

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 17/10/2018

Meeting to be held commencing 6:30pm
In Council Chambers at 7 Bees Creek Road, Freds Pass

Silke Maynard, Acting Chief Executive Officer

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.



LITCHFIELD COUNCIL MEETING

Notice of Meeting

to be held in the Council Chambers, Litchfield
on Wednesday, 17 October 2018 at 6:30pm

Silke Maynard
Acting Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

1. Open of Meeting

Audio Disclaimer

An Audio recording of this meeting is being made for minute taking purposes as authorised by the Chief Executive Officer.

2. Acknowledgement of Traditional Ownership

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

3. Apologies and Leave of Absence

THAT Council notes and approves:

Leave of Absence	Cr {Insert}	{dates}
Apologies	Cr {Insert}	{date}

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.

5. Confirmation of Minutes

THAT the full minutes of the Council Meeting held Wednesday, 26 September 2018, 13 pages, be confirmed.

Minutes have been distributed under separate cover and are publicly available on Council's website <http://www.litchfield.nt.gov.au/council/council-meetings/council-minutes> or in hard copy by request.

6. Business Arising from the Minutes

THAT Council receives and notes the Action Sheet.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
15/0175/02	Meeting Procedures By-Laws THAT Council instruct the Acting Chief Executive Officer to begin negotiating with Parliamentary Counsel on the drafting of Meeting Procedures By-Laws for Litchfield Council.	CEO	19-11-15	Meeting held with Department of Housing and Community Development (Local Government Division) to discuss draft By-laws received from Parliamentary Counsel. Draft By-Laws are reviewed against drafting instructions.
Signage, Roadside Vans and Events on Council Land 1. Endorse a position that no approvals will be given for signage, roadside vans or events on council owned land until such time as appropriate policy, procedures and by-laws are developed. This excludes Council Reserves which are run under management by committee or under lease to an incorporated body;				
16/0203	2. Develop Council by-laws to cater for the regulation of a permit system for signage within the municipality and roadside vans and events on council owned land; 3. Develop policy and procedures to support any Council by-laws which are enacted; and 4. To commence work on these by-laws, policy and procedures in 2017/18 financial year.	DCCS	21-09-16	On hold until Meeting By-Laws are progressed.
16/0061	Acquisition Application of Mira Square - Section 0368 (24) Aldridge Street, Southport THAT Council: endorses the Acquisition Application of Mira Square, at Section 0368 (24) Aldridge Street, Southport; approves the allocation of a \$20,000 grant to the Southport Progress Association as seed funding for the financial year 2016/17; and allocates \$10,000 annually, commencing in 2017/18 as an operating grant to the Southport Progress Association to manage Mira Square.	DIO	20-04-16	Staff are working with SPA and Crown Land Estate on an application for acquisition of Crown land. A master plan and proof of funding for Stage 1 are required for lodgement. A master plan and costings are being reviewed to determine the best proposal for the site.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
	Litchfield Aquatic Facility Needs Analysis Report			
17/0036/4	<p>THAT Council engages the Northern Territory Government to work together to address the gap in aquatic services in the southern part of the Litchfield municipality, in particular the provision of Learn to Swim facilities.</p>	CEO	15-02-17	<p>Council is seeking external funds to contribute to the next stage of this project which is undertaking a full feasibility study including detailed design and costing.</p> <p>Special Purpose Grant application has been submitted to Department of Housing and Community Development in September 2018.</p>
	Parkin Road Widening Through Road Opening			
1718/234	<p>THAT Council:</p> <ol style="list-style-type: none"> resolved to proceed with the road opening process for a 5m wide strip of Section 674, Hundred of Cavenagh to form part of the Parkin Road road reserve; advertise for a period of 28 days and publish the required notifications under the Local Government Act to advise the public of Council's intention to open this section of road; approve the issue of the required Government Gazette notice; 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 access road. 	DIO	16-05-18	<p>Crown land has recently provided the approved survey plan and a letter of support for the proposal. Council is preparing a submission to the Minister of Housing and Community Development to seek approval to open the road. The Department will then prepare any documentation requiring signatures from Council to finalise the opening of the road.</p>
	Berry Springs Water Advisory Committee - Council Representative			
1718/240	<p>THAT Council appoints Councillor Barden as its nominated representative to lodge an Expression of Interest for the Northern Territory Government Department of Environment and Natural Resources Berry Springs Water Advisory Committee.</p>	CEO	16-05-18	<p>Nomination sent in by 30 May 2018. Waiting on confirmation from the department / pending ministerial approval.</p>

Resolution Number	Resolution	Action Officer	Meeting Date	Status
1718/261	<p>Land Acquisition and Road Opening associated with the Realignment of Freds Pass Road between Beaumont Road and Strangways Road</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. approve the purchase of 780m2 from Lot 7 (150) Freds Pass Road at a cost of \$10,000, 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. 	DIO	27-06-18	Agreement received from landowner. A cadastral survey plan is being prepared; once prepared, the survey plan will be lodged with the Surveyor General's office for approval and subsequently registered with Land Titles Office, which will complete the road opening process. Upon completion of the road opening, Council will make payment to the land owner.
1718/266	<p>Natural Disaster Relief and Recovery Arrangements (NDRRA) January Monsoonal Trough and Cyclone Marcus</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. notes the expenditure and progress of the recovery works completed for Cyclone Marcus; and 2. endorses the commencement of works for roads affected by the Monsoonal Trough - January 2018, estimated to cost \$1,866,750.25, without the approval from NDRRA. 	DIO	27-06-18	COMPLETE Funding approval received, all works designed and included in monthly financial report capital works program updates.
1718/267	<p>Improving the Productivity of the Mango Industry Project</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Business Case Improving the Productivity of the Mango Industry in Litchfield Municipality; 2. endorses seeking external funding to realise the Improving the Productivity of the Mango Industry Project (the sealing of 15.2kms of the four key mango industry roads), estimated to cost approximately \$20.1m; 3. provides in-principle support to contribute up to \$5m to the project. This in-principle support would require a Council resolution and budget allocation, at a later date, to proceed with the project; and 4. endorses the Improving the Productivity of the Mango Industry Project, as one of Council's Top 3 Advocacy Projects. 	CEO	27-06-18	Investigation of funding opportunities through territory and federal government.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
1819/020	<p>Public Library Services in Litchfield Municipality</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. authorises the Chief Executive Officer to enter into a five-year funding agreement to provide Litchfield public library services provided that the following occurs: <ol style="list-style-type: none"> a. transition funds supporting the transfer of library services are provided by Northern Territory Library, as negotiated to the satisfaction of Council represented by the Chief Executive Officer; b. a Memorandum of Understanding is signed with Taminmin College for the public library space under the same arrangement currently enjoyed by Northern Territory Library, at no additional cost; c. the transfer of the Taminmin Community Library service to Council occurs no later than 1 January 2019; 2. writes to Northern Territory Library to advise of Council's decision; 3. authorises the Chief Executive Officer to explore service delivery options with neighbouring councils to provide an efficient and effective library service for Litchfield residents, including alternative facility locations for the future; and 4. receives an update report at a future Council meeting on progress made on the points above. 	DCCS	18-07-18	<p>NT Library advised of Council's decision in writing 19 July 2018.</p> <p>Transition committee established between NTL and Council.</p> <p>Awaiting funding agreement from NTL.</p> <p>Recruitment started for library manager.</p>
1819/034	<p>Development of Animal Management Plan</p> <p>THAT Council endorses the Animal Management Plan Discussion Paper to be released for public consultation for the month of September 2018.</p>	DIO	15-08-18	<p>COMPLETE</p> <p>Public consultation has ended for Animal Management Plan Discussion Paper. The draft Plan will be presented to Council at its December meeting for endorsement prior to the Phase 2 consultation period.</p>

Resolution Number	Resolution	Action Officer	Meeting Date	Status
1819/038	Litchfield Council Bendigo Bank 2018 Youth Forum			
	<p>THAT Council:</p> <ol style="list-style-type: none"> 1. receives and notes the Event Record Report for the Litchfield Council Bendigo Bank 2018 Youth Forum; 2. determines to develop a Youth Policy in time for it to launch as part of 2019 Northern Territory Youth Week; 3. writes to the Bendigo Bank Board, as the sponsor of Council's Youth Event to provide the Board with a report on the youth event and sharing the students interest in small business enterprise learning and to thank the Bendigo Bank again for its sponsorship; and 4. provides a letter of thank you to the three schools that attended the Youth Forum and invite the schools to be involved in the development of a Youth Policy. 	CEO	15-08-18	Policy development in progress
1819/060	National Election Advocacy			
	<p>THAT Council</p> <ol style="list-style-type: none"> 1. supports the Australian Local Government Association's campaign calling for the next federal government to restore Financial Assistance Grants to at least 1% of Commonwealth taxation revenue; 2. participates in the survey with the Mayor completing the survey on behalf of Council; 3. encourages each Elected Member to also complete the survey and support the campaign; and 4. writes to the President of the Local Government Association of Northern Territory to inform the Association of Council's resolution. 	CEO	26-09-18	COMPLETE - Email link to survey sent to Mayor, Councillors and Acting CEO. Letter sent to LGANT President advising of Council's resolution.

Resolution Number	Resolution	Action Officer	Meeting Date	Status
December Council Meetings				
1819/062	THAT Council brings forward future December ordinary Council meetings to the second Wednesday to avoid holding a meeting in the week leading up to Christmas.	CEO	26-09-18	Website and diaries updated., Advertisement in November
Southport Drainage Planning Study Revision				
1819/063	THAT Council 1. approves to undertake stormwater modelling of the entire townsite of Southport; 2. notes that a further report will be provided to Council following the modelling to review the level of road immunity for stormwater to be accepted, and the potential staging areas for design purposes; and 3. undertakes maintenance of table drains and stormwater infrastructure within Southport by the end of October 2018 or as soon as possible.	DIO	26-09-18	1. Stormwater modelling commenced. 2. Report to be scheduled following modelling. 3. Maintenance works programmed to commence by 22 October 2018.
Rating Policy Review Project				
1819/067	THAT Council: 1. approves the Rating Policy Review Project Plan with all relevant timelines; 2. establishes a Rating Policy Review Community Reference Group in line with the Terms of Reference attached to this report; and 3. receives a further report for the appointment of the Community Reference Group members no later than the December 2018 ordinary Council meeting.	DCCS	26-09-18	Expression of Interest for Community Reference Group advertised.
Street Lighting Update				
1819/068	THAT Council: 1. notes the replacement of street light luminaires with LED, including for maintenance activities and as a requirement of new works; 2. notes the preparation of a four-year LED luminaire replacement program for consideration in the 2019-20 budget; 3. notes the intent to install smart control systems within the Litchfield Municipality as part of the LED replacement program; and 4. endorses the preparation of a Street Lighting Policy to be presented to Council by February 2019.	DIO	26-09-18	1. Complete 2. Draft prepared, to be finalised for budget consideration. 3. Smart control system procurement process is underway. 4. Street Lighting Policy scheduled



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

7 Presentations

8 Petitions

9 Public Forum

10 Accepting or Declining Late Items

11 Notices of Motion

12 Mayors Report

12.1 Mayor's Report



COUNCIL REPORT

Agenda Item Number: 12.1
Report Title: Mayor's Monthly Report
Report Number: 18/0156
Meeting Date: 17/10/2018
Attachments: Nil

Purpose

A summary of the Mayor's attendance at meetings and functions representing Council for the period 27 September 2018 to 17 October 2018.

Summary

Date	Event	Comment
28 September 2018	Seniors Lifestyle Accommodation	Project Briefing
	National Police Remembrance Day 2018	Darwin Ecumenical Service
	Territory FM	Regular radio interview
29 September 2018	Council Planning Workshop	320 Arnhem Highway
8 October 2018	Litchfield Women in Business Network event – Territory Success Stories	2018 October Business Month
10 October 2018	One on One Media Coaching	BM Media
12 October 2018	Territory FM	Regular radio interview
	Rotary Club of Litchfield / Palmerston	Informal Drama / Circus Presentation
16 October 2018	LGANT Executive Meeting	Scheduled meeting
17 October 2018	CEO Larrakia	Indigenous & Larrakia in Litchfield

Recommendation

THAT Council receives and notes the Mayor's monthly report.



LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

Council appoints Council representatives to committees for their term as Councillors.

Council Appointed Representatives provide a verbal update on activities over the past month relating to the committees to which the Councillor has been formally appointed.

13 Reports from Council Appointed Representatives

Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee
Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Sport & Recreation Management Board
	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee
	-	Knuckey Lagoon Reserve Committee

Activity Area Plans

Mayor Bredhauer Cr Simpson	Coolalinga/Freds Pass Rural Activity Centre Area Plan Community Advisory Committee
Mayor Bredhauer Cr Barden	Humpty Doo Rural Activity Centre Area Plan Community Advisory Group



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

14 Finance Report

14.1 Finance Report September 2018



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Council Finance Report – September 2018
Report Number:	18/0159
Meeting Date:	17/10/2018
Attachments:	Nil

Purpose

The purpose of this report is to present the monthly finance report for the period ended 30 September 2018.

Recommendation

THAT Council receives the Litchfield Council Finance Report for the period ended 30 September 2018.

Background

This report comprises the original budget along with the end of year forecast and monitors the YTD actual revenue and expenses as at 30 September 2018. End of Year Forecasting includes all projects carried over from the prior financial year and current budget year variations.

Total Revenue recognised for the month of September is derived from rates levied for the entire financial year. The remainder of rates and charges budgeted is for prepayments of rates and \$60,000 attributed to growth in rateable properties. In August 2018, Council was advised that the Federal Assistance Funding increased by \$232,681 in the 2018/19 financial year. In addition, Council received confirmation that the January 2018 Monsoonal Trough funding (\$1,848,975) was approved by the National Disaster Relief and Recovery Arrangement (NDRRA) funding claim was approved for the repair and flood damage to four affected roads. These additional funding amounts are reflected in the forecast amount.

Total Operating Expenses are currently 23.4% of the annual budget for the financial year. The forecast variance of \$72,844 in expenditure is a direct result of insurance premiums increased in excess of budget. This is attributable to market developments and an increase in Council's asset values derived from the Asset Revaluation Project as at 30 June 2018 in accordance with Australian Accounting Standards.

Total Capital Expenses forecasted has increased as a result of the NDRRA funding approved for works to be carried out on affected roads, in addition to grant funding received at the end of the 2017/18 financial year for projects to commence in the 2018/19 financial year. The 2017/18 carried forward grants are set aside in the financial reserves and will be expended in the current financial year, these capital expenditure items include:

- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018-19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018-19 is \$6,792.

Overall, the 2018/19 budget result remains favourable by \$2,091,032 compared to Council's annual budget. This \$1.9m of this increase in operating profit will be attributed to additional capital works due to the January monsoon, the remainder funds will result in a decrease of funds drawn from financial reserves.

Finance Report

September 2018

LITCHFIELD COUNCIL



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

The consolidated Financial Statements, including Thorak Regional Cemetery operations, are presented in the same format as the full set of *End of Financial Year Statements*, reported in Litchfield Council's Annual Report, for greater transparency.

The statements include total revenue, both operational and capital but only operational expenditure. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

CONSOLIDATED OPERATING STATEMENT

	2018/19 Budget	2018/19 Actual	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	10,243,216	9,812,410	10,243,216	0	
Statutory Charges	70,250	77,528	80,250	10,000	1
User Charges	1,143,033	405,496	1,143,033	0	
Grants, subsidies & contributions	6,522,099	528,013	8,665,919	2,143,820	2
Investment Income	686,250	167,523	686,250	0	
Reimbursements	0	149	149	149	3
Other Income	60,000	28,246	69,907	9,907	4
TOTAL REVENUE	18,724,848	11,019,365	20,888,724	2,163,876	
EXPENSES					
Employee Costs	6,121,026	1,484,368	6,121,026	0	
Auditor Fees	36,600	959	36,600	0	
Bad and doubtful Debts	0	0	0	0	
Elected Member Expenses	241,311	33,164	241,311	0	
Election Expenses	0	0	0	0	
Cemetery Operations	300,200	116,953	300,200	0	
Contractors	4,197,620	832,822	4,197,620	0	
Energy	235,200	30,269	235,200	0	
Insurance	190,500	76,043	263,344	(72,844)	5
Maintenance	677,500	117,603	677,500	0	
Legal Expenses	143,000	15,196	143,000	0	
Donations and Community Support	117,250	58,594	117,250	0	
Computer / IT Costs	358,025	93,479	358,025	0	
Parts, accessories & consumables	263,000	17,770	263,000	0	
Professional Services	491,870	237,929	491,870	0	
Sundry	441,185	121,120	441,185	0	
TOTAL EXPENSES	13,814,287	3,236,269	13,887,131	(72,844)	
RESULT	4,910,561	7,783,096	7,001,593	2,091,032	

Explanations for Forecast variances to Original Budget

Note 1 – Dog registrations received to date are above budget, resulting in additional income forecasted to 30 June 2018.

Note 2 – The NDRRA funding for January Monsoonal Trough is approved with funding provided for Council's four affected roads totalling \$1,848,975. In addition, an increase of \$273,455 compared to budget in the Federal

Assistance Funding for general purpose and local road expenditure will be received along with additional developer contributions from subdivisions.

Note 3 – Worker Compensation Insurance reimbursement.

Note 4 – Consisting of Insurance claim settlements to be offset against expenditure of replacement items.

Note 5 - Increased insurance premiums of \$72,844 above annual budget.

CONSOLIDATED BALANCE SHEET at 30 September 2018

The 30 June 2018 results effecting current Balance Sheet accounts are preliminary results as at the end of June, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited. The final results for the 2017/18 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2018.

	31 August 2018	30 September 2018	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	2,498,690	2,915,679	416,989
Trade and Other Receivables	10,712,522	7,332,271	(3,380,251)
Other Financial Assets	18,494,424	20,502,760	2,008,336
TOTAL CURRENT ASSETS	31,705,636	30,750,710	(954,926)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	251,621,868	250,226,061	(1,395,807)
Other Non-Current Assets	8,113,142	8,546,931	433,789
TOTAL NON CURRENT ASSETS	259,735,010	258,772,992	(962,018)
TOTAL ASSETS	291,440,646	289,523,702	(1,916,944)
CURRENT LIABILITIES			
Trade and Other Payables	405,665	1,762,597	(1,356,932)
Provisions	634,596	627,676	6,920
TOTAL CURRENT LIABILITIES	1,040,261	2,390,273	(1,350,012)
NON CURRENT LIABILITIES			
Provisions	422,435	390,221	32,214
TOTAL NON CURRENT LIABILITIES	422,435	390,221	32,214
TOTAL LIABILITIES	1,462,696	2,780,494	(1,317,798)
NET ASSETS	289,977,950	286,743,208	(3,234,742)
EQUITY			
Accumulated Surplus	24,913,585	21,678,843	3,234,742
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	21,752,635	21,752,635	-
TOTAL EQUITY	289,977,950	286,743,208	3,234,742

Cash and cash equivalents have increased by \$416,989 due to increased payments received from Rates and Charges.

Other Financial Assets have increased by \$2,008,336 from 31 August 2018 due to the investment of additional term deposits with surplus funds available from grant income and Rates and Charges received.

Trade and Other Receivables have decreased by \$3,380,251 from 31 August 2018 due to payment of Rates and Charges with the first instalment due and payable, in addition to outstanding Sundry Debtors.

Infrastructure, Property, Plant & Equipment has decreased due to depreciation recognised to date.

Other Non-Current Assets represent the projects that remain work in progress as at 30 September 2018 including works from 2017/18 ie. Anzac Parade Infrastructure Upgrade, Freds Pass Reserve Capital Improvements and Freds Pass Road Infrastructure Upgrade as well as the capital projects commenced in the 2017/18 financial years and not finalised.

Estimate of Net Cash position and Current ratio

The current ratio measures the liquidity of an entity. It observes the ability to pay short-term liabilities (debt and payables) with its short-term assets (cash and receivables). If the ratio is less than 1:1 Council is unable to pay its liabilities. Best practice is for the ratio to be between 1.5 and 3.

As identified in Section 5 of this report, Litchfield Council's liquidity KPI is easily met with 30 September 2018 current ratio equalling 12.87.

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{30,750,710}{2,390,273} = 12.87\end{aligned}$$

$$\text{Net Cash Position} = 30,750,710 - 2,390,273 = \$28 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2018/19 rates and charges have been applied to properties and recognised in Council's accounts, which is reflected in both Finance and Waste Management year to date revenue totals.

Overall expenditures year to date are 23.4% of the annual budget. Some operational expenditures are not evenly spread across the financial year, with major operational road maintenance expenditure to occur close to the end of the financial year.

	2018/19 YTD Budget	2018/19 YTD Actual	2018/19 Annual Budget	2018/19 Annual Forecast	Forecast Variance +ve (-ve)	Note
REVENUE						
Finance	7,630,126	7,151,933	8,472,205	8,545,328	73,123	1
Works	735,716	448,820	2,583,776	2,752,345	168,569	1
Planning	12,957	37,902	51,836	51,836	0	
Waste Management	2,893,373	2,906,702	3,048,423	3,048,423	0	
Community	20,502	20,163	82,000	82,000	0	
Regulatory Services	36,190	78,573	70,750	81,796	11,046	2
TOTAL REVENUE	11,328,864	10,644,093	14,308,990	14,561,728	252,738	
EXPENSES						
Council Leadership	333,732	266,784	940,231	940,231	0	
Corporate	110,077	131,883	420,335	420,335	0	
Information Services	138,764	114,755	509,486	509,486	0	
Finance	578,599	454,871	1,523,732	1,596,576	(72,844)	3
Works	813,707	608,983	3,101,389	3,101,389	0	
Planning	172,865	151,610	688,273	688,273	0	
Waste Management	704,483	644,651	2,765,452	2,765,452	0	
Community	367,662	325,491	1,430,995	1,430,995	0	
Mobile Workforce	314,346	206,683	1,249,031	1,249,031	0	
Regulatory Services	93,405	79,767	364,614	364,614	0	
TOTAL EXPENSES	3,627,640	2,985,478	12,993,538	13,066,382	(72,844)	
OPERATING RESULT	7,701,224	7,658,615	1,315,452	1,495,346	179,894	

Explanations for Forecast variances to Original Budget

Note 1 – An increase of \$232,681 compared to budget in the Federal Assistance Funding for general purpose and local road expenditure, equating to an increase of 4.8% from prior year.

Note 2 – Additional dog registration income of \$10,000 forecasted and income from Coomalie Community Council for Regulatory Services assistance through Shared Service Agreement between councils.

Note 3 – Increased insurance premiums of \$72,844 above annual budget.

Explanations for YTD Actual variances to YTD Budget

The variances evident between YTD Budget and YTD Actuals are as a result of the following:

REVENUE











- An increase in subdivision and development fees.
- An increase in Animal Registrations for the period to September 2018.

EXPENSES

- Overall, timing of some expenditure costs varies to budget, mainly within Road Maintenance as a result of prioritising the large number of capital works projects.
- Invoice for one Insurance Premium outstanding.

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2018/19. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget at the end of September 2018.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Comments	
<u>2017/18 and prior</u>					
Developer Contribution Plan Review	60,000	6,494	60,000	Review of catchments underway. Plan to be developed based on new catchments.	
TOTAL	60,000	6,494	60,000		
<u>2018/19</u>					
Online Demographic and Economic Information Products	12,000	12,000	12,000	Product purchased. Training and community information sessions to commence in November 2018.	
Aerial Photography for Geographical Information System (GIS)	30,000	0	30,000	Licence is signed. Awaiting payment authorisation and load into Geographical Information System (GIS).	
New GIS for Council	20,000	0	20,000	Under Investigation.	
ICT Plan – UPS for Servers	5,000	0	5,000	Quotes are underway.	
ICT Plan – Vmware Sphere	8,000	0	8,000	Quotes are underway.	
Trainee Customer Service Officer	15,000	0	15,000	Information being sought for possible Training Partners. Recruitment to commence in October 2018.	
Tree Risk Management Plan	30,000	0	30,000	Scope being developed for quotation process.	
Aquatic Feasibility Study	50,000	0	50,000	Application for Special Purpose grant lodged in September 2018, awaiting results.	
Waste Transfer Station – Signage (Waste Strategy)	6,500	0	6,500	Not commenced, scheduled for early 2019.	
TOTAL	176,500	12,000	176,500		



- On Budget



- Watch Budget



- Outside Budget

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget to the end of September 2018.

	2018/19 Budget	2018/19 Actuals	2018/19 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Works	3,436,877	0	5,285,852	1,848,975	1
Planning	60,353	122,517	122,517	62,164	2
Mobile Workforce	60,000	18,338	60,000	0	
Community	81,181	0	81,181	0	
TOTAL REVENUE	3,638,411	140,855	5,549,550	1,911,139	
EXPENSES					
Works	5,767,345	413,947	7,616,320	1,848,975	1
Waste Mgt	204,677	0	204,677	0	
Mobile Workforce	188,000	0	188,000	0	
Community	411,181	24,867	480,422	69,241	3
TOTAL EXPENSES	6,571,203	438,814	8,489,419	1,918,216	
CAPITAL RESULT	(2,932,792)	(297,959)	(2,939,869)	(7,077)	

Explanations for Forecast variances to Original Budget

Note 1 – NDRRA Funding approved for the January Monsoonal Trough. This funding will be offset against expenses as the works are carried out on affected roads (Brougham, Bundy, Finn Roads and Trippe Road North).

Note 2 – Additional developer contributions received from subdivisions.











Note 3 – Increased expenditure due to grant funding received at the end of 2017/18 for:











- Humpty Doo Village Green Furniture & Fittings Upgrade totalling \$33,824
- Council Office Solar System Installation remaining funds for 2018/19 is \$28,625
- Howard Park Reserve Irrigation upgrade remaining funds for 2018/19 is \$6,792.

CAPITAL PROJECTS 2018/19 – WORKS

The table below summarises Council's capital works program for the 2018/19 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2017/18 financial year due to delays caused by Cyclone Marcus.

The Northern Territory Government has allowed the transfer of excess monies between Freds Pass Road Funding and Finn Road Funding totalling \$420,038.

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects carried forward from previous years						
Freds Pass Road Upgrade	30/09/2018	1,220,500	316,754	800,462	(420,038)	 Works completed, awaiting final invoice.
Finn Road Upgrade	30/11/2018	1,500,000	98,794	1,920,038	420,038	 Works commenced - 20% complete
Solar System Purchase and Installation	30/09/2018	78,720	37,534	78,720	0	 Work complete, awaiting final commissioning
TOTAL		2,799,220	453,082	2,799,220	0	
Projects commencing in 2018/19						
Road Reseal Program	31/12/2018	1,000,045	51,929	1,000,045	0	 Shoulders and edge patching underway, contract awarded for reseals with commencement by end of October.
Re-sheeting of Roads	30/06/2019	400,000	0	400,000	0	 Cyrus Road scheduled for October, remaining roads in 2019 following wet season.
Freds Pass Road Drainage Upgrade (BlackSpot)	30/06/2019	478,000	0	478,000	0	 Tender to be advertised, closing late October.
Safety Rails – Leonino Road	30/09/2018	90,000	48,980	90,000	0	 Completed
Safety Rails – Hicks Road	10/09/2018	90,000	60,642	90,000	0	 Completed
Carruth Road Line-marking	30/06/2019	30,000	0	30,000	0	 Design underway
Oxford Road – Sealing	30/06/2019	400,000	0	400,000	0	 Works scheduled following wet season

Infrastructure Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Pavement repairs – Whitewood Road	30/06/2019	427,000	0	427,000	0	 Design complete, works scheduled for 2019 dry season
Installation of Culverts on Pioneer Drv / Beddington Rd Intersection	30/06/2019	310,000	0	310,000	0	 Tender closed, evaluation underway
Purchase of 3 x Traffic Counts	30/06/2019	18,000	0	18,000	0	 To be ordered late 2018
Irrigation Upgrade at Council Office	31/12/2018	6,800	0	6,800	0	 Design complete, reviewing quotes
Meeting room Door at Council Office	31/01/2019	11,000	0	11,000	0	 Works to occur over Christmas period to minimise disruption
Footpaths at Council Office	30/06/2019	36,000	0	36,000	0	 Design underway
TOTAL		3,296,845	161,551	3,296,845	0	
NDRRA Projects commencing in 2018/19						
Finn Road flood damage repairs - NDRRA	30/06/2019	177,751	0	177,751	0	 Design complete, quote to be received to consider inclusion in existing Finn Road contracted works
Brougham Road flood damage repairs - NDRRA	30/06/2019	768,529	0*	768,529	0	 Design complete, works scheduled for 2019 dry season
Trippe Road North Flood damage repairs - NDRRA	30/06/2019	873,562	0*	873,562	0	 Tender closed, evaluation underway
Bundy Road floodway repairs - NDRRA	30/06/2019	29,133	0	29,133	0	 Orders raised for works
TOTAL		1,848,975	0	1,848,975	0	

* Design & surveying expenditure to be attributed from the consultancy budget.



- On Budget







- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – WASTE TRANSFER STATIONS

The table below is Council's capital projects for Waste Transfer Stations in accordance with the Budget and Municipal Plan.

Waste Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases and projects commenced in 2018/19						
Vibrating Waste Compactor	31/12/2018	14,677	0	14,677	-	 Product ordered, awaiting delivery
Shade Structure at Howard Springs WTS	30/06/2019	60,000	0	60,000	-	 Scope preparation underway
Gatehouse at Berry Springs WTS	30/06/2019	30,000	0	30,000	-	 Demountable ordered
Mains power connection / Water tank at Berry Springs WTS	30/06/2019	100,000	0	100,000	-	 Power supply being finalised
TOTAL		204,677	0	204,677	0	



- On Budget






- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce in accordance with the Budget and Municipal Plan.

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Capital Purchases commenced in 2018/19						
Tractor with loader replacement	31/12/2018	150,000	0	150,000	-	 Local Buy tender closed, evaluation underway, delivery in November
Mower replacement	31/12/2018	38,000	0	38,000	-	 Local Buy tender closed, evaluation underway, delivery in November
Projects carried forward from previous years						
Mobile Workforce Shed	30/06/2019	0	9,780	450,000	(450,000)	 Council resolution to proceed, tender documentation

Mobile Workforce Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
						being prepared, construction schedule for early 2019.
TOTAL		188,000	9,780	638,000	(450,000)	



- On Budget



- Watch Budget



- Outside Budget

CAPITAL PROJECTS 2018/19 – RECREATION RESERVES

The table below is Council's capital projects for Recreation Reserves still in progress from the 2017/18 and current financial year in accordance with the Budget and Municipal Plan.

Recreation Reserve Expenditure	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2017/18 and 2018/19						
Howard Park Reserve – Irrigation Upgrade	31/12/2018	<u>2017/18</u> 20,000	13,208	20,000	-	Special Purpose Grant – seeking quotes for final works
Howard Park Reserve – Playground Upgrade	No Funding	81,181	0	81,181	-	Special Purpose Grant application submitted, awaiting outcome
Howard Park Reserve – Kitchen Upgrade	31/12/2018	30,000	0	30,000	-	Awaiting final quotations.
Humpty Doo Village Green – Furniture Upgrade	31/12/2018	0	0	33,824	33,824	Awaiting final quotations.
Freds Pass Reserve – Improvements	30/11/2018	<u>2016/17</u> 3,000,000	2,561,837	3,000,000	-	In Progress, scheduled completion 30 November 2018
TOTAL		3,131,181	2,575,045	3,165,005	33,824	



- On Budget



- Watch Budget



- Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 30 September 2018 and compares the balance to the balance at 31 August 2018.

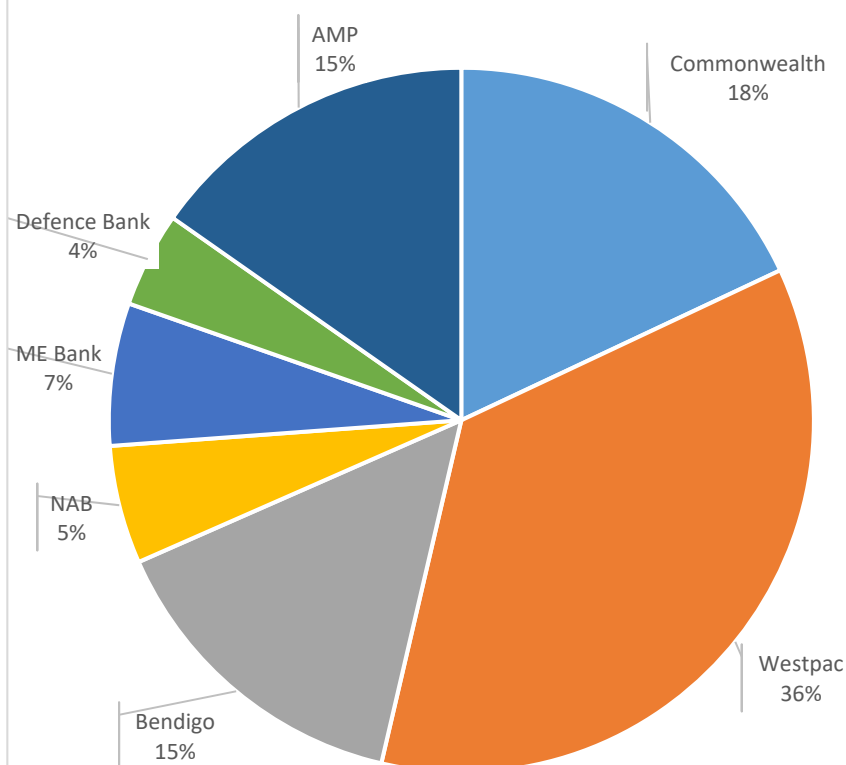
	31 AUGUST 2018	31 SEPTEMBER 2018	VARIANCE	COMMENT
Investments (Incl. Trust Account)	18,150,506	20,158,841	2,008,335	Additional funds invested
Business Maxi Account	1,507,405	917,331	(590,074)	Additional funds transferred from investment maturity
Operating Account	888,139	1,507,983	619,844	Additional funds transferred from investment maturity for monthly expenditure
TOTAL	20,546,050	22,584,155	2,038,105	

Investments

Council invests cash from its operational and business maxi accounts to ensure Council is receiving the best return on its cash holdings.

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
28/09/2017	1,000,000	365	CBA	2.62%	28/09/2018	26,200
12/04/2018	1,500,000	182	ME Bank	2.70%	11/10/2018	20,195
30/11/2017	1,019,447	365	Westpac	2.64%	30/11/2018	26,913
15/06/2018	1,541,885	180	Bendigo	2.80%	12/12/2018	21,291
04/12/2017	1,226,128	365	Westpac	2.64%	04/12/2018	32,370
25/06/2018	242,823	182	NAB	2.81%	24/12/2018	3,402
27/06/2018	1,000,000	203	NAB	2.81%	16/01/2019	15,628
08/02/2018	1,000,000	365	CBA	2.64%	08/02/2019	26,400
17/07/2018	1,000,000	217	AMP	2.85%	19/02/2019	16,944
28/06/2018	1,500,000	252	AMP	2.93%	07/03/2019	30,344
19/03/2018	1,000,000	365	Westpac	2.70%	19/03/2019	27,000
11/09/2018	1,071,785	238	CBA	2.70%	07/05/2019	18,869
31/05/2018	1,000,000	365	Defence Bank	2.85%	31/05/2019	28,500
25/06/2018	1,500,000	365	Bendigo	2.80%	25/06/2019	42,000
27/09/2018	1,000,000	294	Westpac	2.75%	18/07/2019	22,151
03/09/2018	1,056,774	336	CBA	2.70%	05/08/2019	26,266
06/09/2018	1,000,000	365	AMP	2.80%	06/09/2019	28,000
27/09/2018	1,500,000	365	Westpac	2.81%	27/09/2019	42,150
TOTAL INVESTMENTS	20,158,842					454,623

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

The opening balance results are preliminary results as at the end of June 2018, the end-of-year processing is on-going and yet to be finalised along with the accounts that are currently being audited. The final results for the 2017/18 Financial Year will be finalised and presented to Council in the Annual Report prior to the 15 November 2018.

	Balance at 1 July 2018	Transfer TO	Transfer FROM	Net Movement	Balance at 30 June 2019
Externally Restricted Reserves					
Developer Contribution Reserve	939,362	122,517	(80,882)	41,635	980,997
Unexpended Grants and Contributions	4,617,125	-	(4,392,125)	(4,392,125)	225,000
Internally Restricted Asset Related Reserves					
Asset Reserve	10,922,989	-	(1,102,105)	(1,102,105)	9,820,884
Internally Restricted Other Reserves					
Waste Management Reserve	4,300,759	289,471	(211,177)	78,294	4,379,053
Election Reserve	100,000	-	-	-	100,000
Disaster Recovery Reserve	-	-	-	-	-
Strategic Initiatives Reserve	500,000	-	(90,000)	(90,000)	410,000
TOTAL	21,380,235	411,988	(5,876,289)	(5,464,301)	15,915,934

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 30 September 2018 are \$18,109 compared to \$365,100 at 31 August 2018, a reduction of \$346,991 due to the payment of developer fees and charges.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$0	\$502	\$90	\$1,563	\$2,155
Infrastructure	\$2,680	\$0	-\$8	\$11,612	\$14,284
Recreation Reserves	\$1,145	\$0	\$350	\$175	\$1,670
TOTAL	\$3,825	\$502	\$432	\$13,350	\$18,109
% of total sundry debtors	21.1%	2.8%	2.4%	73.7%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators (Allowance for Doubtful Debts is recognised)	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$1,004
No permit provided, until payment is received	\$2,400
Company under Administration	\$1,462
Resent Statement	\$101
Resent Statement	\$100
Resent Statement	\$75
TOTAL	\$13,350

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 30 September 2018 Council has 82 infringements outstanding with a balance of \$25,273 a reduction of \$1,296 in outstanding infringements compared to 31 August 2018 due to payments made.

	June 2018	July 2018	August 2018	September 2018
Number of Infringements outstanding	76	70	78	82
Balance of Infringements outstanding	\$27,133	\$27,570	\$26,569	\$25,273

Seventy three (73) infringements have been sent to the Fines Recovery Unit (FRU), seven (7) have received reminder notices and two (2) infringements have been issued recently.

All infringement courtesy letters have been sent in accordance with Council's policy.

OUTSTANDING RATES

Council's Debt Recovery Policy FIN05 guides the collection of outstanding rates. Recovery of rates continues to be an area of focus with Council's performance in recovering outstanding rates improving each month. Council continues to use the services of the current Debt Collector for rate assessments presently placed with them. However, Council has contracted a second debt collector to commence collection of overdue rates on selected rate assessments to reduce debt appropriately. Rates in arrears have decreased by \$81,902 in the month of September with the first instalment date now due and payable.

The below table illustrates the split of prior years' outstanding rates:

	BEGINNING OF 2018/19 (30 JUNE 2018)	PREVIOUS MONTH (AUGUST 2018)	CURRENT MONTH (SEPTEMBER 2018)	MONTHLY VARIANCE
COMMERCIAL	\$50,725	\$36,349	\$35,489	\$80
MINING	\$65,629	\$70,727	\$71,349	(\$622)
NON-RATEABLE MINING	\$0	\$0	\$0	\$0
NON-RATEABLE WASTE	\$19,666	\$19,430	\$19,414	\$16
RURAL RESIDENTIAL	\$1,688,116	\$1,602,148	\$1,519,556	\$82,592
URBAN RESIDENTIAL	\$86,445	\$93,021	\$93,964	(\$943)
TOTAL	\$1,910,581	\$1,821,675	\$1,739,773	\$81,902

The below table illustrates the split of current year outstanding rates:

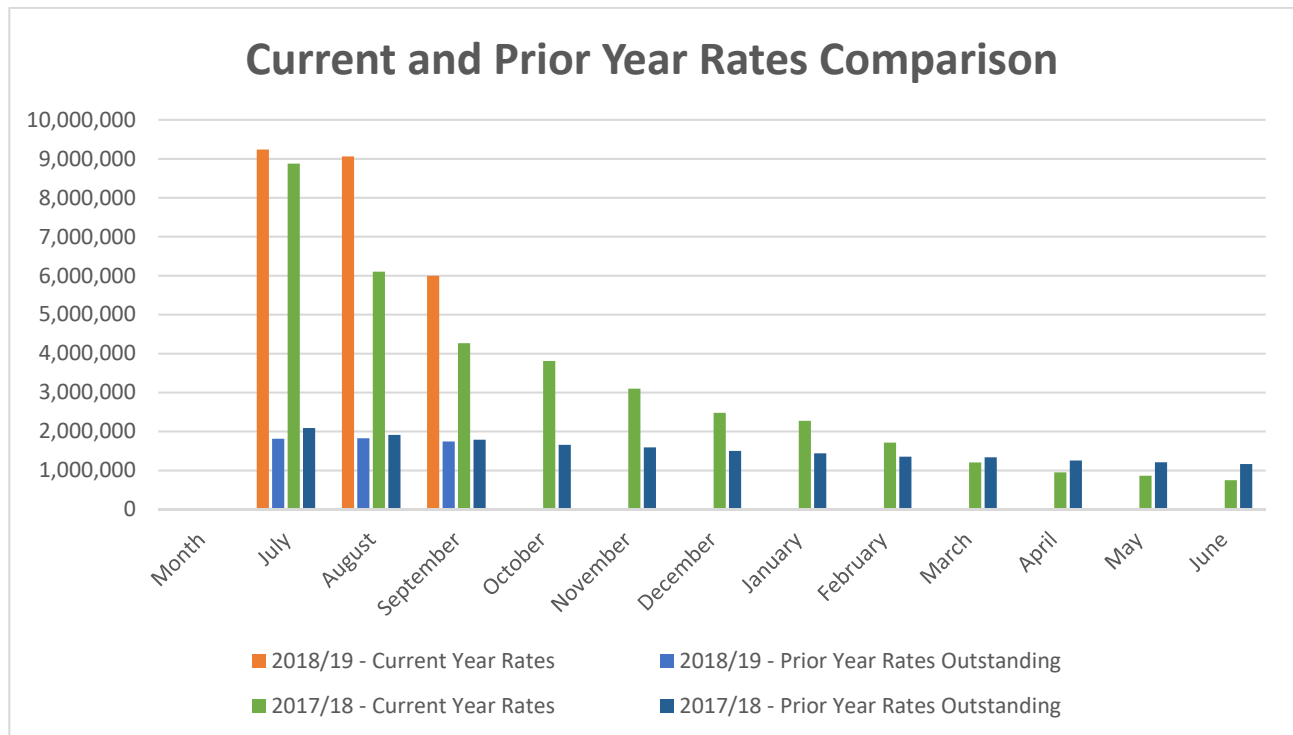
	PRIOR MONTH (AUGUST 2018)	CURRENT MONTH (SEPTEMBER 2018)	VARIANCE	DUE DATES
INSTALMENT 1	\$2,906,050	\$1,530,890	(\$1,375,160)	OVERDUE
INSTALMENT 2	\$3,040,785	\$2,183,140	(\$857,645)	30 November 2018
INSTALMENT 3	\$3,114,420	\$2,280,223	(\$834,197)	28 February 2019
TOTAL	\$9,061,255	\$5,994,253	(\$3,067,002)	

First instalment of current year's rates are due and payable with a total of \$1,530,890 still to be collected. Current year rates and charges collected in the month of September was \$3,067,002.

The graph below tracks the total rates owing for the 2018/19 financial year by month and compares outstanding rates to the same time in the previous financial year 2017/18.

Due to the adjustment of the first instalment due date from August in 2017 to September in 2018, the current year's rate in August 2018 are noticable higher then in August 2017. This has been recitfied in this monthly finance report.









Prior Year Rates Outstanding in September 2018 are lower then the same time the year before.






SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2018/19 Municipal Plan includes a number of KPIs for the Finance area to meet; these are listed and reported on in the table below.

Key Performance Indicator	Target	Status	Comment
Compliance with management, statutory and regulatory budgeting and reporting	100%		All budgeting and reporting are compliant to date
Monthly and annual financial reporting, including audit	Unqualified audit		Interim Management Letter received only highlighted 7 low risk items.
Current years rates outstanding as at 30 June 2019	<15%		Currently at 59.3% With only one of three instalments due
Rates coverage ratio – lowering Council's dependency on government grants and other funding sources.	>50%		Forecast coverage ratio is currently at 58.7%
Liquidity ratio	>1:1		12.87:1 as at 30/09/2018
Current Ratio	>1		12.87 as at 30/09/2018
Debt Service Ratio	>1		Forecast is 0%
Asset sustainability ratio	60%		Forecast currently is 73.4%. Depreciation forecast is \$11,557,620.

-  KPI met
-  KPI in progress, on track
-  KPI not met

SECTION 6

CREDITORS PAID

Creditor accounts paid in September 2018 are listed in the table below.

Cheque No	Chq Date	Payee	Description	Amount
Payroll 6	12/09/2018	LC Staff	Payroll Fortnight ending 12 September 2018	\$139,533.64
Payroll 7	26/09/2018	LC Staff	Payroll Fortnight ending 26 September 2018	\$138,984.39
865.1403-01	06/09/2018	AMP BANK LIMITED	Term Deposit - Maturity Date 06 Sep 19	\$1,000,000.00
866.1137-01	07/09/2018	ALLAN KING & SONS CONSTRUCTION PTY	Freds Pass Road Upgrade - Progress claim # 2	\$208,002.58
867.67-01	13/09/2018	JARDINE LLOYD THOMPSON PTY LTD	JLT fee for Service Insurances Thorak and Council Office	\$200,412.66
868.1137-01	20/09/2018	ALLAN KING & SONS CONSTRUCTION PTY	Shoulder Reformation and Re-compacting	\$57,122.00
865.374-01	06/09/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Cyc 1, 2 & 99 Pay Period 5 and 6	\$49,852.00
869.280-01	27/09/2018	CITY OF DARWIN	Jul 18 Howard Springs Land Fill Fees	\$49,347.60
868.374-01	20/09/2018	AUSTRALIAN TAXATION OFFICE (ATO)	PAYG Withheld Cyc 1 & 2, Pay Period 6 & 7	\$46,102.00
DD270918	28/09/2018	STATEWIDE SUPERANNUATION PTY LTD	Aug & Sep 18 - Super for pays 3, 4 & 5	\$45,495.48
869.87-01	27/09/2018	TOP END LINEMARKERS PTY LTD	Traffic Control & line marking on numerous roads.	\$43,908.88
865.268-01	06/09/2018	BYRNE CONSULTANTS	Chibnall Road Upgrade - Geotechnical Surveys	\$32,086.45
869.827-01	27/09/2018	LITCHFIELD GREEN WASTE RECYCLERS	Mulch green waste at Howard Springs WTS	\$25,148.20
869.409-01	27/09/2018	F & J BITUMEN SERVICES PTY LTD	Asphalt Supplied and laid on Kentish Road	\$23,500.00
868.514-01	20/09/2018	VEOLIA ENVIRONMENTAL SERVICES	Monthly Rubbish Removal - August 2018	\$16,898.19
868.596-01	20/09/2018	AREA9 IT SOLUTIONS - HARDWARE	Office 365 Plan E3 Open Annual Subscription	\$15,754.71
868.971-01	20/09/2018	MUGAVIN CONTRACTING PTY LTD	Supply Traffic Management & Plan Frances Rd	\$14,360.00
869.1427-01	27/09/2018	ID CONSULTING PTY LTD	Profile ID yearly Subscription Fee Aug 18	\$13,200.00
869.849-01	27/09/2018	WEX AUSTRALIA (PUMA CARD)	AUG 18 Litchfield Council Fuel Account	\$10,778.98
867.14-01	13/09/2018	AUSTRALIA POST	First instalment rate notices postage costs and Dog Registration renewal mailout.	\$9,940.15
865.1099-01	06/09/2018	DAVE'S MINI DIGGA HIRE	Drain Clean - Wadham Rd Herbert	\$9,845.00
865.414-01	06/09/2018	TOTAL EXCAVATIONS	Clean out of Drain -185 Power Rd	\$9,554.60
869.78-01	27/09/2018	POWER & WATER CORPORATION	20A Bees Cr Rd, Jul/Aug Water Bill for HSWTS, HDWTS and Howard Park Reserve	\$9,533.59
865.612-01	06/09/2018	CREMASCO CIVIL PTY LTD	Gates for Freds Pass Rd, incl fabrication	\$8,618.39
868.612-01	20/09/2018	CREMASCO CIVIL PTY LTD	Supply and Install Angle Steel Pit	\$7,867.99
865.1065-01	06/09/2018	MRS M H BREDHAUER	AUG 18 Mayor Allowances	\$7,747.71
867.1099-01	13/09/2018	DAVE'S MINI DIGGA HIRE	Clean out of Drains Deloraine Rd, Knuckey Lagoon	\$7,645.00
869.1439-01	27/09/2018	WANDINA CONSULTING	Term Engagement - Acting Director Community	\$7,062.00

Cheque No	Chq Date	Payee	Description	Amount
868.956-01	20/09/2018	IRONWOOD CONSULTING	Project Management Freds Pass Aug Service	\$6,600.00
869.1099-01	27/09/2018	DAVE'S MINI DIGGA HIRE	Clean out Drains 105 Krichauff Rd	\$6,545.00
869.158-01	27/09/2018	NT ELECTRICAL GROUP	Repairs to electrical infrastructure	\$6,510.96
867.992-01	13/09/2018	WEST ARNHEM REGIONAL COUNCIL	AUG 18 Records Management Improvement Process	\$6,442.26
865.971-01	06/09/2018	MUGAVIN CONTRACTING PTY LTD	Plan/Supply Traffic management Plans	\$6,175.00
869.1253-01	27/09/2018	CRAIG BURGENDORF	Repair and replace hand pump to bin at HDWTS and repairs for HSWTS backhoe	\$5,938.45
868.1251-01	20/09/2018	TACTICAL COACH	Disc-Tests - People and Culture Program	\$5,725.50
868.1099-01	20/09/2018	DAVE'S MINI DIGGA HIRE	Clean out of Drains Krichauff Rd, Humpty Doo	\$5,720.00
865.993-01	06/09/2018	ARAFURA TREE SERVICES & CONSULTING	Remove marked trees on corner of Girraween and Bastin road	\$5,632.00
867.170-01	13/09/2018	NT RECYCLING SOLUTIONS (NTRS)	AUG 18 Collect cardboard & co-mingle - All WTS's	\$5,163.07
867.163-01	13/09/2018	TONKIN CONSULTING	Southport Drainage Study Review	\$5,116.38
865.1413-01	06/09/2018	McCLELLAND INDUSTRIES PTY LTD	Monthly Rent for MWF Shed 01 SEP 18	\$4,767.40
869.1413-01	27/09/2018	McCLELLAND INDUSTRIES PTY LTD	OCT 18 Monthly Rent for MWF Shed Spencely Rd	\$4,767.40
865.183-01	06/09/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - Grave digging - August 2018	\$4,752.00
869.85-01	27/09/2018	TELSTRA	September 18 - Litchfield Council Phones	\$4,751.08
867.414-01	13/09/2018	TOTAL EXCAVATIONS	Recut drain Collard Rd to Rick Rd	\$4,705.80
868.183-01	20/09/2018	CHRIS'S BACKHOE HIRE PTY LTD	Thorak - New concrete beams at Garden of Angels	\$4,200.00
867.144-01	13/09/2018	ORIGIN	Thorak - LP Gas for August 2018	\$4,064.20
865.87-01	06/09/2018	TOP END LINEMARKERS PTY LTD	Traffic Control & Line Marking Litchfield Roads	\$3,774.30
867.1320-01	13/09/2018	RUSSELL KENNEDY LAWYERS	Professional Costs for Advice Employment	\$3,724.60
867.577-01	13/09/2018	ARJAYS SALE & SERVICE PTY LTD	Leonino Road Repair	\$3,696.00
869.926-01	27/09/2018	JACANA ENERGY	Electricity Costs - Vereker Street, Council Office, HSWTS and HSWTS	\$3,672.90
869.993-01	27/09/2018	ARAFURA TREE SERVICES & CONSULTING	Removal of String bark and Black Wattle	\$3,640.00
868.1320-01	20/09/2018	RUSSELL KENNEDY LAWYERS	Advice Employment Matters	\$3,632.20
869.737-01	27/09/2018	LIVINGSTONE VOLUNTEER BUSHFIRE BRIGADE	Fire break Management for Council Land	\$3,520.00
869.1396-01	27/09/2018	CSE CROSSCOM PTY LTD (T/A COMM8)	Radio Programming of Portable Radios	\$3,127.21
869.144-01	27/09/2018	ORIGIN	Thorak - LPG delivery	\$3,060.20
865.668-01	06/09/2018	INSTITUTE OF PUBLIC WORKS ENGINEERING	Staff training and Professional Development	\$2,915.00
867.953-01	13/09/2018	HWL EBSWORTH LAWYERS	Professional Services for Litchfield Council	\$2,905.65
865.78-01	06/09/2018	POWER & WATER CORPORATION	June & July Council Water Bill PO 11954	\$2,884.55
868.78-01	20/09/2018	POWER & WATER CORPORATION	MAY to AUG 18 - Water for Howard Park Reserve	\$2,782.93
868.1152-01	20/09/2018	LANE LASER PRINTERS PTY LTD	Print, set up & Send Annual Rate notices	\$2,608.38
869.1431-01	27/09/2018	TRANSFORM ELECTRICAL	Replace all lights in panels in Board room	\$2,560.80
867.1207-01	13/09/2018	UNIQUE INDUSTRIES (AUTO TECH)	Service for Ford Ranger Utility CC45FS	\$2,538.49

Cheque No	Chq Date	Payee	Description	Amount
867.384-01	13/09/2018	MS C VERNON	Consultancy Services	\$2,488.20
867.1297-01	13/09/2018	SS AUTO ELECTRICS	Repairs and alterations to SV4275	\$2,284.00
868.180-01	20/09/2018	AURECON AUSTRALIA P/L	AUG 18 - Contribution Plan Review	\$2,278.38
865.1064-01	06/09/2018	MRS C M SIMPSON	AUG 18 Councillor Allowances	\$2,247.05
867.151-01	13/09/2018	HARVEY NORMAN COMPUTERS/ELECTRICAL	Replacement Phones Reg Services and Waste Manager	\$2,197.00
865.1063-01	06/09/2018	MRS K J SAYERS-HUNT	AUG 18 - Deputy Mayor Allowances	\$2,163.51
865.1068-01	06/09/2018	MR D S BARDEN	AUG 18 Councillor Allowances	\$2,107.05
865.1443-01	06/09/2018	MR M E ROY	Rates Refund	\$2,000.00
868.1447-01	20/09/2018	HILL INNOVATION ENTERPRISES PTY LTD	WHS Desktop Gap Analysis	\$1,925.00
865.1290-01	06/09/2018	MATCHEZ SUPERANNUATION FUND (M SALTER)	AUG 18 Councillor Allowances	\$1,917.05
869.1453-01	27/09/2018	PICTURE FRAMING DARWIN	Reframe Images in Chambers	\$1,875.00
867.1444-01	13/09/2018	DOWD ADVISORY PTY TLD	Councillor Governance Support and Coaching	\$1,870.00
869.806-01	27/09/2018	ZIPPY CLEANING & MAINTENANCE SERVICE	SEP 18 Cleaning of Litchfield Council offices	\$1,852.30
867.956-01	13/09/2018	IRONWOOD CONSULTING	Variation to Project Management Freds Pass	\$1,732.50
00413183	20/09/2018	TERRITORY FUNERALS	Refund, Overcharged for plot, incorrect price list	\$1,721.50
865.1142-01	06/09/2018	OFFICEMAX AUSTRALIA LTD	Replenish Stationary Council Office	\$1,687.10
867.1438-01	13/09/2018	MR M D MAJID	Refund overpayment for Section B Charge	\$1,565.00
869.839-01	27/09/2018	SIMES ALUMINIUM PRODUCTS - FABWELD	Modification & repairs to dog cage, Reg Services	\$1,552.50
867.1415-01	13/09/2018	FIT MEDICAL CENTRE PTY LTD	Independent Medical Review	\$1,540.00
869.506-01	27/09/2018	TURBO'S TYRES	Supply and Fit Trailer Tyres	\$1,487.20
869.290-01	27/09/2018	AUSTENG ENGINEERING SOLUTIONS	Thorak - Crematorium replacement parts	\$1,351.38
867.1429-01	13/09/2018	SMILE A MILE FUN BUS & TOY LIBRARY	Smile a Mile Fun Bus & Toy Library Ent for Function	\$1,250.00
869.825-01	27/09/2018	PRESTIGE AUTOMOTIVE ELECTRICAL &	Repair Aircon on Backhoe at Berry Springs WTS	\$1,214.59
865.1152-01	06/09/2018	LANE LASER PRINTERS PTY LTD	Printing & Mailing of 2018/2019 Dog Registrations	\$1,205.53
868.414-01	20/09/2018	TOTAL EXCAVATIONS	Pickup logs and relocate to Girraween Road	\$1,188.00
868.1363-01	20/09/2018	PAUL MAHER SOLICITORS	Fee for draft letter to EPA and providing Advice on Matter	\$1,089.00
869.1456-01	27/09/2018	MRS S NAGA	Rates Refund	\$1,000.00
867.367-01	13/09/2018	BUNNINGS GROUP LIMITED	JUL & AUG 18 Powerpass Account	\$998.64
865.639-01	06/09/2018	CAPTOVATE PTY LTD	Website style payment forms & search features	\$990.00
867.508-01	13/09/2018	EASA	EAP Counselling Session July 2018	\$987.35
869.560-01	27/09/2018	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - Ranger	\$963.60
868.327-01	20/09/2018	TIGER CONTRACTING (NT) PTY LTD	Grounds Maintenance at Howard Park Reserve	\$946.00
869.815-01	27/09/2018	JEFFRESS ADVERTISING	Advertisement Thorak Regional Cemetery	\$937.65
867.926-01	13/09/2018	JACANA ENERGY	JUL 18 - Lot 1916 Whitewood H/Park Reserve	\$930.92
867.968-01	13/09/2018	NT FASTENERS PTY LTD	Battery powered rattle gun for Humpty Doo WTS	\$919.97
868.506-01	20/09/2018	TURBO'S TYRES	Strip worn trailer tyre from rim and repair	\$885.50
865.1033-01	06/09/2018	1SPATIAL AUSTRALIA PTY LTD	FME annual maintenance renewal for 2018-2019	\$858.00

Cheque No	Chq Date	Payee	Description	Amount
869.414-01	27/09/2018	TOTAL EXCAVATIONS	Loader used to relocate rocks Gonnerman Road	\$858.00
BPAY216	14/09/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Ford Ranger CC45YM 12 months	\$853.30
BPAY217	14/09/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Ford Ranger CC45YL 12 months	\$853.30
869.1130-01	27/09/2018	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon	\$840.00
869.220-01	27/09/2018	THE BIG MOWER	Routine service of all Garden Care Diesel Equipment	\$817.05
867.1130-01	13/09/2018	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon 10/9 & 14/9/18	\$770.00
869.1340-01	27/09/2018	THE DRUG DETECTION AGENCY	Drug Testing including Lab confirmation	\$763.40
869.596-01	27/09/2018	AREA9 IT SOLUTIONS – HARDWARE	HP 65W Smart AC Adapter for EliteBook x3	\$755.25
BPAY213	14/09/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Holden Colorado CC45WB 12mths	\$748.30
865.825-01	06/09/2018	PRESTIGE AUTOMOTIVE ELECTRICAL	Replace revolving light on Forklift	\$709.50
865.1361-01	06/09/2018	BENTLEY MCGUINNESS MEDIA PTY LTD	Media coaching pods for the Mayor Jul & Aug 18	\$700.00
867.51-01	13/09/2018	SOUTHERN CROSS PROTECTION	AUG 18 Patrol Service Humpty Doo Transfer Station	\$687.86
869.581-01	27/09/2018	FOOD'LL DO	Catering - LWIB Function 10 OCT 18	\$677.00
867.971-01	13/09/2018	MUGAVIN CONTRACTING PTY LTD	Plan/Supply Traffic Management Road Works	\$675.00
869.575-01	27/09/2018	CYCLONE MOTORCYCLES	Thorak - Major service for Polaris	\$660.36
867.268-01	13/09/2018	BYRNE CONSULTANTS	Freds Pass Carpark - Design and Document	\$655.62
868.1295-01	20/09/2018	URBAN DEVELOPMENT INSTITUTE	Rural membership for 2018/2019	\$600.00
865.111-01	06/09/2018	STICKERS AND STUFF	Values and Behaviours Staff mousepads	\$572.00
868.817-01	20/09/2018	TERRITORY DOOR SERVICES (DORMAKABA)	Thorak - Full service of Electronic Door	\$528.00
869.1274-01	27/09/2018	GRACE RECORD MANAGEMENT (AUSTRALIA)	September 18 - Records Storage	\$520.51
868.1449-01	20/09/2018	MR J S KWONG	Rates Refund	\$511.36
00413180	12/09/2018	Mrs Elizabeth Koole Rural Carols by Candlelight	Community Grant -2018 Rural Carols by Candlelight	\$500.00
00413184	20/09/2018	BEES CREEK PRIMARY SHONA HENDERSON	Community Grant - 3D Road Crossing Project	\$500.00
867.31-01	13/09/2018	TOP END SIGN SALES	Dangerous Dog Signs - UV Protected 8 Signs	\$484.00
865.790-01	06/09/2018	BOBTOW TILT TRAY SERVICES	Tow abandoned Ford Falcon Ute from Litchfield Area	\$458.00
867.1200-01	13/09/2018	TERRITORY POWERSPORTS GROUP PTY LTD	Repair buggy seat and re-upholster	\$453.25
868.1076-01	20/09/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$440.55
869.719-01	27/09/2018	TAX SMART AUSTRALIA PTY LTD	2018/19 Tax Smart Annual Subscription	\$440.00
867.1158-01	13/09/2018	TOX FREE AUSTRALIA PTY LTD	Pick up and supply of Sharps Containers	\$432.91
865.1113-01	06/09/2018	GRAPHICS'LL DO (LEONIE RICHARDS)	Design & artwork for two single sided Banners	\$429.00
BPAY214	14/09/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Forklift - Humpty Doo WTS - CC91VA 12 Months	\$413.25
BPAY215	14/09/2018	RTM MOTOR VEHICLE REGISTRY - MVR	Registration Skid steer Loader CC91UZ 12 months	\$413.25
867.39-01	13/09/2018	DANISAM PTY LTD	Locate and mark lines for Test Pits	\$407.00

Cheque No	Chq Date	Payee	Description	Amount
869.455-01	27/09/2018	MINI-TANKERS AUSTRALIA PTY LTD	Thorak - Fuel delivery for Backhoe, and other Equipment	\$404.07
00413182	17/09/2018	LITCHFIELD COUNCIL PETTY CASH	Litchfield Council - Reimburse P/Cash July, Aug & Sept	\$391.30
865.1431-01	06/09/2018	TRANSFORM ELECTRICAL	Install weather proof power point Council Offices	\$385.00
868.926-01	20/09/2018	JACANA ENERGY	JUL 18 Power for Howard Springs Waste Station	\$360.91
867.36-01	13/09/2018	BRIDGE TOYOTA	Toyota Hilux CC10PQ - Service & Airbag Inspection	\$356.36
867.1181-01	13/09/2018	ODD JOB BOB	Install Flashings at 36 Vereker sty, Humpty Doo MWF	\$349.25
868.267-01	20/09/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Replace Led Fluorescent light in reception Area	\$323.27
868.134-01	20/09/2018	FIGLEAF POOL PRODUCTS	Thorak - Onsite Water testing	\$320.50
867.515-01	13/09/2018	JC ELECTRONIC SECURITY PTY LTD	Security System Camera fault diagnostics	\$297.00
867.612-01	13/09/2018	CREMASCO CIVIL PTY LTD	Repairs - Power Rd - Weld back together fence	\$297.00
867.851-01	13/09/2018	OFFICEWORKS	Document Wallets and Magazine Files	\$281.00
865.1186-01	06/09/2018	ADVANCED SAFETY SYSTEMS AUSTRALIA	ASSA Membership 2018/2019	\$273.90
865.220-01	06/09/2018	THE BIG MOWER	Thorak - Hustler Mower parts for repairs	\$273.00
869.1173-01	27/09/2018	HUGHES NURSERY	Gifts for New Citizens from Ceremony	\$265.00
865.43-01	06/09/2018	NT BUILD	Levy Adjustment / Levy Refund Project #5	\$258.00
867.61-01	13/09/2018	GREENTHEMES INDOOR PLANT & HIRE	AUG 18 Indoor Plant Hire Council Office	\$255.28
867.1396-01	13/09/2018	CSE CROSSCOM PTY LTD (T/A COMM8)	SEP 18 Tracking System Data Access	\$255.20
869.968-01	27/09/2018	NT FASTENERS PTY LTD	Galvanised Screws, nuts and bolts	\$253.92
865.752-01	06/09/2018	TOTALLY WORKWEAR PALMERSTON	Protective Work Wear - Shirts, Gloves, Hats	\$249.60
869.885-01	27/09/2018	HUMPTY DOO DIESEL	Replace Transmission Oil glass	\$233.95
867.187-01	13/09/2018	NORSIGN	Signs for Howard Park Reserve - "Slow"	\$231.66
865.85-01	06/09/2018	TELSTRA	Thorak- August phone charges	\$220.69
869.1053-01	27/09/2018	CSG BUSINESS SOLUTIONS PTY LTD	Thorak - Photocopier cost August 2018	\$216.32
868.1448-01	20/09/2018	MRS S G TROW	Barking collar refund	\$200.00
865.1330-01	06/09/2018	PAWS DARWIN LTD	August Pound Transfers	\$195.00
868.1142-01	20/09/2018	OFFICEMAX AUSTRALIA LTD	Replenish Stationary, Hand Towel & Toilet supplies	\$194.95
869.267-01	27/09/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Repair/Replace Light with LED Finance Area	\$189.75
869.1008-01	27/09/2018	OUTBACK BATTERIES P/L	Replacement Battery Starter	\$175.50
865.855-01	06/09/2018	TENDERLINK	Public notice RFT18 - Bituminous Survey	\$172.70
867.855-01	13/09/2018	TENDERLINK	Public notice RFT18 - 168 Litchfield Council Tender	\$172.70
869.855-01	27/09/2018	TENDERLINK	Public notice Trippe Road North Reconstruction	\$172.70
869.850-01	27/09/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Public Liability Insurance MWF Shed Vereker St	\$169.04
867.874-01	13/09/2018	FIN BINS (VTG WASTE & RECYCLING)	AUG 18 Rubbish removal from Council Offices	\$166.83
868.790-01	20/09/2018	BOBTOW TILT TRAY SERVICES	Tow silver Hatchback from Acacia Gap Rd - Disposal	\$165.00
865.1242-01	06/09/2018	THAT OTHER SPARKY	Rectify an electrical fault Howard Springs WTS	\$143.00

Cheque No	Chq Date	Payee	Description	Amount
869.1344-01	27/09/2018	PROSEGUR AUSTRALIA PTY LTD	Collect monies - Office Premises - 04th & 07th Sep 18	\$143.00
868.51-01	20/09/2018	SOUTHERN CROSS PROTECTION	Patrol Service Humpty Doo Transfer Station	\$136.61
865.267-01	06/09/2018	K & J BURNS ELECTRICAL & REFRIGERATION	Repair isolators on Compactor at Humpty Doo WTS	\$134.75
869.1040-01	27/09/2018	SUPERCHEAP AUTO	Degreaser and Lightning USB Cable	\$124.05
869.1268-01	27/09/2018	CRAZY ACRES	Local Produce Gifts for LWIB Baskets	\$120.00
867.842-01	13/09/2018	MR R J FREEMAN	Remove Tyres from rims at HDWTS	\$115.00
867.1337-01	13/09/2018	MS K LEHMANN	Reimburse - Parking and Certificates for Staff Awards	\$106.41
00413181	20/09/2018	HOWARD SPRINGS PRIMARY SCHOOL	Cat trap bond return	\$100.00
865.1441-01	06/09/2018	MR T GORRIE	Dog trap return	\$100.00
865.876-01	06/09/2018	NT ICE	30 bags of ice to for MWF Crew	\$99.00
868.850-01	20/09/2018	HUMPTY DOO DEVELOPMENTS PTY LTD	Water bill for MWF Shed Verekers St, July 18	\$88.46
867.799-01	13/09/2018	WALGA (WA LOCAL GOV)	Position Desc Records M/Ment & Regulatory Services	\$88.00
00413185	25/09/2018	MISS J D KAISSIS	Bond refund	\$80.00
865.1344-01	06/09/2018	PROSEGUR AUSTRALIA PTY LTD	Collection money - Office Premises 14th and 17th Aug	\$71.50
868.1344-01	20/09/2018	PROSEGUR AUSTRALIA PTY LTD	Collect money- Office Premises - 28th & 31st Aug 18	\$71.50
865.1130-01	06/09/2018	MAIR'S ONLY CLEANING	Cleaning- Knuckey Lagoon 03/9 & 07/09/18	\$70.00
865.886-01	06/09/2018	MR R J FREEMAN	Remove tyres from rims at HDWTS	\$70.00
868.1130-01	20/09/2018	MAIR'S ONLY CLEANING	Cleaning for Knuckey Lagoon 17/09 & 21/09/18	\$70.00
865.287-01	06/09/2018	HARVEY DISTRIBUTORS	Thorak - Bin liners - 240lt	\$67.45
867.1245-01	13/09/2018	RURAL RUBBISH REMOVAL	AUG 18 - Rubbish collection for Knuckeys Lagoon Bins	\$61.60
869.1143-01	27/09/2018	WORKPRO (RISK SOLUTIONS AUSTRALIA)	Police Clearance - Records Officer	\$60.50
865.535-01	06/09/2018	TOP END WINDSCREENS & TINTING	Thorak - Windscreen chip repair to Hilux	\$60.00
869.522-01	27/09/2018	FARMWORLD NT PTY LTD	Supply point lift pins and Ball	\$59.20
869.1076-01	27/09/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$55.00
865.1442-01	06/09/2018	MS A SZYC	Key return	\$50.00
867.1445-01	13/09/2018	MISS K BOWDEN-FINLAY	Dog Registration Refund for Overpayment on Deceased	\$50.00
865.30-01	06/09/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - Bottled Water for Foyer and Chapel	\$42.00
869.30-01	27/09/2018	TERRITORY SPRINGWATER PTY LTD	Thorak - Bottled Water delivered to Site	\$42.00
869.1294-01	27/09/2018	CLEAN FUN PTY LTD (DARWIN LAUNDRIES)	Wash, dry, fold & iron linen	\$38.50
867.1133-01	13/09/2018	NT WATER FILTERS	Bottled Water for Council Foyer	\$31.20
865.1076-01	06/09/2018	TDC (NT) PTY LTD - T/AS TERRITORY DEBT	Debt Recovery Fees	\$24.31
865.565-01	06/09/2018	CURBY'S (NT) PTY LTD	Trophy & Engraving - Young Territory Author	\$20.90
865.820-01	06/09/2018	CONSOLIDATED BEARING COMPANY (CBC)	Repair Bearings for - Mower CC 44 JN	\$20.79
867.1446-01	13/09/2018	MR G M BALDING	EAP Counselling Session July 2018	\$20.00
TOTAL				\$2,444,616.47

CREDIT CARD TRANSACTIONS

Credit card transactions for September 2018 are listed in the table below.

Staff Member	Cost Code	Details	GROSS (\$)	GST (\$)
Kaylene Conrick CEO	3000.350.639	Credit for Paystay Accounts 21st, 28th Aug & 4th Sept	\$30.00	\$2.73
Deborah Branson	3000.350.639	Australian Institute of Company Directors - Membership - K Conrick CEO	\$677.50	\$61.59
Executive Assistant	3020.340.673	Darwin Newsagency - Gift - Mayor Kanitonda	\$19.97	\$1.82
	3020.340.673	Mad Harrys - Gift - Mayor Kanitonda	\$1.50	\$0.14
	3020.340.673	Darwin Newsagency - Gift - Mayor Kanitonda	\$4.95	\$0.45
	3020.340.673	The Bookshop Darwin - Gift - Mayor Kanitonda	\$54.00	\$4.91
	3020.340.673	Coles - Catering - Mayor Kanitonda	\$15.17	\$0.25
	WO4288	Novus Glass - Windscreen Repair - Prado	\$129.00	\$11.73
	WO4287	Novus Glass - Windscreen Repair - Hilux	\$195.00	\$17.72
	3130.350.515	Muffin Break - Catering - Mayors & CEOs Bi-Monthly Meeting	\$12.00	\$1.09
	3130.350.500	Office Works - Stationery	\$57.03	\$5.18
	WO4074	Facebook - Promote Hector the Cat breakfast	\$23.72	\$2.16
	3200.310.644	Mercure Alice Springs Resort - Accommodation - DIO LGANT ETIRG Meeting	\$155.00	\$14.09
	3031.350.515	Coles - Values Launch - Staff BBQ Breakfast	\$145.52	\$1.15
	3020.340.672	The Perth Mint - Coins - Australian Citizenship Ceremony	\$120.18	\$10.93
	3130.350.515	Muffin Break - Catering – Executive	\$16.90	\$1.54
	3020.330.500	Kmart - Document Carry Case - Mayor Canberra	\$25.00	\$2.27
	3020.330.644	Qantas - Flights Sydney - Canberra - Mayor	\$796.32	\$72.39
	3020.330.500	Vision6 - Monthly Councillor Bulletin	\$9.90	\$0.90
	3700.341.669	Humpty Doo Jerky - LWIB Gift Baskets	\$27.75	\$ -
	3700.341.669	Mad Harrys - Gift Baskets - LWIB	\$51.80	\$4.71
	3700.341.669	Real McArthur Paw Paw - Gift items LWIB	\$29.95	\$ -
	WO4074	Office Works - Howard Park Scouts Hall - Trestle Tables	\$474.00	\$43.09
	3020.340.673	Kmart - Corporate Gifts	\$15.15	\$1.38
	3700.341.669	Harvest Press - Bees Creek Honey - Gift items LWIB	\$40.00	\$3.64
Silke Maynard	3130.350.515	Paystay parking recharge September 2018	\$20.00	\$ -
Director Community & Corporate Services	1230.115.171	Coles Catering - Towards Zero Harm Event "TZH"	\$269.98	\$2.74
	1230.115.171	Coles Catering - Towards Zero Harm Event	\$71.32	\$0.03
	1230.115.171	Howard Springs bakery - "TZH" Event	\$132.50	\$2.05
	1230.115.1711	Pupa - Ice for TZH Event	\$19.98	\$1.82
	3130.350.515	Paystay parking recharge September 2018	\$10.00	\$ -
Karina Gates	3121.350.640	Symesh Satellite Service	\$77.55	\$7.05
Finance Manager	3130.310.645	A&P Private Hire Car Alice Springs-Conference	\$30.00	\$2.73
	3130.310.644	Casa Nostra Alice Springs Meals-Conference	\$28.00	\$2.55
	3130.310.644	Mercure Alice Springs- Conference	\$125.61	\$11.42
Glen Byrnes	3410.350.515	Woolworths - Staff Amenities & Cleaning	\$25.35	\$1.83
Waste Manager	W00004226.127	Dabsco Replacement Window HandlesSprings	\$26.26	\$ -
	3410.350.508	Totally Work Wear - PPE Boots	\$155.00	\$14.09
	3410.350.515	Woolworths - Staff Amenities & Cleaning	\$87.16	\$3.18
Justin Dunning	3800.503.401	Roof Master - Colourbond and Flashing	\$356.74	\$32.43

Staff Member	Cost Code	Details	GROSS (\$)	GST (\$)
MWF Manager	3800.310.644	Booktopia - Leadership manual	\$98.75	\$8.98
	W00004175.126	MVR Permits payments	\$66.00	\$ -
	W00004177.126	MVR Permits payments	\$66.00	\$ -
	W00004178.126	MVR Permits payments	\$66.00	\$ -
	W00004586.126	MVR Permits payments	\$66.00	\$ -
Vicky Wellman	W00003516.121	MVR Rego Hino Truck - Registration	\$520.00	\$ -
Thorak Manager	W00003516.121	MVR Rego Hino Truck - CTP Contributions	\$552.30	\$50.20
	23000.350.640	Skymesh Satelite	\$59.95	\$5.45
	W00003516.120	Repairs to Driver seat Hino Truck	\$300.00	\$27.27
Sharon McTaggart	4040.435.560	Kmart - Storage Containers	\$9.00	\$0.82
Regulatory Services Manager	4040.350.503	Safe NT - WWC Ochre Card	\$70.00	\$ -
	4040.435.560	Kmart - Pegs and Hose Fitting	\$10.00	\$0.91
	4040.435.560	Howard Springs Meat Supplies	\$40.00	\$ -
Herb Backers	3130.350.500	Darwin, Palmerston & Litchfield & AB Com	\$192.00	\$17.45
Works Manager				
TOTAL			\$ 6,678.76	\$ 458.84

Links with Strategic Plan

An effective and sustainable Council

Recommending Officer: **Diana Leeder, Acting Director Community and Corporate Services**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of 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.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

15 Officers Reports

- 15.1 October 2018 Summary Planning and Mining Report
- 15.2 Executive Service Quarterly Performance Report July – September 2018
- 15.3 Community & Corporate Services Quarterly Performance Report July – September 2018
- 15.4 Infrastructure & Operations Quarterly Performance Report July – September 2018



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	October 2018 Summary Planning and Mining Report
Report Number:	18/160
Meeting Date:	17/10/2018
Attachments:	Attachment A: Letter of Comment on PA2018/0358 Attachment B: Letter of Comment on PA2018/0348 Attachment C: Letter of Comment on PA2018/0388 Attachment D: Letter of Comment on PA2018/0355 Attachment E: Letter of Comment on EMEL 31969 and EMEL 31970

Purpose

The purpose of this report is to provide to Council a summary of development and mining applications received, and comments provided, for the period of 8 September 2018 to 4 October 2018.

Summary

For the noted period, Council provided comments on four development applications, of which one was supported subject to normal Council conditions, two were supported subject to specific issues being adequately addressed, none were not supported for reasons related to areas of Council authority, and one was objected to for reasons related to other issues. For the noted period, Council provided comments on one mining application. All letters of comment are provided for information in the attachments to this report.

Recommendation

THAT Council:

1. receive the October 2018 Summary Planning and Mining Report;
2. note for information the responses provided to Development Assessment Services or Department of Primary Industries and Resources, as applicable, within Attachments A-E to this report.

Background and Discussion

DEVELOPMENT APPLICATIONS

The following is a summary of all Development Applications received and comments provided for the period of 8 September 2018 to 4 October 2018.

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to normal Council conditions	1

Council Outcome on Development Applications	No. Applications
Development applications supported, subject to specific issues being adequately addressed	2
Development applications not supported/objected to for reasons related to Council issues	0
Development applications objected to for reasons not directly related to Council issues	1
Note: Of the above applications, none are provided with a separate report within this Council agenda. Additional detail is provided below on all other 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 in regard to areas of Council authority, including, but not necessarily limited to, access and stormwater drainage.

Development Applications supported, subject to normal Council conditions

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

Application Number, Address, Attachment	Purpose and Summary
PA2018/0358 Section 674 (645) Parkin Road, Fly Creek, Hundred of Cavenagh Attachment A	Fire station (Labasheeda Park Volunteer Bushfire Brigade) The application is for the building for the bushfire brigade. Council has supported the bushfire brigade to be located on this site through several other applications to Crown land. There are not expected to be any impacts on Council infrastructure as a result of this proposal.

Development Applications supported, subject to specific issues being adequately addressed

The table below describes the Development Applications that are supported by Council only if the specific issues outlined are adequately addressed.

Application Number, Address, Attachment	Purpose and Summary	Specific Issues to be Addressed
PA2018/0348 Section 2413 (160) William Road, Berry Springs, Hundred of Cavenagh Attachment B	Intensive animal husbandry (sea cucumber hatchery and grow-out facility) The application proposes to reopen a previously closed aquaculture facility.	The site is accessed through an unformed portion of Council road and support is given on condition that a Traffic Impact Assessment is provided and that the volume and type of traffic expected along the unformed portion of William

Application Number, Address, Attachment	Purpose and Summary	Specific Issues to be Addressed
		Road is suitable to the road conditions and/or the road is upgraded, at no cost to Council, to support the increased traffic.
PA2018/0388 Section 1614 (3202) Arnhem Highway, Middle Point, Hundred of Guy Attachment C	Shade structure and floating pontoon addition to an existing mooring facility The application proposes to construct a shade structure and floating pontoon to facilitate the existing tourism business on site.	The application is in keeping with the existing leisure and recreation use of the site and is not expected to have any effect upon the amenity of the surrounding neighbourhood or Council infrastructure. Should any additional car parking be determined to be required, that requirement would be supported.

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

The table below describes the Development Applications that are not supported or objected to by Council for reasons related to areas of Council authority.

Application Number, Address, Attachment	Purpose and Summary	Reasons for non-support/objection
No applications for this category during this time period.		

Development Applications objected to for reasons not directly related to Council issues

The table below describes the Development Applications that are objected to by Council for reasons not directly related to areas of Council authority. Typically, these are reasons related to preservation of amenity of the surrounding neighbourhood and compliance with the NT Planning Scheme.

Application Number, Address, Attachment	Purpose and Summary	Reasons for objection
PA2018/0355 Lot G (11) Fellows Road, Howard Springs, Hundred of Bagot Attachment D	Alterations and additions to an existing single dwelling with a reduced front setback The application proposes an extension to the dwelling with a setback of 4 metres rather than the required 10 metres.	Council considers the proposed setback variation to be an encroachment on the expected rural streetscape and the applicant has not provided any special circumstances as to why the addition could not be located elsewhere on the site within the setback requirements.

MINING APPLICATIONS

For all mining applications, Council's standard comments have been provided, with areas of access and stormwater drainage addressed where required.

The table below describes the Mining Applications to which Council has recently responded.

Application Number, Address, Attachment	Type of Application and Proposed Mined Material	Comments Provided
EMEL 31969 and EMEL31970 Section 4226 (0) Taylor Road, Howard Springs, Hundred of Bagot Attachment E	EMEL To explore for porcellanite, gravel and sand.	Council has no comments in relation to the proposed EMEL.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

Not applicable to this report

Financial Implications

Not applicable to this report

Community Engagement

Not applicable to this report

Recommending Officer:

Nadine Nilon, Director Infrastructure and Operations

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of 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.

11 September 2018

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

RE: Letter of Comment Development Application

PA2018/0358
Section 674 (645) Parkin Road, Fly Creek, Hundred of Cavenagh
Fire station (Labasheeda Park Volunteer Bushfire Brigade)

Thank you for the Development Application referred to this office on 31/08/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the following reasons:

- a) The proposal is in keeping with the recently granted Crown Lease for a subdivision in excess of 12 years for the Labasheeda Park Volunteer Bushfire Brigade.
- b) There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal.

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 remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and 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 the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.

- 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 the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works within a Road Reserve Permit – Works Associated with a Development 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 Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

11 September 2018

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

RE: Letter of Comment Development Application

PA2018/0348

**Section 2413 (160) William Road, Berry Springs, Hundred of Cavenagh
Intensive animal husbandry (sea cucumber hatchery and grow-out facility)**

Thank you for the Development Application referred to this office on 31/08/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the following reasons:

- a) The proposal appears reasonable for the existing and previous use of the site.
- b) It is expected that any impacts upon Council infrastructure can be mitigated through conditions on a Development Permit.

provided the following issues are adequately addressed:

- a) Council notes the site is accessed through an unformed portion of Council road. Council supports the application provided that a Traffic Impact Assessment is provided and that the volume and type of traffic expected along the unformed portion of William Road is suitable to the road conditions and/or the road is upgraded, at no cost to Council, to support the increased traffic. Support for the application does not in any way indicate that there may be future upgrades to the road to support the proposed use.

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 include details of site levels and Council's stormwater drainage connection point(s).

- i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.
- b) Litchfield Council requests an Operational Environmental Management Plan (OEMP) from the management and operation of the use be prepared to the requirements of an independently suitably qualified professional to the satisfaction of the Director Infrastructure and Operations, Litchfield Council. The use must at all times be conducted in accordance with the plan. The OEMP must include:
 - i. Overall environmental objectives for the operation of the use and techniques for their achievement,
 - ii. Procedures to ensure that no significant adverse environmental impacts occur as result of the use,
 - iii. Proposed monitoring systems,
 - iv. Identification of possible risks of operational failure and response measures to be implemented, and
 - v. Day to day management requirements for the use, including waste management.
- c) A Traffic Management Plan for the construction phase of the development shall be submitted to and approved by Litchfield Council. The plan must address traffic control and haulage routes proposed for the development.
- d) A Traffic Impact Assessment Report, prepared by a suitably qualified traffic engineer in accordance with the AustRoads Document Guide to Traffic Management Part 12: Traffic Impacts of Developments, in the report structure provided as Appendix C of that document, with particular attention to vehicular, pedestrian, cyclist and public transport issues and opportunities shall be submitted to and approved by Litchfield Council. The Traffic Impact Assessment report is to also include swept paths for any vehicles Class TB2 or larger (as defined in AustRoads 94) entering and exiting the site.

The report should identify any necessary upgrades to the surrounding street network as a result of the implications of the development to the requirements of Litchfield Council. The developer will be required to institute all required upgrade measures at no cost to Litchfield Council.

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

- a) The owner shall collect stormwater and discharge it to the drainage network to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.

- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- 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 the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works within a Road Reserve Permit – Works Associated with a Development 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 Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

27 September 2018

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

RE: Letter of Comment Development Application

PA2018/0388

**Section 1614 (3202) Arnhem Highway, Middle Point, Hundred of Guy
Shade structure and floating pontoon addition to an existing mooring facility**

Thank you for the Development Application referred to this office on 21/09/2018, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council supports the granting of a Development Permit for the following reasons:

- a) The application is in keeping with the existing leisure and recreation use of the site and is not expected to have any effect upon the amenity of the surrounding neighbourhood.
- b) There are not expected to be any effects upon Council infrastructure as a result of the proposal.

The noted support is given provided the following issues are adequately addressed:

- a) Council supports the provision of appropriate car parking for all uses. Should it be determined that any additional car parking is required as a result of the proposal, Council would support the provision of that parking on site.

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) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) *A Works within a Road Reserve Permit – Works Associated with a Development 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 Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations

14 September 2018

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

RE: Letter of Comment Development Application

PA2018/0355

**Lot 0000G (11) Fellows Road, Howard Springs, Hundred of Bagot
Alterations and additions to an existing single dwelling with a reduced front setback**

Thank you for the Development Application referred to this office on 31/08/2018, 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 objects to the granting of a Development Permit for the following reasons:

- a) From the plans provided and site visits, it is unclear whether or not the existing dwelling on the site meets the required 10m front setback, prior to considering the proposed encroaching addition. Given that, and the expanse of the proposed addition being almost the same width as the existing dwelling, Council considers the proposed setback variation to be an encroachment on the expected rural streetscape.
- b) The applicant has not provided any special circumstances as to why the addition could not be located elsewhere on the site within the setback requirements, such as on the side of the existing structure.

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 include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road

reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.

- iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
- iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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 remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and 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 the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- 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 the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works within a Road Reserve Permit – Works Associated with a Development 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 Clause 6.7 of the NT Planning Scheme.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully



Nadine Nilon
Director Infrastructure and Operations



2 October 2018

Annette Smith
Department of Primary Industry and Resources
GPO Box 4550
Darwin NT 0801

Dear Annette

RE: Letter of Comment Mining Application

**EMEL31969 and EMEL31970
Section 4226 (0) Taylor Road, Howard Springs, Hundred of Bagot
To extract porcellanite, gravel and sand.**

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 29/08/2018, 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 has no comments in relation to the proposed EMEL.

If you require any further discussion in relation to this application, please contact **Litchfield Council's Planning and Development division** on 08 8983 0600 and you will be directed to the appropriate officer to address your query.

Yours faithfully

Wendy Smith
Planning and Development Manager



COUNCIL REPORT

Agenda Item Number:	15.02
Report Title:	Executive Services Quarterly Performance Report Jul - Sep 2018
Report Number:	18/0149
Meeting Date:	17/10/2018
Attachments:	Nil

Purpose

The quarterly Executive Services performance report, for the period of July to September 2018, is presented to Council for noting.

Summary

The Executive Services quarterly performance report is provided for the three months ending 30 September 2018 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

THAT Council receives and notes the Executive Services Quarterly Performance report for the period July to September 2018.

Background

Executive Services comprises the Office of the Mayor and the Office of the Chief Executive Officer (CEO) and includes the following key activities: strategic planning and reporting, human resources, community engagement, government relationships and public relations. The Directorate also provides support to the elected members.

The Executive Services Directorate currently consists of four staff; the CEO, Executive Assistant to CEO and Mayor, Community Engagement Advisor and Human Resource and WHS Advisor.

1 Elected Members

This section provides an overview of the Mayor and Councillors attendance and activities during the quarter.

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	3	3	3
Councillor Sayers-Hunt	3	2	2
Councillor Barden	3	3	3
Councillor Simpson	3	3	3
Councillor Salter	3	2	2

SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	0	0	0
Councillor Sayers-Hunt	0	0	0
Councillor Barden	0	0	0
Councillor Simpson	0	0	0
Council Salter	0	0	0

COUNCIL RESOLUTIONS	THIS PERIOD	2018/19
Resolutions of Council	79	79

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Independent Chairperson	2	2	2
Councillor Hunt	2	1	1
Councillor Barden	2	2	1
Mayor Bredhauer (ex-officio)	2	1	1

Next Risk & Audit Committee scheduled 6 February 2019

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	2018/19
Mayor	3	3	3
Councillor Hunt	3	2	2
Councillor Barden	3	3	3
Councillor Simpson	3	3	3
Councillor Salter	3	2	2

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	DATES	2018/19 IN \$
One-on-One Media Coaching – Mayor Bredhauer	July & August 2018		\$1,272.00
AICD Webinar – Board of Committees Part 1 – Building the Right Foundation – Cr Simpson		July 2018	\$89.00

This section gives an update on entries to various registers maintained by the CEO according to relevant legislation or Council policy.

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	2	2
STAFF	0	0

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2018/19
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Nil		
TOTAL FOR FINANCIAL YEAR		0

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	10	10
STAFF	0	0

INFORMATION ACT REQUESTS	RECEIVED	DECIDED	APPEALED	COMPLETED
Sec 18 Access to Government Information	0	0	0	0
Sec 31 Access to Personal Information	0	0	0	0
TOTAL FOR QUARTER	0	0	0	0
TOTAL FOR YEAR	0	0	0	0

CIVIC EVENTS	DATE	LOCATION
Berry Springs Seniors Morning Tea	31-Jul-18	Council Chambers
Visit by Mayor of Kanitonda (Japan) Morning Tea	24-Aug-18	Council Chambers
TOTAL FOR QUARTER		2
TOTAL FOR YEAR		2

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship Ceremony	24-Sep-18	Council Chambers	13	1
TOTAL FOR QUARTER			13	1
TOTAL FOR FINANCIAL YEAR			13	1

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
Media Release - Productive Roads – All media	2-Jul
Mayors Column – The Sun	3-Jul
Mayors Column – The Sun	24-Jul
Thorak Jewish Section – NT News	31-Jul
Taminmin Library – NT News	1-Aug
Dingos in the rural area – ABC Darwin	8-Aug
Feral cats in the rural area – ABC Darwin	13-Aug
Mayors Column – The Sun	14-Aug
Media Release - Joint - Mango Industry – All media	22-Aug
Mayors Column – The Sun	4-Sep
Mayors Column – The Sun	25-Sep
Media Release - Joint - \$2 million Freds Pass – All media	26-Sep
TOTALS FOR THE QUARTER	12
TOTALS FOR THE YEAR	12

4 Policy Development

Two types of policies are maintained – Council Policies requiring approval by Council, and Administrative Policies requiring approval by the Chief Executive officer.

REVIEWED POLICY	TYPE	APPROVED
Elected Member Benefits and Support	Council	18/7/2018
TOTAL FOR THIS PERIOD		1
TOTAL FOR YEAR		1
NEW POLICY		
NIL		
TOTAL FOR THIS QUARTER		0
TOTAL FOR YEAR		0

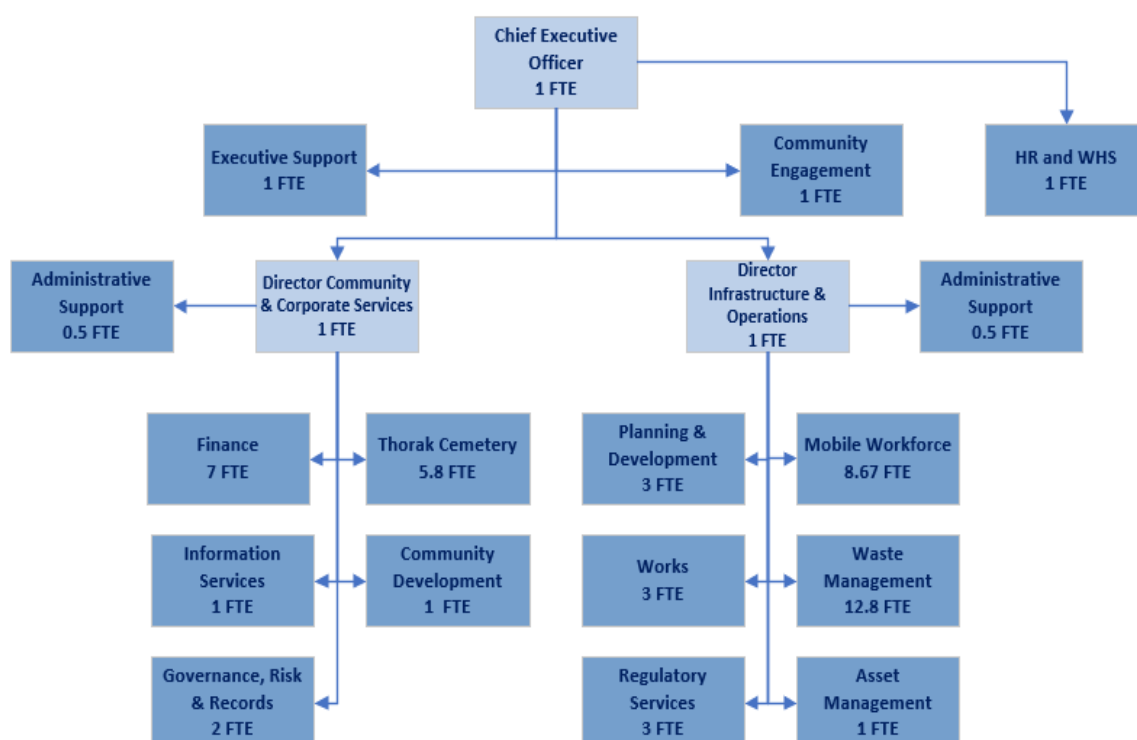
5 Employees

2018/2019 STAFFING PLAN

	FINANCIAL YEAR	Qtr 1
DIRECTORATE	BUDGET 2017/18 FTE	Current
Community & Corporate Services	18.3	17
Infrastructure & Operations	32.97	30.3
Office of the Chief Executive	4	4
Total full Time Equivalent Staff	55.27	51.3

Current vacancies in this quarter included the Customer Service Trainee and several position within the Mobile Workforce Crew, on-going and for Wet Season Crew. In addition to this, the Records Management Officer was vacant for a large part of the reporting period.

ESTABLISHMENT STRUCTURE



TRAINING	JUL – SEP		
Category	Date	Need	Attendance
Forklift Licence	19-20 July	Corporate Requirement	Several members of Mobile Workforce Crew
Self-care for employees and introduction to Grief	1 Aug & 8 Aug	Professional Development	All cemetery staff
Microsoft Word Immediate	28-29 Aug	Professional Development	Customer Service Officer
LGANT Finance Reference group	28-29 Aug	Professional Development	Finance Manager
LGANT HR and Governance Reference Group	6 Sep	Professional Development	Risk & Governance Advisor, HR & WHS Advisor
IAP 2 – Conflict in Engagement	12 Sep	Professional Development	Planning and Development Manager
IAP2 -Engaging with influence	13 Sep	Professional Development	Community Engagement Officer, Planning and Development Manager
Certificate IV in Leadership and Management	Sep 2018 to Sep 2019	Professional Development	Mobile Workforce Plant and Machinery Operator

STAFF TURNOVER RATE

The staff turnover in the quarter is 3 %.

6 Tenders and Contracts

There have been no contractual arrangements entered into where the contract extends beyond a single year.

TENDERS	value	NUMBER	WINNER	RESOLUTION
FINN ROAD ROADSIDE DRAINAGE UPGRADE	\$1,797,215.32	RFT18-162	ALAN KING AND SONS CONSTRUCTIONS PTY LTD	1819/036
MAINTENANCE OF PAVEMENT, REPAIRS AND NEW WORKS	\$227,395.00	RFT18-167	ALAN KING AND SONS CONSTRUCTIONS PTY LTD	WITHIN CEO DELEGATION
LITCHFIELD COUNCIL RESEAL VARIOUS ROADS	\$737,527.00	RFT18-168	F&J BITUMEN SERVICES	WITHIN CEO DELEGATION
PAVEMENT MARKING	\$31,482.20	RFT18-169	TOP END LINE MARKERS PTY LTD	WITHIN CEO DELEGATION
BITUMINOUS SURFACE REPAIRS	\$227,395.00	RFT18-167	DOWNER EDI WORKS PTY LTD	1819-073
SUPPLY OF ROADSIDE FURNITURE	\$5393.28	RFT18-171	NORSIGN NT	WITHIN CEO DELEGATION

7 Litchfield Women in Business Network

COMMITTEE MEETINGS WITHIN THE QUARTER

Meeting held 27 August 2018

Council Chambers

FUNCTIONS WITHIN THE QUARTER

Boosting Business Innovation in Litchfield – Monday, 9 July 2018

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: Silke Maynard, Acting Chief Executive Officer

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to any item of business to be discussed at a Council meeting of 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.



COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	Community and Corporate Services Quarterly Performance Report July – September 2018
Report Number:	18/0158
Meeting Date:	17/10/2018
Attachments:	Nil

Purpose

This report presents to Council for noting, the Community and Corporate Services Directorate quarterly performance report for July to September 2018.

Summary

This report provides Council with an update of activities by the Directorate Community and Corporate Services against the Municipal Plan 2018/19 in the function areas; Finance, Rates, Information Technology, Community Development and Governance and Risk.

Recommendation

THAT Council receives and notes the Community and Corporate Services Quarterly Performance Report for July to September 2018.

Background

The Community and Corporate Services Directorate provides financial and corporate support to other areas of Council, as well as the broader Community through the management of Council-Owned Community Recreation Reserves.

For the period of July to September 2018 the **Finance Team** has worked on the following projects:

- Coordinated and attended to Litchfield Council's Auditors onsite undertaking the final audit for completing the 2017/18 Audited Financial Statements for Litchfield Council and Thorak Regional Cemetery;
- Assisted with the preparation of the 2017/18 Annual Report;
- Managed the implementation and development of Council's new payment process. Online payments now include Dog Registration renewals;
- Continuous correspondence on Council's application for National Disaster Recovery Relief Arrangement funding claim for the Monsoonal Trough – January 2018 event;
- Preparation and lodgement of ABS - Local Government Finance Statistics Quarterly Estimates;
- Lodgement of Quarterly Expenditure Report for Roads to Recovery;

- Preparation and implementation of the Acquittal Travel Form for staff in accordance with HRp12 - Travel & Accommodation Procedure;
- Preparation and implementation of the updated Disability Parking Permit Procedure and the new Disability Parking Permit Application Form; and
- Implementation and upload of Asset Revaluations from Opteon Pty Ltd into Council's Asset Register for inclusion into the 2017/18 Financial Statements.

2018-19 Municipal Plan KPIs

KPI	TARGET	STATUS	COMMENT
Annual Budget/ Annual Report / Municipal Plan	100%	On track	To date, full compliance
Monthly and annual financial reporting, including audit	Complete	On track	To date, full compliance
Long-Term Financial Plan - Liquidity ratio - Asset sustainability ratio - Current ratio - Debt service ratio	>1:1 >60% >1 >1	On track	12.87:1 as at 30/09/2018 Forecast currently is 40%, Review of budgeted depreciation to be undertaken 12.87 as at 30/09/2018 Forecast is 0%
Long-Term Rating Strategy -Rates coverage ratio	>50%	On track	Forecast coverage ratio is currently at 49% (includes one-off grants for asset improvements).
Review the Customer Request Management System	Complete	On track	Project in planning stage
Rates and accounts receivable collection Current years rates outstanding as at 30 June 2019	<15%	On track	Currently at 59.3%
Front counter customer service Outcomes from Community Survey – customer satisfaction	>60%	On track	63%.

Rates Department

Collection of all outstanding rates debt continues to be the focus for the Finance and Rates Team this quarter, in accordance with Council's Debt Recovery Policy FIN05.

Below identifies Council's actions from July to September 2018:

- Council commenced a new Debt Collection Agency agreement with AUSTRAL Mercantile Collection Pty Ltd. A total of 228 rates assessments were sent 'Letters of Demand' on 27 September 2018;
- Implementation of Council's new Electronic Rates Notice system, EzyBill;
- Initial Rates Notices sent mid-August 2018, with the change to first instalment due date, 28 September 2018;

The below table illustrates the split of outstanding rates as at 30 September 2018:

	PRIOR YEAR ARREARS	INSTALMENT 1 Due 29/09/18	INSTALMENT 2 Due 30/11/18	INSTALMENT 3 Due 28/02/19	BALANCE
Commercial	\$35,489	\$74,091	\$111,659	\$112,892	\$334,132
Gas Plant	\$ -	\$16,685	\$16,685	\$16,685	\$50,055
Workers Village	\$ -	\$14,722	\$14,722	\$14,722	\$44,168
Mining Tenements	\$63,414	\$15,498	\$19,213	\$19,473	\$117,599
Non-Rateable General	\$7,934	\$ -	\$ -	\$ -	\$7,934
Non-Rateable Waste	\$19,414	\$1,794	\$1,797	\$1,914	\$24,920
General Rates	\$1,519,556	\$1,339,516	\$1,920,467	\$2,012,509	\$6,792,050
Urban Residential	\$93,964	\$68,580	\$98,594	\$102,024	\$363,163
TOTAL	\$1,739,772	\$1,530,889	\$2,183,139	\$2,280,223	\$7,734,025

Rates in arrears have reduced by 2.6% compared to the same time last year. The value of prior year arrears rates collected during the quarter was \$170,809. As outlined above, the total prior years outstanding rates and charges as at 30 September 2018 is \$1,739,772.

The 2018/19 Rates were declared by Council at the Council Meeting on Wednesday, 18 July 2018. Rates notices along with the rates newsletter were posted out mid-August 2018.

As part of the preparation of Council's 2017/18 Financial Statements and Key Performance Indicators, a review of outstanding rates was undertaken.

The Rates and Charges outstanding as per the end of the financial year have reduced from 23.47% in 2016/17 to 15.86% in 2017/18.

Council will continue to liaise with the Debt Collection Agencies to remain focussed on collecting the arrears into the future.

Rates Debt with External Debt Collection Agency

As of 30 September 2018, Council has 145 Assessments listed with Territory Debt Collectors (TDC), an external debt collection agency. The below table gives an overview of the status of those properties.

Status	Number of properties	Total Debt in \$	Comments
Defaulted Payment Arrangement	1	1,620.59	Awaiting recommendation from Debt Collection Agency for next step
Default Letter Sent	2	3,562.15	Payment arrangement not adhered to – request for payment in full
On hold	4	10,352.16	Disputing debt or on financial hardship application
Full Payment Promised	5	10,307.74	Final payment for debt recovery cost demanded
Contacting Ratepayer/Debtor	4	19,402.49	Awaiting on Debt Collectors to follow through with contact
Making Payments	60	182,854.13	Different payment agreements, under constant review
Initiating Applications	25	163,796.57	Initiating Applications for both Payment Arrangement Defaults and NTCAT referrals
Applied for Judgment	2	10,299.78	Applied for Judgment at the Local Court
Recommended Legal	4	16,480.49	Instruction given to Debt Collectors to proceed
Recommended Warrant of Seizure & Sale	3	13,234.32	Instruction given to Debt Collectors to proceed
NTCAT Hearing – No Appearance	1	14,248.49	Commenced proceedings at the Local Court – Order made with further action awaiting.
Paying by Instalment (Court Order)	4	23,235.02	Court order NTCAT set payment agreement
With Bailiff for Field Call	3	15,534.07	Bailiff serving Statement of Claim
Warrant of Seizure & Sale underway	24	162,784.31	Instruction given to Debt Collectors to proceed
Property for Sale	3	15,200.64	Awaiting property to be sold

As of 30 September 2018, Council has 228 Assessments listed with AUSTRAL Mercantile Collection Pty Ltd, an external debt collection agency. The below table gives an overview of the status of those properties.

Status	Number of properties	Total Debt in \$	Comments
First Rates Reminder Sent	228	\$672,973.58	First Demand

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department of Local Government Special Purpose Grant	Litchfield Council Office, Bees Creek Road	Installation of Solar PV system	\$78,720.00	30/06/2018	Complete - acquittal in progress
NTG Department of Infrastructure, Planning and Logistics Towards Zero Road Safety Grant	Howard Park Recreation Reserve	Road Safety Community Education Event	\$2, 758.00	30/09/2018	Complete - acquittal in progress
NTG Department of Sport and Recreation	Freds Pass Sport & Recreation Reserve	Facility Upgrades	\$3,000,000.00	30/11/2018	In progress. Further grant extension required due to construction delays.
NTG Department Local Government Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000.00	30/06/2018	Planning tender process

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Howard Park Reserve irrigation	\$20,000.00	30/06/2018	Installation works completed, engaged contractor for further upgrades.
Federal Government Stronger Communities Fund	Howard Park Recreation Reserve	Kitchen upgrades	\$35,000.00	31/12/2018	In progress - Awaiting final quotes
NTG Department Local Government Special Purpose	Humpty Doo Village Green	Upgrade of Kitchen facilities	\$33,824.00	30/06/2019	In progress - Awaiting final quotes
NTG Department Local Government Special Purpose	Litchfield Municipality	Conduct feasibility study for aquatic centre	\$70,470.00	30/06/2019	Awaiting outcome of grant application
NTG Department Local Government Special Purpose	Howard Park Recreation Reserve	Upgrade of playground and shade	\$70,470.00	30/06/2019	Awaiting outcome of grant application
NTG Department Local Government Special Purpose	Thorak Regional Cemetery	Irrigation Master Plan	\$30,283.00	30/12/2019	Awaiting outcome of grant application
NTG Department of Environment	Litchfield Municipality	Weed management plan	\$20,000.00	31/12/2019	Expression of interest submitted
NTG Department of Environment	Litchfield Municipality	Business case for glass processing unit	\$20,000.00	31/12/2019	Expression of interest submitted

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
CBF	Freds Sports & Recreation Pass Reserve	In conjunction with Playgroup NT – Playground equipment upgrade	\$199,000.00	30/06/2018	In talks with Playgroup to spend left over funds
CBF	Berry Springs Recreation Reserve	Construction of BBQ and gazebo	\$47,154.00	30/04/2019	In planning stage
Aus Govt. Dept. of Social Services	Berry Springs Recreation Reserve	Purchase of Laptop for Reserve Committee	\$2,000	30/06/2019	Application submitted, awaiting outcome
Litchfield Council Annual Community Grants	Berry Springs Recreation Reserve	Mango Festival and Movie Night	\$2,000	30/11/2018	Complete – acquittal in progress
CBF	Livingstone Recreation Reserve	Engineering and certification of re-roof to main hall and new storage container	\$8,181.00	30/06/2018	Complete - acquitted
CBF	Livingstone Recreation Reserve	Relocation of compound	\$9,790.00	30/06/2018	Complete - acquitted
CBF	Livingstone Recreation Reserve	Park benches	\$9,825.00	30/02/2019	In progress
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Cracker dust to repair walkways	\$4,000	30/06/2018	In progress
Bendigo Bank Coolalinga	McMinns Lagoon Recreation Reserve	Solar Power	\$18,000	30/06/2018	In progress

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Litchfield Council Annual Community Grants	McMinns Lagoon Recreation Reserve	Bushcare Major Day Out	\$2,500	09/09/2018	Complete - acquitted

Community Development

Council hosted a successful road safety event as part of the NTG's **Towards Zero Road Safety** Grants. Approximately 50 children and their parents and caregivers attended the event and learnt skills from Hector the Road Safety Cat, Coffee with a Cop and Smile A Mile Toy Library, while enjoying a free breakfast. Held at Howard Park Recreation Reserve, the event facilitated discussions between Council and the community regarding a variety of projects Council is undertaking.

Council has also taken a regular position on the **Palmerston and Rural Youth Services** (PARYS) network meeting. This has provided Council with strong networks and a good insight into youth services. After resolving to develop a youth policy, the PARYS meeting will be integral to progress this.

Knuckey Lagoon Recreation Reserve Management Committee have met this quarter and discussed a long-term plan and has initiated a community survey to gauge the interest in the reserve. The Committee would like to see more storage facilities, and a possible Community Benefit Fund grant could cover this. The Top End Gem Club and the Scouts have agreed to investigate this further. Also, on the plan is the desire to increase usership of the Reserve through increased promotion. The committee meets bi monthly.

Howard Park Recreation Reserve Committee also discussed plan for what the committee would like to achieve in the next 12 months. They too discussed increasing the promotion of the Reserve, as well as decreasing the water costs by investigating the irrigation on the oval and need for this service level. Furthermore, maintenance concerns at the reserve were discussed regarding the hall and toilet facilities. The committee meets bi monthly.

In the first quarter of the financial year, Council has provided the following community groups with **Community Initiative Program grants**:

- \$500 for the NT Polocrosse Association to support their travel costs associated with attending a national tournament in Perth;
- \$500 for Smile A Mile Toy Library for their Children's Week workshop in October;
- \$500 for T for Thomas, to support their Hit Six for Sepsis event, which helped to raise awareness of sepsis in the rural community;
- \$500 for Rural Churches Carols by Candlelight for their annual event to be held on 1st December; and
- \$500 for Bees Creek Primary School to assist with their road safety project through creating 3D crossings at the school.

2018-19 Municipal Plan KPIs

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	On track	Seed detailed table above
Community events and programs supported	8	On track	<ul style="list-style-type: none">- Palmerston and Rural Seniors Committee, Seniors Fortnight- NT Farmers, Sweetest Job Campaign- Bees Creek Primary School, Road Safety Program- NT Polocrosse Association, Nationals in Perth- T for Thomas, Hit Six for Sepsis- Smile A Mile, Children's Week workshop- Rural Churches Carols by Candlelight annual event- McMinns Lagoon Bushcare Major Day Out- Top End Rehoming's 'A Dogs Breakfast' event- Berry Spring Recreation Reserves 'Movie Night'

Information Services Department

Over the quarter, the Information Services Department has undertaken:

- Internet upgrade from 10/10 to 100/100. – Complete.
- Backups into the Cloud reconfigured due to internet upgrade – Complete.
- RFQ for the Managed Services of the ICT released through Local Buy to contractors
- Aerial Photography - agreement signed for purchase of aerial photography
- RFQ for the Multi-Function Devices (Printers) created

2018-19 Municipal Plan KPI's

Key Outputs	MEASURES	TARGETS	STATUS	COMMENT
Contract Management of Councils Information and Communications Technology (ICT) Service.	Percentage of Service Desk requests closed against open requests during a period	90%	In Progress	On track.
Deliver, maintain and Support Corporate Enterprise Solution software to ensure Council operates effectively (e.g. the Customer Request Management system and an Asset Management system).	CRM workflows for service delivery developed – usage increasing.	>5%	In Progress	On track for existing areas. Needs a review for the use of CRMs in other areas.
Implementation of the Information and Communications Technology Improvement Plan	Annual Actions Complete	>90%	Assessment of the Strategic Framework underway.	On track.
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years	Purchase of 2018 imagery underway.	On track. Contract for imagery purchase signed.

Council Initiatives

- Aerial photography for GIS \$30,000 – agreement signed;
- New GIS \$20,000 – some initial assessment done, progressing;
- ICT Plan – UPS for Servers \$5,000 – project started;
- ICT Plan VMware Sphere \$8,000 – project started; and
- Internet Speed Upgrade \$10,000 – connection configuration and changeover done.

Governance and Risk Department

Risk Management & Audit Committee (RMAC)

The RMAC met on 7 August 2018 this quarter. Agenda items included:

- The full risk register report, RMAC noted that no matters required referral to Council;
- A report on the Procurement Continuous Improvement plan which included a status report on the time horizons recommended by KPMG;
- A report on the interim audit observations with management responses; and
- Reports on the compliance review conducted by Department of Housing and Community Development: Local Government Division.

Risk Registers & Risk Management Framework

A process to verify the completion of actions and the subsequent impact on the risk profile and control ratings has been developed. The table below shows the current risk and control ratings for each of the 16 Risk Profiles. Ratings have not changed from the initial development of the risk register. A workshop is scheduled for 22 October to review ratings. Initiatives are currently in place to address inadequate controls.

Risk Profile	Risk	Control
RP1 - Misconduct	Moderate	Adequate
RP2 - Business and Community Disruption	Moderate	Adequate
RP3 - Inadequate Environmental Management	Low	Adequate
RP4 - Errors, Omissions, Delays and Incorrect Advice	Moderate	Adequate
RP5 - External Theft and Fraud (inc. Cyber Crime)	Moderate	Adequate
RP6 - ICT Systems and Infrastructure Failure	High	Inadequate
RP7 - Failure to Fulfil Statutory, Regulatory or Compliance Requirements	Moderate	Adequate
RP8 - Inadequate Safety and Security Practices	High	Inadequate
RP9 - Ineffective and Unsustainable Financial Management	Moderate	Adequate
RP10 - Ineffective Management of Public Facilities / Venues / Events	Moderate	Inadequate
RP11 - Inadequate Records Management Processes	Moderate	Inadequate
RP12 - Inadequate Project/Change Management	High	Inadequate
RP13 - Inadequate Engagement Practices	Moderate	Adequate
RP14 - Inadequate Procurement / Supplier / Contract Management	High	Inadequate
RP15 - Inadequate Asset Sustainability Practices	High	Inadequate
RP16 - Ineffective HR Management / Employment Practices	Moderate	Adequate

Leadership Team Meetings

Council's Leadership Team comprises the Executive Team, Managers with staffing responsibilities and Council's three Advisor positions (Governance & Risk, HR and Community Engagement).

Areas and activities covered over the last quarter include:

- Updates on the Council values and behaviours project;
- Updates on the coaching pod outcomes;
- Recruitment updates;

- Risk Register update including highlighting due actions to managers and consideration of control ratings;
- Highlight internal audit actions (procurement and works permit);
- Policy Review:
 - Elected Member Benefits and Support.
- Update on progress of annual community survey; and
- Update on progress of records management project and employment of Records Management Officer.

Council By-laws

Draft Meeting Procedure By-laws have been received from Parliamentary Counsel. Parliamentary Counsel is recommending that Council use the City of Darwin Meeting Procedure By-laws as a model which are less detailed than the drafting instructions provided by Council. Document requires a comprehensive review and feedback to be provided to Parliamentary Counsel.

2018 – 19 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DOLG)	100%	On target	Compliance review conducted by Department of Housing and Community Development: Local Government Division. Final report received noting two minor items. Report presented to RMAC
Risk Management and Audit Committee Meetings	4 Meetings	On target	2 meetings to date (7 August 2018, 2 October 2018). Meetings scheduled for 8 February and 8 May 2019.
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	Incomplete	Internal audits planned for this financial year are, <ol style="list-style-type: none"> 1. Payroll Audit 2. Contract Management Practices 3. Traffic management of Council commissioned works Work has commenced on the development of the scoping document for the payroll audit.
Governance & Risk Management Framework	Document Complete	Complete	Risk register maintenance is ongoing. Processes have been developed to facilitate updates.

Links with Strategic Plan

A well run Council

Legislative and Policy Implications

Not applicable

Risks

NIL

Financial Implications

NIL

Community Engagement

Not applicable

Recommending Officer:

Diana Leeder, Acting Director Community and Corporate Services

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

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COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Infrastructure and Operations Quarterly Performance Report July to September 2018
Report Number:	18/0163
Meeting Date:	17/10/2018
Attachments:	Nil

Purpose

The Infrastructure and Operations Quarterly Performance Report for the period of July to September 2018 is presented for information to Council.

Summary

For the period July to September 2018 the Infrastructure and Operations Directorate continued with routine activities and commenced several new initiatives.

Notable activities were:

- Six tenders were awarded relating to period works and works projects.
- Council staff were involved with Community Advisory Groups in relation to the Humpty Doo Rural Activity Centre Area Plan and Coolalinga/Freds Pass Rural Activity Centre Area Plan.
- Dog registrations were due on 31 August, with 2081 dogs registered at the end of this quarter.
- The Asset Management Plan was completed for the Thorak Regional Cemetery for consideration by the Thorak Regional Cemetery Board.

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Performance Report for July to September 2018.

Background

The Infrastructure and Operations Directorate is responsible for the following services:

- construction and maintenance of Council infrastructure
- waste management
- asset management
- regulatory services
- statutory and strategic planning services

Infrastructure – Works

Six tenders were awarded, and two requests for quotes were awarded over the quarter.

Tenders Awarded

- RFT18-162 Finn Road Drainage Upgrade: awarded to Allan King and Sons Constructions Pty Ltd 15/08/2018.
- RFT18-167 Maintenance of Pavement, Repairs and New Works: awarded to Allan King and Sons Constructions Pty Ltd 02/07/2018.
- RFT18-168 Litchfield Council Reseal Various Roads: awarded to F & J Bitumen Services 26/09/2018.
- RFT18-169 Pavement Marking: Awarded to Top End Line Markers Pty Ltd 14/09/2018.
- RFT18-170 Bituminous Surface Repairs: awarded to Downer Edi Works Pty Ltd 26/09/2018.
- RFT18-171 Supply of Roadside Furniture: awarded to Norsign NT 14/09/2018

Request for Quotes Awarded

- RFQ18 - 173 Hicks Road Guard Rail: awarded to Arjays Sales & Services Pty Ltd 15/08/2018.
- RFQ18 - 174 Leonino Guard Rail: awarded to Arjays Sales & Services Pty Ltd 27/08/2018

Road Maintenance and Renewal

- This quarter, 55 tonnes of patch was used for potholes and edge patching opposed to 44 tonnes for the previous year.
- Road Sweeping to remove particles of debris was undertaken at 44 locations and continuing.
- Bitumen profiling to address pavement deformation has been completed at the following locations:
 - Intersection Kentish Road and Hopewell Road
 - Produce Road
- Kerbing works completed at 11 locations:
 - Corner Deloraine Road and Campbell Road
 - Corner Hillier Road and Finlay both sides of the road
 - Corner Old Bynoe Road and Hopewell Road
 - Corner Whitewood Road and Hicks Road
 - Corner Virginia Road and Lowther Road
 - Corner Sunter Road and Pioneer Drive
 - Corner Krichauff Road and Strangways Road
 - Corner Menaja Road and Smyth Road
 - Corner Power road and Girraween Road
 - Corner Zamia Road and Strangways
 - Intersection Pelly Road and Lorikeet Court
- Line marking has been completed on 108 roads.
- Table drains were cleaned out removing built up silt at approximately 96 locations, with this work continuing.
- Driveway and Cross Road Culvert cleanouts: approximately 48 driveway access culverts and cross road culverts have been desilted, this work is ongoing.

Capital Works

- Freds Pass Road Upgrade: Practical completion was issued on Monday 24 September 2018
- Finn Road Drainage Upgrade: Project is underway at 20% completion
- Hicks Road Guard Rail: Practical completion was issued on Friday 7 September 2018
- Leonino Guard Rail: Practical completion was issued on Friday 14 September 2018

Key Performance Indicators

Output and Measure	Target	Status
Process for informing community about road closures developed	Dec 18	Underway
Capital works program <ul style="list-style-type: none">– Completed on time and in budget	>80%	On target
Productive Roads Project	Complete	Awaiting funding
Road renewals, upgrades and maintenance programs <ul style="list-style-type: none">– Community satisfaction with maintenance of local roads	>60%	56% reported in Community Survey 2018
Property maintenance program completed on time and in budget	>90%	On target
Drainage upgrades and maintenance program <ul style="list-style-type: none">– Completed on time and in budget– Community satisfaction with roadside drainage	>90% >60%	On target 56% reported in Community Survey 2018
Wet season road network management – emergency response time	<48 hours	Not commenced
Grant applications	Jun 19	On target

Asset Management

Asset Management Plans

The draft version of the Thorak Regional Cemetery Asset Management Plan was prepared for the Thorak Regional Cemetery Board. In the next quarter, Roads, Plant and Equipment and Driveways Draft Asset Management Plans will be developed.

Street Lights

An agreement has been signed with City of Darwin to perform maintenance works of streetlights on behalf of Council for three years from 1 January 2018. We received five maintenance requests for 14 streetlights in this quarter. As per previous two quarters report, the contactor completed our maintenance requests within two weeks where a Traffic Management Plan was not required (resulting in additional review and approval time).

Solar Panel Installation

In this quarter, the solar panels were installed at the Administration building of Litchfield Council and the power generation will start from October 2018 after finalising power factor assessment from Power and Water Corporation.

Dial Before You Dig

In this quarter, 329 referrals were responded to.

Key Performance Indicators

Output and Measure	Target	Status
Asset Management Policy and Plans Developed	Complete	Thorak Regional Cemetery – complete Roads - underway
Asset Inspection/Maintenance Program Developed	Oct 18	Maintenance – complete Inspection - underway

Planning

Statutory Planning

Statutory planning involves planning for development in accordance with the requirements of the NT Planning Scheme. Statutory planning activities include review of all applications for development within the municipality, including subdivisions and making comment. The following table indicates activities carried out during the quarter and includes the 2017/18 totals for comparison.

Application Type	Received this Quarter	2018/19 Annual Total (3 Months)	2017/18 Annual Total (12 Months)
Change of Use	1	1	2
Clearing of Native Vegetation	0	0	3
Consolidation	0	0	1
Excavation and Fill	1	1	2
Independent Unit	2	2	5
Medical Centre	0	0	1
Multiple Dwelling	0	0	2
Other	8	8	16
Shed	0	0	7
Showroom Sales	0	0	1
Single Dwelling	0	0	7
Subdivision	1	1	12
Subdivision and Consolidation	1	1	1
Telecommunications	0	0	1
Unit Title Subdivision	0	0	4
Variation	0	0	3
Warehouse	0	0	1
Total	14	14	69

No applications have been received since July 2017 for animal boarding, education, extension of time, home occupancy/contracting, industry, office, restaurant, service station, shop, shop & office, shop, office & restaurant or undefined use.

Independent Units

Of the 2 Planning Application proposals received for independent units, 1 was issued a Development Permit and the other application was refused as indicated in the table below.

Planning Application	Development Permit	Date Received	Description	Address
PA2018/0293	DP18/0273	10/08/2018	Independent unit in excess of 80m ² with an independent effluent disposal system	375 Cox Peninsula Road, Berry Springs
PA2018/0296	Refused	27/09/2018	Independent unit exceeding 50m ²	17 Staines Court, Girraween

Strategic Planning

Strategic Planning involves long-term planning to give guidance for future development and primarily serves to amend the NT Planning Scheme. This category includes rezoning applications, area plans, concurrent applications and other amendments to the NT Planning Scheme policies and principles. The following table indicates activities carried out in this area during this quarter.

Application Type	Received this Quarter	2018/19 Annual Total (3 Months)	2017/18 Annual Total (12 Months)
Rezoning	2	2	4
Planning Scheme Amendment Other	0	0	3
Other	0	0	1
Total	2	2	8

Two Rezoning/Planning Scheme Amendments (PSA) were received this quarter, on which Council received individual reports:

- Concurrent Application, 131 Menaja Road, Howard Springs, Rezone from RL to RR and FD and subdivision to create 5 lots; Council did not support the application as currently proposed, advising that should the proposal be amended to extend the proposed Zone FD (Future Development) to Macleod Road (In line with the Howard Springs area Plan) and the subdivision layout be redesigned to provide a viable driveway crossover to Lot 3, then Council could support the application.
- Concurrent Application, 100 Mulgara Road, Berry Springs, Rezone subject land from R (Rural) to RL (Rural Living) and a subdivision to create 3 lots; Council provided support for this application as it aligns with the adjacent and nearby development, seems to comply with the NT Planning Scheme and Council's Standards.

Mining Leases and Permits

Mining Leases and Permits are managed under the Mining Act, and Council is offered the opportunity to make submissions. Activities in this area over the past quarter are provided in the table below.

Application Type	Received	2018/19 Annual Total (3 Months)	2017/18 Annual Total (12 Months)
Mining Lease	2	2	10
Mining Permit	0	0	23
Total	0	0	33

Other Applications

- One liquor licence application was received for 425 Stuart Highway, Coolalinga (Pizza Hut) – Application for a new liquor licence to stock and serve alcohol during operating hours.
- Eleven low impact telecommunication applications (without a planning application) received.
- Three occupational licence applications were received and listed below:
 - 2018/3001 – Section 1614 Middle Point, Hundred of Guy – Section 1774A – Boat landing area/pontoon.
 - 2018/3002 - Section 369 Tuckwell Street, Southport, Townsite of Southport – 5-year licence to Southport Progress Association (SPA) to provide a play area for the residents and their children.
 - 2018/3003 - Section 1612 Middle Point, Hundred of Guy – Tourist Mooring Facility and Ancillary.

Key Planning Performance Indicators

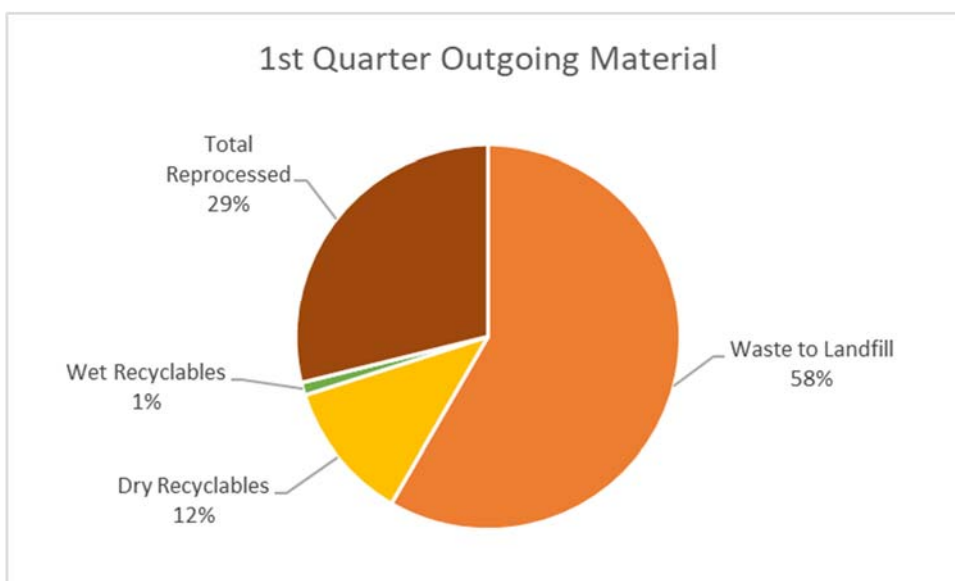
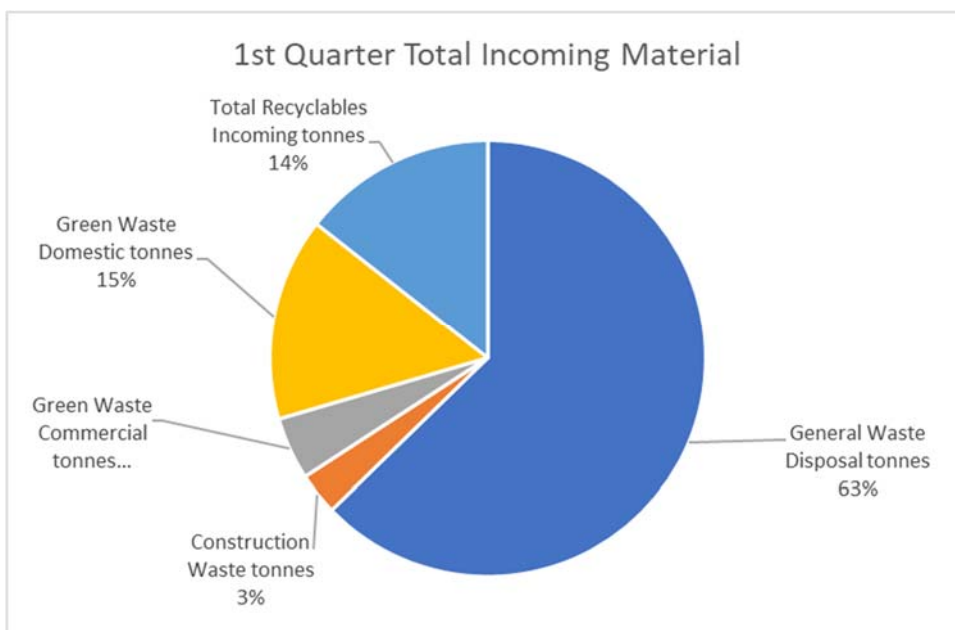
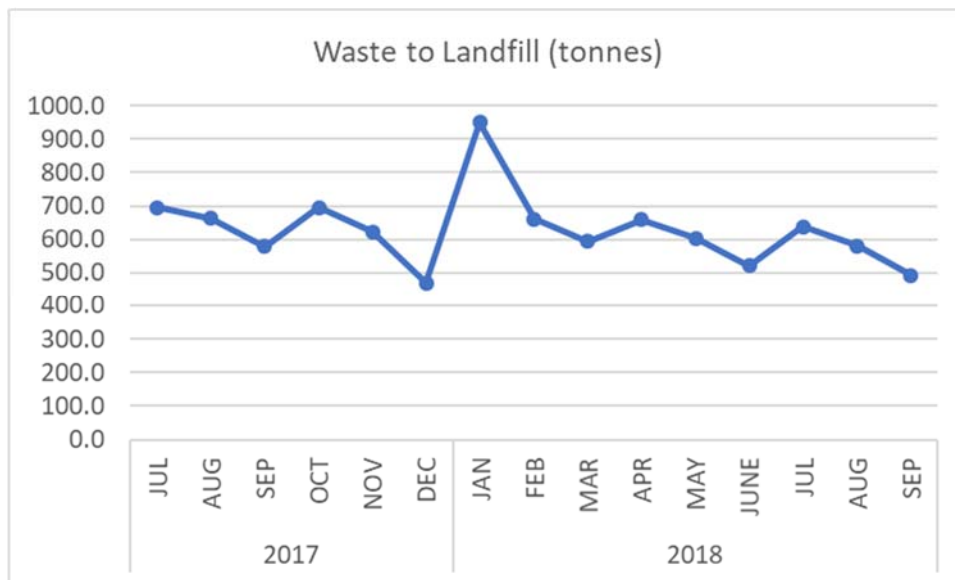
Output and Measure	Target	Status
Submissions to the NT Government and participation in NT Planning working groups; Comments submitted on applications within required timeframes Community satisfaction with new development	>95% N/A	Met Question not asked
Approval of plans, reports and construction documentation; Plan approvals issued within 10 days Work Within a Road Reserve Permits Issued within 5 days	>90% >95%	Achieved Achieved
Procedures/checklists completed	Sep 18	Underway
Developer Contribution Plans	Sep 18	Underway

Waste

Council maintains waste transfer stations at Howard Springs, Humpty Doo and Berry Springs. The following table provides an overview of waste received at these stations for July to September 2018.

		Quarter Total
Domestic Waste	tonnes	1709.9
Construction Waste	tonnes	80.8
Green Waste Commercial	tonnes	120.1
Green Waste Domestic	tonnes	392.7
Total Recyclables Incoming	tonnes	374.2
Incoming Waste		2677.7
Cardboard	tonnes	46.8
Co-mingle	tonnes	36.8
Scrap Metal	tonnes	240.3
White Goods	tonnes	7.6
Air Conditioners	tonnes	1.4
Tvs and Computers	tonnes	0.0
Cash for Containers	tonnes	9.7
Dry Recyclables		342.6
Tyres	tonnes	2.4
Used Oil	tonnes	12.6
Batteries	tonnes	16.6
Wet Recyclables		31.6
Total Recycling		374.2
Crushed Concrete (sold)	tonnes	12.5
Wood Mulch (sold)	tonnes	13.2
Mulch (sold)	tonnes	819.5
Total Reprocessed		845.1
Total Diversion		1219.3

Data from previous quarters is being collated, combined with additional information from the individual waste transfer stations for future reports, however the following graph provides an indication of some trends.



Key Performance Indicators

Output and Measure	Target	Status
Waste transferred to Shoal Bay Landfill	<10,000	On target, 1710 tonnes for 1 st quarter
Safe operation of waste transfer stations; Community satisfaction with waste transfer stations	>80%	60% per Community Survey 2018
Cost per tonne of throughput – establish baseline	\$TBD	End of year calculation
Resale of recycled materials; Community satisfaction with waste recycling	>55%	52% per Community Survey 2018
Total waste recycled (diverted from landfill)	>30%	48%
Total waste dry recyclables	>15%	13
Green waste on-sold as mulch	>80%	>100% (due to backlog)
Waste Audits	Oct 18	Complete

Mobile Workforce

The slashing program was completed on 13th July, upon completion the plant and equipment are cleaned and serviced, and issues corrected before the next season. The focus turned to litter collection, sign and guide post installation, traffic count installation/removal and other various odd jobs.

Litter Collection

Routine litter collections have been conducted on Council's arterial and connector roads. 2-3 rounds have been completed on each and along other roads as required, unfortunately this problem is increasing. Total bag count for this quarter is 601 and 49 buggy trays of bulkier items.

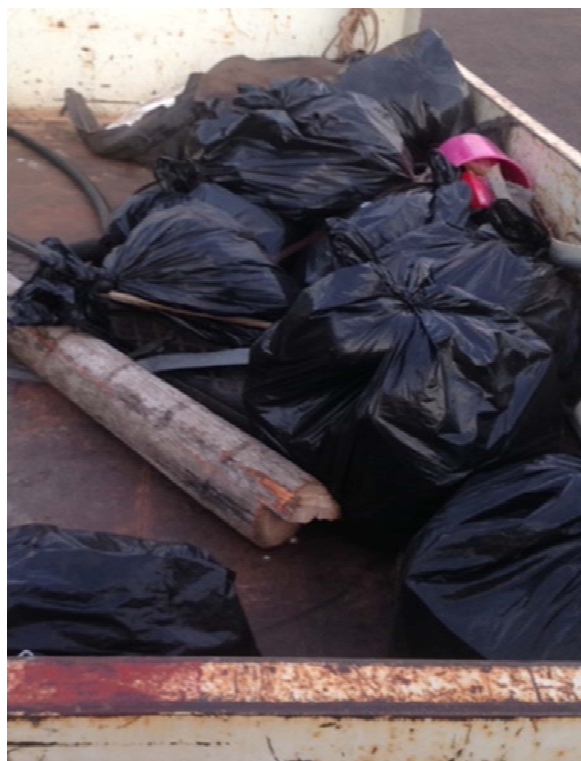


Figure 1 - Girraween Road East litter collection, previous collection occurred 15 days prior

Signs and Guide Posts

90% of the approved sign audit has been completed, with one last bulk order from suppliers to come which will see the audit completed. Additional to the audit there is the need to repair and replace damaged signs. This quarter 228 signs and 182 guide posts have been installed or repaired.

Mowing and Slashing

Round two of roads and firebreaks was completed on 13th July with the Council yard continuing to be mowed fortnightly.

Other Tasks

- Mid-August saw MWF gear and equipment relocated to the new rented shed on Spencely Road and previous property cleaned and vacated over a five day period in between other tasks and duties.
- Traffic count program tube installation and retrieval once a week over the period.
- Various small fabrication jobs, fitting fork lift slides on large bins for efficient recycling.
- Staff updated forklift training.

Key Performance Indicators

Output and Measure	Target	Status
Road Network, Road Reserve and Fire Break slashing before July Fire Bans; Vegetation slashing & mowing road network 900km Fire breaks and road reserve slashing 1000km	2 rounds >75%	Commencing November Commencing November
Install and maintain signs and guide posts, replace non-compliant signs from signage program	100%	90%
Plant and equipment servicing schedule; Reduce lost time due to breakdown Plant serviced within 3 days	<20 hours 100%	On target On target
Weed Management Plan Update	Complete	Not commenced
Weed spraying of road furniture and classified weeds on road reserve and excised lands; 900km verges and 1000km excised land Community satisfaction with weed management	150,000l > 50%	Not commenced 48% per Community Survey 2018
Road litter verge collection; Community satisfaction with roadside maintenance	>50%	52% per Community Survey 2018

Regulatory Services

Regulatory Services includes the management of domestic dogs within the municipality, investigating complaints, micro-chipping dogs and providing education and assistance to dog owners to encourage both compliance and responsible dog ownership.

Customer requests	Jul-Sept 2017	Apr-Jun 2018	Jul-Sept 2018	Total 2018/19
Dog at Large	87	97	103	103
Dog Menace Animal	5	1	1	1
Dog Attack Animal	16	13	15	15
Lost Dog	41	34	30	30
Dog Menace Person	4	7	11	11
Dog Attack Person	4	2	3	3
Nuisance Barking	23	10	19	19
Unregistered Dog	-	7	21	21
Trap Request	5	12	12	12
Other	5	4	1	1
Feral Dogs	0	1	2	2
Surrendered Dog	-	3	1	1
Deceased Dog (removal)	2	1	0	0
Abandoned Vehicle	3	16	8	8
Total	198	208	227	227

Impounded Dogs	Jul-Sept 2017	Apr-Jun 2018	Jul-Sept 2018	Total 2018/19
Released to owner	50	52	61	61
Transferred to PAWS	24	26	14	14
Transferred to RSPCA	11	2	6	6
Euthanised	5	5	1	1
Total Impounded	90	85	83	83

Dog registration

There have been 214 new dogs registered with Council during the quarter, 231 dogs reported as deceased and 440 dogs reported as no longer residing in the municipality.

There are 2081 dogs currently registered with Council – 429 being registered for life and the remainder being annual registrations, with 2648 outstanding. Registration renewal reminder notices were mailed out in the last week of September.

Animal Management Plan

Phase 1 of the consultation for the development of a 4-year Animal Management Plan commenced in September, with the release of a discussion paper and questionnaire. The feedback received will be included in a report, together with a draft Animal Management Plan, and presented to Council at its December meeting.

Key Performance Indicators

Output and Measure	Target	Status
Educate community about responsible dog ownership; Education programs delivered to primary schools Dogs registered increased Registered dogs are desexed	>1 >10% >45%	On target On target On target

Output and Measure	Target	Status
Administer and enforce Dog Management By-Laws; Community satisfaction with animal management	>50%	46% per Community survey 2018
Animal Management Plan	Complete	Phase 1 consultation complete
Record and investigate customer requests; Customer requests actioned <2 days Investigations completed within 14 days	100% >90%	Achieved Achieved

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Not applicable to this report.

Risks

Not applicable to this report.

Financial Implications

Not applicable to this report.

Community Engagement

Throughout the reporting period, Council staff engaged with residents and businesses through a range of forums and as required to fulfil official duties. Records of communication are held by Council officers.

Recommending Officer: **Nadine Nilon, Director Infrastructure and Operations**

Any queries on this report may be directed to the Recommending Officer on telephone (08) 8983 0600.

Any member of Council who may have a conflict of interest, or a possible conflict of interest in regard to 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.



LITCHFIELD COUNCIL MEETING

Wednesday, 17 October 2018

16 Common Seal

17 Other Business

18 Public Questions

19 Confidential Items

Pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be closed to the public to consider the following Confidential Items:

19.1 NTG Department of Housing and Community Development, Local Government Compliance Audit – Department reply to Council response

Regulation 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.

20 Close of Meeting