



AGENDA

20th Ordinary Council Meeting

11th Council of Litchfield

MONDAY 24 APRIL 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

TABLE OF CONTENTS

| | | |
|----|--|-------|
| 1 | Acknowledgement of Traditional Owners | Pg 4 |
| 2 | Opening of Meeting..... | Pg 4 |
| 3 | Electronic Attendance / Apologies and Leave of Absence | Pg 4 |
| | 3.01 Electronic Attendance | |
| | 3.02 Apologies | |
| | 3.03 Leave of Absence Previously Granted | |
| | 3.04 Leave of Absence Request | |
| 4 | Disclosures of Interest | Pg 4 |
| | 4.01 Elected Members | |
| | 4.02 Staff | |
| 5 | Public Questions | Pg 5 |
| 6 | Confirmation of Minutes | Pg 5 |
| | 6.01 Confirmation of Minutes | |
| | 6.02 Council Business Arising from Previous Meetings | Pg 14 |
| 7 | Petitions..... | Pg 16 |
| 8 | Deputations and Presentations | Pg 16 |
| 9 | Accepting or Declining Late Items..... | Pg 16 |
| 10 | Notices of Motion | Pg 16 |
| 11 | Mayors Report | |
| | 11.01 Mayors Report | Pg 18 |
| 12 | Reports from Council Appointed Representatives..... | Pg 19 |

| | | |
|-----------|--|---------------|
| 13 | Officers Reports | |
| 13.01 | Corporate and Community | |
| 13.01.01 | Litchfield Council Finance Report – March 2023 | Pg 20 |
| 13.01.02 | People Performance and Governance Monthly Report – March 2023 | Pg 57 |
| 13.01.03 | Draft Municipal Plan 2023 – 2024 and Draft Long Term Financial Plan | Pg 64 |
| 13.01.04 | Budget Review Two 2022 - 2023 | Pg 139 |
| 13.01.05 | FIN09 Risk Management and Audit Committee | Pg 152 |
| 13.02 | Executive and Community Development | |
| 13.02.01 | Council Member Allowance – Remuneration Tribunal Determination | Pg 162 |
| 13.02.02 | Howard Park and Knuckey Lagoon Recreation Reserve Committee Minutes | Pg 170 |
| 13.03 | Infrastructure and Operations | |
| 13.03.01 | Summary Planning and Development Report – March 2023 | Pg 196 |
| 13.03.02 | Draft Guidelines Management of Human Remains | Pg 212 |
| 13.03.03 | Proposed Place Names - PA20150768 Subdivision Berry Springs | Pg 221 |
| 14 | Other Business..... | Pg 227 |
| 15 | Confidential Items | Pg 227 |
| 15.01 | Confirmation of Confidential Minutes | |
| 15.02 | Appointment of Independent Member to the Risk Management Audit Committee | |
| 15.03 | Local Government – Compliance Review 2022 – Final Outcome Report | |
| 15.04 | Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 29 March 2023 | |
| 15.05 | Chief Executive Officer Performance Review Report (<i>late report</i>)..... | |
| 16 | Close of Meeting..... | Pg 228 |



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Monday 24 April 2023

1. Acknowledgement of Traditional Ownership

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

2. Opening of Meeting

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

3. Electronic Attendance / Apologies and Leave of Absence

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

4. Disclosures of Interest

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

- 4.01 Elected Members**
- 4.02 Staff**

5. Public Questions

6. Confirmation of Minutes

6.01 Confirmation of Minutes

- Ordinary Council Meeting held Tuesday 21 March 2023, 8 pages; and
- Ordinary Confidential Council Meeting held Tuesday 21 March 2023, 2 pages.

6.02 Council Action Sheet / Business Arising from Previous Meetings

- Business Arising from Ordinary Council Meeting – 21 March 2023



COUNCIL MINUTES

LITCHFIELD COUNCIL MEETING

Minutes of Ordinary Meeting
held in the Council Chambers, Litchfield
Tuesday 21 March 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 (<i>electronically</i>) Councillor North Ward Councillor North Ward Councillor Central Ward Councillor South Ward |
| Staff | Stephen Hoyne Maxie Smith Debbie Branson | Chief Executive Officer General Manager Business Excellence Executive Assistant |
| Public | As per Attendance Register | |

1. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

2. OPENING OF THE MEETING

The Mayor opened the meeting at 6:01pm

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.

On behalf of Litchfield Council, Mayor Barden expressed his condolences to the family and friends of Mr Ian Quinn, a long-term Litchfield resident and mango farmer who passed away and to Mr Declan Laverty, a young man fatally stabbed at a Darwin bottle shop.

3. ELECTRONIC ATTENDANCE / APOLOGIES AND LEAVE OF ABSENCE

3.1 Electronic Attendance

Moved: Cr Wright
Seconded: Cr Salter

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

CARRIED (7-0) ORD2023 11-032

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 PUBLIC QUESTIONS

5.1 Susan Kilgour and Evonne Peckover

Question: Item 6.02 Business Arising

On behalf of the Humpty Doo Community Garden, as their Public Officer can you inform me of the management of the Village Green in the context of the Fred's pass governing body.

Answer: Thank you for your question submitted on 19 March 2023.

Options for the management of Humpty Doo Village Green are being considered by Council.

5.1 Susan Kilgour and Evonne Peckover (continued)

In the interim administration is engaging with service providers to ensure standards of cleaning, security and grounds maintenance are retained.

A suggestion was made to form a Committee of Council which would include the management of the Village Green and the Community Garden. Council advised that it would discuss revisiting establishing a Committee as a solution.

5.2 Andrew Venhuizen

Mr Venhuizen attended the Council Meeting to report an issue at his property at 25 Whistler Court Howard Springs. The Chief Executive Officer advised he will receive a response to his request in writing in regards to the works that will be carried out in the 2023 Dry Season.

6 CONFIRMATION OF MINUTES

6.1 Confirmation of Minutes

Moved: Cr Wright
Seconded: Cr Sidey

THAT Council confirm the:

- Ordinary Council Meeting minutes held 21 February 2023, 7 pages;
- Ordinary Confidential Council Meeting held Tuesday 17 January 2023, 2 pages; and as a true and accurate record of those meetings, subject to the following amendment:

Item 3.1 Electronic Attendance

THAT Council provides permission for Deputy Mayor Mackay to attend the Council meeting electronically.

CARRIED (7-0) ORD2023 11-033

6.2 Council Action Sheet / Business Arising from Previous Meetings

This report was not included in the Ordinary Council Meeting February agenda and was deferred to the following meeting. Item 6.2.1 relates to the Actions outstanding from February 2023 and item 6.2.2 relates to current outstanding item.

Moved: Deputy Mayor Mackay
Seconded: Cr Wright

THAT Council receive and note Item 6.2.1 and 6.2.2 and within the Council agenda, Council Action Sheet / Business Arising from Previous Meetings.

CARRIED (7-0) ORD2023 11-034

7. PETITIONS

Nil.

8. DEPUTATIONS AND PRESENTATIONS

Nil.

9. ACCEPTING OR DECLINING LATE ITEMS

9.1 Ordinary Council Meeting April 2023 – Reschedule

Moved: Deputy Mayor Mackay

Seconded: Cr Sharp

THAT the late report item 13.02.02 Ordinary Council Meeting April 2023 – Reschedule, be accepted and included under Officer's reports for consideration.

CARRIED (7-0) ORD2023 11-035

10. NOTICES OF MOTION

10.1 Freds Pass Sport Recreation Management Board Funding

Moved: Deputy Mayor Mackay

Seconded: Cr Sharp

THAT Council receive and note Item 10.1 Freds Pass Sport Recreation Management Board Funding and refer the matter to the Confidential Section for further discussion.

CARRIED (7-0) ORD2023 11-036

11. MAYORS REPORT

Moved: Mayor Barden

Seconded: Cr Harlan

THAT Council receive and note Item 11.01 Mayor's monthly report for the period 22 February 2023 to 21 March 2023.

CARRIED (7-0) ORD2023 11-037

12. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Moved: Deputy Mayor Mackay

Seconded: Cr Sharp

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

1. Risk Management and Audit Committee Meeting; and
2. CEO Performance Appraisal and Remuneration Review.

CARRIED (7-0) ORD2023 11-038

13. OFFICERS' REPORTS

13.01 Business Excellence

13.01.01 Litchfield Council Finance Report – February 2023

Moved: Cr Harlan
Seconded: Deputy Mayor Mackay

THAT Council note the Litchfield Council Finance Report for the period ended 28 February 2023.

CARRIED (7-0) ORD2023 11-039

13.01.02 People Performance and Governance Monthly Report – February 2023

Moved: Cr Sidey
Seconded: Cr Wright

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

CARRIED (7-0) ORD2023 11-040

13.01.03 Risk Management Audit Committee Open Minutes – 22 February 2023

Moved: Cr Harlan
Seconded: Cr Sidey

THAT Council receive and note the Risk Management Audit Committee unconfirmed open minutes from 22 February 2023 meeting, as at Attachment A.

CARRIED (7-0) ORD2023 11-041

13.02 Council Leadership and Community Services

13.02.01 Community and Lifestyle Monthly Report – February 2023

Moved: Cr Harlan
Seconded: Cr Wright

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

CARRIED (7-0) ORD2023 11-042

13.02.02 Ordinary Council Meeting April 2023 - Reschedule

Moved: Cr Harlan
Seconded: Cr Sharp

THAT Council, in the absence of the Mayor, Cr Sidey and Chief Executive Officer to attend the Local Government Association of the Northern Territory General Meeting, reschedule the Ordinary Council Meeting scheduled for Tuesday 18 April 2023 to Monday 24 April 2023 (noting that Tuesday 25 April 2023 is the Anzac Day Public Holiday) and publicise the change as legislatively required.

CARRIED (7-0) ORD2023 11-043

13.03 Infrastructure and Operations

13.03.01 Summary Planning and Development Report February 2023

Moved: Cr Sharp
Seconded: Cr Wright

THAT Council:

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

CARRIED (7-0) ORD2023 11-044

14. OTHER BUSINESS

14.1 Jenkins Road and Elizabeth Valley – Crocodile Awareness in Drains and Culverts

Awareness to be promoted on Council's Facebook site.

14.2 Potential By-laws Managing Cats

Referred to a future briefing for discussion.

14.3 Local Government Act Changes to Legislation

Question taken on notice.

14.4 Questions from Elected Members recorded in the Minutes

To be discussed in the Confidential section.

14.5 Lobbying the Northern Territory Government – Old Railway Line – Footpaths

Mayor Barden suggested that a formal motion be put forward for consideration.

15. CONFIDENTIAL ITEMS

Moved: Deputy Mayor Mackay
Seconded: Cr Sharp

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

15.01 Confidential Council Minutes

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

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

15.02 Correction of Assessment Record

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

15.03 Risk Management and Audit Committee Meeting Confidential Unconfirmed Minutes – 22 February 2023

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

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

15.04 Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 13 March 2023

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

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

15.05 Notice of Motion - Freds Pass Sport Recreation Management Board Funding

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 11-045

The meeting moved to Confidential Session at 7:27pm.

Cr Sharp left the meeting at 8:04pm.

Moved: Cr Sidey
Seconded: Deputy Mayor Mackay

THAT pursuant to Section 293(2) of the Local Government Act 2019 and Regulation 51 of the Local Government (General) Regulations the meeting be re-opened to the public.

CARRIED (6-0) ORD2023 11-049

The meeting moved to Open Session at 8:09pm.

17. CLOSE OF MEETING

The Chair closed the meeting at 8:09pm.

18. NEXT MEETING

Tuesday 18 April 2023.

MINUTES TO BE CONFIRMED

Tuesday 18 April 2023.

.....
Mayor
Doug Barden

.....
Chief Executive Officer
Stephen Hoyne

6.02 - Business Arising from the Minutes

In Progress

Ongoing

Completed

Superseded

| Resolution | Resolution | Meeting Date | Officer | Status |
|-------------------|--|--------------|---------|--|
| ORD2022 11-173 | Road Opening Closing Meade Road, Darwin River THAT Council: <ol style="list-style-type: none"> 1. proceed with the road closing and opening process for Meade Road, across affected land parcels, Lot 500 Section 773 Hundred of Cavenagh, Lot 585 Section 765 Hundred of Cavenagh (Meade Road, west of Letchford Road) for the purpose of providing the land owner the opportunity to continue conservation efforts; 2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the closing and opening of the road, as required; and 3. note that this is an administrative process only and there is no commitment by Council to construct the road. | 19/07/2022 | GMIO | In Progress Confirmed minutes received. Correspondence received from Crown regarding next steps. To liaise with property owner and arrange application to Crown. |
| ORD2022 11-276 | Humpty Doo Village Green Lease Agreement THAT Council approves the fixation of the Common Seal with the Mayor and the CEO signing the Humpty Doo Village Green Lease Agreement on behalf of Council. | 13/12/2022 | GMCL | In Progress Delay due to leave arrangements. |

| | | | | |
|-------------------|---|------------|------|--|
| ORD2023 11-012 | <p>Guys Creek Road Land Acquisition and Road Opening</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the purchase of 8062.3m² from Section 239 (120) Guys Creek Road, Hundred of Colton at a cost of \$15,000, upon signed agreement from the landowner and upon the conclusion of the road opening process; and 2. proceed with a road opening over this portion of land and authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new road reserve. | 17/01/2023 | GMIO | <p>In Progress</p> <p>28 exhibition period underway until 3 March 2023. Road opening process and land title transfer expected to be complete by mid-late June. Tender process will occur during this time to ensure works can commence as soon as possible.</p> |
| ORD2023 11-043 | <p>Ordinary Council Meeting April 2023 - Reschedule</p> <p>THAT Council, in the absence of the Mayor, Cr Sidey and Chief Executive Officer to attend the Local Government Association of the Northern Territory General Meeting, reschedule the Ordinary Council Meeting scheduled for Tuesday 18 April 2023 to Monday 24 April 2023 (noting that Tuesday 25 April 2023 is the Anzac Day Public Holiday) and publicise the change as legislatively required.</p> | 21/03/2023 | CEO | <p>Complete</p> <p>Advertised change of date as legislatively required</p> |



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Monday 24 April 2023

7 Petitions

8 Deputations and Presentations

9 Accepting or Declining Late Items

10 Notices of Motion



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Monday 24 April 2023

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: | 24/04/2023 |
| Attachments: | Nil |

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 22 March 2023 to 24 April 2023.

Summary

| Date | Event |
|------------------|---|
| 23 March 2023 | NT Planning Commission – Humpty Doo Area Plan Community Advisory Group Meeting |
| 26 March 2023 | Australian Citizenship Ceremony in Celebration of Harmony Week |
| 29 March 2023 | Channel 9 Interview – Pathways in Litchfield |
| | Chief Executive Officers Performance Appraisal and Review Committee Meeting |
| 4 April 2023 | Strategic Discussion and Briefing Session |
| 5 April 2023 | ABC Radio – Head Honcho Program |
| 11 April 2023 | AFL – Project Options Freds Pass Recreation Reserve |
| 13 April 2023 | Palmerston Litchfield Regional Reconstruction Committee |
| 19-20 April 2023 | Local Government Association of the Northern Territory General Meeting and Conference – Alice Springs |
| 19 April 2023 | Minister Local Government – Alice Springs |

Recommendation

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



COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Monday 24 April 2023

12 Reports from Council Appointed Representatives

| Meeting | Representative |
|--|----------------|
| CEO Performance Appraisal and Remuneration Review | Mayor Barden |
| Howard Park Reserve Committee Meeting | Cr Salter |
| Knuckey Lagoon Recreation Reserve Management Committee Meeting | Cr Wright |
| Risk Management and Audit Committee | Mayor Barden |

13 Officers Reports

13.01 Corporate and Community

- 13.01.01 Litchfield Council Finance Report – March 2023
- 13.01.02 People Performance and Governance Monthly Report – March 2023
- 13.01.03 Draft Municipal Plan 2023 – 2024 and Draft Long Term Financial Plan
- 13.01.04 Budget Review Two 2022 - 2023
- 13.01.05 FIN09 Risk Management and Audit Committee

13.02 Executive and Community Development

- 13.02.01 Council Member Allowance – Remuneration Tribunal Determination
- 13.02.02 Howard Park and Knuckey Lagoon Recreation Reserve Committee Minutes

13.03 Infrastructure & Operations

- 13.03.01 Summary Planning and Development Report – March 2023
- 13.03.02 Draft Guidelines Management of Human Remains
- 13.03.03 Proposed Place Names - PA20150768 Subdivision Berry Springs



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.01.01 |
| Report Title: | Litchfield Council Finance Report – March 2023 |
| Author: | Gayathri Sivaraj, Manager Corporate Services |
| Recommending Officer: | Maxie Smith, General Manager Business Excellence |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Litchfield Council Finance Report – March 2023 |

Executive Summary

This report presents the Litchfield Council Finance Report for 31 March 2023. The report reflects the NT Government mandated format. Budget 2022/23 figures have been updated with 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 third instalment falling due at the end of February. Outstanding rates are expected to decline gradually through debt recovery by 30 June 2023.

Recommendation

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

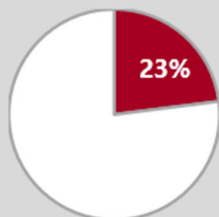


Finance Report

March 2023

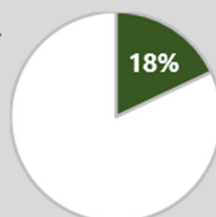
MAR 2023

DASHBOARD REPORTING



Asset Sustainability Ratio*

Capital Expenditure
Actuals \$ 3.2m
Target – 46%



Rates Outstanding

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

\$ 17.43m

OPERATIONAL REVENUE

\$20.33m Budget – 86% Target Achieved

\$ 2.74m

CAPITAL REVENUE

\$ 5.98m Budget

\$ 12.07m

OPERATIONAL EXPENSES

\$17.38m Budget – 62% Spent

\$ 3.22m

CAPITAL EXPENSES

\$ 12.80m Budget

\$ 5.36m

OPERATING SURPLUS

Budget \$ 2.94m

\$ (0.48)m

CAPITAL DEFICIT

Budget (\$ 6.8m)

RATIOS

| | |
|-------------|---|
| 23% | Asset Sustainability Target 46% and more |
| 18% | Rates Outstanding Target less than 18% |
| 69% | Own Source Revenue Ratio Target 96% and more |
| 9.50 | Current Ratio Target 1 and more |
| 0 | Debt Service Ratio Target less than 1 |

Current Cash Investments

\$ 21.8m

1 of 20 Budgeted Capital Programs 2022/23
\$0.477m Spent (7.43%)

2 of 4 Additional Capital Programs 2022/23
\$0.349m Spent (14.15%)

5 of 16 Carry Forward Programs from 2021/22-\$2.389m Spent (72.56%)

\$11.18m Budgeted Cash Reserves June 2023

| | |
|--|-------------------------|
| | Not Achieved |
| | Achieved |
| | Budgeted to be Achieved |
| | Achieved |
| | Achieved |

STATEMENT 1. COMPARISON ACTUAL PERFORMANCE AGAINST BUDGET¹

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

Table 1.1 Monthly Income and Expenditure Statement

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|--|----------------------|-----------------------|-----------------------|-----------------------|
| OPERATING INCOME | | | | |
| Rates | 13,767,259.25 | 10,305,563.63 | (3,461,695.63) | 13,740,751.50 |
| Charges | 198,501.80 | 127,950.00 | (70,551.80) | 170,600.00 |
| Fees and Charges | 1,380,265.98 | 1,398,999.20 | 18,733.22 | 1,865,332.27 |
| Operating Grants and Subsidies | 1,266,310.00 | 3,026,747.25 | 1,760,437.25 | 4,035,663.00 |
| Interest / Investment Income | 691,185.19 | 317,250.00 | (373,935.19) | 423,000.00 |
| Other Income | 128,124.30 | 68,475.00 | (59,649.30) | 91,300.00 |
| TOTAL OPERATING INCOME | 17,431,646.52 | 15,244,985.08 | (2,186,661.44) | 20,326,646.77 |
| OPERATING EXPENDITURE | | | | |
| Employee Expenses | 5,372,438.89 | 5,300,786.12 | (71,652.77) | 7,067,714.83 |
| Materials and Contracts | 5,985,789.03 | 7,047,835.50 | 1,062,046.47 | 9,397,114.00 |
| Elected Member Allowances | 170,635.90 | 194,120.67 | 23,484.77 | 291,181.00 |
| Elected Member Expenses | 40,502.10 | 37,321.20 | (3,180.90) | 49,761.60 |
| Council Committee & LA Allowances | 1,918.00 | 3,000.00 | 1,082.00 | 4,000.00 |
| Council Committee & LA Expenses | - | - | - | - |
| Depreciation, Amortisation, and Impairment | 6,292,500.00 | 6,292,500.00 | - | 8,390,000.00 |
| Interest Expenses | 47.20 | - | (47.20) | - |
| Other Expenses | 497,180.01 | 428,599.50 | (68,580.51) | 571,466.00 |
| TOTAL OPERATING EXPENDITURE | 18,361,011.13 | 19,304,162.99 | 943,151.86 | 25,771,237.43 |
| OPERATING SURPLUS / DEFICIT | (929,364.61) | (4,059,177.91) | (3,129,813.30) | (5,444,590.66) |

Table 1.2 Monthly Operating Position

| | YTD Actuals \$ | YTD Budget \$ | YTD Variance \$ | Annual Budget \$ |
|---|-----------------------|------------------------|-----------------------|------------------------|
| BUDGETED OPERATING SURPLUS / DEFICIT | (929,364.61) | (4,059,177.91) | (3,129,813.30) | (5,444,590.66) |
| Remove NON-CASH ITEMS | | | | |
| Less Non-Cash Income | - | - | - | - |
| Add Back Non-Cash Expenses | 6,292,500.00 | 6,292,500.00 | - | 8,390,000.00 |
| TOTAL NON-CASH ITEMS | 6,292,500.00 | 6,292,500.00 | - | 8,390,000.00 |
| Less ADDITIONAL OUTFLOWS | | | | |
| Capital Expenditure | (3,216,661.53) | (9,604,407.64) | (6,387,746.11) | (12,805,876.86) |
| Borrowing Repayments (Principal Only) | - | - | - | - |
| Transfer to Reserves | - | (2,209,057.01) | (2,209,057.01) | (2,945,409.34) |
| Other Outflows | - | - | - | - |
| TOTAL ADDITIONAL OUTFLOWS | (3,216,661.53) | (11,813,464.65) | (8,596,803.12) | (15,751,286.20) |
| Add ADDITIONAL INFLOWS | | | | |
| Capital Grants Income | 2,358,777.00 | 4,261,209.75 | 1,902,432.75 | 5,681,613.00 |
| Prior Year Carry Forward Tied Funding | - | - | - | - |
| Other Inflow of Funds | 378,763.88 | 225,000.00 | (153,763.88) | 300,000.00 |
| Transfers from Reserves | - | 5,093,932.81 | 5,093,932.81 | 6,824,263.86 |
| TOTAL ADDITIONAL INFLOWS | 2,737,540.88 | 9,580,142.56 | 6,842,601.68 | 12,805,876.86 |
| NET OPERATING POSITION | 4,884,014.74 | - | (4,884,014.74) | - |

¹ Numbers in statements may include minor rounding differences.

Operating Position by Department

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

| | 2022/23 YTD Actuals | 2022/23 Budget Review 1 | % Of Budget |
|----------------------------|----------------------|-------------------------|---------------------|
| REVENUE | \$ | \$ | |
| Council Leadership | 22,965.00 | - | - |
| Corporate | 83,874.32 | - | - |
| Information Services | - | - | - |
| Finance & Customer Service | 11,426,847.78 | 11,692,107.00 | 97.73% |
| Infrastructure & Assets | 739,467.50 | 3,123,862.00 | 23.67% ² |
| Waste Management | 3,391,726.37 | 3,354,035.77 | 101.12% |
| Community | 120,591.22 | 113,700.00 | 106.06% |
| Community - Library | 416,689.59 | 420,392.00 | 99.12% |
| Mobile Workforce | - | - | - |
| Regulatory Services | 200,984.79 | 172,150.00 | 116.75% |
| Thorak Cemetery | 1,028,499.95 | 1,450,400.00 | 70.91% |
| TOTAL REVENUE | 17,431,646.52 | 20,326,646.77 | 85.76% |
| EXPENSES | \$ | \$ | |
| Council Leadership | 814,959.01 | 1,214,859.66 | 67.08% |
| Corporate | 503,211.54 | 770,105.55 | 65.34% |
| Information Services | 429,770.05 | 722,772.42 | 59.46% |
| Finance & Customer Service | 1,134,490.51 | 1,666,459.98 | 68.08% |
| Infrastructure & Assets | 2,266,611.36 | 3,411,391.96 | 66.44% |
| Waste Management | 3,052,780.99 | 3,961,785.22 | 77.06% ³ |
| Community | 1,332,147.98 | 1,942,266.70 | 68.59% |
| Community - Library | 305,828.06 | 694,538.89 | 44.03% |
| Mobile Workforce | 928,843.84 | 1,249,136.12 | 74.36% |
| Regulatory Services | 528,315.07 | 656,816.37 | 80.44% ⁴ |
| Thorak Cemetery | 771,552.72 | 1,091,104.56 | 70.71% |
| TOTAL EXPENSES | 12,068,511.13 | 17,381,237.43 | 69.43% |
| OPERATING RESULT | 5,363,135.39 | 2,945,409.34 | 182.08% |

² Grant funds are yet to be received.

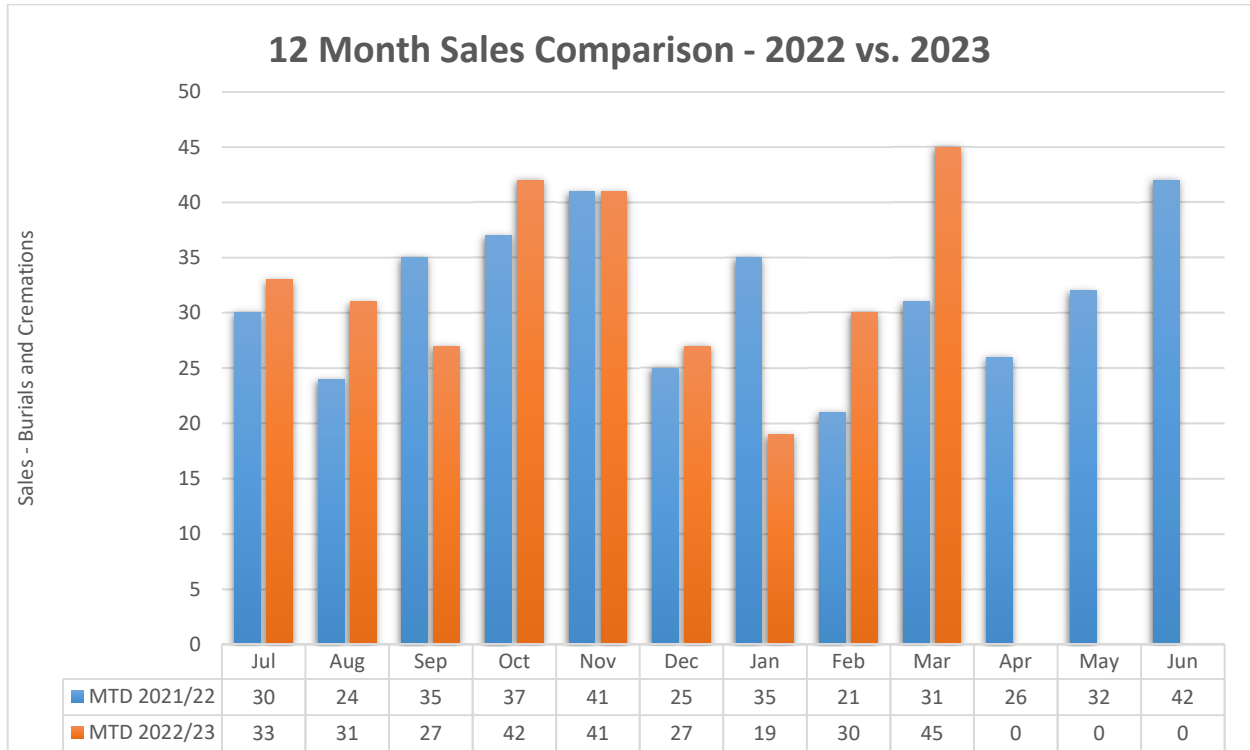
³ Includes RFQ22-309 Asbestos Remediation Works.

⁴ Expenses includes parts, accessories & consumables relating to Regulatory operation expense

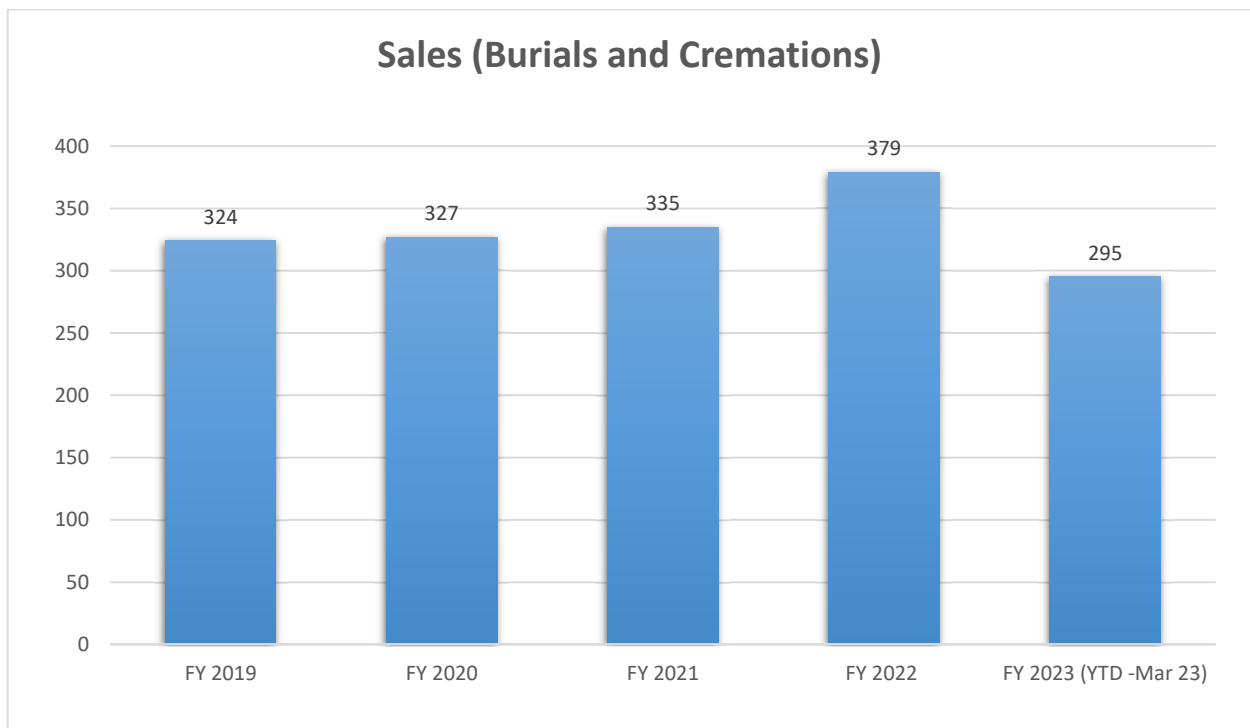
Thorak Regional Cemetery Sales

To date, Thorak Regional Cemetery has completed 295 interments and cremations, an increase of 16 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 332.



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 | 579,001.25 | 564,799.70 | (14,201.55) | 753,066.27 |
| Infrastructure (including roads, footpaths, park furniture) | 2,175,525.42 | 8,375,384.89 | 6,199,859.47 | 11,167,179.85 |
| Plant and Machinery | 462,134.86 | 664,223.06 | 202,088.20 | 885,630.74 |
| Fleet | | | | |
| Other Assets (including furniture and office equipment) | | - | - | - |
| Leased Land and Buildings | | - | - | - |
| Other Leased Assets | | - | - | - |
| TOTAL CAPITAL EXPENDITURE | 3,216,661.53 | 9,604,407.65 | 6,387,746.12 | 12,805,876.86 |
| TOTAL CAPITAL EXPENDITURE FUNDED BY: | | | | |
| Operating Income (amount allocated to fund capital items) | - | - | - | - |
| Capital Grants | 2,358,777.00 | 4,261,209.75 | 1,902,432.75 | 5,681,613.00 |
| Transfers from Cash Reserves | - | 5,118,197.89 | 5,118,197.89 | 6,824,263.86 |
| Borrowings | - | - | - | - |
| Sale of Assets (including trade-ins) | - | - | - | - |
| Other Funding | 378,763.88 | 225,000.00 | (153,763.88) | 300,000.00 |
| TOTAL CAPITAL EXPENDITURE | 2,737,540.88 | 9,604,407.64 | 6,866,866.76 | 12,805,876.86 |
| FUNDING | | | | |

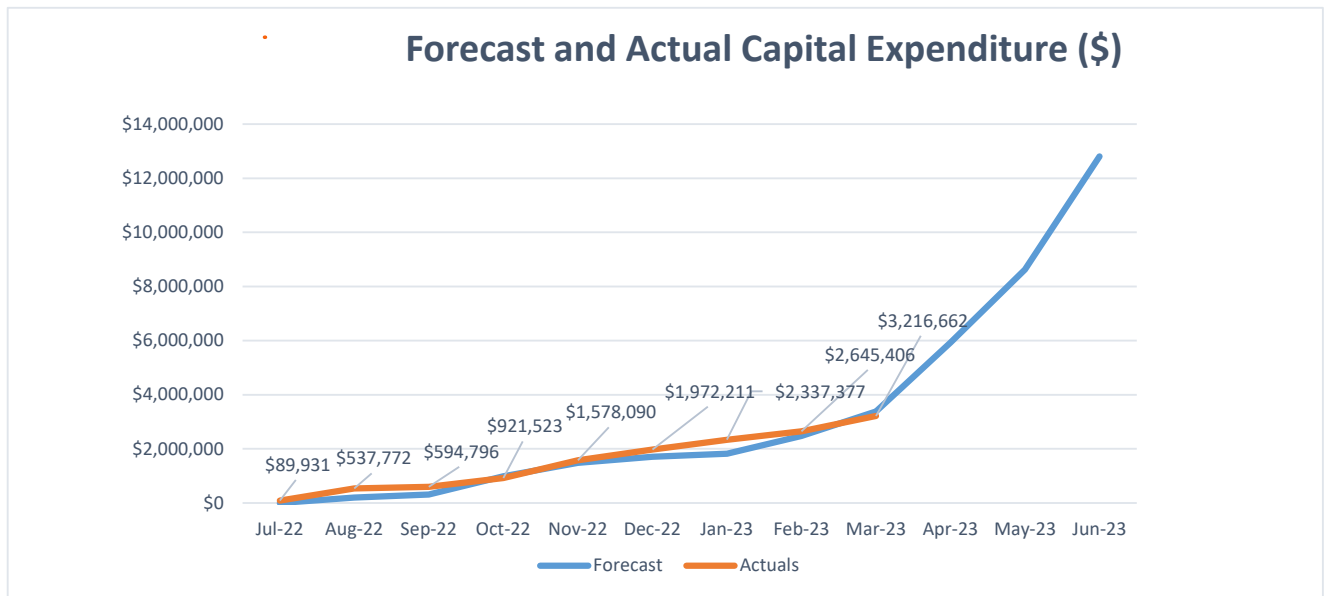


Table 2.2 Monthly Report on Planned Major Capital Works

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. Road Seal Inspections complete. Contractor to be awarded. Prep work to commence. Note: We have planned 2 weeks for prep work (OPEX) and 6 weeks for execution of reseal works. Execute Apr 2023. |
| 2 | Roads | <i>Pavement Renewal</i> | - | - | - | 533,429.00 | 533,429.02 | 0.00% | May-23 | <i>Discontinued</i> | <i>Council have deferred the project till further notice.</i> |
| 3 | Roads | Forward Design of Road Projects - Intersection Street Light Upgrades | - | 24,998.00 | 24,998.00 | 55,000.00 | 30,002.00 | 45.45% | May-23 | Commenced | Design scope awarded to GHD. Work completion due April. |
| | | Forward Design of Road Projects- Pioneer Road - Power Road Intersection upgrade | - | 46,486.00 | 46,486.00 | 70,826.40 | 24,340.40 | 65.63% | Apr-23 | Deliver | Design Work Only - SOW is to relocate a Power and water asset, rehabilitate pavement, provide upgrade devices as per Road Safety audit conducted. Note: Project informs execution Project as per line . 16 Project is a Priority 1 due to linking with execution budgeted in 22-2023 |
| | | Forward Design of Road Projects- Mala Plains- Mulgara Road drainage | - | - | - | 70,826.40 | 70,826.40 | 0.00% | Apr-23 | Deliver | Upgrade existing floodway and pavement rehabilitation on Mala Plains Road, Upgrade drainage at intersection and increase size of drains on Mulgara to cater for required storm events. WRM are completing flood modelling. |
| | | <i>Forward Design of Road Projects- Hillier Road</i> | - | 17,740.00 | 17,740.00 | 23,608.80 | 5,868.80 | 75.14% | Oct-22 | <i>Completed</i> | <i>Works Completed</i> |

| | 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 |
|----|-----------------|---|--------------------------------|-------------------------|------------------|------------------------------------|-----------------------|----------------|---------------------------|---------------------|---|
| | | <i>Project yet to be Identified</i> | - | - | - | 29,738.40 | - | - | TBC | - | |
| 4 | Roads | Gravel Surface Renewal-Gravel Rd Resheeting - Priority List | - | - | - | 300,000.00 | 300,000.00 | 0.00% | May-23 | Project Planning | Roads identified for gravel resheeting, will be as per Priority list. Works to commence in May. |
| 5 | Roads | Gravel Road Sealing-Guys Creek Road | - | - | - | 1,250,000.00 | 1,250,000.00 | 0.00% | Dry Season 23 | Project Planning | Land acquisition proposal has been accepted by the Landowner. Design to be completed by May |
| 6 | Roads | Road Safety Upgrades-Whitewood Road - Wadham Lagoon | - | 5,195.00 | 5,195.00 | 500,000.00 | 494,805.00 | 1.04% | May-23 | Deliver | Works Commenced. |
| 7 | Roads | Road Safety Upgrades - (other)- School Safety Audit Priority List | - | - | - | 100,000.00 | 100,000.00 | 0.00% | May-23 | Project Planning | Budget Allocated for school safety upgrades. School safety audit has been carried out by Cardno and reviewed by Council pending Corrective Action Report. Recommendation and Priority list will inform execution plan with respect to risk matrix." |
| 8 | Roads | Road Safety - Intersection Upgrades-Pioneer Drive/Power Road Intersection | - | - | - | 250,000.00 | 250,000.00 | 0.00% | Dry Season 23 | Project Planning | SOW and Design are being finalised. A major component of the scope is to relocate Power. |
| 9 | Roads | Road Safety Upgrades - Shoulder Widening-- Priority List | - | - | - | 100,000.00 | 100,000.00 | 0.00% | Apr-23 | Deliver | Priority List developed. Contractor engaged, execution is pending weather. |
| 10 | Drainage | Drainage Renewal-Priority List - Jarvis Road | - | 49,629.48 | 49,629.48 | 100,000.00 | 50,370.52 | 49.63% | June-23 | Deliver | Install Cross Road culvert and improve drainage. Contractor Engaged. |
| | | <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. RFQ Closed |

| | 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 |
|----|-----------------|--|--------------------------------|-------------------------|------------------|------------------------------------|-----------------------|----------------|---------------------------|------------------|---|
| 12 | Drainage | Drainage Upgrade - Flood Mitigation-Stockwell Road/ Walker Road Upgrades | - | - | - | 350,000.00 | 350,000.00 | 0.00% | Jun-23 | Project Planning | Design Complete. Review scope and engage Contractor. |
| 13 | Buildings | Council Administration- Council Building - AC Replacement Building Renewal | - | - | - | 80,000.00 | 80,000.00 | 0.00% | Jun-23 | Project Planning | AC Assessment completed. SOW to be developed. Three quotes to be sourced. |
| 14 | Buildings | Thorak Cemetery Asset Renewal-As per AMP | - | 52,890.90 | 52,890.90 | 83,000.00 | 30,109.10 | 63.72% | TBC | Project Planning | TRC AMP needs updating. As per current AMP works to be scheduled are painting of crematorium, new concrete beams for section F, repair of the concrete water tank, upgrade of turf in section F, existing irrigation upgrades and replacement of water bubbler. Quotes are being sought with works to be scheduled once quotes finalised. cashflow projections being determined. Forecasting Pending. |
| 15 | Buildings | Waste Transfer Station Renewal-Pavement and Sawtooth renewal at HSWTS | - | - | - | 35,000.00 | 35,000.00 | 0.00% | TBC | Project Planning | Signage not proceeding.. Update of weighbridge and waste recording software which is 12 years old and has not been updated. Forecasting Pending. Replacement of compactor rails. Renewal of gatehouse (HDWTS and HSWTS) floor coverings and furniture. 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 |

| | 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 |
|----|-----------------|--|--------------------------------|-------------------------|-------------------|------------------------------------|-----------------------|----------------|---------------------------|------------------|--|
| 18 | Community | Reserve Building Renewal & Compliance-Maley Pavilion | - | - | - | 40,000.00 | 40,000.00 | 0.00% | TBC | Project Planning | Working with Asset management to identify works required to bring non-compliant building to the standards. |
| 19 | Fleet | Plant/Vehicle Replacement-Council | - | 190,955.21 | 190,955.21 | 355,000.00 | 164,044.79 | 53.79% | TBC | Project Planning | Based on the AMP. 8 fleet vehicles scheduled for replacement. 6 ordered and review of capacity requirements to be undertaken prior to ordering final two. Budget figure is inclusive of cemetery and waste vehicles. |
| | | Plant/Vehicle Replacement-Cemetery | - | 62,181.71 | 62,181.71 | 25,000.00 | (37,181.71) | 248.73% | TBC | Project Planning | Replacement tractor ordered for backhoe. Expected delivery early 2023. Quotes in progress for replacement Iseki. |
| | | Plant/Vehicle Replacement-Waste | - | - | - | 230,000.00 | 230,000.00 | 0.00% | TBC | Project Planning | PO created and machine ordered) serial No provided by supplier. |
| 20 | Admin | Capitalisation of Salaries | - | - | - | 306,000.00 | 306,000.00 | 0.00% | Jun-23 | Ongoing | Finance Team - EOY Settlement |
| | | Subtotal | - | 477,092.97 | 477,092.97 | 6,417,429.00 | 5,940,336.03 | 7.43% | | | |

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 | Southport Roads – Gravel to Seal Upgrade | | 147,998.19 | 147,998.19 | 2,071,858.00 | 1,923,859.81 | 7.14% | Dry Season 23 | Project Planning | LRCI Phase III approval received in the July 2022 of total Value \$ 2,366,858 under which for road seal has sanctioned \$ 2,071,858.00. Design Complete. Tender underway, Contractor to be engaged in April/May |
| 2 | Community | <i>Mira Square Development- Construction of a new playground</i> | - | 65,000.00 | 65,000.00 | 70,000.00 | 5,000.00 | 92.86% | Mar-23 | Completed | Completed. Final Invoice pending. |
| | | Picnic Shelters or Barbeque Facilities at Community Parks & Landscaping Improvement Humpty Doo Village Green | - | 12,434.00 | 12,434.00 | 35,000.00 | 22,566.00 | 35.53% | TBC | Project Planning | Shelter installation scheduled for April 2023, BBQ arrival and installation scheduled for April 2023. |
| | | <i>Bicycle & Walking Paths Howard Park Recreation Reserve</i> | - | 25,200.00 | 25,200.00 | 30,000.00 | 4,800.00 | 84.00% | Mar-23 | Completed | Completed |
| | | <i>Installation of power and lighting to existing storage shed at Knuckey Lagoon</i> | - | 26,472.50 | 26,472.50 | 20,000.00 | -6,472.50 | 132.36% | Mar-23 | Completed | Completed. |
| | | Livingstone Recreation Reserve Carpark upgrade. Lining and expansion. | - | 6,840.00 | 6,840.00 | 30,000.00 | 23,160.00 | 22.80% | TBC | Deliver | Consultant has drafted designs and Council is currently liaising with the Livingstone Recreation Reserve Committee. Design is at 70%. |

| | 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 |
|---|-----------------|--|--------------------------------|-------------------------|-------------------|--------------------------|-----------------------|----------------|---------------------------|------------------|--|
| | | 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 | Completed | Completed |
| 4 | Waste | Installation of a fence on Strangways Road, Humpty Doo Waste Transfer Station | - | 11,198.00 | 11,198.00 | 45,000.00 | 33,802.00 | 24.88% | Dec-22 | Completed | Project complete. |
| | | Subtotal | - | 349,756.69 | 349,756.69 | 2,471,858.00 | 2,122,101.31 | 14.15% | | | |

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 | Complete |
| | | Council Administration Building Renewal- Disability Access | - | 28,599.00 | 28,599.00 | 30,000.00 | 1,401.00 | 95.33% | Oct-22 | Completed | Complete |
| | | Council Administration Building Renewal- External storage or Car park | 25,370.14 | 550.00 | 25,920.14 | 35,796.00 | 9,875.86 | 72.41% | Jun-2023 | 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 Various arterial roads intersection upgrades | 80,381.85 | 83,600.15 | 163,982.00 | 350,000.00 | 186,018.00 | 46.85% | Jun-23 | 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 Assessment and design. Whitewood Road Widening at Wadham Lagoon - 100% of Design Complete. |

| | Class of Assets | Municipal Plan Program | Total Prior year(s) Actuals \$ | FY 22/23 YTD Actuals \$ | Total Actuals \$ | Total Approved Budget \$ | Total yet To Spend \$ | Budget Spent % | Scheduled Completion Date | Project Stage | Status Update |
|---|----------------------------------|--|--------------------------------------|-------------------------------|---------------------|--------------------------------|-----------------------------|-------------------|---------------------------------|-----------------------|--|
| 4 | Roads | Road Seal Renewal-LRCI Phase - Road Reseal List including AMP roads | 351,098.81 | 1,139,166.28 | 1,490,265.09 | 1,921,154.85 | 430,889.76 | 77.57% | Sep-22 | Complete | Completed |
| 5 | Roads | Gravel Road Sealing -Guys Creek Road | 64,088.16 | 9,192.00 | 73,280.16 | 500,000.00 | 426,719.84 | 14.66% | Jun-23 | Project Initiation | Land acquisition proposal has been accepted by the Landowner, Process is underway to subdivide and finalise the acquisition. Design to be completed in April. |
| 6 | Roads (Roads Safety Upgrades) | Girraween Road - McMinns Dve Intersection Upgrades | 78,264.62 | 100,830.00 | 179,094.62 | 454,910.00 | 275,815.38 | 39.37% | 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. |
| | | <i>Schools Safety Audits-Humpty Doo - Challoner Circuit Area</i> | 6,216.70 | 1,541.25 | 7,757.95 | 124,635.00 | 32,248.65 | 74.13% | Sep-22 | Completed | Complete |
| | | <i>Girraween Primary School</i> | 6,216.70 | 685.00 | 6,901.70 | | | | Sep-22 | Completed | Completed |
| | | <i>Schools Safety Audits- Howard Springs Primary School</i> | 6,216.70 | 1,541.25 | 7,757.95 | | | | Sep-22 | Completed | Completed |

| | Class of Assets | Municipal Plan Program | Total Prior year(s) Actuals \$ | FY 22/23 YTD Actuals \$ | Total Actuals \$ | Total Approved Budget \$ | Total yet To Spend \$ | Budget Spent % | Scheduled Completion Date | Project Stage | Status Update |
|----|-----------------|---|--------------------------------------|-------------------------------|---------------------|-----------------------------------|-----------------------------|-------------------|---------------------------------|---------------|--|
| | | <i>Schools Safety Audits- Good Shepherd</i> | 6,216.70 | 1,541.25 | 7,757.95 | | | | Sep-22 | Completed | Completed |
| | | <i>Road Safety Upgrades - Schools Safety Audits- Middle Point School</i> | 6,216.70 | 1,541.25 | 7,757.95 | | | | Sep-22 | Completed | Completed |
| | | <i>Road Safety Upgrades - Street Lighting- Priority List, intersections, and Challoner Circuit review</i> | - | - | - | | | | Sep-22 | Completed | Completed |
| | | <i>Road Safety Upgrades - Shoulder Widening- Whitewood Road - Ch0.00 to Ch617.00</i> | 54,452.85 | - | 54,452.85 | | | | Sep-22 | Completed | Completed |
| 7 | Buildings | Mira Square Development – Community Hall | 75,753.19 | 421,809.48 | 497,562.67 | 375,000.00 | (122,562.67) | 132.68% | April-23 | Delivery | Build Complete. Pending Final Invoice |
| 8 | Buildings | Reserve Building Renewal and compliance- Freds Pass - Compliance works | - | - | - | 20,000.00 | 20,000.00 | 0.00% | TBC | Planning | Audit details received - review in progress. |
| 9 | Fleet | Waste Vehicle Replacement | 140,584.32 | 183,657.20 | 324,241.52 | 390,874.32 | 66,632.80 | 82.95% | TBC | Complete | Completed. |
| 10 | Fleet | Cemetery Vehicle Replacement | 49,249.04 | 25,340.74 | 74,589.78 | 74,589.78 | - | 100.00% | Feb-23 | Complete | Completed |
| 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 | Complete | 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 |
|----|------------------|---------------------------------------|--------------------------------------|-------------------------------|---------------------|-----------------------------------|-----------------------------|-------------------|---------------------------------|---------------|--|
| 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 | |
| | | | 1,671,299.59 | 2,389,811.87 | 4,061,111.46 | 5,596,656.58 | 1,497,611.62 | 72.56% | | | |

STATEMENT 3. MONTHLY BALANCE SHEET

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

| BALANCE SHEET AS AT 31 MAR 2023 | YTD Actuals \$ | Note Reference* |
|--|-----------------------|-----------------|
| ASSETS | | |
| Cash at Bank | | (1) |
| Tied Funds | 21,825,545.33 | |
| Untied Funds | 3,833,346.86 | |
| Accounts Receivable ⁵ | | |
| Trade Debtors | 113,691.17 | (2) |
| Rates & Charges Debtors | 2,244,129.38 | |
| Other Current Assets | 370,300.27 | |
| TOTAL CURRENT ASSETS | 28,387,013.01 | |
| Non-Current Financial Assets | 7,528,645.30 | |
| Property, Plant and Equipment | 401,085,417.74 | |
| TOTAL NON-CURRENT ASSETS | 408,614,063.04 | |
| TOTAL ASSETS | 437,001,076.05 | |
| LIABILITIES | | |
| Accounts Payable ⁶ | 1,301,988.42 | (3) |
| ATO & Payroll Liabilities ⁷ | 65,311.53 | (4) |
| Current Provisions | 652,131.00 | |
| Accruals | 963,727.83 | |
| Other Current Liabilities | 6,150.00 | |
| TOTAL CURRENT LIABILITIES | 2,989,308.78 | |
| 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 | 3,349,141.66 | |
| NET ASSETS | 433,651,934.39 | |
| EQUITY | | |
| Asset Revaluation reserve | 403,911,497.62 | |
| Reserves | 21,367,126.98 | |
| Accumulated Surplus | 8,373,309.79 | |
| TOTAL EQUITY | 433,651,934.39 | |

⁵ Includes Allowance for Doubtful debt.

⁶ Includes security deposits and Thorak Cemetery Exclusive rights payments received in advanced.

⁷ Includes Superannuation Payments awaiting to be recovered.

Note 1: Details of Cash and Investments Held

Investment Schedule

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

| Counter Party | Date Invested | Invested Amount | Interest rate | Maturity Date | Days Invested | Institution Totals | % Counter party | Expected return to Maturity Date |
|--------------------------|---------------|----------------------|---------------|---------------|---------------|----------------------|-----------------|----------------------------------|
| Bendigo (S&P A2) | 10/08/2022 | 1,000,000.00 | 3.40% | 4/04/2023 | 237 | 4,000,000.00 | 18.33% | 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+) | 26/10/2022 | 2,000,000.00 | 4.20% | 11/07/2023 | 258 | 6,325,545.33 | 28.98% | 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 |
| | 8/02/2023 | 1,000,000.00 | 4.54% | 8/11/2023 | 273 | | | 33,956.71 |
| | 21/02/2023 | 1,000,000.00 | 4.81% | 21/11/2023 | 273 | | | 35,976.16 |
| Defence Bank A-2 | 3/10/2022 | 1,000,000.00 | 4.00% | 6/06/2023 | 246 | 3,500,000.00 | 16.04% | 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+) | 23/08/2022 | 1,000,000.00 | 3.59% | 18/04/2023 | 238 | 6,000,000.00 | 27.49% | 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 |
| | 7/03/2023 | 500,000.00 | 4.76% | 5/12/2023 | 273 | | | 17,801.10 |
| | | | | | | | | |
| Westpac (S&P A1+) | 21/09/2022 | 2,000,000.00 | 3.44% | 23/05/2023 | 244 | 2,000,000.00 | 9.16% | 45,992.33 |
| TOTAL INVESTMENTS | | 21,825,545.33 | | | | 21,825,545.33 | 100% | 634,194.32 |

| | | | | | |
|---------------------------------|----------------------|-----|--------------|-----|------|
| % of Total Investment Portfolio | A1 & A1+ (max 100%) | 66% | A2 (max 60%) | 34% | 100% |
|---------------------------------|----------------------|-----|--------------|-----|------|

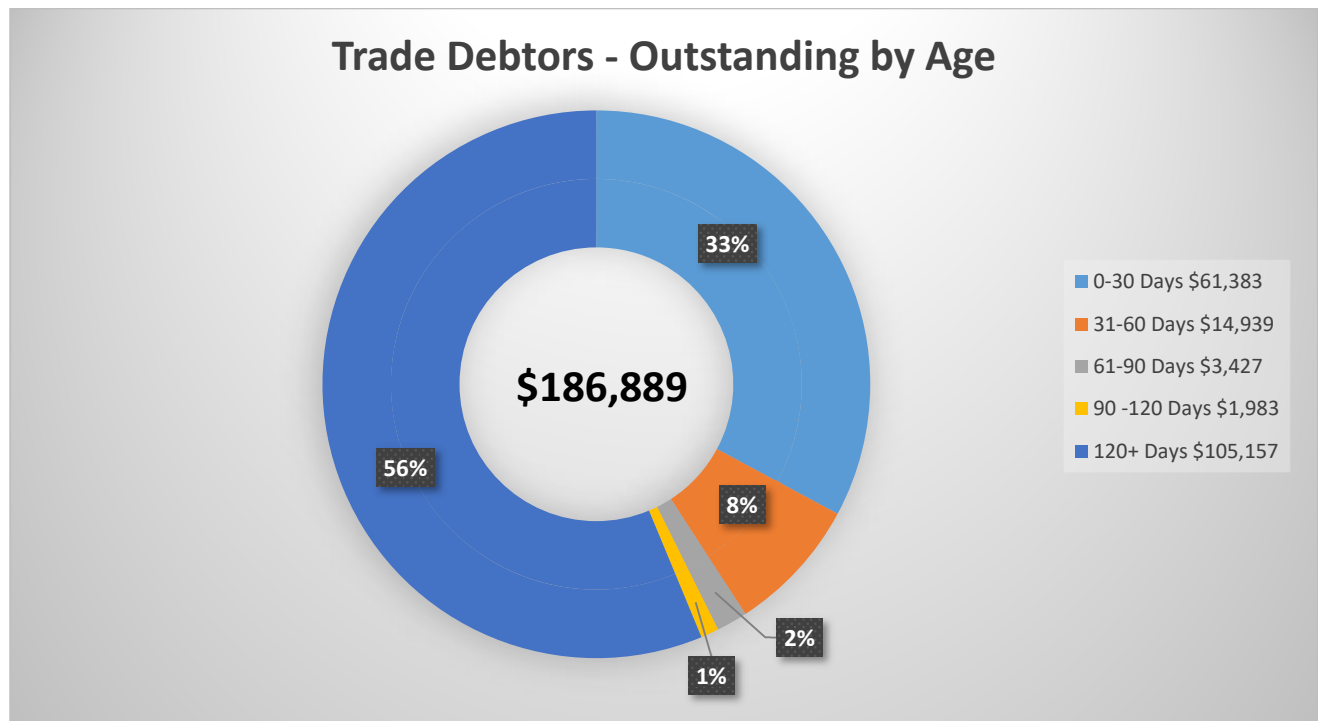
| | | | |
|-----------------------------------|------------------|---|---------------|
| Total Investments/ Tied Funds | \$ 21,825,545.33 | Total Year to date Investments Earnings | \$ 485,220.34 |
| General Bank Funds | \$ 2,699,642.67 | | |
| Council Till and Petty Cash float | \$ 1,275.00 | | |
| Total Untied Funds | \$ 2,700,917.67 | | |
| Total all funds | \$ 24,526,463.00 | | |

Note 2: Statement of Trade Debtors

Total Debtors as of 31 March 2023 is \$ 186,889 and \$105,156.57 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 forty-two (252) infringements outstanding with a total balance of \$62,838, a decrease of \$1,870.55 from February. Four (4) are newly issued, six (6) are reminder noticed produced and two hundred and forty-two (242) 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 | 1,735.93 | 0.84 | 185.55 | - | 49,863.73 | 51,786.05 |
| Cemetery | 19,711.56 | 7,411.58 | 1,776.00 | - | 1,666.70 | 30,565.84 |
| Waste | 328.00 | 20.00 | 115.34 | - | (408.56) | 54.78 |
| Recreation Reserves | 459.56 | 883.52 | - | 57.40 | 502.70 | 1,903.18 |
| Planning | - | 2,033.45 | - | - | - | 2,033.45 |
| GST Receivable | 37,708.08 | - | - | - | - | 37,708.08 |
| Infringements | 1,440.00 | 4,590.00 | 1,350.00 | 1,926.00 | 53,532.00 | 62,838.00 |
| Total | 61,383.13 | 14,939.39 | 3,426.89 | 1,983.40 | 105,156.57 | 186,889.38 |



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 | 95,436.16 | - | - | - | - | 95,436.16 |
| Cemetery | 3,231.45 | - | - | - | - | 3,231.45 |
| Total | 98,667.61 | - | - | - | - | 98,667.61 |

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 | 104,830.01 | - | - | - | - | 104,830.01 |
| Payroll- PAYG | 74,578.85 | - | - | - | - | 74,578.85 |
| Total | 179,408.86 | - | - | - | - | 179,408.86 |

Financial Reserves 2023

The 2021/22 Financial Reserves balances have been finalised as per the audited financial statements and 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

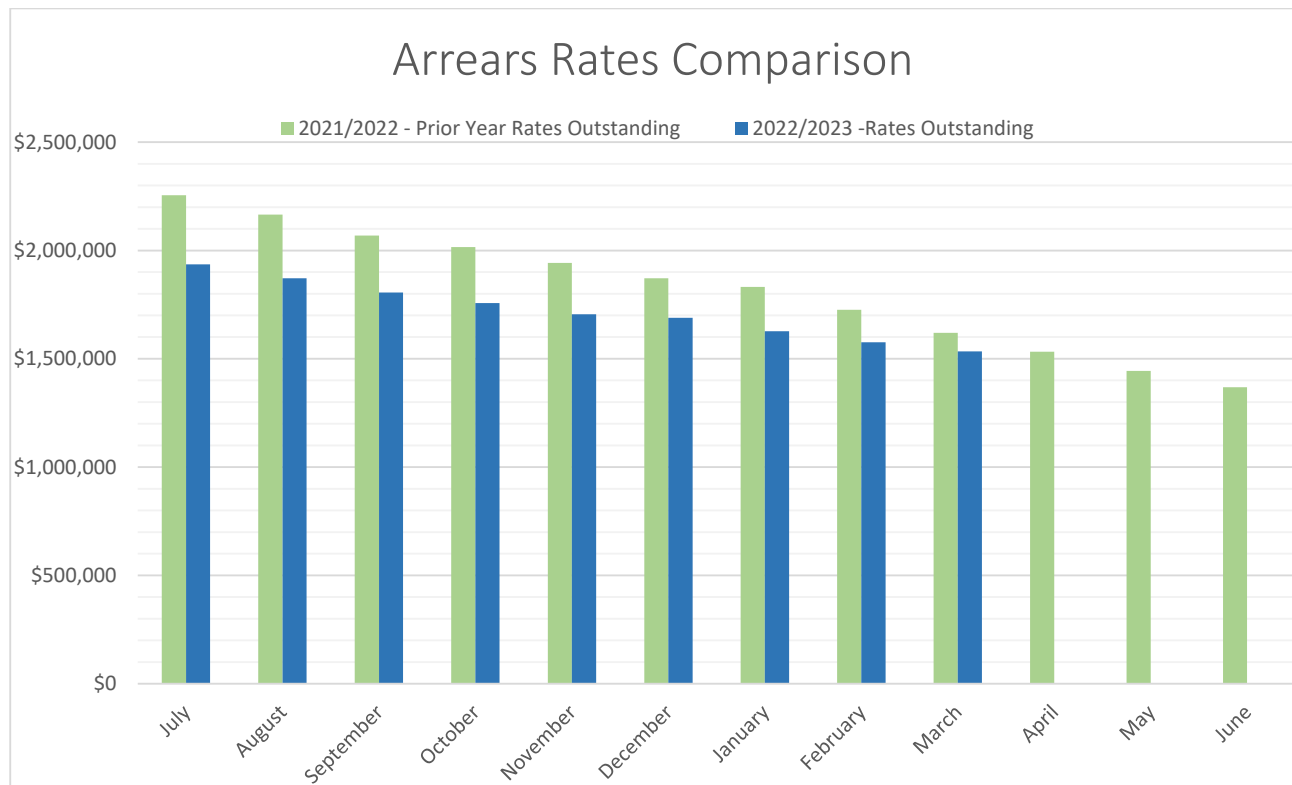
The below table illustrates the split of prior year outstanding rates, currently at \$1.53 million.

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 (February 2023) (\$) | Current Month (March 2023) (\$) |
|---------------------------|---|-------------------------------------|---------------------------------|
| COMMERCIAL | 48,844.51 | 30,540.08 | 30,894.67 |
| GAS PLANT | 812.20 | - | 28.72 |
| MINING | 135,034.69 | 142,982.48 | 144,331.18 |
| HORTICULTURE AGRICULTURE | 77,870.19 | 73,158.76 | 73,608.02 |
| NON-RATEABLE GENERAL | 17,276.01 | 18,192.34 | 18,320.54 |
| NON-RATEABLE WASTE | 33,640.91 | 35,269.93 | 35,302.01 |
| PASTORAL | - | - | - |
| RURAL RESIDENTIAL | 1,450,674.74 | 1,072,784.70 | 1,032,709.83 |
| URBAN RESIDENTIAL | 283,118.87 | 203,215.10 | 198,659.43 |
| TOTAL | 2,047,272.12 | 1,576,143.39 | 1,533,854.40 |
| Arrears LESS Legal | 1,824,951.34 | 1,395,035.52 | 1,358,890.57 |

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



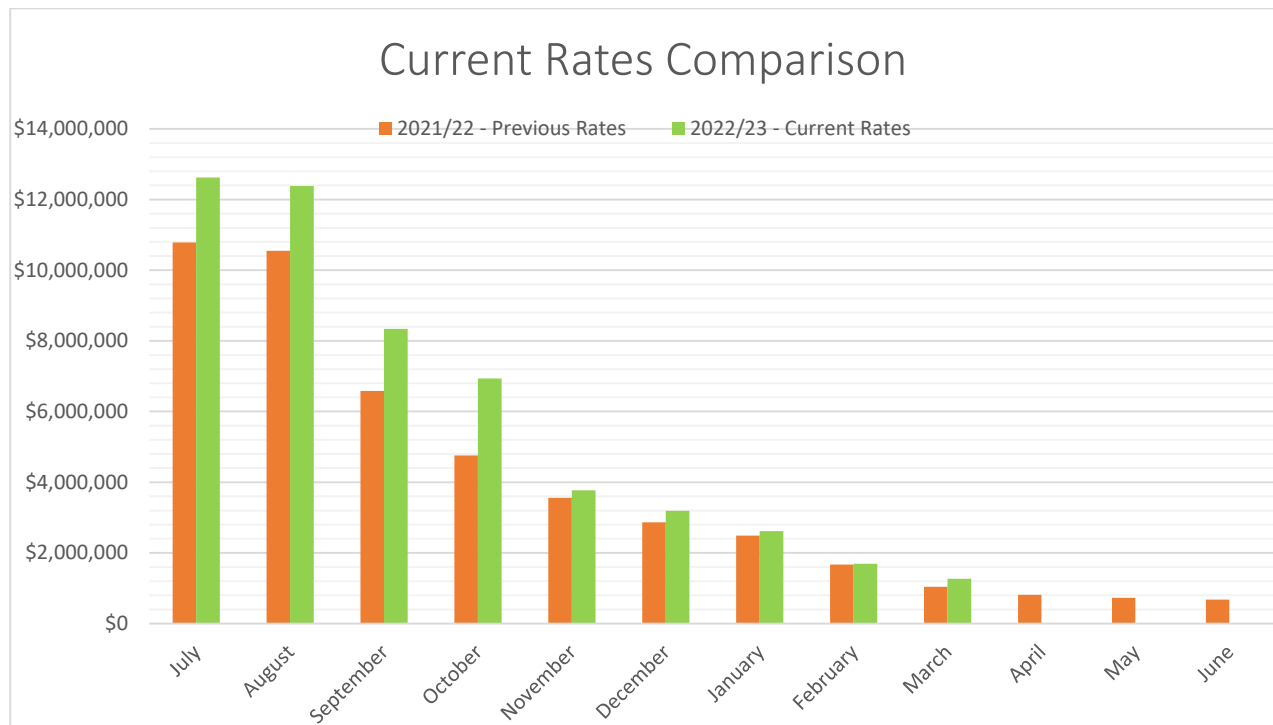
Current Year Rates

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

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

| | Previous Month (February 2023) (\$) | Current Month (March 2023) (\$) | Variance (\$) | Due Dates |
|---------------------|--|------------------------------------|-------------------|------------------|
| Instalment 1 | 344,786.69 | 318,872.66 | 25,914.03 | 30-Sep-22 |
| Instalment 2 | 426,708.91 | 370,933.27 | 55,775.64 | 30-Nov-22 |
| Instalment 3 | 923,485.86 | 578,925.66 | 344,560.20 | 28-Feb-23 |
| TOTAL | 1,694,981.46 | 1,268,731.59 | 426,249.87 | |

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



Accounts Payable Report

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|---------------------------------------|--|-------------|
| 1388.409-01 | F & J BITUMEN SERVICES PTY LTD | Pothole Patching - Various Locations Litchfield Council Municipality | 231,589.07 |
| 1388.1583-01 | A1 PLANT AND CIVIL | Removal of Excess Materials & Open Unlined Drain | 124,899.24 |
| 1398.268-01 | BYRNE CONSULTANTS | RFQ22-333 Southport Roads Upgrades Design | 102,009.93 |
| 1392.1809-01 | RGM MAINTENANCE DARWIN | Purchase of New Fuso Truck for MWF | 83,500.00 |
| 1392.1890-01 | CLARE CONSTRUCTION & CIVIL PTY LTD | Driveway Upgrades - Various Locations Litchfield Council Municipality | 51,810.00 |
| 1390.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PAYG Payable Pay 18 (22/23) - Cycle 1 WE 08 Mar 2023 | 51,622.00 |
| 1398.1193-01 | NT SHADE & CANVAS | Mira Square - New Playground Construct & Design | 50,050.00 |
| 1396.1583-01 | A1 PLANT AND CIVIL | Cleaning Culverts & Drains - Various Locations Litchfield Council Municipality | 44,567.60 |
| 1392.514-01 | VEOLIA ENVIRONMENTAL SERVICES | Feb 2023 - Waste Transfer from BS, HD and HS Waste Stations to Shaol Bay Receiving Station | 30,283.74 |
| 1390.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | WBC Quick Super Payment- Cyc 1 Pay18 WE 08 Mar 2023 | 27,693.26 |
| 1398.1383-01 | GHD PTY LTD | Consultancy Services | 27,497.80 |
| 1398.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | WBC Quick Super Payment- Cyc 1 Pay 70 WE 22 Mar 2023 | 25,099.55 |
| 1394.849-01 | WEX AUSTRALIA (PUMA CARD) | Feb 2023 - Litchfield Council Fuel Account | 21,905.51 |
| 1392.2390-01 | MASTERPLAN SA PTY LTD | Oct 2022 - Locum Planning Services - Litchfield Council | 21,406.00 |
| 1392.1564-01 | FOURIER TECHNOLOGIES PTY LTD | Mar 2023 - Managed ICT Service Provider | 21,278.16 |
| 1390.2262-01 | ADASROOFING & CONSTRUCTION | Mira Square - New Community Building - RFT21-280 | 20,730.77 |
| 1396.2615-01 | HARD YARDS NT PTY LTD | Refund of Maintenance Bond DP14/0656A | 17,074.65 |
| 1398.2348-01 | D OMEGA CIVIL CONSTRUCTIONS | 122 Ridgeview Road- Site Inspection | 14,168.00 |
| 1396.162-01 | CIVICA PTY LTD | Mar 2023 -Authority Program - V6.11 - V7.1 Upgraded | 11,668.80 |
| 1388.229-01 | INITIAL & PEST CONTROL (RENTOKIL) | Initial Hygiene - for All Litchfield Council Sites | 11,522.61 |
| 1396.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 11,159.57 |
| 1388.1693-01 | WRM WATER & ENVIRONMENT PTY LTD | Drainage Investigation - Strangways Road | 11,088.00 |
| 1388.1741-01 | DARWIN COMMUNITY ARTS | Delivery of Art Exhibition and Workshops | 11,000.00 |
| 1394.2589-01 | WENDY'S SAFETY SERVICES | RFQ22-336 WHS Audit Litchfield Council | 10,780.00 |
| DD200323 | WESTPAC CARDS & DIRECT DEBITS | Feb 2023 - Credit Card Purchases Litchfield Council Officers | 10,567.85 |
| 1388.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 10,465.17 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|---------------------------------------|--|-------------|
| 1390.2596-01 | SMART DIGITAL AUSTRALIA PTY LTD | Community Grant - Parkview Movie Screen | 10,325.23 |
| 1398.577-01 | ARJAYS SALE & SERVICE PTY LTD | Guard Rail Repairs - Leonino Rd, Darwin | 9,922.00 |
| 1392.1023-01 | AUSLINE ENGINEERING | Rego & Inspections and Fabricate Trailer to Suit Mowers | 9,900.00 |
| 1396.1829-01 | PACESETTER SERVICES PTY LTD | Civica Authority 6.11 to 7.1 on Premises | 9,900.00 |
| 1388.268-01 | BYRNE CONSULTANTS | RFQ22-328 Livingstone Recreation Reserve | 9,319.75 |
| 1398.85-01 | TELSTRA | Mar 23 - Thorak & Litchfield Council Internet ,Data, Mobiles, and iPad | 9,077.15 |
| 1394.374-01 | AUSTRALIAN TAXATION OFFICE (ATO) | PAYG Payable Pay 98 (22/23) - Cycle 1 WE 14 Mar 23 | 8,220.50 |
| 1398.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 8,060.34 |
| 1390.1829-01 | PACESETTER SERVICES PTY LTD | Civica Authority 6.11 to 7.1 on Premises | 7,920.00 |
| 1398.1396-01 | CSE CROSSCOM PTY LTD (T/A COMM8) | Annual Radio Checks- Tractor Ariel Relocation | 7,853.45 |
| 1398.2548-01 | WSB DISTRIBUTORS | Repair & Replacement Parts on MF 5711S - | 7,656.88 |
| 1392.414-01 | TOTAL EXCAVATIONS | Drain and Culvert Clearing - Various Locations Litchfield Council Municipality | 7,634.00 |
| 1388.414-01 | TOTAL EXCAVATIONS | Drain and Culvert Clearing - Various Locations Litchfield Council Municipality | 7,450.30 |
| 1390.1068-01 | MR D S BARDEN | Feb 2023 - Elected Member Allowances | 7,329.07 |
| 1390.1583-01 | A1 PLANT AND CIVIL | Shoulder Repairs, including Traffic Management Lambells Lagoon Road | 7,220.10 |
| 1390.187-01 | NORSIGN | Replacement Signage - Various Locations Litchfield Council Municipality | 7,064.08 |
| 1390.170-01 | NTRS (NT RECYCLING SOLUTIONS) | Feb 23 - Waste Transfer from BS, HD and HS Waste Stations to Shoal Bay | 6,195.29 |
| 1390.2015-01 | SLR CONSULTING AUSTRALIA PTY LTD | Feb 2023 - Surface Water Monitoring for Waste Stations | 6,088.50 |
| 1390.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 5,902.92 |
| 1388.162-01 | CIVICA PTY LTD | Feb 2023 -Authority Licence, Support & Maintenance | 5,863.22 |
| 1392.162-01 | CIVICA PTY LTD | Mar 2023 -Authority Licence, Support & Maintenance | 5,863.22 |
| 1388.85-01 | TELSTRA | Feb 23 - Thorak & Litchfield Council Internet ,Data, Mobiles, and iPad | 5,829.22 |
| 1392.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 5,564.17 |
| 1398.2270-01 | TYRECYCLE PTY LTD | Removal of Tyres from HDWTS | 5,349.82 |
| 1392.525-01 | ACTIVE TREE SERVICES | Remove Tree Branches - Various Locations Litchfield Council Municipality | 5,170.00 |
| 1391.183-01 | CHRIS'S BACKHOE HIRE PTY LTD | Feb 2023 - Grave Preparation Thorak Cemetery | 4,488.00 |
| 1390.70-01 | LOCAL GOVERNMENT ASSOCIATION NT | Feb 2023 - Disability Parking Permits | 4,125.00 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|--|---|-------------|
| 1391.2316-01 | KYAM ELECTRICAL PTY LTD | Supply & Install Surge Diverts on Pump Circuit Cab | 4,015.00 |
| 1391.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 3,845.69 |
| 1388.132-01 | AIRPOWER NT PTY LTD | 400hr Service Kubota REGO : CE 73 VR | 3,812.44 |
| 1398.1047-01 | REMOTE AREA TREE SERVICES PTY LTD | Tree Maintenance Works -Various Locations Litchfield Council Municipality | 3,432.00 |
| 1392.78-01 | POWER & WATER CORPORATION | Dec-Feb 23 - Water for 325 Whitewood Road HPRR | 3,373.51 |
| 1388.794-01 | TOP END R.A.C.E. | Reactive Street Light Maintenance - Various Locations Litchfield Council Municipality | 3,318.08 |
| 1390.414-01 | TOTAL EXCAVATIONS | Drain and Culvert Clearing - Various Locations Litchfield Council Municipality | 3,305.50 |
| 1398.78-01 | POWER & WATER CORPORATION | Feb-Mar 23 - Water for HDVG, Whitewood Hs and Swipe Cards MWF Crews | 3,289.09 |
| 1390.2249-01 | MS R A WRIGHT | Feb 2023 - Elected Member Allowances | 3,005.63 |
| 1390.498-01 | MR M I G SALTER | Feb 2023 - Elected Member Allowances | 2,835.63 |
| 1398.1088-01 | TALENT PROPELLER | Recruitment Advertisement | 2,783.00 |
| 1390.384-01 | MS C VERNON | Consultancy Services | 2,758.25 |
| 1390.1088-01 | TALENT PROPELLER | Recruitment Advertisement | 2,750.00 |
| 1390.1581-01 | SALARY PACKAGING AUSTRALIA | Salary Sacrifice for LC Employees WE 08 Mar 2023 | 2,725.07 |
| 1392.1141-01 | NORTHERN GROUND MAINTENANCE | Tree Removal at Berry Springs Recreation Reserve | 2,700.50 |
| 1398.2570-01 | YAWERI CERAMIS (FR TILING PTY LTD) | Repairs & Maintenance for Water Leak on the Roof at Litchfield Council Office | 2,662.00 |
| 1390.2590-01 | IRONBARK SERVICES NT | Cleaning HPRR WE: 28 Feb 2023 | 2,657.60 |
| 1392.2169-01 | KILLARA SERVICES (NETRONIX PTY LTD) | Mar 23- Cleaning Litchfield Council and Thorak Cemetery | 2,644.85 |
| 1388.708-01 | PARADISE LANDSCAPING | Various Tree Work at Litchfield Council Gardens | 2,640.00 |
| 1394.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | WBC Quick Super Payment- Cyc 1 Pay98 WE 18 Mar 2023 | 2,631.92 |
| 1390.2253-01 | MR A MACKAY | Feb 2023 - Elected Member Allowances | 2,510.02 |
| 1395.2599-01 | TERRITORY CONSTRUCTION SOLUTIONS PTY LTD | Tank Repairs - Thorak Cemetery | 2,420.00 |
| 1390.926-01 | JACANA ENERGY | Feb 2023 - Electricity for Litchfield Council and HSWTS | 2,364.55 |
| 1390.2239-01 | MR M SIDEY | Feb 2023 - Elected Member Allowances | 2,345.63 |
| 1397.2145-01 | ACE PAINTING SERVICES NT | Crematorium Repainting Ceilings, Walls & Doors | 2,240.00 |
| 1398.414-01 | TOTAL EXCAVATIONS | Drain and Culvert Clearing - Various Locations Litchfield Council Municipality | 2,178.00 |
| 1390.2252-01 | MRS E SHARP | Feb 2023 - Elected Member Allowances | 2,125.63 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|--|---|-------------|
| 1398.1693-01 | WRM WATER & ENVIRONMENT PTY LTD | Litchfield Council Drainage Investigation | 2,118.88 |
| 1389.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 2,079.55 |
| 1397.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 2,079.55 |
| 1399.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 2,079.55 |
| 1393.867-01 | ALL ASPECTS RECRUITMENT & HR SERVICES | Temporary Staff Placement Litchfield Council | 1,937.27 |
| 1391.2089-01 | ELGAS LTD | Weekly Gas Delivery for Thorak WE: 22 Feb 2023 | 1,935.74 |
| 1392.577-01 | ARJAYS SALE & SERVICE PTY LTD | Litchfield Council Speed Check Sign - 2023 | 1,886.18 |
| 1396.1884-01 | WESTPAC BANK - QUICK SUPER ACCOUNT | WBC Quick Super Payment- Cyc 1 Pay 99 WE 21 Mar 2023 | 1,753.63 |
| 1390.2270-01 | TYRECYCLE PTY LTD | Removal of Tyres from HDWTS | 1,672.87 |
| 1392.1253-01 | CRAIG BURGDORF | Repairs & Maintenance to Crown Forklift | 1,656.04 |
| 1388.2549-01 | ALL GLOBAL TRAINING | Licence to Operate Forklift Training | 1,650.00 |
| 1388.1428-01 | HANNA'S COOLING PTY LTD | Yearly Air-conditioning Maintenance - Litchfield Council Office | 1,551.00 |
| 1394.108-01 | DEPARTMENT OF ATTORNEY GENERAL & JUSTICE | Oct-Dec 2022 - FRU Fines Enforcement Fees | 1,540.00 |
| 1399.2089-01 | ELGAS LTD | Weekly Gas Delivery for Thorak WE: 15 Mar 2023 | 1,481.95 |
| 1390.2238-01 | MR K R HARLAN | Feb 2023 - Elected Member Allowances | 1,465.63 |
| 1397.2586-01 | A_SPACE AUSTRALIA PTY LTD | Glide & Ride Trolley for HDVG Playground | 1,410.20 |
| 1394.78-01 | POWER & WATER CORPORATION | Feb-Mar 2023 - Water for Litchfield Council | 1,321.90 |
| 1392.886-01 | MR R J FREEMAN | Make Safe Fire Extinguishers and Gas Bottles at HDWTS | 1,320.00 |
| 1388.1392-01 | AKRON GROUP NT PTY LTD | Call Out for Traffic Management - Vehicle Accident | 1,293.60 |
| 1390.51-01 | SOUTHERN CROSS PROTECTION PTY LTD | Mar 2023 – Petrol Services and additional alarm responses | 1,256.61 |
| 1390.436-01 | DELTA ELECTRICS NT PTY LTD | Feb 2023 - P88 Generator Maintenance at Litchfield Council Office | 1,248.50 |
| 1396.820-01 | INENCO GROUP PTY LTD (formerly CBC) | Bulk Purchase of Consumables - MWF | 1,233.52 |
| 1398.2584-01 | SITA CAROLINA | Photography for Australia Day Litchfield Council Event | 1,200.00 |
| 1396.1581-01 | SALARY PACKAGING AUSTRALIA | Salary Sacrifice for LC Employees WE 22 Mar 2023 | 1,184.27 |
| 1398.1471-01 | RICOH AUSTRALIA PTY LTD | Feb 2023 - All Litchfield Council sites Photocopier Charges | 1,168.86 |
| 1390.560-01 | JOBFIT HEALTH GROUP PTY LTD | Pre-Employment Check New Litchfield Council Employees | 1,139.60 |
| 1390.1023-01 | AUSLINE ENGINEERING | Rego & Inspection - Fabricate Trailer to suit MWF Mowers | 1,100.00 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|--|---|-------------|
| 1390.202-01 | I SUMMERS | Review of Minutes Meeting & Preparation of Key Issues Summary | 1,054.90 |
| 1390.512-01 | SELTOR SHAW PLUMBING PTY LTD | Call Out to Repair Main Leak at HPRR | 1,014.84 |
| 1390.820-01 | INENCO GROUP PTY LTD (formerly CBC) | Bulk Purchase of Consumable - MWF | 949.48 |
| 1398.508-01 | EASA | Onsite Trauma Support, including Travel- 02 Mar 2023 | 949.37 |
| 1398.690-01 | TOTAL HYDRAULIC CONNECTIONS (NT) PTY LTD | Repairs to HDWTS Cat 428F | 892.65 |
| 1392.2609-01 | HADDOCK ATF CEP DREAMS HOLDING TRUST | Refund of Rates for Property Transferred | 885.67 |
| 1389.2089-01 | ELGAS LTD | Weekly Gas Delivery for Thorak WE: 15 Feb 2023 | 876.23 |
| 1396.1237-01 | THE BOOKSHOP DARWIN | Assorted Books for Taminmin Library Content | 858.34 |
| 1398.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Mar 23 Catering - Australian Citizenship Ceremony | 850.00 |
| 1390.506-01 | TURBO'S TYRES | Replace Tyres for Isuzu Truck - MWF | 847.00 |
| 1391.926-01 | JACANA ENERGY | Feb 2023 - Electricity for Thorak Cemetery | 839.62 |
| 1396.132-01 | AIRPOWER NT PTY LTD | Kubota F3690- CD 89 YA - 600-hour Service | 830.54 |
| 1398.132-01 | AIRPOWER NT PTY LTD | Repair& Replace Mower Seat Parts - MWF | 808.70 |
| 1388.111-01 | STICKERS AND STUFF | 500 x Coloured Crayon Packs for School Holiday Activities | 788.00 |
| 1390.1617-01 | PRESTIGE AUTOMOTIVE NT PTY LTD | Install Power & Anderson Plug for Spray Unit | 772.60 |
| 1398.1566-01 | WINC AUSTRALIA PTY LTD | Stationary - Consumables and Fixed Items | 759.23 |
| 1388.577-01 | ARJAYS SALE & SERVICE PTY LTD | Replacement of Speed Check Signs Howard Springs Roads | 759.00 |
| 1398.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Thorak Cemetery | 756.86 |
| 1391.941-01 | EVERLON BRONZE | Thorak - Plaque for Cemetery Customers Service Requirements | 728.20 |
| 1390.508-01 | EASA | Feb 2023 - EASA Training Scoping Meeting | 704.41 |
| 1398.512-01 | SELTOR SHAW PLUMBING PTY LTD | Mar 2023 - Repair & Investigate Mains Leak | 702.53 |
| 1393.540-01 | HOSEPOWER (NT) PTY LTD | JCB Cylinder Repairs - Thorak Cemetery | 700.89 |
| 1390.2092-01 | MACENTEE INVESTMENTS PTY LTD | Replace of Sourced Filters on x 3 Urns | 680.99 |
| 1390.2049-01 | AJ SECURITY DARWIN | Mar 2023 - Security Open and Lock Up HPRR | 679.18 |
| 1391.2049-01 | AJ SECURITY DARWIN | Mar 2023 - Security Open and Lock Up Thorak Cemetery | 679.18 |
| 1396.2613-01 | LITCHFIELD COUNCIL RESIDENT | Rates Refund | 653.16 |
| 1392.2548-01 | WSB DISTRIBUTORS | Replacement of Wheel Hub Stud 520 x 10 | 630.99 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|---------------------------------------|---|-------------|
| 1392.1617-01 | PRESTIGE AUTOMOTIVE NT PTY LTD | Repairs and Wire Up Power for MWF Spray Unit | 623.45 |
| 1388.1961-01 | HUMPTY DOO WELDING AND FABRICATION | Repairs to Compactor Bin at HDWTS | 599.50 |
| 1390.2164-01 | SCOUT TALENT PTY LTD | Feb 2023 - E-Learning Monthly Subscription | 595.98 |
| 1388.1379-01 | LITCHFIELD COUNCIL RESIDENT | Refund for Rates Overpayment | 593.39 |
| 1390.2496-01 | LITCHFIELD EMPLOYEE | Reimbursement for Travel Ticket - Qantas | 571.15 |
| 1390.78-01 | POWER & WATER CORPORATION | Jan-Feb 2023 - Water for HSWTS | 562.69 |
| 1398.90-01 | INDUSTRIAL POWER SWEEPING | Street Sweeping - Various Roads Litchfield Council Municipality | 561.00 |
| 1392.926-01 | JACANA ENERGY | Feb 2023 - Electricity for HDWTS | 551.84 |
| 1392.111-01 | STICKERS AND STUFF | LL500 Calico Bags - Taminmin Library library Bags | 550.00 |
| 1392.1274-01 | GRACE RECORD MANAGEMENT (AUSTRALIA) | Feb 2023 - Litchfield Council Archive Storage Charges | 538.80 |
| 1388.926-01 | JACANA ENERGY | Jan 23 Electricity for Lot 1799 HDWTS | 527.14 |
| 1399.1412-01 | HAPPIER ENDING FUNERALS | Transportation of Deceased to Thorak Cemetery | 495.00 |
| 1393.2089-01 | ELGAS LTD | Weekly Gas Delivery for Thorak WE: 08 Mar 2023 | 488.37 |
| 1388.187-01 | NORSIGN | Replacement Signage - Various Locations Litchfield Council Municipality | 482.80 |
| 1392.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Catering for TOPROC | 476.00 |
| 1388.828-01 | HOWARD SPRINGS VETERINARY CLINIC | Feb 2023 - Euthanasia and Disposal of Impounded Dogs | 460.00 |
| 1390.2602-01 | LITCHFIELD COUNCIL RESIDENT | Rates Refund | 455.95 |
| 1392.2610-01 | LITCHFIELD COUNCIL RESIDENT | Rates Refund | 455.95 |
| 1390.1697-01 | RSPCA | Feb 2023 - Impounded Transfer Fees | 455.00 |
| 1399.941-01 | EVERLON BRONZE | Thorak - Plaque for Cemetery Customers Service Requirements | 453.20 |
| 1392.220-01 | THE BIG MOWER | Replacement Parts for Spray Units - MWF | 444.80 |
| 1390.874-01 | VTG WASTE & RECYCLING | Feb 2023 - Waste Collection Litchfield Council and Reserve Sites | 444.36 |
| 1398.2622-01 | LITCHFIELD COUNCIL RESIDENT | Refund Key Deposit | 437.65 |
| 1396.279-01 | AUSTRALASIAN CEMETERIES & CREMATORIAN | ACCA - Managing Trauma Workshop 15 Mar 2023 | 429.00 |
| 1390.2548-01 | WSB DISTRIBUTORS | Replacement Rear Left Hand Window - MWF | 426.97 |
| 1390.90-01 | INDUSTRIAL POWER SWEEPING | Street Sweeping - Various Locations Litchfield Council Municipality | 407.00 |
| 1398.926-01 | JACANA ENERGY | Feb-Mar 2023 Electricity for Lot 1799 HDWTS | 404.64 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|--|---|-------------|
| 1393.1600-01 | TERRITORY FUNERALS | Transportation of Deceased to Thorak Cemetery | 400.00 |
| 1392.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - MWF | 368.60 |
| 1390.2495-01 | J & T AUTO ELCTRICS & AIRCONDITIONING | R&M Cat 903D Mini Wheel Loader HDWTS | 352.00 |
| 1396.828-01 | HOWARD SPRINGS VETERINARY CLINIC | Euthanasia and Disposal of Impounded Dog | 350.00 |
| 1396.1278-01 | SEEK LIMITED | Advertisement- Business Support Officer | 346.50 |
| 1388.512-01 | SELTHER SHAW PLUMBING PTY LTD | Call Out to Repair Toilet Leak at HDVG | 345.91 |
| 1390.61-01 | GREENTHEMES INDOOR PLANT & HIRE | Mar 2023 - Indoor Plant Hire Litchfield Council Offices | 338.47 |
| 1396.87-01 | TOP END LINEMARKERS PTY LTD | Line Marking after Reseal - Various Locations Litchfield Council Municipality | 328.50 |
| 1395.2332-01 | THE RACK'N STACK WAREHOUSE DARWIN | Supply and Installation of Shelving and Hardware | 301.00 |
| 1388.1900-01 | BUILD IT UP (GARGEE LAD) | Feb 2023 - Holiday Programme at Taminmin Library | 300.00 |
| 1390.1674-01 | FRESH START - FOR CLEANING | Cleaning Services Waste Stations WE 07 Mar 2023 | 281.25 |
| 1390.638-01 | TOP END HYDRAULIC SERVICES PTY LTD | Repairs & Maintenance Waste Tech Compactor | 261.25 |
| 1396.508-01 | EASA | Management Coaching | 258.05 |
| 1392.752-01 | TOTALLY WORKWEAR PALMERSTON | Supply PPE - Safety Boots - WTS Staff | 250.00 |
| 1398.1674-01 | FRESH START - FOR CLEANING | Cleaning Services Waste Stations WE 21 Mar 2023 | 247.50 |
| 1398.2143-01 | MODERN TEACHING AIDS | Program Supplies for Library Program | 245.69 |
| 1390.2608-01 | SCOUTS ASSOCIATION OF THE NORTHERN | Service for Defibrillator Battery | 243.60 |
| 1388.1253-01 | CRAIG BURGDORF | Repairs & Maintenance to Cat 90 3D HDWTS | 242.17 |
| 1393.514-01 | VEOLIA ENVIRONMENTAL SERVICES | Feb 2023 - Waste Collection Thorak Cemetery | 240.42 |
| 1390.2378-01 | PACK & SEND DARWIN | Taminmin Library Courier Service WE 01 Feb 2023 | 240.00 |
| 1394.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Catering for EASA Counselling | 240.00 |
| 1392.187-01 | NORSIGN | Replacement Signage - Various Locations Litchfield Council Municipality | 220.13 |
| 1392.93-01 | TERRITORY TECHNOLOGY SOLUTIONS | Investigate IT Connection Issue - Waste Stations | 209.00 |
| 1398.1558-01 | NT RETAIL TECHNOLOGY | Bulk Purchase of Pre-printed Labels - Taminmin Library | 202.00 |
| 1390.450-01 | HUMPTY DOO VETERINARY HOSPITAL PTY LTD | Redemption of De-sexing voucher # 92 | 200.00 |
| 1390.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - MWF Crew | 198.49 |
| 1389.1789-01 | GREAT NORTHERN AIR CONDITIONING | Air Conditioning Circuit Board - Thorak Cemetery | 198.00 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|---|--|-------------|
| 1390.1566-01 | WINC AUSTRALIA PTY LTD | Stationary - Consumables and Fixed Items for Litchfield Council Office | 195.80 |
| 1390.1330-01 | PAWS DARWIN LTD | Feb 2023 Impound Transfers x 3 | 195.00 |
| 1398.968-01 | NTF CONSTRUCTION SUPPLY SPECIALISTS | Bulk Purchase of Assorted Nuts and Bolts | 191.73 |
| 1398.855-01 | TENDERLINK | Advertising - RFQ23-329 Southport Roads | 184.80 |
| 1396.968-01 | NTF CONSTRUCTION SUPPLY SPECIALISTS | Bulk Purchase of Assorted Nuts and Bolts for Machinery | 182.35 |
| 1390.1143-01 | WORKPRO (RISK SOLUTIONS AUSTRALIA) | Mar 2023 - Police Check for New Litchfield Council Employees | 181.50 |
| 1390.1186-01 | ADVANCED SAFETY SYSTEMS AUSTRALIA PTY LTD | Mar 2023 - ASSA Monthly Membership | 181.50 |
| 1396.2397-01 | TOWING NT (R D FLOATS) | Tow Fly Creek to Turbo's Tyre HD | 181.50 |
| 1388.2395-01 | MAITAI SERVICES (TAMINMIN CANTEEN) | Catering for Meetings | 180.00 |
| 1388.78-01 | POWER & WATER CORPORATION | Jan-Feb 23 - HPRR | 174.87 |
| 1389.1695-01 | MICHAEL RILEY - FULL MOBILE MECHANIC | Call Out to Replace Iseki Belt - Thorak Mower | 165.00 |
| 1389.926-01 | JACANA ENERGY | Jan 2023 - Electricity for Thorak House | 164.80 |
| 1393.411-01 | KENNARDS HIRE PTY LTD | Hire of Water Pump at Thorak Cemetery | 159.00 |
| 1392.1674-01 | FRESH START - FOR CLEANING | Cleaning Services Waste Stations WE 07 Mar 2023 | 157.50 |
| 1388.25-01 | LAND TITLES OFFICE | Jan-Feb 2023 - Land Titles Office - Tittle Searches | 138.20 |
| 1396.799-01 | WALGA (WA LOCAL GOV) | Job Description Review - Business Support Officer | 137.50 |
| 1391.85-01 | TELSTRA | Feb 2023 - Telstra Line Rental Thorak Cemetery | 129.32 |
| 1392.1040-01 | SUPERCHEAP AUTO | Assorted Consumable Products - MWF Crew | 124.04 |
| 1394.926-01 | JACANA ENERGY | Feb 2023 - Electricity BSWTS | 111.93 |
| 1388.1133-01 | NT WATER FILTERS | Bottled Water for Litchfield Council Foyer | 110.00 |
| 1395.926-01 | JACANA ENERGY | Feb 2023 - Electricity for Thorak House | 104.93 |
| 1390.828-01 | HOWARD SPRINGS VETERINARY CLINIC | Euthanasia and Disposal of Impounded Dog | 100.00 |
| 1392.1264-01 | DARWIN LARGE ANIMAL MOBILE VET SERVICES | Redemption of Desexing Vouchers # 105 | 100.00 |
| 1394.1264-01 | DARWIN LARGE ANIMAL MOBILE VET SERVICES | Redemption of Desexing Vouchers # 107 | 100.00 |
| 1398.1220-01 | GIRRAWEE VETERINARY HOSPITAL | Redemption of Desexing Voucher # 93 | 100.00 |
| 1399.85-01 | TELSTRA | Mar 2023 - Telstra Line Rental Thorak Cemetery | 91.64 |
| 1391.220-01 | THE BIG MOWER | Replacement Spools for Snippers- Thorak Cemetery Grounds Maintenance Tools | 84.45 |

| Cheque No. | Payee | Description | Amount (\$) |
|--------------|--------------------------------------|---|---------------------|
| 1394.2612-01 | TSCHIRMENTO PTY LTD | Refund - Rate Search Requested for Incorrect Conveyancer | 84.00 |
| 1390.2434-01 | BELLS PURE ICE | Bagged Ice - Delivered to MWF Site | 82.50 |
| 1398.51-01 | SOUTHERN CROSS PROTECTION PTY LTD | Mar 2023 - Additional Alarm Responses | 77.18 |
| 1388.367-01 | BUNNINGS GROUP LIMITED | Consumable Hardware Items - Thorak Cemetery Grounds Maintenance | 71.52 |
| 1391.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for Thorak Cemetery Chapel and Office | 57.75 |
| 1397.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for Thorak Cemetery Chapel and Office | 57.75 |
| 1399.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for Thorak Cemetery Chapel and Office | 57.75 |
| 1388.1344-01 | PROSEGUR AUSTRALIA PTY LTD | Collect Council Banking WE: 19 Feb 2023 | 53.86 |
| 1390.1344-01 | PROSEGUR AUSTRALIA PTY LTD | Collect Council Banking WE: 26 Feb 2023 | 53.86 |
| 1392.1344-01 | PROSEGUR AUSTRALIA PTY LTD | Collect Council Banking WE: 05 Mar 2023 | 53.86 |
| 1396.1344-01 | PROSEGUR AUSTRALIA PTY LTD | Collect Council Banking WE: 12 Mar 2023 | 53.86 |
| 1398.1344-01 | PROSEGUR AUSTRALIA PTY LTD | Collect Council Banking WE: 19 Mar 2023 | 53.86 |
| 1388.2063-01 | QUALITY INDOOR PLANTS HIRE | Feb 2023 - Taminmin Library Plant Hire | 52.00 |
| 1396.2063-01 | QUALITY INDOOR PLANTS HIRE | Mar 2023 - Taminmin Library Plant Hire | 52.00 |
| 1398.187-01 | NORSIGN | Replacement Signage - Various Locations Litchfield Council Municipality | 48.40 |
| 1389.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for Thorak Cemetery Chapel and Office | 46.20 |
| 1388.820-01 | INENCO GROUP PTY LTD (formerly CBC) | Bulk Purchase of Consumable PPE - MWF Crew | 38.98 |
| 1392.92-01 | ST JOHN AMBULANCE AUSTRALIA (NT) INC | First Aid Supplies - Taminmin Library | 18.92 |
| 1390.1459-01 | TERRITORY SPRINGWATER AU PTY LTD | Bottled Water for HSWTS | 11.55 |
| TOTAL | | | 1,417,369.86 |

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 |
|------------------|-------------|-----------------|----------------------------|
| 20/03/2023 | 6.00 | CARD FEE | |
| Total | 6.00 | | |

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 |
|------------------|-----------------|-----------------|---------------------------------------|
| 03/03/2023 | 900.73 | Qantas | Mayor D Barden – Flights LGANT NSW |
| 06/03/2023 | 900.73 | Qantas | Cr M Sidey – Flights LGANT NSW |
| 06/03/2023 | 81.90 | Darwin Airport | Mayor D Barden Parking - LGANT Travel |
| 06/03/2023 | 81.90 | Darwin Airport | Short Stay Parking - LGANT Travel |
| Total | 1,965.26 | | |

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: 18% (21/22), 18% (22/23) Budget: Less than 18% Benchmark - Less than 10% Best Practice - Less than 5%</p> | <p>Actual: 51% (21/22), 69% (22/23) Budget: 96% Benchmark - Minimum 60% Benchmark - Maximum 100%</p> | <p>Actual: 8.95 (21/22), 9.50 (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 March 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 18% achieve the Municipal Plan target of 18% as this now reflects previous years and current year rates arrears. However, council needs to continue work in this area as a growing outstanding rates ratio increases liquidity risk and places a burden on Council's existing resources.</p> |
| Own Source Revenue Ratio | <p>This ratio indicates Council's ability to pay for its operational expenditure through its own revenue sources**. The higher the ratio the more self-reliant a Council. In other words, the higher the ratio the less Council must rely on external grants to provide services to the community. A ratio of 40% to 60% is considered as a basic level, between 60% to 90% is considered intermediate level and more than 90% is considered advanced level.</p> <p>Council's budgeted Own Source Operating Revenue Coverage ratio of 96% is above the Municipal Plan target of greater than 60%.</p> |
| Current Ratio (Liquidity Ratio) | <p>A ratio of greater than 1 is required to provide assurance that Council has enough funds to pay its short-term financial commitments.</p> <p>Council's Current Ratio of 9.50 sits favourably against the Municipal Plan target and benchmark of 1. This ratio indicates Council is well placed to fulfill its short-term liabilities as and when they fall due.</p> |
| Debt Service Ratio | <p>Council has no debt and therefore fully meets the Municipal Plan Target of less than 1.</p> |

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

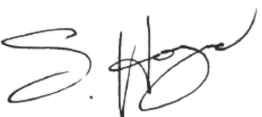
** Own Source Revenue refers to revenue raising capacity excluding all external grants, that is, through rates, charges, user fees, interest income, profit on disposal of assets etc.

CERTIFICATION BY THE CEO TO THE COUNCIL

Council Name: Litchfield Council
Reporting Period: 31/03/2023

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

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

CEO Signed: 

19 April 2023
Date Signed:



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.01.02 |
| Report Title: | People, Performance and Governance Report – March 2023 |
| Author: | Ankit Pansal, Acting Manager People and Performance |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: People, Performance and Governance Report – March 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 March 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

March 2023

Internal and External Appointments

| Position | Department | Commenced | Permanent/Temporary |
|----------|------------|-----------|---------------------|
| NA | | | |

Employment Separation

| Position | Department | End date | Permanent/Temporary |
|--------------------------------------|---------------------|---------------|---------------------|
| Resource Recovery Program Leader | Infrastructure | 13 March 2023 | Permanent |
| Business Support Officer - Corporate | Business Excellence | 7 March 2023 | Fixed term contract |

Employment Termination

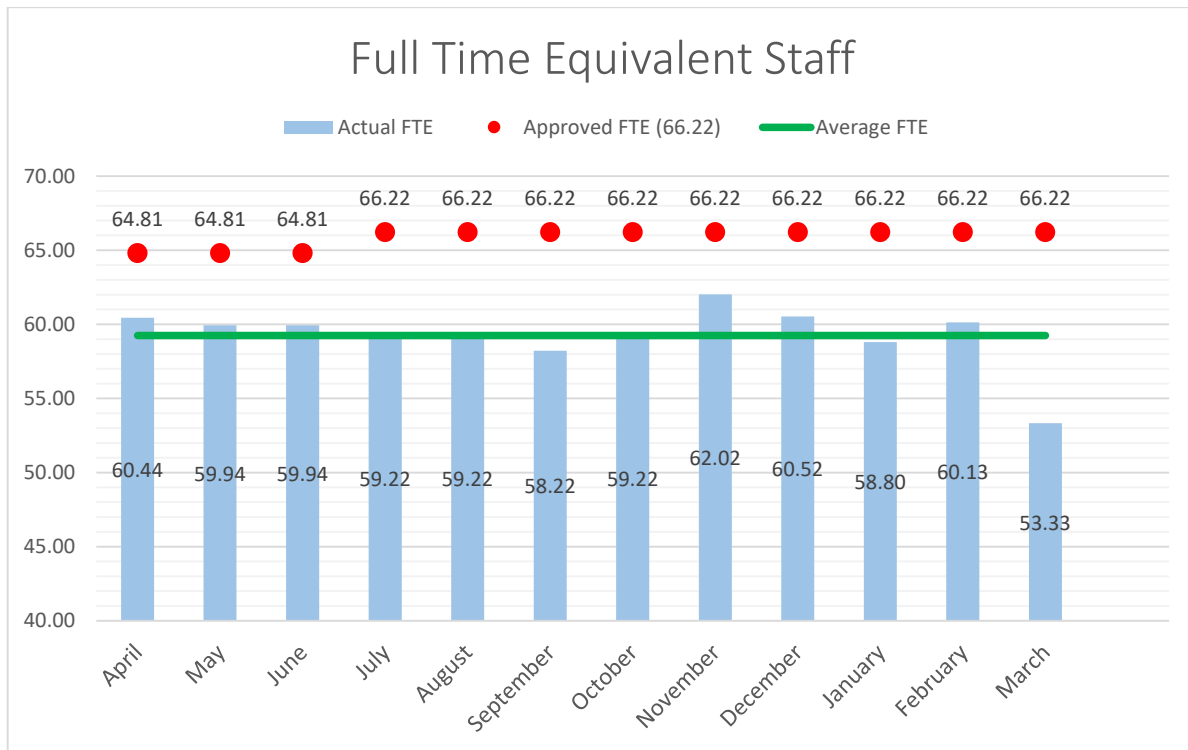
| Position | Department | End date | Permanent/Temporary |
|---|----------------|---------------|---------------------|
| General Manager Community & Lifestyle | Community | 10 March 2023 | Fixed Term Contract |
| Manager Library & Family Services | Community | 10 March 2023 | Permanent |
| Works Delivery Officer | Infrastructure | 10 March 2023 | Permanent |
| Executive Assistant to General Manager Infrastructure | Infrastructure | 10 March 2023 | Permanent |
| Regulatory Services Program Leader | Community | 10 March 2023 | Permanent |

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

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

Recruitment Overview:

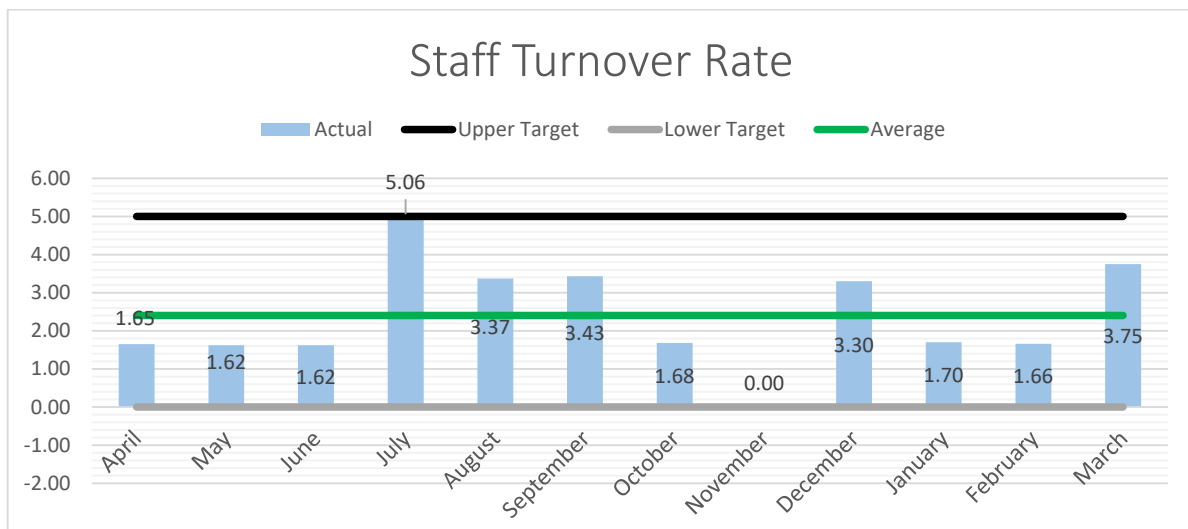
| Role | In Progress | Completed |
|--------------------------------------|-------------|-----------|
| Business Support Officer - Corporate | ✓ | |
| Resource Recovery Program Leader | ✓ | |



Turnover Rate:

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

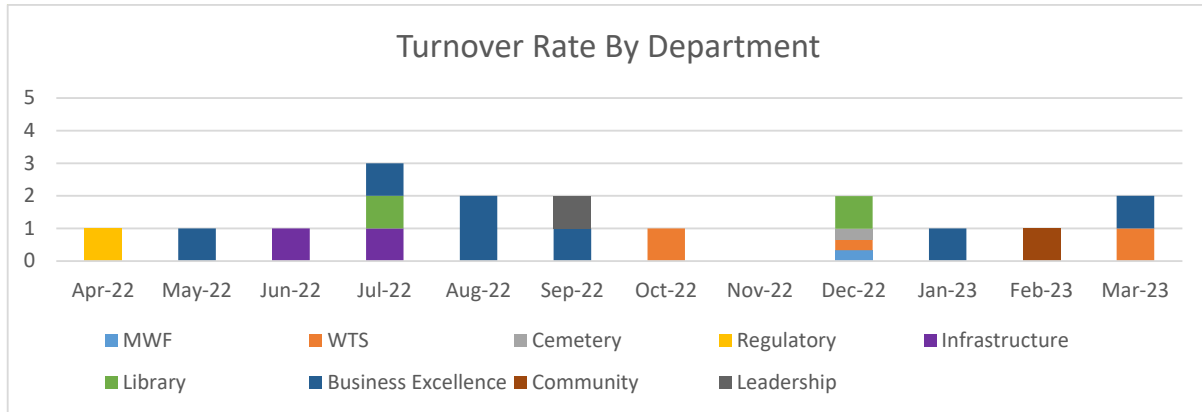
(# staff leaving divided by the total number of people employed (Actual FTE) multiplied by 100)



| April | May | June | July | Aug | Sept | Oct | Nov | Dec | Jan | Feb | March | Average |
|-------|-------|-------|-------|-------|-------|-------|-----|--------|--------|--------|-------|---------|
| 1.65% | 1.62% | 1.62% | 5.06% | 3.37% | 3.43% | 1.68% | 0% | 3.30 % | 1.70 % | 1.66 % | 3.75% | 2.40 % |
| 1 | 1 | 1 | 3 | 2 | 2 | 1 | 0 | 2 | 1 | 1 | 2 | 1.42 |

Target Average: Between 0% - 5%

Turnover Rate by Department:



Comparison with total FTE:

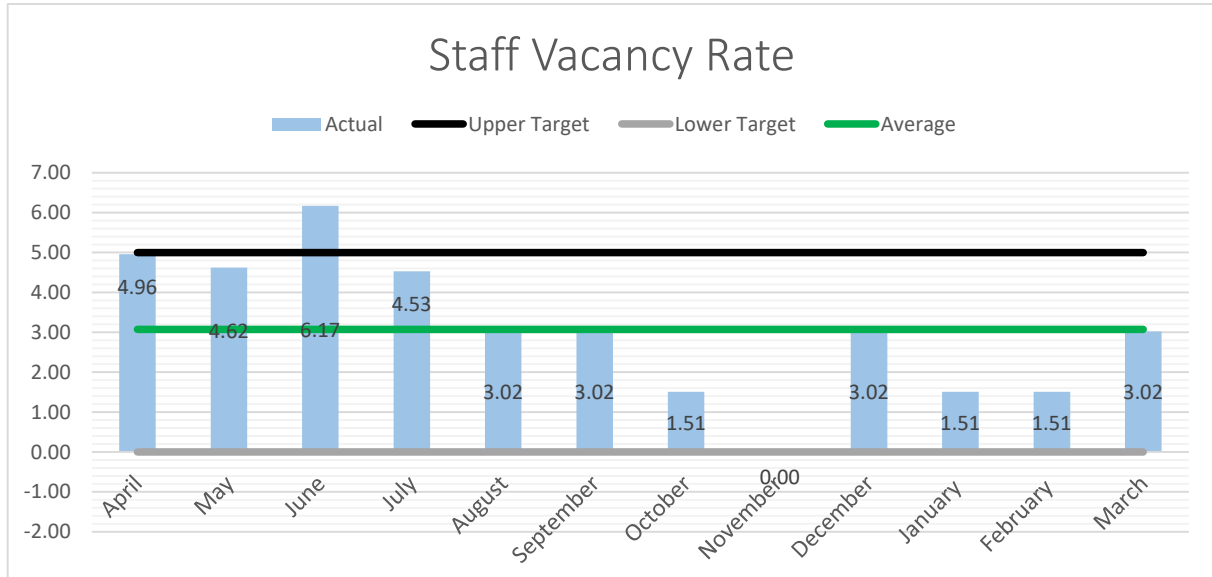
| Department | Numbers | Percentage (%) |
|---------------------|----------|----------------|
| MWF | 0 | NA |
| WTS | 1 | 1.87 |
| Cemetery | 0 | NA |
| Regulatory | 0 | NA |
| Infrastructure | 0 | NA |
| Library | 0 | NA |
| Business Excellence | 1 | 1.87 |
| Community | 0 | NA |
| Leadership | 0 | NA |
| Total | 2 | 3.75% |

Comparison with Individual Department FTE:

| Department | Numbers | Percentage (%) |
|---------------------|----------|----------------|
| Business Excellence | 1 | 8.33 |
| WTS | 1 | 7.86 |
| Total | 2 | 16.19 % |

Staff Vacancy Rate:

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

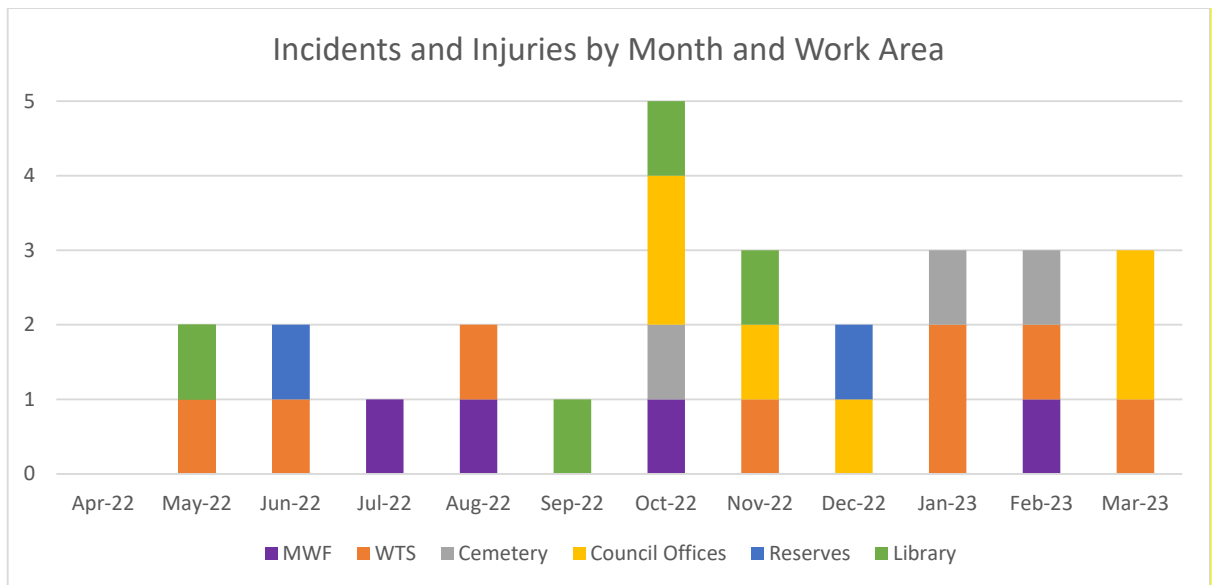


| April | May | June | July | Aug | Sep | Oct | Nov | Dec | Jan | Feb | March | Average |
|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|---------|
| 4.96% | 4.62% | 6.17% | 4.53% | 3.02% | 3.02% | 1.51% | 0.00% | 3.02% | 1.51% | 1.51% | 3.02% | 3.07% |

Target: 0% - 5

Staff vacancy rate considering 58.83 FTE = 3.40%

Workplace Health and Safety:



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

Incident 1: An employee received a minor injury while operating machine.

Incident 2: An employee received a minor while handling a dog.

Incident 3: An employee received a minor while handling a dog.

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: | 13.01.03 |
| Report Title: | Draft Municipal Plan 2023-2024 and Draft Financial Management Strategy & Long-Term Financial Plan 2023-2024 to 2032-2033 |
| Author: | Rebecca Taylor, Policy and Governance Program Leader |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Draft Municipal Plan 2023-2024 B: Draft Financial Management Strategy & Long-Term Financial Plan 2023-2024 to 2032-2033 |

Executive Summary

This report presents for Council endorsement the Draft Municipal Plan 2023-2024 and Draft Financial Management Strategy & Long-Term Financial Plan 2023-2024 to 2032-2033 to be placed on public exhibition inviting comments.

Recommendation

THAT Council:

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

Background

The Draft Municipal Plan includes Council's Annual Budget 2023-2024 and Annual Service Delivery Plan that address priorities for action specified in the Litchfield Council Strategic Plan 2022-2025. Council is forecasting a balanced budget that keeps operating expenses constrained in line with the Financial Management Strategy & Long-Term Financial Plan.

2023-2024 Budget Highlights:

- 7.6% increase in revenue;
- Rates and Waste increase of 5% (despite the CPI forecast of 6.9%);
- 1% decrease in operating expenses;
- \$7.77 million in capital budget; and
- Significant reduction in Operational deficit.

Financial Management Strategy and Long-Term Financial Plan

Litchfield Council's Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 is designed to guide Council's financial sustainability over the next ten years by supporting sound financial decision-making.

The draft Municipal Plan 2023-2024 and the draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 will be accessible from 2 May 2023 to 28 May 2023.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Under Part 3.3 Section 33 of the *Local Government Act 2019 (Act)* the Municipal Plan is to contain the following:

- a service delivery plan for the period to which the municipal plan relates;
- Council's Annual Budget;
- any long-term, community or strategic plan adopted by the Council to which it relates;
- Council's Long Term Financial Plan; and
- indicators for judging the standard of Council's performance.

Council's Annual Budget must contain the following:

- the Council's objectives for the relevant financial year; and the measures the council proposes to take, during the financial year, towards achieving those objectives; and the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives;
- contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure;
- list the council's fees for services and the estimates of revenue from each of those fees;
- state the amount to be allocated to the development and maintenance of infrastructure for the financial year;
- state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year;

- include an assessment of the social and economic effects of its rating policies;
- state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances;
- include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and
- be in a form required by any guidelines that the Minister may make or as prescribed by regulation.

Attachment A – the draft Municipal Plan 2023-2024 for Litchfield Council complies with the above requirements.

Before Council adopts the Municipal Plan 2023-2024, a draft must be prepared and made accessible on the website and/or for people to inspect at Council's office. Council must publish a notice on its website and in the newspaper inviting submissions for a minimum period of 21 days. Council must then consider any submissions made and make changes if appropriate.

Risks

Community

There is a low risk to Council's reputation if the engagement with the community is not managed appropriately for the consultation on the Municipal Plan and Annual Budget 2023-2024. Council will have a comprehensive consultation program to ensure the entire municipality has an opportunity to understand the information, ask questions of elected members and staff and, that the risk of misinformation is managed as best we can.

Governance

There is a moderate compliance risk for Council in not meeting the legislative timelines. This risk has been mitigated through a timeline for the process of adopting the Municipal Plan and Annual Budget 2023-2024 in the required timeframe.

Community Engagement

The Draft Municipal Plan 2023-2024 and Draft Financial Management Strategy and Long-Term Financial Plan 2023-2024 to 2032-2033 will be made available to the public for a 27-day consultation period through a number of avenues, including Council's website www.litchfield.nt.gov.au, at Council's Office and at councils stand at Freds Pass Rural Show. Council welcomes community input in the form of written submissions.

DRAFT

Municipal Plan

2023-2024



LITCHFIELD
COUNCIL

CONTENTS

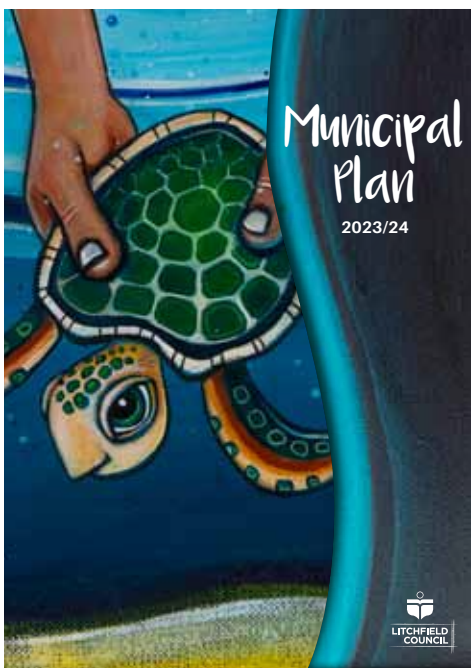
| | |
|---|---------|
| Introduction | 3 |
| Your Mayor..... | 4 |
| Litchfield Overview | 5 |
| Budget at a Glance..... | 6 |
| Your Council..... | 8 |
| Council Plans and Strategies | 11 |
| Strategic Advocacy Focus..... | 12 |
| New Initiatives | 14 |
| Program Profiles | 15 |
| Our People..... | 16 |
| 2023-2024 Budget by Department Profile..... | 18 |
| Analysis of the Operational Budget | 19 |
| Analysis of the Capital Budget..... | 21 |
| Rating Strategy | 25 |
| Rating Structure..... | 27 |
| Fees and Charges By Department | 27 |
| Recreation Reserves Funding Support..... | 28 |
| Sponsorship, Grants and Operating Subsidies | 30 |
| Grants and Donations | 30 |
| Elected Members Allowances..... | 31 |
| Budgeted Statement of Comprehensive Income..... | 33 - 34 |
| Budgeted Statement of Financial Position..... | 35 |
| Budgeted Statement of Cash Flow | 36 |
| Budgeted Statement of Reserves | 37 |
| Budget Assumptions | 38 |
| Long Term Financial Plan..... | 38 |
| Key Performance Indicators..... | 41 - 47 |
| <i>Local Government Act 2019</i> | 48 |

Acknowledgement of Country

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

INTRODUCTION

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



Our vision

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

Our Mission

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

Our Priorities

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



YOUR MAYOR

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

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

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

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

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

and upgrades to roads, drainage and safety.

The staffing plan for the 2023-2024 year sees a reduction to 58.83 of full-time equivalent (FTE) staff, down 7.394 FTE from the prior year, achieved by continuous improvement of processes and a review of the organisational structure to ensure the best model to meet key deliverables.

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

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

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

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

Doug Barden
Mayor



LITCHFIELD OVERVIEW



Litchfield Profile*

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

Our Economy*

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

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

Council Data

| | |
|--------------------------------|-------|
| Number of rateable assessments | 8,343 |
| Sealed Roads | 645km |
| Unsealed Roads | 70km |
| Pathways | 15km |
| Registered Dogs | 3,637 |
| Recreation Reserves | 8 |
| Playgrounds | 5 |
| Cemeteries | 1 |



BUDGET AT A GLANCE

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

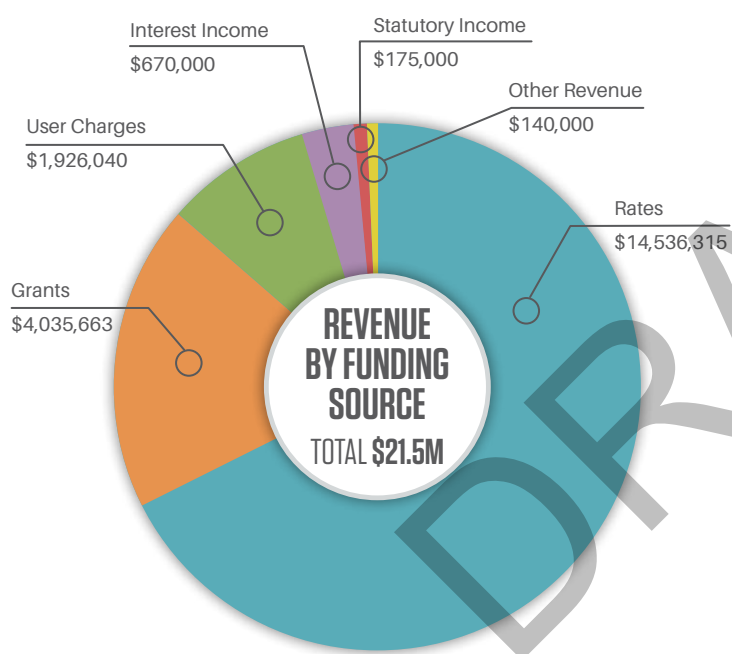
The financial strategy is embedded in Council's Long Term Financial Plan and throughout this Plan. It sets the parameters within which Council agrees to operate to maintain acceptable financial outcomes over a period of 10 years.

Budgeted operational revenue

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



Operating Revenue by funding source



Operating expenditure by program area

| Expenses | Operating Expenditure by Program area (\$) | |
|------------------------------|--|-------------|
| Library | 417,533 | 3% |
| Regulatory Services | 473,496 | 3% |
| Corporate | 666,633 | 4% |
| Information Services | 695,136 | 4% |
| Thorak Cemetery | 1,053,538 | 6% |
| Mobile Workforce | 1,218,706 | 7% |
| Council Leadership | 1,406,170 | 9% |
| Finance and Customer Service | 1,733,380 | 10% |
| Community | 1,808,451 | 11% |
| Waste Management | 3,242,811 | 19% |
| Infrastructure & Assets | 3,960,748 | 24% |
| | 16,676,601 | 100% |

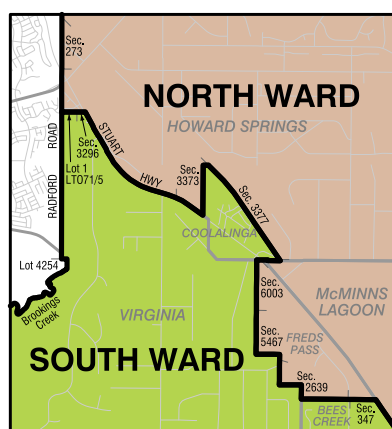
Budgeted operating expenditure

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



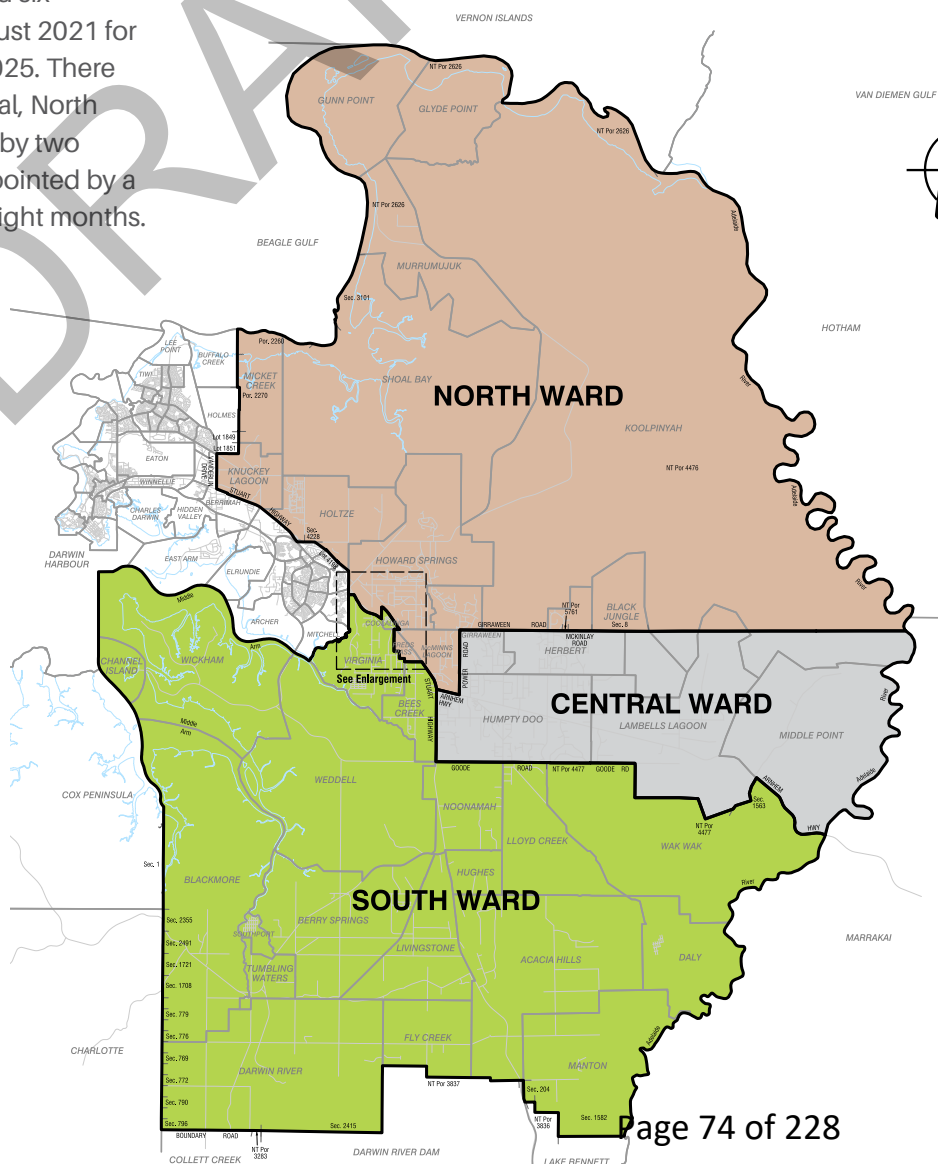
YOUR COUNCIL

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



Enlargement

BE/





Mayor

Doug Barden

Mobile: 0429 875 390

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

Central Ward Councillor

Andrew Mackay

Mobile: 0447 058 877

Email: andrew.mackay@litchfield.nt.gov.au



Central Ward Councillor

Kevin Harlan

Mobile: 0429 552 467

Email: kevin.harlan@litchfield.nt.gov.au

North Ward Councillor

Rachael Wright

Mobile: 0455 660 002

Email: rachael.wright@litchfield.nt.gov.au



North Ward Councillor

Mathew Salter

Mobile: 0408 093 838

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

South Ward Councillor

Emma Sharp

Mobile: 0429 270 227

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



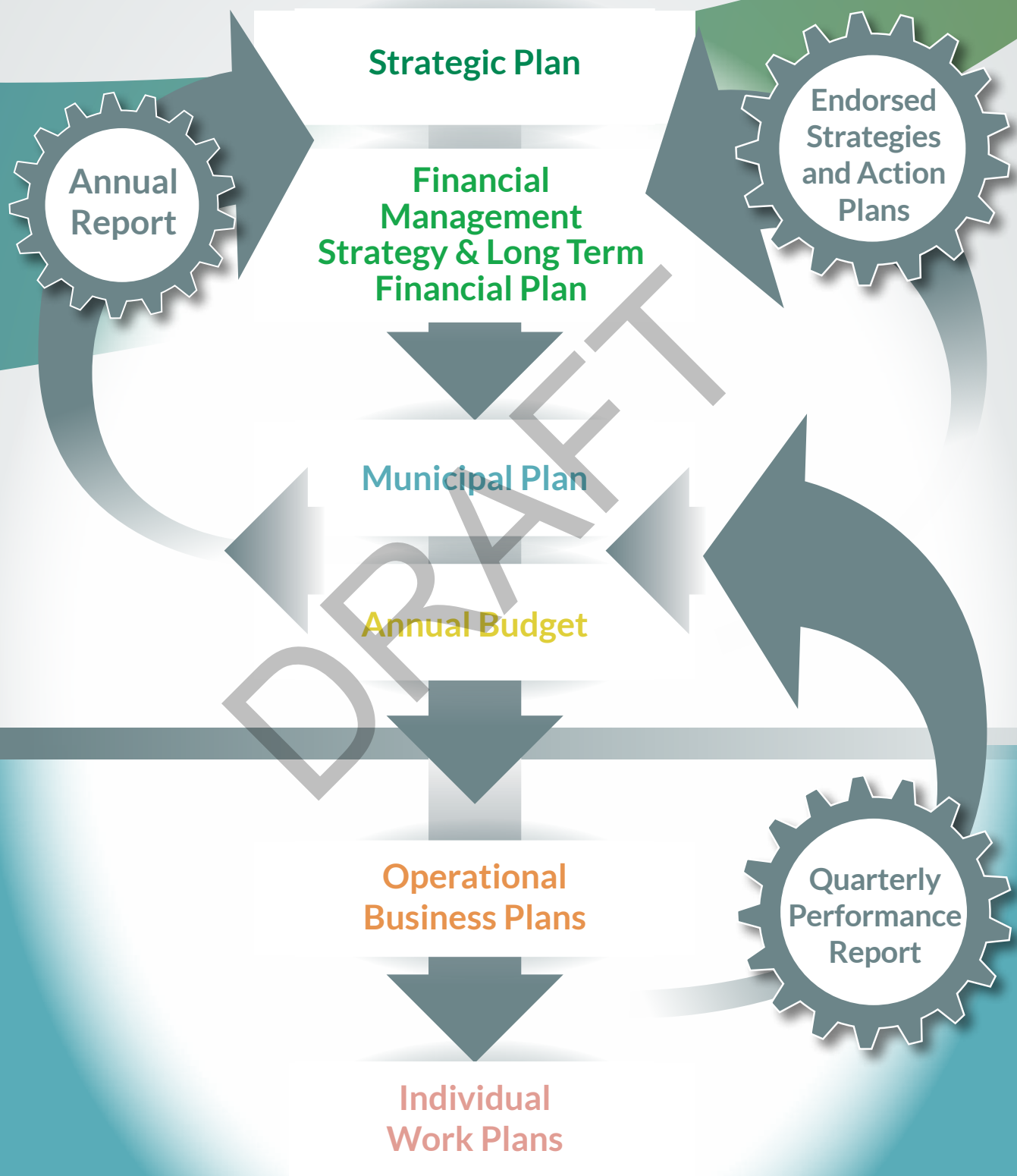
South Ward Councillor

Mark Sidey

Mobile: 0407 007 558

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

LITCHFIELD COUNCIL INTEGRATED STRATEGIC PLANNING AND REPORTING FRAMEWORK





COUNCIL PLANS AND STRATEGIES

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

Council has the following plans:

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

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



STRATEGIC ADVOCACY FOCUS

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

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

PROPOSED DEVELOPMENT OF HOLTZE AND KOWANDI

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

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

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

FREDS PASS SPORTS AND RECREATION RESERVE FUNDING

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

AREA PLANS

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

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

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

ROADS

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



NEW INITIATIVES

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



PROGRAM PROFILES

Office of the Chief Executive

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

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

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

Infrastructure and Operations

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

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

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

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

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

Corporate and Community

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

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

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

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

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

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



OUR PEOPLE

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

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





2023-2024 Annual Budget

2023-2024 BUDGET BY DEPARTMENT PROFILE



| PROGRAM | Operational Revenue (\$) | Operational Expense (\$) | Operational Surplus/ (Deficit) (\$) | Capital Income (\$) | Capital Expense (\$) | Capital Deficit (\$) |
|---------------------------------|--------------------------------|--------------------------------|---|---------------------------|----------------------------|----------------------------|
| Council Leadership | - | 1,406,170 | (1,406,170) | - | - | - |
| Corporate | - | 666,633 | (666,633) | - | - | - |
| Information Services | - | 695,136 | (695,136) | - | - | - |
| Finance and Customer Service | 12,644,146 | 1,733,380 | 10,910,766 | - | - | - |
| Infrastructure and Assets | 3,174,570 | 3,960,748 | (786,178) | 2,451,429 | 7,494,429 | (5,043,000) |
| Waste Management | 3,531,860 | 3,242,811 | 289,049 | - | - | - |
| Community and Lifestyle | 97,020 | 1,808,451 | (1,711,431) | 130,000 | 250,000 | (120,000) |
| Library | 417,392 | 417,532 | (140) | - | - | - |
| Mobile Workforce | - | 1,218,706 | (1,218,706) | - | - | - |
| Regulatory Services | 175,000 | 473,496 | (298,496) | - | - | - |
| Thorak Cemetery | 1,443,030 | 1,053,538 | 389,492 | - | 22,000 | (22,000) |
| TOTAL | 21,483,018 | 16,676,601 | 4,806,417 | 2,581,429 | 7,766,429 | (5,185,000) |

ANALYSIS OF THE OPERATIONAL BUDGET



Operating revenue

| DEPARTMENT | 2022-2023 (\$) | 2023-2024 (\$) | Variance (\$) | % |
|------------------------------|-------------------|-------------------|------------------|-------------|
| Finance and Customer Service | 11,532,688 | 12,644,146 | 1,111,458 | 9.6% |
| Infrastructure and Assets | 2,937,012 | 3,174,570 | 237,558 | 8.1% |
| Waste Management | 3,308,035 | 3,531,861 | 223,827 | 6.8% |
| Community | 113,700 | 97,020 | (16,680) | (15%) |
| Library | 407,392 | 417,392 | 10,000 | 2.5% |
| Regulatory Services | 219,750 | 175,000 | (44,750) | (20.4%) |
| Thorak Cemetery | 1,446,400 | 1,443,030 | (3,370) | (0.2) % |
| TOTAL REVENUE | 19,964,977 | 21,483,018 | 1,518,041 | 7.6% |

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

Operational expenditure

| DEPARTMENT | 2022-2023 (\$) | 2023-2024 (\$) | Variance (\$) | % |
|------------------------------|-------------------|-------------------|------------------|---------------|
| Council Leadership | 1,256,940 | 1,406,170 | 149,230 | 11.9% |
| Corporate | 745,778 | 666,633 | (79,145) | (10.6%) |
| Information Services | 700,789 | 695,136 | (5,653) | (0.8%) |
| Finance and Customer Service | 1,581,650 | 1,733,380 | 151,730 | 9.6% |
| Infrastructure and Assets | 3,417,467 | 3,960,748 | 543,281 | 15.9% |
| Waste Management | 3,262,998 | 3,242,811 | (20,187) | (0.6%) |
| Community | 2,128,173 | 1,808,451 | (319,722) | (15.0%) |
| Library | 683,522 | 417,532 | (265,990) | (38.9%) |
| Mobile Workforce | 1,335,261 | 1,218,706 | (116,555) | (8.7%) |
| Regulatory Services | 660,666 | 473,496 | (187,170) | (28.3%) |
| Thorak Cemetery | 1,069,847 | 1,053,538 | (16,309) | (1.5%) |
| TOTAL EXPENSES | 16,843,091 | 16,676,601 | (166,490) | (1.0%) |



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

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

ANALYSIS OF THE CAPITAL BUDGET

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

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

Capital expenditure on assets

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

| Capital Expenditure | Budget 2023-2024 (\$) |
|---|-----------------------|
| Land and Buildings | 495,000 |
| Infrastructure (including roads, footpaths, park furniture) | 6,931,429 |
| Fleet | 340,000 |
| Other Assets (including furniture and office equipment) | - |
| Leased Land and Buildings | - |
| Other Leased Assets | - |
| Total Capital Expenditure | 7,766,429 |
| Operating Income (operational surplus from savings) | 4,806,417 |
| Capital Grant | 2,581,429 |
| Transfer from Cash Reserves | 378,583 |
| Borrowings | - |
| Sale of Assets (including trade-ins) | - |
| Other Funding | - |
| Total Capital Expenditure Funding | 7,766,429 |
| Total Capital Expenditure Funding | 7,766,429 |

Capital expenditure by department

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

Capital Expenditure

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

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

Budget by Planned Major Capital Works

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

| Class of Assests | By Major Capital Project | Total Prior Year (s) Actuals (\$) (A) | Current Financial Year Budget (\$) (B) | Outer Financial Year 1 Budget (\$) (C) | Total Planned Budget (\$) | Expected Project Completion Date |
|---------------------------|-------------------------------------|--|---|---|---------------------------|----------------------------------|
| Infrastructure and Assets | Road Seal Renewal | 1,490,265 | 2,921,155 | 1,000,000 | 3,921,155 | Jun-24 |
| | Pavement Renewal | - | 533,429 | 1,000,000 | 1,533,429 | Jun-24 |
| | Forward Design of Road Projects | 253,206 | 600,000 | - | 600,000 | Jun-24 |
| | Gravel Surface Renewal | - | 300,000 | 300,000 | 600,000 | Jun-24 |
| | Gravel Road Sealing | 221,278 | 3,821,858 | 1,938,000 | 5,759,858 | Jun-24 |
| | Road Safety Upgrades | 276,676 | 1,079,545 | 1,795,429 | 2,874,974 | Jun-24 |
| | Road Safety - Intersection Upgrades | - | 250,000 | 240,000 | 490,000 | Jun-24 |
| | Drainage Renewal | 49,629 | 200,000 | - | 200,000 | Jun-24 |
| | Drainage Upgrade - Floodways | - | 700,000 | 658,000 | 1,358,000 | Jun-24 |
| Fleet/ Plant | Plant/Vehicle Replacement | 602,719 | 1,075,464 | 340,000 | 1,415,464 | Jun-24 |
| Land and Buildings | Community Reserve Development | 633,509 | 670,000 | 130,000 | 800,000 | Jun-24 |
| | Bees Creek Road Office | - | - | 365,000 | 365,000 | Jun-24 |
| TOTAL | | 3,527,282 | 12,151,451 | 7,766,429 | 19,917,880 | |

Capital Income

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

Annual Budget summary

| | Budget 2022-2023 (\$) | Budget 2023-2024 (\$) | Variance % |
|------------------------------------|--------------------------|--------------------------|---------------|
| Operational revenue | 19,964,977 | 21,483,018 | 8% |
| Capital revenue | 1,733,429 | 2,581,429 | 49% |
| Total revenue | 21,698,406 | 24,064,447 | 11% |
| Operating expenditure | 16,842,592 | 16,676,601 | (1%) |
| Capital expenditure | 6,417,429 | 7,766,429 | 21% |
| Total expenditure | 23,260,021 | 24,443,030 | 5% |
| Net transfers from reserves | (1,561,615) | (378,583) | (76%) |

RATING STRATEGY

Social and Economic Impact Statement of Rating Strategy

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

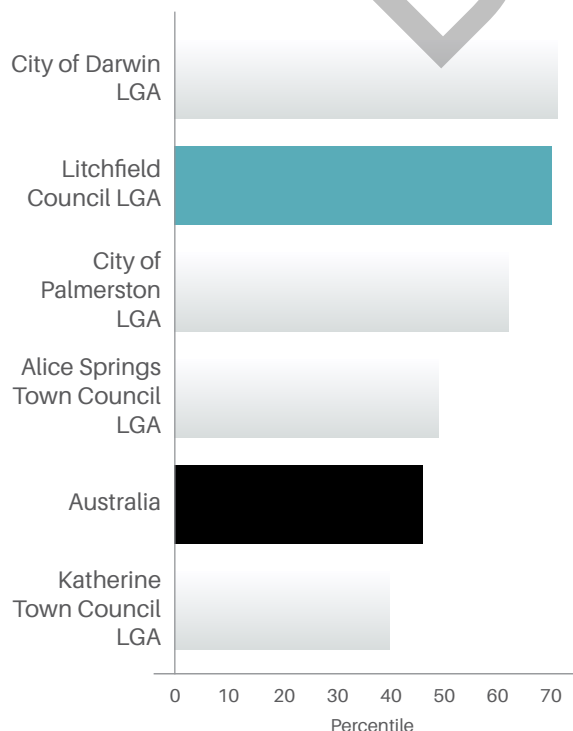
Council's goal is to ensure there are enough funds to maintain and renew assets to meet increasing demand for community infrastructure and services. As part of this process, Council considers the financial capacity of its ratepayers.

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

Litchfield Household Data*

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

INDEX OF RELATIVE SOCIO-ECONOMIC DISADVANTAGE*



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

LITCHFIELD WEEKLY HOUSEHOLD INCOME*



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

Principles of the Rating Policy FIN02

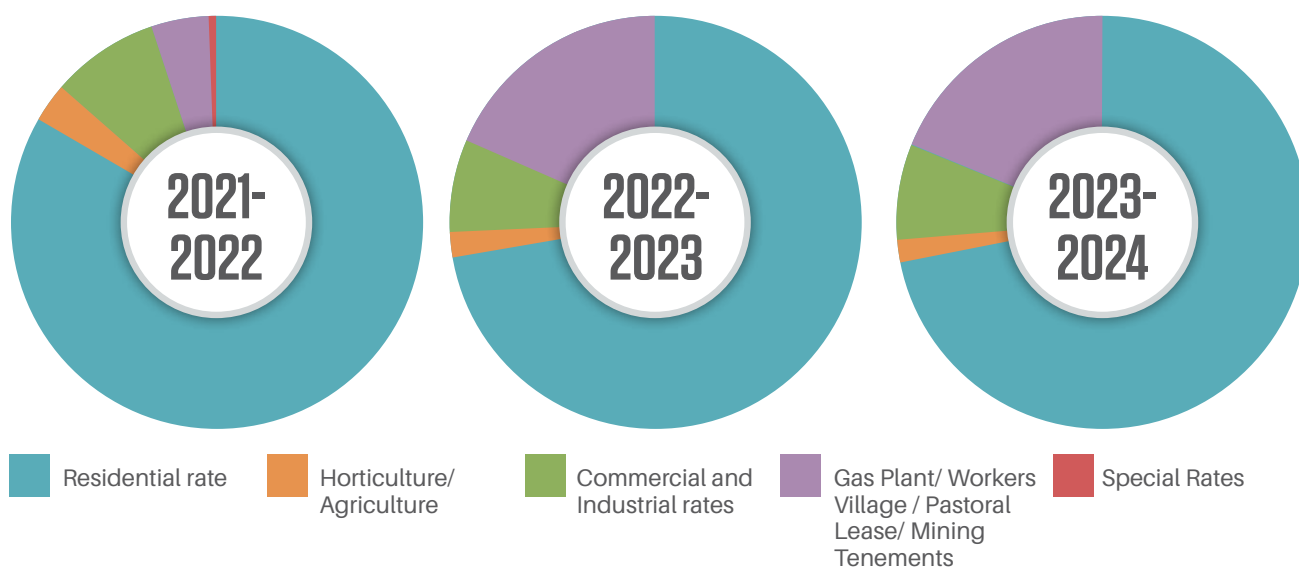
The Rating Policy FIN02 applies the principles of administrative simplicity, policy consistency and equality.

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

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

Rate revenue

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



RATING STRUCTURE

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

FEES AND CHARGES BY DEPARTMENT

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

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



RECREATION RESERVES FUNDING SUPPORT

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

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

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



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

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



SPONSORSHIP, GRANTS AND OPERATING SUBSIDIES

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

GRANTS AND DONATIONS

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

Council continues to support the following:

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



ELECTED MEMBERS ALLOWANCES

In accordance with Section 106 of the Act, Elected Members’ allowances are determined by the Remuneration Tribunal. The below table illustrates the Elected Member Allowances set by the Remuneration Tribunal for 2023-2024 financial year.



| Allowance Type | Amount | | |
|------------------------------------|------------|-------------------|-----------------|
| | Mayor (\$) | Deputy Mayor (\$) | Councillor (\$) |
| Annual allowance | 105,000 | 38,000 | 22,000 |
| Extra meeting allowance | - | - | 10,000 |
| Professional development allowance | 4,000 | 4,000 | 4,000 |
| Total Maximum Claimable | 109,000 | 42,000 | 36,000 |



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

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

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

BUDGETED STATEMENT OF COMPREHENSIVE INCOME

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

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



BUDGETED STATEMENT OF COMPREHENSIVE INCOME

| | Budget | |
|--|----------------------|----------------------|
| | 2022-2023 \$000's | 2023-2024 \$000's |
| OPERATING INCOME | | |
| Rates | 13,741 | 14,536 |
| Charges | 219 | 175 |
| Fees and Charges | 1,814 | 1,926 |
| Operating Grants and Subsidies | 3,776 | 4,036 |
| Interest / Investment Income | 323 | 670 |
| Other Income | 91 | 140 |
| Contribution - Non-Cash (Gifted Assets) | - | - |
| TOTAL OPERATING INCOME | 19,964 | 21,483 |
| OPERATING EXPENDITURE | | |
| Employee Expenses | 7,542 | 7,042 |
| Materials and Contracts | 8,406 | 8,672 |
| Elected Member Allowances | 291 | 331 |
| Elected Member Expenses | 44 | 50 |
| Council Committee & LA Allowances | - | 10 |
| Council Committee & LA Expenses | 5 | - |
| Depreciation, Amortisation, and Impairment | 8,390 | 9,355 |
| Interest Expenses | - | - |
| Other Expenses | 554 | 572 |
| TOTAL OPERATING EXPENDITURE | 25,232 | 26,032 |
| OPERATING SURPLUS /(DEFICIT) | (5,268) | (4,549) |
| Remove NON-CASH ITEMS | | |
| Less Non-Cash Income | - | - |
| Add Back Non-Cash Expenses | 8,390 | 9,355 |
| TOTAL NON-CASH ITEMS | 8,390 | 9,355 |
| OPERATING SURPLUS /(DEFICIT) | 3,122 | 4,806 |
| Less ADDITIONAL OUTFLOWS | | |
| Capital Expenditure | 6,417 | 7,766 |
| Borrowing Repayments (Principal Only) | - | - |
| Transfer to Reserves | - | - |
| Other Outflows | - | - |
| TOTAL ADDITIONAL OUTFLOWS | (6,417) | (7,766) |
| Add ADDITIONAL INFLOWS | | |
| Capital Grants Income | 1,733 | 2,581 |
| Prior Year Carry Forward Tied Funding | - | - |
| Other Inflow of Funds | - | - |
| Transfers from Reserves | 1,562 | 378,583 |
| TOTAL ADDITIONAL INFLOWS | 3,295 | 2,960 |
| NET OPERATING POSITION | - | - |

BUDGETED STATEMENT OF FINANCIAL POSITION

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

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

BUDGETED STATEMENT OF CASH FLOW

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

| | Audited 2021-2022 \$000's | Budget 2023-2024 \$000's |
|---|---------------------------------|--------------------------------|
| Cash flows from Operating Activities | | |
| Rates and Charges Received | 12,465 | 14,510 |
| Grants - Operational Received | 5,878 | 4,034 |
| Grants - Capital Received | - | 2,580 |
| Interest Received | 98 | 670 |
| User Fees Received | 2,216 | 2,118 |
| Statutory Fees and Fines Received | 208 | 192 |
| Other Revenue Received | 1,428 | 154 |
| Employee Costs Paid | (6,894) | (7,030) |
| Materials and Consumables Paid | (11,653) | (10,481) |
| GST Received / (Paid) | - | 678 |
| Net Cash flows from Operating Activities | 3,746 | 7,424 |
| Cash flows from Investing Activities | | |
| Payment for Property Plant and Equipment and Infrastructure | (5,253) | (7,766) |
| Proceeds from Property Plant and Equipment and Infrastructure | 149 | - |
| Proceeds/(Payments) from/for Investment Property | (68) | - |
| Proceeds from/(to) Investments | 67 | - |
| Net Cash flows from Investing Activities | (5,105) | (7,766) |
| Cash flows from Financing Activities | | |
| Proceeds from Interest Bearing Loans and Borrowings | 37 | - |
| Repayments of Interest Bearing Loans and Borrowings | (17) | - |
| Net Cash flows from Financing Activities | 20 | - |
| Net Change in Cash Held | (1,339) | (342) |
| Cash at Beginning of the Financial Year | 23,823 | 17,260 |
| Cash at End of the Financial Year | 22,484 | 16,918 |

BUDGETED STATEMENT OF RESERVES

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

Council's financial reserves exist to ensure sufficient funds are set aside for specific purposes as they arise. Council's Financial Reserves Policy (FIN04) describes Council's intentions in using those funds.

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

| | Forecast 2022-2023 \$000's | Net movements 2023-2024 \$000's | Budget 2023-2024 \$000's |
|---|----------------------------------|--|--------------------------------|
| Externally Restricted | | | |
| Developer Contribution Reserve | 576 | | 576 |
| Unexpended Grants/Contributions | - | | - |
| Unexpended capital works | - | | - |
| Total Externally Restricted Reserves | 576 | - | 576 |
| Internally Restricted | | | |
| Asset Reserve | 8,954 | (357) | 8,597 |
| Waste Management Reserve | 3,947 | | 3,947 |
| Thorak Regional Cemetery Reserve | 1,579 | (22) | 1,557 |
| Election reserve | 200 | | 200 |
| Disaster Recovery Reserve | 400 | | 400 |
| Strategic Initiatives Reserve | 400 | | 400 |
| Cash for Cans Reserve | 113 | | 113 |
| Total Internally Restricted Reserves | 15,593 | (379) | 15,214 |
| TOTAL RESERVES | 16,169 | (379) | 15,790 |

In 2023-2024 Council will draw only \$0.4 million from financial reserves to fund capital investment.

BUDGET ASSUMPTIONS

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

LONG TERM FINANCIAL PLAN

Long Term Financial Plan assumptions

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

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

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

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

The Long Term Financial Plan included in this document encompasses:

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

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

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

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

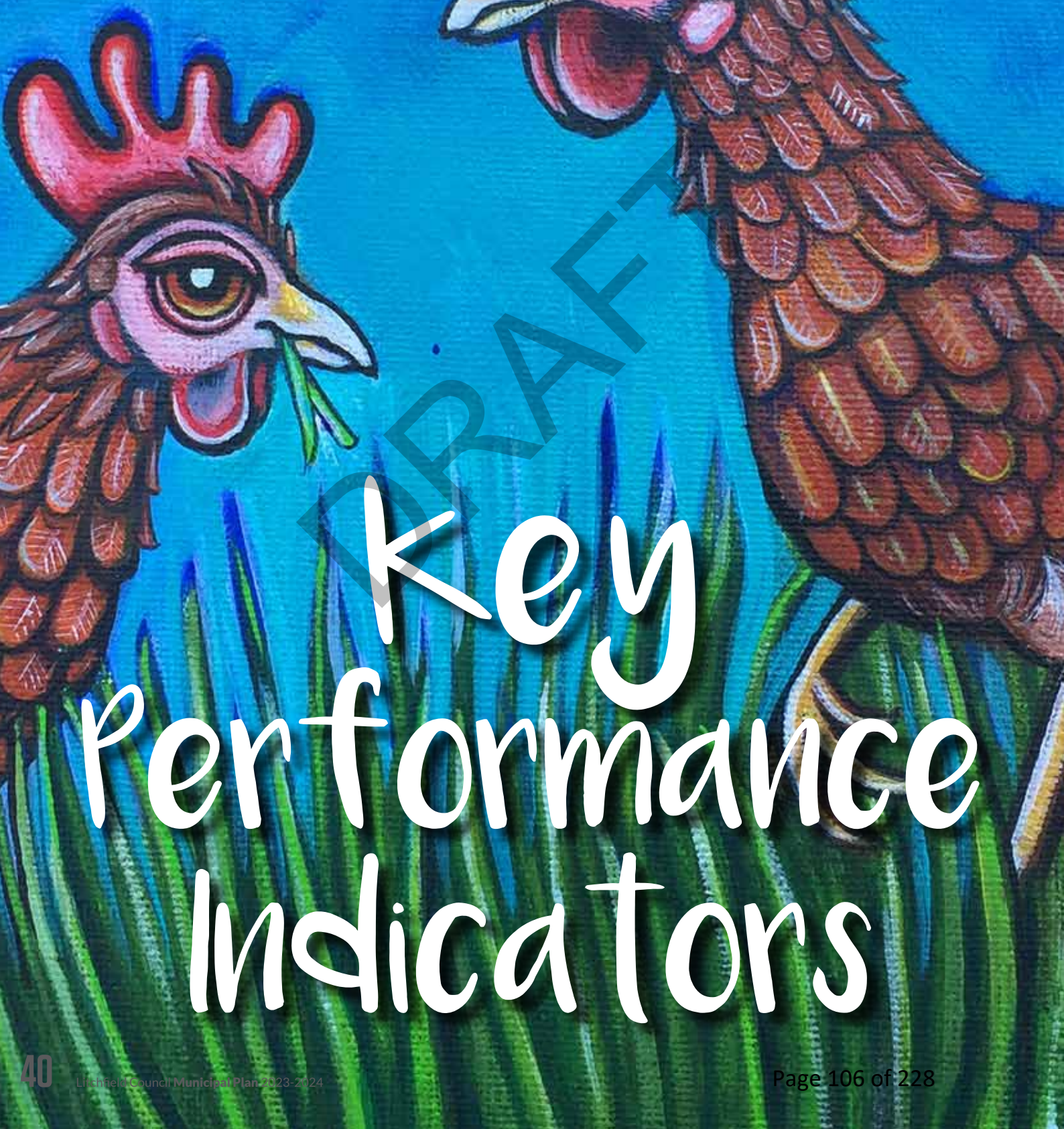
The LTFP is based on the following strategies:

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

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

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

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



Key Performance Indicators

KEY PERFORMANCE INDICATORS

People

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

KEY PERFORMANCE INDICATORS

Progress

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

KEY PERFORMANCE INDICATORS

Prosperity

| Team | Key Outputs | Measures | Target | Responsible Officer |
|-------------------------------|--|--|--|---------------------|
| Office of the Chief Executive | Advocacy submissions to government | Arrange and attend quarterly meetings with relevant ministers on advocacy projects | 2 | CEO |
| | Advocacy Strategy | Current year actions | Completed | |
| | Australia Day Event | Community participation | Maintain attendance level | |
| | Annual Art Exhibition | Level of community participation | >60 entries | |
| | Tourism and Events Strategy | Actions implemented | 25% | |
| Community Development | Represent and advocate for the needs of young people in Litchfield | Participation in Palmerston and Rural Youth Services meetings | Maintain an active membership and attend 60% of meetings | |
| Infrastructure | Submissions to the Northern Territory Government | Comments submitted on applications within required timeframe | >90% | DIO |

KEY PERFORMANCE INDICATORS

Places

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

KEY PERFORMANCE INDICATORS

Places (cont.)

| Team | Key Outputs | Measures | Target | Responsible Officer |
|------------------|----------------------------|--|---|---------------------|
| Mobile Workforce | Roadside maintenance | Volume of litter collected | Reducing trend | DIO |
| | | Vegetation slashed and Council roads mowed | 2 rounds | |
| | Weed management | Weeds managed on Council roads and land in accordance with service levels in weed management program | Complete | |
| | Bushfire management | Council firebreaks maintained | Complete | |
| | | Firebreaks widened in accordance with fire management program | Complete | |
| | | Hazard burns undertaken in consultation with other authorities | Complete | |
| | Road furniture maintenance | Signs and guideposts repaired within target timeframes | >90% <24 Hours urgent 14 days standard | |

KEY PERFORMANCE INDICATORS

Performance

| Team | Key Outputs | Measures | Target | Responsible Officer |
|-------------------------------|---|--|-----------------------------|---------------------|
| Office of the Chief Executive | Elected Members training and development | Min 1 per quarter | 1 | CEO |
| | Annual Community Survey | Overall satisfaction | >60% | |
| | Grant application | Grants received by Council acquitted within agreed timeframes | 95% | |
| | Media monitoring and management | Media response time | <48 hours | |
| | Annual Budget, Annual Report, Municipal Plan | Compliance with management, statutory and regulatory budgeting and reporting | 100% | |
| Human Resources | Human resources policies, procedures, checklists | 3 policies reviewed and compliant | Complete | DCC |
| | An engaged and productive workforce | Staff turnover rate | <30% | |
| | | Staff satisfaction survey | >70% | |
| | Number of workplace safety incidents | Number of reportable incidents | 0 | |
| | | Lost time injury rate | 0 | |
| Information Services | Information and communications technology (ICT) managed service contract management | Workers' compensation claims | <3 | |
| | | Percentage of Service Desk requests closed against open requests during a period | 90% | |
| | Corporate Enterprise Solution (CES) software | CES updated with the latest version (patch) available nationally | No more than 1 patch behind | |
| | Information and Communications Technology Improvement Plan | Annual actions completed | 100% | |
| | ICT Security Audit actions | Annual actions completed | 100% | |
| | Geographical Information System (GIS) | Age of GIS imagery of populated areas | <1 year | |
| | | Age of NTG downloaded data | <1 week | |

KEY PERFORMANCE INDICATORS

Performance (cont.)

| Team | Key Outputs | Measures | Target | Responsible Officer |
|------------------------------|---|--|--------------|---------------------|
| Governance | Local Government Act 2019 compliance | Local Government and Regional Development, Department of the Chief Minister and Cabinet | 90% | DCC |
| | Policy Framework | Council policies reviewed before due date | >90% | |
| | Elected members support | Breaches of the code of conduct by elected members | >3 | |
| | Risk Management and Audit Committee | Number of Risk Management and Audit Committee meetings held | 4 | |
| | Records management | Number of refresher courses conducted | >1 | |
| Library | Funding agreement | Development of new Library Agreement | 100% | DIO |
| Finance and Customer Service | Monthly and annual financial reporting, including annual audit and forecasting | Unqualified audit | Complete | |
| | | Asset sustainability ratio | >30% | |
| | | Renewal Gap Not Funded | <\$1 million | |
| | | Current ratio (Liquidity) | >1 | |
| | | Debt service ratio | >1 | |
| | Long term rating strategy | Own-source revenue ratio increased, to lower Council's dependency on government grants and other funding sources | >60% | |
| | Investments | Compliance with policy and statutory requirements, reported monthly | 100% | |
| | Rates and accounts receivable collection | Rates and annual charges outstanding | <18% | |
| | Front counter customer experience | Customer rating (very good, good, poor, very poor) | Good | |
| Thorak Cemetery | Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial | Compliance with legislative requirements | 100% | DIO |
| | Monthly reporting to the Thorak Cemetery Board | Meet or exceed operational surplus | 100% | |

LOCAL GOVERNMENT ACT 2019

As per Part 3.3, Section 33 of the *Local Government Act 2019*, Litchfield Council is required to have a municipal plan for its area.

The plan must be adopted by Council prior to 30 June each year, following a public consultation period of 21 days. The plan must be available on Council's website and at its public office.

The table below outlines the required content for the municipal plan.

| Municipal Plan | | Reference |
|----------------|--|-----------|
| 34(1)(a)(i) | a service delivery plan | 15 |
| 34(1)(a)(ii) | Council's budget | 17-37 |
| 34(1)(b)(i) | Any long-term, community or strategic plan adopted by the Council to which it relates | 11 |
| 34(1)(b)(ii) | Council's Long-term Financial Plan | 38-39 |
| 34(1)(d) | Indicators for judging the standard of Council's performance | 40-47 |
| Annual Budget | | |
| 201(2)(a) | i. the council's objectives for the relevant financial year; and ii. the measures the council proposes to take, during the financial year, towards achieving those objectives; and iii. the indicators the council intends to use as a means of assessing its efficiency in achieving its objectives | 40-47 |
| 201(2)(b) | Contain the projected statement of income and expenditure for the financial year, differentiating between operating and capital expenditure | 19-24 |
| 201(2)(c) | List the council's fees for services and the estimates of revenue from each of those fees | 27 |
| 201(2)(d) | state the amount to be allocated to the development and maintenance of infrastructure for the financial year | 21-24 |
| 201(2)(e) | state the amount the council proposes to raise by way of rates, and set out the rates structure, for the financial year; and | 25-27 |
| 201(2)(f) | include an assessment of the social and economic effects of its rating policies; and | 25 |
| 201(2)(g) | state the allowances for members of the council for the financial year and the amount budgeted to cover payment of those allowances; and | 31 |
| 201(2)(i) | include any other information required by any guidelines that the Minister may make or as prescribed by regulation; and | Completed |
| 201(2)(j) | be in a form required by any guidelines that the Minister may make or as prescribed by regulation. | n/a |

DRAFT

DRAFT



www.litchfield.nt.gov.au



[litchfield.council](https://www.facebook.com/litchfield.council)



council@litchfield.nt.gov.au



08 8983 0600



7 Bees Creek Road,
Freds Pass



FINANCIAL MANAGEMENT STRATEGY & LONG-TERM FINANCIAL PLAN 2023-24 to 2032-33

Contents

| | |
|---|-----|
| Overview | 3 |
| Financial Management Strategy and Long Term Financial Plan Objective | 4 |
| Financial Management Strategy | 5 |
| Alignment with Strategic Plan 2022-2025 | 6 |
| Litchfield Council Reporting Framework | 8 |
| Historical Performance | 9 |
| Forecast Long Term Financial Plan Performance | 11 |
| Emerging Issues | 12 |
| The Impact of Growth | 13 |
| Asset Management | 13 |
| The Way Ahead – Improving Long Term Sustainability | 13 |
| Improving the Operating Position | 134 |
| Advocate Strongly for Grants from other levels of government | 14 |
| Asset Management | 15 |
| Assumptions | 16 |
| Operating income and expenditures | 16 |
| Capital Income and Expenditures | 16 |
| Challenges, Opportunities and Risks | 16 |
| Long Term Financial Plan | 16 |
| 10 Year Capital Works Statement | 19 |
| 10 Year Income Statement | 20 |
| 10 Year Balance Sheet | 21 |
| 10 Year Cash Flow Statement | 22 |

Acknowledgement of traditional owners

Litchfield Council respectfully acknowledges the traditional owners of the land that we live and work on and pay our respect to their elders, past, present and future.

Overview

The Financial Management Strategy (Strategy) is Council's long-term financial plan that is underpinned by a series of policies, plans, risk responses and associated financial stability and sustainability targets to measure performance. A key outcome of the Strategy is the Long-Term Financial Plan (LTFP). The LTFP is Council's ten-year financial forecast of Council's planned approach to the management of financial resources and includes income, expenditure, cash flow projections, assets, liabilities and community equity. Council refers to this model when considering financial decisions, for example borrowings, long-term operational projections as well as capital expenditure forecasts. The LTFP provides a basis for assessing the medium to long term financial sustainability of the Council.

The Long-Term Financial Plan (LTFP) is designed to inform decisions regarding the prioritisation and use of financial resources by Litchfield Council over the next ten years by supporting sound financial decision making.

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

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

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

The Long-Term Financial Plan included in this document encompasses:

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

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

- operating deficits due to insufficient revenue to fund total depreciation (that is, the cost of using or consuming existing assets);

- dependency on external funding (mostly grant funding) due to insufficient own-source revenue; and
- inadequate cash available to fund necessary capital expenditure to renew and replace existing assets when needed.

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

The LTFP is based on the following strategies:

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

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

A ten-year Income Statement, Balance Sheet and Cash Flow Statement have been prepared based on a series of assumptions about the movement of each income and expenditure type. These assumptions are based on interest rate expectations, employee award increases, estimated lifecycle costs for developer contributed assets, and other special income and expenses which are discussed in more detail in this Plan. This ten-year view provides the context for the annual Municipal Plan and budget process and aligns with Council's adopted Strategic Plan 2022-2025 (Strategic Plan). The report also provides Financial Performance Indicators' historical and ten-year forecasts and identifies the Council's financial performance targets.

Financial Management Strategy and Long-Term Financial Plan Objective

The *Local Government Act 2019* requires Council to prepare and maintain an LTFP. The Plan must cover a minimum period of four years, however, many of the decisions that Council makes have impacts that go well beyond this time horizon. Accordingly, Litchfield Council has developed a ten-year plan to ensure that today's decisions can be assessed for sustainability in the long term.

An LTFP provides a framework to consider:

- The level of funding required to deliver services for the community.
- The financing of new or upgraded assets.
- What income sources are available, and how these may be maximised?

The goal of the Financial Management Strategy (FMS) and LTFP is to visualise financial decisions strategically, ensuring sustainability and inter-generational equity.

The objective of preparing the FMS and LTFP is to provide Council with a strategic framework to guide the development of annual budgets and long-term financial plans. The key objective of the FMS and LTFP is to ensure that Council can fund the ongoing delivery of services whilst implementing the priorities identified in the Strategic Plan and beyond.

Financial Management Strategy

The Litchfield Municipality is the heart of the Top End and boasts a diverse, inclusive community with prosperous economic industries. The vast size of our municipality presents Council with some challenges, but our uniqueness makes Litchfield the best place to live in the Top End.

The Litchfield Council Strategic Plan provides the community with our intentions over a four year period and how we will achieve our vision. It defines the Council's vision, mission, strategic priorities and how the community can be involved along the way.

The Strategic Plan identifies opportunities to ensure the Council remains responsive to the community's needs and adapt to changes, including population growth, community demands, and technologies.

Council will continue to develop Litchfield as 'the best place to live, work, and play in the Top End'.

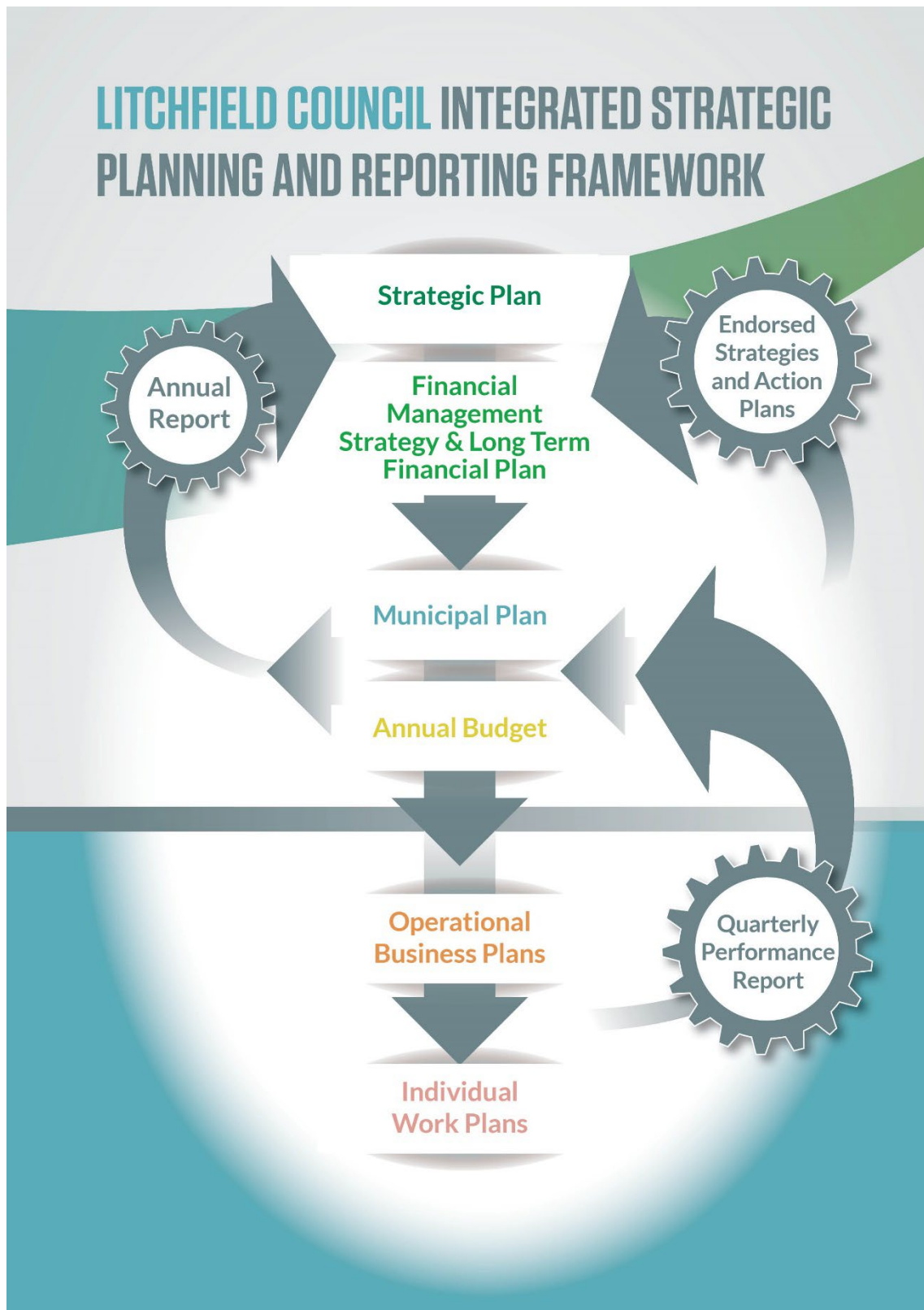
Alignment with Strategic Plan 2022-2025

The following table aligns the Strategic Plan elements with the requirements for the FMS and LTFP:

| Strategic Plan Element | FMS and LTFP Strategic Requirement |
|---|--|
| People | |
| Our community is at the heart of all we do. | <p>Review income structure to improve the equity in the rate burden, including potential changes in rating structure.</p> <p>Continue developing asset management plans, prioritising asset renewals based on criticality, and grant opportunities to upgrade current assets.</p> <p>Service planning to ensure the service offering over the long term is affordable.</p> <p>Upgrade waste processing infrastructure with consideration to the waste service pricing and financial impacts.</p> |
| Progress | |
| The majority of the Council's budget each year provides a very broad range of services and facilities that are valued by our communities. | <p>Council will continue to maintain operational spending to maintain service levels and remain vigilant to community demand and expectation changes. Council may design a catalogue of services that defines efficiency opportunities in the range of services, including asset enabled services, and consider an assessment tool, incorporating community engagement, with regards to ceasing services, and / or offering other revenue generating services.</p> <p>Council will provide, the reasonable level of service, and resourcing demand now and into the future to inform the LTFP.</p> <p>Council will continue to improve in the planning and management of assets.</p> |
| Prosperity | |
| We will work in partnership with our business community to encourage business success and jobs growth. | The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, all in the Litchfield Municipality. |

| | |
|---|--|
| | <p>Council will seek opportunities for investments to grow and diversify the local economy. Potential take up of unincorporated land are not currently considered in the long term financial plan.</p> |
| Places | |
| <p>Building and maintaining Council's infrastructure takes up a significant portion of Council's annual budget and includes a road network of 645km of sealed roads and 70km of unsealed roads.</p> | <p>Review of the road's delivery program, informed by a lifecycle management approach to roads including review of design and construction techniques to optimise value.</p> <p>Asset management planning for all assets, considering two options: (1) based on Remaining Useful Life (RUL), and (2) based on Asset Condition, investing in condition assessments for critical assets initially, and then a sample of each asset class due to financial constraints.</p> <p>A project management business model framework that enhances the project identification, selection and prioritisation (including support of business case for new and upgraded assets) to ensure capital works are efficient and provide value for money.</p> |
| Performance | |
| <p>In partnership with our community and stakeholders, our Council will deliver best value through a focus on sustainable and efficient delivery of corporate and community services.</p> | <p>Council will continue to look for efficiencies to reduce operational spend while maintaining service levels.</p> <p>Council will continue to review Fees & Charges schedules to ensure full cost recovery across all user pays services.</p> <p>Council will measure its performance through community engagement and an annual community survey.</p> <p>Council will continue improvements in financial governance to enhance the management capability, improve reporting and ensure appropriate accountability for efficient use and management of Councils assets and financials.</p> |

Litchfield Council Reporting Framework



Historical Financial Performance

Table 2-1 outlines actual financial performance indicators for the 2020 to 2022 financial years and Amended Budget 2022-23 after First Budget Review, compared to LTFP Target Indicators. In addition, green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-1 and a review of the relevant financial statements (including internal reports), the following pertinent observations can be made:

- Council has historically achieved a significant operating deficit. However, operating deficits are not sustainable for local government bodies as sufficient cash must be generated from operations to fund the capital expenditure necessary for asset renewals, upgrades, and augmentation.
- Depreciation as a percentage of total assets at 2.6% (2022-23 Budget) is still slightly high compared to the industry benchmark of 1.5% to 2%, however has been reduced due to the review of the useful life for Council's roads assets in 2021-22. A further depreciation measurement review for other asset classes is in progress for 2022-23.
- Despite reporting significant operating deficits, Council has maintained healthy liquidity. The cash balance is \$25 million at 2021-22 end of year, and the budget for 2022-23 is projected the cash balance to slightly decrease to \$23 million. Local government bodies can maintain or increase cash despite reporting operating deficits due to constraining expenditure on capital and not delivering on planned operating or capital expenditure.
- The expenditure/renewal demand ratio in Council's Roads Asset Management Plan (RAMP) indicates that Council is completing insufficient renewals to meet demand. The RAMP indicates renewal demand consistently exceeding \$7 million per year for road assets. LTFP spending for resealing of roughly \$1 million per year and pavement rehabilitation of roughly \$1.3 million per year represents significant underinvestment in road renewal. Council must work toward the renewal demand for roads and other assets to ensure intergenerational equity and future sustainability subject to review of the RAMP based on low traffic volumes.
- Council has a moderate reliance upon external operating grants (including the Financial Assistance Grants) to fund recurrent operations. The Council has budgeted to receive 68% of total revenue through rates in 2022-23. A standard benchmark for local government is to achieve more than 60% of total revenue through annual rates and charges. However, the capacity for Council to achieve a higher proportion through rates depends on council's rating strategy and a range of constraints, including population, population growth, rurality, size of local economy etc.

Table 2-1. Financial Performance Indicators – Historical (2020-22) and Budget (2022-23)

| Financial Performance Indicator | Units | 2020-21 Actual | 2021-22 Actual | 2022-23 Budget | LTFP Target | Comment |
|---|--------|-------------------|-------------------|-------------------|----------------|---|
| Financial Performance | | | | | | |
| Net Result | % | -28.10% | -23.60% | -9.70% | >0% | Includes capital revenue |
| Adjusted underlying result | % | -39.10% | -23.50% | -39.70% | >10% | Excludes capital revenue |
| Operating Surplus/(Deficit) after Adjustments | \$'000 | -6,106 | -4,801 | -2,515 | >5,000 | Sufficient cash surplus to fund capital works |
| Financial Position | | | | | | |
| Liquidity | ratio | 4.12 | 5.42 | 3.46 | >1.00 | Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings |
| Capital replacement ratio | ratio | 0.66 | 0.52 | 1.16 | >.90 | Capital renewal expenditure to be at greater than 90% of depreciation expense |
| Current Ratio (Current Assets/Current Liabilities) | % | 412.30% | 541.60% | 346.10% | >100% | Sufficient current assets to meet current liabilities |
| Revenue Ratios | | | | | | |
| Rates Outstanding/Total Rates Levied | % | 19.70% | 16.20% | 18.00% | <12% | |
| Recurrent Grants/Total Revenue | % | 19.40% | 29.10% | 15.60% | >5% | Measure success in obtaining grant funding |
| Fees & Charges/Total Revenue | % | 9.30% | 10.90% | 7.90% | >6% | Maintain current fees and charges as a proportion |
| Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions) | % | 71.60% | 68.60% | 76.80% | >55% | Increase in rates projected |
| Expense Ratios | | | | | | |
| Depreciation/Total Assets | % | 4.20% | 2.40% | 2.60% | 2.00% | Review and maintain depreciation to reflect actual consumption of assets |
| Employee Costs as a % of Total Expenses | % | 23.60% | 27.20% | 24.90% | <30% | Maintain employee costs under 30% of total costs |
| Capital Expenditure (CAPEX) Ratios | | | | | | |
| Capital Expenditure on Renewal & Upgrade/Depreciation | % | 58.40% | 62.60% | 116.40% | >90% | |
| Capital Expenditure/Rate Revenue | % | 72.90% | 53.10% | 93.20% | >50% | |
| Renewal Expenditure/Renewal Demand Ratio (%) | % | 69.30% | 89.00% | 68.10% | >90% | Ensure asset renewals are completed as planned within the Asset Management Plan |
| Renewal Gap = Not Funded | \$'000 | 2,347 | 698 | 2,798 | <1,000 | |

Requires Improvement

On Target

Forecast Long Term Financial Plan Performance

Table 2-2 outlines forecast financial performance for the financial years from 2023–24 to 2032-33 and benchmark indicators. Green and orange indicators have been included to highlight whether a target has been achieved.

From the results in Table 2-2 and a comparison with benchmarks, the following relevant observations can be made:

- Councils' financial performance remains below target throughout the LTFP period. Council will continue to explore revenue options and constrain costs through budget efficiencies to improve performance.
- Council maintains a healthy liquidity ratio throughout the LTFP period through controlling operational expenditure and will continue to advocate for grant funding to assist with capital demands.
- Council receives the majority of rate revenue by applying a fixed general rate. Fixed general rates create a regressive tax structure where the ratepayers with the least capacity to pay contribute a greater portion of their household income. In a fixed-rate system, new developments with most likely higher land valuations are rated the same as older development with lower land valuations. It is also likely that new developments require a higher level of service.
- The capital expenditure/renewal demand ratio indicates whether the Council has completed asset renewals sufficient to meet the demand outlined in asset management plans. Litchfield Council currently has two asset management plans, 2019 – 2023 Roads Asset Management Plan (dated October 2019) and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan (dated October 2021). Council currently has no asset management plans for other asset categories (e.g., buildings and facilities). The Roads Asset Management Plan outlines renewal demand of at least \$7.6 million per year. The current annual budget for resealing and pavement rehabilitation of approximately \$2.0 million per year. This would represent significant underinvestment in road renewal. Council will work toward the renewal demand for roads and other assets to ensure inter-generational equity and future sustainability and investigate potential of depreciation rate assumptions based on traffic usage rates.

Table 2-2. Financial Performance Indicators – Budget 2023-24 and Forecast (2024-33)

| Financial Performance Indicator | Units | 2023-24 Budget | 2024-33 Forecast Average | LTFP Target | Comment |
|---|--------|-------------------|--------------------------------|-------------|--|
| Financial Performance | | | | | |
| Net Result | % | -8.20% | 4.10% | >0% | Includes capital revenue |
| Adjusted underlying result | % | -21.20% | -14.20% | >10% | Excludes capital revenue |
| Operating Surplus/(Deficit) after Adjustments | \$'000 | -1,968 | 1,397 | >5,000 | Sufficient cash surplus to fund capital works |
| Financial Position | | | | | |
| Liquidity | ratio | 3.36 | 3.85 | >1.00 | Sufficient cash to manage any revenue shocks. Excessive cash to be invested to maximise return on cash holdings. |
| Capital replacement ratio | ratio | 0.80 | 0.7 | >.90 | Capital renewal expenditure to be at greater than 90% of depreciation expense |
| Current Ratio (Current Assets/Current Liabilities) | % | 335.70% | 384.70% | 100% | Sufficient current assets to meet current liabilities |
| Revenue Ratios | | | | | |
| Rates Outstanding/Total Rates Levied | % | 16.00% | 9.30% | <12% | |
| Recurrent Grants/Total Revenue | % | 16.80% | 12.80% | >5% | Recurrent operational grants include Federal Assistance Grants and Annual Public Library funding. |
| Fees & Charges/Total Revenue | % | 8.70% | 8.30% | >6% | Maintain current fees and charges as a proportion |
| Rate Revenue/Total Adjusted Revenue (excl capital grants and contributions) | % | 76.60% | 81.00% | >55% | Increase in rates projected |
| Expense Ratios | | | | | |
| Depreciation/Total Assets | % | 2.20% | 2.40% | 2.00% | Review and maintain depreciation to reflect actual consumption of assets |
| Employee Costs as a % of Total Expenses | % | 27.10% | 26.80% | <30% | Maintain employee costs under 30% of total costs |
| Capital Expenditure (CAPEX) Ratios | | | | | |
| Capital Expenditure on Renewal & Upgrade/Depreciation | % | 81.80% | 61.70% | >90% | |
| Capital Expenditure/Rate Revenue | % | 53.40% | 35.80% | >50% | |
| Renewal Expenditure/Renewal Demand Ratio (%) | % | 46.50% | 56.50% | >90% | Ensure asset renewals are completed as planned within the Asset Management Plan |
| Renewal Gap = Not Funded | \$'000 | 4,562 | 3,689 | <1,000 | |

Requires Improvement

On Target

Emerging Issues

The Impact of Growth

Litchfield Municipality has experienced substantial growth in population over the last ten years, and by 2036 it is expected to record a population of approximately 30,300 growing at an average rate of 1.8% per annum from 2021 (id Informed decisions).

Population growth can impact the Council's financial position in several ways. Additional properties provide more income to Council through property rates and waste management charges. Whilst pressure on existing services and infrastructure increases. Another impact of growth noted over the past years is increasing community expectations for an expanded range and quality of services, for example, library services and increased regulatory services. Managing these expectations can be challenging as funding new service standards may be beyond the financial capacity of Council, with rate income generated through additional properties not increasing proportionally. Council has struggled with this disproportional growth of residents to rateable properties for several years.

For the LTFP, growth in rateable properties from Holtze/Kowandi has been assumed. The Northern Territory Government has commenced a three-stage planning process to shape the growth of Litchfield Municipality. Including the development and expansion of suburbs in Holtze, Kowandi and Virginia West, which are in the Litchfield Municipality. Council anticipates that Holtze and Kowandi will start coming online in the next two years and gradually grow the councils' rate base.

Asset Management

Council has an extensive network of infrastructure assets. Maintaining these assets in good order and renewing them as they age requires substantial yearly expenditure.

Depreciation estimates the value of assets consumed during each financial year. The Asset Sustainability Ratio mentioned above highlighted Council's inability to fund the replacement of infrastructure assets. This challenge also extends to the Thorak Regional Cemetery.

Rates revenue increases or additional grant funding is required to increase funding available for capital expenditure and reduce the rate at which the capital renewal backlog rises each year.

The Way Ahead – Improving Long Term Sustainability

As indicated in the section of this LTFP relating to the current financial position, Council has substantial cash reserves and no debt, which means in the short term, it will be able to continue to deliver services and a limited amount of capital works to the community.

However, Litchfield Council faces several challenges in the long term, including operating deficits and inadequate funding for capital expenditure required to maintain its existing asset base. These long-term challenges will require a concerted and disciplined approach to managing financial resources to improve sustainability.

The LTFP aims to improve sustainability by:

1. decreasing the size of the operating deficit and in doing so increase cash generated from operations to fund asset renewal and replacements;
2. increasing the funding available for capital expenditure from external sources (ie grants) – including advocating for sealing Council's unsealed roads;
3. improve the performance of assets, to extend the life of the assets and reduce the whole of life costs of the assets; and
4. promote and facilitate growth and development within the Council boundaries to increase the size of the local economy and the total revenue generated by the Council.

The following strategies are designed to address these challenges.

Council's Financial Management Strategy

Improve the operating position

The Operating performance ratio measures a council's ability to generate sufficient recurrent revenue to fund the recurrent operating expenditure, including the annual depreciation cost. Over the long term, a local government that continues to produce material operating deficits will most likely not be able to replace and renew assets as required, resulting in a deterioration of the asset portfolios, impacting upon service levels and requiring a high reliance upon external funding sources (e.g. grants) to fund assets replacement or renewal. Council intends to improve its operating position to ensure long-term sustainability.

Council will look to deliver on this strategy by constraining growth in operating costs, in particular employee costs, contractors, and materials. Council will explore efficiencies and productivity improvements across all services and ensure increases in recurrent operating expenditure are supported by a business case indicating funding from matching income sources or reductions in spending in another part of the budget.

Advocate strongly for grants from other levels of government

Council has received substantial grants for one-off capital projects in recent years and continues to advocate strongly for grants relating to works on the road network and recreation reserves (acknowledging that Council has received approval of \$10million from the Australian Government for investment in Freds Pass recreation reserve). Advocacy efforts in this area will lean heavily toward funding for capital renewals. New assets will be considered by exception. However, it is important to note that new assets require ongoing maintenance and long term renewal which will only contribute to the challenge Council faces in generating sufficient income to maintain its asset base.

Given the uncertainty about the allocation of grant funding, the LTFP has taken a conservative approach to forecasting future grant income. However, advocacy efforts and grant applications will be stepped-up to ensure that any available funding consistent with meeting Council's strategic objectives is targeted.

Asset management

Asset management is one of the key determinants of sustainability for local government. Councils with poor asset management have little foresight of sustainability and lack control over sustainability. The planning and management of assets across the lifecycle of the assets is an important component of financial sustainability for local government.

Integration of the asset management planning with the Long-Term Financial Plan enables Council to plan for adequate funding to address the asset demands, and where insufficient funding is available, enabling Council to make decisions and prioritisations as appropriate to manage the impacts on long term sustainability of the assets (and the organisation more broadly).

To be financially sustainable Council must be able to hold and fund an asset portfolio to an acceptable standard and risk based on the services and service level requirements established with the community and informed by technical expertise and data.

Additional cost of asset ownership through new and upgraded assets, either through Council construction or contributed assets, without an adequate increase in revenue generated from the project, is a significant risk to the underlying operating deficit for Council.

Council will look to deliver on this strategy through the following:

- Continue developing and implementing Asset Management Plans, which will provide more reliable data for the projection of costs. Asset Management Plans for roads and vehicles and equipment have been adopted by Council, with other plans in draft form.
- Continue to improve the data and analysis of asset condition, valuation, and useful life, to support the assessment of the depreciation expense as part of a financial asset revaluation exercise utilising actual asset conditions.

A Capital Works Statement forms part of the below information. It shows councils increasing accumulated renewal gap based on council's current 2019 – 2023 Roads Asset Management Plan and 2021 – 2031 Fleet, Plant and Equipment Asset Management Plan. Current projections estimate that the accumulated renewal gap will grow to \$45 million by 30 June 2033 on current assumptions.

Assumptions

The following assumptions were used in preparing the LTFP to provide current service levels.

Operating income and expenditures

| | 2024 | 2025 | 2026-2033 |
|--|----------|----------|-----------|
| \$'000's | Forecast | Forecast | Forecast |
| Assumptions | | | |
| Rates - Residential | 5.00% | 5.00% | 5.00% |
| Rates - Commercial | 5.00% | 5.00% | 5.00% |
| Rates - Gas Plant | 5.00% | 5.00% | 5.00% |
| Waste Increase - No Collection | 5.00% | 5.00% | 5.00% |
| User Charge | 5.00% | 5.00% | 5.00% |
| Grants | 0.00% | 0.00% | 0.00% |
| Employee Cost Index - including superannuation | 3.00% | 3.00% | 3.00% |
| Materials & Contractors | 3.00% | 3.00% | 3.00% |
| Overdue rates interest rate | 17.00% | 17.00% | 17.00% |
| Cash Investment Interest Rate | 4.5% | 4.5% | 4.5% |

Capital Income and Expenditures

The below Capital Works Statement indicated council's capital works expenditure. Furthermore, capital grants have been predicted and limited to reoccurring historical grants that Council has received consistently.

The Capital Works Statement below represents capital works budget for 2023-24 and forecast figures up to 2033. The renewal gap represents the unfunded portion of the 2019-2023 Roads Asset Management Plan and the 2021-2031 Fleet, Plant and Equipment Asset Management Plan.

CHALLENGES AND OPPORTUNITIES

As Council implements the financial sustainability strategic objectives, it is likely to confront the following challenges and opportunities, and it is recommended these and any others identified by officers be incorporated into Council's Financial Management Strategy and Long-term Financial Plan and updated annually.

CHALLENGES

- Volatility in the economic environment – During the preparation of this Financial Sustainability Strategy, the Australian economy was experiencing high volatility, with high inflation and supply chain issues, the continuation of which is likely to increase the cost of services and the cost of construction/acquisition of assets, as well as potentially delay the

delivery of capital works, increase borrowing costs and potentially limit the availability of funding from external sources (e.g., grants).

- Impact of the Holtze development on Council's financial position – A proportion of the \$43 million investment into assets to enable services funded by the Northern Territory Government are proposed to be contributed to Council as gifted assets upon completion of construction. This will increase the expenditure on operating and maintaining the assets, as well as a significant increase in the depreciation expense. If additional revenue through rates, fees, charges and other revenue streams does not match the increase in operating expenditure, the completion of the development will impact negatively upon the financial position of the Council.
- Policy changes from other levels of Government – changes to policies and strategies set by the Northern Territory and Federal Governments is likely to impact upon Council's financial sustainability, therefore requiring strong advocacy and engagement with key stakeholders to protect the interests of the Council and its community.

OPPORTUNITIES

- Innovation and Technological Advancement – Council can improve long term sustainability through enhanced productivity and efficiencies achieved through adopting innovation and technological advancements, which will require Council to maintain effective relationships and professional networks with industry leaders.
- Regional Economic Development – There is significant opportunity for Council to leverage and realise significant development of the local economy and enhancement to the socio-economic profile of the region. Council can maximise the realised benefit through advocating and pursuing Council's interests, as well as more broadly the community's economic and socio-demographic interests.

SIGNIFICANT RISKS

The risks outlined below present a significant threat to the successful achievement of the Financial Sustainability Strategy.

- Economic Conditions - Council is impacted by the volatility of economic conditions. This has been experienced most significantly during the recent COVID-19 outbreak, where the income earned by Council for a range of services was significantly reduced. As such, any further impacts leading to significant change from the market assumptions adopted will require further revision by Council of planned investments and service expenditure.
- Expenditure Estimates - A key risk to the accuracy of the long-term forecast of operating and capital expenditure is the accuracy of cost estimates and actual inflation in future years being above assumptions used in the forecast.
- Impairment and Early Deterioration of Assets - While renewals are planned through the asset management planning process, the actual deterioration and performance of assets may deteriorate faster than projected or be impacted through natural disasters or other unforeseen events, bringing forward the need to renew and replace assets. This will require either re-prioritisation across the capital works plan, or additional cash investment.

- Local Government Municipal boundaries review - Northern Territory Government review of the local government municipal boundaries could cause substantial increase in costs or loss of income.

10 Year Capital Works Statement

| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 |
|--|---------------|---------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Capital Works Statement | | | | | | | | | | | | |
| Buildings | \$'000 | 198 | 245 | 145 | 145 | 1,045 | 1,045 | 145 | 145 | 145 | 145 | 145 |
| Plant, machinery and equipment | \$'000 | 610 | 340 | 400 | 286 | 143 | 417 | 469 | 312 | 129 | 300 | 464 |
| Roads | \$'000 | 10,671 | 6,273 | 4,598 | 4,598 | 4,598 | 4,098 | 5,598 | 5,698 | 5,698 | 5,698 | 6,743 |
| Drainage | \$'000 | 900 | 658 | 630 | 630 | 630 | 630 | 630 | 630 | 630 | 630 | 630 |
| Recreational, leisure and community facilities | \$'000 | 120 | 250 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 | 120 |
| Other infrastructure | \$'000 | 306 | - | - | - | - | - | - | - | - | - | - |
| Total Capital Works | \$'000 | 12,805 | 7,766 | 6,041 | 6,185 | 6,883 | 6,419 | 7,281 | 6,984 | 6,801 | 6,972 | 8,181 |
| Represented by: | | | | | | | | | | | | |
| Renewal Investment | \$'000 | 5,975 | 3,958 | 4,245 | 4,131 | 3,988 | 3,762 | 5,314 | 5,157 | 4,974 | 5,145 | 6,354 |
| Upgrade Investment | \$'000 | 6,830 | 3,698 | 1,648 | 1,648 | 1,648 | 1,648 | 1,648 | 1,748 | 1,748 | 1,748 | 1,748 |
| Expansion Investment | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
| New Investment | \$'000 | - | 110 | 148 | 406 | 1,247 | 1,009 | 319 | 79 | 79 | 79 | 79 |
| Total Capital Works | \$'000 | 12,805 | 7,766 | 6,041 | 6,185 | 6,883 | 6,419 | 7,281 | 6,984 | 6,801 | 6,972 | 8,181 |
| Renewal Demand | \$'000 | 8,773 | 8,520 | 8,616 | 8,429 | 8,315 | 8,686 | 8,767 | 8,546 | 8,305 | 8,305 | 8,305 |
| Renewal Gap = Not Funded | \$'000 | 2,798 | 4,562 | 4,371 | 4,298 | 4,327 | 4,924 | 3,453 | 3,389 | 3,331 | 3,160 | 1,951 |
| Accumulated Renewal Gap | \$'000 | 8,471 | 13,033 | 17,404 | 21,702 | 26,029 | 30,953 | 34,406 | 37,795 | 41,126 | 44,286 | 46,237 |

10 Year Income Statement

| | | | | | | | | | | | |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Period start | 1 Jul 22 | 1 Jul 23 | 1 Jul 24 | 1 Jul 25 | 1 Jul 26 | 1 Jul 27 | 1 Jul 28 | 1 Jul 29 | 1 Jul 30 | 1 Jul 31 | 1 Jul 32 |
| Period end | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 |

Comprehensive Income Statement

Revenue from Operating Activities

| | | | | | | | | | | | | |
|----------------------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Rates and Charges | \$'000 | 13,741 | 14,536 | 15,306 | 16,203 | 17,149 | 18,149 | 19,206 | 20,324 | 21,505 | 22,578 | 23,704 |
| Grants - Operating (Recurrent) | \$'000 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 | 4,036 |
| Grants - Capital (Non-recurrent) | \$'000 | 5,546 | 2,581 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 |
| User Charges | \$'000 | 1,865 | 1,926 | 2,022 | 2,123 | 2,230 | 2,341 | 2,458 | 2,581 | 2,710 | 2,846 | 2,988 |
| Statutory Fees and Fines | \$'000 | 170 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 | 175 |

| | | | | | | | | | | | | |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Revenue from Operating Activities | \$'000 | 25,358 | 23,254 | 26,272 | 27,270 | 29,323 | 30,434 | 32,608 | 33,849 | 36,159 | 31,368 | 32,636 |
|--|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|

Revenue from Outside of Operating Activities

| | | | | | | | | | | | | |
|---|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Interest Revenue | \$'000 | 423 | 670 | 673 | 677 | 680 | 684 | 687 | 690 | 694 | 697 | 701 |
| Other Revenue Outside of Operating Activities | \$'000 | 91 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 | 140 |

| | | | | | | | | | | | | |
|--|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|
| Total Revenue from Outside Operating Activities | \$'000 | 514 | 810 | 813 | 817 | 820 | 824 | 827 | 830 | 834 | 837 | 841 |
|--|---------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|

| | | | | | | | | | | | | |
|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|
| Total Revenue | \$'000 | 25,872 | 24,064 | 27,086 | 28,087 | 30,143 | 31,258 | 33,435 | 34,679 | 36,993 | 32,205 | 33,477 |
|----------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|

Operating Expenses from Ordinary Activities

| | | | | | | | | | | | | |
|-------------------------|--------|----------|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Employee Costs | \$'000 | (7,068) | (7,042) | (7,253) | (7,470) | (7,695) | (7,925) | (8,163) | (8,408) | (8,660) | (8,920) | (9,188) |
| Materials & Consumables | \$'000 | (10,313) | (9,635) | (10,426) | (10,634) | (10,852) | (11,175) | (12,012) | (12,371) | (12,744) | (13,124) | (13,520) |
| Depreciation | \$'000 | (11,004) | (9,355) | (9,575) | (9,792) | (10,011) | (10,237) | (10,486) | (10,721) | (10,938) | (11,124) | (11,352) |
| Other Expenses | \$'000 | (2) | - | (2) | - | (2) | - | (2) | - | (2) | - | (2) |

| | | | | | | | | | | | | |
|---------------------------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| Total Operating Expenses | \$'000 | (28,387) | (26,032) | (27,256) | (27,896) | (28,560) | (29,337) | (30,663) | (31,500) | (32,344) | (33,168) | (34,062) |
|---------------------------------|---------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|

| | | | | | | | | | | | | |
|--|---------------|----------------|----------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Net Surplus/(Deficit) from Operations | \$'000 | (2,515) | (1,968) | (170) | 191 | 1,583 | 1,921 | 2,772 | 3,179 | 4,649 | (963) | (585) |
|--|---------------|----------------|----------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

Adjustments

| | | | | | | | | | | | | |
|---|--------|---|---|---|---|---|---|---|---|---|---|---|
| Net Gain/(Loss) on Disposal of Property Plant & Equipment | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
| Net Gain/(Loss) on Sale of Assets Held for Resale | \$'000 | - | - | - | - | - | - | - | - | - | - | - |

| | | | | | | | | | | | | |
|--------------------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Total Adjustments | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
|--------------------------|---------------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|

| | | | | | | | | | | | | |
|--|---------------|----------------|----------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Operating Surplus/(Deficit) after Adjustments | \$'000 | (2,515) | (1,968) | (170) | 191 | 1,583 | 1,921 | 2,772 | 3,179 | 4,649 | (963) | (585) |
|--|---------------|----------------|----------------|--------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|

| | | | | | | | | | | | | |
|--|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Adjusted Underlying Surplus (Deficit) | \$'000 | (8,061) | (4,549) | (4,903) | (4,542) | (4,150) | (3,812) | (3,961) | (3,554) | (3,084) | (2,696) | (2,318) |
|--|---------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|

10 Year Balance Sheet

| Period start | | 1 Jul 22 | 1 Jul 23 | 1 Jul 24 | 1 Jul 25 | 1 Jul 26 | 1 Jul 27 | 1 Jul 28 | 1 Jul 29 | 1 Jul 30 | 1 Jul 31 | 1 Jul 32 |
|--|--------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 |
| Balance Sheet | | | | | | | | | | | | |
| Current Assets | | | | | | | | | | | | |
| Cash and Cash Equivalents | \$'000 | 17,260 | 16,918 | 17,558 | 18,188 | 18,722 | 20,323 | 21,438 | 23,199 | 25,820 | 28,880 | 28,479 |
| Trade and Other Receivables | \$'000 | 5,480 | 5,510 | 5,718 | 6,022 | 6,342 | 6,663 | 7,039 | 7,418 | 7,818 | 8,160 | 8,566 |
| GST Receivable | \$'000 | - | 62 | 67 | 68 | 69 | 71 | 77 | 79 | 81 | 83 | 85 |
| Total Current Assets | \$'000 | 22,740 | 22,490 | 23,343 | 24,278 | 25,134 | 27,057 | 28,554 | 30,696 | 33,718 | 37,124 | 37,130 |
| Non Current Assets | | | | | | | | | | | | |
| Property Plant and Equipment | \$'000 | 743 | 1,215 | 1,604 | 1,847 | 2,812 | 3,989 | 4,268 | 4,355 | 4,244 | 4,271 | 4,413 |
| Infrastructure Assets | \$'000 | 406,654 | 404,594 | 403,671 | 402,821 | 402,728 | 401,734 | 403,250 | 404,425 | 406,399 | 402,220 | 398,908 |
| Total Non Current Assets | \$'000 | 407,397 | 405,808 | 405,275 | 404,668 | 405,541 | 405,723 | 407,518 | 408,780 | 410,643 | 406,491 | 403,321 |
| Total Assets | \$'000 | 430,137 | 428,299 | 428,618 | 428,946 | 430,674 | 432,780 | 436,072 | 439,477 | 444,362 | 443,615 | 440,451 |
| Current Liabilities | | | | | | | | | | | | |
| Trade and Other Payables | \$'000 | 5,950 | 6,079 | 6,566 | 6,703 | 6,846 | 7,031 | 7,549 | 7,775 | 8,009 | 8,225 | 5,645 |
| Current Provisions | \$'000 | 621 | 621 | 622 | 622 | 624 | 624 | 625 | 625 | 626 | 626 | 627 |
| Total Current Liabilities | \$'000 | 6,571 | 6,700 | 7,189 | 7,326 | 7,470 | 7,655 | 8,174 | 8,400 | 8,635 | 8,852 | 6,272 |
| Non Current Liabilities | | | | | | | | | | | | |
| Non Current Provisions | \$'000 | 382 | 382 | 383 | 383 | 383 | 383 | 384 | 384 | 385 | 385 | 386 |
| Total Non Current Liabilities | \$'000 | 382 | 382 | 383 | 383 | 383 | 383 | 384 | 384 | 385 | 385 | 386 |
| Total Liabilities | \$'000 | 6,953 | 7,082 | 7,571 | 7,708 | 7,853 | 8,038 | 8,558 | 8,784 | 9,020 | 9,237 | 6,658 |
| Net Assets | \$'000 | 423,184 | 421,216 | 421,047 | 421,238 | 422,821 | 424,742 | 427,514 | 430,693 | 435,342 | 434,379 | 433,794 |
| Equity | | | | | | | | | | | | |
| Accumulated Surplus | \$'000 | 3,103 | 1,514 | 981 | 374 | 1,245 | 1,428 | 3,222 | 4,485 | 6,347 | 2,195 | (976) |
| Waste Management Reserve | \$'000 | 3,947 | 3,947 | 3,947 | 3,927 | 3,927 | 3,737 | 3,518 | 3,378 | 3,358 | 3,358 | 3,358 |
| Asset Reserve | \$'000 | 8,954 | 8,597 | 9,161 | 9,929 | 10,635 | 12,488 | 13,742 | 16,038 | 18,795 | 21,934 | 24,420 |
| Election Reserve | \$'000 | 200 | 200 | - | 50 | 100 | 200 | 200 | - | 50 | 100 | 200 |
| Disaster Recovery Reserve | \$'000 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Strategic Initiatives Reserves | \$'000 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Thorak Regional Cemetery | \$'000 | 1,579 | 1,557 | 1,557 | 1,557 | 1,513 | 1,488 | 1,431 | 1,391 | 1,391 | 1,391 | 1,391 |
| Cash for Cans Reserve | \$'000 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 |
| Developer Contribution Reserve - DCP/ICP | \$'000 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 |
| Asset Revaluation Reserve | \$'000 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 |
| Total Equity | \$'000 | 423,184 | 421,216 | 421,047 | 421,238 | 422,821 | 424,742 | 427,514 | 430,693 | 435,342 | 434,379 | 433,794 |

10 Year Cash Flow Statement

| Period start | | 1 Jul 22 | 1 Jul 23 | 1 Jul 24 | 1 Jul 25 | 1 Jul 26 | 1 Jul 27 | 1 Jul 28 | 1 Jul 29 | 1 Jul 30 | 1 Jul 31 | 1 Jul 32 |
|---|---------------|-----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Period end | | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 | 30 Jun 33 |
| Cash Flow Statement | | | | | | | | | | | | |
| Cash flows from Operating Activities | | | | | | | | | | | | |
| Rates and Charges Received | \$'000 | 11,399 | 14,510 | 15,040 | 15,908 | 16,838 | 17,837 | 18,842 | 19,956 | 21,117 | 22,246 | 23,314 |
| Grants - Operational Received | \$'000 | 3,864 | 4,034 | 4,035 | 4,036 | 4,036 | 4,037 | 4,035 | 4,036 | 4,036 | 4,037 | 4,035 |
| Grants - Capital Received | \$'000 | 5,310 | 2,580 | 1,802 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 |
| Interest Received | \$'000 | 423 | 670 | 673 | 677 | 680 | 684 | 687 | 690 | 694 | 697 | 701 |
| User Fees Received | \$'000 | 1,786 | 2,118 | 2,215 | 2,327 | 2,443 | 2,566 | 2,693 | 2,828 | 2,969 | 3,119 | 3,273 |
| Statutory Fees and Fines Received | \$'000 | 163 | 192 | 192 | 193 | 193 | 193 | 192 | 193 | 193 | 193 | 192 |
| Other Revenue Received | \$'000 | 87 | 154 | 154 | 154 | 154 | 154 | 154 | 154 | 154 | 154 | 154 |
| Employee Costs Paid | \$'000 | (6,879) | (7,030) | (7,234) | (7,452) | (7,677) | (7,908) | (8,142) | (8,388) | (8,639) | (8,901) | (9,164) |
| Materials and Consumables Paid | \$'000 | (8,572) | (10,481) | (11,001) | (11,578) | (11,812) | (12,125) | (12,716) | (13,403) | (13,805) | (14,239) | (17,477) |
| GST Received / (Paid) | \$'000 | - | 678 | 803 | 819 | 830 | 850 | 918 | 946 | 970 | 994 | 1,020 |
| Net Cash flows from Operating Activities | \$'000 | 7,581 | 7,424 | 6,681 | 6,815 | 7,417 | 8,020 | 8,396 | 8,745 | 9,421 | 10,033 | 7,780 |
| Cash flows from Investing Activities | | | | | | | | | | | | |
| Payment for Property Plant and Equipment and Infrastructure | \$'000 | (12,805) | (7,766) | (6,041) | (6,185) | (6,883) | (6,419) | (7,281) | (6,984) | (6,801) | (6,972) | (8,181) |
| Net Cash flows from Investing Activities | \$'000 | (12,805) | (7,766) | (6,041) | (6,185) | (6,883) | (6,419) | (7,281) | (6,984) | (6,801) | (6,972) | (8,181) |
| Cash flows from Financing Activities | | | | | | | | | | | | |
| Proceeds from Interest Bearing Loans and Borrowings | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
| Repayments of Interest Bearing Loans and Borrowings | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Financing Activities | \$'000 | - | - | - | - | - | - | - | - | - | - | - |
| Net Change in Cash Held | \$'000 | (5,224) | (342) | 640 | 630 | 534 | 1,601 | 1,115 | 1,761 | 2,620 | 3,061 | (401) |
| Cash at Beginning of the Financial Year | \$'000 | 22,484 | 17,260 | 16,918 | 17,558 | 18,188 | 18,722 | 20,323 | 21,438 | 23,199 | 25,820 | 28,880 |
| Cash at End of the Financial Year | \$'000 | 17,260 | 16,918 | 17,558 | 18,188 | 18,722 | 20,323 | 21,438 | 23,199 | 25,820 | 28,880 | 28,479 |



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.01.04 |
| Report Title: | Budget Review Two – 2022/2023 |
| Author: | Gayathri Sivaraj, Manager Corporate Services |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Departmental Operating Income Statement 2022/2023 B: Capital Expenditure C: Amended Long Term Financial Plan |

Executive Summary

This report presents to Council for adoption, draft budget review two for 2022/2023 based on the end of February 2023 actuals and factoring in relevant Council decisions.

Recommendation

THAT Council:

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

Background

This budget review generates a net operating saving of \$822,309. Operational items are predominantly made up of the below, Attachment A also provides a breakdown per department.

Total Income

Overall income has increased by \$419,497, mainly due to increases in income from investment income, actual rates levied, user charges, grant income and statutory charges.

Operational Expenditure

Overall expenditure has decreased by \$402,812 predominantly due to the recent organisation restructure that resulted in employee cost savings of \$235,457 and the removal of the \$244,000 for the re-location of the library building.

Sundry Expense: An increase of \$32,712 is made up of an additional \$10,000 for Corporate for recruitment advertising and \$10,482 for Community advertising to fund professional photos of reserves for the website and online booking system. The remaining \$12,230 relate to other administration expenditure in line with actual expenditure.

Computer / IT Costs: Increase of \$20,200 due to additional onsite IT support and Civica Authority 7.1 upgrade.

Employee Costs: Savings of \$235,457 due to recent organisational restructuring and staff vacancies offset by previously capitalised salaries now captured in the operational budget.

Professional Fees: A decrease of \$234,200 is primarily due to the transfer of \$244,000 in financial reserves as the library building relocation has been deferred. This is offset by an increase in Corporate of \$9,800 to fund additional staff counselling and shelf-ready books at the Taminmin Library.

Parts, accessories and consumables: Expenditure increase of \$15,500 for road maintenance signage cost in Infrastructure funded through other cost savings.

Cemetery Operations: Minor increase in line with actual expenditure and funded through other cost savings.

Contractors: Expenditure decrease of \$50,080 is made up of cost savings used to fund increases in other expenses.

Legal Expenses: Increase of \$9,045 due to more activity in this area, especially in Animal Management.

Donations and Community Support: The net increase of \$7,000 includes the removal of \$5,000 for Women's Business Network offset by an increase of \$12,000 for the Freds Pass Annual Show.

Maintenance: Increase of \$18,680 includes \$7,680 in Community for maintenance of Howard Park Reserve, \$10,000 in Mobile Work Force and \$1,000 in Regulatory Services for additional motor vehicle repairs for servicing and tyres replacement.

Energy: Increase of \$13,450 relates to \$5,900 increase in Council Leadership, \$1,000 in Infrastructure, \$3,750 in Mobile Workforce and \$2,800 in Regulatory services for Council vehicle fuel costs.

Operational

Litchfield Council Operating Income Statement 2022/23

| | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | Variance | |
|--|---------------------------|-----------------------------|---|---------------------------------------|------------------|--------------|
| Grants | 4,719,206 | 1,266,310 | 4,035,663 | 4,079,663 | 44,000 | 1% |
| Inv Income | 351,255 | 567,823 | 423,000 | 670,000 | 247,000 | 58% |
| User Charges | 2,087,796 | 1,273,550 | 1,865,332 | 1,875,542 | 10,210 | 1% |
| Rates | 11,619,302 | 13,770,260 | 13,740,752 | 13,800,339 | 59,587 | 0% |
| Stat Charges | 208,537 | 192,157 | 170,600 | 180,600 | 10,000 | 6% |
| Other Revenue | 200,520 | 54,627 | 91,300 | 140,000 | 48,700 | 53% |
| Total Income | 19,186,615 | 17,124,728 | 20,326,647 | 20,746,144 | 419,497 | 2.1% |
| Operational Expenditure | | | | | | |
| Sundry | 668,606 | 458,364 | 571,466 | 604,178 | 32,712 | 6% |
| Computer / IT Costs | 455,058 | 186,876 | 410,700 | 430,900 | 20,200 | 5% |
| Employee Costs | 6,996,496 | 4,634,800 | 7,067,711 | 6,832,254 | (235,457) | -3% |
| Professional Fees | 865,516 | 1,085,432 | 2,170,100 | 1,935,900 | (234,200) | -11% |
| Parts, accessories & consumables | 181,919 | 109,686 | 142,780 | 158,280 | 15,500 | 11% |
| Cemetery Operations | 385,204 | 302,589 | 509,484 | 509,822 | 338 | 0% |
| Auditors Fees | 55,603 | 12,193 | 53,000 | 53,000 | 0 | 0% |
| Contractors | 3,862,256 | 2,722,898 | 4,605,498 | 4,555,418 | (50,080) | -1% |
| Legal Expenses | 106,304 | 31,847 | 82,000 | 91,045 | 9,045 | 11% |
| Donations and Community Support | 138,435 | 107,504 | 130,000 | 137,000 | 7,000 | 5% |
| Maintenance | 528,922 | 401,906 | 697,337 | 716,017 | 18,680 | 3% |
| Elected Member | 451,730 | 188,226 | 340,943 | 340,943 | 0 | 0% |
| Energy | 230,004 | 123,165 | 220,800 | 234,250 | 13,450 | 6% |
| Insurance | 360,874 | 379,415 | 379,415 | 379,415 | 0 | 0% |
| Bad Debts | 6,294 | - | - | - | 0 | |
| Total Expenses | 15,293,221 | 10,744,901 | 17,381,234 | 16,978,422 | (402,812) | -2.3% |
| Net result (Excluding Depreciation) | 3,893,394 | 6,379,827 | 2,945,413 | 3,767,722 | 822,309 | 28% |

Capital Expenditure

Total Capital expenditure for the year decreases from \$12,805,876.86 in Budget Review 1 (BR1) to \$11,945,026.34 in Budget Review 2 (BR2). The net decrease of \$860,850.52 is shown below:

- Increase of \$383,735.68 funded through capital savings and reserves:
 - Replacement of tractor (Mobile Workforce): \$180,000;
 - Finalise Mira Square Community Building Project through savings from Road seal renewal capital works program as per Council decision (ORD2023 11-014): \$100,000;
 - Four compactor refurbishments funded through waste reserve: \$94,000;
 - Correction to the whitewood roads shoulder widening project: \$6,452.85; and
 - WiFi and CCTV installation at Thorak Cemetery funded through Cemetery reserve \$3,282.83.
- Decrease of \$1,244,586.20 made up of:
 - Removal of capitalised salaries and re-allocated to operational expenditure: \$306,000;
 - Allocated savings from Road seal renewal capital works to fund Mira Square Community Building project as per Council decision (ORD2023 11-014): \$100,000; and
 - Remaining decrease relates to cost savings identified across various capital projects: \$642,098.24.

Attachment B provides a breakdown with further details.

Reserves

Reserve balances have been updated with audited closing balances as of 30 June 2022 and are forecasted to have a balance of \$17,851,190.79 after the Second Budget Review for 2022/2023. The forecasted balance is cash backed and \$6.2m higher than original budget expectations due to higher than budgeted closing balance for 2022 and additional savings generated in both the budget reviews.

The operational surplus of \$822,309 in BR2 is attributed as follows:

| | |
|--|---|
| Operational Surplus BR2 | \$822,309 |
| Less: Expenses funded by reserves in BR1 | (\$750,000) (asbestos) (\$32,000) (Cremator) |
| Net surplus | 40,313 |
| Surplus attributed to asset reserves | 695,726 |
| Deficit attributed to waste management | (\$641,155) |
| Deficit attributed to cemetery | (\$14,262) |
| Remaining surplus | nil |

The net reserve movements in BR2 are:

- \$701,353 transfer from waste management reserve made up of:
 - \$94,000 drawn to fund the Compactor refurbishment offset by savings of \$33,802 from the completed project: Public Access to a Portion of Humpty Doo Waste Transfer Station; and
 - \$641,155 net loss from waste management activities as of BR2 drawn from reserves.
- \$7,399,647.13 transfer to Asset reserves is made up of:
 - \$933,921.13 of capital savings from various projects added back to the reserve;
 - \$695,726 attributed to asset reserve added to the reserve; and
 - \$5,770,000 cash added back to asset reserves.
- \$27,134.61 transfer from Thorak Cemetery Reserve is made up of:
 - \$14,262 loss from Cemetery operations as of BR2 drawn from reserves;
 - \$3,282.83 drawn from Cemetery Reserve to fund additional costs for WiFi and CCTV installation at the Cemetery; and
 - \$9,589.78 transferred from reserve to fund Cemetery vehicle replacement that was previously funded from asset reserves.

| Summary Financial Reserve Movements 2022/23 - Budget Review - 2 | | | | | | | | |
|---|---------------------------|--------------------------------|----------------------|------------------------|----------------------|-------------------------|---|---------------------|
| RESERVES | Budget Review - | | | | | | | |
| | 2021/22 Actual (\$) | 2022-23 Adopted Budget (\$) | 1 Balance (\$) | Transfers from (\$) | Transfers to (\$) | Net Movement (\$) | Budget Review - 2 Balance (\$) | Variance (\$) |
| Developer Contributions Reserve | 280,725.00 | - | 575,588.16 | | | - | 575,588.16 | - |
| Waste Management Reserve | 5,124,100.00 | 4,360,000.00 | 3,946,899.00 | (701,353.00) | | (701,353.00) | 3,245,546.00 | (701,353.00) |
| Unexpended Grants Reserve | 2,573,927.00 | - | - | | | - | - | - |
| Total Restricted | 7,978,752.00 | 4,360,000.00 | 4,522,487.16 | (701,353.00) | - | (701,353.00) | 3,821,134.16 | (701,353.00) |
| Unexpended Capital Works | 631,334.00 | - | - | | | - | - | - |
| Asset Reserve | 8,941,078.00 | 5,546,000.00 | 3,965,531.63 | | 7,399,647.13 | 7,399,647.13 | 11,365,178.76 | 7,399,647.13 |
| Thorak Regional Cemetery | 1,719,798.00 | 658,000.00 | 1,578,789.48 | (27,134.61) | | (27,134.61) | 1,551,654.87 | (27,134.61) |
| Election Reserve | 100,000.00 | 200,000.00 | 200,000.00 | | | - | 200,000.00 | - |
| Disaster Recovery Reserve | 500,000.00 | 400,000.00 | 400,000.00 | | | - | 400,000.00 | - |
| Strategic Initiatives Reserve | 500,000.00 | 400,000.00 | 400,000.00 | | | - | 400,000.00 | - |
| Cash for Cans Reserve | 113,223.00 | 100,000.00 | 113,223.00 | | | - | 113,223.00 | - |
| Total Unrestricted | 12,505,433.00 | 7,304,000.00 | 6,657,544.11 | (27,134.61) | 7,399,647.13 | 7,372,512.52 | 14,030,056.63 | 7,372,512.52 |
| TOTAL | 20,484,185.00 | 11,664,000.00 | 11,180,031.27 | (728,487.61) | 7,399,647.13 | 6,671,159.52 | 17,851,190.79 | 6,671,159.52 |

Long-Term Financial Plan

If the Council's amended budget has a material impact on its long-term financial plan, division 4 of the Local Government (General) Regulation 2021, requires the council to amend the long-term financial plan at the same time as adopting the amended budget. As a result, Council's Long Term Financial Plan has been updated to reflect these changes and is presented in Attachment C.

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Under the *Local Government Act 2019*, section 203, Council has undertaken two budget reviews of the 2022/2023 Original Budget.

If the Council's amended budget has a material impact on its long-term financial plan, division 4 of the Local Government (General) Regulations 2021, requires the council to amend the long-term financial plan at the same time as adopting the amended budget.

Risks

Financial

Council is managing financial risk through the review of its annual budget. Council has a legislative requirement to review the annual budget twice per year. The budget review provides the opportunity to update the budget. Council's budget is compared to its actual annual results in the annual financial statements at year-end.

Governance

Council has a legislative requirement to review the annual budget twice per year. The budget review provides the opportunity to update the budget. Council's budget is compared to its actual annual results in the annual financial statements at year-end.

Community Engagement

Not applicable.

| | Council Leadership | | | | Corporate | | | | Community | | | |
|--|---------------------------|-----------------------------|--------------------------------------|------------------------------------|---------------------------|-----------------------------|---|---------------------------------------|---------------------------|-----------------------------|---|---------------------------------------|
| | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) |
| Grants | 14,120.00 | 22,160.00 | - | - | - | - | - | - | - | 44,000.00 | - | 44,000.00 |
| Inv Income | - | - | - | - | - | - | - | - | - | - | - | - |
| User Charges | - | - | - | - | - | - | - | - | 111,326.94 | 21,369.82 | 92,400.00 | 102,610.00 |
| Rates | - | - | - | - | - | - | - | - | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 57.27 | 355.00 | - | - | 42,500.00 | 63,807.28 | - | - | 156.18 | - | 21,300.00 | - |
| Total Income | 14,177 | 22,515 | - | - | 42,500 | 63,807 | - | - | 111,483 | 65,370 | 113,700 | 146,610 |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 33,475.08 | 15,314.29 | 31,862.00 | 31,862.00 | 119,111.33 | 54,884.87 | 56,825.00 | 66,825.00 | 2,562.77 | 4,024.50 | 3,100.00 | 13,482.00 |
| Computer / IT Costs | 9,610.06 | 5,730.35 | 25,200.00 | 20,500.00 | 4,005.38 | 959.01 | 5,000.00 | 5,000.00 | - | - | - | - |
| Employee Costs | 711,583.40 | 421,309.43 | 600,217.00 | 613,945.27 | 509,719.24 | 352,261.31 | 590,280.00 | 486,509.57 | 273,353.55 | 152,587.24 | 181,369.00 | 172,887.37 |
| Professional Fees | 174,093.13 | 22,832.99 | 160,000.00 | 160,000.00 | 40,653.51 | 23,246.69 | 64,000.00 | 68,000.00 | 49,751.06 | 1,372.00 | 80,000.00 | 80,000.00 |
| Parts, accessories & consumables | 289.37 | 1,287.88 | 2,500.00 | 2,500.00 | - | - | - | - | - | - | - | - |
| Cemetery Operations | - | - | - | - | - | - | - | - | - | - | - | - |
| Auditors Fees | - | - | - | - | 1,918.00 | 959.00 | 4,000.00 | 4,000.00 | - | - | - | - |
| Contractors | 5,463.19 | 5,789.09 | 11,000.00 | 11,000.00 | - | - | - | - | 923,664.64 | 767,896.47 | 1,148,198.00 | 1,142,118.00 |
| Legal Expenses | 35,080.05 | 17,632.00 | 30,000.00 | 30,000.00 | 57,423.46 | 12,820.00 | 50,000.00 | 50,000.00 | 4,390.00 | - | 2,000.00 | - |
| Donations and Community Support | 12,342.93 | 500.00 | 5,000.00 | - | - | - | - | - | 126,092.29 | 107,003.69 | 125,000.00 | 137,000.00 |
| Maintenance | 3,040.78 | 2,261.18 | 3,038.00 | 3,038.00 | - | - | - | - | 203,485.09 | 237,111.39 | 402,599.00 | 410,279.00 |
| Elected Member | 451,729.82 | 188,225.50 | 340,943.00 | 340,943.00 | - | - | - | - | - | - | - | - |
| Energy | 9,707.95 | 5,652.89 | 5,100.00 | 11,000.00 | - | - | - | - | - | - | - | - |
| Insurance | - | - | - | - | - | - | - | - | - | - | - | - |
| Bad Debts | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 1,446,416 | 686,536 | 1,214,860 | 1,224,788 | 732,831 | 445,131 | 770,105 | 680,335 | 1,583,299 | 1,269,995 | 1,942,266 | 1,955,766 |
| Net result (Excluding Depreciation) | (1,432,238) | (664,021) | (1,214,860) | (1,224,788) | (690,331) | (381,324) | (770,105) | (680,335) | (1,471,816) | (1,204,625) | (1,828,566) | (1,809,156) |

| | Community - Library | | | | Finance & Customer Service | | | | Information Services | | | |
|--|---------------------------|-----------------------------|--------------------------------------|---------------------------------------|----------------------------|-----------------------------|--------------------------------------|---------------------------------------|---------------------------|-----------------------------|--------------------------------------|---------------------------------------|
| | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) |
| Grants | 456,088.00 | 414,870.00 | 414,692.00 | 414,692.00 | 355,558.00 | 157,251.00 | 635,350.00 | 635,350.00 | - | - | - | - |
| Inv Income | - | - | 3,000.00 | - | 278,656.84 | 517,567.77 | 350,000.00 | 600,000.00 | - | - | - | - |
| User Charges | 2,642.21 | 1,624.00 | 2,700.00 | 2,700.00 | 49,385.23 | 23,168.50 | 46,000.00 | 46,000.00 | - | - | - | - |
| Rates | - | - | - | - | 8,616,831.64 | 10,612,365.30 | 10,590,757.00 | 10,650,343.92 | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 4,545.45 | - | - | - | 150,614.42 | - | 70,000.00 | 140,000.00 | - | - | - | - |
| Total Income | 463,276 | 416,494 | 420,392 | 417,392 | 9,451,046 | 11,310,353 | 11,692,107 | 12,071,694 | - | - | - | - |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 66,714.31 | 35,463.88 | 97,550.00 | 97,550.00 | 119,779.42 | 77,933.41 | 111,500.00 | 123,100.00 | 481.03 | 135.27 | 1,500.00 | 1,500.00 |
| Computer / IT Costs | 2,824.46 | 1,765.32 | 9,000.00 | 12,000.00 | 352.82 | 135.45 | 3,000.00 | 2,300.00 | 402,894.26 | 176,929.66 | 348,000.00 | 378,000.00 |
| Employee Costs | 377,438.89 | 224,723.64 | 342,488.00 | 341,731.93 | 793,979.78 | 551,581.08 | 848,045.00 | 762,647.11 | 79,669.85 | 43,059.96 | 81,272.00 | 56,907.02 |
| Professional Fees | 2,075.45 | - | 244,000.00 | 8,800.00 | 236,888.07 | 37,640.00 | 275,000.00 | 270,000.00 | 24,952.83 | 21,074.81 | 25,000.00 | 27,000.00 |
| Parts, accessories & consumables | 1,647.00 | 583.90 | 1,500.00 | 1,500.00 | 2,357.36 | - | 2,000.00 | - | - | - | - | - |
| Cemetery Operations | - | - | - | - | - | - | - | - | - | - | - | - |
| Auditors Fees | - | - | - | - | 46,707.85 | 10,997.56 | 44,000.00 | 44,000.00 | - | - | - | - |
| Contractors | - | - | - | - | - | - | - | - | 89,444.02 | 119,818.26 | 267,000.00 | 242,000.00 |
| Legal Expenses | - | - | - | - | 7,291.50 | - | - | - | - | - | - | - |
| Donations and Community Support | - | - | - | - | - | - | - | - | - | - | - | - |
| Maintenance | - | - | - | - | - | - | 1,500.00 | 1,500.00 | - | - | - | - |
| Elected Member | - | - | - | - | - | - | - | - | - | - | - | - |
| Energy | - | - | - | - | - | - | 2,000.00 | 2,000.00 | - | - | - | - |
| Insurance | - | - | - | - | 354,701.73 | 379,415.27 | 379,415.00 | 379,415.00 | - | - | - | - |
| Bad Debts | - | - | - | - | 6,293.92 | - | - | - | - | - | - | - |
| Total Expenses | 450,700 | 262,537 | 694,538 | 461,582 | 1,568,352 | 1,057,703 | 1,666,460 | 1,584,962 | 597,442 | 361,018 | 722,772 | 705,407 |
| Net result (Excluding Depreciation) | 12,576 | 153,957 | (274,146) | (44,190) | 7,882,694 | 10,252,650 | 10,025,647 | 10,486,732 | (597,442) | (361,018) | (722,772) | (705,407) |

| | Infrastructure & Assets | | | | Thorak Cemetery | | | | Mobile Workforce | | | |
|--|---------------------------|-----------------------------|---|------------------------------------|---------------------------|-----------------------------|---|---------------------------------------|---------------------------|-----------------------------|---|---------------------------------------|
| | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) |
| Grants | 3,889,040.00 | 628,029.00 | 2,985,621.00 | 2,985,621.00 | - | - | - | - | - | - | - | - |
| Inv Income | - | - | - | - | 1,787.51 | 4,025.42 | 10,000.00 | 10,000.00 | - | - | - | - |
| User Charges | 62,734.84 | 118,673.10 | 138,241.00 | 138,241.00 | 1,704,693.31 | 940,578.25 | 1,440,400.00 | 1,440,400.00 | - | - | - | - |
| Rates | - | - | - | - | - | - | - | - | - | - | - | - |
| Stat Charges | - | - | - | - | - | - | - | - | - | - | - | - |
| Other Revenue | 2,646.80 | (9,535.00) | - | - | - | - | - | - | - | - | - | - |
| Total Income | 3,954,422 | 737,167 | 3,123,862 | 3,123,862 | 1,706,481 | 944,604 | 1,450,400 | 1,450,400 | - | - | - | - |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 50,909.91 | 23,322.81 | 51,600.00 | 55,600.00 | 4,060.00 | 6,100.00 | - | 1,750.00 | 66,114.37 | 54,343.43 | 60,400.00 | 60,400.00 |
| Computer / IT Costs | 14,159.72 | 201.78 | 5,000.00 | 5,000.00 | - | - | - | - | 8,550.47 | 565.75 | 4,700.00 | 4,700.00 |
| Employee Costs | 856,293.43 | 611,534.92 | 851,291.00 | 1,009,756.52 | 534,583.17 | 388,139.80 | 576,620.00 | 556,794.57 | 872,796.37 | 580,486.30 | 924,536.00 | 868,185.78 |
| Professional Fees | 210,877.16 | 152,593.65 | 350,000.00 | 350,000.00 | - | - | - | - | - | 4,343.42 | 28,000.00 | 28,000.00 |
| Parts, accessories & consumables | 104,759.15 | 46,193.79 | 51,000.00 | 66,000.00 | - | - | - | - | 51,548.43 | 49,506.57 | 64,000.00 | 64,000.00 |
| Cemetery Operations | - | - | - | - | 385,203.72 | 302,589.18 | 509,484.00 | 509,822.00 | - | - | - | - |
| Auditors Fees | - | - | - | - | 6,977.50 | 236.25 | 5,000.00 | 5,000.00 | - | - | - | - |
| Contractors | 1,645,514.72 | 1,013,612.70 | 2,007,500.00 | 1,987,500.00 | - | - | - | - | 37,239.94 | 7,155.73 | 35,000.00 | 35,000.00 |
| Legal Expenses | - | - | - | - | - | - | - | - | - | - | - | - |
| Donations and Community Support | - | - | - | - | - | - | - | - | - | - | - | - |
| Maintenance | 11,072.02 | 3,852.35 | 6,000.00 | 6,000.00 | - | - | - | - | 87,320.46 | 61,592.73 | 80,000.00 | 90,000.00 |
| Elected Member | - | - | - | - | - | - | - | - | - | - | - | - |
| Energy | 75,287.65 | 29,676.31 | 89,000.00 | 90,000.00 | - | - | - | - | 76,729.07 | 40,006.10 | 52,500.00 | 56,250.00 |
| Insurance | - | - | - | - | - | - | - | - | - | - | - | - |
| Bad Debts | - | - | - | - | - | - | - | - | - | - | - | - |
| Total Expenses | 2,968,874 | 1,880,988 | 3,411,391 | 3,569,857 | 930,824 | 697,065 | 1,091,104 | 1,073,367 | 1,200,299 | 798,000 | 1,249,136 | 1,206,536 |
| Net result (Excluding Depreciation) | 985,548 | (1,143,821) | (287,529) | (445,995) | 775,656 | 247,538 | 359,296 | 377,033 | (1,200,299) | (798,000) | (1,249,136) | (1,206,536) |

| | Waste Management | | | | Regulatory Services | | | | Total | | | |
|--|---------------------------|-----------------------------|---|------------------------------------|---------------------------|-----------------------------|---|---------------------------------------|---------------------------|-----------------------------|---|------------------------------------|
| | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) | 2021/2022- Actual (\$) | 2022/23 Actual (P8) (\$) | 2022/23 - Budget Review 1 (\$) | 2022-23 Budget Review 2 (\$) |
| Grants | 4,400.00 | - | - | - | - | - | - | - | 4,719,206.00 | 1,266,310.00 | 4,035,663.00 | 4,079,663.00 |
| Inv Income | 70,810.37 | 46,230.13 | 60,000.00 | 60,000.00 | - | - | - | - | 351,254.72 | 567,823.32 | 423,000.00 | 670,000.00 |
| User Charges | 156,163.23 | 166,234.24 | 144,041.00 | 144,041.00 | 850.02 | 1,901.85 | 1,550.00 | 1,550.00 | 2,087,795.78 | 1,273,549.76 | 1,865,332.00 | 1,875,542.00 |
| Rates | 3,002,470.07 | 3,157,894.85 | 3,149,995.00 | 3,149,995.00 | - | - | - | - | 11,619,301.71 | 13,770,260.15 | 13,740,752.00 | 13,800,338.92 |
| Stat Charges | - | - | - | - | 208,536.59 | 192,157.25 | 170,600.00 | 180,600.00 | 208,536.59 | 192,157.25 | 170,600.00 | 180,600.00 |
| Other Revenue | - | - | - | - | - | - | - | - | 200,520.12 | 54,627.28 | 91,300.00 | 140,000.00 |
| Total Income | 3,233,844 | 3,370,359 | 3,354,036 | 3,354,036 | 209,387 | 194,059 | 172,150 | 182,150 | 19,186,615 | 17,124,728 | 20,326,647 | 20,746,144 |
| Operational Expenditure | | | | | | | | | | | | |
| Sundry | 180,989.00 | 171,852.65 | 129,624.00 | 126,624.00 | 24,409.12 | 14,989.05 | 27,505.00 | 25,485.00 | 668,606.34 | 458,364.16 | 571,466.00 | 604,178.00 |
| Computer / IT Costs | 634.50 | 589.00 | 3,400.00 | 3,400.00 | 12,026.44 | - | 7,400.00 | - | 455,058.11 | 186,876.32 | 410,700.00 | 430,900.00 |
| Employee Costs | 1,467,546.97 | 939,622.25 | 1,500,961.00 | 1,394,116.36 | 519,530.99 | 369,494.13 | 570,632.00 | 568,772.03 | 6,996,495.64 | 4,634,800.06 | 7,067,711.00 | 6,832,253.52 |
| Professional Fees | 124,078.25 | 820,788.63 | 941,600.00 | 941,600.00 | 2,146.32 | 1,540.00 | 2,500.00 | 2,500.00 | 865,515.78 | 1,085,432.19 | 2,170,100.00 | 1,935,900.00 |
| Parts, accessories & consumables | - | - | - | - | 21,317.75 | 12,113.51 | 21,780.00 | 24,280.00 | 181,919.06 | 109,685.65 | 142,780.00 | 158,280.00 |
| Cemetery Operations | - | - | - | - | - | - | - | - | 385,203.72 | 302,589.18 | 509,484.00 | 509,822.00 |
| Auditors Fees | - | - | - | - | - | - | - | - | 55,603.35 | 12,192.81 | 53,000.00 | 53,000.00 |
| Contractors | 1,135,975.35 | 804,165.77 | 1,117,800.00 | 1,118,800.00 | 24,954.49 | 4,460.00 | 19,000.00 | 19,000.00 | 3,862,256.35 | 2,722,898.02 | 4,605,498.00 | 4,555,418.00 |
| Legal Expenses | 2,118.56 | - | - | - | - | 1,395.00 | - | 11,045.00 | 106,303.57 | 31,847.00 | 82,000.00 | 91,045.00 |
| Donations and Community Support | - | - | - | - | - | - | - | - | 138,435.22 | 107,503.69 | 130,000.00 | 137,000.00 |
| Maintenance | 221,650.68 | 93,536.28 | 201,200.00 | 201,200.00 | 2,352.75 | 3,552.30 | 3,000.00 | 4,000.00 | 528,921.78 | 401,906.23 | 697,337.00 | 716,017.00 |
| Elected Member | - | - | - | - | - | - | - | - | 451,729.82 | 188,225.50 | 340,943.00 | 340,943.00 |
| Energy | 60,302.50 | 42,645.33 | 67,200.00 | 67,200.00 | 7,977.13 | 5,184.39 | 5,000.00 | 7,800.00 | 230,004.30 | 123,165.02 | 220,800.00 | 234,250.00 |
| Insurance | 6,171.82 | - | - | - | - | - | - | - | 360,873.55 | 379,415.27 | 379,415.00 | 379,415.00 |
| Bad Debts | - | - | - | - | - | - | - | - | 6,293.92 | - | - | - |
| Total Expenses | 3,199,468 | 2,873,200 | 3,961,785 | 3,852,940 | 614,715 | 412,728 | 656,817 | 662,882 | 15,293,221 | 10,744,901 | 17,381,234 | 16,978,422 |
| Net result (Excluding Depreciation) | 34,376 | 497,159 | (607,749) | (498,904) | (405,328) | (218,669) | (484,667) | (480,732) | 3,893,394 | 6,379,827 | 2,945,413 | 3,767,722 |

| Department | Program | 2022/23 Budget | BR1 | BR2 Final |
|------------------------------|---|---------------------|----------------------|----------------------|
| Infrastructure and Assets | Road Seal Renewal | 1,000,000.00 | 1,000,000.00 | 900,000.00 |
| Infrastructure and Assets | Pavement Renewal | 533,429.00 | 533,429.00 | 533,429.00 |
| Infrastructure and Assets | Forward Design of Road Projects | 23,608.80 | 23,608.80 | 23,608.80 |
| | | 70,826.40 | 70,826.40 | 70,826.40 |
| | | 70,826.40 | 70,826.40 | 70,826.40 |
| | | 23,608.80 | 23,608.80 | 17,740.00 |
| | | 61,129.60 | 61,129.60 | - |
| Infrastructure and Assets | Gravel Surface Renewal | 300,000.00 | 300,000.00 | 300,000.00 |
| Infrastructure and Assets | Gravel Road Sealing | 1,250,000.00 | 1,250,000.00 | 814,088.16 |
| Infrastructure and Assets | Road Safety Upgrades | 500,000.00 | 500,000.00 | 500,000.00 |
| Infrastructure and Assets | Road Safety Upgrades - (other) | 100,000.00 | 100,000.00 | 100,000.00 |
| Infrastructure and Assets | Road Safety - Intersection Upgrades | 250,000.00 | 250,000.00 | 250,000.00 |
| Infrastructure and Assets | Road Safety Upgrades - Shoulder Widening | 100,000.00 | 100,000.00 | 100,000.00 |
| Infrastructure and Assets | Street Lighting Replacement | - | - | - |
| Infrastructure and Assets | Shared Path Program | - | - | - |
| Infrastructure and Assets | Pathway Renewal | - | - | - |
| Infrastructure and Assets | Drainage Renewal | 100,000.00 | 100,000.00 | 100,000.00 |
| | | 100,000.00 | 100,000.00 | - |
| Infrastructure and Assets | Drainage Upgrade - Floodways | 350,000.00 | 350,000.00 | 350,000.00 |
| Infrastructure and Assets | Drainage Upgrade - Flood Mitigation | 350,000.00 | 350,000.00 | 350,000.00 |
| Infrastructure and Assets | Council Administration Building Renewal | 80,000.00 | 80,000.00 | 80,000.00 |
| Operations and Environment | Thorak Cemetery Asset Renewal | 83,000.00 | 83,000.00 | 83,000.00 |
| Operations and Environment | Waste Transfer Station Renewal | 35,000.00 | 35,000.00 | 35,000.00 |
| Community | Freds Pass Reserve Asset Renewal | 40,000.00 | 40,000.00 | 40,000.00 |
| Community | Reserves Asset Renewal | 40,000.00 | 40,000.00 | 40,000.00 |
| Community | Reserve Building Renewal & Compliance | 40,000.00 | 40,000.00 | 40,000.00 |
| Infrastructure and Assets | Council Vehicle Replacement | 355,000.00 | 355,000.00 | 535,000.00 |
| | Cemetery Vehicle Replacement | 25,000.00 | 25,000.00 | 25,000.00 |
| | Waste Vehicle Replacement | 230,000.00 | 230,000.00 | 230,000.00 |
| Admin | Capitalised salaries across projects | 306,000.00 | 306,000.00 | - |
| Infrastructure and Assets | Gravel Road Sealing | | 2,071,858.00 | 2,071,858.00 |
| | | | | |
| Community | Mira Square Development | | 70,000.00 | 70,000.00 |
| | | | 35,000.00 | 35,000.00 |
| | | | 30,000.00 | 30,000.00 |
| | | | 20,000.00 | 20,000.00 |
| | | | 30,000.00 | 30,000.00 |
| | | | 10,000.00 | 10,000.00 |
| | | | 100,000.00 | 103,282.83 |
| Infrastructure and Assets | Council Administration Building Renewal | | 79,257.73 | |
| | | | - | 79,257.73 |
| | | | - | |
| Infrastructure and Assets | Pathway Renewal | | 86,238.16 | - |
| Infrastructure and Assets | Forward Planning & Design | | 269,618.15 | 269,618.15 |
| Infrastructure and Assets | Road Seal Renewal | | 1,570,056.04 | 1,570,056.04 |
| Infrastructure and Assets | Gravel Road Sealing | | 435,911.84 | 435,911.84 |
| Infrastructure and Assets | Road Safety Upgrades | | 376,645.38 | 376,645.38 |
| | Road Safety Upgrades - Schools Safety Audits | | 8,916.50 | |
| | Girraween Primary School | | | |
| | Howard Springs Primary School | | | |
| | Good Shepherd | | | |
| | Middle Point School | | | |
| | Road Safety Upgrades - Street Lighting | | 36,635.00 | - |
| | Road Safety Upgrades - Shoulder Widening | | - 6,452.85 | - |
| Infrastructure and Assets | Mira Square Development | | 299,246.81 | 399,246.81 |
| Community Services | Reserve Building Renewal and compliance | | 20,000.00 | 20,000.00 |
| Waste Vehicle Replacement | Waste Vehicle Replacement | | 250,290.00 | 250,290.00 |
| Cemetery Vehicle Replacement | Cemetery Vehicle Replacement | | 25,340.74 | 25,340.74 |
| Infrastructure and Assets | Community Hall | | 36,562.10 | - |
| Operations and Environment | Thorak Cemetery - Irrigation Grant | | 66,930.00 | 66,930.00 |
| Mobile Workforce | Two spray Tank units (replacement) | | 25,000.00 | 23,881.28 |
| Community Services | Humpty Doo Village Green irrigation | | 20,000.00 | 20,000.00 |
| Infrastructure and Assets | Road Safety Upgrades | | 298,019.26 | 268,835.28 |
| Infrastructure and Assets | Street Lighting Replacement | | 18,375.00 | 11,625.00 |
| Community Services | Knuckey Lagoon Recreation Reserve Electrical Repairs | | 60,000.00 | 54,614.00 |
| Community Services | Public Access to a Portion of Humpty Doo Waste Transfer Station | | 45,000.00 | 11,198.00 |
| Operations and Environment | Compactor refurbishment | | | 94,000.00 |
| Total | | 6,417,429.00 | 12,805,876.86 | 11,945,026.34 |

| | | | | | | | | | | | | | |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Period start | 1 Jul 19 | 1 Jul 20 | 1 Jul 21 | 1 Jul 22 | 1 Jul 23 | 1 Jul 24 | 1 Jul 25 | 1 Jul 26 | 1 Jul 27 | 1 Jul 28 | 1 Jul 29 | 1 Jul 30 | 1 Jul 31 |
| Period end | 30 Jun 20 | 30 Jun 21 | 30 Jun 22 | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 |

Comprehensive Income Statement

| | | | | | | | | | | | | | | |
|---|--------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Rates and Charges | \$'000 | 10,685 | 10,939 | 11,677 | 13,800 | 14,359 | 15,007 | 15,685 | 16,394 | 17,138 | 17,916 | 18,732 | 19,584 | 20,479 |
| Grants - Operating (Recurrent) | \$'000 | 3,558 | 4,218 | 5,911 | 4,080 | 3,776 | 3,776 | 3,776 | 3,776 | 3,776 | 3,776 | 3,776 | 3,776 | 3,776 |
| Grants - Capital (Recurrent) | \$'000 | 297 | 2,062 | - | - | 2,071 | 1,528 | 1,528 | 1,528 | 1,528 | 1,528 | 1,528 | 1,528 | 1,528 |
| Grants - Capital (Non-recurrent) | \$'000 | 408 | 1,720 | 60 | 5,546 | - | 205 | 205 | 205 | 205 | 205 | 205 | 205 | 205 |
| Reimbursements and Subsidies | \$'000 | 1 | 2 | - | - | - | - | - | - | - | - | - | - | - |
| User Charges | \$'000 | 1,757 | 1,897 | 2,014 | 1,875 | 1,969 | 2,067 | 2,171 | 2,279 | 2,393 | 2,513 | 2,638 | 2,770 | 2,909 |
| Statutory Fees and Fines | \$'000 | 137 | 133 | 208 | 181 | 219 | 219 | 219 | 219 | 219 | 219 | 219 | 219 | 219 |
| Total Revenue from Operating Activities | \$'000 | 16,843 | 20,971 | 19,870 | 25,482 | 22,394 | 22,802 | 23,584 | 24,401 | 25,259 | 26,157 | 27,098 | 28,083 | 29,116 |
| Interest Revenue | \$'000 | 690 | 428 | 348 | 670 | 288 | 277 | 384 | 439 | 496 | 542 | 597 | 677 | 775 |
| Other Revenue Outside of Operating Activities | \$'000 | 154 | 314 | 161 | 140 | 92 | 92 | 92 | 92 | 92 | 92 | 92 | 92 | 92 |
| Total Revenue from Outside Operating Activities | \$'000 | 844 | 742 | 509 | 810 | 380 | 369 | 476 | 531 | 588 | 634 | 689 | 769 | 867 |
| Total Revenue | \$'000 | 17,687 | 21,713 | 20,379 | 26,292 | 22,773 | 23,171 | 24,060 | 24,932 | 25,847 | 26,791 | 27,787 | 28,851 | 29,982 |
| Employee Costs | \$'000 | (6,644) | (6,553) | (6,865) | (6,832) | (7,037) | (7,248) | (7,466) | (7,689) | (7,920) | (8,158) | (8,402) | (8,655) | (8,914) |
| Materials & Consumables | \$'000 | (7,219) | (7,596) | (8,209) | (10,146) | (10,450) | (10,764) | (11,087) | (11,419) | (11,762) | (12,115) | (12,478) | (12,853) | (13,238) |
| Depreciation | \$'000 | (13,166) | (13,669) | (10,125) | (11,001) | (11,207) | (11,393) | (11,576) | (11,761) | (11,956) | (12,155) | (12,333) | (12,492) | (12,669) |
| Other Expenses | \$'000 | - | - | - | (2) | - | (2) | - | (2) | - | (2) | - | (2) | - |
| Total Operating Expenses | \$'000 | (27,029) | (27,818) | (25,199) | (27,981) | (28,694) | (29,407) | (30,128) | (30,872) | (31,638) | (32,430) | (33,213) | (34,001) | (34,821) |
| Net Surplus/(Deficit) from Operations | \$'000 | (9,342) | (6,105) | (4,820) | (1,689) | (5,921) | (6,236) | (6,069) | (5,939) | (5,792) | (5,638) | (5,426) | (5,150) | (4,839) |
| Net Gain/(Loss) on Disposal of Property Plant & Equipment | \$'000 | (31) | (1) | 19 | - | - | - | - | - | - | - | - | - | - |
| Total Adjustments | \$'000 | (31) | (1) | 19 | - | - | - | - | - | - | - | - | - | - |
| Operating Surplus/(Deficit) after Adjustments | \$'000 | (9,373) | (6,106) | (4,801) | (1,689) | (5,921) | (6,236) | (6,069) | (5,939) | (5,792) | (5,638) | (5,426) | (5,150) | (4,839) |
| Adjusted Underlying Surplus (Deficit) | \$'000 | (9,781) | (7,826) | (4,861) | (7,236) | (5,921) | (6,441) | (6,274) | (6,144) | (5,997) | (5,843) | (5,631) | (5,355) | (5,044) |

Period end 30 Jun 20 30 Jun 21 30 Jun 22 30 Jun 23 30 Jun 24 30 Jun 25 30 Jun 26 30 Jun 27 30 Jun 28 30 Jun 29 30 Jun 30 30 Jun 31 30 Jun 32

Balance Sheet

| | | | | | | | | | | | | | | |
|--|--------|---------|---------|---------|---------|---------|---------|----------|----------|----------|----------|----------|----------|----------|
| Cash and Cash Equivalents | \$'000 | 23,903 | 23,823 | 22,484 | 18,807 | 17,497 | 16,798 | 16,269 | 15,353 | 14,734 | 15,105 | 16,152 | 17,813 | 19,781 |
| Trade and Other Receivables | \$'000 | 2,926 | 2,953 | 2,639 | 5,509 | 5,374 | 5,582 | 5,813 | 6,056 | 6,292 | 6,575 | 6,854 | 7,145 | 7,430 |
| Total Current Assets | \$'000 | 26,829 | 26,776 | 25,123 | 24,315 | 22,871 | 22,380 | 22,082 | 21,408 | 21,026 | 21,680 | 23,005 | 24,958 | 27,211 |
| Property Plant and Equipment | \$'000 | 2,059 | 52,650 | - | 990 | 1,345 | 1,718 | 1,946 | 2,895 | 4,055 | 4,318 | 4,390 | 4,262 | 4,273 |
| Infrastructure Assets | \$'000 | 299,311 | 242,837 | 401,189 | 401,144 | 396,471 | 390,552 | 384,740 | 378,719 | 372,327 | 365,997 | 359,382 | 352,624 | 345,723 |
| Right-of-Use Assets | \$'000 | - | 12 | - | - | - | - | - | - | - | - | - | - | - |
| Other Financial Assets | \$'000 | 4,365 | 5,457 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 | 4,407 |
| Total Non Current Assets | \$'000 | 305,735 | 300,956 | 405,596 | 406,541 | 402,223 | 396,677 | 391,093 | 386,021 | 380,789 | 374,722 | 368,179 | 361,294 | 354,403 |
| Total Assets | \$'000 | 332,564 | 327,732 | 430,719 | 430,856 | 425,094 | 419,057 | 413,175 | 407,429 | 401,816 | 396,401 | 391,184 | 386,252 | 381,614 |
| Trade and Other Payables | \$'000 | 4,497 | 5,834 | 4,019 | 5,843 | 6,002 | 6,199 | 6,385 | 6,576 | 6,755 | 6,977 | 7,186 | 7,402 | 7,603 |
| Current Provisions | \$'000 | 605 | 646 | 620 | 621 | 621 | 622 | 622 | 624 | 624 | 625 | 625 | 626 | 626 |
| Current Interest Bearing Liabilities | \$'000 | 33 | 14 | - | - | - | - | - | - | - | - | - | - | - |
| Total Current Liabilities | \$'000 | 5,135 | 6,494 | 4,639 | 6,464 | 6,623 | 6,821 | 7,007 | 7,200 | 7,379 | 7,602 | 7,811 | 8,028 | 8,229 |
| Non Current Provisions | \$'000 | 432 | 348 | 381 | 382 | 382 | 383 | 383 | 383 | 383 | 384 | 384 | 385 | 385 |
| Total Non Current Liabilities | \$'000 | 432 | 348 | 381 | 382 | 382 | 383 | 383 | 383 | 383 | 384 | 384 | 385 | 385 |
| Total Liabilities | \$'000 | 5,567 | 6,842 | 5,020 | 6,846 | 7,005 | 7,204 | 7,390 | 7,583 | 7,762 | 7,986 | 8,195 | 8,413 | 8,614 |
| Net Assets | \$'000 | 326,997 | 320,890 | 425,699 | 424,010 | 418,089 | 411,853 | 405,785 | 399,845 | 394,054 | 388,415 | 382,989 | 377,839 | 373,000 |
| Accumulated Surplus | \$'000 | 11,433 | 6,586 | 1,303 | 2,247 | (2,071) | (7,617) | (13,202) | (18,275) | (23,505) | (29,575) | (36,117) | (43,003) | (49,894) |
| Waste Management Reserve | \$'000 | 4,785 | 4,840 | 5,124 | 3,246 | 3,215 | 3,215 | 3,195 | 3,195 | 3,005 | 2,785 | 2,645 | 2,625 | 2,625 |
| Asset Reserve | \$'000 | 11,560 | 12,154 | 8,941 | 11,364 | 9,814 | 9,124 | 8,661 | 7,838 | 7,492 | 8,200 | 9,496 | 11,252 | 13,304 |
| Election Reserve | \$'000 | 100 | 100 | 100 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 |
| Disaster Recovery Reserve | \$'000 | 500 | 500 | 500 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Strategic Initiatives Reserves | \$'000 | 500 | 500 | 500 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 | 400 |
| Unexpended Grants Reserve | \$'000 | 2,372 | - | 2,574 | - | - | - | - | - | - | - | - | - | - |
| Thorak Regional Cemetery | \$'000 | 665 | 1,009 | 1,720 | 1,552 | 1,530 | 1,530 | 1,530 | 1,486 | 1,461 | 1,404 | 1,364 | 1,364 | 1,364 |
| Unexpended Capital Works Reserve | \$'000 | 12 | 642 | 631 | - | - | - | - | - | - | - | - | - | - |
| Cash for Cans Reserve | \$'000 | - | - | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 |
| Developer Contribution Reserve - DCP/ICP | \$'000 | 768 | 257 | 281 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 | 576 |
| Asset Revaluation Reserve | \$'000 | 294,302 | 294,302 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 | 403,912 |
| Total Equity | \$'000 | 326,997 | 320,890 | 425,699 | 424,010 | 418,089 | 411,853 | 405,785 | 399,845 | 394,054 | 388,415 | 382,989 | 377,839 | 373,000 |

| | | | | | | | | | | | | | |
|--------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| Period start | 1 Jul 19 | 1 Jul 20 | 1 Jul 21 | 1 Jul 22 | 1 Jul 23 | 1 Jul 24 | 1 Jul 25 | 1 Jul 26 | 1 Jul 27 | 1 Jul 28 | 1 Jul 29 | 1 Jul 30 | 1 Jul 31 |
| Period end | 30 Jun 20 | 30 Jun 21 | 30 Jun 22 | 30 Jun 23 | 30 Jun 24 | 30 Jun 25 | 30 Jun 26 | 30 Jun 27 | 30 Jun 28 | 30 Jun 29 | 30 Jun 30 | 30 Jun 31 | 30 Jun 32 |

Cash Flow Statement

| | | | | | | | | | | | | | | |
|---|--------|---------|---------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| Rates and Charges Received | \$'000 | 10,211 | 11,060 | 12,465 | 11,437 | 14,188 | 14,781 | 15,462 | 16,161 | 16,909 | 17,645 | 18,464 | 19,304 | 20,203 |
| Grants - Operational Received | \$'000 | 3,919 | 6,217 | 5,878 | 3,905 | 3,802 | 3,775 | 3,776 | 3,776 | 3,777 | 3,775 | 3,776 | 3,776 | 3,777 |
| Grants - Capital Received | \$'000 | 1,792 | 1,365 | - | 5,309 | 2,357 | 1,760 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 | 1,733 |
| Interest Received | \$'000 | 690 | 428 | 98 | 670 | 288 | 277 | 384 | 439 | 496 | 542 | 597 | 677 | 775 |
| User Fees Received | \$'000 | 1,941 | 2,041 | 2,215 | 1,795 | 1,961 | 2,059 | 2,162 | 2,270 | 2,384 | 2,502 | 2,628 | 2,759 | 2,898 |
| Statutory Fees and Fines Received | \$'000 | 139 | 134 | 208 | 173 | 216 | 219 | 219 | 219 | 219 | 219 | 219 | 219 | 219 |
| Other Revenue Received | \$'000 | 2,136 | 1,382 | 1,428 | 134 | 96 | 92 | 92 | 92 | 92 | 92 | 92 | 92 | 92 |
| Employee Costs Paid | \$'000 | (7,166) | (6,902) | (6,894) | (6,657) | (7,022) | (7,229) | (7,448) | (7,671) | (7,903) | (8,136) | (8,382) | (8,634) | (8,895) |
| Materials and Consumables Paid | \$'000 | (8,299) | (7,210) | (11,653) | (8,497) | (10,307) | (10,586) | (10,919) | (11,246) | (11,600) | (11,914) | (12,289) | (12,658) | (13,056) |
| Net Cash flows from Operating Activities | \$'000 | 5,363 | 8,515 | 3,745 | 8,269 | 5,579 | 5,148 | 5,462 | 5,773 | 6,107 | 6,457 | 6,837 | 7,268 | 7,746 |
| Payment for Property Plant and Equipment and Infrastructure | \$'000 | (5,167) | (9,070) | (5,254) | (11,946) | (6,889) | (5,847) | (5,991) | (6,689) | (6,725) | (6,087) | (5,790) | (5,607) | (5,778) |
| Proceeds from Property Plant and Equipment and Infrastructure | \$'000 | 79 | 179 | 149 | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Investing Activities | \$'000 | (5,088) | (8,891) | (5,105) | (11,946) | (6,889) | (5,847) | (5,991) | (6,689) | (6,725) | (6,087) | (5,790) | (5,607) | (5,778) |
| Repayments of Interest Bearing Loans and Borrowings | \$'000 | (30) | 316 | - | - | - | - | - | - | - | - | - | - | - |
| Repayment of lease liabilities | \$'000 | (18) | (20) | (16) | - | - | - | - | - | - | - | - | - | - |
| Net Cash flows from Financing Activities | \$'000 | (48) | 296 | 21 | - | - | - | - | - | - | - | - | - | - |
| Net Change in Cash Held | \$'000 | 227 | (80) | (1,339) | (3,677) | (1,310) | (699) | (529) | (916) | (618) | 370 | 1,047 | 1,661 | 1,968 |
| Cash at Beginning of the Financial Year | \$'000 | 23,676 | 23,903 | 23,823 | 22,484 | 18,807 | 17,497 | 16,798 | 16,269 | 15,353 | 14,734 | 15,105 | 16,152 | 17,813 |
| Cash at End of the Financial Year | \$'000 | 23,903 | 23,823 | 22,484 | 18,807 | 17,497 | 16,798 | 16,269 | 15,353 | 14,734 | 15,105 | 16,152 | 17,813 | 19,781 |
| Unrestricted Cash | \$'000 | 23,903 | 23,823 | 2,000 | 956 | 1,249 | 1,240 | 1,194 | 1,145 | 1,087 | 1,027 | 958 | 883 | 799 |
| Restricted Cash (due to reserves) | \$'000 | - | - | 20,484 | 17,851 | 16,248 | 15,558 | 15,075 | 14,208 | 13,647 | 14,078 | 15,194 | 16,930 | 18,982 |
| | \$'000 | 23,903 | 23,823 | 22,484 | 18,807 | 17,497 | 16,798 | 16,269 | 15,353 | 14,734 | 15,105 | 16,152 | 17,813 | 19,781 |



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.01.05 |
| Report Title: | FIN09 Risk Management and Audit Committee |
| Author: | Rebecca Taylor, Policy and Governance Program Leader |
| Recommending Officer: | Maxie Smith, Director Corporate and Community |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Draft FIN09 Risk Management and Audit Committee |

Executive Summary

This report presents the draft FIN09 Risk Management and Audit Committee policy.

Recommendation

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

Background

At the Risk Management and Audit Committee (RMAC) meeting held on 26 October 2022, the Committee received and noted the results of the self-assessed performance review of the committee. The results identified the following key areas of interest:

- Composition of RMAC;
- RMAC's ability to communicate and react quickly to an incident;
- Onboarding and continuing education; and
- Oversight of internal audits and financial oversight.

In response to the above, the following changes to policy FIN09 Risk Management and Audit Committee were presented and discussed at the February RMAC meeting:

- Wording amended to include scope for a further independent member;
- A broad onboarding statement has been included;
- Removal of the whistleblowing reference as this component is included in FIN10 Fraud Protection Plan;
- Removal of reference to distribute minutes to Council (4.8.2);
- Provision added to review governance policies (4.9.2);
- Updated legislation and policy references; and
- Minor administration changes.

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

FIN09 Risk Management and Audit Committee policy has been amended in accordance with relevant legislation.

Risks

Nil identified.

Community Engagement

Not applicable.

Risk Management & Audit Committee **FIN09**

| | |
|---------------------|---|
| Name | FIN09 Risk Management & Audit Committee |
| Policy Type | Council |
| Responsible Officer | Chief Executive Officer |
| Approval Date | 21/03/2023 18/04/2023 |
| Review Date | 20/03/2027 17/04/2027 |

1. Purpose

This Policy sets out the terms of reference for the Risk Management and Audit Committee. ~~The Committee is an Advisory Committee established~~ pursuant to Part 5.3 of the *Local Government Act 2019*.

2. Scope

The Risk Management and Audit Committee is an ~~a~~Advisory ~~c~~Committee of Council responsible for monitoring the compliance by Council with the proper standards of financial management, and compliance by Council with the *Local Government (General) Regulations* and the Accounting Standards. In addition, the Committee monitors, reviews, and advises the Chief Executive Officer on compliance, risk management and policy matters, and acts as an independent line of reporting by the auditor to Council.

3. Definitions

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

| Term | Definition |
|-------------|--|
| Committee | This term refers to the Risk Management and Audit Committee. |
| The Act | The term refers to the <u>Northern Territory most recent</u> Local Government Act 2019 of the Northern Territory. |
| Regulations | This term refers to <u>the Northern Territory recent</u> Local Government (General) Regulations in the 2021. Northern Territory. |

4. Policy Statement

4.1. Membership

- 4.1.1. The Committee shall consist of at least one independent member and two Elected Members of Council not including the Mayor. The minimum size of the Committee shall be three members.
- 4.1.2. The chairperson of the committee must be an independent member.
- 4.1.3. The Chief Executive Officer (CEO) shall provide an agenda for each meeting, with the Executive Assistant to the CEO providing secretariat services. The Chief Executive Officer and ~~Chief Financial Officer~~relevant staff will be invited to attend each Committee meeting.
- 4.1.4. Council's external and internal auditors may be invited to attend meetings of the Committee.

4.2. Appointment and Termination of Committee Members

- 4.2.1. ~~Members of the Committee are appointed by the Council for a period of up to four years.~~ Appointment to the Committee from among the Elected Members of Council ~~shall~~can be for a period of up to ~~one~~four years, or until the end of the term of the Council. Elected Members appointed to the Committee ~~members~~ cease being a member of the committee if they are no longer an elected member of the Council.

4.2.2. Independent member(s) of the Committee shall be appointed for a period of up to four years, commencing part-way through an election cycle where possible, so that their terms overlap each Council election and provide some continuity. Appointees may be reappointed by Council. Independent members can be terminated by the Council subject to the appointment agreement.

~~4.2.2.~~

- 4.2.3. The selection process for the independent member (s) should consider the following factors when assessing the applicants:
 - Level of understanding of local government and the environment in which they operate;
 - Level of knowledge and practical exposure on governance and financial management practices;
 - Capacity to dedicate adequate time on the committee;
 - Depth of knowledge of regulatory and legislative requirements; and
 - Ability to maintain professional relationships with staff, council members and other stakeholders.

- 4.2.4. Members are to be appropriately onboarded to the committee.

4.3. Voting Right of Committee Members

- 4.3.1. Only members of the Committee are entitled to vote in the Committee meetings. All Committee members have equal voting rights. Unless otherwise required (by the conflict of interest provision in the Act) and each member must vote on every matter that is before the committee for decision.

- 4.3.2. Where a vote is taken and the result is undecided the chairperson has the casting vote.

4.4. Remuneration Committee Members

- 4.4.1. ~~The Independent~~ members Chair shall be remunerated for the ~~for~~ preparation and attendance at each Committee meeting at the C1 daily rate identified in the Northern Territory Government Statutory Bodies Classification Remuneration of Board Members as amended from time to time.

- 4.4.2. Elected members serving on the Committee shall be remunerated ~~as per~~ in accordance with Council Policy EM05 Council Member Allowances and Support policy.

4.5. Committee Performance and Review

- 4.5.1. The chairperson, in consultation with the Chief Executive Officer, will initiate a self-assessment review of performance of the committee at least once every four years.
- 4.5.2. The review will be conducted on a self-assessment basis with appropriate input sought from the Chief Executive Officer, the auditors, Elected Members, management and any other relevant stakeholders, as determined by the Chief Executive Officer.

4.6. Quorum

- 4.6.1. The quorum for the transaction of business shall be one independent member and one committee member that is a member of the Council. A duly convened meeting of the Committee at which a quorum is present shall be competent to exercise all of the authorities, powers and discretions vested in or exercisable by the Committee.

4.7. Meetings

- 4.7.1. Where agenda items are addressed in confidential, this shall be done in compliance with Part 4 section 51 Confidential Information ~~and Business~~ of the *Regulations*.
- 4.7.2. Notice of each meeting confirming the venue, time and date, together with an agenda of items to be discussed, shall be forwarded to each member of the Committee and observers, no later than three clear days before the date of the meeting.
- 4.7.3. The committee shall meet a minimum of four time per year as per a meeting schedule set at the last meeting of the previous year to accommodate the reporting and audit cycle.

4.8. Minutes of Meetings

- 4.8.1. The ~~Chief Executive Officer~~CEO shall ensure that the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance are minuted^d and that the minutes otherwise comply with the requirements of all Regulations.
- 4.8.2. Minutes shall be circulated within five days after a meeting to all members of the Committee ~~and to all members of the Council~~ and will (as appropriate) be made available to the public within ten business days after the meeting on the Council's website.
- 4.8.3. The ~~Chief Executive Officer~~CEO maintains a register of audit report recommendations and action taken to address these recommendations. The Committee considers any follow-up action required pursuant to the report or the implementation of report recommendations.
- 4.8.4. The ~~Chief Executive Officer~~CEO shall provide sufficient administrative resources to the Committee to enable it to adequately carry out its functions.
- 4.8.5. ~~After meeting, the~~Following the meeting, the minutes shall be tabled at the next Council meeting, in accordance with the Act. Any recommendations and key issues from the Committee shall also be discussed. ~~Committee shall report to Council at the next Council Meeting including the Committee's recommendations and key issues of discussion to council.~~

4.9. Role of the Committee

4.9.1. Financial Reporting

- 4.9.1.1. The Committee shall monitor the integrity of the
- annual financial statements of the Council, reviewing significant financial reporting issues and judgements which they contain; and
 - the annual report.
- 4.9.1.2. The Committee shall review and challenge where necessary:
- The consistency of, and/or any changes to, accounting policies;
 - The methods used to account for significant or unusual transactions where different approaches are possible;
 - Whether the Council has followed appropriate accounting standards and made appropriate estimates and judgements, taking into account the views of the external auditor;
 - The clarity of disclosure in the Council's financial reports and the context in which statements are made; and
 - All material information presented with the financial statements.

4.9.2. Internal Controls and Risk Management Systems

The Committee shall:

- Keep under review the effectiveness of the Council's internal controls and risk management systems; and
- Review and recommend the approval, where appropriate, of any material to be included in the annual report concerning internal controls and risk management; and
- Review and challenge where necessary the consistency of, and/or any changes to, Council's governance policies.

4.9.3. ~~Whistle Blowing~~Fraud Protection

~~4.9.3.1. The Committee shall review the Council's arrangements for its employees to raise concerns, in confidence, about possible wrongdoing in financial recording or reporting or other matters. The Committee shall ensure these arrangements allow independent investigations of such matters and appropriate follow up action.~~

~~4.9.3.2.~~4.9.3.1. Review the effectiveness of the Fraud Protection Plan established by the Chief Executive Officer pursuant to Section 6(1)(d)(i) of the Local Government (General) Regulations.

4.9.4. Internal Audit

The Committee shall:

- 4.9.4.1. Monitor and review the effectiveness of the Council's internal audit function in the context of the Council's overall risk management system;
- 4.9.4.2. Consider and make recommendation on the program of the internal audit function and the adequacy of its resources and access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- 4.9.4.3. Review all reports on the Council's operations from the internal auditors;
- 4.9.4.4. Review and monitor management's responsiveness to the findings and recommendations of the internal auditor; and
- 4.9.4.5. Where appropriate, meet with an internal auditor as required without management present, to discuss any issues arising from an internal audit that has been conducted. In addition, the Internal Auditor shall be given the right of direct access to the Principle member of the committee.

4.9.5. External Audit

The Committee shall:

- 4.9.5.1. Monitor the supply of non-audit services by the external auditor, taking into account any relevant ethical guidance on the matter;

- 4.9.5.2. Consider and make recommendations to the Council, in relation to the appointment, re-appointment and removal of the Council's external auditor.
- 4.9.5.3. Monitor Council's relationship with the external auditor including, but not limited to:
- Recommending the approval of the external auditor's remuneration, covering fees for both audit or non-audit services, and recommending whether the level of fees is appropriate to enable an adequate audit to be conducted;
 - Recommending the approval of external auditor's terms of engagement,
 - including any engagement letter issues at the commencement of each audit and the scope of the audit;
 - Assessing the external auditor's independence and objectivity taking into account relevant professional and regulatory requirements and the extent of Council's relationship with the auditor, including the provision of any non-audit services;
 - Satisfying itself that there are no relationships (such as family, employment, investment, financial or business) between the external auditor and the Council (other than in the ordinary course of business); and
 - Assessing the external auditor's qualifications, expertise and resources and the effectiveness of the audit process (which shall include a report from the external auditor on the Audit Committee's own internal quality procedures);
- 4.9.5.4. Meet the external auditor at least once a year and more often as needed, without management being present; to discuss the external auditor's report and any issues arising from the audit;
- 4.9.5.5. Review and make recommendations on the annual audit plan, and in particular its consistency with the scope of the external audit engagement;
- 4.9.5.6. Review the findings of the audit with the external auditor. This shall include, but not be limited to, the following:
- A discussion of any major issues which arose during the external audit;
 - Any accounting and audit judgements, and
 - Levels of errors identified during the external audit.
- 4.9.5.7. Review the effectiveness of the external audit;
- 4.9.5.8. Review any representation letter(s) requested by the external auditor before they are signed by management;

- 4.9.5.9. Review the subsequent audit management letter from the external auditor and management's proposed response, by Council, to the external auditor's findings and recommendations in that audit management letter.

4.10. Conflict of Interest

- 4.10.1. Committee members must declare any real or perceived conflicts of interest when joining the committee, annually and at the start of each meeting before discussion of the relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.
- 4.10.2. Where a Committee member is deemed to have a real or perceived conflict of interest, at the chairperson's discretion, it may be appropriate that the person is excused from committee deliberations on the agenda item where a conflict of interest exists, or if necessary excused from the meeting.

4.11. Committee Access to Council Records and Resources

- 4.11.1. The Chief Executive Officer will provide the necessary council records and reports for the audit committee to undertake its role and responsibilities subject to any confidentiality provisions in the Local Government Act or other legislative provisions.
- 4.11.2. With consideration of legal and confidentiality implications, via the Chief Executive Officer the Committee is authorised to:
- Obtain any information it requires from any employee and/or external party.
 - Discuss any matters with the external auditor, or other external parties.
 - Request the attendance of any employee at committee meetings.
 - Obtain external legal or other professional advice, as considered necessary to meet its responsibilities, contingent on a decision by Council to fund such advice.
- 4.11.3. The audit committee has no authority to procure resources independently of council.

4.12. Review of Terms of Reference

- 4.12.1. Every four years the committee will review its Terms of Reference to ensure it is consistent with the perceived needs ~~of~~^{of} the council. This review will be in consultation with the Chief Executive Officer.
- 4.12.2. The outcome and recommendations will be given to council as part of this policy to consider.
- 4.12.3. While the Committee is required to review these Terms of Reference and make recommendations to Council, it has no power or authority to amend or alter the committee's Terms of Reference.

5. Associated Documents

Litchfield Council Policies

6. References and Legislation

Local Government Act and associated Regulations, Ministerial Guidelines and General Instructions.

7. Review History

| Date Reviewed | Description of changes (Inc Decision No. if applicable) |
|-----------------|---|
| 19/11/2015 | Policy Adopted |
| 18/10/2017 | Policy reviewed (Decision No. 1718/089) to remove reference to individual member performance review |
| 20/11/2019 | Policy updated (Decision No. 1920-097). Public access to meeting, policy review cycle, external auditor meetings. |
| 09/08/2021 | Minor administrative changes made, including formatting and new regulation titles. Policy review date to remain the same. |
| <u>--/--/--</u> | <u>Review</u> |



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.02.01 |
| Report Title: | FAQ's Council Member Allowances – Remuneration Tribunal Determination |
| Author: | Maxie Smith, Director Corporate and Community |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: FAQs Council member allowances from 1 July 2023 – Remuneration Tribunal Determination |

Executive Summary

This report presents to Council the Frequently Asked Questions (FAQ's) sheet relating to the change to Council member allowances from 1 July 2023 following the Remuneration Tribunal Determination.

Recommendation

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

Background

Following the recent review of allowances for Members of Local Government Councils undertaken by the Remuneration Tribunal, the FAQ sheet as at Attachment A was provided by the Local Government division of the Department of the Chief Minister and Cabinet (Department).

The FAQ sheet was created following discussions had by the Department with LGANT and other stakeholders, to answer some commonly asked questions regarding the Remuneration Tribunal Determination No. 1 of 2023 – Allowances for Members of Local Government Councils.

The Department requested that this FAQ sheet be tabled at the next council meeting. Council is currently undertaking a review of all policies relating to council member allowances to ensure consistency with the Determination. All policies that require updating will be presented to Council for approval.

The Determination comes into effect from 1 July 2023 and replaces [Guideline 2A: council member allowances](#) in accordance with section 353 of the *Local Government Act 2019*. The Remuneration Tribunal's reports and determinations are published on the Department's [website](#).

Links with Strategic Plan

Performance - An Effective and Efficient Organisation

Legislative and Policy Implications

Section 353 of the *Local Government Act 2019*.
EM05 Council Member Allowance and Support.

Risks

Nil identified.

Community Engagement

Not applicable to this report.

Council member allowances – from 1 July 2023

Frequently asked questions

The Remuneration Tribunal (the Tribunal) Report and Determination No. 1 of 2023 - Allowances for Members of Local Government Councils was made on 24 January 2023 (and tabled in the Northern Territory Legislative Assembly on 14 February 2023). Below are answers to some commonly asked questions regarding the Determination.

This document was created by the Department of the Chief Minister and Cabinet following discussions with the Local Government Association of the Northern Territory and other stakeholders. It does not form part of the Determination but aims to assist council members and staff in understanding the Determination.

2 – Allowances

Will the council need to make a decision to adopt the allowances?

The Determination sets the value of Councillors Allowance, Deputy Principal Members Additional Allowance and Principal Members Additional Allowance. The exception is Belyuen and Wagait Councils, which are given an allowance of an amount approved by Council 'up to' a certain value. These are the only councils that need to make a separate decision adopting the allowances.

The Determination shows an annual allowance, does that mean the full allowance is paid once per year?

No, the Determination sets the capped annual allowances for each council, an 'up to' amount that is claimable under each allowance. Allowances are paid in accordance with Council policy, usually occurring fortnightly or monthly.

There seems to be a significant drop in both the Deputy Principal Member and Principal Member allowances, is that right?

No, the allowances determined for Deputy Principal Members Additional Allowance and Principal Members Additional Allowance are in addition to the Councillors' Allowance. Appendix A to the Report compares the current allowances with the new allowances and provides the total allowance for the Mayor (principal member) and Deputy Mayor (deputy principal member).

3 – Inclusions of all allowances

If, before 1 July 2023, a council provided an allowance to members that was not required under the Local Government Act 2019, for example an allowance for internet and phones, does it now need to come out of the allowances covered by the Determination? Can the council make a decision to pay allowances not mentioned in the Determination?

As the Determination now sets out what the allowances are to cover, for example it now specifies "contribution towards phone and internet usage", a council cannot pay another allowance towards such usage. However, there may be circumstances where, subject to council policy, it is appropriate for a council to supply a member with a phone, computer or related equipment, or reimburse a member's cost of purchasing such equipment.

4 - Extra Meeting/Activity Allowance

The Determination shows allowances for 'normal business hours', what does this mean and how is the fee set for Council activities/meetings held outside normal business hours?

The expression "normal business hours" is mentioned at paragraph 4.2, although the Determination does not specify an allowance for meetings after hours or an option for Council to self-determine their allowances. As such, extra meetings or activities (both during and outside of business hours) should be paid at the rates listed for meetings during business hours, based on the time that meeting/activity takes.

Are the Extra Meeting/Activity Allowance limits of \$10,000 per year (paragraph 4.1) and \$1,000 per year (paragraph 4.2) per council or member?

These are capped amounts set out for each council. The \$10,000 capped Extra Meeting Allowance is only available to municipal and regional councils members (except principal member) and the \$1,000 capped Extra Meeting Allowance is only for councillors of community councils (excludes principal member and deputy principal member).

Are deputy principal members entitled to the Extra Meeting/Activity Allowance?

Yes, deputy principal members are eligible to access the Extra Meeting/Activity Allowance as per paragraph 4.1 of the Determination. In paragraph 5 of the Report, the Tribunal is concerned with the Extra Meeting Allowance being restricted and have now restructured it to be more accessible.

If a council member has to cancel their attendance at a meeting or activity for which they have already received an allowance, are they required to repay the allowance?

The Determination does not specify requirements for payment or repayments of allowances. Allowances are normally paid in arrears.

If a council member is unable to attend a meeting or activity due to illness or unforeseen circumstances, can they still claim allowances for the missed meeting or activity?

No, a council member can only claim allowances for a meeting/activity they were present for.

Is there a minimum part/amount of time required for the attendance at a meeting to get the allowance, for example attendance at 80 per cent of the scheduled meeting?

The Determination does not specify the minimum attendance time required per meeting. However, it is common for councils to have established policies and procedures in place for meetings and the payment of allowances to council members. The Determination does nominate different amounts for the time period in attendance, including up to 2 hours, between 2 and 4 hours and more than 4 hours. For example, if a council member attends a meeting/activity for 1.5 hours and the full meeting was for 4 hours, the member is entitled to the 'up to 2 hour' amount (\$200).

Can a council member claim the extra meeting/activity allowance for attending a meeting or activity via telephone/video conference?

Yes, under sections 95(3)(a) and 98(3)(a) of the *Local Government Act 2019*, the member's attendance at the meeting by means of an audio or audiovisual conferencing system is authorised in accordance with a council resolution establishing a policy for attendance in such a manner.

5 - Professional development

Are there any limitations on the number of professional development courses that a council member can take per year?

The Determination does not limit the number of professional development courses that a council member can attend each year. However, the course must be relevant to their role as councillor and be approved by the council.

If a member needs to book flights and accommodation to get to the professional development course, would that be covered under the Professional Development Allowance?

The Determination does not specify if the Professional Development Allowance may be claimed for the costs (including travel, accommodation and meals) in attending a training course approved by Council. Whether or not these related costs can be claimed is a matter of council policy.

For proof of completion of a professional development course, will a pass grade be required (if applicable) or will a confirmation of attendance from the provider be suitable?

The Determination does not specify requirements for attendance or passing a course in order to be eligible for the Professional Development Allowance. This should continue to be managed in line with council policy.

If a professional development course or several courses will cost more than the yearly allowance, can a councillor use their allowance for the following year?

Yes, as long as it is still within their elected term. The Determination sets out in paragraph 5.4 that a total of two years' worth of allocations can be used in one financial year, as long as the councillor would still be within their elected term. Alternatively, if a councillor uses part or none of the allowance in one financial year, the allowance will be carried over for the following financial year only, although it will not continue to be carried across further years, even if the councillor is still in term during those years. For example, if the allowance is not accessed for two years, the councillor will lose access to one years' worth of the allowance.

If a council member does not wish to attend any professional development courses, can their allowance go towards other council members to top up their allowance, for example be pooled for others to use?

No, the Professional Development Allowance is capped at \$1,000 per financial year for each councillor and principal member of community councils (if approved by council) and \$4,000 per financial year for each member of municipal and regional councils. If a council member does not access any of their Professional Development Allowance it cannot be accessed by other council members that have exhausted their capped allowance and it does not get pooled towards any other allowance or person.

6 – Vehicle allowance

The reimbursement for vehicle use at the Australian Taxation Office (ATO) rate (78 cents per kilometre in 2022-23) may not fully compensate members for travel time or wear and tear on their vehicles. Is there a way the council can 'top up' the allowance?

No, nothing can be paid above the ATO rate to compensate for vehicle usage.

Can a council member claim a Vehicle Allowance for travel outside of the council's jurisdiction?

Yes, as long as the member is not receiving a vehicle provision or travelling in a council vehicle, and it falls within the circumstances set out in paragraph 6.3. For example, a council member may need to travel outside of the council's jurisdiction to attend an approved function over 50 kilometres from home.

If a councillor travels 30 kilometres from home in their private vehicle to attend an approved meeting/activity, will the councillor be eligible for the vehicle allowance?

No, for a councillor to be eligible for the Vehicle Allowance, they must also travel more than 50 kilometres from their home to attend a meeting/activity with a minimum round trip of 100 kilometres.

What happens if a councillor's vehicle allowance exceeds the capped amount?

The Vehicle Allowance is capped at \$5,000 per financial year for each councillor. If a councillor reaches the capped amount, the councillor is not eligible for further Vehicle Allowances for that financial year and reimbursement cannot be sought in the following year. However, in some circumstances, kilometres not claimed for an allowance, might be claimable as a tax deduction.

Are councillors required to keep a logbook to claim the Vehicle Allowance?

The Determination does not specify requirements for councillors to keep a logbook. However, subject to council policy, it is important for councillors to keep thorough documentation and records when claiming reimbursement for vehicle expenses. Maintaining a diary, logbook or using GPS-enabled phone applications are acceptable methods for tracking travel and keeping accurate records.

7 – Provision of motor vehicle

Is it the council's or the principal member's decision whether to have a vehicle provided or a Vehicle Allowance? For example it may be financially better for the principal member to take an allowance, but financially better for the council to provide a vehicle.

For municipal and regional councils, it is the council's decision whether to provide the principal member with a vehicle or the Vehicle Allowance. However, a council should support its principal member. Accordingly, councils are encouraged to find out what the principal member's preference is, and where reasonable to do so, accommodate that preference.

If a council member is acting as principal member, do they gain access to the principal member's Vehicle Allowance at paragraph 7.2?

No, an acting principal member does not receive any additional allowances under the Determination. They will only be eligible for their usual Vehicle Allowance set out in paragraph 6. However, they may attend more meetings or activities than they otherwise would and be eligible for more Extra Meeting/Activity Allowance payments.

8 - Travel allowance

Can I claim the daily Travel Allowance and/or breakfast, lunch or dinner for a full day trip from 7am to 7pm whilst on approved Council business?

No, Travel Allowance including food, drinks, incidentals and the daily allowance cannot be claimed for day trips.

Can a council member claim the Travel Allowance if they are attending a meeting or activity outside of the Northern Territory?

Yes, as long as they are staying away from home overnight and are on approved Council business. Table 1 of the Taxation Determination TD 2021/6 sets out the applicable rates for each city/location.

Can a council member claim both the Vehicle Allowance and the Travel Allowance for the same trip?

The Travel Allowance covers incidentals such as costs of transportation. If a council member claims incidentals for transportation costs, then the Vehicle Allowance cannot be accessed. However, subject to council policy, a council member may wish to claim the Vehicle Allowance for the kilometres travelled and only receive the Travel Allowance for meals and accommodation expenses. In another situation, a council member may drive more than 50 kilometres from their home to the airport, then catch a flight to attend council business and fly back to the airport the following day. The Vehicle Allowance could be claimed for the kilometres travelled to and from the airport and the Travel Allowance claimed for the time between arrival at and departure from the airport.

9 - General

When will the Determination come into effect since it was tabled at the NT Legislative Assembly on 14 February 2023?

The Determination is considered made on the date it was signed by the Tribunal, which was 24 January 2023. This means that it comes into effect on 1 July 2023.

Other Q&As

Can a member get paid an allowance in advance?

The Determination does not specify requirements for payments of allowances. Allowances for council members are normally paid in arrears. This means that the allowances are paid after the completion of a specified period of time, usually a month. The exact timing of the payments may vary depending on the specific council and their payment cycle. However, it is common for councils to have established policies and procedures in place for the payment of allowances to council members.

What is the legal basis for the Determination? Do councils have to follow it?

In accordance with section 353 of the *Local Government Act 2019*, *Guideline 2A: Council member allowances* was re-made under section 71(2) of *Local Government Act 2008* and is continued in force as a transitional arrangement until the Remuneration Tribunal makes a determination under section 7B of the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*. Therefore councils will need to continue to comply with the *Guideline 2A* until 30 June 2023, then comply with the Determination from 1 July 2023. Not following the Determination would be a breach of the *Local Government Act 2019* and could potentially be improper conduct under the *Independent Commissioner Against Corruption Act 2017*. In addition, not following the Determination could result in allowances having to be repaid by members following an audit.

Are the allowances taxed?

Some are and some are not, it is a council member's own responsibility to seek taxation advice for their particular circumstances and to keep receipts and accurate records.

Does the Determination have to be approved by the Minister for Local Government?

No, the Remuneration Tribunal is independent from the Minister. The Tribunal's Determination is final and requires no further approval.

Will the Remuneration Tribunal carry out reviews/audits on councils' compliance with its Determination?

No, the Department of the Chief Minister and Cabinet is responsible for administering the *Local Government Act 2019*. While the Determination is made under the *Assembly Members and Statutory Officers (Remuneration and Other Entitlements) Act 2006*, it is section 106 of the *Local Government Act 2019* that requires allowances to be paid in accordance with the Determination. Compliance reviews or investigations carried out by the Department of the Chief Minister and Cabinet may consider if a council has correctly followed the Determination.

How can I access the full Report and Determination tabled in the NT Legislative Assembly?

You can access the Remuneration Tribunal's reports and determinations via cmc.nt.gov.au.

If you have a query relating to the Determination, contact the Local Government Unit, Department of the Chief Minister and Cabinet via LGQuestions.CMC@nt.gov.au.



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: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Howard Park Committee Minutes 20230403 Unconfirmed B: Knuckey Lagoon Committee Minutes 20230406 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 03 April 2023, at Attachment A; and
2. the unconfirmed Knuckey Lagoon Committee Minutes of 06 April 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.

**LITCHFIELD
COUNCIL**



Howard Park Recreation Reserve Management Committee Meeting

MINUTES Monday 3/04/2023

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: 20pm

2 Attendees

| | |
|---------------|--|
| Mathew Salter | Litchfield Council North Ward Councillor (Chair) |
| Gerry Wood | Resident |
| Evan Johns | Howard Springs Scouts |
| Kate Townsend | Sport and Recreation Officer Litchfield Council |
| Gerard Maley | Resident / local MLA |
| Keven Harlan | Observer |

3 Apologies and Leave of Absence

| | |
|-----------------|---------------------------------------|
| Gerard Rosse | Resident |
| Maxine Way | Howard Springs Volunteer Fire Brigade |
| 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 2 February 2023

Moved: Gerry Wood

Seconded: Evan Johns

7 Finance Report

Moved: Gerard Maley

Seconded: Gerry Wood

8 Operations Report

Gerry Wood: Would like the plans for stage 2 of the footpath, including options for the barrier presented to the Committee before work is undertaken.

Councillor Salter: Requested that the trees be tidied up in the carpark.

Moved: Gerry Wood

Seconded: Councillor Salter

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 | Freds Pass has withdrawn interest from the Management of Humpty Doo Village Green. |
| Fletcher Austin enquired if the boom gate next to the hall could be removed | SRO to make enquiries |
| Gate proposal | Awaiting motion by Councillor Salter. |
| Councillor Salter to move a motion at the next Ordinary Council meeting for the installation of a footpath along Hamilton Road. | No action to date but will take up at the next Council meeting. |

10 General Business

None

11 Other Business

Gerard Maley would like feedback on the BBQ's at HDVG to inform the committee's consideration for future initiatives.

Councillor Salter would like clarity over why members of the committee are not allowed to contact user groups to begin surveys on the Masterplan.

SRO explained that the names and contact details of those making bookings at Council facilities is confidential information which council is not entitled to share with third parties.

SRO: SRO shared the Howard Park Recreation Reserve Masterplan community engagement strategy to gather insights from the committee relating to the approach of the consultation. This document forms the first step of the consultation process by committing to an intent and approach of how the community will be involved.

12 Next Meeting

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

13 Close of Meeting

6.34pm

UNCONFIRMED



Howard Park Recreation Reserve

Operating results as at 28.02.2023 are summarised below.

| | Annual 2022/23 Budget | 2022/23 YTD P8 Actuals | 2022/23 YTD Commitments | Variance to Budget [Annual Budget – | % Spent (Actuals + Commitments / | 2021/22-P6 YTD Actuals | Annual 2021/22 Budget | % Spent | 2021/22 YTD Actuals |
|---------------------------------|--------------------------|---------------------------|----------------------------|--|-------------------------------------|---------------------------|--------------------------|------------|------------------------|
| Revenue | | | | | | | | | |
| User Fees & Charges | \$33,600 | \$14,683 | - | \$18,917 | 44% | \$10,618 | \$25,699 | 41% | \$24,573 |
| TOTAL REVENUE | \$33,600 | \$14,683 | - | \$18,917 | 44% | \$10,618 | \$25,699 | 41% | \$24,573 |
| Expenditure | | | | | | | | | |
| Operational Expenses | \$106,080 | \$52,345 | 4,167.37 | \$49,568 | 53% | \$71,123 | \$104,000 | 68% | \$102,531 |
| Repairs & Maintenance | \$20,400 | \$19,119 | 4,280.86 | -\$3,000 | 115% | \$10,060 | \$20,000 | 50% | \$15,160 |
| TOTAL EXPENDITURE | \$126,480 | \$71,464 | 8,448.23 | \$46,568 | 63% | \$81,183 | \$124,000 | 65% | \$117,691 |
| Tree Maintenance – Council Land | \$10,000 | \$900 | - | \$9,100 | 9% | \$900 | \$6,000 | 15% | \$900 |
| TOTAL EXPENDITURE | \$136,480 | \$72,364 | 8,448.23 | \$55,668 | 59% | \$82,083 | \$130,000 | 63% | \$118,591 |

UNCONFIRMED

HOWARD PARK OPERATION REPORT APRIL 2023

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
- Keltika Dance

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

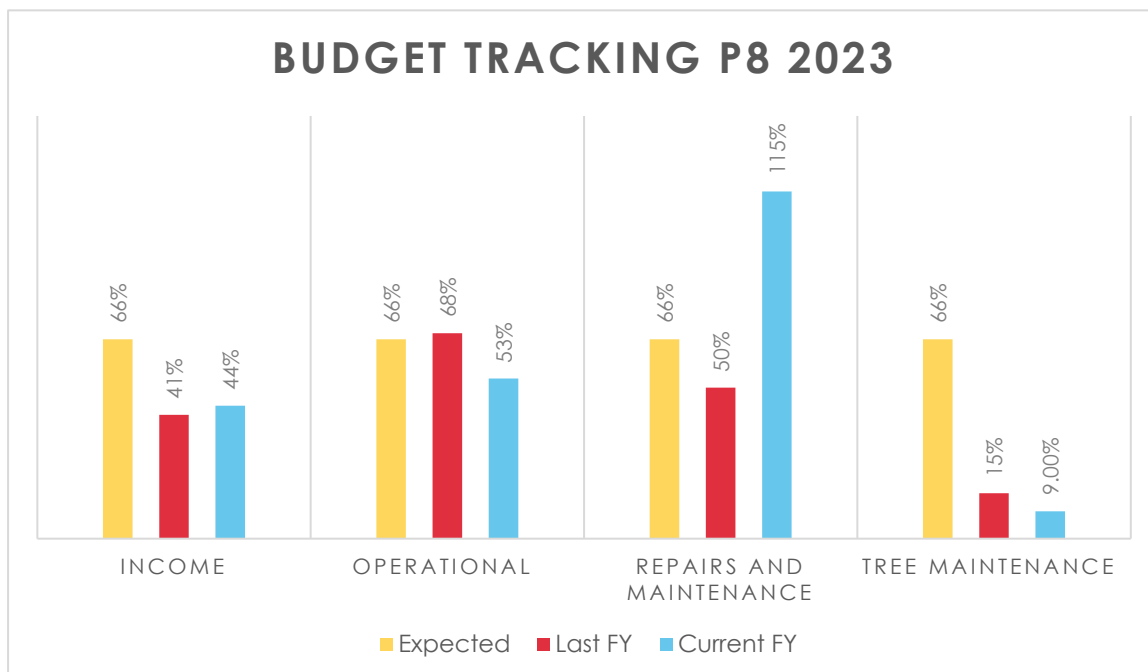


STORAGE

| Internal Storage | External Storage sheds |
|----------------------|------------------------|
| Lodge of Koolpinyah | Howard Springs Scouts |
| Dr James Acupuncture | Darwin Community Arts |
| Palmerston Yoga | Reds Baseball |

FINANCIAL REPORT

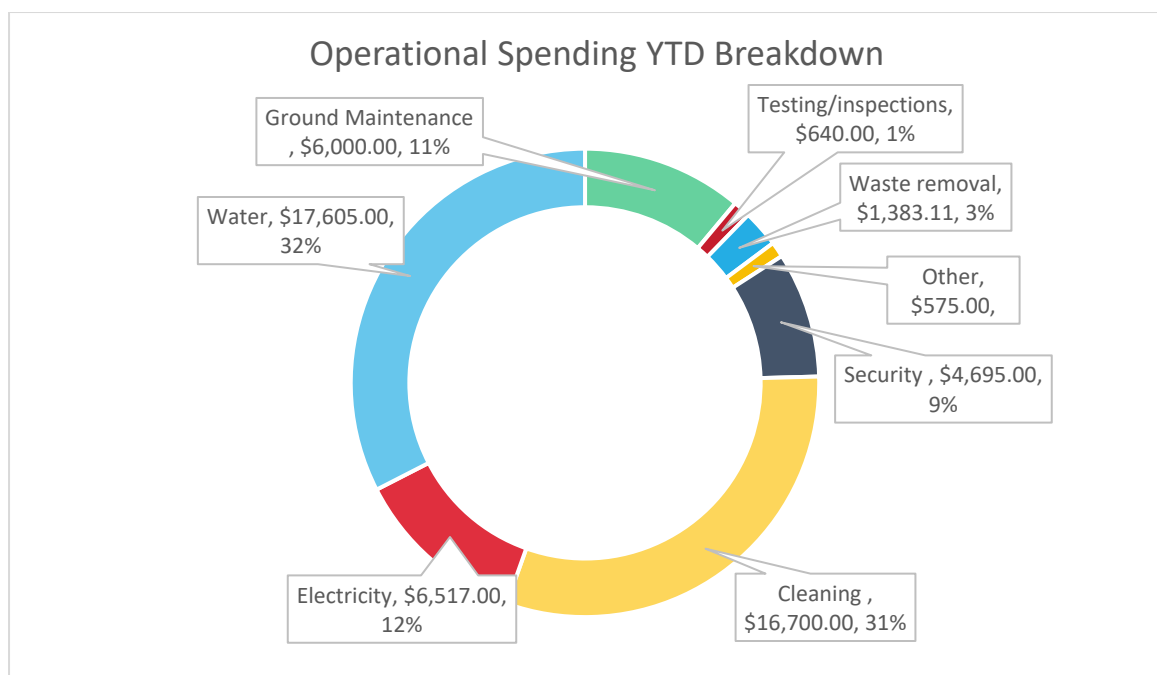
| | 2022/23 | 2021/22 |
|-------------------------|---------|---------|
| Income | 44% | 41% |
| Operational Expenses | 53% | 68% |
| Repairs and Maintenance | 115% | 50% |
| Tree maintenance | 9% | 15% |





Financial reports as of 28 February, give us an indication of how the budget is performing up until P8. The yellow bar indicates the anticipated position for part of the year relative to the yearly budget.

All areas are performing well except for Repairs and Maintenance as result of vandalism and damage to mains water lines after the earthquake. In budget review 2 additional funds have been allocated to Howard Park R&M from other areas in to ensure there are adequate funds remaining for the rest of the year.



MAINTENANCE

Works completed this period.

(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

SPRINKLERS

Council's Parks Program Leader has been working with contractors to undertake inspections of the irrigation system in preparation for the impending dry. There has already been replacement of some sections already undertaken, and both Council and contractors will continue to monitor the grounds as we progressively increase watering leading into May.

PLANNING AND DEVELOPMENT

SECURITY/WIFI ACCESS UPGRADES

Contract has been awarded, awaiting materials to arrive in Darwin to begin work.

FOOTPATH

Funding for stage 2 of the footpath has been secured by Council, with work to be undertaken later this year.

ONLINE BOOKING SYSTEM

A business case has been prepared for Councillors and will be presented at the May meeting.

Appendix A: Maintenance and repairs log

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

Howard Park Recreation Reserve Masterplan 2033

COMMUNITY ENGAGEMENT STRATEGIC OVERVIEW

OUR CHALLENGE (REMIT)

What is the community's vision for Howard Park Recreation Reserve 2033 and what do we need to prioritize in order to get there.

SCOPE



NEGOTIABLE

what people/the community/
stakeholders/staff can influence:

- Vision for Howard Park
- Community values and things the community cares about and allow for a place-based response
- Goal areas (domains of livability)
- Can include a wide range of initiatives – beyond Council's scope
- What facilities will be established at Howard Park



NON-NEGOTIABLE

what people/the community/
stakeholders/staff cannot influence:

- Service level of reserves
- Service delivery models
- All user groups will be approached for input

LEVEL OF ENGAGEMENT

The highest level of engagement being sought through the process is

INVOLVE

INVOLVE means: "to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered" Litchfield Council will inform and consult (wider engagement) and involve (community members) the community as part of this community plan 2033 project.

PROMISE

Litchfield Council promises the community that it will:

- Listen, hear and consider the community input with an open mind
- Publish the wider engagement report and the report to Council on the Council website
- Base Council's future plans on the recommendations to the greatest extent possible
- Provide an explanation for any recommendations which cannot be incorporated into the final Masterplan
- Identify where the community's recommendations have influenced Council's thinking

OBJECTIVES FOR ENGAGEMENT

Encourage diverse participation – participation from all sections of the community including those who do not normally participate (both vulnerable and majority)

To obtain ideas and a clear direction (recommendations) from the community for a vision of Howard Park for 2033

Ensure a significant proportion of the community know that they can have a say about the future of Howard Park

To encourage a sense of the collective or a collective view

All user groups will be approached for input



Knuckey Lagoon Recreation Reserve Management Committee Meeting

MINUTES

Thursday 6/04/2023

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 06 April 2023 at 5:45pm**

1 Opening of Meeting

5.45pm

2 Acknowledgement of Traditional Owners

3 Attendees

Kate Townsend

Councillor Rachel Wright

Russ Swan

Saramat 'Tou' Ruchkaew

Sport and Recreation Officer (SRO)

Litchfield Council

Top End Gem and Mineral Club

NT Thai Association

4 Apologies and Leave of Absence

Millie Feeney

Berrimah Scouts

5 Disclosure of Interest

Nil

6 Confirmation of Minutes

February 2, 2023

Moved: Russ Swan

Carried: Councillor Wright

7 Monthly Finance Report

Russ Swan Power point query

Tou : clear some of the trees around the building.

Moved: Tou

Carried: Russ Swan

8 Operations Report

Attachment A.

Move: Russ Swan

Carried: Tou

9 Business Arising from the Minutes

| Issue | Action |
|-------------|---------------------|
| Power point | Awaiting contractor |

10 Other Business

SRO presented the Knuckey Lagoon Recreation Reserve Masterplan Community Engagement Strategy for feedback by the committee.

The Committee: Agreed to the following:

How will we conduct the consultation:

- Brainstorming session, preference for a weekend/Sunday morning. 3-4hour
- Conservative estimates of late July
- Invitation list maximum 3 attendees from each group
 - Scouts
 - Gem Club
 - NT Thai Association
 - Councillors
 - CEO
 - Defence/local businesses
 - Town planning DIPL (discuss further with Julie)
 - Stakeholders involved in development of Holtz Kowandi
- Send a letter to local residents outlining the consultation process, and inviting to the workshop

Timeline

- Consultation webpage
- Circulating invitations and information to user groups
- Media releases
- Online/facebook

Councillor Wright would like start action on repairs and maintenance list.

11 Next Meeting

Next meeting Thursday 8 June 2023 at time 5.45pm Knuckey Lagoon Recreation Reserve.

12 Close of Meeting

6.39pm

UNCONFIRMED



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 | % Spent (Actuals + | 2021/22-P6 YTD | Annual | % Spent | 2021/22 YTD |
|---------------------------------|-----------------|----------------|----------------|--|---------------------------------|-----------------|-----------------|------------|-----------------|
| | 2022/23 Budget | Actuals | Commitments | [Annual Budget – (YTD Actuals + YTD | Commitments / Annual Budget) | 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 |

UNCONFIRMED

Knuckey Lagoon Operation Report April 2023



Kate Townsend, Sport and Recreation Officer

6 April 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

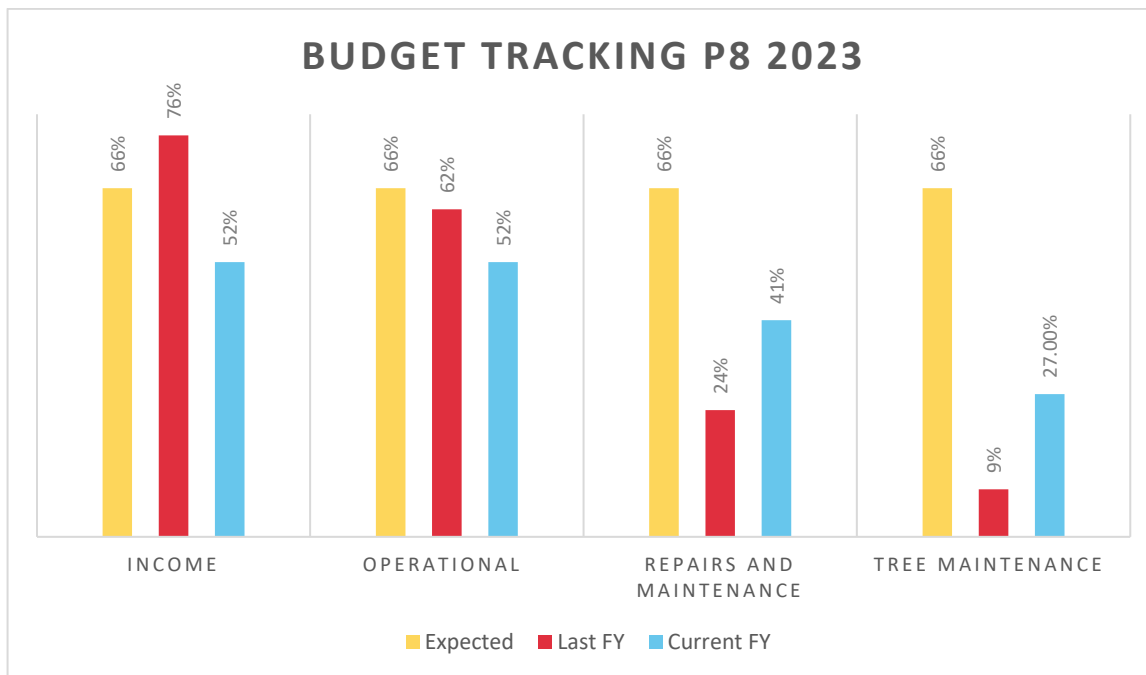
| Internal Storage | External Storage |
|------------------|------------------|
| Top End Gem Club | Berrimah Scouts |

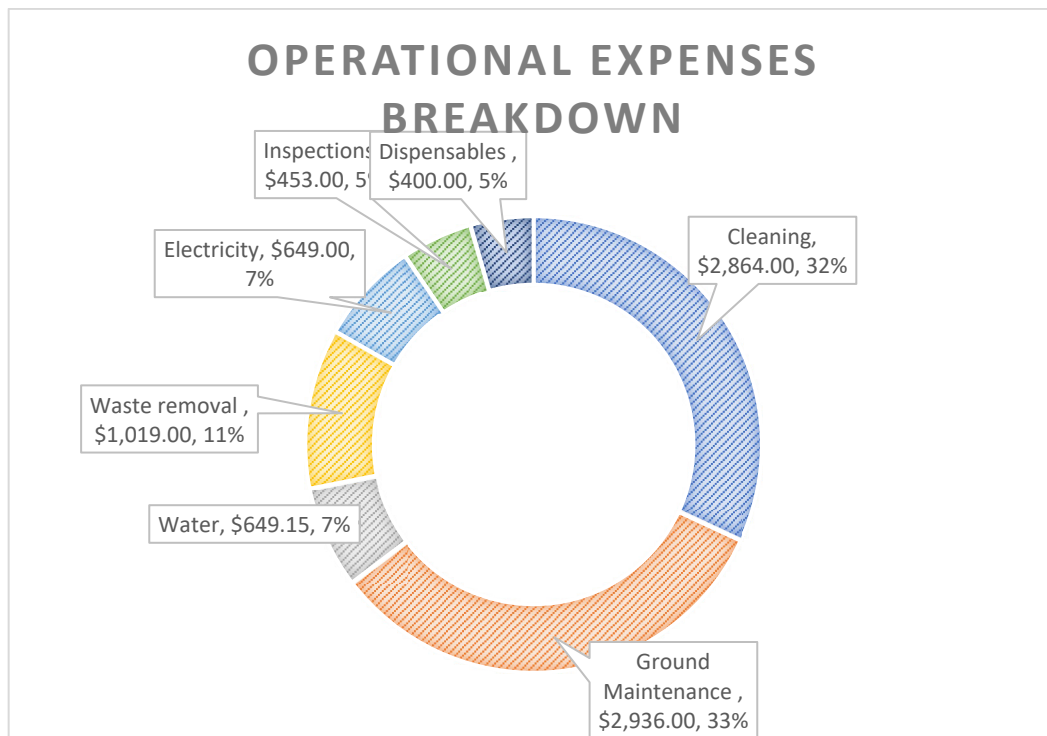


FINANCIALS

Figures as of 31 October 2022*

| | 2022/23 | 2021/22 |
|-------------------------|---------|---------|
| Income | 52% | 76% |
| Operational Expenses | 52% | 62% |
| Repairs and Maintenance | 41% | 24% |
| Tree maintenance | 27% | 45% |





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:

(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

GRANT OPPORTUNITIES

Thanks to the Gem Club who submitted a grant to upgrade the fans under the outdoor eve to one mega fan in the recent Community Benefit Grant Round. We hope you're successful and we're grateful for your effort. Upgrades and Improvements

ONLINE BOOKING SYSTEM

The report has been sent to the May Ordinary Council Meeting in response to internal changes impacting SRO capacity.

SECURITY/WIFI ACCESS UPGRADES

Awaiting materials to arrive in Darwin for work to commence.

APPENDIX A REPAIRS AND MAINTENANCE LOG

| Location | Description | Action Required | Date | Priority Score | Quoted |
|---------------------|---|---------------------------|--------|----------------|---------|
| Bathrooms | Flooding whenever showers are used | Plumber/contractor | Apr-22 | 5 | |
| Bathrooms | Taps frequently not turned off completely | change taps | Apr-22 | 2 | |
| Downstairs hallway | skirting board missing | Contractor | | | |
| General | Painting tired and chipped | paint | Apr-22 | 2 | \$3,908 |
| General | Replacement blowers and vacuum cleaner | replacement | Apr-22 | 2 | |
| Kitchen | Tiles Missing from kickboard | Replacement | Apr-22 | 4 | \$500 |
| Kitchen | Possum entering building via roller door | Block entry | Apr-22 | 5 | |
| Kitchen | Electric Urn leaking | Service | Apr-22 | 2 | |
| Outdoor | 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 | |
| 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 | | | | |
| Basketball court | Uneven and patchy | Needs resurfacing | | | |
| Adventure play area | Missing elements and generally unsafe | Needs replacing | | | |
| | | | | | |

Knuckey Lagoon Recreation Reserve Masterplan 2033

COMMUNITY ENGAGEMENT STRATEGIC OVERVIEW

OUR CHALLENGE (REMIT)

What is the community's vision for Knuckey Lagoon Recreation Reserve 2033 and what do we need to prioritize in order to get there.

SCOPE



NEGOTIABLE

what people/the community/
stakeholders/staff can influence:

- Vision for Knuckey Lagoon
- Community values and things the community cares about and allow for a place-based response
- Goal areas (domains of livability)
- Can include a wide range of initiatives – beyond Council's scope
- What facilities will be established at Knuckey Lagoon



NON-NEGOTIABLE

what people/the community/
stakeholders/staff cannot influence:

- Service level of reserves
- Service delivery models
- All user groups will be approached for input

LEVEL OF ENGAGEMENT

The highest level of engagement being sought through the process is

INVOLVE

INVOLVE means: "to work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered" Litchfield Council will inform and consult (wider engagement) and involve (community members) the community as part of this community plan 2033 project.

PROMISE

Litchfield Council promises the community that it will:

- Listen, hear and consider the community input with an open mind
- Publish the wider engagement report and the report to Council on the Council website
- Base Council's future plans on the recommendations to the greatest extent possible
- Provide an explanation for any recommendations which cannot be incorporated into the final Masterplan
- Identify where the community's recommendations have influenced Council's thinking

OBJECTIVES FOR ENGAGEMENT

Encourage diverse participation – participation from all sections of the community including those who do not normally participate (both vulnerable and majority)

To obtain ideas and a clear direction (recommendations) from the community for a vision of Knuckey Lagoon for 2033

Ensure a significant proportion of the community know that they can have a say about the future of Knuckey Lagoon

To encourage a sense of the collective or a collective view

All user groups will be approached for input



COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.03.01 |
| Report Title: | Summary Planning and Development Report March 2023 |
| Author: | Julie Hillier, Planning and Development Program Leader |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: PA2023/0057 Litchfield Council LoC B: PA2023/0058 Litchfield Council LoC C: PA2023/0062 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 March 2023 to 31 March 2023.

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

| Type of Application | No. Applications |
|---|------------------|
| Development Applications | 3 |
| Clearances for Development Permit Conditions | 3 |
| Sale, Lease, or Occupation of Crown Land Applications | 1 |
| Liquor Licence Applications | 0 |
| Water Licence Applications | 0 |
| Mining Applications | 0 |
| Works Permits | 13 |

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 March 2023; and
2. note for information the responses provided to relevant agencies within Attachments A to C 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 | 1 |
| Development applications objected to for reasons not directly related to Council issues | 0 |
| Note: Additional detail is provided below on all development applications. | |

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

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

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

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

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

Development Applications supported, subject to normal Council conditions

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

| Application Number, Address, and Attachment Reference | Purpose and Summary |
|---|---|
| <p>PA2023/0057</p> <p>Section 4657 (6) Butler Place, Holtze, Hundred of Bagot</p> <p>Attachment A</p> | <p>The application is for a change of use from warehouse to animal boarding (unit 1). The subject land is zoned LI (Light Industry). Proposed unit 1 consists of a land area of 884m² and 240m² industrial building incorporating a warehouse, office, kitchen and bathroom facilities. The intent is to relocate an existing doggy day care centre known as 'Winnellie Doggy Daycare' from Winnellie to this site. The proposal will accommodate up to 36 dogs per day during the hours of 7:00am and 6:00pm, Monday to Friday excluding Public Holidays.</p> <p>Letter of comment raised concern with the non-compliance with Clause 5.7.2 Animal Related Use (Animal Boarding And Stables) of the NT Planning Scheme 2020 in relation to minimum setback distances required between the lot boundary and the animal boarding. Further, comments identify a potential risk of nuisance from barking dogs due to the building relying on natural ventilation and inclusion of external yards. Concern was also raised regarding the absence of shade to external yards and provision for the separation of individual dogs to manage barking and other behaviour. Development requirements to address stormwater management (including water quality) and access were noted.</p> |
| <p>PA2023/0058</p> <p>Section 1672 (120) Nolan Road, Lambells Lagoon, Hundred of Guy</p> <p>Attachment B</p> | <p>The application is for the purpose of clearing of native vegetation. The subject land is zoned H (Horticulture). The subject site is 16.69 hectares and the application proposes to clear 10 hectares for seasonal vegetables and tropical trees. Recommended boundary buffers have generally been applied and unsuitable land has also been excluded from land clearing. Standard comments regarding stormwater management and access were noted.</p> |
| <p>PA2023/0062</p> <p>NT Portion 2626 (3820) Gunn Point Road, Koolpinyah</p> <p>Attachment C</p> | <p>The application is for the purpose of clearing of native vegetation. The subject land is multi-zoned comprising of Zones A (Agriculture), RW (Railway), M (Main Road), U (Utilities), CN (Conservation), PS (Public Open Space) and FD (Future Development) with clearing to occur within zone A (Agriculture) only. The subject site is 260.7 km² and the application proposes clearing an area of 262 hectares with 193 hectares on the northern site and 69 hectares on the southern site. The native vegetation clearing is required for the purpose of crop trialling and/or innovative farming and irrigation techniques, to explore the commercial viability of agriculture opportunities that could be rolled out on a broader scale in the Territory. Council comments note the access to the site is via an NT Government Road and has no requirements for the development.</p> |

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

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

| Development Permit No. and Purpose | Location | Purpose of clearance |
|--|---|--|
| DP19/0285 DP19/0285A and DP19/0285B Subdivision to create 65 lots in two stages | Virginia: Section 5662, (240) Morgan Rd, Section 2934, Section 3996 (220) Brooking Cct, Lot 1, 2, 10, 11, 12, 13, 14, 15 LTO Plan 77015, Hundred of Strangways (610, 630, 640a, 640b, 640c, 640d, 640e and 660) Lowther Rd | General Conditions: Easements, stormwater management, roads and access |
| DP22/0169A Subdivision and consolidation to create two lots. | Wedell: Section 5405 (175) and Section 4535 (185) Middle Arm Road, Hundred of Strangways | General Conditions: Easements, stormwater management, and access |
| DP22/0128 Dwelling-independent with a separate effluent disposal system | Girraween Section 5227 (60) Cornelius Cct, Hundred of Bagot | General Conditions: Easements, stormwater management, and access |

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 | Section 1613 (3213) Arnhem Highway, Hundred of Guy | Pontoon to provide a dis/embarkation point for boat tours on the Adelaide River. | No concerns or requirements. |

WORKS PERMIT APPLICATIONS

Council reviews Works Permit applications for all works undertaken by external parties within Council's road reserve to ensure the works meet Council requirements and will not have adverse effects upon the public using the road reserve or Council assets. The following table notes the number of Works Permit applications received by Council during the noted period.

| Purpose of works | Location of Works Permit Application | Application Date Received | Proposed Start Date |
|--|---|----------------------------------|----------------------------|
| Wire Guardrail Installation | 205 Whitewood Road, Howard Springs | 22/02/2023 | 06/03/2023 |
| GBS Replacement | 410 Lowther Road, Bees Creek | 24/02/2023 | 11/03/2023 |
| Replace existing water meter | Hamilton Road-Whitewood Road corner | 8/03/2023 | 15/03/2023 |
| Excavation works to check cables + backfill | Secrett Road, Knuckey Lagoon | 9/03/2023 | 14/03/2023 |
| HV Cable Splice replacement on power line | Whitewood Rd - 220m from Hillier Rd | 10/02/2023 | 01/03/2023 |
| Service Replacements | 75 to 131 Doxas Road, Humpty Doo | 10/03/2023 | 23/03/2023 |
| Service Replacements | 35 Doxas Road, Humpty Doo | 10/03/2023 | 20/03/2023 |
| Power connection for new subdivision | 27 Brougham Road, Darwin River | 10/03/2023 | 21/03/2023 |
| GBS Replacement | 20 Tripped Road, Humpty Doo | 13/03/2023 | 26/03/2023 |
| Power pole maintenance | 590 Strangways Road Humpty Doo | 20/03/2023 | 29/03/2023 |
| Vegetation Maintenance power line clearing | 260 Whitewood Road | 14/03/2023 | 17/03/2023 |
| Upgrade to household service from pole tops with use of an EWP | Redgum Road and Raintree Court Humpty Doo | 28/03/2023 | 04/04/2023 |
| Remove footpath panels in 7 locations along Linco Road | Linco Road | 21/03/2023 | 03/04/2023 |

Links with Strategic Plan

Prosperity - Our Economy and Growth

Legislative and Policy Implications

Not applicable to this report.

Risks

Nil identified.

Community Engagement

Not applicable.

**Attachment A**

24 March 2023
Ref: PA2023/0057

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

RE: Letter of Comment Development Application

**Section 4657, Unit 1/6 Butler Place Holtze, Hundred of Bagot
Change of use from warehouse to animal boarding (unit 1)**

Thank you for the Development Application referred to this office on 08/03/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council does not support the application for a change of use from warehouse to animal boarding (unit 1) in its current form and raises the following concerns:

- a) The proposal does not comply with Clause 5.7.2 Animal Related Use (Animal Boarding And Stables) sub-clause 4 requiring any structures used for animal boarding to be setback 50m from any road frontage and 15m from any side or rear boundary.
- b) The proposal indicates the dogs will be kept in a building relying on natural ventilation, in addition to external fenced yards, creating a risk of nuisance to occupants of surrounding premises from barking dogs.
- c) Section 30 of Litchfield Council (Dog Management) By-Laws states that an owner (includes person in control of a dog) must ensure that the dog, either by itself or in concert with other dogs, is not a nuisance. A dog is a nuisance if it creates a noise that persistently occurs or continues to a degree or extent that has a disturbing effect on the state of reasonable mental, physical or social well-being of a person.
- d) Design should consider provision of shade to external yards and provision for the separation of individual dogs to manage barking and other behaviour.

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

- a) Prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge

into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall also indicate how uncontaminated stormwater will be collected on the site and connected underground to City of Darwin's system and ensure that no stormwater will sheet-flow into the road reserve.

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

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

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

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

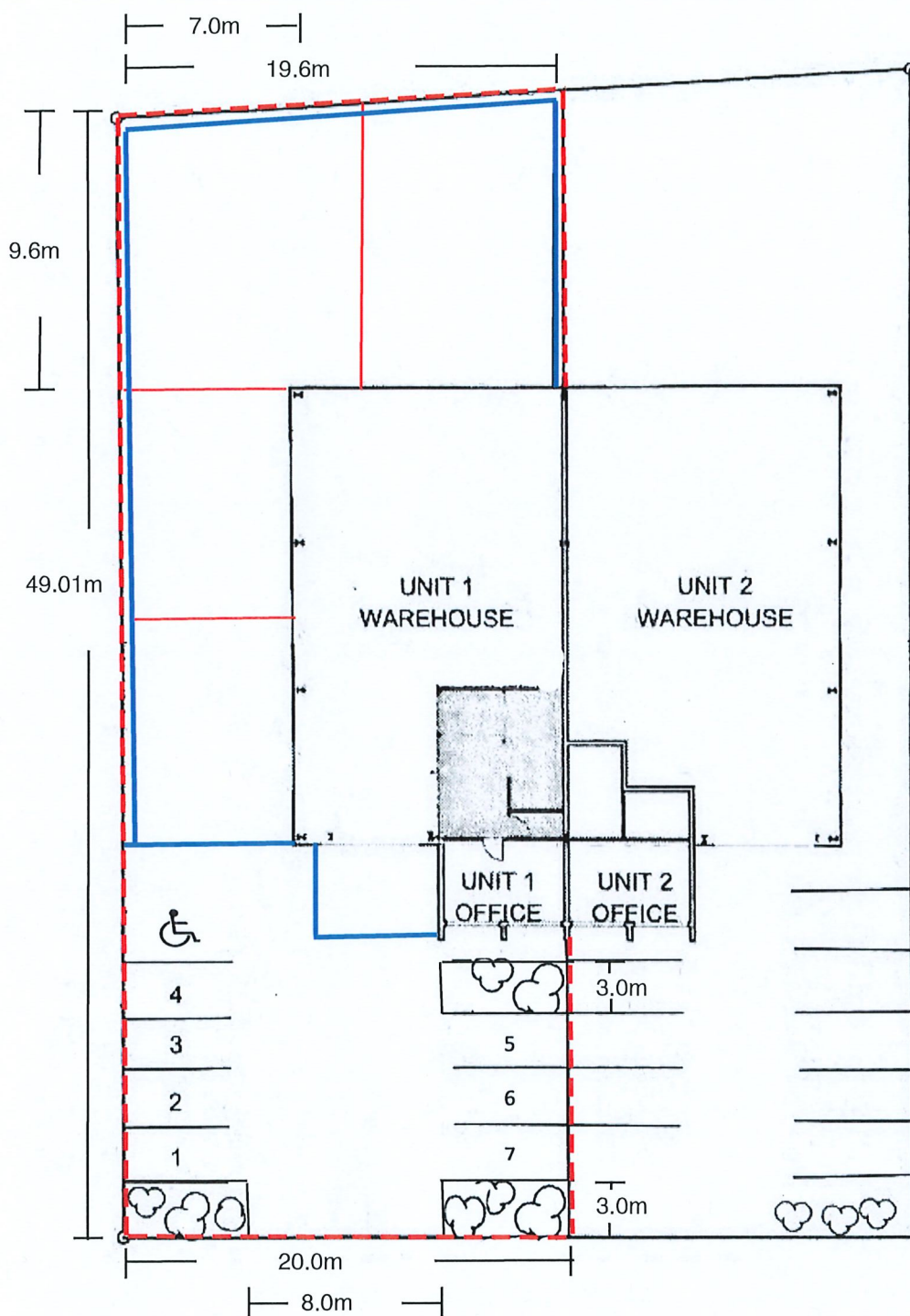
If you require any further discussion in relation to this application, please contact Litchfield Council on 08 8983 0600.

Yours faithfully




Julie Hillier
Planning and Development Program Leader





Attachment B: Site Plan
 Section 04657 Hundred of Bagot
 Unit 1, Butler Place, Holtze NT 0829

- External Fencing with Screening 1.8m
- External Fencing 1.8m
- - - Existing Perimeter Chain Link Fence
-  Landscaping: woodchip mulch,
 Polyalthia longifolia (existing planting),
 Tabernaemontana divaricata (existing planting)



Attachment B

24 March 2023
Ref: PA2023/0058

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

RE: Letter of Comment Development Application**Section 1672 (120) Nolan Road Lambells Lagoon, Hundred of Guy
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 10/03/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the application to clear native vegetation and the granting of a Development Permit. Should the application be approved, the Council requests the following condition be included as a Conditions Precedent in any Development Permit issued by the consent authority:

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council.
- b) The owner shall collect stormwater and discharge it to the drainage network, to the technical requirements and satisfaction of Litchfield Council, at no cost to Litchfield Council.
- c) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of Litchfield Council.

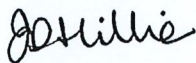
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of Litchfield Council.

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

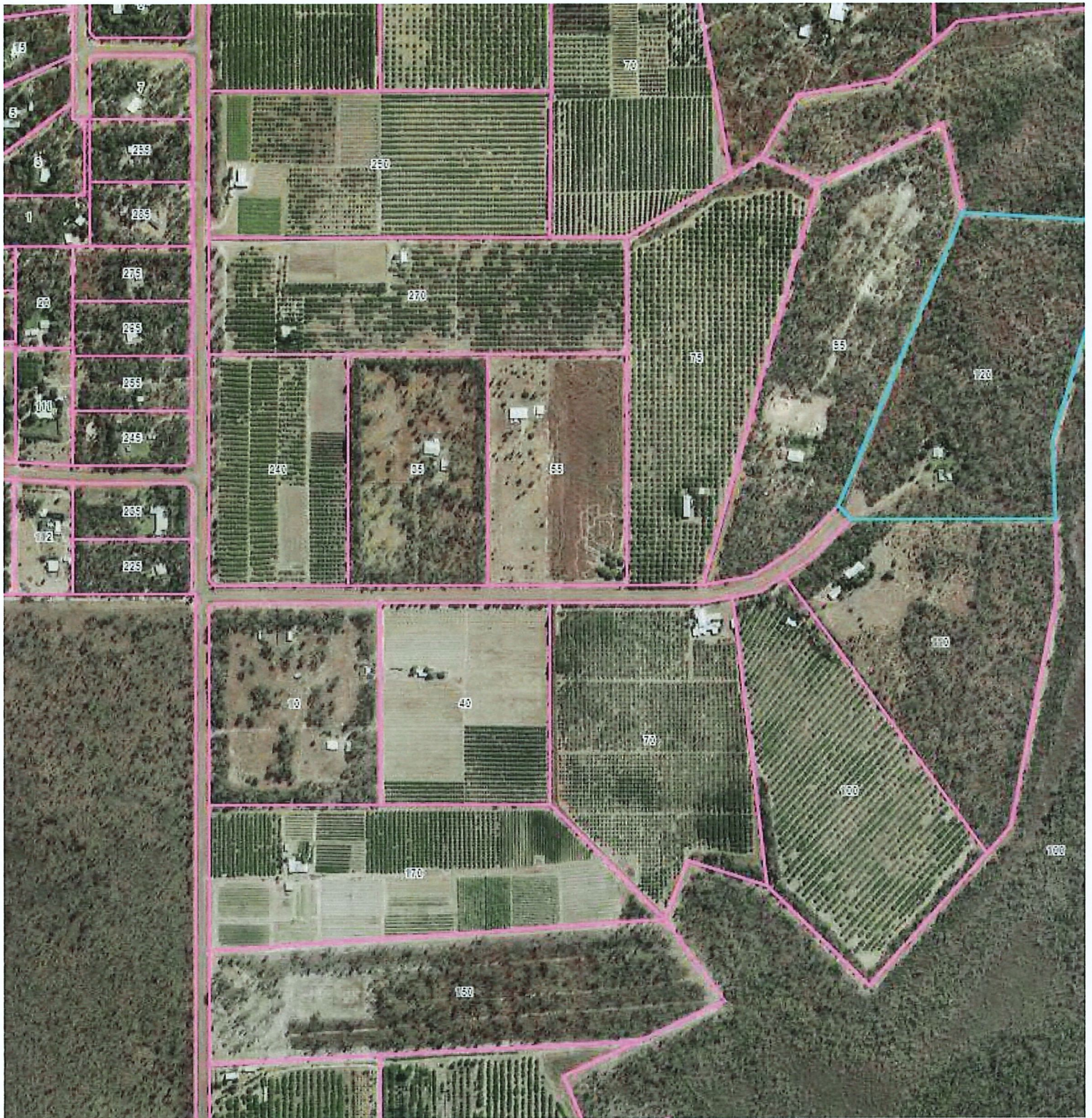
- a) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any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

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

Yours faithfully

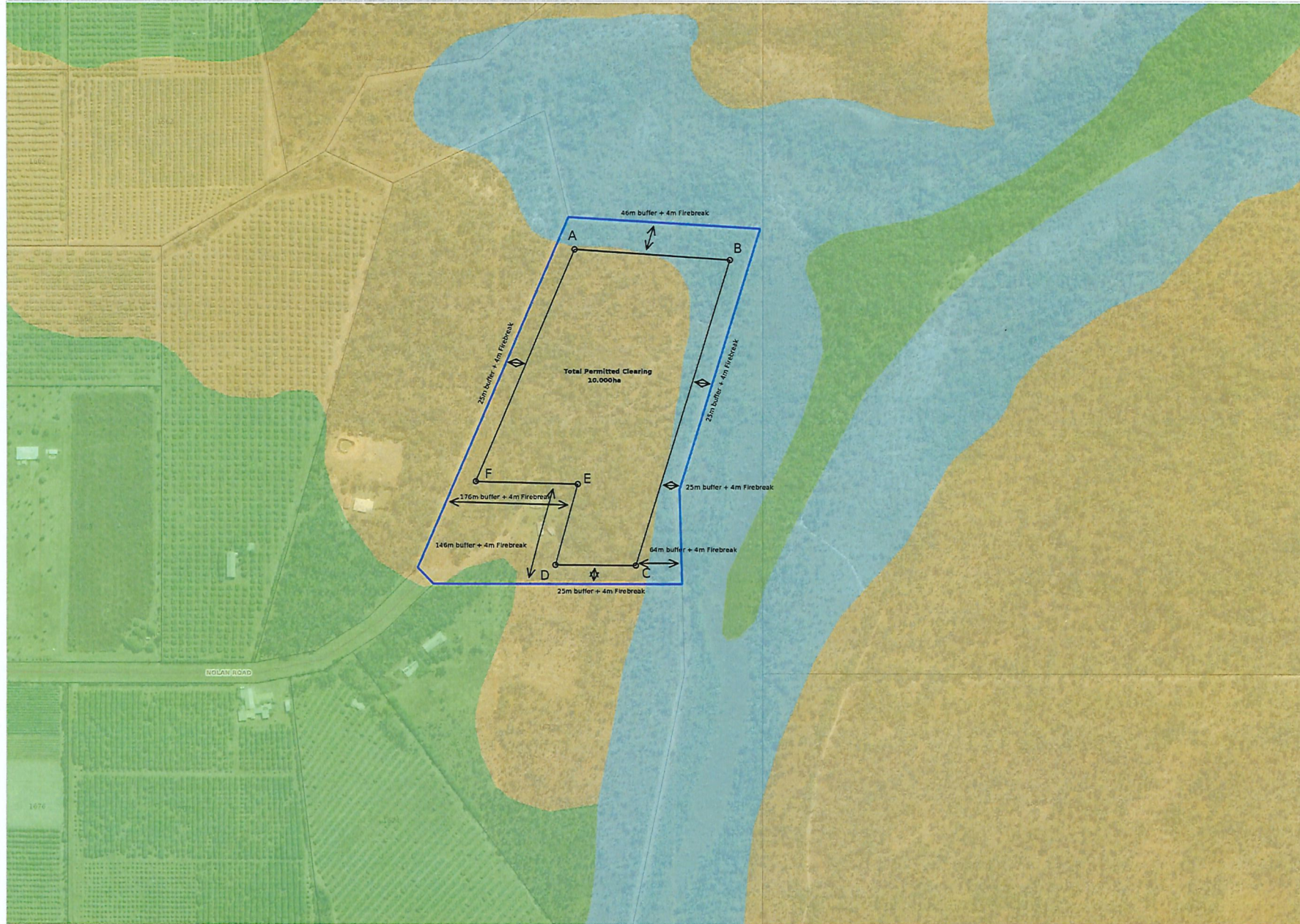


Julie Hillier
Planning and Development Program Leader



NR MAPS

120 Nolan Road, Lambell Lagoon

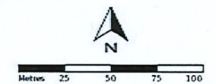


Legend

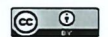
- Unzoned Clearing Permits
- Landunit 25k Landform
 - Plateaux
 - Sideslopes
 - Mountains
 - Hills
 - Low Hills
 - Rises
 - Low Rises
 - Plains
 - Alluvial Plains
 - Drainage Systems
 - Swamps
 - Marine
 - Inland Wetlands
 - Water Bodies
 - Downs Plains
 - Coastal Floodplains
 - Sand Plains
 - Dune Fields
 - Playas (Claypans)
 - Significantly Disturbed Landscapes
 - Undescribed

GIS reference for clearing
120 Nolan Road, Lambell Lagoon
Point corner location

A: -12.5639544, 131.1906451
B: -12.5640903, 131.1927058
C: -12.5680878, 131.1914576
D: -12.5680801, 131.1903902
E: -12.567021, 131.1906851
F: -12.5669881, 131.1893264



nrmaps.nt.gov.au
Geospatial Services Branch



Creative Commons Attribution 4.0
International Public License
<https://creativecommons.org/licenses/by/4.0/legalcode>

Department of Environment,
Parks and Water Security
© Northern Territory Government

**Attachment C**

Ref: PA2023/0062
24 March 2023

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

RE: Letter of Comment Development Application**NT Portion 2626 (3820) Gunn Point Road Koolpinyah
Clearing of Native Vegetation**

Thank you for the Development Application referred to this office on 10/03/2023, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

Council supports the application to clear native vegetation and note that the access to the site is via an NT Government Road. Council has no requirements for this application.

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

Yours faithfully

Julie Hillier
Planning and Development Program Leader



Legend

NTP2626

Proposed Clearing

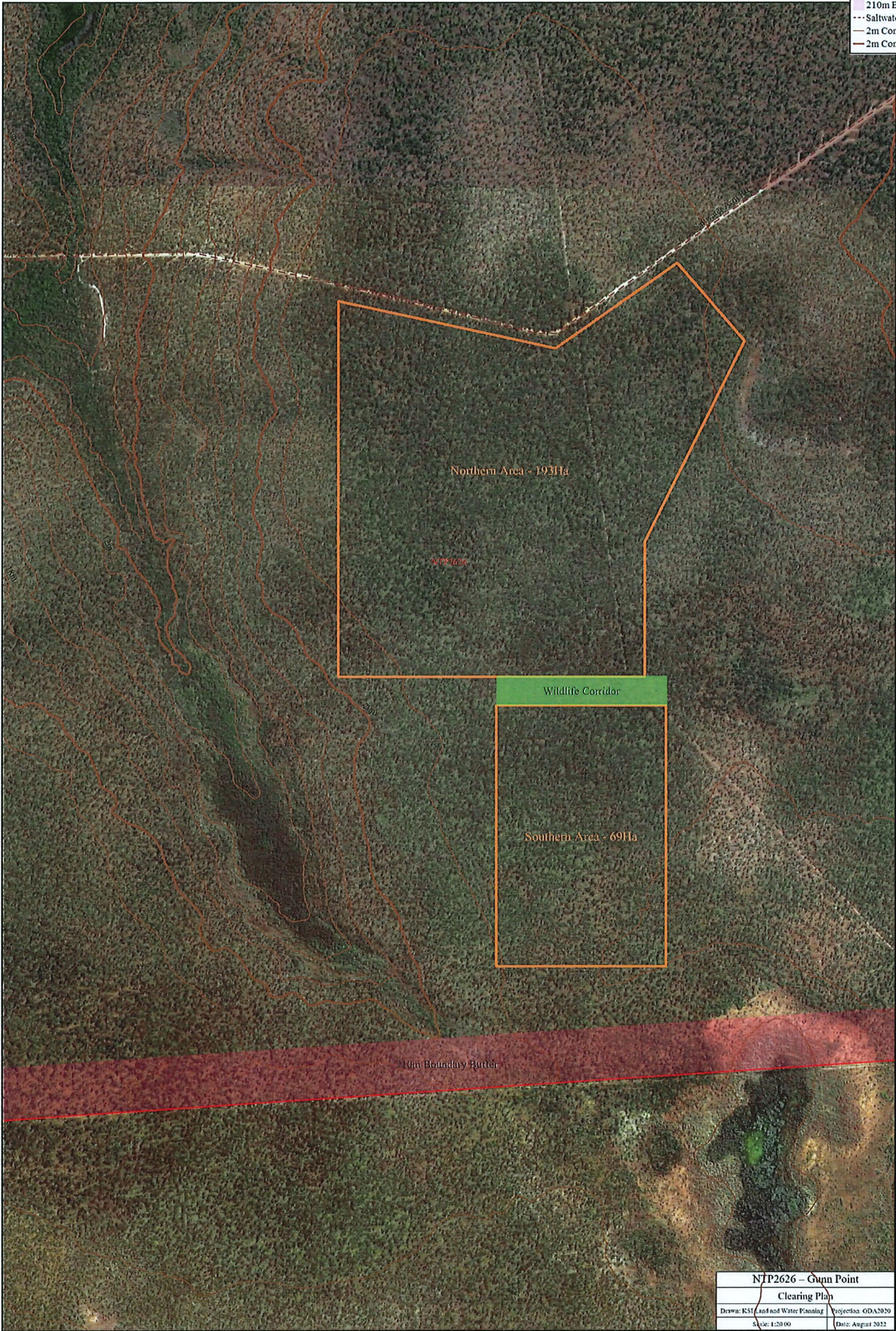
Wildlife Corridor

210m Boundary Buffer

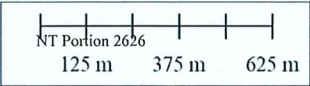
Saltwater Arm Road

2m Contours

2m Contours



| | |
|------------------------------------|-------------------|
| NTP2626 - Gunn Point | |
| Clearing Plan | |
| Drawn: KSF Land and Water Planning | Project: ODA2020 |
| Scale: 1:20 000 | Date: August 2022 |





COUNCIL REPORT

| | |
|------------------------------|---|
| Agenda Item Number: | 13.03.02 |
| Report Title: | Draft Guidelines for the Management of Human Remains |
| Author: | Rebecca Taylor, Policy and Governance Program Leader |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Draft Guidelines for the Management of Human Remains |

Executive Summary

The purpose of this report is to note the draft *Guidelines* for the *Management of Human Remains*.

Recommendation

THAT Council;

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

Background

Following the commencement of the *Burial and Cremation Act 2022* and *Burial and Cremation Regulations 2022* on 28 November 2022, the Local Government division of the Department of the Chief Minister and Cabinet (Department) has drafted the Northern Territory's first *Guideline* for the *management of human remains*. The *Guideline* was developed in response to recommendations provided by local Council's during the consultation period. The *Guideline* will provide best practice standards on how to manage human remains, covering the following matters;

- The identification of human remains using identifiers;
- Exhumations and the declaration of infectious diseases;
- The transportation and storage of human remains;
- Communication protocols; and
- The role of the decision maker in the management of human remains.

The Department is seeking local governments feedback or written submission regarding the new draft *Guidelines* by close of business 28 April 2023.

Links with Strategic Plan

Progress - Continuity of Services and Facilities

Legislative and Policy Implications

The draft *Guideline for the management of human remains* has been developed to support the new *Burial and Cremation Act 2022* and *Burial and Cremation Regulations 2022*.

Risks

None identified.

Community Engagement

Not applicable.

Guideline for the management of human remains

Department of the Chief Minister and Cabinet



| | |
|-----------------|---|
| Document title | Guideline for the management of human remains |
| Contact details | Department of the Chief Minister and Cabinet |
| Approved by | |
| Date approved | |
| Document review | |
| TRM number | |

Burial and Cremation Act 2022

Making of Guideline

I, Frank Frederick Stewart Daly, Chief Executive Officer of the Department of the Chief Minister and Cabinet, under section 192(2) and section 194(1) of the *Burial and Cremation Act 2022*, hereby make this Guideline.

.....
Chief Executive Officer
Department of the Chief Minister and Cabinet
/ / 2023

Contents

| | | |
|----|------------------------------------|---|
| 1 | Title | 4 |
| 2 | Commencement | 4 |
| 3 | Definitions | 4 |
| 4 | Relevance to Act | 4 |
| 5 | Purpose | 4 |
| 6 | Identification | 5 |
| 7 | Declared infectious diseases | 5 |
| 8 | Exhumation inside cemetery | 5 |
| 9 | Decision making | 6 |
| 10 | Communication protocols | 6 |
| 11 | Transportation and storage | 7 |

1 Title

- 1.1 This Guideline is titled *Guideline for the management of human remains*.

2 Commencement

- 2.1 This Guideline commences on the day after the day it is made.

3 Definitions

For the purposes of this Guideline:

Act means the *Burial and Cremation Act 2022*.

CEO means the Chief Executive Officer of the Agency administering the Act.

CHO means the Chief Health Officer.

declared infectious disease, see clause 7.

exhumation means the removal of human remains from a burial site, including the temporary removal of human remains for reburial at the same burial site.

exhumed remains means human remains that have been exhumed from a burial site and have not yet been buried, disposed of, or otherwise relocated.

identifier:

- (a) for human remains – means information that is attached to the deceased person for the purposes of identifying the human remains; or
- (b) for a funerary box – means information that is attached to, or marked on, the funerary box for the purposes of identifying the human remains that are in the funerary box.

vehicle includes the following:

- (a) an aircraft;
- (b) a motor vehicle;
- (c) a vessel as defined in the *Marine Act 1981*.

Note for clause 3

The Act also contains definitions that are relevant to this Guideline.

4 Relevance to Act

- 4.1 Section 192(2) of the Act provides that the CEO may, after consulting with the CHO, make guidelines in relation to any declared infectious disease for the purposes of burials, disposals or exhumations under this Act.
- 4.2 Section 194(1) of the Act provides that the CEO may make guidelines relating to any matter under this Act.

5 Purpose

- 5.1 This Guideline provides guidance and rules for the following matters relating to the management of human remains:
- (a) identification of human remains;
 - (b) exhumations and declared infectious diseases;

- (c) exhumation of human remains inside cemeteries;
- (d) decision making with regard to human remains;
- (e) protocols in relation to communicating with next of kin;
- (f) transportation of human remains; and
- (g) storage of human remains.

6 Identification

6.1 As soon as practicable after the death of a deceased person, the following are to be identified by the funeral director managing the human remains through the use of an identifier:

- (a) the human remains;
- (b) the funerary box for the human remains, if applicable.

Example for clause 6.1(a)

An identifier used for human remains may be a wrist or ankle band.

6.2 A funeral director is to establish and maintain electronic records relating to identifiers.

7 Declared infectious diseases

7.1 In accordance with section 192(1) of the Act, in relation to exhumations, a declared infectious disease is one of the following diseases:

- (a) diphtheria;
- (b) human coronavirus with pandemic potential;
- (c) human influenza with pandemic potential;
- (d) Middle East respiratory syndrome;
- (e) plague;
- (f) severe acute respiratory syndrome;
- (g) smallpox;
- (h) tuberculosis;
- (i) viral haemorrhagic fevers.

8 Exhumation inside cemetery

8.1 In accordance with section 87(5)(c) of the Act, an application for approval to exhume human remains of a deceased person in a cemetery will require consultation with the CHO if:

- (a) the deceased person suffered from a declared infectious disease at the time of the person's death; and
- (b) the burial occurred less than 6 months prior to the date of the proposed exhumation.

Note for clause 8.1

Consultation with the CHO is also required in relation to an exhumation of human remains outside a cemetery if the circumstances set out in paragraphs (a) and (b) apply. See section 94(3)(b) of the Act.

- 8.2 In accordance with section 87(6) of the Act, in relation to giving an exhumation approval for an exhumation inside a cemetery, the CEO may impose conditions that the CEO considers appropriate that are consistent with, or otherwise in addition to, this Guideline.
- 8.3 For section 90 of the Act, in relation to an exception for an exhumation approval, human remains are still considered to have been immediately returned to the burial site despite:
- (a) the exhumed remains being transported for temporary storage; or
 - (b) the exhumed remains being placed in funerary box, receptacle, container or wrapping.

9 Decision making

- 9.1 Subject to any other legislative requirements, decision making for the transportation and storage of human remains of a deceased person is to be done in accordance with:
- (a) the wishes of the decision maker for the deceased person; and
 - (b) this Guideline.

Note for clause 9.1

A decision maker, for a deceased person, is defined in section 9 of the Act as:

- (a) the executor or administrator of the estate of the deceased person; or
- (b) if there is no executor or administrator of the estate of the deceased person – the senior next of kin; or
- (c) in any other case – the Public Trustee.

10 Communication protocols

- 10.1 Next of kin of a deceased person should be provided with timely, adequate and accurate information, for the purpose of making decisions related to a deceased person's remains.

Note for clause 10.1

Consideration should be given to the next of kin's preferred method of communication and reasonable requests such as:

- (a) having a support person present; and/or
- (b) having an interpreter present; and/or
- (c) receiving information in written and/or verbal form.

- 10.2 If applicable, interpreters who are accredited or recognised by the National Accreditation Authority for Translators and Interpreters should be used when discussing matters related to decisions about human remains.

Note for clause 10.2

A suitable interpreter may be identified by contacting the Interpreting and Translating Service NT, or the Aboriginal Interpreter Service.

- 10.3 Where a dispute has arisen in relation to determining the decision maker or senior next of kin for a deceased person, it is recommended that disputing parties:
- (a) in the first instance, participate in mediation in accordance with provisions in section 12 of the Act; and
 - (b) if the dispute remains unresolved, make an application with the Northern Territory Civil Administration Tribunal for a determination of the decision maker or senior next of kin for the deceased person.

11 Transportation and storage

- 11.1** Human remains that are being transported in a vehicle are to be covered and placed in a part of the vehicle that:
- (a) is physically separate from the part of the vehicle designed for the carriage of the driver and passengers;
 - (b) allows for the secure placement of the human remains or the human remains are otherwise restrained during transport; and
 - (c) is capable of being easily cleaned and disinfected.
- 11.2** Human remains are not to be transported in a vehicle for more than 8 hours while unrefrigerated.
- 11.3** A vehicle is not to be used for the storage of human remains.
- 11.4** Human remains that are being transported in a vehicle are to be contained in a funerary box, receptacle, container or wrapping that does not allow any bodily discharge, contaminants or infectious substances to escape.
- 11.5** A funerary box, receptacle, container or wrapping is to be an appropriate size to accommodate the human remains lying flat and straight.
- 11.6** When not being transported, human remains must be stored in a location that:
- (a) has adequate temperature controls to manage the condition of the human remains; and
 - (b) is solely reserved for the storage of human remains or is otherwise physically separated from other areas of the location that are used for other purposes.
- 11.7** If human remains are to be exhumed within 12 months after burial, the storage of the exhumed remains must be:
- (a) in a freezer facility; and
 - (b) arranged and confirmed prior to the exhumation taking place.
- 11.8** Clauses 11.4, 11.5, 11.6 and 11.7 do not apply if the containment or storage of the human remains relates to the exercise of rights and interests mentioned in section 5 of the Act.

Example for clause 11.8

Human remains kept in a traditional keeping place as an exercise of traditional rights to use Aboriginal land in accordance with the Aboriginal Land Rights (Northern Territory) Act 1976 (Cth).



COUNCIL REPORT

| | |
|------------------------------|--|
| Agenda Item Number: | 13.03.03 |
| Report Title: | Proposed Place Names - PA2015/0768 Subdivision Berry Springs |
| Author: | Julie Hillier, Planning and Development Program Leader |
| Recommending Officer: | Stephen Hoyne, Chief Executive Officer |
| Meeting Date: | 24/04/2023 |
| Attachments: | A: Locality Plan B: Proposal |

Executive Summary

The purpose of this report is to refer to Council a request for support for submission to the Place Names Committee for the naming of three new roads as part of the subdivision of Section 1607 (140) William Road, Hundred of Ayers, noting that one of the internal roads extends external to the site to connect to an existing formed public road.

It is recommended Council consider these place names and the alternate name to provide a letter of support to the applicant for their proposal to Place Names NT.

Recommendation

THAT Council:

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

| | Preferred | Alternate |
|------------|-----------------------|-------------------------|
| Road One | Lee Moyes Road | <i>None provided</i> |
| Road Two | William Road | <i>None provided</i> |
| Road Three | Beech Place | <i>Green Plum Place</i> |

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

Background

In April 2022, Council resolved to support a road opening along the eastern boundary of Section 2790 Hundred of Cavenagh from the existing William Road to Section 1607 Hundred of Ayers, which was gazetted in June 2022. A locality plan is provided at Attachment A. The road would be used to provide access to new roads internal to an approved unit title scheme subdivision of Section 1607 Hundred of Ayers.

The proponent for the unit title scheme subdivision, which will create 53 lots and common property, proposed place names in 2022 for three internal roads and the connecting section of road as referred to above. The Place Names Committee did not support the proposed names and subsequently Council has received a new request for support for alternate road names from the proponent. A copy of the proposed road names is provided at Attachment B.

The proponent has nominated names for the roads as follows:

| | Preferred | Alternate |
|------------|-----------------------|-------------------------|
| Road One | William Road | <i>Nil</i> |
| Road Two | Lee Moyes Road | <i>Nil</i> |
| Road Three | Beech Place | <i>Green Plum Place</i> |

The application differs from the previous naming proposal due to the new names proposed and also the continuation of the name William Road through to the north and subsequent change in name of the east west alignment of road from William Road to Lee Moyes Road. This will require change of addresses affecting three landowners. The proponent advised that they have contacted the three affected property owners and received no objections to this proposed name.

The Litchfield Council policy on place names requires the application to contain details of any history of the origin of the place name. The summary below provides information on the origin of the names as submitted by the applicant:

| | Name origin |
|---|--|
| Lee Moyes Road | Mr Lee Moyes (1954 – 2013), who was a key figure in the establishment of the Territory Wildlife Park in Berry Springs and its first Curator. Described by his peers as ‘a visionary in zoology’, ‘an ideas man’ and ‘a forward thinker’, Moyes was instrumental in the establishment of the park and the selection of its exhibits, many of which had never been seen in zoos or parks before. |
| Beech Place | White beech or <i>Canarium australianum</i> . The tree is a medium sized native tree commonly found in northern Australia along stream banks, including the nearby Berry Springs Nature Park and at the development location. |
| Green Plum Place (Alternative to Beech Place) | <i>Buchanania obovata</i> . A woodland tree and bush fruit native to northern Australia found at the development location. The common name ‘wild mango’ was avoided as an option due to potential duplication with Mango Road in Girraween |

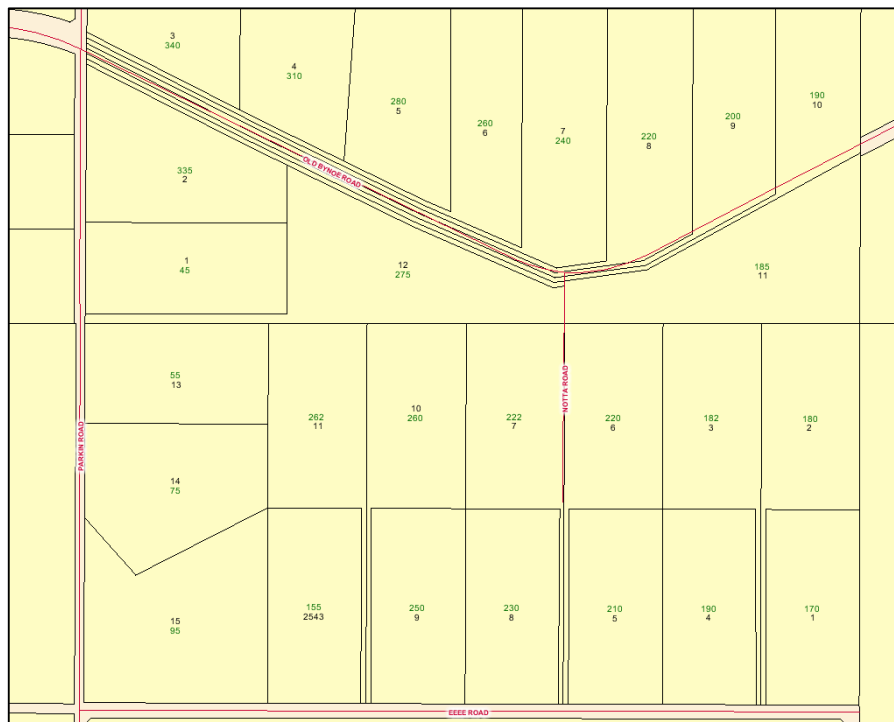
The Litchfield Council policy on place names also requires that all applicants are referred to the Guidelines for NT Place Naming on the NT Place Names Committee website, which are naming rules supported by Litchfield Council. The policy further notes that Council may consider supporting a proposed name that is not in accordance with the Guidelines for NT Place Naming to honour an individual considered to have made a significant historical contribution within the Litchfield municipality.

While the naming guidelines indicate only surnames can be used, in this instance the name ‘Moyes’ is duplicated in the registered road name Moyse Street, Durack (Palmerston). The application is

therefore seeking the dedication of the full name – Lee Moyes – to the road name, which remains short, easy to pronounce and distinguishable amongst Territory road names. The applicant advised that there is broad support for the proposed use of Lee Moyes name - including Lee Moyes family, Berry Springs based conservation specialists and all landowners affected by the proposed change.

The Litchfield Council policy on private roads has been considered as part of this report. In the policy a private road is defined as *“a portion of land formed and functioning as a road which is used to access multiple properties. The land that the road exists is a portion of the adjacent properties, typically with a 3-5m wide strip that is a part of each individual property. The road may or may not be recorded or registered and gazetted and may be a track, formed, unsealed or sealed.”*

The current naming proposal assumes that there will be a future road link connecting two parts of Lee Moyes Road providing alternative entry to the subdivision. The link alignment traverses privately held freehold land, Section 2413 (160) William Road, Hundred of Cavenagh that is currently used as a private road to access the land and the property further north, Section 1612 (150) William Road, Hundred of Ayers. If approved the alignment would be identified on the land information system as with Notta Road, as illustrated below:



The policy states that Council will not accept ownership or maintenance of private road arrangements in new subdivisions and developments in accordance with its Development and Subdivision Standards, therefore it is not anticipated that there will be any increased service demand upon Council because of naming this private road.

Links with Strategic Plan

Places - Roads and Infrastructure

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

Legislative and Policy Implications

Local Government Act 2019, Section 12.3 Roads

Place Names Act 1967, Section 9

Australian/New Zealand Standard AS/NZS 4819:2011 Rural and urban addressing

INF04 Place Names

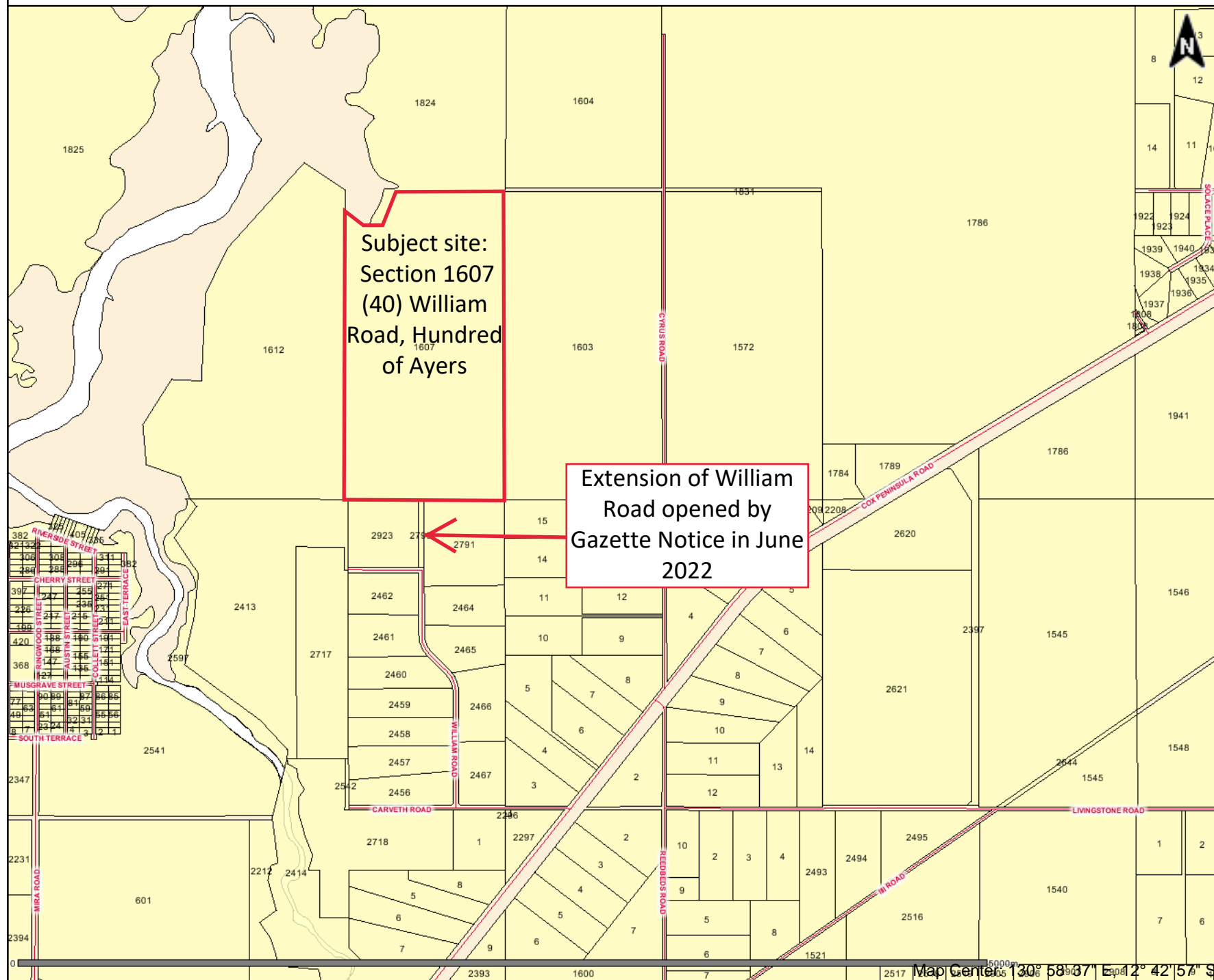
INF06 Private Roads

Risks

Nil.

Community Engagement

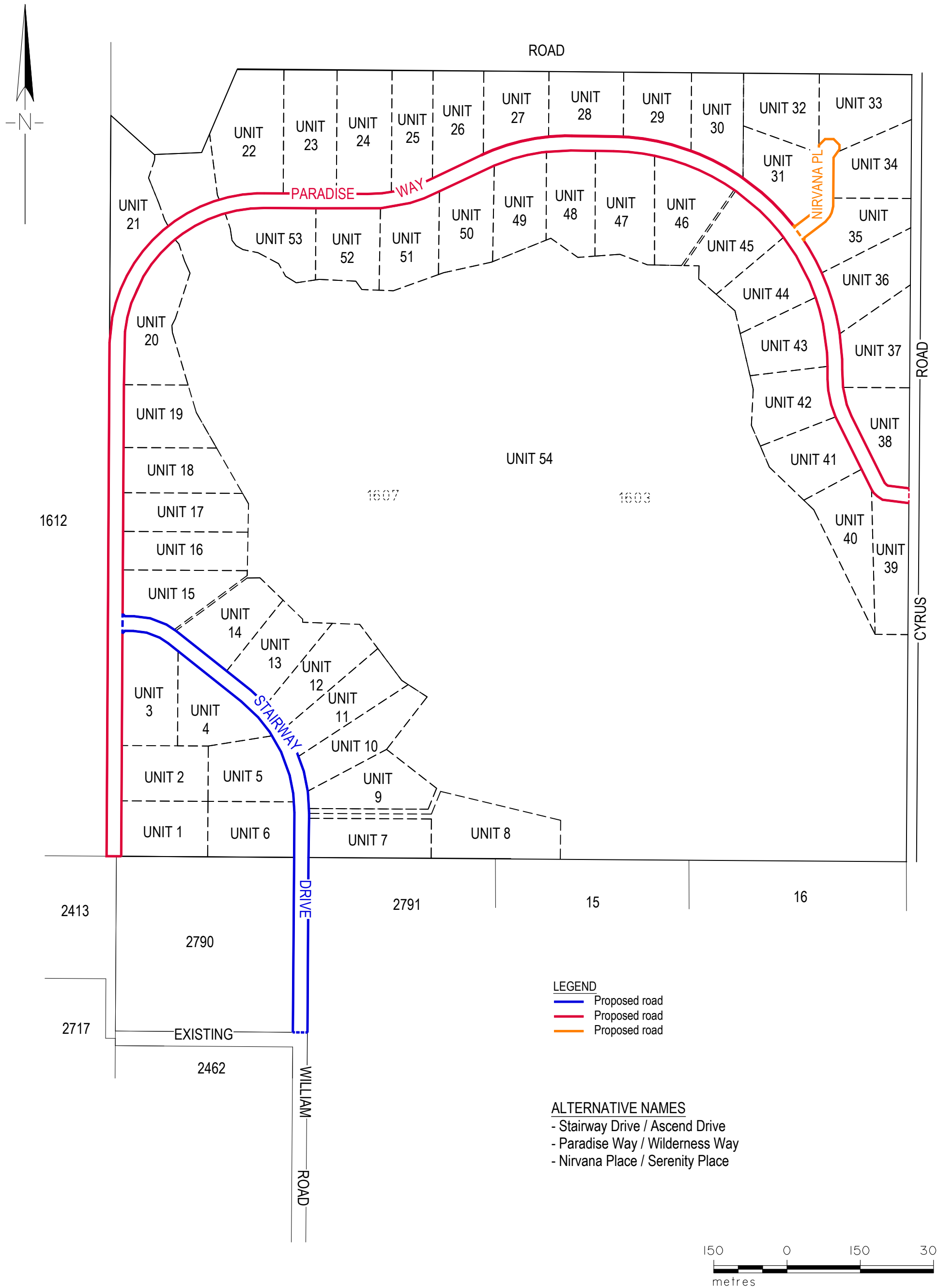
The NT Place Naming Process for registering names requires that the person or organisation who wants to request the name is responsible for undertaking engagement. Council is not required to consult with the community regarding place names.



- General Lines
- Road Labels
- Road Centrelines
- Highway
- Other Road
- Parcel Numbers
- Cadastral
- Coastline

Created by Public User

Bottom Left: 130° 56' 52", -12° 43' 54"
 Top Right: 131° 00' 20", -12° 41' 59"
 Approximate Scale: 1:27,000
 Datum: GDA 1994
 Data for information purposes only
 - accuracy not guaranteed
 NT Land Information System
 Copyright Northern Territory of Australia





COUNCIL AGENDA

LITCHFIELD ORDINARY COUNCIL MEETING

Tuesday 24 April 2023

14 Other Business

15 Confidential Items

15.01 Confirmation of Confidential Minutes

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

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

15.02 Appointment of Independent Member to the Risk Management Audit Committee

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

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

15.03 Local Government – Compliance Review 2022 – Final Outcome Report

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

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

15.04 Chief Executive Officers Performance Appraisal and Remuneration Review Committee Meeting Minutes – 13 March 2023

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

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

15.05 Chief Executive Officer Performance Review Report

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

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

16 Close of Meeting