



AGENDA

18th Ordinary Council Meeting

11th Council of Litchfield

TUESDAY 21 FEBRUARY 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 21 February 2023

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Public Questions

5.1 Bradley George – Articulated Vehicles

Question: Council's website indicates the following "No articulated vehicles on Strangways Road west of Hayball Road, including from ramps off Stuart Highway at Gonnerman Road to Hayball Road and Forest Drive." Would the council be prepared to change this vehicle restriction to "No articulated vehicles on Strangways Road west of Spencely and east of Spencely including from ramps off Stuart Highway at Gonnerman Road to Hayball Road and Forest Drive and including Freds Pass Road?" Purpose - keep all trucks out of residential areas and on Stuart Hwy and Arnhem Hwy and stop them cutting through from Strangways and parking on Strangways instead of remaining on Spencely. Strangeways from Havlik to Freds Pass are in need of continuous maintenance and repair due to oversize trucks using these roads to access Spencely road.

Answer: Thank you for your question submitted on 23 January, and for your continued interest on matters within the Municipality.

We have assessed your request and I advise that Council's current position remains as per the statement on our website.

Another traffic matter that may be of interest to you is Council's current advocacy seeking a review of the design and function of the Stuart Highway and Bees Creek intersection, there is more information available [here](#).

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 17 January 2023, 7 pages; and
- Ordinary Confidential Council Meeting held Tuesday 17 January 2023, 2 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 17 January 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 Councillor South Ward Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward
Staff	Stephen Hoyne Nicky Davidge Debbie Branson	Chief Executive Officer General Manager Community and Lifestyle Executive Assistant
Public	As per Attendance Register	
Streamed Online via YouTube: https://www.youtube.com/watch?v=3qTdvAiDwSI&t=6434s		

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 6:02pm

The Mayor welcomed members of the public.

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

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Nil.

3.2 Apologies

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

No disclosures of interest declared.

5 CONFIRMATION OF MINUTES

5.1 Confirmation of Minutes

Moved: Cr Wright

Seconded: Cr Harlan

THAT Council confirm the:

- Ordinary Council Meeting minutes held 13 December 2022, 9 pages;
- Ordinary Confidential Council Meeting held Tuesday 13 December 2022, 4 pages; and as a true and accurate record of those meetings.

CARRIED (7-0) ORD2023 11-001

5.2 Council Action Sheet / Business Arising from Previous Meetings

Moved: Deputy Mayor Mackay
Seconded: Cr Harlan

THAT Council receive and note Item 5.2 within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

CARRIED (7-0) ORD2023 11-002

6. PETITIONS

Nil.

7. DEPUTATIONS AND PRESENTATIONS

Nil.

8. PUBLIC QUESTIONS

8.1 Cecilia Coleman – Parkin Road

Ms Coleman questioned when Council was going to upgrade the access to Parkin Road. The question was taken on notice.

8.2 Driveway Upgrades – Pioneer Drive

Ms Coleman questioned the priority listing for driveway upgrade. The question was taken on notice.

9. ACCEPTING OR DECLINING LATE ITEMS

Nil.

10. NOTICES OF MOTION

Nil.

11. MAYORS REPORT

Moved: Mayor Barden
Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 14 December 2022 to 17 January 2023.

CARRIED (7-0) ORD2023 11-003

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Nil.

13. WORK TEAM PRESENTATION

Nil.

14. OFFICERS' REPORTS

14.01 Business Excellence

14.01.01 Litchfield Council Finance Report – December 2022

Moved: Cr Harlan
Seconded: Cr Wright

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

CARRIED (7-0) ORD2023 11-004

14.01.02 People Performance and Governance Monthly Report – December 2022

Moved: Cr Sharp
Seconded: Cr Harlan

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

CARRIED (7-0) ORD2023 11-005

14.01.03 GOV03 Privacy Policy

Moved: Cr Sidey
Seconded: Deputy Mayor Mackay

THAT Council adopt draft policy GOV03 Privacy, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

CARRIED (7-0) ORD2023 11-006

14.01.04 GOV07 Recording of Meetings Policy

Moved: Cr Salter
Seconded: Cr Sharp

THAT Council adopt draft policy GOV07 Recording of meetings, at Attachment A, and authorise the Chief Executive Officer to make minor amendments.

CARRIED (7-0) ORD2023 11-007

14.02 Council Leadership & Community Services

14.02.01 Community and Lifestyle Monthly Report – December 2022

Moved: Cr Wright

Seconded: Cr Sharp

THAT Council note the Community and Lifestyle Report for December 2022.

CARRIED (7-0) ORD2023 11-008

14.02.02 Municipal Plan 2022 – 2023 Quarterly Performance Review October – December 2022

On behalf of the Council, Mayor Barden congratulated the staff who were award recipients mentioned within the report.

Moved: Cr Salter

Seconded: Cr Harlan

THAT Council receive the Municipal Plan 2022-23 Quarterly Performance Report for the second quarter ending 31 December 2022.

CARRIED (7-0) ORD2023 11-009

14.02.03 Ordinary Council Meetings – Order of Business

Moved: Cr Sidey

Seconded: Deputy Mayor Mackay

THAT Council adopts the amended agenda format, outlined in this report, as the format for all agendas produced for the Ordinary Council Meetings.

CARRIED (7-0) ORD2023 11-010

14.03 Infrastructure and Operations

14.03.01 Summary Planning and Development Report December 2022

Moved: Cr Sharp

Seconded: Cr Wright

THAT Council:

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

CARRIED (7-0) ORD2023 11-011

14.03.02 Guys Creek Road Land Acquisition and Road Opening

Moved: Deputy Mayor Mackay

Seconded: Cr Wright

THAT Council:

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.

CARRIED (6-1) ORD2023 11-012

15. OTHER BUSINESS

Nil.

16. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay

Seconded: Cr Sidey

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

16.01 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(e) information provided to the council on condition that it be kept confidential.

16.02 Mira Square Community Building

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

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

CARRIED (7-0) ORD2023 11-013

The meeting moved to Confidential Session at 7:07pm.

Moved: Deputy Mayor Mackay

Seconded: Cr Harlan

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

CARRIED (7-0) ORD2023 11-015

The meeting moved to Open Session at 7:51pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 7:52pm.

18. NEXT MEETING

Tuesday 21 February 2023.

MINUTES TO BE CONFIRMED

Tuesday 21 February 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 February 2023

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors 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:	21/02/2023
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 18 January 2023 to 21 February 2023.

Summary

Date	Event
19 January 2023	Inpex Meeting
20 January 2023	Humpty Doo Bowls Club – New Signage – Photo Opportunity
26 January 2023	Australia Day Event Litchfield
	Citizenship Ceremony City of Palmerston
30 January 2023	CEO Performance Appraisal and Remuneration Review Committee Meeting
2 February 2023	Lay Group – Arnhem Highway
7 February 2023	Strategic Discussion and Briefing Session
8 February 2023	ABC Radio – Head Honcho
11 February 2023	Budget Workshop #1
14 February 2023	First Sitting of Parliament
15 February 2023	DIPL – Road Safety in Litchfield
19 February 2023	Bombing of Darwin Ceremony
20 February 2023	Bombing of Darwin Ceremony – Adelaide River
	Berry Springs Primary School – What Makes a Good Leader
21 February 2023	Ordinary Council Meeting

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 February 2023

12 Reports from Council Appointed Representatives

Meeting	Representative
Howard Park Reserve Committee Meeting	Cr Salter
Knuckey Lagoon Reserve Committee Meeting	Cr Wright
CEO Performance Appraisal and Remuneration Review	Mayor Barden
Committee Meeting (<i>refer to Confidential Section</i>)	Cr Wright
	Cr Harlan
	Cr Sharp

13 Officers Reports

14.01 Business Excellence

- 13.01.01 Litchfield Council Finance Report – January 2023
- 13.01.02 People Performance and Governance Monthly Report
January 2023

13.02 Council Leadership & Community

- 13.02.01 Community and Lifestyle Monthly Report – January 2023
- 13.02.02 Howard Park and Knuckey Lagoon Recreation Reserve
Committee Meeting
- 13.02.03 Local Government Association of the Northern Territory
Executive Board Nomination – Casual Vacancy

13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report January 2023



COUNCIL REPORT

Agenda Item Number:	13.01.01
Report Title:	Litchfield Council Finance Report – January 2023
Author:	Gayathri Sivaraj, Manager Corporate Services
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	21/02/2023
Attachments:	A: Litchfield Council Finance Report – January 2023

Executive Summary

This report presents the Litchfield Council Finance Report for 31 January 2023. The report reflects the NT Government mandated format. Budget 2022/23 figures have been updated with recently adopted first budget review movements.

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

Rates outstanding have decreased compared to the prior month in line with the second instalment falling due at the end of November. Outstanding rates will continue to decline as instalments fall due and Council implements rates recovery initiatives.

Recommendation

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

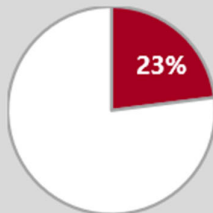


Finance Report

January 2023

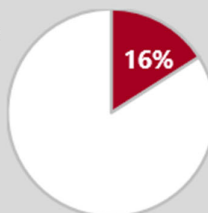
JAN 2023

DASHBOARD REPORTING



Asset Sustainability Ratio*

Capital Expenditure
Actuals \$ 2.34m
Target – 46%



Rates Outstanding

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

\$ 16.62m

OPERATIONAL REVENUE

\$20.33m Budget – 82% Target Achieved

\$ 2.08m

CAPITAL REVENUE

\$ 5.98m Budget

\$ 9.67m

OPERATIONAL EXPENSES

\$17.38m Budget – 56% Spent

\$ 2.34m

CAPITAL EXPENSES

\$ 12.80m Budget

\$ 6.95m

OPERATING SURPLUS

Budget \$ 2.94m

\$ (0.25)m

CAPITAL DEFICIT

Budget (\$ 6.8m)

RATIOS

23%

Asset Sustainability
Target 46% and more

16%

Rates Outstanding
Target less than 18%

68%

Own Source Revenue Ratio
Target 96% and more

10.23

Current Ratio
Target 1 and more

0

Debt Service Ratio
Target less than 1



Current Cash Investments

\$ 23.3m

1 of 20

Budgeted Capital Programs
2022/23
\$0.205m Spent (3.20%)

2 of 4

Additional Capital Programs
2022/23
\$0.140m Spent (5.65%)

5 of 16

Carry Forward Programs
from 2021/22-\$1.992m
Spent (65.62%)

\$11.18m

Budgeted Cash
Reserves June 2023

Not Achieved

Achieved

Budgeted to be Achieved

Achieved

Achieved

*The movement between December to January month end : The depreciation has increased at a higher rate since December than the actual expenditure movement in asset renewal

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET

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

Table 1.1 Monthly Income and Expenditure Statement

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
OPERATING INCOME				
Rates	13,770,384.81	8,015,438.38	(5,754,946.44)	13,740,751.50
Charges	182,923.85	99,516.67	(83,407.18)	170,600.00
Fees and Charges	1,132,814.58	1,088,110.49	(44,704.09)	1,865,332.27
Operating Grants and Subsidies	1,004,550.00	2,354,136.75	1,349,586.75	4,035,663.00
Interest / Investment Income	467,559.21	246,750.00	(220,809.21)	423,000.00
Other Income	57,310.61	53,258.33	(4,052.28)	91,300.00
TOTAL OPERATING INCOME	16,615,543.06	11,857,210.62	(4,758,332.44)	20,326,646.77
OPERATING EXPENDITURE				
Employee Expenses	4,065,160.11	4,122,833.65	57,673.54	7,067,714.83
Materials and Contracts	5,091,459.39	5,481,649.83	390,190.44	9,397,114.00
Elected Member Allowances	124,714.87	145,590.50	20,875.63	291,181.00
Elected Member Expenses	38,245.97	29,027.60	(9,218.37)	49,761.60
Council Committee & LA Allowances	959.00	2,333.33	1,374.33	4,000.00
Council Committee & LA Expenses	-	-	-	-
Depreciation, Amortisation, and Impairment	4,894,166.67	4,894,166.67	-	8,390,000.00
Interest Expenses	47.20	-	(47.20)	-
Other Expenses	346,268.46	333,355.17	(12,913.29)	571,466.00
TOTAL OPERATING EXPENDITURE	14,561,021.67	15,008,956.75	447,935.08	25,771,237.43
OPERATING SURPLUS / DEFICIT	2,054,521.39	(3,151,746.13)	(5,206,267.53)	(5,444,590.66)

Table 1.2 Monthly Operating Position

	YTD Actuals \$	YTD Budget \$	YTD Variance \$	Annual Budget \$
BUDGETED OPERATING SURPLUS / DEFICIT	2,054,521.39	(3,151,746.13)	(5,206,267.53)	(5,444,590.66)
Remove NON-CASH ITEMS				
Less Non-Cash Income	-	-	-	-
Add Back Non-Cash Expenses	4,894,166.67	4,894,166.67	-	8,390,000.00
TOTAL NON-CASH ITEMS	4,894,166.67	4,894,166.67	-	8,390,000.00
Less ADDITIONAL OUTFLOWS				
Capital Expenditure	2,337,376.97	7,470,094.83	5,132,717.86	12,805,876.86
Borrowing Repayments (Principal Only)	-	-	-	-
Transfer to Reserves	-	-	-	-
Other Outflows	-	-	-	-
TOTAL ADDITIONAL OUTFLOWS	(2,337,376.97)	(7,470,094.83)	(5,132,717.86)	(12,805,876.86)
Add ADDITIONAL INFLOWS				
Capital Grants Income	1,767,777.00 ¹	3,314,274.25	1,546,497.25	5,681,613.00
Prior Year Carry Forward Tied Funding	-	-	-	-
Other Inflow of Funds	317,096.88 ²	175,000.00	(142,096.88)	300,000.00
Transfers from Reserves	-	3,980,820.58	3,980,820.58	6,824,263.86
TOTAL ADDITIONAL INFLOWS	2,084,873.88	7,470,094.83	5,385,220.95	12,805,876.86
NET OPERATING POSITION	6,696,184.97	1,742,420.53	(4,953,764.44)	-

¹ Grant funds received from LRCI Phase 2 & 3

² Developer Contribution payments received for subdivisions

Operating Position by Department

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

	2022/23 YTD Actuals	2022/23 Budget Review 1	% Of Budget
REVENUE	\$	\$	
Council Leadership	22,515.00	-	-
Corporate	33,582.71	-	-
Information Services	-	-	-
Finance & Customer Service	11,171,750.73	11,692,107.00	95.55%
Infrastructure & Assets	524,237.30	3,123,862.00	16.78% ³
Waste Management	3,335,785.38	3,354,035.77	99.46%
Community	95,308.08	113,700.00	83.82%
Community - Library	408,718.59	420,392.00	97.22%
Mobile Workforce	-	-	-
Regulatory Services	184,853.56	172,150.00	107.38%
Thorak Cemetery	838,791.71	1,450,400.00	57.83%
TOTAL REVENUE	16,615,543.06	20,326,646.77	81.74%
EXPENSES			
Council Leadership	606,324.73	1,214,859.66	49.91%
Corporate	363,143.02	770,105.55	47.15%
Information Services	306,852.28	722,772.42	42.45%
Finance & Customer Service	1,005,211.52	1,666,459.98	60.32% ⁴
Infrastructure & Assets	1,682,694.31	3,411,391.96	49.33%
Waste Management	2,558,799.32	3,961,785.22	64.59% ⁵
Community	1,220,290.46	1,942,266.70	62.83% ⁶
Community - Library	228,257.88	694,538.89	32.86%
Mobile Workforce	688,738.61	1,249,136.12	55.14%
Regulatory Services	363,708.06	656,816.37	55.37%
Thorak Cemetery	642,834.81	1,091,104.56	58.92%
TOTAL EXPENSES	9,666,855.00	17,381,237.43	55.62%
OPERATING RESULT	6,948,688.06	2,945,409.34	235.92%

³ Grant funds are yet to be received.

⁴ Includes full year insurance payments.

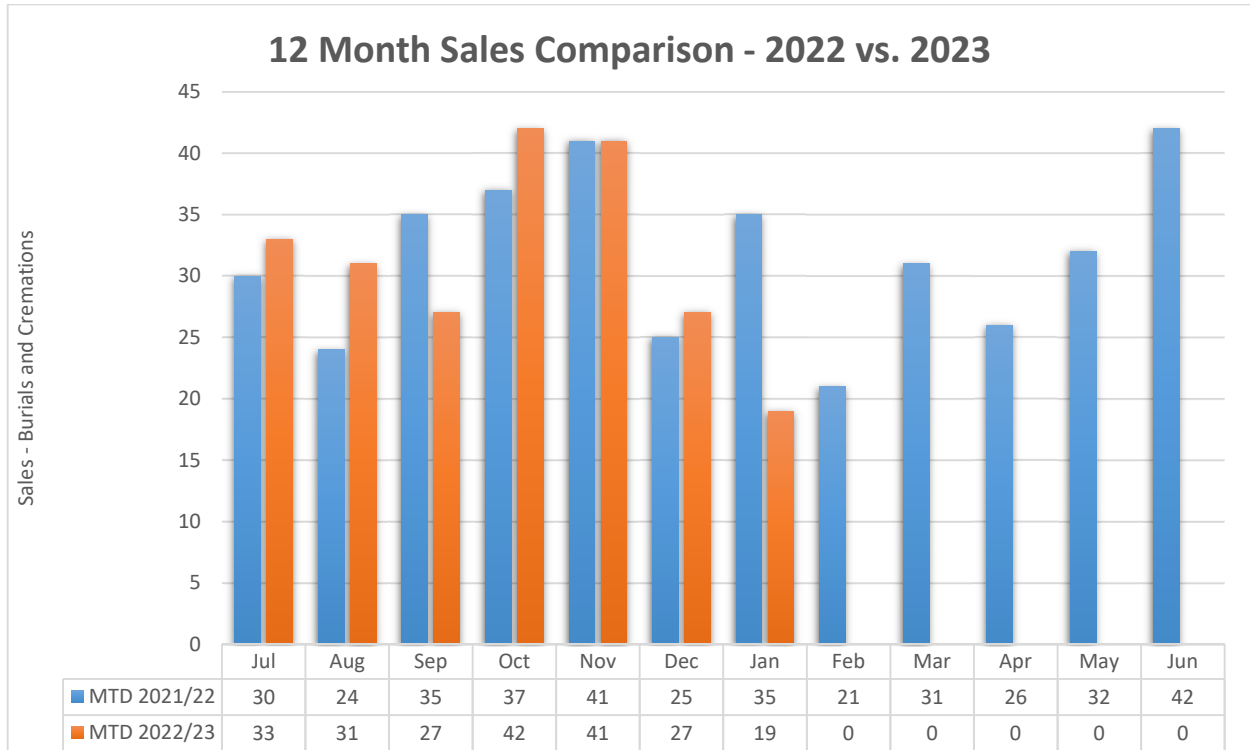
⁵ Includes RFQ22-309 Asbestos Remediation Works

⁶ Includes quarterly reserve payments.

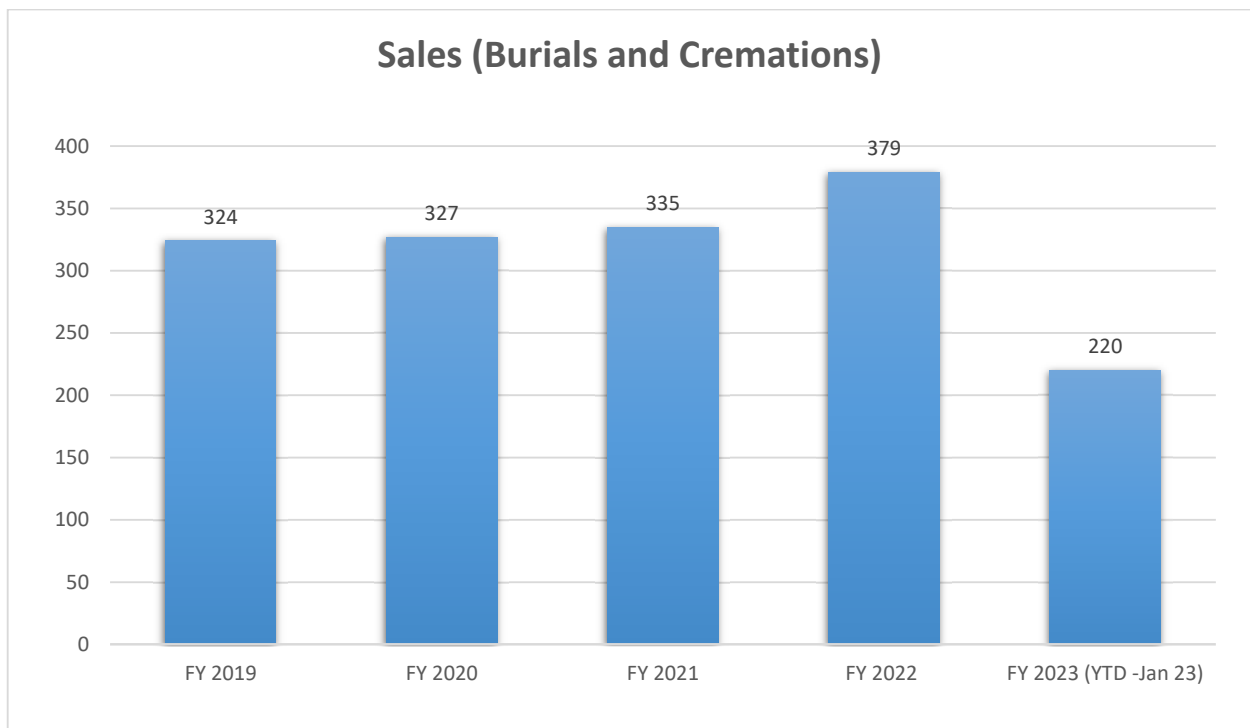
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 220 interments and cremations, a decrease of 7 from the same time last year.

Below is a comparison by month against last year:



Below present, a sales comparison over the last five years, average over the five years including 2023 year to date is 317.



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	454,856.41	439,288.66	(15,567.75)	753,066.27
Infrastructure (including roads, footpaths, park furniture)	1,611,340.91	6,514,188.25	4,902,847.34	11,167,179.85
Plant and Machinery	271,179.65	516,617.93	245,438.28	885,630.74
Fleet				
Other Assets (including furniture and office equipment)		-	-	-
Leased Land and Buildings		-	-	-
Other Leased Assets		-	-	-
TOTAL CAPITAL EXPENDITURE	2,337,376.97	7,470,094.84	5,132,717.87	12,805,876.86
TOTAL CAPITAL EXPENDITURE FUNDED BY:				
Operating Income (amount allocated to fund capital items)	-	-	-	-
Capital Grants	1,767,777.00	3,314,274.25	1,546,497.25	5,681,613.00
Transfers from Cash Reserves	-	3,980,820.58	3,980,820.58	6,824,263.86
Borrowings	-	-	-	-
Sale of Assets (including trade-ins)	-	-	-	-
Other Funding	317,096.88	175,000.00	(142,096.88)	300,000.00
TOTAL CAPITAL EXPENDITURE	2,084,873.88	7,470,094.83	5,385,220.95	12,805,876.86
FUNDING				

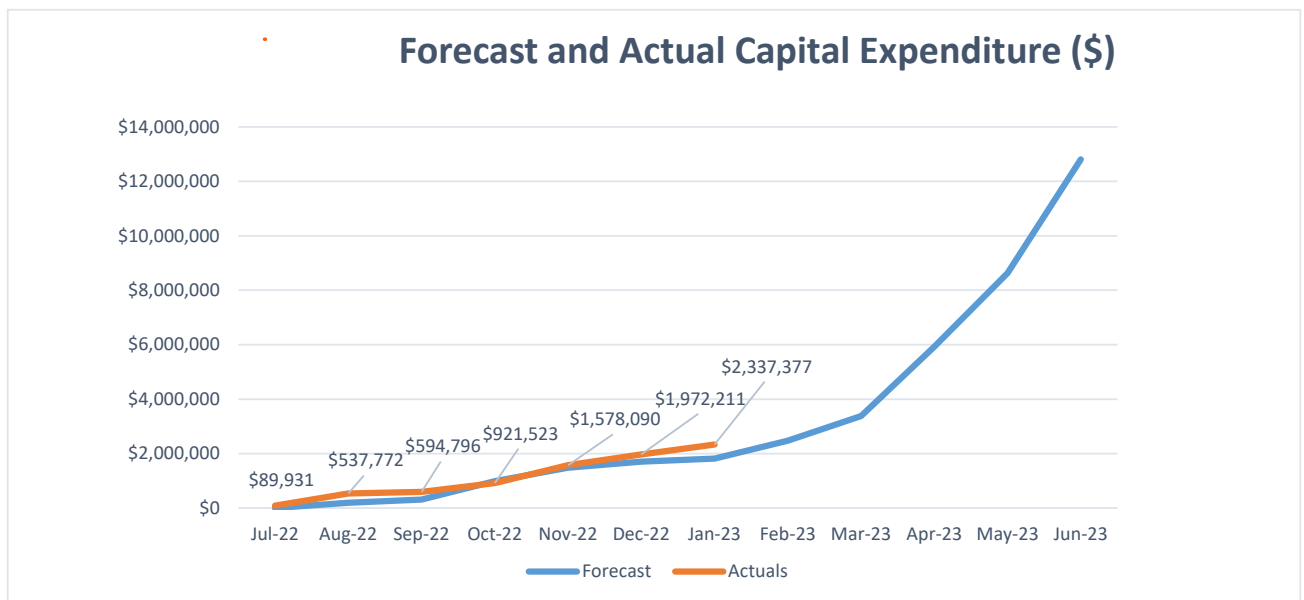


Table 2.2 Monthly Report on Planned Major Capital Works

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 after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Road Seal Renewal	-	-	-	1,000,000.00	1,000,000.00	0.00%	May-23	Project Planning	Roads identified for reseal will be as per Priority list. The Priority list will be reconfirmed post 2022 road seal inspections. SOW will go out to Tender Nov - Jan. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023.
2	Roads	<i>Pavement Renewal</i>	-	-	-	533,429.00	533,429.02	0.00%	May-23	Discontinued	<i>Council have deferred project till further notice.</i>
3	Roads	Forward Design of Road Projects- Road Safety - Intersection Upgrades	-	-	-	23,608.80	23,608.80	0.00%	Nov-22	Project Initiation	Design scope awarded to GHD. Work completion due April. Draft report received 2 Feb.
		Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade	-	-	-	70,826.40	70,826.40	0.00%	Oct-22	Commenced	Design Work Only - SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted Note: Project informs execution. Project is a Priority 1 due to linking with execution budgeted in 22-2023
		Forward Design of Road Projects- Mala Plains- Mulgara Road drainage	-	-	-	70,826.40	70,826.40	0.00%	Nov-22	Deliver	Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											storm events. WRM are completing flood modelling.
		Forward Design of Road Projects- Hillier Road	-	17,740.00	17,740.00	23,608.80	5,868.80	75.14%	Oct-22	Complete	Works Completed
		Forward Design of Road Projects- project yet to identified	-	-	-	61,129.60	61,129.60	0.00%	TBC	-	-
4	Roads	Gravel Surface Renewal- Gravel Rd Reheating - Priority List	-	-	-	300,000.00	300,000.00	0.00%	Apr-23	Project Planning	Roads identified for gravel re sheeting, will be as per Priority list. The Priority list will be reconfirmed post 2022 road inspections. Execution to be completed with Period Contractor in 2023 post Wet Season. Pre-wet season inspections completed Oct 22. Job scheduled for 2nd Week of December
5	Roads	Gravel Road Sealing-Guys Creek Road	-	-	-	1,250,000.00	1,250,000.00	0.00%	Jun-23	Project Planning	Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Byrne to complete design based original design (Design was On Hold pending due to Land Acquisition)
6	Roads	Road Safety Upgrades- Whitewood Road - Wadham Lagoon	-	-	-	500,000.00	500,000.00	0.00%	May-23	Project Planning	Wire Barrier and walkway Asphalt Scoped.
7	Roads	Road Safety Upgrades - (other)- School Safety Audit Priority List	-	-	-	100,000.00	100,000.00	0.00%	Jan-23	Project Planning	Budget Allocated for school safety upgrades. School safety audit has been carried out by Cardno and reviewed by Council pending Corrective Action Report. Recommendation and Priority

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											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%	Apr-23	Project Planning	Budget allocated for Power Road - Pioneer Road intersection upgrades. SOW and Design works are as per Pioneer Road- Power Road intersection design upgrade, relocate a Power Pole, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted.
9	Roads	Road Safety Upgrades - Shoulder Widening-- Priority List	-	-	-	100,000.00	100,000.00	0.00%	Apr-23	Project Planning	Priority List developed. Works are being scoped.
10	Drainage	Drainage Renewal-Priority List - Jarvis Road	-	49,629.48	49,629.48	100,000.00	50,370.52	49.63%	Nov-22	Project Planning	Initial Drainage work completed. Road Crossing design due early Feb.
		<i>Drainage Renewal-Priority List - Elizabeth Valley - Horsnell Road Intersection</i>	-	-	-	<i>100,000.00</i>	<i>100,000.00</i>	<i>0.00%</i>	<i>Nov-22</i>	<i>Discontinued</i>	<i>WRM provided flood assessment report is finalised.</i>
11	Drainage	Drainage Upgrade - Floodway's-Girraween Road Floodway Upgrade	-	-	-	350,000.00	350,000.00	0.00%	May-23	Project Planning	Shoulder Widening & Power Pole guard rail
12	Drainage	Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades	-	-	-	350,000.00	350,000.00	0.00%	Jun-23	Project Planning	WRM Water & Environmental completing Flood modelling and option analysis. Road Crossing upgrade creek culvert design to be developed and delivered by Mid-Feb
13	Buildings	Council Administration- Council Building - AC Replacement Building Renewal	-	-	-	80,000.00	80,000.00	0.00%	Feb-23	Project Planning	AC Assessment completed. SOW developed. Three quotes to be sourced.
14	Buildings	Thorak Cemetery Asset Renewal-As per AMP	-	48,654.54	48,654.54	83,000.00	34,345.46	58.62%	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

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Quotes are being sought with works to be scheduled once quotes finalised. cashflow projections being determined. Forecasting Pending.
15	Buildings	Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS	-	-	-	35,000.00	35,000.00	0.00%	TBC	Project Planning	Signage not proceeding at request of Mayor. Update of weighbridge and waste recording software which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails - Scheduled for Jan 2023 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	-	-	-	355,000.00	355,000.00	0.00%	TBC	Project Planning	Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget after BR1 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											figure is inclusive of cemetery and waste vehicles.
		Plant/Vehicle Replacement-Cemetery	-	62,181.71	62,181.71	25,000.00	(37,181.71)	248.73%	TBC	Project Planning	Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki.
		Plant/Vehicle Replacement-Waste	-	-	-	230,000.00	230,000.00	0.00%	TBC	Project Planning	PO created and machine ordered) serial No provided by supplier. Expect Delivery Feb 2023
20	Admin	Capitalisation of Salaries	-	-	-	306,000.00	306,000.00	0.00%	Jun-23	Ongoing	Finance Team - EOY Settlement
		Subtotal	-	205,222.40	205,222.40	6,417,429.00	6,212,206.60	3.20%			

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 \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
1	Roads	Gravel Road Sealing- Aldridge Street	-	35,251.29	35,251.29	2,071,858.00	2,036,606.71	1.70%	Jun-23	Project Planning	<p>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.</p> <p>Design underway with Byrne Consultants at 70% completion. Finalise design due end Feb.</p>
		Gravel Road Sealing-Collett Street	-	-	-						
		Gravel Road Sealing-Riverside Street	-	-	-						
2	Community	Mira Square Development- Construction of a new playground	-	19,500.00	19,500.00	70,000.00	50,500.00	27.86%	TBC	Project Planning	Works commenced Monday 6 February. Area is being prepared; shade structure installed. Awaiting arrival of playground equipment.
		Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green	-	5,570.00	5,570.00	35,000.00	29,430.00	15.91%	TBC	Project Planning	Shelter installation scheduled for first week in March 2023, BBQ arrival and installation scheduled for first week in April 2023.
		Bicycle & Walking Paths Howard Park Recreation Reserve	-	-	-	30,000.00	30,000.00	0.00%	TBC	Complete	Project complete. (Invoices are pending until sealing and asphalt work completed)
		Installation of power and lighting to existing storage shed at Knuckey Lagoon	-	18,000.00	18,000.00	20,000.00	2,000.00	90.00%	TBC	Completed	Project complete.
		Livingstone Recreation Reserve Carpark	-	6,840.00	6,840.00	30,000.00	23,160.00	22.80%	TBC	Project Planning	Consultant has drafted designs and Council is currently liaising with the

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		upgrade. Lining and expansion.									Livingstone Recreation Reserve Committee. Design is at 30% has been reviewed.
		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. 1. Thorak Cemetery 2.Howard Park Recreation Reserve 3.Knuckey Lagoon Recreation Reserve 4.Humpty Doo Village Green	-	-	-	100,000.00	100,000.00	0.00%	TBC	Project Planning	Project Scoping will start in October 2022. Planning - November 2022 Execution - January to April 2023
3	Community	Knuckey Lagoon Recreation Reserve Electrical Repairs	-	54,614.00	54,614.00	60,000.00	5,386.00	91.02%	Dec-22	Complete	Project complete(waiting for the final invoice)
4	Waste	Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station	-	-	-	45,000.00	45,000.00	0.00%	Dec-22	Complete	Project complete(project invoices will allocate from operational expense to Capital Expense in Feb month end)
		Subtotal	-	139,775.29	139,775.29	2,471,858.00	2,332,082.71	5.65%			

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 \$	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	1. Air conditioner has been installed minor tidy up works to be completed. 2. Garden Upgrade - Completed 3.Carpark awarded - Completed
		Council Administration Building Renewal- Disability Access	-	-	-	30,000.00	30,000.00	0.00%	Oct-22	Delivery	Disability Access: Installation of Sliding Glass Entry Doors at Litchfield Council Office. Contractor awarded. Doors on order.
		Council Administration Building Renewal- External storage or Car park	34,137.64	550.00	34,687.64	35,796.00	1,108.36	96.90%	Nov-22	Planning	External storage and / or car shed
2	Pathways	Pathway Renewal- Whitewood Road - Stage 3	93,761.84	-	93,761.84	180,000.00	86,238.16	52.09%	Jun-22	Completed	Pathway completed.
3	Roads	Forward Planning & Design-Forward Design Works: Guys Creek Road Design Elizabeth Valley Road Floodway upgrade Thorngate Road Pavement Rehab Whitewood Road Widening at Wadham Lagoon	80,381.85	50,752.40	131,134.25	350,000.00	218,865.75	37.47%	Jun-22	Delivery	Guys Creek Road Design - 60% Design Complete - ON HOLD Pending Land Acquisition Elizabeth Valley Road Floodway upgrade - To be released Thorngate Road Pavement Rehab - Commence

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Various arterial roads intersection upgrades									Assessment and design. Whitewood Road Widening at Wadham Lagoon - 100% of Design Complete.
4	Roads	Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads	351,098.81	905,681.92	1,256,780.73	1,921,154.85	664,374.12	65.42%	Sep-22	Delivery	Phase 1 Completed Phase 2 - Completed LRCI Phase 2 - Reseal Various Roads identified via condition-based Priority list - Tenders have been awarded to Downer Edi Works Pty Ltd.80% work complete. Original contract terminated due to not being able to meet time of completion. 4 sections of roads remained unsealed. New contract commenced with F & J Bitumen Services Pty Ltd
5	Roads	Gravel Road Sealing -Guys Creek Road	64,088.16	-	64,088.16	500,000.00	435,911.84	12.82%	Jun-22	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

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											original design (Design was On Hold pending due to Land Acquisition)
6	Roads (Roads Safety Upgrades)	Girraween Road - McMinns Dve Intersection Upgrades	78,264.62	98,830.00	177,094.62	454,910.00	277,815.38	38.93%	Apr-23	Planning	RFQ21-297 Girraween Road Safety Upgrades - Design 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	124,635.00	32,248.65	74.13%	Sep-22	Complete	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

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
		Road Safety Upgrades - 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	330,500.00	406,253.19	375,000.00	(31,253.19)	108.33%	Oct-22	Delivery	Lock upstage
8	Buildings	Reserve Building Renewal and compliance- Fred's Pass - Compliance works	-	-	-	20,000.00	20,000.00	0.00%	TBC	Planning	Audit details received - review in progress.
9	Fleet	Waste Vehicle Replacement	140,584.32	183,657.20	324,241.52	390,874.32	66,632.80	82.95%	TBC	Delivery	PO has been raised pending backhoe. Vehicle under construction at Hastings Deering with expected delivery by EOM August 2022.
10	Fleet	Cemetery Vehicle Replacement	49,249.04	25,340.74	74,589.78	74,589.78	-	100.00%	Feb-23	Delivery	Kubota Tractor ETA 23/02/23 & Iseki Mower awaiting delivery
11	Buildings	Community Hall	63,437.90	-	63,437.90	100,000.00	36,562.10	63.44%	Jan-22	Discontinued	Project funding has been allocated to LCRI Reseal various Roads.
12	Community	Thorak Cemetery - Irrigation Grant	86,875.00	49,365.26	136,240.26	153,805.00	17,564.74	88.58%	TBC	Delivery	Fully grant funded project, delays due to wet season weather and contractors secured other work. Negotiations currently being undertaken for works to be

	Class of Assets	Municipal Plan Program	Total Prior year(s) Actuals \$	FY 22/23 YTD Actuals \$	Total Actuals \$	Total Approved Budget \$	Total yet To Spend \$	Budget Spent %	Scheduled Completion Date	Project Stage	Status Update
											completed EOM September 2022.
13	Mobile Workforce	Two spray Tank units (replacement)	-	23,881.28	23,881.28	25,000.00	1,118.72	95.53%	Sep-22	Completed	MWF weed spraying units. Purchase orders complete.
14	Community	Humpty Doo Village Green irrigation	-	-	-	20,000.00	20,000.00	0.00%	TBC	Delivery	Irrigation project underway.
15	Roads	Power Road Floodway	465,273.37	268,835.28	734,108.65	763,292.63	29,183.98	96.18%	Aug-22	Completed	
16	Roads	Street Lighting Replacement	11,625.00	-	11,625.00	30,000.00	18,375.00	38.75%	Dec-22	Completed	
			1,680,067.09	1,992,379.28	3,672,446.37	5,596,656.58	1,924,210.21	65.62%			

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 JAN 2023	YTD Actuals \$	Note Reference*
ASSETS		
Cash at Bank		(1)
Tied Funds	23,325,545.33	
Untied Funds	2,449,624.29	
Accounts Receivable ⁷		
Trade Debtors	144,160.24	(2)
Rates & Charges Debtors	3,885,755.61	
Other Current Assets	309,458.87	
TOTAL CURRENT ASSETS	30,114,544.34	
Non-Current Financial Assets	6,649,360.74	
Property, Plant and Equipment	401,189,263.90	
TOTAL NON-CURRENT ASSETS	407,838,624.64	
TOTAL ASSETS	437,953,168.98	
LIABILITIES		
Accounts Payable ⁸	1,339,002.47	(3)
ATO & Payroll Liabilities	27,432.66	(4)
Current Provisions	652,131.00	
Accruals	963,727.83	
Other Current Liabilities	6,150.00	
TOTAL CURRENT LIABILITIES	2,988,443.96	
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	3,348,276.84	
NET ASSETS	434,604,892.14	
EQUITY		
Asset Revaluation reserve	403,911,497.62	
Reserves	21,367,126.98	
Accumulated Surplus	9,326,267.54	
TOTAL EQUITY	434,604,892.14	

⁷ Includes Allowance for Doubtful debt.

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

Note 1: Details of Cash and Investments Held

Investment Schedule

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

Counter Party	Date Invested	Invested Amount	Interest rate	Maturity Date	Days Invested	Institution Totals	% Counter party	Expected return to Maturity Date
Bendigo (S&P A2)	10/08/2022	1,000,000.00	3.40%	4/04/2023	237	4,000,000.00	17.15%	22,076.71
	3/10/2022	1,000,000.00	4.15%	20/06/2023	260			29,561.64
	13/10/2022	1,000,000.00	4.00%	4/07/2023	264			28,931.51
	11/01/2023	1,000,000.00	4.50%	10/10/2023	272			33,534.25
Commonwealth (S&P A1+)	11/05/2022	1,000,000.00	2.64%	7/02/2023	272	7,825,545.33	33.55%	19,673.42
	24/05/2022	1,000,000.00	2.62%	21/02/2023	273			19,596.16
	5/07/2022	1,500,000.00	3.48%	21/03/2023	259			37,040.55
	26/10/2022	2,000,000.00	4.20%	11/07/2023	258			59,375.34
	8/12/2022	1,000,000.00	4.22%	5/09/2023	271			31,332.05
	24/01/2023	1,000,000.00	4.36%	24/10/2023	273			32,610.41
	13/01/2023	325,545.33	4.47%	24/10/2023	284			11,322.56
Defence Bank A-2	3/10/2022	1,000,000.00	4.00%	6/06/2023	246	3,000,000.00	15.01%	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+)	22/06/2022	500,000.00	3.37%	7/03/2023	258	6,000,000.00	25.72%	11,910.41
	23/08/2022	1,000,000.00	3.59%	18/04/2023	238			23,408.77
	6/09/2022	1,500,000.00	3.70%	9/05/2023	245			37,253.42
	12/10/2022	1,000,000.00	3.94%	27/06/2023	258			27,849.86
	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
Westpac (S&P A1+)	21/09/2022	2,000,000.00	3.44%	23/05/2023	244	2,000,000.00	8.57%	45,992.33
TOTAL INVESTMENTS		23,325,545.33				23,325,545.33	100%	634,680.89

% of Total Investment Portfolio	A1 & A1+ (max 100%)	68%	A2 (max 60%)	32%	100%
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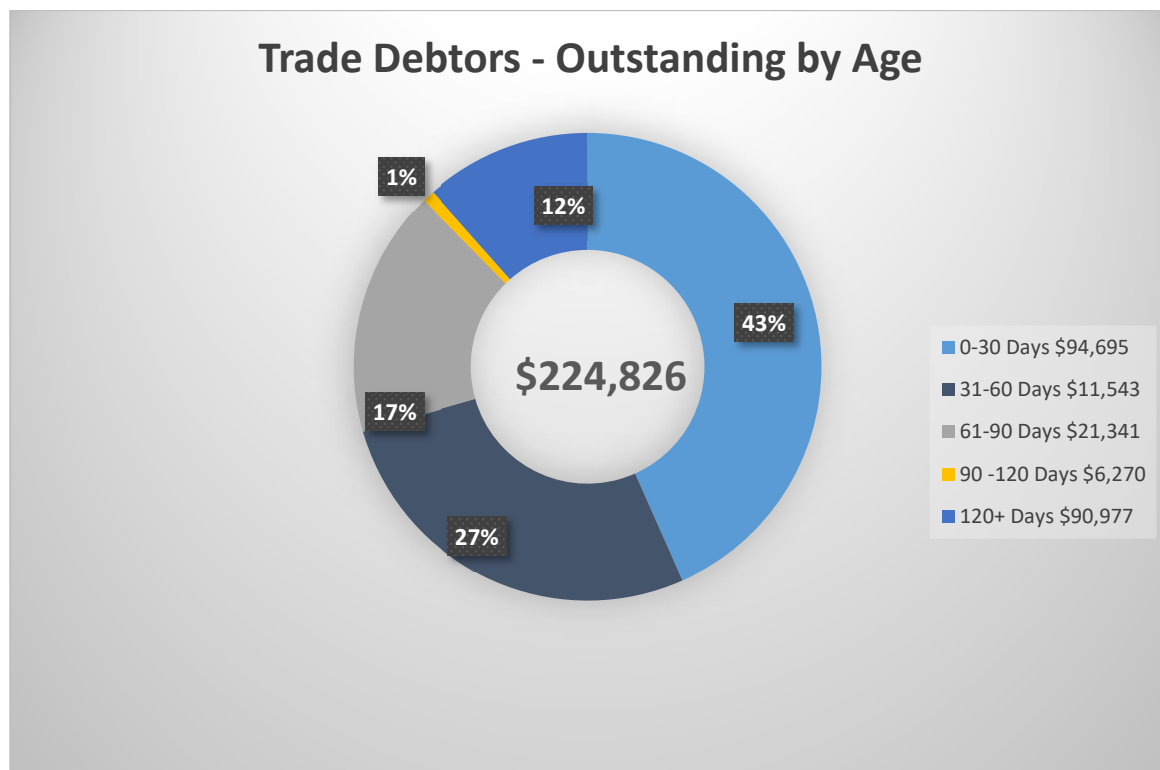
Total Investments/ Tied Funds	\$ 23,325,545.33	Total Year to date Investments Earnings	\$ 312,376.11
General Bank Funds	\$ 2,448,349.29		
Council Till and Petty Cash float	\$ 1,275.00		
Total Untied Funds	\$ 2,449,624.29		
Total all funds	\$ 25,775,169.62		

Note 2: Statement of Trade Debtors

Total Debtors as of 31 January 2023 is \$224,826 and \$90,977.44 of these are outstanding over 90 days. \$51,979 of the 90+ days debtors relate to on charge of legal fees on regulatory service orders. Follow-up is continuing to settle the outstanding balances.

Fines and Infringements - Council has two hundred and eighty-five (285) infringements outstanding with a total balance of \$69,822.55, a decrease of \$1,854 from December. Four (4) are newly issued, five (5) are reminder noticed produced and two hundred and seventy-six (276) 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	13,378.13	-	29.32	167.73	49,804.15	63,379.33
Cemetery	52,124.84	9,478.00	-	-	-	61,602.84
Waste	190.64	40.16	199.52	-	20.00	450.32
Recreation Reserves	92.60	98.65	1,906.04	-	778.74	2,876.03
GST Receivable	26,694.79	-	-	-	-	26,694.79
Infringements	2,214.00	1,926.00	19,206.00	6,102.00	40,374.55	69,822.55
Total	94,695.00	11,542.81	21,340.88	6,269.73	90,977.44	224,825.86



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	105,470.00	-	-	-	-	105,470.00
Cemetery	1,741.94	-	-	-	-	1,741.94
Total	107,211.94	-	-	-	-	107,211.94

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	85,700.58	-	-	-	-	85,700.58
Payroll- PAYG	52,750.00	-	-	-	-	52,750.00
Total	138,450.58	-	-	-	-	138,450.58

Financial Reserves 2023

The 2021/22 Financial Reserves balances have been finalised as per the audited financial statements and recently adopted 1st budget review movements.

	2021/22 Actuals \$	2022/23 Net Movement \$	2022/23 Budget Review 1 \$
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	(4,975,546.37)	3,965,531.63
Waste Management Reserve	5,124,100.00	(1,177,201.13)	3,946,898.87
Thorak Regional Cemetery Reserve	1,719,798.00	(141,008.52)	1,578,789.48
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	(6,393,756.02)	10,604,442.98
TOTAL RESERVES	20,484,185.00	(9,304,153.86)	11,180,031.14

Outstanding Rates

Prior Year Rates

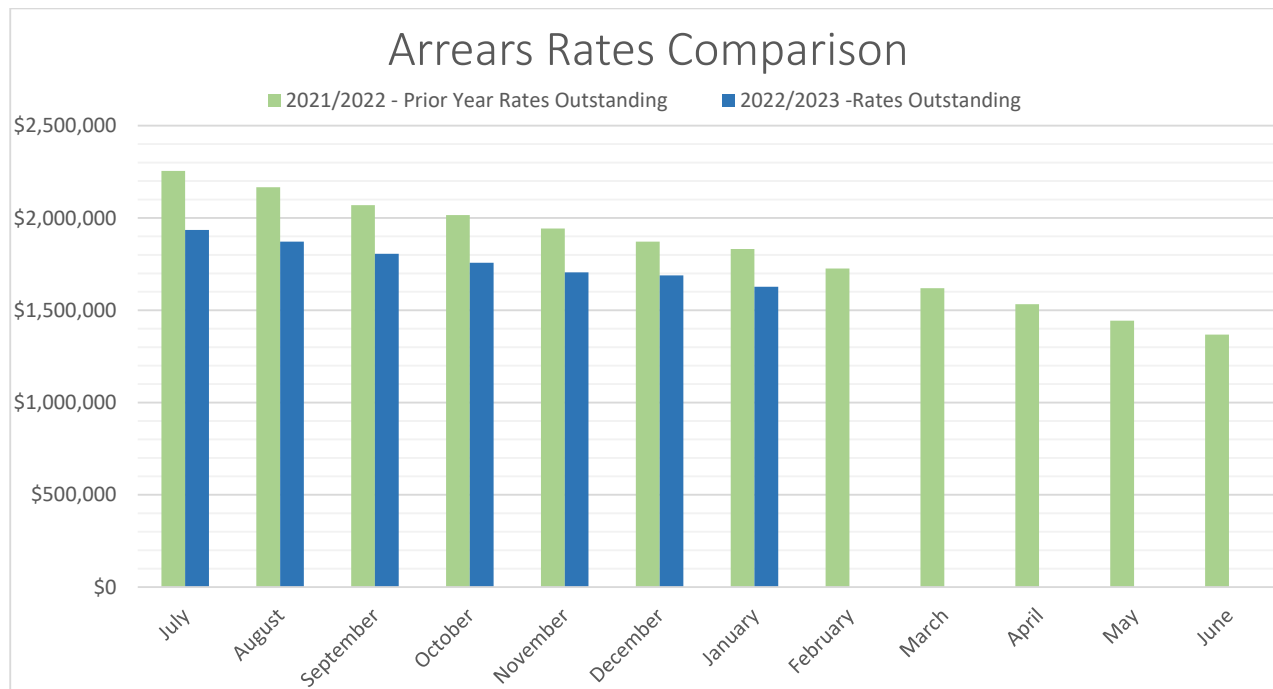
The below table illustrates the split of prior year outstanding rates, currently at \$1.6 million.

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

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

	Beginning of 2022/23 Prior Years Rates Outstanding (\$)	Previous Month (December 2022) (\$)	Current Month (January 2023) (\$)
COMMERCIAL	48,844.51	31,953.81	30,400.66
GAS PLANT	812.20	-	-
MINING	135,034.69	140,999.46	142,054.30
HORTICULTURE AGRICULTURE	77,870.19	73,109.88	73,079.72
NON-RATEABLE GENERAL	17,276.01	17,981.17	18,090.53
NON-RATEABLE WASTE	33,640.91	35,036.43	35,277.38
PASTORAL	-	-	-
RURAL RESIDENTIAL	1,450,674.74	1,176,921.54	1,125,302.79
URBAN RESIDENTIAL	283,118.87	213,225.59	202,987.12
TOTAL	2,047,272.12	1,689,227.88	1,627,192.50
Arrears LESS Legal	1,824,951.34	1,493,792.82	1,437,699.43

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



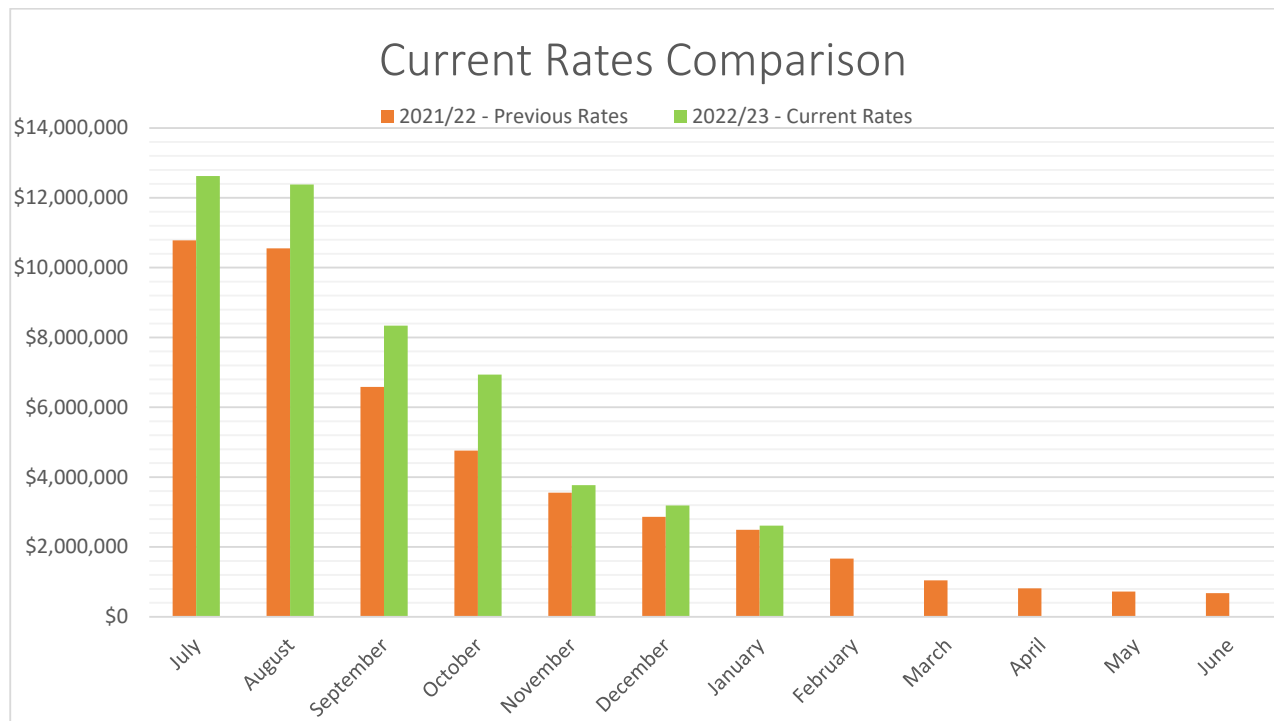
Current Year Rates

The below table illustrates the split of current year outstanding rates. Current year rates levied total \$13.6m.

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

	Previous Month (December 2022) (\$)	Current Month (January 2023) (\$)	Variance (\$)	Due Dates
Instalment 1	511,414.91	402,607.60	108,807.31	30-Sep-22
Instalment 2	754,234.97	517,710.05	236,524.92	30-Nov-22
Instalment 3	1,924,979.17	1,693,989.98	230,989.19	28-Feb-23
TOTAL	3,190,629.05	2,614,307.63	576,321.42	

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



Accounts Payable Report

Cheque No.	Payee	Description	Amount (\$)
1371.60-01	FREDS PASS SPORT & RECREATION	3rd Quarter Operational and Repairs & Maintenance Payment	265,442.38
1376.132-01	AIRPOWER NT PTY LTD	RFQ22-312 Thorak Regional Cemetery - Vehicle	95,967.50
1371.2092-01	GOLD MEDAL SERVICES (MACENTEE INVESTMENTS)	Labour & Materials - KLRR Shed Lighting	79,875.40
1377.268-01	BYRNE CONSULTANTS	RFQ21-297 - Girraween Road - Road Safety Upgrades	75,877.22
1371.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 14 (22/23) - Cycle 1 WE: 11 Jan 2023	74,395.00
1370.2262-01	ADASROOFING & CONSTRUCTION	Mira Square - New Community Building - RFT21-280	69,300.00
1373.280-01	CITY OF DARWIN	Dec 2022 - Waste Transfer from HS, BS and HD Waste Stations to Shoal Bay Receiving Station	55,538.10
1368.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 13 (22/23) - Cycle 1 WE: 23 Dec 2022	53,538.00
1377.374-01	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Payable Pay 15 (22/23) - Cycle 1 WE: 25 Jan 2023	52,750.00
1368.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 13 WE: 25 Dec 2022	33,470.45
1371.1884-01	WESTPAC BANK - QUICK SUPER ACCOUNT	WBC Quick Super Payment- Cyc 1 Pay 14 WE: 08 Jan 2023	31,129.17
1373.897-01	TURF NT PTY LTD	Preparation & Installation of Turf - Thorak Cemetery	26,760.00
1373.849-01	WEX AUSTRALIA (PUMA CARD)	Dec 2022 - Litchfield Council Fuel Account	24,392.78
1373.514-01	VEOLIA ENVIRONMENTAL SERVICES	Dec 2022 - Waste Transfer from HSWTS to Shoal Bay	22,571.11
1378.165-01	THINK WATER DARWIN	RFT21-286 Thorak Regional Cemetery - Bore and Irrigation	20,707.79
1371.16-01	BERRY SPRINGS RESERVE	3rd Quarter Operational and Repairs & Maintenance Payment	16,889.40
1377.514-01	VEOLIA ENVIRONMENTAL SERVICES	Dec 2022 - Waste Transfer from HDWTS to Shoal Bay	15,226.40
1371.72-01	LIVINGSTONE RESERVE MANAGEMENT BOARD	3rd Quarter Operational and Repairs & Maintenance Payment	14,738.90
1371.1583-01	A1 PLANT AND CIVIL	Pudakul Cultural Tours Road Works	11,611.76
1368.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	9,148.26
1377.1047-01	REMOTE AREA TREE SERVICES PTY LTD	Tree Maintenance Works - Various Location Litchfield Council Municipality	9,141.00
1373.2539-01	DARWIN RIVER CIVIL	134 Millar Road - Drainage Works Reshaping	8,558.00
1371.170-01	NTRS (NT RECYCLING SOLUTIONS)	Dec 2022- Recycling Collected from Litchfield Council Office to Shoal Bay	8,432.25
1377.1427-01	ID CONSULTING PTY LTD	Aug 2022 - Feb 2023 - Profile ID 6 months Subscription	8,246.24
1371.1068-01	MR D S BARDEN	Dec 2022 - Elected Member Allowances	8,108.97
1373.1829-01	PACESETTER SERVICES PTY LTD	Civica Authority 6.11 to 7.1 on Premises Upgrade	7,920.00

Cheque No.	Payee	Description	Amount (\$)
1371.1524-01	ESRI AUSTRALIA PTY LTD	ArcGIS Annual Subscription Renewal 2023	7,623.00
1377.2336-01	5P CONSULTING (HALLMARK CONSULTING SERVICES PTY LTD)	Appointment of Consultant - Tip Shop Claim	7,260.00
1377.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	7,233.08
1377.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	7,014.28
1373.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	6,357.49
1373.2560-01	PILOMA TRADING PTY LTD (PARKQUIP)	LRCI Phase 3 - BBQ Installation HDVG	6,127.00
1377.85-01	TELSTRA	Jan 2023 - Thorak & Litchfield Council Internet ,Data and Mobiles	5,616.79
1371.85-01	TELSTRA	Dec 2022 - Thorak & Litchfield Council Internet ,Data and Mobiles	5,515.35
1371.75-01	MCMINNS LAGOON RESERVE ASSOCIATION	3rd Quarter Operational and Repairs & Maintenance Payment	5,357.00
1371.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs and Welding for Waste Transfer Stations Bins	5,032.50
1371.268-01	BYRNE CONSULTANTS	22087-LC - Chibnall Road - Flood Modelling	5,026.56
1368.2499-01	ACACIA LAND MANAGEMENT PTY LTD	Firebreak Maintenance - McMinns Reserve	5,013.46
1373.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	3,816.42
1372.1789-01	GREAT NORTHERN AIR CONDITIONING & MECHANICAL SERVICES (BOOG AIR)	Air Conditioning Circuit Board - Thorak Cemetery	3,349.50
1371.2574-01	LITCHFIELD RESIDENT	Rates Refund	3,248.69
1368.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to HDWTS Compactor Bins	3,231.80
1373.129-01	VANDERFIELD PTY LTD & RDO EQUIPMENT	Call out to Repair Air Con on JD6110M - SV459	3,080.07
1377.409-01	F & J BITUMEN SERVICES PTY LTD	Pothole Patching-Various Locations Litchfield Council Municipality	3,032.50
1373.1728-01	BRAINIUM LABS	Hourly Charges for Website Maintenance	3,000.00
1373.1554-01	AEROSAIL ENGINEERED FABRIC STRUCTURES PTY LTD	Removal of Damaged Sail & Returned to Litchfield Council	2,948.00
1371.356-01	SOUTHPORT PROGRESS ASSOCIATION	3rd Quarter Operational and Repairs & Maintenance Payment	2,942.50
1369.183-01	CHRIS'S BACKHOE HIRE PTY LTD	Dec 2022 - Grave Preparation Thorak Cemetery	2,904.00
1373.2419-01	RAPID SPRAY PTY LTD	Rapid Spray Units - MWF	2,791.01
1371.506-01	TURBO'S TYRES	Repairs to Puncture on Light Truck - MWF	2,780.65
1368.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 28 Dec 2022	2,725.07
1371.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 11 Jan 2023	2,725.07
1377.1581-01	SALARY PACKAGING AUSTRALIA	Salary Sacrifice for LC Employees WE: 25 Jan 2023	2,725.07

Cheque No.	Payee	Description	Amount (\$)
1377.2582-01	CODA MOBILE COFFEE	Coffee & Beverages for Australia Day Event	2,662.00
1373.2169-01	KILLARA SERVICES (NETRONIX PTY LTD)	Jan 2023 - Cleaning Litchfield Council and Thorak Cemetery	2,644.85
1371.708-01	PARADISE LANDSCAPING	Various Tree Work at Litchfield Council Municipality	2,640.00
1371.1564-01	FOURIER TECHNOLOGIES PTY LTD	Computer Hardware for Video & Marketing	2,611.94
1371.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	2,504.80
1377.2581-01	LITCHFIELD RESIDENT	Jan 2023 - Australia Day Art Workshop	2,500.00
1373.2189-01	AEC GROUP	Financial Management Strategy & LTP	2,475.00
1374.189-01	H.D. ENTERPRISES PTY LTD (HUMPTY DOO HARDWARE)	Works Performed due to Mechanical Breakdown - MWF	2,382.30
1371.498-01	MR M I G SALTER	Dec 2022 - Elected Member Allowances	2,277.30
1371.2253-01	MR A MACKAY	Dec 2022 - Elected Member Allowances	2,270.84
1371.1023-01	AUSLINE ENGINEERING	Emergency Repairs to Fix Fatigued Lifting	2,233.00
1371.752-01	TOTALLY WORKWEAR PALMERSTON	PPE - Replacement Work Wear for Litchfield Council Staff	2,189.80
1371.384-01	MS C VERNON	Jan 2023 - Authority Consultancy Services	2,187.90
1371.770-01	HAYS SPECIALIST RECRUITMENT (AUSTRALIA PTY LTD)	Temporary Staff Placement Litchfield Council	2,169.93
1373.2049-01	AJ SECURITY DARWIN	Jan 2023 - Security Open and Lock Up HPR	2,145.75
1371.2252-01	MRS E SHARP	Dec 2022 - Elected Member Allowances	2,125.41
1373.1961-01	HUMPTY DOO WELDING AND FABRICATION	Repairs to Compactor Bin at HDWTS	2,123.00
1371.2249-01	MS R A WRIGHT	Dec 2022 - Elected Member Allowances	2,057.30
1371.2238-01	MR K R HARLAN	Dec 2022 - Elected Member Allowances	1,837.30
1371.2239-01	MR M SIDEY	Dec 2022 - Elected Member Allowances	1,837.30
1371.14-01	AUSTRALIA POST	Reminder Letters for 2nd Instalment Rates Notice	1,788.46
1373.1141-01	NORTHERN GROUND MAINTENANCE (ANNACAM INDUSTRIES)	Jan 2022 - Mowing Service HPRR	1,595.00
1377.1088-01	TALENT PROPELLER	Advertisement - Library Customer Service	1,573.00
1368.809-01	ALLOY & STAINLESS PRODUCTS PTY LTD	Replacement Blades, Brushes and Bolts - MWF	1,567.36
1371.2527-01	NORTHCOAST REFRIGERATION & AIRCONDITIONING NT	De Gas Aircon & Fridges HDWTS	1,551.00
1373.1324-01	JKW LAW PRACTICE PTY LTD	Review of Litchfield Council Abandoned Vehicle	1,534.50
1371.2270-01	TYRECYCLE PTY LTD	Removal of Tyres HDWTS	1,523.19

Cheque No.	Payee	Description	Amount (\$)
1377.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Obstacle Course Hire for Australia Day Event	1,485.00
1373.1152-01	LANE COMMUNICATIONS	2nd QTR Rates Instalment Notices 2022 / 2023	1,353.16
1371.926-01	JACANA ENERGY	Dec 2022 - Electricity for Litchfield Council Office	1,347.51
1374.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 04 Jan 2023	1,340.11
1368.132-01	AIRPOWER NT PTY LTD	Replacement Trailer / Mower Parts MWF	1,327.97
1371.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 03 Jan 2023	1,292.50
1371.51-01	SOUTHERN CROSS PROTECTION PTY LTD	Dec 2022 - Patrol Service for HDWTS	1,287.61
1373.820-01	INENCO GROUP PTY LTD (FORMERLY CBC)	Sets of Bearings and Seals - MWF	1,239.09
1371.1211-01	MR G S MAYO	Litchfield Council Weekend Pound Clean 12 Nov - 02 Jan 2023	1,230.00
1375.2583-01	LITCHFIELD RESIDENT	Rates Refund	1,215.44
1377.1232-01	FUSION EXHIBITION & HIRE SERVICES	Equipment Hire for Australia Day Event 2023	1,149.39
1372.290-01	AUSTENG ENGINEERING SOLUTIONS	On Site Call Out for Repairing Cremator	1,130.47
1373.132-01	AIRPOWER NT PTY LTD	Replacement Consumable Parts for All Mowers - MWF	1,126.99
1377.389-01	LITCHFIELD VET HOSPITAL	Redemption of Desexing Voucher	1,100.00
1373.1674-01	FRESH START - FOR CLEANING	HPRR Cleaning WE: 13 Jan 2023	1,007.50
1377.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 19 Jan 2023	1,007.50
1369.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 22 Dec 2022	986.81
1377.1253-01	CRAIG BURGDORF	Repairs & Maintenance to Cat 428F - BSWTS	982.50
1377.522-01	FARMWORLD NT PTY LTD	Dis-assemble Clutch, Nuts & Bolts - MWF	951.75
1378.2089-01	ELGAS LTD	Weekly Gas Delivery for Thorak WE: 11 Jan 2023	951.02
1373.926-01	JACANA ENERGY	Dec 2022- Electricity for Various Locations Litchfield Council Municipality	884.27
1371.1152-01	LANE COMMUNICATIONS	Litchfield Council Logo Embossed Envelopes	880.00
1369.867-01	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary Staff Placement Litchfield Council	820.88
1371.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	809.02
1372.2049-01	AJ SECURITY DARWIN	Jan 2023 - Security Open and Lock Up Cemetery	792.75
1377.78-01	POWER & WATER CORPORATION	Water for Various Location Litchfield Council Municipality	790.57
1377.560-01	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Check New Litchfield Council Employee	783.48

Cheque No.	Payee	Description	Amount (\$)
1373.1232-01	FUSION EXHIBITION & HIRE SERVICES	Litchfield Council Australia Day - Entrance Sign 2023	772.20
1371.2316-01	KYAM ELECTRICAL PTY LTD	Emergency Electrical Repairs at KLRR	765.16
1377.506-01	TURBO'S TYRES	Service Holden Colorado Rego : CC45WB	763.95
1371.535-01	TOP END WINDSCREENS & TINTING	Replacement Windscreen Cat 903D	740.00
1377.926-01	JACANA ENERGY	Dec-Jan 2023 - Electricity for HSWTS Lot 4431	708.54
1368.1253-01	CRAIG BURGDORF	Repairs & Maintenance to Cat 903D HDWTS	699.75
1373.1253-01	CRAIG BURGDORF	Repairs and Maintenance to Komatsu WA150	694.71
1373.1471-01	RICOH AUSTRALIA PTY LTD	Dec 2022 - Corporate Photocopier Consumables	681.61
1371.90-01	INDUSTRIAL POWER SWEEPING	Street Sweeping - Various Roads Litchfield Council Municipality	654.50
1371.187-01	NORSIGN	Replace Signage Various Location Litchfield Council Municipality	617.34
1373.267-01	K & J BURNS ELECTRICAL & REFRIGERATOR	Call Out to Repair Compactor failure at HDWTS	614.68
1372.926-01	JACANA ENERGY	Dec 2022 - Electricity for Thorak Residence	603.17
1373.2395-01	MAITAI SERVICES (TAMINMIN CANTEEN)	Dec 2022 - Staff Christmas Morning Tea	600.00
1373.2575-01	LITCHFIELD RESIDENT	Rates Refund	600.00
1371.2164-01	SCOUT TALENT PTY LTD	Dec 2022 - E-Learning Monthly Subscription	595.98
1374.941-01	EVERLON BRONZE	Thorak - Plaque NT-TRC-B221110B	592.90
1374.220-01	THE BIG MOWER	Repairs to Brush Cutter Harness - Thorak Cemetery	528.50
1377.187-01	NORSIGN	Replacement Signage - Various Location Litchfield Council Municipality	473.94
1373.1881-01	DARWIN MAZDA (MILES ROAD HOLDINGS PTY LTD)	Service Mayor's Vehicle - CE13CG	465.05
1373.1274-01	GRACE RECORD MANAGEMENT (AUSTRALIA)	Dec 2022 - Litchfield Council Archive Storage	455.04
1377.512-01	SELTOR SHAW PLUMBING PTY LTD	Call Out to Repair Leak Near Loading Bay	444.90
1368.2565-01	PEEL VALENTINE WHITEHEAD PARTNERS PTY LTD (PVW PARTNERS)	Review of Calculation Method of Long Service Leave	440.00
1368.1674-01	FRESH START - FOR CLEANING	KLRR Cleaning WE: 21 Dec 2022	430.00
1378.205-01	SAFEWAY TEST & TAG (DAVID MILNER)	Annual Test & Tag of Thorak Cemetery Electrical	423.50
1377.708-01	PARADISE LANDSCAPING	Various Tree Work at Litchfield Council Municipality	407.00
1377.28-01	RURAL FIRE PROTECTION	6 Month Fire Equipment Service HD, HS & BS WTS	404.03
1377.2042-01	LITCHFIELD RESIDENT	Refund for Function Bond - Howard Hall	382.55

Cheque No.	Payee	Description	Amount (\$)
1377.2573-01	LITCHFIELD RESIDENT	Refund for Function Bond Hall	382.55
1377.2577-01	LITCHFIELD RESIDENT	Refund for Function Bond Hall	382.55
1371.968-01	NTF CONSTRUCTION SUPPLY SPECIALISTS	Bulk Purchase of Assorted Nuts and Bolts - MWF	378.37
1377.1278-01	SEEK LIMITED	Advertisement - Library Casual Customer Service Officer	346.50
1369.134-01	FIGLEAF POOL PRODUCTS	Thorak – Bi-Monthly Collection of Water Samples OCT	341.00
1371.61-01	GREENTHEMES INDOOR PLANT & HIRE	Jan 2023 - Indoor Plant Hire Litchfield Council Offices	338.47
1368.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of De-sexing Voucher	330.00
1371.1157-01	RICHMOND WHEEL & CASTOR	20 x Heavy Duty Buckets with Lids- Potholes	330.00
1373.815-01	JEFFRESS ADVERTISING	NT News Advertisement for Budget Review	313.01
1373.2078-01	HUMPTY DOO NEWSAGENCY	Oct 2022 - NT Newspapers Taminmin Library	304.15
1371.1008-01	OUTBACK BATTERIES PTY LTD	Replacement of Battery 60038 -900 CCA 12	288.00
1371.560-01	JOBFIT HEALTH GROUP PTY LTD	Dec 2022 - Random Drug & Alcohol Screening	284.90
1371.100-01	NORTHERN TERRITORY PEST & WEED CONTROL	Pest Control at Knuckey Lagoon Reserve	260.00
1369.220-01	THE BIG MOWER	Thorak Cemetery - Brush Cutter Harness	256.30
1374.36-01	BRIDGE TOYOTA	Service Toyota Hilux Ute	251.64
1368.1987-01	TOP END CAR WASH BROTHERS	Detail Cemetery Vehicle	244.97
1374.514-01	VEOLIA ENVIRONMENTAL SERVICES	Dec 2022 - Waste Collection Thorak Cemetery	240.42
1371.508-01	EASA	EAP Counselling Sessions- 16 - 31st Dec 2022	235.30
1373.828-01	HOWARD SPRINGS VETERINARY CLINIC	Euthanasia and Disposal of Impounded Dog	230.00
1377.1502-01	NEWS CORP AUSTRALIA	Advertising NT News HD Village Green Meeting	225.00
1377.1113-01	GRAPHICS'LL DO (LEONIE RICHARDS)	Project - Australia Day Banner Design 2022	220.00
1377.1181-01	ODD JOB BOB	Repairs & Maintenance Weigh Bridge - HDWTS	203.50
1371.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of De-sexing Voucher	200.00
1377.1264-01	DARWIN LARGE ANIMAL MOBILE VET SERVICE	Redemption of Desexing Voucher	200.00
1371.267-01	K & J BURNS ELECTRICAL & REFRIGERATOR	Electrical Repairs at HDWTS	191.50
1371.1186-01	ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD (ASSA)	Jan 2023 - ASSA Monthly Membership	181.50
1377.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for HSWTS	178.20

Cheque No.	Payee	Description	Amount (\$)
1373.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items	158.28
1372.2295-01	COLEMANS PRINTING (COLEMANS INK PTY LTD)	Purchased Waterproof Card Inserts for Litchfield Council Employee	139.70
1373.1330-01	PAWS DARWIN LTD	Jan 2023 - Impounds Transfer	130.00
1378.85-01	TELSTRA	Jan 2023 - Telstra Line Rental Thorak Cemetery	115.82
1368.1294-01	DARWIN LAUNDRIES (CLEAN FUN PTY LTD)	Wash, Dry and Press Lined used in Chambers	112.98
1371.874-01	VTG WASTE & RECYCLING	Dec 2022 - Waste Collection Litchfield Council Office	111.12
1371.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 01 Jan 2023	107.72
1374.926-01	JACANA ENERGY	Dec 2022 - Electricity for Thorak House	106.58
1377.645-01	BERRY SPRINGS MECHANICAL	Refund for Cat Tap Hire	105.00
1372.85-01	TELSTRA	Dec 2022 - Telstra Line Rental Thorak Cemetery	100.17
1368.1220-01	GIRRAWEE VETERINARY HOSPITAL	Redemption of De-sexing Voucher	100.00
1371.828-01	HOWARD SPRINGS VETERINARY CLINIC	Redemption of De-sexing Voucher	100.00
1373.450-01	HUMPTY DOO VETERINARY HOSPITAL PTY LTD	Redemption of De-sexing Voucher	100.00
1371.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station	88.53
1368.192-01	MAGIQ SOFTWARE (X INFOXPERT)	Sep 2022 - Meals & Travel Expenses for Training	85.80
1369.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	80.85
1368.1564-01	FOURIER TECHNOLOGIES PTY LTD	Freight of NNOM from Chatswood Fourier to Litchfield Council Office	79.71
1373.367-01	BUNNINGS GROUP LIMITED	Consumable Hardware Items - Waste Station	73.96
1374.187-01	NORSIGN	Replacement Signage for Various Locations Litchfield Council Municipality	73.15
1378.1459-01	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Thorak Cemetery Chapel	69.30
1371.1697-01	RSPCA	Dec 2022 - Impounds Transfer	65.00
1371.78-01	POWER & WATER CORPORATION	Standpipe Water Cards for MWF Crews	64.83
1374.851-01	OFFICEWORKS	Stationary Replenishment for Thorak Cemetery	62.39
1373.1143-01	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Dec 2022 - Police Check for New Litchfield Council Employee	60.50
1373.2569-01	LITCHFIELD EMPLOYEE	Annual Skin Check Up - Litchfield Council Employee	59.25
1373.2571-01	LITCHFIELD EMPLOYEE	Annual Skin Check Up - Litchfield Council Employee	59.25
1373.2572-01	LITCHFIELD EMPLOYEE	Annual Skin Check Up - Litchfield Council Employee	59.25

Cheque No.	Payee	Description	Amount (\$)
1371.25-01	LAND TITLES OFFICE	Nov - Dec 2022 - Land Titles Office Tittle	58.80
1373.2580-01	LITCHFIELD EMPLOYEE	Employee Reimbursement - Purchased Staff Amenities	58.10
1371.2573-01	LITCHFIELD RESIDENT	Refund for Key Deposit	55.10
1373.2576-01	LITCHFIELD RESIDENT	Refund for Key Deposit	55.10
1373.2577-01	LITCHFIELD RESIDENT	Refund for Key Deposit	55.10
1368.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 18 Dec 2023	53.86
1373.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 08 Jan 2023	53.86
1377.1344-01	PROSEGUR AUSTRALIA PTY LTD	Collect of Council Banking WE: 15 Jan 2023	53.86
1368.2063-01	QUALITY INDOOR PLANTS HIRE (LEE FAMILY PTY LTD)	Dec 2022 - Taminmin Library Plant Hire	52.00
1374.2548-01	SALVAKEN PTY LTD ATF THE STANWAY SCOTT UNIT TRUST	Ordered Iseki Fan Belt Ref : 62126710270 - Thorak Cemetery	51.65
1377.1566-01	WINC AUSTRALIA PTY LTD	Stationary - Consumables and Fixed Items Litchfield Council	40.19
1373.2578-01	LITCHFIELD RESIDENT	Refund for Overpayment of Dogs Registration	28.50
1373.2579-01	LITCHFIELD RESIDENT	Refund for Overpayment of Dogs Registration	21.00
Total			1,330,497.55

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
19/01/2023	4.55	The Deck Bar Darwin City AUS	Coffee prior to meeting with Inpex
19/01/2023	3.80	DARWIN CITY COUNCIL	Parking fee during Inpex meeting
22/01/2023	6.00	CARD FEE	
Total	14.35		

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.

ASSET SUSTAINABILITY RATIO	OUTSTANDING RATES RATIO	OWN SOURCE OPERATING REVENUE COVERAGE RATIO	CURRENT RATIO (LIQUIDITY RATIO)	DEBT SERVICE RATIO
<p>Actual: 23% (22/23), 27% (21/22) Budget: 46% Benchmark - Minimum 90% Benchmark - Maximum 120%</p>	<p>Actual: 16% (22/23), 18% (21/22) Budget: Less than 18% Benchmark - Less than 10% Best Practice - Less than 5%</p>	<p>Actual: 68% (22/23), 51% (21/22) Budget: 96% Benchmark - Minimum 60% Benchmark - Maximum 100%</p>	<p>Actual: 8.95 (21/22), 10.23 (22/23) Budget: More than 1</p>	<p>Actual: 0 (21/22), 0 (22/23) Budget: Less than 1</p>
Indicates if Council is replacing or renewing existing assets in a timely manner as the assets are used up.	Identifies if Council is collecting rates and charges in a timely manner and the effectiveness of debt recovery efforts.	This ratio measures the degree to which Council relies on external funding to cover its operational expenses.	Identifies Council's ability to meet its short-term financial commitments as and when they fall due.	Indicates Council's ability to repay loans.

KPI	Explanation
Asset Sustainability Ratio	<p>A ratio of 90% indicates Council is replacing assets in a timely manner as assets reach their end of useful life. A ratio of less than 90% over the long-term indicates a build-up Infrastructure Backlog*.</p> <p>Council's Asset Sustainability ratio of 23% for the month of January as most capital projects are in 'planning' and 'project initiation' stages. While this % will increase as expenses are incurred, it is expected that Council will continue to fail to meet the local government benchmark of 90%. Council's asset base is currently valued at \$518 million. The current Long-term Financial Plan shows insufficient levels of revenue to fund long-term infrastructure renewal needs of the Council. The risk exists that Council's current levels of revenue will not be sustainable in the long-term to address a growing back-log of infrastructure replacement needs in future.</p>
Outstanding Rates Ratio	<p>In the absence of a local government industry standard benchmark, a benchmark of 5% for City Councils and 10% for Regional Councils is considered best practice and is used by many jurisdictions across Australia.</p> <p>Council's Outstanding Rates Ratio of 16% sits below the Municipal Plan target of 18% as this now reflects previous years rates arrears, current year 1st instalment and 2nd instalment arrears. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p>
Own Source Revenue Ratio	<p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</p>
Current Ratio (Liquidity Ratio)	<p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 10.23 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p>
Debt Service Ratio	<p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p>

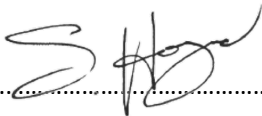
*Infrastructure back-log refers to capital replacement (renewal) cost not spent to bring assets to a satisfactory condition.

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

CERTIFICATION BY THE CEO TO THE COUNCIL

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

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

CEO Signed

Date Signed: 15 February 2023



COUNCIL REPORT

Agenda Item Number:	13.01.02
Report Title:	People, Performance and Governance Report – January 2023
Author:	Ankit Pansal, Acting Manager People and Performance
Recommending Officer:	Maxie Smith, General Manager Business Excellence
Meeting Date:	21/02/2023
Attachments:	A: People, Performance and Governance Report – January 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 January 2023.

Background

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

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

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil.

Risks

Health & Safety

Public liability issues as a result 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

January 2023

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
NA	NA	NA	NA

External Appointments

Position	Department	Commenced	Permanent/Temporary
NA	NA	NA	NA

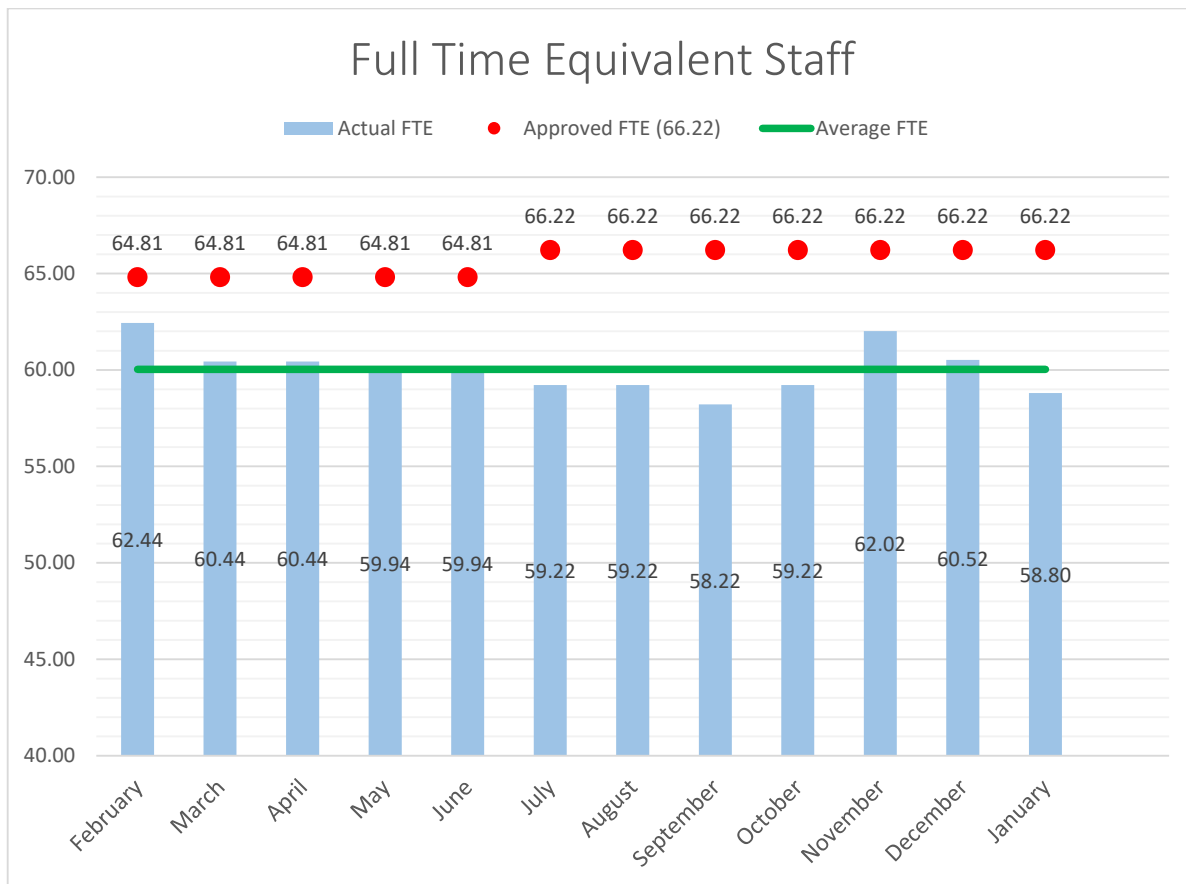
Employment Separation

Position	Department	End date	Permanent/Temporary
Manager People and Performance	Business Excellence	20 January 2022	Fixed Term Contract

	Approved	Actual	Difference
Full Time Equivalent	42.80	39.80	-3
Part-time	7.87	6.61	-1.26
Contract	9	6	-3
Casual	6.55	6.38	-0.17
Total	66.22	58.80	-7.43

Recruitment Overview:

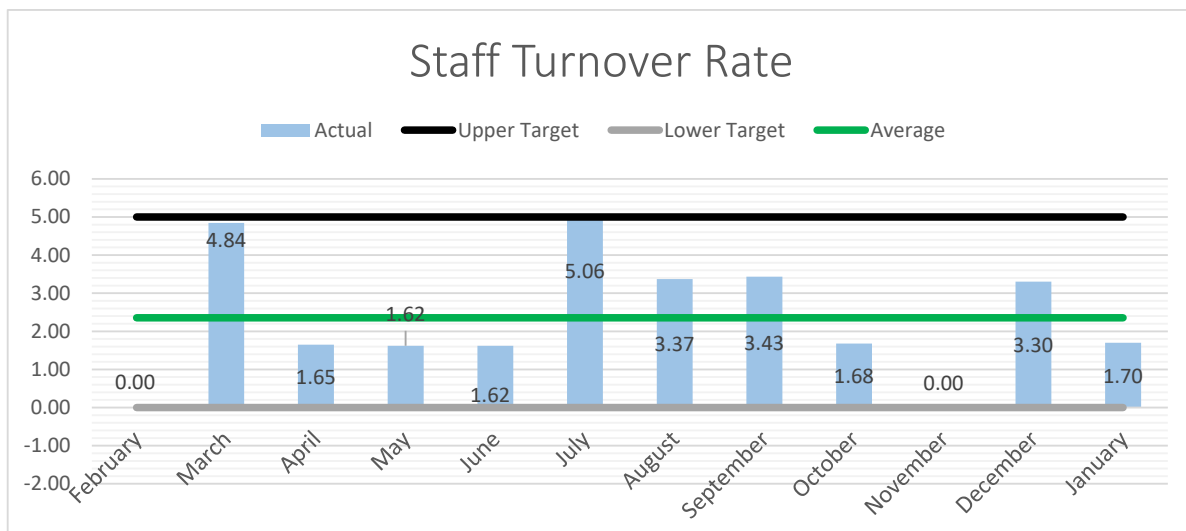
Role	In Progress	Completed
Library Customer Service Officer- Casual	✓	
Business Support Officer – Corporate Services		✓



Turnover Rate:

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

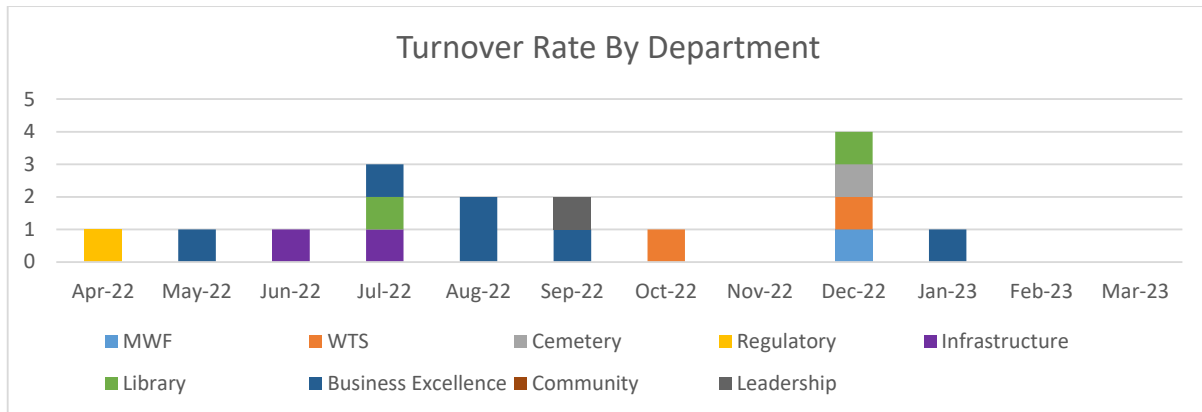
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Average
0%	4.84%	1.65%	1.62%	1.62%	5.06%	3.37%	3.43%	1.68%	0%	3.30 %	1.70 %	2.36 %
0	4	1	1	1	3	2	2	1	0	2	1	1.50

Target Average: Between 0% - 5%

Turnover Rate by Department:



Comparison with total FTE:

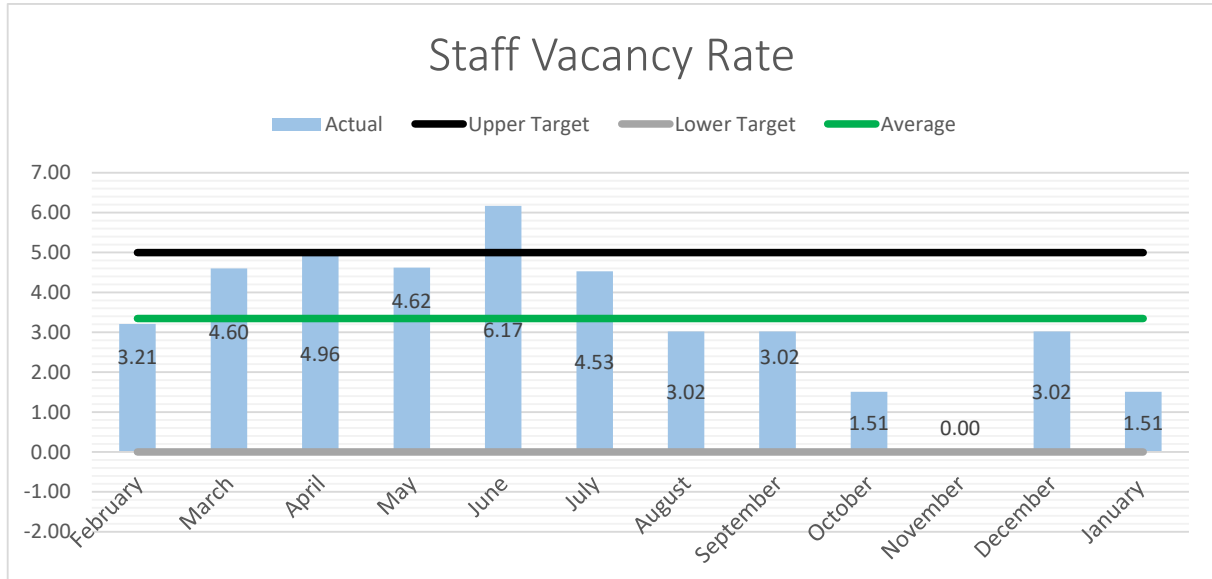
Department	Numbers	Percentage (%)
MWF	0	NA
WTS	0	NA
Cemetery	0	NA
Regulatory	0	NA
Infrastructure	0	NA
Library	0	NA
Business Excellence	1	1.70
Community	0	NA
Leadership	0	NA
Total	1	1.70 %

Comparison with Individual Department FTE:

Department	Numbers	Percentage (%)
Business Excellence	1	8.58
Total	1	8.58 %

Staff Vacancy Rate:

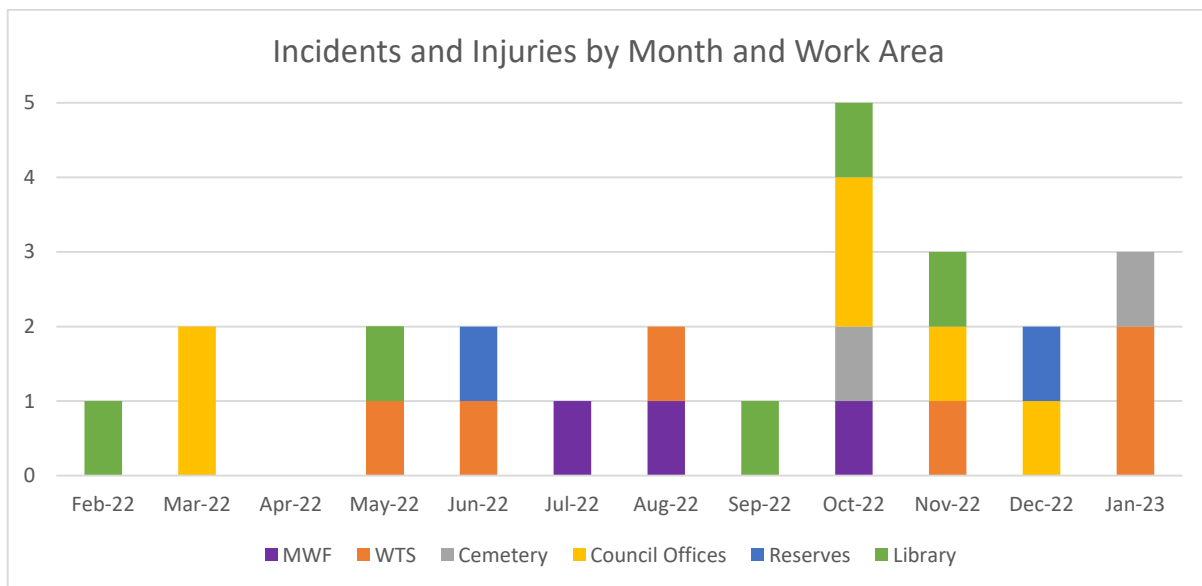
The number of vacant positions during the reporting period.
(Vacant positions, divided by total FTE, multiplied by 100)



Feb	Mar	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Average
3.21%	4.60%	4.96%	4.62%	6.17%	4.53%	3.02%	3.02%	1.51%	0.00%	3.02%	1.51%	3.35%

Target: 0% - 5

Workplace Health and Safety:



Three workplace health and safety incidents were recorded in January 2023.

Incident 1: An employee was verbally abused and threatened by a customer in the course of their duties.

Incident 2: An employee spilt chemical on face while working.

Incident 3: An employee not feeling well while working. Ambulance was called (Not work-related incident)

Governance

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

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

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

Policies	
GOV04 Whistleblowing	COM07 Youth
	INF07 Street and Public Lighting



COUNCIL REPORT

Agenda Item Number:	13.02.01
Report Title:	Community and Lifestyle Monthly Report – January 2023
Author and Recommending Officer:	Nicky Davidge, General Manager Community & Lifestyle
Meeting Date:	21/02/2023
Attachments:	Nil

Executive Summary

This report provides Council with a monthly review of the Community & Lifestyle Department including key achievements, highlights and progress.

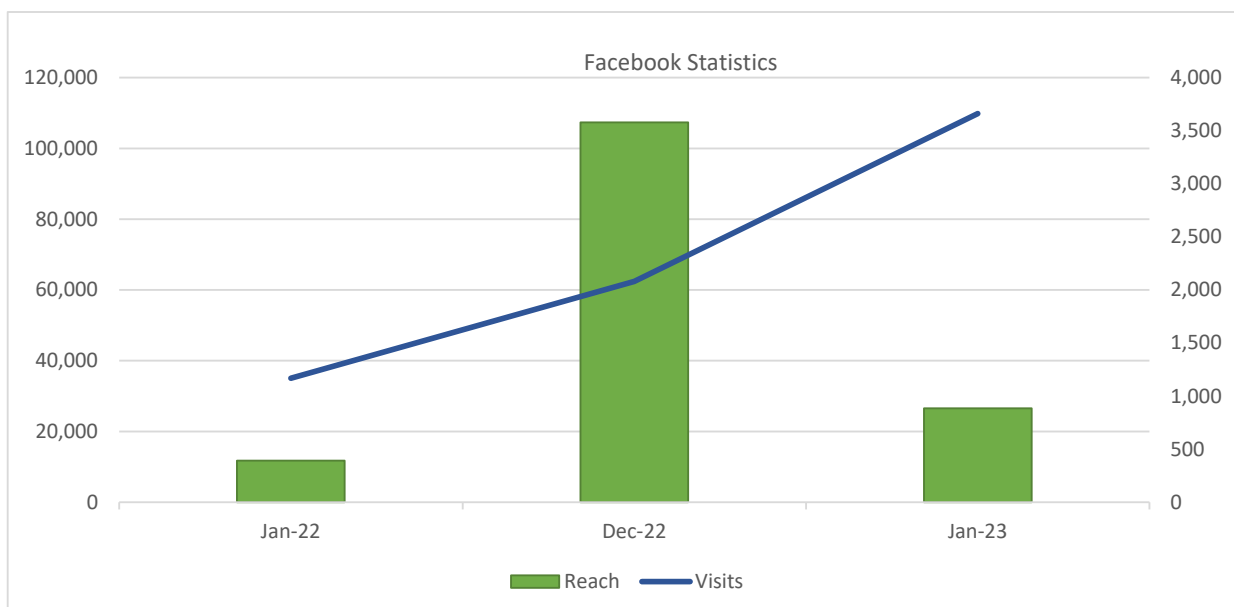
Recommendation

THAT Council note the Community and Lifestyle Report for January 2023.

Background

This report being presented monthly will provide Council with an operational overview of the various teams that make up the Community & Lifestyle Department; Recreation Reserves, Taminmin Library, Regulatory Services and Communications.

Communications

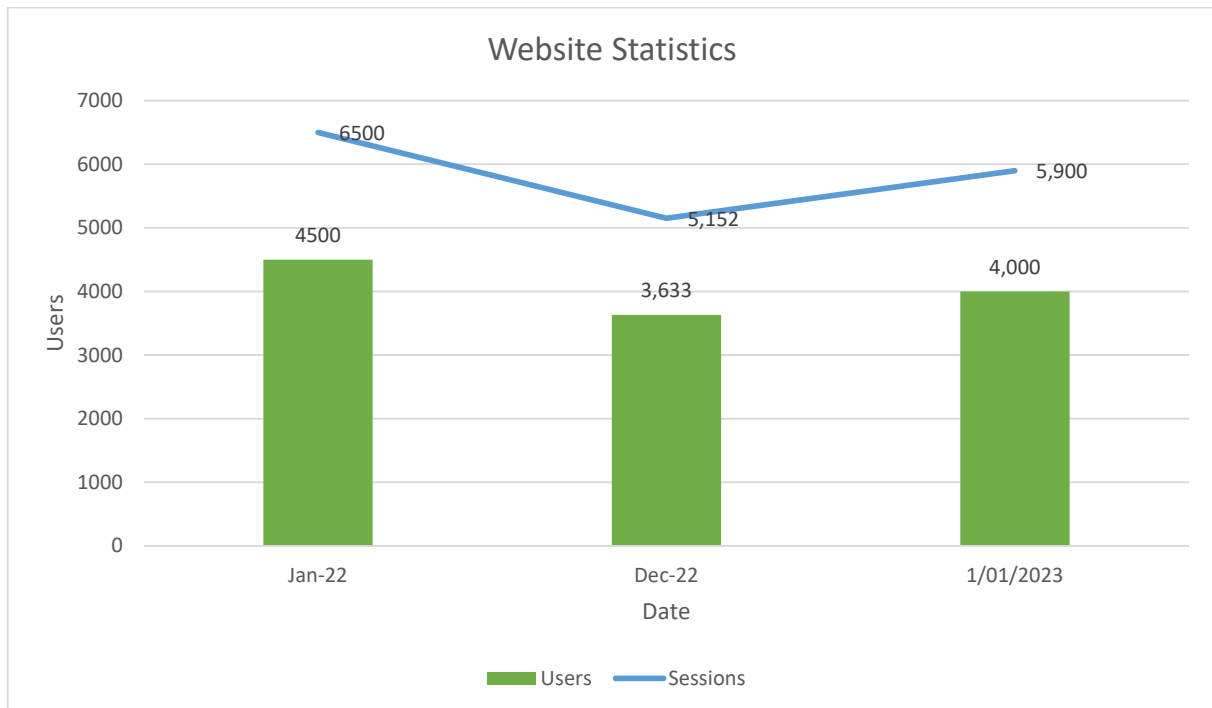


Facebook reach

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

Facebook visits

Page and Tab Visits details 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.



Website Users

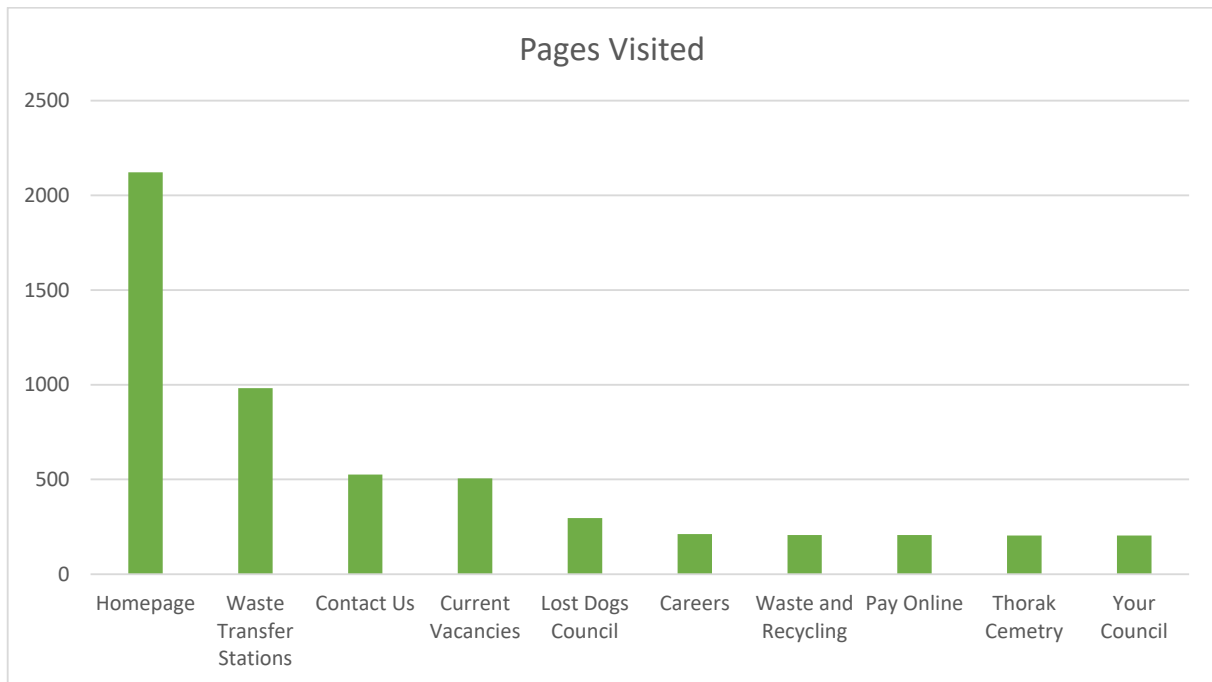
A website user is a person who is accessing, browsing or interacting with a website.

Website Sessions

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

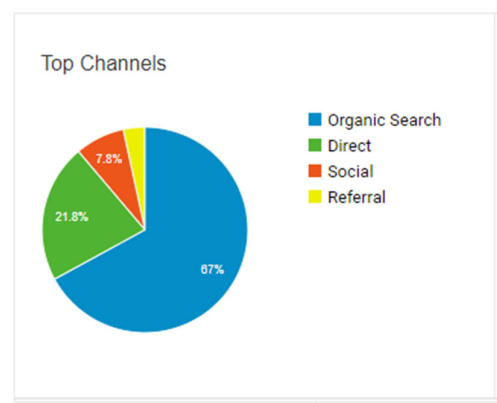
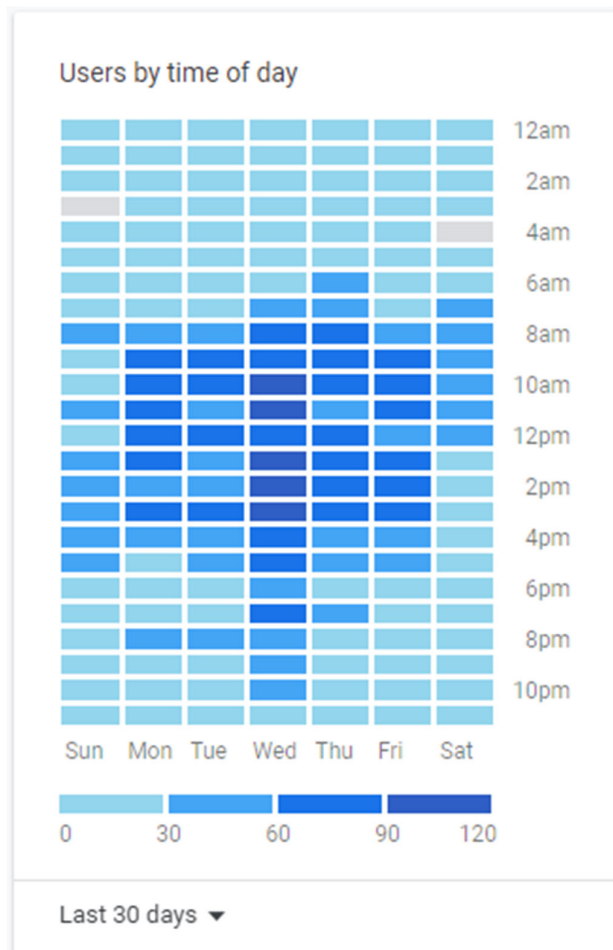
Page Visits

These are the page areas visited in December 22.



Users by time of Day and Top Channels

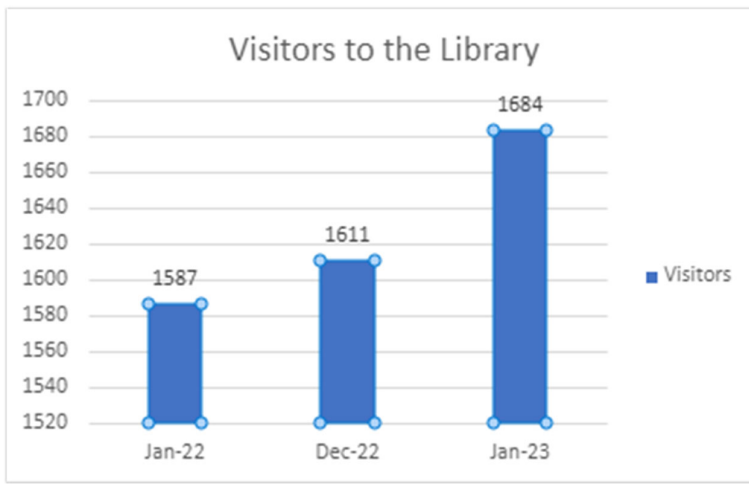
The darker blue in the below graph indicated a busier traffic period than the lighter blue boxes to indicate where heavy foot traffic is throughout the days and week. The channels represent how the user came to be on the website where organic search means they typed something like "Litchfield Council" into a search engine, direct is where they typed the address straight into the top URL bar, social media is from Facebook or LinkedIn and referral traffic describes the people who come to your domain from other sites, without searching for you on Google.



Taminmin Library

Visitors to the Library

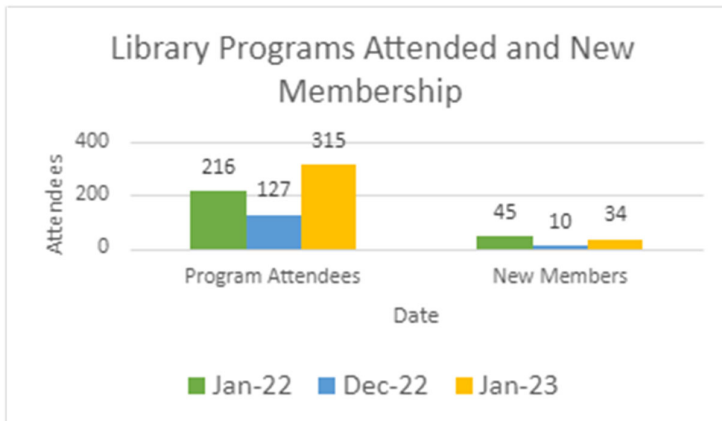
Library had 1684 visitors in January 2023 and was open for 159 hours, compared to 1611 visitors in December 2022 and open for 146 hours.



Library Programs and Memberships

Over 300 people enjoyed a variety of school holiday programs offered by the library and provided Council with great feedback.

Thirty-four new people joined the library compared to only 10 new members in December 2022.



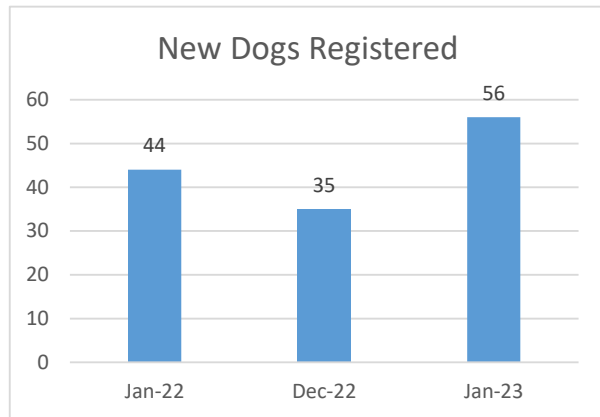
Library Disruptions

A false alarm disrupted the library service for 10 minutes in early January and on Wednesday 25 January, library had to be closed at 2pm due to air-conditioning issue that couldn't be resolved that day due to complications. Library staff worked without air-conditioning since the start of the day with additional fans supplied by the school and continued the two and a half hour planned workshop on Electronics skill building.

Regulatory Services

New Dog Registrations

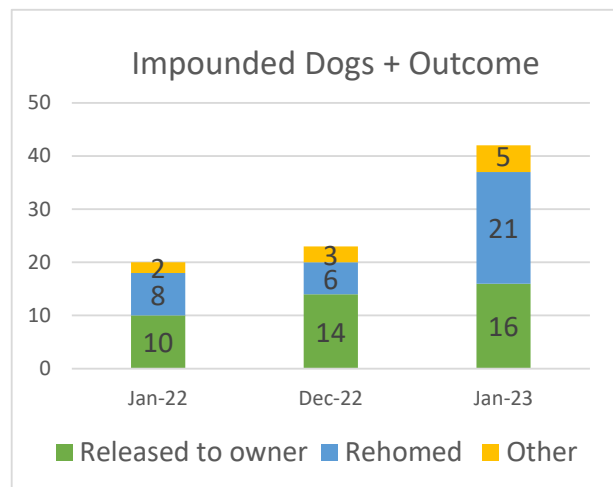
The number of dogs registered in January 2023 was significantly more than the previous month, and also more than the same time last year.



Impounded Dogs

Dogs are impounded by Rangers as a consequence of either being at large, seized or surrendered by their owners. There were nearly double the number of dogs impounded in January 2023 compared to the previous month.

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 or PAWS. 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 RSPCA or PAWS or are still impounded pending the 72-hour holding period, being claimed by a known owner or if still required to be held pending the conclusion of an investigation.

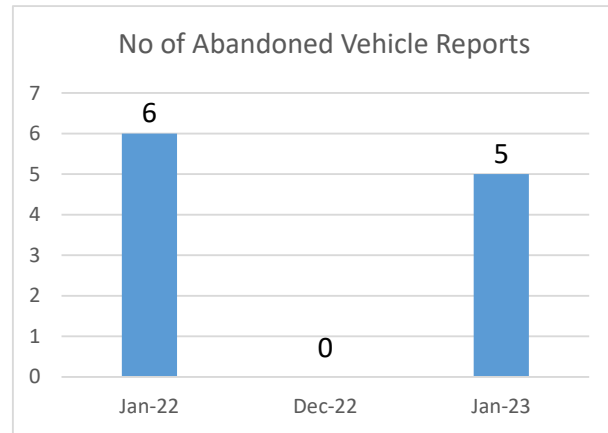


Animal Education and Awareness

No dog education sessions were delivered by Rangers in January 2023 due to school holidays.

Abandoned Vehicles

Whilst the majority of Regulatory Services' activities relate to the management of dogs within the municipality, Rangers also respond to reports of abandoned vehicles from members of the public or from their own observations. There were five reports made to Council of six abandoned vehicles in January 2023, as well as one report of unauthorised use of Council land which also included several vehicles parked illegally and possibly abandoned on verges in a commercial area of Humpty Doo.



Recreation Reserves

Community and stakeholder meetings attended by the Sport and Recreation Officer

Meeting	Purpose	Outcomes
McMinns Lagoon President	President requested catch up	Updated president on the status of LRCI grant funding project. Discussed tree maintenance issues. Discussed Community Benefit Fund Grant application.
Inside Edge	Community Consultation for AFLNT's development of a strategic plan for Future Football Facilities in the Darwin Rural Area	Shared relevant plans and policies including: <ul style="list-style-type: none"> • Litchfield Council Sport, Rec and Open Spaces Strategy • Freds Pass Masterplan • Flow chart for developing assets on Council Property Spoke to gaps in Sport and Recreation in the rural area, predominately accessible transport for young people. Council to invite AFLNT to participate in consultations that occur this year for Litchfield's Recreation Reserve Masterplans/Strategic plans.
Berry Springs Recreation Reserve Secretary	Discuss annual budget	Establish key elements for 2023 Budget projections. Discussed potential training and development opportunities for volunteers
Livingstone Reserve Committee Meeting	Act as Council liaison to communicate important issues to and from the committee	Introduced new Sport and Recreation Officer to the full committee. Clarified the role of operations staff and Elected Members in decision making and future planning. Identified tree maintenance issues. Clarified need for and timing of 2023 budget projections. Discussed preferences for volunteer workshops or training which Council could facilitate or deliver.
LC Project Engineer	Discuss LRCI Project Carpark plans	Take feedback from the Livingstone Committee to the Project Designer to ensure the design meets community needs and expectations.

Support and Guidance for Recreation Reserve Volunteer Committees

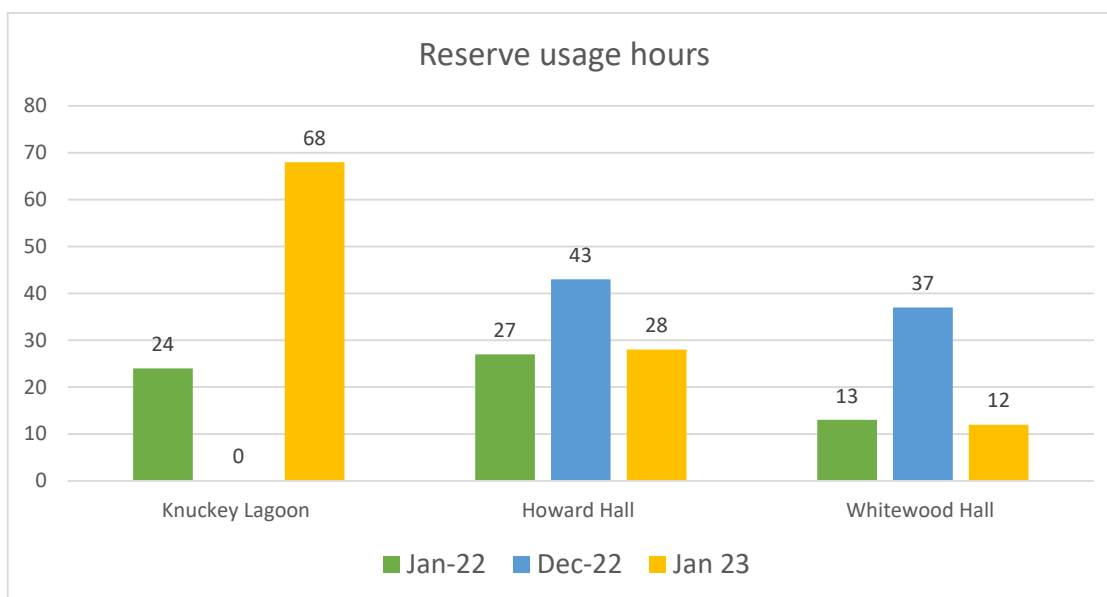
- Develop “2023 Key Dates” guide to support good governance, and forward planning.
- Held initial discussions to inform a volunteer skills development and training plan proposal.
- Supported development of 2023 Budget Projections from each reserve to inform Council’s budget workshops and encourage good fiscal management.
- Pursuit of an online booking system to promote facilities and improve booking efficiency across all locations.

Bookings across the Reserves

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

Humpty Doo Village Green is currently transitioning to be managed by the Freds Pass Sport and Recreation Reserve and as such has been removed from the table below.

While Howard Park has remained consistent to previous years, as activities have resumed at Knuckey Lagoon, we can now see there has been significant growth in the past 12-months. The decline in activity over the December-January period can be attributed to the seasonal variations, overall activity across the Top End is quiet post-Christmas/New Years.



Art Exhibition Update

Darwin Community Arts are excited to explore the new venue t Humpty Doo Village Green for this year’s art exhibition, and have already begun arrangements for the opening night, including securing liquor license and entertainment.

After a positive response last year, the event will again include an International Women’s Day morning tea, along with the popular children’s workshops and maker’s market.

Local Member for Nelson Gerard Maley and Member for Daly Dheran Young have again signed on as major sponsors for prizes.

Project Updates

Local Roads and Community Infrastructure Phase Three – Community Infrastructure Updates.

Location	Project	Status
McMinns Lagoon	Pathway lighting	Currently evaluating quotes.
Knuckey Lagoon	Storage shed lighting	Project Complete.
Mira Square	Playground and shade	Construction has commenced with completion anticipated mid to end of February.
Livingstone Reserve	Carpark Design	The second draft is currently being developed by consultant.
HPRR/HDVG/KLRR	CCTV + Wifi	Awaiting commencement.
Howard Park	Footpath	Project Completed.
Humpty Doo Village Green	BBQs	Awaiting arrival of materials.

Grant funding applications

The below table details the grants that have been applied for during this month and grants that Council is still awaiting an outcome:

Grant	Description	Status
Tourism Town Asset Program Round Two	To improve entrance signage to Litchfield Municipality.	Unsuccessful, will be removed from table next month.
Immediate Priority Program	Grant number one was for carpark safety upgrades	Currently under assessment.
Immediate Priority Program	Grant number two was for continuation of sealing roads in Southport	Currently under assessment.
Election Funding Commitment	\$10m Freds Pass Sport and Recreation Reserve upgrades and new sport facility	Guidelines have been posted on the Federal Infrastructure website https://www.infrastructure.gov.au/

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

N/A for the operational report.

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



COUNCIL REPORT

Agenda Item Number:	13.02.02
Report Title:	Howard Park and Knuckey Lagoon Recreation Reserves Committee Minutes
Author	Kate Townsend, Sport and Recreation Officer
Recommending Officer:	Nicky McMaster, General Manager Community and Lifestyle
Meeting Date:	21/02/2023
Attachments:	A: Howard Park Committee Minutes 20230206 Unconfirmed B: Knuckey Lagoon Committee Minutes 20230209 Unconfirmed

Executive Summary

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

Recommendation

THAT Council receive and note:

1. the unconfirmed Howard Park Committee Minutes of 6 February 2023, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 9 February 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.



ATTACHMENT A

Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 6/02/2023

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

Kate Townsend, Sport and Recreation Officer



Howard Park Reserve Committee Meeting

**Meeting at Howard Hall, Howard Park Reserve
on Monday, 06 February 2023 at 5:15pm**

1 Opening of Meeting

5:37 pm

2 Attendees

Mathew Salter	Litchfield Council North Ward Councillor (Chair)
Gerry Wood	Resident
Gerard Rosse	Resident
Doug Barden	Mayor (Observer)
Evan Johns	Howard Springs Scouts
Kate Townsend	Sport and Recreation Officer Litchfield Council

3 Apologies and Leave of Absence

None

Maxine Way	Howard Springs Volunteer Fire Brigade
Gerard Maley	Resident / local MLA
Fletcher Austin	Resident

4 Acknowledgement of traditional ownership

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

5 Disclosures of Interest

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

Nil

6 Confirmation of Minutes

That the Committee confirm the minutes of the meeting held on Monday 5 December 2022

Moved: Gerard Rosse

Seconded: Councillor Salter

7 Finance Report

Councillor Salter commented that the caretaker took care of many of the expenses listed on the operations report.

Councillor Salter enquired as to whether the Scouts and NTFS are charged for their utility usage.

- SRO replied that Council is currently waiting for these organisations to accept the Lease Agreements submitted to them which outlines how utilises will be handled.

Gerard Rosse enquired as to the water if that was mains or bore water.

- SRO replied it is mains water, Howard Park is not serviced by a bore.

Councillor Salter requested a pie chart for the last financial year as well as for quarterly and half year for next meeting. He also put forward that billing from user groups should not be covered by council.

Moved: Gerry Wood

Seconded: Gerard Rosse

8 Operations Report

Councillor Salter suggested Council approach the NTG for Grant funding to develop Whitewood Hall.

Councillor Salter enquired as to the status of the Masterplan:

- Gerry Wood suggested the Committee could begin work on the consultation process.
- Gerry Wood proposed that Councillor Salter draft a letter to be sent out to the user groups.

Gerry Wood expressed his disappointment with the result of Stage 1 of the footpath. Enquired as to why concrete blocks on the edge of the footpath were not included and that he believes the path is more dangerous now than what was previously there.

- SRO indicated the path was constructed according to Australian Standard and that feedback was sort from the committee when the RFQ was released with only Gerard Rosse replying.

Gerry Wood would like to see a caretaker role returned to Howard Park as has been done with Humpty Doo Village Green.

- SRO explained that there is not a caretaker at HDVG, there is a contractor on site to provide security overnight, the individual staff interchange with no one permanently living in the residence. This arrangement is currently a trial and will be reviewed after 12 months.

Additionally, there is no caretaker residence at Howard Park, so this would not be feasible. Such a role would also have to be a permanent employee of Council with the housing benefits incorporated into their total remuneration as per legal advice and insurance obligations.

Moved: Councillor Salter

Seconded: Gerard Rosse

9 Business Arising from the Minutes

None

Issue	Action
Gerry Wood Requested Council Communicate to the public the new arrangements at Humpty Doo Village Green and investigate a similar operation model for Howard Park	
Report cost of vandalism to the reserve	
Fletcher Austin enquired if the boom gate next to the hall could be removed	

10 General Business

11 Other Business

Gerry Wood put forward a proposal to install a gate at cricket nets. Approximate costs of \$1500, does not currently have any plans or drawings to present the committee.

- Gerard Rosse while supportive of the pedestrian gate, expressed concern in encouraging pedestrian access along a route that could be potentially hazardous, and that ideally a footpath needs to go in before a gate. He would like to see details from Gerry Wood including:
 - The overall size of the gate
 - Images of the proposal gate type
 - If the project aligns with Council's footpath plan.

Gerry Wood indicated that with the Cricket season quickly approaching, if the project is not approved and undertaken quickly, Southern Districts Cricket Club would withdraw their financial support.

SRO indicated for the project to go ahead, detailed drawings and plans would need to be submitted to Council to be approved by the CEO which would require endorsement from the committee. While endorsement only requires a majority vote, we would

prefer the project has unanimous support. If there is contention within the committee there would surely be contention within the community which we would like to avoid.

SRO indicated that at the previous meeting Fletcher Austin raised concerns with the deterioration of the verge if cars were being encouraged to park away from the designated car park. These issues were taken to the Manager for Infrastructure and Assets (MIA) to determine if Council would have objections to the development. Long term, Council would need to address the deterioration of the verge but would likely support the project. MIA suggested this matter would have been better addressed in the initial Cricket Net proposal as suggested by Council staff at the time.

The committee agreed to endorse the gate, subject to the inclusion of the development of a footpath to the gate from Whitewood Road.

Councillor Salter committed to raising a motion at the next Council meeting to have the footpath on Whitewood Road added to Council's planned works.

All were in favour.

12 Next Meeting

Monday April 3, 2023, at 5:15pm Howard Hall, Howard Park Recreation Reserve.

13 Close of Meeting

7.11pm

Howard Park Recreation Reserve

Operating results as at 31.10.2022 are summarised below.

	Annual 2022/23 Budget	2022/23 YTD P4 Actuals	2022/23 YTD Commitments	Variance to Budget [Annual Budget –	% Spent (Actuals + Commitments /	2021/22-P4 YTD Actuals	2021/22 YTD Actuals
Revenue							
User Fees & Charges	\$33,600	\$9,133	-	\$24,467	27%	\$6,100	\$24,573
TOTAL REVENUE	\$33,600	\$9,133	-	\$24,467	27%	\$6,100	\$24,573
Expenditure							
Operational Expenses	\$106,080	\$25,779	1,809.75	\$78,492	26%	\$45,829	\$102,531
Repairs & Maintenance	\$20,400	\$11,920	690.00	\$7,790	62%	\$4,322	\$15,160
TOTAL EXPENDITURE	\$126,480	\$37,698	2,499.75	\$86,282	32%	\$50,151	\$117,691
Tree Maintenance – Council Land	\$10,000	\$300	-	\$9,700	3%	\$0	\$900
TOTAL EXPENDITURE	\$136,480	\$37,998	2,499.75	\$95,982	30%	\$50,151	\$118,591

HOWARD PARK OPERATION REPORT DECEMBER 2022

Recreation Reserves Management Committee
Meeting



Kate Townsend. Sport and Recreation Officer

UTILIZATION

	Howard Hall	Whitewood Hall	Howard Park Oval
Regular user groups	9	6	3
Casual Bookings	0	0	0

USER GROUPS

Howard Hall

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

Whitewood Hall

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

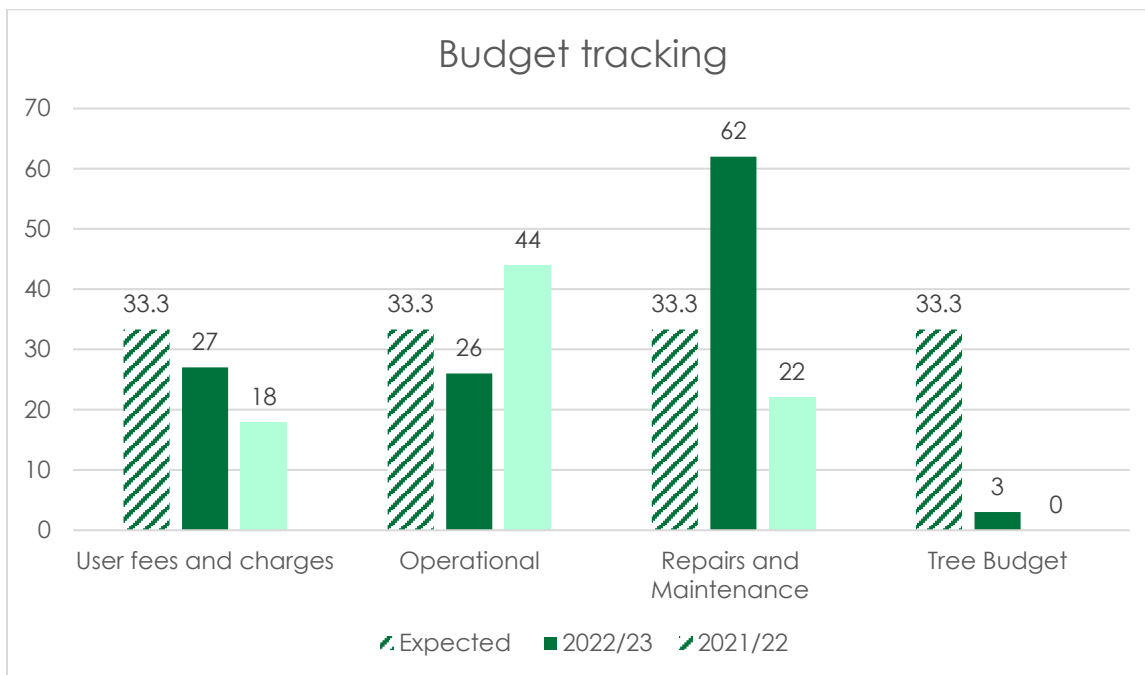
Howard Park Oval

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

STORAGE


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

FINANCIAL REPORT



Financial reports as of the 31st of October, give us an indication of how the budget is tracking one third through the 2022/23 financial year.

User fees and charges are tracking upwards, which could largely be attributable to the reintroduction of storage fees in July, as well as a small increase in regular hire.



Operational expenses are tracking slightly under anticipated level, and previous FY comparison which may be attributed to timing of bills, and reduced water usage at the end of the dry due to irrigation faults.

Repairs and maintenance have significantly exceeded expectations due to vandalism. Thankfully these issues have abated somewhat.

MAINTENANCE

Works completed this period

- Install new bin frames
- Clear blocked toilets
- 8 Irrigation call outs
- Fix mixer tap in disabled toilets Whitewood Hall
- Replacement toilet roll holder

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

LEASE AGREEMENTS

No updates

COMMUNICATION AND PROMOTION

CLEANING CONTRACT RFQ

The cleaning contract has been posted on Tenderlink twice with no responses. It has been reposted one final time in response to interest from two parties. The current contractor has generously offered to extend her services until the new contractor is in place.



VANDALISM AND ANTI-SOCIAL BEHAVIOUR

These issues have appeared to have abated, but we urge all community members to report any anti-social behavior directly to police.

GRANTS

Minor community benefit grants are currently available for up to \$10,000 Please speak with Sport and Rec Officer for support.

PLANNING AND DEVELOPMENT

SECURITY/WIFI ACCESS UPGRADES

Collecting final quotes and looking to award contract before the end of the year, with work to commence early 2023.

FOOTPATH

Project is anticipated to be completed in January 2023.

RESIDUAL FUNDS FROM PREVIOUS COMMITTEE

The proposal for the release of funds for an access control system and online booking system has been delayed until Budget Review 1 has been accepted by Council. This is because the remaining funds needed for the online booking system have been sourced from within this budget review. If the budget review is not accepted by Councillors, the proposal will be delayed again until the budget for the new financial year is accepted.



Appendix A: Maintenance and repairs log

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

**ATTACHMENT B**

Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 9/02/2023

Meeting held commencing 5:45pm
at Knuckey Lagoon Recreation Reserve

Kate Townsend, Sport and Recreation Officer



MINUTES

Knuckey Lagoon Reserve Committee Meeting

**Held in the Knuckey Lagoon Recreation Reserve
on Thursday 09 February 2023 at 5:45pm**

1 Opening of Meeting

5.45pm

2 Acknowledgement of Traditional Owners

3 Attendees

Kate Townsend	Sport and Recreation Officer (SRO)
Councillor Rachel Wright	Litchfield Council
Russ Swan	Top End Gem and Mineral Club
Millie Feeney	Berrimah Scouts
Nimnuan Walters	NT Thai Association

4 Apologies and Leave of Absence

Saramat 'Tou' Ruchkaew	NT Thai Association
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5 Disclosure of Interest

Nil

6 Confirmation of Minutes

December 1, 2022

Moved: Millie Feeney

Carried: Councillor Wright

7 Monthly Finance Report

Moved: Millie Feeney

Carried: Russ Swan

8 Operations Report

Attachment A.

Operations Budget

Nim enquired about the 0% of electricity, and if this was a result of the solar panels installed by the NT Thai Association

-SRO replied that the lack of electricity charges was a result of the meter not being updated when the solar panels were installed. Once this has been rectified Jacana will send estimated bills for this period as the meter was not operating as intended.

-Councillor Wright suggested that if there are any remaining operational funds at end of financial year, Council investigate installing a battery system.

Community Benefit Fund Grant Applications.

- Russ Swan indicated that the Gem Club will be applying for funding to install 1-2 extra-large fans under the eaves outside, the multiple small fans are ineffective. Requested Kate's support in drafting the application and letter of support.
- Nim indicated that NT Thai Association has not yet determined a plan for an application but requested Kate's assistance in submitting application.
- Millie indicated that the Scouts will discuss and reach out to Kate if they need assistance.

Moved: Millie Feneey

Carried: Nimnuan Walters

9 Business Arising from the Minutes

Issue	Action
Contact numbers for Committee Members	Please provide details to SRO

10 Other Business

- Enquiry from Councillor Wright regarding availability of funding to complete painting. Kate indicated that none of the Recreation Reserves currently have sufficient budget for painting.
- Enquiry from Councillor Wright regarding Masterplan development, Kate will have a consultation plan to present at the next meeting with initial consultation to occur in May.

Action for Committee to discuss future needs of their groups over the next 10 years with their members.

- Russ Swan asked if repair and maintenance items could be added to the register.
 - Leaking tap in lady's bathroom
 - No paper towels in men's bathroom
 - Soap dispensers need refilling.

11 Next Meeting

Next meeting Thursday 6 April 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.28pm



Knuckey Lagoon Recreation Reserve

Operating results as at 31.12.2022 are summarised below.

	Annual	2022/23 YTD	2022/23 YTD P6	Variance to Budget [Annual Budget – (YTD Actuals + YTD	% Spent (Actuals + Commitments / Annual Budget)	2021/22-P6 YTD	Annual	% Spent	2021/22 YTD
	2022/23 Budget	Actuals	Commitments			Actuals	2021/22 Budget		Actuals
Revenue									
User Fees & Charges	\$8,400	\$2,299	-	\$6,101	27%	\$3,728	\$6,025	62%	\$6,784
TOTAL REVENUE	\$8,400	\$2,299	-	\$6,101	27%	\$3,728	\$6,025	62%	\$6,784
Expenditure									
Operational Expenses	\$20,038	\$6,024	534	\$13,480	33%	\$8,532	\$19,645	43%	\$19,993
Repairs & Maintenance	\$8,160	\$1,272	203	\$6,685	18%	\$1,561	\$8,000	20%	\$6,082
TOTAL EXPENDITURE	\$28,198	\$7,295	737	\$20,166	28%	\$10,093	\$27,645	37%	\$26,075
Tree Maintenance – Council Land	\$10,000	\$2,700	-	\$7,300	27%	\$4,500	\$10,000	45%	\$5,500
TOTAL EXPENDITURE	\$38,198	\$9,995	737	\$27,466	28%	\$14,593	\$37,645	39%	\$31,575

Knuckey Lagoon Operation Report February 2023



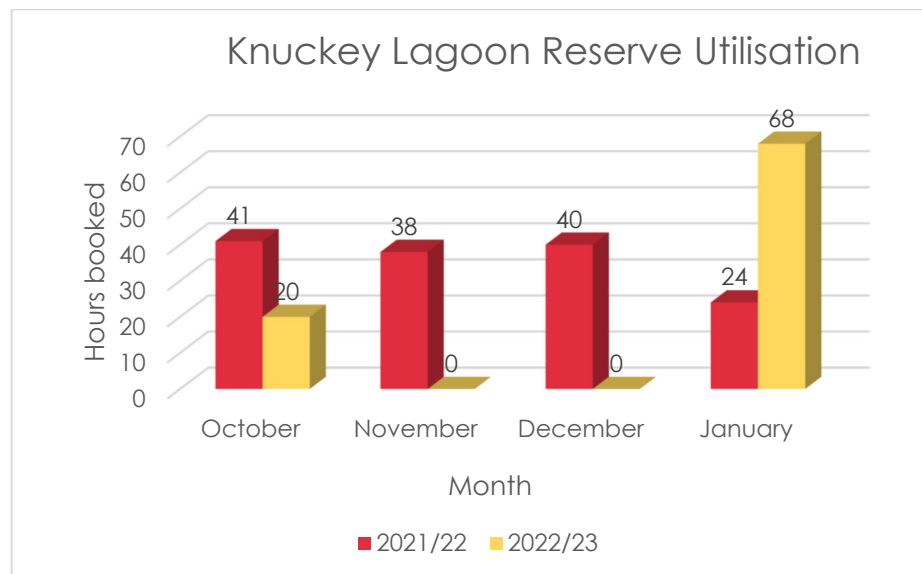
Kate Townsend, Sport and Recreation Officer

2 February 2023



UTILIZATION

	Knuckey Lagoon
Regular user groups	4
Casual Bookings	0



REGULAR USER GROUPS

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

STORAGE

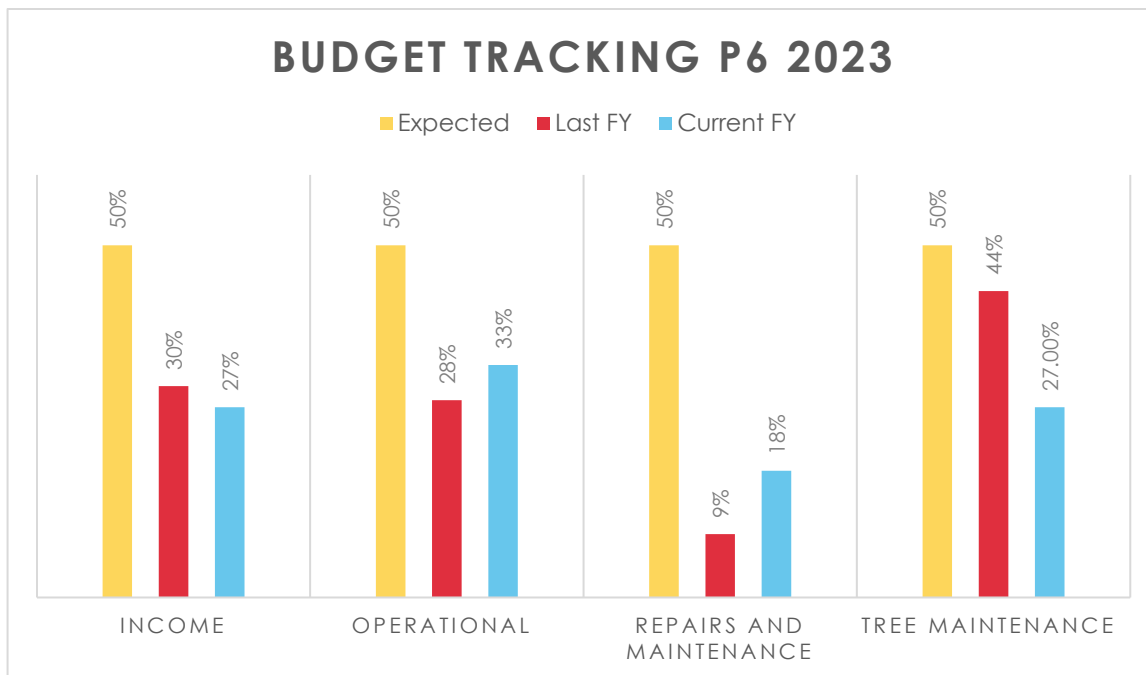
Internal Storage	External Storage
Top End Gem Club	Berrimah Scouts

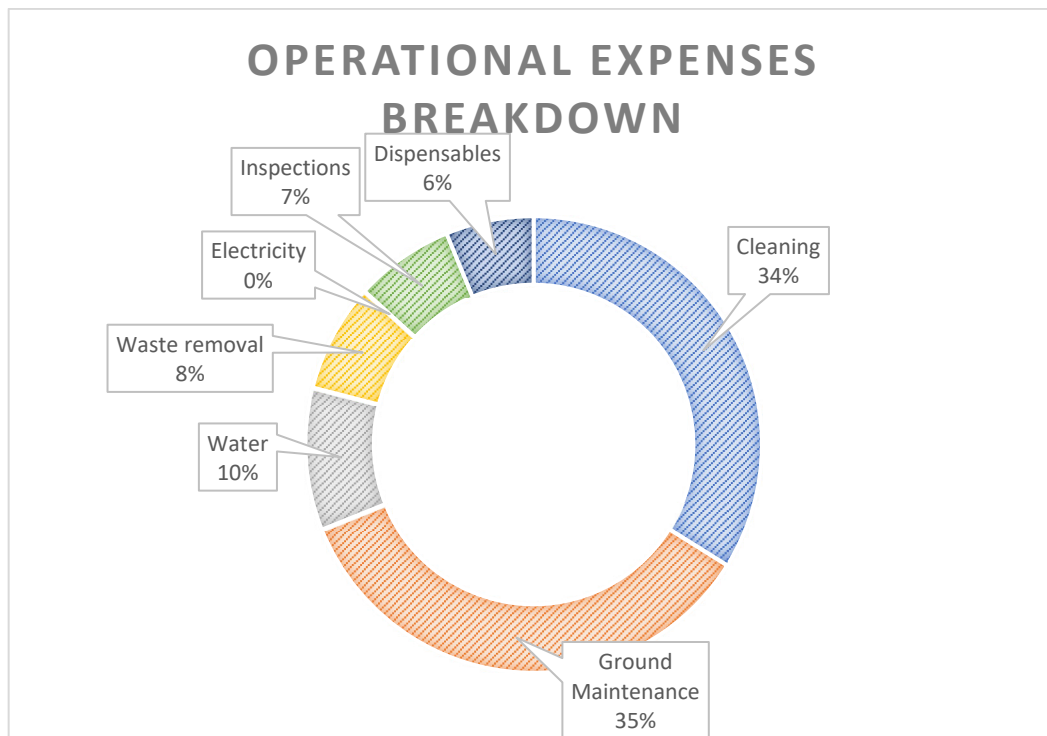


FINANCIALS

Figures as of 31 October 2022*

	2022/23	2021/22
Income	27%	62%
Operational Expenses	33%	43%
Repairs and Maintenance	18%	20%
Tree maintenance	27%	45%





Operational Budget \$20,038

Actual: \$6024

MAINTENANCE & REPAIRS

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

Work completed this period:

- January - New Mirrors in all three bathrooms

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



COMMUNICATION AND PROMOTION

CLEANING CONTRACT RFQ

Council has awarded the cleaning contract to Ironbark Service NT on 13 January 2023. Two submissions of a high standard were received by Council and the successful contract was awarded according to best value for money, ability to understand and deliver on contract requirements and experience undertaking similar sized work.

Ironbark is a Territory Not for Profit, first nations organization which provides employment services to the Litchfield Municipality. The contractor will undertake a spring clean to establish the new service standard going forward before commencing in February. There is an option for renewal or review of the contract in 12 months' time.

GRANT OPPORTUNITIES

NTG Major Community Benefits Grants of up to \$250,000 are again open and will close on 28 February.

As the Management Committee is no longer incorporated, Knuckey Lagoon relies heavily on not-for-profit user groups initiating projects through grant funding opportunities to further develop and improve the facilities.

We encourage each NFP user group to initiate a discussion with their committee on future planning and projects in preparation for consultation for the Reserve Master Plan which will be undertaken this year.

If your organization would like any assistance with grant applications, please reach out to Litchfield's Sport and Rec Officer.



UPGRADES AND IMPROVEMENTS

ONLINE BOOKING SYSTEM

50% of the funding required for the new system were approved in Budget Review 1, passed by Councillors at the December 2022 Ordinary Council Meeting.

The remaining funds required which are being sourced from Howard Park Reserve, are anticipated to be released at the February Council Meeting, pending support from Councillors.

SECURITY/WIFI ACCESS UPGRADES

Awaiting final quote.



APPENDIX A REPAIRS AND MAINTENANCE LOG

Location	Description	Action Required	Date	Priority Score	Actioned	Quoted
Bathrooms	Flooding whenever showers are used	Plumber/contractor	Apr-22	5		
Bathrooms	Taps frequently not turned off completely	change taps	Apr-22	2		
Downstairs hallway	skirting board missing	Contractor				
General	Painting tired and chipped	paint	Apr-22	2		\$3,908
General	Replacement blowers and vacuum cleaner	replacement	Apr-22	2		
Kitchen	Tiles Missing from kickboard	Replacement	Apr-22	4		\$500
Kitchen	Possum entering building via roller door	Block entry	Apr-22	5		
Kitchen	Electric Urn leaking	Service	Apr-22	2		
Outdoor	BBQs in poor condition	Replacement	Apr-22	3		
Stairs	chipped and flaked paint	Needs repainting	May-22	5		\$1,328
Upstairs	Water damage on left hand side	replace tiles, check roof	Apr-22	4		
Upstairs	Hole in floor	Needs patching	May-22	5		
Driveway/carpark	Light reflectors on the edge of the road					
Carpark	Edging/gutters and line marking					
Shed/Building	Pathway needed between buildings					
Carpark	Extend road base from carpark to building to increase accessibility					



COUNCIL REPORT

Agenda Item Number:	13.02.03
Report Title:	Local Government Association of the Northern Territory Executive Board Nominations – Casual Vacancy
Author & Recommending Officer:	Stephen Hoyne, Chief Executive Officer
Meeting Date:	21/02/2023
Attachments:	A: LGANT Nomination of Office Bearers Form

Executive Summary

This report provides Council the correspondence received from the Local Government Association of the Northern Territory (LGANT) inviting nomination to the LGANT Executive Board.

Recommendation

THAT Council nominates _____ to the Local Government Association of the Northern Territory Executive Board for the position of Board Member Municipal.

Background

Sunday 5 February 2023, Kym Henderson resigned from the LGANT Board effective immediately, officially resigning from her position on the Katherine Town Council on Monday 6 February 2023.

Therefore LGANT have a CASUAL VACANCY on the Board.

Pursuant to the LGANT Constitution

18 (e)

If a casual vacancy occurs on the Board for a position other than the President or a Vice President, the Chief Executive Officer shall advise Member Councils and invite nominations to be forwarded for consideration at the next Executive (Board) Meeting.

- All current LGANT Executive members who were elected at the 2022 LGANT Annual General Meeting remain on the Executive until the LGANT GM & AGM in November 2024 and do not face an election at the November 2023 GM & AGM.
- The person elected to the LGANT Board at the March 21, 2023, LGANT Board meeting to fill the Casual Vacancy will serve for until November 2023 GM & AGM where upon the Casual Vacancy will be filled for the remaining 12 months via a vote by the full membership. The incumbent may nominate again.

The vacancy was from a Municipal Council therefore the Casual Vacancy must come from a Municipal Council.

The City of Darwin already have two positions on the Board so they cannot nominate anyone. The Alice Springs Town Council already has one representative and cannot nominate anyone, the City of Palmerston is not a member leaving the Katherine Town Council and the Litchfield Council as eligible to nominate for the Board.

The **Katherine Town Council and the Litchfield Council** are invited to nominate candidates for consideration at the next LGANT Board meeting.

The next LGANT Board meeting is 21 February 2023. This leaves only 8 days for member councils to have their next council meeting to endorse a nomination, get that nomination to the LGANT Secretariat and be processed by the Secretariat for the next LGANT Board meeting.

- The Litchfield Council have their next Council meeting 21 February 2023
- The Katherine Town Council have their next Council meeting 28 February 202

Given the two eligible councils will not have had their next full council meeting by 21 February, the Casual Vacancy will be decided upon by the LGANT Board at its 21 March meeting.

Key Dates

- | | |
|---------------------------|---|
| • Monday 6 March | Eligible councils must have had their meeting by this date. |
| • Tuesday 7 March | Nominations for the LGANT Executive must be into the LGANT Secretariat |
| • Tuesday 14 March | Agenda for the LGANT Board meeting goes out including the nominations and bios for the LGANT Board Casual Vacancies |
| • Tuesday 21 March | LGANT Board Meeting and Casual Vacancy filled. |
| • Friday 5 November (TBC) | LGANT Annual General Meeting and election of Casual Vacancy to the LGANT Board |

Please note that LGANT Board members are not remunerated and meet every month either in person or via videoconference or teleconference.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Nil

Risks

Nil.

Community Engagement

Not Applicable.

LOCAL GOVERNMENT ASSOCIATION OF THE NORTHERN TERRITORY

NOMINATION OF OFFICE BEARER

In accordance with clause 18 (e) of the LGANT Constitution, I hereby call for nominations for one position on the LGANT Board. The incumbent LGANT Board will appoint one candidate to fill the casual vacancy until the 2023 LGANT Annual General Meeting in November in Darwin.

Sean G Holden
Chief Executive Officer
13 February 2023

Nominating Council:

The Council resolved at a meeting held on _____ 2023 to nominate the following elected member(s) to the LGANT Board:

Name of Elected Member	Executive Member
	Board Member Municipal
	Board Member Municipal

Signed _____ / / 2023.
CEO

Please forward completed signed nomination form and a short biography on each nominee by COB Tuesday 7th of March 2023 to:

Angela Barker
Executive Assistant to the CEO
Email: angela.barker@lgant.asn.au



COUNCIL REPORT

Agenda Item Number:	13.03.01
Report Title:	Summary Planning and Development Report January 2023
Author and Recommending Officer:	Julie Hillier, Program Leader, Planning and Development James Morgan, Manager Infrastructure and Assets
Meeting Date:	21/02/2023
Attachments:	A: PA2022/0493 Litchfield Council LoC B: PA2022/0472 Litchfield Council LoC C: Occupation Licence Litchfield Council LoC D: Liquor Licence Litchfield Council LoC

Executive Summary

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

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

Type of Application	No. Applications
Development Applications	2
Clearances for Development Permit Conditions	0
Sale, Lease, or Occupation of Crown Land Applications	1
Liquor Licence Applications	1
Water Licence Applications	0
Mining Applications	0
Works Permits	6

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 January 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to D 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	2
Development applications supported, subject to specific issues being adequately addressed	0
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	0
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
PA2022/0472 Section 2330 (365) Spencer Road, Darwin River, Hundred of Cavenagh Attachment A	The subject land is zoned R (Rural). The Darwin Regional and Litchfield Subregional Land Use Plan is applicable to the site. The subject site is 32.46 hectares. The proposal is to subdivide the land in Zone R (Rural) into two lots. Proposed Lot A has an area of 15.5 hectares and proposed Lot B has an area of 16.7 hectares. Most of the site is elevated and dry with well-drained soils and the Land Suitably Analysis indicates there is in excess of 1.0 hectare of unconstrained land available to each lot. Standard comments provided to address stormwater management and road access approval.
PA2022/0493 Section 6128 (140) Howard Springs Road, Howard Springs Hundred of Bagot Attachment B	The application was lodged by Land Development – DIPL. The subject land is vacant Crown land. The subject land is zoned MZ (Multi Zone) – RL (Rural Living) and SC (Service Commercial) The Darwin Regional and Litchfield Subregional Land Use Plan is applicable to the site. The subject site is 75.72 hectares. Section 6128, Hundred of Bagot was previously serviced and developed by Inpex as an accommodation village. The application will enable a title to be issued over the existing site, easements registered to facilitate future lease arrangements for periods exceeding 12 years. The site has existing access to Stow Road, a Council road, and Howard Springs Roads, an NT Government road. Stormwater discharge from the site is directed to Howards Springs Road. There are no new accesses proposed or changes to stormwater drainage as a result of the subdivision.

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 Attachment C	NT Portion 2727 (3940) Gunn Point Road, Koolpinyah, Hundred of Bagot	Careflight Limited for the purpose of a helicopter training facility	Council supports the proposed Occupation Licence provided appropriate consideration is given to the impact of operations on the amenity of neighbouring landowners/residents and subject to standard development requirements relating to access and stormwater drainage.

LIQUOR LICENCE APPLICATIONS

The table below describes the new applications for liquor licences or amendments to existing liquor licenses to which Council has responded during the noted period.

Address and Attachment Reference	Purpose	Summary
Freds Pass Showgrounds Attachment D	Major Event Authority liquor licence to host the Freds Pass Rural Show from Friday 26 May 2023 to Sunday 28 May 2023	Council supports the proposed licence for the Freds Pass Show and noted the property address for the main showgrounds was not referenced in the application.

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.

Application Date Received	Proposed Works Start Date	Location of Works Permit Application	Purpose of works
4/01/2023	14/02/2023	32 Barrow Street, Southport	Akron – PWC – Replace transformer
10/01/2023	23/01/2023	180 Power Road, Girraween	WANT Geotechnics – Test Holes
11/01/2023	11/01/2023	3 Dili Court, Coolalinga	Mike Excavations – Excavation Works – major water spill
12/01/2023	07/02/2023	230 Madsen Road, Howard Springs	Akron – PWC – Subdivision Service upgrade
17/01/2023	14/09/2022	1350 Old Bynoe Road, Darwin River	Akron – PWC – Overhead works
24/01/2023	7/02/2023	Madsen Road, Howard Springs	Mugavin Contracting -- Stormwater & Driveway Installation

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.



2 February 2023

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

**RE: Letter of Comment - Development Application: Section 6128 (140) Howard Springs Road,
Hundred of Bagot for the purpose of subdivision to create one lot**

Thank you for the Development Application referred to this office on 23/01/2023, 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.

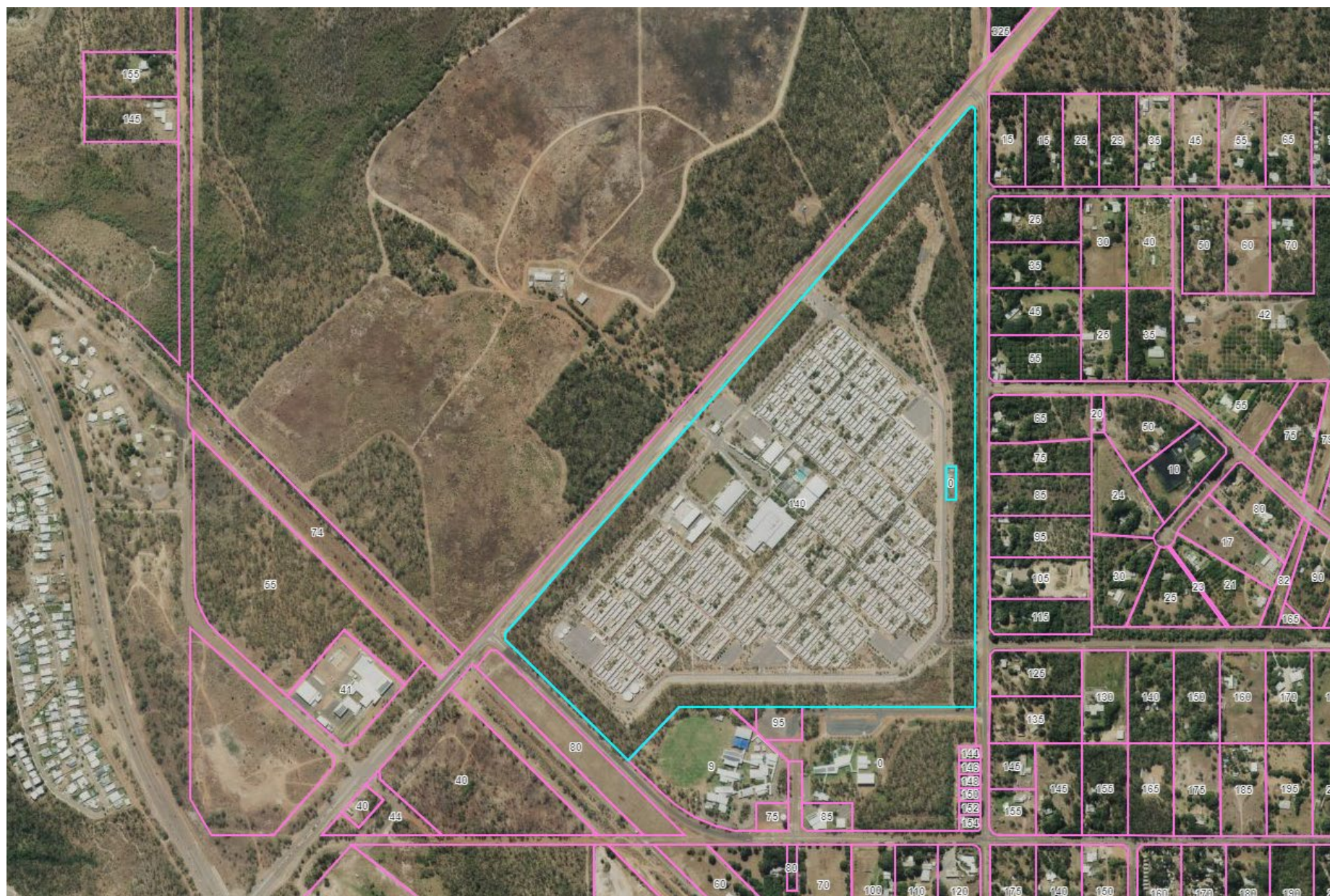
Council supports the granting of a Development Permit for the purpose of subdivision to create one lot. Should the application be approved, the following condition, pursuant to the *Planning Act 1999* and Council's responsibility under the *Local Government Act 2019*, is recommended for inclusion in any Development Permit issued by the consent authority:

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

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

Yours faithfully

Julie Hillier
Planning and Development
Program Leader



3 February 2023
Ref: PA2022/0472

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

RE: Letter of Comment Development Application - Section 2330 (365) Spencer Road, Darwin River, Hundred of Cavenagh: Subdivision to create two lots

Thank you for the Development Application referred to this office on 20/01/2023, 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 a Development Permit for the purpose of subdivision to create two lots and should the application be approved, the Council requests the following conditions pursuant to the *Planning Act 1999* and Council's responsibility under the *Local Government Act 2019* for inclusion in any Development Permit issued by the consent authority:

- a) Engineering design and specifications for the stormwater drainage, vehicular access 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.

- b) All existing or proposed easements or reserves required for the purposes of stormwater drainage, shall be made available free of cost to, and in favour of, Litchfield Council.
- c) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan.

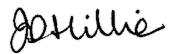
Should the application be approved, the following notes are recommended for inclusion in any Development Permit issued by the consent authority:

- 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.

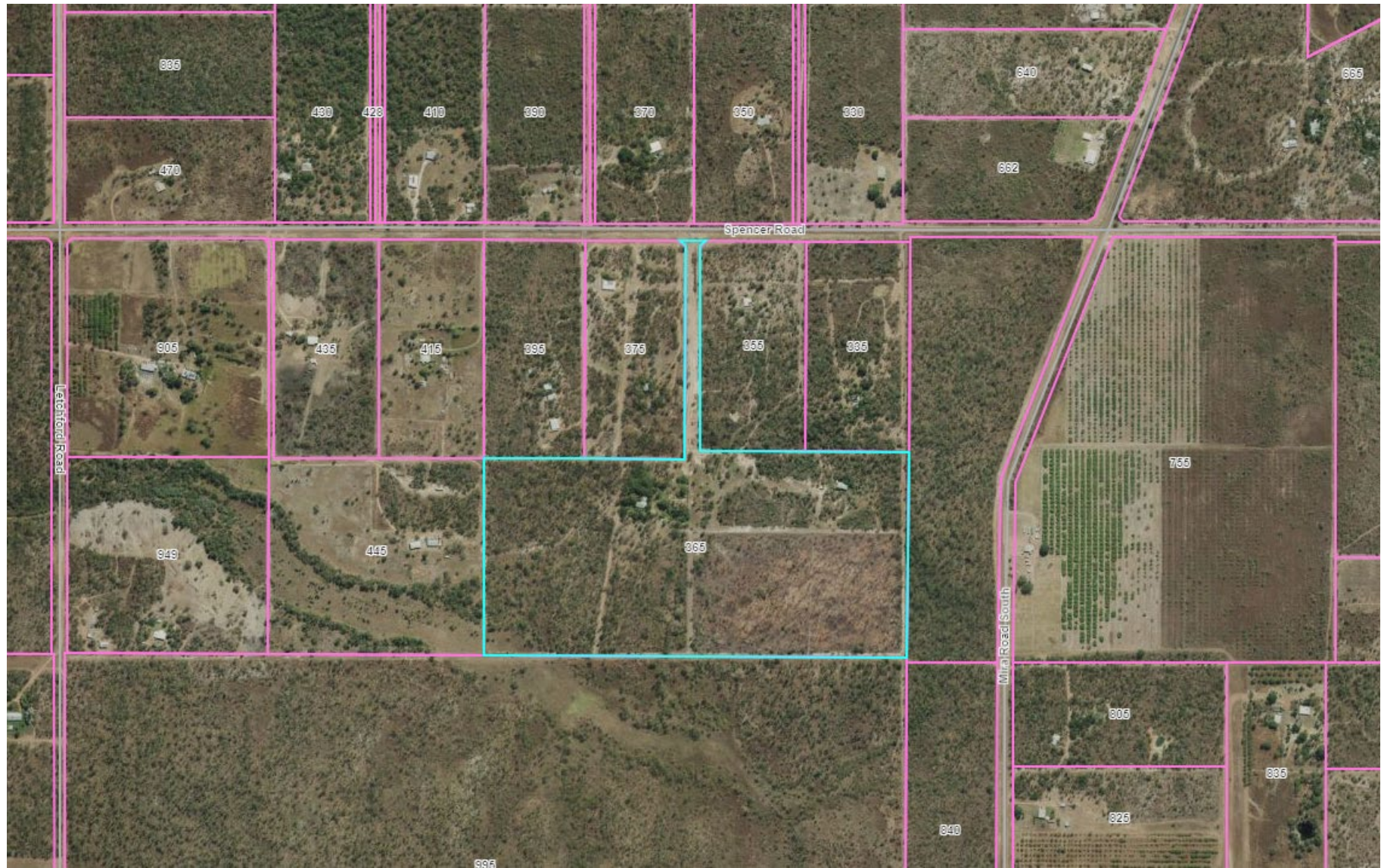
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.

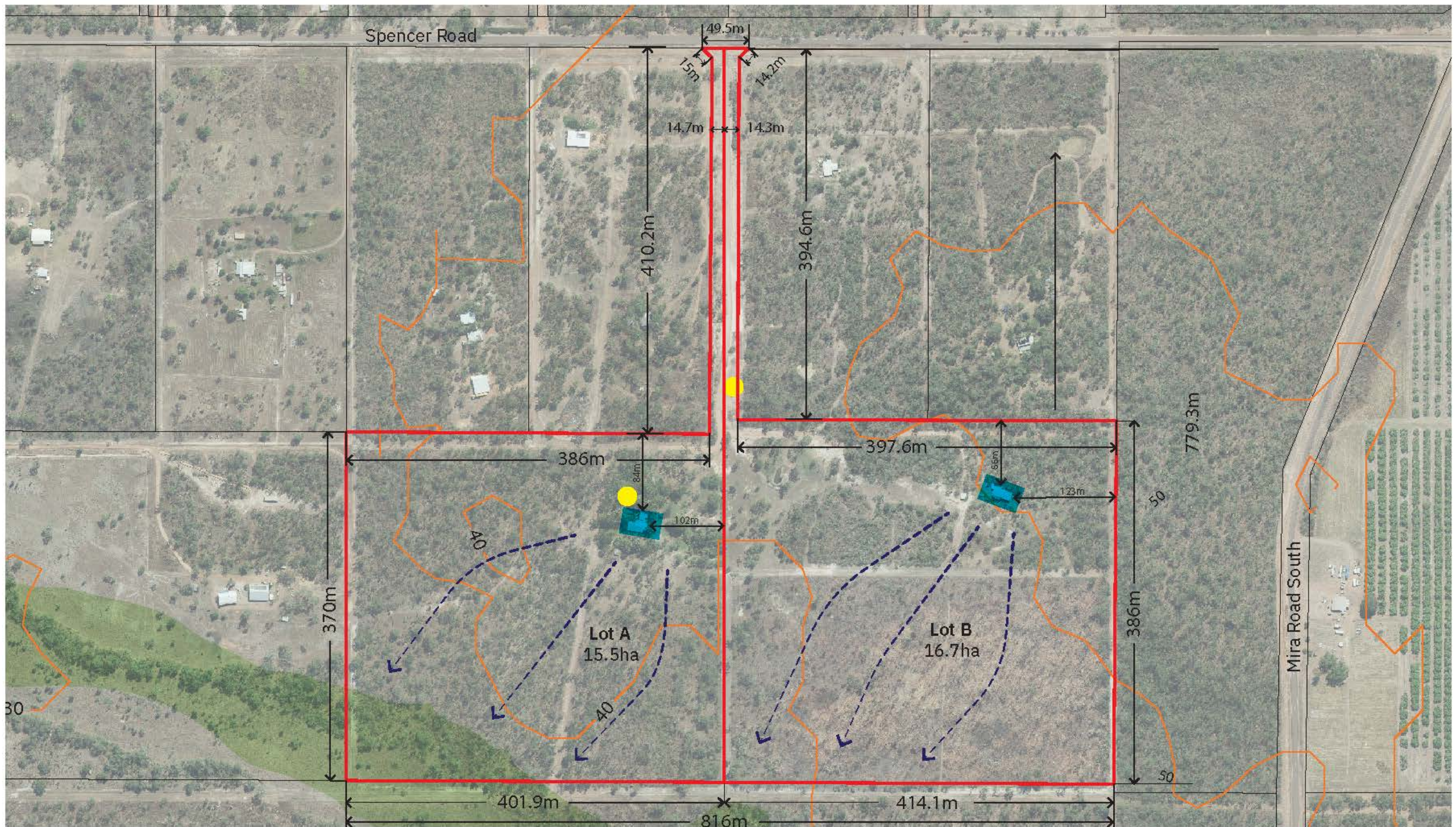
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully



Julie Hillier
Planning and Development
Program Leader





Subdivision Plan

365 Spencer Road
Darwin River, NT

Jens Waldenmayer



9 February 2023

Orin Williamson
Crown Land Estate
Department of Infrastructure, Planning and Logistics
crownland.estate@nt.gov.au

RE: Letter of Comment Occupation Licence: Careflight Limited - helicopter training facility

NT Portion 2727 (3940) Gunn Point Road, Koolpinyah, Hundred of Bagot

Thank you for providing the proposed Occupation Licence referred to this office on 23/01/2023, 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 proposed Occupation Licence by Careflight Limited for the purpose of a helicopter training facility, provided appropriate consideration is given to the impact of operations on the amenity of neighbouring landowners/residents.

Should the application be approved, the Council requests the following considerations be given:

- a) Any new vehicle access to a Litchfield Council road will require Council approval.
- 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.
- 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

A handwritten signature in black ink, appearing to read 'Julie Hillier', written in a cursive style.

Julie Hillier
Planning and Development Program Leader

27 January 2023
Our ref: 2023/9014

Director of Liquor Licensing
Email: directorliquorlicensing.ditt@nt.gov.au

RE: Application for a Liquor Licence

Section 1817 (20A) Bees Creek Road, Hundred of Strangways

Thank you for the Liquor License application referred to this office on 09/01/2023, regarding 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.

In this instance, a major event authority liquor licence to host the Freds Pass Rural Show from Friday 26 May 2023 to Sunday 28 May 2023, as follows, is supported by Litchfield Council.


Liquor Licence Start Day, Date and Time	Liquor Licence End Day, Date and Time
Friday 26 May 2023 1830 hours	Friday 26 May 2023 2330 hours
Saturday 27 May 2023 1000 hours	Saturday 27 May 2023 2400 hours
Sunday 28 May 2023 1000 hours	Sunday 28 May 2023 1600 hours

However, Council wish to note the particular address identified in the application does not include the area on which the Freds Pass Show is held, being Section 5467 (20) Freds Pass Road, Hundred of Strangways, as shown overleaf.

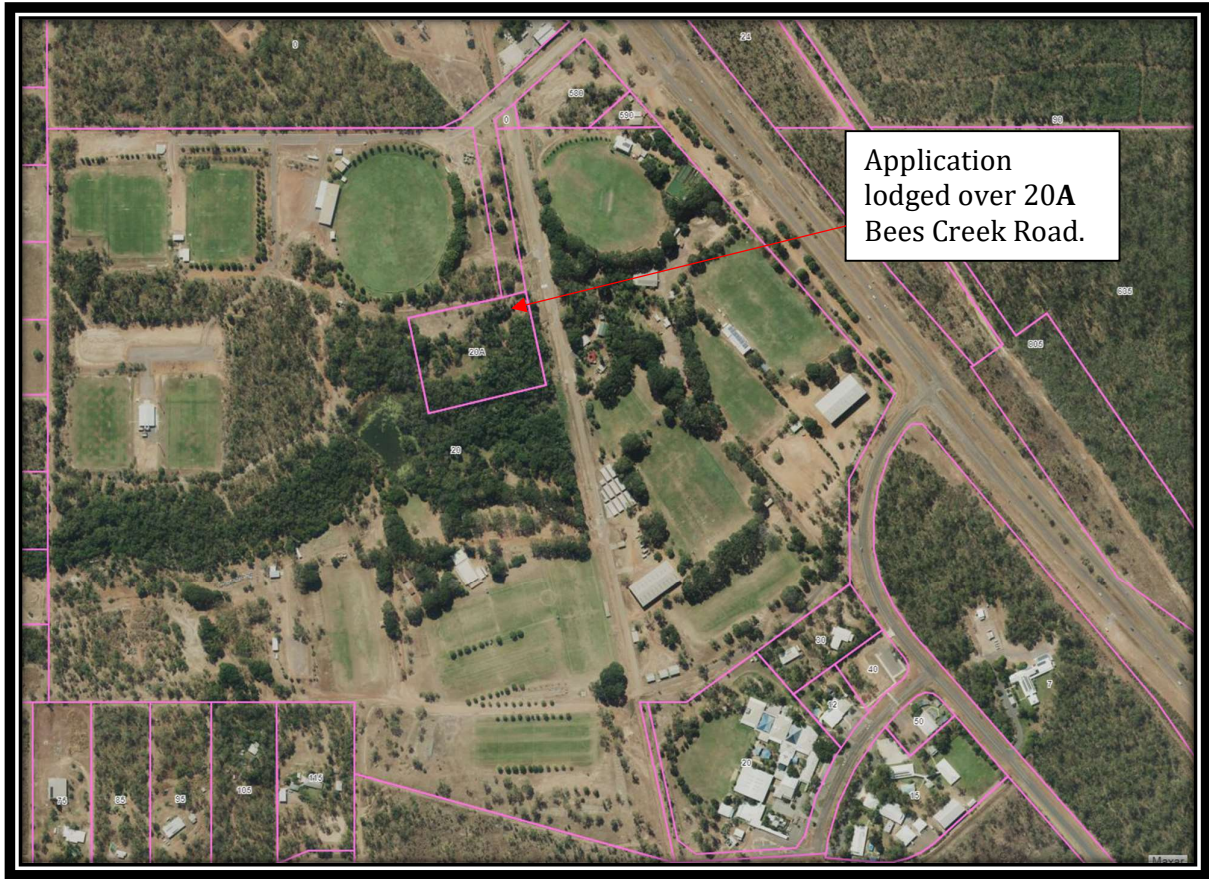
For all liquor licence applications, Council wishes to note the recent investigations and reports into the consumption of alcohol in the Northern Territory and notes support for limiting the harmful use of alcohol in the community.

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

Yours faithfully



Julie Hillier
Planning and Development Program Leader





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 21 February 2023

14 Other Business

15 Confidential Items

15.01 Confidential Meeting Minutes

15.02 Application to Write-Off Rates and Charges

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

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

15.03 Rates in Arrears in excess of two years

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

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

15.04 Provision of Rubbish Collection Services by Commercial Operators – Business Approach

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

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

15.05 Chief Executive Officers Performance Appraisal and Remuneration Review Committee – 30 January 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*.

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

15.06 Operational Service Review

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

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

16 Close of Meeting