairment and Early Deterioration of Assets - While renewals are planned through the asset management planning process, the actual deterioration and performance of assets may deteriorate faster than projected or be impacted through natural disasters or other unforeseen events, bringing forward the need to renew and replace assets. This will require either re-prioritisation across the capital works plan, or additional cash investment.

- Local Government Municipal boundaries review - Northern Territory Government review of the local government municipal boundaries could cause substantial increase in costs or loss of income.

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10 Year Capital Works Statement

Period end		30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33
Capital Works Statement												
Buildings	\$'000	198	245	145	145	1,045	1,045	145	145	145	145	145
Plant, machinery and equipment	\$'000	610	340	400	286	143	417	469	312	129	300	464
Roads	\$'000	10,671	6,273	4,598	4,598	4,598	4,098	5,598	5,698	5,698	5,698	6,743
Drainage	\$'000	900	658	630	630	630	630	630	630	630	630	630
Recreational, leisure and community facilities	\$'000	120	250	120	120	120	120	120	120	120	120	120
Other infrastructure	\$'000	306	-	-	-	-	-	-	-	-	-	-
Total Capital Works	\$'000	12,805	7,766	6,041	6,185	6,883	6,419	7,281	6,984	6,801	6,972	8,181
Represented by:												
Renewal Investment	\$'000	5,975	3,958	4,245	4,131	3,988	3,762	5,314	5,157	4,974	5,145	6,354
Upgrade Investment	\$'000	6,830	3,698	1,648	1,648	1,648	1,648	1,648	1,748	1,748	1,748	1,748
Expansion Investment	\$'000	-	-	-	-	-	-	-	-	-	-	-
New Investment	\$'000	-	110	148	406	1,247	1,009	319	79	79	79	79
Total Capital Works	\$'000	12,805	7,766	6,041	6,185	6,883	6,419	7,281	6,984	6,801	6,972	8,181
Renewal Demand	\$'000	8,773	8,520	8,616	8,429	8,315	8,686	8,767	8,546	8,305	8,305	8,305
Renewal Gap = Not Funded	\$'000	2,798	4,562	4,371	4,298	4,327	4,924	3,453	3,389	3,331	3,160	1,951
Accumulated Renewal Gap	\$'000	8,471	13,033	17,404	21,702	26,029	30,953	34,406	37,795	41,126	44,286	46,237

10 Year Income Statement

Period start	1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32
Period end	30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33

Comprehensive Income Statement

Revenue from Operating Activities

Rates and Charges	\$'000	13,741	14,536	15,306	16,203	17,149	18,149	19,206	20,324	21,505	22,578	23,704
Grants - Operating (Recurrent)	\$'000	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036	4,036
Grants - Capital (Non-recurrent)	\$'000	5,546	2,581	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Contributions (Non monetary)	\$'000	-	-	3,000	3,000	4,000	4,000	5,000	5,000	6,000	-	-
User Charges	\$'000	1,865	1,926	2,022	2,123	2,230	2,341	2,458	2,581	2,710	2,846	2,988
Statutory Fees and Fines	\$'000	170	175	175	175	175	175	175	175	175	175	175

Total Revenue from Operating Activities	\$'000	25,358	23,254	26,272	27,270	29,323	30,434	32,608	33,849	36,159	31,368	32,636
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Revenue from Outside of Operating Activities

Interest Revenue	\$'000	423	670	673	677	680	684	687	690	694	697	701
Other Revenue Outside of Operating Activities	\$'000	91	140	140	140	140	140	140	140	140	140	140

Total Revenue from Outside Operating Activities	\$'000	514	810	813	817	820	824	827	830	834	837	841
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Total Revenue	\$'000	25,872	24,064	27,086	28,087	30,143	31,258	33,435	34,679	36,993	32,205	33,477
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Operating Expenses from Ordinary Activities

Employee Costs	\$'000	(7,068)	(7,042)	(7,253)	(7,470)	(7,695)	(7,925)	(8,163)	(8,408)	(8,660)	(8,920)	(9,188)
Materials & Consumables	\$'000	(10,313)	(9,645)	(10,434)	(10,644)	(10,861)	(11,186)	(12,022)	(12,383)	(12,754)	(13,137)	(13,531)
Depreciation	\$'000	(11,004)	(9,355)	(9,575)	(9,792)	(10,011)	(10,237)	(10,486)	(10,721)	(10,938)	(11,124)	(11,352)
Other Expenses	\$'000	(2)	-	(2)	-	(2)	-	(2)	-	(2)	-	(2)

Total Operating Expenses	\$'000	(28,387)	(26,042)	(27,264)	(27,906)	(28,569)	(29,348)	(30,673)	(31,512)	(32,354)	(33,181)	(34,073)
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Net Surplus/(Deficit) from Operations	\$'000	(2,515)	(1,978)	(178)	181	1,574	1,910	2,762	3,167	4,639	(976)	(596)
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Adjustments

Net Gain/(Loss) on Disposal of Property Plant & Equipment	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Gain/(Loss) on Sale of Assets Held for Resale	\$'000	-	-	-	-	-	-	-	-	-	-	-

Total Adjustments	\$'000	-	-	-	-	-	-	-	-	-	-	-
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Operating Surplus/(Deficit) after Adjustments	\$'000	(2,515)	(1,978)	(178)	181	1,574	1,910	2,762	3,167	4,639	(976)	(596)
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Adjusted Underlying Surplus (Deficit)	\$'000	(8,061)	(4,559)	(4,911)	(4,552)	(4,159)	(3,823)	(3,971)	(3,566)	(3,094)	(2,709)	(2,329)
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10 Year Balance Sheet

Period start		1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32
Period end		30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33
Balance Sheet												
Current Assets												
Cash and Cash Equivalents	\$'000	17,260	16,914	17,544	18,166	18,690	20,281	21,386	23,136	25,745	28,794	28,379
Trade and Other Receivables	\$'000	5,480	5,510	5,718	6,022	6,342	6,663	7,039	7,418	7,818	8,160	8,566
GST Receivable	\$'000	-	62	67	68	69	71	77	79	81	83	85
Total Current Assets	\$'000	22,740	22,486	23,329	24,256	25,102	27,015	28,502	30,633	33,644	37,038	37,030
Non Current Assets												
Property Plant and Equipment	\$'000	743	1,215	1,604	1,847	2,812	3,989	4,268	4,355	4,244	4,271	4,413
Infrastructure Assets	\$'000	406,654	404,594	403,671	402,821	402,728	401,734	403,250	404,425	406,399	402,220	398,908
Total Non Current Assets	\$'000	407,397	405,808	405,275	404,668	405,541	405,723	407,518	408,780	410,643	406,491	403,321
Total Assets	\$'000	430,137	428,294	428,604	428,924	430,643	432,738	436,019	439,413	444,288	443,529	440,351
Current Liabilities												
Trade and Other Payables	\$'000	5,950	6,085	6,571	6,709	6,852	7,037	7,555	7,782	8,015	8,233	5,649
Current Provisions	\$'000	621	621	622	622	624	624	625	625	626	626	627
Total Current Liabilities	\$'000	6,571	6,706	7,193	7,331	7,475	7,661	8,180	8,407	8,641	8,859	6,276
Non Current Liabilities												
Non Current Provisions	\$'000	382	382	383	383	383	383	384	384	385	385	386
Total Non Current Liabilities	\$'000	382	382	383	383	383	383	384	384	385	385	386
Total Liabilities	\$'000	6,953	7,088	7,576	7,714	7,859	8,044	8,564	8,791	9,026	9,244	6,662
Net Assets	\$'000	423,184	421,206	421,029	421,210	422,784	424,694	427,456	430,623	435,262	434,286	433,690
Equity												
Accumulated Surplus	\$'000	3,103	1,514	981	374	1,245	1,428	3,222	4,485	6,347	2,195	(976)
Waste Management Reserve	\$'000	3,947	3,947	3,947	3,927	3,927	3,737	3,518	3,378	3,358	3,358	3,358
Asset Reserve	\$'000	8,954	8,587	9,143	9,901	10,598	12,440	13,684	15,968	18,715	21,841	24,316
Election Reserve	\$'000	200	200	-	50	100	200	200	-	50	100	200
Disaster Recovery Reserve	\$'000	400	400	400	400	400	400	400	400	400	400	400
Strategic Initiatives Reserves	\$'000	400	400	400	400	400	400	400	400	400	400	400
Unexpended Grants Reserve	\$'000	-	-	-	-	-	-	-	-	-	-	-
Thorak Regional Cemetery	\$'000	1,579	1,557	1,557	1,557	1,513	1,488	1,431	1,391	1,391	1,391	1,391
Cash for Cans Reserve	\$'000	113	113	113	113	113	113	113	113	113	113	113
Developer Contribution Reserve - DCP/ICP	\$'000	576	576	576	576	576	576	576	576	576	576	576
Asset Revaluation Reserve	\$'000	403,912	403,912	403,912	403,912	403,912	403,912	403,912	403,912	403,912	403,912	403,912
Total Equity	\$'000	423,184	421,206	421,029	421,210	422,784	424,694	427,456	430,623	435,262	434,286	433,690

10 Year Cash Flow Statement

Period start		1 Jul 22	1 Jul 23	1 Jul 24	1 Jul 25	1 Jul 26	1 Jul 27	1 Jul 28	1 Jul 29	1 Jul 30	1 Jul 31	1 Jul 32
Period end		30 Jun 23	30 Jun 24	30 Jun 25	30 Jun 26	30 Jun 27	30 Jun 28	30 Jun 29	30 Jun 30	30 Jun 31	30 Jun 32	30 Jun 33
Cash Flow Statement												
Cash flows from Operating Activities												
Rates and Charges Received	\$'000	11,399	14,510	15,040	15,908	16,838	17,837	18,842	19,956	21,117	22,246	23,314
Grants - Operational Received	\$'000	3,864	4,034	4,035	4,036	4,036	4,037	4,035	4,036	4,036	4,037	4,035
Grants - Capital Received	\$'000	5,310	2,580	1,802	1,733	1,733	1,733	1,733	1,733	1,733	1,733	1,733
Interest Received	\$'000	423	670	673	677	680	684	687	690	694	697	701
User Fees Received	\$'000	1,786	2,118	2,215	2,327	2,443	2,566	2,693	2,828	2,969	3,119	3,273
Statutory Fees and Fines Received	\$'000	163	192	192	193	193	193	192	193	193	193	192
Other Revenue Received	\$'000	87	154	154	154	154	154	154	154	154	154	154
Employee Costs Paid	\$'000	(6,879)	(7,029)	(7,234)	(7,452)	(7,677)	(7,908)	(8,142)	(8,388)	(8,639)	(8,901)	(9,164)
Materials and Consumables Paid	\$'000	(8,572)	(10,487)	(11,011)	(11,588)	(11,823)	(12,136)	(12,728)	(13,415)	(13,817)	(14,252)	(17,492)
GST Received / (Paid)	\$'000	-	679	804	820	831	851	919	947	971	996	1,021
Net Cash flows from Operating Activities	\$'000	7,581	7,420	6,671	6,806	7,408	8,010	8,385	8,735	9,410	10,021	7,766
Cash flows from Investing Activities												
Payment for Property Plant and Equipment and Infrastructure	\$'000	(12,805)	(7,766)	(6,041)	(6,185)	(6,883)	(6,419)	(7,281)	(6,984)	(6,801)	(6,972)	(8,181)
Net Cash flows from Investing Activities	\$'000	(12,805)	(7,766)	(6,041)	(6,185)	(6,883)	(6,419)	(7,281)	(6,984)	(6,801)	(6,972)	(8,181)
Cash flows from Financing Activities												
Proceeds from Interest Bearing Loans and Borrowings	\$'000	-	-	-	-	-	-	-	-	-	-	-
Repayments of Interest Bearing Loans and Borrowings	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Cash flows from Financing Activities	\$'000	-	-	-	-	-	-	-	-	-	-	-
Net Change in Cash Held	\$'000	(5,224)	(346)	630	621	525	1,591	1,104	1,751	2,609	3,049	(415)
Cash at Beginning of the Financial Year	\$'000	22,484	17,260	16,914	17,544	18,166	18,690	20,281	21,386	23,136	25,745	28,794
Cash at End of the Financial Year	\$'000	17,260	16,914	17,544	18,166	18,690	20,281	21,386	23,136	25,745	28,794	28,379



COUNCIL REPORT

Agenda Item Number:	13.02.04
Report Title:	Community Services and Development Monthly Report – May 2023
Author and Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	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 May 2023.

Background

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

Media and Communications

Public Consultation

The public consultation period for Council's Draft 2023/2024 Municipal Plan and Budget and Long-Term Financial Plan 2023/2024 to 2032/2033 (Plans) commenced on 2 May and ran until 28 May 2023. A Public Notice was placed in the NT News on Monday 2 May, as per the Legislative requirement.

A Facebook post informing the Plans are available for public comment was also made on 2 May, and boosted on 5 May to improve the post reach. The post provides a link to complete the survey and other ways to make a submission.

A further Facebook post promoting the public consultation period was made on 17 May and the cover image for the page was updated to promote the consultation on 24 May. A message from the Chief Executive Officer, Stephen Hoyne, providing clarification on Freds Pass Sport and Recreation Reserves proposed 2023/2024 funding was shared on 24 May.

The next scheduled public consultation is for the draft Animal Management Strategy and Action Plan 2023-2026, running from 1 to 21 June 2023.

Media Releases

A Media Release to coincide with the commencement of the public consultation period for Council's Draft 2023/2024 Municipal Plan and Budget was distributed to local media outlets and Northern Territory Councils on 3 May 2023.

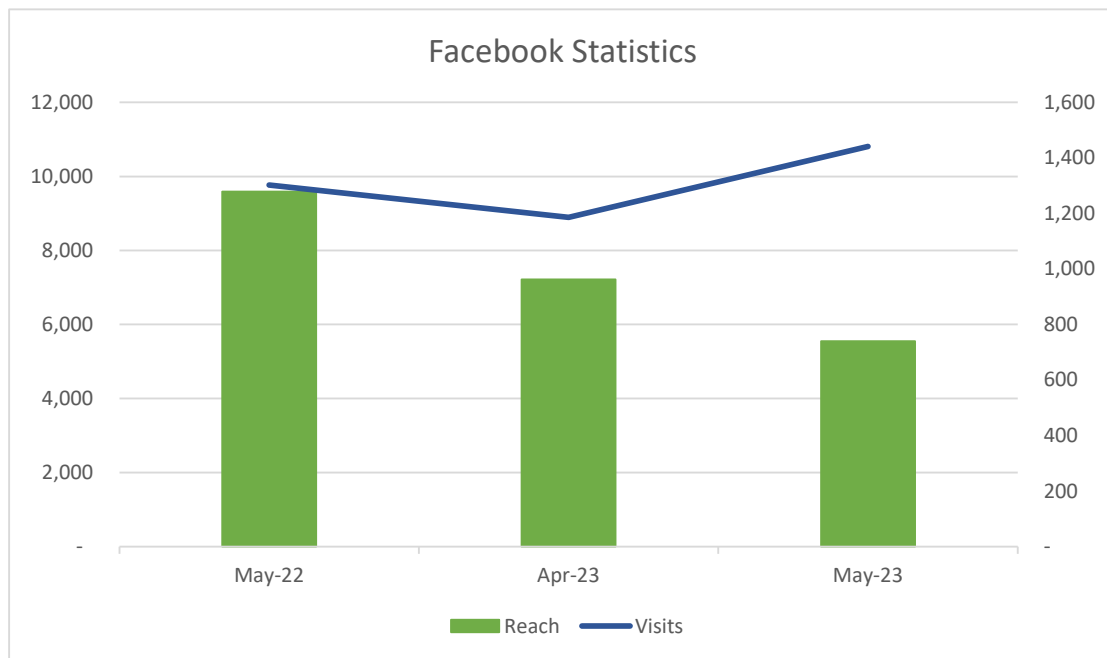
Facebook Reach

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 below graph 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.

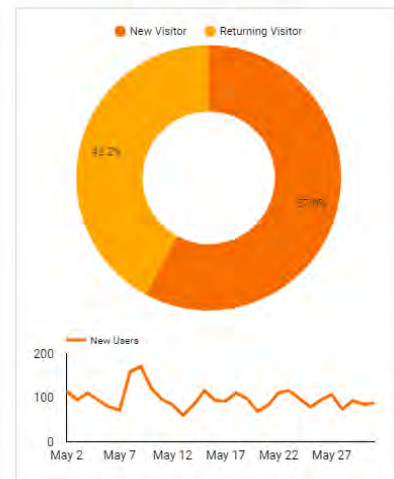
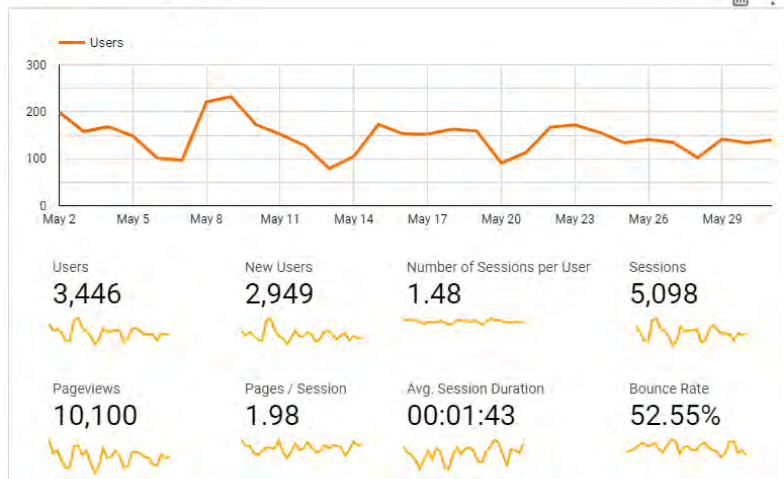
Website New Users

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

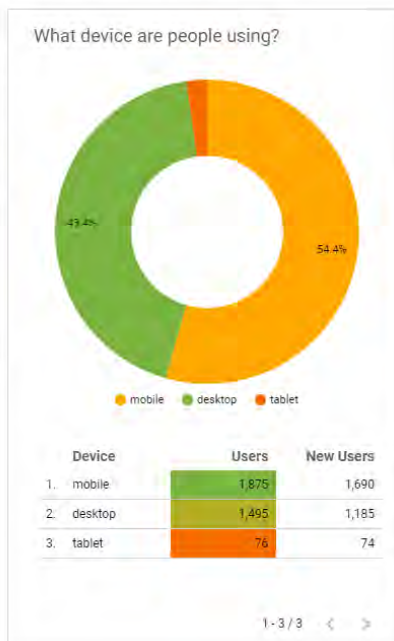
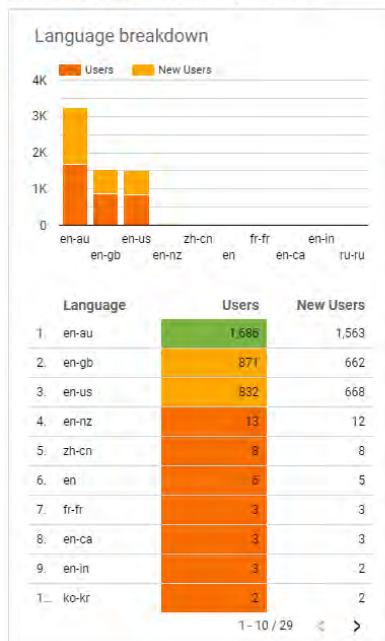
Website Sessions

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

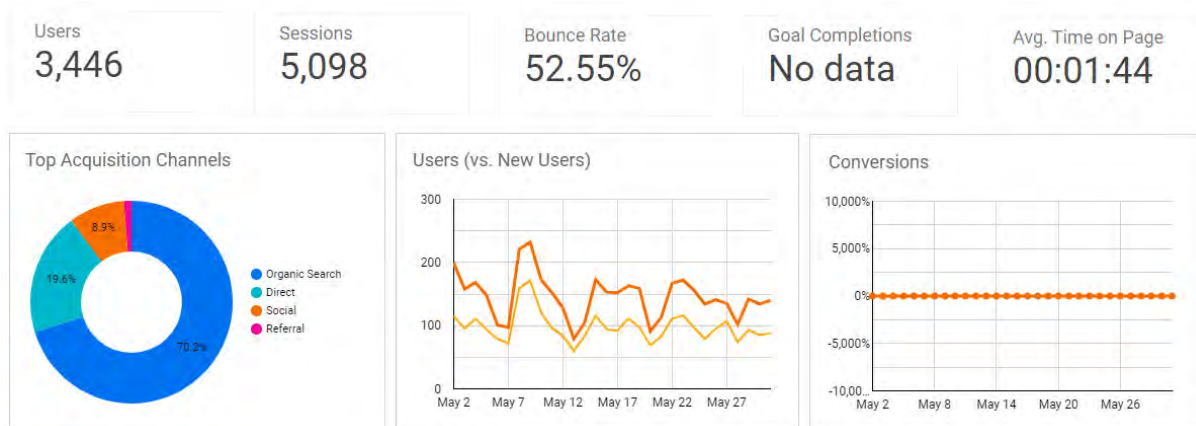
Your audience at a glance



Let's learn a bit more about your users!

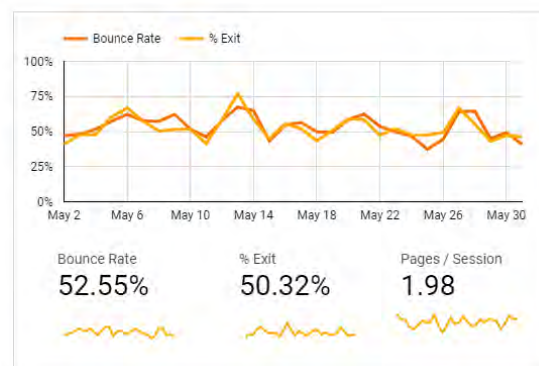
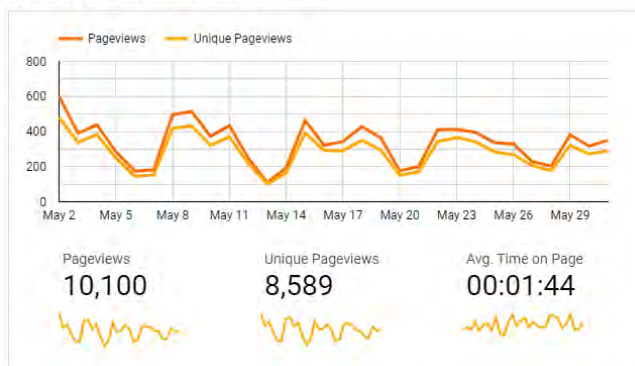


Please note a report has been submitted to Google Analytics in regards to the colour difference in the chart and the table – 'What device are people using?'

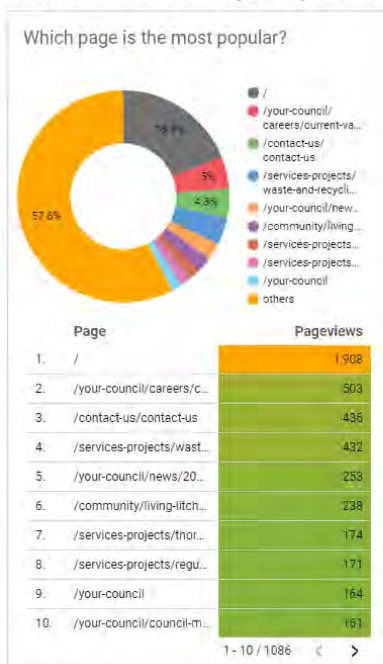


Acquisition				Behavior		
				Sessions	Users	New Users
				5.1K	3.4K	2.9K
				Bounce Rate	Pages / Session	Avg. Session Duration
				52.6%	2.0	01:43
Source / Medium	Sessions	Users	New Users	Bounce Rate	Pages / Session	Avg Session Durat...
google / organic	3,143	2,284	1,887	48.97%	2	00:01:48
(direct) / (none)	1,009	688	636	65.31%	1.74	00:01:04
bing / organic	447	160	100	35.35%	2.79	00:02:50
m.facebook.com...	131	124	121	86.26%	1.11	00:00:10
lm.facebook.co...	96	89	76	76.04%	1.26	00:00:24
facebook.com / ...	70	69	69	100%	1	00:00:00
l.facebook.com / ...	65	23	8	29.23%	2.57	00:04:34
infoxpert.edrms ...	31	2	0	9.68%	2.94	00:04:57
duckduckgo / or...	18	15	15	44.44%	1.67	00:01:20
station frame of	10	5	2	27.78%	3.28	00:02:34

Overview of your user behaviors



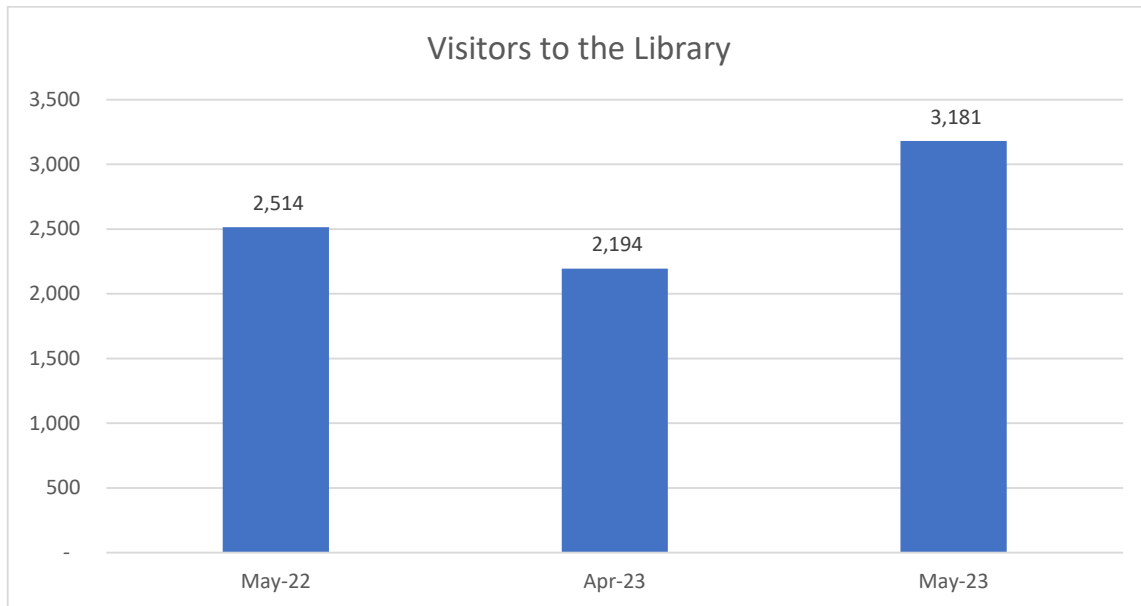
What do users see when they are in your website?



Taminmin Library

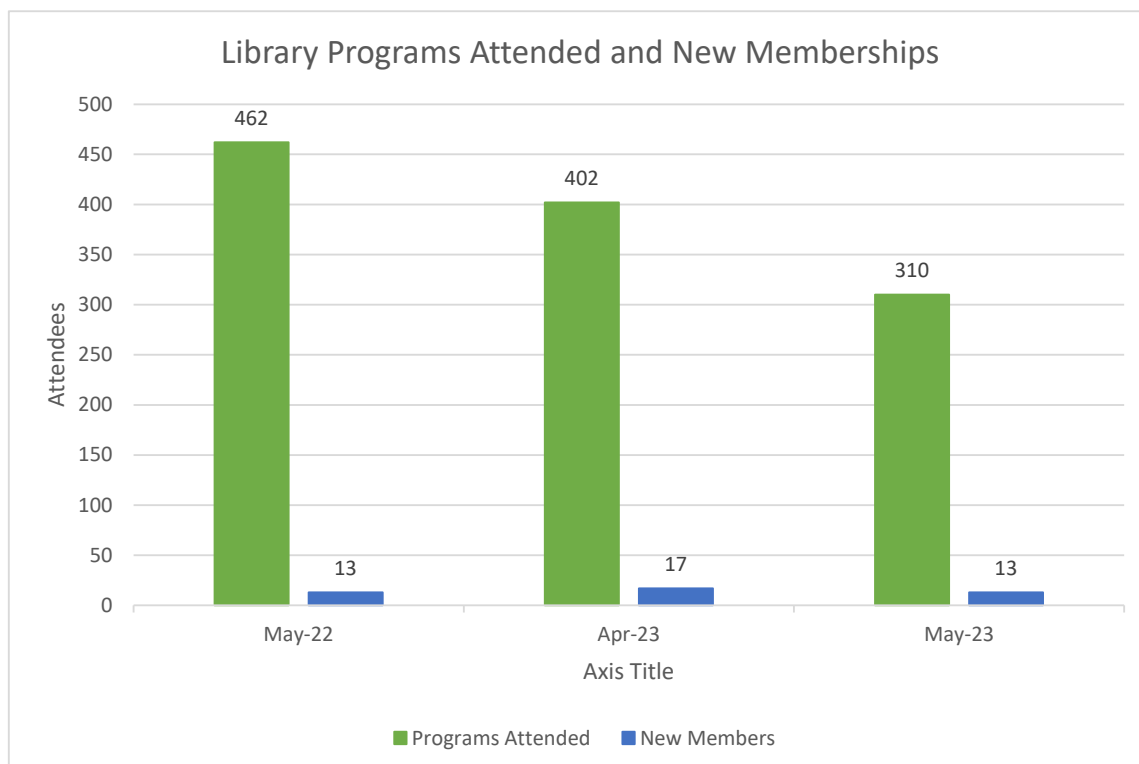
Visitors to the Library

The library had 3,181 visitors in May 2023 and was open for 199 hours (reduced working days for May Day public holiday), this compares to 2,194 visitors in April, open for 150.5 hours. The below graph displays the data for the current month, with a comparison to the month prior and the same month the year prior.



Library Programs and Memberships

There were 31 program activities delivered across a wide variety of community demographics, with a total attendance of 310 participants.



Over the month there was one major library event for National Simultaneous Storytime 2023. The library also participated in Freds Pass Show display, as well as storytime sessions.

Thirteen new persons joined the library, compared to 17 new members in the previous month.

Library Disruptions

Two service interruptions occurred during May 2023. The gates were temporarily closed and library evacuated of public patrons on:

- Thursday, 4 May (20 mins)
- Friday, 12 May (45 mins)

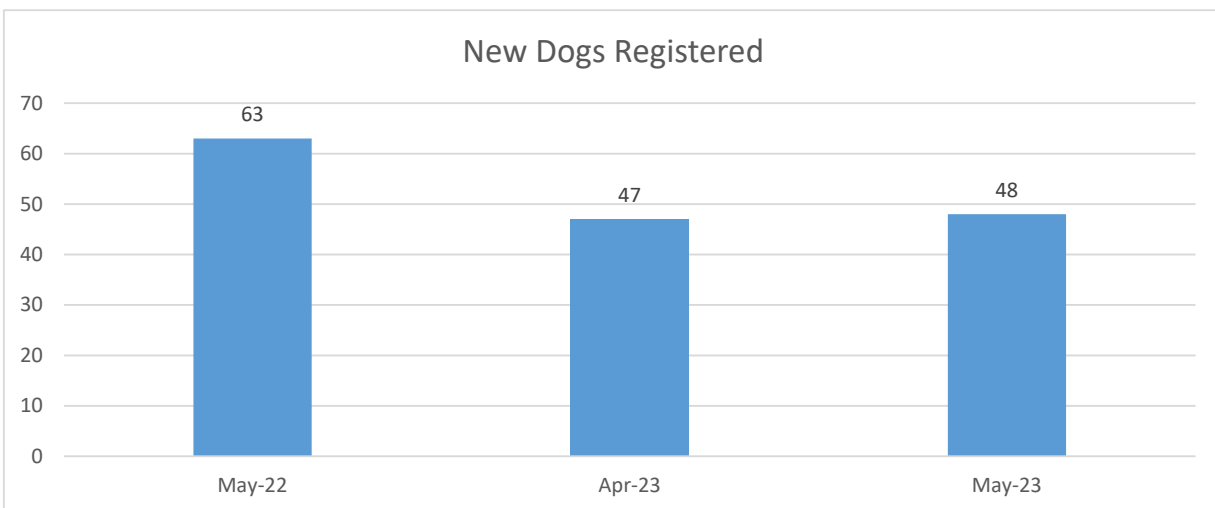
Fire wardens debrief following evacuation, advised in both instances burning of food had triggered the fire alarm. However, it was not actually a fire and there was no actual risk to patrons.

The Friday occurrence aligned with the end of Seniors Morning Tea activity, with some attendees still present in the library. There has been some concern regarding risk for Seniors to wait outside for long periods of time in the heat. Due to recent negotiations with the school, library staff assisted at the gate to ensure Seniors could depart the premises in their own vehicles (previously not allowed during an evacuation).

Regulatory Services

New Dog Registrations

The number of new dogs registered in May 2023 was similar to April and nearly 25% less than May 2022. New registrations are expected to be stable until public communications for the 2023/2024 registration period start in July.

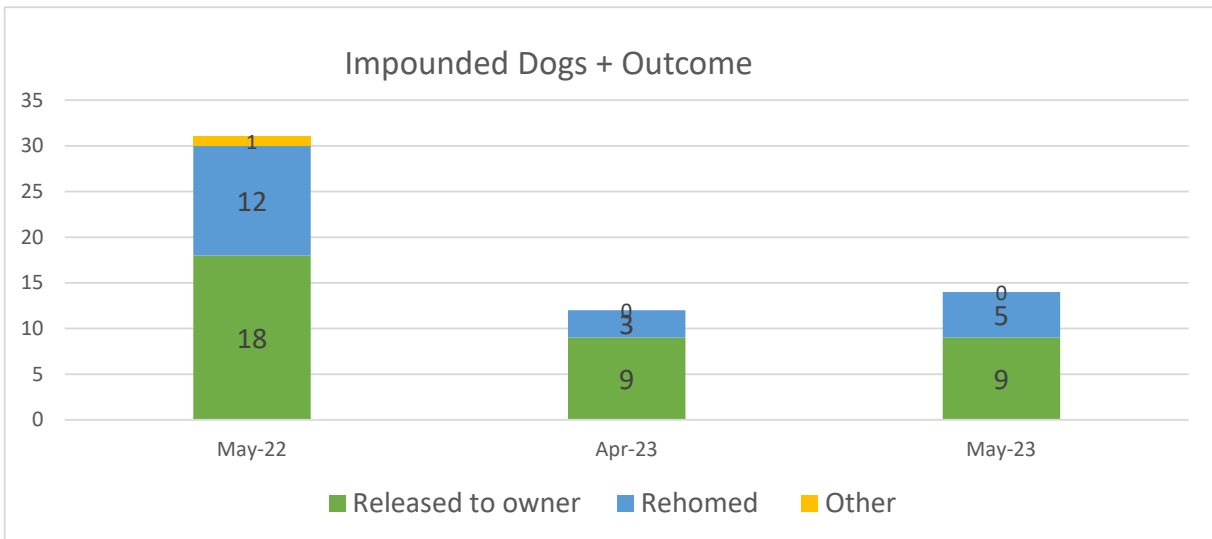


Impounded Dogs

Dogs are impounded by Rangers should they be at large, seized or surrendered by their owners. There was half the number of dogs impounded in May 2023 compared to the same time last year, and similar to the previous month (April 2023).

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 or 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.

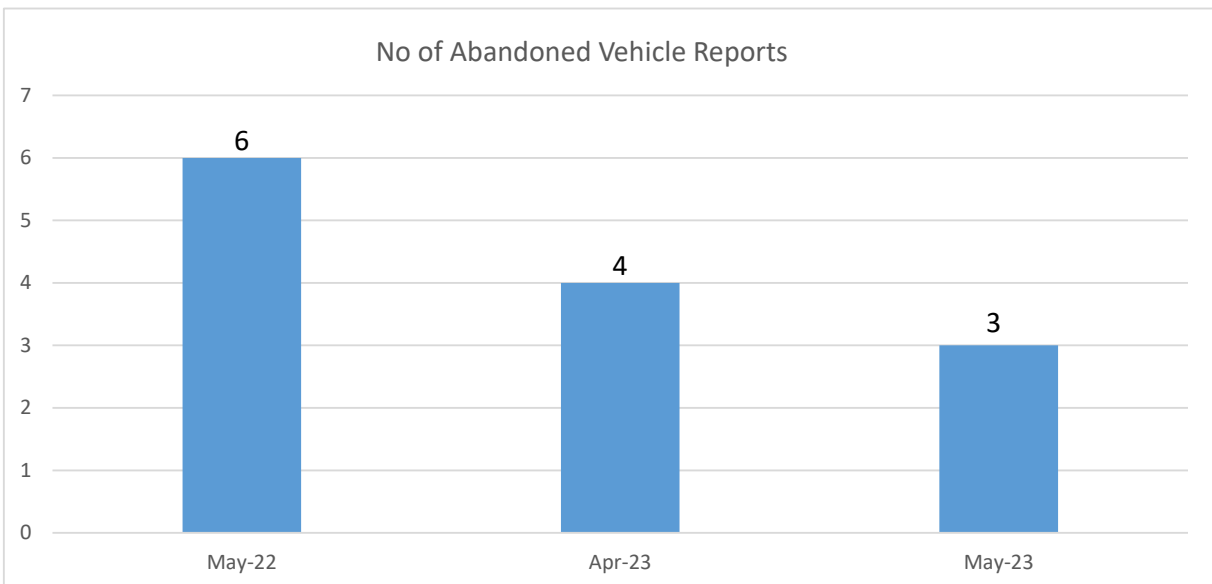


Animal Education and Awareness

Rangers attended one free microchipping day in conjunction with the RSPCA and Darwin and Palmerston Councils in May 2023. Rangers also attended the Fred’s Pass Show, with a number of positive conversations with members of the public regarding Council’s activities in relation to dog management.

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. Three reports were made to Council of abandoned vehicles in May 2023, one less than April and half that for the same time last year.



Recreation Reserves

Community and stakeholder meetings attended by the Community Participation 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

Project Updates

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

Location	Project	Status
McMinns Lagoon	Pathway lighting	Additional funding required.
Mira Square	Playground and shade	Complete
Livingstone Reserve	Carpark Design	Quotes received, order to be issued 15 June 2023.
HPRR/HDVG/KLRR	CCTV + Wifi	Commence early June 2023.
Howard Park	Footpath	Works complete. Additional gate and footpath to be scoped.
Humpty Doo Village Green	BBQs	Contracts awarded. Shelter has been erected. BBQ has been delivered.

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

Agenda Item Number:	13.02.05
Report Title:	Knuckey Lagoon and Howard Park Recreation Reserve Management Committee Minutes
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: Knuckey Lagoon Recreation Reserve Management Committee Minutes 1 June 2023 Unconfirmed B: Howard Park Recreation Reserve Management Committee Minutes 5 June 2023 Unconfirmed

Executive Summary

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

Recommendation

THAT Council receive and note:

1. the unconfirmed Knuckey Lagoon Recreation Reserve Management Committee Minutes of 1 June 2023, at Attachment A; and
2. the unconfirmed Howard Park Recreation Reserve Management Committee Minutes of 5 June 2023, at Attachment B.

Background

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Compliance with the Local Government Act 2019.

Risks

Service Delivery

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

Governance

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

Community Engagement

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



COMMITTEE MINUTES

KNUCKEY LAGOON RESERVE COMMITTEE MEETING

Minutes of Committee Meeting

held in the Knuckey Lagoon Reserve Hall, 110 Brandt Road, Knuckey Lagoon

Thursday 01 June 2023 at 5:45pm

1 Opening of Meeting

5.48pm

2 Acknowledgement of Traditional Owners

3 Present

Councillor Rachel Wright (Chair)

Saramat 'Tou' Ruchkaew

Millie Feeney

Debbie Branson

Litchfield Council

NT Thai Association

Berrimah Scouts

Litchfield Council Support

Attendees

Mayor Doug Barden

Representatives

Litchfield Council

NT Thai Association

4 Apologies and Leave of Absence

Russ Swan

Top End Gem and Mineral Club

5 Disclosure of Interest

Nil

6 Confirmation of Minutes

Moved: Tou Saramat

Seconded: Councillor Wright

THAT the minutes of the Knuckey Lagoon Recreation Reserve Management Committee meeting held on Thursday 6 April 2023 are a true and correct record of the meeting.

CARRIED

7 Accepting or Declining Late Items

Nil.

8 Bi-Monthly Operational Report

8.1 Repairs and Maintenance

The following items were considered a priority and given the Committee meets again in August it was agreed that if these items are at a reasonable cost that they are rectified prior to the next meeting:

1. Electricity Compliance Check
2. Bathrooms
3. Driveway / carpark light reflectors on the edge of the road
4. Electric Urn
5. Flagpole

Moved: Tou Saramat

Seconded: Millie Feeney

THAT the Committee receive and note the Bi-Monthly Operational Report.

CARRIED

9 Other Business

9.1 Northern Territory Thai Association - Expansion

Moved: Cr Wright

Seconded: Millie Feeney

THAT the Northern Territory Thai Association prepare a formal business case to Council including consultation and feedback from the existing user groups of the Knuckey Lagoon Recreation Hall.

CARRIED

10 Next Meeting

Next meeting Thursday 3 August 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

11 Close of Meeting

6.36pm



COMMITTEE MINUTES

HOWARD PARK RESERVE COMMITTEE MEETING

Minutes of Committee Meeting

held in the Howard Hall, Whitewood Road, Howard Springs

Monday 5 June 2023 at 5:15pm

1 Opening of Meeting

5.15pm

Present

Councillor Mathew Salter (Chair)

Gerry Wood

Maxine Way

Gerard Rosse

Litchfield Council

Resident

Howard Springs Volunteer Fire Brigade

Resident

Attendees

Thelma Wood

Observer

2 Apologies and Leave of Absence

Evan Johns

Howard Springs Scouts

3 Disclosure of Interest

Nil

4 Confirmation of Minutes

Moved: Gerry Wood

Seconded: Councillor Salter

THAT the minutes of the Howard Park Recreation Reserve Management Committee meeting held on Thursday 6 April 2023 are a true and correct record of the meeting.

CARRIED

5 Business Arising

Management of Humpty Doo Village Green – Placed on hold until Council determines the future management of the Humpty Doo Village Green.

It was agreed that for future reference, the maintenance of the Howard Park Recreation Reserve could be done by Freds Pass Recreation Reserve.

Remove Boom Gate – vehicles driving on the grass to access the road. It was agreed that the purpose of the boom gate to be identified.

Gate Proposal – the plan for extending the footpath to the proposed gate was discussed. A temporary cracker dust footpath as an option was considered given it was halfway through the cricket season. Photos were tabled of the proposed location of the gate and the damage to the chain mesh fence. Safe access to the gate was considered a priority.

Moved: Gerry Wood

Seconded: Gerard Rosse

THAT a quote be sourced for a lockable access gate located on Hamilton Road in close proximity of the cricket nets which would include safe controlled pedestrian access (to stop bikes and motorbikes) and that Council Salter raise a formal motion to Council to extend the footpath on Whitewood Road to Hamilton Road to the site proposed for the access gate.

CARRIED

6 Presentations

Nil.

7 Accepting or Declining Late Items

Nil.

8 Officers Reports

8.1 By-Monthly Operation Report

In regards to the Finance Report, the Committee requested a break-down of costs associated to water, electricity, cleaning, repairs and maintenance etc and a comparison to the previous year.

The Committee requested an opportunity to meet with Council's Manager for the Cemetery, Parks and Reserves to discuss future development in line with the proposed tree maintenance, general maintenance and irrigation. The Committee also sought clarification in regard to the tree maintenance funds available in the finance section.

In relation to the booking system, the Committee were advised that the proposal was on hold as Council's previous instruction was to seek further advice. The Committee expressed their concern that proposal indicated Howard Park would be paying for the majority of the system.

Phase Two Carpark – to be discussed with the Manager for the Cemetery, Parks and Reserves in regards to the bollards and the location of the trees.

Proposal Masterplan –It was agreed that a letter be prepared from Council Salter, as Chair of the Howard Park Recreation Reserve Committee and sent to the user groups requesting their feedback in relation to developing a Masterplan for the reserve.

Moved: Gerry Wood

Seconded: Cr Salter

THAT the Chair of the Howard Park Recreation Reserve Committee write to the representatives of the existing user groups of the Howard Reserve explaining that Council is looking at the long-term use of the reserve and developing a Masterplan seeking their feedback on improvements or the future use.

CARRIED

The proposed for the surveillance camera was discussed, it was agreed that members receive a copy of the scope of works for the Howard Park Reserve.

The Committee sought clarification regarding the proposal in the maintenance list to remove the carpet in the Whitewood Hall for \$30,000. The members discussed the poor design and possible asbestos at the Whitewood Hall.

Moved: Cr Salter

Seconded: Maxine Way

THAT the Bi-Monthly Operation Report be received and noted.

CARRIED

9 Other Business

Nil.

10 Confidential Items

Nil.

11 Close of Meeting

6.05pm.

unconfirmed



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report May 2023
Author:	Julie Hillier, Manager Planning and Development
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: PA2023/0116 Letter of comment B: PA2023/0125 Letter of comment C: PA2023/0148 Letter of comment D: PA2023/0096 Letter of comment E: PA2023/0098 Letter of comment F: PA2023/0031 Letter of comment G: Crown Land Application - Letter of comment H: Crown Land Application – Letter of comment

Executive Summary

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

Type of Application	No. Applications
Development Applications	6
Clearances for Development Permit Conditions	1
Sale, Lease, or Occupation of Crown Land Applications	3
Liquor Licence Applications	0
Water Licence Applications	0
Mining Applications	0
Works Permits	23

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 May 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to H of this report.

Background

DEVELOPMENT APPLICATIONS

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

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

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	5
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.

Application Number, Address, and Attachment Reference	Purpose and Summary
PA2023/0116 Section 6094 (1340) Stuart Highway, Bees Creek, Hundred of Strangways Attachment A	The application is for the purpose of alterations and additions to existing intensive animal husbandry (Crocodile Farm). The subject land is zoned RL (Rural Living). The proposed works include the construction of 16 new grower pens. Standard comments provided to address stormwater management and vehicle access.
PA2023/0125 Section 1849 (70) Challoner Circuit Humpty Doo, Hundred of Strangways Attachment B	The application is for the purpose of demountable structure additions (2x 40ft and 5x 20ft shipping containers) to an existing education establishment. The land is within Zone CP (Community Purpose) and is the site of Taminmin High School. The containers are proposed to be used for the purpose of storage associated with the existing use. Comments noted requirement to ensure sufficient off-street car parking spaces are provided to service the use of the site and an area for setting down and picking up passengers, as per the NT Planning Scheme 2020. Standard comments provided to address stormwater management and vehicle access.
PA2023/0148 Section 4534 (34) Dowling Road, Virginia, Hundred of Strangways Attachment C	The application is for the purpose of a dwelling-single on land subject to storm surge and flooding. The application states that the house will be built outside of the Secondary Storm Surge Area and will be at a minimum 500mm above the 1% AEP for riverine flooding. Standard comments provided to address stormwater management and vehicle access.
PA2023/0096	The application is for the purpose of dwelling-independent with a floor area in excess of 80m ² and a separate effluent disposal system.

<p>Section 2546 (5) Spencer Road, Hundred of Cavenagh</p> <p>Attachment D</p>	<p>Letter of comment noted the proposal is supported, provided that there are no objections raised by the adjacent residents/landowners. Standard comments provided to address stormwater management and vehicle access.</p>
<p>PA2023/0098</p> <p>Section 1842 (3) Bruce Court, Humpty Doo, Hundred of Strangways</p> <p>Attachment E</p>	<p>The application is for the purpose of an addition to existing outbuilding ancillary to an existing dwelling-single with a reduced building setback to the side boundary.</p> <p>Letter of comment noted the proposal is supported, provided that there are no objections raised by the adjacent residents/landowners. Standard comments provided to address stormwater management and vehicle access.</p>

Development applications not supported/objected to for reasons related to Council issues

The table below describes the Development Applications that not supported are supported for reasons related to Council issues.

Application Number, Address, and Attachment Reference	Purpose and Summary
<p>PA2023/0031</p> <p>Section 34, (20) MacLeod Road, Howard Springs Hundred of Bagot</p> <p>Attachment F</p>	<p>The application is for the purpose of rezoning the land from Zone RL (Rural Living) to Zone RR (Rural Residential) and subdividing to create three lots.</p> <p>The proposed lots each have a minimum area that meets the requirements of Zone RR and the Howards Springs Rural Activity Centre Area Plan in relation to the proximity of the site to a commercial area.</p> <p>Letter of comment raises objection to the proposal due to (i) the design differing from the Area Plan which identified a future road reserve; and ii) indirect access to two lots via a battle-axe design which is inconsistent with the minimum requirements for subdivision in Zone RR.</p>

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

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

Development Permit No. and Purpose	Location	Purpose of clearance
DP22/0171 Subdivision to create five lots (four lots and a balance parcel)	Virginia: Section 4857 (160) Morgan Road, Hundred of Bagot	General Conditions: Stormwater, access and easements

SALE, LEASE, OR OCCUPATION OF CROWN LAND APPLICATIONS

Where dealing with applications for sale, lease or occupation of Crown land under the *Crown Lands Act 1992*, the Crown Land Estate consults with Council where applications fall within the Council's municipality.

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

Application	Location	Purpose	Comments
Occupation Licence	Humpty Doo: Part Section 368 (200) Strangways Road, Hundred of Strangways	Stormwater detention basin associated with the Humpty Doo Industrial subdivision	No concerns or requirements.
Occupation Licence Attachment G	Manton, Acacia Hills and Hughes: Part sections 2900 and 418, Hundred of Strangways Part sections 1003, 1004, 1579, 1546, 219, 242, Hundred of Colton	Manton Dam Return to Service Water Pipeline Infrastructure Corridor	Support given noting that the alignment is through Council owned Section 1703, Hundred of Colton (note existing easement) and local roads and a Work Permit is required.
Occupation Licence Attachment H	Holtze: Section 62 (220) Thorngate Road and Section 65 (140) Thorngate Road, Hundred of Bagot	Department of Defence proposed access road to Close Training Area.	Support given subject to the intersection with Thorngate Road being designed and constructed to accommodate the intended design vehicle.

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.

Purpose of works	Location of Works Permit Application	Application Date Received
Vegetation maintenance power line clearing	Horsnell Road/ Elizabeth valley	24/04/2023
Service Replacements	350 Meade Road, Darwin River	26/04/2023
Pole top replacements	730 Strangways Rd, 100 Ridley Rd	2/05/2023
New Power connection	Pencilflower Rd, Bees Creek	26/04/2023
Service Replacements	Strangways Road/ Krichauff Rd	29/04/2023
Service Replacements	125-165 Krichauff Rd	29/04/2023
Service installations	1375 Leonino, Road Darwin River	5/05/2023
Power Line retention with use of EWP	45 Evelina Court, Howard Springs	5/05/2023
Power connection with use of EWP	85 & 105 Stockwell Rd, Blackmore	9/05/2023
Switch install and remove	443 Bees Creek Road, Bees Creek	9/05/2023
Power pole insulator repairs EWP on site	1055 Mira Road, Darwin River	10/05/2023
Driveway Crossover	9 Havelock Rd, Coolalinga	16/04/2023
Service Replacements to household supplies pole tops	540 Peacock Rd, Darwin River	15/05/2023
Vegetation clearing	401 & 487 Bees Creek Rd, Bees Creek	11/05/2023
Service replacements	45 Krichauff Rd, 36 Benham Court, 40 Bugle Court	10/05/2023
Driveway Crossover	22 Jukes Street, Humpty Doo	15/05/2023
Service replacement	Prantincole Road, Humpty Doo	16/05/2023
Vegetation Maintenance power line clearing	Power Road, McMinns Lagoon	17/05/2023
Splice replacement to pole tops	Taylor Road, Holtze	17/05/2023
Cross Arm replacement to pole top	610 Kentish Road, Berry Springs	19/05/2023
Service replacement	Brahmini Road and Garganey Court Humpty Doo	22/05/2023

ABS switch replacement	Lagoon Road	26/05/2023
Power pole maintenance with use of EWP	300 Freds Pass Road, Humpty Doo	25/05/2023

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.

26 May 2023
RE: PA2023/0116

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

RE: Letter of Comment Development Application

**Section 6094 (1340) Stuart Highway, Bees Creek, Hundred of Strangways
Alterations and Additions to Existing Intensive Animal Husbandry (Crocodile Farm)**

Thank you for the Development Application referred to this office on 28/04/2023, 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 alterations and additions to existing Intensive Animal Husbandry (Crocodile Farm). Should the application be approved, the Council requests the following condition be included as a 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 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:

- b) 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.
- a) 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.

- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.
- c) Vehicle access to the site from Gulnare Road shall meet Litchfield Council requirements.

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

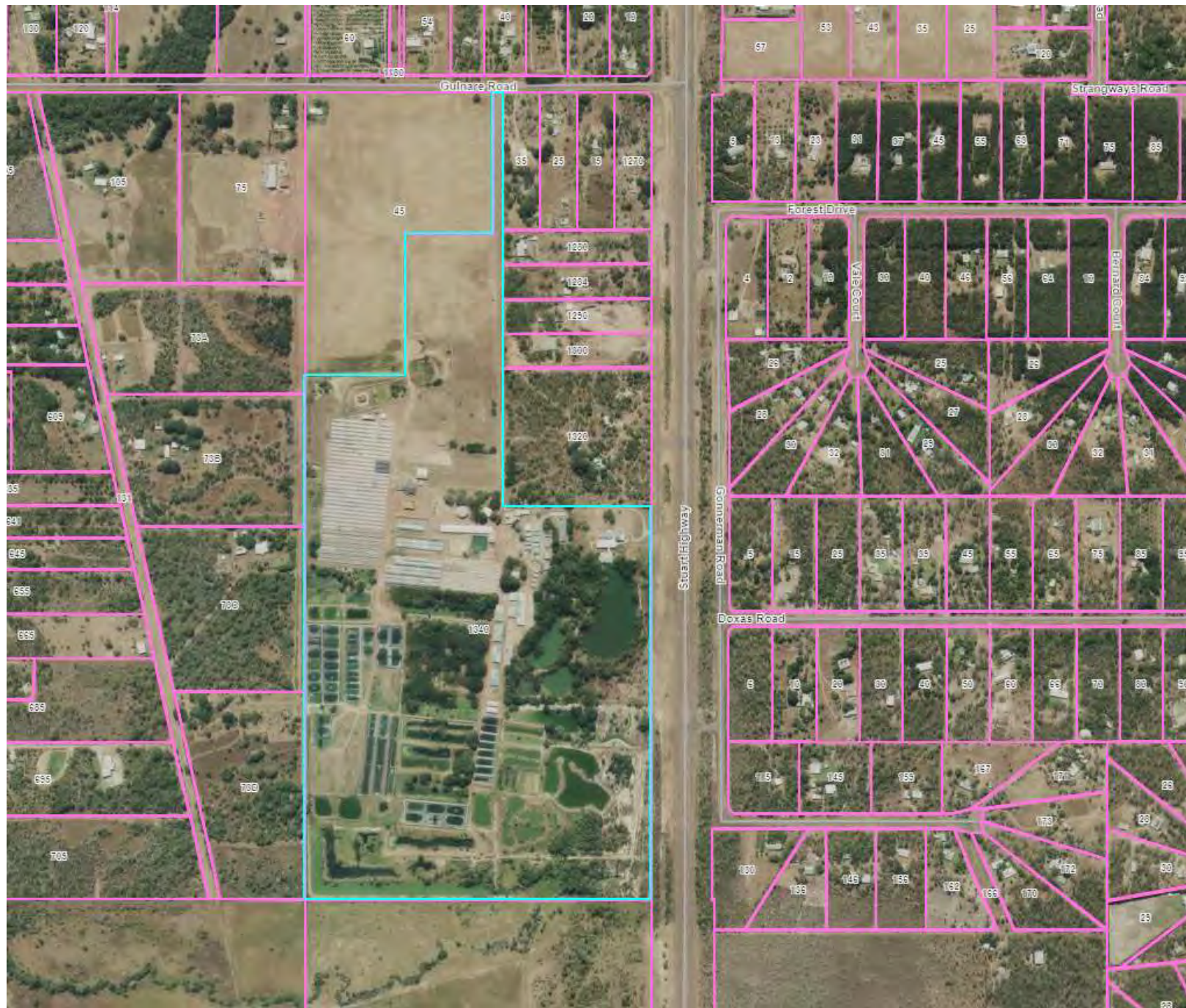
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any 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 31.

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

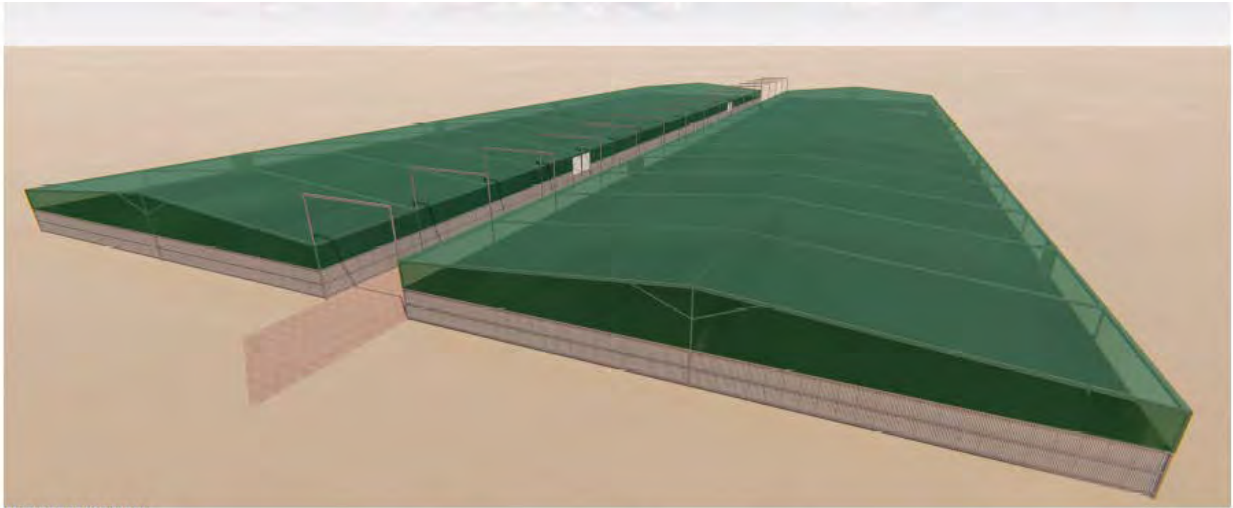
Yours faithfully



Julie Hillier
Manager, Planning and Development



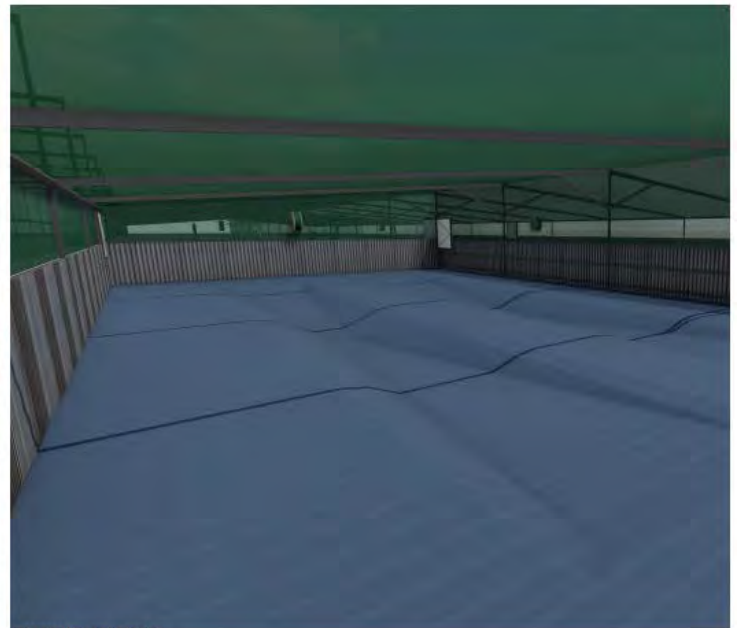




OVERALL PERSPECTIVE



FRONT ELEVATION PERSPECTIVE



INTERNAL PERSPECTIVE

26 May 2023
PA2023/0125

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

RE: Letter of Comment Development Application

**Section 1849 (70) Challoner Circuit Humpty Doo, Hundred of Strangways
Demountable Structure Additions (2x 40ft and 5x 20ft shipping containers) to an existing
education establishment**

Thank you for the Development Application referred to this office on 12/05/2023, 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 Demountable Structure additions (2x 40ft and 5x 20ft shipping containers) to an existing education establishment.

It is noted that the plans do not identify an area for setting down and picking up passengers, as per the NT Planning Scheme 2020 car parking standards for primary and secondary schools. In addition, there appears to be additional classrooms on the imagery shown on the development plans that have not previously been identified through a compliance check. Council seeks to ensure that there are sufficient off-street car parking spaces provided to service the use of the site.

Should the application be approved, the Council requests the following condition be included as a 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 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) 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.
- c) Vehicle access to the site shall meet Litchfield Council's requirements.

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

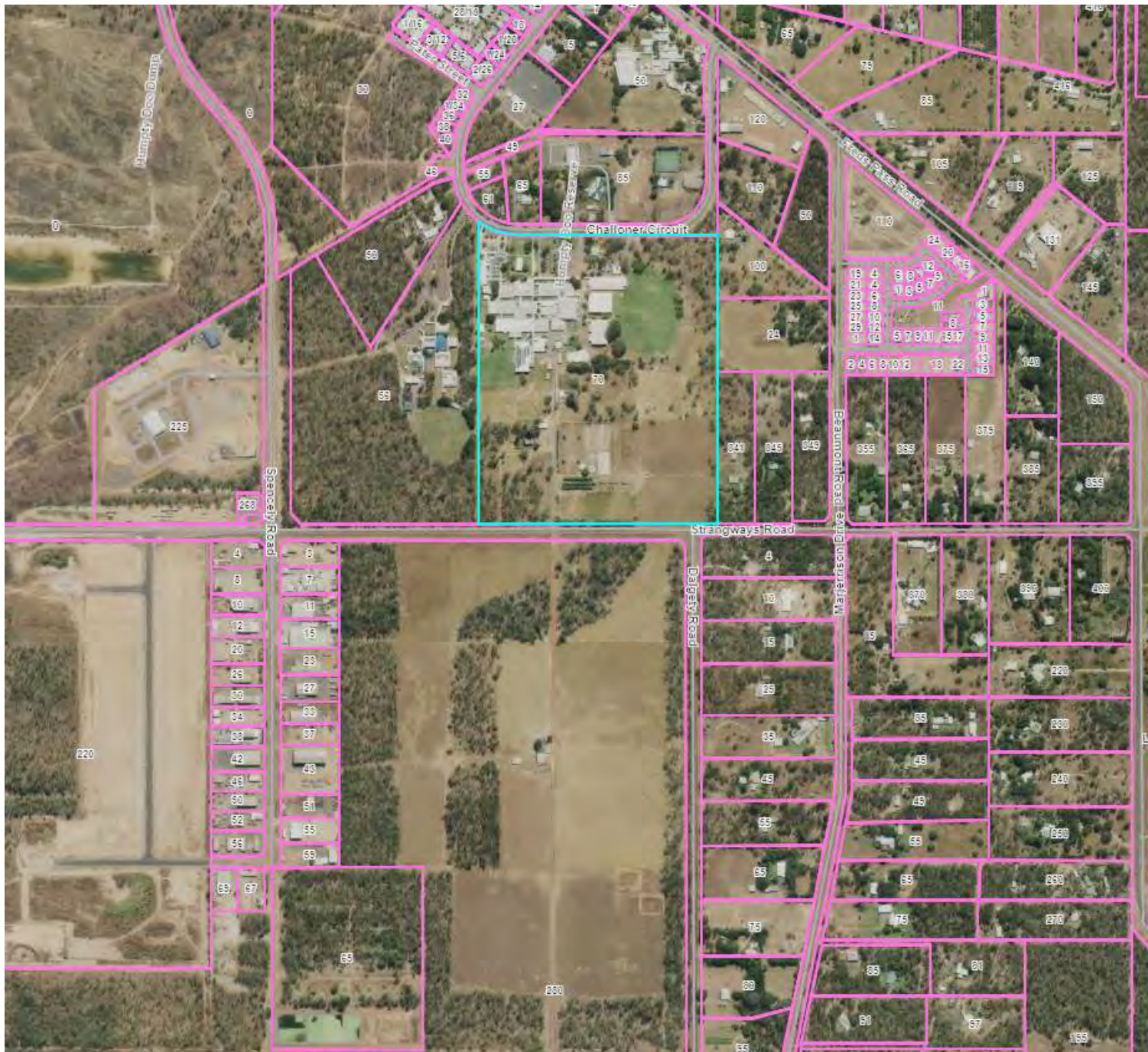
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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





2 June 2023
Ref: PA2023/0148

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

RE: Letter of Comment Development Application

**Section 4534 (34) Dowling Road, Virginia, Hundred of Strangways
Dwelling -single on land subject to storm surge and flooding**

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

Council supports the granting of a Development Permit for the purpose of a dwelling-single on land subject to storm surge and flooding.

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

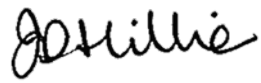
- a) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Vehicle access is to meet Litchfield Council's requirements.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

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

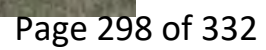
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve.

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

Yours faithfully



Julie Hillier
Manager, Planning and Development





2 June 2023
Ref: PA2023/0096

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

RE: Letter of Comment Development Application

**Section 2546 (5) Spencer Road, Hundred of Cevenagh
Dwelling-independent with a floor area in excess of 80m² and
a separate effluent disposal system**

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

Council supports the granting of a Development Permit for the purpose of dwelling-independent with a floor area in excess of 80m² and a separate effluent disposal system provided no objections are raised by the adjacent residents/landowners.

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

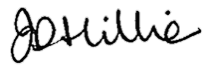
- a) Prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and/or its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council.
- b) Vehicle access is to meet Litchfield Council's requirements.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

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

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

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

Yours faithfully



Julie Hillier
Manager, Planning and Development



Site Plan - Proposed dwelling-independent

Section 2546 (5) Spencer Road, Darwin River, Hundred of Cavenagh, Northern Territory





12 May 2023
Ref: PA2023/0098

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

RE: Letter of Comment Development Application

**Section 1842 (3) Bruce Court, Humpty Doo, Hundred of Strangways
Addition to existing outbuilding ancillary to an existing dwelling-single with a reduced
building setback to the side boundary**

Thank you for the Development Application referred to this office on 28/04/2023, 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 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 not disturb the existing stormwater network and ensure to 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) 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.

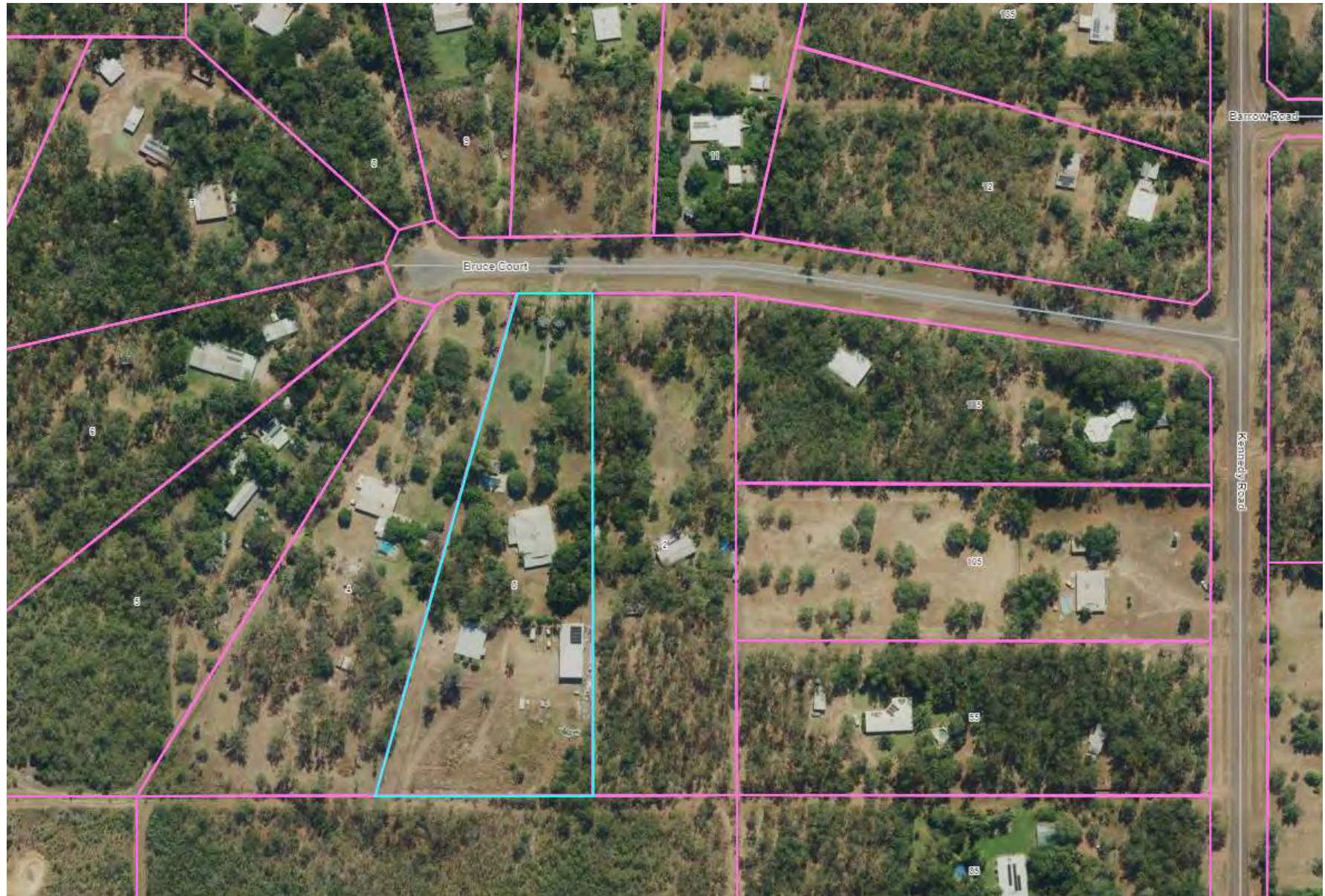
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

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

Yours faithfully

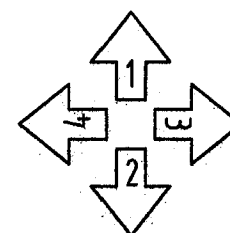
A handwritten signature in black ink, appearing to read 'Julie Hillier', written in a cursive style.

Julie Hillier
Manager, Planning & Development



112.75m

271.81m



ELEVATION KEY

EXISTING SHED

EXISTING RESIDENCE

SEC. 1842
SITE AREA: 2.0 Ha

4.0.0m

BRUCE COURT

PROPOSED
CANOPY ADDITION5.0M
SETBACK

60.0 M MIN

261.94m

SITE PLAN

NTS

7050

7200

EXISTING
ROOFLINE-TYP

STEEL FRAMING SCHEDULE

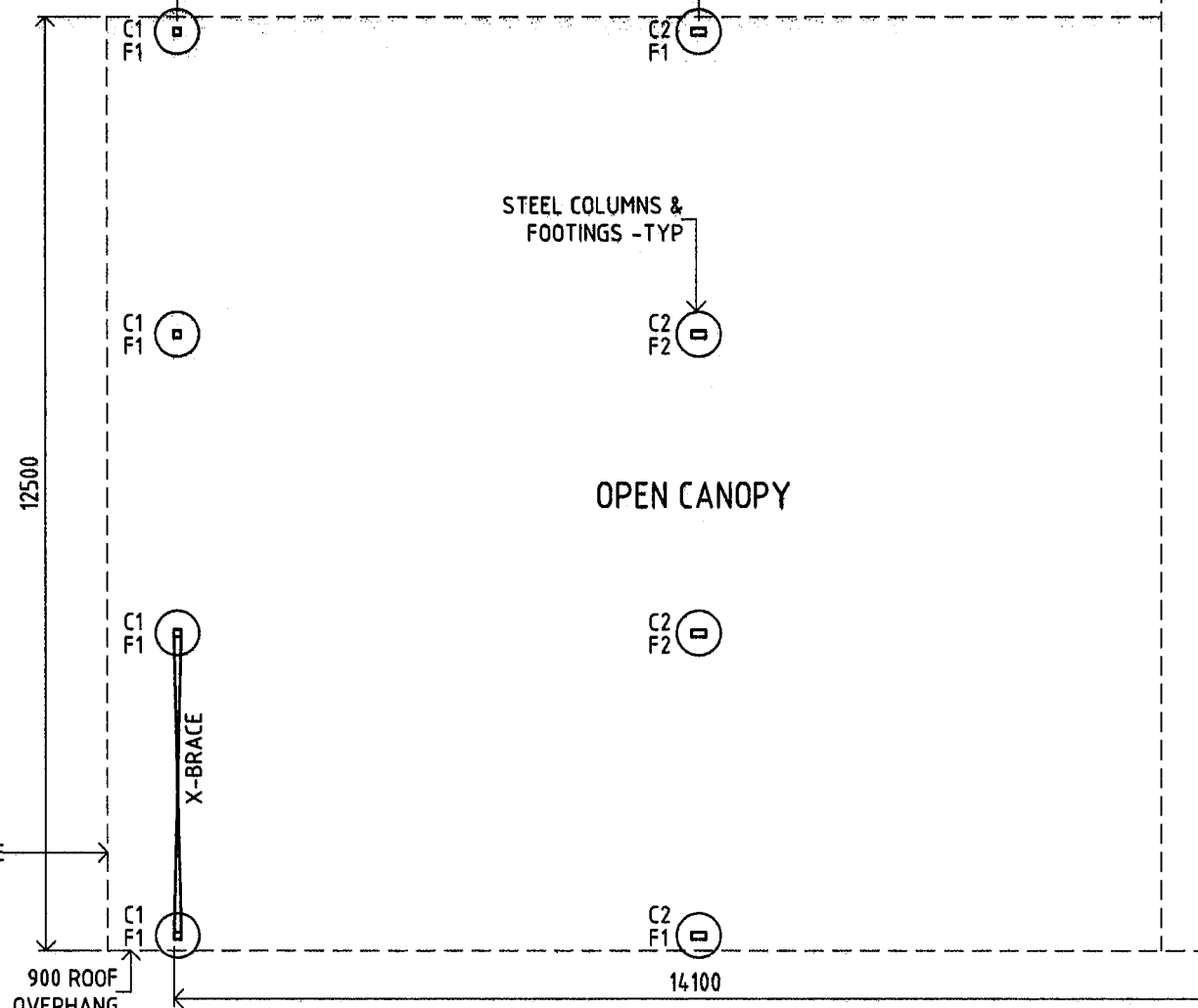
B1	200 x 100 x 5.0 RHS BEAM
B2	150 x 100 x 4.0 RHS BEAM
C1	100 x 100 x 4.0 SHS COLUMN
C2	200 x 100 x 4.0 RHS COLUMN

FOOTING SCHEDULE

F1	600 DIA. x 900 DEEP BORED PIER
F2	600 DIA. x 1100 DEEP BORED PIER

1. PM COLORBOND EAVES FLASHING AND BARGES SHALL BE INSTALLED TO MANUFACTURER SPECIFICATIONS.

2. ROOF SHEETING SHALL BE 0.42BTM COLORBOND TRIMDEK FIXED TO NT DTC M/324/01-02.



ROOFLINE

900 ROOF
OVERHANG

OPEN CANOPY

FLOOR PLAN

1:100

EXISTING WALL BRACING
CHECK ON SITEEXISTING WALL BRACING
CHECK ON SITEEXISTING WALL BRACING
CHECK ON SITE



8 June 2023
Ref: PA2023/0031

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

RE: Revised Submission Letter of Comment Concurrent Application

**REZONE FROM ZONE RL TO RR AND SUBDIVIDE TO CREATE THREE LOTS
Section 34, (20) MacLeod Road, Howard Springs Hundred of Bagot**

Thank you for the Concurrent Application referred to this office on 21/04/2023, 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.

Council wishes to lodge the following submission under Section 30M(1) of the *Planning Act 1999*, in which Council objects to the granting of a Planning Scheme Amendment and Development Permit, as proposed, for the following reasons:

- a) The proposal is inconsistent with the Howard Springs Rural Activity Centre Area Plan as the Area Plan identifies indicative subdivision boundaries resulting in two lots fronting MacLeod Road, and a configuration that gives options for future road connection along the eastern boundary maximising potential for an interconnected street network.
- b) Section 4.2.1 (Accessibility) of the NT Subdivision Development Guidelines states that battle-axe allotments are not permitted, unless otherwise approved by the Relevant Authority. Where approved, battle-axe access leg widths and lengths must conform to the requirements of the Planning Scheme. Clause 6.3.1 (Subdivision in Zone RR) of the NT Planning Scheme 2020 requires that lots be provided with direct access to a sealed public road, and by virtue of a battle-axe design, the proposal does not meet this standard. There are no compelling reasons provided in the application to consider supporting battle-axe access.

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

- a) Prior to the commencement of works, crossover design approval is to be obtained from Litchfield Council.
- 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) 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.
- b) Engineering design and specifications for the 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) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

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

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



19 May 2023
Ref: PA2023/0031

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

RE: Letter of Comment Concurrent Application

**REZONE FROM ZONE RL TO RR AND SUBDIVIDE TO CREATE THREE LOTS
Section 34, (20) MacLeod Road, Howard Springs Hundred of Bagot**

Thank you for the Concurrent Application referred to this office on 21/04/2023, 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.

Council wishes to lodge the following submission under Section 30M(1) of the *Planning Act 1999*, in which Council objects to the granting of a Planning Scheme Amendment and Development Permit, as proposed, for the following reasons:

- a) The proposal is inconsistent with the Howard Springs Rural Activity Centre Area Plan as the:
 - I. Area Plan identifies only a portion of the subject land as intended for Rural Residential and the application seeks to rezone the entire parcel for Rural Residential purposes.
 - II. Area Plan identifies indicative subdivision boundaries resulting in two lots fronting MacLeod Road, and a configuration that gives options for future road connection along the eastern boundary maximising potential for an interconnected street network.
- b) Section 4.2.1 (Accessibility) of the NT Subdivision Development Guidelines states that battle-axe allotments are not permitted, unless otherwise approved by the Relevant Authority. Where approved, battle-axe access leg widths and lengths must conform to the requirements of the Planning Scheme. Clause 6.3.1 (Subdivision in Zone RR) of the NT Planning Scheme 2020 requires that lots be provided with direct access to a sealed public road, and by virtue of a battle-axe design, the proposal does not meet this standard. There are no compelling reasons provided in the application to consider supporting battle-axe access.

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

- a) Prior to the commencement of works, crossover design approval is to be obtained from Litchfield Council.
- 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) 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.
- b) Engineering design and specifications for the 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) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

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

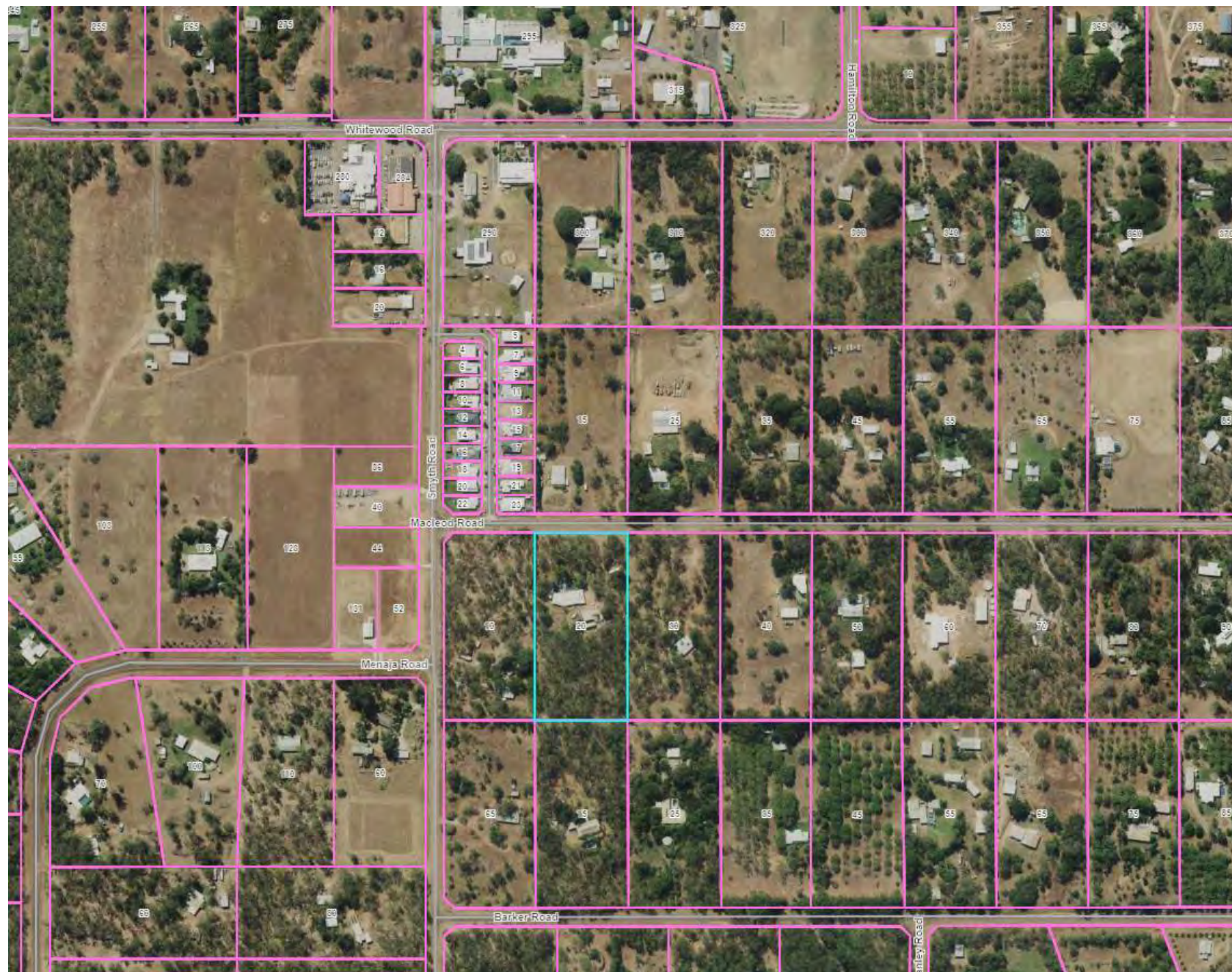
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A Works Permit is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway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

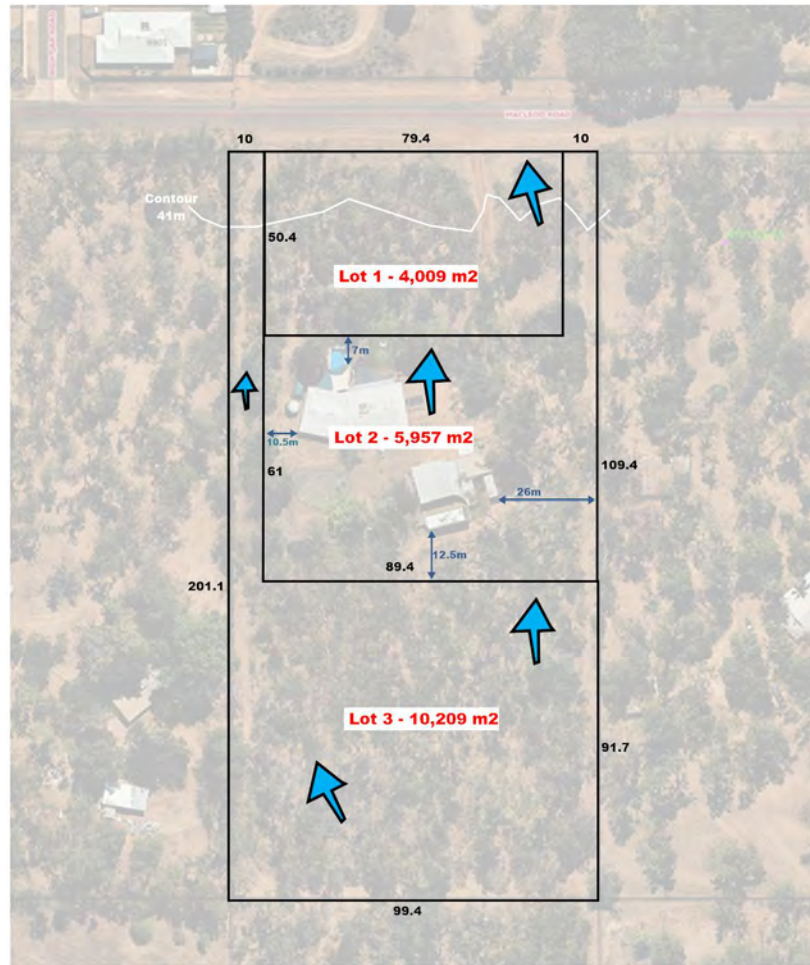
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Julie Hillier
Manager, Planning and Development





NOTES:

- Site contained within land unit 3c

LEGEND:



Storm water flow -
Overland flow
no change to existing



Site:	Lot 34 920) Macleod Road, Howard Springs	Project:	CRTFCL18-22	Drawn:	CRTFC_GR	Notes:
Title:	Proposed Subdivision 1 lot into 3 lots	Date:	09/01/2023	Rev:	C	Dimensions and areas Subject to survey concept only



10 May 2023
Our Ref: 2023/7002

Jack Hoogland
Crown Land Estate
Department of Infrastructure, Planning and Logistics
Email: crownland.estate@nt.gov.au

Dear Mr Hoogland

RE: Letter of Comment Occupation Licence

**Manton Dam Return to Service Water Pipeline Infrastructure Corridor:
Part sections 2900 and 418, Hundred of Strangways
Part sections 1003, 1004, 1579, 1546, 219, 242, Hundred of Colton**

Thank you for the Occupation Licence Application referred to this office on 31/03/2023, 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.

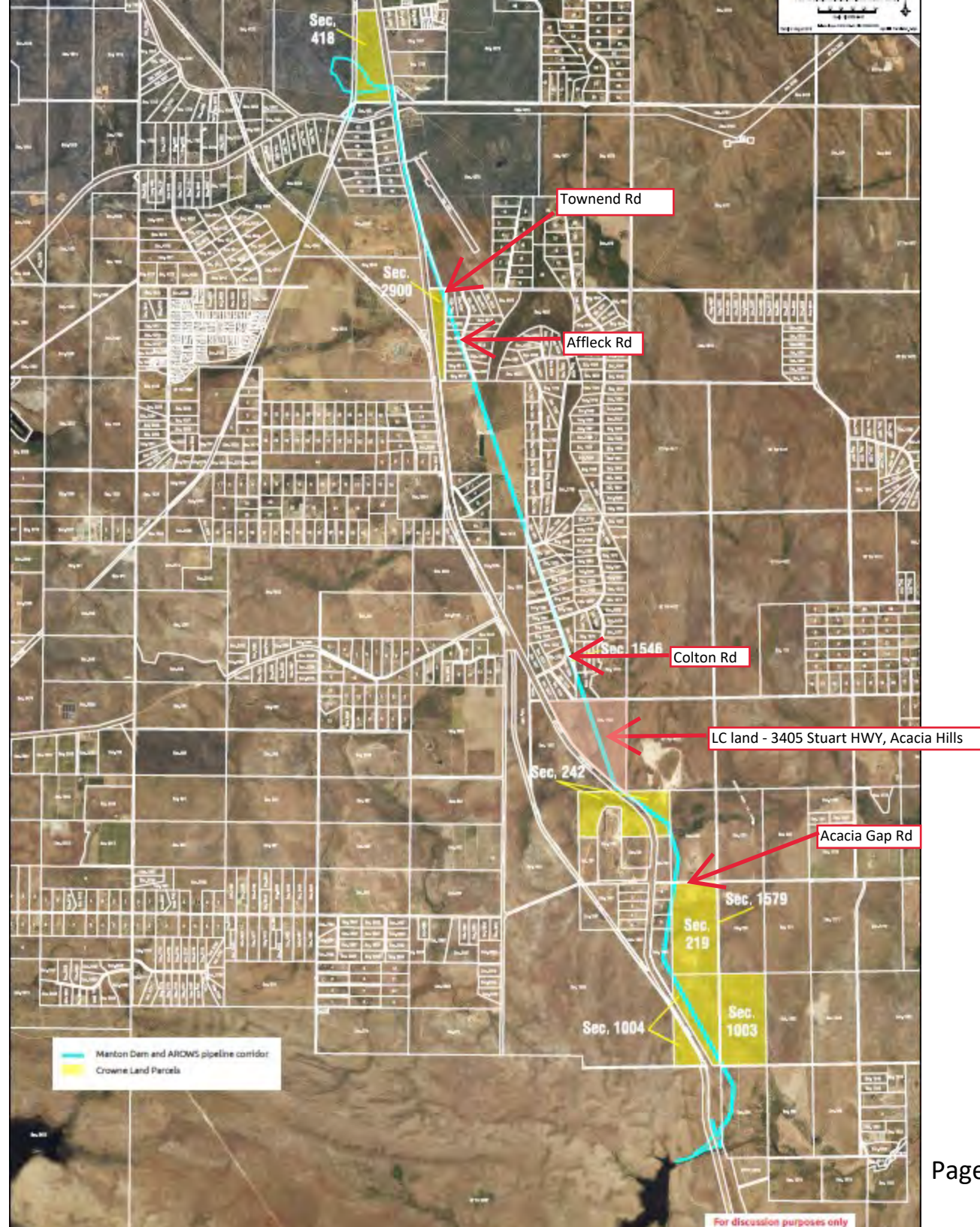
Council supports the granting of an Occupation Licence for the Manton Dam Return to Service Water Pipeline Infrastructure Corridor, however notes that the alignment affects Council owned Section 1703 Hundred of Colton, and local council roads Acacia Gap Road, Colton Road, Affleck Road and Townend Road.

Council anticipates applications from Power and Water Corporation for approval to conduct works within its road reserves and on Council land, where outside the existing easement, in due course.

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

Yours faithfully

Julie Hillier
Program Leader, Planning and Development





10 May 2023
Our Ref: 2023/7001

Rebecca Jennings
Crown Land Estate
Department of Infrastructure, Planning and Logistics
Email: crownland.estate@nt.gov.au

RE: Letter of Comment Occupation Licence

**Department of Defence proposed access road to Close Training Area:
Section 62 (220) Thorngate Road and Section 65 (140) Thorngate Road,
Holtze, Hundred of Bagot**

Thank you for the Development Application referred to this office on 16/03/2023, 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.

Council supports the granting of an Occupation Licence for the purpose of an access road for the Department of Defence subject to the intersection with Thorngate Road being designed and constructed to accommodate the intended design vehicle, all to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.

A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve.

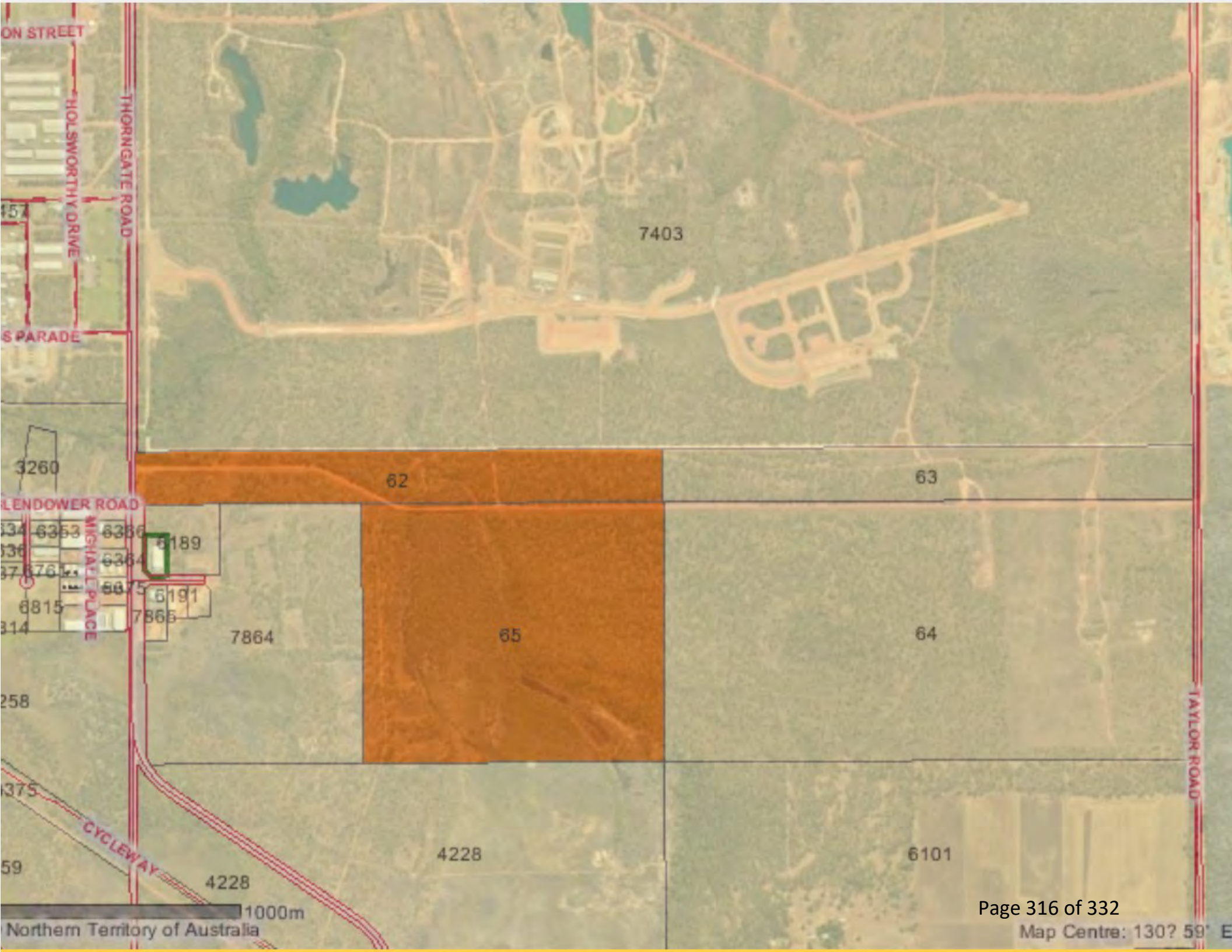
Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.

Note that signs within Litchfield Council's municipal boundaries are subject to approval under Interim Development Control Order 31.

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

Yours faithfully

Julie Hillier
Program Leader, Planning and Development



ON STREET

HOLSORTHY DRIVE

THORNGATE ROAD

S PARADE

7403

62

63

LENDOWER ROAD

MICHAEL PLACE

6189

6191

7864

65

64

258

375

CYCLEWAY

4228

4228

6101

1000m

Northern Territory of Australia

Page 316 of 332

Map Centre: 130° 59' E



COUNCIL REPORT

Agenda Item Number:	13.03.02
Report Title:	Policy Review: INF07 Street and Public Lighting Policy
Author:	Julie Hillier, Manager Planning and Development
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	21/06/2023
Attachments:	A: Draft INF07 Street and Public Lighting Policy B: Track changes INF07 Street and Public Lighting Policy

Executive Summary

The purpose of this report is to present to Council the INF07 Street and Public Lighting Policy draft policy.

Recommendation

THAT Council adopt policy INF07 Street and Public Lighting Policy, at Attachment A.

Background

Policy INF07 Street and Public Lighting was due for review in February 2023. The policy has been reviewed and only minor amendments were made to incorporate the Northern Territory Subdivision Development Guidelines. A copy of the draft policy is provided at Attachment A with changes to the current policy identified at Attachment B.

Links with Strategic Plan

Places - Roads and Infrastructure

Legislative and Policy Implications

Policies are compliant and aligned with:

- Litchfield Council Development and Subdivision Standards; and
- Northern Territory Subdivision Development Guidelines.

Risks

Nil identified.

Community Engagement

Not applicable.

Street and Public Lighting **POLICY INF07**

Name	INF07 Street and Public Lighting
Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	20/02/2019
Review Date	19/02/2023

1. Purpose

This policy states the standard of lighting that will be provided for pedestrian and vehicular traffic in Council roads and public places within the Municipality.

2. Scope

This policy applies to all road and public place lighting located in streets and public places under the jurisdiction of Council and within Council boundaries.

3. Definitions

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

LED	Light Emitting Diode
Public Place	Bridge, footpath, court, alley, passage or thoroughfare open to or used by public; or Park, garden, reserve, or other place of public recreational reserve; or Open place to which the public has or is permitted to have access.
Road	A road that has been registered and published in a Northern Territory Gazette Notice as a road under the <i>Control of Roads Act 1953</i> or <i>Local Government Act 2019</i> . Also referred to as Street within this Policy.

4. Policy Statement**4.1. Lighting Standards**

- 4.1.1. All new lighting on Council roads and public places shall be designed in accordance with the requirements of Australian Standard AS/NZS 1158 'Lighting for roads and public spaces', Northern Territory Subdivision Development Guidelines or Litchfield Council's Development and Subdivision Standards, where applicable.
- 4.1.2. The fittings and pole types shall be as approved by Council.

- 4.1.3. The Developer is responsible for new and upgrading works to meet current standards if existing lighting on roads/open space areas is affected by the development.

4.2. Lighting of Road Reserves and Open Space Area

- 4.2.1. Lighting design levels shall be appropriate for the road/public place area classification as agreed with Council in consideration of the specifics of the situation and shall be in accordance with the Northern Territory Subdivision Development Guidelines or Litchfield Council's Development and Subdivision Standards, where applicable.
- 4.2.2. There will not be a program to retrospectively install lighting to existing roads and public places. However, lighting will be installed in these areas where upgrades or other works result in the requirement for lighting, in accordance with this Policy and where viable.
- 4.2.3. Council will not provide street lighting in rights of way easements, battle-axe accesses, or private roads.

4.3. Service Level

- 4.3.1. In conjunction with the applicable power provider, Council will facilitate the provision of appropriate levels of lighting in streets and public places.
- 4.3.2. All lighting shall incorporate LED luminaires and other cost-effective, energy efficient, and sustainable options as relevant, such as smart control systems.
- 4.3.3. Council will progressively replace all non-LED lighting with LED lighting.

4.4. Street Lighting Register

- 4.4.1. A street lighting register will be maintained by Council.

4.5. Street Lighting Inspection and Repair

- 4.5.1. Council will carry out day and night street lighting inspections to identify faulty lights.
- 4.5.2. All faulty lights, either identified by inspections or by members of the public, will be lodged into Council's Customer Request Management (CRM) system and repaired.
- 4.5.3. Inspection and maintenance of lights will be in accordance with Australian Standards.

5. Associated Documents

NT Subdivision Development Guidelines

Litchfield Council Development and Subdivision Standards

INF01 Asset Management

INF05 Sealing of Roads

INF08 Subdivision and Development

6. References and Legislation

Northern Territory Local Government Act 2019

Northern Territory Control of Roads Act 1953

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
20/02/2019	New policy
21/06/2023	Minor amendments to incorporate Northern Territory Subdivision Development Guidelines

Street and Public Lighting **POLICY INF07**

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Policy Type	Council
Responsible Officer	Director of Infrastructure and Operations
Approval Date	20/02/2019
Review Date	19/02/2023

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- 4.5.3. Inspection and maintenance of lights will be in accordance with Australian Standards.

5. Associated Documents

NT Subdivision Development Guidelines

Litchfield Council Development and Subdivision Standards

INF01 Asset Management

INF05 Sealing of Roads

INF08 Subdivision and Development

6. References and Legislation

Northern Territory Local Government Act **2019**

Northern Territory Control of Roads Act **1953**

7. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
20/02/2019	New policy
21/06/2023	Minor amendments to incorporate Northern Territory Subdivision Development Guidelines



COUNCIL REPORT

Agenda Item Number:	13.03.03
Report Title:	Thorak Regional Cemetery – Jewish Section Classification and Fees
Author:	Anthony Van Zeeventer, Cemetery and Park Program Leader
Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	20/06/2023
Attachments:	A: Correspondence from Rabbi Aron B: Jewish Section Agreement Extract C: Jewish Section Layout Plan

Executive Summary

This report presents for Council's approval a change to the Section classification and the associated fees and charges for the Jewish Section of Thorak Regional Cemetery.

Recommendation

THAT Council:

1. receive and note the request from the Chabab of Rural and Regional Australia (RARA) through Rabbi Menachem Aron to facilitate the Jewish community's requirement seeking to have the Jewish Section of Thorak Regional Cemetery changed from a Monument only section to a singular Headstone and singular Plaque section; and
2.
 - a) change the fees and charges in line with the change from a Monument only section to a singular Headstone and singular Plaque section; or
 - b) change the fees and charges for the Jewish section from a Monument only section to a Headstone and Plaque section, in line with existing sections and fees within Thorak Regional Cemetery.

Background

A request from Chabab of Rural and Regional Australia (RARA) to facilitate the Jewish community's requirement seeking to have the Jewish Section of Thorak Regional Cemetery changed from a Monument only section to a singular Headstone and singular Plaque section as opposed to the current fees and singular Headstone and Plaques section. This correspondence is provided as Attachment A.

As per the Jewish Section Agreement, extract as at Attachment B, the Section was classified as a monument section from its inception. The layout plan for the Jewish Section is provided as Attachment C for reference.

Changing the fees and charges in line with the change from a monument only section to a singular headstone and singular plaque section as per the request from RARA, would result in changes being required to the existing section categories and fees within Thorak Regional Cemetery. The existing beam within the Jewish Section can be sold as a mixture of headstone and plaques. The second yet to be constructed beam would be sold on a plaque only basis.

Operationally, changing the fees and charges for the Jewish Section from a monument only section to a headstone and plaque section would remain in line with existing sections and fees within Thorak Regional Cemetery. This would result in both the existing and future construction beam being sold as headstone and plaque plots at the fee of \$6,191 (2022/2023 Fees and Charges).

The table below outlines classification options for the Jewish Section and the associated current fee structure:

Section Type	Cost (2022/2023 Fees and Charges)	Comment
Monument Section	\$8,284 per plot	Current classification of Jewish Section
Singular Headstone and Singular Plaque Section	\$6,191 (Existing Beam) \$4,076 (Future Beam)	Requested classification of Jewish Section by RARA
Headstone and Plaque Section	\$6,191	Officer Recommended Classification of Jewish Section

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

CEM02 Rights of Interment.
CEM03 Memorials.

Risks

Financial

Monument sections fall under the one single section and one single cost of \$8,284 (2022/2023 Fees and Charges) per Exclusive rights of internment. Headstone and Plaque section fall under the one single section and one single cost of \$6,191 (currently) per Exclusive rights of internment. This single cost would apply across the Jewish section.

Under current fees and charges Plaque sections cost \$4,076 per Exclusive rights of internment.

To date there has been no Pre-purchase or at needs purchase for Exclusive Rights of Interment within the Jewish Section.

Community

Low risk as request for change made by the representative on behalf of the Jewish Community.

Community Engagement

Not applicable.



CHABAD OF RARA

RURAL AND REGIONAL AUSTRALIA

chabadofrara.org • 0413 365 770 • info@chabadofrara.org

10 Nov 2022

To: Anthony Van Zeeventer
Cemetery & Parks Program Leader
95 Deloraine Road, Knuckey Lagoon NT 0822
PO Box 446 Humpty Doo NT 0836

Dear Anthony,

Thank you for your letter and action regarding the Jewish section at the Thorak cemetery in Litchfield, NT.

It would be in the best interests of the Jewish community for the designation of the Jewish section to be altered slightly, to thus allow more affordable burials, and to make the area suitable and accessible for all.

The entire purpose of designating the section is to make the option of Jewish burial readily available to the Jewish community in the greater Darwin area. As it stands now, members need to pay significantly more (at the time of writing, in the range of ~\$8,000) to make this choice, versus being buried in the general section, which allows for burials in the range of ~\$4,000.

We would like to propose the following:

The current section remain designated for exclusive Jewish use only.

The section be no longer designated as a monument section.

Jewish people being buried there will not opt for a monument to be erected. Rather:

The section be designated partially as a flat marker section (~\$4,000), and partially as a headstone section (~\$6,000).

This will serve the purpose of making the area as economical as possible for a burial to take place, while still allowing members of the community to erect a headstone, should they decide to do so.

Potentially, a number of rows could be designated as flat marker graves, and a number of rows designated as headstone graves.

All other conditions set out in the original contract dated 30 May 2018 should remain in force.

Knowing the Jewish community in Darwin and having personally visited there on a number of occasions, I believe that this designation would be most welcome, and would enable greater use of the designated area.

I thank you for your action to this matter, and for enabling Jewish people to be buried in accordance with our laws and traditions.

Rabbi Menachem Aron
Director, Chabad of RARA

Chabad of RARA Ltd

RARA Jewish Mobile Public Library

U3 648 Inkerman Rd Caulfield North VIC 3161

ABN 97 611 110 706

ACN 611 110 706

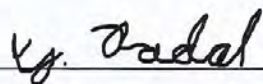


Thorak Regional Cemetery Agreement

It is agreed by the Director of Chabad of Rural and Remote Australia (RARA) and the Board of The Thorak Regional Cemetery that the following criteria will apply to the proposed Jewish Section of the Thorak Regional Cemetery located at 95 Deloraine Road, Knuckey's Lagoon, Northern Territory.

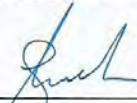
1. The Jewish Section will be distinct from other areas of the cemetery. A fence, hedge, tree line, road or footpath on 3 sides allowing entry on the fourth side.
2. The Chabad of RARA reserves the right to ascertain who may be buried in the Jewish section in accordance with Jewish Law and the NT Cemeteries Act Section 29 (2).
3. Thorak Regional Cemetery will not be responsible for determining whether a person has the right to be buried in the Jewish Section or who can be buried adjacent to each other.
4. Monuments up to 2 metres high may be erected in this area.
5. No flowers or ornaments will be permitted in this area.
6. All burials will have the feet facing the entrance of the section.
7. No cremated remains will be allowed to be placed or interred in the section.
8. Thorak Cemetery Management and staff take no responsibility in ensuring burial rites and traditions such as, but not limited to, the Aron (coffin), ornamentation, the Met (body) or the Tachrichim (shroud) are followed.

Signed on 30 Day of May 2018.

Signed: 

Name: Yosef Rodal

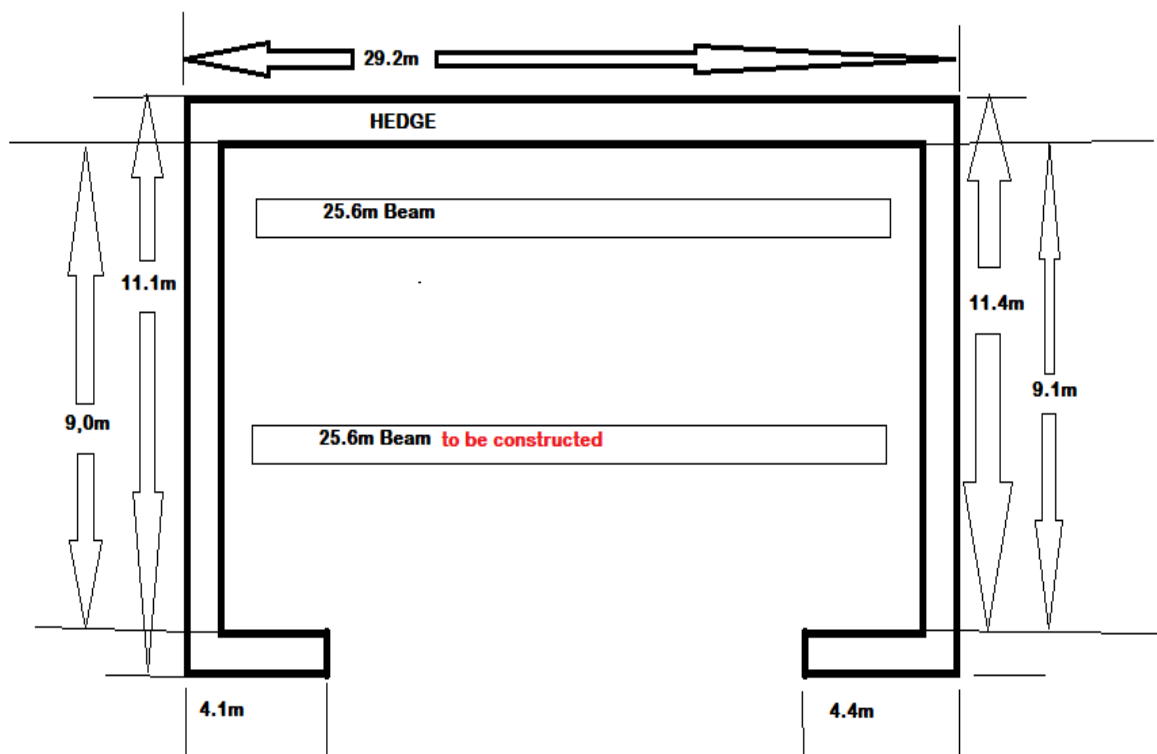
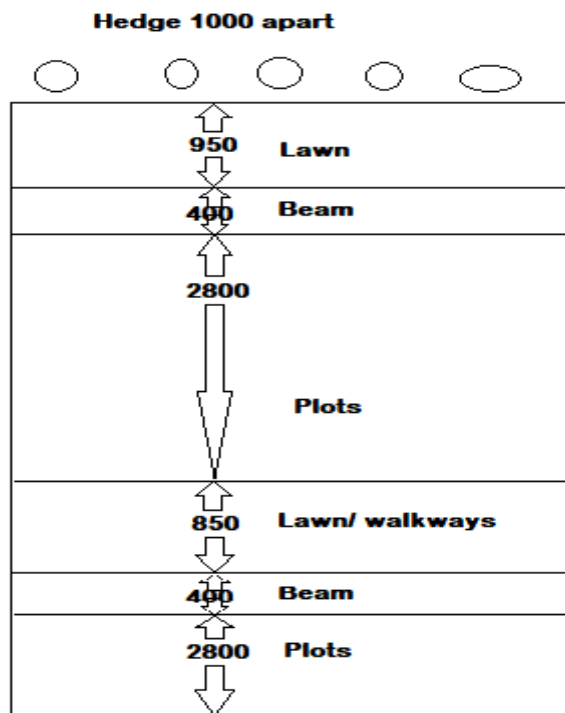
Position: Rabbi/ Director Chabad of RARA

Signed: 

Name: Vicky Wellman

Position: Thorak Cemetery Manager

Jewish Section Layout plan: 40 plots – 2 x 20 , Second beam to be constructed







COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 20 June 2023

14 Other Business

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 Risk Management and Audit Committee Meeting Unconfirmed Confidential Minutes – 31 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(c)(i) information that would, if publicly disclosed, be likely to cause commercial prejudice to, or confer an unfair commercial advantage on, any person.

16 Close of Meeting