

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 15/04/2020

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

Daniel Fletcher, 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
and via audio-conferencing
on Wednesday 15 April 2020 at 6:30pm

Daniel Fletcher
Chief Executive Officer

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COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

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 Council confirm the minutes of the:

Council Meeting held 18 March 2020, 12 pages; and
Confidential Meeting held 18 March 2020, 2 pages.



LITCHFIELD COUNCIL MEETING

Minutes of Meeting

held in the Council Chambers, Litchfield
on Wednesday 18 March 2020 at 6:30pm

Present	Maree Bredhauer Kirsty Sayers-Hunt Doug Barden Mathew Salter	Mayor Councillor East Ward Councillor South Ward Councillor North Ward
Staff	Daniel Fletcher Nadine Nilon Silke Maynard Wendy Smith Debbie Branson	Chief Executive Officer Director Infrastructure and Operations Director Community & Corporate Services Manager Planning & Development Executive Assistant
Public	Steve Ashe Doreen Ruttledge	Southport Southport

1. OPENING OF THE MEETING

The Mayor opened the meeting and welcomed members of the public.

The Mayor advised that an audio recording of the meeting will be made for minute taking purposes as authorised by the Chief Executive Officer.

2. ACKNOWLEDGEMENT OF TRADITIONAL OWNERS

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

3. APOLOGIES AND LEAVE OF ABSENCE

Christine Simpson - Deputy Mayor / Councillor Central Ward – Apology.

Mayor Bredhauer advised that Deputy Mayor Simpson had informed the Mayor, Councillors and CEO via email on 18 March 2020 at 3:12pm of her apology. The apology was noted.

4. DISCLOSURES OF INTEREST

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

No further disclosures of interest were declared.

5. CONFIRMATION OF MINUTES

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council confirm the minutes of the meetings held:

- 19 February 2020, 9 pages; and
- 19 February 2020 (Confidential), 3 pages.

CARRIED (4-0)-1920/162

6. BUSINESS ARISING FROM THE MINUTES

Moved: Cr Barden
Seconded: Cr Salter

THAT Council receives and notes the Action List.

CARRIED (4-0)-1920/163

7. PRESENTATIONS

Nil.

8. PETITIONS

Nil.

9. PUBLIC FORUM

9.1 Dorren Ruttledge – Southport

Ms Ruttledge expressed the importance of the Southport Community having a meeting room.

9.1 Steve Ashe – Southport

Mr Ashe spoke in support of Ms Ruttledge's comment.

10. ACCEPTING OR DECLINING LATE ITEMS

10.1 Late Report – 15.13 - COVID-19 Response Plan

Moved: Cr Barden
Seconded: Cr Salter

THAT the late report item 15.13 – COVID-19 Response Plan, be accepted and included under items for consideration.

CARRIED (4-0)-1920/164

10.2 Late Report – 15.14 – Draft GOV02 Meeting Procedures Policy Review

Moved: Cr Sayers-Hunt
Seconded: Mayor Bredhauer

THAT the late report item 15.14 – Draft GOV02 Meeting Procedures Policy Review, be accepted and included under items for consideration.

AMENDMENT

Moved: Cr Barden
Seconded: Cr Salter

THAT the late report item 15.14 – Draft GOV02 Meeting Procedures Policy Review, not be accepted and included under items for consideration due to a lack of time.

**The Mayor exercised the Casting Vote and the amendment lapsed.
The original motion was put.**

10.2 Late Report – 15.14 – Draft GOV02 Meeting Procedures Policy Review (Cont/.)

THAT the late report item 15.14 – Draft GOV02 Meeting Procedures Policy Review, be accepted and included under items for consideration.

SPLIT VOTE (2-2)

The Mayor exercised the casting vote.

CARRIED (3-2) -1920/165

10.3 Late Report – 15.15 – Application for permanent Variation to Coolalinga Tavern Liquor Licences to Extend Trading Hours

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT the late report item 15.15 – Application for permanent Variation to Coolalinga Tavern Liquor Licences to Extend Trading Hours, be accepted and included under items for consideration.

CARRIED (4-0)-1920/166

10.4 Late Report – 19.2 - Contract Award RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT the late report item 19.2 - Contract Award RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4, be accepted and included under Confidential Items for consideration.

CARRIED (4-0)-1920/167

11. NOTICES OF MOTION

Nil.

12. MAYORS REPORT

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

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

CARRIED (4-0)-1920/168

13. REPORT FROM COUNCIL APPOINTED REPRESENTATIVES

Councillors appointed by Council to external committees provided an update where relevant.

Moved: Cr Sayers-Hunt

Seconded: Cr Barden

THAT Council note the Councillors' verbal report.

CARRIED (4-0)-1920/169

14. FINANCE REPORT

14.1 Council Finance Report – February 2020

Moved: Cr Barden

Seconded: Cr Salter

THAT Council receives the Litchfield Council Finance report for the period ended 29 February 2020.

CARRIED (4-0)-1920/170

15. OFFICERS REPORTS

15.1 March 2020 Summary Planning and Development Report

Moved: Cr Barden

Seconded: Cr Salter

THAT Council:

1. receive the March 2020 Summary Planning and Development Report; and
2. note for information the responses provided to relevant agencies within Attachments A-E to this report.

CARRIED (4-0)-1920/171

15.2 Comments to NT Legislation Scrutiny Committee on Planning Amendment Bill 2020

Moved: Cr Barden

Seconded: Cr Sayers-Hunt

THAT Council note for information Attachment A – Litchfield Council Comments on Planning Amendment Bill 2020.

CARRIED (4-0)-1920/172

15.3 Northern Territory Subdivision Development Guidelines and Council Subdivision and Development Policy

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT Council:

1. support the implementation of the Northern Territory Subdivision Development Guidelines;
2. approve INF08 Subdivision and Development Policy; and
3. delegate to the Chief Executive Officer authority to:
 - a. implement the Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations; and
 - b. review and amend the Litchfield Council Development and Subdivision Standards.

CARRIED (3-1)-1920/173

15.4 Mira Square - Application for Crown Land

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

1. proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and
2. authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.

A Division was called

Mayor Bredhauer, Cr Sayers-Hunt and Cr Barden voted in favour of the motion

Cr Salter voted against the motion

CARRIED (3-1)-1920/174

15.5 RV/Caravan Park and Dump Point Investigation Update

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT Council:

1. receive and note the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality;
2. write to Caravan and Motorhome Camping Association acknowledging appreciation for the interest in partnership with Council and advising that the opportunity is not suitable at this time;
3. include the consideration of overnight visitors in the development of Tourism Strategy project in conjunction / liaise with the Litchfield Tourism Businesses and their relevant stakeholders and peak bodies;
4. include consideration for the installation of a wastewater dump point as an advocacy priority project; and
5. write to the NT Minister for Tourism, NT Minister for Essential Services and Local Members of the Legislative Assembly emphasising the need for an accessible free dump point within the Litchfield Municipality as part of NT tourism initiatives to service visitors throughout the region.

CARRIED (4-0)-1920/175

15.6 Proposed Road Opening Richards Road, Blackmore – Section 1719

Moved: Cr Salter
Seconded: Cr Barden

THAT Council:

1. proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and
2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.

CARRIED (4-0)-1920/176

15.7 Uniform Companion Animal Legislation in the Northern Territory

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council endorse Attachment A – Litchfield Council Comments on Uniform Companion Animal Legislation in the Northern Territory Discussion Paper.

CARRIED (4-0)-1920/177

15.8 FIN07 Community Grants Policy Draft

Moved: Cr Sayers-Hunt
Seconded: Mayor Bredhauer

THAT Council adopt FIN07 Grants, Donations and Sponsorships Policy.

A Division was called
Mayor Bredhauer, Cr Sayers-Hunt and Cr Barden voted in favour of the motion
Cr Salter voted against the motion
CARRIED (3-1)-1920/178

15.9 Howard Park Recreation Reserve Playground Upgrades Acquittal

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council approve the acquittal of the Special Purpose Grant for the upgrades to the Howard Park Recreation Reserve Playground to the value of \$69,970 as of 29 February 2020.

CARRIED (4-0)-1920/179

15.10 Litchfield Council Advocacy Strategy 2020 – 2022

Moved: Cr Barden
Seconded: Cr Sayers-Hunt

THAT Council:

1. endorse the Litchfield Council Advocacy Strategy 2020 – 2022; and
2. authorise the Chief Executive Officer to make minor editorial changes, as necessary.

CARRIED (4-0)-1920/180

15.11 CEO's Monthly Report

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council receive and note the Chief Executive Officer's monthly report for February 2020.

CARRIED (4-0)-1920/181

15.12 NGA20 Notice of Motion

Moved: Cr Barden
Seconded: Cr Salter

THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:

“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (Andropogon gayanus) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”

CARRIED (4-0)-1920/182

15.13 COVID-19 Response Plan

Moved: Cr Sayers-Hunt
Seconded: Cr Barden

THAT Council:

1. delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and
2. delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.

CARRIED (4-0)-1920/183

15.14 Draft GOV02 Meeting Procedures Policy Review

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT Council approves the GOV02 Meeting Procedures Policy as attached to the report.

CARRIED (4-0)-1920/184

15.15 Application for Permanent Variation to Coolalinga Tavern Liquor Licence to Extend Trading Hours

Moved: Cr Barden
Seconded: Cr Salter

THAT Council send a letter of comment to Licensing NT regarding the application for a permanent variation of the liquor licence for the Coolalinga Tavern endorsing the extension of trading hours on Friday and Saturday nights from 1:00am to 2:00am.

CARRIED (4-0)-1920/185

16. COMMON SEAL

Nil.

17. OTHER BUSINESS

Nil.

18. PUBLIC QUESTIONS

Nil.

19. CONFIDENTIAL ITEMS

Moved: Cr Sayers-Hunt
Seconded: Cr Salter

THAT 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 CEO Performance Review

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.

19.2 Contract Award RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4

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

CARRIED (4-0)-1920/186

The meeting was closed to the public at 8:38pm.

19.2 Contract Award RFT19-202 Freds Pass Sport Recreation Reserve - Roads and Carparks Stages 1 to 4

Moved: Cr Barden
Seconded: Cr Salter

THAT Council:

1. receive and note the Tender Evaluation Report for RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4; and
2. award the contract for RFT19-202 FPSRR- Roads and Carparks Stages 1 to 4 to Mugavin Contracting, in accordance with their submitted tender for Stages 1 and 2, at \$658,319 (GST exclusive);
3. delegate the Chief Executive Officer to finalise negotiations with Mugavin Contracting in relation to variations and additional works able to be undertaken within available budget.
4. makes this resolution public following notification to all tenderers; and
5. determine that this report remains confidential, as the report contains commercial in-confidence information.

CARRIED (4-0)-1920/188

Moved: Cr Salter
Seconded: Cr Sayers-Hunt

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) regulations the meeting be re-opened to the public.

CARRIED (4-0)-1920/189

The meeting moved to Open Session at 8:44pm.

20. CLOSE OF MEETING

The Chair closed the meeting at 8:44pm.

21. NEXT MEETING

Wednesday 15 April 2020.

MINUTES TO BE CONFIRMED

Wednesday 15 April 2020

.....
Mayor
Maree Bredhauer

.....
Chief Executive Officer
Daniel Fletcher

Unconfirmed



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

6. Business Arising from the Minutes

THAT Council receives and notes the Action List.

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.	19/11/2015	DCCS	Council continue to work with Parliamentary Counsel and Department of Housing & Community Develop (LG Division) to progress the By-law.
16/0203	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; 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.	21/09/2016	DCCS	On hold until Meeting By-Laws are concluded.
17/0036/4	Litchfield Aquatic Facility Needs Analysis Report 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.	15/02/2017	DCCS	Special Purpose Grant Application lodged in Novemembr 2019 - awaiting outcome from Department of Local Government
1718/240	Berry Springs Water Advisory Committee - Council Representative 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.	16/05/2018	CEO	Appointments are on hold due to a legal issue relating to the Water Act 1992 and the number of water advisory committees that can operated in a water control district. Waiting on further advice from NT Government.
1819/145	Recreation Reserve Leases and Funding Agreements Project THAT Council: 1.notes the update on the development of leases and funding agreements as part of the Recreation Reserves Leases project; 2.notes the draft lease agreement; 3.approves the fixation of the Common Seal with the Mayor and the CEO signing the lease agreements on behalf of Council, providing no material changes are made to the lease agreement; and 4.receives an update report on the progress made with each Reserve Management Committee and other User Groups on Council's Recreation Reserves in signing the lease agreement, no later than the June 2019 Council meeting.	16/01/2019	DCCS	Meetings had with McMinns Lagoon, Berry Springs and Humpty Doo Village Green Recreation Reserve Boards in March introduced draft funding agreements
1920/032	Investigation of a Suitable Site for a Dump Point THAT Council: 1.approves an investigation into the development of Litchfield Municipality as an RV friendly destination; 2.investigates suitable sites for an RV friendly Park in the Municipality; 3.engages with the CMCA to explore the opportunity of becoming partners in an RV Park and dump point, in Litchfield Municipality; and 4.prepare a report for the October 2019 meeting outlining what the partnership arrangement could look like, along with the commitment requirement of Litchfield Council and the CMCA.	16/10/2019	DIO	Complete. Refer Resolution 1920/175.

1920/068	Dump Point and RV Park Investigation Update THAT Council: 1.receive and notes the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality; and 2.receive a further update report on potential dump point and RV-friendly sites by March 2020.	16/10/2019	DIO	Complete. Refer Resolution 1920/175.
1920/074	Proposed Road Opening Richards Road, Blackmore THAT Council: 1.proceed with the road opening process for Richards Road across 2335 Cox Peninsula Road, Blackmore and 2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.	16/10/2019	DIO	Near completion, to align with Resolution 1920/176
1920/078	Mango Roads Project Update THAT Council: 1.receive and notes the update on the Mango Road project; 2.notes Council as being a partner of the project, alongside the Federal Government and Northern Territory Government; 3.notes the Northern Territory Government as coordinating the project delivery of the Mango Roads project; 4.provides in-principle support to contribute \$3 million to the Mango Roads project; 5.approves the use of up to \$250,000 from the Developer Contribution reserve in 2019/20 to fund the finalisation of designs and other works relating to the project, with any amount utilised being part of Council's \$3 million contribution; 6.request the Finance Manager to include funding of the Mango Roads project in the future budget register for consideration within the 2020/21 budget, at a value to be determined through budget considerations; and 7.write to Minister Canavan and Minister Lawler to express a desire to have the infrastructure bought forward to the 20/21 budget for immediate works.	16/10/2019	DIO	Design consultant engaged to finalise designs and documentation for NTG tendering. Agreement with NTG for Council's financial contribution has been finalised. Letters to Ministers have been sent.
1920/151	Council Meeting – June 2020 – Change of Date THAT Council approve changing the Ordinary Council Meeting scheduled for Wednesday 17 June 2020 to Wednesday 24 June 2020 commencing at 6:30pm.	19/02/2020	CEO	Meeting rescheduled. Public Notice May 2020.
1920/173	Northern Territory Subdivision Development Guidelines and Council Subdivision and Development Policy THAT Council: 1.support the implementation of the Northern Territory Subdivision Development Guidelines; 2.approve INF08 Subdivision and Development Policy; and 3.delegate to the Chief Executive Officer authority to: a.implement the Northern Territory Subdivision Development Guidelines, including Council's Schedule of Variations; and b.review and amend the Litchfield Council Development and Subdivision Standards.	19/03/2020	DIO	Complete. Letter advising outcome of resolution complete. Other items ongoing as relevant.
1920/174	Mira Square - Application for Crown Land THAT Council: 1.proceed with an application for Crown land for a portion of Mira Square for initial construction of a serviced shed and play area; and 2.authorise the Chief Executive Officer to lodge such application and enter into a lease agreement for the site.	19/03/2020	DIO	Application underway.

RV/Caravan Park and Dump Point Investigation Update				
1920/175	<p>THAT Council:</p> <p>1.receive and note the update on the investigation of a potential site for a dump point and RV-friendly park within the Municipality;</p> <p>2.write to Caravan and Motorhome Camping Association acknowledging appreciation for the interest in partnership with Council and advising that the opportunity is not suitable at this time;</p> <p>3.include the consideration of overnight visitors in the development of Tourism Strategy project in conjunction / liaise with the Litchfield Tourism Businesses and their relevant stakeholders and peak bodies;</p> <p>4.include consideration for the installation of a wastewater dump point as an advocacy priority project; and</p> <p>5.write to the NT Minister for Tourism, NT Minister for Essential Services and Local Members of the Legislative Assembly emphasising the need for an accessible free dump point within the Litchfield Municipality as part of NT tourism initiatives to service visitors throughout the region.</p>	19/03/2020	DIO	Underway.
Proposed Road Opening Richards Road, Blackmore – Section 1719				
1920/176	<p>THAT Council:</p> <p>1.proceed with the road opening process for Richards Road across 2415 Cox Peninsula Road, Blackmore; and</p> <p>2.authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the road, as required.</p>	19/03/2020	DIO	Underway.
Uniform Companion Animal Legislation in the Northern Territory				
1920/177	THAT Council endorse Attachment A – Litchfield Council Comments on Uniform Companion Animal Legislation in the Northern Territory Discussion Paper.	19/03/2020	DIO	Complete. Response sent.
FIN07 Community Grants Policy Draft				
1920/178	THAT Council adopt FIN07 Grants, Donations and Sponsorships Policy.	19/03/2020	DCCS	Complete - policy published on Council's website
Howard Park Recreation Reserve Playground Upgrades Acquittal				
1920/179	THAT Council approve the acquittal of the Special Purpose Grant for the upgrades to the Howard Park Recreation Reserve Playground to the value of \$69,970 as of 29 February 2020.	19/03/2020	DCCS	Complete - acquittal submitted
Litchfield Council Advocacy Strategy 2020 – 2022				
1920/180	<p>THAT Council:</p> <p>1.endorse the Litchfield Council Advocacy Strategy 2020 – 2022; and</p> <p>2.authorise the Chief Executive Officer to make minor editorial changes, as necessary.</p>	19/03/2020	CEO	Complete - uploaded to Council's website

NGA20 Notice of Motion				
1920/182	<p>THAT Council endorse the submission of the following motion to the National General Assembly of Local Governments for consideration:</p> <p>“Litchfield Council calls on the Federal Government to provide increased funding towards reducing the amount of ‘fuel loads’ throughout the natural environment to specifically, but not exclusively, combat the spread of Gamba Grass (<i>Andropogon gayanus</i>) which is an Australian Government weed of National Significance and a declared weed in Western Australia, Northern Territory and Queensland.”</p>	19/03/2020	CEO	Deferred until National General Assembly of Local Government reconvenes in 2021
COVID-19 Response Plan				
1920/183	<p>THAT Council:</p> <p>1.delegate to the Chief Executive Officer, pursuant to Section 32 (d) of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, its powers and functions as set out in sections 47 and of the Local Government Act 2008 (NT) being the power to determine opening times of Council’s offices and facilities and the opening times of the Libraries until such time as the Australian Government or Northern Territory Government have declared the emergency has ended; and</p> <p>2.delegate to the Chief Executive Officer, pursuant to Section 32 of the Local Government Act 2008 (NT), and in light of Australian Government and Northern Territory Government requirements for the COVID-19 response, the authority to cancel or amend programs, service levels, budgeted council events and third party events held on council property under license, permit, or any other agreement until such time as the Australian Government or Northern Territory Government have declared the emergency has ended.</p>	19/03/2020	CEO	This resolution of council continues to be active until the Australian and/or Northern Territory Governments declare the COVID-19 pandemic has ended.
Draft GOV02 Meeting Procedures Policy Review				
1920/184	<p>THAT Council approves the GOV02 Meeting Procedures Policy as attached to the report.</p>	19/03/2020	DCCS	Complete - New procedures in place



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

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
Author & Recommending Officer:	Maree Bredhauer
Meeting Date:	15/04/2020
Attachments:	Nil

Executive Summary

A summary of the Mayor's attendance at meetings and functions representing Council for the period 19 March 2020 to 15 April 2020.

Summary

Date	Event	Content/Comment
21-03-20	Friends of Library Annual General Meeting	Annual Event
31-03-20	Update on Projects & Joint Initiatives of Importance – Litchfield & Palmerston	Teleconference
01-04-20	ABC Grass Roots Interview	Regular Radio Interview
03-04-20	LGANT Mayor & Presidents Meeting	Scheduled Meeting
08-04-20	Community Grants Committee Meeting	Scheduled Meeting
08-04-20	Municipal Plan Workshop	Scheduled Meeting

Recommendation

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



LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

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

13 Verbal Reports from Council Appointed Representatives

Cr Barden	-	Freds Pass Upgrade Reference Group
Cr Simpson	-	Freds Pass Rural Show Committee
Cr Salter	-	Howard Park Reserve Committee **
	-	Knuckey Lagoon Reserve Committee **
Cr Sayers-Hunt	-	Freds Pass Sport & Recreation Reserve Governance Arrangements Review Reference Group
Mayor Bredhauer	-	Howard East Water Advisory Committee
	-	Litchfield Women in Business Network Committee **
	-	Local Government Association of the Northern Territory (LGANT)

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

** Cancelled due to COVID-19 restrictions

RECOMMENDATION

THAT Council note the Councillors' verbal report.



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

14 Finance Report

14.1 Litchfield Council Finance Report March 2020



COUNCIL REPORT

Agenda Item Number:	14.1
Report Title:	Litchfield Council Finance Report – March 2020
Author:	Arun Dias, Finance Manager
Recommending Officer	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	Nil

Executive Summary

Total Revenue of \$14,287,279 for year as per the end of March reflects rates that were levied and recognised at the beginning of the financial year, payment of rates is received in instalments throughout the financial year. Total YTD revenue is 87% of the annual budget.

Total YTD Expenses of \$9,434,518 is 63% of the annual budget.

Council has undertaken a budget review process which is presented in this agenda to Council for formal adoption for the 2019/20 Budget. The amendments will reflect changes occurred during the financial year and any expected changes for the remainder of the financial year.

Recommendation

THAT Council receive the Litchfield Council Finance Report for the period ended 31 March 2020.

Background

Detailed financial information presented in the following pages.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Financial Reporting in line with *Local Government (Accounting) Regulations* and relevant Council policies.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Not applicable.

Finance Report

March 2020



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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 for greater transparency. This report is included in Litchfield Council's Annual Report.

The statements do not include capital revenue, this is reported in the Capital Budget Position table. Capital expenditure is capitalised as Infrastructure, Property, Plant & Equipment in the Balance Sheet upon completion of the projects.

CONSOLIDATED OPERATING STATEMENT at 31 March 2020

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (- ve)
REVENUE				
Rates	10,738,393	10,641,729	10,738,393	0
Stat Charges	111,700	120,268	111,700	0
User Charges	1,160,128	1,304,152	1,160,128	0
Grants	3,614,416	1,558,674	3,614,416	0
Inv Income	694,451	515,896	694,451	0
Reimbursements	0	38,675	0	0
Other Revenue	119,000	107,885	119,000	0
TOTAL REVENUE	16,438,088	14,287,279	16,438,088	0
EXPENSES				
Employee Costs	6,508,947	4,379,114	6,508,947	0
Auditors Fees	101,600	15,753	101,600	0
Bad Debts	930	1,768	930	0
Elected Member	242,264	149,902	242,264	0
Election Costs	0	0	0	0
Cemetery Operations	169,600	132,383	169,600	0
Contractors	4,080,589	2,376,975	4,080,589	0
Energy	259,300	140,926	259,300	0
Insurance	375,518	444,274	375,518	0
Maintenance	750,266	527,970	750,266	0
Legal Expenses	160,600	117,754	160,600	0
Donations and Community Support	127,900	74,420	127,900	0
Computer / IT Costs	369,435	202,138	369,435	0
Parts, Accessories & Consumables	324,600	205,806	324,600	0
Professional Fees	1,033,001	350,076	1,033,001	0
Sundry	485,900	315,258	485,900	0
TOTAL EXPENSES	14,990,450	9,434,518	14,990,450	0
RESULT	1,447,638	4,852,761	1,447,638	0

CONSOLIDATED BALANCE SHEET at 31 March 2020

	29-Feb-20	31-Mar-20	Movement
CURRENT ASSETS			
Cash & Cash Equivalents	2,591,136	2,450,651	-140,484
Trade and Other Receivables	3,243,533	2,463,376	-780,158
Other Financial Assets	22,924,190	22,936,862	12,673
Other Current Assets	118,792	138,379	19,587
TOTAL CURRENT ASSETS	28,877,651	27,989,269	-888,382
NON-CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	309,111,798	309,111,798	0
Other Non-Current Assets	3,739,185	3,739,185	0
TOTAL NON-CURRENT ASSETS	312,850,983	312,850,983	0
TOTAL ASSETS	341,728,633	341,728,633	-109,862
CURRENT LIABILITIES			
Trade and Other Payables	1,393,416	1,409,477	16,061
Current Provisions	586,284	601,872	15,588
TOTAL CURRENT LIABILITIES	1,979,700	2,011,349	31,649
NON-CURRENT LIABILITIES			
Non-Current Provisions	418,555	418,555	0
TOTAL NON-CURRENT LIABILITIES	418,555	418,555	0
TOTAL LIABILITIES	2,398,255	2,429,904	31,649
NET ASSETS	339,330,378	338,410,347	-920,031
EQUITY			
Accumulated Surplus	20,189,159	20,189,159	0
Asset Revaluation Reserve	295,859,891	295,859,891	0
Other Reserves	23,281,329	23,281,329	0
TOTAL EQUITY	339,330,379	339,330,379	0

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 31 March 2020 current ratio equalling 13.92

$$\begin{aligned}\text{Current ratio} &= \frac{\text{Current Assets (less: Provision for Doubtful debt)}}{\text{Current Liabilities}} \\ &= \frac{27,989,269}{2,429,904} = 13.92\end{aligned}$$

$$\text{Net Cash Position} = 25,559,64 - 2,429,651 = \$23 \text{ million}$$

SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2019/20 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 is 63% 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.

Note. This does not include Thorak Regional Cemetery.

	2019/20 YTD Budget	2019/20 YTD Actuals	2019/20 Annual Budget	2019/20 Annual Forecast	Forecast Variance +ve (-ve)
REVENUE					
Council Leadership	2,491	464	30,000	30,000	0
Corporate	-	25,463	0	0	0
Finance & Customer Service	8,310,283	8,494,298	9,045,441	9,045,441	0
Infrastructure & Assets	1,979,545	959,765	2,637,492	2,637,492	0
Planning & Development	53,814	31,992	61,748	61,748	0
Waste Management	3,119,238	3,123,513	3,178,680	3,178,680	0
Community	55,503	158,194	74,000	74,000	0
Community – Library	419,224	408,421	421,447	421,447	0
Mobile Workforce	-	3,368	0	0	0
Regulatory Services	102,337	120,348	112,700	112,700	0
TOTAL REVENUE	14,062,435	13,325,826	15,561,508	15,561,508	0
EXPENSES					
Council Leadership	817,833	711,853	1,111,896	1,111,896	0
Corporate	495,644	353,722	645,697	645,697	0
Information Services	378,326	281,642	513,091	513,091	0
Finance & Customer Service	1,298,984	1,218,027	1,584,930	1,584,930	0
Infrastructure & Assets	2,207,855	1,469,806	3,004,297	3,004,297	0
Planning & Development	561,244	486,997	728,387	728,387	0
Waste Management	2,247,436	1,923,646	2,991,436	2,991,436	0
Community	1,159,294	1,054,638	1,442,690	1,442,690	0
Community – Library	309,182	230,145	421,447	421,447	0
Mobile Workforce	992,647	702,522	1,287,337	1,287,337	0
Regulatory Services	301,752	271,314	388,831	388,831	0
TOTAL EXPENSES	10,770,197	8,704,312	14,120,039	14,120,039	0
OPERATING RESULT	3,292,238	4,621,514	1,441,469	1,441,469	0

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2019/20. The new initiatives expenditures are included in the operating result above. The table below highlights the expenditure compared to budget at the end of March 2020.

	2019/20 Budget	2019/20 Actuals	2019/20 Forecast	Comments	Status
Tourism Strategy (Visitor Experience Enhancement Program)	30,000	0	30,000	Councillor workshop complete	On Budget
Shared Path Plan	25,000	7,110	25,000	Proposed for adoption by Council at April 2020 Council meeting	On Budget
320 Arnhem Highway Master Plan – Stage 1	30,000	18,168	30,000	Project underway	On Budget
Chamber Refurbishment	10,000	8,458	10,000	One table to arrive May 2020	On Budget
New Website Development	45,000	0	45,000	Finalising page layout and design	On Budget
Mobile Workforce Review	30,000	13,861	30,000	Proposed for adoption by Council at April 2020 Council meeting	On Budget
Litchfield Annual Art Exhibition	10,000	10,183	10,000	Complete	On Budget
Council Chambers Audio / Video Upgrade	30,000	0	30,000	An RFQ was created and 3 applicants have submitted quotes; a suitable applicant will be chosen and project will commence	On Budget
Community and Business Hub Strategic Business and Concept Plan	40,000	0	40,000	Project to be reviewed in first quarter 2020-21 financial year	On Budget
Waste Management - prepare Disaster Waste Plan	20,000	0	20,000	Scoping brief under development	On Budget
Waste Management - explore incentives and education to boost recycling and food waste management.	20,000	0	20,000	Scope prepared	On Budget
Waste Management - Environmental Management Plan for Berry Springs Waste Transfer Station	10,000	0	10,000	Underway	On Budget
TOTALS	300,000	57,780	300,000		

CAPITAL BUDGET POSITION

The table below compares capital revenue and expenditure to budget by the end of March 2020.

	2019/20 Annual Budget	2019/20 YTD Actuals	2019/20 Annual Forecast	Forecast Variance +ve (-ve)
REVENUE				
Infrastructure & Assets	1,344,743	712,338	1,344,743	0
Planning & Development	140,000	46,792	140,000	0
Mobile Workforce	35,000	34,987	35,000	0
Community	6,000,000	0	6,000,000	0
Regulatory Services	15,000	0	15,000	0
Waste Management	50,000	0	50,000	0
TOTAL REVENUE	7,584,743	794,117	7,584,743	0
EXPENSES				
Infrastructure & Assets	3,792,000	1,431,117	3,792,000	0
Waste Management	525,000	424,690	525,000	0
Mobile Workforce	175,000	174,563	175,000	0
Community	8,500,000	533,595	8,500,000	0
Regulatory Services	45,000	0	45,000	0
TOTAL EXPENSES	13,037,000	2,563,964	13,037,000	0
CAPITAL RESULT	(5,452,257)	(1,769,847)	(5,452,257)	0

CAPITAL PROJECTS 2019/20 – INFRASTRUCTURE & ASSETS

The table below is Council's capital projects for Infrastructure & Assets that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comments	Status of Variance
Projects carried forward from previous years							
Pavement repairs – Whitewood Road	31/03/2020	2018/19 427,000	426,037 (Life to Date Actual)	427,000	0	Completed, minor defect repairs underway	On Budget
Brougham Road flood damage repairs – NDRRA Project	30/06/2020	2018/19 768,529	64,342 (Life to Date Actual)	768,529	0	Design finalised	On Budget
TOTAL		1,195,529	490,379	1,195,529	0		
Projects commencing in 2019/20							
Whitewood Road Footpath Renewal	30/06/2020	110,000	393	110,000	0	Contract awarded; construction scheduled for school holiday period	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comments	Status of Variance
LED Street Lighting Replacement Program	30/06/2020	60,000	0	60,000	0	Grant funding approved for \$162,800 to complete project; Lights ordered	On Budget
Smart Controls for LED Lighting	30/06/2020	10,000	0	10,000	0	The smart controls will be installed in conjunction with luminaires	On Budget
Reseal Program	30/06/2020	900,000	700,247	900,000	0	Works complete with Girraween Road to be completed with intersection upgrade	On Budget
Re-sheeting of Roads	30/06/2020	400,000	157,312	400,000	0	Resheeting complete at Billabong Road, Acacia Gap Road & Tumbling Waters Road; further assessment of gravel roads will be completed after the wet	On Budget
Whitestone Road Sealing	30/06/2020	400,000	23,745	400,000	0	Design finalised. Tender to be advertised in April	On Budget
Hillier Road Guard Rail	31/10/2019	85,000	75,245	85,000	0	Works complete; Remaining funds to be used for other projects if required	On Budget
Shoulder Widening of Various Roads	30/06/2020	300,000	222,764	300,000	0	Majority of programmed works complete; Savings may be required for pavement works	On Budget
Stevens Road Pavement Upgrade	30/06/2020	500,000	26,841	500,000	0	Design finalised; Tender to be advertised in April	On Budget
Whitewood Road Pavement Rehabilitation	30/06/2020	320,000	23,098	320,000	0	Design finalised; Tender to be advertised in April	On Budget
Girraween and Hillier Road Intersection Upgrade	30/06/2020	398,000	22,176	398,000	0	Design finalised; Tender advertised	On Budget

Project (Infrastructure & Assets)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comments	Status of Variance
Pioneer Drive / Norm Lane Intersection Upgrade	30/06/2020	300,000	168	300,000	0	Design finalised. Tender advertised	On Budget
Disability Access Automatic Doors - Council Offices	30/06/2020	9,000	0	9,000	0	Design for building permit being sourced	On Budget
TOTAL		3,792,000	1,251,989	3,792,000	0		

CAPITAL PROJECTS 2019/20 – WASTE MANAGEMENT

The table below is Council's capital projects for Waste Transfer Stations in accordance with the 2019/20 Budget and Municipal Plan.

Project (Waste Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Projects/Capital Purchases commencing in 2019/20							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Quotes received and under review	On Budget
Howard Springs and Berry Springs Safety Improvements	30/06/2020	140,000	0	140,000	0	Design scope underway	On Budget
Waste Compactor Bin	30/04/2020	40,000	16,202	40,000	0	Initial complete, remainder of works underway	On Budget
Loader Replacement	30/04/2020	300,000	0	300,000	0	Tender awarded, delivery scheduled for March	On Budget
TOTAL		525,000	16,202	525,000	0		

CAPITAL PROJECTS 2019/20 – MOBILE WORKFORCE

The table below is Council's capital projects for Mobile Workforce that are still in progress from previous year and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Project (Mobile Workforce Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Projects carried forward from previous years							
Mobile Workforce Shed	31/10/2019	2018/19 Grant	444,363 (Life to Date Actual)	450,000	(450,000)	Shed completed October 2019. Minor additions planned	Outside Budget*
TOTAL		0	444,363	450,000	(450,000)		
Projects/Capital Purchases commencing in 2019/20							
Tractor and Slasher Replacement	31/03/2020	140,000	141,287	140,000	0	Complete. <1% over budget, covered by savings for mower	Outside Budget
Mower Replacement	31/03/2020	35,000	33,275	35,000	0	Complete	On Budget
TOTAL		175,000	174,563	175,000	0		

*Mobile Workforce Shed was grant funded in prior year and is therefore showing outside the budget. This is not an overspent.

CAPITAL PROJECTS 2019/20 – REGULATORY SERVICES

The table below is Council's capital projects for Regulatory Services in accordance with the 2019/20 Budget and Municipal Plan.

Project (Regulatory Services Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Projects/Capital Purchases commencing in 2019/20							
Motor Vehicle Replacement	31/03/2020	45,000	0	45,000	0	Quotes received; order to be placed	On Budget
TOTAL		45,000	0	45,000	0		

CAPITAL PROJECTS 2019/20 – COMMUNITY & RECREATION RESERVES

The table below is Council's capital projects for Community & Recreation Reserves that are still in progress from previous years and current financial year in accordance with the 2019/20 Budget and Municipal Plan.

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Projects commenced in prior years							
Freds Pass Sport Recreation Reserve – Improvements	30/09/2019	2016/17 3,000,000 Grant	2,999,908 (Life to Date Actual)	3,000,000	0	Complete, and acquitted	On Budget
Howard Park Reserve – Irrigation Upgrade	31/10/2019	2017/18 20,000 Grant	20,010 (Life to Date Actual)	20,000	0	Complete, and acquitted	Outside Budget
Howard Park Reserve – Playground Upgrade	31/10/2019	2017/18 81,181 Grant	70,241 (Life to Date Actual)	69,970	11,211	Complete, and acquitted	On Budget
Humpty Doo Village Green – Furniture Upgrade	30/06/2020	2017/18 33,824 Grant	21,592 (Life to Date Actual)	33,824	0	Minor certification works underway	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Equine Facilities Upgrade)	30/06/2020	2018/19 380,000 Grant	54,316 (Life to Date Actual)	380,000	0	Master Plan complete and approved. Priorities have been confirmed and works commenced	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Cricket Club Change Rooms)	30/04/2020	2018/19 500,000 Grant	6,084 (Life to Date Actual)	500,000	0	Construction underway	On Budget

Projects (Community & Recreation Reserve Expenditure)	Estimated Date of Completion	Budget	YTD Actuals	Forecast	Forecast Variance +ve (-ve)	Comment	Status
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Maintenance Shed)	31/03/2020	<u>2018/19</u> 135,000 Grant	132,262 (Life to Date Actual)	135,000	0	Shed complete	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Roads and Carpark Upgrade)	30/06/2020	<u>2018/19</u> 760,000 Grant	50,649 (Life to Date Actual)	760,000	0	Contract awarded	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Building Certification)	30/06/2020	<u>2018/19</u> 115,000 Grant	54,180 (Life to Date Actual)	115,000	0	Building certification underway, with certificates obtained for Lakeview Hall, John Maley Pavilion Stage 1 and NHPC; issues persist with fire compliance for the market shed	On Budget
Freds Pass Sport Recreation Reserve – Infrastructure Upgrades (Project Management)	31/03/2020	<u>2018/19</u> 110,000 Grant	108,746 (Life to Date Actual)	110,000	0	Ongoing	On Budget
TOTAL		5,135,005	3,476,538	5,123,794	11,211		
Projects/Capital Purchases commencing in 2019/20							
Community and Business Hub	30/06/2020	7,000,000	0	7,000,000	0	Not Commenced, depended on grant funds	On Budget
TOTAL		7,000,000	0	7,000,000	0		

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council as at 31 March 2020 and compares the balance as at 29 February 2020.

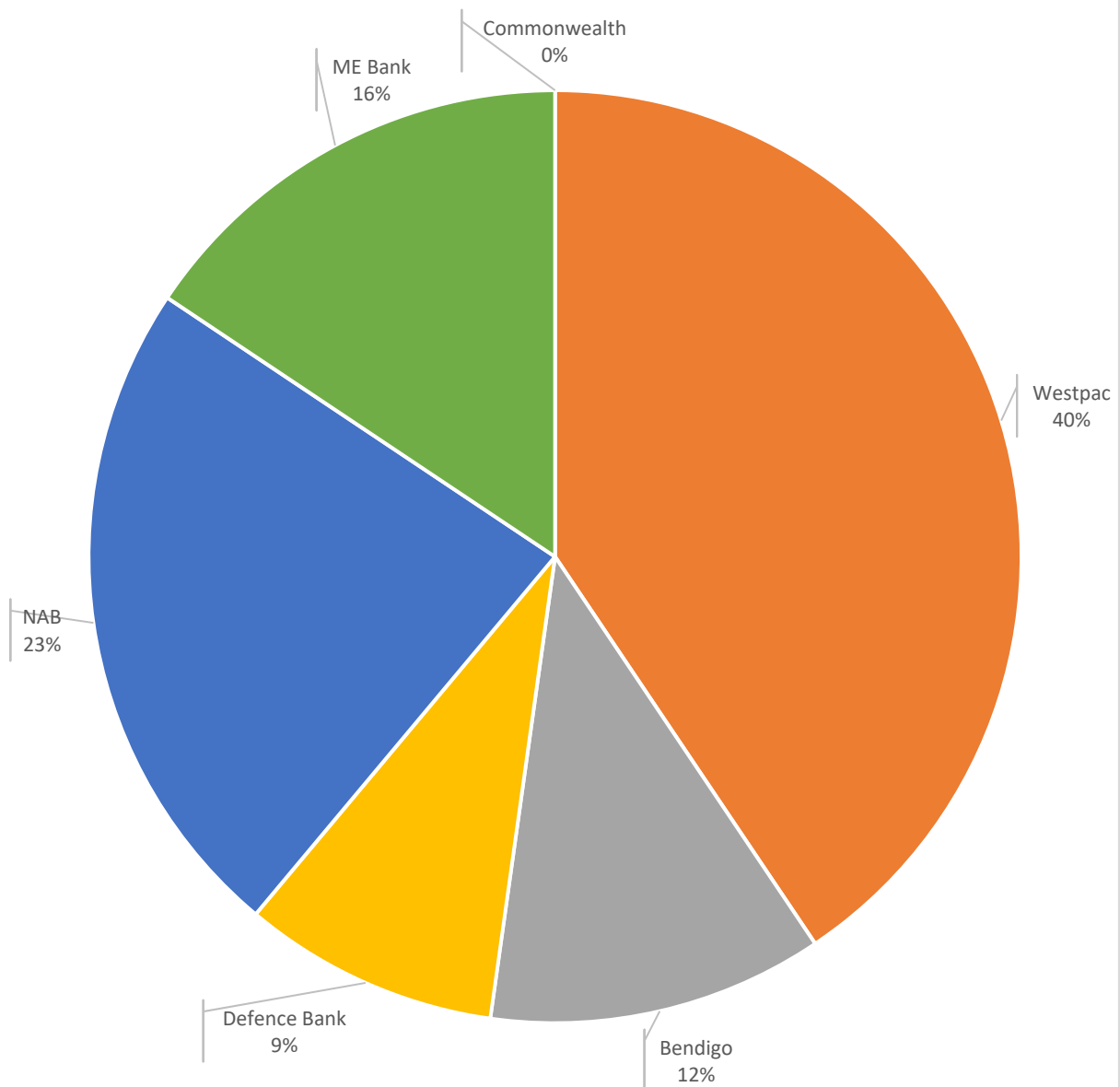
	29 February 2020	31 March 2020	Variance	Comment
Investments (Incl. Trust Account)	22,589,619	21,602,292	987,327	Matured funds (principal + interest) in March cash was needed and transferred into Operating Account
Business Maxi Account	805,891	805,946	55	Interest received
Operating Account	2,136,532	1,620,403	516,129	Funds received from final instalment of Rates payment and funds from a Matured Term Deposit transferred from Investments
TOTAL	25,532,042	24,028,641	1,083,516	

Investment Schedule as at 31 March 2020

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
27.08.19	1,535,728	224	Westpac	1.76%	07.04.20	16,588
10.09.19	1,500,000	217	NAB	1.71	14.04.20	15,249
01.10.19	1,500,000	217	NAB	1.65%	05.05.20	14,714
01.10.19	1,000,000	224	NAB	1.64%	12.05.20	10,064
02.10.19	1,022,075	237	Bendigo	1.55%	26.05.20	10,286
15.10.19	1,500,000	231	ME Bank	1.55%	02.06.20	14,714
20.12.19	231,226	186	NAB	1.60%	23.06.20	1,885
23.10.19	1,600,279	244	Bendigo	1.50%	23.06.20	16,046
12.11.19	1,000,000	238	Westpac	1.60%	07.07.20	10,433
27.11.19	1,000,000	230	Defence Bank	1.65%	14.07.20	10,397
28.11.19	1,000,000	236	Defence Bank	1.65%	21.07.20	10,668
03.12.19	1,020,559	245	ME Bank	1.55%	04.08.20	10,618
11.12.19	1,000,000	251	ME Bank	1.59%	18.08.20	10,934
10.01.20	1,100,000	231	Westpac	1.70%	01.09.20	11,835
14.01.20	2,027,814	245	Westpac	1.63%	15.09.20	22,186
07.02.20	1,500,000	242	ANZ	1.56%	16.10.20	15,515
19.02.20	1,051,938	244	Westpac	1.57%	20.10.20	11,040
11.03.20	1,012,673	238	NAB	1.30%	04.11.20	8,584
11.30.20	1,000,000	251	NAB	1.30%	17.11.20	8,939
TOTAL INVESTMENTS	22,602,292					230,905

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

All movements throughout the year are based on the forecasted results to 30 June 2020. A revised position of the final reserve balance for 30 June 2020 will be presented as part of the budget review process.

	Preliminary Balance at 1 July 2019	Transfer To	Transfer From	Net Movement	Balance at 30 June 2020
Externally Restricted Reserves					
Developer Contribution Reserve	842,260	139,701	-80,882	58,819	901,079
Unexpended Grants and Contributions	5,331,520	-	-3,248,119	-3,248,119	2,083,401
Internally Restricted Asset Related Reserves					
Asset Reserve	11,094,709	-	-1,102,105	-1,102,105	9,992,604
Internally Restricted Other Reserves					
Waste Management Reserve	4,603,914	\$289,471	(436,177)	289,471	4,893,385
Election Reserve	100,000	-	-	0	100,000
Disaster Recovery Reserve	500,000	-	-	0	500,000
Strategic Initiatives Reserve	500,000	-	-90,000	-90,000	410,000
TOTAL	22,972,403	429,172	-4,957,283	-4,528,111	18,444,292

SECTION 4

DEBTORS

Total Debtors as at 31 March 2020 is \$7,639 compared to \$8,577 as at 29 February 2020, a decrease of \$938. However, the Waste and Reserves March invoices have not been posted.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	(9)	3,031	37	722	3,781
Infrastructure & Other Sundry Debtors	0	428	0	2,400	2,828
Recreation Reserves	126	933	103	(132)	1,030
TOTAL	117	4,392	140	2,990	7,639
%	2%	57%	2%	39%	100%

Action summary of 90 Days and Over Debtors:

Communicating with Debtor	722
Credit to be applied to Cricket Clubs 1 st Invoice when Season Commences in March 2020	(132)
Referred to Debt Collection Agency	2,400
TOTAL	2,990

FINES AND INFRINGEMENTS

As at 31 March 2020, Council has 71 infringements outstanding with a balance of \$17,972 an increase of \$419 compared to 29 February 2020. This is due to payments received.

	June 2019	July 2019	August 2019	September 2019	October 2019	November 2019	December 2019	January 2020	February 2020	March 2020
Number of Infringements outstanding	78	76	80	84	82	77	77	75	70	71
Balance of Infringements outstanding	20,855	20,288	20,554	21,048	22,112	19,290	19,290	18,346	17,553	17,972

One (1) have been newly issued, five (5) has been sent with a reminder notice, one (1) has been re-sent to Fines Recovery Unit (FRU), sixty-two (62) infringements are with Fines Recovery Unit (FRU) waiting for payment, and two (2) are partially paid.

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 196 are placed with them totalling \$1.31 million in rates to be collected. Of these, 83 are on payment plans totalling \$431,800 and 2 are in mortgagee repossessions totalling \$5,500, 52 have been issued with NTCAT orders totalling \$443,465, 2 are Aboriginal Corporation waste and charges only totalling \$11,855 that may have to be considered to write off, 2 have Overriding Statutory Charges totalling \$31,516. One property for \$19,800 is commercial one for \$17,800 was imprisoned, suggest placing Overriding Statutory Charge. Included in the outstanding below, 43 properties are owned by the one ratepayer owing over \$155,000 awaiting sale of some properties.

Rates in arrears have decreased by \$67,972 in the month of March.

Of this outstanding debt:

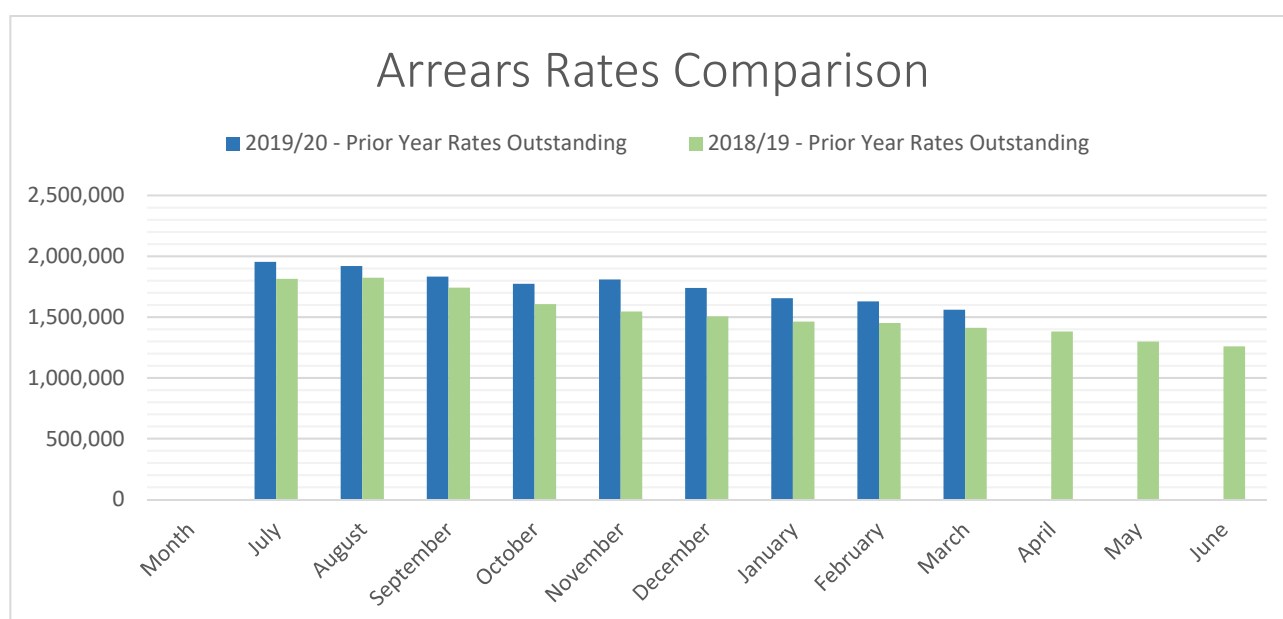
- 2 properties owe over \$52,000 each (totalling \$113,411 combined arrears rates) one with HWLE Lawyers in the first stages of selling the property, and the second one is under investigation for sale of land, due to the location it is recommended not to sell.
- 37 properties owe over \$10,000 each, totalling \$494,320
- 47 properties owe over \$5,000 each up to \$10,000, totalling \$314,869
- 1,420 properties owing under \$5,000 totalling \$636,524
- Suggest filing of Overriding Statutory Charge on all properties above \$5,000

PRIOR YEAR RATES

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

	Beginning 2019/20 Prior Years Outstanding	Current Month (February 2020)	Current Month (March 2020)	Monthly Variance
COMMERCIAL	50,725	59,131	59,302	(171)
GAS PLANT	0	0	6	6
MINING	58,510	85,919	86,658	739
NON-RATEABLE MINING	7,119	0	0	0
NON-RATEABLE WASTE	19,666	32,398	32,616	218
PASTORAL	0	0	0	0
RURAL RESIDENTIAL	1,688,116	1,382,786	1,313,412	(69,374)
URBAN RESIDENTIAL	86,445	67,763	68,031	(268)
TOTAL	1,910,581	1,627,997	1,560,025	(67,972)

The graph below tracks the prior year's rates owing in the 2019/2020 financial year by month and compares outstanding prior years rates to the same time in the previous financial year 2018/2019.



CURRENT YEAR RATES

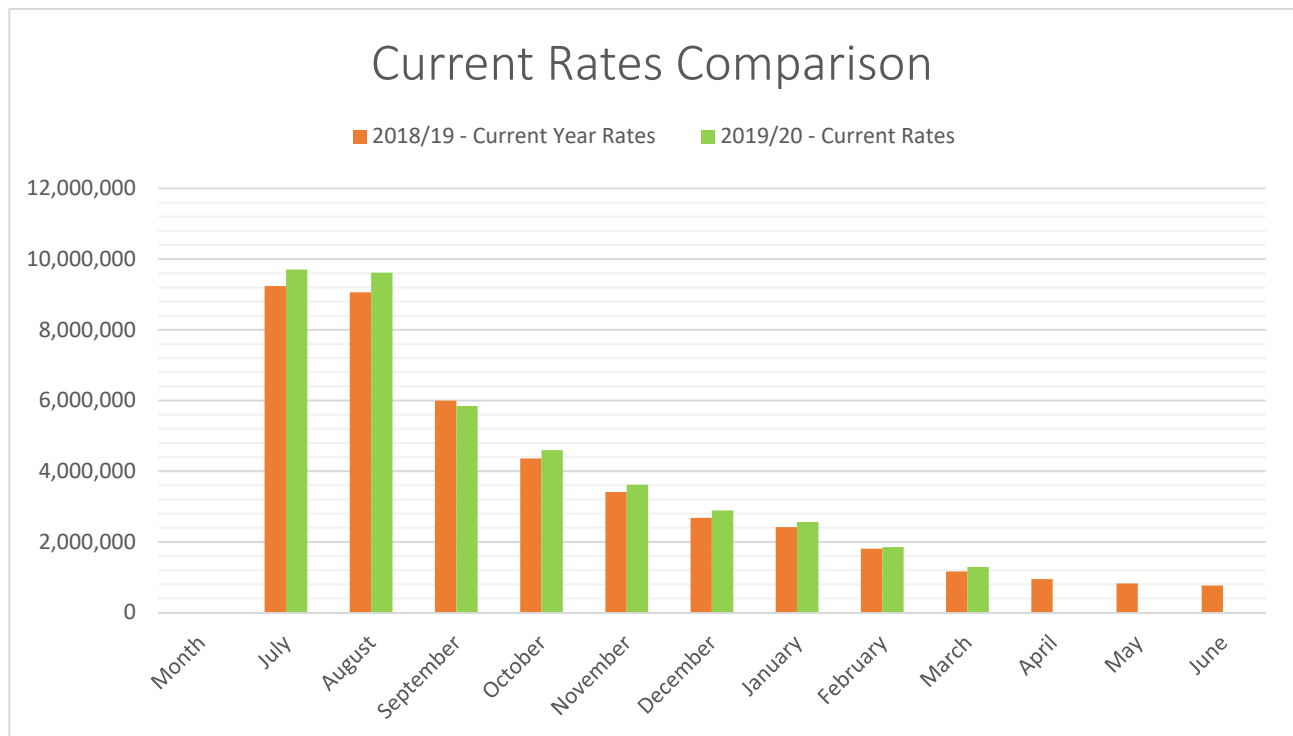
The below table illustrates the split of current year outstanding rates:

	Current Month (February 2020)	Current Month (March 2020)	Variance	Due Dates
Instalment 1	332,246	303,875	(28,371)	27/09/2019
Instalment 2	474,105	404,241	(69,864)	29/11/2019
Instalment 3	1,043,710	580,753	(462,957)	28/02/2020
TOTAL	1,850,061	1,288,869	(561,192)	

The third instalment notice was sent out on the 21 January 2020 for the final instalment of rates that were due and payable 28 February 2020. On the 15 March 1,535 final letter of demands from Litchfield Council were posted to all those that owed over \$100 (these are not with the debt collectors).

A total of \$1,288,869 is to be collected for the remainder of the year. Rates and charges collected in the month of March totalled \$561,192.

The graph below tracks the current years rates owing for the 2019/20 financial year by month and compares current outstanding rates to the same time in the previous financial year 2018/19.



SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2019/20 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	●	Audit for 2018-19 finalised.
Current years rates outstanding as at 30 June 2019	<15%	●	Currently at 12%
Prior Years' Rates outstanding as at 30 June 2020	<\$1m	●	Currently at \$1.5m
Own source coverage ratio – lowering Council's dependency on government grants and other funding sources.	>60%	●	Budgeted at 40%.
Liquidity ratio	>1:1	●	13.92:1 as at 31/03/2020
Current Ratio	>1	●	13.92 as at 31/03/2020
Debt Service Ratio	<1	●	Forecast is 0%
Asset sustainability ratio	>60%	●	Budgeted at 39%.

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in March 2020 (excluding staff payments in line with employee contracts) are listed in the table below.

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1030.114-01	11/03/2020	114	NATIONAL AUSTRALIA BANK LTD (NAB	Nab Term Deposit - Maturity Date 17 Nov 2020	1,000,000.00
1028.132-01	5/03/2020	132	AIRPOWER NT PTY LTD	Purchase of FS 3690 Mower and 72inch Deck	187,123.28
Payroll 19	3/11/2020	LC Staff	LC Staff	Payroll Week Ending 11/03/2020	169,046.39
Payroll 20	25/03/2020	LC Staff	LC Staff	Payroll Week Ending 25/03/2020	152,017.20
1028.280-01	5/03/2020	280	CITY OF DARWIN	Jan-20 - Humpty Doo Waste Transfer Station to Shoal Bay DCC Landfill	70,426.11
1033.374-01	19/03/2020	374	AUSTRALIAN TAXATION OFFICE (ATO)	Pay Payable, Pay 19, Cycle 1 & 2	59,591.00
1031.268-01	12/03/2020	268	BYRNE CONSULTANTS	Mango Road Detailed Design and Construction Stage 1	50,554.50
1035.280-01	26/03/2020	280	CITY OF DARWIN	Feb 2020 - Humpty Doo Waste Transfer Station to Shoal Bay DCC Landfill	47,768.52
1031.163-01	12/03/2020	163	TONKIN CONSULTING	Whitewood Road Pavement Reconstruction &	30,686.47
1028.1702-01	5/03/2020	1702	JMT BUILDERS	Automation of the roller doors	29,718.88
1028.827-01	5/03/2020	827	LITCHFIELD GREEN WASTE RECYCLERS	Mulch Green Waste and Wood waste at Humpty Doo Waste Transfer Station	28,842.00
1035.163-01	26/03/2020	163	TONKIN CONSULTING	Whitewood Road Pavement Reconstruction D	25,791.38
DD130320	13/03/2020	73	STATEWIDE SUPERANNUATION PTY LTD	Mar 2020 - Pay 19, Cycle 1 & 2	25,100.96
1035.556-01	26/03/2020	556	CITY OF PALMERSTON	Nov 19 -Provision of Services for Taminmin	24,750.00
1033.87-01	19/03/2020	87	TOP END LINEMARKERS PTY LTD	Rural Road Upgrade - Ridley road	19,646.42
1031.794-01	12/03/2020	794	TOP END R.A.C.E.	Streetlight Repairs and Maintenance & Pole replacement	18,911.16
1033.514-01	19/03/2020	514	VEOLIA ENVIRONMENTAL SERVICES	Feb 20 - Waste Transfer to Shoal Bay from Howard Springs, Humpty Doo and Berry Springs Waste Transfer Station	18,658.25

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1031.867-01	12/03/2020	867	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - Gatekeepers WE: 9/2/2020	17,490.49
1035.1137-01	26/03/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	Clean drain of Bees Creek Rd	16,229.01
1031.8-01	12/03/2020	8	DOWNERDI WORKS PTY LTD	Edge & Pothole Patching - Various locations within Litchfield Municipal	15,642.79
1035.770-01	26/03/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Carla Tinoco WE: 08 March 2020	13,080.99
1028.1099-01	5/03/2020	1099	DAVE'S MINI DIGGA HIRE	Drain Clean Out - Virginia, Howard River Park, Humpty Doo	11,451.00
1028.748-01	5/03/2020	748	AGMECH SERVICES	1000 Hr Service MF tractor SV4275	10,417.71
1035.1564-01	26/03/2020	1564	FOURIER TECHNOLOGIES PTY LTD	SOPHOS Central Server Protection X 10 Units	8,998.53
1035.414-01	26/03/2020	414	TOTAL EXCAVATIONS	Clean Culverts - Various Locations Litchfield	8,591.00
1035.525-01	26/03/2020	525	ACTIVE TREE SERVICES	Storm damage tree removal Macleod Road Howard Springs	8,560.58
1033.1741-01	19/03/2020	1741	DARWIN COMMUNITY ARTS	Delivery of Art Exhibition and Workshops	8,250.00
1031.1065-01	12/03/2020	1065	MRS M H BREDHAUER	Feb 2020 - Mayor Allowances	7,917.99
1031.770-01	12/03/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - HR Officer WE 01 Mar 2020	7,026.46
1028.770-01	5/03/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff - HR Officer WE: 23 February	6,941.45
1033.770-01	19/03/2020	770	HAYS SPECIALIST RECRUITMENT (AUST)	Temp Staff, Asset Officer WE: 08 March	6,771.33
1028.1564-01	5/03/2020	1564	FOURIER TECHNOLOGIES PTY LTD	Feb 2020 - Managed Services Agreement	6,633.00
1028.690-01	5/03/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PT	1000 hr service for Howard Springs backhoe	6,622.97
1028.1113-01	5/03/2020	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Layout and Artwork for New Residents Guide	6,545.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1031.1137-01	12/03/2020	1137	ALLAN KING & SONS CONSTRUCTION PTY	Melaleuca Road - Driveway Stabilisation	6,270.00
1028.268-01	5/03/2020	268	BYRNE CONSULTANTS	Spencer road Floodway - Concept Design and AAToC Assessment	5,691.41
1028.85-01	5/03/2020	85	TELSTRA	SMS Text Service 0437 036 176	5,569.71
1033.268-01	19/03/2020	268	BYRNE CONSULTANTS	Mango Road Detailed Design and Construction Stage 1	5,055.45
1031.170-01	12/03/2020	170	NTRS (NT RECYCLING SOLUTIONS)	Feb 2020 - Empty Recycle Bins from Litchfield	4,679.40
1033.612-01	19/03/2020	612	CREMASCO CIVIL PTY LTD	Install 2 Concrete Headwalls - Daniels Court	4,397.80
1033.414-01	19/03/2020	414	TOTAL EXCAVATIONS	Clean Debry from Culverts and Inlets - V	4,327.40
1028.14-01	5/03/2020	14	AUSTRALIA POST	Postage of 3rd Instalment Rates Notices	4,292.31
1032.183-01	12/03/2020	183	CHRIS'S BACKHOE HIRE PTY LTD	Grave Preparation for February 2020	4,224.00
1031.1617-01	12/03/2020	1617	PRESTIGE AUTOMOTIVE NT PTY LTD	New Starter Motor for Backhoe at Howard Springs Waste Transfer Station	4,081.00
1035.926-01	26/03/2020	926	JACANA ENERGY	Feb 2020 - Electricity Berry Springs Waste Transfer Station	3,906.20
1028.1721-01	5/03/2020	1721	MAHER RAUMTEEN SOLICITORS	Legal Consultation - Mango Roads Funding	3,795.00
1033.1082-01	19/03/2020	1082	MICHELLE READ	Preparation of Application to NTG to Lease Crown land	3,712.50
1035.78-01	26/03/2020	78	POWER & WATER CORPORATION	Water for November - February	3,643.44
1029.144-01	5/03/2020	144	ORIGIN	LPG delivery WE: 13 FEB 2020	3,398.34
1033.1527-01	19/03/2020	1527	FAST CALL PLUMBING	Removal of Washdown Area, Absorption Trench, Trough Footings and Isolate Water Supply	2,987.60
1035.1581-01	26/03/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice- Employee Vehicle	2,850.37
1031.1064-01	12/03/2020	1064	MRS C M SIMPSON	Feb 2020 - Councillor Deputy Mayor Allowances	2,762.49
1031.953-01	12/03/2020	953	HWL EBSWORTH LAWYERS	Legal Costs RE: Sale-57 Ringwood Street	2,706.33
1035.1305-01	26/03/2020	1305	JADE ELECTRICAL	Removal of DB 3 and wiring back to DB 1	2,706.00
1031.1068-01	12/03/2020	1068	MR D S BARDEN	Feb 2020 - Councillor Allowances	2,700.16
1034.144-01	19/03/2020	144	ORIGIN	LPG Delivery to Thorak WE 02 Mar 2020	2,684.55

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1035.249-01	26/03/2020	249	TERRITORY RURAL	Pallet of Coola Wetting Agent - Bulk Purchase	2,598.75
1033.1099-01	19/03/2020	1099	DAVE'S MINI DIGGA HIRE	Drain and Culvert Cleans - Acacia Hills	2,585.00
1035.1099-01	26/03/2020	1099	DAVE'S MINI DIGGA HIRE	Clean / Clear Debris from Culvert - Herbert	2,585.00
1028.506-01	5/03/2020	506	TURBO'S TYRES	Replacement Tractor Tyre	2,578.40
1031.1581-01	12/03/2020	1581	SALARY PACKAGING AUSTRALIA	Salary Sacrifice Staff Vehicles WE: 11 Mar 2020	2,494.35
1034.436-01	19/03/2020	436	DELTA ELECTRICS NT PTY LTD	Move existing Genset to new location at front of cemetery	2,372.66
1034.867-01	19/03/2020	867	ALL ASPECTS RECRUITMENT & HR SERVIC	Temp Staff - Cemetery: WE 17th March 2019	2,312.37
1031.498-01	12/03/2020	498	MR M I G SALTER	Feb 2020 - Councillor Allowances	2,280.16
1031.1099-01	12/03/2020	1099	DAVE'S MINI DIGGA HIRE	Drain and Culvert Clean - Humpty Doo	2,277.00
1028.187-01	5/03/2020	187	NORSIGN	LC Special - Bernard Court RHT, LC Special	2,210.87
1032.1736-01	12/03/2020	1736	TROJON CONTRACTORS (MSKK PTY LTD)	Supply and Install 1800 high Galvanised C	2,197.80
1031.1524-01	12/03/2020	1524	ESRI AUSTRALIA PTY LTD	2019/2020 Annual Licence Fee for ArcGIS	2,156.00
1031.1063-01	12/03/2020	1063	MRS K J SAYERS-HUNT	Feb 2020 - Councillor Allowances	2,104.28
1033.1076-01	19/03/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY D	NCAT Hearing Fees 04 March 2020	2,091.10
1031.1744-01	12/03/2020	1744	PC LOCS PTY LTD use 1744	Purchase Laptop, iPad Cart and Service Racks for Library	2,065.80
1033.809-01	19/03/2020	809	ALLOY & STAINLESS PRODUCTS PTY LTD	Bulk Purchase for Flail Blades and Shackles	1,862.30
1028.384-01	5/03/2020	384	MS C VERNON	Consultancy Services	1,848.00
1031.1773-01	12/03/2020	1773	CORPORATE TRAINING OPTIONS	Microsoft One Note Training - 10 Staff	1,820.00
1028.525-01	5/03/2020	525	ACTIVE TREE SERVICES	Clean Up of fallen debris on Carroll Road, Abrus Road & Finlay Road	1,745.89
1033.1152-01	19/03/2020	1152	LANE COMMUNICATIONS	3rd Instalment Notice (Final)	1,740.54
1032.926-01	12/03/2020	926	JACANA ENERGY	Jan 2020 - Electricity Thorak Cemetery	1,724.59
1031.506-01	12/03/2020	506	TURBO'S TYRES	Hino crew truck CA 73 KN computer scan c	1,594.38
1033.1237-01	19/03/2020	1237	THE BOOKSHOP DARWIN	Purchase: Assorted books for Taminmin library	1,570.72

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1033.690-01	19/03/2020	690	TOTAL HYDRAULIC CONNECTIONS (NT) PT	Diagnose and Repair Kubota Fuel Issues	1,449.08
1035.1502-01	26/03/2020	1502	NEWS CORP AUSTRALIA	NT News Advertisement - Waste Transfer Station	1,434.00
1032.144-01	12/03/2020	144	ORIGIN	LPG Propane delivery WE 15 Jan 20	1,433.80
1035.806-01	26/03/2020	806	ZIPPY CLEANING & MAINTENANCE SERVIC	Mar 2020 - Cleaning of Litchfield Council	1,426.23
1036.926-01	26/03/2020	926	JACANA ENERGY	Feb 2020 - Electricity Thorak Cemetery	1,350.57
1031.1330-01	12/03/2020	1330	PAWS DARWIN LTD	Impound transfers October 2019	1,235.00
1033.1443-01	19/03/2020	1443	MR M E ROY	Rates Refund	1,233.08
1028.1768-01	5/03/2020	1768	ALISANTE HOLDINGS PTY LTD	Rates Refund	1,118.71
1033.1141-01	19/03/2020	1141	NORTHERN GROUND MAINTENANCE	Feb 2020 - Grounds Maintenance HPRR	1,100.00
1033.1396-01	19/03/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Inspect, Tune and Repair Required Radio	1,091.97
1031.515-01	12/03/2020	515	JC ELECTRONIC SECURITY PTY LTD	Repair Cameras at Howard Springs Waste Transfer Station	1,077.88
1033.512-01	19/03/2020	512	SELTER SHAW PLUMBING PTY LTD	Investigate/Repair Leaking Toilet LC Off	1,044.30
1033.189-01	19/03/2020	189	H.D. ENTERPRISES P/L (HD PUMP SALES	Replace Diaphragms and Seals on Cropland	1,035.60
1028.1237-01	5/03/2020	1237	THE BOOKSHOP DARWIN	Purchase: Assorted books for Taminmin library	1,016.48
1032.436-01	12/03/2020	436	DELTA ELECTRICS NT PTY LTD	Removal of Old Generator Cabling, Capping & Crane	994.23
1031.1781-01	12/03/2020	1781	MRS H GORDON	Rates Refund	992.00
1035.1324-01	26/03/2020	1324	JKW LAW PRACTICE PTY LTD	Legal review of Draft Rating Policy	990.00
1028.1035-01	5/03/2020	1035	AUSTRALIA WIDE TAXATION & PAYROLL	Fringe Benefit Tax Training - Finance Staff	960.00
1033.1049-01	19/03/2020	1049	GARRY LAMBERT CONSULTING	17 March 2020 Risk Management and Audit	959.00
1035.968-01	26/03/2020	968	NT FASTENERS PTY LTD	Replacement Angle Grinders and Assorted	924.85

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1031.1564-01	12/03/2020	1564	FOURIER TECHNOLOGIES PTY LTD	HP USB Type C Docking Station for Notebook	905.74
1031.14-01	12/03/2020	14	AUSTRALIA POST	Renewal of PO box for Taminmin Library	880.73
1033.1199-01	19/03/2020	1199	HERRON TODD WHITE (NT) PTY LTD	Valuation of NT Crown Land Parcel	880.00
1035.1471-01	26/03/2020	1471	RICOH AUSTRALIA PTY LTD	Feb 2020 - Photocopier Rental Charges	872.52
1028.87-01	5/03/2020	87	TOP END LINEMARKERS PTY LTD	Road Marking after Reseal - Hunter Rd	862.80
1031.326-01	12/03/2020	326	EYESIGHT SECURITY P/L	Nov/Dec 19 - Gate Unlock and Locking for Thorak Cemetery	852.50
1033.326-01	19/03/2020	326	EYESIGHT SECURITY P/L	Jan / Feb 2020 - Gate Unlock and Locking for Thorak Cemetery	852.50
1031.1237-01	12/03/2020	1237	THE BOOKSHOP DARWIN	Purchase: Assorted books for Taminmin library	778.13
1031.51-01	12/03/2020	51	SOUTHERN CROSS PROTECTION PTY LTD	Feb 2020 - Night Patrol Service- Council	768.32
1032.1695-01	12/03/2020	1695	MICHAEL RILEY - FULL MOBILE MECHANIC	Diagnose and Repair Hustler Mower on Sit	702.31
1033.616-01	19/03/2020	616	PALMERSTON & RURAL PARTY HIRE	Urn and Chair Hire for Australia Day	690.00
1031.1471-01	12/03/2020	1471	RICOH AUSTRALIA PTY LTD	Mar 2020 - Rental Charges for Corporate & Works Photocopier	676.91
1034.776-01	19/03/2020	776	HME AIRCONDITIONING & ELECTRICAL	Annual Airconditioning Service - Reception	640.00
1031.1113-01	12/03/2020	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Development of the Draft Advocacy Priority	627.00
1035.282-01	26/03/2020	282	ECOFLEX NT PTY LTD (TOP END TYRE	Pick up tyres from Humpty Doo	599.08
1031.1714-01	12/03/2020	1714	FLEETCHOICE	Salary Sacrifice Staff Vehicles WE: 11 March 2020	559.33
1035.1714-01	26/03/2020	1714	FLEETCHOICE	Salary sacrifice - Staff Vehicles WE: 25 March 2020	559.33
1028.612-01	5/03/2020	612	CREMASCO CIVIL PTY LTD	Clean out Debris from Culvert - Edelstein Road	544.50
1035.1002-01	26/03/2020	1002	ROOFCLAD CONSTRUCTIONS	Fix and inspect leak in roof (Works Kitchen)	528.00
1032.1600-01	12/03/2020	1600	TERRITORY FUNERALS	Collect and delivery Corpse to Thorak Cemetery	500.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1033.1784-01	19/03/2020	1784	MRS C M TAYLER	Art Exhibition Award Recipient	500.00
1035.1141-01	26/03/2020	1141	NORTHERN GROUND MAINTENANCE	Feb 2020 - Grounds Maintenance KLRR	495.00
1033.851-01	19/03/2020	851	OFFICEWORKS	Wired Keyboard Combo - Lenovo and Desk Top Stand	492.00
1033.282-01	19/03/2020	282	ECOFLEX NT PTY LTD (TOP END TYRE	Collect Tyres form Humpty Doo Waste Transfer Station	486.88
1028.1674-01	5/03/2020	1674	FRESH START - FOR CLEANING	Cleaning of Knuckey Lagoon Reserve WE: 26 Feb 2020	450.00
1031.1674-01	12/03/2020	1674	FRESH START - FOR CLEANING	Cleaning Knuckey Lagoon Reserve WE: 04 Mar 2020	450.00
1032.1412-01	12/03/2020	1412	HAPPIER ENDINGS	Collect and Deliver Corpse as Required	450.00
1033.596-01	19/03/2020	596	AREA9 IT SOLUTIONS - HARDWARE	Replacement CyberPower Towers	449.33
1036.806-01	26/03/2020	806	ZIPPY CLEANING & MAINTENANCE SERVIC	Mar 2020 - Cleaning of Litchfield Council	426.07
1034.1782-01	19/03/2020	1782	MISS R P RIDWAN	Partial Refund for Plot Depth Amendment	425.70
1031.78-01	12/03/2020	78	POWER & WATER CORPORATION	Feb 20 - Council Office Water Bill	422.58
1035.1274-01	26/03/2020	1274	GRACE RECORD MANAGEMENT (AUSTRALIA)	Mar 2020 - Monthly Storage Fees - Archive	406.56
1033.1085-01	19/03/2020	1085	CRESTBARB PTY LTD	Refund Maintenance Bond DP17/0283	397.15
1033.995-01	19/03/2020	995	WILDKAT HOLDINGS (NT) PTY LTD	Grease and Consumables for Howard Springs Waste Transfer Station	391.16
1031.1697-01	12/03/2020	1697	RSPCA	Feb 20 - Impound transfers	390.00
1035.367-01	26/03/2020	367	BUNNINGS GROUP LIMITED	Consumable Small Tools and Cleaning Hard	389.96
1032.326-01	12/03/2020	326	EYESIGHT SECURITY P/L	Dec 19 - Locking and Unlocking of Cemetery	384.45
1034.326-01	19/03/2020	326	EYESIGHT SECURITY P/L	Feb 2020 - Unlocking and Locking of Cemetery	384.45
1031.1329-01	12/03/2020	1329	ARAFURA TRAFFIC CONTROL	Traffic Controller for 09 FEB 2020	374.00
1031.522-01	12/03/2020	522	FARMWORLD NT PTY LTD	Inspect, Diagnose and Advise Issues with Kioti Mow	366.00
1033.1674-01	19/03/2020	1674	FRESH START - FOR CLEANING	Cleaning for Knuckey Lagoon Reserve WE: 11 Mar 2020	360.00
1035.1674-01	26/03/2020	1674	FRESH START - FOR CLEANING	Cleaning for March, CI, etc	360.00
1031.851-01	12/03/2020	851	OFFICEWORKS	Wireless Keyboard Combo - Lenovo	354.35

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1028.1242-01	5/03/2020	1242	THAT OTHER SPARKY	Install New Exhaust Fan to Toilet at Humpty Doo Waste Transfer Station	341.00
1028.25-01	5/03/2020	25	LAND TITLES OFFICE	Feb 2020 - Land Titles Office Searches	340.80
1031.596-01	12/03/2020	596	AREA9 IT SOLUTIONS - HARDWARE	UPS Cyber Power Towers x 3	335.90
1032.134-01	12/03/2020	134	FIGLEAF POOL PRODUCTS	February 2020 - Microbiological Test & Collection	320.50
1035.130-01	26/03/2020	130	MOBILE LOCKSMITHS	Inspect rear entrance and fix broken lock	319.00
1028.389-01	5/03/2020	389	LITCHFIELD VET HOSPITAL	3x De-Sexing Vouchers - Animal Management New Initiative	300.00
1033.968-01	19/03/2020	968	NT FASTENERS PTY LTD	Makita Brushless Impact Driver Skin	299.00
1035.1424-01	26/03/2020	1424	RURAL FIRE PROTECTION	Repair all Fire Hose Reels - Litchfield	297.00
1028.1207-01	5/03/2020	1207	UNIQUE INDUSTRIES (AUTO TECH)	Ford Ranger Service - CC45FT	280.00
1031.1015-01	12/03/2020	1015	NEWSXPRESS HUMPTY DOO	Feb 2020 - NT Newspaper Supply Litchfield	277.90
1028.663-01	5/03/2020	663	ACCESS HARDWARE (NT) PTY LTD	Keys cut for Storage Shed Bay 3	271.70
00413263	12/03/2020	74	LITCHFIELD COUNCIL PETTY CASH	Reimbursement Litchfield Council Petty Cash	261.10
1028.282-01	5/03/2020	282	ECOFLEX NT PTY LTD (TOP END TYRE	Collect Tyres from Humpty Doo Waste Transfer Station	260.70
1031.1396-01	12/03/2020	1396	CSE CROSSCOM PTY LTD (T/A COMM8)	Mar 20 - Tracking System Data Access	255.20
1031.151-01	12/03/2020	151	HARVEY NORMAN COMPUTERS/ELECTRICAL	Replacement Microwave	255.00
1028.790-01	5/03/2020	790	BOBTOW TILT TRAY SERVICES	Removal - Abandoned Vehicle CRM 19826 Pioneer Drive	253.00
1028.560-01	5/03/2020	560	JOBFIT HEALTH GROUP PTY LTD	Pre-Employment Medical - Assistant Accountant	250.80
1035.1181-01	26/03/2020	1181	ODD JOB BOB	Installation of lock on toilet door	247.23
1036.1053-01	26/03/2020	1053	CSG BUSINESS SOLUTIONS PTY LTD	Feb 20 - Monthly Rent and Consumables	247.12
1033.1471-01	19/03/2020	1471	RICOH AUSTRALIA PTY LTD	Mar 2020 - Rental Charges for Taminmin	246.52

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1028.61-01	5/03/2020	61	GREENTHEMES INDOOR PLANT & HIRE	Feb 2020 - Indoor Plant Hire/Maintenance	237.52
1028.1181-01	5/03/2020	1181	ODD JOB BOB	Shelving Removal and Disposal at Taminmin	233.75
1032.752-01	12/03/2020	752	TOTALLY WORKWEAR PALMERSTON	HiVis Shirts and Work Pants	221.80
1036.290-01	26/03/2020	290	AUSTENG ENGINEERING SOLUTIONS	Remote Support & Contractor on Site - Cremator repair	213.95
1033.389-01	19/03/2020	389	LITCHFIELD VET HOSPITAL	2x De-Sexing Vouchers - Animal Management New Initiative	200.00
1033.1785-01	19/03/2020	1785	MR D CORPUS	Community Choice Art Award Recipient	200.00
1034.514-01	19/03/2020	514	VEOLIA ENVIRONMENTAL SERVICES	Feb 2020 - Waste Collection Thorak Cemetery	196.28
1035.132-01	26/03/2020	132	AIRPOWER NT PTY LTD	Heavy Duty Seat Covers for Tractor	192.84
1033.522-01	19/03/2020	522	FARMWORLD NT PTY LTD	Replacement Overflow Coolant Bottle and Cab Filter	187.40
1031.249-01	12/03/2020	249	TERRITORY RURAL	Black Fence Star Post	187.00
1031.874-01	12/03/2020	874	VTG WASTE & RECYCLING	Feb 2020 - Rubbish Collection Knuckey Lagoon Reserve	183.50
1035.1087-01	26/03/2020	1087	TOTAL TOOLS DARWIN	Replacement Toolboxes and Pistol Grip Gun	180.90
1033.842-01	19/03/2020	842	MR R J FREEMAN	Remove Tyres from Rims as Humpty Doo Waste Transfer Station	180.00
1028.189-01	5/03/2020	189	H.D. ENTERPRISES P/L (HD PUMP SALES	1 x tin of tyre glue 1x box of tyre plug	178.52
1029.56-01	5/03/2020	56	COLEMANS PRINTING PTY LTD	Printing of leaflets	176.00
1028.108-01	5/03/2020	108	DEPARTMENT OF ATTORNEY GENERAL & JU	Fines Recovery Unit - Fines Enforcement Fee	176.00
1031.995-01	12/03/2020	995	WILDKAT HOLDINGS (NT) PTY LTD	Grease and Consumables for Howard Springs Waste Transfer Station	171.60
1035.1428-01	26/03/2020	1428	HANNA'S COOLING PTY LTD (B&A HANNA	Adjust Air Flow in Planning Managers Off	165.00
1029.508-01	5/03/2020	508	EASA	Customer Focus - Training course 4th March 2020	159.00
1031.886-01	12/03/2020	886	MR R J FREEMAN	Make Safe Fire Extinguishers and Gas Bot	155.00

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1033.1344-01	19/03/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking - WE: 06 Mar 2	153.28
1035.187-01	26/03/2020	187	NORSIGN	Direction Signs for Art Exhibition	149.60
1035.1040-01	26/03/2020	1040	SUPERCHEAP AUTO	Bulk Purchase of Red and Green Coolant & Wiper Fluid	146.57
1028.55-01	5/03/2020	55	CHUBB FIRE & SECURITY PTY LTD	Litchfield Council Building Attend - Alarm set	141.90
1035.55-01	26/03/2020	55	CHUBB FIRE & SECURITY PTY LTD	Litchfield Council Building Attend - Alarm set	141.90
1028.512-01	5/03/2020	512	SELTOR SHAW PLUMBING PTY LTD	Repair Leak for Mower on Constant Street, Coolalinga	126.50
1035.1023-01	26/03/2020	1023	AUSLINE ENGINEERING	Straighten Slasher Header Plate John Deer Tractor	121.00
1035.1157-01	26/03/2020	1157	RICHMOND WHEEL & CASTOR	Replacement Table Legs	121.00
1029.367-01	5/03/2020	367	BUNNINGS GROUP LIMITED	Garden Weed Sprayer	114.94
1028.1076-01	5/03/2020	1076	TDC (NT) PTY LTD - T/AS TERRITORY D	Debt Recovery Fees - NCAT Hearing 100400	110.00
1033.1113-01	19/03/2020	1113	GRAPHICS'LL DO (LEONIE RICHARDS)	Revised artwork for the New Residents Guide	110.00
1035.522-01	26/03/2020	522	FARMWORLD NT PTY LTD	1 x tractor seat cover 5450	110.00
1032.220-01	12/03/2020	220	THE BIG MOWER	Hustler Mower Blades HP798710 PO18284	106.20
1028.1769-01	5/03/2020	1769	MR P R FAUSTMANN	Cat trap return	100.00
1028.1628-01	5/03/2020	1628	MR R J KOENIG	Bond refund	100.00
1031.389-01	12/03/2020	389	LITCHFIELD VET HOSPITAL	1x De-Sexing Vouchers - Animal Management New Initiative	100.00
1033.1566-01	19/03/2020	1566	WINC AUSTRALIA PTY LTD	Stationery - Litchfield Council Office	91.97
1028.1098-01	5/03/2020	1098	MS W D SMITH	Reimbursement for Parking Costs for Darwin	81.87
1028.1344-01	5/03/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council banking - 18 & 21 Feb 20	76.64
1031.1344-01	12/03/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking - WE: 28 Feb 202	76.64
1035.1344-01	26/03/2020	1344	PROSEGUR AUSTRALIA PTY LTD	Collect Council Banking - WE: 13 Mar 202	76.64

Cheque No.	Chq Date	Creditor	Payee	Description	Amount
1035.1576-01	26/03/2020	1576	ENDFIRE ENGINEERING SERVICES PTY LT	Heavy Duty Fire Extinguisher Bracket	76.32
1028.851-01	5/03/2020	851	OFFICEWORKS	HDMI Cables	69.76
1035.998-01	26/03/2020	998	PALMERSTON PAINT SUPPLIES	T Rex Quick Silver	60.00
1031.1759-01	12/03/2020	1759	HUMPTY DOO REGIONAL RECYCLING PTY L	Invoice 5553 was paid twice	55.18
1032.1459-01	12/03/2020	1459	TERRITORY SPRINGWATER AU PTY LTD	Bottled Water for Chapel and Cemetery	55.00
1033.1632-01	19/03/2020	1632	SADDLEWORLD NT (MARLLI FAMILY TRUST	Super Coat - Dog Food for Impounded Dogs	52.00
1031.1775-01	12/03/2020	1775	MS S GORDON	Key Refund	50.00
1033.1783-01	19/03/2020	1783	MRS A WEEKES	Key Return	50.00
1033.187-01	19/03/2020	187	NORSIGN	Extrusion Signs for Pickering road	44.00
1033.367-01	19/03/2020	367	BUNNINGS GROUP LIMITED	Consumable Cleaning Items	39.00
1035.189-01	26/03/2020	189	H.D. ENTERPRISES P/L (HD PUMP SALES	Spare parts - Filter Strainer Basket	36.45
1036.1459-01	26/03/2020	1459	TERRITORY SPRINGWATER AU PTY LTD	15 litre bottled water	33.00
1033.1133-01	19/03/2020	1133	NT WATER FILTERS	Bottles Water for Litchfield Council Foy	31.20
1031.367-01	12/03/2020	367	BUNNINGS GROUP LIMITED	Consumable Hose Nosels for Hoses Waste Transfer Station	22.59
1034.367-01	19/03/2020	367	BUNNINGS GROUP LIMITED	Consumable Gardening Items for Thorak Cemetery	20.15
1028.928-01	5/03/2020	928	RSEA PTY LTD	Swinch Hydration Powder PO 18188	11.90
1029.85-01	5/03/2020	85	TELSTRA	Mar 2020 Phone Account	5.97
1033.731-01	19/03/2020	731	VOCUS PTY LTD	Apr 2020 - Supply of Vocus IP Allocation	5.00
1035.85-01	26/03/2020	85	TELSTRA	SMS Text Service 0437 036 176	1.25
Total:					2,321,443.31



COUNCIL AGENDA

LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

15 Officers Reports

- 15.1 April 2020 Summary Planning and Development Report
- 15.2 PA2020/0031, a Planning Scheme Amendment to Repeal the NT Planning Scheme in Full and Substitute It with the Northern Territory Planning Scheme 2020 and Revisions to NT Planning Regulations
- 15.3 Mobile Workforce Service Review
- 15.4 Shared Path Plan
- 15.5 Australia Day Event Committee
- 15.6 Municipal Plan 2019-20 Quarterly Performance Report January – March 2020
- 15.7 CEO Monthly Report
- 15.8 COVID Response for Budget 2019-20
- 15.9 Budget Review 2019-20
- 15.10 Local Government Regulations and Guidelines Submission



COUNCIL REPORT

Agenda Item Number:	15.01
Report Title:	April 2020 Summary Planning and Development Report
Recommending Officer:	Nadine Nilon, Director Infrastructure & Operations
Author:	Wendy Smith, Manager Planning & Development
Meeting Date:	15/04/2020
Attachments:	A: Letter of Comment on PA2020/0038 B: Letter of Comment on PA2020/0066

Executive Summary

The purpose of this report is to provide to Council a summary of planning and development applications received, and comments provided, for the period of 5 March 2020 to 30 March 2020.

The following is a summary of all planning and development applications received and comments provided during the noted period.

Type of Application	No. Applications
Development Applications	2
Mining Applications	3
Sale, Lease, or Occupation of Crown Land Applications	0
Liquor Licence Applications	0
Water Licence Applications	0

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

Recommendation

THAT Council:

1. receives the April 2020 Summary Planning and Development Report; and
2. notes for information the responses provided to relevant agencies within Attachments A-B to this report.

Background

DEVELOPMENT APPLICATIONS

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

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

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

For all development applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions 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, and Attachment Reference	Purpose and Summary
PA2020/0038 Lot 2524 (140) Collard Road, Humpty Doo, Hundred of Strangways Attachment A	Subdivision to create two lots The application proposes to subdivide an existing 8Ha lot into two lots of 6Ha and 2Ha. The site received previous approval in 2009 for a three lot subdivision and a new driveway to one of the proposed lots was completed; however, the three lot subdivision was never finalised and this new application replaces that former 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, and Attachment Reference	Purpose and Summary	Specific Issues to be Addressed
PA2020/0066 Lot 4 and Lot 9 (593 and 631) Mocatto Road, and Lot 31 (120) Golding Road, Acacia Hills, Hundred Colton Attachment B	Rural Industry Building in Excess of 8.5m in Height This application proposes a new, larger shed on the site of an existing mango farm. The shed proposed is over the minimum height limit and the application contends the extended height is required to service the mango operations.	The driveway crossover to the site is not sealed; which is a typical requirement of commercial/ industrial uses in the rural area. As the site is operating as a rural industry, upgrades to the driveway crossover are required.

MINING APPLICATIONS

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

The table below describes the Mining Applications to which Council has responded during the noted period.

Application Number, Address, and Attachment Reference	Type of Application and Proposed Mined Material	Comments Provided
EMEL32383/2020 NT Portions 4476 Gunn Point Road, Koolpinyah	Mining application to extract gravel, fill and sand	Council provided a submission of no comments in relation to the EMEL as it primarily involves a ground surface check for the noted materials
EMEL32384/2020 NT Portions 4476 Gunn Point Road, Koolpinyah	Mining application to extract gravel, fill and sand	Council provided a submission of no comments in relation to the EMEL as it primarily involves a ground surface check for the noted materials
EMEL32385/2020 NT Portions 4476 Gunn Point Road, Koolpinyah	Mining application to extract gravel, fill and sand	Council provided a submission of no comments in relation to the EMEL as it primarily involves a ground surface check for the noted materials

Links with Strategic Plan

A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Not applicable to this report

Risks



Community Engagement

Not applicable to this report



13 March 2020

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

RE: Letter of Comment Development Application

**PA2020/0038
Lot 2524 (140) Collard Road, Humpty Doo, Hundred of Strangways
Subdivision to create two lots**

Thank you for the Development Application referred to this office on 28/02/2020, 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 proposed subdivision provides a 15m wide battleaxe in accordance with Council standards.
- b) There are not expected to be any negative effects upon the amenity of the surrounding neighbourhood as a result of this proposal.
- c) There are not expected to be any negative effects upon Council Infrastructure as a result of this proposal.

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.

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

- a) A monetary contribution is required to be paid to Litchfield Council in accordance with its development contribution plan for the upgrade of roads and drainage infrastructure as a result of this development. The contribution

payable is in accordance with that for Catchment Area 13B, in which the site falls within the Council's *Developer Contributions Plan for Roads and Drainage*.

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

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

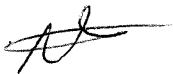
- c) All existing or proposed easements or reserves required for the purposes of stormwater drainage, roads, access or for any other purpose, shall be made available free of cost to, and in favour of, Litchfield Council and/or neighbouring property owners.

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

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



20 March 2020

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

RE: Letter of Comment Development Application

PA2020/0066

**Lot 4 and Lot 9 (593 and 631) Mocatto Road, and Lot 31 (120) Golding Road,
Acacia Hills, Hundred of Colton
Rural Industry Building in Excess of 8.5m in Height**

Thank you for the Development Application referred to this office on 13/03/2020, 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) Council supports appropriate economic development within the municipality.
- b) There are not expected to be any adverse effects upon the surrounding neighbourhood as a result of this proposal.
- c) There are not expected to be any negative impacts upon stormwater drainage as a result of this proposal.

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

- a) From the information contained within the application, it appears that this application would give the first formal approval for rural industry use upon the site. The current driveway access does not meet Council standards for a rural industry use. Site inspections reveal that dirt and gravel are entering Council's sealed roadway from the unsealed crossover. Council therefore requires the driveway crossover to be sealed in accordance with Council's standards.

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

- a) The crossover and driveway shall meet Litchfield Council's requirements, Council requires the proposed plans to indicate the driveway crossover to Golding Road to be

sealed in accordance with Council requirements to appropriately service a rural industry use.

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, at no cost to Council.
- b) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of 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) Litchfield Council's current Fees and Charges may apply to the above conditions. Additional information can be found at www.litchfield.nt.gov.au.
- b) A *Works Permit* is required from Litchfield Council before commencement of any work within the road reserve, which would include creation of any driveway crossover connecting to Litchfield Council's road network.
- c) Notwithstanding any approved plans, signs within Litchfield Council's municipal boundaries are subject to approval under 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



Agenda Item Number:	15.02
Report Title:	PA2020/0031, a Planning Scheme Amendment to Repeal the NT Planning Scheme in Full and Substitute It with the Northern Territory Planning Scheme 2020 and Revisions to NT Planning Regulations
Recommending Officer:	Nadine Nilon, Director Infrastructure & Operations
Author:	Wendy Smith, Manager Planning and Development
Meeting Date:	15/04/2020
Attachments:	A: Letter of Comments on PA2020/0031 B: Letter of Comments on Planning Amendment Regulations 2020

Executive Summary

This report presents for Council endorsement comments on the following two documents:

- A Planning Scheme Amendment advertised to repeal the existing NT Planning Scheme and replace it with a new Northern Territory Planning Scheme 2020 and
- Revisions to the existing Planning Regulations 2000, proposed as the Planning Amendment Regulations 2020.

Some of the proposed changes to the NT Planning Scheme and Planning Regulations directly affect Council's interaction with planning in the Northern Territory, including:

- Placing Council as the responsible authority for signs on private property and control of domestic livestock, and
- the content of Council's Developer Contribution Plans.

Other changes relate more broadly to how the planning system is structured and how the public interacts with that system, including:

- specifying public notification requirements for different development types,
- specifying the length of public exhibition for different development types, and
- introduction of new land use categories and regulations for those uses.

Attachment A provides comments on the proposed new Planning Scheme, while Attachment B provides comments on the proposed Planning Regulations, for Council endorsement.

Recommendation

THAT Council:

1. endorses Attachment A – Litchfield Council Comments on PA2020/0031, a Planning Scheme Amendment to Repeal the NT Planning Scheme in Full and Substitute It with the Northern Territory Planning Scheme 2020; and
2. endorses Attachment B – Litchfield Council Comments on the NT Planning Amendment Regulations 2020.

Background

Since November 2017, The NT Government has undertaken three stages of consultation on planning reform. Council has fully participated in and provided comments at all stages of consultation. The information gathered through that consultation has informed a proposed Planning Amendment Bill 2020 that was presented to NT Parliament in February 2020 and is currently under review.

Currently, two documents are on exhibition for public comment:

- A Planning Scheme Amendment advertised to repeal the existing NT Planning Scheme and replace it with a new Northern Territory Planning Scheme 2020 and
- Revisions to the existing Planning Regulations 2000, proposed as the Planning Amendment Regulations 2020

Both documents are currently publicly advertised and can be viewed here;

<https://haveyoursay.nt.gov.au/planningreform>

Following is a brief summary and highlighted comments for each document.

Planning Scheme Amendment to Replace Existing NT Planning Scheme

The existing NT Planning Scheme in its current format was originally adopted in 2007. Since that time, including all rezonings that have occurred, there have been over 500 changes to the document. Over time, it has become apparent that the document could more clearly relate to the strategic planning documents and that new uses and revised clauses could be incorporated to better regulate development. The first stages of planning reform over the past three years have informed development of a new NT Planning Scheme 2020 that is proposed to fully replace the existing document.

Attachment A provides detailed recommended comments for Council endorsement regarding the information in, and the information removed from, the proposed new version of the NT Planning Scheme. The major items of Council interest are summarised below.

Removal of Regulation of Signs and Domestic Livestock from the NT Planning Scheme

The area of most concern to Council regarding the NT Planning Scheme (NTPS) changes is the removal of regulation of signs on private property, as well as the decision to no longer regulate domestic livestock. Council was first formally informed of this change through an email to Council's Chief Executive Officer from the NTG Lands Planning team, received 6 March 2020, the day the Planning Scheme Amendment Application was placed on public exhibition.

The removal of these areas from the NTPS unfairly shifts the burden of regulating these areas to rural and remote Councils, all of which have fewer resources with which manage these areas. This change is viewed as a cost-shifting exercise without any financial, administrative, or legislative support proposed by the NT Government.

There are 17 local government areas in the NT. For signs, the five local government areas with a single concentrated town centre currently regulate their own signs. For the other 14 rural and remote Councils, the regulation of signs on private property will be a significant new burden of administration and resourcing.

For domestic livestock, the major town centres of Darwin and Palmerston are unlikely to be affected as there are few lots larger than 1 hectare on which these animals are permitted under the existing NTPS requirements. For the other 15 Councils that have rural land, regulation of domestic livestock will be a new area of management.

Councils will be required to develop by-laws and a signs code to regulate signs and by-laws to regulate domestic livestock. The development of by-laws is a complex and time-consuming process and has been recognised by the NT Department of Local Government as an area requiring Territory-wide coordination and support. As an example of the time commitment involved, Litchfield Council has been working with Parliamentary Counsel for the past four years on a new set of meeting procedure by-laws. It is understood that there is not intended to be support from government for Councils to work on more than one set of by-laws at a time or in relation to these matters. In addition, development of a signs code is also a lengthy process that would require best practice research and extensive community consultation to ensure it is suitable for the specific area.

It is unclear how rural and remote communities would be able to manage regulation and enforcement of signs and domestic livestock immediately upon adoption of a new NTPS that no longer addresses these items.

Further, the planning reform process has been underway for almost three years, with substantial public consultation. We are now at the last stage of initial reform with the proposal to adopt a new NTPS. It is disappointing that it is only at this very late stage that this significant matter has been raised, with no public consultation or consultation with affected local Councils, or clear provision for transitional measures. For such significant changes, it is inappropriate for these changes to move forward without any consultation.

For Litchfield Council, there will be both significant financial and staffing resource requirements to regulate these matters at a Council level. Council will need to dedicate money in Council budgets for the development of new by-laws and a sign code. In addition to the financial resources to develop by-laws and a signs code and conduct community consultation, regulation of signs alone would likely require additional staffing and resourcing needs for Council at an annual cost of approximately \$100,000.

Should Councils not have by-laws and sign codes in place when the new NTPS is adopted, there will be no regulation of these areas until those by-laws and sign codes are developed. Council is concerned about the development of inappropriate signs that detract from the amenity of the neighbourhood and the development of domestic livestock practices that are unable to be regulated in any intervening time between the NTPS adoption and Council development of by-laws/sign codes.

It is likely that any signs or domestic livestock practices that occur in that intervening time would be grandfathered in as allowable development and the community would be stuck with the inappropriate development. It is considered inappropriate to place such burdens on local government with no prior consultation, no warning, and no provisions for transition.

Organisation of the proposed NTPS 2020

Council broadly supports the reorganisation of the NTPS and the clarity provided on how strategic planning documents integrate with the NTPS. Council continues to support the development of clearer purpose and intent statements and specific requirements such that it makes it easier for the

public to understand what is acceptable in an area, as well as making it easier for the consent authority to understand against which criteria an application should be evaluated.

Assessment Categories for Defined Uses in Specific Zones

There have been some necessary amendments to assessment categories for land uses due to the splitting of the previous “Discretionary” category into “Merit Assessable” and “Impact Assessable” levels of assessment. However, there have also been other minor changes to assessment categories for some land uses in specific zones. A table within Council’s letter of comment at Attachment A details where it is believed that uses should have different levels of assessment in a particular zone, or where that use should be prohibited from a specific zone.

Definitions

For all definitions, Council supports consistency and clarity throughout the NT Planning Scheme. Council requests minor reviews of the terminology and definitions related to the following uses:

- Bar-public,
- Bar-small,
- Food-premises-fast food outlet,
- Industry-primary,
- Animal boarding,
- Intensive animal husbandry,
- Stables, and
- Serviced apartments.

Proposed Revised Planning Regulations

As referenced in previous Council reports on proposed changes to the NT Planning Act, in many instances the Act refers to the Planning Regulations. The Regulations provide clarification and details on how to enact the different provisions of the Act. In order to implement many of the proposed changes in the NT Planning Act, amendments are required to the existing Planning Regulations 2000.

Specific areas of interest where the Regulations are proposed to change to implement the provisions of the Act include:

- Designating which types of development require an extended 28-day public exhibition period;
- Designating which types of development receive lower levels of public notification;
- Defining the extent of infrastructure over which developer contribution plans can be made;
- Designating which zones are classified as residential zones, commercial zones, industrial zones, rural zones, etc.;
- Listing the areas of expertise required to qualify as a specialist member of the Development Consent Authority; and
- Infringement notice provisions.

Recommended comments on the proposed changes to the Regulations are detailed in Attachment B for Council’s consideration.

Links with Strategic Plan

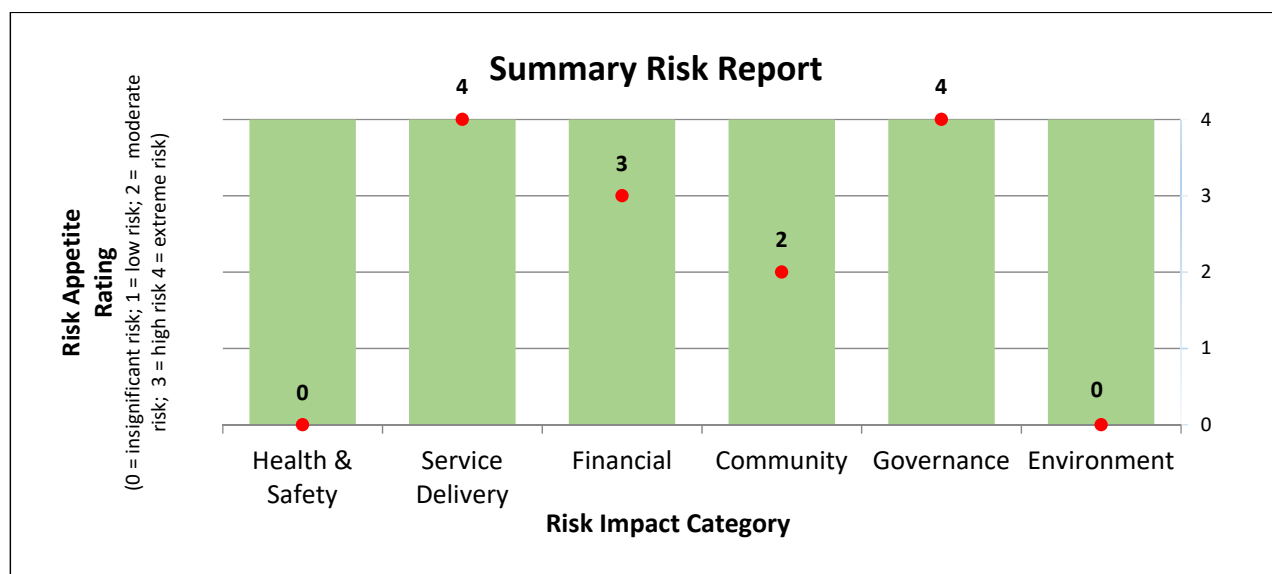
A Great Place to Live - Development and Open Space

Legislative and Policy Implications

Changes to the NT Planning Scheme will affect the review Council conducts on all development and planning scheme amendment applications.

Changes to the Planning Regulations will affect public notification of development applications and the composition of any Council development contribution plans.

Risks



Service Delivery

There will need to be a significant level of Council resources devoted to the management of signs on private property, including enforcement. Additional Council staff will be required to manage this area as there are no existing resources able to handle the volume of work expected to be required.

Should the proposed new NT Planning Scheme 2020 be adopted as proposed, there will be an intervening time of unknown length before Council is able to implement by-laws. There will also be time required to develop a sign code that is appropriate to the rural area and to conduct community consultation on that proposed sign code. In the intervening time, there will be no regulation of signs within the municipality and it is possible Council could see development of undesirable signs that would then be grandfathered in once Council's new by-laws come into effect.

Financial

There will be substantial financial resources required to develop an appropriate set of by-laws and sign code to regulate signs. If it is desired for to regulate any domestic livestock, by-laws will be required to be developed for those uses as well.

Once implemented, Council will require initial resources (staff salaries or use of consultants) to document existing signs within the municipality. Council will also require ongoing additional staff resources to process new sign applications and to administer any enforcement of by-laws. The total

cost of by-laws development is unknown at this time. Development of a sign code is estimated at \$30,000, not including any community consultation costs. It is estimated that operational costs would be up to \$100,000 per annum for a new staff member and supporting resources.

Community

Planning decisions affect the day-to-day experience of Council's residents in the places that they live, work, and play. Council's responses are made to support transparency and the interests of Council's residents. The intent of Council's support and opposition to proposals, as detailed in Attachment A and Attachment B, is to have positive benefits for the local community.

Governance

The changes proposed to the NT Planning Scheme will result in Council being solely responsible for regulation of signs on private property within the municipality. The changes proposed to the NT Planning Scheme will also result in Council needing to determine if Council will regulate any domestic livestock within the municipality.

For control of both areas, Council requires the immediate development of new by-laws. Parliamentary Counsel have a structured process to cater for all local government councils in the NT, which requires the development of detailed drafting instructions prior to the development of the by-laws. This process, and the number of councils requiring support, to a large extent dictates the speed at which by-laws for Litchfield Council can be implemented. The development of by-laws will be a complex project requiring considerable community consultation and engagement both as part of developing the drafting instructions and the mandatory public comment period once drafted and approved by Council prior to gazettal.

There are significant governance risks in terms of a lapse in any authority regulating these areas, signs in particular, while Council works with Parliamentary Counsel to develop and implement new by-laws and develop a sign code.

Financial Implications

There will be substantial financial resources required to develop an appropriate set of by-laws to regulate signs and/or domestic livestock, as well as to develop a sign code. This cost, as well as ongoing management and enforcement of those areas, is not included in any current Council budgets or long term financial planning.

The total cost of by-laws development is unknown at this time. Development of a sign code is estimated at \$30,000, not including any community consultation costs. It is estimated that operational costs would be up to \$100,000 per annum for a new staff member and supporting resources.

Community Engagement

Both documents are being advertised for community comment by the NT Government; there is no expectation or responsibility for Council to conduct any further community engagement in relation to these matters.



16 April 2020

NT Planning Commission
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

PA2020/0031
Planning Scheme Amendment
Repeal the NT Planning Scheme in Full and Substitute it with the
Northern Territory Planning Scheme 2020

Thank you for the request for comments on PA2020/0031, a Planning Scheme Amendment to repeal the NT Planning Scheme in full and substitute it with the Northern Territory Planning Scheme 2020. Council understands that some of these revisions will support the changes proposed to the NT Planning Act and Council welcomes the opportunity to provide input on this important part of NT planning reform.

Council provides the following comments for your consideration.

Removal of Regulation of Signs and Domestic Livestock from the NT Planning Scheme

The area of most concern to Council regarding the NT Planning Scheme (NTPS) changes is the removal of regulation of signs on private property, as well as the decision to no longer regulate domestic livestock.

The removal of these areas from the NTPS unfairly shifts the burden of regulating these areas to rural and remote Councils, all of which have fewer resources and with which manage these areas. Council views these changes as a cost-shifting exercise without any financial, administrative, or legislative support proposed by the NT Government. It is not considered reasonable that the NT Department of Infrastructure, Planning and Logistics are able to pick and choose which areas of planning they want to regulate and enforce.

There are 17 local government areas in the NT. For signs, the five local government areas with a single concentrated town centre currently regulate their own signs. For the other 14 Councils, the regulation of signs on private property will be a significant new burden of administration and resourcing. Regulation of domestic livestock will become a new area of management for Councils that have lots greater than 1 hectare on which these animals are permitted under the existing NTPS requirements.

Councils will be required to develop by-laws, and policies to regulate signs and domestic livestock. The development of by-laws in particular is a complex and time-consuming process and has been recognised by the NT Department of Local Government as an area requiring Territory-wide coordination and support. Parliamentary Counsel facilitates the development of consistent and legally robust local government by-laws across the Territory and Council is dependent on the availability of Parliamentary Counsel to enable this to occur.

In addition to by-laws, any policies or signs code that may also be required, would take time and resources to implement appropriately, including undertaking best practice research and extensive community consultation.

It is therefore unclear how Councils that currently are not prepared to manage signs or domestic livestock would be able to manage regulation and enforcement of these areas immediately upon adoption of a new NTPS that no longer addresses these items.

Further, the planning reform process has been underway for almost three years, with substantial public consultation. We are now at the last stage of initial reform with the proposal to adopt a new NTPS. It is disappointing that it is only at this very late stage that this significant matter has been raised, with no public consultation or consultation with affected local Councils. For such significant changes, it is inappropriate for these changes to move forward without any consultation. The Councils need additional time to evaluate the impacts of these changes on Council operations.

For Litchfield Council, there will be both significant financial and staffing resource requirements to regulate these matters at a Council level. Council will need to dedicate money in Council budgets for the development of new by-laws and a sign code, which has not been considered in preparing the 2020-21 Municipal Plan (budget). In addition to the financial resources to develop by-laws and a signs code and conduct community consultation, regulation of these areas would require additional staffing needs for Council at an annual cost of at least \$100,000.

There is the significant risk, that should Councils not have by-laws and sign codes in place when the new NTPS is adopted, there will be no regulation of these areas until those by-laws and sign codes are developed. Council is concerned about the development of inappropriate signs that detract from the amenity of the neighbourhood and the development of domestic livestock practices that are unable to be regulated in any intervening time between the NTPS adoption and Council development of by-laws/sign codes. It is likely that any signs or domestic livestock practices that occur in that intervening time would be grandfathered in as allowable development and the community would be stuck with the inappropriate development.

The proposed removal of signs and domestic livestock from the NTPS is **not supported**. It is manifestly inappropriate to place such resource and financial burdens on local government with no prior consultation, no warning, and no provisions for transition. It is recommended, that if these provisions remain excluded from the NTPS, that a transitional period of at least 2 years is put in place. This would include the current NTPS clauses relevant to signs and domestic livestock remaining in the new NTPS for this transitional period to allow Councils appropriate time to prepare for management of these areas.

Continuity of Existing Development Permits

Council requires **additional information** on how existing development permits are treated and the associated requirements enforced for uses that are in the NTPS 2007 but are proposed to be eliminated or amended in the NTPS 2020.

For example, if a development currently has a permit for a sign, how will that permit be enforced in the future when signs are no longer regulated by the NTPS? For another example, a development may have a permit for a restaurant with specific associated requirements under that permit and under the expectations of the requirements in the previous NTPS. However, in the new NTPS, the land use category for restaurant has been split into three separate categories with different development requirements. It is unclear under which requirements the original business would continue to operate.

Organisation of the proposed NTPS 2020

Council broadly **supports** the reorganisation of the NTPS and the clarity provided on how strategic planning documents integrate with the NTPS. Council continues to support the development of clearer purpose and intent statements and specific requirements such that it makes it easier for the public to understand what is acceptable in an area, as well as making it easier for the consent authority to understand against which criteria an application should be evaluated.

Specific Clauses of the proposed NTPS 2020

Council has prepared the following table to organise comments on the individual sections of the proposed NTPS. If there are no comments on a section, it can be assumed that Council generally supports that proposed section of the NTPS.

Table 1 - Litchfield Council Response to PA2020/0031 Proposed Northern Territory Planning Scheme 2020

No.	Title	Comment
1.10	Exercise of Discretion by the Consent Authority	Clause (5) and (6). It is recommended that a reference to having consideration to the elements of Part 4 Zone Purpose and Zone Objectives also be included in this section.
4.2-4.32	Assessment Tables	It becomes hard to follow the table across the page when broken up by the Overlays and General Development Requirements in the middle. Recommend moving from most specific to less specific from left to right across the page. From the defined use to its specific assessment category, then the requirements most relevant only to that defined use (specific development requirements), then the general development requirements applicable to all the uses and then the overlays that may or may not be applicable at all. Alternatively, a system of shading alternate rows could be helpful but could lead to confusion on the applicability of the overlays and general development requirements to all defined uses.
4.2	Zone LR – Low Density Residential	Note the inclusion of “predominantly two storeys or less” in the Zone Outcomes while Development Requirements in 5.4.2 limit height to two storeys. Suggest consistency unless intent is to encourage variations to height limit. Council does not support raising the height limit in this zone above 8.5m and suggest that achieving more than two storeys in that height limit would lead to less preferable building design outcomes that would compromise habitable spaces
4.7	Zone RL – Rural Living	Assessment Table – Emergency Services Facility. It is considered that this use is not compatible with residential uses in Zone RL and is more suited to community purpose, commercial, and industrial areas. It is recommended that emergency services facility be a prohibited use in Zone RL.

No.	Title	Comment
4.14	Zone LI – Light Industry	<p>Zones Outcomes (2). This clause is intended to limit the development of office and shop uses in this zone, but the provisions are currently weak. Only Clause 5.5.5 limits the size of shops in this zone but there are no corresponding clauses to limit the size of offices in this zone to support Zone Outcome (2). More guidance is needed in the Zone Outcomes to specify appropriate limitations on offices and shops in this zone. It is recommended that a clause that limits the size of offices in industrial zones, similar to Clause 5.5.5, be included in the new Scheme.</p> <p>Assessment Table – Recycling Depot. It is recommended that recycling depot be amended to be an impact assessable use in Zone LI where that zone borders uses in a residential or community purpose zone.</p>
4.15	Zone GI – General Industry	<p>Zone Outcomes (2). See above comment under Light Industry.</p> <p>Zone Outcomes (3) and Assessment Table. Motels are currently not permitted in Zone GI. Under the revised defined uses hotel/motel most closely resembles motel in the current scheme. As such, it is recommended that hotel/motel be prohibited in Zone GI. Uses in Zone GI can be expected to have offsite impacts such as noise, dust, odour, etc. These impacts are incompatible with hotel/motel use. Allowing the development of hotel/motel uses in this zone could lead to complaints about existing or against proposed new developments due to impacts on the hotel/motel use, thus undermining the purpose of the zone for general industry uses.</p>
4.16	Zone DV – Development	<p>Assessment Table – Club. While Council acknowledges that club is currently a discretionary use in Zone DV, it is considered that premises used for “social, political, sporting, athletic or other similar purposes for social interaction and entertainment” including sale of alcohol does not fit with the purpose of Zone DV to “facilitate the development of major strategic industries of importance to the future economic development of the Northern Territory, including gas, road, rail or port related industry”. It is recommended that club be a prohibited use in Zone DV as it does not comply with the purpose of the zone or the Zone Outcomes.</p> <p>Assessment Table – Hotel/Motel. While Council acknowledges that motel is currently a discretionary use in Zone DV, short term accommodation uses are likely to be in conflict with the large scale strategic industry uses defined as the purpose for Zone DV. Further, steering these type of accommodation uses away from an industrial zone and into a commercial zone would help support other commercial activity and result in overall better planning outcomes. It is recommended that hotel/motel be a prohibited use in Zone DV as it does not comply with the purpose of the zone or the Zone Outcomes.</p> <p>Assessment Table – Office. It is recommended that all offices in Zone DV should be ancillary uses to other uses in Zone DV and should not be able to be established on their own in this zone. Council encourages the development of offices in appropriate commercial business zones as best practice planning. Offices as part of uses in Zone DV should be permitted as ancillary to that development but offices that support such development should be located in other zones to concentrate business activity.</p>

No.	Title	Comment
4.17	Zone PS – Public Open Space	Zone Outcomes (3). Suggest inclusion of reference to food premises-café/takeaway within this clause for clarity.
4.21	Zone R - Rural	<p>Assessment Table – Emergency Services Facility. It is considered that this use may not be compatible with residential uses in Zone R, while acknowledging the need for such a facility in the rural area. It is, however, considered that in the planning for such a facility, it would be best practice to rezone an appropriately located site for community purposes uses prior to establishing an emergency services facility.</p> <p>Assessment Table – Transport Terminal.</p>
4.22	Zone CP – Community Purpose	<p>Assessment Table – Recycling Depot. It is recommended that recycling depot be removed as an allowable use in Zone CP. Zone CP is for community purposes the other allowable uses generally represent community gathering spaces. Recycling depots are better suited to light or general industry zones as they deal with the processing of waste materials. While the Zone Outcomes call for mitigating unreasonable impacts on amenity to surrounding properties, there are no development requirements specific to recycling depots and without specific measurable criteria against which to assess such uses, the amenity effect are left to the consent authority to determine with little guidance.</p> <p>Assessment Table – Medical Clinic. Council supports the protection of community use spaces primarily for non-commercial activities. Council supports medical clinic remaining some form of discretionary use in Zone CP, either as merit or impact assessable, depending upon the Development Requirements that would regulate such a use in this zone. It is recommended that the size of medical clinics in Zone CP should be limited, with options for appropriate variations, to ensure the preservation of community purposes zoning for community uses rather than commercial uses.</p> <p>Assessment Table – Shop. Shop is a prohibited use in Zone CP; however, it is considered that a small scale shop could assist in supporting the viability of community uses. Council would support merit assessable shops in Zone CP provided that there appropriate requirements were developed to regulate such uses, including limitations on floor area.</p>
5.3.4	Development in Zone FD	<p>Administration clause (1) prohibits development not in accordance with Requirement clause (4), which requires servicing to develop any site. However, there are existing lots in Zone FD for future development of Weddell that are not currently serviced and it is unknown when services will be provided to that area; some estimates have been 50 years. This combination of clauses would prohibit development of any kind on those blocks. For privately owned blocks, it is inappropriate to restrict all development due to the provision of reticulated services outside of the owner's control. In particular, dwellings along Middle Arm Road near the Cox Peninsula Road intersection would more typically be characterised as rural residential blocks. Single dwellings, demountable structures, and reasonable rural businesses should be allowed to be developed on these blocks where owners did not choose to be in Zone FD and have been informed they cannot rezone. It is recommended that provisions are made for the consent authority to have discretion for sites in Zone FD without access to services.</p>

No.	Title	Comment
5.4.10	Home Based Business	<p>Requirements (g) limits hours of operation for most businesses to 8:00am – 6:00pm Monday to Saturday and not at all on Sundays or public holidays. Council strongly objects to this requirement. It is unclear why this new requirement has been introduced. For home based businesses that involve clients visiting the premises, such as therapists or hair salons, it is unlikely that business would likely be concluded by 6:00pm when most clients may not get off of work until 5:30pm. Additionally, the proprietor may choose to work on Sunday or public holidays and when no more than two clients can attend the premises at once, the effect on the neighbourhood amenity and traffic should be no greater than having visitors to a dwelling, whether for a business or not.</p> <p>Purpose (d) limits traffic to that expected in the locality; however, it could be assumed that any business that has visits from customers would automatically increase traffic beyond that expected in the locality. This is related to Requirements (h) that requires the business to demonstrate the surrounding road network is capable of accommodating the additional traffic. It is recommended that (d) under purpose be revised to more closely reference traffic generated without adverse impacts.</p> <p>Requirements (5) (d) (v) limits a maximum of one vehicle being kept on site associated with the business but (5) (d) (iii) allows for an additional employee to those living in the residence. It would seem suitable that both the resident of the dwelling and the employee would be able to have a vehicle used for the business and thus (v) is recommended to be amended to two vehicles.</p> <p>Requirements (5) (d) (viii) refers to loading activity being undertaken within the hours of operation specified in (4)(f). While Council objects to specification of hours for operation of the business, Council can support restrictions on hours of loading and unloading.</p>
5.4.16	Helicopter Landing Sites	Requirements (3)(b) the reference here should be to subclause 4 instead of subclause 6.
5.5.4	Expansion of Existing Use or Development in Zones CB, C, SC and TC	Requirements (3)(a). It is recommended to clarify these sizes in terms of either “whichever is greater” or “whichever is less”. The current phrasing is unclear.
5.5.12	Shopping Centre	Requirements (8). This clause requires shopping centres to have a minimum of 60% of tenancies as shops. It is unclear whether the 60% refers to the number of businesses overall, the number of lettable spaces, or the floor area of the shopping centre. It is unclear whether permits would be in breach if a shopping centre had several tenants leave and the percentage of shops versus other uses dropped below 60%. For example, it is also unclear whether a space should appropriately be called a shopping centre if it had several very small shops but then had a large food court with food premises and large scale leisure and recreation facilities, such as a gym, that greatly dwarfed the shopping options in size. Clarification of the intent of this measure and the aspect it is intended to measure is recommended .

No.	Title	Comment
5.5.13	Caravan Park	Requirement (5). Council supports the inclusion of a requirement for a standing area. Council would consider support for a longer standing area that could provide for several private vehicles towing caravans. Council recommends an additional requirement that this standing area be located outside of any gated area for the caravan park. Council currently has issues with caravan parks that provide no standing area outside of their gate, resulting in vehicles queueing in the roadway.
5.6.2	Expansion of Existing Use or Development in Zones LI and GI	Requirements (3). It is recommended to add another point (f) indicating that the proposed expansion cannot be for any proposal whose current absence was utilised as a reason for a granting of a variation to any previous permit issued for the site. For example, there have been instances of variations to setbacks being granted in industrial areas where a reduced setback was granted on boundary A based on a wider setback being proposed for boundary B. Should the applicant then propose to reduce the setback on boundary B at a later date, that should not be permitted without consent as the original permit with reduced boundary A would not have been granted without maintaining boundary B. Council objects to the new inclusion of 5.6.2 for expansions permitted without consent without inclusion of this clarifying requirement.
5.8.3	Club	Requirement (2) limits the club to cater for members, visitors or staff. It is unclear whether there would be anyone that would be outside of those categories and therefore whether that provision is required. It is recommended that the wording is reviewed and could be amended as "to cater for members and their visitors and for staff" to clarify that the only visitors allowed must be with members of the club.
6.3.2	Lot Size and Configuration for Subdivision in Zones RL, R and H, and Unzoned Land	Administration (1). This section provides for reasons the consent authority may consent to a subdivision not in accordance with the minimum lot sizes specified. Council recommends inclusion of an additional provision under (b) if the reduced lot size is necessary to accommodate the provision of a road. For example, in many cases in Litchfield, an 8Ha property will be subdivided into four 2Ha lots; in order to provide road access to such sites, the resulting lot sizes will necessarily be less than 2ha each. This reduction in lot size is generally acceptable where the reduction is only for the excision of a road required to service the new properties.

No.	Title	Comment
6.3.4	Infrastructure for Subdivision in Zones RL, R and Unzoned Land	<p>Requirement (6)(f)(i). Council recommends that this measure be amended to include a provision for battle-axe strips in rural areas to be a minimum of 15m wide. There have been longstanding discussions with Lands Planning on this matter, with in principle agreement previously received. The provision of a 15m wide battle-axe strip would be most suitable to support future development of the area, as it would provide for fully half of a rural road (typically required at 30m within rural areas to fit roadways and table drains). Requiring battle-axes to be smaller in rural areas results in requirements to acquire land, which may result in a new road being too close to established development on a block. To best plan for future developments, the 15m battle-axe in rural areas is required. It is understood that the requirement for battle-axes to be less than 250m in length is largely established to be in line with Power and Water Corporations standard servicing requirements; it then follows that the local authorities' requirements should be considered in the battle-axe's width.</p> <p>Requirements (6)(c) and (e). These items refer to road and drainage design that are regulated by each Council's subdivision guidelines, and shortly expected to be regulated by the new NT Government Subdivision Development Guidelines. The requirement to seal a road and the placement of appropriate drainage infrastructure is the responsibility of the local authority and is not supported as being doubly regulated by the NT Planning Scheme.</p>

2.1	Defined Uses	<p>For all definitions, Council supports consistency and clarity throughout the NT Planning Scheme.</p> <p>For all types of bars, the definition notes that it does not include the other types of bars. Council supports this clarification. However, this provision is not carried through consistently for other uses with multiple types of similar uses, in particular for food premises. It would be useful to clarify within each type of food premises use that the other types of food premises uses are not included in this use but are separate uses.</p> <p>For bar-public and bar-small, the distinction between the two uses is in terms of size, and the clarification of the size is included in the definition. However, the distinction between food premises-café/takeaway and food premises-restaurant is made in reference to size (small scale for café/takeaway) but the clarification of the size required to meet this definition is included in the Development Requirements section of the document. Consistency across definitions and uses is requested. It is recommended that the definition of bar-small be amended to refer to small-scale premises similar to food premises-café/takeaway and the required size be included in the Development Requirements.</p> <p>Furthermore, it is unclear why the defining difference in different scale premises for bars and food premises utilise different measures, in terms of floor area and number of patrons. It is presumed that the number of patrons allowed to be in a space is related to the floor area of that space. As consent authority members and members of the public are not familiar with the literal floor area required to accommodate 100 persons, it is recommended that the 100 persons be translated into a relevant floor area and the floor area measure be used instead. This change would ensure consistency across definitions and uses and would ensure the public is better able to understand what expected size a bar-small could not exceed.</p> <p>Food premises-fast food outlet. This defining characteristic of this use is the presence of a drive-through service. Fast food outlet has a colloquial understanding of being applied to national or multi-national chain restaurants, but those uses may or may not have drive-through service (the McDonalds on Smith Street in Darwin) and other restaurant that are not traditionally considered fast food may have drive-through services (Darwin Kebab and Pizza in Berrimah). Council recommends amending this use to food premises-drive through for clarity and transparency.</p> <p>Industry-primary. This definition is similar to the rural industry definition in the existing Scheme but continues to refer only to products “transported to the site” and does not include the storage, treatment, processing or parking of primary products that may be found “on” the site. For example, mango packing sheds are considered rural industry. However, the mangoes are not transported to the site but exist on the site. Likewise, a water bottling plant that utilises ground water from the site would likely be considered under industry-primary but again utilises a product that exists on the site rather than transported to the site. Similar provisions would apply to processing of plants or wood found on a site. This definition is recommended to be amended to refer to products transported to the site and/or found on the site.</p>
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No.	Title	Comment
		<p>There is overlap between the definitions of animal boarding, intensive animal husbandry, and stables. It is recommended that, at a minimum, the definition of stables could be eliminated. Stables is defined as 'premises used for the keeping, exercising or training of horses or other animals of burden as a commercial enterprise'. Animal boarding is defined as "premises used as a commercial enterprise for the accommodation or breeding of domestic animals". Intensive animal husbandry is defined as "the keeping and feeding of animals, including poultry and pigs, in sheds, stalls, ponds, compounds, or stockyards; or aquaculture; as a commercial enterprise". All of the activities described in stables fit both within the definition of animal boarding (keeping of domestic animals as commercial enterprise-horses are domestic animals) and intensive animal husbandry (keeping of animals in stalls or stockyards as a commercial enterprise).</p> <p>Further, there is a crossover between breeding of animals as a commercial enterprise under animal boarding and any commercial enterprise for keeping of animals under intensive animal husbandry. A recent dog breeding use in Litchfield was required to apply for and received a permit for intensive animal husbandry. The crossover between these definitions is manifestly unclear and should be amended. It is considered that the keeping of animals as animal boarding should not include breeding and is recommended to apply only to the short term looking after of animals, by someone other than the animals' owner, as a commercial enterprise. Intensive animal husbandry is recommended to refer to any other commercial enterprise involving animals, including breeding, training, and any longer-term caring for animals other than those owned by the landowner. Resolution of these conflicting definitions should carry through to the appropriate assessment tables.</p> <p>The proposed Planning Scheme defines serviced apartments as a type of dwelling-multiple. Serviced Apartments is listed in the table of uses in the Explanatory Document provided with the proposed amendment. However, within the proposed Planning Scheme's Assessment Tables for each zone, serviced apartment is not listed and there do not appear to be any specific requirements around serviced apartment. Council is aware that there has been confusion in the past regarding how serviced apartments are treated and believes that there remains scope for greater clarity around this use. Further, Council would welcome understanding in the Planning Scheme or associated explanatory fact sheets on how such uses as short term rentals, such as Airbnbs, are to be treated.</p> <p>Council recommends the inclusion of a definition and associated requirements to regulate the land use of hire of demountable and transportable structures. This use has been the subject of numerous investigations and enforcement activities and clarification of the appropriate requirements and location for this use would be valuable.</p>

No.	Title	Comment
3	Exceptions	<p>The current version of the NT Planning Scheme notes exemptions for sport and recreation facilities. Council has found this provision helpful when developing facilities such as playgrounds, toilet blocks, etc within land in Zone OR and Zone PS. However, this provision appears to be removed from the current exceptions list. It is recommended that some form of this provision be added back in, perhaps in reference to, but not limited to, necessary outbuildings to service land in Zone OR and Zone PS.</p> <p>Clause (3)(g) refers to signs but all other references to signs have been removed from the document. While Council does not support the removal of regulation of signs from the NT Planning Scheme, this section is inconsistent with the remainder of the document.</p>
4.2	Specific Use Zones under NTPS 2007	It is unclear how the public will be able to access the requirements in the former NTPS 2007 in order to understand what is included in these specific use zones.

Qualifications on Comments

Litchfield Council has not given a detailed review to areas of the NTPS which apply to zones or areas that do not exist within our municipality, including, but not limited to, Zone CB and Zone T, as well as building heights in central Darwin or Alice Springs.

While Council has attempted to complete a detailed review of the remainder of the document, due to the sheer size of the document and the complexity of cross referencing two several hundred page documents, Council notes that there may be misinterpretations of some clauses within the NTPS on our part, and we welcome clarifying discussions with you on those matters, if applicable.

Conclusion

Thank you again for the opportunity to provide the above comments for your consideration.

Should you wish to discuss these comments, 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

16 April 2020



NT Planning Commission
Department of Infrastructure, Planning and Logistics
GPO Box 1680
Darwin NT 0801

Planning Amendment Regulations 2020

Thank you for the request for comments on the proposed Planning Amendment Regulations 2020. Council understands that revisions to the Planning Regulations are required to implement the proposed changes to the NT Planning Act and welcomes the opportunity to provide input on this important part of NT planning reform.

Council has reviewed the Planning Amendment Regulations 2020 and provides the following comments for your consideration.

6 Public notice of development application

Litchfield Council's comments on planning reform have always included strong objections to the proposals to eliminate requirements for publication of notices in the local newspaper and replacing that advertisement with electronic notifications. Council **objects** to the use of electronic notification in the absence of newspaper advertisement for the following reasons:

- Publishing only in electronic format unfairly disadvantages those individuals without internet access, or adequate internet access, as well as individuals not familiar with computer use. Many elderly residents do not feel comfortable with use of internet and many rural residents do not have adequate access to internet. Internet access is limited or unavailable in many parts of the NT. Many mobile blackspots identified in the rural area.
- Newspapers are still a well-used form of communication that many individuals review on a daily basis. The NT Government cannot expect private citizens to regularly log on to a planning website (and a liquor licence application website, gaming website, water licence website, etc) to find information about what is going on in their community.
- This provision would reduce transparency and could be viewed as an attempt to get fewer public comments.

Given the above, Council **objects** to the subsection (2) that notes a notice must be published in a newspaper **or** on a website or other electronic platform.

7 Developments with 28-day minimum submission period

For item (b), Council considers the reference to "in Darwin and Palmerston" to be unnecessarily limiting. While it is acknowledged that at this time, within Darwin and Palmerston may be the only areas of the NT where buildings above 8 storeys are allowed, that may not always be the case. It is understood that there is currently consideration for 8 storey buildings to be allowed in Murrumujuk, in the Gunn Point area of Litchfield. Council considers that such development, regardless of its locality within the NT (outside of Zone CB where such development is expected), is worthy of a 28-day minimum submission period. It would be limiting to restrict the Regulations

at this time to Darwin and Palmerston, resulting in the need to amend the document at a later date when 8 storey developments are approved elsewhere in the NT outside Zone CB.

For items (c) and (h), it is unclear why the numbers 50 and 30 have been selected as the appropriate tipping point for an extended submission period. Council does not object to these numbers but feel the public would benefit from more detailed information on why only developments above such size are suitable for the extended submission period.

For item (h), Council **objects** to the inclusion of an exception for unit title developments. The Litchfield Subregional Land Use Plan includes Statements of Policy related to Unit Title Subdivisions that encourage the facilitation of “unit title subdivision as an option for residential subdivision of large properties with significant areas of constrained land”. As such, Council has had proposals for over 50 lots of more than 2 Ha each as unit title subdivisions. As noted in the policy statement, these unit title subdivisions are encouraged where there are significant constrained areas. It is expected that any application materials for these larger unit title subdivisions, particularly in the rural area, would be quite extensive. Council **recommends** that these applications be required to have the 28-day submission period to ensure all agencies and the public are able to fully review the materials and provide thoughtful comments.

For item (i), Council considers that requiring an extended submission period for all subdivisions to create more than 3 lots in Zone RR and Zone RL is somewhat restrictive. Council commonly sees subdivisions of 8 hectare lots into four 2 hectare lots in Zone RL and does not believe that all such common subdivisions have such great affect on amenity or extensive land suitability assessments as to require extended submission. Council **recommends** that this provision be amended to more than 5 lots. Council further questions why this provision only applies to subdivisions in Zone RR and Zone RL when subdivisions in Zone R and Zone FD would require just as extensive environmental assessments, if not greater given the larger lot sizes required in those zones. Council **recommends** that this provision be expanded to include Zone RL and Zone FD.

For item (j), it is unclear why the cost of development is not a factor for developments within Zone CB. The Zone CB area should be the most visible area of the community and the most used by the community as a whole. As such, larger developments may be of greater interest in this area and deserve the opportunity for the public to have extended time to review and understand the wealth of application material that would be required to support such a proposal. Council **recommends** removing the phrase “outside Zone CB”.

8 Development applications requiring limited notice and 8A Development applications requiring local notice

It is understood that the Planning Amendment Bill 2020 proposes to amend the NT Planning Act to require, for both of the above categories of notification, “written notice to any person who owns or occupies land adjoining the land to which the development application relates”. Council supports this proposal, given understanding of what types of development applications will be in these categories, as outlined by the proposed Regulations.

However, Council has concerns regarding the notification of the occupiers of the land in the rural area. While owners should be easy to contact through either information stored at the NT Land Titles Office or through local council rates records, in the rural area it is not as simple as also sending a notice through the post to the occupiers of the adjoining land. Most rural lots do not have post boxes at the lot; short of putting a notice on the gate of every adjoining property, it is unclear how notifying the occupier, within the 14-day submission timeframe, could be accomplished. Even placing notices on gates would require some form of proof that such action was taken.

For all notification, it is imperative to ensure that it is received. It is understood that cost is one factor in removing the notices from the newspaper, but it is unclear how you could receive proof of postal notices being received without requiring signatures for receipt of postal notifications, which would also come with a cost.

8A Development applications requiring local notice

For item (b), Council considers setbacks to be very important to maintaining the rural amenity in our locality. The setbacks, particularly front setbacks, have an impact not just on the immediate neighbours but on the entire street and all who may traverse it. Given that the general public does not have a detailed understanding of the planning system, Council **objects** to this provision as reducing transparency for all residents to be able to comment on a visible change to the front setback, and by extension, streetscape. Council objects to only local notice for changes to front setbacks.

For items (f) and (g), Council **objects** to only local notification for dwellings-grouped in Zone LMR and for additions and alterations to multiple dwellings that do not increase dwelling height. Council believes this type of development should continue to be advertised to the wider community as a whole. Changes to multiple dwellings that do not increase height may result in developers will maximise the site coverage and leave little green space or open space on the lot with single storey developments, thus creating expansive building massing that may negatively impact on surrounding property values and amenity.

9 Definition of infrastructure

Council **recommends** that item (h) is further clarified to specify that footpaths and verge landscaping (including street trees), in addition to other ancillary plant, equipment, works or fixture, are included in the definition of infrastructure. Council holds concerns that the current wording will result in the requirement for each authority to seek legal advice on what is considered “ancillary plant, equipment, works or fixture”. In particular for Councils and other road authorities, footpaths and appropriate landscaping are required parts of new roads, as specified in current council standards and the proposed NTG Subdivision Development Guidelines and should be specified as included in the infrastructure definition.

Council has previously discussed in detail with the Department the necessity of Council being able to create developer contribution plans for public open space. It is not always reasonable for every smaller lot development in an Area Plan area to create a pocket park made up of 10% of the site area. For example, for Howard Springs, this current planning scheme provision could result in Council acquiring multiple 200m² parks, or it could result in the DCA waiving the requirement for public open space for these new smaller residential developments. Neither outcome is preferred as the best planning outcome would see development of a larger park space that could provide real recreational value for the community. A legal method should be developed, either through the planning regulations, or other changes to the NT Planning Scheme and NT Planning Act, to allow the NT Government and/or Council to take contributions for public open space from smaller lot developments in order to create usable community open space.

13 Residential zones

Council supports the inclusion of Zone RL – Rural Living as a residential zone, provided that appropriate complementary changes are made to the proposed NT Planning Scheme to ensure the provision of rural setbacks within this zone.

16 Qualifications of specialist members

Council **recommends** the specific inclusion of surveyors, building/construction professionals, property valuers, and any other property-related professions as areas of expertise appropriate for

specialist members. These planning related fields are essential to successful development and individuals with expertise in these fields can provide valuable contributions to the consent authority.

Council questions the inclusion of law, without qualifications, as a suitable area of expertise for a specialist member. At a minimum, if included, law should be qualified as expertise related to planning or property law.

Council acknowledges that the list in the currently proposed Regulations, as well as the additional professions noted above, is not likely to be exhaustive of the types of training that could be suitable for a consent authority member.

In relation to the appointment of specialist members to the consent authority, the proposed Planning Amendment Bill 2020 states "The Minister may maintain a register of any person willing to act as a specialist advisor to the consent authority if the Minister is satisfied the person has the skills, qualifications or experience prescribed by regulation.". This appears to be quite specific that the Minister has no option but to only choose members from the skills, qualifications or experience detailed in the Regulations. As such, it is imperative to either make amendments to the Act, or make provision within the Regulations, (currently missing in both) to allow the Minister some leeway to consider skills, qualifications or experience not currently detailed in the Regulations. Amendments to either the Act or Regulations as currently written is required.

12 Repeal of Regulations

This section states "These regulations are repealed on the day after they commence." There appears to be an error in this section as it is unclear how the Regulations could be in effect if repealed immediately after they commence. Council recommends a review of the wording for this section.

Conclusion

Thank you again for the opportunity to provide the above comments for your consideration.

Should you wish to discuss these comments, 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



COUNCIL REPORT

Agenda Item Number:	15.03
Report Title:	Mobile Workforce Service Review
Author & Recommending Officer:	Nadine Nilon, Director Infrastructure & Operations
Meeting Date:	15/04/2020
Attachments:	A: Mobile Workforce Service Review

Executive Summary

This report presents Council with the final report of the Mobile Workforce Service review, for noting.

The Review included a thorough assessment of Council's Mobile Workforce, including consideration of previous reviews, service levels, current operations and other relevant factors. Councillors and staff were also consulted with as part of the Review process.

The outcome of the Review (Attachment A) concludes that the Mobile Workforce is an efficient in-house service providing an efficient and high-quality service to the community.

Recommendation

THAT Council:

1. note the Mobile Workforce Service Review, as included as Attachment A to this report.
2. note the finalisation of the review of the Mobile Workforce Services based on current service levels.
3. acknowledge the Mobile Workforce staff for their commitment to deliver a high-quality, efficient and customer-focussed service to the Litchfield community.

Background

A Mobile Workforce Service Review (Review) was included in the 2019/20 Municipal Plan. The Review commenced in September 2019 with the University of Technology Sydney (UTS) Institute for Public Policy and Governance (IPPG) being engaged to undertake the Review.

The primary objectives of the service review were to:

- Assess the current service levels of the MWF, considering scope, scale and responsiveness.
- Conduct a financial analysis in comparison against an outsourced service, based on available data.
- Identify and recommend options to more effectively deliver MWF services and programs required to meet the needs of the Litchfield community.

The Review, included as Attachment A, followed the IPPG *Service Delivery Review – A How to Manual for Local Government*, which is based on a seven-step service delivery review framework, adaptable to specifically respond to a council's local circumstances. For Litchfield Council, the Review document includes;

- An outline of the methodology used to conduct the service review.
- An overview of the history of Litchfield Council's MWF, including previous reviews.
- A summary of best-practice trends in delivering roadside maintenance services for local communities.
- An assessment of current service levels, demand from the community, and performance indicators based on available data.
- Findings from a benchmarking exercise with similar Councils.
- A discussion of service efficiencies and improvements since the establishment of the MWF.
- A financial analysis of the MWF budget and expenditure, including comparisons with using an outsourced service.
- A discussion of key findings and recommendations from the review

A key consideration of the review was the cost efficient to Council of providing the service in its current form. The Review determined that an equivalent outsourced service, that incorporated core services of the Mobile Workforce only, and not the additional ancillary services, would cost in the order of \$1,768,790. The 2019/20 Municipal Plan includes a budget of \$1,427,337.00 for operational and capital costs, which includes the purchase of plant and equipment, and all staff costs. Therefore, the current service, through cost alone, provides a \$341,453 in cost efficiency to Council, annually.

It is also important to note that there have been recent efficiency improvements over the past few years that have enabled the in-house service to operate in an efficient manner, including;

- Two (2) full time staff members left Council in 2018, these positions were reduced to casual roles that are now only engaged for the wet season and to cover periods of staff leave.
- New equipment is purchased with additional warranty and service guarantees, improving the operational capacity of the plant and equipment.

The Review has provided a number of recommendations, which as part of Council's normal operations, efficiencies through innovation or minor improvements to services will occur as appropriate. As with all operational services, Council service levels can be changed, and operational needs do evolve over time however it is intended that there would be no further reviews of this service unless required through a significant change.

Links with Strategic Plan

A Well-Run Council - Modern Service Delivery

Legislative and Policy Implications

Not applicable to this report.

Risks



There are considered to be insignificant risks to Council as a result of the Mobile Workforce Service Review. The review resulted in confirmation that the current service is efficient. There are no proposed changes to the service at this time, and recommendations will be reviewed and implemented where practical and beneficial to Council.

Community Engagement

Not applicable to this report.



Litchfield Council – Mobile Workforce Service Review Final Report

**Prepared by
Institute for Public Policy and Governance,
University of Technology Sydney**

24 March 2020

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1 Introduction

1.1 Project brief

Litchfield Council has engaged University of Technology Sydney, Institute for Public Policy and Governance (UTS IPPG) to undertake a service review of its Mobile Work Force (MWF). This review is conducted in accordance with the IPPG 7-step process, outlined in the IPPG 'how-to' guide, *Service Delivery Review: A How to Manual for Local Government*.

The primary objectives of the service review are to:

- Assess the current service levels of the MWF, considering scope, scale and responsiveness.
- Conduct a financial analysis in comparison against an outsourced service, based on available data.
- Identify and recommend options to more effectively deliver MWF services and programs required to meet the needs of the Litchfield community.

UTS understands that this service review will be used to determine whether the MWF service should continue to be provided by Council's in-house staff or transferred to an external contract.

1.2 This report

This is a stand-alone report summarising the service review process, key findings and recommendations. It includes the following information:

- An outline of the methodology used to conduct the service review.
- An overview of the history of Litchfield Council's MWF, including previous reviews.
- A summary of best-practice trends in delivering roadside maintenance services for local communities.
- An assessment of current service levels, demand from the community, and performance indicators based on available data.
- Findings from a benchmarking exercise with similar Councils.
- A discussion of service efficiencies and improvements since the establishment of the MWF.
- A financial analysis of the MWF budget and expenditure, including comparisons with using an outsourced service.
- A discussion of key findings and recommendations from the review.

Appendix A lists each data source used in conducting the service review.

1.3 Service reviews in local government

Local government in Australia is undergoing rapid and significant change. This includes structural reform, increased accountability, and increased diversity and complexity in the expectations of stakeholders. In addition, the emphasis on new approaches to effective and efficient service delivery requires adaptable, resilient and collaborative leadership by local government.

Service delivery reviews help local government clarify the needs of their communities and employ an evidence-based approach to assess how efficiently and effectively it is meeting those needs. Using this information, local governments can determine what changes to make to service delivery which will provide benefits to all stakeholders whilst being financially sustainable.

In both Australia and overseas, service delivery reviews are vital processes to ensure local government services are:

- **Appropriate** – services meet current community needs, wants and can be adapted to meet future needs and wants.
- **Effective** – councils deliver targeted, better quality services in new ways.
- **Efficient** – councils improve resource use (people, materials, plant and equipment, infrastructure, buildings) and redirect savings to finance new or improved services.

1.4 Methodology

1.4.1 The IPPG Service Delivery Review Framework

This service review has been conducted in accordance with the IPPG's *Service Delivery Review – A How to Manual for Local Government*. The Manual describes a seven-step service delivery review framework, which is adaptable to specifically respond to a council's local circumstances. It outlines high level principles which are relevant across the local government sector. However, the specifics of the service delivery review will be different in terms of team structure, timeframe, objectives, scope and community needs.

Table 1 below demonstrates how each stage of our methodology for this project aligns with the seven steps outlined in the Manual. The service delivery framework is shown in Figure 1 and includes all the activities and outputs for each stage. This approach has informed our methodology for this project.

The review process does not unfold in a linear fashion. It is commonplace that after the review process commences in Steps 1 and 2, it loops around Steps 3, 4 and 5 before continuing to Step 6 – Implementation.

Table 1 Alignment of methodology with IPPG seven-step process

Litchfield Council MWF Service Review Methodology	Corresponding steps in service delivery review framework
Stage 1 – Project inception	Step 1 – Establish the building blocks Step 2 – Set the project up
Stage 2 – Data collection and desktop review	Step 3 – Gather existing information Step 4 – Analyse services
Stage 3 – Consultation and issue identification	Step 5 – Engage stakeholders
Stage 4 – Analysis and reporting	Step 4 – Analyse services
Stage 5 – Service Delivery Review report	Step 4 – Analyse services Step 5 – Engage stakeholders
After completion of project	Step 6 – Implement change Step 7 – Evaluate and drive continuous improvements

Figure 1 IPPG Service Delivery Review Framework


EVALUATION

1.4.2 Data collection and desktop review

After the Stage 1 – project inception, IPPG conducted a desktop review of all available data and documentation. This information was either directly provided by Council or publicly available online. It included:

- Litchfield Council annual reports, municipal plans and community survey reports
- staffing data
- budget and financial information pertaining to the MWF
- written accounts of MWF service levels over time prepared by MWF managers
- estimated costings for MWF work based on previously obtained quotes from contractors
- photos documenting MWF activities
- customer request data, and
- community feedback documentation.

1.4.3 Stakeholder consultation

The IPPG Project Manager conducted a two-day site visit to Litchfield on 11-12 November 2019 to carry out stakeholder consultation and develop an understanding of the nature of the MWF and its activities in the field. During this visit, qualitative data was gathered through:

- Accompanying the MWF Manager to observe MWF activities in the field.
- Two interviews with senior Council staff, including the current MWF Manager and Director Infrastructure and Operations.
- A group interview with three of the four current permanent staff in the MWF team.

The purpose of these interviews was to investigate these stakeholders' initial perceptions of priority service improvement areas, strengths, weaknesses, opportunities and challenges.

In addition to the site visit, further stakeholder engagement was conducted through:

- Phone interviews with all Litchfield Councillors, and Mayor.

The purpose of the councillor interviews was three-fold. First, to gauge councillor understanding of the MWF, second, to identify any concerns or issues with the way in which the service is delivered and third, to hear suggestions for improvements to the team.

- Phone interviews with staff from two nearby councils – City of Palmerston and Wagait Shire.

The purpose of interviews with nearby councils was to obtain comparative data and understand how other councils provide the types of services the MWF delivers. These councils are comparable with Litchfield in terms of the broader geographic and climate context within which they provide services – for example, the influence of the tropical climate of wet and dry seasons. However, they are not directly comparable in terms of population size, land area, and service levels in terms of the scope and scale of works required. This is further explained in Section 3.4. A third council – Coomalie Community Government Council – was contacted for information, but was unable to participate. This information may inform recommendations for service improvements at Litchfield Council or potential alternative service delivery models.

2 Background

2.1 Litchfield Council's Mobile Workforce: a snapshot

Established in 2012, the MWF at Litchfield Council provides 'an effective and efficient maintenance service for Council's road verges, drainage easements, signs, reserves, excised lands, areas surrounding waste transfer stations and Council buildings using well maintained plant and equipment.'¹

Based on the Litchfield Municipal Plan 2019-20, Table 2 situates the MWF in the context of the broader functions of Council. In 2019-20, Litchfield Council employs a total of 58.8 full-time equivalent (FTE) staff.

The MWF consists of 8.6 FTE staff, including a manager, four permanent full-time staff and a number of casuals that are predominantly utilised in the wet season between November and June. The MWF has a budgeted operating expenditure of \$1,287,337 for 2019-20, representing 8.6% of Council's total operating expenditure.

Table 2 Council staffing levels (FTE) and operating expenditure by program area, 2019-20

Program area	FTE 2019-20	Budgeted operating expenditure* (\$)	Budgeted operating expenditure (%)
Council Leadership	3.0	1,111,896	7.4%
Finance and Customer Service	9.0	1,584,930	10.6%
Community	1.0	1,442,690	9.6%
Library	3.1	421,447	2.8%
Thorak Regional Cemetery	5.0	870,411	5.8%
Corporate	3.0	645,697	4.3%
Information Services	1.0	513,091	3.4%
Mobile Workforce	8.6	1,287,337	8.6%
Planning and Development	4.5	728,387	4.9%
Regulatory Services	3.0	388,831	2.6%
Infrastructure and Assets	4.5	3,004,297	20.0%
Waste Management	13.1	2,991,436	20.0%
Total Council	58.8	14,990,450	100.0%

* Excluding depreciation.

Source: Litchfield Municipal Plan 2019-20.

¹ Litchfield Council Annual Report 2018-19, page 44.

2.2 History of the MWF: Previous reviews

2.2.1 MWF Business Case 2012

Prior to the establishment of the MWF in 2012, Litchfield Council employed contractors to carry out slashing, weeding and other associated tasks. However, due to service delivery and contract management issues, a business case was made for the establishment of an in-house 'day work' team.

The business case highlighted the increasing costs of contractors, concerns about their performance and the difficulty in managing those contracts. It proposed that the replacement of contractors with an in-house day work team would result in significant financial benefits because Council would no longer need to 'pay the profit margin and equipment replacement allowances built into the contractors' prices.'² It was expected that the day work team would contribute savings of \$1,060,681 to cash reserves and contribute \$1.3 million in equipment assets,³ increasing the net worth of the Council by \$2.4 million over an initial five-year period.

Overall, the business case argued that an in-house team could deliver the service more efficiently than contractors, and at lower cost to Council. In August 2012, Council endorsed the business case and the MWF was established.

2.2.2 MWF Progress Report 2015

A progress report on the MWF was presented to Council in March 2015, summarising the performance of the team since its inception in 2012. The report concluded that the decision to establish the MWF was justified due to cost savings and 'non-quantifiable value through its fast response to customer requests, responses to sign damage and potholing.'⁴ The report also explained that the MWF provided additional benefits to the community. These advantages included carrying out a much broader brief of tasks since its inception and the fact that the team were comprised of local employees who were passionate about the community.

2.2.3 MWF Business Case Assessment 2015 (KPMG)

Later in 2015, KPMG was engaged to conduct an independent assessment of the original MWF business case. This was due to the discovery of errors in the financial projections for contractor costs in both the business case and recent progress report.

The assessment questioned three key assertions in the MWF Business Case 2012, shown in Table 3 below.

Table 3 Findings from 2015 MWF Business Case Assessment (KPMG)

Assertion / assumption in MWF Business Case 2012	MWF Business Case Assessment 2015 (KPMG)
'Using external contractors means the council is paying for capital costs, and administrative overheads which can be avoided by bring the service in-house.'	An in-house service will still incur capital costs, and these should not have been omitted from the budget for the service going forward.
'By bringing the service in house the "net worth" of the council would be increased by the value of the assets purchased to run the service.'	The Council will need to buy these assets, which is simply substituting one asset (cash) for another (plant and equipment). However, the plant and equipment has a finite useful life, and degrades over time. In order to maintain the equipment, depreciation

² Litchfield Council Day Work Team Business Case, August 2012, page 3.

³ This assumption was later challenged in the 2015 Business Case Assessment (see Table 3).

⁴ Litchfield Council Report on the Performance of the Mobile Work Force Team (MWF), March 2015, page 1.

Assertion / assumption in MWF Business Case 2012	MWF Business Case Assessment 2015 (KPMG)
	is charged against the income and expenditure account, reducing the reserves available for other uses. There is no increase in the worth of the Council.
'That contractor costs would increase at the same rate as Council costs, a steady 4.2 per cent each year.'	Robust contract management would seek to show year on year economies from contractors, to at least hold prices steady. In fact other Councils have experienced a reduction in price for similar work over time. As a major client, the Council could expect to negotiate better rates.

Source: KPMG, Assessment of MWF business case, July 2015, page 3.

The assessment's financial analysis, which accounted for depreciation and included actuals rather than projected figures, found that Council had saved \$151,416 over the three years from 2012-13 to 2014-15. The report questioned whether those savings were sufficient to warrant the additional risks taken on by moving the service in-house.

The KPMG Business Case Assessment 2015 was presented to Council at a meeting on 3 September 2015. It was recommended that:

[r]ather than view the mobile work force as a "failure" – which it may not be in service delivery – a much more thorough analysis of how Council's needs should be met prior to making decisions regarding altering the service structure of Council.⁵

2.3 Best practice principles for delivering roadside environmental management services

This section provides a brief overview of high-level principles for effective roadside environmental management as described in the Local Government NSW *Council Roadside Environmental Management Framework* (the Framework), enabling Council to gauge the most suitable method of delivering that vision.

The focus is on roadside environmental management in particular as this comprises the bulk of the MWF team's core duties. The Framework is one of a small number of strategic documents on roadside environmental management from Australian governing bodies broader than the local council. The principles discussed below are at a strategic level rather than a detailed operational level. This is due to the importance of local context for roadside management and the differences between NSW and NT environments.

The *Council Roadside Environmental Management Framework* aims to build the capacity of councils to effectively deliver roadside vegetation management activities. Although the framework is designed for NSW councils, it outlines various principles and strategies that could be adopted in the Northern Territory context where appropriate. Key points include:

- **The importance of recognising diverse roadside values.**

Roadsides perform multiple functions and 'comprise a diverse range of environmental, economic, social and heritage values and provide a range of beneficial environmental and ecosystem services.'⁶ Councils therefore need to recognise the value of roadside reserves not only as transport corridors but should also consider an array of other competing uses, issues and values.

⁵ Litchfield Council Meeting Agenda Item Number 12.10, Mobile Work Force Business Case Review, 3 September 2015.

⁶ Local Government NSW, Council Roadside Environmental Management Framework (2018), page 11.

- **The importance of coordinated management of roadsides.**

The varied and often competing uses of roadsides may threaten the cultural and environmental values of the roadside environment. Uncoordinated management of the roadside environment can exacerbate those threats, lead to higher maintenance costs for councils, and 'introduce risk to council's due diligence obligations.'⁷

- **The importance of the roadside environment as a natural asset.**

The roadside environment is a valuable natural asset, however this is often overlooked in the planning process as environmental values can be difficult to account for in economic terms. The Framework explains:

'While the road infrastructure may be considered as a built asset, the roadside reserve containing vegetation, and other natural features may be considered as a natural asset. Within a local government strategic planning framework, areas of biodiversity can be considered as 'natural assets'. Natural assets can be defined as soil, water systems, plants and animals from which ecosystem services flow to provide financial, cultural and ecological benefits. Natural assets will appreciate with management over time...Lack of active management in the past has resulted in serious degradation of the environmental values of roadside reserves, in some cases to a point where it is impossible to reverse the decline.'⁸

It is important that councils provide adequate resourcing for the maintenance and enhancement of natural roadside reserve assets. Rather than treating natural assets in isolation, councils must consider natural asset management alongside other competing priorities and program areas.

- **The importance of collaboration, engagement and communication.**

Councils need to consider three audiences in managing the roadside environment: internal council departments, external organisations and agencies, and community members. Engagement provides the following benefits:

- Clarity on council objectives for managing roadsides across internal council departments and externally in partnership with key stakeholders.
- Opportunities for co-learning and improvement of field practices and adherence to management of conservation values.
- Identification of cost-sharing arrangements that can more effectively deliver implementation of roadside conservation work.

- **The importance of community stakeholder engagement.**

The Framework highlights the important role that community stakeholders play in elevating the importance of roadside management and supporting effective maintenance and enhancement of roadside reserves. Perspectives on roadside management vary widely, however there are generally two key community concerns: the protection of road infrastructure, and the protection of environmental values. The degree to which community members focus on each of these concerns will vary from council to council. The Framework states:

'An interested community will assist in implementing the RVMP by being more aware of their impact on the roadside, behaving sensitively themselves and observing others. Involving the community in roadside activities will also help and can save time and money'.⁹

There are a range of methods councils may use to educate and engage local communities regarding environmental values and the management of roadsides, including but not limited to:

- Involving local Landcare groups in restoration works, weed control and native vegetation planting.
- Building the capacity for basic community monitoring and reporting (e.g. via mobile phones) on roadside issues to assist council responsiveness.

⁷ Ibid, page 12.

⁸ Ibid, page 13.

⁹ Ibid, page 21.

- Providing educational material in various forms and at various locations such as: on council websites, in rates notices, through media stories, in brochures and factsheets available at local libraries and shopping centres, and through presentations to local schools and community groups.
- Producing a Community Roadside Management Handbook designed for the general community (such as that developed by Campaspe Council in Victoria).¹⁰

¹⁰ Available at: <https://www.campaspe.vic.gov.au/assets/Live-tab/Community-Roadside-Management-Handbook.pdf>

3 Mobile Workforce service levels

3.1 Scope and scale of services

The Litchfield Municipal Plan describes the aim of the MWF as ‘to provide an effective and efficient maintenance service, including weed and bushfire management for Council’s road verges, drainage easements, signs, reserves, excised lands and Council facilities.’

The core activities of the MWF include:

- Mowing and slashing of Council’s road network, easements, reserves, fire breaks and areas surrounding waste transfer stations.
- Management of fire breaks in accordance with Council’s Fire Management Plan.
- Weed management of Council owned land in accordance with Council’s Weed Management Plan.
- Mowing, weed spraying and pruning of Council office surrounds, Waste Transfer Stations, and Thorak Cemetery on request when available.
- Litter collection and removal of illegal dumping.
- Sign and guidepost installation and repairs.

The MWF carries out these services in a systematic approach between the wet and dry seasons.

Gamba grass is a weed growing in the Litchfield area that the MWF tackle as part of its weed management activities (Figure 2).

Figure 2 Gamba grass, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

The MWF also provides a range of additional services, including conducting sign audits, removing hazardous trees, implementing traffic count programs, reporting hazards in the community and responding to emergencies.

Table 4 'Litchfield Mobile Workforce services' lists the specific activities undertaken by the MWF to achieve its aims. For each activity, the scope, scale and any performance data are listed. The following sources were used:

- Litchfield Council Annual Reports 2017-18 and 2018-19
- Litchfield Municipal Plan 2019-20, and
- supplementary data provided by Council.

Performance data are drawn from the Litchfield Council Annual Report 2018-19, which details the KPIs for the MWF. Other indicators are used where 2018-19 performance data were unavailable for example, the 2019-20 targets for litter collection.

Table 4 Litchfield Mobile Workforce services

Activity	Scope	Scale	Performance
Core activities			
Slashing and mowing	Slashing/mowing verges along Council's road network.	Two rounds of slashing per year. 900km of road network (equates to 1,800km both sides of road). Total distance travelled per round = 7,200km.	2018-19 Target: Two rounds of slashing completed before July fire bans. 2018-19 Result: Both rounds 100% complete.
Spraying for weed management	Spraying of weeds along Council's road network in accordance with Council's Weed Management Plan.	Two rounds of spraying per year. 723km of road network, including unformed roads (equates to 1,446km both sides of road) Total distance travelled = 8,676km	2018-19 Target: 150,000 litres of weed spraying roadside furniture (signs, guideposts, culverts, power poles and pits), targeting Gamba grass and classified weeds. 2018-19 Result: Achieved.
Maintenance of Council fire breaks and excised lands	Slashing and spraying of all Council-owned fire breaks and excised lands.	1,000km of fire breaks and excised lands.	2018-19 Target: >75% of fire break and road reserve area slashed. 2018-19 Result: 90% of fire break and road reserve area slashed.
Maintenance of Council waste transfer stations	Slashing and spraying services for Council's waste transfer stations, including fire breaks.	Three waste transfer stations (monthly in wet season).	Achieved monthly mow/slashing Spraying 3-4 times per WTS as required

Activity	Scope	Scale	Performance
Litter collection and illegal dumping	Collection of litter along roadside verges and removal of illegal dumping. If outside Council-owned land, illegal dumping is reported to relevant authorities.	Every road, drain, property or firebreak under Council responsibility.	2019-20 Target: >50% satisfaction with roadside maintenance in Community Survey 2019-20 Result: 62% good or very good. Data includes 1040 bags collected estimate weight of 3,120kg
Sign installation and repairs	Installation and repair of all signs. Non-compliant signs replaced to meet Australian standards.	2019-2020: 490 road signs repaired or installed to date 2018-19: 496 road signs repaired or installed. 2017-18: 774 road signs repaired or installed. 2015 to 2019: 3,185 signs installed/replaced.	2018-19 Target: 100% of non-compliant signs replaced. 2018-19 Result: 90% of non-compliant signs replaced.
Guidepost installation	Installation and maintenance of guideposts.	2019-20: 1,396 removed; 1,906 installed; 1,233 straightened. 2018-19: 182 installed/replaced. 2017-18: 2,525 installed; 750 removed.	2019-20 Result: 90% replaced/repairs on 220 roads
Additional activities			
Emergency response	MWF is part of emergency response to a range of events/issues: <ul style="list-style-type: none"> Fire response Hazardous spills Emergency sign repair Loose gravel (sweeping) 	As required. For example, in 2017-18 MWF undertook clean-up activities after Cyclone Marcus, including tree removal, clean-up and fence repairs.	Data has not been identified as immediate emergency response with MWF call out to attend in the scope listed. Data is recorded as a general CRM or email directly to manager and not necessarily entered as a CRM.

Activity	Scope	Scale	Performance
	<ul style="list-style-type: none"> Fallen tree removal Ensuring road flooded warning signs are in place after heavy rain events; and removed once creeks subside. 		
Tree removal	Trees are removed as part of road reserve and fire break maintenance.	As required at every road, drain, reserve or firebreak under Council responsibility.	Fire breaks have been pushed wider with MWF tractors since 2013 removing small trees. CRM data is the only performance measure – there are 64 emails since 23-03-2016 for trees, which may not have been created into a CRM.
Dead animals	Removal of dead animals from Council-owned lands.	35 customer requests for dead animal removal between 2013 and 2019.	Immediate response to customer requests achieved.
Sign audits	Detailed audits of road signs.	Along entire road network over four years.	Audits successfully carried out and comprehensive lists prepared for purchasing and installing, ensuring councils signs are compliant.
Traffic count program	Installation and retrieval of traffic count program.	Two rounds of installation and retrieval of Metro-Count units at six sites (when within dry season).	Completed as required.
Hazard/issue reporting	Reporting of hazards and issues observed during duties across the Council area to relevant authorities.	As required.	Completed as required, including potholes and tree maintenance.

Activity	Scope	Scale	Performance
Support for other Council teams	MWF staff are on hand to assist other areas within Council	As required.	Completed as required.

Source: Litchfield Council Annual Reports 2018-19, Litchfield Municipal Plan 2019-20, supplementary data provided by Council.

3.2 Demand for services

The MWF responds to a range of internal and external requests for services on Council lands. Between 2013 and 2019 (up to 29 October 2019), Council received 3371 customer requests pertaining to the MWF (see Table 5).

Most requests are for road sign maintenance of which most are internally reported through the MWF audits, which account for 70% of all MWF requests since 2013. The next most common requests are related to trees (8.5%) and rubbish (6.5%).

Table 5 MWF received customer requests by type, 2013 to 2019

Type of request	Number of requests 2013 to 2019*	Percent of all requests (%)
Internal – Road Signs	2,352	69.8
Trees	285	8.5
Rubbish	220	6.5
Slashing	200	5.9
Spraying	90	2.7
Property damage	89	2.6
Internal – Road Pothole, Failure, Sweeping, Road Damage	54	1.6
Dead animal	35	1
Internal – Guideposts	28	0.8
Internal – Road Culvert / Driveway Culvert / Driveway Access	18	0.5
Total	3,371	100

* Inclusive to 29 October 2019.

Source: Data on customer requests provided by Council (extracted 29/10/19).

3.3 Performance

3.3.1 Performance against Key Performance Indicators



Annual reports detail how the MWF has performed against Key Performance Indicators (KPIs) in previous years. The number of KPIs and their scope increased each year from 2015-16 to 2017-18. Overall, the MWF has performed very strongly against its KPIs, achieving all or most of its targets each year and coming close on remaining targets, with refined targets prepared each year.

The Annual Report for 2015-16 details two KPIs for the year (see Figure 3 below). The first was vegetation slashing and mowing 750km of road network. This includes both sides of roads and in some cases up to four passes each. The average verge requires three to four passes from road

edge to the fence line (for the two sides of road). This equals eight passes per kilometre. The target was two rounds and the actual result was two rounds completed, a third cut on arterial roads also completed.

The second KPI was the slashing of fire breaks on Council managed land – estimate 900km. The target was greater than 75% and the actual result was 100%. Both KPI's were exceeded.

Figure 3 MWF Key Performance Indicators, 2015-16






Key Performance Indicators	Target	Actual	2015/16 Result
Infrastructure – Mobile Work Force			
Vegetation slashing and mowing 750kms road network. Includes both sides of the roads and in some cases up to 4 passes each	2 rounds	2 rounds completed, a third cut on arterial roads also completed	
Slashing of fire breaks on Council managed land – estimate 900km	>75%	100%	

Source: Litchfield Council Annual Report 2015-16.

The number of KPIs increased from two to five in 2016-17 (see Figure 4 below), with new KPIs pertaining to: replacement of non-compliant signs; time lost due to plant and equipment breakdown; and plant servicing times. The original two KPIs were updated in 2016-17 to more accurately reflect the true scope of works for each activity. For example, the KPI for slashing and mowing of the road network was adjusted from 750km of road to 900km; and slashing of fire breaks was adjusted from 900km (est.) to 1000km.

Four of the five KPIs were met, and it is noted that for the remaining KPI there was a significant increase in signs being vandalised and needing replacement, which contributed to the missed target.







Figure 4 MWF Key Performance Indicators, 2016-17

KEY PERFORMANCE INDICATORS			
Mobile Work Force	Target	Actual	2016/17 Result
Slashing and mowing 900kms road network (equivalent to 7,200kms per round) before July fire bans	2 rounds	2 rounds completed on approximately 7000kms	
1000kms of fire breaks and road reserves slashed within Council owned and managed land	>75%	90%, two fire breaks were too wet to complete	
Replace all non-compliant signs in the signage program to Australian standards	100%	80%, there has been a significant increase in signs being vandalised and needing replacement	
Reduce lost time due to plant & equipment breakdown	<20 lost hours	Complete	
Plant serviced within 3 days of service due date	90%	100%	

Source: Litchfield Council Annual Report 2016-17.

In 2017-18, the MWF achieved its targets against four of six KPIs and were close to targets for the remaining two KPIs (see Figure 5 below).¹¹ The KPIs for which targets were not met included: 'Replace non-compliant signs in the sign program to Australian standards' and 'Plant serviced within three days of service due date.'

Figure 5 MWF Key Performance Indicators, 2017-18







Key Performance Indicators			
KPI	Target	Actual	2017-18 Result
Slashing and mowing 900 kms road network (equivalent to 7,200kms per round) before July fire bans	2 rounds	100% for first round, 97% of second round	
Fire breaks and road reserves slashing of 1000 km within Council excised land	>75%	90%	
Replace non-compliant signs in the sign program to Australian standards	100%	90%	
Reduce lost time due to plant and equipment breakdown	<20 lost hours	Achieved	
Plant serviced within three days of service due date	100%	90%	
Weed spraying roadside furniture (signs, guide posts, culverts, power poles and pits),Target Gamba grass and classified weeds, 900 km verges and 1000 km excised lands	150,000 litres	Achieved	

Source: Litchfield Council Annual Report 2017-18.

¹¹ Litchfield Council Annual Report 2017-18.

In 2018-19 (see Figure 6 below), the MWF achieved the same four of six KPIs as in the previous financial year, and were close to targets for the remaining two.

Figure 6 MWF Key Performance Indicators, 2018-19

Key Performance Indicators			
Mobile Work Force	Target	Actual	2018-19 Result
Slashing and mowing 900kms road network (equivalent to 7,200kms per round) before July fire bans	2 rounds	100% both rounds	
Fire breaks and road reserves slashing of 1000km	>75%	90%	
Replace non-compliant signs in the signage program to Australian standards	100%	90%	
Reduce lost time due to plant & equipment breakdown	<20 lost hours	Achieved	
Plant serviced within 3 days of service due date	100%	90%	
Weed spraying roadside furniture (signs, guide posts, culverts, power poles & pits). Target Gamba grass and classified weeds, 900km verges and 1000km excised lands	150,000 litres	Achieved	

Source: Litchfield Council Annual Report 2018-19.

3.3.2 Customer satisfaction

3.3.2.1 Key findings from community surveys

Customer satisfaction levels can be gauged through the annual Litchfield Council Community Survey. Surveys were conducted in 2008, 2012, 2017, 2018 and 2019. Slightly different measures were used in each community survey and so a direct comparison is not possible.

Furthermore, it has been observed through written and verbal communication that there is misunderstanding within the community regarding what is classified as Council versus Crown Land. Therefore, it is possible that the survey results may not accurately reflect satisfaction about MWF work on Council land (when the community may be in fact thinking about Crown Land in their survey responses).

2008 Survey

Weed control was the second highest rating issue (rated as very important in both 2008 and 2012 surveys) (see Figure 7 below).

49% of respondents rated weed control as being very important.

2012 Survey

Weeds, roads, and rubbish were listed as major issues of concern. In addition, most people were not satisfied with weed control. Weed control was rated as being very important or important for 81% of respondents and was in the top five issues.

Weed control was an area of least satisfaction, with 51% of respondents indicating that were not satisfied with this area.

Almost half (48%) of the respondents rated weed control as very important, whereas only 9% said they were very satisfied and 36% were satisfied.

2017 Survey

Community satisfaction was gauged based on responses that were above average (good or excellent). Council was close to satisfying its success measure of greater than 60% community satisfaction for roads, with 45% indicating roadside maintenance was above average.

Many respondents said there was a need for stronger focus on weed management in the area. Some respondents raised concerns about the fire hazard invasive weeds such as Gamba Grass and Mission Grass create.¹²

2018 Survey

Respondents assigned an importance score and a satisfaction score to nine Council service categories, with a maximum possible score of four. 'Roadside maintenance (e.g. mowing)' received an average importance score of 3.4, suggesting most respondents considered the service to be quite important.

The average satisfaction score for roadside maintenance was 2.6, indicating that overall, residents are generally satisfied with the service. Although the satisfaction score for roadside maintenance was lower than its importance score, this was a common result for all nine services.

2019 Survey

In the 2019 survey, respondents were asked to rank ten Council services in terms of importance. Overall, 'weed management on Council land' was ranked the third most important service, and 'roadside maintenances (mowing, slashing and road signs)' the fifth most important.

Respondents then rated their satisfaction with each service area on a scale of very good to poor. As in previous years, weed management received a relatively low level of satisfaction, with 65% rating the service not good or poor. As explained above, these results are difficult to interpret due to potential misunderstandings within the community regarding which lands are under Council management. Roadside maintenance received more positive responses, with over 62% rating the service as good or very good.

Figure 7 Weed outbreak, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

¹² Litchfield Council: 2017 Community Survey Report (page 4).

3.3.2.2 Community feedback via email

Council provided UTS with a number of emails received from members of the Litchfield community offering positive feedback on the work of the MWF team. The emails cover a range of topics, and the following themes are evident:

- Quality of service provided (e.g. “looks amazing”, “great job”)
- Going above and beyond core duties to assist community members (e.g. assisting with dog trap repairs, putting out a fire that started nearby during their lunch break)
- Quick response times (e.g. “thank you for being so efficient”)
- Community engagement skills (the team are described as “friendly”, “polite”, “professional”, “respectful”).

3.4 Comparisons with nearby councils

The Councils of City of Palmerston and Wagait Shire participated in a comparative exercise by providing answers to ten questions regarding how they provide the following services:

- Slashing/mowing of Council's road network verges, drains, easements, and reserves
- Maintenance of Council fire breaks
- Weed management of Council-owned land
- Roadside litter collection
- Sign and guidepost installation and repairs
- Removal of illegal dumping
- Removal of fallen trees

City of Palmerston and Wagait Shire were selected due to their proximity to Litchfield Council, and the similar tropical climate conditions that shape how they provide these services to their communities (for example, the constraints of the wet and dry seasons). However, when interpreting the results, it is important to note that those councils are not directly comparable with Litchfield across all attributes – each is different in terms of population size, land area, and the scope and scale of services they provide. This means the applicability of approaches adopted by City of Palmerston and Wagait Shire should be considered with Litchfield's unique characteristics and context in mind.

As noted in Section 1.4.3 above, Coomalie Community Government Council was also contacted, however they were unable to participate in an interview.

When interpreting the results of this comparative exercise it is important to keep in mind that there are key differences between Litchfield and the other councils that limit the ability to draw direct comparisons in how they provide roadside maintenance services.

For example, City of Palmerston has a larger resident population than Litchfield but a much smaller land area; it is predominantly urban and residential. This is in contrast to Litchfield which consists of vastly greater non-urban and low-density areas. Due to smaller lot sizes and flatter (and more manageable) terrains, Palmerston residents are requested to maintain the verges in front of their own properties. This limits road verge slashing responsibilities for City of Palmerston to areas not maintained by residents. Such an approach is not possible for Litchfield Council, where properties are generally much larger in size, and located in non-urban areas on roads with higher speed limits. Asking residents to mow their own verges could introduce significant safety risks. Wagait is also distinct from Litchfield in terms of its much smaller population and land area size, relative geographical isolation and much shorter length of road network within its scope for roadside maintenance (14km of Council roads compared with 900km in Litchfield).

With these limitations in mind, the comparative exercise produced the following key findings:

- The two councils adopt different approaches to the provision of the relevant services, each shaped by its unique context. City of Palmerston outsources to contractors, while Wagait Shire uses an in-house team.
- Wagait Shire takes advantage of its geographical position by deploying their in-house team to provide fee-for-service maintenance works on roads under NT Government ownership. While not as geographically isolated as Wagait, Litchfield may wish to consider whether the MWF team could be utilised in similar ways to provide revenue for Council.
- Although City of Palmerston outsources work to contractors, it noted several potential advantages of using an in-house team, including: 'easier coordination, ability to be better aligned to the Council's community plan and organisational culture, have a customer focus and be more responsive to resident requests.' On the latter point, City of Palmerston also noted that contractors may provide greater responsiveness to resident requests due to the availability of resources.
- City of Palmerston also noted that either approach (in-house team or contractors) could be more cost-effective, depending on the nature of the service. For example, whether plant and equipment overhead costs reduce the financial benefit of using in-house staff.
- Wagait Shire highlighted the benefit of contractors in adapting to seasonal weather requirements. However, this means Council does not have an in-house team of permanent staff unable to complete work in certain seasons. The implications for using an in-house team are that works should be scheduled in a way that maximizes their ability to complete tasks most effectively within the constraints of seasonal weather. Indeed, the MWF at Litchfield has adopted a highly organized and systematic approach to its activities around the wet and dry seasons (see Section 3.1).

3.5 Service efficiencies and improvements since MWF establishment

As part of this service review, Litchfield Council staff provided background information that highlights service efficiencies and improvements since the MWF's establishment. This information was provided as part of the data collection and desktop review stage of the project.

Staffing

- Council has not replaced two FTE staff after they ceased employment reducing FTE to four staff and the MWF Manager. This is a reduction from six staff and one extra casual during 2012-14 as in original Business Plan.
- The MWF now operates with four permanent FTE and six casuals for six to seven months each year.

Activities and tasks

- MWF has streamlined operations and equipment ensuring the MWF could carry out tasks in a safer and efficient manner with a few plant/machinery and operational changes.
- The MWF mow and slash a much wider area from the road to the fence line than previously. This creates a better result.
- In 2014 the MWF carried out full pothole patching during the wet season along with signs and the usual wet season work. This was managed well with compliments on the response time to pothole CRMs. The MWF now leave potholes to contractors.
- During the 2015-2019 period, the MWF has achieved its KPIs of slashing and spraying between November to the end of June (one round in 12 weeks).

- Understanding the seasons is essential to ensure compliance of roadside maintenance, by completing grass cutting in this period the MWF ensures grass height standards are met with minimal use of Firewatch three to four weeks in June.
- However, the Firewatch Duties include litter collection which in effect ensures 90% of central wards roads are mowed/slashed with litter collection included.
- The MWF has reduced OT down to 1.5 per day for seven plant operators. Three staff and the MWF Manager variable OT no greater than 1.5 per day if any at all and no weekend work at all.
- The MWF has set about replacing the tractors ensuring that they come with 5000 hours service and warranty repair roughly five to six years. This goes with the entire plant fleet as Litchfield Council approves capital replacements. The MWF Manager is ensuring all new equipment comes with full fixed price service and extended warranty.
- Spraying has been further improved with two side-by-side vehicle (SSV) buggies and two utes ensuring good outcomes of weed management. The MWF remove the buggies spray units in the dry season for litter collection.
- This method is safer than quad bikes and can carry the litter bags in trays. Both utes also have sign and emergency response tools and equipment allowing for prompt repairs and/or maintenance or call outs.

3.6 Engagement findings about Mobile workforce service levels

This section sets out the findings of stakeholder consultation. The engagement involved a site visit and field inspection with the MWF Manager, interviews with Councillors, Council Staff, and the MWF team. Benchmarking interviews with nearby councils were also conducted but are considered separately (see section 3.4 above).

The engagement findings cover the following topics:

- Scope and scale of MWF services (including additional tasks)
- MWF performance
- Customer satisfaction

3.6.1 Scope and scale of MWF services

Litchfield Councillors were asked about their knowledge of the MWF and its activities. Councillors explained that the MWF attend to verges (including spraying, slashing and mowing) and open space, signage replacement, weeds, gutter cleaning, fire breaks, and dumping (animals, cars). The team cuts 600-700kms of verges. The MWF also keep the side of roads managed: mowing, weed spraying, clean up rubbish, removal of trees that are in the way and signage is all kept under control.

Figure 8 Fire break, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

During interviews with the MWF team two activities relating to scope of services were highlighted. Firstly, sign and guidepost installation and repair. This is a core activity, the MWF repair broken signs as they carry out their other work. Secondly, litter collection and illegal dumping. The MWF collect litter from the side of the road and pick up dumped rubbish when they see it, or arrange for collection as soon as practical if not able to at the time. An example of illegal dumping is shown in Figure 9 below. The significance of these activities was also noted during observation of MWF activities and the scope of their work during the site visit.

Figure 9 Dumping at fire break, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

3.6.1.1 Additional tasks

Findings from engagement, specifically interviews with the MWF team, revealed that the MWF also carry out a number of additional tasks. However, these tasks do not have KPIs and so it is difficult to measure performance or for them to regularly report on.

During the MWF team interview, examples of these additional tasks were given and include:

- Helping with the maintenance of the cemetery.¹³
- Weed spraying, mowing and slashing around the waste transfer station's immediate area and firebreaks.
- Mowing around Council offices
- Cleaning out gutters of council buildings if requested. For example, the MWF team has in the past completed this task at Howard Springs Reserve and Knuckey Reserve annually prior to the wet. Currently it is only Knuckey Reserve that the team keeps an eye on for maintenance in the area or as directed.
- Coordinate with planning and install and retrieve traffic count tubes.
- If there has been an accident on the road, the MWF attend to make sure nothing is damaged and that any debris on the road etc. is cleaned up.
- Trees are removed as part of road reserve and fire break maintenance.
- Clearing fallen trees or reporting to relevant officer for contractor to remove. The wet season brings many branches and trees down over roads and verges. The MWF removes them 90% of the time. However, for larger trees the MWF will advise the operations supervisor to arrange a contractor.

Tree removal is depicted in Figures 10 and 11 below.

¹³ There is occasionally other works or staff fill in when required. The MWF team has mowed around the cemetery numerous times.

Figure 10 Fallen tree before MWF response, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

Figure 11 Fallen tree after MWF response, Litchfield, 2019



Source: Photograph from site visit to Litchfield, November 2019.

3.6.1.2 Capacity for increase in service levels

Council staff provided supplementary information on the number of MWF plant available and maximum potential operation of these plant, which need to be considered in any discussion of future increases in MWF service levels:

- The wet season requires the use of four tractors with operators, three mowers with operators, two weed buggies/vehicles with operators. At full capacity, 10 staff are required to maximise the use of the equipment to ensure the volume of work required is complete. Therefore, more staff in the wet season would not enable more work without more plant and equipment.
- Alternatively, completing the work in a shorter period to enable additional activities, would require additional plant and staff. The current staff and equipment runs at full capacity for the full available duration of the season, and this ensures the KPIs are met. Less staff, less equipment, or additional activities, would mean that KPIs are not met.

3.6.2 Feedback on MWF performance

3.6.2.1 Customer satisfaction

Stakeholder feedback and comments about customer satisfaction is positive overall. The MWF team received compliments from the community and have a good relationship with them. Most of the community feedback that the Councillors receive is positive. People say that the MWF manager is very good, the team does a good job and has a strong work ethic.

3.7 Section 3: Key findings

The following key findings regarding MWF service levels have been distilled from all the research and feedback gathered:

- In addition to its core activities, the MWF also carry out a range of additional services, including conducting sign audits, removing dangerous trees, reporting hazards in the community and responding to emergencies.
- Current MWF practices demonstrate a solid degree of flexibility and accountability to Council, that may be difficult to replicate with external contractors. Whenever practicable, the MWF respond to service needs as they arise while carrying out other activities. For example, the team repair broken signs and collect litter and illegal dumping as they carry out their other work, saving time and resources by eliminating the need to make a return trip to the location.
- The MWF has a number of KPIs set out in the Litchfield Municipal Plan, aimed at ensuring they are able to meet community expectations. The team have consistently performed very strongly against these KPIs.
- The comparative exercise with City of Palmerston and Wagait Shire provided some insights into how roadside maintenance and associated activities are carried out in other contexts, and how those councils perceive the relative advantages and disadvantages of using an in-house team in comparison with outsourcing to contractors. However, the practices adopted by those other councils are not directly applicable for Litchfield Council, which is significantly different in terms of size, terrain and service levels.
- The MWF has implemented improved systems and processes which are well documented. This means that if there was to be a change in staff, the transition would be smooth – with knowledge transferred and risk minimised.
- Overall the findings indicate multiple benefits of the MWF including:
 - ability to conduct a range of additional tasks such as sign audits and tree removal
 - capacity to be flexible and responsive to urgent service needs
 - acting as 'local eyes' across the LGA
 - communicating directly with the road crew and other agencies when additional work is required, and
 - capacity to assist in an emergency response.

4 Costs

4.1 Budgets and expenditure

In 2019-20, the MWF has an operational budget of \$1,287,337. The capital works expenditure budget, i.e. for tractor and mower purchasing, was \$175,000 (see Table 6).

The MWF operational budget accounts for 8.6% of Council's total operational budget in 2019-20 of \$14,990,450. This is the fifth-highest operational budget of the 12 program areas outlined in the Litchfield Municipal Plan 2019-20 (see Table 2 in Section 2.1 above). Roads and Infrastructure Management and Waste Management have the largest operational budgets at \$3 million and \$2.9 million respectively, each accounting for 20% of the total budget.

When compared with previous budgets (see Table 7), the 2019-20 MWF operational budget of \$1,287,337 does not represent a significant rise in costs, especially considering \$98,000 from that total is comprised of the current service review, shed rent (which is no longer required as of November 2019) and the firebreaks budget which was previously included in the Infrastructure and Works budget.

Table 6 Litchfield MWF Budget 2019-20

Item	2019-20 Budget
Operational revenue	\$0
Operational expenditure	\$1,287,337*
Net operating cost	\$1,287,337
Capital revenue	\$35,000
Capital expenditure	\$175,000
Net capital cost	\$140,000

* Includes \$30,000 allocated to the current service review and \$37,000 for firebreak management moved from another department.

Source: Litchfield Municipal Plan 2019-20. Also additional \$37,000 for Firebreak budget that was previously with infrastructure

Table 7 presents the MWF budgeted and actual operating and capital revenue and expenditure for the past four financial years. Generally, the MWF does not generate operational revenue. Actual operating expenditure has remained quite steady since 2015-16. The total for 2018-19 appears markedly higher than previous years, however this was primarily due to three factors:

- A recorded loss of \$103,011 on the sale of plant. Although this counts towards the MWF operational expenditure account, it does not in fact represent a significant loss. The budget for 2018-19 had forecast \$60,000 as the capital income for the sale of the plant, and the plant was sold for \$40,000. However, the income from that sale is moved to another account.
- The depreciation expense for motor vehicles, plant and equipment 2018-19 was \$106,358 – well above the amounts for the previous three years, which averaged just under \$72,000 per year.
- Plant service and repair costs were at \$93,399, above the average for the previous three years of just over \$60,000 per year. This was due to two tractors being six years old and

all slashers six years old and in need of attention. In addition, all servicing is conducted externally and not in-house.

Table 7 Litchfield MWF Budget and Actuals, 2015-16 to 2018-19

	2015-16		2016-17		2017-18		2018-19	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Operational Revenue	0	19,886	0	456	0	0	0	0
Operational Expenditure	1,317,864	1,168,421	1,240,314	1,189,751	1,226,644	1,159,134	1,249,031	1,208,141*
Depreciation	0	80,650	0	69,170	0	65,555	0	106,358
Net Operational Cost	1,317,864	1,229,185	1,240,314	1,258,465	1,226,644	1,224,690	1,249,031	1,314,499
Capital Revenue	0	0	80,000	248,522	30,000	2,495	60,000	40,000**
Capital Expenditure	0	0	176,000	151,113	380,000	134,503	188,000	134,096
Net Capital Cost (Surplus)	0	0	96,000	(97,409)	350,000	132,008	128,000	94,096

* Equivalent actuals to budget – figure updated by Council staff on 12.02.2020. Previous figure was \$1,311,152 based on itemised budgetary data provided by Council in November 2019.

** Actual income from sales included as value not reported in this section in Annual Report

Source: Itemised budgetary data provided by Council.

It is important to note two instances where the numbers provided in Table 8 differ from their respective Annual Report numbers. First, the actual operational expenditure figure for 2018-19 (\$1,208,141) shown above differs slightly from that listed in the 2018-19 Annual Report (\$1,337,814). The difference is because the 2018-19 Annual Report – unlike previous reports – included fire break maintenance in its operational expenditure total. To maintain consistency with previous Annual Reports and enable comparisons over time, Table 8 excludes fire break maintenance from the 2018-19 actual operational expenditure figure. Second, the actual operational expenditure amount for 2017-18 (\$1,159,134) differs from that listed in the 2017-18 Annual Report (\$1,224,690), because that particular report included depreciation, which was \$65,555 in 2017-18.

4.2 Comparative contractor costs

Table 8 below lists the estimated cost of paying contractors to carry out services currently provided by the MWF. These estimates are based on quotes and invoices received from private providers and are based on the 2016-17 MWF workload (for example, number of signs/guideposts installed).

Table 8 Comparative contractor costs by service

Service	Estimated cost of contractor (per annum) based on 2016-17 workload	Source of Estimate (e.g. quote or invoice)
Sign installation	\$241,800 (1,209 signs @ \$200/sign)	2014-2019 contractor quotes (provided by Council)
Guidepost installation	\$86,875 (3,475 posts @ \$25/post)	Schedule of Rates 2015 (provided by Council)
Slashing and spraying	\$1,304,115 (obtained by hourly rates)	Stirling – quote provided by Council (internal document)
Supervisor to manage slashing contract; follow through to completion of sign auditing and basic repairs	\$100,000	Council internal document
Traffic count program – installation and retrieval of traffic counters	\$36,000	Council internal document
Total	\$1,768,790	

Source: Examples of contractor quotes and invoices provided by Litchfield Council.

Hiring contractors to undertake the above services would cost an estimated \$1,768,790, which is substantially higher than any operational expenditure reported for the MWF for the past four financial years. This is likely an underestimate of the total cost, given the contractor costs noted above are based on conservative estimates for each service, and contractor costs are likely to have risen since those quotes and invoices were provided. Compared to the current (2019-20) MWF operational budget of \$1,287,337, these estimates suggest that an annual saving of at least \$481,453 is achieved using the MWF to provide these services.

Further, the services listed in Table 9 do not cover the full range of services provided by the MWF, which also include litter collection, emergency response and tree removal, among others. In comparing contractor costs it is also necessary to consider:

- the costs of managing the contract
- where the contractor's staff would come from (for example, do they live locally?)
- contractor availability, and
- costs associated with contracting or providing supplementary services, such as traffic management, as MWF current provide this and other supplementary services (see Section 3) as part of their service remit.

It should be noted that the KPMG 2015 assessment included comparison of costs to the 'outsourcing' budget. Allowing 4% growth in costs, which is considered conservative to allow for increase in areas to maintain with cost increases, the 2018-19 outsourcing budget would be in the order of \$1,290,000. This is comparable to Council's current operational costs. However, the 'outsourcing' budget allowed for the spraying, slashing and mowing of verges only, and did not include a significant number of activities currently carried out by Council staff. The \$1,304,115 figure for slashing and spraying included in Table 9 is also relevant to this figure.

4.3 Engagement findings about costs

This section sets out the findings from engagement about costs and comparative contractor costs. These findings were obtained during interviews with Councillors, council staff and the MWF Manger.

During interviews, stakeholders were asked for their views about whether contractors could do a more cost effective or efficient job compared to council staff. Responses to this questioning included issues of quality, contractor management and materials and equipment.

Overall, councillors indicated that the quality of the service provided was of key importance, with the majority view suggesting service delivery and service levels being of higher important than value for money. A common theme was that Council needed to find the best way to meet community needs, indicating it is not solely about cost.

Council staff on the other hand noted that even if the MWF was contracted out, there would still need to be a supervisor position at least to manage the contracts. Appropriate levels of support are required to manage contracts, and administration and compliance issues need to be factored into account. Further, if the MWF were contractors – they would not be readily on hand for emergency response, or redeployment to other emerging services not within the contract. It was noted that in instances of cyclone and storms, Council can currently call on the MWF urgently and directly, without complex renegotiation of duties and cost etc. If the work is contracted out, Council is at risk of losing this flexible and available service when it is most needed.

Council staff also reported that there is value in having the assets of plant and equipment within Council. This means that when tasks need to be done, they can directly access the equipment, knowing it is generally serviced and available. In relation to the cost of machinery maintenance, staff acknowledged that the current situation is not ideal. However, maintenance costs are within the budget and still reportedly below the cost of contractors. Further, staff observed that the machinery is reasonably new, and there aren't any excessive maintenance bills.

Council staff also highlighted the benefits of the 'one-man, one-machine' approach. Since it was adopted it has given staff operators greater ownership and responsibility.¹⁴ Staff reported this approach encourages each team member to take care with the machinery. This in turn, lowers servicing costs as the machinery is well-looked after.

It was also noted that MWF currently assist with laying traffic count tubes when required. This too was suggested as a cost saving for Council.

Figure 12 MWF Truck – with equipment



¹⁴ Estimated to be about 70% of the time, although it is not always possible.

4.4 Section 4: Key findings

The following key findings have been drawn from the research described in Section 4.1 regarding the financial cost of the Litchfield MWF:

- The MWF consists of 8.6 FTE staff, including a manager, four permanent full-time staff and a number of casuals.
- The use of casuals provides a flexibility that addresses some of the Councillor concerns including:
 - Flexibility during the wet season
 - Arrangements for rainy-days, including ending shifts early
 - Payment only for time worked.
- The current (2019-20) MWF budget for operational expenditure is \$1,287,337, with a further \$175,000 budgeted for capital expenditure (specifically for purchase of a tractor and mower).
- The MWF budgeted and actual operating expenditure has remained relatively steady over the past four financial years.
- The MWF generally does not generate operational revenue, however in recent years capital revenue has been generated through proceeds from sales and trade-in of plant, as well as an NT Government grant of \$225,000 in 2016-17.
- A comparative analysis based on estimated costs of employing contractors indicates that the MWF provides a saving to Council of approximately \$480,000 per annum – accounting for depreciation and all staffing costs (including long service leave and other leave entitlements).
- In addition to providing Council with potential operational savings, the MWF also provides a number of supplementary services that are conventionally beyond the scope of contractors.
- The MWF are perceived to provide a high-quality service for the community, which is important to stakeholders beyond a simple financial comparison.
- Outsourcing to contractors requires considerable resourcing for contract management, including a supervisor position.

5 Summary of findings

This section sets out the overall findings of the UTS MWF service review. Having considered the context and previous review findings, this report finds that there are benefits in retaining the MWF within Council.

Other key findings related to MWF service levels and costs are set out in Section 3.7 and 4.4 respectively.

5.1 Context and previous findings

The UTS desktop review indicated that there is a financial saving to be made by retaining a MWF within Litchfield Council. The core benefits relate to increased scope of activities, and strong alignment with the other core business of local government. This finding aligns with the 2015 MWF Progress Report, which concluded that the current MWF delivered financial savings compared to contractors, as well as providing additional benefits that would be well beyond the scope of contractors.

The MWF Business Case Assessment 2015 demonstrated errors in the financial assumptions used in the MWF Business Case 2012, resulting in an over-estimation of the savings that would be made by using an in-house service. The report suggested that the more modest financial savings may not be worth the additional risks taken on by Council.

However, this report did not document the benefits of the MWF beyond a financial analysis. The UTS service review documents a number of observed MWF benefits including:

- service and operational flexibility
- responsiveness and efficiency
- enhanced communications with other parts of Council, and
- staff motivation.

This report identified that several additional services provided by the MWF that would not be generally covered by contractors. Further, the financial analysis concludes that the MWF remain less expensive to Council than contractors.¹⁵

In terms of context, it is necessary to note that consideration of the status of the MWF has been an ongoing and lengthy process. Providing clarity on the status of the MWF will be an important issue for the MWF team and resolution will be welcomed.

5.2 Key Themes from the UTS Service Review

The findings of the UTS service review can be categorised into four themes:

- efficiency
- effectiveness
- appropriateness, and
- communication.

These themes were highlighted during all stages of the review, i.e. during both data collection and desktop review and stakeholder consultations as described at Section 1.4.3.

¹⁵ There are key changes since the 2015 MWF Business Case Assessment 2015 (KPMG). The team has been reduced from eight full time staff to four, plus casuals used during the wet season.

Efficiency

The UTS service review finds that the MWF is efficient in two ways:

- 1) The MWF team is efficient in how it carries out required tasks
- 2) The MWF is a financially efficient model of service delivery overall.

The MWF service adheres to and aligns with the IPPG Service Delivery Review Manual which provides that councils improve resource use (people, materials, plant and equipment, infrastructure, buildings) and redirect savings to finance new or improved services.

Key findings include:

- A comparative analysis based on estimated costs of employing contractors indicates that the MWF provides a saving to Council of approximately \$480,000 per annum – accounting for depreciation and all staffing costs (including long service leave and other leave entitlements).
- The number of KPIs and their scope increased each year from 2015-16 to 2017-18. Overall, the MWF has performed very strongly against its KPIs, achieving all or most of its targets each year, and coming close on remaining targets.
- In addition to its core activities, the MWF also carry out a range of additional services, including conducting sign audits, removing fallen trees dangerous to traffic, reporting hazards in the community and responding to emergencies.
- The MWF demonstrated a number of other efficiency measures, including:
 - Operating as self-contained unit, not requiring other support from council staff for paperwork etc.
 - Looking for ways to help other parts of Council and cover areas that need assistance such as maintaining select reserves or the Thorak Cemetery, and mowing around the offices.
 - Applying flexibility and multi-tasking to tasks.
 - Implementing recently improved work practices.
- There are about 40 properties that do not want to have their fence lines sprayed. It would be difficult for a contractor to efficiently record, tag fences and make sure this does not happen.
- An emerging issue is how the MWF manages the seasonality of the work. On the one hand the review finds that there are a wide variety of activities able to performed in the dry season (e.g. litter, servicing guide posts and signs, repair equipment, and vegetation management on firebreaks, floodways and verges that are inaccessible during the wet season). On the other hand, there is often less team capacity during the dry season as team members are encouraged to take annual leave during this period. This however has an efficiency dimension as leave is taken during the season where there is less demand.
- There is additional scope for the MWF to take on additional duties in the future, dependent on decisions made by Council regarding reserves and related issues.

Effectiveness

The UTS service review finds that the MWF is overall effective, in that it illustrates how councils can deliver targeted, better quality services in new ways. This is specifically highlighted by the way the MWF team demonstrates care and commitment to how they undertake work.

Key findings include:

- The Litchfield Council area is well looked after. The weeds by the side of the road present as well managed and there is very little litter.

- The MWF team acts as Council ‘eyes and ears’ while out in the field, and are able to track service needs in the community. They are good at communicating what needs to be done. The team is very responsive and quick to get things done.
- All the MWF live locally and demonstrate considerable commitment to their jobs, the area and their community – including the casuals. Furthermore, the team is individually and collectively motivated to keep the community safe.
- There are many examples of where the MWF go above and beyond to ensure community safety (stopping and fixing guideposts, being proactive around signs, making sure that sight lines are kept clear, plus being conscious of slashing and fire management issues).

Appropriateness

The UTS service review finds that the MWF is appropriate, in that the MWF service meets most community needs and wants and can be adapted to meet future demands.

Key findings include:

- The MWF does multiple tasks while out at the same time. The team is also flexible and responsible. For example:
 - Repairing signs and guideposts is a core activity which illustrates the MWF’s flexibility. They have equipment on trucks to fix signs and guideposts while out doing another activity, where appropriate.
 - Routinely collecting litter.
 - Reporting road defects.
 - Undertaking fire watch duty for the last 4-6 weeks of slashing as per industry best practice.
- This saves multiple call outs or having the tasks divided in multiple ways – as would potentially happen with contractors.
- The use of casuals provides a flexibility that addresses some of the Councillor concerns (i.e. during wet season, if it rains, they go home and are only paid for the time worked).
- The team have been proven to adapt to change and take on whatever is required.

Communication

The UTS service review finds that the MWF has solid communication practices.

The key findings include:

- The MWF team has very good communication internally in Council. For example, they report issues with trees, potholes and other road hazards through creating a CRM for other departments to follow up on.
- The MWF have effective communication and good relations with other stakeholders. They are proactive liaising with rate payers, for example making sure that private owners are managing their weeds appropriately. MWF are also good at engaging with members of the community, who may advise them when something needs sorting.
- The MWF also communicate important utility and essential service issues. For example, they routinely report:
 - water leaks
 - Telstra issues including pit repairs
 - work with NTFRES and Bushfires NT to prioritise such as fire breaks.

Given the above strengths and opportunities, this report concludes that there is no immediate need to change the current delivery of the Litchfield MWF, notwithstanding the recommendations following in Section 6.

6 Conclusion and Recommendations

Synthesising the research and findings discussed in this report, the UTS review arrived at the following recommendations and options regarding the Litchfield Council MWF.

6.1 Key Recommendation: Council retain the MWF

The UTS review recommends that Council retain the MWF rather than outsource work to contractors. As summarized in Section 5, the findings from the desktop review and stakeholder consultations make clear that the MWF offers the best value approach for Council to continue to provide quality maintenance services for the local community. Specifically:

- Available evidence from contractor invoices and quotes suggests the MWF provides a financial saving to Council, albeit less than that proposed in the 2012 Business Case.
- While providing this financial benefit, the MWF also completes a broader scope of works, does so at a high level of performance, and has demonstrated ongoing efforts to improve efficiencies in order to provide even greater value for Council.
- MWF staff have high levels of local knowledge and care for their community. They communicate effectively with members of the community as well as other internal Council teams and external agencies such as NTFRES and Bushfires NT. In this sense, the MWF builds the capacity for Council to achieve well-coordinated management of roadsides and other excised land. This accords with best-practice principles for roadside environmental management outlined in Section 2.3.

Further, the ability of the MWF to coordinate with other stakeholders in its management of the roadside environment accords with the *Council Roadside Environmental Management Framework* developed by Local Government NSW.

- Council presently owns MWF plant, machinery and equipment which are valuable assets that can be used to support other activities of Council where needed.

In sum, UTS found no compelling evidence base to justify a change to the current MWF arrangements.

Further, it is important for Council to look to the future and what the MWF look likes in coming years, particularly in the context of population growth and increased urbanisation of the LGA. It is important that Council regularly reviews the KPIs set out for the MWF in future Municipal Plans to ensure that they accurately reflect the scope and scale of MWF activities.

6.2 Other Recommendations and Options

6.2.1 Consider expanding the scope of the MWF activities

The UTS review identified a number of opportunities for Council to leverage the skills, knowledge and plant/equipment of the MWF and expand the scope of work undertaken. These expanded roles have the potential to expand upon the MWF efficiencies and effectiveness documented in Section 5.

Specifically, UTS recommends giving consideration to expanded MWF roles such as :

- Assisting with Council reserves and Thorak maintenance, including those currently involving external contractors.
- Irrigation work, including potential maintenance and installation works.

- Revegetation of native flora and looking after country potentially in partnership with the community.
- Carrying out essential maintenance work, utilising MWF's equipment, for disadvantaged residents on a scaled, fee-for-service basis. For example, older residents who have limited capability or are unable to maintain their property, specifically in terms of gamba grass or firebreaks, could approach Council for assistance. This would be a positive initiative for both the residents and Council as it assists with weed and firebreak management in the LGA

Naturally, any expansion of MWF roles would need to be individually costed with a careful assessment of those that could be accommodated within existing resources and those requiring additional resources – both in terms of labour and equipment. Clearly, any increase in staffing is likely to require an increase in equipment, and visa versa, given the one person per machine relationship.

6.2.2 Consider opportunities for MWF resource sharing and fee-for-service activities

The UTS review identified scope for Council to consider, now or in the future, either sharing its MWF capabilities and/or resourcing and equipment and/or investigating shared service models.

In terms of resource sharing and resource maximisation, Council could consider opportunities for the MWF to be sub-contracted or tasked on a fee-for-service to undertake regular or ad hoc works on behalf of another entity such as:

- NT Government regarding servicing drainage reserves, easements or road works
- Telstra maintenance or upgrades including work around Telstra pits.

6.2.3 Consider opportunities for MWF to offer shared-service arrangements

UTS identified some scope for Council to investigate ways in which MWF could offer shared service models, potentially involving shared personnel, equipment or capital and/or undertaking joint projects.

The key aims of resource sharing are to provide economies of scale, economies of scope, improved service quality, organisational development and increased strategic capacity. In other Australian councils, this model has been shown to achieve significant financial savings.¹⁶

In the case of the MWF, resource sharing may take the form of:

- Litchfield MWF staff carrying out tasks for neighbouring councils
- Litchfield Council renting MWF plant and equipment assets to a neighbouring council.

Resource sharing may provide an additional revenue stream for Council and thus add further value to the MWF. Depending on capacity constraints (in terms of both staff and plant/equipment), the MWF may need to be expanded in order to pursue a resource sharing model.

6.2.4 Continue stakeholder engagement

UTS identified opportunities for Council to continue to engage with the community to raise awareness of the role of the MWF, and potentially explore opportunities for fee-for-service.

Raising awareness of the scope and scale of MWF activities is particularly important given findings from the stakeholder consultation. Despite evidence that the MWF is well regarded within the community and has strong communication skills, there appears to remain a lack of understanding within some segments of the community about what the MWF does. Engaging the community will have multiple benefits, including:

¹⁶ For an overview of resource sharing models and case studies, see https://www.uts.edu.au/sites/default/files/Resource+sharing+high+level+summary_UTS+CLG+Nov+2016.pdf

- Increased customer confidence that Council is providing a best-value approach to service provision through the MWF.
- Improved coordination between the MWF and landowners in maintenance of verges.
- Improved roadside environmental management overall, as residents learn to adopt behaviours that support the efforts of the MWF (e.g. awareness of the impact of littering could reduce the volume of litter collection work required of the MWF), in turn increasing efficiency for the team.
- Building the capacity for basic community monitoring and reporting (e.g. via mobile phone apps) of issues (e.g. littering, fallen trees) to assist the responsiveness of the MWF.

Specific activities might include providing educational material in various forms and at various locations such as: on council websites, in rates notices, through media stories, in brochures and factsheets available at local libraries and shopping centres, and through presentations to local schools and community groups.

In addition, there needs to be more conversation in the community about verge mowing, weed control, sightlines, hazard reduction and slashing as safety rather than amenity issues.

Finally, there are opportunities to consider MWF when engaging with local Landcare groups specifically in undertaking restoration works, weed control and native vegetation planting.

6.2.5 Development of additional resources

A last though potentially valuable option to Council is making available additional resources to assist the community to complement Council's activities. Specifically this might include producing a community roadside management handbook¹⁷ designed to educate the general community on roadside environmental values and behaviours, and raise awareness of the scope and scale of Council's service provision through the MWF.

Such a resource could include details on the strategic approaches adopted by the MWF in relation to its slashing and weed management activities, as well as information on its schedule of works across the LGA each year. This may help avoid scenarios such as that described in Section 3.6.2.5 whereby landowners may conduct their own verge maintenance, unaware that the MWF is scheduled to provide that service in their area.

¹⁷ Such as that developed by Campaspe Council in Victoria; available at: <https://www.campaspe.vic.gov.au/assets/Live-tab/Community-Roadside-Management-Handbook.pdf>

Appendix A – Overview of data sources

Data source	Purpose
<p>Previous reviews of the MWF including:</p> <ul style="list-style-type: none"> - MWF Business Case 2012 (by Council) - MWF Progress Report 2015 (by Council) - MWF Business Case Assessment 2015 (by KPMG) <p><i>Provided by Council</i></p>	<p>Provided context to the current service review.</p>
<p>Litchfield Council Annual Reports 2015-16 to 2018-19</p> <p><i>Retrieved from Litchfield Council website</i></p>	<p>Provided an overview of the performance of the MWF over the previous year, both financially and against KPIs.</p> <p>Listed key achievements of the MWF over the previous year and provided brief overviews of MWF activities.</p>
<p>Litchfield Council Municipal Plans 2015-16 to 2019-20</p> <p><i>Retrieved from Litchfield Council website</i></p>	<p>Provided similar material to Annual Reports, however Municipal Plans are forward-looking, outlining the budget and key outputs expected from the MWF team over the next year, including corresponding performance measures and targets.</p>
<p>Litchfield Council Community Survey Reports – 2008, 2012, 2017, 2018</p> <p><i>Retrieved from Litchfield Council website</i></p>	<p>Provided measures of community satisfaction with various Council service categories, including roadside maintenance and weed management.</p>
<p>Itemised annual budgetary data for the MWF from 2015-16 to 2018-19</p> <p><i>Provided by Council</i></p>	<p>Provided a detailed breakdown of budgeted and actual expenditure and revenue by resource categories (e.g. salaries, plant service and repair, depreciation, etc.) for the MWF, enabling tracking of changes in expenditure.</p>
<p>Written documentation from current and previous MWF managers</p> <p><i>Provided by Council</i></p>	<p>Provided evidence of changes in service levels and efforts to improve efficiency in service delivery.</p>
<p>Quotes and invoices from contractors</p> <p><i>Provided by Council</i></p>	<p>Enabled comparison of contractors with the MWF in terms of the cost to Council of providing services.</p>
<p>Received customer requests by calendar year</p> <p><i>Provided by Council</i></p>	<p>Provided counts of different types of customer requests relating to the MWF. This helped establish the demand for MWF services.</p>

Data source	Purpose
<p>Examples of community feedback on MWF service provision in email form</p> <p><i>Provided by Council</i></p>	<p>Provided evidence of MWF performance and community perceptions of the quality and efficiency of MWF work.</p>
<p>Interviews with Litchfield Council staff, including:</p> <ul style="list-style-type: none"> - Individual interviews with the current MWF Manager and the current Director Infrastructure and Operations. - One group interview with three of the four current permanent staff in the MWF team. <p><i>Conducted by UTS</i></p>	<p>Revealed stakeholder perceptions of service levels, priority service improvement areas, strengths, weaknesses, opportunities and challenges.</p>
<p>Phone interviews with all five Litchfield Councillors</p> <p><i>Conducted by UTS</i></p>	<p>Revealed councillor understandings of the MWF, identified any councillor concerns or issues with the way in which the service is delivered and identified councillor suggestions for improvements to the team.</p>
<p>Benchmarking interviews (both via phone and written responses) with staff from City of Palmerston and Wagait Shire councils</p> <p><i>Conducted by UTS</i></p>	<p>Provided comparative information on how other councils deliver services relevant to the MWF such as roadside slashing and weed management.</p>



COUNCIL REPORT

Agenda Item Number:	15.4
Report Title:	Shared Path Plan
Recommending Officer:	Nadine Nilon, Director Infrastructure & Operations
Author:	Rodney Jessup, Development Engineer
Meeting Date:	15/04/2020
Attachments:	A: Shared Path Plan

Executive Summary

This report presents to Councillors the draft Shared Path Plan for adoption. The Shared Path Plan has been developed to identify Council's existing pedestrian and cycle path network, gaps in the current network, and provide future direction for upgrading to connect people and places.

The Shared Path Plan considers key community attraction points, as well as bus services. In consideration of those factors and the existing network, a proposed network that addresses the gaps in the current network was produced, with prioritisation based on safety, connectivity, and community purpose factors. Subsequent existing network upgrades and new network expansion lists have been developed.

It is recommended that Council adopt the Shared Path Plan and begin programming repairs and maintenance works, as well as planning for future network upgrades, in accordance with the plan.

Recommendation

THAT Council:

1. adopt the Shared Path Plan included as Attachment A to this report; and
2. authorise the Chief Executive Officer to make minor editorial changes as required.

Background

Council's 2018-2022 Strategic Plan documented the need to improve safety and connectedness with pedestrian and cyclist infrastructure, where possible and affordable. In meeting this need, it was identified that Council had limited knowledge of its existing pedestrian and cyclist infrastructure and the shortfalls within the overall network.

In the 2019-20 Municipal Plan, Council allocated \$25,000 as a New Initiative to 'Review existing pathway network into and throughout the Municipality to identify future connections to improve pedestrian and cyclist transport links' through development of a Shared Path Plan.

Development of the Shared Path Plan, included as Attachment A, included the following:

- Research report assessing the existing and potential paths,
- Identification of route hierarchy,
- Principles for prioritisation,

- Identify the proposed network with priorities and cost estimates, and
- Field confirmation of the proposed network.

As part of the research component, a saddle survey (involving cycling along the existing paths) was completed to assess the existing network, its gaps, and its current condition. Results of the saddle survey (which are provided as an attachment to the Shared Path Plan) identified safety issues, as well as repairs and maintenance matters, for the existing network.

The survey overall identified the need for regular inspections of the network for hazards and maintenance, in particular tree branches, tree overgrowth, sediment, and general cleanliness of the paths.

Analysis of the existing path network resulted in the following seven major geographical groupings of networks in the municipality:

- Holtze Area (including Knuckey Lagoon),
- Howard Springs Area,
- Coolalinga Area,
- Virginia Area,
- Girraween School Area,
- Humpty Doo Area, and
- Berry Springs Area.

Key attractors within these areas include education facilities, health centres, recreational facilities, council reserves, and civic amenities. Regular bus services, including regular stopping points and school bus routes were also considered.

The Plan also identifies key Northern Territory Government (NTG) shared pathways and potential locations for expansion of these pathways to connect Litchfield Council's network with the surrounding areas. These details, along with the Shared Path Plan itself, will be provided to NTG to present Council's priorities for their planning.

Links with Strategic Plan

Everything You Need - Roads and Transport

Legislative and Policy Implications

Not applicable to this report.

Risks



Service Delivery

Additional management and maintenance works for existing paths will be required, particularly in carrying out regular inspections of the current and proposed infrastructure. Project management will also be required to facilitate the development new links. Time will be required for Council staff to undertake and/or coordinate consultants to manage these tasks.

Financial

In adopting the Shared Path Plan, there will be whole of life costs of long-term management of the existing and new assets. Council will need to consider construction and on-going maintenance costs in future Council budgets.

Community

The Shared Path Plan identifies proposed networks. The implementation time frames for the proposed network should be clearly communicated to the community to manage expectations for maintenance works and construction of new facilities.

Financial Implications

There is currently no dedicated funding for improvements in accordance with the Shared Path Plan. Council should consider inclusion of the first priorities from the Shared Path Plan New Path Priorities List in the 2020-21 Council budget or future budgets. The first year of works is anticipated at \$100,000, plus \$80,000 to continue with the next stage of replacing the existing Whitewood Road footpath.

The Long-Term Financial Plan has an allowance for the Shared Path Plan Priorities List, which will be reviewed as part of future budget considerations.

Community Engagement

Not applicable to this report.

Litchfield Council

Shared Path Plan

Road Subdivision

DC1917



Prepared for
Litchfield Council

20 March 2020

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1 Introduction

Cardno has been commissioned by Litchfield Council to prepare a Shared Path Plan for the footpath and Shared Path network within the Litchfield Council Municipality. The Municipality has identified the need to develop a Shared Path Plan to provide an overview of the existing gaps in the network and identify opportunities to expand and improve it. This requires the development of a framework to identify opportunities and constraints associated with the existing infrastructure network and propose potential expansions of this network in the future.

This framework is complemented by a detailed implementation program and associated estimate of costs.

To assist in identifying feasible, cost effective solutions for the Municipality, Cardno completed a saddle survey of each of the existing Shared Paths within the network, as well as nearby attractors and generators. This site-based review of the existing infrastructure is designed to identify potential routes for improvement, assess the feasibility of potential route alignments and upgrade recommendations and assess the likely increase in cycling and walking demand expected to eventuate following improvements.

As detailed within the Austroads guidelines, pedestrian paths (known as 'Footpaths') are generally reserved for use by pedestrians, people in wheelchairs, mobility scooters and personal mobility devices, such as walking frames; and Shared Paths provide for movement of pedestrians and cyclists within the same path space. Shared Paths are the most common form of off-road path in Australia. For the purpose of this assessment, Cardno will consider all paths as Shared Paths unless the contrary is stated.

1.1 Background

The Municipality is located on the outskirts of Darwin and has approximately 7km of footpath network and 7km of Shared Path network across its over 600km road network. This Shared Path Plan has been prepared in accordance with the *Austroads Guidelines*, *Litchfield Council Development and Subdivision Standards*, the *Litchfield Subregional Land Use Plan 2016*, the *Strategic Plan 2018-2022*, and the *Darwin Shared Path and Bicycle Lane Technical Notes*.

This Shared Path Plan seeks to develop a clear and concise network of routes to encourage cyclists and pedestrians by providing for safer and more convenient routes.

1.2 Need for the Study

Cardno was engaged to undertake this consultancy as the Litchfield Council has highlighted a desire to identify the gaps in the current network to plan to provide a more efficient and connected network.

As stated in the Litchfield Strategic Plan 2018-2022, Council is committed to 'encourage alternate modes of transport, improve safety and connectedness with pedestrian and bike infrastructure where possible and affordable'.

This Shared Path Plan will provide information on the planning, capital works programs and connection to the existing paths to provide a greater level of connectivity throughout the Litchfield Municipality. There are existing path networks located on:

- | | | |
|------------------------|--------------------|------------------|
| > Anglesey Road | > Biddlecombe Road | > Carruth Road |
| > Challoner Circuit | > Constant Street | > Dili Court |
| > Fairweather Crescent | > Freds Pass Road | > Girraween Road |
| > Grice Crescent | > Havelock Street | > Herkes Road |
| > Nightjar Road | > Patsalou Road | > Smyth Road |
| > Thorngate Road | > Whitewood Road | |

This Shared Path Plan has been developed in accordance with the following publications and standards:

- > Austroads Guidelines;
- > Super Tuesday Bike Count- Bicycle Network Palmerston;
- > Darwin Shared Path and Bicycle Lane Technical Notes;
- > Litchfield Council Development and Subdivision Standards;
- > Litchfield Strategic Plan 2018-2022;
- > Northern Territory Planning Scheme

- > Coolalinga Rural Activity Centre - Litchfield Subregional Land Use Plan 2016;
- > Howard Springs Rural Activity Centre – Litchfield Subregional Land Use Plan 2016;
- > Humpty Doo Rural Activity Centre - Litchfield Subregional Land Use Plan 2016;
- > Berry Springs Rural Activity Centre – Litchfield Subregional Land Use Plan 2016;
- > Girraween Service Node - Litchfield Subregional Land Use Plan 2016;
- > Humpty Doo Rural Activity Centre - Northern Territory Planning Commission;
- > Draft Holtze Area Plan; and
- > Towards an Area Plan for Humpty Doo Rural Activity Centre.

The Shared Path Plan will guide development of a safe, comfortable, attractive, direct and integrated network connecting schools and community facilities, Council reserves and attractions within and surrounding the Municipality.

The Shared Path Plan will provide direction for future network expansions and potential connections to Community sports facilities and educational facilities in addition to the promotion and development of cycling tourism opportunities/activities/destinations.

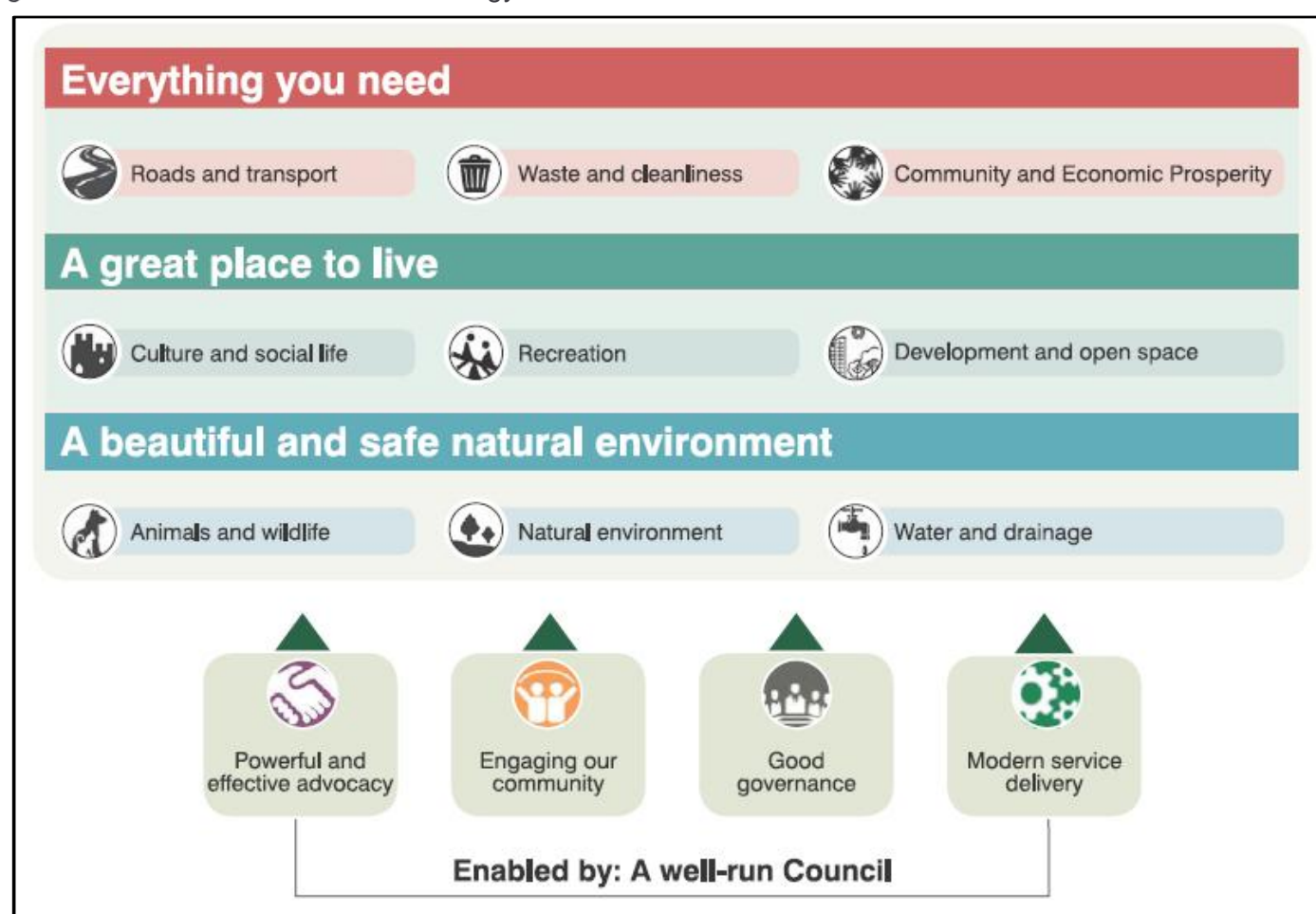
The Shared Path Plan addresses the following areas and objectives for the Municipality:

- > Identification of routes that efficiently and effectively service and connect the current paths;
- > Identification of safe routes to surrounding schools;
- > Provision of connections to key attractions including sporting, recreational and shopping facilities, and tourist attractions;
- > Defining gaps in service and plans for future growth corridors;
- > Enhancing connections to the available recreational and tourism tracks and trails; and
- > Encouraging a more active population through recreational walking and cycling options.

1.3 Council Vision and Objectives





Litchfield Council has detailed through its Strategic Plan 2018-2022 three priority areas and nine outcomes that will have a direct impact on the community. Each outcome will be achieved by Council investing time, money or effort.

Figure 1-1 Litchfield Council Strategy 2018-2022



Source: Litchfield Council Strategic Plan 2018-2022

Figure 1-2 Detailed Strategy 2018-2022

Everything you need		Council's six roles						Plans that support this Priority area
		Advocacy	Community Engagement	Fund	Regulate	Service Delivery	Partner	
	Roads							
	Manage traffic movement and promote road safety within local roads with a maintenance and renewal program, at an acceptable service standard and cost.							10 Year Road Programme (to be developed)
	Obtain external funding for the top four road priorities – Productive Roads Project							Litchfield's Productive Road Development Project (to be developed)
	Roads surrounding schools are safe for children and families.							
	Influence traffic management and road safety on arterial roads under the control and management of NTG.							
	Encourage alternate modes of transport, improve safety and connectedness with pedestrian and bike infrastructure where possible and affordable.							
	Waste and cleanliness							
	Minimise waste-to- landfill with a focus on improved recycling.							5 Year Waste Strategy
	Continuously improve the quality and efficiency of roadside (verges) management.							
	Together with other TOPROC councils, gain NTG support and funding for a regional emergency waste facility.							
	Community and Economic prosperity							
	Develop a Litchfield tourism identity that recognises its assets and history							10 Year Tourism Strategy (to be developed)
	Promote and support economic development in designing and programing Council service delivery (e.g. road maintenance).							
	Support Litchfield businesses to prosper and thrive through effective relationships with Council that ultimately assist businesses in gaining grants and support from NTG and other levels of government.							
	Support women operating or working in business to network and develop through the Council's Women in Business Network.							
	Community and Economic prosperity / Contd.							
	Promote economic development and support working parents through encouraging increased child care places and options.							
	Support our older residents to remain in our Municipality as their needs change with appropriate aged care facilities.							
	Work with NTG to establish Community Centres to support community life.							
	Advocate for new and upgraded mobile base stations to ensure all Litchfield residents and businesses have access to efficient telecommunications.							
	Ensure the Thorak Regional Cemetery is efficient and effective.							

Source: Litchfield Council Strategic Plan 2018-2022

The promotion of walking and cycling can greatly assist and contribute to Litchfield's outcome of being a safe and liveable community by having well connected networks. This Shared Path Plan provides the "Vision" and sets the framework for the policy direction for cycle/pedestrian infrastructure provision to encourage cycling and walking as a commuting alternative both in, and around the Municipality.

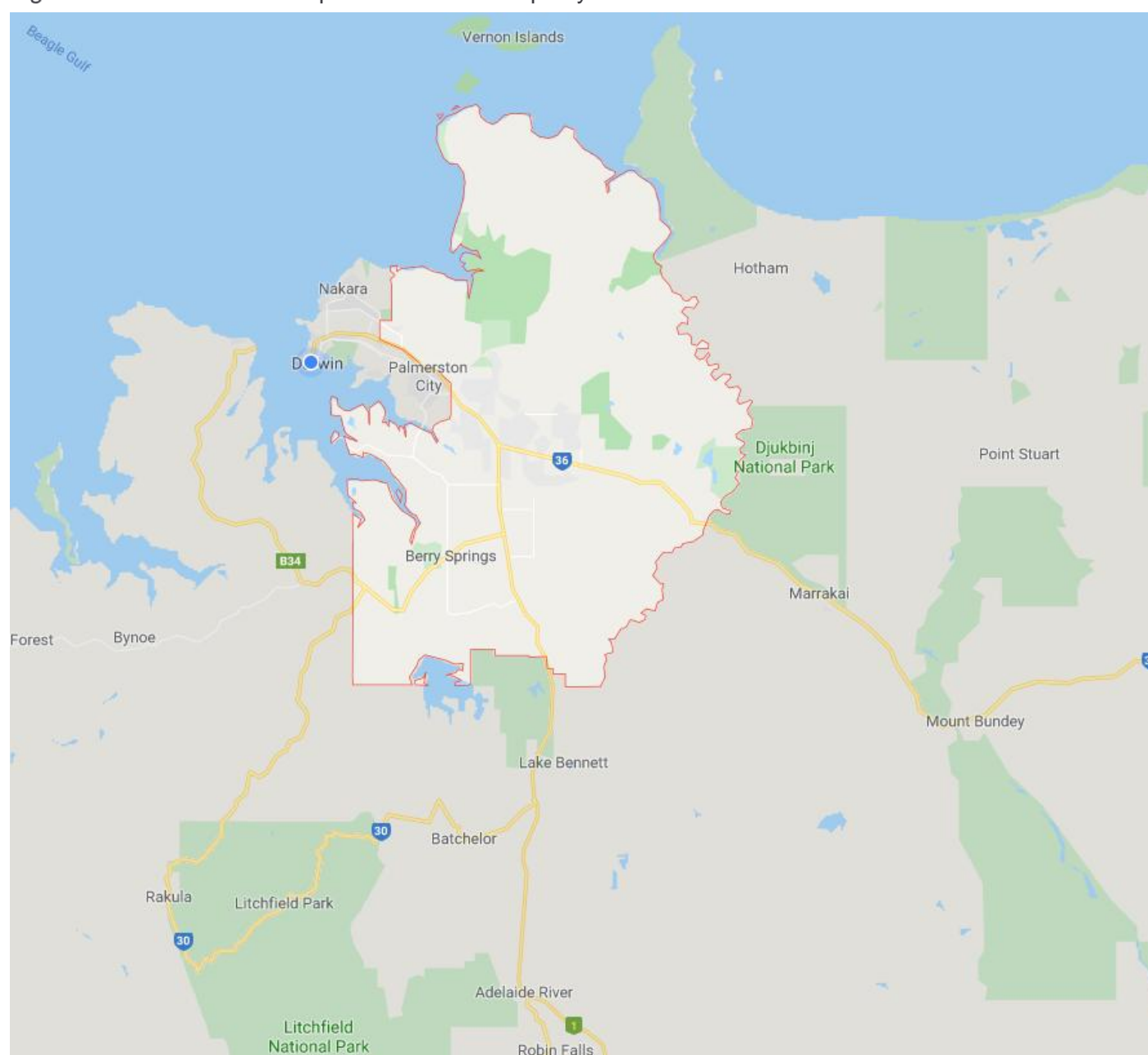
The primary purpose of the Shared Path Plan is to identify the deficiencies in the current network to develop a coordinated and strategic approach to delivering future Shared Path's infrastructure in order to encourage users to utilise alternate modes of transport.

2 Study Area

Litchfield Municipality is situated 25km from Darwin and 100km from Litchfield National park. Litchfield is recognised as 'rural area', with properties typically being on larger block sizes. The Municipality is bounded by the Adelaide River to the East, Van Diemen Gulf to the North, Coomalie Shire to the South and the City of Darwin and Palmerston to the Northwest. Both the Stuart and Arnhem Highways run through the region offering easy access to Darwin, Litchfield National Park, Katherine, Kakadu and Jabiru.

Spread over 3,100km², Litchfield is rapidly growing and is currently home to over 25,500 people. Litchfield residents enjoy a rural lifestyle which combines a mix of rural residential, horticultural, agricultural and industrial interests within its boundaries.

Figure 2-1 Location Map - Litchfield Municipality

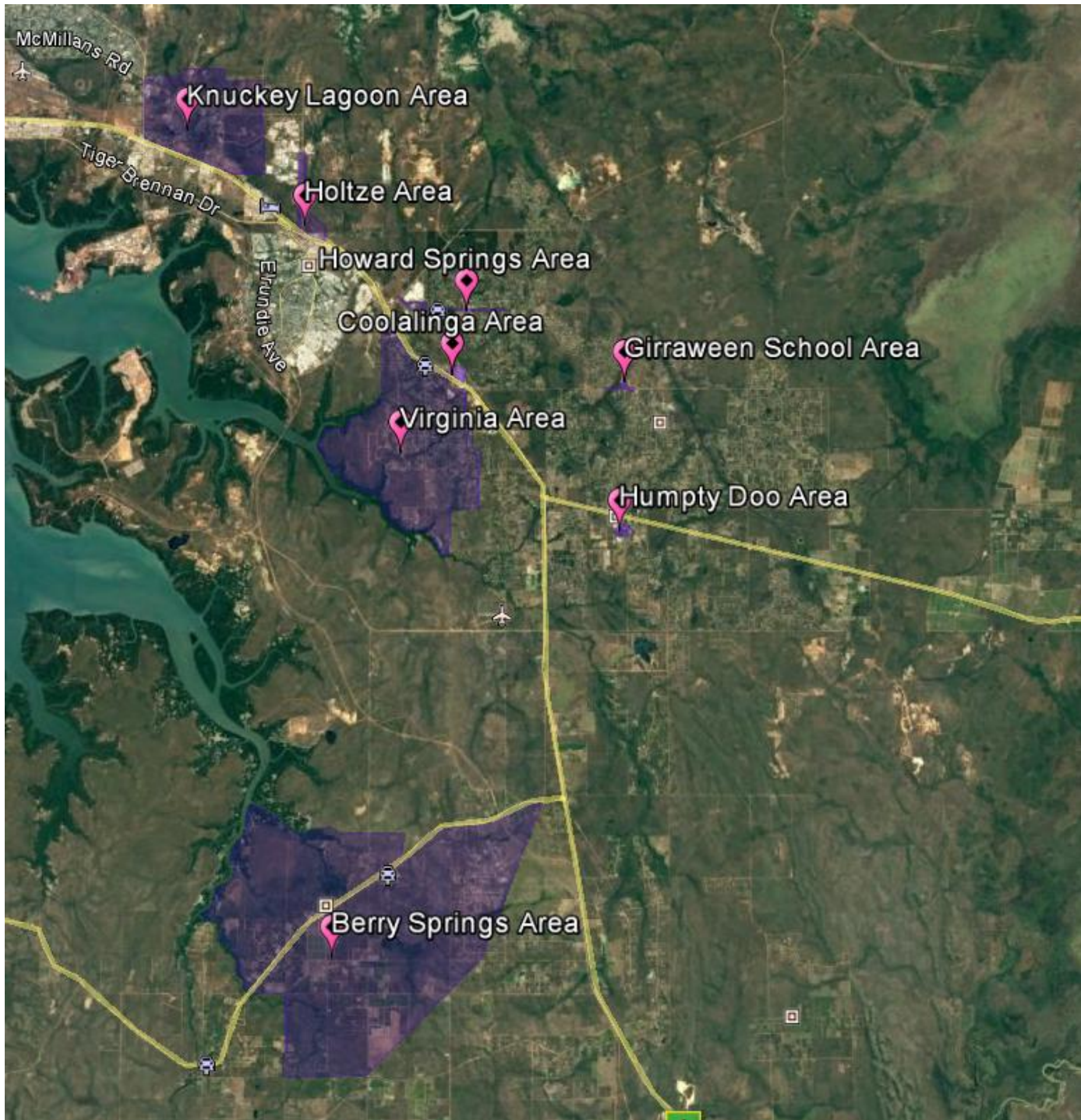


Source: Google maps 2019

The municipality has several main geographical locations where its path network is currently developed or this report is proposing future path networks. These geographical locations are listed below and depicted in Figure 2-2 however it is noted that these represent the individual study areas assessed as part of this project and not the registered boundaries of the various regions.

- > Holtze Area (including Knuckey Lagoon);
- > Howard Springs Area;
- > Coolalinga Area;
- > Virginia Area;
- > Girraween School Area;
- > Humpty Doo Area; and
- > Berry Springs Area.

Figure 2-2 Location of the areas



Source: Google Earth

2.2 Population data

The Census results for 2016 for the municipality were analysed to gain a greater understanding of the community and its behaviours. According to the 2016 Census, the majority of the population aged 15 or over travelled to work via car as a driver (62.8%) or as a passenger (4.5%). 8.2% travelled by bus and only 3.9% said they walked to work.

Table 2-1 Travel to work, Top responses 2016 Census

Travel to work, top responses <i>Employed people aged 15 years and over</i>	Litchfield (M)	%	Northern Territory	%	Australia	%
Car, as driver	7,362	62.8	61,874	60.3	6,574,571	61.5
Bus	961	8.2	4,872	4.7	323,201	3.0
Car, as passenger	525	4.5	6,947	6.8	489,922	4.6
Worked at home	491	4.2	2,653	2.6	503,582	4.7
Walked only	459	3.9	8,683	8.5	370,427	3.5
People who travelled to work by public transport	1,245	10.6	6,555	6.4	1,225,668	11.5
People who travelled to work by car as driver or passenger	8,210	69.9	70,991	69.1	7,305,271	68.4

In Litchfield (M) (Local Government Areas), on the day of the Census, the most common methods of travel to work for employed people were: Car, as driver 62.8%, Bus 8.2% and Car, as passenger 4.5%. Other common responses were Worked at home 4.2% and Walked only 3.9%. On the day, 10.6% of employed people used public transport (train, bus, ferry, tram/light rail) as at least one of their methods of travel to work and 69.9% used car (either as driver or as passenger).

Source: Australian Bureau of Statistics 2016 Census

Almost 40% of the dwellings have 3 or more vehicles registered, 36.9% have 2 and 18% have 1. Only 1.9% of the dwellings informed not having vehicle.

Table 2-2 Number of registered motor vehicles per dwelling 2016 Census

Number of registered motor vehicles	Litchfield (M)	%	Northern Territory	%	Australia	%
None	117	1.9	6,948	10.7	623,829	7.5
1 motor vehicle	1,114	18.0	20,562	31.6	2,881,485	34.8
2 motor vehicles	2,282	36.9	22,357	34.4	2,999,184	36.2
3 or more vehicles	2,344	37.9	11,813	18.2	1,496,382	18.1
Number of motor vehicles not stated	332	5.4	3,389	5.2	285,197	3.4

In Litchfield (M) (Local Government Areas), 18.0% of occupied private dwellings had one registered motor vehicle garaged or parked at their address, 36.9% had two registered motor vehicles and 37.9% had three or more registered motor vehicles.

Source: Australian Bureau of Statistics 2016 Census

Regarding education, in Litchfield Municipality 47.3% of people were attending an educational institution at the time of the Census. Of these, 19.1% were in primary school, 14.6% in Secondary school and, 9.3% in a technical or tertiary institution.

Table 2-3 Education 2016 Census

Education	Litchfield (M)	%	Northern Territory	%	Australia	%
Preschool	253	2.8	3,707	4.6	347,621	4.8
Primary - Government	1,236	13.4	15,160	18.6	1,314,787	18.2
Primary - Catholic	207	2.3	2,632	3.2	380,604	5.3
Primary - other non Government	316	3.4	2,570	3.2	231,490	3.2
Secondary - Government	752	8.2	8,233	10.1	827,505	11.5
Secondary - Catholic	152	1.7	2,070	2.5	338,384	4.7
Secondary - other non Government	428	4.7	2,911	3.6	280,618	3.9
Technical or further education institution	340	3.7	3,045	3.7	424,869	5.9
University or tertiary institution	518	5.6	8,054	9.9	1,160,626	16.1
Other	141	1.5	1,655	2.0	198,383	2.8
Not stated	4,847	52.7	31,342	38.5	1,707,023	23.7

In Litchfield (M) (Local Government Areas), 38.5% of people were attending an educational institution. Of these, 19.2% were in primary school, 14.5% in secondary school and 9.3% in a tertiary or technical institution.

Source: Australian Bureau of Statistics 2016 Census

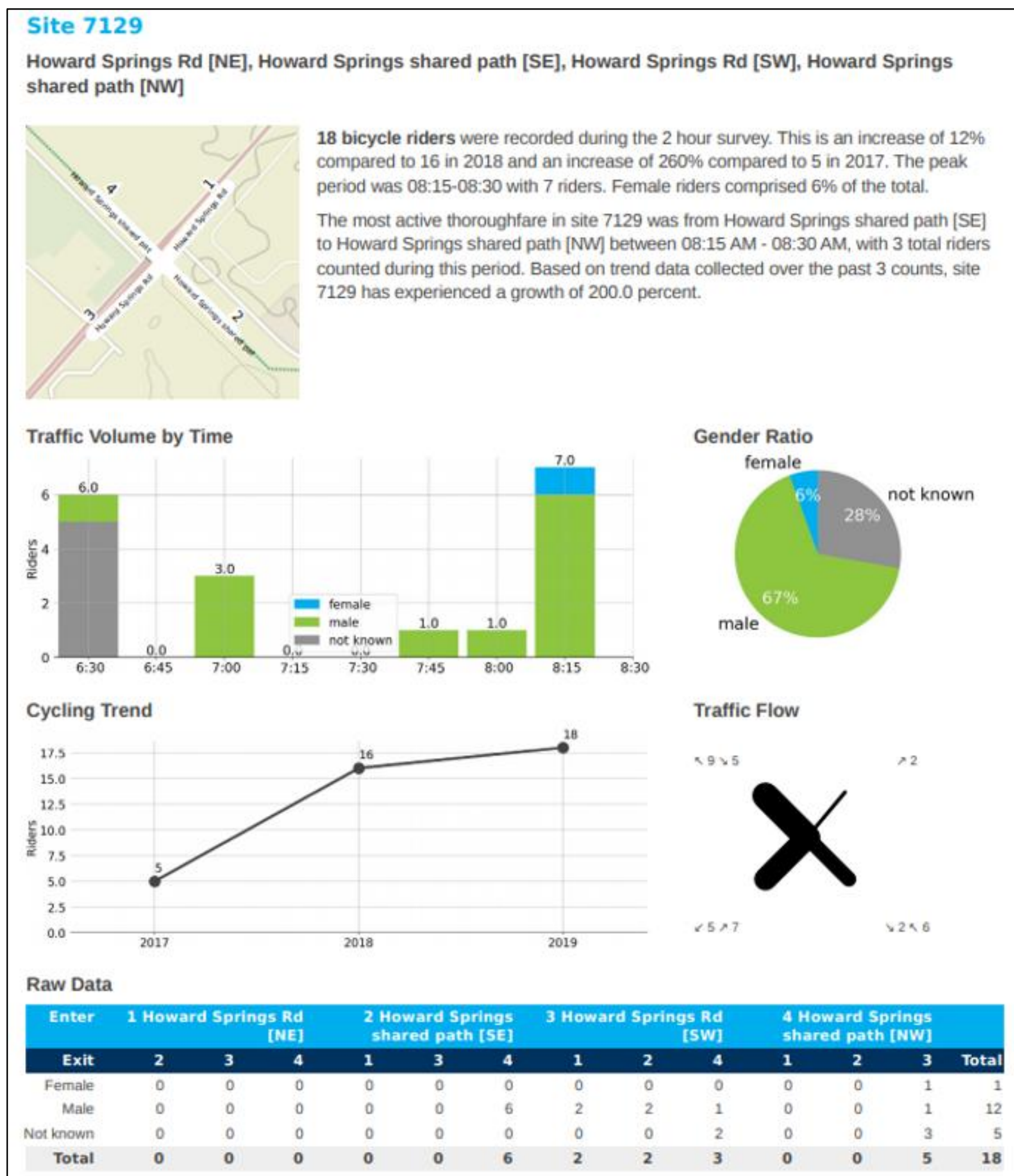
2.3 Super Tuesday Bike Count- Palmerston 2019

Bicycle Network is Australia's biggest bike riding organization. Since 2007 the organization has been conducting bicycle counts at key intersections selected by local governments. The count has been named *Super Tuesday and Super Sunday*.

The count records volumes, gender, and movement flow of people on bikes. This information reflects up-to-date cycling activity and trends. The 2019 count was conducted on 03 September between 6:30am and 8:30am.

Within Litchfield Municipality there was one counting point at the crossing point at Howard Springs Rd / Howard Springs Shared Path and the results are presented below.

Figure 2-3 Super Tuesday 2019 counts Howard Springs



Source: Bicycle network. Super Tuesday Bike Count – Palmerston 2019

In total, 18 cyclists were recorded using the Shared Path during the two hours survey. Although there was an incremental increase in the number of cyclists compared to previous years, the volume of users is considered low for the area.

3 Planning for Pedestrians and Cyclists

Austroads recognises that walking and cycling have significant roles in transport systems through Australia and are expected to make an important contribution to the well-being and transportation of people in the future.

3.1 NT Legislature

As stated on the Darwin Regional Transport Plan 2018, in the Northern Territory, *all paths are Shared Paths which means that cyclists and pedestrians can use all paths. 'Footpaths' can be used by cyclists and 'cycle paths' can be used by pedestrians, effectively extending the active transport network of paths. Except for a restricted number of high use, recreational paths, the Shared Path network currently meets existing levels of demand. However, as Darwin's population grows and the number of people cycling and walking increases, the Shared Path network may need to evolve to provide separately for cyclists and pedestrians.*

Regarding road users, Austroads- Guide to Road Design Part 6A presents the category of users of Shared Paths.

Table 3-1 Category of users of Shared Paths

Category of user	Specific users within category
Pedestrians	Children Elderly People pushing prams & strollers Family groups Dog walkers Joggers
Cyclists	Children Families Adults Individuals & groups Power assisted bicycles
Users with disabilities (vision, hearing mobility, & cognitively impaired users)	Pedestrians Sporting users Manual wheelchair users Electric wheelchair/scooter users
Small-wheeled vehicle users	Children's pedal/motorized/electric cars In-line skaters Skate boarders Foot scooters
Others	Organized events Maintenance workers Horse riders Anglers

Source: Austroads

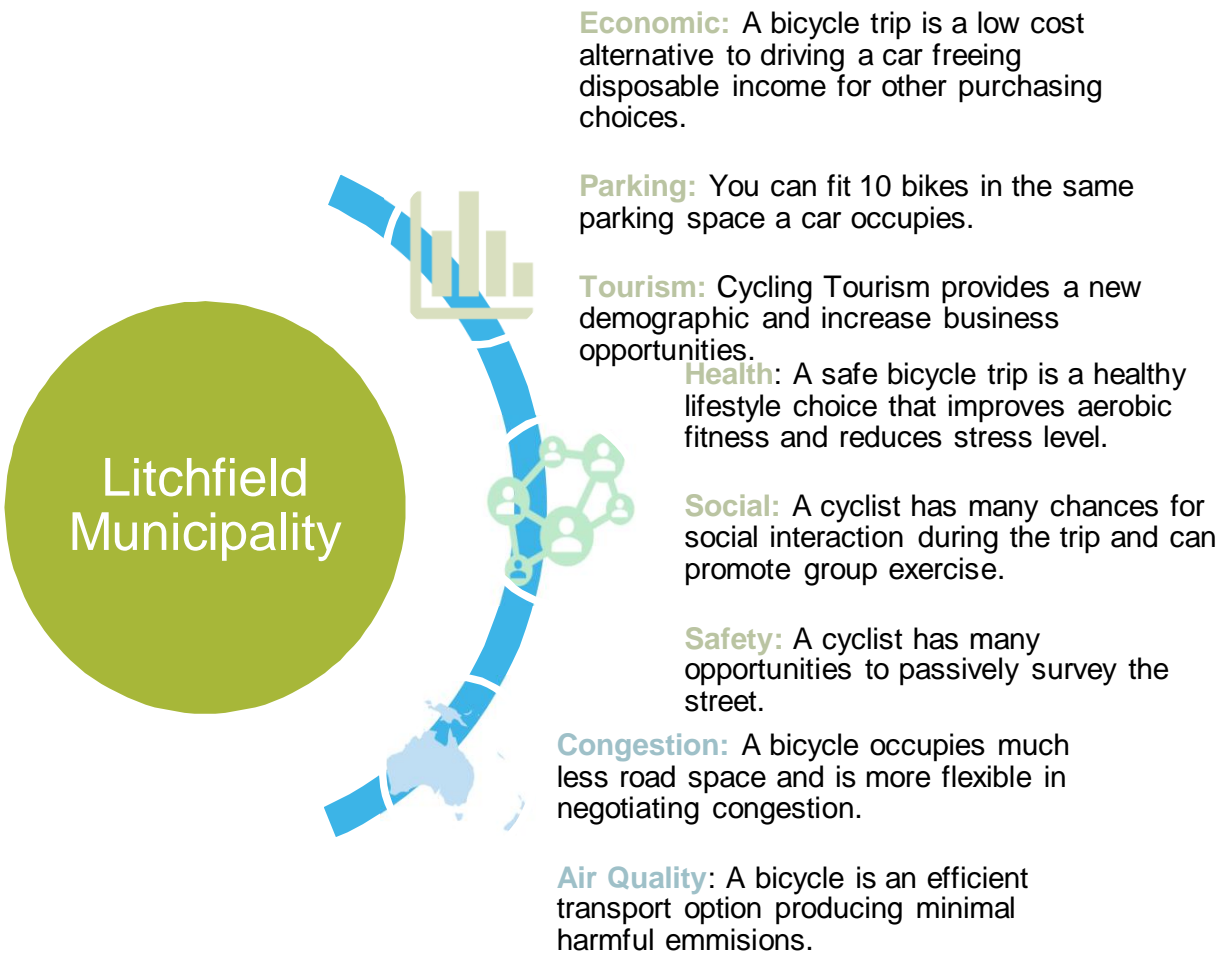
3.2 Benefits of Walking and Cycling

The Department of Health recognised that the benefits of regular physical activity or exercise include reducing the risk of health conditions, Type 2 diabetes, certain forms of cancer, depression and some injuries.

In Australia, walking is one of the most popular forms of activity. The Bureau of Statistics reports that overall Australians aged 15 years and over exercise 42 minutes per day on average, the largest part of which consisted of walking for transport and for exercise.

Cycling is undertaken for both commuting and recreational purposes in the Municipality. Given the many benefits of cycling, there is considerable potential to increase the uptake of active transport modes particularly as a viable commuter transport choice. Recreational cycling also has potential to increase tourism with the global increasing popularity of cycling tourism. Some of the benefits of increasing Cycling as a commuter mode of transport are presented in the figure below.

Figure 3-1 Benefits of Cycling



By providing appropriate Shared Paths within the Litchfield Municipality, residents and visitors can benefit from all the health benefits that walking or cycling provide.

3.3 Type of Cyclists and their Requirements

Bicycle mode choice is dependent upon a number of factors including population demographics, topography of the region, weather effects and available cycling infrastructure. Cycling is increasingly becoming a viable alternative to other transport modes for all purposes, with increases in commuting, recreational and other general-purpose trips for all ages. However, cycling infrastructure must be provided to facilitate cycling activities by all. For this reason, infrastructure should be designed to cater for the requirements of a number of types of cyclist. For the purposes of this Shared Path Plan, cyclists have been broadly categorised into three main groups as shown in **Table 3-2**.

Table 3-2 Types of Cyclists and their Requirements

Cyclist Type	Cycling Profile
Casual Cyclists	Casual cyclists predominantly consist of family groups and young / inexperienced cyclists who tend to use the off-street path network to minimize conflict with motor vehicles. It is likely that casual cyclists will not travel a great distance, but rather tend to cycle for errands and other specific tasks, as well as for fitness and recreation.
Commuter Cyclist	Commuters have a different and well-defined set of needs, tending to travel within the roadway, sharing the road with vehicular modes in preference on off-street cycling infrastructure. Commuters tend to be habitual riders with experience and confidence in road riding. Travel speed is generally higher than what casual cyclists achieve which makes them more suited to riding along the roadway, rather than along the pedestrian network.
Recreational Cyclists	Recreational cyclists comprise of those who ride for fitness and as part of social riding groups. These cyclists tend to be relatively confident riders capable of reaching higher speeds. Recreational riders can also constitute casual riders accessing recreational paths

with friends and family, for recreation or fitness purposes. Cycling speeds tend to be very slow with cyclists preferring high quality off-street paths.

3.4 Shared Path facilities

A Shared Path is provided where pedestrians and cyclists share the same path space. A Shared Path may be appropriate where demand exists for both a pedestrian path and a bicycle path but where there is a low number of pedestrians or cyclists and the use is not expected to be sufficiently great enough to provide separate facilities.

Shared Paths are the most common form of off-road path in Australia where cyclists and pedestrians share the same path. Shared Paths need to be built wide enough to cater for the existing and future cycling volumes. The following criteria for Shared Paths are provided within the Austroads Guide to Road Design Part 6a: Paths for Walking and Cycling:

- > Regional paths should be 4.0 m wide to permit the cyclist groups/couples to pass pedestrian couples or other cyclist groups, or to permit cyclists travelling in opposite directions to pass pedestrians with convenience and safety. However, it should be noted that in some jurisdictions, cyclists may be prohibited from riding side-by-side on Shared Paths.
- > 2.5 m and 3.0 m are the absolute minimum widths for paths having a predominant purpose of commuting and recreation respectively, during periods of peak use.
- > 2.0 m is an acceptable path width where the path has a very low use at all times and on all days, where significant constraints exist limiting the construction of a wider path.
- > 3.0 m is the minimum path width for a path where high speeds occur.

While these widths are provided, it is acknowledged that there may be locations where this is not achievable, and that this should not exclude a vital, narrower path from the Shared Path network. However, every effort should be made so that new paths are constructed to the recommended standard.

Table 3-3 Shared Path widths

	Path width (m)		
	Local access Path	Regional Path ⁽³⁾	Recreational Path
Desirable minimum width	2.5	3	3.5
Minimum width – typical maximum	2.5 ⁽¹⁾ -3 ⁽²⁾	2.5 ⁽¹⁾ -4 ⁽²⁾	3 ⁽¹⁾ -4 ⁽²⁾

(1) A lesser width should only to be adopted where cyclist volumes and operational speeds will remain low.

(2) A greater width may be required where the numbers of cyclists and pedestrians are very high or there is a high probability of conflict between users (e.g. people walking dogs, roller blades and skaters etc.).

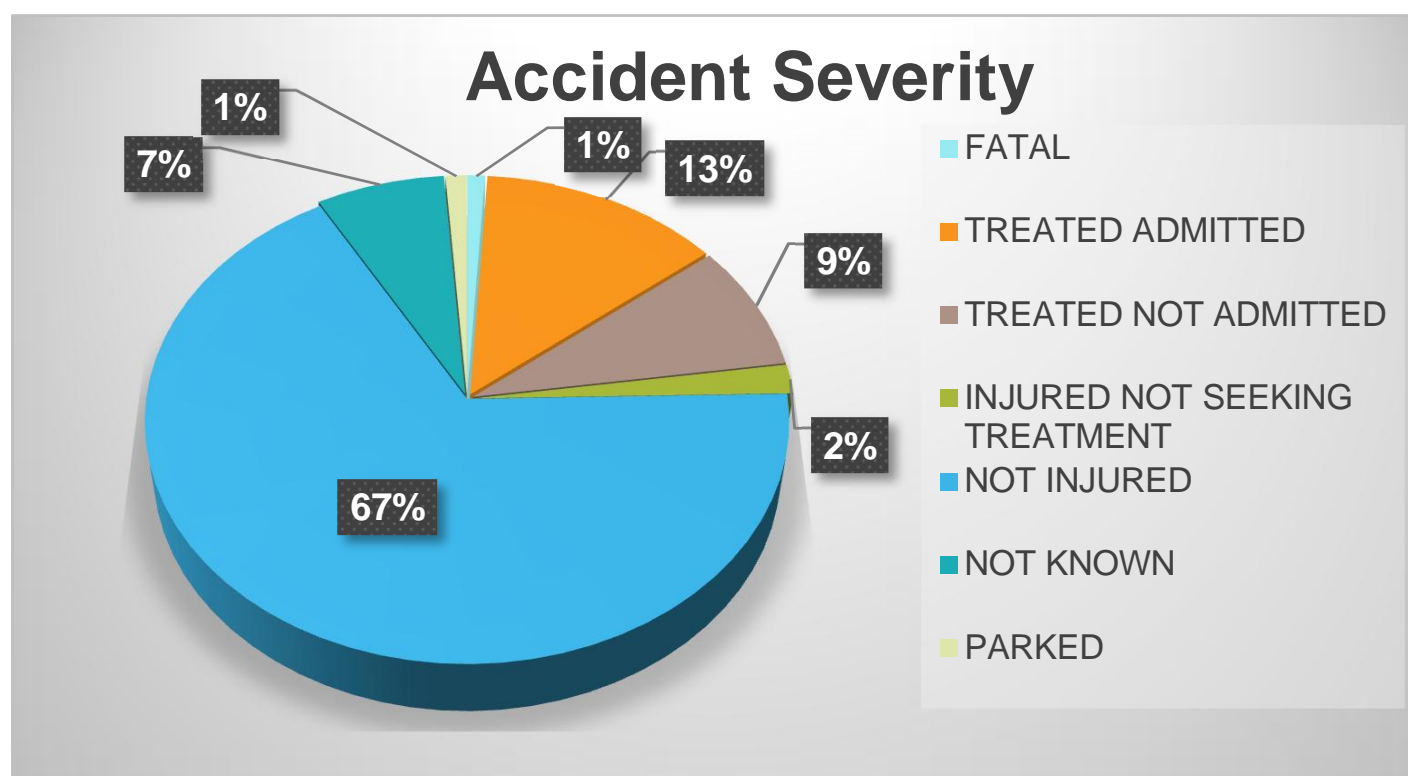
(3) May be part of a principal bicycle network in some jurisdictions.

Source: Guide to Road Design part 6A- Paths for Walking and Cycling table 5.3

3.5 Crash Data

Safety is a very important factor in developing a successful Shared Path Plan. The availability and quality of existing path facilities is a good way of determining the level of safety and performance within an area. Road Safety NT crash data was used to identify the level of safety. This data showed that approximately 1030 people were involved in approximately 586 accidents that have occurred within the study areas from 1 January 2009 to 31 July 2019. A breakdown of this Crash data is presented in Figure 3-2, Figure 3-3, and Figure 3-4 below.

Figure 3-2 Data Crash for Shared Path area



Source: Road Safety NT

Over the last 10 years, 9 cyclists were involved in crashes within the study area, specifically within the Thorngate Road and Whitewood Road areas. For the same period, there were 7 accidents involving pedestrians, 2 of them being fatal.

The data showed that 89% of the accidents involving a cyclist occurred in the carriageway and although the precise location of the accidents was not recorded for all accidents, some of the intersections noted were:

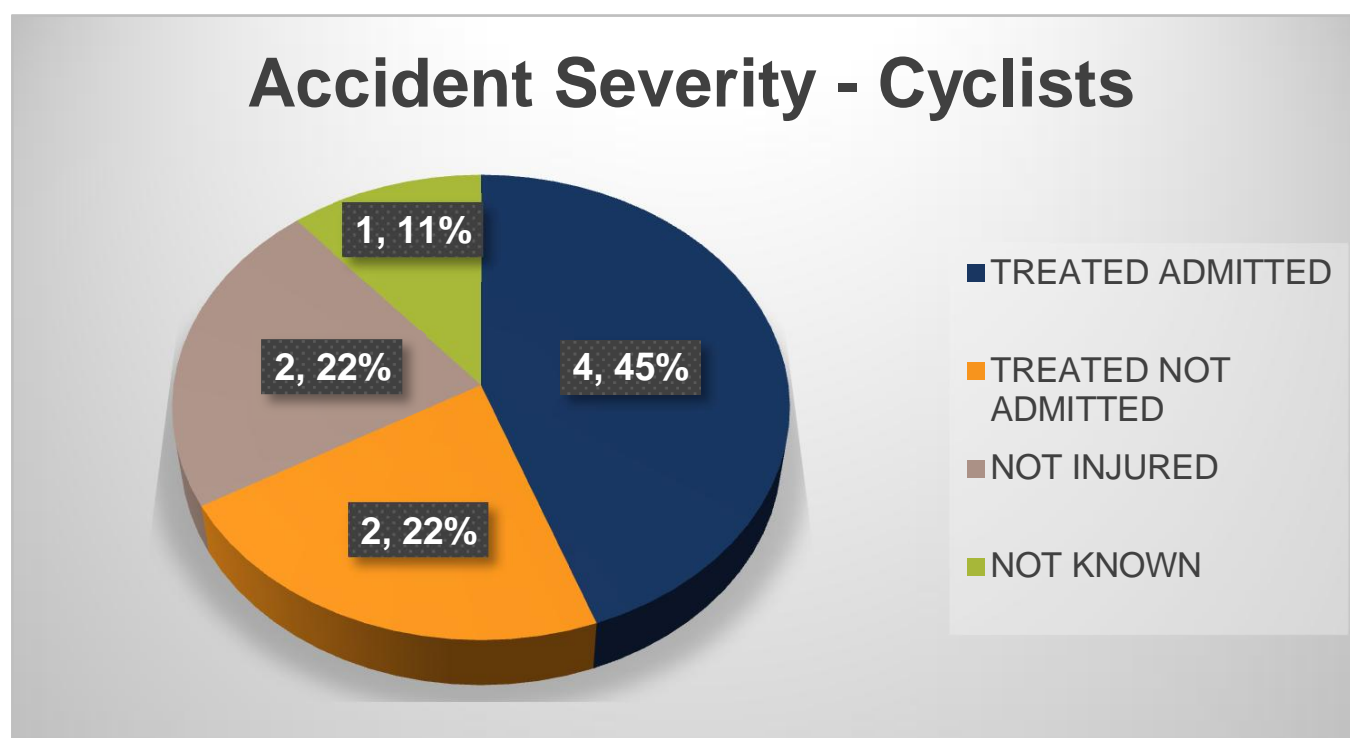
- > Yarrawonga Rd / McKenzie Pl;
- > Yarrawonga Rd / Stuart Hwy; and
- > Whitewood Rd / Kundook Plc.

Other accidents were recorded at Stuart Hwy, Thorngate Rd, Howard Springs Rd, Inverway Cir, and on the bike path.

Further to the cyclist accidents, it was found that 85% of accidents involving pedestrians occurred on the carriageway. One accident was recorded on Nutwood Crescent and one outside the Humpty Doo Primary School. The remaining accidents, which account for 71% of the total, occurred along the Stuart Hwy at following intersections:

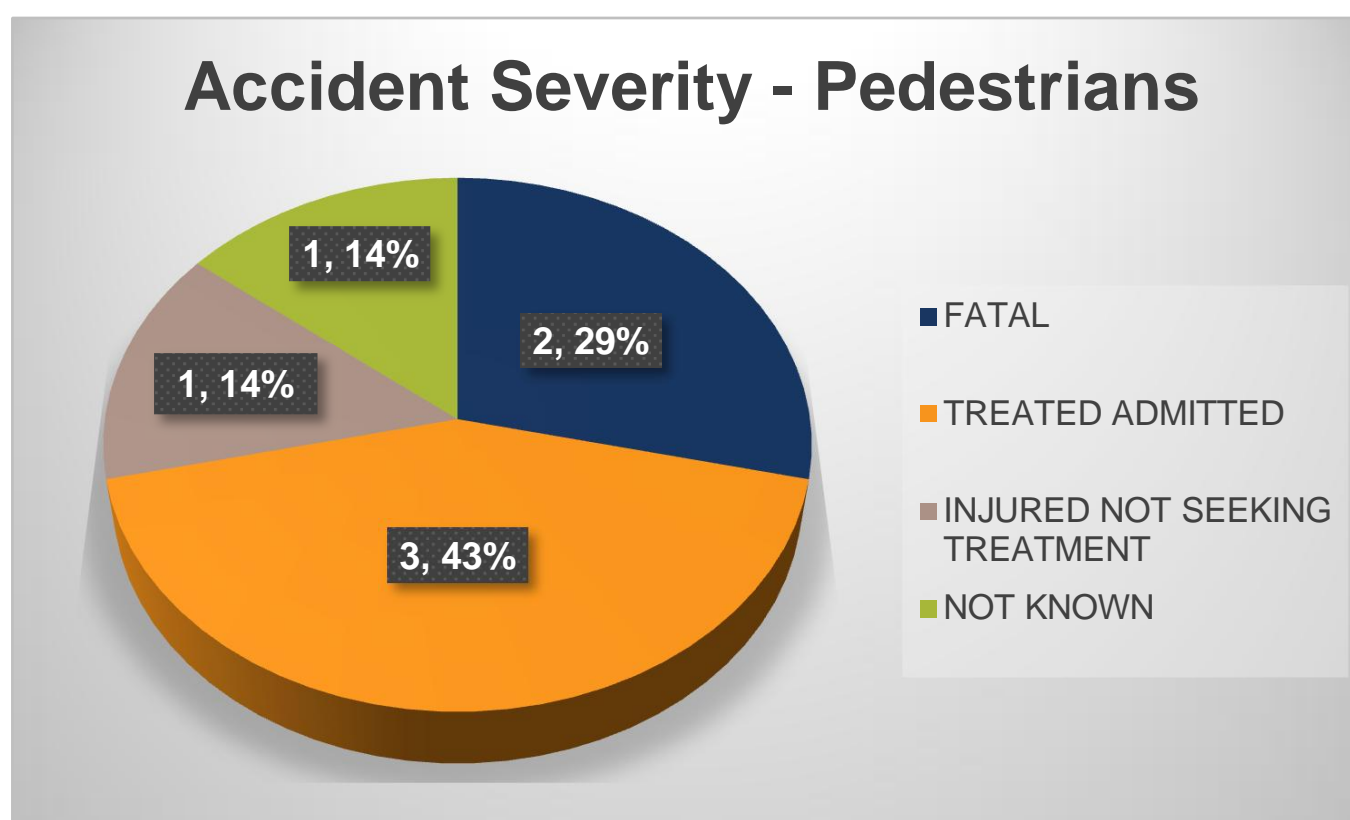
- > Stuart Hwy / Temple Terrace (fatal);
- > Stuart Hwy / Howard Springs Rd;
- > Stuart Hwy / Yarrawonga Rd; and
- > Stuart Hwy / United petrol station Coolalinga (fatal).

Figure 3-3 Accident Severity of Crashes Involving Cyclists



Source: Road Safety NT

Figure 3-4 Accident Severity of Crashes Involving Pedestrians



Source: Road Safety NT

3.6 Network analysis

To allow for an assessment of the functional benefit of any proposed path networks, it is required that the various trip attractors and generators that exist within the study area be identified and mapped. The following sections provide details of the various attractors and generators that are present within each of the individual study areas.

3.6.1 Trip Attractors

Potential trip attractors within each of the nominated study areas have been reviewed and tabulated below to provide a greater understanding of the potential locations which residents are likely to travel to. Understanding these attraction points and their locations will also provide a greater level of input into determining the relative priority of each of the proposed Shared Paths with paths providing linkages to the attraction points having a higher priority.

3.6.1.1 Holtze and Knuckey Lagoon Areas

Table 3-4 Attractor points - Holtze and Knuckey Lagoon Areas

Category	Thorngate Road
Health and Medical	<ul style="list-style-type: none"> Palmerston Regional Hospital Top End Medical Centre Palmerston GP Super Clinic
Education	<ul style="list-style-type: none"> Charles Darwin University, Palmerston Durack Primary School, Palmerston Driver Primary School, Palmerston Gray Primary School, Palmerston
Recreation/Tourism	<ul style="list-style-type: none"> Knuckey Lagoon Recreation Reserve Gateway Shopping Centre Oasis Shopping Village Progressive Combat Centre Palmerston Water Park Palmerston Golf Course Crocodylus Park
Civic Amenities	<ul style="list-style-type: none"> Australia Post
Other	<ul style="list-style-type: none"> Darwin Free Spirit Resort Thorak Regional Cemetery

3.6.1.2 Howard Springs Area

Table 3-5 Attractor points - Howard Springs Area

Category	Whitewood Road (Howard Springs)
Health and Medical	<ul style="list-style-type: none"> Arafura Medical Centre Arafura Medical Clinic
Education	<ul style="list-style-type: none"> Howard Springs Primary School Good Shepherd Lutheran College Mackillop Catholic College, Palmerston Mother Teresa Catholic Primary School, Palmerston
Recreation/Tourism	<ul style="list-style-type: none"> BIG4 Howard Springs Holiday Park Howard Park Reserve Lukphinong Muaythai Gym
Civic Amenities	<ul style="list-style-type: none"> Australia Post

3.6.1.3 Coolalinga and Virginia Areas

Table 3-6 Attractor points – Coolalinga and Virginia Areas

Category	Coolalinga
Health and Medical	<ul style="list-style-type: none"> Ark Medical & Skin Cancer Centre Coolalinga Doctors and health Centre Coolalinga Medical Centre
Education	<ul style="list-style-type: none"> Bees Creek Primary School Sattler Christian College
Recreation/Tourism	<ul style="list-style-type: none"> Coolalinga central Freds Pass Sport and Recreation Reserve (multi sports facility) McMinns Lagoon Recreation Reserve Darwin Boomerang Motel and Caravan Park
Civic Amenities	<ul style="list-style-type: none"> Australia Post
Other	<ul style="list-style-type: none"> Coolalinga Tourists Park Litchfield Council Offices

3.6.1.4 Girraween School Area

Table 3-7 Attractor points – Girraween School Area

Category	Girraween Road
Health and Medical	▪ -
Education	▪ Girraween Primary School
Recreation/Tourism	▪ McMinns Lagoon Recreation Reserve ▪ Freds Pass Sports and Recreation Reserve (multi sports facility) ▪ Humpty Doo and Rural Area Golf Club ▪ Girraween Lagoon
Civic Amenities	▪ -
Other	▪ Litchfield Council offices

3.6.1.5 Humpty Doo Area

Table 3-8 Attractor points – Humpty Doo Area

Category	Freds Pass Road (Humpty Doo)
Health and Medical	▪ Arafura Medical Clinics
Education	▪ St Francis of Assisi Catholic Primary School ▪ Taminmin College ▪ Humpty Doo Primary School
Recreation/Tourism	▪ McMinns Lagoon Recreation Reserve ▪ Humpty Doo Village Green
Civic Amenities	▪ Australia Post
Other	▪ Humpty Doo Hostel ▪ Humpty Doo Haven Resort ▪ Humpty Doo Hotel ▪ Humpty Doo Homestay Cottage ▪ PWC McMinns Pumping Station ▪ Humpty Doo Plaza

3.6.1.6 Berry Springs Area

Table 3-9 Attractor points – Berry Springs Area

Category	Freds Pass Road (Humpty Doo)
Health and Medical	▪ Arafura Medical Clinics Berry Springs
Education	▪ Berry Springs Primary School
Recreation/Tourism	▪ Berry Springs Recreational Reserve (including the Territory Wildlife Park) ▪ AAOK Lakes Resort & Caravan Park
Civic Amenities	▪ Australia Post
Other	▪ -

3.7 Reserves

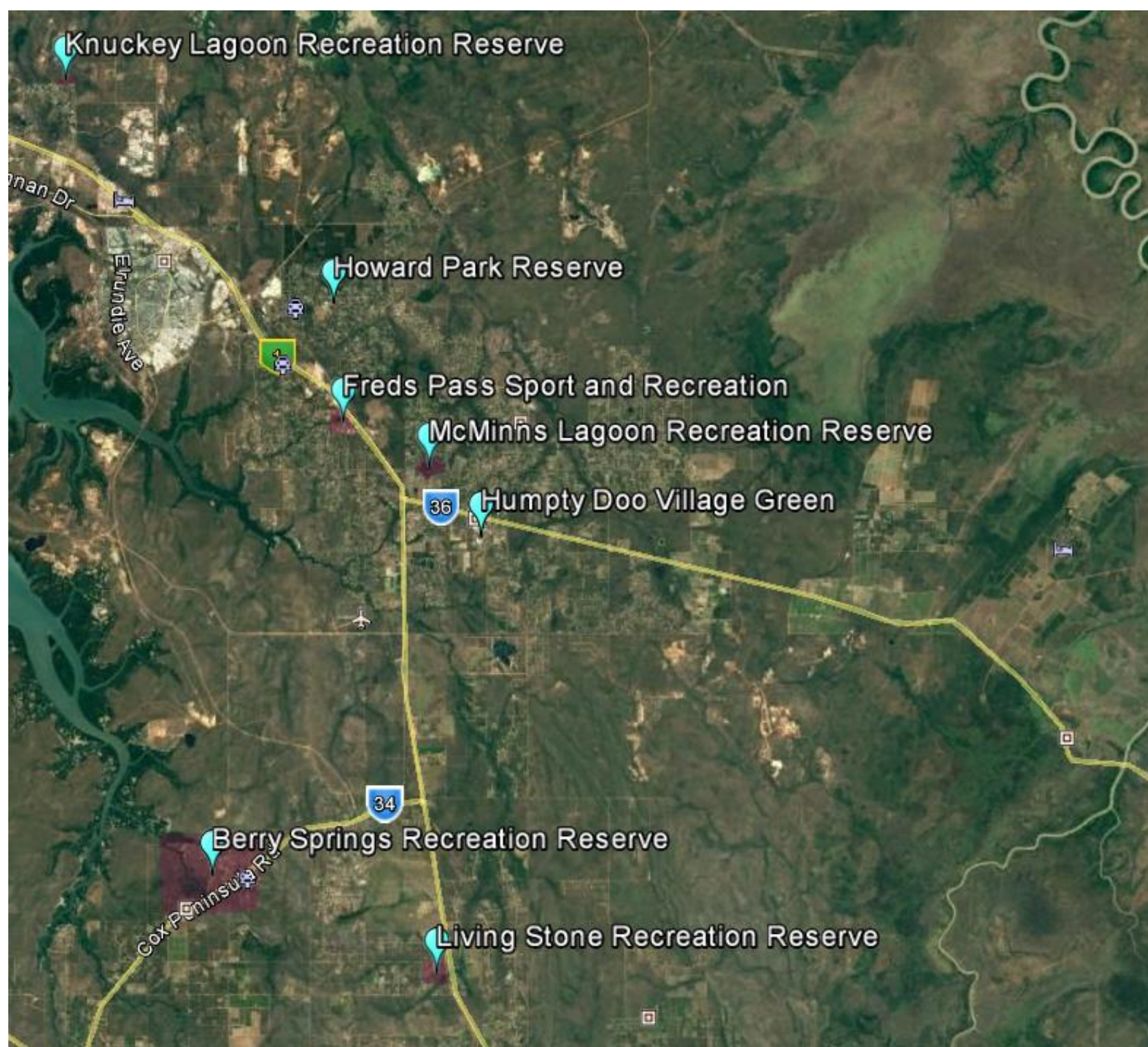
There are seven recreational reserves within the municipality that are being considered as points of interest. Locals and tourists can use different modes of transport to get to these destinations and visitors can find a wide range of activities. A graphic illustrating these reserves is provide below as Figure 3-5.

Although the reserves were included in the previous section, this chapter will give a deeper view of the reserves and access points. Those assessed as part of this report include:

- > Knuckey Lagoon Recreation Reserve: located within the Holtze and Knuckey Lagoon Areas, this reserve contains six walking trails, basketball courts and other open spaces. The reserve has an access point from Brandt Rd.
- > Howard Park Reserve: Located within the Howard Springs area, it has a direct access from the Shared Path from Whitewood Rd offering open spaces to practice sports.
- > Freds Pass Sport and Recreation: near Coolalinga and Virginia Areas not only offers open space areas but the Saturdays Rural Market. It can be accessed from the Stuart Highway.
- > Humpty Doo Village Green: with direct access from Challoner Circuit is located within the Humpty Doo Area. This reserve has infrastructure to practice some sports such as skate boarding.

- > McMinns Lagoon Recreation Reserve: located near Humpty Doo Area, has a number of walking tracks with access from Power Rd, Sayer Rd, and Dreamtime Dr.
- > Living Stone Recreational Reserve: situated within Livingstone, it has access from Livingstone Rd and some of the amenities include a large open hall, oval, beach volleyball court, playground and a picnic area. It is noted that this reserve is not connected to the remainder of the network due to its isolated location.
- > Berry Springs Recreational Reserve: is situated on Cox Peninsula Road, between the Territory Wildlife Park and the Berry Springs Primary School. It has a wide range of activities for the public.

Figure 3-5 Recreational Reserves location Litchfield Municipality



Source: Google Earth

3.8 Schools and School Bus services

There are 9 schools within Litchfield Municipality that have been considered to plan the Shared Path network in order to provide safer routes and connections for students, staff and visitors. The school bus routes that serve these schools have been considered to determine if trips to and from the facilities could be a split of pedestrian/cyclist modes and public transport. The routes cover the school areas and share some of the road where the proposed paths are, but all the paths are off-road. It is noted that bicycles are not permitted on busses and so the use of split mode transport would require the construction of facilities to safely store bicycles at the travel mode change (essentially a bicycle 'park and ride' facility).

The list of the schools within the overall study area is presented below.

Table 3-10 List of Schools

Area	School
Howard Springs Area and Good Shepherd School Area	<ul style="list-style-type: none"> Good Shepherd Lutheran College Howard Springs Primary School
Coolalinga and Virginia Areas	<ul style="list-style-type: none"> Bees Creek Primary School Sattler Christian College
Girraween School Area	<ul style="list-style-type: none"> Girraween Primary School
Humpty Doo Area	<ul style="list-style-type: none"> Humpty Doo Primary School Taminmin College St Francis of Assisi Catholic Primary School
Berry Springs Area	<ul style="list-style-type: none"> Berry Springs Primary School

3.9 Bus Stops facilities

An assessment of the bus stop locations within the municipality was undertaken to identify the areas that have been used by pedestrians and cyclists without provisions. The outcome of this assessment is to propose Shared Paths that provide connections for users between the bus stops and their surroundings. Similar to the identification of trip attractors, the review and assessment of the location of bus stops and bus routes will be used to assist with determining the relative priority of any nominated Shared Paths.

3.10 Future Land Use Developments

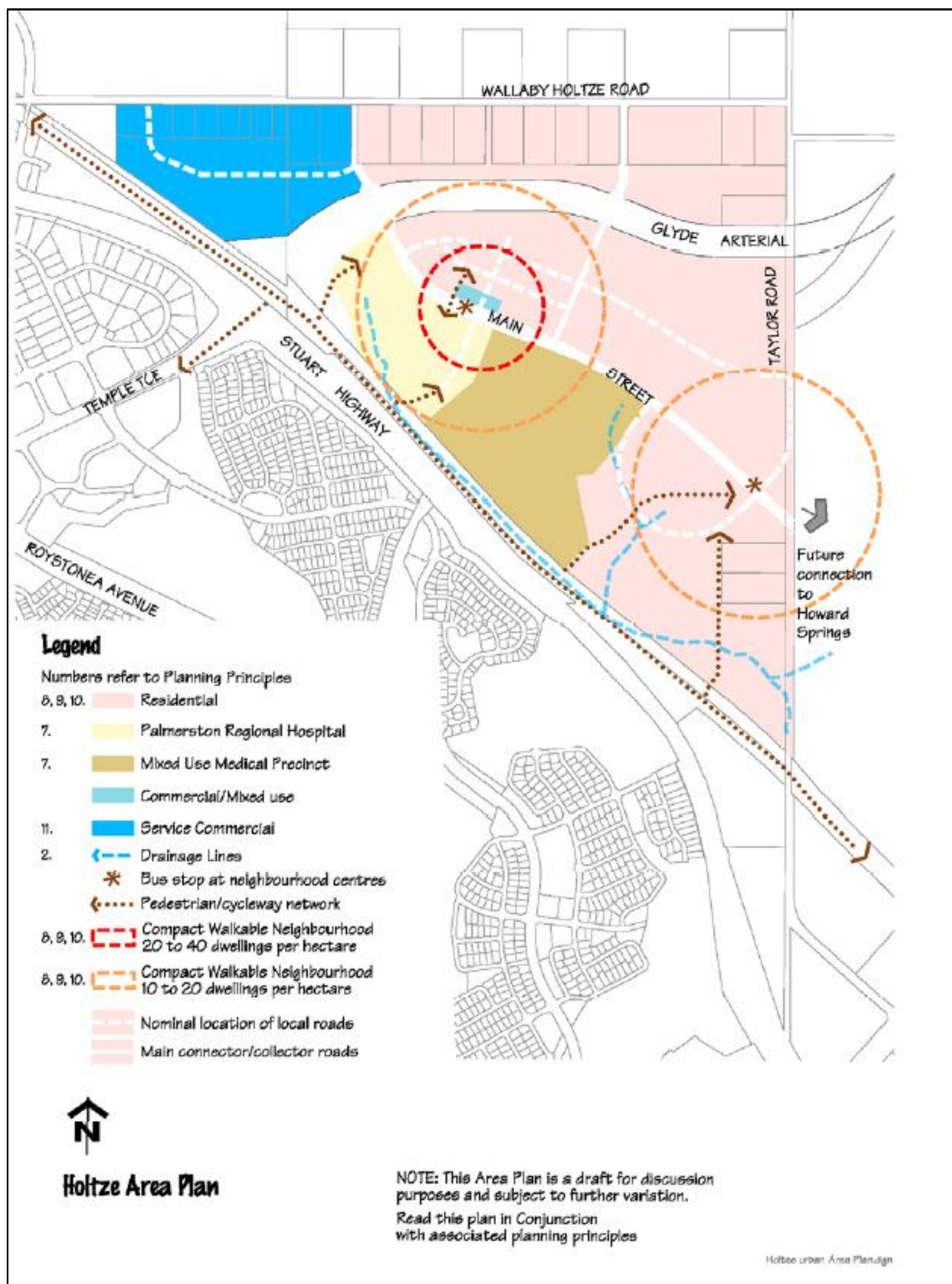
As stated in the Litchfield Strategic Plan 2018-2022, *‘Litchfield is earmarked to play an important role in accommodating urban growth within the Darwin Region over the next 40 to 50 years. Its major urban development zones are in the areas of Holtze, Weddell and Murrumujuk, while its rural activity centres are Berry Springs, Howard Springs, Humpty Doo and Coolalinga.’*

The following section outlines the currently available details for regional development within each of the subsections of this study.

> Holtze and Knuckey Lagoon Areas

The Holtze Area Plan recognises the Palmerston Regional Hospital as a focus for urban growth. As a result, the development of the hospital's surrounding area will be considered for medical related businesses development, residential and commercial / mixed uses. The priority road connection will be Temple Terrace, especially for public transport. The area will also have connection to Taylor Rd and an internal road and path network that will connect the area with Litchfield Shared Path network.

Figure 3-6 Holtze Area Plan

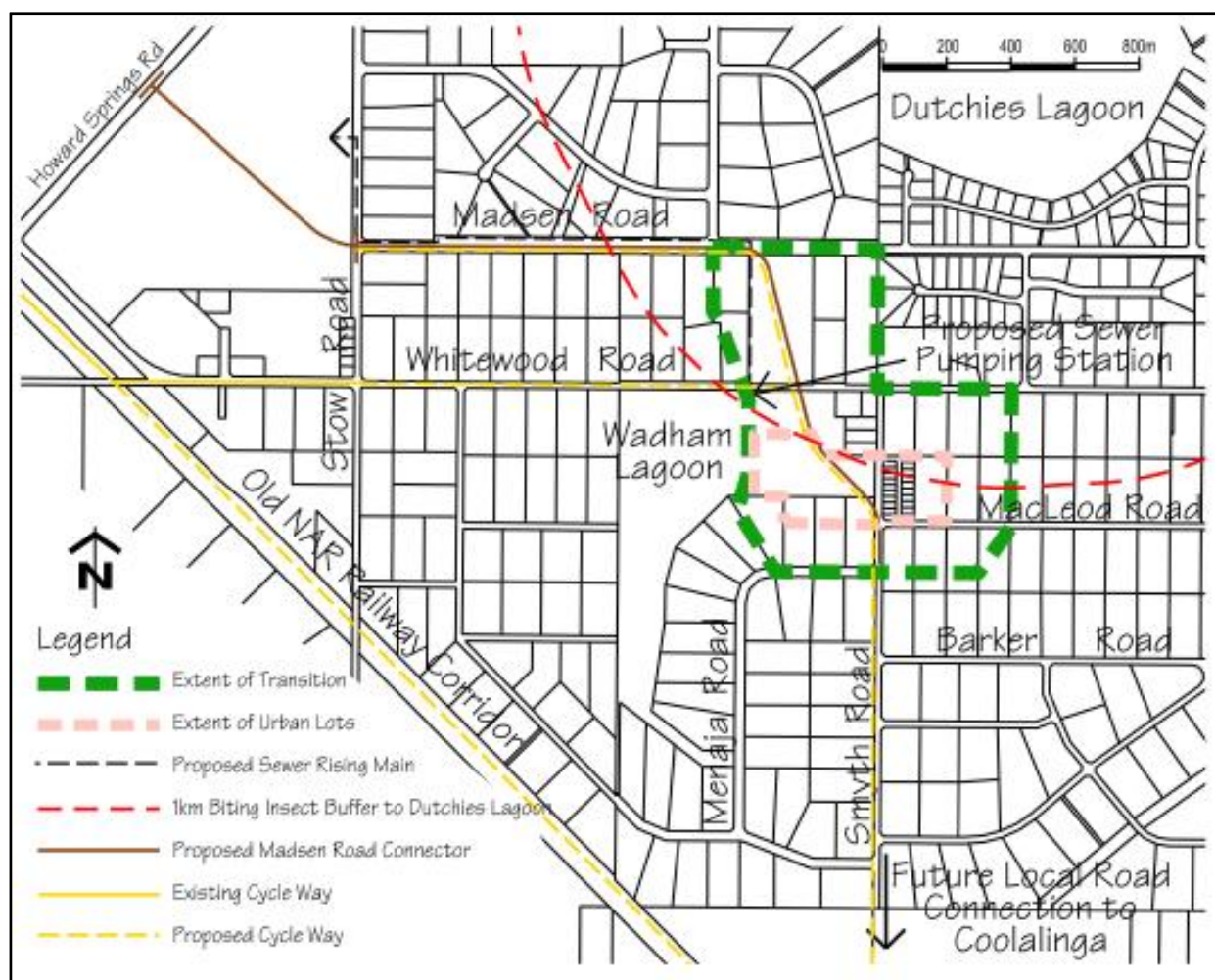


Source: Holtze Area Plan – Draft Plan

> Howard Springs Area

As Howard Springs Rural Activity Centre is close to Palmerston and Coolalinga, future connections include the extension of Stow Road and Smyth Road to Coolalinga, and the extension of Madsen Road through Kowandi North to Holtze. Madsen Road will be also be connected across Whitewood Road to Smyth Road. The extension of Madsen Road will be consistent to the rural characteristics of the area. It considers separate Shared Path, pedestrian crossings, measures to slow traffic speeds and shade trees/structures.

Figure 3-7 Area Plan for Howard Springs Rural Activity Centre

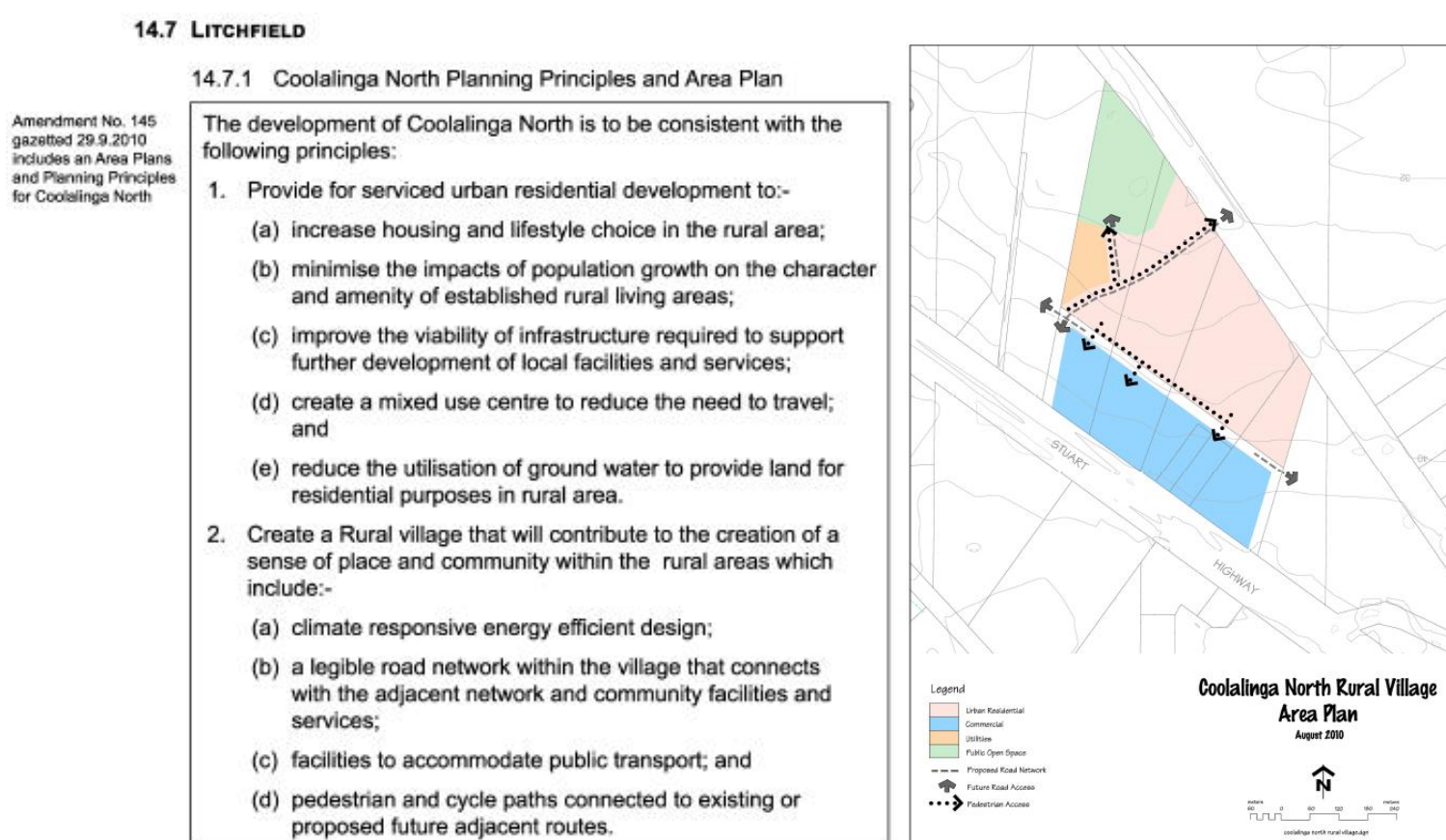


Source: Norther Territory Planning Scheme

> Coolalinga and Virginia Areas

Details for the development of the Coolalinga / Virginia Areas in the NT Planning Scheme are:

Figure 3-8 Area Plan for Coolalinga

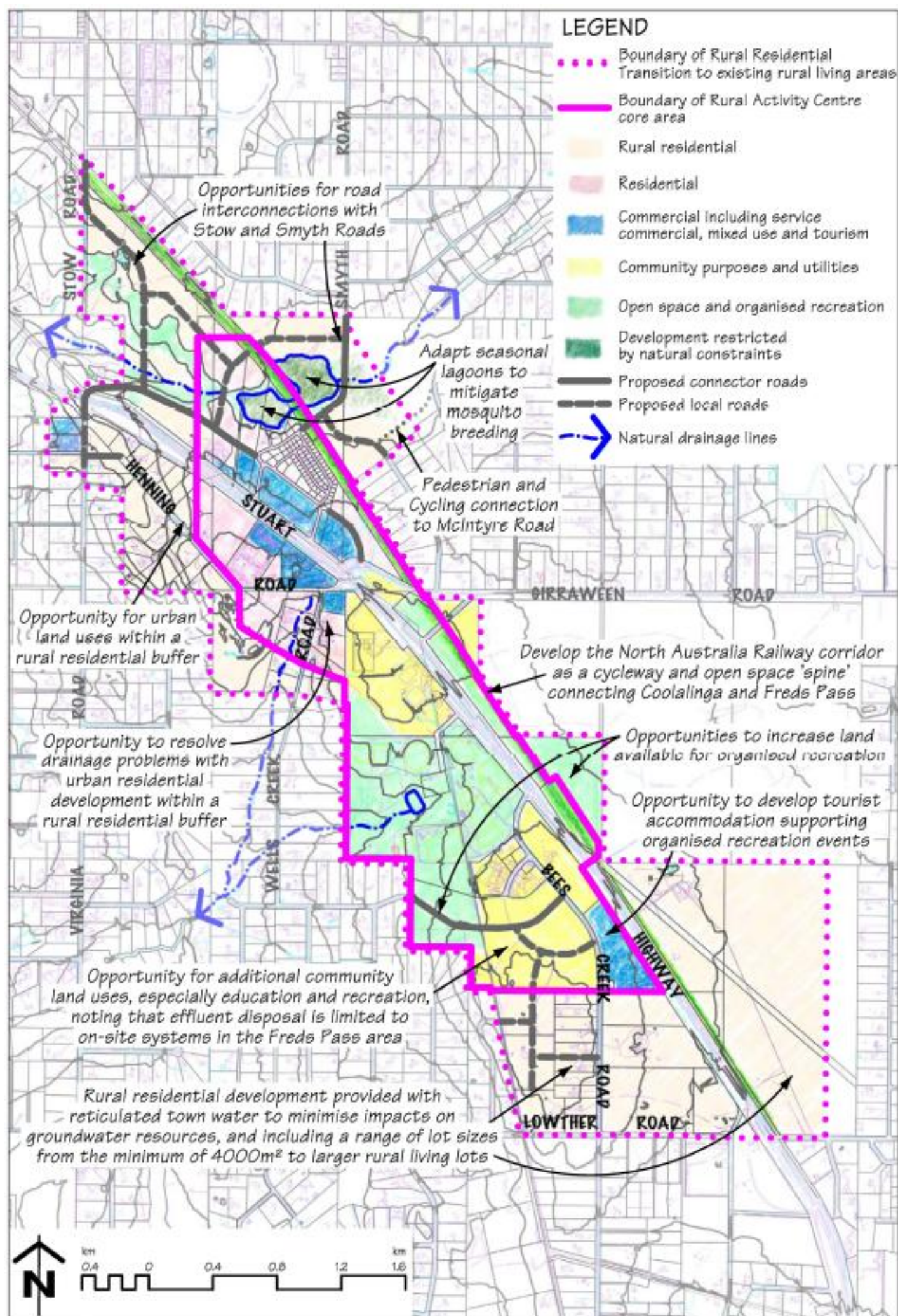


Source: NT Planning Scheme

Coolalinga has been defined as an area in transition. The concept plan mentions that Undeveloped Crown land north of the Highway has the capacity to extend the range of housing options. The concept plan has a residential lot yield in the order of 50 multiple or small-lot dwellings, over 500 urban lots and 150 residential lots. Should these yields be realised, there will be a greater requirement for Shared Path infrastructure to provide connectivity for the increase in residents with the area.

As mentioned in the plan, there is an opportunity for a caravan park or similar tourist facility within the TC Zone of Freds Pass and a future potential for rural residential lots in the South of Freds Pass. Over time approximately 80 rural residential lots could be developed west of the Highway and 200 lots east of the Highway. Similar to the increase in land yields above, this will result in a greater need for Shared Path infrastructure.

Figure 3-9 Land Use Concept for Coolalinga and Freds Pass Rural Activity Centre

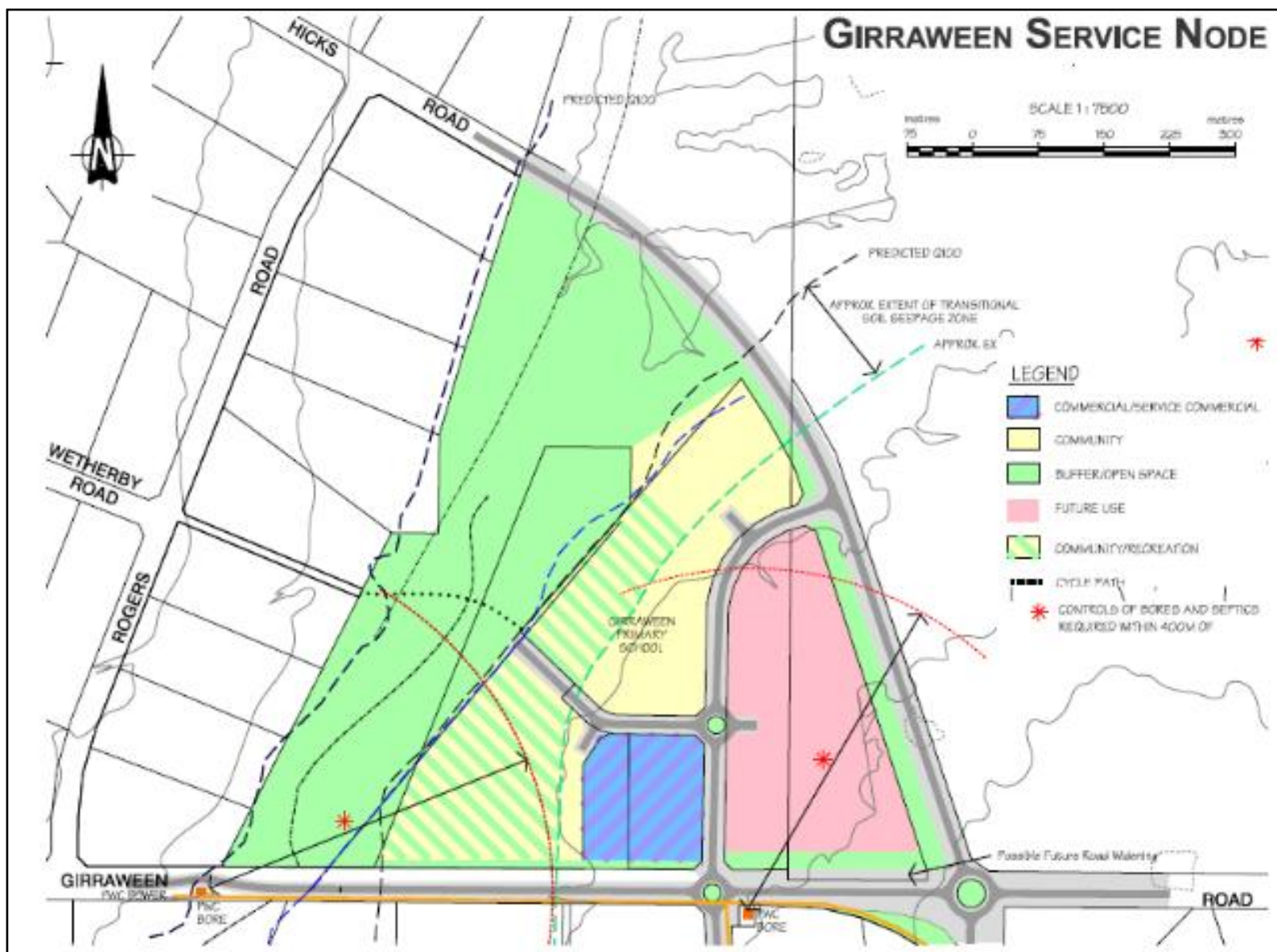


Source: Litchfield subregional land use plan

> Girraween

For the area of Girraween Road, the plan provides for a future Service node along Girraween Road and a future collector road intended to link Gunn point Road and the Arnhem Highway. The construction of the service node will provide a future attractor for the area which will in turn increase the need for a connective shared network to provide access from the residential areas to the service node.

Figure 3-10 Girraween Service Node

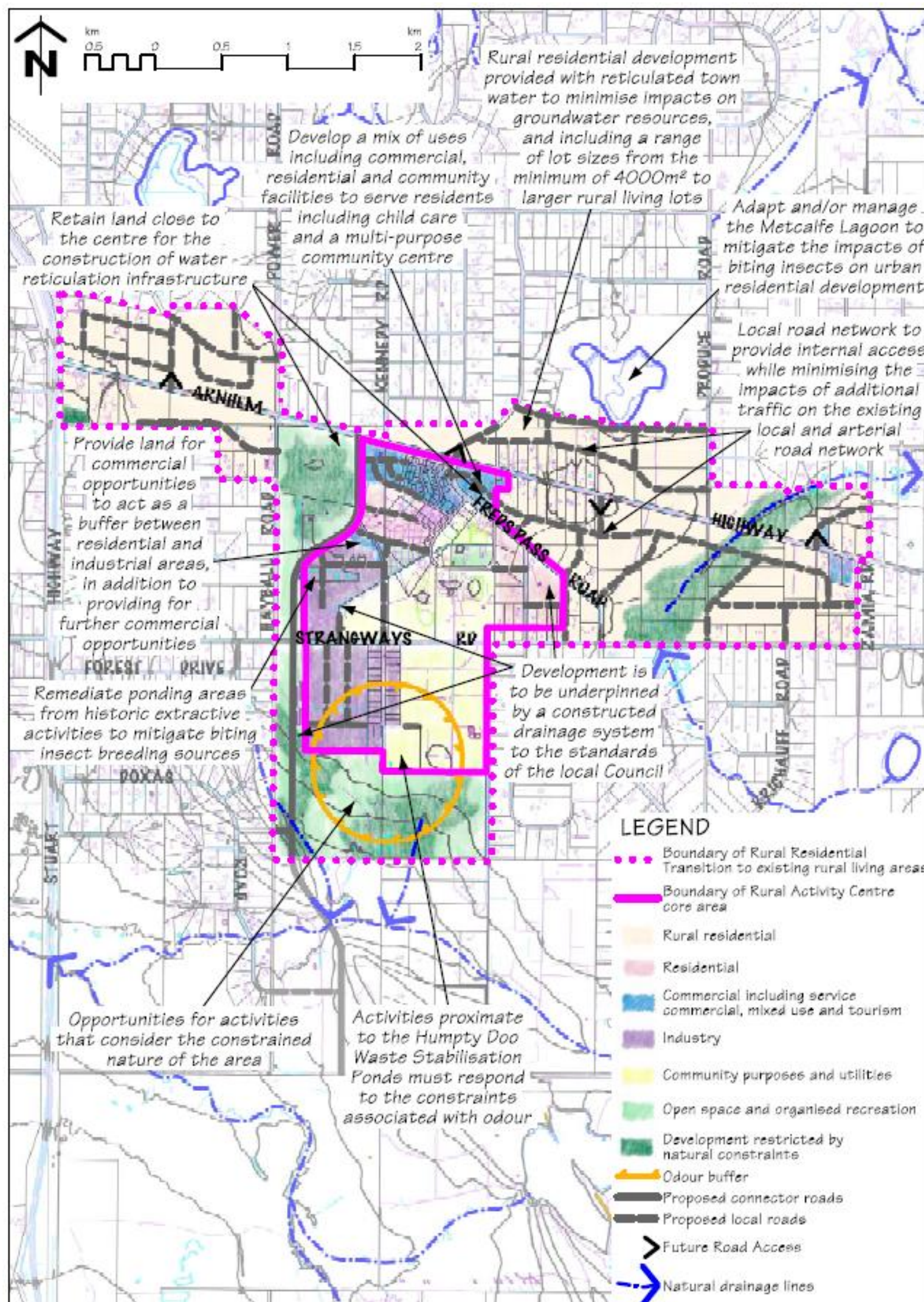


Source: Litchfield subregional land use plan

Details for the development of the Humpty Doo (Fred's Pass Road) Area in the NT Planning Scheme are:

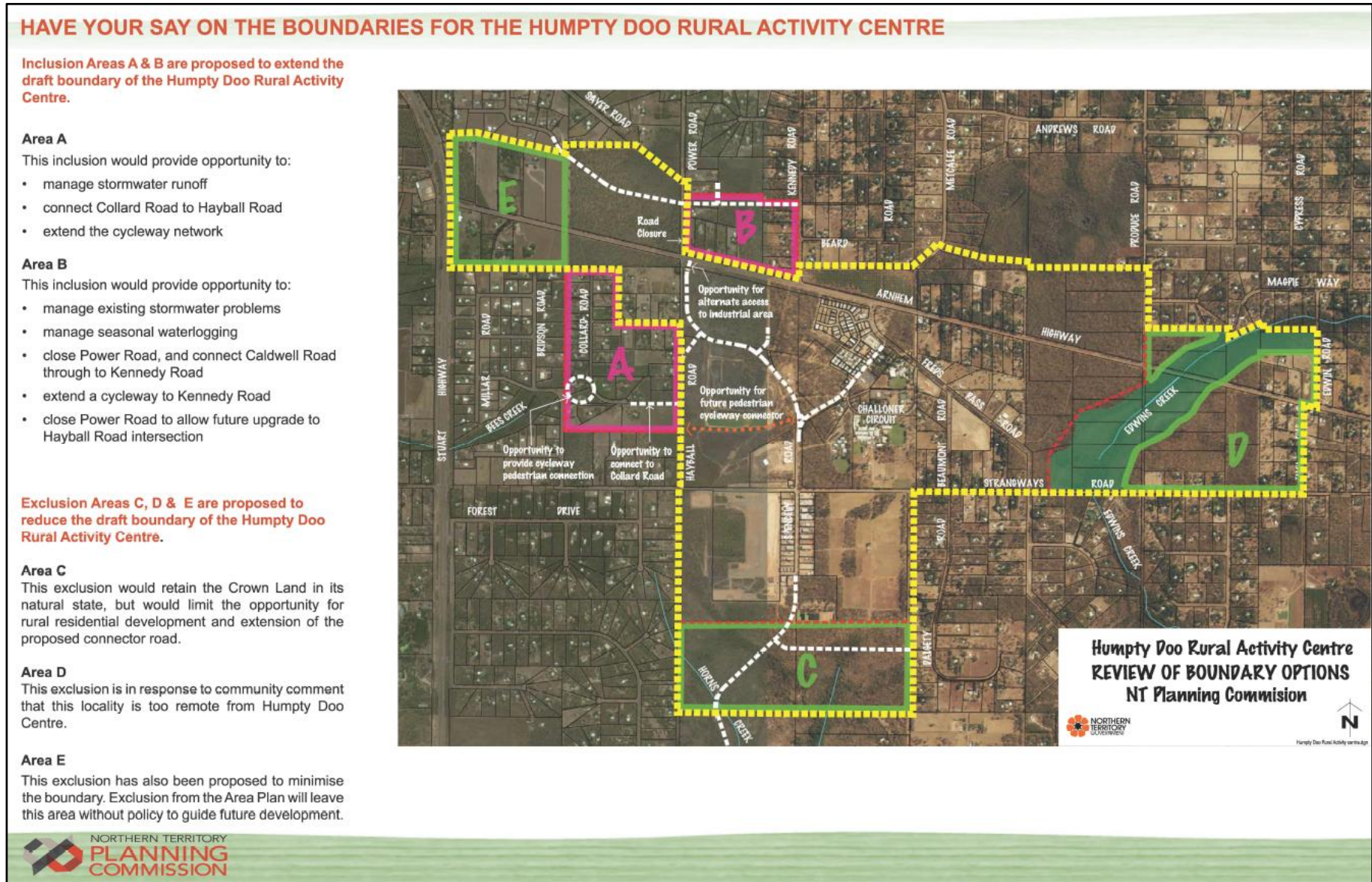
The Land Use Plan indicates that *development in Humpty Doo Rural Activity Centre has taken up current facilities, and current growth will require expansion of additional services. The concept plan has a residential lot yield in the order of 80 multiple or small-lot dwellings, 300 urban lots and 875 rural residential lots.* This densification of the area will introduce additional residents resulting in a greater requirement for Shared Path infrastructure.

Figure 3-11 Land Use Concept for Humpty Doo Rural Activity Centre



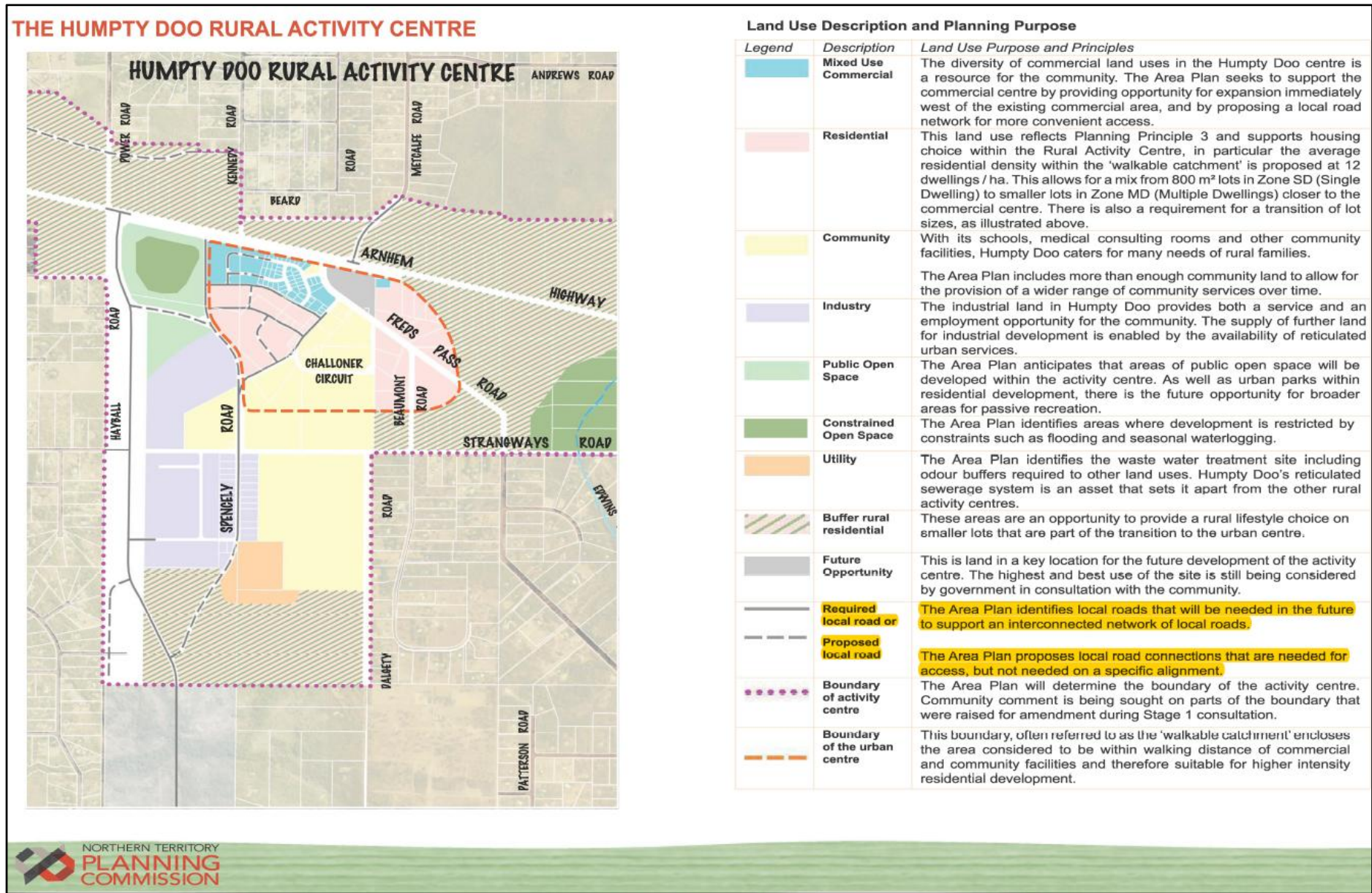
Source: Litchfield subregional land use plan

Figure 3-12 Draft Area Plan Humpty Doo



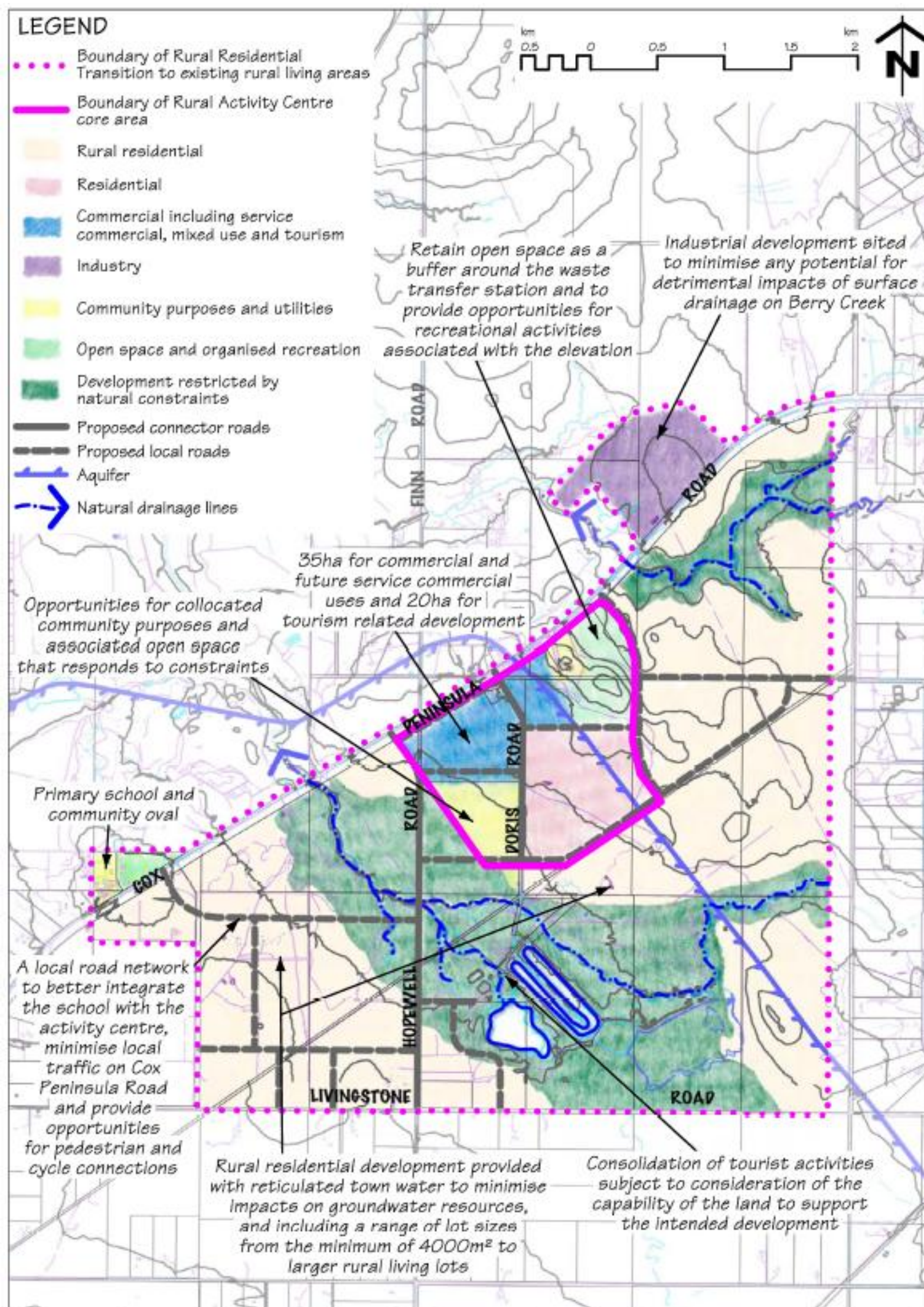
Source: NT Planning Commission

Figure 3-13 Rural Activity Centre Humpty Doo



Refer to highlighted roads section
Source: NT Planning Commission

The concept plan presents a residential lot yield in the order of 700 urban lots and 1800 rural residential lots.



Source: Litchfield subregional land use plan

4 Shared Path development

The following section provides a summary of the Saddle survey that was completed and outlines the extents of the existing Litchfield Municipality Shared Path Network.

4.1 Saddle Survey

4.1.1 Methodology

The saddle survey involved a general evaluation of the existing Shared Path network and looked at:

- > Confirming the characteristics and features of the existing route network (off-road) based on information provided by the Client and supplemented by desktop and field checking;
- > Identifying gaps and deficiencies, such as the need for line marking, signage, grab rails, kerb ramps, crossing facilities or improvements etc;
- > Identifying key cycling and walking trip generators and local activity nodes, including existing schools, recreation centres, parks, shopping facilities etc., to determine the most suitable locations for potential cycle and walking routes;
- > Identifying and considering the location of schools within the Municipality to ensure that 'Safe Routes to School' facilities are considered;
- > Identifying actual and perceived barriers to cycling or walking; and
- > Producing appropriate maps, illustrating trip generators and attractors, as well as the existing infrastructure including off-road paths.

4.1.1.1 Results of the Survey

The saddle survey was conducted by Cardno staff on 9 December 2019 on the current Shared Paths of the Municipality with Council staff being invited to participate. This provided Cardno with valuable input and feedback for potential pedestrian and cycling infrastructure improvements, based on detailed local knowledge. Key observations that were highlighted include:

- > Clean the paths from debris and trim plants;
- > Missing signage and wayfinding information;
- > Missing connections between the network paths and activity centres; and
- > A greater need for provision of end of trip facilities (outside the scope of this investigation).

4.2 Litchfield Municipality Shared Path Network Review

The path network was reviewed in alignment with Austroads Guidelines and Development and Subdivision Standards from Litchfield Council as an integrated network to include connections to current paths, schools, and activity and tourist centres.

The existing infrastructure has been assessed with respect to its extent, sufficiency and quality. Issues, deficiencies and opportunities have also been described, as determined through saddle survey and path infrastructure inspections completed by Cardno, through discussions with the Council, and through a review of other policies and plans. The results of the saddle survey are presented in Appendix A sorted into separate tables for each of the study areas.

The location of the existing paths is presented in Appendix D.

4.2.1 Holtze and Knuckey Lagoon Areas

The Thorngate Road Shared Path currently connects from the NT Government owned Shared Path that runs parallel to Stuart Highway (linking between the city of Darwin to the west and Palmerston Regional Hospital and Whitewood Road to the south-east) to the main entrance of Robertson Barracks.

Table 4-1 Holtze and Knuckey Lagoon Areas current network

Council ID	Name	Road Name	Length (m)	Width (m)	Surface type	Year built
47404	Thorngate Road Foot Path 001	Thorngate Road	2293	2	Bitumen	-

4.2.2 Howard Springs Area

Howard Springs' Shared Path is comprised of 4225m of Concrete and Bitumen surface, with widths between 1m and 2.55m. The description of the paths and the network review are presented below.

Table 4-2 Howard Springs Area current network

Council ID	Name	Road Name	Length (m)	Width (m)	Surface type	Year built
45949	Nightjar Road Foot Path 001	Nightjar Road	250	1	Concrete	2016
47020	Smyth Road Foot Path 001	Smyth Road	51	1.2	Concrete	-
Varies	Whitewood Road Foot Path	Whitewood Road	3924	varies	varies	-

The existing path on Whitewood Rd connects the Howard Spring area to the existing Stuart Highway Arterial Shared Path which provides connection to Darwin and Palmerston. The schools in the area and Howard Park Reserve are also connected along this path. The figures in Appendix D show the existing path and the gaps in the network on Smyth Rd.

4.2.3 Coolalinga Area and Virginia Area

The Coolalinga Shared Path encompass Coolalinga Central and its surrounding subdivision. The total length of the current path is 3273m and path widths are between 1m and 2.2m. The following table presents the Shared Paths within the Coolalinga network.

Table 4-3 Coolalinga Area and Virginia Area current network

Council ID	Name	Road Name	Length (m)	Width (m)	Surface type	Year built
Varies	Biddlecombe Road Foot Path	Biddlecombe Road	140	1	Concrete	2016
Varies	Constant Street Foot Path	Constant Street	225	1.2	Concrete	2016
46556	Dili Court Foot Path	Dili Court	109	2	Concrete	2016
Varies	Fairweather Crescent Foot Path	Fairweather Crescent	1418	1.2 / 2.2	Concrete	-
Varies	Grice Crescent Foot Path	Grice Crescent	886	1.2 / 2.2	Concrete	2015
47030	Havelock Street Foot Path	Havelock Street	315	1.2	Concrete	2016
45951	Patsalou Road Foot Path	Patsalou Road	200	1	Concrete	2016

4.2.4 Girraween School Area

The Girraween Shared Path is largely provided to allow for connection to the Girraween Primary School. The following table presents the Shared Paths within the Girraween area network.

Table 4-4 Girraween school Area current network

Council ID	Name	Road Name	Length (m)	Width (m)	Surface type	Year built
47034	Anglesey Road Foot Path	Anglesey Road	145	2.2	Bitumen	2015
Varies	Carruth Road Foot Path	Carruth Road	279	1.5 / 2	Bitumen / Concrete	-
Varies	Girraween Road Foot Path	Girraween Road	1196	1.5 / 2.2	Bitumen	-
47012	Herkes Road Foot Path 001	Herkes Road	34	2	Bitumen	-

4.2.5 Humpty Doo Area

Humpty Doo Area currently has 2337m of Shared Paths on Challoner Circuit and Freds Pass Road. The location and extension of each section of the path is presented below.

Table 4-5 Humpty Doo Area current network

Council ID	Name	Road Name	Length (m)	Width (m)	Surface type	Year built
Varies	Challoner Circuit Foot Path	Challoner Circuit	509	1.5 / 2	Concrete	-
Varies	Freds Pass Road Foot Path	Freds Pass Road	1043	1	Bitumen / Concrete	-

4.2.6 Berry Springs Areas Shared Path Network Review

At the time of this assessment, the Berry Springs Area does not currently have a Shared Path network.

5 Proposed Network Upgrades

The following network plans provide a series of recommendations for consideration by the Litchfield Council and is provided as additional information collected during the saddle survey to better inform the current condition of the existing network and highlight any minor alterations that can be made to improve functionality and safety.

The proposed path network focuses on providing an integrated network to connect key trip attractors and land uses in the Municipality; under the basis that connectivity is related to the quality of a Shared Path network, describing the continuous nature of facilities or of the continuous nature of desired conditions. Cyclists and pedestrians need to be able to undertake and complete meaningful trips. This will be achieved by connecting the current paths and improving the network to provide linkage from residents' properties to the trip attractors both within each of the areas and in the surrounding areas.

The maps for the proposed connections for each area are presented in Appendix D.

5.1 Shared Path Hierarchy

The hierarchy for the proposed Shared Path network for Litchfield Municipality consist of Primary and Secondary paths as follows:

- > The Primary Network: consisting of key routes between key trip attractors. These routes would represent the 'spine' of the network and could be expected to be built to a higher standard. The operation of the primary network is much the same as the operation of a Sub-Arterial or Distributor Road classification (urban road) does for vehicles.
- > The Secondary Network: consisting of coverage routes, connecting users to the Primary network and providing a lower-order connectivity within the areas. These routes would tend to represent a general one-way bicycle path standard. The function of the secondary network is much the same as the operation of a Collector classification (urban road) does for vehicles.

In line with the above guidelines and standards, the following table presents the proposed widths and their uses for this planning study.

Table 5-1 Nominated Shared Path widths

	Shared Path width	Shared Path material
Primary Network	2.5	Asphalt
Secondary Network	1.5	Concrete

Austroads specifies minimum width for Shared Paths as 2.5m, with the annotation that lesser widths should only be adopted where cyclists' volumes and operational speeds remain low. Cardno recognises that the secondary network will fulfil these requirements due to the location of the paths and the areas it will serve. Therefore, a Shared Path width of 1.5m will be sufficient to provide safe connectivity for users.

While not part of this study, it is noted that path networks within newer developments (for example the current development on Beaumont Road) appear to generally only have a 1.2m width. Although all paths are able to be used by both pedestrian and cyclists, these smaller width paths generally provide more of a pedestrian transport function and are not recognised as "Shared Paths" under the Austroads definition. These paths operate similar to that of a Local road or Cul-de-sac classification (urban road) does for vehicles.

5.2 Holtze and Knuckey Lagoon Areas proposed connections

The majority of attraction points for Holtze and Knuckey Lagoon area are located in Palmerston. As the Shared Path on Thorngate Rd connects to Palmerston, cyclists and pedestrians can join Palmerston Shared Path network to access the desired locations.

The attraction points that are currently without path connections are Knuckey Lagoon Recreation Reserve and Thorak Regional Cemetery. In order to connect these points to the network, the existing Shared Path needs to be extended:

- > North on Thorngate Rd – Campbell Rd to the west to join the path starting on Campbell Rd / Lighthorse Dr and then north on Deloraine Rd to connect to the Thorak Regional Cemetery.
- > From Campbell Rd / Stevens Rd intersection extend the network north-west through Brandt Rd to connect to the main entrance of Knuckey Lagoon Recreation Reserve.

5.3 Howard Springs Area proposed connections

The existing Whitewood Road path has the potential to connect or expand the network through the additional Shared Path sections listed below. These additional linkages, will provide a greater level of access for surrounding residents to the Howards Springs shopping hub, including the surrounding facilities (Vet and restaurants) and public infrastructure (school).

- > North: Providing a Shared Path on Hamilton Rd will allow the connection of the wider residential area (along Madsen Road) to the main attraction points located around the Howard Springs shops. Further to this, it will connect Madsen Road to the existing Whitewood Road path network and this providing a greater level of connectivity to other areas / regions.
- > South: Connections to Coolalinga and Girraween areas (including the attractors within these areas) can be completed by expanding the network through Hicks Rd, Hillier Rd, Smyth Rd and Westall Rd. This would not only connect the areas but the residents between these two areas.

It has been identified that the table drains along Hillier Rd are generally located on one side of the road, with some sections having drains on both sides of the road. Additionally, there is an overhead power line on the opposite side of the road that would be required to be relocated to enable the construction of a Shared Path. Given this, there is a significantly greater construction costs associated with Shared Paths on Hillier road and other with a similar cross section. Due to the significant increase in costs due to the additional network changes that would be required (moving power lines to allow space for a Shared Path) the proposed priority of the Shared Paths on these roads should be further assessed.

- > East: The subdivisions located on the eastern part of Hicks Rd could be connected by providing secondary path networks along the main roads of each subdivision. Again, this would provide for a greater level of connectivity for residents within these areas.

5.4 Coolalinga and Virginia Area proposed connections

The Shared Path network described in the previous areas connects the Coolalinga area with the northern part of the network, thus providing access for the Howard Springs area to the Coolalinga area, including the main local attractor – the Coolalinga Central Shopping district.

Coolalinga and Virginia Areas could be connected to the south, east and west through the Shared Path connections listed below. Through these connections the Coolalinga path could connect to Howard Springs, Palmerston, Darwin city, and Humpty Doo area covering the attraction points along these routes.

- > Continuing the existing path that runs parallel to Stuart Hwy through to Freds Pass;
- > Stuart Hwy – Girraween Rd, connecting the area with Girraween Area;
- > From Stuart Hwy provide a Shared Path on Bees Creek Rd to connect Bees Creek Primary School, Sattler Christian College and Freds Pass Sport and Recreation Reserve. The path on Bees Creek Rd can continue to join the proposed path on Lowther Rd;
- > From Stuart Hwy provide a path along Lowther Rd and Virginia Rd and to provide Shared Path to the properties around the area provide a path along Fisher Rd - Dowling Rd - Booking Cct; and
- > To connect Coolalinga from the north-west to Virginia Area, the existing path on Stuart Hwy can be continued to join the proposed path on Virginia Rd.

It has been raised by the Council that the children's crossing on Sattler Crescent does not have a path connection on the opposite side of the road. A path is proposed to provide a greater connection to the surrounding area.

5.5 Girraween School Area proposed connections

The connection of Girraween School Area to the north, thus providing access to the regional trip attractors, could be possible through the proposed path along Carruth Rd and Hicks Rd and the connection with the surrounding residential properties can be completed by providing paths on Rogers Road and Wetherby Road.

Another potential connection to the northern part is through Girraween Lagoon. It has been identified that this track is within private property so Litchfield Council will need to investigate the feasibility of this connection.

The west would be directly connected by extending the existing path on Girraween Rd towards Coolalinga.

The southern part of Girraween School Area can be connected through Primary network paths along Anglesey Rd; and further connections through Pioneer Dr, Produce Rd and Wanderrie Rd. Although it is noted that there are table drains along some of these roads, the provision of paths to provide connectivity to the relative attraction points does require these paths to be constructed. As noted in previous sections, this could be accommodated by the reconstruction of sections of the table drains to provide an area for the Shared Path. It is noted that providing a path on Pioneer Dr would allow for the connection of the Humpty Doo Golf Club to the network through Norm Lane.

5.6 Humpty Doo Area proposed connections

Humpty Doo Area can be connected to the network through Shared Paths on the Arnhem Hwy. There is an existing path that runs from Power Rd to Edwin Rd. From each end, the existing path can be extended to connect to Stuart Hwy on the west and Kotska Rd on the east. From these paths, the network will be connected through to Power Rd and Produce Rd.

The path along Sayer Rd will provide connectivity to the McMinns Lagoon Reserve and Virginia Area.

The existing network is not connected on Humpty Doo Plaza between Challoner Circuit and Freds Pass Rd, so a Shared Path connecting the network is required.

Humpty Doo's southern residents could be connected through paths along: Freds Pass Rd, Goode Rd and Kotska Rd.

5.7 Berry Springs Area proposed connections

As the land use for the area is mainly rural, the proposed path in the area is intended to connect Berry Springs Centre with Berry Springs Primary School. To connect the Berry Springs area with Litchfield's Shared Path network it would be required to provide a path parallel to Stuart Hwy – Cox Peninsula Rd. The total length of this path is about 22Km. This path could be considered for the long-term planning by Litchfield municipality, in conjunction with the NT Government (Stuart Highway connection).

5.8 Primary and Secondary Network Expansion

The follow tables present the proposed primary and secondary network upgrades detailed in the sections above. As noted above, the key purpose of these paths is to provide connection to the trip attractors within each of the study areas and to provide linkages between the study areas.

The corresponding maps for the proposed network are presented in Appendix D.

Table 5-2 provides a full list of the proposed Primary Network, including the proposed length. The proposed surface type for the primary network is asphalt and the proposed width is 2.5m.

Table 5-2 Proposed Primary Network

Area	Location	Approx. length (m)
Humpty Doo Area	Freds Pass Rd - Close gap	372
Humpty Doo Area	Arnhem Hwy between Edwin Rd and Kotska Rd (NTG owned land)	3129
Howard Springs Area	Smyth Rd - Whitewood Rd - Existing path	104
Howard Springs Area	Smyth Rd - Closing gap	47.5
Howard Springs Area	Smyth Road between Nightjar Rd and Barker Rd	618
Howard Springs Area	Smyth Road between Barker Rd and Westall Rd	630
Howard Springs Area	Whitewood Road between Hillier Rd and Schirmer Ct	196
Howard Springs Area	Whitewood Road between Madsen Rd and Hicks Rd	177
Howard Springs Area	Hicks Road between Compigne Rd and Good Shepherd School	1052
Howard Springs Area	Smyth Road between Westall Rd and the existing Coolalinga-Whitewood Rd track (Private land)	867
Howard Springs Area	Whitewood Road between Schirmer Ct and Madsen Rd	750
Howard Springs Area	Hicks Road between Whitewood Rd and Goy Rd	445
Howard Springs Area	Hicks Road between Watling Rd and Compigne Rd	1336
Howard Springs Area	Hillier Road between Barker Rd and Stanley Rd	264
Howard Springs Area	Hicks Road between Goy Rd and McGill Rd	763
Howard Springs Area	Hicks Road between McGill Rd and Watling Rd	1719
Howard Springs Area	Hillier Road between Whitewood Rd and Barker Rd	1142
Howard Springs Area	Hillier Road between Stanley Rd and Girraween Rd	1807
Howard Springs Area	Path connecting Westall Rd to existing Coolalinga-Whitewood Rd track (NTG owned land)	202
Howard Springs Area	Westall Rd between Whitewood Rd and Aken Rd	618
Howard Springs Area	Westall Rd between Aken Rd and Smyth Rd	1728
Girraween School Area	Anglesey Road between Girraween Rd and Florigon Rd	655
Girraween School Area	Produce Road between Pioneer Dr and Arnhem Hwy	2295
Girraween School Area	Carruth Rd	229
Girraween School Area	Power Road	1564
Girraween School Area	Pioneer Dr between Anglesey Road and Produce Road	755
Girraween School Area	Anglesey Road between Florigon Rd and Pioneer Dr	2552
Girraween School Area	Pioneer Dr between Anglesey Rd and Power Rd	2404
Girraween School Area	Pioneer Dr between Produce Rd and Norm Ln	2368
Girraween School Area	Pioneer Dr between Norm Ln and Wanderrie Rd	4051
Girraween School Area	Wanderrie Rd between Pioneer Dr and Nolan Rd	1651
Coolalinga and Virginia Areas	Girraween Rd - Freds Pass (NTG owned Land)	1554
Coolalinga and Virginia Areas	Girraween Road between Hillier Rd and Girraween Lagoon	2012
Coolalinga and Virginia Areas	Girraween Road between Girraween Lagoon and the existing path on Girraween Rd	1978
Coolalinga and Virginia Areas	Lowther Rd between Goodenia Dr and Stuart Hwy	2173
Coolalinga and Virginia Areas	Girraween Road between Coolalinga Area and Hillier Rd	1306
Coolalinga and Virginia Areas	Virginia Rd Between Fisher Rd and Bilby Rd	1369
Coolalinga and Virginia Areas	Virginia Rd Between Bilby Rd and Stuart Hwy	1917
Coolalinga and Virginia Areas	Stuart Hwy Coolalinga-Virginia (NTG owned Land)	1210
Coolalinga and Virginia Areas	Virginia Rd Between Lowther Rd and Fisher Rd	1002
Coolalinga and Virginia Areas	Coolalinga- Whitewood Rd to Girraween Rd (NTG owned Land)	1248
Coolalinga and Virginia Areas	Lowther Rd between Virginia Rd and Goodenia Dr	2069
Berry Springs Area	Cox Peninsula Rd (NTG owned Land)	3991

Table 5-3 provides a full list of the proposed Secondary Network, including the proposed length. The proposed surface type for the secondary network is concrete and the proposed width is 1.5m.

Table 5-3 Proposed Secondary Network

Area	Location	Approx. length (m)
Humpty Doo Area	Freds Pass Rd	4478
Humpty Doo Area	Sayer Rd	2439
Humpty Doo Area	Goode Rd	3496
Humpty Doo Area	Kotska Rd	8244
Howard Springs Area	Hamilton Rd	496
Howard Springs Area	Madsen Rd	4295
Howard Springs Area	Aken Rod - Stow Rd	461
Howard Springs Area	Cornelius Rd	2334
Howard Springs Area	Goy Rd	1223
Howard Springs Area	Thornbill Crescent	934
Howard Springs Area	Sittella Rd	1066
Howard Springs Area	Watling Rd	2919
Howard Springs Area	Currawong Dr	1481
Howard Springs Area	Corella Av	1476
Holtze and Knuckey Lagoon Area	Brandt Rd	1020
Holtze and Knuckey Lagoon Area	Deloraine Rd	1034
Holtze and Knuckey Lagoon Area	Thorngate Rd-Campbell Rd	2097
Girraween School Area	Rogers Circuit	918
Girraween School Area	Wetherby Rd	942
Girraween School Area	Girraween Lagoon	2312
Girraween School Area	Norm Ln	834
Girraween School Area	Bridgemary Cr	2406
Girraween School Area	Woodcote Cr	2690
Coolalinga and Virginia Areas	Sattler Christian College	141
Coolalinga and Virginia Areas	Stuart Highway - Girraween Rd	637
Coolalinga and Virginia Areas	Bees Creek Rd - Stuart Hwy - Sattler Cr	718
Coolalinga and Virginia Areas	Bees Creek- Sattler Cr - Lowther Rd	1795
Coolalinga and Virginia Areas	Jacomb Pl	620
Coolalinga and Virginia Areas	London Rd	933
Coolalinga and Virginia Areas	Fancesca Circuit	1013
Coolalinga and Virginia Areas	Fisher Rd - Dowling Rd - Booking Cct	3189

5.9 Consultation

During the development stage of this Shared Path plan, Cardno were advised of communications to Council about sections of path to be considered as part of the study. A summary of these paths and commentary around their suitability is provided below:

- > Shared Path extensions – Girraween Road. As a separate off-road addition or as a road shoulder extension or combination of both.
An additional 2.5m wide Shared Path connecting from the existing path on Girraween Road to the Stuart Highway has been detailed within the proposed path developments.
- > A footpath past houses on Whitewood Road (Hillier to Hicks)
An additional 2.5m wide Shared Path connecting from the existing path on Whitewood Road to Hicks Road has been detailed within the proposed path developments.
- > Footpaths along south side of Whitewood Road from Hamilton Road to the HS Vet
This path section has not been included as a proposed development as there is an existing path which provides linkage to this area. Should the development of the area in the future provide a need for a path network on both sides of Whitewood Road, this could be further investigated.
- > Footpaths along western side of Smythe Road from Thai Restaurant to HS Shops
The linkage that would be achieved by the requested section of path is achieved by the proposed connection of the existing path in front of the Vet to Whitewood Road and to the existing Nightjar Road Path. For the same reasons noted above, the provision of a path on both sides of Smyth Road is not currently nominated however may be investigated further in the future.

6 Implementation Programme

To allow for the assessment and grading of both the existing paths with defects and the proposed new path sections, a scoring matrix was developed. This matrix assessed each of the nominated path sections against criteria which is considered to provide value to the community and provided a ranking of High, Medium or Low for each path section. These rankings were then scored with High being worth 3, Medium being worth 2 and Low being worth 1, with the corresponding score providing a level of importance for the development of the path sections. The full list of assessment criteria is:

Table 6-1 Assessment Matrix Criteria

Criteria	Scoring	Comments
Safety	Existing path in good condition – Low Existing path requiring maintenance – Med Existing Path with defects / no path - High	
Improved Connectivity	Less than 10 lots connected - Low 10 to 50 lots connected – Med Greater than 50 lots - High	*note this refers to the wider network and not just the immediate vicinity of the path
Bus Stop connection	No bus / Route used by buses – Low Single bus stop on /near route – Med More than 1 bus stop - High	For Primary paths where a length of road (eg Whitewood) has been split up into sections to reduce the cost, the assessment of this criteria has viewed the whole length and not just the section assessed
Identified in the Area plan	Not within area plan – Low Within Area plan but not referenced – Med Referenced in Area plan - High	Items which are ‘referenced in the area plan’ refer to where roads have been nominated for development. This is given a higher priority as these roads are identified as key infrastructure with the path network being considered equally important
Attractor – Health and Medical	No linkage provided – Low Provide indirect linkage – Med Provide direct linkage - High	
Attractor – Education	No linkage provided – Low Provide indirect linkage – Med Provide direct linkage - High	
Attractor – Rec/Tourism	No linkage provided – Low Provide indirect linkage – Med Provide direct linkage - High	
Attractor – Civic/commercial	No linkage provided – Low Provide indirect linkage – Med Provide direct linkage - High	
Network importance	Secondary – Low Primary - High	
Cost	> 300k – Low > 100k, <300k – Med < 100k - High	Refer to Cost section for further details on how these items have been generated.

It is noted that only the safety criteria has been used to determine the importance of existing paths with defects and so these should be viewed separately to the proposed path network assessments.

6.2 Summary of assessment

The full detailed assessment has been included as Appendix B however the following section provides a summary of the highest rated items.

6.2.1 Existing network

A review of the Priorities Assessment Matrix has identified that the following items should be completed initially to rectify the highest priority defects. Following this, the remainder of the list can be reviewed with upgrades being completed as funding allows.

> Nightjar / Macleod Rd intersection

There is currently no continuation of the Shared Path and it ends abruptly at a drainage channel. To rectify, construct continuation of Shared Path or if this is not completed in the short term, install safety barrier and signage.

> 430 Whitewood Rd

Existing overgrowth of plants is obstructing the path with sharp branches at eye level. To rectify, trim the plants back to the property boundary.

> Whitewood Rd / Hillier Rd intersection

The existing drainage adjacent the path presents a hazard. Construct safety barrier to protect cyclists and pedestrians.

> 376 Whitewood Rd.

> The existing drainage adjacent the path presents a hazard. Construct safety barrier to protect cyclists and pedestrians.

> Girraween Rd / Rogers Rd intersection.

> The existing drainage adjacent the path presents a hazard. Construct safety barrier to protect cyclists and pedestrians.

6.2.2 Proposed network

Similar to the existing network, the following items represent the sections of the proposed new networks which the Priorities Assessment Matrix has identified should be prioritised.

> Smyth Rd - Whitewood Rd - Existing path

Continuation of Shared Path on Smyth Rd between Whitewood Rd and existing Smyth Rd path (in front of Vets).

> Smyth Rd - Closing gap

Install new path to close the gap between the existing network and Nightjar Rd.

> Freds Pass Rd - Close gap

Missing connection. Continuation of the current path up to Freds Pass Rd.

7 Cost Planning

In line with the nominated primary and secondary Shared Path network upgrades, Cardno have prepared an estimate of costs based on a square meter rate for construction of concrete / asphalt paths. A summary of the assumptions used when preparing this estimate are:

- Only preparation of subgrade, base and path construction have been allowed for;
- No allowance for site survey, contingency or escalation has been made;
- Costs for the remediation of the defects highlighted from the saddle survey have not been provided;
- No allowance has been made for additional infrastructure that may be required to allow for the construction of the Shared Path (e.g. floodway crossings); and
- The estimate has been completed assuming a 100mm concrete path with SL72 mesh or a 30mm thick asphalt, both with a 150mm thick base.

Due to the nominated lengths, the cost for construction of proposed paths is significantly higher than the likely available budgets nominated by the Litchfield Council staff. For this reason, it has not been possible to provide groupings of nominated path lengths that would be able to be tendered and constructed as part of a yearly program of works. Given the large costs, it is likely that Territory or Federal government grants funding for capital infrastructure developments will be required to enable the completion of the nominated high priority works, should the Council wish to complete these works in the short term.

As an alternative to the construction of paths by Council, additional subdivision guidelines could be implemented to require the construction of path sections during the development of parcels of land adjacent to those sections of road which have been nominated as either high priority or being required to form part of the primary network.

A cost table for each of the sections of nominated Shared Path is provided in Appendix C.

8 Conclusion

The provision of an accessible and functional Shared Path network provides many key benefits to communities including:

- Increasing the use of bicycles / pedestrian movement as a commuter form of transport leading to a reduction in vehicles on the road, hence reducing congestion (although not a significant issue in the Litchfield municipality) and road maintenance requirements;
- Aligns with the outcomes of the Detailed Strategy for the Litchfield Municipality;
- General health benefits due to an increase in active lifestyles; and
- Potential for reduction in serious crashes due to recreational and commuter cyclists and pedestrians travelling away from roads thus reducing their interactions with vehicles.



While Shared Path infrastructure can provide these benefits (and others), it is noted that, due to remoteness of the municipality, greater lengths of path are required to provide connectivity to a similar number of people when compared to areas that have a higher population density. For this reason, the costs may make short term development of large sections of path unfeasible. It is proposed Council focuses on initially remediating those areas highlighted in the saddle survey and then progressively installing the priority network to provide greater linkages in and around the municipality.




APPENDIX

A

SADDLE SURVEY OUTCOMES

Figure A-1 Howard Springs Area. Existing Path Issues, Opportunities and Recommendations – assessment date 9/12/2019

No.	Location	Issue	Image	Recommended Outcome
1	225 and 205 Whitewood Rd	Width change		Install a barrier to protect users from leaving the path
2	Whitewood Rd between Stow Rd and Kundook PI	Cracks in the path		Monitor cracking and replace when required




No.	Location	Issue	Image	Recommended Outcome
3	Smyth Rd - whitewood Rd -existing path	No continuation of Shared Path		Continuation of Shared Path on Smyth Rd between Whitewood Rd and existing Smyth Rd path (in front of Vets)
4	Smyth Rd - closing gap	No continuation of Shared Path		Install new path to close the gap between the existing network and Whitewood Rd
5	Nightjar / Macleod Rd intersection	No continuation of shared path and concrete drainage		Construct continuation of Shared Path or if this is not completed in the short term, install safety barrier and signage.

No.	Location	Issue	Image	Recommended Outcome
6	Whitewood Rd between Smyth Rd and Hamilton Rd	Cracks in the path		Monitor cracking and replace when required
7	Whitewood Rd / Hamilton Rd intersection	No alignment on paths		Align path such that pedestrians and cyclists are provided with a direct route across the side road. Sweep off loose material and monitor following storm events
8	376 Whitewood Rd	Concrete Drainage		Construct safety barrier to protect cyclists and pedestrians

No.	Location	Issue	Image	Recommended Outcome
9	430 Whitewood Rd	Plants obstructing path. Sharp branches at eye level	  	Trim plants




No.	Location	Issue	Image	Recommended Outcome
10	Whitewood Rd / Hillier Rd intersection	Concrete Drainage		Construct safety barrier to protect cyclists and pedestrians



Figure A-2 Coolalinga and Virginia Areas Existing Path Issues, Opportunities and Recommendations – assessment date 9/12/2019

No.	Location	Issue	Image	Recommended Outcome
1	Fairweather Cr between Stuart Hwy and Grice Cres	No continuation of Shared Path		Install wayfinding signage at Fairweather Cr and Stuart Hwy intersection indicating crossing point or continuation of the path to connect to Fairweather Cres between Constants St and Grice Cres
2	Fairweather Cr between Stuart Hwy and Grice Cres	Concrete path requires servicing and cracks in the path	 	<p>Monitor cracking and replace when required</p> <p>Repair damages section of path.</p>

No.	Location	Issue	Image	Recommended Outcome
3	Biddlecombe Rd	Loose material on path		Sweep off loose material and monitor following storm events
4	Patsalou Rd	Loose material on path		Sweep off loose material and monitor following storm events
5	Grice Cres between Biddlecombe Rd and Dili Ct	Sewer manhole above the path level		Reconstruct path to tie in with sewer pit lid

No.	Location	Issue	Image	Recommended Outcome
6	Grice Cres between Biddlecombe Rd and Dili Ct	Plants obstructing path on approach to Dili Ct		Trim plants
7	Dili Ct	Plants obstructing path		Trim plants
8	Grice Cres between Dili Ct and Grice Cres	Cracked path		Monitor path and if cracking deteriorates, replace path section.

No.	Location	Issue	Image	Recommended Outcome
9	Fairweather Cres between Grice Cres and Stuart Hwy	Sewer manhole above the path level		Reconstruct path to tie in with sewer pit lid
10	Fairweather Cres between Grice Cres and Stuart Hwy	Step in path		Re-work concrete section to remove step
11	Fairweather Cres between Grice Cres and Constant St	Valve Box uneven surface		Recast in lids to be flush with path

No.	Location	Issue	Image	Recommended Outcome
12	Fairweather Cres between Grice Cres and Constant St	Poor visibility to carpark access		Signage for path users and 'Watch for bicycles' sign for drivers and trim plants to improve sight distance.
13	Fairweather Cres between Grice Cres and Constant St	No continuation of Shared Path nor crossing point		Provide a crossing point to connect to the existing path on the opposite side of the road or continuation of the path to connect to Fairweather Cres between Stuart Hwy and Grice Cres








No.	Location	Issue	Image	Recommended Outcome
14	Fairweather Cres between Grice Cres and Constant St	Concrete path requires servicing		Repair damaged concrete section to return path to full width.




Figure A-3 Girraween School Area Existing Path Issues, Opportunities and Recommendations – assessment date 9/12/2019

No.	Location	Issue	Image	Recommended Outcome
1	Carruth Rd between Herkes Rd and School drop off zone entrance	No continuation of Shared Path		Implement continuation of Shared Path
2	Herkes Rd	Loose material on path		Sweep off loose material and monitor following storm events
3	Girraween Rd between Carruth and Hicks Rd	Loose material on path		Sweep off loose material and monitor following storm events

No.	Location	Issue	Image	Recommended Outcome
4	Hicks Rd	No continuation of path		Opportunity for Future connection
5	Girraween Rd East bound	No continuation of path		Opportunity for Future connection
6	Anglesey Rd	No continuation of path		Opportunity for Future connection

No.	Location	Issue	Image	Recommended Outcome
7	Girraween Rd	Cracked path		Monitor cracking and replace when required
8	Girraween Rd / Rogers Rd intersection	Concrete Drainage	 	Construct safety barrier to protect cyclists and pedestrians from drain hazard

Figure A-4 Humpty Doo Area Existing Path Issues, Opportunities and Recommendations – assessment date 9/12/2019

No.	Location	Issue	Image	Recommended Outcome
1	Beaumont Rd	No continuation of path (subdivision)		Opportunity for Future connection
2	Freds Pass Rd	Poor condition of path between Challoner Cct (West) and Arnhem Hwy		Replace path. *It is noted that the adjacent parcel of land is currently being assessed from a master planning perspective to provide a future community facility. The outcomes of this assessment shall inform the requirement to replace the path.
3	Challoner Cct (East) / Freds Pass Rd	Missing connection		Construct continuation of the current path up to Freds Pass Rd





No.	Location	Issue	Image	Recommended Outcome
4	Freds Pass Rd between Challoner Cct (West) and Beaumont Rd	Concrete Drainage		Construct safety barrier to protect cyclists and pedestrians

Figure A-5 Holtze Area Existing Path Issues, Opportunities and Recommendations – assessment date 9/12/2019

No.	Location	Issue	Image	Recommended Outcome
1	Thorngate Rd existing path	Culvert headwalls adjacent the path (approx. 6 along the current alignment)		Construct safety barrier to protect cyclists and pedestrians
2	Thorngate Rd / Glendower Rd intersection	Telecommunications pit protruding from path surface		Reconstruct pit to tie in with path level
3	Thorngate Rd / Robertson Barracks fence (south bound)	Concrete Drainage		Construct safety barrier to protect cyclists and pedestrians

No.	Location	Issue	Image	Recommended Outcome
4	Thorngate Rd	Insufficient signage at the road crossing points.		Install 'road ahead' warning signage on both approaches to the road
5	Thorngate Rd existing path	Cracks along the path.		Monitor cracking and replace when required
6	Thorngate Rd - various points	Loose soil across path		Sweep off loose material and monitor following storm events

APPENDIX

B

ASSESSMENT MATRIX

Table B1 - New Path Priority list (sorted by Priority)

						Priority Considerations										
Area	Location	Work Details	Work Type	Path Type / Hierarchy	Constraints / Comments	Safety	Improve connectivity (encourage use)	Bus Stop connection	Area plan identified	Community Attractor - Health and Medical	Community Attractor - Education	Community Attractor - Rec/Tourism	Community Attractor - Civic/commercial	Network Importance	Cost	TOTAL
Howard Springs Area	Smyth Rd - Whitewood Rd - Existing path	Continuation of Shared Path on Smyth Rd between Whitewood Rd and existing Smyth Rd path (in front of Yets)	New	Proposed primary network		High	High	Medium	High	High	High	High	High	High	High	29
Howard Springs Area	Smyth Rd - Closing gap	Install new path to close the gap between the existing network and Nightjar Rd	New	Proposed primary network		High	High	Medium	High	High	High	High	High	High	High	29
Humpty Doo Area	Freds Pass Rd - Close gap	Missing connection. Continuation of the current path up to Freds Pass Rd	New	Proposed primary network		High	Medium	Medium	High	High	High	High	High	High	Medium	27
Howard Springs Area	Smyth Road between Nightjar Rd and Barker Rd	Install new path to connect to Whitewood Rd and the services around the area. It will also connect to the existing Coolalinga-Whitewood Rd track	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	High	High	Medium	24
Howard Springs Area	Smyth Road between Barker Rd and Westall Rd	Install new path to connect to Whitewood Rd and the services around the area. It will also connect to the existing Coolalinga-Whitewood Rd track	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	High	High	Medium	24
Coolalinga and Virginia Areas	Sattler Christian College	Install new path to provide connection to students and users	New	Proposed secondary network		High	Medium	Medium	High	Low	High	High	High	Low	High	24
Howard Springs Area	Whitewood Road between Hillier Rd and Schirmer Ct	Install new path connecting the existing path on Whitewood Rd to Schirmer Ct	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	Medium	Medium	High	High	23
Howard Springs Area	Whitewood Road between Madsen Rd and Hicks Rd	Install new path to connect to Hicks Rd	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	Medium	Medium	High	High	23
Howard Springs Area	Hicks Road between Compigne Rd and Good Shepherd School	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	Medium	High	Low	22
Howard Springs Area	Smyth Road between Westall Rd and the existing Coolalinga-Whitewood Rd track	Install new path to connect to Whitewood Rd and the services around the area. It will also connect to the existing Coolalinga-Whitewood Rd track	New	Proposed primary network	Private land	High	High	Low	High	Medium	Medium	Medium	Medium	High	Low	22
Howard Springs Area	Hamilton Rd	Install new path to connect Whitewood Rd to the north	New	Proposed secondary network		High	High	Medium	High	Medium	Medium	Medium	Medium	Low	Medium	22
Coolalinga and Virginia Areas	Stuart Highway - Girraween Rd	Install new path to connect Coolalinga area to Girraween Rd	New	Proposed secondary network	NTG owned land	High	Medium	High	Low	High	Low	High	High	Low	Medium	22
Coolalinga and Virginia Areas	Bees Creek Rd - Stuart Hwy - Sattler Cr	Install new path to connect Stuart Hwy to Bees Creek Primary School, Sattler Christian College, Freds Pass Sport and Recreation, and Litchfield Council offices	New	Proposed secondary network		High	Medium	Low	High	Low	High	High	High	Low	Medium	22
Coolalinga and Virginia Areas	Girraween Rd - Freds Pass	Install new path to connect Coolalinga area and Girraween Rd to Freds Pass and its services	New	Proposed primary network	NTG owned land	High	High	Low	High	Low	High	High	Low	High	Low	22
Coolalinga and Virginia Areas	Girraween Road between Hillier Rd and Girraween Lagoon	Install new path to connect Coolalinga area through Girraween Rd	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	High	Medium	High	Low	22
Coolalinga and Virginia Areas	Girraween Road between Girraween Lagoon and the existing path on Girraween Rd	Install new path to connect the existing path on Girraween Rd to Girraween Lagoon and Coolalinga Area	New	Proposed primary network		High	Medium	Medium	High	Medium	Medium	Medium	Medium	High	Low	22
Berry Springs Area	Cox Peninsula Rd	Install new path to connect Berry Springs Primary School and the recreation reserve to the commercial area	New	Proposed primary network	NTG owned land	High	Low	Low	High	High	High	Medium	Medium	High	Low	22
Howard Springs Area	Whitewood Road between Schirmer Ct and Madsen Rd	Install new path to connect to Madsen Rd	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	Medium	Medium	High	Low	21
Howard Springs Area	Madsen Rd	Install new path to connect Stow Rd to Whitewood Rd	New	Proposed secondary network		High	High	Medium	High	Medium	Medium	Medium	Medium	Low	Low	21
Howard Springs Area	Hicks Road between Whitewood Rd and Goy Rd	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	Low	Medium	Medium	Medium	Medium	High	Medium	21
Howard Springs Area	Hicks Road between Watling Rd and Compigne Rd	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	Medium	Medium	Medium	Medium	Medium	High	Low	21
Howard Springs Area	Hillier Road between Barker Rd and Stanley Rd	Install new path to provide connectivity between Whitewood Rd and Girraween Rd and to provide connectivity to the bus stop located on Hillier Rd	New	Proposed primary network	Road Cross section will prevent path development	High	Medium	Medium	Low	Medium	Medium	Medium	Medium	High	Medium	21
Girraween School Area	Anglesey Road between Girraween Rd and Florigon Rd	Install new path to connect the existing path on Girraween Rd to Florigon Rd	New	Proposed primary network		High	High	Medium	High	Low	High	Low	Low	High	Low	21
Coolalinga and Virginia Areas	Bees Creek- Sattler Cr - Lowther Rd	Install new path to connect to Lowther Rd	New	Proposed secondary network		High	Medium	Low	High	Low	High	High	High	Low	Low	21
Coolalinga and Virginia Areas	Lowther Rd between Goodenia Dr and Stuart Hwy	Install new path to connect Goodenia Dr to Stuart Hwy	New	Proposed primary network		High	Medium	High	Medium	Low	Medium	Medium	Medium	High	Low	21
Howard Springs Area	Hicks Road between Goy Rd and McGill Rd	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	Low	Medium	Medium	Medium	Medium	High	Low	20
Howard Springs Area	Hicks Road between McGill Rd and Watling Rd	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	Low	Medium	Medium	Medium	Medium	High	Low	20
Howard Springs Area	Hillier Road between Whitewood Rd and Barker Rd	Install new path to provide connectivity between Whitewood Rd and Girraween Rd and to provide connectivity to the bus stop located on Hillier Rd	New	Proposed primary network	Road Cross section will prevent path development	High	Medium	Medium	Low	Medium	Medium	Medium	Medium	High	Low	20
Howard Springs Area	Hillier Road between Stanley Rd and Girraween Rd	Install new path to provide connectivity between Whitewood Rd and Girraween Rd and to provide connectivity to the bus stop located on Hillier Rd	New	Proposed primary network	Road Cross section will prevent path development	High	Medium	Medium	Low	Medium	Medium	Medium	Medium	High	Low	20
Howard Springs Area	Path connecting Westall Rd to existing Coolalinga-Whitewood Rd track	Install new path to connect Westall Rd to existing Coolalinga-Whitewood Rd track	New	Proposed primary network	NTG owned land	High	High	Low	Low	Medium	Low	Low	Medium	High	High	20
Girraween School Area	Produce Road between Pioneer Dr and Arnhem Hwy	Install new path to connect to the existing path on Humpty Doo Area	New	Proposed primary network		High	High	Medium	Low	Low	Medium	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Girraween Road between Coolalinga Area and Hillier Rd	Install new path to connect Coolalinga area through Girraween Rd	New	Proposed primary network		High	Medium	Low	Medium	Medium	Medium	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Virginia Rd Between Fisher Rd and Bilby Rd	Install new path to connect Fisher Rd to Bilby Rd	New	Proposed primary network		High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Virginia Rd Between Bilby Rd and Stuart Hwy	Install new path to connect Bilby Rd to Stuart Hwy	New	Proposed primary network		High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Stuart Hwy Coolalinga-Virginia	Install new path to connect Virginia area to Coolalinga Area	New	Proposed primary network	NTG owned land	High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Humpty Doo Area	Freds Pass Rd	Install new path to connect the suburb to the existing network	New	Proposed secondary network		High	High	Low	Medium	Low	High	High	Low	Low	Low	19
Girraween School Area	Carruth Rd	Install new path to connect Girraween school to the proposed path on Hicks Rd	New	Proposed primary network		High	Medium	Low	Medium	Low	High	Low	Low	High	Medium	19
Girraween School Area	Power Road	Install new path to connect to the existing path on Humpty Doo Area	New	Proposed primary network	Subject to outcomes of the area plans and other ongoing studies.	High	Medium	Medium	Low	Low	Medium	Medium	Medium	High	Low	19
Coolalinga and Virginia Areas	Virginia Rd Between Lowther Rd and Fisher Rd	Install new path to connect Lowther Rd to Fisher Rd	New	Proposed primary network		High	Medium	Medium	Low	Low	Medium	Medium	Medium	High	Low	19
Coolalinga and Virginia Areas	Coolalinga- Whitewood Rd to Girraween Rd	Install new path to connect the existing Coolalinga-Whitewood Rd track to Girraween Rd	New	Proposed primary network	NTG owned land	High	High	Low	Low	Medium	Low	Medium	Medium	High	Low	19
Howard Springs Area	Westall Rd between Whitewood Rd and Aken Rd	Install new path to connect to Whitewood Rd	New	Proposed primary network		High	Medium	Low	Low	Low	Medium	Medium	Low	High	Medium	18
Girraween School Area	Pioneer Dr between Anglesey Road and Produce Road	Install new path to connect the proposed paths on Pioneer Dr, Anglesey Rd and Produce Rd	New	Proposed primary network		High	High	Medium	Low	Low	Low	Medium	Low	High	Low	18
Girraween School Area	Rogers Circuit	Install new path to connect to the existing network on Girraween Rd	New	Proposed secondary network		High	Medium	Medium	Medium	Low	High	Low	Low	Low	Medium	18
Girraween School Area	Anglesey Road between Florigon Rd and Pioneer Dr	Install new path to connect to Girraween Rd and Pioneer Dr	New	Proposed primary network		High	High	Low	Medium	Low	Medium	Low	Low	High	Low	18

Table B2 - New Path Priority list (sorted by Area)

						Priority Considerations										
Area	Location	Work Details	Work Type	Path Type / Hierarchy	Constraints / Comments	Safety	Improve connectivity (encourage use)	Bus Stop connection	Area plan identified	Community Attractor - Health and Medical	Community Attractor - Education	Community Attractor - Rec/Tourism	Community Attractor - Civic/commercial	Network Importance	Cost	TOTAL
Berry Springs Area	Cox Peninsula Rd	Install new path to connect Berry Springs Primary School and the recreation reserve to the commercial area	New	Proposed primary network	NTG owned land	High	Low	Low	High	High	High	Medium	Medium	High	Low	22
Coolalinga and Virginia Areas	Sattler Christian College	Install new path to provide connection to students and users	New	Proposed secondary network		High	Medium	Medium	High	Low	High	High	High	Low	High	24
Coolalinga and Virginia Areas	Stuart Highway - Girraween Rd	Install new path to connect Coolalinga area to Girraween Rd	New	Proposed secondary network	NTG owned land	High	Medium	High	Low	High	Low	High	High	Low	Medium	22
Coolalinga and Virginia Areas	Bees Creek Rd - Stuart Hwy - Sattler Cr	Install new path to connect Stuart Hwy to Bees Creek Primary School, Sattler Christian College, Freds Pass Sport and Recreation, and Litchfield Council offices	New	Proposed secondary network		High	Medium	Low	High	Low	High	High	High	Low	Medium	22
Coolalinga and Virginia Areas	Girraween Rd - Freds Pass	Install new path to connect Coolalinga area and Girraween Rd to Freds Pass and its services	New	Proposed primary network	NTG owned land	High	High	Low	High	Low	High	High	Low	High	Low	22
Coolalinga and Virginia Areas	Girraween Road between Hillier Rd and Girraween Lagoon	Install new path to connect Coolalinga area through Girraween Rd	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	High	Medium	High	Low	22
Coolalinga and Virginia Areas	Girraween Road between Girraween Lagoon and the existing path on Girraween Rd	Install new path to connect the existing path on Girraween Rd to Girraween Lagoon and Coolalinga Area	New	Proposed primary network		High	Medium	Medium	High	Medium	Medium	Medium	Medium	High	Low	22
Coolalinga and Virginia Areas	Bees Creek- Sattler Cr - Lowther Rd	Install new path to connect to Lowther Rd	New	Proposed secondary network		High	Medium	Low	High	Low	High	High	High	Low	Low	21
Coolalinga and Virginia Areas	Lowther Rd between Goodenia Dr and Stuart Hwy	Install new path to connect Goodenia Dr to Stuart Hwy	New	Proposed primary network		High	Medium	High	Medium	Low	Medium	Medium	Medium	High	Low	21
Coolalinga and Virginia Areas	Girraween Road between Coolalinga Area and Hillier Rd	Install new path to connect Coolalinga area through Girraween Rd	New	Proposed primary network		High	Medium	Low	Medium	Medium	Medium	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Virginia Rd Between Fisher Rd and Bilby Rd	Install new path to connect Fisher Rd to Bilby Rd	New	Proposed primary network		High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Virginia Rd Between Bilby Rd and Stuart Hwy	Install new path to connect Bilby Rd to Stuart Hwy	New	Proposed primary network		High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Stuart Hwy Coolalinga-Virginia	Install new path to connect Virginia area to Coolalinga Area	New	Proposed primary network	NTG owned land	High	Medium	High	Low	Medium	Low	Medium	Medium	High	Low	20
Coolalinga and Virginia Areas	Virginia Rd Between Lowther Rd and Fisher Rd	Install new path to connect Lowther Rd to Fisher Rd	New	Proposed primary network		High	Medium	Medium	Low	Low	Medium	Medium	Medium	High	Low	19
Coolalinga and Virginia Areas	Coolalinga- Whitewood Rd to Girraween Rd	Install new path to connect the existing Coolalinga-Whitewood Rd track to Girraween Rd	New	Proposed primary network	NTG owned land	High	High	Low	Low	Medium	Low	Medium	Medium	High	Low	19
Coolalinga and Virginia Areas	Lowther Rd between Virginia Rd and Goodenia Dr	Install new path to provide connectivity to the existing bus stops	New	Proposed primary network		High	Medium	High	Medium	Low	Low	Low	Low	High	Low	18
Coolalinga and Virginia Areas	Jacomb Pl	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	Low	Low	Low	Medium	14
Coolalinga and Virginia Areas	London Rd	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	Low	Low	Low	Medium	14
Coolalinga and Virginia Areas	Fancesca Circuit	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	Low	Low	Low	Medium	14
Coolalinga and Virginia Areas	Fisher Rd - Dowling Rd - Booking Cct	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	Low	Low	Low	Low	13
Girraween School Area	Anglesey Road between Girraween Rd and Florigon Rd	Install new path to connect the existing path on Girraween Rd to Florigon Rd	New	Proposed primary network		High	High	Medium	High	Low	High	Low	Low	High	Low	21
Girraween School Area	Produce Road between Pioneer Dr and Arnhem Hwy	Install new path to connect to the existing path on Humpty Doo Area	New	Proposed primary network		High	High	Medium	Low	Low	Medium	Medium	Medium	High	Low	20
Girraween School Area	Carruth Rd	Install new path to connect Girraween school to the proposed path on Hicks Rd	New	Proposed primary network		High	Medium	Low	Medium	Low	High	Low	Low	High	Medium	19
Girraween School Area	Power Road	Install new path to connect to the existing path on Humpty Doo Area	New	Proposed primary network	Subject to outcomes of the area plans and other ongoing studies.	High	Medium	Medium	Low	Low	Medium	Medium	Medium	High	Low	19
Girraween School Area	Pioneer Dr between Anglesey Road and Produce Road	Install new path to connect the proposed paths on Pioneer Dr, Anglesey Rd and Produce Rd	New	Proposed primary network		High	High	Medium	Low	Low	Low	Medium	Low	High	Low	18
Girraween School Area	Rogers Circuit	Install new path to connect to the existing network on Girraween Rd	New	Proposed secondary network		High	Medium	Medium	Medium	Low	High	Low	Low	Low	Medium	18
Girraween School Area	Anglesey Road between Florigon Rd and Pioneer Dr	Install new path to connect to Girraween Rd and Pioneer Dr	New	Proposed primary network		High	High	Low	Medium	Low	Medium	Low	Low	High	Low	18
Girraween School Area	Pioneer Dr between Anglesey Rd and Power Rd	Install new path to connect Pioneer Dr between Anglesey Rd and Power Rd	New	Proposed primary network		High	Medium	Medium	Low	Low	Low	Medium	Low	High	Low	17
Girraween School Area	Wetherby Rd	Install new path to connect to Rogers Circuit	New	Proposed secondary network		High	Medium	Low	Low	Low	High	Low	Low	Low	Medium	16
Girraween School Area	Girraween Lagoon	Install new path to connect Hicks Rd to Girraween Rd	New	Proposed secondary network	Private land	High	Medium	Low	Low	Low	Medium	High	Low	Low	Low	16
Girraween School Area	Norm Ln	Install new path to connect to Humpty Doo Rural Area Golf Club	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	High	Low	Low	Medium	16
Girraween School Area	Pioneer Dr between Produce Rd and Norm Ln	Install new path to connect Pioneer Dr between Produce Rd and Norm Ln	New	Proposed primary network		High	Medium	Medium	Low	Low	Low	Low	Low	High	Low	16
Girraween School Area	Pioneer Dr between Norm Ln and Wanderrie Rd	Install new path to connect Pioneer Dr between Norm Ln and Wanderrie Rd	New	Proposed primary network		High	Medium	Low	Low	Low	Low	Low	Low	High	Low	15
Girraween School Area	Wanderrie Rd between Pioneer Dr and Nolan Rd	Install new path to connect Wanderrie Rd between Pioneer Dr and Nolan Rd	New	Proposed primary network		High	Medium	Low	Low	Low	Low	Low	Low	High	Low	15
Girraween School Area	Bridgemary Cr	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Medium	Low	Low	Low	Low	14
Girraween School Area	Woodcote Cr	Install new path to connect the suburb to the proposed network	New	Proposed secondary network		High	Medium	Low	Low	Low	Medium	Low	Low	Low	Low	14
Holtze and Knuckey Lagoon Area	Brandt Rd	Install new path to connect to Knuckey Lagoon Recreational Reserve	New	Proposed secondary network		High	Medium	Low	Low	Low	Low	High	Low	Low	Medium	16
Holtze and Knuckey Lagoon Area	Deloraine Rd	Install new path to connect to Thorak Regional Cemetery	New	Proposed secondary network		High	Low	Low	Low	Low	Low	High	Low	Low	Medium	15
Holtze and Knuckey Lagoon Area	Thorngate Rd-Campbell Rd	Install new path to connect existing paths	New	Proposed secondary network		High	Low	Low	Low	Low	Low	Medium	Low	Low	Low	13
Howard Springs Area	Smyth Rd - Whitewood Rd - Existing path	Continuation of Shared Path on Smyth Rd between Whitewood Rd and existing Smyth Rd path (in front of Vets)	New	Proposed primary network		High	High	Medium	High	High	High	High	High	High	High	29
Howard Springs Area	Smyth Rd - Closing gap	Install new path to close the gap between the existing network and Nightjar Rd	New	Proposed primary network		High	High	Medium	High	High	High	High	High	High	High	29
Howard Springs Area	Smyth Road between Nightjar Rd and Barker Rd	Install new path to connect to Whitewood Rd and the services around the area. It will also connect to the existing Coolalinga-Whitewood Rd track	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	High	High	Medium	24
Howard Springs Area	Smyth Road between Barker Rd and Westall Rd	Install new path to connect to Whitewood Rd and the services around the area. It will also connect to the existing Coolalinga-Whitewood Rd track	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	High	High	Medium	24
Howard Springs Area	Whitewood Road between Hillier Rd and Schirmer Ct	Install new path connecting the existing path on Whitewood Rd to Schirmer Ct	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	Medium	Medium	High	High	23
Howard Springs Area	Whitewood Road between Madsen Rd and Hicks Rd	Install new path to connect to Hicks Rd	New	Proposed primary network		High	Medium	Low	High	Medium	Medium	Medium	Medium	High	High	23
Howard Springs Area	Hicks Road between Compigne Rd and Good Shepherd School	Install new path to connect to Whitewood Rd and to provide connectivity to Good Shepherd School	New	Proposed primary network		High	High	Low	High	Medium	Medium	Medium	Medium	High	Low	22

Table B3 - Existing Path Priority list (sorted by Priority)

Area	Location	Work Details	Work Type	Path Type / Hierarchy	Constraints / Comments	Safety	TOTAL
Girraween School Area	Girraween Rd / Rogers Rd intersection	Concrete Drainage. Construct safety barrier to protect cyclists and pedestrians from drain hazard	Maintenance	Existing Path		High	3
Howard Springs Area	430 Whitewood Rd	Plants obstructing path. Sharp branches at eye level. Trim plants	Maintenance	Existing Path		High	3
Howard Springs Area	Nightjar / Macleod Rd intersection	No continuation of shared path and concrete drainage. Construct continuation of Shared Path or if this is not completed in the short term, install safety barrier and signage	Upgrade	Existing Path		High	3
Howard Springs Area	Whitewood Rd / Hillier Rd intersection	Concrete Drainage. Construct safety barrier to protect cyclists and pedestrians	Upgrade	Existing Path		High	3
Howard Springs Area	376 Whitewood Rd	Concrete Drainage. Construct safety barrier to protect cyclists and pedestrians	Upgrade	Existing Path		High	3
Coolalinga and Virginia Areas	Grice Cres between Biddlecombe Rd and Dili Ct	Sewer manhole above the path level. Reconstruct path to tie in with sewer pit lid	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Stuart Hwy	Sewer manhole above the path level. Reconstruct path to tie in with sewer pit lid	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Constant St	Valve Box uneven surface. Recast in lids to be flush with path	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cr between Stuart Hwy and Grice Cres	Concrete path requires servicing and there are cracks in the path. Monitor cracking and replace when required Repair damages section of path.	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Biddlecombe Rd	Loose material on path. Sweep off loose material and monitor following storm events	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Patsalou Rd	Loose material on path. Sweep off loose material and monitor following storm events	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Grice Cres between Biddlecombe Rd and Dili Ct	Plants obstructing path on approach to Dili Ct. Trim plants	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Dili Ct	Plants obstructing path. Trim plants	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Grice Cres between Dili Ct and Grice Cres	Cracked path. Monitor path and if cracking deteriorates, replace path section.	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Stuart Hwy	Step in path. Re-work concrete section to remove step	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Constant St	Concrete path requires servicing. Repair damaged concrete section to return path to full width	Maintenance	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Constant St	Poor visibility to carpark access. Signage for path users and 'Watch for bicycles' sign for drivers and trim plants to improve sight distance.	Upgrade	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cres between Grice Cres and Constant St	No continuation of Shared Path nor crossing point. Provide a crossing point to connect to the existing path on the opposite side of the road or continuation of the path to connect to Fairweather Cres between Stuart Hwy and Grice Cres	Upgrade	Existing Path		Medium	2
Coolalinga and Virginia Areas	Fairweather Cr between Stuart Hwy and Grice Cres	No continuation of Shared Path. Install wayfinding signage at Fairweather Cr and Stuart Hwy intersection indicating crossing point or continuation of the path to connect to Fairweather Cres between Constants St and Grice Cres	Upgrade	Existing Path		Medium	2
Girraween School Area	Carruth Rd between Herkes Rd and School drop off zone entrance	No continuation of Shared Path. Implement continuation of Shared Path	Maintenance	Existing Path		Medium	2
Girraween School Area	Herkes Rd	Loose material on path. Sweep off loose material and monitor following storm events	Maintenance	Existing Path		Medium	2
Girraween School Area	Girraween Rd	Cracked path. Monitor path and if cracking deteriorates.	Maintenance	Existing Path		Medium	2

Table B3 - Existing Path Priority list (sorted by Priority)

Area	Location	Work Details	Work Type	Path Type / Hierarchy	Constraints / Comments	Safety	TOTAL
Girraween School Area	Girraween Rd between Carruth and Hicks Rd	Loose material on path. Sweep off loose material and monitor following storm events	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd existing path	Culvert headwalls adjacent the path (approx. 6 along the current alignment). Construct safety barrier to protect cyclists and pedestrians	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd / Glendower Rd intersection	Telecommunications pit protruding from path surface. Reconstruct pit to tie in with path level	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd / Robertson Barracks fence (south bound)	Concrete Drainage. Construct safety barrier to protect cyclists and pedestrians	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd	Insufficient signage at the road crossing points. Install 'road ahead' warning signage on both approaches to the road	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd - various points	Loose soil across path. Sweep off loose material and monitor following storm events	Maintenance	Existing Path		Medium	2
Holtze and Knuckey Lagoon Area	Thorngate Rd existing path	Cracks along the path. Monitor cracking and replace when required	Upgrade	Existing Path		Medium	2
Howard Springs Area	Whitewood Rd / Hamilton Rd intersection	No alignment on paths. Align path such that pedestrians and cyclists are provided with a direct route across the side road. Sweep off loose material and monitor following storm events	Upgrade	Existing Path		Medium	2
Howard Springs Area	Whitewood Rd between Smyth Rd and Hamilton Rd	Cracks in the path. Monitor cracking and replace when required	Upgrade	Existing Path		Medium	2
Howard Springs Area	225 and 205 Whitewood Rd	Install a barrier / pavement marking to protect users from leaving the path	Upgrade	Existing Path		Medium	2
Humpty Doo Area	Freds Pass Rd between Challoner Cct (West) and Beaumont Rd	Concrete Drainage. Construct safety barrier to protect cyclists and pedestrians	Maintenance	Existing Path		Medium	2
Howard Springs Area	Whitewood Rd between Stow Rd and Kundook PI	Cracks in the path. Monitor cracking and replace when required	Upgrade	Existing Path		Low	1
Humpty Doo Area	Freds Pass Rd	Poor condition of path between Challoner Cct (West) and Arnhem Hwy. Replace path.	Maintenance	Existing Path		Low	1

APPENDIX

C

COST TABLES

Area	Location	Path Material	Path Width (m)	Approx. length (m)	Estimated Cost
Humpty Doo Area	Freds Pass Rd - Close gap	Asphalt	2.5	372	\$ 172,422.00
Humpty Doo Area	Freds Pass Rd	Concrete	1.5	4478	\$ 1,106,961.60
Humpty Doo Area	Arnhem Hwy between Edwin Rd and Kotska Rd	Asphalt	2.5	3129	\$ 1,450,291.50
Humpty Doo Area	Sayer Rd	Concrete	1.5	2439	\$ 602,920.80
Humpty Doo Area	Goode Rd	Concrete	1.5	3496	\$ 864,211.20
Humpty Doo Area	Kotska Rd	Concrete	1.5	8244	\$ 2,037,916.80
Howard Springs Area	Smyth Rd - Whitewood Rd - Existing path	Asphalt	2.5	104	\$ 48,204.00
Howard Springs Area	Smyth Rd - Closing gap	Asphalt	2.5	47.5	\$ 22,016.25
Howard Springs Area	Smyth Road between Nightjar Rd and Barker Rd	Asphalt	2.5	618	\$ 286,443.00
Howard Springs Area	Smyth Road between Barker Rd and Westall Rd	Asphalt	2.5	630	\$ 292,005.00
Howard Springs Area	Whitewood Road between Hillier Rd and Schirmer Ct	Asphalt	2.5	196	\$ 90,846.00
Howard Springs Area	Whitewood Road between Madsen Rd and Hicks Rd	Asphalt	2.5	177	\$ 82,039.50
Howard Springs Area	Hicks Road between Compigne Rd and Good Shepherd School	Asphalt	2.5	1052	\$ 487,602.00
Howard Springs Area	Smyth Road between Westall Rd and the existing Coolalinga-Whitewood Rd track	Asphalt	2.5	867	\$ 401,854.50
Howard Springs Area	Hamilton Rd	Concrete	1.5	496	\$ 122,611.20
Howard Springs Area	Whitewood Road between Schirmer Ct and Madsen Rd	Asphalt	2.5	750	\$ 347,625.00
Howard Springs Area	Madsen Rd	Concrete	1.5	4295	\$ 1,061,724.00
Howard Springs Area	Hicks Road between Whitewood Rd and Goy Rd	Asphalt	2.5	445	\$ 206,257.50
Howard Springs Area	Hicks Road between Watling Rd and Compigne Rd	Asphalt	2.5	1336	\$ 619,236.00
Howard Springs Area	Hillier Road between Barker Rd and Stanley Rd	Asphalt	2.5	264	\$ 122,364.00
Howard Springs Area	Hicks Road between Goy Rd and McGill Rd	Asphalt	2.5	763	\$ 353,650.50
Howard Springs Area	Hicks Road between McGill Rd and Watling Rd	Asphalt	2.5	1719	\$ 796,756.50
Howard Springs Area	Hillier Road between Whitewood Rd and Barker Rd	Asphalt	2.5	1142	\$ 529,317.00
Howard Springs Area	Hillier Road between Stanley Rd and Girraween Rd	Asphalt	2.5	1807	\$ 837,544.50
Howard Springs Area	Path connecting Westall Rd to existing Coolalinga-Whitewood Rd track	Asphalt	2.5	202	\$ 93,627.00
Howard Springs Area	Westall Rd between Whitewood Rd and Aken Rd	Asphalt	2.5	618	\$ 286,443.00
Howard Springs Area	Aken Rod - Stow Rd	Concrete	1.5	461	\$ 113,959.20
Howard Springs Area	Cornelius Rd	Concrete	1.5	2334	\$ 576,964.80
Howard Springs Area	Westall Rd between Aken Rd and Smyth Rd	Asphalt	2.5	1728	\$ 800,928.00
Howard Springs Area	Goy Rd	Concrete	1.5	1223	\$ 302,325.60
Howard Springs Area	Thornbill Crescent	Concrete	1.5	934	\$ 230,884.80
Howard Springs Area	Sittella Rd	Concrete	1.5	1066	\$ 263,515.20
Howard Springs Area	Watling Rd	Concrete	1.5	2919	\$ 721,576.80
Howard Springs Area	Currawong Dr	Concrete	1.5	1481	\$ 366,103.20

Howard Springs Area	Corella Av	Concrete	1.5	1476	\$	364,867.20
Holtze and Knuckey Lagoon Area	Brandt Rd	Concrete	1.5	1020	\$	252,144.00
Holtze and Knuckey Lagoon Area	Deloraine Rd	Concrete	1.5	1034	\$	255,604.80
Holtze and Knuckey Lagoon Area	Thorngate Rd-Campbell Rd	Concrete	1.5	2097	\$	518,378.40
Girraween School Area	Anglesey Road between Girraween Rd and Florigon Rd	Asphalt	2.5	655	\$	303,592.50
Girraween School Area	Produce Road between Pioneer Dr and Arnhem Hwy	Asphalt	2.5	2295	\$	1,063,732.50
Girraween School Area	Carruth Rd	Asphalt	2.5	229	\$	106,141.50
Girraween School Area	Power Road	Asphalt	2.5	1564	\$	724,914.00
Girraween School Area	Pioneer Dr between Anglesey Road and Produce Road	Asphalt	2.5	755	\$	349,942.50
Girraween School Area	Rogers Circuit	Concrete	1.5	918	\$	226,929.60
Girraween School Area	Anglesey Road between Florigon Rd and Pioneer Dr	Asphalt	2.5	2552	\$	1,182,852.00
Girraween School Area	Pioneer Dr between Anglesey Rd and Power Rd	Asphalt	2.5	2404	\$	1,114,254.00
Girraween School Area	Wetherby Rd	Concrete	1.5	942	\$	232,862.40
Girraween School Area	Girraween Lagoon	Concrete	1.5	2312	\$	571,526.40
Girraween School Area	Norm Ln	Concrete	1.5	834	\$	206,164.80
Girraween School Area	Pioneer Dr between Produce Rd and Norm Ln	Asphalt	2.5	2368	\$	1,097,568.00
Girraween School Area	Pioneer Dr between Norm Ln and Wanderrie Rd	Asphalt	2.5	4051	\$	1,877,638.50
Girraween School Area	Wanderrie Rd between Pioneer Dr and Nolan Rd	Asphalt	2.5	1651	\$	765,238.50
Girraween School Area	Bridgemarky Cr	Concrete	1.5	2406	\$	594,763.20
Girraween School Area	Woodcote Cr	Concrete	1.5	2690	\$	664,968.00
Coolalinga and Virginia Areas	Sattler Christian College	Concrete	1.5	141	\$	34,855.20
Coolalinga and Virginia Areas	Stuart Highway - Girraween Rd	Concrete	1.5	637	\$	157,466.40
Coolalinga and Virginia Areas	Bees Creek Rd - Stuart Hwy - Sattler Cr	Concrete	1.5	718	\$	177,489.60
Coolalinga and Virginia Areas	Girraween Rd - Freds Pass	Asphalt	2.5	1554	\$	720,279.00
Coolalinga and Virginia Areas	Girraween Road between Hillier Rd and Girraween Lagoon	Asphalt	2.5	2012	\$	932,562.00
Coolalinga and Virginia Areas	Girraween Road between Girraween Lagoon and the existing path on Girraween Rd	Asphalt	2.5	1978	\$	916,803.00
Coolalinga and Virginia Areas	Bees Creek- Sattler Cr - Lowther Rd	Concrete	1.5	1795	\$	443,724.00
Coolalinga and Virginia Areas	Lowther Rd between Goodenia Dr and Stuart Hwy	Asphalt	2.5	2173	\$	1,007,185.50
Coolalinga and Virginia Areas	Girraween Road between Coolalinga Area and Hillier Rd	Asphalt	2.5	1306	\$	605,331.00
Coolalinga and Virginia Areas	Virginia Rd Between Fisher Rd and Bilby Rd	Asphalt	2.5	1369	\$	634,531.50
Coolalinga and Virginia Areas	Virginia Rd Between Bilby Rd and Stuart Hwy	Asphalt	2.5	1917	\$	888,529.50
Coolalinga and Virginia Areas	Stuart Hwy Coolalinga-Virginia	Asphalt	2.5	1210	\$	560,835.00

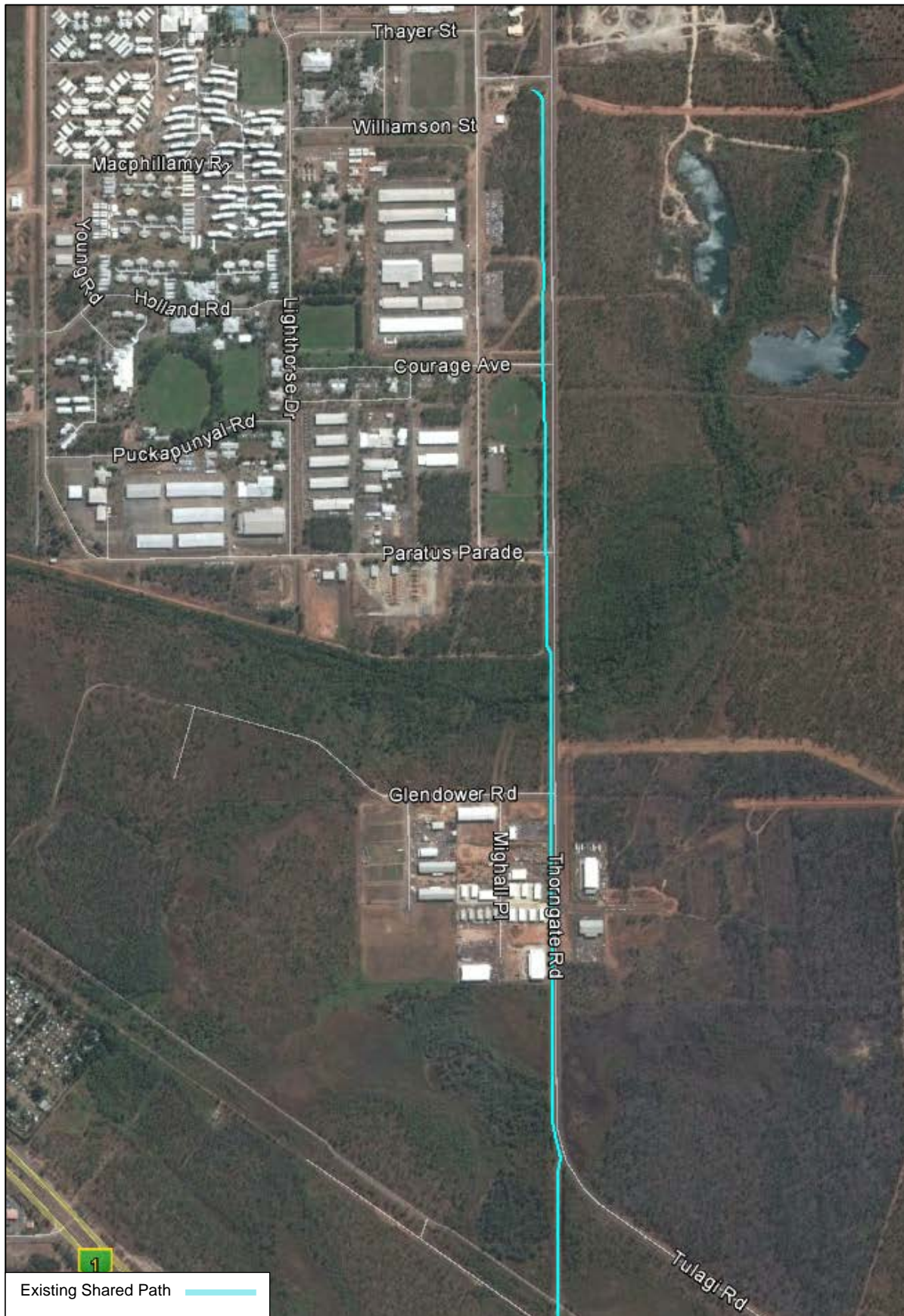
Coolalinga and Virginia Areas	Virginia Rd Between Lowther Rd and Fisher Rd	Asphalt	2.5	1002	\$	464,427.00
Coolalinga and Virginia Areas	Coolalinga- Whitewood Rd to Girraween Rd	Asphalt	2.5	1248	\$	578,448.00
Coolalinga and Virginia Areas	Lowther Rd between Virginia Rd and Goodenia Dr	Asphalt	2.5	2069	\$	958,981.50
Coolalinga and Virginia Areas	Jacomb Pl	Concrete	1.5	620	\$	153,264.00
Coolalinga and Virginia Areas	London Rd	Concrete	1.5	933	\$	230,637.60
Coolalinga and Virginia Areas	Fancesca Circuit	Concrete	1.5	1013	\$	250,413.60
Coolalinga and Virginia Areas	Fisher Rd - Dowling Rd - Booking Cct	Concrete	1.5	3189	\$	788,320.80
Berry Springs Area	Cox Peninsula Rd	Asphalt	2.5	3991	\$	1,849,828.50
Total overall cost					\$	41, 527,143.45

APPENDIX

D

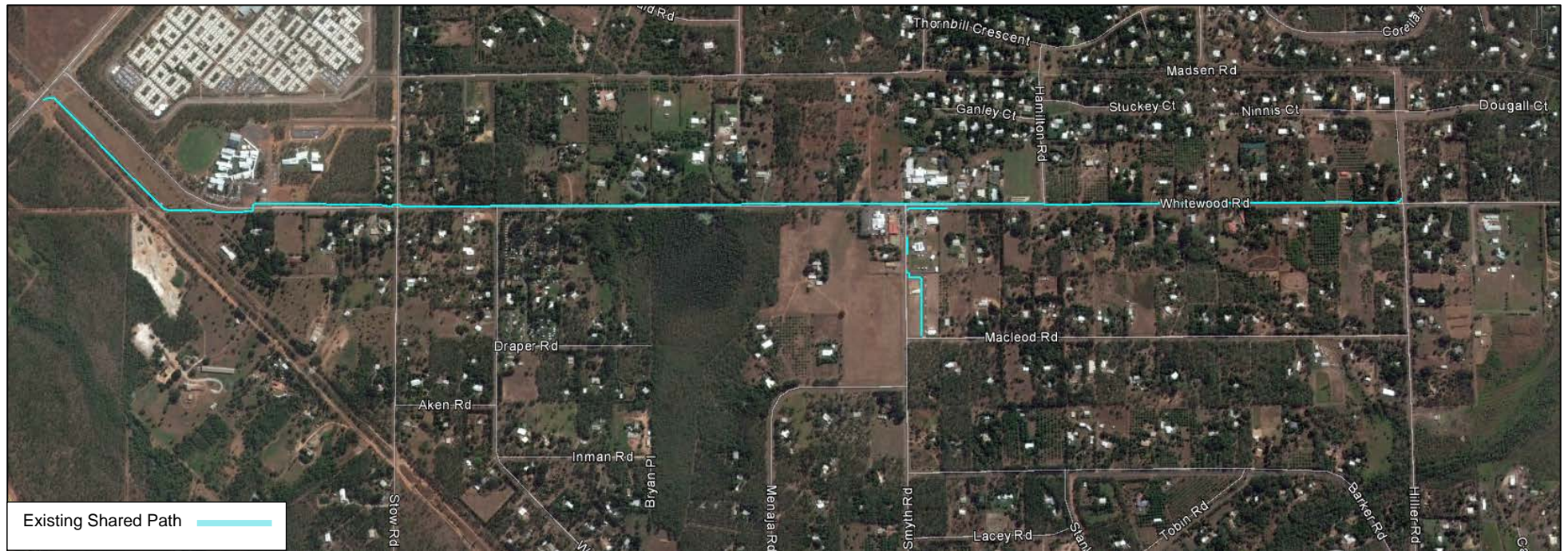
MAPS AND IMAGES

Figure 1-1 Existing Network Holtze and Knuckey Lagoon Area



Source: Google Earth

Figure 1-2 Existing Network Howard Springs Area



Source: Google Earth

Figure 1-3 Existing Network Coolalinga Area



Source: Google Earth

Figure 1-4 Existing Network Girraween School Area



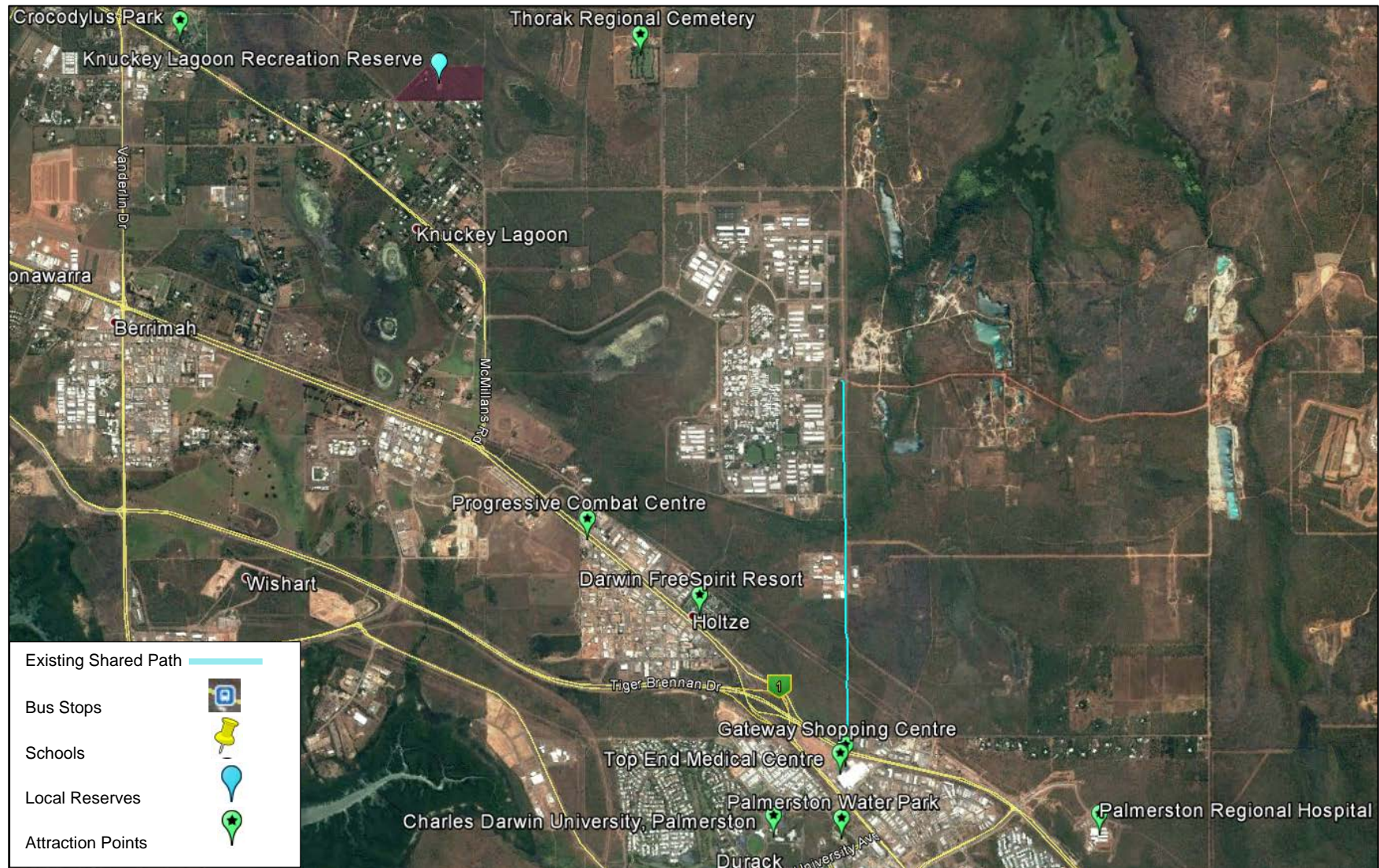
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Figure 1-5 Existing Network Humpty Doo Area



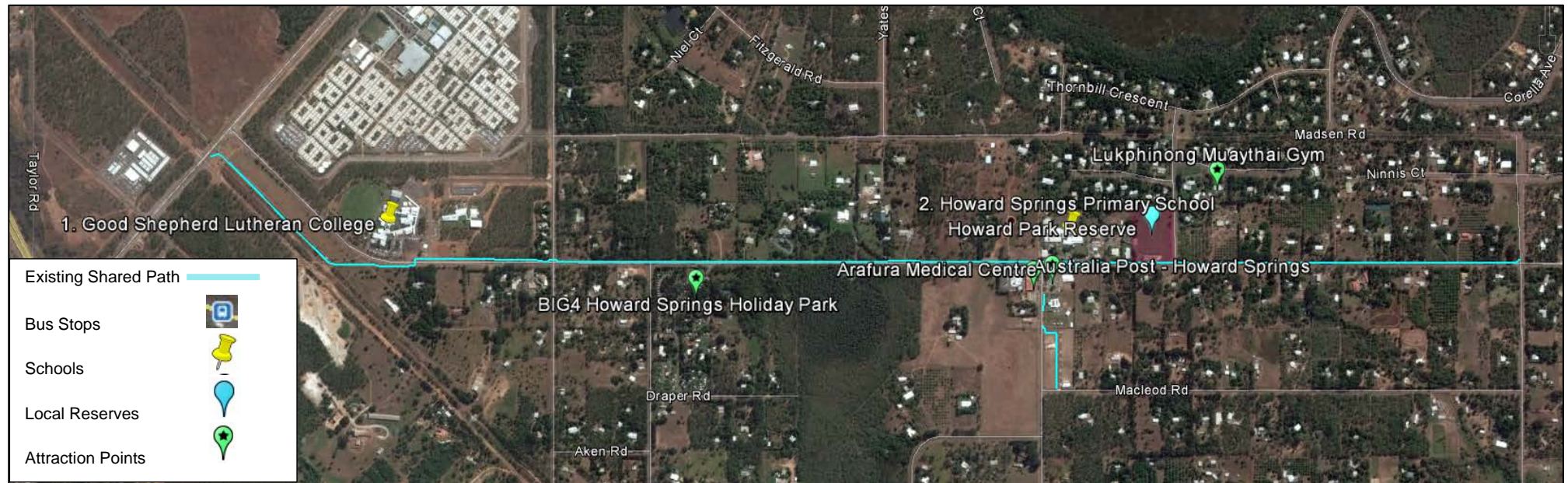
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Figure 1-6 Location of attraction points, schools and reserves Holtze and Knuckey lagoon Area



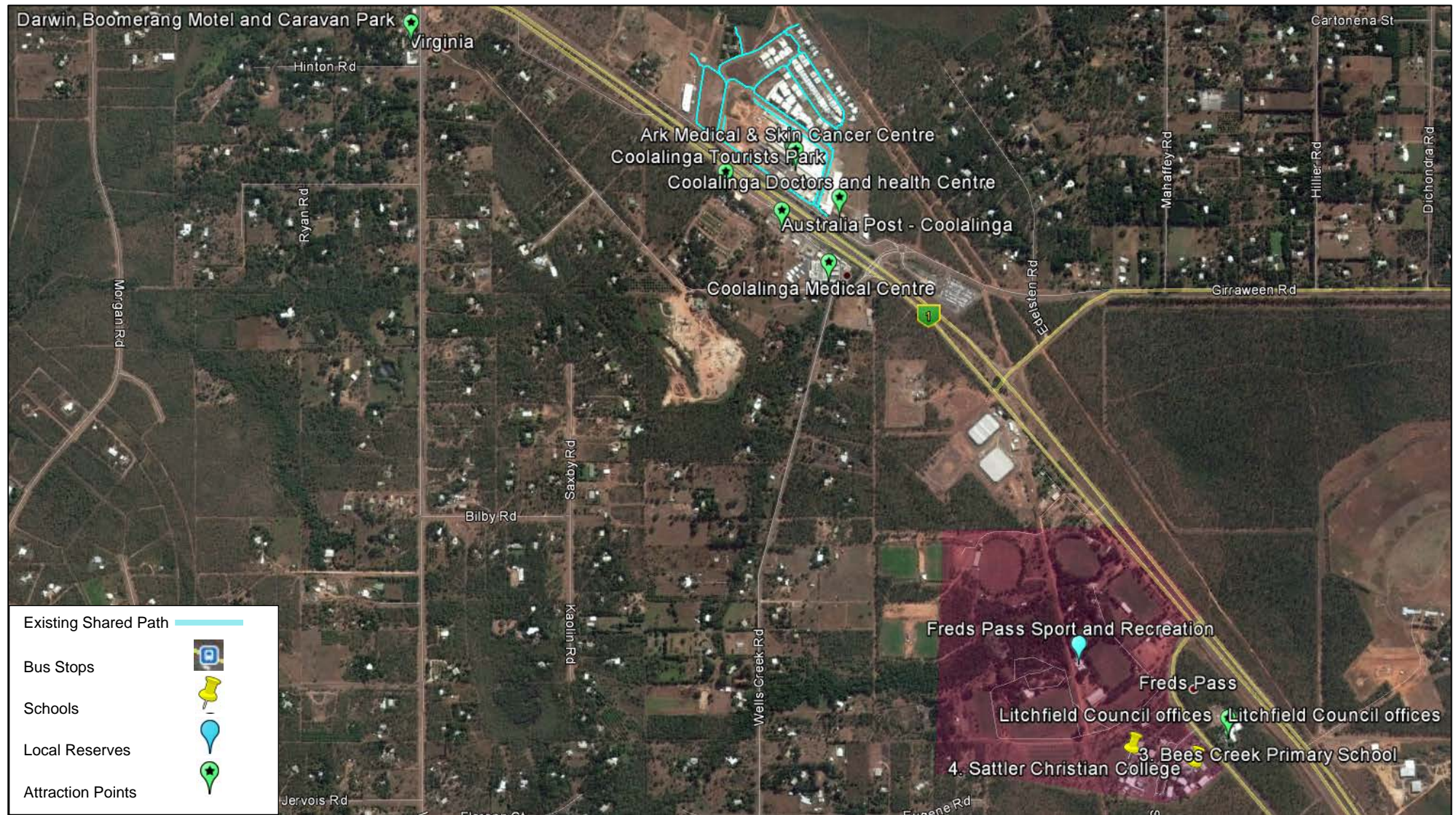
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Figure 1-7 Location of attraction points, schools and reserves Howard Springs Area



Source: Google Earth

Figure 1-8 Location of attraction points, schools and reserves Coolalinga and Virginia Areas



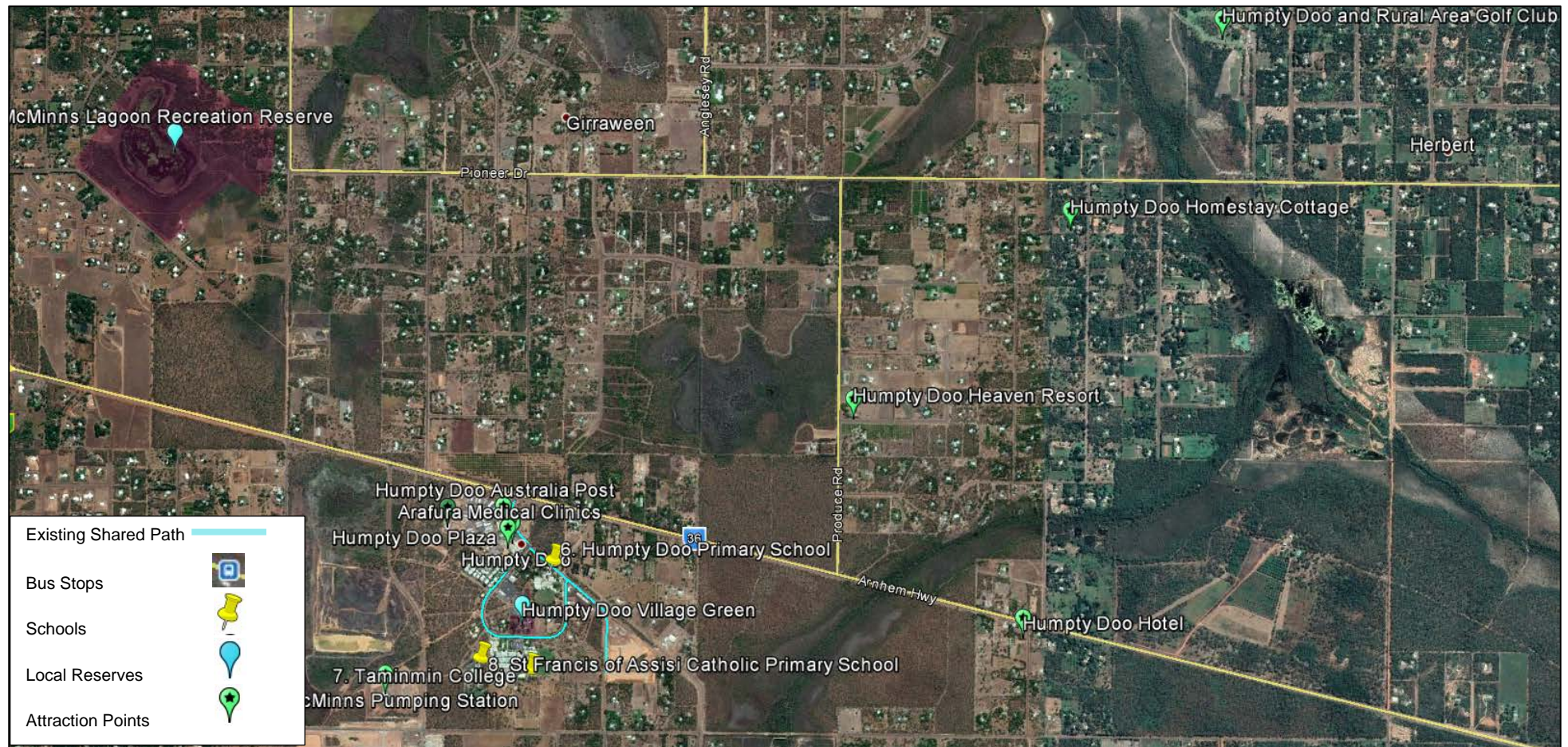
Source: Google Earth

Figure 1-9 Location of attraction points, schools and reserves Girraween School Area



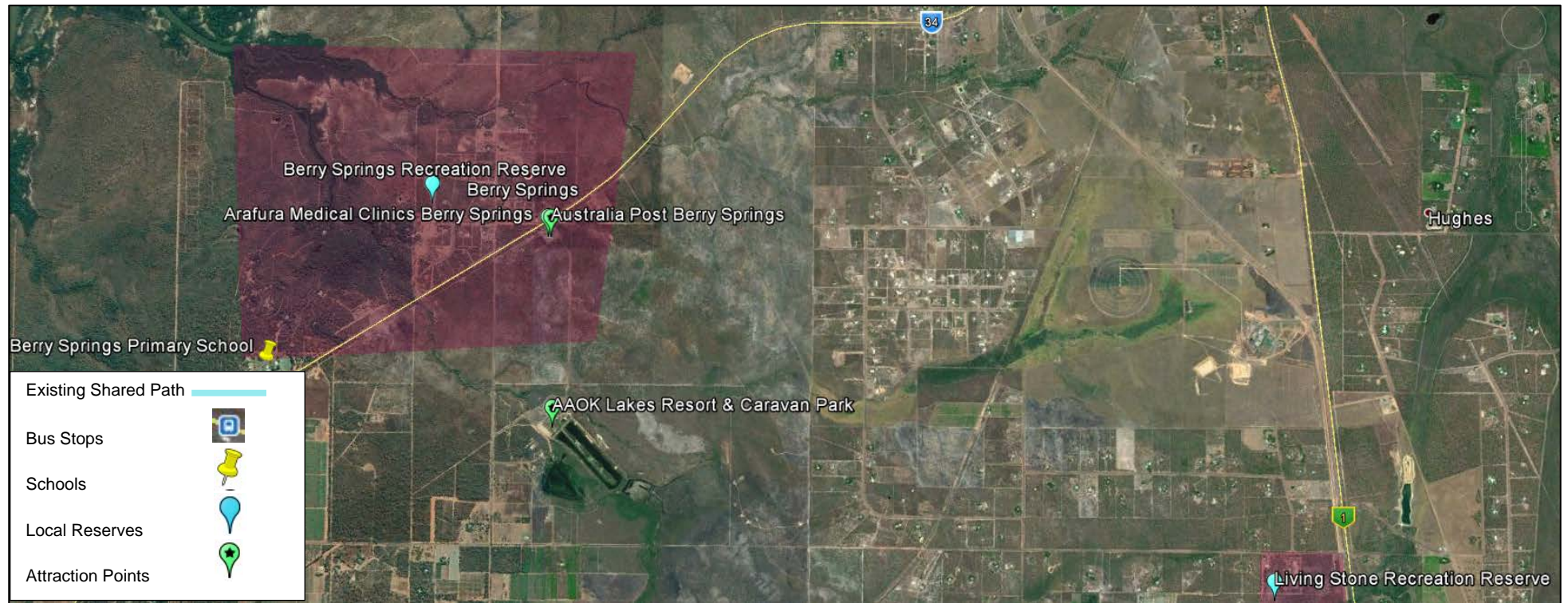
Source: Google Earth

Figure 1-10 Location of attraction points, schools and reserves Humpty Doo Area



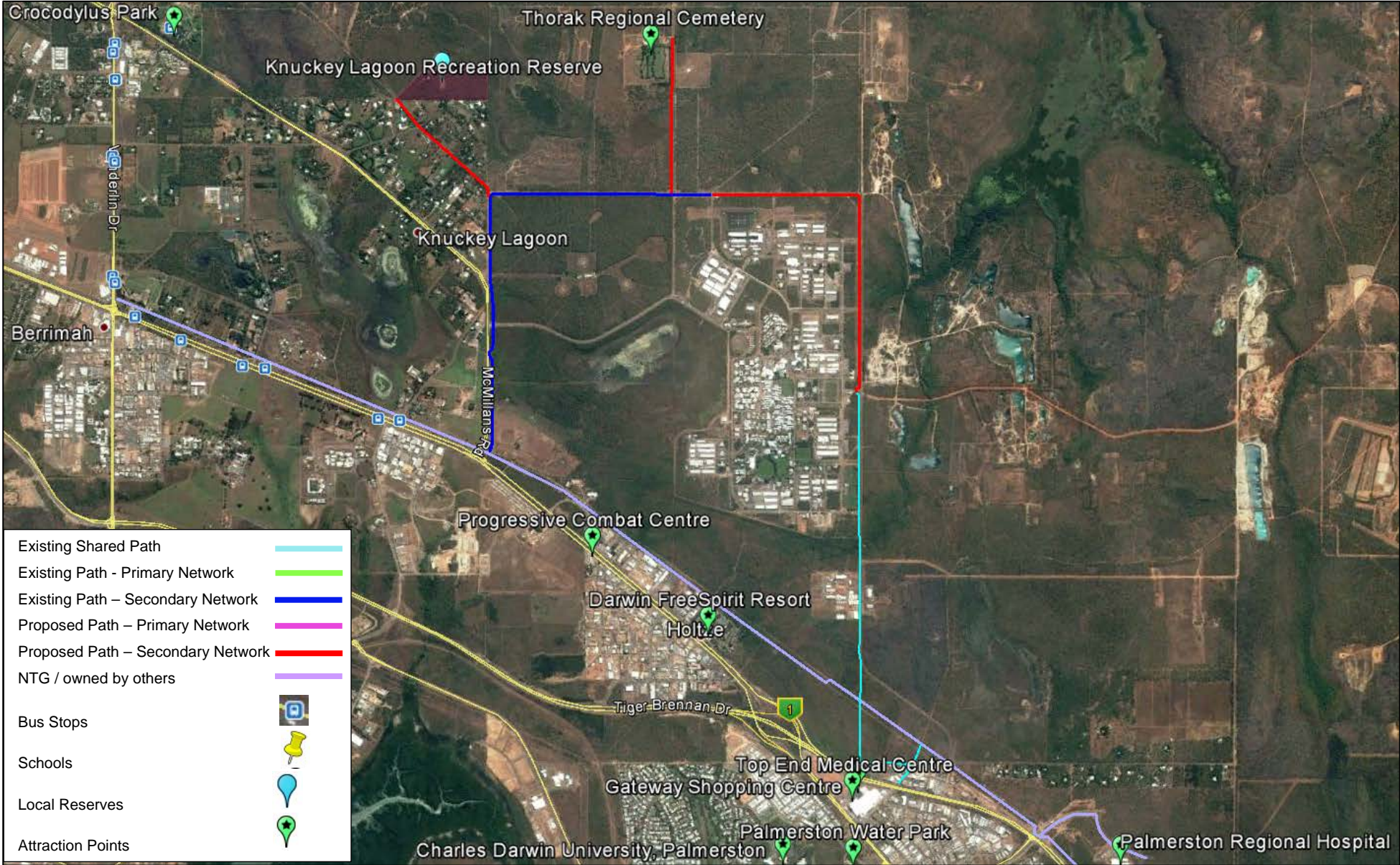
Source: Google Earth

Figure 1-11 Location of attraction points, schools and reserves Berry Springs Area



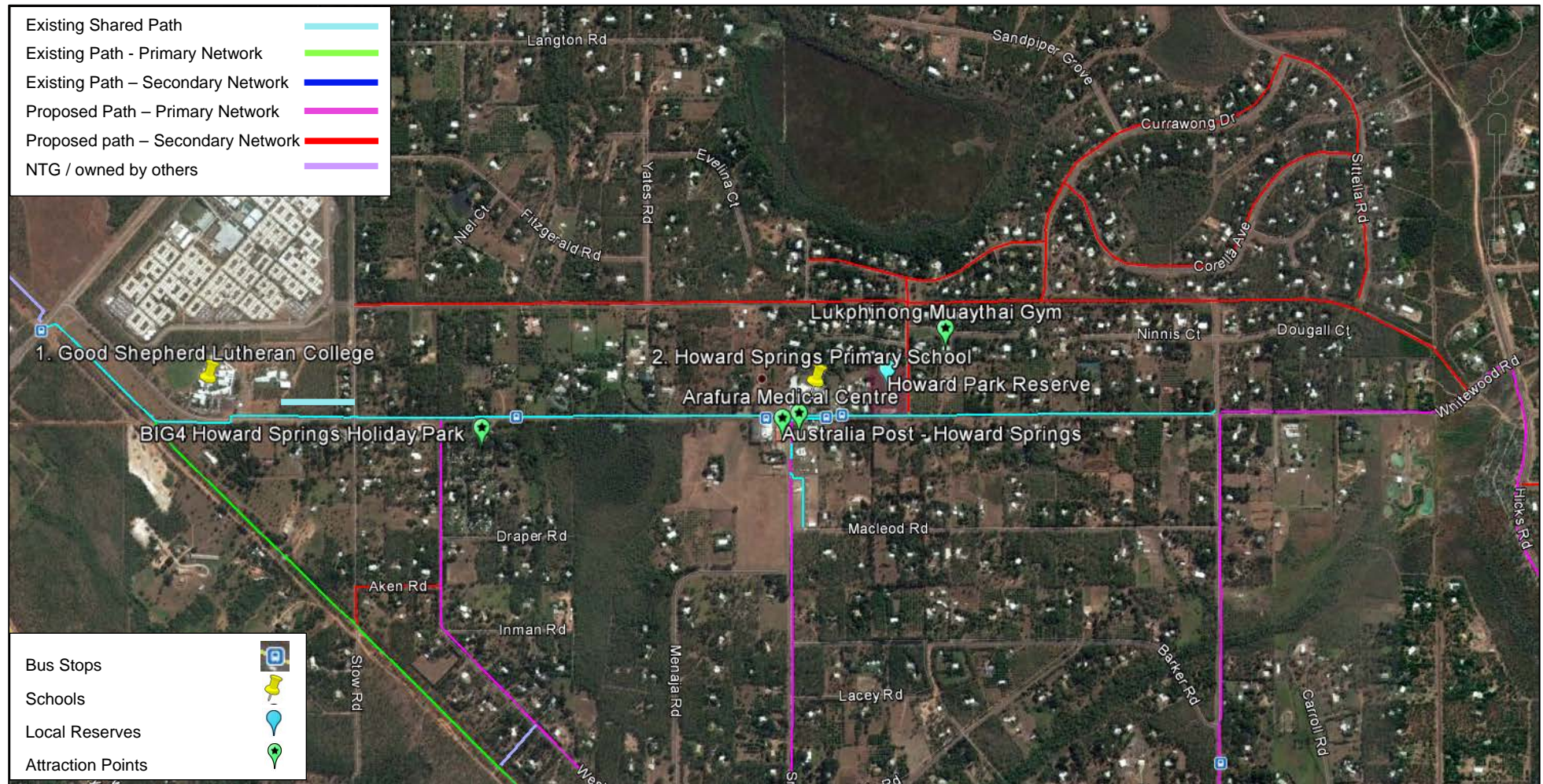
Source: Google Earth

Figure 1-12 Proposed Network Holtze and Knuckey Lagoon Area



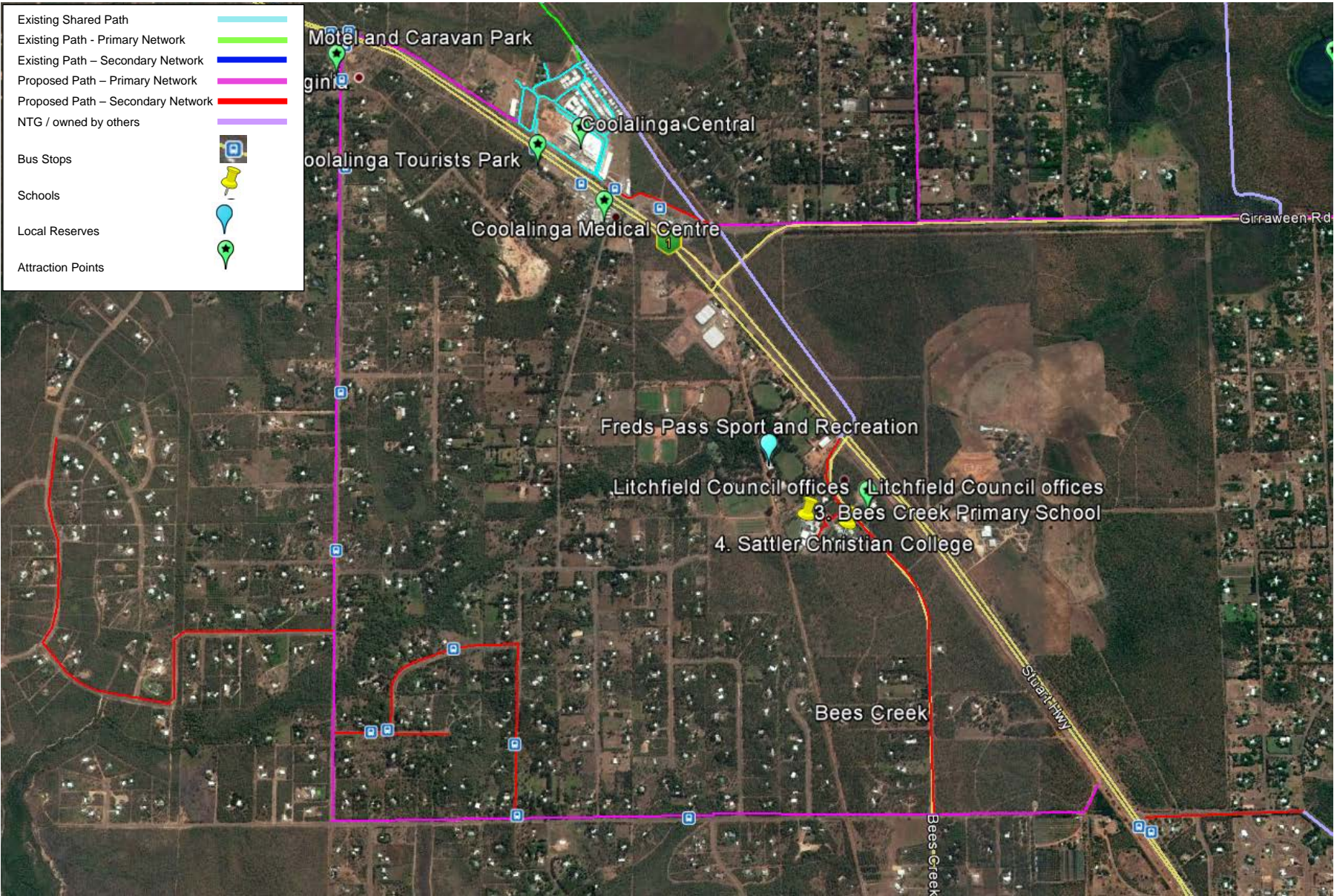
Source: Google Earth

Figure 1-13 Proposed Network Howard Springs Area



Source: Google Earth

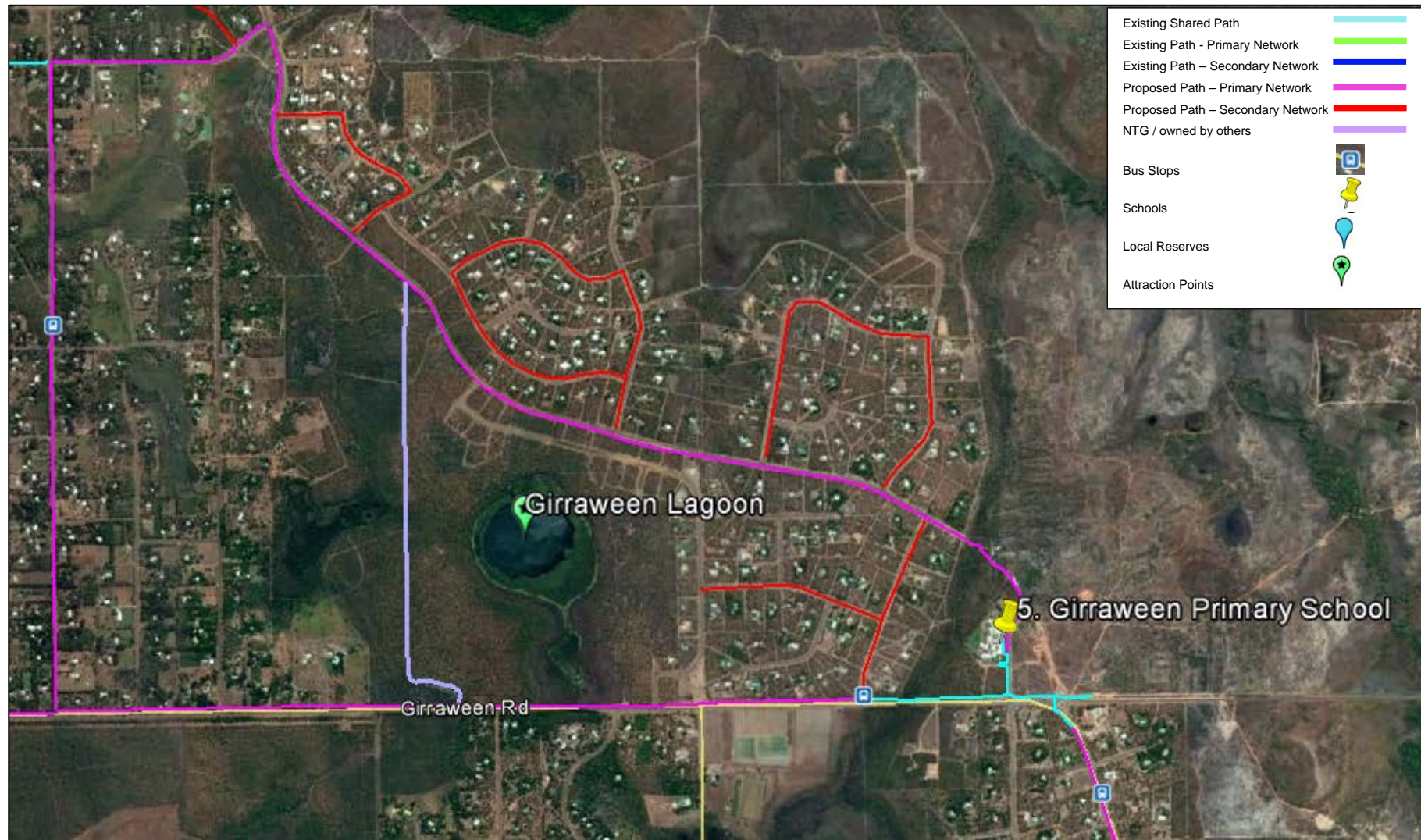
Figure 1-14 Proposed Network Coolalinga and Virginia Areas



Source: Google Earth

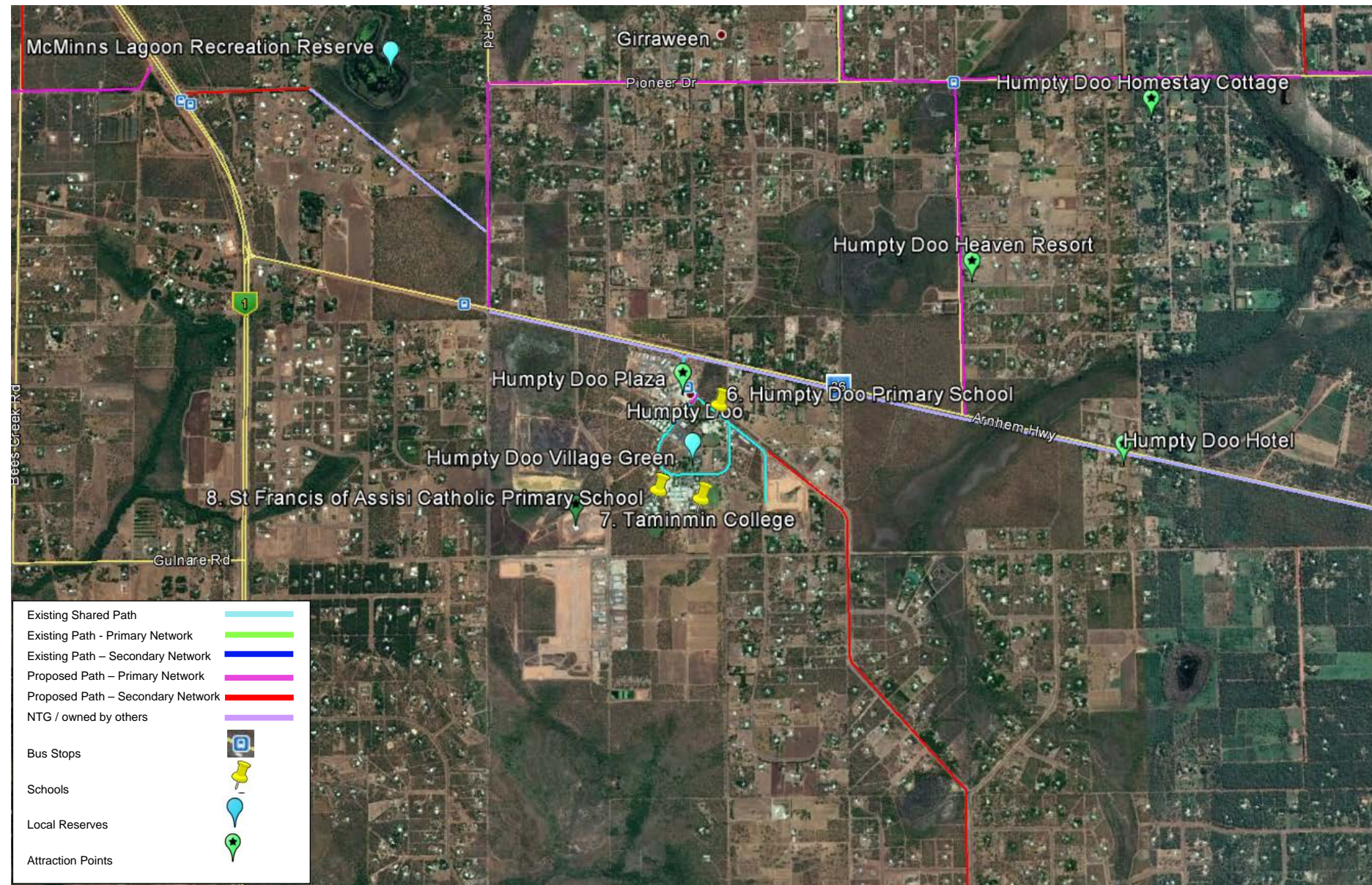
Source:

Figure 1-15 Proposed Network Girraween School Area



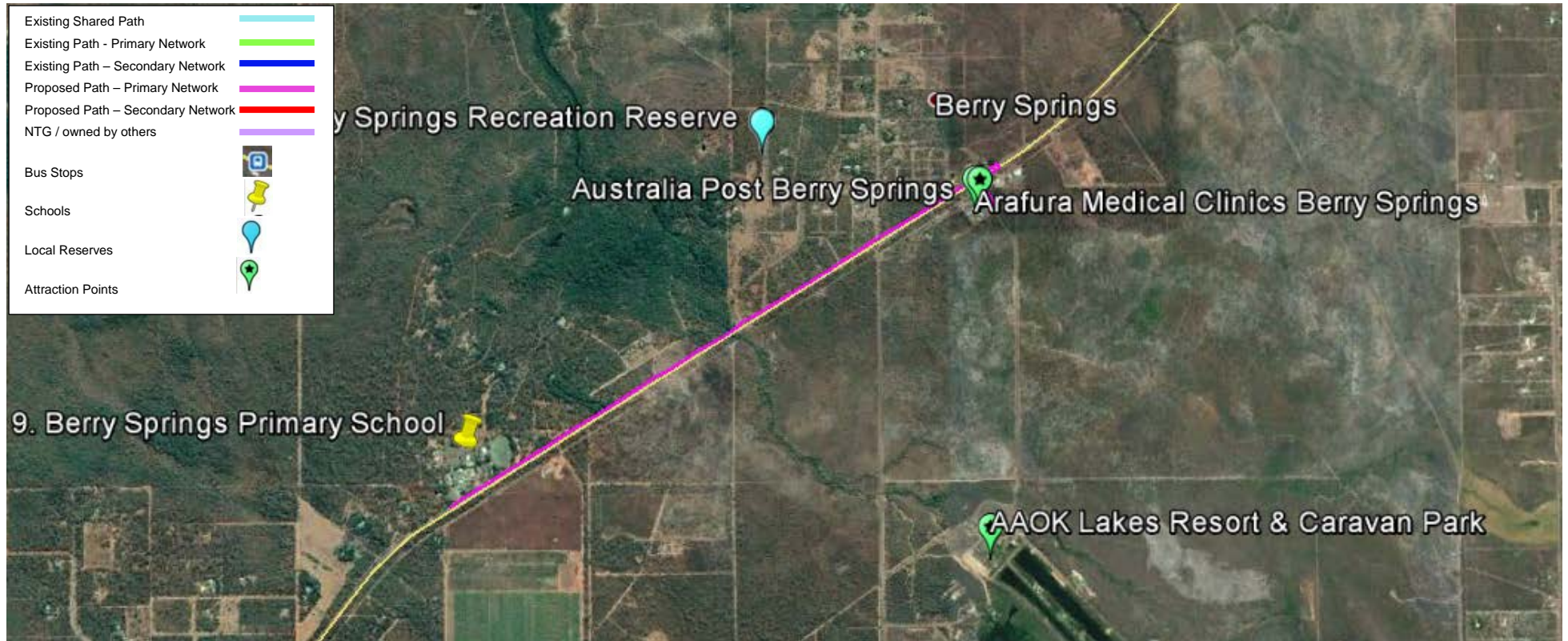
Source: Google Earth

Figure 1-16 Proposed Network Humpty Doo Area



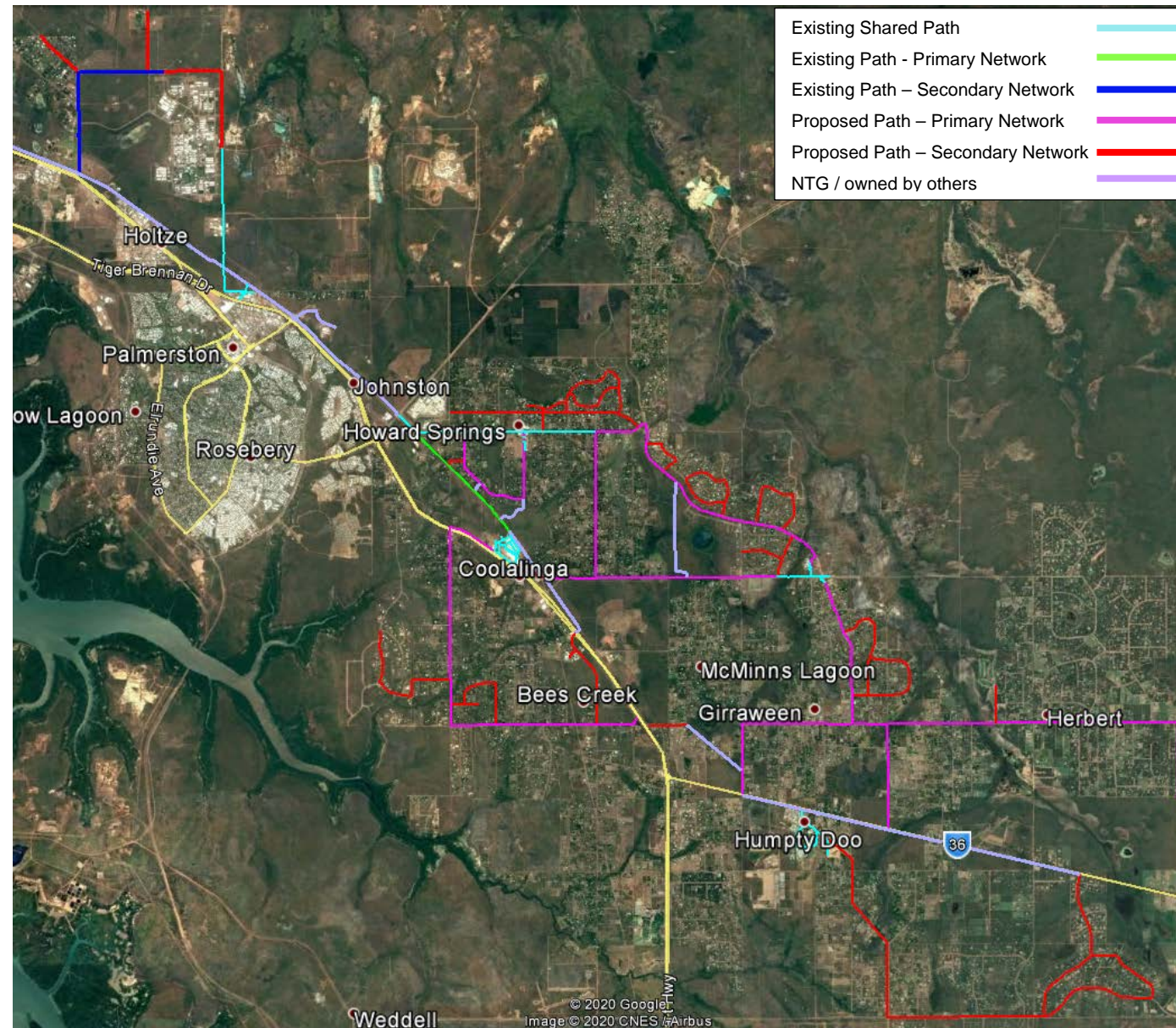
Source: Google Earth

Figure 1-17 Proposed Network Berry Springs Area



Source: Google Earth

Figure 1-18 Network. Total except Berry Springs



Source: Google Earth



COUNCIL REPORT

Agenda Item Number:	15.5
Report Title:	Australia Day Event Committee
Author:	Jessica Watts, Community Development Officer
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	A: Terms of Reference Australia Day Event Committee

Executive Summary

This report is presented to Council for the purpose of considering dissolving the Australia Day Event Committee.

With the implementation of *Local Government Act 2019* all committees under council would require increasing administration that would defeat any benefit of this committee.

This report also outlines how Council proposes to continue to work with the active community organisations to continue to deliver successful Australia Day celebrations.

Recommendation

THAT Council:

1. dissolves the Australia Day Event Committee;
2. revokes the Terms of Reference for the Australia Day Event Committee; and writes to each member of the Committee to inform them of the dissolution of the Committee.

Background

On the 26 January each year, Council hosts an Australia Day event traditionally held at Lakeview Hall, Freds Pass Sport and Recreation Reserve. A number of community organisations assist with the planning of the Event through the Australia Day Event Committee.

At the September 2016 Meeting Council resolved to establish the Australia Day Event Committee and approved the Terms of Reference.

Over the past three years Council has seen a decline in attendance at the meetings. On most occasions, a quorum is not reached which hinders the planning for the event.

Additionally, with the updated Local Government Act enforced after 30 June 2020, it will then be a requirement to adhere to similar administrative requirements as Council meetings.

It is therefore proposed to dissolve the Australia Day Event Committee and implement informal meetings to ensure ongoing involvement of community groups in the continuous improvement, planning, delivery and review of the event.

Through the above, it is foreseen there will be the same level of engagement with the community organisations as there has been previously. Additionally, there is the inclusion of Councillor discussions to allow for greater input from the Elected Members.

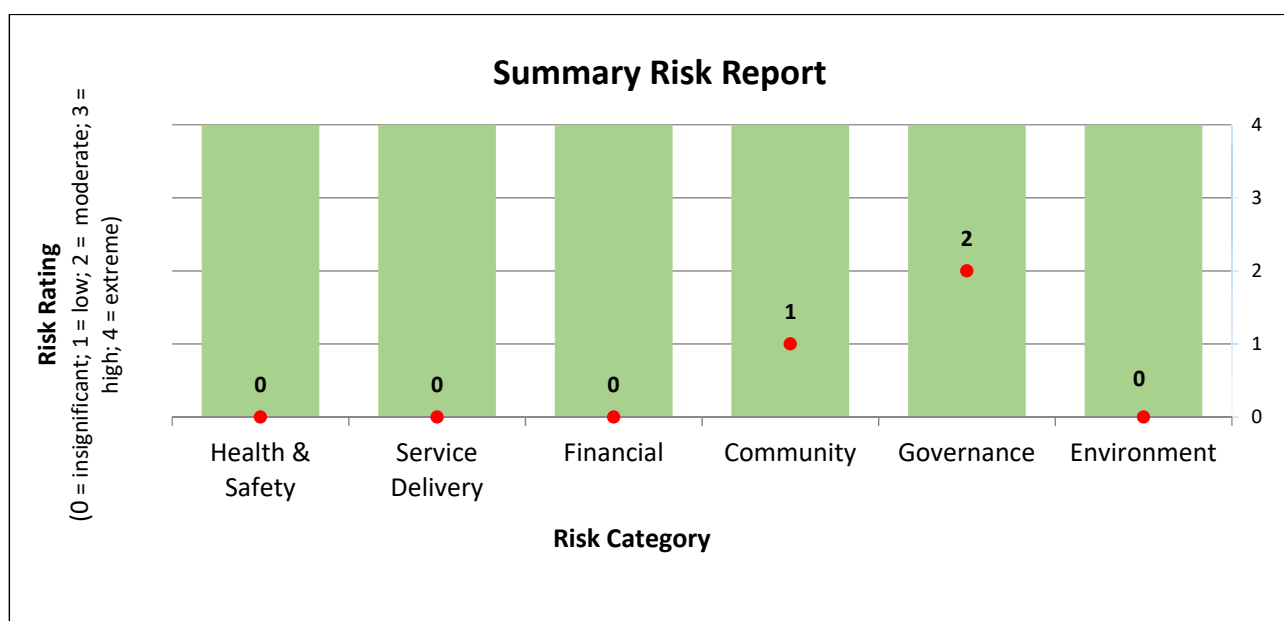
Links with Strategic Plan

A Well-Run Council - Engaging Our Community

Legislative and Policy Implications

Nil

Risks



This Committee, under current Terms of Reference, will not be compliant after 30 June 2020 with the new Local Government Act.

There is a small risk to Community as some members of the Committee may be resistant to change and not feel as included. Most active community groups have been consulted on the proposed change and were receptive.

Community Engagement

The Australia Day Event Committee has been briefed about potential changes to the Committee. All members had the opportunity to ask questions and discuss what the changes would mean for their involvement in future events.

Council is committed to continue to involve the key community organisations in future Australia Day events and will continue to meet with them in an informal structure as outlined above.

Terms of Reference

Committee Name

Australia Day Event Committee

Type

Working Party

Purpose

To coordinate the Australia Day council community event within the Litchfield Municipality. To improve the existing council community event and establish efficient stakeholder communication. To build capacity of user groups in event organisation.

Scope

The Committee is created to organise and assist Council with Australia Day community event.

Authority

The Committee will work to plan and stage the Council's Community event. The Committee will make operation decisions on the activities and components of the event. The Committee does not have any financial or procurement delegation. Council's Community Development Officer will be responsible for procurement and operating within Council's budget.

Membership

Title	Role
Mayor	Chairperson
Community Development Officer	Administrative Support
Director Community and Corporate Services	Committee Member
Representative of Rotary Club of Litchfield	Committee Member
Representative of Litchfield Lions	Committee Member
Representative of Rural Hash House Harriers	Committee Member
Representative of Freds Pass Sport and Recreation Reserve Board	Committee Member

Title	Role
Representative of NT polocrosse	Committee Member
Representative of St Johns Ambulance NT	Committee Member
Representative of other User Groups at invitation of the Committee	Committee Member

Meeting arrangements

The Committee will meet at least meet monthly in the four months leading up the community event. After the Australia Day council event, the committee shall meet for a debrief.

The quorum will be 50% +one member.

Reporting

The Committee will report to Council via the Director Community and Corporate Services and provide an evaluation of the Australia Day council event latest two months after the event.

Resources and budget

Each year Council will consider the allocation of an amount to run Community events as part of its annual budget deliberations.

Deliverables

Provide the Australia Day community event in cooperation with Council and user groups of the area.

Review

The Terms of Reference shall be reviewed at least once during each term of Council.



COUNCIL REPORT

Agenda Item Number:	15.06
Report Title:	Municipal Plan 2019-20 Quarterly Performance Report January – March 2020
Author & Recommending Officer	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/04/2020
Attachments:	Nil

Executive Summary

The Municipal Plan 2019-20 Quarterly Report January – March 2020 is presented to Council for noting.

Recommendation

THAT Council receives and notes the Municipal Plan 2019-20 Quarterly Report for the period January – March 2020.

Background

In accordance with good governance this report presents the quarterly performance of the organisation against the 2019/20 Municipal Plan for January – March 2020.

This report directly assesses the performance of the organisation against the set activities within the endorsed Municipal Plan 2019/20. Specifically, the report highlights the Key Performance Indicators and measures the progress against these achieved in the quarter and further presents progress against the 'new initiative' projects.

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

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

NT Local Government Act (2008)

Risks



Community Engagement

Nil



Quarterly Performance Report

January – March 2020

Quarter 3 Performance Report 2019/20

The Best Place to Live in the Top End

It remains a great pleasure to present the Litchfield Council with the quarterly performance reports for the 2019-20 financial year.

Some significant events which occurred in the previous quarter include the ever-popular Australia Day Event held at Fred's Pass Recreation Reserve and the Litchfield Council Art Exhibition.

It was a delight to be present at the launch of the Litchfield Council Art Exhibition (proudly hosted by the Litchfield Women in Business Network). The display of local talent was extraordinary, and it is clear why this event continues to grow each year with increases in both entrants and interest from the community. The next challenge for this event will be to find a space large enough to hold the exhibition next year.

The Litchfield Council continues to demonstrate its leadership in community engagement and transparency with Council's rating policy being adopted by Council in February – this is the culmination of over two years of community, industry and stakeholder engagement.

Mango Industry Strategic Roads Project continues to progress. With the deed between NT Government and Council now signed and designs nearing completion, work is anticipated to begin in the coming months. This work will be a welcomed disruption for the residents and industry using these important roads to ensure that travelling these roads in the future is both safe for residents and efficient for industry.

Councils recycling has taken on a new direction with e-waste now commencing out both the Howard Springs and Berry Springs waste transfer stations further maximising opportunities to promote diversion from landfill.

While it would have been nice to not refer to the global COVID-19 pandemic, despite our perfect and picturesque location, Litchfield Council is not immune to this disease. Indeed, our community has gone on quite a roller coaster journey. The Manigurr-ma mining village at Howard Springs was the first place on the Australian mainland where repatriated Australians were placed in quarantine. One of our local schools the Good Shepherd Lutheran College backs onto this facility and there were genuine

community concerns about the plan based on what people were seeing on the news – it would be fair to say there was initial reluctance to support the repatriation of Australians here. But that quickly changed to the point where local schools were writing and video calling in to communicate with young people staying there.

Mayor Bredhauer and I met with the state and federal chief medical officers and Federal Health Minister to ensure the plan focussed on the safety of Litchfield residents. We were able to provide reassurance back to our residents that every appropriate precaution had been taken and that the first thought in everyone's mind was community safety.

At the time of writing this, the Northern Territory is the only state/territory in Australia not exposed to community transmission of the virus. While this is great news it will not stop the virus crippling the health sector and economy of the Northern Territory.

Our organisation and elected members have shown incredible leadership and resilience in responding throughout the pandemic.

We remain agile enough to deliver essential services to the community and the adoption of tele/video conferencing is rapidly becoming 'Business As Usual'.

I remain extremely proud and privileged to be part of this organisation and community.

Litchfield has proven to be far more than just *'the best place to live in the Top End'*.




Daniel Fletcher
Chief Executive Officer
Litchfield Council

Strategic Priorities - Highlights

Everything You Need

Roads and transport

Designs completed for \$2.5m of capital works across 6 roads projects



Waste and cleanliness

E-waste collection commenced at Howard Springs and Berry Springs Waste Transfer Stations



Community and Economic Prosperity

Arts display with over 50 pieces of local art and four children art workshops



A Great Place to Live

Culture and social life

47 library programs delivered with 930 people attending



Recreation

Softball NT supported for Social 7's competition



Development and Open Space

Submission to NT Legislation Scrutiny Committee on Planning Amendment Bill 2020



A Beautiful and Safe Natural Environment

Animals and wildlife

58 desexing vouchers were issued to residents



Natural Environment

First round of weed spraying and roadside slashing complete



Water and Drainage

4km of roadside drains cleared



PROGRESS ON PROGRAM PROFILES



Council Leadership

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Powerful and Effective Advocacy					
Advocacy	Community Survey – Satisfaction with Council's Advocacy	>50%	YES	YES	Continued work on the Local Government Regulations
Submissions to Government	Community Survey – Satisfaction with Council's Strategic Direction	>55%	YES	YES	2019 Community Survey Results - 70% rated good or very good
Represent Council on Legislation and other reforms					No activity this quarter
Engaging our community					
Community Engagement	Actions Year 2 completed	98%	YES	YES	Refer to actions in the Community Engagement Strategy and Action Plan 2018 – 2021 Action Plan Two actions were moved into Year 3 due to their connection with Year 3 actions
Annual Community Survey	Community Survey – Overall satisfaction	>70%	YES	YES	2019 Community Survey Results - 55% rated good or very good
	Community Survey –community engagement	>50%			2019 Community Survey Results - 58% rated good or very good
Social Media Management	Unique engagement clicks on Facebook posts	>1000	YES	YES	30702 Unique Engagement clicks Council has had two major events during this period, Australia Day and the 2020 Art Exhibition. Council is trialling a staff roster of Facebook posts across the business to increase promotion and education for the community on Council services and facilities.
Good Governance					
Elected members training and development					
Elected Member Support					
Business Planning and Performance Reporting Framework	Number of Professional Development Sessions	>2 sessions	YES	YES	No activity this quarter
Council meetings and activities					
Executive Leadership					
Reputation Management					
Modern Service Delivery					
Media Monitoring and Management	Media Response Time	<24 hours	YES	YES	11 media responses provided within quarter 3 all within 24 hours
Supporting local businesses	Hold three Litchfield Women in Business Network Events per annum	1	YES	YES	Network event 18 November 2019 – Approximately 40 in attendance

Human Resources and Work Health and Safety

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Human Resources (HR) Policies, Procedures, Checklists	Reviewed and compliant	Dec-19	YES	YES	Policies reviewed
An engaged and productive workforce	Staff turnover rate	<20%	YES	YES	2.48% in quarter 3
	Staff Survey satisfaction	>70%	YES	YES	72% achieved in Staff Satisfaction Survey conducted at the end of 2018
Negotiation of new Enterprise Agreement	Successful negotiation and submission to Fair Work	Before March 2020	MONITOR	YES	Enterprise Agreement negotiations commenced in March 2020
Modern Service Delivery					
WHS Management System, including updated policies and procedures and WHS Manual	Policies, procedures and Manual	Before December 2019	NO	YES	Current WHS Review in progress. An up to date WHS Management Plan will be in place by March 2020 which identifies key priority focus areas.
	Workers Compensation Claims	<3	YES	YES	

Planning and Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Powerful and Effective Advocacy					
Submissions to the NT Government	Comments submitted on applications within required time frame	>95%	YES	YES	6 applications were received and all were responded to within allocated timeframe
Participation in NT planning working groups	Attendance at meetings	>75%	YES	YES	Council has attended all workshops for the Planning reform
Modern Service Delivery					
Approval of plans, reports and construction documentation	Plan approvals issued within 10 days	>90%	YES	YES	96% (46 of 48) development and building certification plans were reviewed and actioned within required timeframes
	Works Permits issued within 5 days	>95%	YES	YES	95% (41 of 43) work permit applications were reviewed and actioned within required timeframes
Subdivision approvals and handover processes	In accordance with Standards	Achieved	YES	YES	Council's approval and handover processes have been undertaken in accordance with Council's Standards

Infrastructure and Assets

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Modern Service Delivery					
Capital Works Program	Programmed works completed within in budget	>90%	YES	YES	As reported in Monthly Finance Reports. All projects are now entering tender stage.
Asset Management Plans	Complete asset management plans, including 10 year replacement programs	Complete	YES	YES	Thorak Regional Cemetery – Adopted Roads - Adopted Plant & Fleet – Draft underway Driveway – Draft underway Asset Management Strategy – Draft underway
Street Lighting Program	Commence replacement program of street lights with LED	Commence	YES	YES	Orders for the supply of the luminaires has been placed with suppliers and planning for the installation has commenced
Asset Management Policy and Plans	Asset Sustainability ratio	>60%	YES	YES	As reported in Monthly Finance Reports
Road Maintenance Program	Community Survey – Satisfaction with maintenance of local roads	>60%	YES	YES	Community survey results reported 66% good or very good satisfaction
Drainage Maintenance Program	Community Survey – Satisfaction with roadside drainage	>60%	YES	YES	Community survey results reported 62% good or very good satisfaction
Wet season and road network management	Emergency works response time	<48hours	YES	YES	Emergencies responded to within 48 hours. Cyclone Emergency Management Plan in place.
	Develop road reporting process for temporary closed roads	Jun-20	YES	YES	Not commenced. To be completed in Q4.

Mobile Workforce (MWF)

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Modern Service Delivery					
Road Network, Road Reserve and Fire Break (Council land) slashing before July fire bands	Vegetation slashing and mowing of 915 roads totalling 723 kilometres. Total distance travelled = 8676 kms	2 rounds	YES	YES	Program commenced December 2019, followed a delayed start due to the late wet season commencement. Round one is complete, with round two underway.
Excised land management	Complete firebreaks and weed management in accordance with plans	Complete	YES	YES	Round one of Spraying where accessible has been completed, round two is under way as conditions permit with slashing and spraying. All WTS grounds and firebreaks sprayed and mowed/slashed.
Install and maintain signs and guide posts	Signs repaired within target timeframes.	Urgent – 24 hours	YES	YES	60 signs replaced, repaired or installed, 25 of which were attributed to vandalism
		Non-urgent – 15 days	YES	YES	No guide posts were installed this quarter
Maintain roadside amenity, including vegetation, furniture and litter collection	Community Survey – Satisfaction with roadside maintenance	>50%	YES	YES	Community survey results reported 62% good or very good satisfaction
	Spraying of road furniture on all Council roads	1 round	YES	YES	33 bags of litter collected, and a truck load of dumped tyres. 25% complete
Spraying of weeds, in accordance with Weed Management Plan	Community Survey – satisfaction with weed management	>50%	N/A	N/A	Target not reached, community survey result reported 65% not good or poor.
Bushfire management plan activities, including: Maintain firebreaks	1000km	Compliant	YES	YES	Weed spraying of accessible areas complete. All fire break maintenance on track to be completed on time.
Hazard reduction burning	As required, in consultation with other authorities five locations	Compliant	NO	YES	New Management Plan is being developed to ensure compliance across all Council land.
Widen firebreaks	As required, in consultation with other authorities five locations	Compliant	YES	YES	90% of the 2015-2020 firebreak construction plan completed

Waste Management

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Maximise recycling opportunities for residential waste to promote diversion	Waste tonnage transferred to Shoal Bay	<8,000 tonnes residential	YES	YES	1337 tonnes of residential waste was transferred to landfill this quarter, less than the 2000 tonnes per quarter target.
Educate commercial businesses through the transfer stations about opportunities to minimise waste and commercial charges	Waste tonnage transferred to Shoal Bay	<1,000 tonnes commercial	YES	YES	327 tonnes of commercial was transferred to landfill in this quarter, an increase from 323 tonnes last quarter
Modern Service Delivery					
Efficient operation of waste transfer stations	Community Survey – Satisfaction with waste transfer stations	>80%	YES	YES	Community survey results reported 81% good or very good satisfaction
	Cost per tonne of waste throughput	\$TBD	YES	YES	2018/19 cost calculated to be \$299/tonne average for the operational cost of material received
	Community Survey – Satisfaction with waste recycling	>55%	YES	YES	Community survey results reported 52% good or very good satisfaction
Resale of recycled materials (mulch, crushed concrete, cash for cans, batteries)	Community benefit fund income raised through recycling activities	5% annual increase	YES	YES	11.85 tonnes of Cash for Containers material were collected this quarter. This remains below the average quarterly quantity of 13.29 tonnes.
	Sale of processed materials (mulch, crushed concrete)	>80% sold within 6 months of processing	YES	YES	All mulch processed in previous quarters has been sold with a fresh mulch grind occurring in December
	Amount of total waste that is recycled	>30%	YES	YES	40% of waste received was diverted from landfill
Maximise diversion from landfill	Amount of total waste that is dry recyclables	>15%	YES	YES	16% of waste is dry recyclables that is diverted to recycling facilities
	Explore incentives and education to boost recycling and food waste management	Jan-20	NO	YES	Request for Quote prepared
Cyclone Season Preparation	Free residential green waste disposal in November	Nov-19	YES	YES	The free residential green waste disposal initiative was utilised by 829 residents, a decrease of 13% from the 947 residents in November 2018
Emergency Preparedness	Prepare disaster Waste Plans	Nov-19	NO	YES	Request for Quote prepared

Regulatory Services

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
Engaging Our Community						
Educate the community about responsible dog ownership	Education program delivered to primary schools	>2	YES	YES	3 Schools (consisting of approx 15 sessions and 335 students) have confirmed dates for education programs.	Registration renewal was due 1 September. There are 3037 registered dogs, compared to 2809 for the last quarter, an 8% increase. This remains below the total of 3164 registered dogs in 2018/19.
	Increase in the number of registered dogs	>10%	NO	YES		
	Impounded dogs reclaimed by owner	>70%	NO	YES	Of the 116 dogs impounded, 66% were returned to owners.	
Support responsible dog ownership	Develop baseline measure for satisfaction of service provided		YES	YES	Under development, to be completed by June.	
	Registered dogs are de-sexed	>65%	YES	YES	75% of registered dogs are desexed	
Modern Service Delivery						
Administer and enforce Dog Management By-Laws Animal Management Plan	Community Survey – Satisfaction with animal management	>50%	YES	YES	Community Survey undertaken in August 2019 showed 51% of respondents were satisfied with animal management.	
	Implemented	Complete	YES	YES	Complete	
	Customer requests actioned in <2 days	100%	YES	YES	100% compliance	
Record and investigate customer requests	Investigations completed within 14 days	>90%	YES	YES	100% compliance	
	Vehicles removed within 7 days	>90%	YES	YES	100% compliance	
Remove vehicles abandoned on roadsides						

Information Technology

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
Modern Service Delivery						
Contract management of Council's information and communications technology (ICT) managed service	Percentage of Service Desk requests closed against open requests during a period	90%	YES	YES	Lodged requests this quarter	80
					Requests open as of 31/03/2020	7
					Achieved KPI	91.25%
Deliver, maintain and support Corporate Enterprise Solution (CES) software to ensure Council operates effectively	Ensure CES is updated with the latest version (patch), available nationally	No more than 1 Patch behind latest version	YES	YES	Council is currently up to date with all patches and this services is monitored by ICT staff through the managed ICT services contractor	
Implementation of the Information and Communications Technology Improvement Plan	Annual Actions Complete	>90%	YES	YES	Assessment of Strategic Framework underway in line with ICT Improvement Plan	
Manage Council's Geographical Information System (GIS)	Age of GIS Imagery of populated areas	<5 years	YES	YES	Imagery last updated in November 2019, next update due in May 2020	
	Age of NTG Downloaded Data	<1 week	YES	YES	Data downloaded weekly	

Finance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Annual Budget / annual Report Municipal Plan	Compliance with management, statutory and regulatory budgeting and reporting	100%	YES	YES	Draft 2020/2021 budget presented to Councillors in two full day workshops with a third workshop delivered in Q4.
Monthly and annual financial reporting, including annual audit and forecasting	Unqualified audit	Complete	YES	YES	Unqualified audit achieved for 2018/19 and presented with annual report. Interim Audit 2019-20 scheduled for May 2020.
Key Outputs	Measures	Target	Actual Ratio	Above Agreed Target	Status Commentary
Long Term Financial Plan	Liquidity ratio	1:01	13.92:1	YES	Council's current liquidity is above Local Government benchmarks
	Asset sustainability ratio	>60%	39%	NO	In line with Council's Long Term Financial Plan, Council will not achieve the set ratio until 2021
	Current Ratio	>1	13.92	YES	Council's current liquidity is above Local Government benchmarks
	Debt Service Ratio	<1	0%	YES	Council has got no debt
Long Term rating strategy	Own source revenue ratio-lowering Council's dependency on government grants and other funding sources	>60%	70%	YES	Own source revenue is budgeted to be 86% for the 2019/20 financial year. This ratio will decrease during the remainder of the financial year as more grants are received
Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Review the Customer Request Management System	Completed	Dec-19	YES	YES	Project will be completed once Customer Service Charter has been developed
Investments comply with policy and statutory requirements and are reported monthly	Completed	Dec-19	YES	YES	All investments placed are in line with Council's FIN14 Investment Policy and are reported in the monthly finance report
Modern Service Delivery					
Rates and accounts receivable collection	Current years rates outstanding as at 30 June 2020	<15%	YES	YES	Current years rates outstanding as per 31/03/2020 \$1,288,869 (12%)
	Prior years rates outstanding as at 30 June 2020	<\$1m	YES	NO	Current years rates collected in this quarter \$1,595,932 Prior years rates outstanding as per 31/03/2020 \$1,560,571
Front counter customer service	Community Survey – satisfaction in customer service	>60%	YES	YES	Arrears collected in this quarter \$177,601 62% of respondents rated council's customer service as good or very good in the 2019 Community survey

Community Development

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Engaging Our Community					
Council partnership and support grants	Number of partnerships supported	10	YES	YES	Freds Pass Show sponsorship initiated for 2020 show, notification since received advising cancellation of 2020 show in response to COVID-19. Palmerston and Litchfield Seniors Association supported for 2019 seniors' month events
Servicing community needs at reserves	Funding provided to community reserves	Funding Agreements established	NO	YES	TRMP Conference supported Funding provided to reserves in line with Budget 2019-20 Draft Funding Agreements have been developed and are currently being discussed with Boards of Management
Good Governance					
Grant applications	Grants received by Council acquitted within agreed timeframes	100%	YES	YES	Council has 8 current grants which are in progress within timelines. 2 grants have been acquitted this quarter in line with grant deadlines
Modern Service Delivery					
Annual Community Grants Program Community initiatives program	Number of community events and programs supported	10	YES	YES	Community Initiatives granted this quarter: Two community members supported to travel to Polocrosse carnival in SA Softball NT for their Social 7's competition
Governance and support for the operations of Council's seven recreation reserves	Community Survey – Satisfaction with Recreation Reserves	>65	YES	YES	78% of annual survey respondents rated Council's performance for the Recreation Reserves at Good or Very Good
Australia Day Event	Community Participation	>300	YES	YES	Estimated attendance 250
Playground Inspection Program	Playgrounds on Council owned land audited	100%	YES	YES	Playground Audits were undertaken in March 2020
Tree Management Plan	Implemented and documented	100%	YES	YES	Complete

Library Services

Key Outputs	Measures	Targets	On Time	On Budget	Status	Commentary
Engaging Our Community						
Visitors to the library	Weekly door count	Increase by 20%	YES	YES	Average weekly door count in 2018-19: 381 Average weekly door count this quarter: 460 Increase in visitors this quarter: 20%	
Promotion of services	Interaction with Library Facebook page	500 likes of Facebook page	YES	YES	Taminmin Library Facebook page has gained 51 new likes this quarter reaching a total of 620 likes	
Review of Programs and Services	Review of programs with users	100%	YES	YES	47 programs were delivered in this quarter with 930 people attending A Programs Services Review was performed using statistics, trends and community engagement through feedback forms and a survey	
	Feedback process for users	established	YES	YES	Community survey in 2019: 55% of respondents rated service as good or very good.	
Good Governance						
Shared Service Governance Framework	Developed	100%	YES	YES	Council received a Special Purpose Grant to work on a framework with City of Palmerston for the delivery of library services	
Modern Service Delivery						
Collection Improvements	Annual Loans	Increase by 20%	YES	YES	Monthly loans in 2018: 1,096 Monthly loans this quarter: 1,591 Increase in percentage: 31% In 2018 38% of the collection was published in the past 10 years	
	Age of Collection	Decrease % of collection older than 10 years by 20%	YES	YES	As of 31/03/2020 68% of collection was published in the past 10 years with 34% being in the past 5 years. Achieved by vigorous weeding, stocktake and new release purchases Digital literacy program in development through Be-connected grant	
Program delivery	Additional regular programs	2	YES	YES	Online delivery of storytimes and activities to combat the closure of services in production. 6 school holiday programs, 3 movie days, Game On! board game afternoons and special broadcasts of documentaries for the anniversary of the Bombing of Darwin	
Library events	Additional one-off events	3	YES	YES		

Governance

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Maintain the Governance and Risk Management Framework, including risk register	Compliance with legislative requirements as per Department of Local Government, Housing and Community Development Compliance Checklist	100%	YES	YES	75% complete as per 31 March 2020
Maintain Policy Framework		100%	YES	YES	75% complete as per 31 March 2020 Policies are reviewed within determined timelines No progress to date
Meeting Procedure By-Law		Jun-20	YES	YES	Council was advised that Parliamentary Counsel will not focus on local by-laws prior the NT election in 2020
Modern Service Delivery					
Elected members support	Complaints upheld -breaches of the code of conduct by elected members	0	N/A	N/A	No elected member code of conduct complaints upheld
Risk Management Audit Committee support	Risk Management Audit Committee Meetings	4	YES	YES	RMAC met on 17 March with new independent chair. Agenda and minutes are available on Council website. https://www.litchfield.nt.gov.au/council/committees
Coordinate records management review and improvements	Records held in storage reduced	By 10%	YES	YES	Destruction of records commenced according to approved disposal schedule across several records classes. 7 Polices reviewed to date for financial year Policies Reviewed in third quarter:
Assist with policy development	Annual Policy Review Program	10 Policies reviewed	YES	YES	INFo6 Private Roads FINo2 Rates GOVo2 Meeting Proceedings INFo8 Subdivision and Development RMAC was informed at its May 2019 meeting that it was unlikely that the third internal audit would be conducted. RMAC recommended that KPI be reduced to 2 audits.
Implement Annual Internal Audit Plan	Internal Audits conducted	3	YES	YES	At the March meeting RMAC confirmed that the Council wide Work Health and Safety Audit replaced the MWF Audit of WH&S Procedures and Practices. This audit is complete and recommendations are being implemented. ICT Security audit scope of works has been confirmed by RMAC.

Thorak Regional

Key Outputs	Measures	Targets	On Time	On Budget	Status Commentary
Good Governance					
Servicing community needs and regulatory obligations by keeping cemetery records and maintaining rights of burial	Compliance with legislative requirements	100%	YES	YES	All actions are in line with current legislation
Monthly reporting to the Thorak Cemetery Board	Achievement of operational budget	100%	YES	YES	<p>Year to date income is above budget for 2019-20.</p> <p>Year to date cremations total 152. Cremation packages making up 13 or 8.5% of this total.</p> <p>Third quarter cremation total 56, up on the second quarter total of 47 or 16%.</p> <p>Year to date burials total 89.</p> <p>Third quarter burials total 36, up on the second quarter total of 26.</p>
Modern Service Delivery					
Cremations including a pick-up service from the local hospitals	Community Survey	>60%	YES	YES	Flyers promoting the cremation package and an information brochure on Thorak services have been distributed to aged care facilities, local member offices and Darwin and Palmerston Hospitals.
Memorial spaces for ash interments, including family trees, rocks, Niche Walls and a columbarium	Importance of Thorak		YES	YES	Community Survey results showed a rating of 8.02 for importance to the community, with 1 being most important and 10 being least important.
Chapel hire and amenities	Satisfaction with Thorak	>65%	YES	YES	Community Survey results showed of the 43% of residents who were aware of the cemetery, 75% had a level of satisfaction of good or very good.
Maintenance of grounds and open spaces, including mowing, planting, weeding and irrigation	Memorial Inspections Chapel use	>25% hire	YES	YES	This quarter showed a slight decrease in chapel hire by 1 compared to the second quarter, totals being 23 and 24 respectively. Year to date chapel hire is 57. Same time 2018/2019 was 56.
Maintenance of cemetery plant and equipment	Service level defined	3	YES	YES	Ground staff FTE have reduced from 4 to 3 due to expiry of temporary contract. Service levels are being maintained with focus on mowing and various weed control.
Basic upkeep of buildings including cemetery house	Efficient service schedules		YES	YES	All actions scheduled from asset management plan implemented. Cemetery house has had the hot water tank and an air conditioner replaced and has been fully fenced, completely separating it from the cemetery.
Sale of cemetery products	Sales Growth		YES	YES	Sale of cemetery products such as plaques, urns and memorabilia are on track, with over 50% of budgeted income met.



COUNCIL REPORT

Agenda Item Number:	15.7
Report Title:	CEO's Monthly Report
Author & Recommending Officer:	Daniel Fletcher, Chief Executive Officer
Meeting Date:	15/04/2020
Attachments:	Nil

Executive Summary

This report provides Council with key staffing information and relevant measures of financial sustainability.

Summary

To deliver the Municipal Plan 2019/20 Key Performance Indicators it is important that appropriate staffing resources are in place and financial sustainability measures are being met. This report provides a monthly update to ensure that both staffing and budget measures are in accordance with the Council approved staffing plan and budget.

Recommendation

THAT Council receives and notes the Chief Executive Officer's monthly report for March 2020.

Background

The Litchfield Council strongly values our people, financial sustainability and good governance. This report being presented monthly will ensure that important information is presented to understand any trends occurring and for the organisation to, where necessary, contextualise the information for the Council to understand the factors influencing staff and finances.

Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Nil

Risks

Nil

Financial Implications

Nil

Community Engagement

Nil

CEO MONTHLY REPORT MARCH 2020

People

Internal Appointments

Position	Department	Commenced	Permanent/Temporary
Nil			

External Appointments

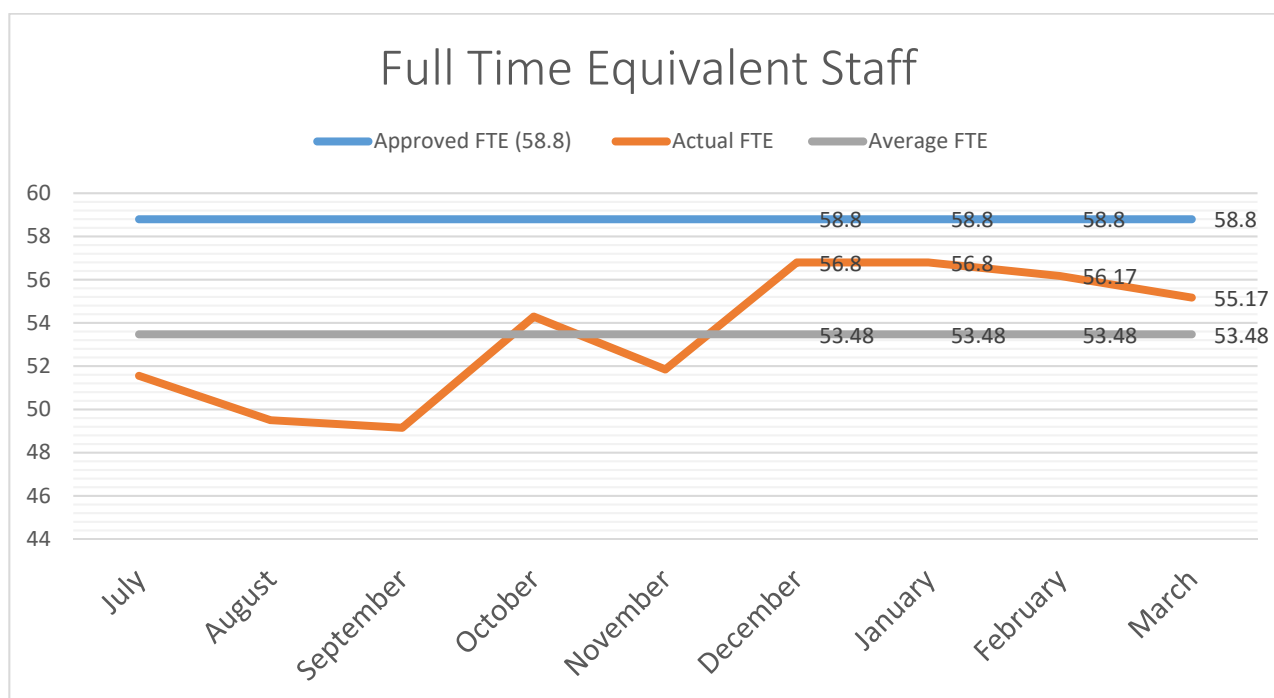
Position	Department	Commenced	Permanent/Temporary
Nil			

Resignations / Terminations

Position	Department	Commenced	Permanent/Temporary
WTS Gatekeeper	Waste Management	10/09/2012	Full-time
Plant & Machinery Operator	Mobile Workforce	20/11/2018	Casual

	Approved	Actual	Difference
Full Time Equivalent	50.5*	45.57	-4.93
Part-time	0.5	3.6	3.1
Contract	7.8	6	-1.80
Total	58.8	55.17	-3.63

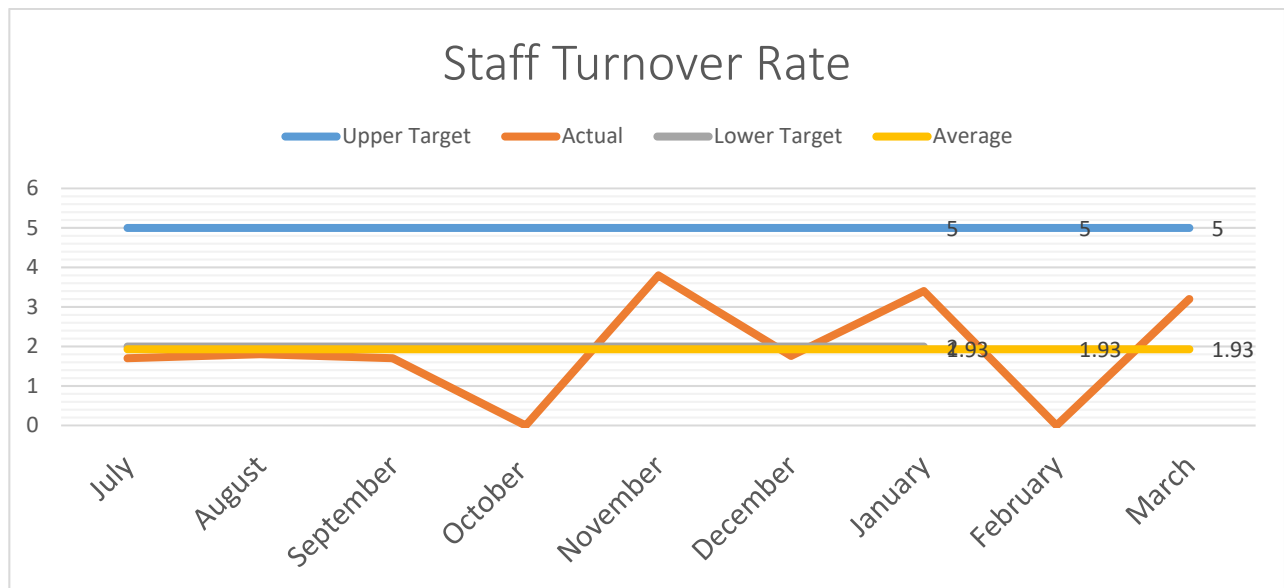
*0.5 due to Project Manager Freds Pass Project employed for only 6 months



Turnover rate:

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

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



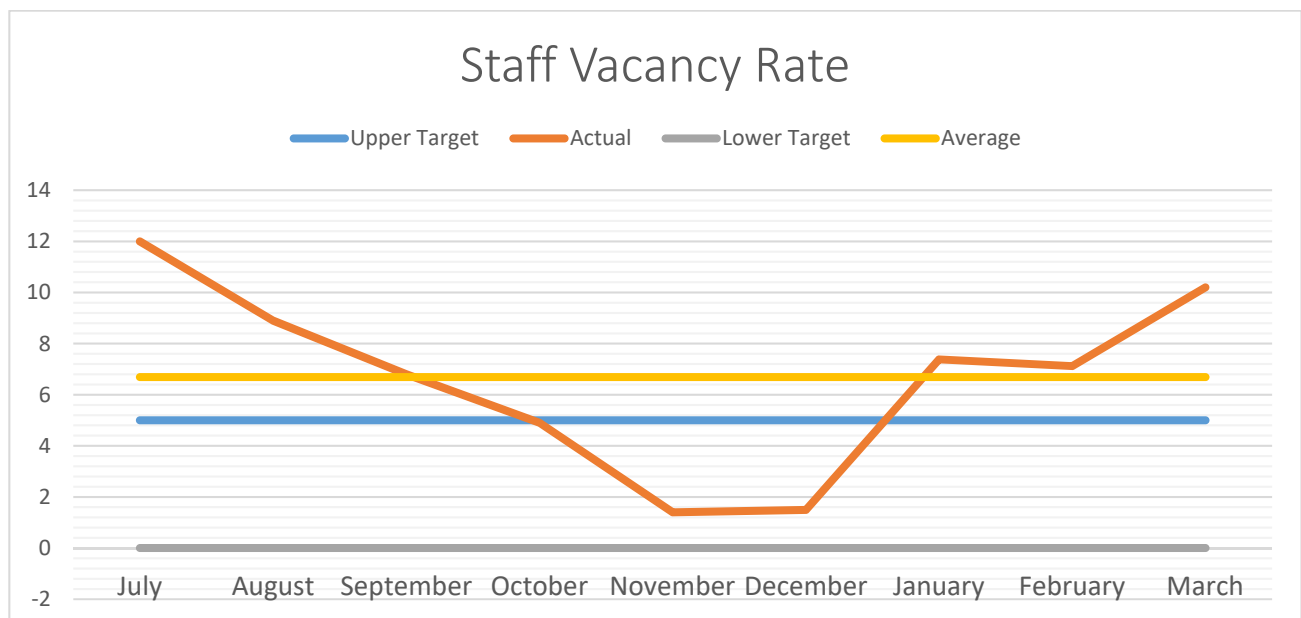
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average
1.7%	1.8%	1.7%	0%	3.8%	1.76%	3.4%	0%	3.2%	2.48%

Target Average: Between 2% - 5%

Staff Vacancy Rate:

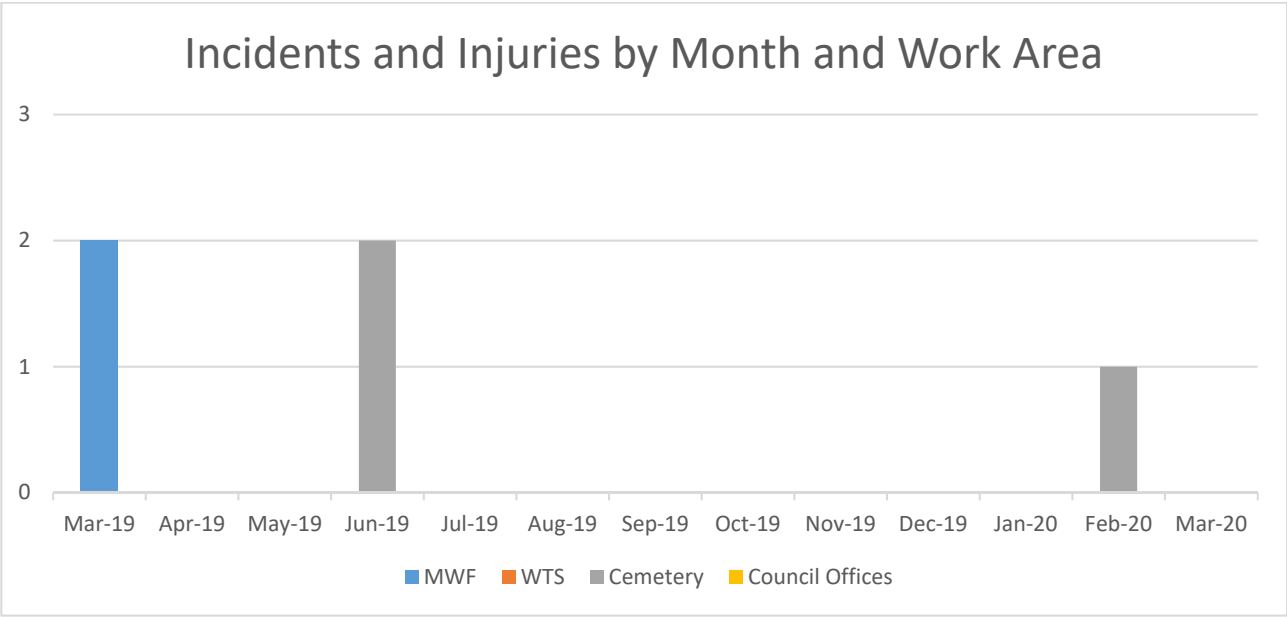
The number of vacant positions during the reporting period.

(Vacant positions, divided by total FTE, multiplied by 100)



Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Average
11.50%	12%	8.90%	6.80%	4.90%	1.40%	1.49%	7.12%	10.2	6.71%

Target: 0% - 5%



Zero workplace incidents were recorded during March 2020.

Finance

RELEVANT MEASURES OF FINANCIAL SUSTAINABILITY

Indicator	Previous Actual	Current Budget	Previous Month	Current Month	Target	Forecast				
	18/19	19/20	Feb-20	Mar-20		20/21	21/22	22/23	23/24	24/25
Operating Surplus Ratio	-50.2%	-51.5%	-18%	-30%	0-10%	-49.7%	-47.9%	-44.8%	-42.2%	-39.1%
Net Financial Liabilities Ratio	-128.6%	-88.6%	-189%	-179%	<60%	-81.4%	-74.5%	-69.9%	-67.0%	-65.6%
Asset Sustainability Ratio	17.9%	52%	29%	30%	>60%**	94%*	94%*	85%*	35%	35%
Current Ratio	10.3:1	5.9:1	14.59:1	13.92:1	>1.0:1**	5.6:1	5.3:1	5.1:1	4.9:1	4.9:1
Rates and Annual Charges Outstanding Ratio	22.5%	12.0%	33%*	27%	<15%**	11.5%	11.2%	10.8%	10.4%	10.1%
Own Source Revenue Coverage Ratio	48.4%	48%	77%	70%	>40%**	49%	50%	52%	53%	55%

** Target as set in Strategic Plan 2018-2022.

Target		
Within Range	Moderate	Outside Range

*Previous month corrected, previously reported percentage was current years rates outstanding only

Operating Surplus Ratio

Measures the extent to which revenues raised cover operational expenses only or are available for capital funding purposes or other purposes.

Calculation: Net operating result divided by total operating revenue, expressed as a % (excluding capital revenue or expenses).

Target: between 0% and 10%

Council's should be aiming to achieve as a minimum a balanced operating position to ensure that revenues received are sufficient to fund operations and capital replacement works.

Net Financial Liabilities Ratio

Measure the extent to which the net financial liabilities of Council can be repaid from operating revenues.

Calculation: (total liabilities less current assets) divided by total operating revenue, expressed as a %.

Target: Less than 60%

Asset Sustainability Ratio

This ratio reflects the extent to which the assets managed by Council are being replaced as they reach the end of their useful lives. This ratio is calculated by measuring the annual expenditure on the renewal and rehabilitation of Council's assets against the annual depreciation charge. It is a measure of whether Council is reinvesting in existing assets to ensure that they meet required levels of service for the community.

Calculation: Capital expenditure on the replacement of infrastructure assets (renewals) divided by depreciation expense, expressed as a %.

Target: Greater than 90%

Current Ratio

This ratio presents Council's ability to meet debt payments as they fall due. It should be noted that Council's externally restricted assets will not be available as operating funds and as such can significantly impact Council's ability to meet its liabilities.

Calculation: Current assets divided by current liabilities

Target: Greater than 1.0:1

Rates and Annual Charges Outstanding

This measure shows the amount of outstanding rates owed to council against the rates incomes received represented as a percentage.

Calculation: Rates and Charges outstanding divided by the Rates and Charges Income.

Target: Not greater than 5%

Strategic Plan 2018-2022 KPI - Smaller than 15%

Own Source Revenue Coverage Ratio

Indicates Council's ability to fund operational expenditures through funding sourced by its own revenue-raising efforts.

Calculation: Total own sourced revenue divided by total operating expenditure including depreciation.

Target: >40%

Strategic Plan 2018-2022 KPI - Greater than 60%



COUNCIL REPORT

Agenda Item Number:	15.8
Report Title:	COVID19 Response for Budget 2019-20
Author & Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	A: Draft FIN06 Rates Concession Policy

Executive Summary

In response to the recent health emergency through the COVID19 pandemic, Council has considered several measures to support residents and protect staff.

To minimise customer contact by staff the following fees are proposed to be waived until 30 June 2020:

1. Pound release fees,
2. Pound daily maintenance fees,
3. Uncontaminated Green Waste fees for residents,
4. Mulch sales fees.

To give more flexibility in addressing financial hardship of ratepayers the attached draft policy has been prepared.

Recommendation

THAT Council:

1. waive the following fees from 16 April to 30 June 2020:
 - a. Pound release fees,
 - b. Pound daily maintenance fees,
 - c. Uncontaminated Green Waste fees for residents,
 - d. Mulch sales fees;
2. approve the amended FIN06 Rates Concession policy as attached to the report.

Background

Over the past months Council had to react and operate within an uncertain environment due to the COVID19 health emergency.

The following measures are proposed to be implemented in response to this crisis, to ensure Council can operate in a safe environment and support ratepayers that have found themselves in a financial hardship situation.

Waiving of relevant fees

In response to the health risk for Council staff, measures have been introduced to minimise, and in some cases eliminate, interactions with customers. To allow for these measures to be effective, it is proposed to waive the following fees up to 30 June 2020:

1. Pound release and daily maintenance fees:

Waiving of these fees will not impact the budget 2019-20, as the Year-to-Date Income is above the annual budget. Estimated calculations indicate that Council will likely miss out on \$8,500 of additional income.

Waiving of these fees will allow officers to undertake a pound release without physical contact to customers. Residents will still be required to register the dog before release and can be infringed for a dog at large.

2. Uncontaminated Green Waste for residents and mulch sale fees:

Waiving of these fees will reduce the approximate income of Council by \$45,000 for the budget 2019-20. The reduction in income will be presented in the Budget Review 2019-20 (report included in the agenda). Reduction in income will be balanced through savings in operational expenditure and movement from the financial Waste Reserve.

Waiving these fees will reduce the physical contact between staff and customers.

FIN06 Rates Concession Policy

The attached Draft FIN06 Rates Concession Policy addresses the current health emergency through the following amendments:

- Changed Ratepayer definition to allow for all ratepayers to apply for concession and allow for third parties to apply on property owner's behalf with written approval of the owner.
- Introduction of Temporary Hardship caused through a natural disaster or public health emergency. Evidence of government subsidies or other relevant evidence needs to be provided to support the written application.
- Allow for current year's rates and charges to be waived under CEO delegation to improve response time.

Any other changes in the proposed policy are to reflect the *Local Government Act 2019* and improve the document.

With Council having a history of long outstanding rates debts that have been difficult to collect, interest remission is suggested to continue to be assessed on a case-by-case basis.

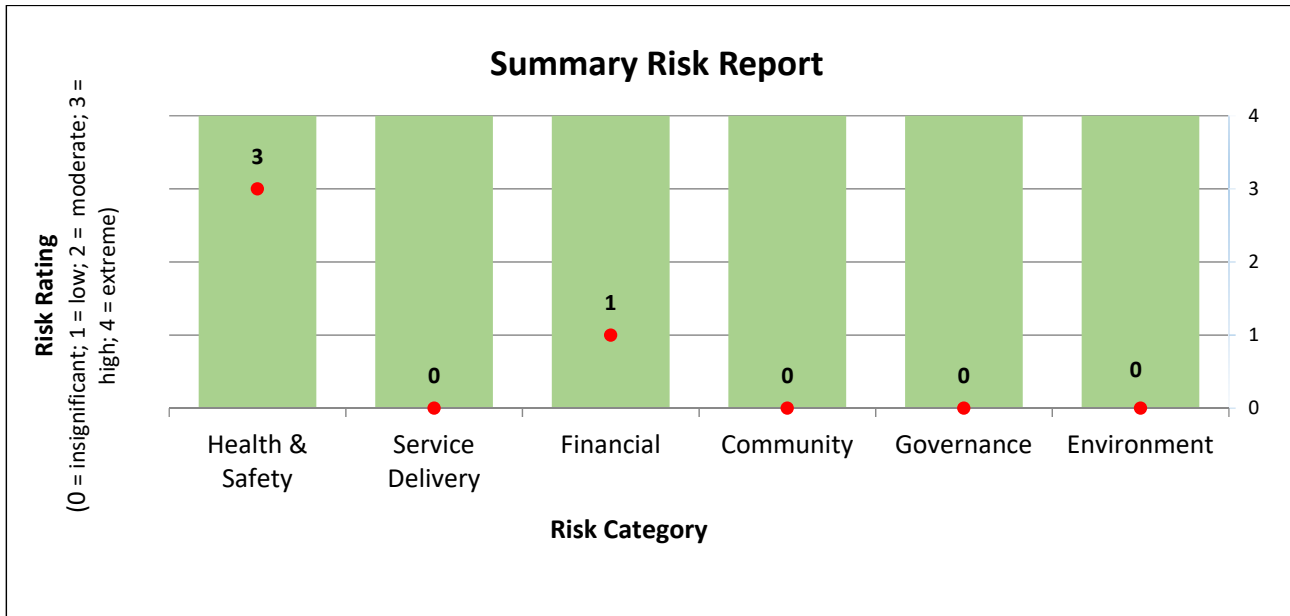
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

The proposed waiving of fees and Draft FIN06 Rates Concession Policy are in line with the current and future *Local Government Act*.

Risks



The Health and Safety risk for staff during the public health emergency has been addressed with the recommended measures in reducing the contact to customers.

The financial risk in the form of loss of income is minor and can be accommodated in the 2019-20 financial year. The risk of increasing rates debt through the deferment of rates and remission of interest will need to be managed on a case-by-case basis and is dependent on the length of this public health emergency.

Community Engagement

Council will advertise the waiving of relevant waste charges and options for rates concessions.

Rates Concession ~~FIN06~~DRAFT - FIN06

Name	FIN06 DRAFT - FIN06 Rates Concession
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	15/04/2020
Review Date	15/04/2024
Document ID	LITCHFIELD-454211611-10

1 Purpose

Litchfield Council is committed to transparent and accountable decision making. As per ~~Part 11.7 and Part 11.8 of the~~ Local Government Act, Council has the ability to provide a concession for rates and/or remission of interest accrued on overdue rates.

This policy outlines the process for application and consideration of rate concessions other than rate concessions stipulated by the Northern Territory Government. ~~In addition, it outlines assistance for ratepayers for rates/charges levied on their principal place of residency/principal place of living or institutions that fall under Section 167 Local Government Act.~~

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2 Principles

Policies of Litchfield Council are guided by principles of sustainability, good governance, advocacy, regulation and service provision. Council is also committed to providing a transparent, impartial and consistent process of recognition and consideration of applications for rate concessions and/or remission of interest accrued.

3 Definitions

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

Term	Definition
Rate concession	A rate concession can be a deferment of payment and/or waiver of rates and/or waiver of legal fees and/or remission of interest accrued on overdue rates. Rate concessions can be granted as a singular concession or as a recurring concession. The rate payer applying for a rate concession is to identify the scope of the concession in the application.
Ratepayer	This policy outlines assistance for ratepayers for rates/charges levied on their principal place of residency/principal place of living or institutions that fall under Section 167 Local Government Act. Rates and charges payable on rental residential properties are excluded from assistance. Is the registered owner of the property. Applications of third parties, other than the ratepayer, require written approval of the property owner.
Deferment	A deferment of payment can be provided in whole or in part and can be for a specified period and subject to any conditions determined.
Debtor	Any individual, corporation, organisation or other entity owing money to Council.
Waiver	A waiver removes the liability to pay and may be offered to include the whole or part of rates and/or legal charges.
Relevant interest rate	The relevant interest rate is a rate of interest fixed by Council as the relevant interest rate and outlined in the Fees and Charges in line with Section 162 (3) the Local Government Act.

Commented [SM2]: Broadening definition of ratepayer

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Rates Concession ~~FIN06~~DRAFT - FIN06

Remission	A remission of interest is a waiver of interest wholly or in part as per Section 162 Local Government Act.
Financial Hardship	Financial hardship is defined as a situation where a customer is found to be unable, because of illness, unemployment or other reasonable cause, to discharge their financial obligations towards Litchfield Council. Financial hardship can be of limited or is of a long term duration. Financial hardship basically involves an inability of the rate payer to pay rates, rather than an unwillingness to do so. Situations where a customer is simply experiencing temporary payment difficulties would not necessarily be addressed by this policy. Financial hardship shall be proven by providing evidence from an approved Financial Counsellor of such circumstances. <u>Ratepayers must enter into a feasible payment schedule and maintain such agreement. Such payment schedule shall not result in the debt growing larger.</u>
<u>Temporary Hardship</u>	<u>Temporary Hardship is a situation where a customer is experiencing temporary payment difficulties through a natural disaster or a public health emergency. Temporary hardship needs to be proven by providing evidence of government subsidies received or other relevant evidence.</u>
Public Benefit Concessions	As per Section 167 <u>the Local Government Act</u> , Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes: <ul style="list-style-type: none"> a) Securing the proper development of its area b) Preserving buildings or places of historical interest c) Protecting the environment d) Encouraging cultural activities e) Promoting community health or welfare f) Encouraging agriculture g) Providing recreation or amusement for the public

4 Policy Statement

4.1. Remission of Interest accrued on overdue rates

4.1.1. As per ~~Section 162 of~~ the Local Government Act, Council charges a relevant interest rate on a daily basis on overdue rates. The complete annual rates fall overdue if an instalment date is not met.

4.1.2. Ratepayers can request a remission of interest ~~under Section 163 Local Government Act.~~ Council officers under delegation can consider applications for remission of interest for reasons that fall under the following two categories:

4.1.2.1. Administrative reasons, error or omissions which caused or significantly contributed to the failure to pay rates in a timely manner; or

4.1.2.2. Proven Financial Hardship or temporary hardship. ~~Ratepayers must enter into a feasible payment schedule and maintain such agreement. Such payment schedule shall not result in the debt growing larger.~~

4.1.2.2-4.1.3. All applications need to be made in writing to Council and be supported by requested evidence.

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4.2. Deferment of Rates

4.2.1. As per ~~Section 164 (1)(b) of~~ the Local Government Act, a rate concession can be a deferment in whole or part of an obligation to pay rates or a component of rates.

4.2.2. Ratepayers may have rates and charges or a part thereof postponed, although rates and charges will continue to be levied subject to compliance with the following conditions:

Rates Concession ~~FIN06~~DRAFT - FIN06

- 4.2.2.1. The ratepayer must be experiencing ~~undue and unavoidable~~ financial or temporary hardship.
- 4.2.2.2. An application in writing must be submitted to ~~the Chief Executive Officer~~ Council, ~~by the ratepayer or the ratepayer's representative providing evidence from an approved Financial Counsellor of such circumstances referred to in 4.2.2.1 above. The Chief Executive Officer will determine whether a postponement is approved.~~
- 4.2.2.3. The postponement can be on a fixed or on an ongoing basis until the property is disposed of or sold.
- 4.2.3. Interest on postponed rates will be levied ~~unless an application for remission under 4.1 has been approved~~ at 50% of the relevant interest rate.
- 4.3. Waiving of Rates, Charges or Legal Fees
- 4.3.1. As per ~~Section 164 of~~ the Local Government Act, a rate concession can be a waiver in whole or part of rates or a component of rate.
- 4.3.2. Council may grant a rate concession unconditionally or on conditions determined by the Council. If the ratepayer fails to comply with a condition, the Council may by notice to the ratepayer withdraw the concession and require the ratepayer to pay an amount, on or before a date specified in the notice, to neutralise any benefit to the ratepayer of the rate concession.
- 4.3.3. Any waiver of rates, charges or legal fees ~~of the current financial year under 4.3 less than \$400~~ shall be determined by the Chief Executive Officer or their delegate. ~~Amounts greater than \$400 will be presented to Council for consideration in a confidential report. Waivers for rates, charges or legal fees of prior years will be presented to Council for consideration in a confidential report.~~ Applications are to be submitted in writing.
- 4.3.4. Any waiver is a one off waiver in response to circumstances presented at the time.
- 4.3.4. ~~Waivers can be requested for any of the following reasons:~~
- 4.3.4.1. Financial Hardship
- 4.3.4.2. Temporary Hardship;
- 4.3.4.3. Correction of anomalies in the operating of the ratings system as prescribed under the Local Government Act; or
- 4.3.4.4. Administrative reasons, error or omissions
- 4.4. ~~Correction of anomalies~~
- 4.4.1. ~~As per Section 166 of the Local Government Act, Council may grant a rate concession to a ratepayer or ratepayers of a particular class if satisfied that it is necessary to do so in order to correct anomalies in the operation of the rating system.~~
- 4.4.2. ~~Council may grant a rate concession on the Council's own initiative or on application by an affected ratepayer.~~
- 4.4.3. ~~Application in writing must be submitted to the Chief Executive Officer by the ratepayer or the ratepayer's representative outlining the anomaly.~~
- 4.4.4. ~~Any correction under 4.4 of less than \$400 shall be determined by the Chief Executive Officer or their delegate. Amounts greater than \$400 will be presented to Council for consideration in a confidential report. Applications are to be submitted in writing.~~
- 4.5.4.4. Public Benefit Concessions
- 4.5.1.4.4.1. ~~As per Section 167~~ Council may grant a rate concession if satisfied that the concession will advance one or more of the following purposes:
- 4.5.1.1.4.4.1.1. Securing the proper development of its area
- 4.5.1.2.4.4.1.2. Preserving buildings or places of historical interest

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Rates Concession ~~FIN06~~ DRAFT - FIN06

- 4.5.1.3.4.4.1.3. Protecting the environment
- 4.5.1.4.4.4.1.4. Encouraging cultural activities
- 4.5.1.5.4.4.1.5. Promoting community health or welfare
- 4.5.1.6.4.4.1.6. Encouraging agriculture
- 4.5.1.7.4.4.1.7. Providing recreation or amusement for the public.

4.5.2.4.4.2. Any rate concession under 4.5 shall be presented to Council for consideration in a report.
An application for a rate concession requires a written submission.

4.6.4.5. Confidentiality

Any information provided will be treated as strictly confidential. Information will be securely retained by Council officers.

5 Associated Documents

~~Northern Territory Local Government Act~~
~~Northern Territory Local Government (Administration) Regulations~~
~~Northern Territory Local Government (Accounting) Regulations~~
~~Ministerial Guidelines~~
~~By-laws~~
~~Fines and Penalties (Recovery) Act~~
~~Goods and Services Tax Act 1999~~
~~Litchfield Council FIN02 Rate Policy~~

6 References and Related Legislation

Northern Territory Local Government Act
Northern Territory Local Government (~~Administration~~) Regulations
~~Northern Territory Local Government (Accounting) Regulations~~
Ministerial Guidelines
By-laws
Fines and Penalties (Recovery) Act
Goods and Services Tax Act 1999

7 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
18/10/2017	Policy review new Council
17/09/2015	Policy adopted by Council
<u>15/04/2020</u>	<u>Adjustments to cater for the <i>Local Government Act 2019</i> and public health emergency related concession applications</u>

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COUNCIL REPORT

Agenda Item Number:	15.9
Report Title:	Budget Review 2019-20
Author:	Arun Dias, Finance Manager
Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	A: Draft Operating Income Statement 2019-20 Budget Review

Executive Summary

In accordance with the Local Government Act (section 128), Council has undertaken the review of the 2019-20 Original Budget. Revenue is forecasted to increase by \$105,062 and operating expenses is forecasted to increase by \$278,751. Council's net budgeted surplus is forecasted to decrease by \$173,689.

The Community and Business Hub Capital project is not expected to go ahead in the 2019-20 financial year as the project was subject to successful grant funding. As a result of this, Capital Income of \$6 million and project expenses of \$7 million are proposed to be reduced from the 2019-20 Original budget.

The Original budget for 2019-20 forecasted an overall reduction of \$3.04 million from Councils Reserves (internal and external reserves). The budget review amendments will result in an overall reduction of financial reserves of \$3.17 million.

Recommendation

THAT Council receive and adopt the Budget Review for 2019-2020.

Background

Below table provides a comparison of the Original 2019-20 budget, proposed budget amendments and the final 2019-20 Amended budget. Attachment A gives a further breakdown of the budget amendments.

Draft Summary Income Statement and Budget Position - 2019/20 Budget Review 1					
	2019/20 - Original Budget (\$)	Budget Amendments	2019/20 - Final Amended Budget	Variance (\$)	Variance (%)
Operating Income	16,438,088	105,062	16,543,150	105,062	0.64%
Operating Expense	14,990,450	278,751	15,269,201	278,751	1.86%
Operating Profit (Loss)	1,447,638	(173,689)	1,273,949	(173,689)	-12.00%
Capital Income	7,584,743	(6,000,000)	1,584,743	(6,000,000)	-79.11%
Less (Capital Expense)	13,037,000	(7,000,000)	6,037,000	(7,000,000)	-53.69%
Capital Profit (Loss)	(5,452,257)	1,000,000	(4,452,257)	1,000,000	-18.34%
Financial Reserve Movement	3,004,619	173,689	3,178,308	173,689	5.78%
Balance Sheet - Loan	1,000,000	(1,000,000)	-	(1,000,000)	-100.00%
TOTAL Profit (Loss)	-	-	-	-	

Council's operational income is forecasted to increase by \$105,062, bringing the total operating income from \$16.43 million to \$16.54 million, a 0.64% increase to the original budget. The major reason for the increase in operating income is due to a forecasted increased income for Thorak Cemetery by \$120,062 and Regulatory Services by \$18,000 and \$6,000 for Community Services. As a result of the expected increase in income, the Thorak Cemetery reserve is expected to increase by \$81,567.

These increases in income are offset by minor decreases in income and are mainly due to Council's endorsement to waive the green waste and mulch fee sales from April 2020 to June 2020 considering Council's response to COVID-19. To offset the reduced income in Waste management, expenses have also been reduced. The shortfall in budgeted surplus will be funded from the Waste management reserve.

Operational expenses are forecasted to increase by \$278,751, a 1.86% increase compared to the Original budget. The increase in expenses is mainly due to increase in Insurance costs for public liability. The increase in insurance costs has played a major factor in increases in overall operational costs, whilst this increase has impacted Council's net surplus position by decreasing the surplus from \$1.44 million to \$1.27 million (a decrease of 12%), the increase in costs were expected. A \$60k increase in costs to the recreation reserves is due to the tree maintenance work on high risk trees at Freds Pass Sport and Recreation Reserve. The increase in Cemetery expenses is due to the increase in income and is fully funded from the Thorak Cemetery reserve.

Capital income and expense for the Community Business Hub have been excluded from the 2019-20 original budget, thereby bringing the 2019-20 budgeted capital expenditure for 2019-20 to \$6.03 million.

Considering the changes in Operating and Capital position, the final forecasted reserve balance is forecasted to be \$20.10 million, these reserves include externally grant restricted reserves as well. The below table shows the overall change in movement in reserve balances forecasted for 30 June 2020.

Draft Summary Financial Reserve Movements - 2019/20 Budget Review 1

Reserve Type	Balance as at 30/06/2019	Transfers to Reserve (\$)	Transfers from Reserve (\$)	Net Movement (Budget Review 1)	FORECAST Balance for 30/06/2020
Developer Contribution Reserve	842,260	46,792	-483,000	-436,208	406,052
Unexpended Grants and Contributions	5,331,520	-	0	-1,500,000	3,831,520
Asset Reserve	11,094,709	-	-1,022,080	-1,022,080	10,072,629
Waste Management Reserve	4,603,914	167,244	-475,000	-307,756	4,296,158
Election Reserve	100,000	-	0	0	100,000
Disaster Recovery Reserve	500,000	-	0	0	500,000
Strategic Initiatives Reserve	500,000	-	0	0	500,000
Cemetery Reserve	308,925	87,736	0	87,736	396,661
TOTAL	23,281,328	301,772	-1,980,080	-3,178,308	20,103,020

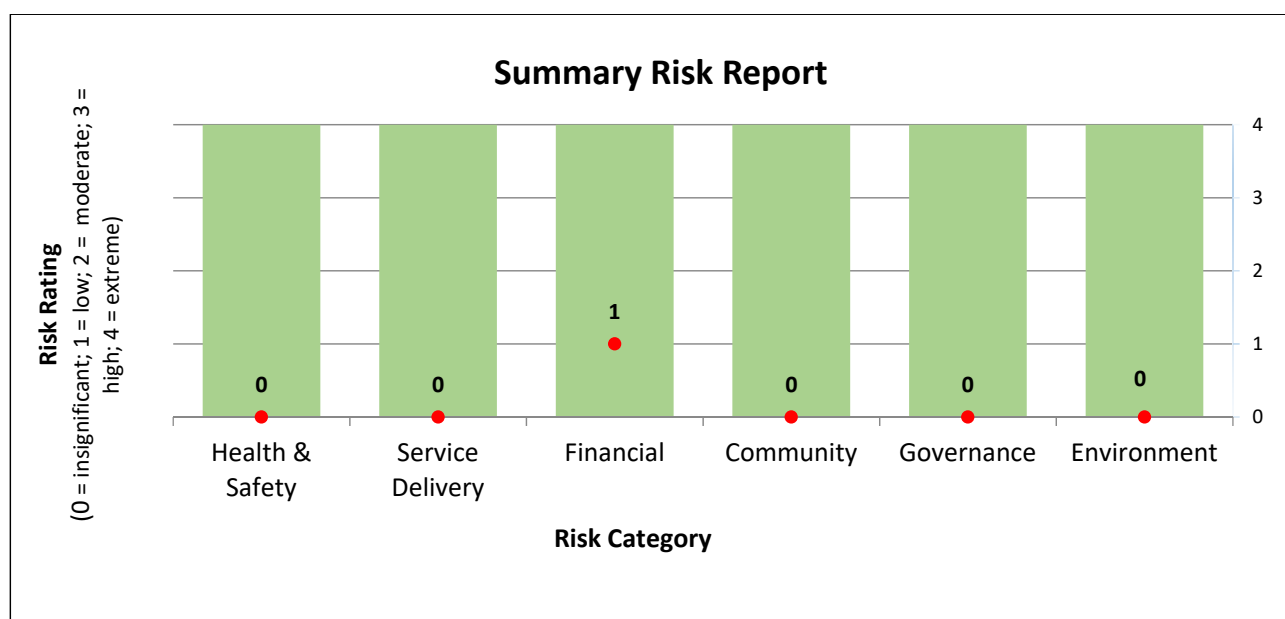
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

Financial Reporting is in line with *Local Government Act, Local Government (Accounting) Regulations* and relevant Council policies.

Risks



Council is managing the financial risk through the review of the budget.

Community Engagement

Not applicable.

Litchfield Council - Draft Operating Income Statement - 2019/20 Budget Review 1					
Income	2019/20 - Original Budget (\$)	Budget Amendments	2019/20 - Final Amended Budget	Variance (\$)	Variance (%)
Grants	410,046	-	410,046	-	0.00%
Inv Income	8,201	-	8,201	-	0.00%
User Charges - Sundry	3,800	-	3,800	-	0.00%
User Charges - Cemetery Income	876,580	120,062	996,642	120,062	13.70%
Grants, Subsidies, Contributions - other	3,204,370	1,500	3,205,870	1,500	0.05%
User Charges - Communtiy Halls	24,000	4,500	28,500	4,500	18.75%
Other Income - Sundry	65,000	(5,000)	60,000	(5,000)	-7.69%
Investment Income - Banks & other	500,000	-	500,000	-	0.00%
Other Income - insurance & other recoupment	8,842	-	8,842	-	0.00%
User Charges - Rate seach fee	21,000	-	21,000	-	0.00%
interfund	70,000	-	70,000	-	0.00%
General Rates - Commercial/Industrial	785,097	-	785,097	-	0.00%
General Rates - Residential	6,929,194	-	6,929,194	-	0.00%
General Rates - Other	74,330	-	74,330	-	0.00%
Investment Income - Overdue Rates	175,000	-	175,000	-	0.00%
Other Rates - Waste Management	2,940,930	-	2,940,930	-	0.00%
User Charges - Waste Disposal Fees	166,750	(34,000)	132,750	(34,000)	-20.39%
Statutory Charges - Animal registration fees & fines	111,700	18,000	129,700	18,000	16.11%
User Charges - Permit Fees	14,648	-	14,648	-	0.00%
User Charges - Subdivision and development fees	48,600	-	48,600	-	0.00%
Total Income	16,438,088	105,062	16,543,150	105,062	0.64%
Expenses					
Sundry	602,752	(25,100)	577,652	(25,100)	-4.16%
Professional Services	881,600	(42,224)	839,376	(42,224)	-4.79%
Employee Costs - FBT	19,300	-	19,300	-	0.00%
Legal Expenses	82,000	-	82,000	-	0.00%
Contractors	4,255,089	61,280	4,316,369	61,280	1.44%
Computer / IT Cost	367,835	(1,000)	366,835	(1,000)	-0.27%
Employee Costs	6,483,226	8,206	6,491,432	8,206	0.13%
Parts, accessories and consumables	228,000	8,000	236,000	8,000	3.51%
Employee Costs - Other	203,332	(1,120)	202,212	(1,120)	-0.55%
Maintenance	472,366	43,500	515,866	43,500	9.21%
Energy	230,800	3,000	233,800	3,000	1.30%
Donations and Community Support	127,900	-	127,900	-	0.00%
Elected member expenses	264,302	-	264,302	-	0.00%
Interfund	70,000	-	70,000	-	0.00%
Cemetery Expenses	314,400	24,154	338,554	24,154	7.68%
Employee Costs - Workers Comp	108,040	82,035	190,075	82,035	75.93%
Auditor's Remuneration	32,600	416	33,016	416	1.28%
Insurance	245,978	117,000	362,978	117,000	47.57%
Bad and Doubtful Debts	930	604	1,534	604	64.95%
Total Expenses	14,990,450	278,751	15,269,201	278,751	1.86%
		-			
Net result (Excluding Depreciation)	1,447,638	(173,689)	1,273,949	(173,689)	-12%



COUNCIL REPORT

Agenda Item Number:	15.10
Report Title:	Draft Local Government Regulations and Guidelines Submission
Author & Recommending Officer:	Silke Maynard, Director Community & Corporate Services
Meeting Date:	15/04/2020
Attachments:	A: Submission on Draft Regulations and Guidelines April 2020

Executive Summary

Department of Local Government, Housing and Community Development (the Department) has released Draft Regulations and Guidelines for consultation by 9 April 2020.

The attached submissions have been prepared and sent to the Department in response prior to Council approval due to timelines of the consultation. Council is asked to approve the submissions retrospectively.

Recommendation

THAT Council approve the submissions on the Draft Regulations and Guidelines April 2020 as attached to this report.

Background

The Department has provided Council with Draft versions of the following documents, which have been highlighted as confidential and for that reason have been sent to Councillors prior to the meeting under separate cover:

- General Regulations
- Electoral Regulations
- Guideline 1 - Local Authorities
- Guideline 2 – Appointing a CEO
- Guideline 3 - Borrowing
- Guideline 4 – Assets
- Guideline 5 – Budgets.

The General Regulations are proposed to replace the current Administrative and Accounting Regulations.

Review of the draft documents has highlighted several concerns that are listed in detail in attachment A.

Proposed changes are based on the philosophy that Council (as elected body) holds the responsibility for the financial sustainability of the organisation. Some proposed changes though

appear to move Councillors into the area of operations, which is the responsibility of the Chief Executive Officer.

Submissions prepared focus on ensuring the area of responsibilities remain clear and Council is presented with data at a strategic and policy decision level.

Submissions have been sent to the department prior to the Council meeting due to consultation timelines. Council could, if necessary, sent an adjustment after the meeting.

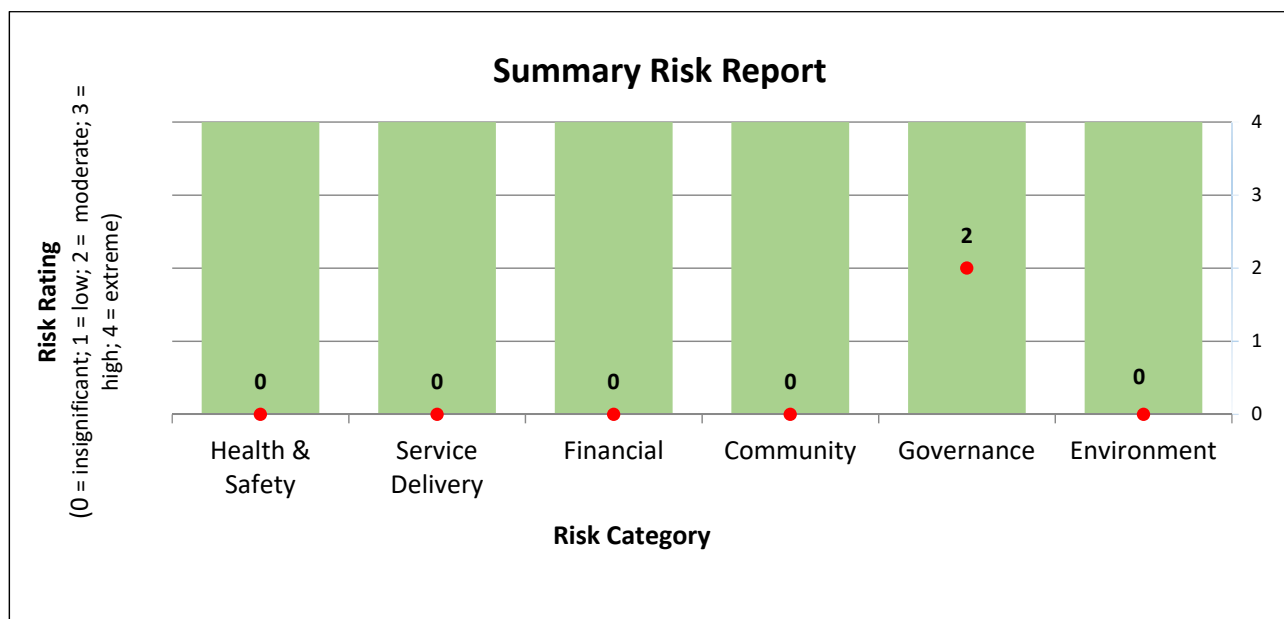
Links with Strategic Plan

A Well-Run Council - Good Governance

Legislative and Policy Implications

The draft Regulations and Guidelines are proposed to replace all current Regulations and Guidelines and required updating to be in line with the *Local Government Act 2019*.

Risks



There is a moderate Governance risk, if Council would not provide submissions. The risk was managed through timely submissions and the participation in discussions around these draft documents by the Director Community and Corporate Services at the Finance Reference Group meeting of LGANT as well as a specific workshop with staff of the department.

Community Engagement

Not applicable

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Guideline 2: Appointing a CEO			
5.3 (b)	Council needs to approve the salary package covering cash and non-cash benefits and any limitations or entitlements over private use of council assets	No flexibility in negotiating with potential candidates to attract the most suitable candidate and/or get best value outcome for council	<u>Suggested amendment to Wording</u> that Council needs to agree to the maximum total value salary package including all cash/non-cash benefits and entitlements over private use of council assets
5.4	Salary package must be advertised and must not be increased when offering contract	See above	<u>Suggested amendment to Wording</u> to advertise a range for salary package, the maximum total salary package must not be exceeded in contract negotiations
5.5	Recruitment panel to provide a list of all applicants and all applicant documents to council	Providing all detailed information to council negates the benefit of a recruitment panel	<u>Suggested amendment to Wording</u> Panel to provide a report, including but not limited to: <ul style="list-style-type: none"> - a list of all applicants and summary their relevant skill sets - reasoning for shortlist - summary of relevant interviews - evaluation of potential candidates - reasoning for proposed candidate

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
6.2 (a)	In relation to skills and attributes, the applicant must have: (a) a tertiary qualification in a related field, such as: law; management; human resources; business; finance; community development; or	There are other relevant fields of study that have not been considered in this	<u>Suggested amendment to Wording</u> Include the following fields of study: - planning - engineering - environmental studies
Guideline 3: Borrowing			
7.3 and 7.4	It is the duty of each member of the council to fully understand the terms and conditions of any borrowing arrangements	Section 167 of the new LG Act identify under items (h) and (i) in particular the responsibility of the CEO for financial management Whilst it is understood that Council holds the ultimate responsibility for the Council's finances, it is unreasonable for individual elected members to understand terms and conditions of borrowings in detail Elected members are not required to have prior relevant skills and such training is not provided to them In most cases Council relies on professional advice of lawyers to ensure that Council's risk is managed appropriately	<u>Suggested amendment to Wording</u> It is the duty of each member to familiarise themselves with the term and conditions of borrowing under this guideline prior approval and ensure that Council's risk is managed accordingly

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
7.6	Council's annual budget and LTFP must include: (b) the proposed lender or provider of financial accommodation; (d) the terms of the loan or financial accommodation	Council must seek borrowing options from different lenders at the point in time the borrowing is to be taken out due to the validity of the market If Council is required to disclose terms and lenders in the budget or LTFP it disables council to seek best value for money terms	<u>Suggested removal</u> Of item 7.6 (b)
Guideline 4: Assets			
8.1 and 8.4	Council must keep an asset disposal register	Section 23 of the General Regulations deals with the need to have an asset register that records the acquisition and disposal A second register is not practical and might cause reconciliation issues if not kept through a suitable software (e.g. if kept in excel format with manual updating processes)	<u>Suggested removal</u> Of item 8.1 and 8.4
9.1	Subject to council's delegations, the recommendation to sell or dispose of any major asset must be approved by the council prior to sale or disposal	The clause is confusing as it refers to council's delegations but requests approval of council Understanding that this approval can be delegated to the CEO and internally to other staff and the link to the major asset definition in the General Regulation of an asset with a value of or above \$10,000. This section might cause operational disruption, e.g. renewal of assets where the disposal of the original asset is an administrative process not a physical disposal at times for example resealing of roads	<u>Suggested amendment to Wording</u> Council must set authority for the approval of sale or disposal of assets in a policy.

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Guideline 5: Budgets			
Schedule – Table 1 – Operating Income	Rates Charges Fees and Charges Operating Grants and Subsidies Interest/Investment Income Other Income	Align with the SA Model financial statements Statement of Comprehensive Income used by all LGs in the NT	<u>Suggested amendment to Wording</u> Rates (including Waste charges) Statutory charges User charges Grants, subsidies and contributions Investment Income Reimbursements Other Income
Schedule – Table 1 – Operating Expenditure	Employee Costs Materials and Contracts Elected Member Allowances Elected Member expenses Council Committee & LA Allowances Council Committee & LA Costs Repairs and Maintenance Depreciation, Amortisation and Impairment Interest Expenses Other Expenditure	Align with the SA Model financial statements Statement of Comprehensive Income used by all LGs in the NT Repairs and Maintenance is unclear as it is either delivered by Council Staff (recorded in Employee cost) or through Contractors (recorded in Materials and Contracts)	<u>Suggested removal</u> Repairs and Maintenance
Schedule – Table 2 – Budgeted capital Expenditure	Total Capital expenditure funded by: Capital grants Transfers from cash reserves Sale of assets	Capital works can be funded through operating income as well. To reflect the total cost by funding, additional sources need to be identified	<u>Suggested amendment to Wording</u> Add other sources of income for the funding of capital works, e.g. Operational income

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Schedule – Table 3 – Budgeted capital Expenditure by individual project/item	Itemised listing of all capital projects over \$100k for current year to OY4+ with total project cost and expected completion date	Councillors as a board are supposed to make strategic decisions. Council's have Asset Management Plans in place that, based on the Council approved Service Levels, project the required works per asset class. For the funding Council should be thinking about the funds they wish to dedicate to these asset programs and not decide on the individual projects.	<u>Suggested amendment to Wording</u> If the intention behind this table was an itemisation of major project than this should be identified as such. Table for major projects above \$1m
Schedule – Table 3a – Budgeted capital Expenditure by individual project/item	Statement for budget balance amount and the expected capital expenditure completion date for each item	This is unclear and linkage to above table is not explained.	See above
Schedule – Table 4 – Budgeted movements in reserves	Heading class of property, plant and equipment; Reserve numbering	Table heading is unclear, and the table does not project out for the LTFP only budget year	<u>Suggested amendment to Wording</u> Should just show projected closing balance per reserve Movement can be calculated from that
Schedule – Table 7	List and description of budget initiatives	The phrase initiatives is not utilised for all LGs and it is unclear what is expected in this section as far as detail goes	<u>Suggested amendment to Wording</u> List and description of changes in service levels and/or major projects above \$500k
Schedule – Table 8	List and description of infrastructure works (including projected costings)	It is unclear what is expected after the capital works which mainly relate to infrastructure have been disclosed in table 3.	<u>Suggested removal</u> Remove table 8

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
General Regulations			
Section 6 (1) (e) (iii)	A policy, adopted by resolution, for the use of accountable forms by members	The use of these accountable forms can change from time to time. It is more important that internal controls are in place to safeguard and process these appropriately. This is a responsibility of the CEO under the Act.	<u>Suggested removal</u> Section 6 (1) (e) (iii)
Section 6 (1) (e) (iv)	A policy, made by the CEO, for the use of accountable forms by staff	See above	<u>Suggested removal</u> Section 6 (1) (e) (iv)
Section 6 (1) (e) (v)	A policy, made by the CEO, for the safeguarding of all assets	The guideline 4 Assets refers to the need for an Asset Management Policy, this should be sufficiently covering the processes. The Act under Section 167 (g) outlines the safeguarding of assets as a responsibility of the CEO. This additional clause appears to overlap with the other mentioned clauses.	<u>Suggested amendment to Wording or removal</u> It should be reviewed in line with the other mentioned clauses for consistency and ensure one source of truth.
Section 9 (1) (e)	Provide for major capital works and projected costings	Contradictive to Guideline 5 Schedule Table 3	See comment on Guideline 5 Schedule Table 3
Section 9 (1) (f)	Provide a list of reserve movements for the budget or LTFFP	Contradictive to Guideline 5 Schedule Table 4	See comment on Guideline 5 Schedule Table 4

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Section 10 (a)	A transfer to or from reserves require Council resolution	<p>Council can adopt a reserve policy that stipulates the distribution of working capital surplus or deficit at the end of the financial year.</p> <p>This final calculation occurs through the statements preparation and would delay the audit if resolution is required in each instance.</p> <p>Movement within reserves are approved through budget and budget review processes most times and not through a standalone resolution.</p>	<p><u>Suggested amendment to Wording</u></p> <p>Council needs to establish a Financial reserve policy that outlines:</p> <ul style="list-style-type: none"> - the purpose of reserves; - the reason for and process of transfers to and from reserves; - process of expenditure deviation of reserves.
Section 11 (2)	If the amended budget impacts on the LTFP, Council must by resolution amend the LTFP at the same time	<p>This appears to be contradictory to the Act. Section 200 does not allow for an amendment of the LTFP, yet for the LTFP to be finalised by 30 June.</p> <p>LTFP are a strategic document that give guidance about the financial management and sustainability of Council in the long term. It is not feasible to review a strategic document like these three times in one year (as it would be required under new regulations).</p> <p>It is acknowledged though, that a Budget review might make a material difference to the LTFP of Council.</p>	<p><u>Suggested amendment to Wording</u></p> <p>If the amended budget impacts materially on the LTFP, Council must by resolution amend the LTFP at the same time.</p>

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Section 16 (4) Monthly Financial reports to Council	The report must be in the approved form	It is understood from consultation with the Department staff that the approved form will be the same as the schedule in Guideline 5	See comment on Guideline 5 Schedule
Section 16 (5) Monthly Financial reports to Council	CEO must give written certification of internal controls being implemented and appropriate and report being true and fair	The agenda to Council is released and approved by the CEO. This report is part of the agenda and therefore the approval. Section 167 outlines the responsibilities of the CEO that include financial management.	<u>Suggested removal</u> Remove Section 16 (5)
Section 18	Annual report on any allotment with rates in arrears more than 2 years and actions taken to recover the rates for each allotment.	Councillors could be found quickly in a conflict of interest due to relations. Furthermore, the detail of personal circumstances of ratepayers that could be revealed is inappropriate.	<u>Suggested amendment to Wording</u> The CEO must, at any time in a financial year, give the council a report setting out: <ul style="list-style-type: none"> - a summary of all debt that has been in arrears for more than 2 years for all rateable properties; - a detailed summary for those debts that have not been collectable through the Council's approved debt collection procedures.
Section 23 Major and Minor assets	CEO must have minor asset register that records condition of asset Major assets are assets with and value of or above \$10,000	The recording of asset condition for minor assets has no benefit and only adds administrative burden. Major assets are of much higher value, depending of the asset class, see asset capitalisation policies of councils	<u>Suggested amendment to Wording</u> Section 23 (3) (d) for major assets only Definition of major assets, assets that are capitalised in Council's statements

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Section 25 Writing off money or assets	If a council is satisfied, on certification in writing from the CEO, that money has been misappropriated, or cannot be found, the council may authorise the writing off of the relevant amount in the accounts.	The linkage to Section 24 is missing to establish the dollar limits, as well as clarity is needed for the options to delegate this section to the CEO.	<u>Suggested amendment to Wording</u> Include clarity around linkage to section 25 and the options of delegation or not.
Section 32(4) Public quotations	The council must choose a supplier from among those submitted written quotations.	This does not allow for Council to close the process without purchase.	<u>Suggested amendment to Wording</u> Council cannot purchase from a supplier that has not given a written quotation through the process.
Section 33 (3) Tender panel	A tender received in response to the notice must be assessed by a panel of 3 members the council's staff	Word "of" missing Panel should allow for non-council staff, as long as these are adhering to Council's policies Reason: Staff shortage or engaged project managers	<u>Suggested amendment to Wording</u> Add: all panel members need to be trained in the assessment, adhere to Council's relevant policies
Section 33 (4) (b)	Panel needs to report to the council in relation to the tenders	This is confusing as depending on delegations a need for a report to Council might not be given	<u>Suggested amendment to Wording</u> Panel needs to produce an evaluation report

Draft Section Relevant section from current legislation	Key Change	Concern/Effect	Council Submission
Section 64 (1) Extra meeting allowance	Extra meeting allowance is set for attendance at a meeting that is not an ordinary meeting of council	Contradictive to Section 63 (1) (c) The ordinary allowance covers for social functions that are not ordinary meetings.	<u>Suggested amendment to Wording</u> To ensure that extra meeting allowances are not paid for items covered under the ordinary allowance (if this is the intention of the Regulation), wording should be changed to say that extra meeting allowances cover any extra meetings that are not covered under the ordinary allowance as set in Council's policy.
Section 69 Notifications to be given to respondent	The CEO must, within 3 days of receiving the complaint, give the respondent: ...	The timeframe of 3 days is unreasonably short and could undo the process purely because of time constraints	<u>Suggested amendment to Wording</u> The CEO must, within 5 days of receiving the complaint, give the respondent:
Section 70	Notification by prescribed corporation 3 days	The timeframe of 3 days is unreasonably short and could undo the process purely because of time constraints	<u>Suggested amendment to Wording</u> Change to 5 days
Section 85 (1) (b) Requirements for appointment to the office of CEO	Advertisement must set out the eligibility requirements under section 166 of the Act	In the interest of reducing advertising cost in print media to refer to the section and criteria	<u>Suggested amendment to Wording</u> Advertisement must refer to the eligibility requirements under section 166 of the Act
Section 85 (1) (d) Requirements for appointment to the office of CEO	Panel obtains written reference of supervisors past three years	This is an unusual recruitment practise and be rather difficult with written references being uncommon	<u>Suggested amendment to Wording</u> Remove the word written



LITCHFIELD COUNCIL MEETING

Wednesday 15 April 2020

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 Electoral Review

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

20 Close of Meeting