

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 15/03/2017

Meeting to be held commencing 6:00pm
In Council Chambers at 7 Bees Creek Road, Freds Pass

Kaylene Conrick, 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.

AGENDA

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NOTE: Attachments too large to include in the agenda can be found on Council’s website at www.litchfield.nt.gov.au

Council Meeting Agenda

Wednesday 15 March 2017

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.

Acknowledgement

The Mayor acknowledges that the meeting is held on the land of the traditional owners and pays her respect to the Elders past and present for their continuing custodianship of the land and the children of this land across generations.

2. Apologise and Leave of Absence

3. Confirmation of Minutes

THAT the full minutes of the Council Meeting held 15 February 2017, 17 pages, be confirmed.

Minutes were sent to Councillors under separate cover and available to the public on council's website www.council@litchfield.nt.gov.au or in hard copy upon request.

4. Business Arising from the Minutes

Attached for Council information is Action Sheet

Action Sheet

Resolution Number	Resolution	Action Officer	Meeting Date	Comments to Council
15/0032/02	<p>12.4 QUESTIONNAIRE</p> <p>Council prepare a plan and budget for conducting a comprehensive, formal survey of residents regarding Council performance, service expectations and priorities, and regional planning, which will come back for Council consideration.</p>	Kaylene Conrick	23-07-15	Survey to be undertaken in April 2017
15/0175/02	<p>12.09 Meeting Procedures By-Laws</p> <p>2. 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.</p>	Kaylene Conrick	19-11-15	Drafting instructions under development by Division of Local Government, Department of Housing & Community Development
16/0201/01	<p>Australia Day 2017</p> <p>THAT Council establishes a Litchfield Australia Day Event Committee to plan and execute the annual Australia Day event;</p>	David Jan	21-09-16	Complete
16/0203	<p>Signage, Roadside Vans and Events on Council Land</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 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. 	David Jan	21-09-16	Work to commence in 2017/18 financial year in accordance with Council's resolution

Action Sheet

16/0208	<p>Reconstruction of Finn Road THAT Council:</p> <ol style="list-style-type: none"> 1. endorse the funding applications for \$4,500,000 to the NT Government Regional Economic Infrastructure Fund for the reconstruction of Finn Road at an estimated total cost of \$4,650,000; and 2. allocate \$250,000 (cash in kind) from its 2016/17 approved budget towards the project should its application be successful comprising: 	David Kingston	21-09-16	An application to the Federal Government Building Better Regions Fund has been lodged to match NTG funding.								
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">General Consultancy</td> <td style="text-align: right;">\$80,000</td> </tr> <tr> <td>Project Management (in kind)</td> <td style="text-align: right;">\$150,000</td> </tr> <tr> <td> Infrastructure Reserve</td> <td style="text-align: right;"> \$20,000</td> </tr> <tr> <td></td> <td style="text-align: right;">\$250,000</td> </tr> </table>	General Consultancy	\$80,000	Project Management (in kind)	\$150,000	 Infrastructure Reserve	 \$20,000		\$250,000			
General Consultancy	\$80,000											
Project Management (in kind)	\$150,000											
 Infrastructure Reserve	 \$20,000											
	\$250,000											
16/0209	<p>Road Opening - Centre Road - Access to Freds Pass Reserve THAT Council:</p> <ol style="list-style-type: none"> 1. approve proceeding with the road opening process for a new access road through Freds Pass Reserve; 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 new access road. 	David Kingston	21-09-16	Waiting on authorisation from Power & Water re land acquisition and authorisation from the Minister regarding a section of Crown land to be granted to Council								
16/0210	<p>Sealing of Carveth Road and William Road Berry Springs THAT a special rate scheme be prepared for the properties that abut Carveth and Williams Roads to contribute an amount per property of \$4,010 towards the sealing of these roads in 2017/2018. THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision. THAT the Developer provide a Bank Guarantee for the sum of \$709,852 to the Litchfield Council being the monies payable under its Developer Contribution Plan. THAT an amount of \$470,000 be provided in the Litchfield Council's 2017/18 Budget for the construction of Carveth and William Road.</p>	David Kingston	21-09-16	Letters to be distributed								
16/0212	<p>Waste Management Strategy THAT Council:</p> <ol style="list-style-type: none"> 1. approves the Terms of Reference including the selection criteria for the community members to form part of the community reference group to oversee the preparation of the 10 year Waste Management Strategy; and 2. calls for Expressions of Interest inviting interested Litchfield residents to nominate. 	David Kingston	21-09-16	Complete								

Action Sheet

16/0234	<p>Improvements Berry Springs Waste Transfer Site THAT Council undertakes the following safety works at the Berry Springs waste transfer site to improve public and staff safety at the estimated costs outlined below: Video surveillance \$9,882.40 km of new fence & gates \$44,297.00 Installation of waste performance boards \$6,000.00 Improved facilities for staff \$10,000.00 \$70,179.40</p>	David Kingston	19-10-16 Fence being installed
16/0252/01	<p>Rating Strategy THAT Council undertakes a review of Council's rating system.</p>	Kaylene Conrick	16-11-16 Rating system review commenced November 2016
16/0261	<p>Southport Progress Association – Community Notice Board THAT Council approve the allocation of up to \$5,000 to the Southport Progress Association for the purchase of a weather proof Community Notice Board for the area. The Notice Board to have Litchfield Council branding / acknowledgment. The notice board to be placed in a position determined by the Association and agreed to by the Council.</p>	David Jan	14-12-16 Completed - Association notified of Council decision and asked to contact Community Development Officer to progress payment.
17/0009/2	<p>Revised Risk Management Policy THAT Council adopts the updated Risk Management Policy (FIN08) superseding the previous Risk Management Policy (LC20).</p>	David Jan	18-01-17 Complete and uploaded to Council's website.
17/0013	<p>Administration and Legislation Advisory Committee membership THAT Council approve the nomination of David Jan to the Administration and Legislation Advisory Committee.</p>	David Jan	18-01-17 Complete - Notification received of unsuccessful nomination. Item complete

Action Sheet

17/0018	<p>Council Input - the Howard Springs Rural Activity Centre Area Plan</p> <p>THAT Council endorse Attachment A, Council's Letter of Comment on the development of the Howard Springs Rural Activity Centre Area Plan with the following amendments to sections:</p> <p><i>d) Sewerage</i></p> <p>Litchfield Council is aware that there are sewerage concerns for the area and looks forward to the ongoing planning process further exploring the options to service the area. Should a sewer pump station be required, Council is not in favour of locating it within Howard Park Reserve, instead Council prefers that it be located on land that is subject to future subdivision development;</p> <p><i>e) Lot Size and Development Type</i> -remove the third sentence and remove the words "middle ground with the" from the fourth sentence; and</p> <p><i>g) Mosquitos – An additional paragraph as outlined below added to the beginning of this section:</i></p> <p>Council places enormous value on our natural assets and is acutely aware of the fragility of our eco-systems. Any impact on our natural assets from mosquitos control programs should be properly assessed to take into consideration any long term environmental effects.</p>	David Kingston	01-02-17 Complete
17/0025	<p>Litchfield Women's Business Network Steering Committee – Proposed Functions 2017</p> <p>THAT Council:</p> <ol style="list-style-type: none"> 1. endorses the staging of two Litchfield Women's Business Network events to be held on 20 March and 25 June 2017; 2. determines to charge attendees at the Litchfield Women's Business Network event \$20.00 to attend each event; 3. appoints the Mayor to Chair the Litchfield Women's Business Network Steering Committee; 4. appoints Councillors Hunt, Wright and Osborn to the Litchfield Women's Business Network Steering Committee; and 5. appoints the following community members to the Litchfield Women's Business Network Steering Committee: Sally Clayton, Belinda Shaw, Debbie Selter, Sally Isberg, Denise Goodfellow, Vicki Lamp and Kay Forrester. 	Kaylene Conrick	15-02-17 Complete

Action Sheet

17/0026	<p>Local Government Association of the Northern Territory Motion THAT Council endorses a motion to be submitted to LGANT for tabling at its General Meeting on 6 April 2017 seeking support for developing a process to identify rateable portions of Indigenous Land.</p>	David Jan	15-02-17 Sent to LGANT 6/7/2017 - Item complete
17/0027	<p>Policy review - FIN05 Debt Recovery THAT Council adopt the updated FIN05 Debt Recovery policy with the following amendments: 1. Item 4.3.2 to refer to three instalments as opposed to two; and 2. Item 4.3.4 Overdue Reminder Letter to include "within 14 days" after the word instalments.</p>	David Jan	15-02-17 Item complete
17/0028/1	<p>Litchfield Animal Management By-laws THAT Council endorses the Draft Litchfield Council Animal Management By-laws to be put to public consultation as per Section 190 of the NT Local Government Act</p>	David Jan	15-02-17 The statutory process of placing the By-Laws on public exhibition inviting comment is open until 19 March 2017 midnight.
17/0029	<p>Naming of the Extension of Carruth Road THAT Council: 1. resolve to support naming the Public Road as shown on Attachment C as Carruth Road; and 2. provide a letter of comment detailing the above resolution to support the name of the road to the NT Place Names Committee.</p>	David Kingston	15-02-17 Letter sent to the Place Names Committee
17/0030/3	<p>Flooding Issue - Stockwell Road Blackmore THAT Council requests an urgent meeting with Deputy Chief Minister Nicole Manison, Minister for Infrastructure, Planning and Logistics to seek an update on how and when the Territory Government intends to progress Item 14 of the Statements of Policy in the Litchfield Subregional Plan 2016 relating to battle-axe private roads</p>	David Kingston	15-02-17 Letter being prepared for sending this week
17/0030/7	<p>Flooding Issue - Stockwell Road Blackmore THAT Council review Private Road Policy LC29 as matter of urgency</p>	David Kingston	15-02-17 Preparing a brief to engage a quantity surveyor to look at life-cycle costs of private roads
17/0030/8	<p>Flooding Issue - Stockwell Road Blackmore THAT Council receive a report no later than June 2017 Council Meeting, on the Private Road Policy</p>	David Kingston	15-02-17 Preparing a brief to engage a quantity surveyor to look at life-cycle costs of private roads

Action Sheet

17/0032	<p>Roadwork Safety Upgrade – Stuart Highway Coolalinga THAT Council notes the report and advises the Department of Infrastructure, Planning and Logistics that Council seeks a briefing on the proposed plans as a matter of urgency and prior to works undertaken.</p>	David Kingston	<p>Design drawings showing layouts have been distributed to Councillors. Council met with DIPL design consultant on 7 March to discuss opportunities and challenges of the long-term traffic management.</p>
17/0033	<p>Policy Review – EM05 Elected Member Benefits and Support THAT Council:</p> <ol style="list-style-type: none"> 1. adopt the updated EM05 Elected Member Benefits and Support Policy; and 2. rescind CL27 Elected Member Allowances and Benefits. 	David Jan	15-02-17 Complete and uploaded to Council's website.
17/0034	<p>PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement car parking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot THAT Council:</p> <ol style="list-style-type: none"> 1. receive this report on PA2016/0076, a Development Application for 48 x 2 bedroom multiple dwellings in a 4 storey building and basement carparking, at Section 6515 and Section 6514 (31 and 35) Fairweather Crescent, Coolalinga, Hundred of Bagot; and 2. notes for information the responses provided to Development Assessment Services within Attachments A. 	David Kingston	15-02-17 Complete
17/0036/4	<p>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</p>	Kaylene Conrick	<p>Mayor and CEO met with Minister Lauren Moss' Adviser Stephen Nugent on 1 March 2017 to provide a briefing on the Litchfield Aquatic Facility Needs Analysis and to seek further assistance to address the gap in aquatic facilities.</p>
17/0036/6	<p>Litchfield Aquatic Facility Needs Analysis Report THAT Council writes to the Minister for Education, Eva Lawler seeking advice regarding any plans for future mandatory swimming lessons as part of the school curriculum.</p>	Kaylene Conrick	15-02-17 Letter sent inviting to meeting - waiting on a response

Action Sheet

17/0036/5	Litchfield Aquatic Facility Needs Analysis Report THAT Council writes to the Minister for Tourism and Culture, Lauren Moss who holds the portfolio for sport and recreation, seeking a meeting to discuss the Litchfield Aquatic Facility Needs Analysis Report	Kaylene Conrick	15-02-17 See comment above - Meeting held with Ministerial Adviser, Stephen Nugent 1/3/17
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Council Meeting Agenda

Wednesday 15 March 2017

5 Conflict of Interest

6 Presentations

7 Petitions

8 Public Forum

9 Accepting or Declining Late Items

10 Notices of Motion

11 Mayors Report

The Mayor presents a verbal report on monthly activities.

12 Reports from Council Appointed Representatives

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

Council has appointed the following Councillors to the following external Committees:

Cr Barden - AACo Community Reference Group

Cr Wright - Howard Springs Reserve Committee

- Knuckey Lagoon Reserve Committee

Cr Osborn - Freds Pass Sport & Recreation Management Board



Council Meeting Agenda

Wednesday 15 March 2017

13 Finance Report

13.1 Finance Report February 2017

Council Report

Agenda Item Number:	13.1
Report Title:	Council Finance Report February 2017
Meeting Date:	15/03/2017
Attachments:	

Purpose

The purpose of this report is to present the monthly finance report for the period ended 28 February 2017.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 28 February 2017.

Background

The Finance Report for February 2017 is attached.

The results to the end of February are as expected since reporting last month. The forecast amounts reported in January 2017 Finance Report vary slightly.

Total Revenue expected for the year ended 30 June 2017 is \$3,632,324 less than budget. Forecast reduction mainly due to the Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted and a reduction of \$723,376 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget.

Total revenue currently tracking at 86% of forecast, in line with expectation.

Total Expenses expected for the year ended 30 June 2017 is \$404,414 less than budget. Forecast savings is mainly associated with Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and other operational savings across all departments.

Total expense currently tracking at 59% of forecast, below expectation of 67%. This is as a result of new initiatives ie. Developer Contribution Plan, Waste Management Strategy, IT Improvement Plan yet to be expended and other contractors' expenditures yet to be invoiced.

Finance Report

February 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

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

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

CONSOLIDATED OPERATING STATEMENT

	2016/17 YTD Actual	2016/17 Budget	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,461,318	9,492,370	9,518,319	25,949	
Statutory Charges	24,930	41,500	27,200	(14,300)	1
User Charges	761,656	1,192,860	1,097,635	(95,225)	2
Grants, subsidies & contributions	5,047,996	10,835,755	6,986,597	(3,849,158)	3
Investment Income	537,687	505,000	743,926	238,926	4
Reimbursements	8,245	0	8,245	8,245	
Other Income	53,240	0	53,240	53,240	
TOTAL REVENUE	15,916,110	22,067,485	18,435,161	(3,632,324)	
EXPENSES					
Employee Costs	3,320,102	5,650,888	5,627,144	23,743	
Auditor Fees	26,643	39,000	40,840	(1,840)	5
Bad and doubtful Debts	12,418	-	12,418	(12,418)	6
Elected Member Expenses	125,473	250,691	245,787	4,904	
Election Expenses	-	-	-	-	
Cemetery Operations	195,309	309,600	267,560	42,040	
Contractors	2,639,751	4,905,650	4,626,003	279,647	7
Energy	82,496	192,800	171,800	21,000	
Insurance	217,386	226,633	219,799	6,834	
Maintenance	300,302	506,950	437,544	69,406	
Legal Expenses	50,401	138,000	115,000	23,000	
Donations and Community Support	70,558	108,000	108,250	(250)	
Computer / IT Costs	169,089	272,500	272,182	318	
Parts, accessories & consumables	126,041	215,500	210,612	4,888	
Professional Services	317,294	675,700	744,000	(68,300)	8
Sundry	220,936	367,330	355,889	11,441	
TOTAL EXPENSES	7,874,199	13,859,242	13,454,828	404,414	
RESULT	8,041,911	8,208,243	4,980,333	3,227,910	

Note 1 – Regulatory Services forecasts a reduction in expected fees and charges to be received from dog infringements.

Note 2 - Majority variance as a result of forecast reduction in Thorak Cemetery's expected income from burials.

Note 3 - Forecast reduction mainly due to the Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 received and recognised in the 2015/16 financial year, not the 2016/17 year as budgeted. In addition there will be a reduction of \$723,376 Roads to Recovery funding for this financial year as a result of the Road Reseal Program costing less than budget. Council receives this funding quarterly on program submissions.

Note 4 - Forecast increase as a result of accumulated interest received both from investments and late rate payments.

Note 5 - This budget item relates to External Auditors and the chairperson of the Risk Management & Audit Committee. Only two meetings were budgeted for based on prior year's performance. Council is required to hold four meetings each financial year.

Note 6 - Additional expenditure not previously budgeted, as a result of animal infringements no longer recoverable. The procedures have now been corrected to ensure this does not happen into the future.

Note 7 – Forecast savings of \$279,647 is mainly associated with Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing.

Note 8 - Additional expenditure not previously budgeted as a result of 2015/16 valuations of properties from Department of Lands & Planning costs (on-charged to Council) totalling \$64,970 and inclusion of \$10,000 under Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. Additional savings in other projects have lessened the effect to \$68,300.

CONSOLIDATED OPERATING STATEMENT COUNCIL/THORAK CEMETERY SEPARATION

The relationship between the Consolidated Financial Statements and Litchfield Council and Thorak Regional Cemetery's Finance Report is summarised below.

	2016/17 YTD Actual	2016/17 Budget	Forecast	Forecast Variance
REVENUE				
Operational - Council	12,126,947	12,815,178	13,217,748	402,570
Capital – Council*	3,248,051	8,409,857	4,451,730	(3,958,127)
Operational - Thorak	541,112	842,450	765,683	(76,767)
Capital – Thorak*	0	0	0	0
TOTAL REVENUE	15,916,110	22,067,485	18,435,161	(3,632,324)
EXPENSES				
Council	7,343,370	12,981,383	12,624,158	357,225
Thorak	530,829	877,859	830,670	47,189
TOTAL EXPENSE	7,874,199	13,859,242	13,454,828	404,414
RESULT	8,041,911	8,208,243	4,980,333	3,227,910

* Please note, the capital income amounts exclude the proceeds on sale of assets as these amounts are offset against the written down value of each asset recognised in the Balance Sheet.

CONSOLIDATED BALANCE SHEET at 28 February 2017

	31 January 2017	28 February 2017	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	1,074,328	1,410,286	335,958
Trade and Other Receivables	4,526,841	4,236,218	(290,623)
Other Financial Assets	19,561,533	20,538,136	976,603
TOTAL CURRENT ASSETS	25,162,702	26,184,640	1,021,938
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	284,541,865	273,350,257	(11,191,608)
Other Non-Current Assets	-	5,944,263	5,944,263
TOTAL NON CURRENT ASSETS	284,541,865	279,294,520	(5,247,345)
TOTAL ASSETS	309,704,567	305,479,160	(4,225,407)
CURRENT LIABILITIES			
Trade and Other Payables	1,085,828	872,462	(213,366)
Provisions	498,217	499,884	1,667
TOTAL CURRENT LIABILITIES	1,584,045	1,372,346	(211,699)
NON CURRENT LIABILITIES			
Provisions	294,879	294,133	(746)
TOTAL NON CURRENT LIABILITIES	294,879	294,133	(746)
TOTAL LIABILITIES	1,878,924	1,666,479	(212,445)
NET ASSETS	307,825,643	303,812,682	(4,012,961)
EQUITY			
Accumulated Surplus	50,101,295	46,088,334	(4,012,961)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	14,412,618	14,412,618	-
TOTAL EQUITY	307,825,643	307,825,643	(4,012,961)

Cash and equivalents have increased by \$335,958 due to operating payments made during the month.

Trade and Other Receivables balance has reduced by \$290,623 from 31 January 2017 due to the collection of rates and general accounts receivable.

Other Financial Assets, i.e. Investments have increased by \$976,603 as a result of additional term deposits and reinvestments including interest.

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 on page 17, Litchfield Council’s liquidity KPI is easily met with 31 January 2017 current ratio equalling 15.88.

Current ratio	=	<u>Current Assets (less: Provision for Doubtful debt)</u> Current Liabilities		
	=	<u>26,184,640</u> 1,372,346	=	19.08

Net Cash Position	=	26,184,640 – 1,372,346 =	\$24.8 million
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SECTION 2

OPERATING POSITION BY DEPARTMENT

The 2016/17 rates and charges have been applied to properties which is reflected in both Finance and Waste Management year to date revenue totals.

	2016/17 YTD Actual	2016/17 Budget	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Finance	7,325,672	7,492,434	7,719,900	227,466
Information Services	21,038	37,909	32,909	(5,000)
Works	1,849,968	2,372,391	2,467,580	95,189
Planning	24,649	41,000	30,000	(11,000)
Waste Management	2,843,426	2,826,844	2,902,003	75,159
Community	36,381	1,100	36,500	35,400
Regulatory Services	25,813	43,500	28,856	(14,644)
TOTAL REVENUE	12,126,947	12,815,178	13,217,748	402,570
EXPENSES				
Council Leadership	476,982	923,742	913,173	10,569
Corporate	197,342	420,850	368,150	52,700
Information Services	265,630	463,841	462,304	1,537
Finance	917,337	1,200,920	1,301,250	(100,330)
Works	1,764,363	3,381,699	3,351,412	30,287
Planning	388,366	807,192	804,129	3,063
Waste Management	1,454,634	2,824,048	2,477,667	346,381
Community	992,930	1,282,230	1,297,540	(15,310)
Mobile Workforce	625,433	1,240,314	1,222,414	17,900
Regulatory Services	260,353	436,547	426,119	10,428
TOTAL EXPENSES	7,343,370	12,981,383	12,624,158	357,225
OPERATING RESULT	4,783,577	(166,205)	593,590	759,795

Forecast variances include:

- Federal Government Financial Assistance (FAG) better than budgeted \$107,691, comprising \$91,190 roads grant (Works) and \$16,501 general purpose grant (Finance);
- Revenue from user groups at Howard Park and Knuckey Lagoon Reserve \$35,000 greater than budget (Community);
- 2015/16 cost of valuations of properties from Department of Lands & Planning costs (on-charged to Council) not budgeted for totalling \$64,970.
- Increase in forecast for debt collection costs. This is offset against legal charges on-costed to the specific rate payer.
- Overall savings of \$346,381 mainly attributed to costs associated with the Darwin City Council Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concrete waste crushing; and

- Inclusion of \$10,000 in Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000. This project is fully funded by NT Government Department of Sport & Recreation.

NEW INITIATIVES

In addition to Council's year-on-year operating expenses Council resolved to undertake the following New Initiatives in 2016/17. The new initiatives expenditure is included in the operating result above. The table below highlights the expenditure compared to budget to the end of February 2017.

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
Free Micro-chipping	5,050	6,000	5,050	Free Micro-chipping day to be held in June 2017.
Feral Dog Management Program	31,850	40,000	31,850	Completed
Animal Management Initiative	2,018	30,000	30,000	Awaiting By-laws – draft to be endorsed for public comment in February 2017.
Southport Mira Square Centre	-	20,000	5,000	Southport Progress Association has been unsuccessful in securing a NTG grant to date. Council resolved to allocate \$5,000 to Southport Progress Association for the purchase of a weather proof Community Notice Board.
Freds Pass Show Donation	40,000	40,000	40,000	Completed.
Aquatic Facility Study	40,000	40,000	40,000	Completed.
Schools Community Service Award	2,000	2,000	2,000	Completed.
Palmerston & Rural Seniors Group	5,000	5,000	5,000	Completed.
Women's Business Network	5,204	12,000	12,000	Women's Business Network Steering Committee established.
Additional Community Support	2,500	10,000	10,000	The Community Grants Scheme requires development including criteria. Presented to Council in this meeting.
IT System – clean for space reduction	1,400	12,000	12,000	Commenced - List of priorities still under discussion.
IT Improvement Plan	-	25,000	25,000	Commenced - Project Brief under development.
Developer Contribution Plan Review	20,066	160,000	160,000	Update to Development Guidelines is underway. Developer Contribution Plan Review to follow.
Road Formation for Battle-axe Roads	565	50,000	50,000	Under consideration.
Waste Management Plan	27,703	50,000	55,203	In Progress.
Additional operator at Berry Springs WTS	-	81,950	81,950	Council is currently undertaking a Waste Management Strategy which will consider the results of the Berry Springs WTS Audit and

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
				make whole of Council recommendations.
Council Office – maintenance of roof & poles	16,710	18,000	16,710	☐☐☐☐ Completed.
Mobile Work Force Study/Design of new shed	-	40,000	40,000	☐☐☐☐ Work to commence shortly. Council is successful in securing NTG Special Purpose Grant \$225,000 to construct shed.
TOTAL	200,066	641,950	621,763	

CAPITAL POSITION

The table below compares capital revenue and expenditure to budget to the end of February 2017.

	2016/17 YTD Actuals	2016/17 Budget	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Finance	-	9,500	9,500	-	
Works	2,566,116	4,753,656	3,568,938	(1,184,718)	1
Waste Management	417,522	419,700	430,021	10,321	
Community	-	3,000,000	-	(3,000,000)	2
Planning	79,143	293,000	293,000	-	
Mobile Workforce	300,654	80,000	305,000	225,000	3
Regulatory Services	17,244	11,000	17,244	6,244	
TOTAL REVENUE	3,380,679	8,566,856	4,623,703	(3,943,153)	
EXPENSES					
Finance	-	35,000	35,000	-	
Planning	-	48,000	48,000	-	
Regulatory Services	42,937	48,000	42,937	5,063	
Community	866,956	3,075,000	3,633,756	(558,756)	4
Works	4,780,994	5,460,628	7,074,463	(1,613,835)	5
Waste Management	102,512	280,000	342,137	(62,137)	6
Mobile Workforce	150,864	176,000	164,000	12,000	
TOTAL EXPENSES	5,944,263	9,122,628	11,340,293	(2,217,665)	
CAPITAL RESULT	(2,563,584)	(555,772)	(6,716,590)	(6,160,818)	

Note 1

(A) Freds Pass Road Upgrade grant totalling \$1,220,500 was included in 2016/17 budget. An amount of \$500,000 was received and recognised in the 2015/16 financial year. This has resulted in forecast capital revenue reduced by \$500,000 in 2016/17.

(B) Additional revenue of \$30,751 for Road Levies were invoiced with the Rate Instalment Notices for the Brougham, Byers and Manton Valley Roads properties as approved by Council at the September 2016 Council Meeting.

(C) As highlighted in Capital Projects 2016/17 below, savings of \$854,603 is made in the Road Reseal Program. Majority of the funding for the Road Reseal Program was using Roads to Recovery Funding with the remaining funded by Developer Contributions. Therefore, the savings will result in Council rolling over the additional Roads to Recovery funding of \$723,376 to the 2017/18 financial year to future Capital Works Projects with the balance remaining in the Developer Contributions Reserve.

(D) Additional proceeds from vehicle replacements within Works of \$7,907.

Both (A), (B), (C) and (D) has resulted in forecast capital revenue reduced by \$1,184,718 in 2016/17.

Note 2

Freds Pass Reserve Infrastructure Upgrade grant totalling \$3,000,000 was included in 2016/17 budget, however the total amount of \$3,000,000 was received and recognised in the 2015/16 financial year. Therefore, Council's forecast for grant revenue is reduced by \$3,000,000 in 2016/17.

Note 3

Council has been successful in obtaining and received a special purpose grant of \$225,000 towards the construction of a purpose-built depot for the Mobile Workforce at the Humpty Doo Waste Transfer Station.

Note 4

Grant funding for the Recreational Reserve Capital Projects (outlined below) was received in prior financial years. The capital project expenditure was not budgeted for in 2016/17 financial year, therefore Council's forecast for Recreational Reserve Capital Project expenditure increases by \$558,756.

- Berry Springs Reserve Caretakers Dwelling	\$204,991
- Howard Park Reserve – Scout Hall Upgrade	\$119,043
- Livingstone Reserve – Pony Club	\$204,322
- Berry Springs Tree Removal	\$30,400

Note 5

Grant funding for the Capital Works Projects (outlined below) was received in 2015/16 financial year. The capital works expenditure was not budgeted for in 2016/17 financial year, increasing the forecast expenditure by \$2,645,000:

- Anzac Parade Upgrade	\$1,800,000
- Freds Pass / Krichauff Road Intersection	\$815,000
- Elizabeth Valley Bridge Design	\$30,000

The Freds Pass / Krichauff Road Intersection project total forecast expenditure is \$1,149,170, increased from \$915,000 as previously forecast (\$815,000 from 2015/16 and \$100,000 from 2016/17). Projecting an overspend of \$234,170.

Overall capital projects are better off by \$1,020,059. This is highlighted in Capital Projects 2016/17 below.

The forecast for Works expenditure (\$7,074,463) includes capital projects of \$6,992,099 and motor vehicle replacements of \$82,364.

Note 6














Additional expenditure for safety works totally \$70,179 at the Berry Springs Waste Transfer Station Site (Council Report Number 16/0234) to improve public and staff safety as outlined below:


- Video Surveillance	\$9,882
- Fencing & Gates	\$44,297
- Installation of Waste Performance Boards	\$6,000
- Improved staff facilities	\$10,000

CAPITAL PROJECTS 2016/17 - WORKS

The table below summarises Council's capital works program for the 2016/17 financial year in accordance with the budget and Municipal Plan. Council is continuing to work towards completing projects from 2015/16 financial year and the 2016/17 works program is underway.

The overall savings from Capital Works to date is \$1,020,059.

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
Anzac Parade Upgrade	Completed	-	1,042,888	1,800,000	(1,800,000)	 Awaiting Stage 2
Freds Pass Road Upgrade	30/06/2017	1,220,500	84,750	1,220,500	-	 To go to Tender next week
Freds Pass Road / Krichauff Road Intersection	Completed	100,000	1,112,190	1,149,170	(1,049,170)	 Awaiting Invoices
Elizabeth Valley Bridge Design	Completed	-	13,775	30,000	(30,000)	 Awaiting Invoices
Projects commencing in 2016/17						
Road Reseal Program	Completed	2,624,128	1,769,525	1,769,525	854,603	 Completed
Cycle Path Works	30/06/2017	230,000	2,580	230,000	-	 Design stage
Shoulder Widening	30/06/2017	300,000	191,764	292,530	7,470	 In Progress
Freds Pass Road Shoulder Widening	Completed	180,000	71,234	71,234	108,766	 Completed
Leonino Road Culvert Extension	Completed	400,000	304,672	304,672	95,328	 Completed
Ringwood Street Culvert	Completed	50,000	27,632	27,632	22,368	 Completed
Survey & Design of Southport Roads	31/03/2017	50,000	40,914	50,000	-	 Design stage
Geotechnical Investigations	Completed	60,000	21,420	21,420	38,580	 Completed
Wig Wag Warning Lighting	Completed	150,000	14,182	25,416	124,584	 Awaiting invoices
TOTAL		5,364,628	4,697,526	6,992,099	(1,627,471)	

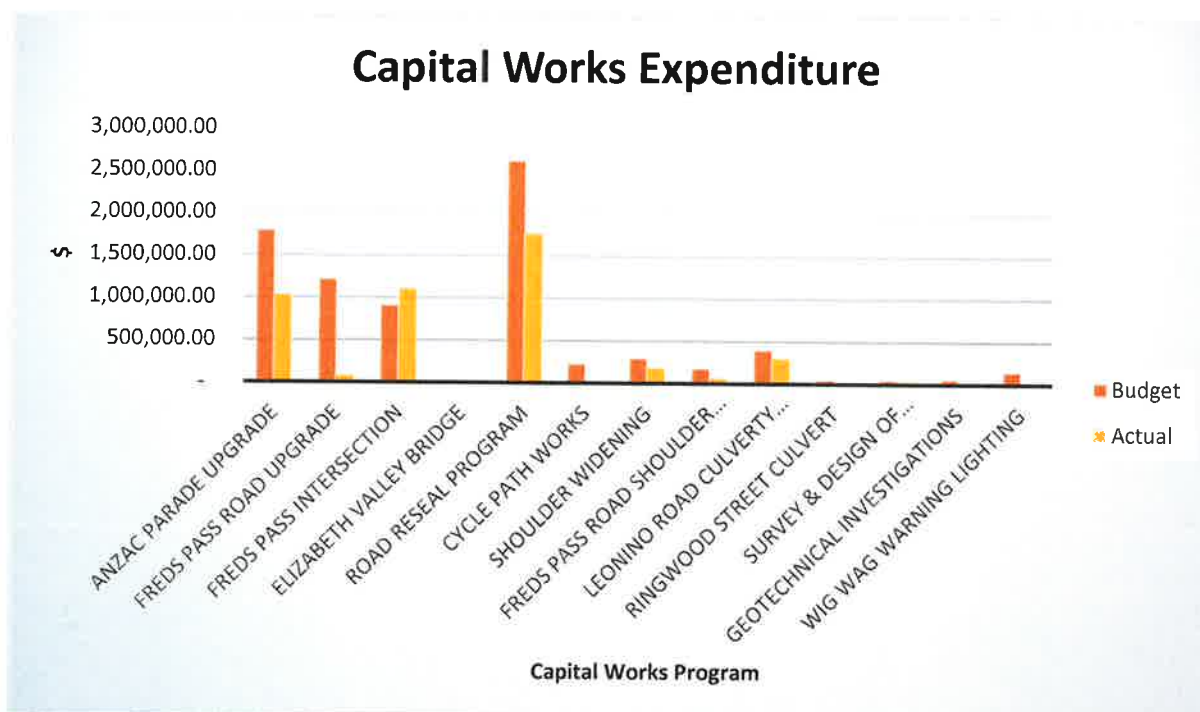
 - On Budget

 - Watch Budget

 - Outside Budget

Forecast Variance

Capital revenue and expenses have been reviewed to the end of February 2017. The forecast for the Road Reseal Program has been reduced by \$854,603 as a result of the timing of Council's tender process in conjunction with Department of Infrastructure. No other major changes have been made to the forecast result as reported last month.





CAPITAL PROJECTS 2016/17 – RECREATION RESERVES

The table below is a new inclusion to summarise Council's capital projects for Recreation Reserves for the 2016/17 financial year in accordance with the Budget and Municipal Plan.

Council has now completed all projects from 2015/16 financial year and the 2016/17 works program is well underway.

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
HPR – Scout Hall Roof Replacement	Completed	-	119,043	119,043	(119,043)	Completed
LR – Pony Club Improvements	Completed	-	204,322	204,322	(204,322)	Completed
BSR – Tree Removal	Completed	-	30,400	30,400	(30,400)	Completed
Projects commenced in 2016/17						
BSR – Caretakers Building	Completed	25,000	229,991	229,991	(204,991)	Completed
FPR - Improvements	30/06/2017	3,000,000	283,200	3,000,000	-	In Progress

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	28 February 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
All Reserves – Building Certifications	Ongoing	50,000	-	50,000	-	 Not yet commenced
TOTAL		3,075,000	866,956	3,633,756	(558,756)	

 - On Budget

 - Watch Budget

 - Outside Budget

SECTION 3

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 28 February 2017 and compares the balance to the balance at 31 January 2017.

	31 JANUARY 2017	28 FEBRUARY 2017	VARIANCE	COMMENT
Investments (Incl. Trust Account)	19,101,936	20,131,740	1,029,804	New and reinvested term deposit
Business Maxi Account	964,246	714,655	(249,591)	Monies for new term deposit
Operating Account	117,422	526,424	409,002	Monies for road maintenance payments
TOTAL	20,183,604	21,372,819	(1,189,215)	

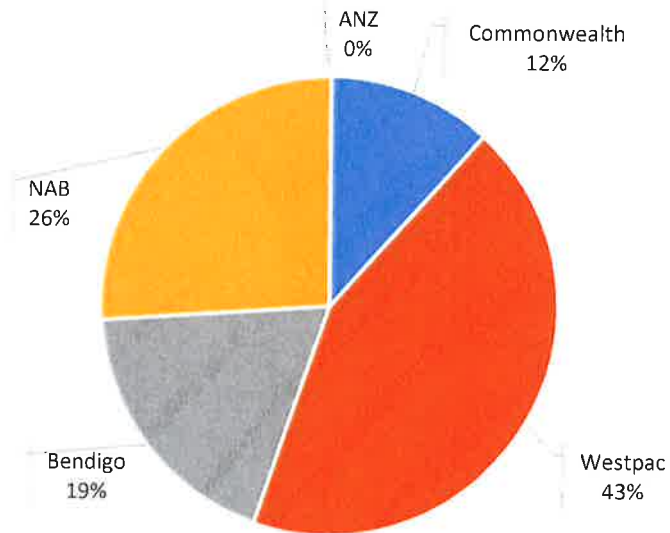
Investments

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

Date Invested	Invested Amount	Days Invested	Invested with	Interest Rate	Due Date	Expected return to Maturity Date
19/12/2016	1,522,761	91	NAB	2.90%	30/03/2017	10,061
20/09/2016	1,500,000	183	Westpac	2.85%	20/03/2017	21,434
30/05/2016	1,500,000	304	NAB	2.90%	30/03/2017	36,230
31/10/2016	1,527,263	181	Westpac	2.70%	30/04/2017	20,449
20/05/2016	1,500,000	365	Bendigo	3.00%	20/05/2017	45,000
09/12/2016	1,500,000	181	NAB	2.69%	08/06/2017	20,009
10/12/2016	2,500,000	182	Westpac	2.73%	10/06/2017	34,032
17/06/2016	220,508	365	Bendigo	2.95%	17/06/2017	6,505
16/08/2016	1,550,000	365	Westpac	3.00%	16/08/2017	46,500
20/02/2017	1,044,927	182	NAB	2.57%	21/08/2017	13,390
26/08/2016	1,000,000	365	CBA	3.00%	26/08/2017	30,000
21/09/2016	1,500,000	365	CBA	3.00%	21/09/2017	45,000
24/02/2017	1,000,000	270	Westpac	2.60%	24/11/2017	19,233
04/12/2016	1,226,128	365	Bendigo	2.75%	04/12/2017	33,719

14/12/2016	1,040,000	365	Bendigo	2.85%	14/12/2017	29,640
23/07/2015	1		Bendigo			Minimum balances in savings account to holding investments
23/07/2015	152		ANZ			
TOTAL INVESTMENTS	20,131,740					411,202

TOTAL FUNDS BY INSTITUTION



FINANCIAL RESERVES

No movement from 30 June 2016.

	Balance at 1 July 2016	Transfer TO	Transfer FROM	Net Movement	Balance at 31 January 2017
Property Reserve	508,902	-	-	-	508,902
Plant and Equipment Reserve	137,446	-	-	-	137,446
Infrastructure Reserve	2,334,793	-	-	-	2,334,793
Developer Contribution Reserve	855,766	-	-	-	855,766
Waste Management Reserve	3,344,062	-	-	-	3,344,062
Election Reserve	25,044	-	-	-	25,044
Disaster Recovery Reserve	790,388	-	-	-	790,388
Strategic Initiatives Reserve	1,374,139	-	-	-	1,374,139
Unexpended Grants and Contributions	4,850,050	-	-	-	4,850,050
TOTAL	14,220,590	-	-	-	14,220,590

SECTION 4

DEBTORS

SUNDRY DEBTORS

Total Sundry Debtors at 28 February 2017 is \$42,690 compared to \$637,784 at 31 January 2017, a decrease of \$595,094. This is mainly due to the payment of \$600,000 for Black Spot Funding.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$5,690	\$6,683	\$175	\$575	\$13,123
Infrastructure	\$3,230	\$926	\$0	\$11,732	\$15,888
Recreational Reserves	\$11,989	\$1,350	\$0	\$340	\$13,679
TOTAL	\$20,909	\$8,959	\$175	\$12,647	\$42,690
% of total sundry debtors	49.0%	21.0%	0.4%	29.6%	

Action summary of 90 Days Debtors:

Company under Administration – further advice regarding payment status to be received from Administrators	\$5,907
Debtor sent to Debt Collectors	\$2,301
Debtor on Payment Plan	\$3,392
Contact has been made with debtor awaiting payment	\$132
Contact has been made with debtor awaiting payment	\$500
Contact has been made with debtor awaiting payment	\$75
Debtors to be sent a reminder invoice	\$220
Debtors to be sent a reminder invoice	\$40
Debtors to be sent a reminder invoice	\$80
TOTAL	\$12,647

Please note, Sundry debtors exclude rate debtors and infringements.

FINES AND INFRINGEMENTS

At 28 February 2017 Council has 94 infringements outstanding with a balance of \$32,091, an increase of \$2,816 on the infringements outstanding at 31 January 2017.

	July 2016	August 2016	September 2016	October 2016	November 2016	December 2016	January 2017	February 2017
Number of Infringements outstanding	84	81	78	74	66	74	88	94
Balance of Infringements outstanding	\$32,175	\$30,140	\$28,986	\$27,809	\$23,715	\$25,013	\$29,275	\$32,091

Sixty-six infringements have been sent to the Fines Recovery Unit (FRU), 18 infringements have been sent a reminder letter, 3 infringements have been placed on-hold under dispute and 7 infringements notices fall within the 14-day payment period.

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

OUTSTANDING RATES

The table below is a summary of current year rates raised, collected and outstanding as at 28 February 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2016/2017	\$9,596,830	\$7,844,718	\$1,752,112	18.3%

Points to note:

- Total current year outstanding rates has reduced by 5.5% compared to last month.
- 50% of Council's ratepayers paid all their rates upfront with the others choosing payment by instalments.
- \$303,927 remains outstanding from Instalment 1 notices, which were due 31 August 2016. This has reduced by \$35,536 compared to last month.
- \$422,278 remains outstanding from Instalment 2 notices, which were due 30 November 2016. This has reduced by \$79,451 compared to last month.
- \$1,023,179 remains outstanding from Instalment 3 notices, where were due 28 February 2017. This has reduced by \$419,580 compared to last month.

The third instalment of rates outstanding as at 2 March 2017 was \$743,529. This reduced by \$279,650 within two days from rates due date, 28 February 2017. This indicates numerous payments were processed on the due date and has reduced the third instalment amount outstanding by \$699,230 compared to 31 January 2017. This will be reflected in the March 2017 Finance Report which will be presented at the April Council Meeting.

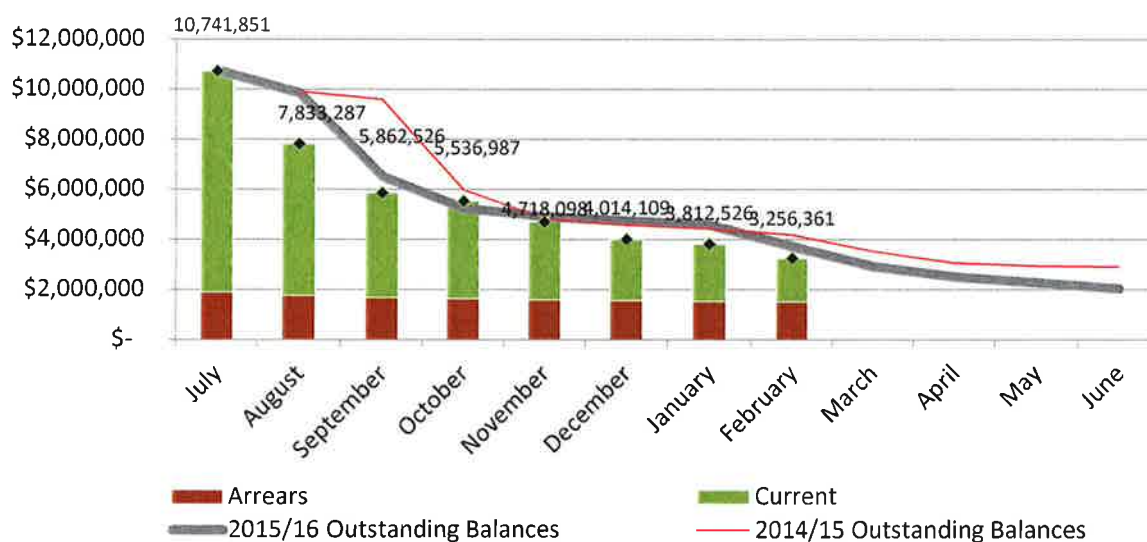
The collection of rates continues to be Council's focus in line with its Debt Recovery Policy FIN05. The initial Rates Notices were sent in late July 2016 with the second instalment reminder notice sent in late August 2016. Letters of Demand were sent to ratepayers with outstanding rates from prior years on 13 January 2017. The reminder notice for the third instalment was sent in late January 2017. Since the last instalment due date, 28 February 2017 all prior years outstanding rates not on suitable payment plans are in the process of being sent to the Debt Collection Agency. Finally, another round of Letters of Demand will be sent to all ratepayers with current year outstanding rates 21 days after 28 February 2017. A meeting with Territory Debt Collectors is scheduled this week to discuss additional actions that can be implemented to collect overdue rates. Staff are continually calling ratepayers with current year outstanding rates when possible.

There has been a reduction of \$175,212 or 10% in the rates in prior year arrears when compared to the same time last year. The value of prior year arrears rates collected during February was \$24,025, the total prior years outstanding rates and charges as at 28 February 2017 is \$1,504,249.

A Special Rate was struck in the 2009/10 financial year to generate the \$3,000,000 to fund the infrastructure upgrade at the Humpty Doo Waste Transfer Station. In the 2016/17 financial year the \$3,000,000 funding will be reached. Outstanding rates for the Waste Transfer Station Special Rate as at 28 February is \$136,408.

The graph below tracks the total rates owing for the 2016/17 financial year by month and compare outstanding rates to the same time in the previous two financial years i.e. 2014/15 and 2015/16.

Rates and Charges Outstanding Balance as at 28 February 2017



Note

A significant reduction in rates owing at 31 August 2016 when compared to the same time last year is due to the change in due date of the first instalment to 31 August compared to 30 September.

SECTION 5

FINANCE KEY PERFORMANCE INDICATORS (KPI)

Council's 2016/17 Municipal Plan includes a number of KPI's 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%		Council has implemented a Regulatory Compliance Checklist.
Prior year rates arrears	<5%		All debts with unsuitable payment plans will be sent to Debt Collection Agency after 28 February 2017.
Current years rates outstanding as at 28 February 2017	<5%		Letters of demand will be sent from 21 March 2017.
Rates to operating expense ratio	60-70%		
Liquidity ratio	>1:1		Current Ratio equals 19.08

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

SECTION 6

CREDITORS PAID

Creditor accounts paid in February 2017 are listed in below.

Cheque No.	Chq Date	Payee	Description	Amount
Payroll 16	01/02/2017	LC - Staff	Payroll Fortnight ending 1 February 2017	137,291.64
Payroll 17	15/02/2017	LC - Staff	Payroll Fortnight ending 15 February 2017	133,727.62
765.1137-01	16/02/2017	ALLAN KING & SONS CONSTRUCTION PTY	Grade water & roll 5.68km of road	148,944.44
763.409-01	02/02/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Prime & seal - Freds Pass Road	112,828.70
768.280-01	23/02/2017	CITY OF DARWIN	Dec 16 - Shoal Bay W/Bridge	78,243.12
764.794-01	09/02/2017	TOP END R.A.C.E.	Electrical upgrade to Freds Pass Reserve	70,847.70
765.409-01	16/02/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - 1550m2 of asphalt overlay	67,930.15
764.988-01	09/02/2017	FENCE MASTERS (NT) PTY LTD	Fence around Berry Springs Waste Transfer	48,264.00
Jan 2017	07/02/2017	STATEWIDE SUPERANNUATION PTY LTD	Superannuation - 18 Jan 2017 to 01 Feb 2017	44,656.12
00413015	09/02/2017	P & H EARTHMOVING PTY LTD	Security Deposit Refund - DP/0220	44,310.84
763.514-01	02/02/2017	VEOLIA ENVIRONMENTAL SERVICES	Dec 16-RFT103 Transfer of waste to Shoal	31,280.28
767.514-01	21/02/2017	VEOLIA ENVIRONMENTAL SERVICES	Jan 17-RFT103 Transfer of waste to Shoal	26,218.55
765.268-01	16/02/2017	BYRNE CONSULTANTS	Survey & design - Upgrade of Anzac Parade	23,403.60
765.1029-01	16/02/2017	BG GROUP NT PTY LTD	Survey & Design - Freds Pass Rd Upgrade	23,372.25
763.971-01	02/02/2017	MUGAVIN CONTRACTING PTY LTD	Replace damaged headwall	18,225.00
763.926-01	02/02/2017	JACANA ENERGY	Quarterly Street Lighting P/E 30/9/16	14,687.02
767.849-01	21/02/2017	WEX AUSTRALIA (PUMA CARD)	Jan 17 - Fuel account	12,575.69
764.414-01	09/02/2017	TOTAL EXCAVATIONS	Repair driveway & clean drain	12,302.40
765.1023-01	16/02/2017	AUSLINE ENGINEERING	Fabricate brackets for condenser units - tractors	11,803.00
767.463-01	21/02/2017	JACOBS GROUP (AUST.) PTY LTD	Elizabeth river crossing - Investigation Report	11,500.00
764.1137-01	09/02/2017	ALLAN KING & SONS CONSTRUCTION PTY	RFT16 130, Variation 2 - Freds Pass Road	10,735.00
764.176-01	09/02/2017	ASAP TREE SERVICE	Cut back vegetation/trees & remove - Works	10,142.00
763.1065-01	02/02/2017	Mrs M H BREDHAUER	Jan 17 - Mayor Allowances	7,747.71
768.414-01	23/02/2017	TOTAL EXCAVATIONS	Clean road drain	7,304.00
764.612-01	09/02/2017	CREMASCO CIVIL PTY LTD	Supply & install vehicle movement barrier & gate	6,830.43
767.87-01	21/02/2017	TOP END LINEMARKERS PTY LTD	Road Line Marking	5,934.20
765.414-01	16/02/2017	TOTAL EXCAVATIONS	Clean out inverts & Drains	5,770.60
768.926-01	23/02/2017	JACANA ENERGY	Knuckey Lagoon Power 28/10/16 to 25/1/17	5,653.41
765.1099-01	16/02/2017	DAVE'S MINI DIGGA HIRE	Clean out inverts & Drains	5,500.00

765.971-01	16/02/2017	MUGAVIN CONTRACTING PTY LTD	Remove dumped soil from road/Replace headwall	5,390.00
767.374-01	21/02/2017	AUSTRALIAN TAXATION OFFICE (ATO)	Jan 17 BAS	5,293.00
765.596-01	16/02/2017	AREA9 IT SOLUTIONS - HARDWARE	Dec 16 - IT support & assistance	4,842.41
763.596-01	02/02/2017	AREA9 IT SOLUTIONS - HARDWARE	Jan 17 Service Agreement - Managed IT Service	4,620.00
764.906-01	09/02/2017	WARD KELLER PTY LTD (LAWYERS)	Legal Advice on rates	4,594.70
764.956-01	09/02/2017	IRONWOOD CONSULTING	Jan 17 - RFQ 16 138 - Consultancy - FPR	4,537.50
767.1204-01	21/02/2017	Changeable Signs	Changeable signs for Waste Transfer Station	4,257.00
763.168-01	02/02/2017	VOYAGER TRAILERS	10 x 5 single axle trailer	3,925.00
765.170-01	16/02/2017	NT RECYCLING SOLUTIONS (NTRS)	Jan 17 - Empty recycle bins	3,487.00
765.14-01	16/02/2017	AUSTRALIA POST	3rd Qtr Rates Mail out & Overdue Reminder	3,422.38
768.971-01	23/02/2017	MUGAVIN CONTRACTING PTY LTD	Supply & install bollards	3,300.00
763.176-01	02/02/2017	ASAP TREE SERVICE	Remove dead trees	3,222.00
764.183-01	09/02/2017	CHRIS'S BACKHOE HIRE PTY LTD	Jan 17 - Grave Digging	2,904.00
763.1099-01	02/02/2017	DAVE'S MINI DIGGA HIRE	Clean around headwalls	2,860.00
764.806-01	09/02/2017	ZIPPY CLEANING & MAINTENANCE SERVICE	Jan 17 - Cleaning Litchfield Council Off	2,844.88
768.1053-01	23/02/2017	CSG BUSINESS SOLUTIONS PTY LTD	Jan 17 - Charges for LC Photocopiers	2,838.75
763.1053-01	02/02/2017	CSG BUSINESS SOLUTIONS PTY LTD	Dec 16 - Charges for LC Photocopiers	2,828.87
767.144-01	21/02/2017	ORIGIN	LP Gas Delivery	2,827.25
765.144-01	16/02/2017	ORIGIN	LP Gas Delivery	2,778.85
763.1064-01	02/02/2017	Mrs C M OSBORN	Jan 17 - Deputy Mayor Allowances	2,704.38
763.307-01	02/02/2017	RANDFLEX PTY LTD	Ash Containers & Presentation Boxes	2,597.76
767.1177-01	21/02/2017	Full Noise Auto Electrics	Supply and fit roof top condenser unit tractor	2,578.12
768.924-01	23/02/2017	OUTBACK TREE SERVICE	Remove large trees	2,211.00
765.924-01	16/02/2017	OUTBACK TREE SERVICE	Emergency Response - tree clean-up	2,200.00
764.384-01	09/02/2017	Ms C VERNON	Jan 17 - Authority Consulting	2,194.50
768.801-01	23/02/2017	KING DIESEL & MAINTENANCE PTY LTD	500 hr service on Hyundai loader	2,100.00
765.867-01	16/02/2017	ALL ASPECTS RECRUITMENT & HR SERVICE	Temporary staff for WTS Survey	1,852.21
764.506-01	09/02/2017	TURBO'S TYRES	2x mower tyres/2x trailer tyres/2x ute tyres/brake	1,753.29
763.801-01	02/02/2017	KING DIESEL & MAINTENANCE PTY LTD	250 hr service on Hyundai loader	1,702.65
763.1062-01	02/02/2017	Mrs L WRIGHT	Jan 17 - Councillors Allowances	1,687.05
763.1068-01	02/02/2017	Mr D S BARDEN	Jan 17 - Councillors Allowances	1,547.05
764.1141-01	09/02/2017	Northern Ground Maintenance	Dec 16 - Lawn mowing services - HPR	1,479.50
768.1141-01	23/02/2017	Northern Ground Maintenance	Jan 17 - Lawn mowing services - HPR	1,479.50
764.90-01	09/02/2017	INDUSTRIAL POWER SWEEPING	Sweep Footpath	1,457.50
768.1152-01	23/02/2017	Lane Laser Printers PTY LTD	3rd instalment Notices, printing & mailing	1,415.02
763.1214-01	02/02/2017	Patchy's Auto Electrics	New batteries & testing of Hyundai Load	1,355.20
763.1063-01	02/02/2017	Miss K J HUNT	Jan 17 - Councillors Allowances	1,349.64

764.731-01	09/02/2017	AMCOM PTY LTD	Feb 17 - Supply of Amcom fibre to Council	1,329.41
768.731-01	23/02/2017	AMCOM PTY LTD	March 17 - Supply of Amcom fibre to Council	1,329.41
764.78-01	09/02/2017	POWER & WATER CORPORATION	LC Water account 17/12/16 to 16/1/17	1,296.69
765.150-01	16/02/2017	HIDDEN VALLEY FORD	S & I Bed liner kit for Ford Ranger	1,216.35
768.78-01	23/02/2017	POWER & WATER CORPORATION	KLR Water / MWF Swipe Cards/ WTS Water	1,209.81
765.1215-01	16/02/2017	TIS Music & Events	Australia Day - Hire of Audio System	1,162.00
764.1216-01	09/02/2017	NSCA - Blackwoods Training	Safety for Leaders training	1,155.00
764.752-01	09/02/2017	TOTALLY WORKWEAR PALMERSTON	Uniforms/Protective wear	1,063.20
764.924-01	09/02/2017	OUTBACK TREE SERVICE	Knuckey Lagoon Reserve - Remove Eucalyptus	1,056.00
763.22-01	02/02/2017	IRON MOUNTAIN AUSTRALIA PTY LTD	Dec 16 - Record Management	978.51
768.22-01	23/02/2017	IRON MOUNTAIN AUSTRALIA PTY LTD	Jan 17 - Record Management	978.51
765.132-01	16/02/2017	AIRPOWER NT PTY LTD	18 Mower Blades	941.20
768.81-01	23/02/2017	RHO SURVEYS	Identify boundary location on road	924.00
765.55-01	16/02/2017	CHUBB FIRE & SECURITY PTY LTD	2017 Monitoring dialler & preventative alarm	865.72
763.1181-01	02/02/2017	Odd Job Bob	Howard Park Reserve - Whitewood Hall Rep	863.50
765.522-01	16/02/2017	FARMWORLD NT PTY LTD	Electronic diesel meter	822.00
765.770-01	16/02/2017	HAYS SPECIALIST RECRUITMENT (AUST.)	Temporary staff - WTS Survey W/E 5/2/17	806.75
763.414-01	02/02/2017	TOTAL EXCAVATIONS	Footpath work - Clear grass & level	792.00
765.51-01	16/02/2017	SOUTHERN CROSS PROTECTION	Jan 17 - Security services of Litchfield	733.34
763.1130-01	02/02/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 30/1	700.00
765.1130-01	16/02/2017	Mair's Only Cleaning	Caretaking at Howard Park Reserve 13/2	700.00
765.801-01	16/02/2017	KING DIESEL & MAINTENANCE PTY LTD	Fix door and other minor repairs to Hyundai	676.50
763.1206-01	02/02/2017	Potato Press	2017 Australia Day Awards - 3 Trophies	665.00
765.515-01	16/02/2017	JC ELECTRONIC SECURITY PTY LTD	2 Wireless Links	663.85
768.1217-01	23/02/2017	Vicki Kerrigan	Australia Day 2017 - MC (Facilitator Fee)	650.00
767.249-01	21/02/2017	TERRITORY RURAL	40 units metsulfuron - herbicide	638.00
765.1212-01	16/02/2017	Fairy Jill's Enchanted Entertainment	Australia Day - Glitter Tattoos & Balloons	560.00
768.97-01	23/02/2017	CLEANAWAY	Jan 17 - Weekly clearance of Bin at Thorak	552.86
765.1186-01	16/02/2017	Advanced Safety Systems Australia P	Nov 16 - ASSA Membership	547.80
765.1076-01	16/02/2017	TDC (NT) PTY LTD - T/AS TERRITORY D	10% Commission on collections held in rates	542.30
764.48-01	09/02/2017	CARCOM INSTALLATIONS PTY LTD	Install Nitestar trip meter into Ford ranger	525.00
764.1076-01	09/02/2017	TDC (NT) PTY LTD - T/AS TERRITORY D	10% Commission on direct payments	519.50
764.300-01	09/02/2017	DARWIN OFFICE TECHNOLOGY P/L	Repair Printer after lightning strike	502.26
765.1218-01	16/02/2017	Zurich Australian Insurance Ltd	Insurance Excess for External Claim	500.00
763.619-01	02/02/2017	HOWARD SPRINGS BAKERY	Australia Day 2017 - Supply Lamington etc	490.00

763.98-01	02/02/2017	ALL RURAL MECHANICAL	20K Vehicle service	489.05
764.522-01	09/02/2017	FARMWORLD NT PTY LTD	Replacement of electronic fuel meter	486.30
768.130-01	23/02/2017	MOBILE LOCKSMITHS	2x Lockwood EVVA Restricted Padlocks	482.00
763.78-01	02/02/2017	POWER & WATER CORPORATION	Dec 16 - HDWTS Water	478.97
768.1031-01	23/02/2017	LP AIRCONDITIONING PTY LTD	Replace/rewire lights at Council Office	466.40
764.28-01	09/02/2017	RURAL FIRE PROTECTION	Check/replace fire extinguishers HDWTS	455.40
765.815-01	16/02/2017	JEFFRESS ADVERTISING	Council meeting advert	450.87
767.1222-01	21/02/2017	Larrakia Nation Aboriginal Corporate	2017 Australia Day event	450.00
764.599-01	09/02/2017	WELDING & MAINTENANCE SERVICES NT	Welding repairs to turn buckle on compact	450.00
765.926-01	16/02/2017	JACANA ENERGY	Dec 16 - HSWTS Power	423.89
766.1223-01	16/02/2017	Mrs C G BERTRAM	Rates refund as per request	400.00
763.326-01	02/02/2017	EYESIGHT SECURITY P/L	Dec 16 - Security and patrol at Thorak Cemetery	397.61
764.326-01	09/02/2017	EYESIGHT SECURITY P/L	Jan 17 - Cemetery Security and Patrols	397.61
767.928-01	21/02/2017	RSEA PTY LTD	Radio earmuffs, safety glasses & drill	395.34
00413021	21/02/2017	Litchfield Council Petty Cash	P/Cash	384.15
765.860-01	16/02/2017	INTECH NT	Fixing cameras at Humpty Doo WTS	379.50
768.1181-01	23/02/2017	Odd Job Bob	General Maintenance at Howard Reserve	368.50
765.187-01	16/02/2017	NORSIGN	RFT125 - No Through & Road Closed signs	353.10
764.1177-01	09/02/2017	Full Noise Auto Electrics	Wire up switch and solenoid - Ranger ute	352.22
764.98-01	09/02/2017	ALL RURAL MECHANICAL	10,000 km service on Hilux ute	347.70
765.599-01	16/02/2017	WELDING & MAINTENANCE SERVICES NT	Weld up cracks in compactor frame	320.00
768.581-01	23/02/2017	Food'll Do	Catering - Council Function 22/2/17	309.00
00413016	16/02/2017	LITCHFIELD COUNCIL PETTY CASH	P/Cash	299.45
768.1207-01	23/02/2017	Unique Industries (Auto Tech)	15,000 km service for Ford Ranger	280.00
765.1034-01	16/02/2017	ELECTRICAL & FIRE SERVICES PTY LTD	Repair emergency light & inspect fans	279.40
765.928-01	16/02/2017	RSEA PTY LTD	Protective clothing/uniforms for MWF	274.79
763.690-01	02/02/2017	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Replace seals on slasher's hydraulic ram	268.29
Feb 17	23/02/2017	SE RENTALS PTY LTD	February 17 - Cemetery Copier Lease	260.79
764.3-01	09/02/2017	COMM8 (COMBINED COMMUNICATIONS)	Dec 16 - Tracking System Data Access	255.20
763.85-01	02/02/2017	TELSTRA	Jan 17 - Cemetery Phone Account	244.87
768.809-01	23/02/2017	ALLOY & STAINLESS PRODUCTS PTY LTD	30 X hammer blades for verge mower	237.16
764.61-01	09/02/2017	GREENTHEMES INDOOR PLANT & HIRE	Jan 17 - Indoor plant hire	233.50
765.886-01	16/02/2017	Mr R J FREEMAN	Strip tyres from rims for WTS	225.00
768.409-01	23/02/2017	F & J BITUMEN SERVICES PTY LTD	RFT 127 - Sweep Road	220.00
768.886-01	23/02/2017	Mr R J FREEMAN	Remove tyres from rims	215.00
765.1142-01	16/02/2017	OfficeMax Australia Ltd	Stationery	201.67
768.1121-01	23/02/2017	Australian Local Government Womens	ALGWA NT Breakfast Networking Seminar	200.00
767.1142-01	21/02/2017	OfficeMax Australia Ltd	Stationery & Paper Rolls	192.14

768.189-01	23/02/2017	HD ENTERPRISES P/L (HD PUMP SALES)	8mm Fuel hose	182.73
765.287-01	16/02/2017	HARVEY DISTRIBUTORS	Bin liners & Hand Cleanser	174.82
764.941-01	09/02/2017	EVERLON BRONZE	Plaque 150 x 120mm	168.85
765.855-01	16/02/2017	TENDERLINK	Tender Advertising RFT17 - 147	165.00
763.599-01	02/02/2017	WELDING & MAINTENANCE SERVICES NT	Install fire extinguisher on new ute	160.00
765.987-01	16/02/2017	Miss C MCKELVIE	Reimbursement for safety boots	150.00
768.533-01	23/02/2017	Mr G HADJIKYRIACOU	Reimbursement for safety boots	150.00
B-Pay158	09/02/2017	SENSIS PTY LTD	Jan 17 - Monthly Sensis Advertisement	138.38
765.129-01	16/02/2017	VANDERFIELD NORTHWEST PTY LTD	Lockable fuel cap for truck	135.91
764.1055-01	09/02/2017	PLANTS DIRECT NT	2017 Australia Day - Citizenship Ceremony	135.00
768.790-01	23/02/2017	BOBTOW TILT TRAY SERVICES	Transport abandoned vehicle	132.00
764.1143-01	09/02/2017	WorkPro (Risk Solutions Australia)	Dec 16 - National Police Clearance Check	121.00
765.1143-01	16/02/2017	WorkPro (Risk Solutions Australia)	Jan 17 - National Police Clearance Check	121.00
763.573-01	02/02/2017	Mr P A SHEAN	Reimburse expenses	120.47
765.1202-01	16/02/2017	Chianti & Coffee Cafe	Catering - E.A. Negotiations	110.00
764.876-01	09/02/2017	NT ICE	40 bags of ice	110.00
768.1176-01	23/02/2017	Flowers by Elise	Wreath - DCC Bombing of Darwin Memorial	100.00
765.874-01	16/02/2017	FIN BINS	Jan 17 - Howard Park Rubbish Removal	99.00
768.108-01	23/02/2017	RTM DEPT. OF ATTORNEY GENERAL & JUS	OCT-DEC 16 Admin Fee - FRU Fines Enforce	88.00
767.877-01	21/02/2017	Ms N DAVENPORT	Reimburse Employees Firearm Licence	86.00
767.876-01	21/02/2017	NT ICE	30 bags ice	82.50
00413019	17/02/2017	LITCHFIELD COUNCIL	Receipt to Rates A/N 10067528	80.00
768.1076-01	23/02/2017	TDC (NT) PTY LTD - T/AS TERRITORY D	10% Commission on direct payments	77.00
764.41-01	09/02/2017	ARNO'S TYRE SERVICE	Tyre repair JBC Backhoe	66.00
764.1133-01	09/02/2017	NT Water Filters	Bottled water for foyer	62.40
768.367-01	23/02/2017	BUNNINGS GROUP LIMITED	Jan 17 - Account (Ratchet tie down)	56.05
765.30-01	16/02/2017	TERRITORY SPRINGWATER PTY LTD	15 Litre Bottled Water	52.50
764.189-01	09/02/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Brass sockets for spray units	28.78
763.721-01	02/02/2017	AUSTRALIA DAY COUNCIL SA	2017 Australia Day - One packet of balloons	28.00
763.189-01	02/02/2017	HD ENTERPRISES P/L (HD PUMP SALES)	Tank repair kit	18.06
TOTAL				1,287,548.22

CREDIT CARD TRANSACTIONS

Credit card transactions for February 2017 are listed in the table below.

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene Conrick	3700.341.670	Dundee Piggery – Australia Day 2017	\$162.50	\$ -
CEO	3700.341.670	Coolalinga Newsagency	\$24.50	\$2.23

	3121.355.638	Amnet Internet Connection	\$61.75	\$5.61
	3700.341.670	Coolalinga Newsagency	\$20.00	\$1.82
	3700.341.670	Woolworths	\$39.77	\$3.62
	3700.341.671	Woolworths	\$82.00	\$0.00
	W4084	AICD Seminar	\$89.00	\$8.09
Deborah Branson	3020.330.500	Stationery	\$53.00	\$ -
Executive Assistant	3020.340.673	Dry-cleaning Linen - Chambers	\$29.40	\$2.94
	3020.340.672	Australia Day National Symbols	\$16.00	\$1.45
	3030.350.528	iPhone Repair	\$200.00	\$ -
	3020.340.672	Australia Day Coins	\$273.28	\$24.84
	3700.341.669	Women's Business Network – Catering	\$49.54	\$2.39
	3050.350.639	Aust. Human Res. Inst. Membership	\$360.00	\$32.73
	3020.330.620	Catering – Council Briefing	\$38.00	\$3.45
	3020.340.673	Catering – Dinner Member for Nelson	\$291.00	\$ -
	3400.300.300	IAP2 Pathways – W Smith	\$690.79	\$62.80
	3020.340.673	Kitchen Supplies - Chambers	\$16.00	\$1.45
	3020.340.673	Kitchen Supplies – Chambers	\$16.43	\$0.01
	3020.330.620	Kitchen Supplies – Meeting Rooms	\$74.15	\$6.74
	3020.340.673	Glass Ware for Chambers	\$400.82	\$ -
	3030.350.503	Annual Newspaper Subscriptions	\$332.17	\$ -
	3020.340.673	Kitchen Items – Chambers	\$42.17	\$3.20
	3020.340.673	Catering – Dinner Member for Nelson	\$60.70	\$5.52
	4040.350.414	Toy Dog Awareness Week	\$89.85	\$8.99
	3020.340.673	Dry-cleaning Linen – Chambers	\$33.80	\$3.07
	3020.340.673	Book – Bombing of Darwin Memorial	\$49.95	\$4.54
	3020.330.620	Catering – Council Meeting	\$55.29	\$2.29
	3020.330.500	Stationery – Councillor Briefing	\$28.80	\$2.62
	3020.330.620	Kitchen Items - Chambers	\$4.69	\$ -
Justin Dunning	3800.310.644	Workshop Certificate 4 Training	\$300.00	\$ -
MWF Manager				
Glen Byrnes	3410.350.515	Staff Amenities – Cleaning Items	\$20.99	\$1.91
Waste Manager	3410.350.515	Staff Amenities – Kitchen Items	\$2.18	\$ -
	3410.350.500	Stationery	\$5.60	\$0.51
	W4448.302	DCC Parking – Safety Course	\$10.00	\$0.91
	3410.350.405	Ice for Waste Survey	\$20.00	\$1.82
	W4238.30	Stationery	\$12.99	\$1.18
	3410.350.516	First Aid Supplies	\$9.49	\$0.86
	3410.350.516	First Aid Supplies	\$127.60	\$11.60
	3410.350.515	Staff Amenities – Cleaning Items	\$3.00	\$0.27
	3410.350.515	Staff Amenities – Kitchen Items	\$26.47	\$ -
	W4449.126	Cemetery Trailer Registration (CTP)	\$70.05	\$6.37
	W4449.126	Cemetery Trailer Registration (Fees)	\$21.00	\$ -
TOTAL			\$4,314.72	\$215.83

Recommending Officer: David Jan, Acting Director Community and Corporate Services

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

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



Council Meeting Agenda

Wednesday 15 March 2017

14 Officers Reports

- 14.1 Summary Planning Report – March 2017
- 14.2 Development Application for a hotel addition to an existing mixed use development at Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
- 14.3 Development Application – Coolalinga Tavern
- 14.4 Queen's Baton Relay

Agenda Item Number:	14.1
Report Title:	Summary Report Planning and Mining – March 2017
Meeting Date:	21/09/2016
Attachments:	Attachment A: Letters of support for Development Applications, subject to normal Council conditions. Attachment B: Letters of support for Development Applications, subject to specific issues being adequately addressed. Attachment C: Letters of non-support or objection to Development Applications for reasons related to areas of Council authority. Attachment D: Letters of objection to Development Applications for reasons related to other issues. Attachment E: Letters of Comment for Mining Applications

Purpose

The purpose of this report is to provide Council with a summary of planning and mining applications received and comments provided for the period of 10 February 2017 to 3 March 2017.

Summary

For the noted period, Council provided comments on six planning applications, one of which is outlined in a full report in this Council agenda. Of the remaining applications, three were supported subject to normal Council conditions, one was not supported due for reasons related to areas of Council authority, and one was objected to for reasons related to other issues.

For the noted period, Council provided comments on one mining applications, which was an EMEL applications; there were no EMP applications during the period.

All letters of comment are provided for information in Attachments A, B, C, D, and E.

Recommendation

THAT Council:

1. receive the March 2017 Summary Planning and Mining Report;
2. notes for information the responses provided to Development Assessment Services within Attachments A, B, C, and D to this report; and
3. notes for information the responses provided to the Department of Primary Industries and Resources within Attachment E to this report.

Background and Discussion

The following is a summary of all planning applications received and comments provided for the period of 10 February 2017 to 3 March 2017.

PLANNING APPLICATIONS

For all planning applications, should the applications be approved by the consent authority, the applications may be subject to Council's normal Development Permit conditions in regards 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.

Responses to these Development Applications are provided as Attachment A to this report.

Application Number and Address	Purpose and Summary
PA2017/0042 Lot 285 (52) Aldridge Street, Southport, Townsite of Southport	Shed addition to an existing single dwelling within an IDCO area (No. 22) The application is for a shed within the IDCO area of Berry Springs. The shed will not require water and would otherwise be compliant with the NT Planning Scheme. It is expected that the shed can be compliant with Council's standards for access and drainage and not result in a negative effect upon Council's infrastructure.
PA2017/0047 Section 2065 (75) Marjerrison Drive, Humpty Doo, Hundred of Strangways	Shed addition to an existing single dwelling with a reduced side setback The application proposes a shed with a reduction of side setback of 5m. The applicant has provided special circumstances for the shed location within the setback that indicate locating the shed elsewhere on the property would result in flooding of the shed and/or the neighbouring properties. In this instance, it is considered that a setback reduction is justified to ensure the shed location does not have a negative effect upon areas of Council responsibility.
PA2017/0073	Covered entrance addition to an existing education establishment within an IDCO Area (No. 22)

Section 2208 (1150) Cox Peninsula Road, Berry Springs, Hundred of Cavenagh	The application proposes to add a covered entrance to the front of the existing preschool building. There is no requirement for water for this use. There are not expected to be any effects upon Council infrastructure as a result of this proposal.
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Development Applications supported, subject to specific issues being adequately addressed

There were no such Development Applications during this period.

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

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

Responses to these Development Applications are provided as Attachment C to this report.

Application Address	Purpose and Summary	Reasons for non-support/objection
PA2017/0034 Section 2702 (260) Wheewall Road, Berry Springs, Hundred of Cavenagh and Section 5745 (51) Dunnart Court, Berry Springs, Hundred of Strangways	Subdivision and consolidation to create 2 lots (boundary realignment) The subdivision proposes to realign the boundary between two adjacent lots such that all land in Zone CN (Conservation) is located within one single parcel, leaving one parcel solely in Zone RL (Rural Living). The realignment will consolidate responsibility for the conservation land.	The NT Planning Scheme requires Council assurance that stormwater drainage will not be affected by the proposal. At this time, the applicant has not submitted a suitable stormwater drainage plan and Council cannot assess this factor of the application. Should a suitable plan be submitted, additional comments can be made regarding the suitability of the application.

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

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

Responses to these Development Applications are provided as Attachment D to this report.

Application Address	Purpose and Summary	Reasons for objection
PA2017/0068 Section 6758 (7) Grosvenor Circuit, Holtze, Hundred of Bagot	Warehouse with ancillary offices in 2 x 2 storey buildings in 2 stages The proposal is for two separate warehouses with offices on the site. The application proposes a reduction to the rear and one side setback, as well as a 2m reduction to the required landscaping separating car parking spaces from the front boundary.	The application does not include any special circumstances or reasons for the proposed variations to the NT Planning Scheme. Council supports the requirements of the NT Planning Scheme and the requirement to have special circumstances to support variations. Council cannot adequately assess the appropriateness of the variations without additional information.

MINING APPLICATIONS

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

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

Application Number and Address	Type of Application and Proposed Mined Material	Comments Provided
31486 NT Portion 4477 (1230) Goode Road, Koolpinyah Station, Wak Wak	EMEL To extract gravel.	Council has no comments in relation to the proposed EMEL.
31472 and 31473 NT Portions 4476 (1650) Gunn Point Road, Koolpinyah Station, Howard Springs	EMEL To extract fine and course sand.	Council has no comments in relation to the proposed EMEL.
31483 and 31484 NT Portion 4477 (1230) Goode Road, Koolpinyah Station, Wak Wak	EMP To extract gravel and sand materials	Council supports the granting of this EMP provided some issues are adequately addressed

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Community Engagement

Nil.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

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

Attachment A

Responses to Development Applications supported, subject to normal Council conditions



24 February 2017

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

RE: Letter of Comment Development Application

PA2017/0042

**Lot 285 (52) Aldridge Street, Southport, Townsite of Southport
Shed addition to an existing single dwelling within an IDCO area (No. 22)**

Thank you for the Development Application referred to this office on 10/02/2017, 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 shed addition is in keeping with expected uses for a site in the subject zone and appears to comply with NT Planning Scheme requirements.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal. However, due to the size of the site, the location of the structure in relation to the site boundary, and stormwater drainage concerns for the area, the method of stormwater drainage for the site should be made clear through a schematic stormwater drainage plan, required as a Condition Precedent for this development. Council recommends that the applicant consults with Council on specific stormwater drainage plan requirements for this site, prior to plan preparation.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road

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

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

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- c) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations



24 February 2017

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

RE: Letter of Comment Development Application

PA2017/0047

**Section 2065 (75) Marjerrison Drive, Humpty Doo, Hundred of Strangways
Shed addition to an existing single dwelling with a reduced side setback**

Thank you for the Development Application referred to this office on 10/02/2017, 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) In this instance, the application has provided information on stormwater drainage indicating that to locate the proposed shed within the setbacks would create flooding issues for the new structure and the site. Given that information, which has been nominally verified by Council through site visits and desktop research, Council can support a variation to the side setback requirement.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal. However, it is noted should any additional driveway access to the property be proposed to service the new shed, approval of Council would be required prior to construction.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations



28 February 2017

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

RE: Letter of Comment Development Application

PA2017/0073

**Section 2208 (1150) Cox Peninsula Road, Berry Springs, Hundred of Cavenagh
Covered entrance addition to an existing education establishment
within an IDCO Area (No. 22)**

Thank you for the Development Application referred to this office on 17/02/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

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

- a) The application is for a covered entrance to the existing preschool and the improvements to the site are considered to be in line with the expectations of the use and zone. The application appears to be compliant with the NT Planning Scheme.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of the proposal.

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

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

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.

- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment B

Responses to Development Applications supported, subject to specific issues being adequately addressed

There were no such Development Applications during this period.

Attachment C

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

There were no Development Applications not supported/objected to for reasons related to Council issues during this time period.



10 February 2017

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

RE: Letter of Comment Development Application

PA2017/0034

**Section 2702 (260) Wheewall Road, Berry Springs, Hundred of Cavenagh and
Section 5745 (51) Dunnart Court, Berry Springs, Hundred of Strangways
Subdivision and Consolidation to create two lots (boundary realignment)**

Thank you for the Development Application referred to this office on 24/01/2017, 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 wishes to lodge the following submission under Section 49 of the NT *Planning Act*, in which Council objects to the granting of a Development Permit with the following comments:

- a) Council cannot accept the stormwater management plan provided with the application as the plan lacks the minimum required detail, including contour lines. It is also unclear why a new cut-off drain may be required along the length of the northern property boundary for 260 Wheewall Road.

Council requires that a suitable stormwater drainage plan be prepared for the site, to Council's standards, and that the information on stormwater drainage be incorporated into the assessment of whether or not there is one hectare of unconstrained land on both proposed new parcels. The stormwater drainage plan is required to show both parcels.

This information is requested to be provided prior to issuing a Development Permit for the application, as under Clause 11.4.1 of the NT Planning Scheme:

The consent authority must not consent to a subdivision that does not include 1ha of land per lot identified as unconstrained in relation to:

- (a) Storm tide flooding*
- (b) Riverine flooding*
- (c) Localised stormwater flooding;*

in accordance with the land suitability assessment and stormwater management plan.

From the information currently provided, Council cannot assess whether localised stormwater flooding will have an effect upon the amount of unconstrained land on either site.

- b) Council supports the minimum lot size requirements of the NT Planning Scheme. However, Council notes that in this instance, it appears that 51 Dunnart Court is already short of the minimum required 2 hectares of land in Zone RL (Rural Living). As this is an existing condition, and as the application as proposed would increase the amount of land in Zone RL (Rural Living) on that parcel, Council can support a variation to the minimum lot size for land in Zone RL (Rural Living).

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
- i. The plan shall demonstrate that stormwater run-off is capable of being discharged across the lot surface to the main drainage system or to an approved alternate connection.
 - ii. Litchfield Council stormwater discharge guidelines do not allow concentrated discharge of stormwater from rural lots to adjoining properties or the road reserve. All stormwater is to be channelled, piped or dispersed via sheet flow to the road reserve.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

Should the application be approved, the following conditions 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) **Litchfield Council requests that the Authority require a monetary contribution is paid to Litchfield Council in accordance with its Development Contribution Plan for roads and drainage to upgrade infrastructure as a result of this development.** The site falls within Development Contributions Plan for Roads and Drainage - Catchment Area 12B. The developer will be required to pay Litchfield Council a contribution towards roads and drainage works in accordance with the above Catchment Area.
- b) Engineering design and specifications for the proposed and affected roads, including street lighting, stormwater drainage, vehicular access, pedestrian/cycle corridors, street-scaping and landscaping of nature strips, shall be to the approval of the Director Infrastructure and Operations, Litchfield Council, with all approved works constructed at the developer's expense, to the requirements of Litchfield Council.

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

- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) 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) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment D

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



28 February 2017

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

RE: Letter of Comment Development Application

PA2017/0068

**Section 6758 (7) Grosvenor Circuit, Holtze, Hundred of Bagot
Warehouse with ancillary offices in 2 x 2 storey buildings in 2 stages**

Thank you for the Development Application referred to this office on 17/02/2017, 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 wishes to lodge the following submission under Section 49 of the NT Planning Act, in which Council objects to the granting of a Development Permit for the following reasons:

- a) The application does not comply with the setback or landscaping requirements for the property. The NT Planning Scheme requires a "minimum setback to at least one side boundary and to the rear boundary" of 5m. The application proposes reductions to the rear and one side setback, as well as a 2m reduction of the required landscaped area between the street and car parking.

The application does not provide any special circumstances or any information indicating why the setbacks should be varied. Council supports the setback and landscaping requirements of the NT Planning Scheme and cannot support an application that does not provide special circumstances for the proposed multiple variations. Should information on special circumstances be provided, Council would review that information and provide additional comments.

Further, it appears that the development could be rearranged on the site, without requiring significant changes to the size of any of the proposed structures, and comply with the setbacks required by the NT Planning Scheme.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) The crossover and driveway shall meet Litchfield Council's requirements, and the following changes to the proposed plans are required:

- i. Council requires driveway crossovers to be 6m in width for industrial properties.
- b) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.
 - iii. The plan shall demonstrate that the drainage system is designed to cater for both initial storm events (Q5) and major storm events (Q100).
 - iv. The applicant's plans shall demonstrate that no contaminated water shall enter any waterway or Litchfield Council's drainage system.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Attachment E

Responses to Mining Applications



27 February 2017

Lakeshia Baird
Department of Primary Industry and Resources
GPO Box 4550
Darwin NT 0801

Dear Lakeshia

RE: Letter of Comment Mining Application

**EMEL31486
NT Portion 4477 (1230) Goode Road, Koolpinyah Station, Wak Wak
To extract gravel**

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 01/02/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council has no comments in relation to the proposed EMEL.

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully

Wendy Smith
Planning and Development Manager



2 March 2017

Lakeshia Baird
Department of Primary Industry and Resources
GPO Box 4550
Darwin NT 0801

Dear Lakeshia

RE: Letter of Comment Mining Application

**EMEL31472 and EMEL31473
NT portions 4476 (1650) Gunn Point Road, Koolpinyah
To extract fine and course sand**

Thank you for the Extractive Mineral Exploration Licence Application referred to this office on 02/03/2017, concerning the above. This letter may be tabled at Litchfield Council's next Council Meeting. Should this letter be varied or not endorsed by Council, you will be advised accordingly.

The following issues are raised for consideration by the Authority:

Council has no comments in relation to the proposed EMEL.

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully

Wendy Smith
Planning and Development Manager

2 March 2017

**LITCHFIELD
COUNCIL**



Community effort is essential

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

Dear Annette

RE: Letter of Comment Mining Application

**EMP31483 and EMP31484
NT Portions 4477 (1230) Goode Road, Koolpinyah Station, Wak Wak
To extract sand and gravel**

Thank you for the Extractive Mineral Permit Application referred to this office on 02/03/2017, 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 an EMP provided the following issues are adequately addressed:

- a) For any access proposed from any road owned by Litchfield Council, Council requires information regarding the location of the proposed access and construction of the access to Litchfield Council's industrial standards. A Works Permit may be required from Litchfield Council before commencement of any work within the road reserve.
- b) For any proposal for vehicles associated with this use to utilise any Litchfield Council roads, Council requires a Traffic Management Plan, including details of haulage routes, traffic quantities and destination of materials. Additionally, Council shall require the upgrading of the subject road(s) to Council's requirements.
- c) Council requires an Environmental Management Plan, to Council's satisfaction, which should address, but may not be limited to stormwater runoff including containment of contaminants.

If you require any further discussion in relation to this application, please do not hesitate to contact me on 08 8983 0600.

Yours faithfully

Wendy Smith
Planning and Development Manager

COUNCIL REPORT

Agenda Item Number:	14.2
Report Title:	PA2017/0058, a Development Application for a hotel addition to an existing mixed use development at Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Meeting Date:	15/03/2017
Attachments:	Attachment A: Development Application PA2017/0058 Attachment B: Council's letter of comment for PA2017/0058, a Development Application for a hotel addition to an existing mixed use development at Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot

Summary

The purpose of this report is to provide a summary and assessment to Council of PA2017/0058, a Development Application for a hotel addition to an existing mixed use development at Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot, included as Attachment A.

The proposal is for a hotel (restaurant, bar, and gaming rooms), which requires an application.

The report also presents for Council endorsement the Letter of Comment on PA2017/0058 provided to the consent authority on 24 February 2017, included as Attachment B.

This report concludes that Council should support the application.

Recommendations

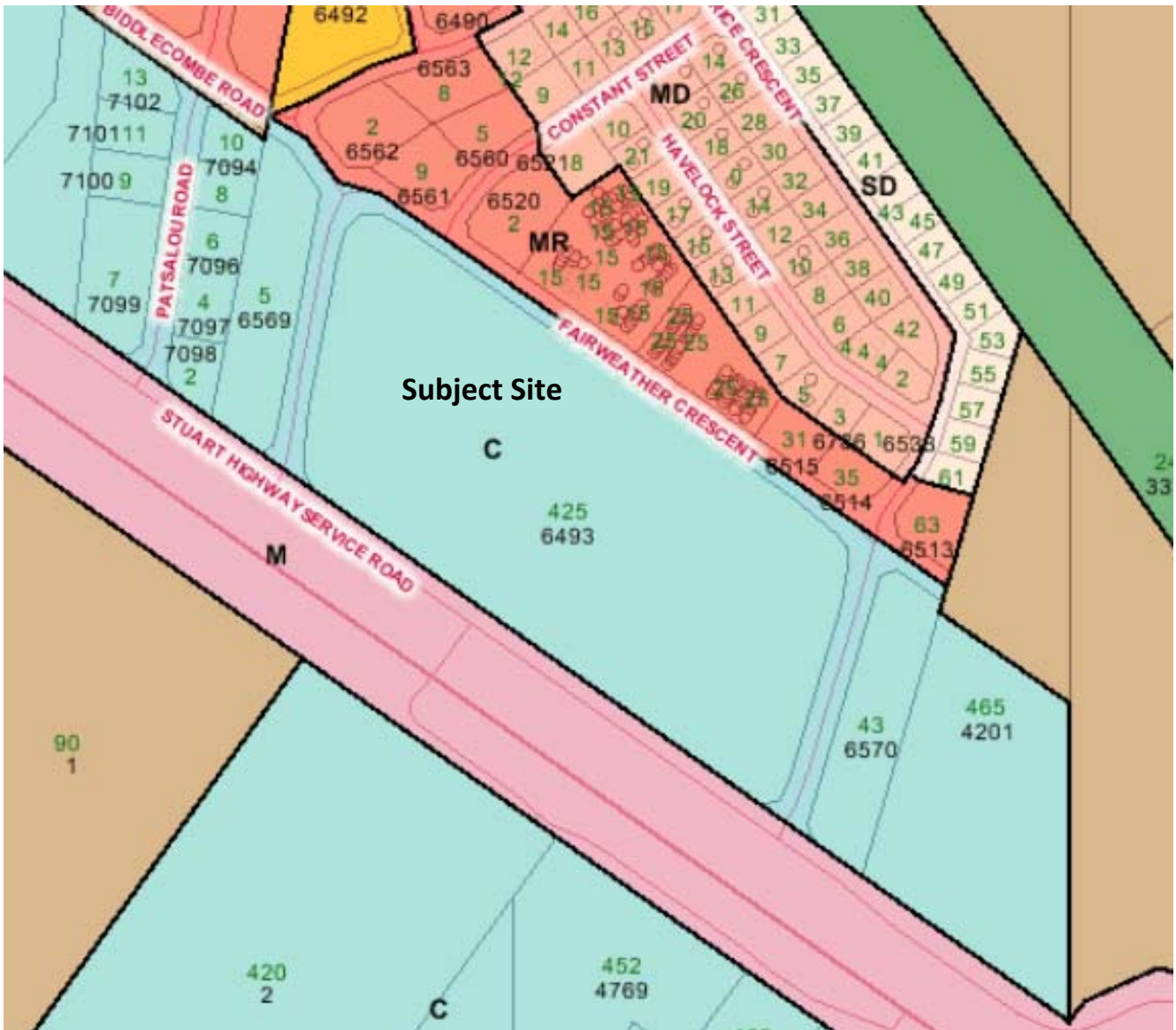
THAT Council endorse Attachment B, Council's Letter of Comment for PA2017/0058, a Development Application for a hotel addition to an existing mixed use development at Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot, the assessment of which is summarised above and reviewed in detail within the body of this report.

Background

Site and Surrounds

The subject site is 425 Stuart Highway. The subject site is located in Zone C (Commercial) and is surrounded to the east and west by other sites in the same zone. To the north of the site are parcels located in Zone MR (Medium Density Residential), some of which have been developed with four-storey apartment buildings. The Stuart Highway borders the site to the south.

The proposed new development sits in the middle of the subject site.



Source: NT Atlas and Spatial Directory

Site Development History

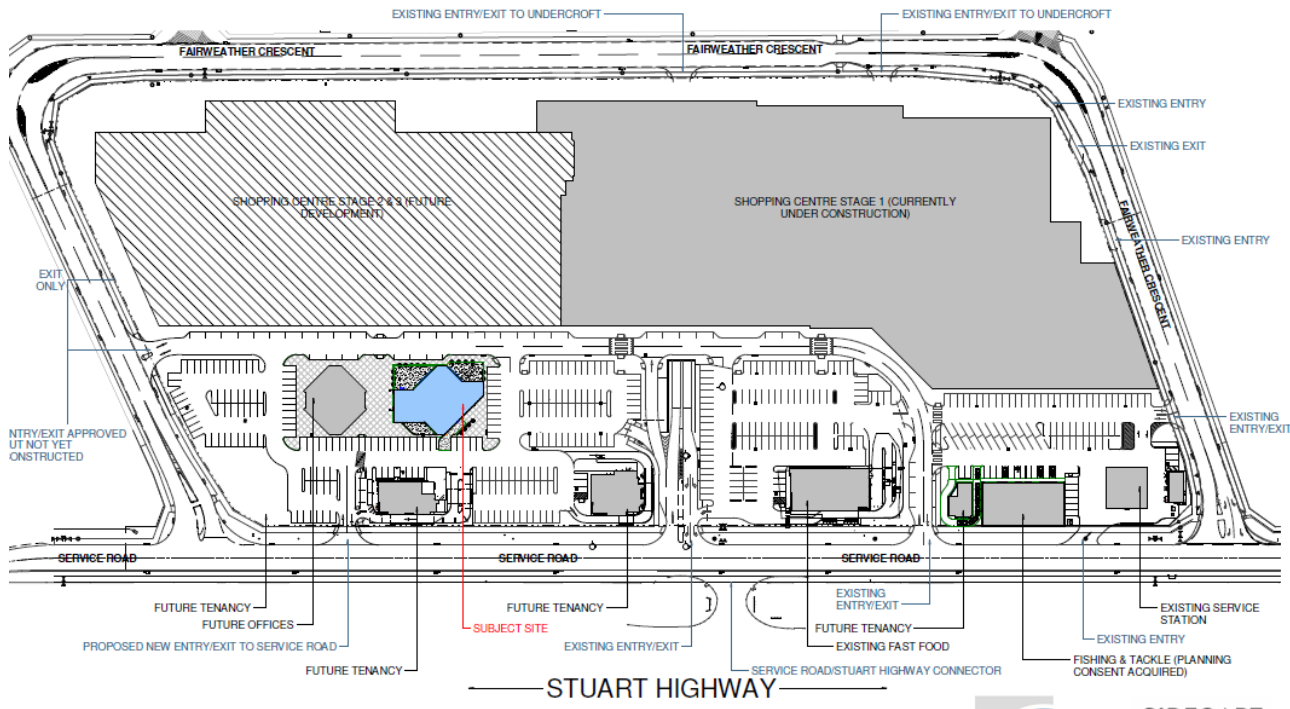
The subject lot is the site of Gwelo’s new shopping centre anchored by Coles and Kmart. As part of the overall shopping centre development, there are a range of expected restaurants and other shops in the same complex, some of which have already been constructed.

A liquor licence application for the proposed establishment was presented to Council in October 2016.

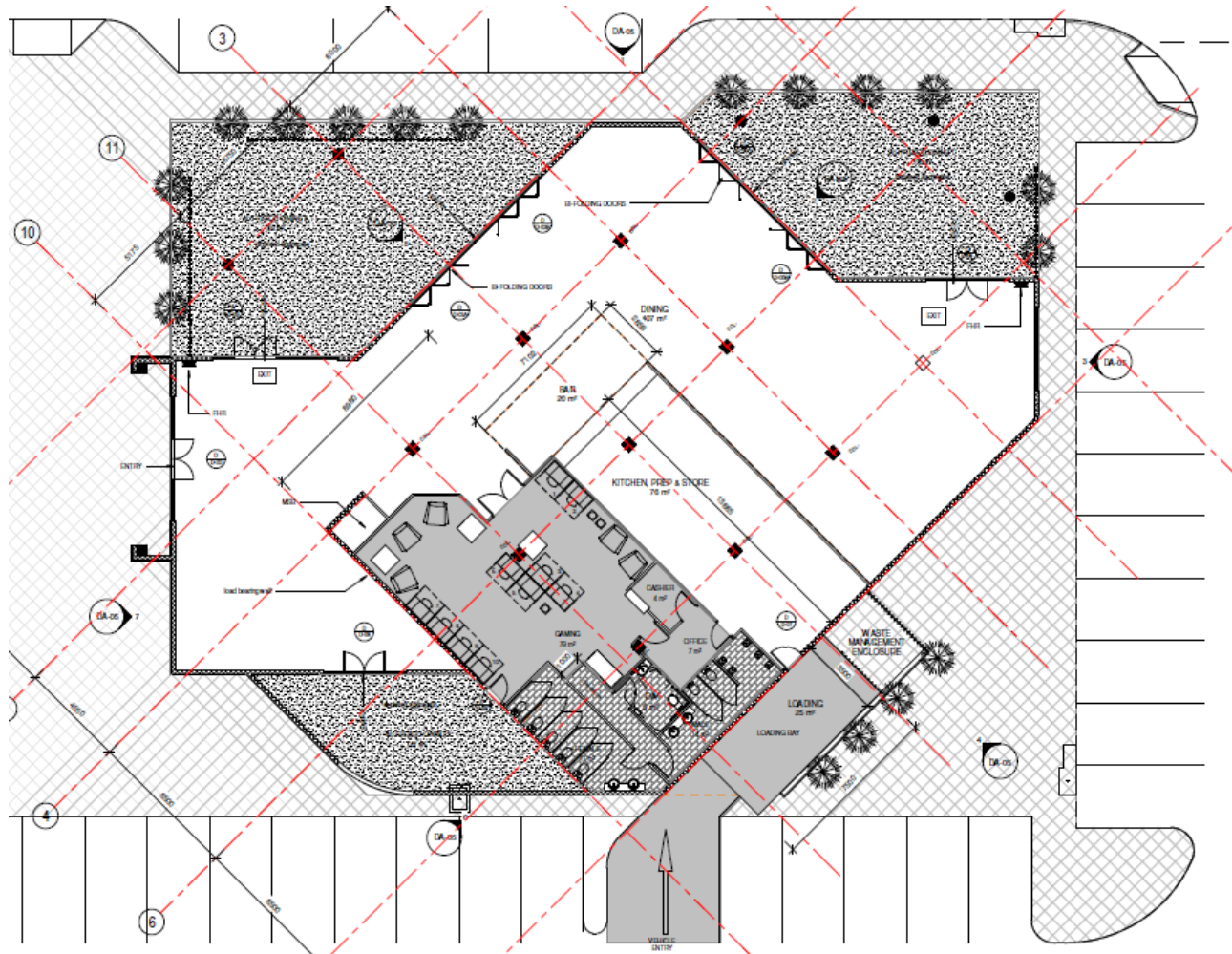
Current Proposal

The current application proposes a hotel development. The hotel encompasses indoor and outdoor dining, a bar area, and room for gaming machines. The application indicates there will be 37 car parking spaces available for the hotel use from those provided as part of the larger site.

The plans below show the proposed location of the hotel within the larger commercial site and the proposed layout of the hotel.



Source: PA2017/0058



Source: PA2017/0058

Application Assessment

The application is consistent with the zoning of the area. The application appears to be compliant with the requirements of the NT Planning Scheme, including car parking spaces. Due to the large number of car parking spaces previously approved on the subject site through a variety of other Development Permits, it is difficult for Council to independently determine the applicant's statement of compliance with the car parking requirements. The location of the hotel within the overall site layout of the commercial development should limit any negative effects upon the amenity of the neighbouring residents due to site design or noise. There are not expected to be any negative impacts upon Council infrastructure as a result of the proposal.

Conclusion

It is recommended that Council support the application, subject to Development Assessment Services confirming compliance with the car parking requirements.

Links with Strategic Plan

2. A great place to live

Legislative and Policy Implications

Nil.

Risks

Nil.

Financial Implications

Nil.

Recommending Officer: David Kingston, Director Infrastructure and Operations

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

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

THE VILLAGE HOTEL AT COOLALINGA CENTRAL

445 AND 455 STUART HIGHWAY, COOLALINGA

FOR GWELO DEVELOPMENTS

STATEMENT OF EFFECT

The proposed development is located within the Coolalinga Village precinct on the eastern side of Stuart Highway at Coolalinga. It consists of one building containing an eat-in HOTEL and gaming area including associated car parking.

SECTION OF THE PLANNING ACT	MATTER TO BE ADDRESSED IN APPLICATION
46(3)(a)	<p>an assessment demonstrating how the proposed development will comply with any planning scheme that applies to the land;</p> <p>6.1 - General Height Control</p> <p>COMPLIES – The maximum designed building height above ground level is 5m.</p> <p>6.4 – Plot Ratios</p> <p>COMPLIES – The site of the proposed HOTEL, including the car parking area of the centre is approximately 7,500 square meters. The proposed HOTEL footprint is only 943 square meters and therefore does not exceed a plot ratio of 1.0.</p> <p>6.5.1 - Parking Requirements</p> <p>COMPLIES</p> <p><u>REQUIRED CAR PARKS</u></p> <p>686.9sqm NET FLOOR AREA (DINING /ALFRESCO@ 3/100 = 20.6 GAMING= 79.1sqm @ 16/100sm = 12.7 BAR= 20.1sm @ 16/100sqm = 3.2 TOTAL = 36.5 (37) car parks required + 1 loading bay</p> <p>TOTAL PROVIDED = 37 car parks required + 1 loading (compliant).</p> <p>6.5.3 - Parking Layout</p> <p>COMPLIES – The parking layout generously exceeds the dimensional diagrams of 6.5.3 providing more than adequate circulation space with anticipation that it will be mostly larger 4WD vehicles operating in this area.</p>

6.6 – Loading Bays

COMPLIES – One loading bay per 2,000sqm has been provided in accordance with 6.6.

8.2 - Commercial and Other Development in Zone.... SC.....

a) Preserve vistas along streets to buildings and places of architectural, landscape or cultural significance;

Notwithstanding the area is not considered to display any particular architectural, landscape or cultural significance, the location of the HOTEL is adjacent the shopping centre and includes its own 'patio' style of landscaping and is part of the greater centre with its proposed verge landscaping. The architectural merit of the building internal to the car park area and with the similar developments throughout the centre mean that the proposal is unlikely to adversely affect the amenity of the locality.

b) Be sympathetic to the character of buildings in the immediate vicinity;

As all existing and proposed built form in the immediate vicinity is commercial in nature, and generally larger than the proposed development, it is not anticipated that the proposal would be unsympathetic to the character of those buildings.

c) Minimise expanses of blank walls;

Building design comprises a number of variations in façade, colour and finish design, which minimises the expanse of blank walls. Additionally, the building is very small in comparison to the surrounding development so there is not an opportunity for expansive blank walls by default. This application seeks approval on the 'base building design' and then we anticipate the tenants to further add or customise the building to their desired branding / look and feel.

d) Add variety and interest at street level and allow passive surveillance of public spaces;

The HOTEL, and the landscaping, all increase design activity at ground level and add variety and interest to the site. Once HOTEL submit their signage and finishes which is a vibrant finish with fenestration and the use of colours, along with the ratio between built form and open space, provides visual interest whilst enabling good levels of surveillance from the car park and pedestrian areas from both within the building as well as the car park and drive-through areas.

e) Maximise energy efficiency through passive climate control measures;

The majority of windows are located on the north and south elevations, minimising access to direct sunlight from the east and west. The window areas are covered with an awning, as well as covering to the footpath increasing sun protection whilst being open to breezes. Hi level glazing is also proposed to increase cross flow ventilation.

f) Control on-site noise sources and minimise noise intrusion;

As the site is located within a prominent commercial zone (the Principle Activity Centre for the Litchfield region), and as the site is within proximity to the Stuart Highway, the immediate locality is unlikely to be adversely affected by noise generated from the HOTEL. Notwithstanding, the proposal is not expected to produce excessive noise – mechanical plant, such as air-conditioners and extractor fans, are located on the roof behind parapet walls.

g) Conceal service ducts, pipes, air conditioners, air conditioning plants etc;

The plant is located behind parapet walls, concealed from view.

h) Minimise use of reflective surfaces;

All exterior materials have colours and finishes that limit reflective surfaces. A building materials schedule contained within the development plans outlines the materials to be used in the development.

i) Provide safe and convenient movement of vehicles and pedestrians to and from the site;

Access to and from the site will be gained from within the proposed shopping centre's associated car parking area and internal road network. Clearly marked traffic lanes and pedestrian crossings are present throughout the site, and are strategically designed to not inhibit sightlines, making movement to and from the site safe and convenient.

j) Provide convenient pedestrian links (incorporating access for the disabled) to other buildings and public spaces;

Access to the adjacent shopping centre is provided through the adjoining car park which has convenient pedestrian links, including access for the disabled. Clearly delineated footpaths and line-marked pedestrian crossings provide access to the footpath along the service road to the front of the site.

k) Provide protection for pedestrians from sun and rain;

Covered areas are provided along the footpath surrounding the building, all fresco areas are covered, providing protection from both sun and rain for all year round dining.

l) Provide for loading and unloading of delivery vehicles and refuse collection;

The proposal refuse collection will be external to the building in a separate enclosure to conceal unsightly waste/refuse from view.

m) Provide landscaping to reduce the visual impact and provide shade and screening of open expanses of pavement and car parking;

Landscaping is provided between the HOTEL and the entry to the site, softening visual impact and providing relief from hard-stand areas. Landscaping is also present throughout the car parking area and within the greater development.

	<p><i>n) Provide facilities, including public toilets, child minding facilities, parenting rooms and the like where the size of the development warrants such facilities; and</i></p> <p>The building contains its own amenities for male and female patrons along with staff according to the BCA requirement. The major centre building contains public amenities and parent rooms and therefore it proposed that customers and employees also have access to these facilities.</p> <p><i>o) Provide bicycle access, storage facilities and shower facilities.</i></p> <p>Bike racks are provided throughout the shopping centre. Ablution facilities are provided within building and the main centre development for staff and customer use. The size and nature of the development are not considered to warrant additional storage and shower facilities although staff pigeon holes have been provided.</p>
46(3)(b)	<p>an assessment demonstrating how the proposed development will comply with an interim development control order, if any, applying to the land;</p> <p>Not applicable</p>
46(3)(c)	<p>if a public environmental report or an environmental impact statement has been prepared or is required under the <i>Environmental Assessment Act</i> in relation to the proposed development, a copy of the report or statement and the results of any assessment of the report or statement under that Act by the Minister administering that Act;</p> <p>Not applicable</p>
46(3)(d)	<p>an assessment demonstrating the merits of the proposed development;</p> <p>The proposed HOTEL will increase the range of shopping within the Coolalinga, and will complement facilities available within the greater shopping village. Further, the proposal is expected to augment Coolalinga's role as a Principle Activity Centre by increasing exposure to the shopping village.</p>
46(3)(e)	<p>a description of the physical characteristics of the land and a detailed assessment demonstrating the land's suitability for the purposes of the proposed development and the effect of development on that land and other land;</p> <p>The subject land is zoned for commercial development, with previous approvals having been granted for the shopping village, Tackle World, Coles Express, McDonald's and Coola Commercial. Lodgement for a future Subway and Hungry Jacks has been made, accordingly, the suitability of the site for commercial development in general has, to a large extent, been tested.</p>

46(3)(f)	<p>a statement specifying the public facilities or public open space available in the area in which the land is situated, whether land for public facilities or public open space is to be provided by the developer and whether it is proposed that facilities or open space be developed by the developer;</p> <p>Aminities and public/recreation facilities for customers and staff will be provided within the building and in the greater Coolalinga Shopping Village. Other nearby facilities include the existing commercial development across the Stuart Highway which offers a shopping complex with a supermarket, medical facilities and speciality stores. The nearest dedicated open space is located at the Freds Pass Reserve, approximately 1.7 kilometres south-west. There will be additional public open space within the residential component of the Coolalinga development.</p>
46(3)(g)	<p>a statement specifying the public utilities or infrastructure provided in the area in which the land is situated, the requirement for public facilities and services to be connected to the land and whether public utilities or infrastructure are to be provided by the developer or land is to be provided by the developer for the provision of public utilities or infrastructure;</p> <p>All required services are available to the subject site.</p>
46(3)(h)	<p>an assessment of the potential impact on the existing and future amenity of the area in which the land is situated;</p> <p>Given the proposal's location within the Commercial Zone, Coolalinga's identification as a Principle Activity Centre, and the development's adherence to the requirements of the NT Planning Scheme, the proposal is not expected to adversely impact on the amenity of the area.</p>
46(3)(j)	<p>an assessment of the benefit or detriment to the public interest of the development;</p> <p>The development will increase the range of available shopping and amenity within the Darwin rural area. There is no anticipated detriment to the public's interest.</p>

End of Document

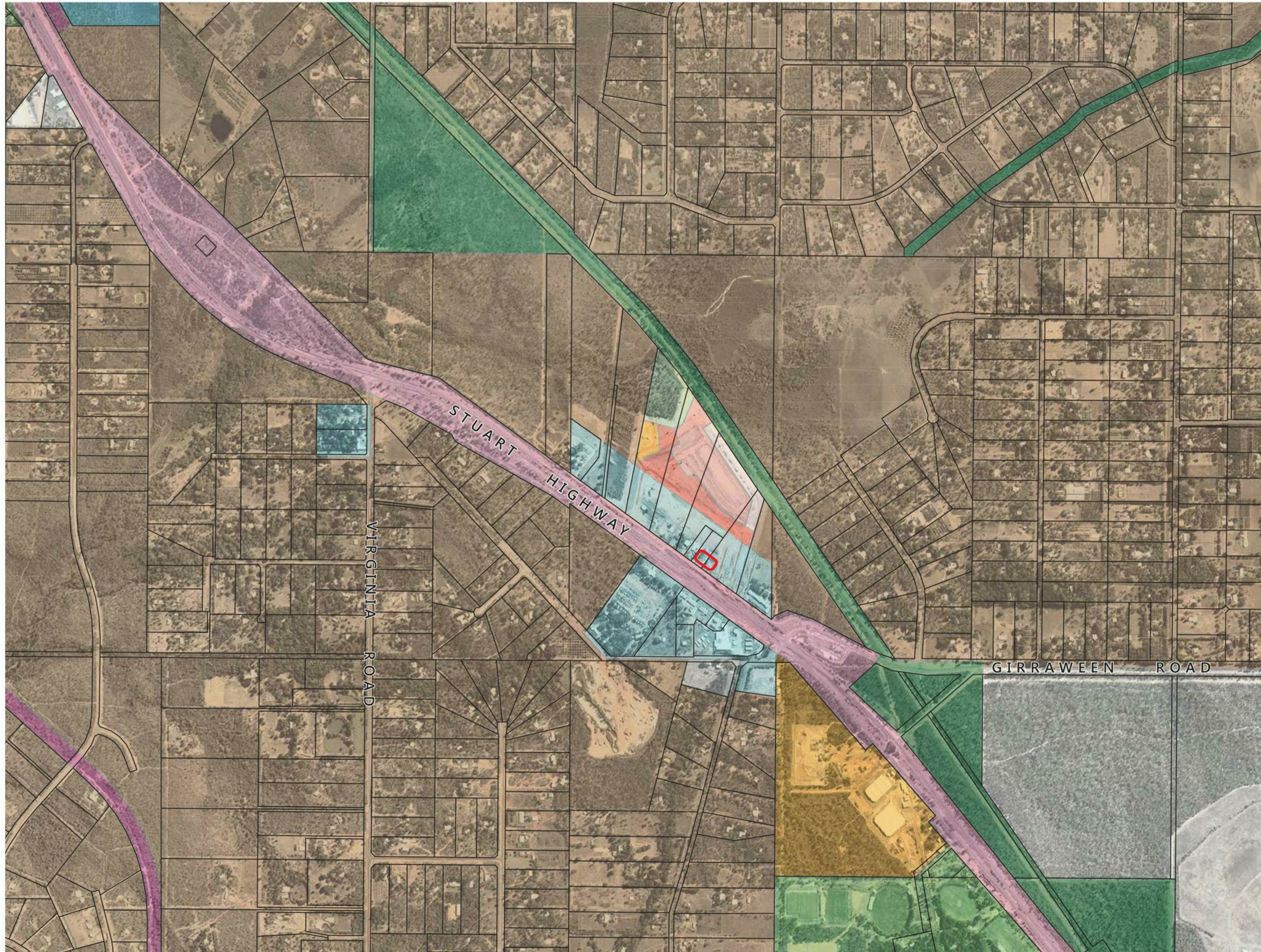
COOLALINGA HOTEL

LOT 1401, STUART HIGHWAY
TOWN OF PALMERSTON
FOR GWELO DEVELOPMENTS

NOTES
This drawing is copyright and the property of SIMON DYER and must not be used without written authorisation. Do not scale this drawing. All dimensions are to be verified on site and any discrepancies reported before commencement of any work or shop drawings.

ARCHITECTURAL DRAWINGS		
DWG NO.	DRAWING TITLE	Current Revision
DA-01	COVER SHEET/LOCALITY PLAN	4
DA-02	CENTRE/LOCATION PLAN	4
DA-03	GROUND/SITE PLAN	4
DA-04	GROUND FLOOR PLAN	3
DA-05	ELEVATIONS	4
Grand total: 5		

Location Plan



- Subject site
- Conservation
- Specific Use
- Community Purpose
- Utilities
- Proposed Main Road
- Main Road
- Organised Recreation
- Public Open Space
- Commercial
- Medium Density
- Multiple Dwelling
- Single Dwelling
- Commonwealth Land



SIDECART

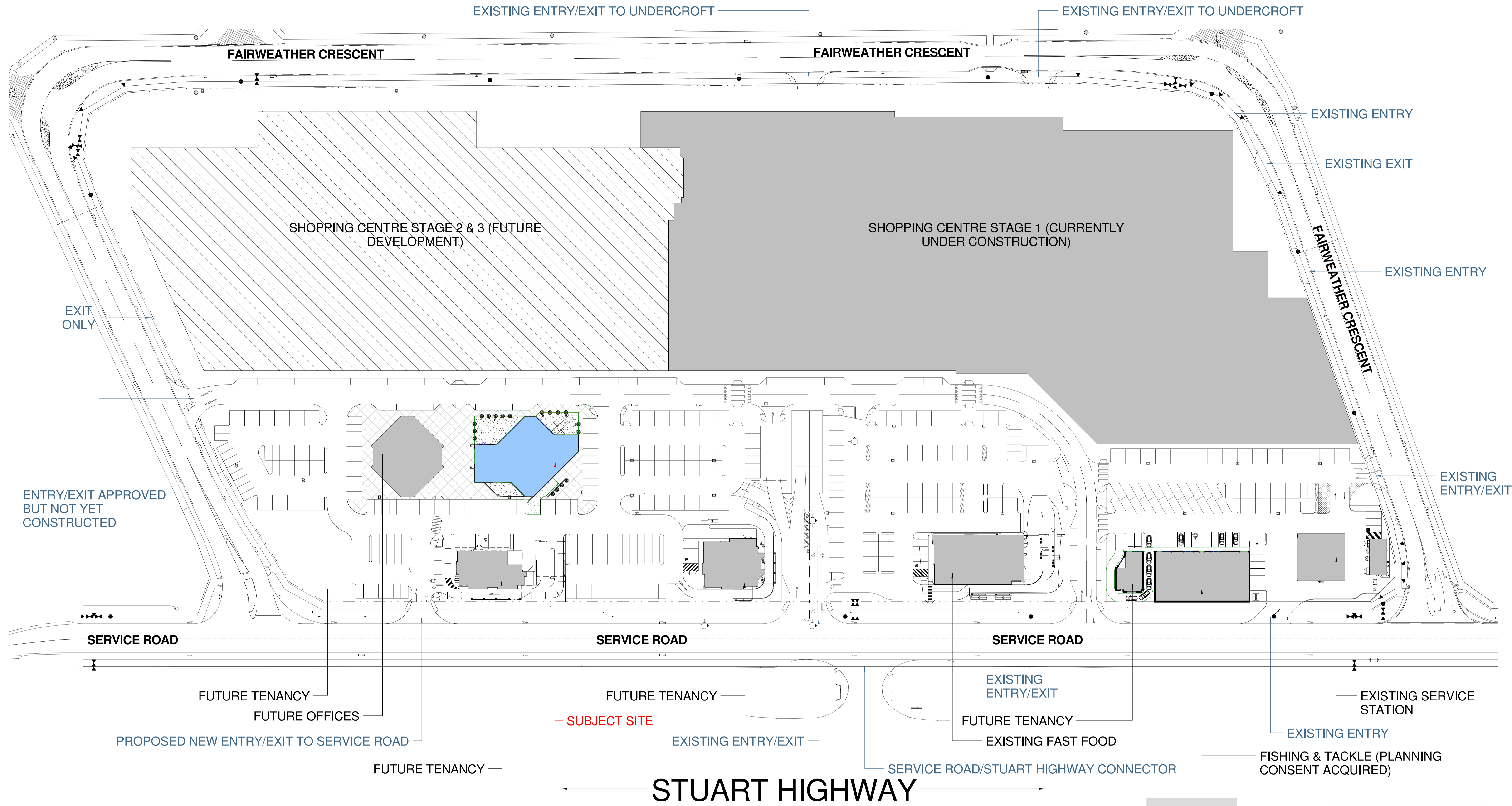
Project Description
COOLALINGA HOTEL

Drawing Title
COVER SHEET/LOCALITY PLAN
Drawing Number
DA-01
Scale
1:2
Issue
4

Issue	Revision Description	Date
4	REVISED DA ISSUE AS HOTEL	06.02.2017
3	DA ISSUE	09.12.2016
2	PRELIM DA FOR CLIENT REVIEW	02.11.2016
1	PRELIM WFP ISSUE TO QS	21.09.2016

Project Management
C:\Users\Gwelo\Documents\Projects\2017\DA-001_COOLALINGA_HOTEL_Sidecart

PRELIMINARY



EXIT ONLY

ENTRY/EXIT APPROVED BUT NOT YET CONSTRUCTED

GWELO
 DEVELOPMENTS PTY. LTD.
PRELIMINARY

SIDECART

Issue	Revision Description	Date
4	REVISED DA ISSUE AS HOTEL	06.02.2017
3	DA ISSUE	09.12.2016
2	PRELIM DA FOR CLIENT REVIEW	02.11.2016
1	PRELIM WPP ISSUE TO QS	21.09.2016

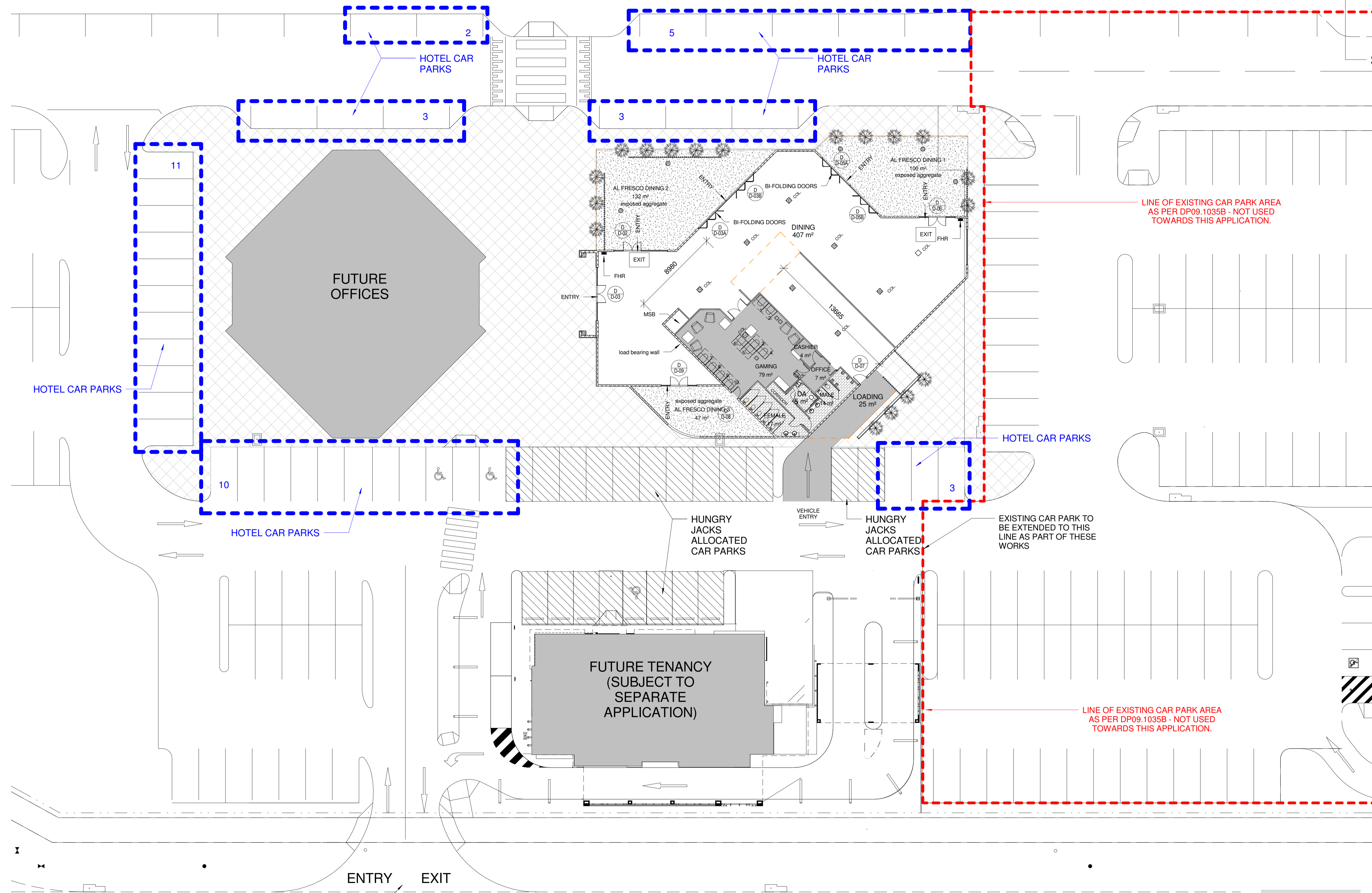
Project Description	COOLALINGA HOTEL
Drawing Title	CENTRE/LOCATION PLAN
Drawing Number	DA-02
Scale	1:650
Issue	4

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SHOPPING CENTRE UNDER CONSTRUCTION

Room Schedule	
Name	Area
AL FRESCO DINING 1	99.9 m ²
AL FRESCO DINING 2	132.4 m ²
AL FRESCO DINING 3	47.2 m ²
BAR	20.1 m ²
CASHIER	4.2 m ²
CORRIDOR	5.2 m ²
DA	5.4 m ²
DINING	407.4 m ²
FEMALE	16.5 m ²
GAMING	79.1 m ²
KITCHEN, PREP & STORE	76.1 m ²
LOADING	24.7 m ²
MALE	13.7 m ²
MSB	3.0 m ²
OFFICE	7.4 m ²
Grand total: 15	942.4 m ²

 CAR PARKS ASSOCIATED WITH HOTEL DEVELOPMENT - 37 TOTAL



NEW ENTRY / EXIT WITH CROSSOVER TO BE CONSTRUCTED AS PART OF THESE WORKS

SERVICE ROAD

SERVICE ROAD



SIDECART

Project Description
 COOLALINGA HOTEL

Drawing Title
 GROUND/SITE PLAN 1:200

Drawing Number
 DA-03 Issue 4

PRELIMINARY

Issue	Revision Description	Date
4	REVISED DA ISSUE AS HOTEL	06.02.2017
3	DA ISSUE	09.12.2016
2	PRELIM DA FOR CLIENT REVIEW	02.11.2016
1	PRELIM W/P ISSUE TO QS	21.09.2016

Room Schedule	
Name	Area
AL FRESCO DINING 1	99.9 m ²
AL FRESCO DINING 2	132.4 m ²
AL FRESCO DINING 3	47.2 m ²
BAR	20.1 m ²
CASHIER	4.2 m ²
CORRIDOR	5.2 m ²
DA	5.4 m ²
DINING	407.4 m ²
FEMALE	16.5 m ²
GAMING	79.1 m ²
KITCHEN, PREP & STORE	76.1 m ²
LOADING	24.7 m ²
MALE	13.7 m ²
MSB	3.0 m ²
OFFICE	7.4 m ²
Grand total: 15	942.4 m ²

OCCUPANCY NUMBERS

POKIES AND GAMING AREA CALCULATED ACCORDING TO SEATING SHOWN ON PLAN.

TOTAL = 15 OCCUPANTS

OFFICE / CASHIER 11sqm @ 1/10sqm

TOTAL = 1 OCCUPANTS

RESTAURANT 686sqm @ 1/1sqm

ALFRESCO = 279
 DINING = 407

TOTAL = 686 OCCUPANTS
 KITCHEN = 76sqm @ 1/10sqm

TOTAL = 8 OCCUPANTS

TOTAL = 710 OCCUPANTS

TOTAL OCCUPANCY BASED ON THE ABOVE CALCULATIONS = 705 PATRONS AND EMPLOYEES (COMBINED). CLASS 6 PATRONS AN EMPLOYEES CAN SHARE AMENITIES.

355 MALE
 355 FEMALE

AMENITIES CALCULATIONS

355 MALE

THEREFORE:
 3 PANS (-1 FOR UNISEX DA) = 2 PANS
 6 URINALS (-1 FOR UNISEX DA) = 5 URINALS
 3HB (-1 FOR UNISEX DA) = 2HB

355 FEMALES

THEREFORE:
 7 PANS (-1 FOR UNISEX DA) = 6 PANS
 3 HB (-1 FOR UNISEX DA) = 2HB

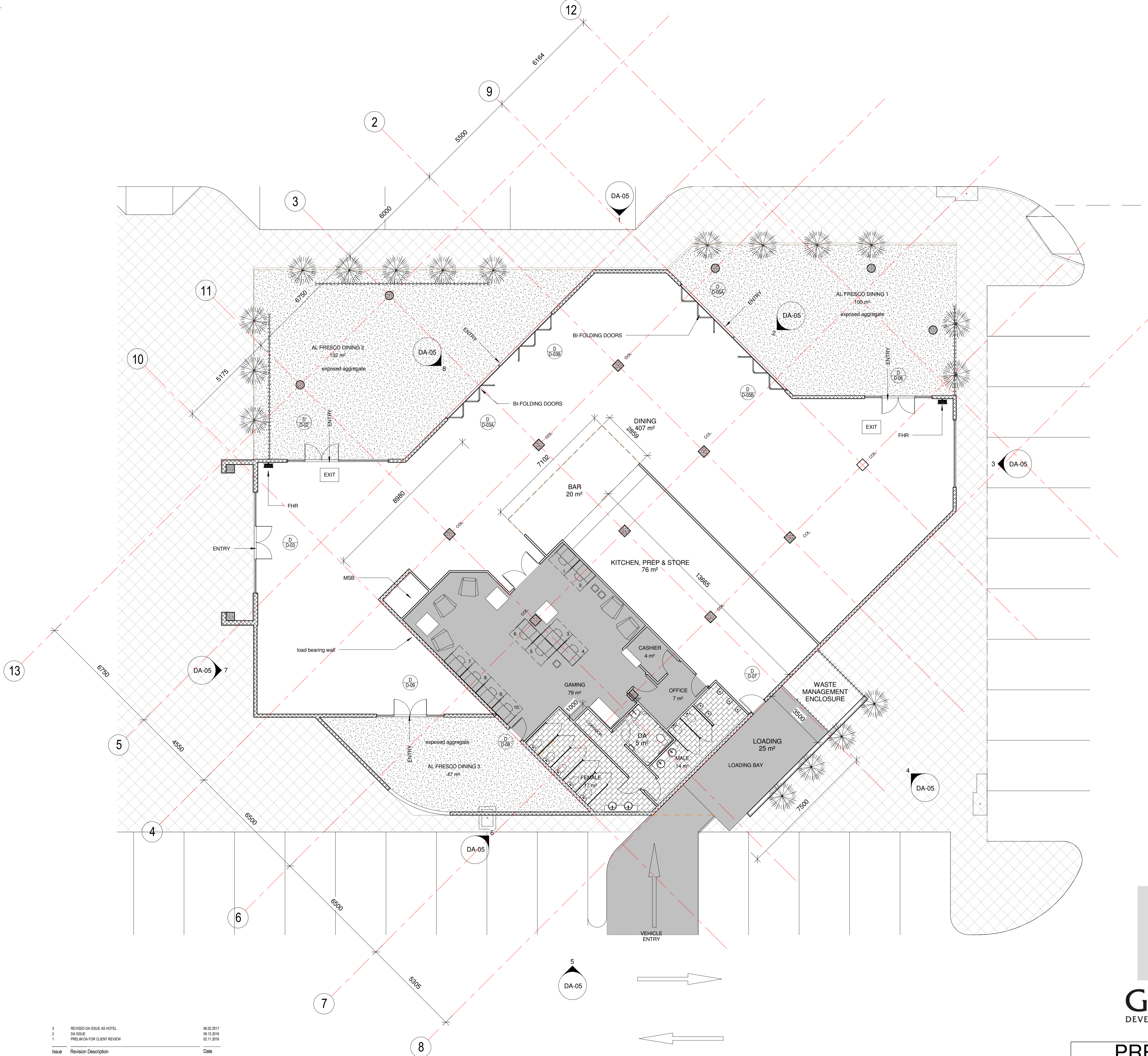
CAR PARKING CALCULATIONS

CALCULATED USING TABLE TO CLAUSE 6.5.1 OF THE NT PLANNING SCHEME - PROPOSED USE IS 'HOTEL'.

THEREFORE:
 DINING = 686.9sqm @ 3/100sqm = 20.6
 GAMING = 79.1sqm @ 16/100sqm = 12.7
 BAR = 20.1sqm @ 16/100sqm = 3.2
 NO 'BEER GARDEN' IS PROPOSED
 NO 'BOTTLE SHOP' IS PROPOSED
 NO 'SUITE OR BEDROOM' IS PROPOSED

TOTAL = 36.5 (37) CAR PARKS + 1 LOADING BAY

REFER DA-03 FOR PARKING LAYOUT AND DISTRIBUTION



Issue	Revision Description	Date
3	REVISED DA ISSUE AS HOTEL	06.02.2017
2	DA ISSUE	08.12.2016
1	PRELIM DA FOR CLIENT REVIEW	02.11.2016

Project Management
 8822711-008-000
 C:\Users\Gardner\Documents\Projects\DA-003-20161211\HOTEL_SitePlan1



PRELIMINARY

SIDECART

Project Description
 COOLALINGA HOTEL

Drawing Title
 GROUND FLOOR PLAN
 Scale
 1:100

Drawing Number
 DA-04
 Issue
 3

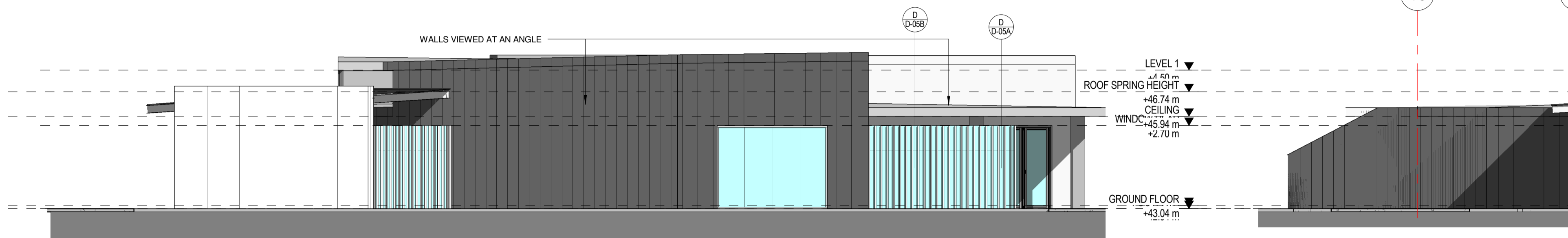
NOTES
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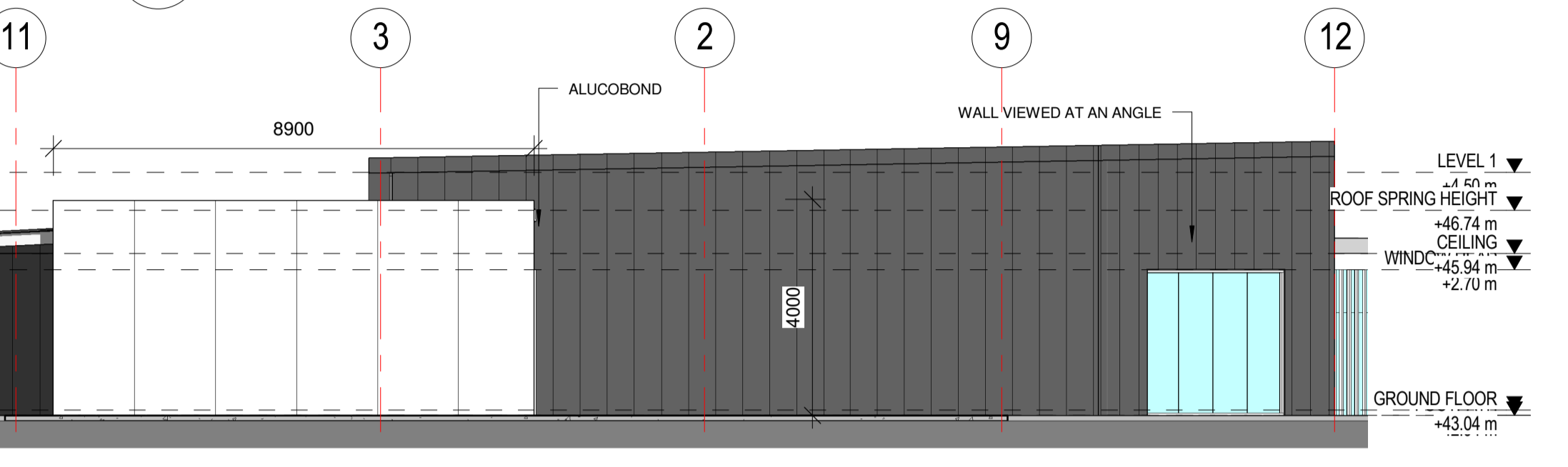
1 NORTH ELEVATION
 A103 1:100



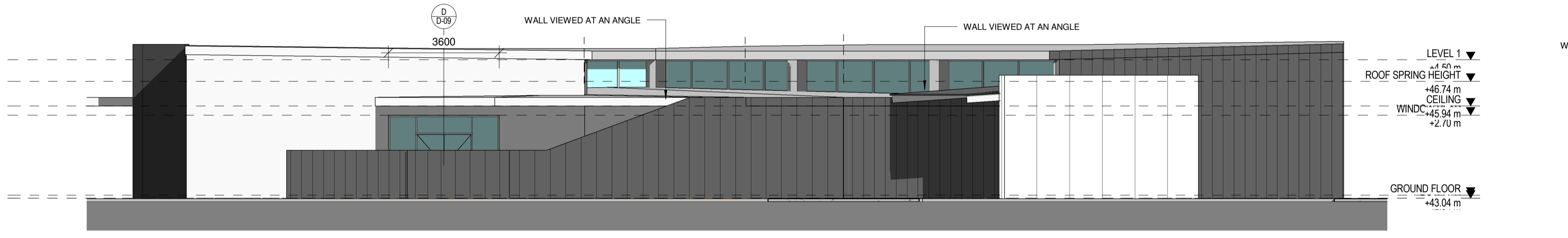
2 DOOR D-05
 A103 1:100



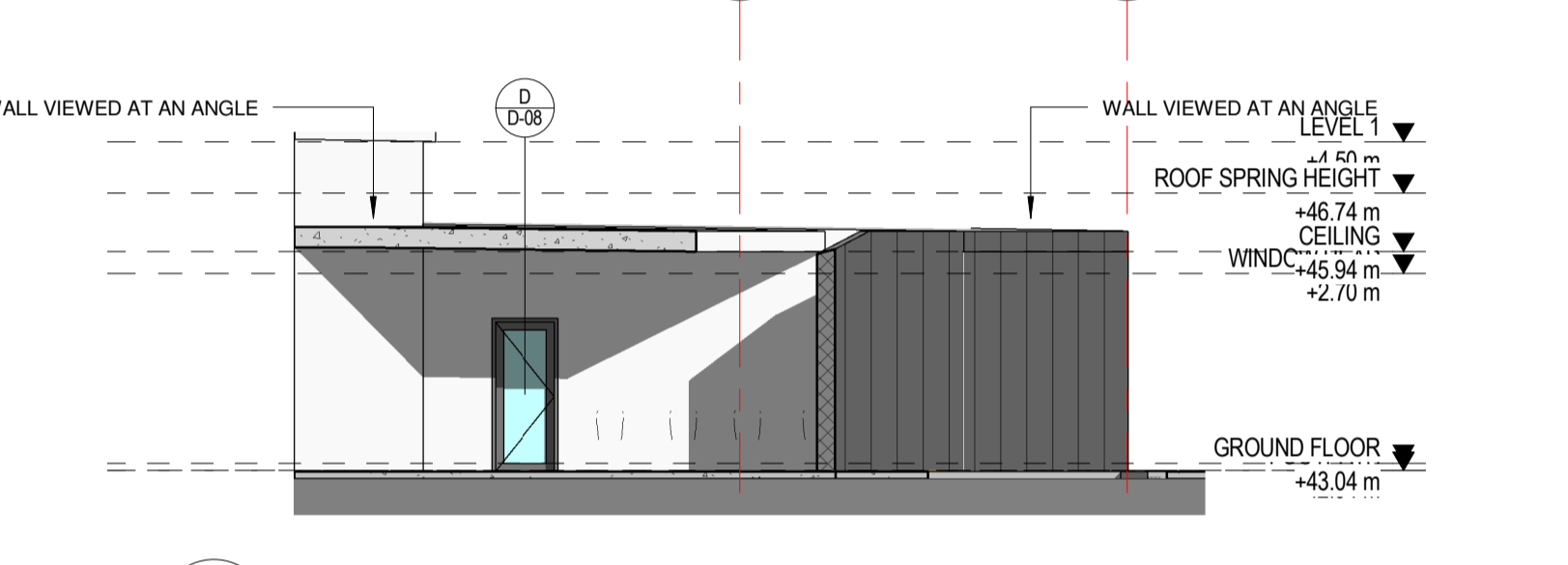
3 EAST ELEVATION
 A103 1:100



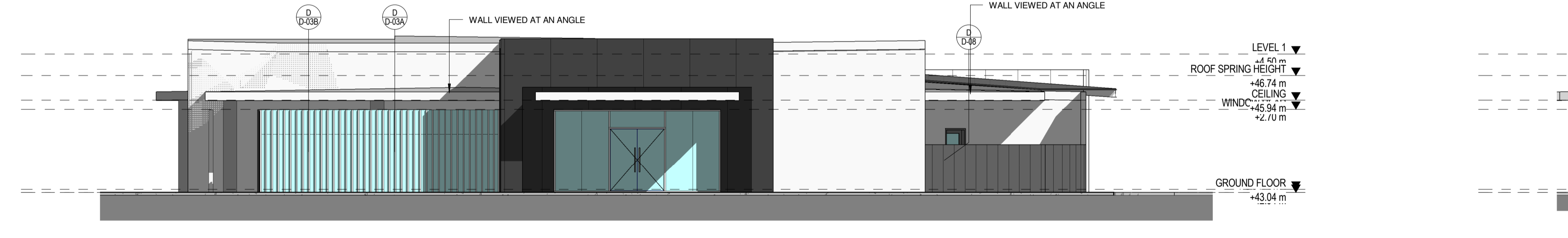
4 LOADING BAY
 A103 1:100



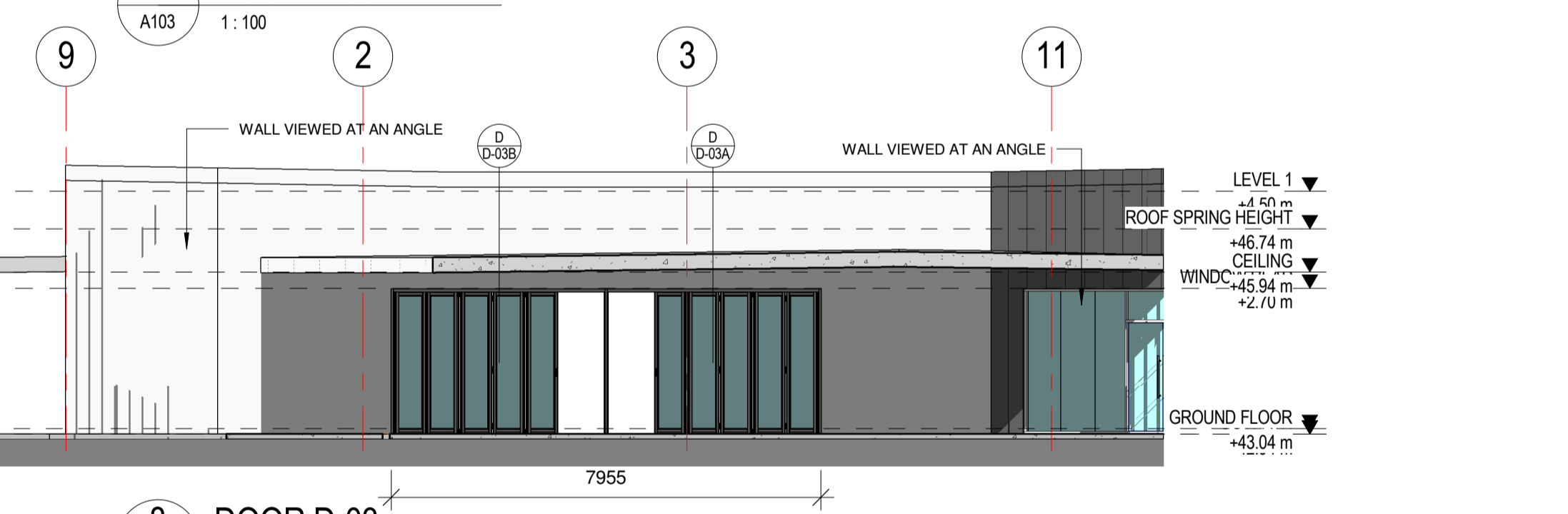
5 SOUTH ELEVATION
 A103 1:100



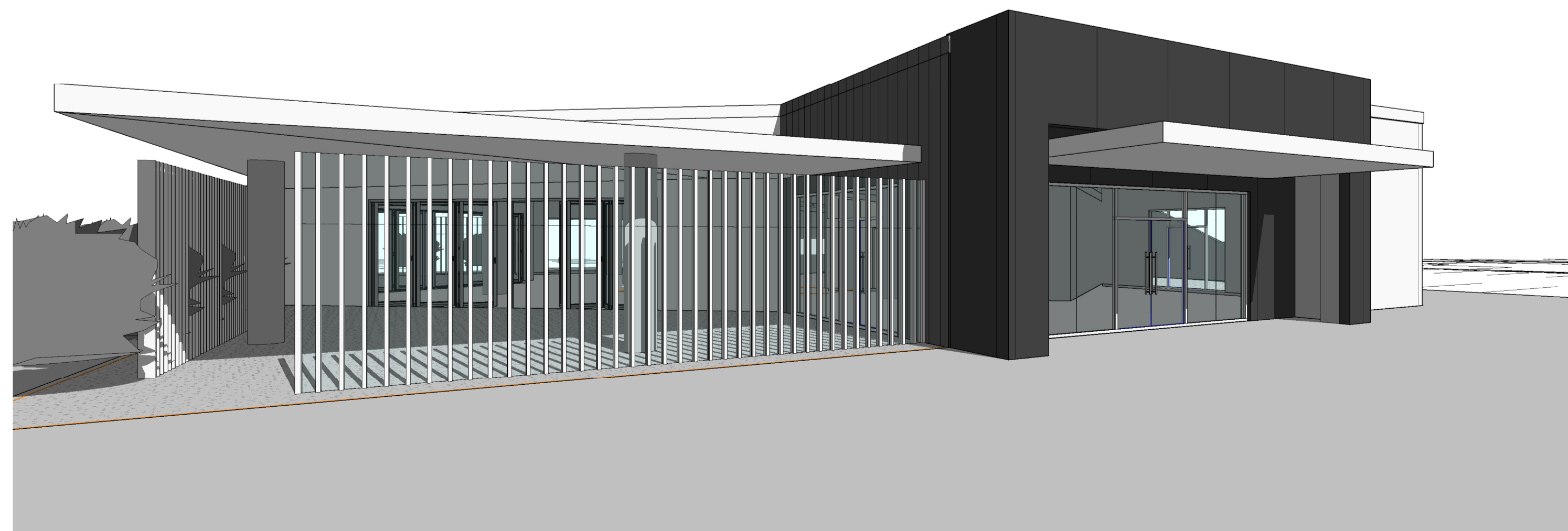
6 DOOR D-08
 A103 1:100



7 WEST ELEVATION
 A103 1:100



8 DOOR D-03
 A103 1:100



9 3D View 1

Issue	Revision Description	Date
4	REVISED DA ISSUE AS HOTEL	06.02.2017
3	DA ISSUE	09.12.2016
2	PRELIM DA FOR CLIENT REVIEW	02.11.2016
1	PRELIM W/P ISSUE TO QS	21.09.2016

Project Management
 SIMON DYER ARCHITECTS
 45/55 York Street, Melbourne, VIC 3000, AUSTRALIA



PRELIMINARY

SIDECART

Project Description
 COOLALINGA HOTEL

Drawing Title
ELEVATIONS Scale
 1:100

Drawing Number
 DA-05 Issue
 4



24 February 2017

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

RE: Letter of Comment Development Application

PA2017/0058

**Section 6493 (425) Stuart Highway, Coolalinga, Hundred of Bagot
Hotel addition to an existing mixed use development**

Thank you for the Development Application referred to this office on 10/02/2017, 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 use is consistent with the zoning for the site and appears compliant with the NT Planning Scheme requirements relevant to the use.
- b) There are not expected to be any negative effects upon Council infrastructure as a result of this proposal.

provided the following issues are adequately addressed:

- a) Council supports the requirements of the NT Planning Scheme and provides support for this proposal upon the applicant's statement that the application is compliant with the car parking requirements. Should Development Assessment Services determine there is a shortfall of required car parking spaces, Council would not support the application.

Should the application be approved, the Council requests the following conditions be included as Condition Precedents in any Development Permit issued by the consent authority:

- a) Litchfield Council requests that prior to the endorsement of plans and prior to the commencement of works, a schematic plan demonstrating the on-site collection of stormwater and its discharge into Litchfield Council's stormwater drainage system shall be submitted to and approved by Litchfield Council. The plan shall include details of site levels and Council's stormwater drainage connection point(s).
 - i. The plan shall demonstrate how all stormwater is to be collected on the site and discharged underground to Litchfield Council's stormwater drainage system.
 - ii. It is necessary to ensure that no stormwater will sheet-flow into the road reserve or onto adjoining properties.

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

The purpose of the request for a new stormwater drainage plan is to ensure the new development is connected into the stormwater drainage system previously approved by Council, to the satisfaction of Council's Director of Infrastructure and Operations.

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

- a) The kerb crossovers and/or driveways to the site are to meet the technical standards of Litchfield Council. The owner shall remove disused crossovers; provide footpaths/cycleways, as required by Litchfield Council; collect stormwater and discharge it to the drainage network; and undertake reinstatement works; all to the technical requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council, and at no cost to Litchfield Council.
- b) No fence, hedge, tree or other obstruction exceeding a height of 0.6m is to be planted or erected so that it would obscure sight lines at the junction of the driveway and public street, to the satisfaction of the Director Infrastructure and Operations, Litchfield Council.
- c) Soil erosion control and dust control measures must be employed throughout the construction stage of the development to the satisfaction of the consent authority.
- d) Any developments on or adjacent to any easements on site in favour of Council shall be carried out to the requirements and satisfaction of the Director Infrastructure and Operations, Litchfield Council.

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

- a) Inspection fees and charges may apply in accordance with Litchfield Council's current Fees and Charges. Additional information can be found at www.litchfield.gov.nt.au.
- b) A *Works 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 street 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 do not hesitate to contact me on 08 8983 0600.

Yours faithfully



David Kingston
Director Infrastructure and Operations

Council Report

Agenda Item Number:	14.3
Report Title:	Litchfield Council Community Grants Scheme
Meeting Date:	15/03/2017
Attachments:	FIN07 Grants, Donations and Sponsorships Policy Litchfield Council Community Grants Scheme Guidelines

Purpose

This report presents for Council adoption the draft Litchfield Council Community Grants Scheme.

Summary

Litchfield Council distributes funding to the community in the form of grants, sponsorships and donations for a variety of activities that contribute towards the priorities in the Strategic Plan. This report presents to Council the draft guidelines for the Litchfield Council Community Grants Scheme (the "Scheme"), see attached, for consideration.

The report also deals with the establishment of the Community Grants Committee to consider applications for grants including the appointment of two elected members to the Committee and the updated FIN07 Grants, Donations and Sponsorship Policy.

Recommendation

That Council:

1. approves the draft Litchfield Community Grants Scheme Guidelines;
2. endorses the updated FIN07 Grants, Donations and Sponsorships Policy;
3. approves the calling of applications for the 2016/2017 Annual Community Grants with a total of \$22,500 to distribute;
4. establishes the Community Grants Committee to consider applications made to the Annual 2016/17 Community Grants programme; and
5. appoint Crsandto the Community Grants Committee together with the Director Community and Corporate Services, or delegate.

Background

On an annual basis Council generates income through the recycling of cans and batteries at its Waste Transfer Stations. This paper considers a framework for the allocation of these funds and other community funds through a Community Grants Scheme, aimed at partnering with community organisations and working with individuals to achieve objectives outlined in Council's Strategic Plan to ensure that Litchfield is *the Best Place to Live in the Top End*.

The draft Scheme is structured in three parts:

1. Annual Community Grants for grants up to \$5000;
2. Community Initiative Grants which will operate throughout the year providing Council with the flexibility to make donations, grants and sponsorships to local, national or international fundraising appeals or to build individual and community capacity on an as needs basis; and

3. Council Partnership and Support Grants.

The amount of funding available for the Scheme each year will be set as part of Council's budget development process.

The 2016-2017 Budget includes \$82,000 for distribution to either community organisations, partner organisations or to be made available for community grants:

Organisation	Amount		Scheme Category
Fred's Pass Show	\$40,000		Council Partnership and Support Grants
Litchfield Collection (Taminmin Library)	\$10,000		Council Partnership and Support Grants
Schools Community Service Awards	\$2000		Council Partnership and Support Grants
Community Support	\$30,000		
<ul style="list-style-type: none"> Palmerston and Rural Seniors 		\$5,000	Council Partnership and Support Grants
<ul style="list-style-type: none"> NT Natural Resource Management Awards 		\$2,500	Council Partnership and Support Grants
<ul style="list-style-type: none"> Community Grants 		22,500	Annual Community Grants
TOTAL	\$82,000		

The Community Grants Scheme 2017/18 proposes:

Scheme Category and Organisation	Amount		Commitments
Annual Community Grants	\$30,000		Annual grants up to \$5,000
Community Initiatives	\$7,500		Up to 15 Community Initiatives at \$500
Council Partnership and Support Grants	59,500		
		\$40,000	Fred's Pass Show
		\$10,000	Litchfield Collection (Taminmin Library)
		\$2,000	Schools Community Service Awards
		\$5,000	Palmerston and Rural Seniors
		\$2,500	NT Natural Resource Management Awards
TOTAL	\$97,000		

Following Council approval, the Litchfield Annual Community Grants Scheme – Annual Community Grants will be deployed throughout April/May 2017 with grants announced and distributed in June at a grants ceremony.

The amount available for the 2016/17 Annual Grants is \$22,500, comprising the total allocation in the Budget 2016/17 (\$30,000) less \$7,500 (Palmerston and Rural Seniors and NT Natural Resource Management Awards).

Deployment of the Annual Community Grants will include the establishment of the Community Grants Committee, as per the Guidelines. It is proposed that the Committee comprises two Councillors and the Director Community and Corporate Services, or delegate. The Committee will make a confidential recommendation to Council at the 17 May meeting.

A date will need to be set for the awarding of the grants in June 2017. All applicants will be invited to attend with successful grants announced at the Event.

In 2017/18 the Community Initiatives grants will come on line.

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Priority # 3 – A beautiful natural environment

Priority # 4 – A vibrant economy

Legislative and Policy Implications

The current FIN07 Grants, Donations, Scholarships and Sponsorships policy was endorsed by Council on 17 September 2015. The draft Guidelines are a significant update to this Policy.

An attached updated DRAFT FIN07 Grants, Donations and Sponsorships Policy is presented for endorsement. Key changes to the Policy include;

- Identification of the Annual Grants programme, the Community Initiatives Programme and the Council Partnership and Support Grants
- Reference to the Litchfield Council Community Grants Scheme and Guidelines
- Objectives of the Community Grants Committee
- Inclusion of a grants register
- Removal of reference to current Council Partnership and Support Grant recipients (these will be recorded in the grants register)
- Removal of reference to scholarships

Risks

Nil

Financial Implications

An annual budget allocation, as part of the budget development process, would be made for the Community Grants Scheme. There is currently no allocation for the Community Initiatives programme which will be included in the 2017/2018 budget allocations.

The income received to date from the recycling of cans and batteries is identified in the table below.

	2014-15	2015-16	2016-17 (to date)	TOTAL
Cash for cans/bottles	\$4,060	\$15,372	\$10,571	\$30,003
Batteries	Nil	\$26,891	\$19,529	\$46,420
	\$4,060	\$42,263	\$30,100	\$76,423

Community Engagement

This Community Grants Scheme brings together the different funding which Council distributes to the Litchfield community into a single scheme and highlights the commitment of Council to supporting community initiatives. It provides an effective mechanism to engage the local community in achieving Council's strategic outcomes.

Recommending Officer: David Jan, Acting Director of Community and Corporate Services

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

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



Name	FIN07 Grants, Donations, Scholarships and Sponsorships Grants, Donations, and Sponsorships
Policy Type	Council
Responsible Officer	Director of Community and Corporate Services
Approval Date	15/03/2017
Review Date	18/03/2020
Document ID	LITCHFIELD-1844278000-1

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1. Policy Purpose

The Litchfield Council actively supports initiatives which benefit the community. This Policy provides governance and outlines the method by which support is provided by way of grants, donations, scholarships and sponsorships.

2. Policy Scope

This policy applies to all applicants of a community grant, scholarship, sponsorship or donation

3. Policy Definitions

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

Term	Definition
Grant	<u>Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.</u> Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided.
Scholarship	<u>Where Council provides a recurring financial support for education or an education activity.</u>
Donation	<u>Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.</u> Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is dependent on the amount of funds provided.
Sponsorship	<u>Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form</u>

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	of an annual project report is required. Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods. Acquittal of funds is dependent on the amount of funds provided.
--	--

4. Policy Statement

4.1. Criteria for All Categories of Financial or In-Kind Support from Council

- 4.1.1. All grants, scholarships, donations and sponsorships must benefit the Litchfield Council Municipality, and must identify how it relates to the goals and strategies in the Municipal plan.
- 4.1.1.4.1.2. Guidelines for Annual Community Grants and Community Initiatives Grants are set out in the Litchfield Council Community Grants Scheme Guidelines.
- 4.1.2.4.1.3. Application by individuals will ~~not only~~ be considered ~~for under the Community Initiatives programme who can demonstrate the need for assistance to attend events or conduct activities which promote the Litchfield Council area and its residents in a positive light.~~
- 4.1.3.4.1.4. Application by commercial entities will not be considered.
- 4.1.5. One successful application per financial year from a community or not-for-profit organisation will be allowed.

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4.2. Community Initiatives Programme

- 4.2.1. The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$500
- 4.2.2. Applications will be assessed under delegation by the CEO.
- 4.2.3. Requests from religious organisation or schools are specifically excluded unless there is a clear community benefit to Litchfield Municipality.
- 4.2.4. Request are to be made in writing, using the Community Initiatives Grants, Donations or Sponsorship application form, and must fulfil all criteria in 4.1.
- 4.2.5. Those requests not fulfilling criteria, but with merit, will be referred to the Community Grants Committee.
- 4.2.6. A report detailing decisions made regarding requests will be tabled in full Council each month, unless no requests were received.
- 4.2.7. Where the request is for sponsorship, the organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer

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4.3. Annual Community Grants

- 4.3.1. The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$5000
- 4.3.2. Requests are to be made in writing, using the Annual Community Grants application form, and must fulfil all criteria in 4.1.
- 4.3.3. Applications will be assessed per the Litchfield Council Community Grants Scheme Guidelines by the Community Grants Committee
- 4.3.4. A report detailing decisions made regarding the determination of the Community Grants Committee will be tabled in Council.

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4.3.5. Where the request is for sponsorship, the organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer

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4.4. Council Partnership and Support Grants

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4.4.1. Council may award individual grants independent to the Annual Community Grants and the Community Initiatives Grants Programmes to extend Council's reach and assist in Council achieving its strategic objectives

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4.4.2. Council Partnership and Support Grants,

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4.4.2.1. are determined by Council resolution

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4.4.2.2. may be recurrent, fixed term or once off, and

4.4.2.3. are identified yearly in the Council budget available in Council's annual Municipal plan

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4.4.3. Proponents of a Council Partnership and Support Grants must supply a report to council regarding the activities conducted as consequence of the grant.

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4.5. Community Grants Committee

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4.5.1. Council will establish the Community Grants Committee to assess applications for Annual Community Grants and make recommendations to Council for successful applicants.

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4.5.2. The Committee will comprise of two elected Councillors and the Director of Community and Corporate Services.

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4.6. Grants Register

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4.6.1. Council will maintain a register of all grants devolved to the community

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4.6.2. The grant register will note the,

- year of the grant
- type of grant (Annual, Community Initiatives or Council Partnership and Support Grants)
- term of the grant (for Council Partnership and Support Grants)
- grant proponent
- grant purpose
- grant acquittal date if applicable
- Council decision (for Council Partnership and Support Grants)
- Council meeting date (for Council Partnership and Support Grants)
- Other comments (variation requests)

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4.1.5. Community Initiatives Programme Authority Delegated to Chief Executive Officer

The total pool of funding will be set each year in the Council budget with individual grants/donations/sponsorships up to a value of \$500 Requests for \$500 or less

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4.1.6. Applications will be assessed under delegation by the CEO.

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All requests to Council for grants, donations or sponsorships of \$500 or less are to be made at the direction of the Chief Executive Officer, providing:

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4.1.6.1. Requests from religious organisation or schools are specifically excluded unless there is a clear community benefit to Litchfield Municipality.

4.1.6.2. Request are to be made in writing, with description of purpose and need of financial or in-kind support using the Community Initiatives Grants, Donations or Sponsorship application form, and must fulfil all criteria, in 4.1 above.

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4.1.6.3. Those requests not fulfilling criteria, but with merit, will be referred to the Community Grants Committee.

4.1.6.4. A report detailing decisions made with regard to requests will be tabled in full Council each month, unless no requests were received.

4.1.7. Request for between \$501 and \$2,000

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All requests to Council for grants, donations and sponsorships of between \$501 and \$2,000 are to be made at the discretion of the Chief Executive Officer, providing:

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4.1.7.1. Criteria in 4.2.1 above are met, and in addition

4.1.7.2. The organisation first registers with Council, providing their details including most recent audited financials, governance structure, proof of appropriate registration as a community or not-for-profit organisation, applicable insurance details, and contact details of elected office holders.

4.1.7.3. Letter of application, which details the project, event, or materials need, written by someone within the organisation holding an elected office, and providing minute details of the organisation's resolution to request funding.

4.1.7.4. Those requests not fulfilling criteria, but with merit, will be referred to Council.

4.1.7.5. A report detailing decisions made with regard to requests will be tabled in full Council each month, unless no requests were received.

4.1.7.6. — Where the request is for sponsorship, the organisation is responsible for the appropriate display of Council's branding, as deemed appropriate by the Chief Executive Officer.

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4.1.8. — Chief Executive Officer is required to maintain a register

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4.1.8.1. — The Chief Executive Officer is required to maintain a register of all donations, grants and sponsorships made under delegation.

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4.1.8.2. — The Chief Executive Officer is required to maintain an up to date register of organisations to facilitate 4.2.2 above.

4.2. Grants, Donations and Sponsorships in excess of \$2,000

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4.2.1. — All requests for grants, donations and sponsorships in excess of \$2,000 are to be directed to the Council for consideration.

4.2.2. — All requests must comply with requirements set out in 4.1 and 4.2.2 above.

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4.2.3. — In addition, the organisation must submit a project brief including the projected budget.

4.2.4. — Evidence of alternate sources of funding, to a minimum of 30% of the project costs, must be provided.

4.2.5. — A full acquittal of funds is required.

4.3. Recurring Funding Arrangements

4.3.1. — Scholarship funding will be considered by and is at the discretion of full council.

4.3.2. — Where recurring annual funding is appropriate, the organisation must comply with criteria set out above. And Council must resolve to provide the recurring funding.

4.4. Annual School Awards

~~4.4.1. Council will provide the sum of \$200 annually to all schools within the municipality for the purpose of a "Litchfield Council Community Service Award", to be awarded at the time and under the criteria deemed fit by the recipient school.~~

4.5. Litchfield Collection

~~4.5.1. Council will provide the sum of \$10,000 annually to support and funding for the Litchfield Collection at Taminmin Community Library.~~

4.6.4.7. Where criteria are not met

~~_____~~

~~4.6.1.4.7.1. Where a request for grant, scholarship, donation or sponsorship is made which does not comply with the criteria outlined above, and is deemed to have merit by the Chief Executive Officer, the request will be forwarded for consideration by Council.~~

4.7.4.8. Commitment to Funding

~~4.8.1. The Council commits to setting an amount in its budget process dedicated to initiatives governed by this policy.~~

~~4.7.1.~~

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5. Associated Documents

- Litchfield Council Policies
- Litchfield Council Grants register

References and Related Legislation

- Northern Territory Local Government Act
- Northern Territory Local Government (Administration) Regulations
- Northern Territory Local Government (accounting) Regulations

Australian Accounting Standards
Ministerial Guidelines

6. Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
17/9/2015	Approved by Council resolution
7/3/2017	Updated to reflect current P olicy format and new -Litchfield Community Grants Scheme G uidelines

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Litchfield Council Community Grants Scheme Guidelines

Litchfield Council Community Grants Scheme enables Council to support initiatives which work toward progressing Council's strategic objectives and benefit the community.

The Scheme provides funding that recognises leadership and develops and actively supports community organisations to positively contribute to community health and wellbeing to enhance liveability and ensure that Litchfield is the *Best Place to Live in the Top End*.

All applications for funding through the Litchfield Community Grants Scheme will be assessed on how they contribute to the achievement of the outcomes associated with the four priority areas identified in the Litchfield Council Strategic Plan of;

1. Everything you need
2. A great place to live
3. A beautiful natural environment
4. A vibrant economy

The Litchfield Council Strategic Plan can be found on Council's website at <http://www.litchfield.nt.gov.au/council/council-plans-and-publications/strategic-plan>

The Scheme is structured in three parts:

1. Annual Community Grants;
2. Community Initiative Grants; and
3. Council Partnership and Support Grants.

Annual Community Grants Programme

Council will announce an annual funding round each year. Grants of up to \$5000 will be given to eligible applications that focus on one of the programme areas. Applications will be assessed by the Community Grants Committee with recommendations presented to Council for endorsement.

An annual community grants award evening will be held each year to award grants to successful organisations.

Eligibility to Apply

To apply for an annual community grant, proponents must:

- be an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient (DGR).
- have \$20 million Public Liability Insurance.
- have no outstanding debt to Council.
- hold a bank account.
- be registered with Council

Ineligible organisations and groups

- Application by individuals will not be considered.
- Government agencies.
- Schools – refer to Annual School Award.
- Religious organisations unless there is a clear community benefit to the Litchfield municipality.
- Application by commercial entities will not be considered.
- Political groups.

Ineligible project expenses

- Ongoing salaries/wages, administrative and operating costs (including travel for staff and volunteers).
- Payment of debt.
- Insurance costs.
- Projects or equipment purchases that occur prior to the receipt of funding.
- Projects that fall within the core business of the Northern Territory or Federal Government including, but not limited to: education, employment assistance, housing and homelessness.

Submitting an Application

- Applications can be made by downloading the Application Form on Council's website www.litchfield.nt.gov.au and emailing to GRANTS@litchfield.nt.gov.au, including any relevant supporting documentation.
- Applications must address the requirements as set out in the Application Form and in these guidelines.
- All sections of the Application Form must be completed before being submitted.
- The application must provide details of the project, event, activity and materials to be covered by the grant.
- Applications must include a projected budget.
- Applications must state "ANNUAL COMMUNITY GRANT" in the subject
- All applications will receive a confirmation email.

Review of Applications

Applications will be assessed by the Community Grants Committee with projects for funding recommended to Council.

Acknowledgement of Council Support

Successful applicants are to acknowledge Litchfield Council's support publicly.

Use of Council Logo

Use of Litchfield Council Logo is permitted and must be in line with the Council's guidelines and style guide for logo usage.

Acquittal

Successful applications are required to complete an acquittal form within three months of completion of the activity/event. The acquittal must be received no later than 12 months after the receipt of funding.

Repayment of Community Grant

If an Organisation is awarded a Community Grant and does not use the grant as set out in these terms and conditions, the Organisation must repay in full to Litchfield Council.

If an Organisation is awarded a Community Grant however the Organisation is no longer in a position to manage, conduct or implement the grant programme specified in its successful application, Litchfield Council in its absolute discretion may either:

- provide the Community Grant to the same Organisation but for a different eligible project; or
- provide the Community Grant to another Organisation.

Council's discretion in this matter will be delegated to the Chief Executive Officer

In the event that the Community Grant is provided to another Organisation, the original Organisation must repay any Community Grant paid to the Organisation back to Litchfield Council.

Community Initiatives Grants

The Community Initiatives programme provides flexibility for Council to provide funding at any time to build community capacity within the Litchfield municipality, assist individuals representing the Litchfield area or make donations to fundraising appeals for local, major national or international issues. The total pool of funding will be set each year as part of the Council budget, with individual grants/donations/sponsorships up to a value of \$500.

Applications can be made at any time throughout the year and will be assessed under delegation by the Chief Executive Officer and reported to Council on a quarterly basis.

Eligibility

Individuals and community organisations residing within the Litchfield Council area are eligible to apply for a Community Initiatives Grant. All applications will be assessed on an individual basis and will be determined in accordance with the funding stream assessment criteria.

Generally, a limit of one grant will be funded per financial year and no more than three Community Initiatives granted to the same individual or group within a five-year period. However, where a grant application has been assessed as having a wider community benefit, additional grant applications may be considered for funding.

Applications

- Applications for a Community Initiatives Grant must be made using the application form available on Council's webpage: www.litchfield.nt.gov.au
- Applications are to be lodged at GRANTS@litchfield.nt.gov.au
- Applications must state "COMMUNITY INITIATIVES GRANT" in the subject
- Applications will be assessed in accordance with the Council Grants Policy (FIN07) and the Community Initiatives Grants available funding streams below.
- Applications should be received at least four weeks prior to the date of the activity or program. Funding will not be approved retrospectively.
- Applicants will be advised of the funding decision within four weeks of Council receiving a correctly completed and submitted application.
- Applicants will be required to:
 - Identify the need for financial assistance;
 - Provide details of the nature and costs to be incurred and the level and nature of other sources of assistance; and
 - Provide evidence of selection/representation to participate in the nominated event (if applicable);
 - Provide a tax invoice from the responsible or auspicing organisation or agency as identified on the grant application; and/or
 - Provide a completed 'Statement by a Supplier' form for individuals or organisations that do not have an Australian Business Number.

Acquittals

Successful applicants must complete and submit to Council an acquittal form where applicable, within four weeks of the activity or program. Applicants that do not satisfactorily acquit the Community Initiatives grant may not be eligible for future Community Initiatives grants.

Available grant funding streams

Donations to fundraising appeals

Where relevant and appropriate, donations to fundraising appeals for local, major national or international issues will be considered and assessed on an individual basis. All applications should identify a need and outline the benefit to the Litchfield community.

Events and festivals

Small grants of up to \$500 for events and festivals to be held in Litchfield municipality, run by not-for-profit groups and for the benefit of the Litchfield community. All applications should identify a need and outline the benefit to the Litchfield community.

New program or community initiative

Where relevant and appropriate, funding will be considered for new programs or community initiatives requiring seed funding to establish its viability and attract alternate funding sources. Applications will be considered and assessed on an individual basis. Applications should identify a need within the community and outline the community benefits.

Individuals

Council recognises that individuals represent the Litchfield community in a variety of forums. Funding will be available to individuals who can demonstrate the need for assistance to attend events or conduct activities which promote the Litchfield Council area and its residents in a positive light.

Council Partnership and Support Grants

Partnerships extend Council's reach in the provision of services and assists Council in achieving its strategic objectives.

Council partnership and support grants;

- a. are determined by Council resolution
- b. may be recurrent, for fixed term or one-off, and
- c. are identified yearly in the Council budget available in Council's annual Municipal plan

For further information regarding Council Partnership and Support Grants contact Council's Community Development Officer.

Definitions

Term	Definition
Grant	Where Council provides financial or in-kind support to a community organisation carrying out a project or activity benefitting the community, and where the organisation will need to acquit funds provided. Grants will be issued either via the Annual Community Grants or the Community Initiatives programmes.
Donation	Where Council provides a financial payment to fundraising appeals for local, major national or international issues. Donations are made under the Community Initiatives programme, follow the Community Initiatives guidelines and will not require an acquittal.
Sponsorship	Where Council provides financial or in-kind support to a community organisation carrying out a project, activity, or purchase of material goods that contribute to the achievement of Litchfield Council strategic priorities. Annual sponsorships may go over more than one year but will be for a fixed term and will require a council decision to renew. An acquittal in the form of an annual project report is required.

Forms

Community Initiatives Grants, Donations or Sponsorship application form

Annual Community Grants application form

Acquittal form

Privacy Statement (Information Privacy Act 2009)

Litchfield Council collects personal information in order to administer grant applications. Information will not be given to any other person or agency unless required by law. As part of the process, applicants may be named in Council minutes, which are available for public inspection. Successful applicants **will** be included in Council publications (including on Council's website) and social media sites unless a specific request for privacy is made.

www.litchfield.nt.gov.au

08 8983 0600

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Council Report

Agenda Item Number:	14.4
Report Title:	Queens Baton Relay
Meeting Date:	15/03/2017
Attachments:	<ol style="list-style-type: none">1. Terms of Reference2. Council Selected Batonbearer Nomination Program Host Local Council Information Pack3. Council Selected Batonbearer Nomination Program, Batonbearer Nominee Terms and Conditions

Purpose

This report presents for Council endorsement, the Queens Baton Relay Terms of Reference for the selection of Council's Batonbearer Nomination and seeks the allocation funds to support the Relay including hosting a community event.

Summary

An integral part of the Commonwealth Games, the Queen's Baton Relay will start its global journey at Buckingham Palace on 13 March 2017 and will travel through every Commonwealth nation and territory before landing in Australia on Christmas Day.

From there, the Relay will spend 100 days travelling the country and will pass through Litchfield municipality on Thursday 1 March 2018, as it heads to its destination, the Gold Coast Commonwealth Games Opening Ceremony on 4 April 2018.

The Litchfield Relay 'leg' will conclude with a community event at Freds Pass Sport and Recreation Reserve. The cost of hosting the relay and community event is estimated at \$40,000.

In addition to the National Community Nominated Batonbearers program, each host council is provided with the opportunity to nominate one community representative to participate as a batonbearer. To nominate a representative, Council is required to conduct its own (not public) selection process. The Local Government Selection Panel will comprise the Mayor and two Councillors. The terms of Reference for the Panel are attached for Council's consideration.

Recommendation

That Council:

- 1) Endorses the Terms of Reference for the Queens Baton Relay Local Government Selection Panel;
- 2) Establishes the Local Government Selection Panel and appoints the Mayor and Crs.....and.....
- 3) Approves an allocation of \$30,000 in the 2017/18 Budget, to undertake road works on the Airstrip to comply with safety requirements for the Queens Baton Relay; and
- 4) Approves an allocation of \$10,000 in the 2017/18 Budget for the Queens Baton Relay community celebration event to be held on Thursday 1 March 2018.

Background

The Queen's Baton Relay is a Games tradition that celebrates the Commonwealth's diversity, inspires community pride and excites people about the world-class festival of sports and culture to come.

The Queen's Baton carries a message from Her Majesty Queen Elizabeth II that calls the Commonwealth's athletes to come together in a peaceful and friendly competition.

The Queen's Baton will travel through all nations and territories of the Commonwealth over 388 days with Litchfield being one of the last destinations before the Baton arrives back in Queensland.

On Sunday 5 March, 2017 there was a National announcement listing the communities involved in the Queens Baton Relay across Australia and officially opening the Community Batonbearer Nomination Program.

The Litchfield Queens Baton Relay event will take place on Thursday 1 March 2018 at Lakeview Hall, Freds Pass Sport and Recreation Reserve.

In addition to the community nominated batonbearers, an allocation of one batonbearer position has been assigned to each host local council, to be nominated at the council's discretion. The Council Selected Batonbearer Nomination Program will run concurrently with the Community Batonbearer Nomination Program, details of which can be found at gc2018.com/qbr from 9am AEST on Sunday 5 March 2017.

To nominate a batonbearer, Council will establish a Local Government Selection Panel comprising the Mayor and two Councillors. The proposed Terms of Reference for the Panel are attached.

In consultation with the Department of Transport, Council has identified the stretch of road (approximately 3 kilometres) starting at the Sattler Airstrip (opposite Reidy's), travelling along the Airstrip onto Bees Creek Road, then turning into Freds Pass Sport and Recreation Reserve and out the back to Lakeview Hall as the path of travel. The community event will be held at Lakeview Hall.

To meet the strict safety requirements for the batonbearers and the public, the airstrip will require some road re-seal works estimated at \$30,000.

The community event will be a free family event. It is estimated that a budget of \$10,000 will be required to plan, organise and stage the community event and host the Queens Baton Relay.

The full scope of event details regarding the Queens Baton Relay, including security, will be available closer to the date.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

The Sattler Airstrip is the nominated route for the Queens Baton Relay. The Airstrip is an NT Government asset therefore Council will be spending \$30,000 on an asset not under its control. However, these works have been planned with the consent of the appropriate Government authority.

The historical significance of the Airstrip is well known. Permission to undertake the works has been sought and provided by the Department of Transport.

The full scope of the event details including security issues, insurance and liability have not been made available to Council and Council will need to consider these details in full when they come to hand.

Financial Implications

Staff have been working with the Relay organisers to ensure that Council is positioned to hold the Relay event, including the most appropriate location. In consultation with the Department of Transport, Council identified the stretch of road (three kilometres) starting at the Sattler Airstrip (opposite Reidy's) along the Airstrip, onto Bees Creek Road, turning into Freds Pass Sport and Recreation Reserve and out the back to Lakeview Hall. To ensure that the Relay is conducted on a safe surface and meets the Relay requirements Council will need to undertake some resealing works on the road surface. This is estimated to cost \$30,000.

In addition, \$10,000, is required to host the after-Relay community event at Freds Pass Sport and Recreation Reserve.

Community Engagement

There are several opportunities for community involvement in the Queens Baton Relay including nominating for the batonbearer program, attending the event and joining in the community celebration at Freds Pass Sport and Recreation Reserve.

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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

Terms of Reference



Local Government Selection Panel

Introduction

The Gold Coast 2018 Queen's Baton Relay Batonbearer Program is a major element of the Queen's Baton Relay (QBR). Batonbearers will be selected from nominations received through programs including the Council Selected Batonbearer Nomination Program.

An allocation of Batonbearer positions have been assigned to host local councils of a Gold Coast 2018 Queens Baton Relay Celebration Community to nominate **one community representative** within their council area to participate as a Batonbearer.

Nominees must meet one or more of the nomination and selection criteria to be considered for a QBR Batonbearer position.

Council is seeking to recognise a 'local hero' or unsung community member with recognisable achievements and contributions to our local community, as its nominated batonbearer.

1. Purpose

The purpose of the Local Government Selection Panel is to submit nominees to discuss and select the most suitable representative for the Council Selected Batonbearer respecting the nomination and selection criteria.

2. Membership

The Local Government Selection Panel will comprise of the Litchfield Council Mayor and two Councillors.

The Community Engagement Advisor will provide administrative support to the Panel.

3. Term of Appointment

The Local Government Selection Panel is effective once the Council have endorsed these Terms of Reference at the March 2017 Council Meeting and will continue until the Council Selected Batonbearer Nominee has been recommended to Council and submitted to the Queens Baton Relay by 2 June 2017.

4. Roles and Responsibilities

- The Local Government Selection Panel will be familiar and have a good understanding of the selection and eligibility criteria.
- The Panel will determine the process for selection of the Council Nominated Batonbearer.
- The Panel will be required to research eligible nominees for the batonbearer position and gather relevant information to submit a nomination story.

- The Panel will forward to Council the nominee for endorsement before the nominee details are submitted.

6. Amendment

The Terms of Reference may be amended, varied or modified in writing after consultation and under authorisation of Council.

Batonbearer Nominee Terms and Conditions

Council Selected Batonbearer Nomination Program

Queen's Baton Relay (Relay) Batonbearer Nominee – Terms and conditions

1. General

- 1.1 The following terms and conditions will apply to your Gold Coast 2018 Commonwealth Games™ Queen's Baton Relay Batonbearer Nomination ('**Nomination**') which is conducted by Gold Coast 2018 Commonwealth Games Corporation ABN 47 959 083 668 at 179 Heeb Street, Ashmore, Queensland 4214.
- 1.2 By accepting the Nomination you acknowledge that you have read, and agree to be bound by these terms and conditions. All Nominations accepted become the sole property of GOLDOC and will not be returned.

2. Accepting Nominations

- 2.1 You may only accept a Nomination if you:
 - (a) are an Australian citizen or lawfully entitled to reside in Australia during the Relay period (25 December 2017 to 4 April 2018);
 - (b) will be older than ten (10) years of age as at 25 December 2017; and
 - (c) have parental consent if you are under the age of eighteen (18) years.

3. Eligibility

- 3.1 You may only accept one (1) Nomination and may not accept additional Nominations under different names or email addresses. If you accept more than one Nomination, GOLDOC may disqualify all your Nominations and prohibit you from participating in the Relay.
- 3.2 You must only accept a Nomination in your personal capacity, and not in any professional or commercial capacity.
- 3.3 Your Nomination must not have been submitted as an entry to any other competition.
- 3.4 You must be and remain of good character.
- 3.5 Your Nomination may not be accepted by GOLDOC if you accept the Nomination after the date specified for acceptance.

- 3.6 Notwithstanding clauses 3.1 to 3.5 above, your Nomination may not be accepted by GOLDOC if you are an employee, officer or board member of GOLDOC an elected member of parliament or elected local councillor or a candidate running for election as a member of parliament or local government (**Related Personnel**).
- 3.7 There is no fee to accept a Nomination however should you be selected as a Batonbearer, you will be responsible for any travel, accommodation, food and any other costs or expenses to participate in the Relay or any associated data processing fees charged by your internet provider in accepting your Nomination.
- 3.8 You warrant that any information you provide to GOLDOC in relation to the Nomination is truthful, current, complete and accurate.
- 3.9 You understand that GOLDOC may at any time verify any information that you have provided or that relates to your Nomination.
- 3.10 If any information you have provided is found to be fraudulent, invalid, incomplete or inaccurate or you are otherwise found to have manipulated the Nomination process, acted unfairly, dishonestly or unlawfully, tried to influence the judging process by disruption, harassment, annoyance of employees or representatives of GOLDOC or other third parties, your Nomination may be disqualified even if the basis for such disqualification is only determined after the batonbearers have been determined.

4. Batonbearer Selection

- 4.1 In accepting a Nomination you acknowledge and agree that GOLDOC reserves the right to assess your good character and conduct a character check on you, including a criminal history check, security background check or any other reference checks required by GOLDOC and you consent to these checks.
- 4.2 The final list of batonbearers will be published on GOLDOC's website in October 2017 (**Public Announcement**).
- 4.3 Other than a Nomination being disqualified under clause 3.10 or clause 6.2, GOLDOC's decision as to the batonbearers will be final and binding on all participants and no correspondence will be entered into by GOLDOC in this regard.
- 4.4 GOLDOC may select 'reserve batonbearers' to replace any Batonbearer who may withdraw from participating in the Relay or who is subsequently disqualified.

5. Notification of Batonbearers

- 5.1 Batonbearers will be notified of their selection prior to the Public Announcement by email.

6. Batonbearer Participation

- 6.1 If you are selected as a Batonbearer you will be required to:

- (a) comply with all GOLDOC rules and directions for batonbearers;
- (b) sign a participation agreement which sets out the terms of your participation (which will include, without limitation, a waiver of GOLDOC's liability) together with any other documentation required by GOLDOC. If you are under the age of 18, a parent or guardian must sign the participation agreement as well as you;
- (c) participate on the date and time allocated to you for the entire length of the assigned segment (up to one (1) kilometre) carrying a baton weighing approximately 1.5kg;
- (d) check in at the time and place designated by GOLDOC;
- (e) wear the official uniform provided by GOLDOC which may include commercial signage and/or logos as designated by GOLDOC;
- (f) not display any visible signage or logos or promote any commercial product or entity while participating in the Relay without GOLDOC's prior written consent;
- (g) consent to receive first aid and/or medical treatment by GOLDOC if required while participating in the Relay.

- 6.2 GOLDOC may disqualify your Nomination or your position as a Batonbearer in its absolute discretion if:

- (a) you are unable to prove your identity to the reasonable satisfaction of GOLDOC; or
- (b) you are Related Personnel.

- 6.3 If you are selected as a Batonbearer and do not wish to participate in the Relay, you must notify GOLDOC in writing using the official Batonbearer withdrawal form. Upon providing notice to GOLDOC, your position may be assigned to a 'reserve Batonbearer' and will not be re-instated.

- 6.4 If you are selected as a Batonbearer, you may not:

- (a) substitute another person in your place;

- (b) have another person or pet (excluding assistance dogs) accompany you during your participation in the Relay; or
- (c) change the Relay segment assigned to you, without GOLDOC's prior written approval which GOLDOC may withhold in its absolute discretion.

7. Promotion

- 7.1 You agree to being filmed or your Nomination, personal information or any other particulars being used in any media by or on behalf of GOLDOC or disclosed to any third parties (including press) in order to create content for the purpose of publicising you, the Queen's Baton Relay or the Gold Coast 2018 Commonwealth Games™.

8. Use of information

- 8.1 Any confidential or personal information you provide to GOLDOC in connection with the Nomination will be dealt with by GOLDOC in accordance with GOLDOC's privacy policy which is available at gc2018.com/privacy. Without limiting the preceding sentence, GOLDOC may disclose your personal information (including but not limited) to Seven Operations News Limited and for use by Seven Operations News Limited or any other third party as part of the carrying out of its functions, duties and activities.
- 8.2 GOLDOC may record or use any information you provide to GOLDOC for the purpose of carrying out the selection process or conducting the Relay or for any other purpose set out in GOLDOC's privacy policy.

9. Intellectual Property

- 9.1 Ownership of any materials you provide or submit in connection with the Nomination (whether in written, audio, electronic or visual form, in whole or in part) (**Materials**) is automatically assigned to GOLDOC at the time the Materials are provided or submitted. You agree to waive all intellectual property rights and copyright in relation to the Materials. Furthermore you consent to the infringement of any moral rights in the Materials. GOLDOC may deal with the Materials in accordance with its rights and obligations as the lawful owner of the Materials including, but not limited to, the production and sale of merchandise and marketing and advertising purposes.
- 9.2 You warrant that you own the copyright and all other intellectual property rights that attach to any Materials and that you are lawfully able to assign ownership of the rights in the Materials as required by clause 9.1.

- 9.3 You agree to execute all documents and do all things necessary to assign ownership of and rights in the Materials as required by clause 9.1 and if you fail to execute such documents or take such necessary action within seven (7) days of GOLDOC requesting you to do so in writing, you irrevocably authorise GOLDOC as your agent to execute the documents or take the necessary action on your behalf.
- 9.4 You agree to being broadcast, filmed, photographed or otherwise recorded without compensation and for such tape, photograph or footage being used by GOLDOC in the conduct of the Relay and for any promotional purposes connected with the Nomination or the business of GOLDOC.

10. General

- 10.1 You acknowledge that your Nomination will not be returned to you.
- 10.2 You acknowledge that GOLDOC holds no responsibility for lost Nominations.
- 10.3 To the extent permitted by the law, you agree to release and hold harmless GOLDOC and its personnel from any expenses, costs, liabilities, claims, actions, proceedings, damages, judgments and losses of any kind whatsoever (including consequential and economic losses, property loss/damage and damages for injury, including personal injury and death) (**Losses**) incurred or suffered by you and which arise out of, are caused by, are attributable to or result from your Nomination or the selection process except to the extent such Losses are caused or contributed to by a wrongful or negligent act or omission of GOLDOC or its personnel.
- 10.4 To the extent permitted by the law, you agree to indemnify GOLDOC and its personnel against any Losses incurred or suffered by GOLDOC which arise out of, are caused by, are attributable to or result from any breach of these terms and conditions or any wrongful or negligent act or omission of yours.
- 10.5 Should any provision of these terms and conditions be held to be unenforceable, such provision will be deemed severed from these terms and conditions without affecting the enforceability or validity of the remaining provisions which shall continue in full force and effect.



Council Selected Batonbearer Nomination Program

Host Local Council Information Pack

Introduction

The Gold Coast 2018 Queen's Baton Relay Batonbearer Program is a major element of the Queen's Baton Relay (QBR); a primary marketing and communications tool for the Gold Coast 2018 Commonwealth Games (GC2018).

Commencing in Australia on 25 December 2017, the Baton will travel for 100 days bringing together everyday Australians to become batonbearers and carry the Baton with pride through Australian Celebration Communities.

Batonbearers will be selected from nominations received through programs including the Council Selected Batonbearer Nomination Program, Community Batonbearer Nomination Program, the Queensland Schools' Batonbearer Nomination Program, Aboriginal and Torres Strait Islander Batonbearer Nomination Program, GC2018 Sponsor Family Program, high profile personalities and the Commonwealth Games Australia Batonbearer Nomination Program.

The following information pack is specifically designed for host local councils of a QBR Celebration Community in Australia. The Council Selected Batonbearer Nomination Program provides host local councils with the opportunity to nominate a community representative to participate as a Batonbearer within their Celebration Community during the Relay.

This information pack includes information on:

- The Queen's Baton Relay.
- Batonbearer nomination and selection criteria.
- Key dates.
- Council responsibilities and requirements to submit a nomination.
- Frequently Asked Questions.

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Background Information

Queen's Baton Relay key facts

The Queen's Baton Relay is a Games tradition that celebrates the Commonwealth's diversity, inspires community pride and excites people about the world-class festival of sports and culture to come. The Queen's Baton carries a message from Her Majesty Queen Elizabeth II that calls the Commonwealth's athletes to come together in peaceful and friendly competition.

On an ambitious journey to connect with the modern and diverse Commonwealth of today, the GC2018 Queen's Baton Relay will achieve two records: it will be the longest in history and the most accessible to date, not just passing through but spending quality time in each community it visits.

The GC2018 QBR begins at Buckingham Palace on Commonwealth Day, Monday 13 March 2017. At a commencement ceremony Her Majesty Queen Elizabeth II will place the message into the Baton and entrust it to the first Batonbearer. The Queen's Baton will travel through all nations and territories of the Commonwealth over 388 days.

The Baton will travel on an international sector for 288 days through Africa, the Americas, Caribbean, Europe, Asia and Oceania. The Queen's Baton Relay will take the Baton to more than one third of the world's population, shining a spotlight on the Gold Coast and the great Games to come.

Starting in Australia on 25 December 2017, the Baton will travel for 100 days through local Australian communities across all states and territories.

When the Queen's Baton arrives on the Gold Coast for the XXI Commonwealth Games Opening Ceremony on 4 April 2018, the entire Commonwealth will have been a part of the journey, giving everyone the opportunity to share the dream. Her Majesty The Queen, or Her representative, will remove the message from the Baton and read it aloud to officially open the Gold Coast 2018 Commonwealth Games.

Each host city is responsible for delivering a new design for the Queen's Baton. To find out more about the GC2018 Baton design, visit our website gc2018.com/qbr.

The list of Australian Celebration Communities that the QBR will be visiting will be announced on 5 March 2017 and can be found from this date at gc2018.com/qbr.

Batonbearer information

"Give someone an opportunity to Share the Dream."

Approximately 3,800 batonbearers will be given the opportunity to carry the Queen's Baton in Australia.

Batonbearer vision

A Batonbearer will share the dream and carry with pride the spirit of the Games embracing the diversity and values of the Commonwealth. They will inspire others with their passion and commitment to sport and community and be excited to represent and promote the Commonwealth Games.

Batonbearer nomination and selection criteria

The nomination and selection criteria has been established to ensure fairness, equity, and that a wide cross section of the community are given the opportunity to carry the Queen's Baton.

We are looking for people of all abilities to share the dream and become a Batonbearer for the GC2018 Queen's Baton Relay.

A Batonbearer is someone who meets one or more of the following criteria:

- Has achieved something extraordinary or inspired others to achieve something extraordinary.
- Has made a significant contribution to either sport, education, the arts, culture, charity or within their community.
- Has excelled, or aspires to excel athletically or personally.
- Contributes to a fun, friendly, vibrant and inclusive community.

Other eligibility rules:

- The minimum age of a Batonbearer is 10 years old as at 25 December 2017 (start date of the Relay in Australia).
- All nominees must be Australian Citizens or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).
- A nominator is to explain in 100 words or less how the nominee meets one or more of the Batonbearer criteria and why they should become a Batonbearer.



Council Selected Batonbearer Nomination Program

What is the Council Selected Batonbearer Nomination Program?

An allocation of Batonbearer positions have been assigned to host local councils of a GC2018 QBR Celebration Community to nominate one (1) community representative per Celebration Community within their council area to participate as a Batonbearer. Positioning of these batonbearers will be solely at the discretion of the GOLDOC QBR team.

Nominees must meet one or more of the nomination and selection criteria to be considered for a QBR Batonbearer position.

The nomination process opens on Sunday 5 March 2017 and closes at 5pm AEST on Friday 2 June 2017. Strictly no nominations will be accepted after this date.

It is strongly recommended for the Council Selected Batonbearer nominee to be a 'local hero' or some unsung community member the council wish to recognise for their achievements and contributions to their local community. Every community has them.

It is likely that high profile past and present Commonwealth, Olympic or 'professional' athletes will be selected through the Commonwealth Games Australia or High Profile programs. To be safe, we suggest local communities nominate these people through the Community Batonbearer Nomination Program.

Whilst we understand that elected Mayors, local councillors or running candidates may be very worthy nominees and may meet the nomination and selection criteria for a Batonbearer, it is not permitted to put forward names of any elected local councillor, host local government worker or member/family member of the local government selection panel as your Council selected nominee. It is also advised not to nominate any family members of publically elected officials to avoid encouraging negative media and public scrutiny.

The list of Australian Celebration Communities that the QBR will be visiting will be announced on 5 March 2017 and can be found from this date at gc2018.com/qbr. It is important to note that any travel costs will be at the expense of the successful Batonbearer.

The Council Selected Batonbearer Nomination Program will run concurrently with the Community Batonbearer Nomination Program, details of which can be found at gc2018.com/qbr from 9am AEST on Sunday 5 March 2017.

Once the Council Selected Batonbearer Nomination Program closes, all nominees will be notified by GOLDOC by email in July 2017 regarding the next stage of the selection process where they will be required to accept the terms of the Batonbearer Participation Agreement.

Selected nominees will proceed through to a security background check led by the Queensland Police Service. The selected nominees who pass the security background check will be eligible to become batonbearers. Communications during the selection stage will be with selected nominees only and no communication will be made with councils due to privacy restrictions surrounding the security background check process.

Successful batonbearers will be notified and publically announced in October 2017 to advise them that they have been offered a Batonbearer position in a Celebration Community on a specific date. There will be no ability for batonbearers to change the date or location of their position. Successful Council Selected batonbearers will be given the opportunity to carry the Baton in their local community on the day the QBR is scheduled to visit.

Final electronic communications to batonbearers will be sent progressively by GOLDOC from November 2017 advising batonbearers of their exact segment position (street level and time details).

A Batonbearer information pack will follow and will contain their Batonbearer uniform and final participation details. Batonbearer information packs will be mailed out directly to the Batonbearer approximately four (4) weeks prior to a batonbearers participation.

The GC2018 Queen's Baton Relay will travel to Australian Celebration Communities from 25 December 2017 to 4 April 2018.

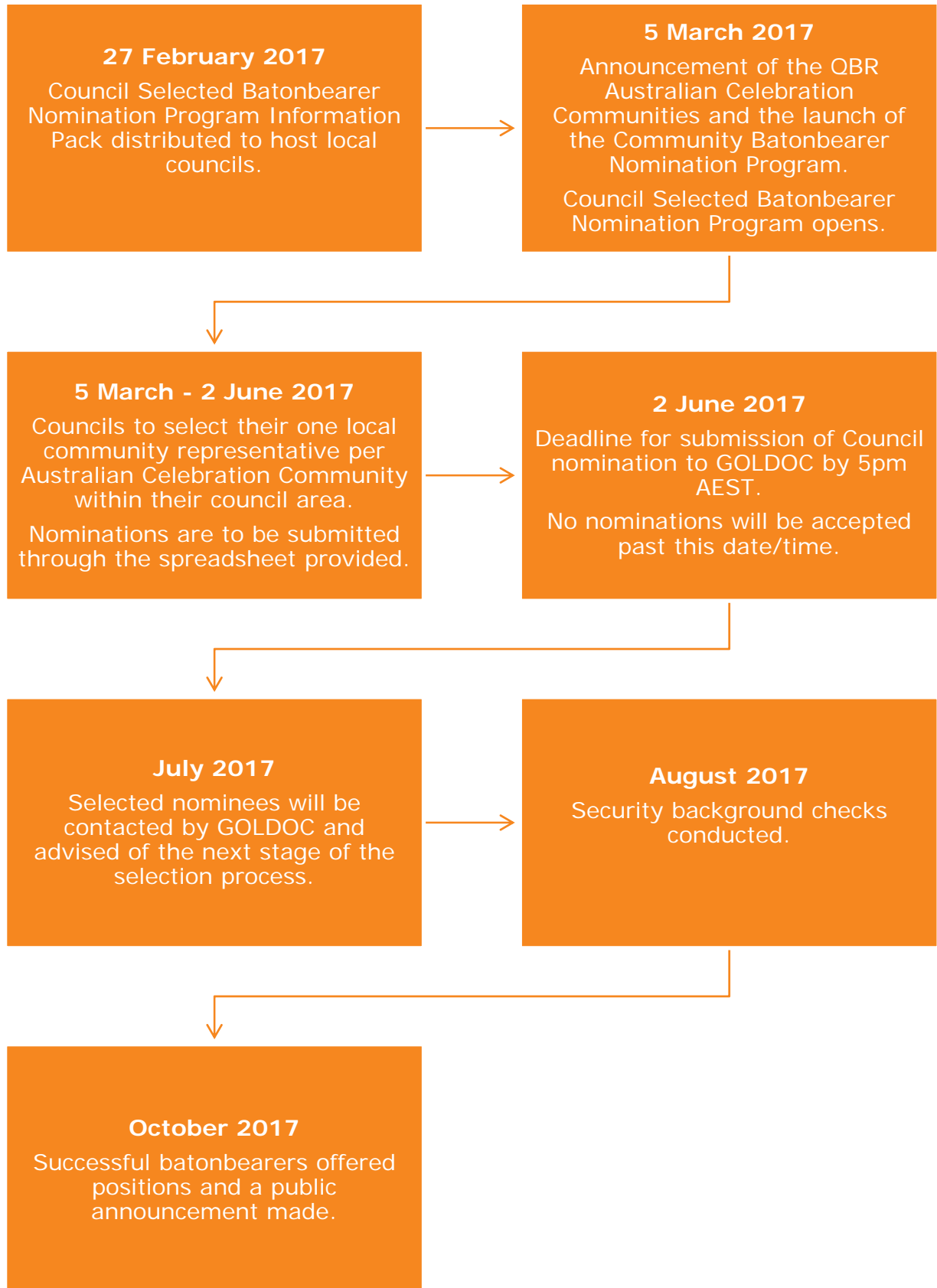
Key dates – Council Selected Batonbearer Nomination Program

Group	Task	Date
GOLDOC	QBR team distribute Council Selected Batonbearer Nomination Program information pack and nomination spreadsheet to councils.	27 Feb 2017
Council	Council Selected Batonbearer Nomination Program opens.	5 March 2017
GOLDOC	Deadline for submission of Council nomination spreadsheet to GOLDOC by 5pm AEST. No nominations will be accepted past this date/time.	2 June 2017

Key dates – Batonbearer Program finalisation

Group	Task	Date
GOLDOC	All categories of 'next stage' nominees are emailed and requested to provide more personal details and information to proceed with security background checks.	July 2017
GOLDOC/ Queensland Police Service	All 'next stage' nominees undergo security background checks before Batonbearer offers.	August 2017
GOLDOC	Congratulatory emails sent to successful batonbearers and batonbearers are publically announced.	October 2017
GOLDOC	Street level slotting and Batonbearer uniform packs distributed on a rolling basis approximately four (4) weeks out from the batonbearers participation date.	Late November 2017 – March 2018
GOLDOC	Batonbearer participation in the GC2018 Queen's Baton Relay.	25 December 2017 – 4 April 2018
GOLDOC	Batonbearer participation certificates distributed.	27 December 2017 – 6 April 2018
GOLDOC	Opening Ceremony of the Gold Coast 2018 Commonwealth Games.	4 April 2018

Flowchart of steps





Council Requirements

Council nomination

Each host local council of the GC2018 QBR is being given the opportunity to nominate one (1) community representative per Celebration Community within their council area in the Council Selected Batonbearer Nomination Program. To submit an eligible nomination, councils are responsible for ensuring the nominations spreadsheet is completed correctly and all necessary approvals are received from the nominee and parent/guardian (if applicable) before the nomination is submitted.

Nominations will not be accepted after the closure of the nomination period at 5pm AEST on Friday 2 June 2017.

Nomination process

A standardised GC2018 Queen's Baton Relay Batonbearer nomination and selection criteria are used across all categories of batonbearers. Councils should read the nomination and selection criteria and ensure that their selected nominee meets one or more of the criteria. Every nominee must have a story to share with the media if requested.

Batonbearer nomination and selection criteria:

We are looking for people of all abilities to share the dream and become a Batonbearer for the GC2018 Queen's Baton Relay. A Batonbearer is someone who meets one or more of the following criteria:

- Has achieved something extraordinary or inspired others to achieve something extraordinary.
- Has made a significant contribution to either sport, education, the arts, culture, charity or within their community.
- Has excelled, or aspires to excel athletically or personally.
- Contributes to a fun, friendly, vibrant and inclusive community.

Other eligibility rules:

- The minimum age of a Batonbearer is 10 years old as at 25 December 2017 (start date of the Relay in Australia).
- All nominees must be Australian Citizens or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).
- The nominator is to explain in 100 words or less how the nominee meets one or more of the Batonbearer criteria and why they should become a Batonbearer.

Note: the nomination story may be provided to the media if your nominee is successful so please ensure it is as true and factually accurate as possible.

Each host local council may only nominate one (1) person per Celebration Community within their council. If a council is hosting more than one Celebration Community, they will be permitted to submit a nomination for each Celebration Community.

Council are not permitted to nominate any elected member of parliament, elected local councillor, host local government worker or member/family member of the local government selection panel as their council selected nominee.

Please note: If a host local council wishes to submit more nominations than the one permitted per Celebration Community, these additional nominations can be made through the Community Batonbearer Nomination Program by Monday 15 May 2017 at gc2018.com/qbr. GOLDOC encourages local councils and communities to make additional nominations through the Community Batonbearer Nomination Program to increase the chance of local participation in the Relay.

Examples on how to select your council nominee:

We would like each host local council to decide on how they wish to select their nominee. The Council Selected Batonbearer Nomination Program must remain a closed confidential process and is not open to the general public or the media.

Below are examples in which councils may select their nominee:

1. Council may wish to approach their Councillors to select a representative they believe meets one or more of the nomination and selection criteria.
2. Council may seek guidance from their local Citizen of the Year committee for potential nominees.
3. Councils may wish to approach local community groups for their suggestions for nominees.

In all scenarios, council will make the final decision on who will be nominated. The above are only suggestions. Councils are not limited to these options and may choose another way to privately select their nominee, providing it is a closed confidential process. The nominee must meet one or more of the clearly defined nomination and selection criteria and all eligibility rules.

It is important to note that nominees must be a minimum age of 10 years old by 25 December 2017, the start date of the Relay in Australia. All nominees must be Australian Citizens or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).

Nomination spreadsheet submission

Once council has selected their nominee, the nomination spreadsheet is to be completed in full and returned to GOLDOC. A sample of the nominations spreadsheet can be found in [Appendix A](#). Spreadsheets are to be returned to the QBR Batonbearer team at batonbearer@goldoc.com.

Your spreadsheet is to be saved as follows:

Council name – Batonbearer nominations.xls

Please note: Councils are also supplied with a printable version of the nomination form (see [Appendix B](#)) to assist in obtaining nominee details and consent should they wish to distribute it to the nominee. This form is not to be returned to GOLDOC.

The nomination spreadsheet already has the Council name, Australian Celebration Community and Relay date preloaded and identified. The nomination spreadsheet requires the completion of:

- Personal details of the nominee (their name, date of birth, email address, contact number, suburb and postcode) as well as acknowledgement that the nominee provides their consent and agreement to the nominee terms and conditions.
- For nominees under 18 years old: acknowledgement that the parent/guardian provides their consent and agreement to nominee terms and conditions.
- Nomination story: detailing in 100 words or less why the nominee deserves to carry the Baton and how they meet one or more of the nomination and selection criteria.

Nominations cannot be submitted without the consent of the nominee and their parent/guardian (if applicable). It is each council's responsibility to ensure that consent is received.

The nomination must be submitted to GOLDOC fully completed for a nominee to be eligible to progress to the next stage.

Please return your nomination spreadsheet to the QBR Batonbearer team at batonbearer@goldoc.com.

Nominations will not be accepted after 5pm AEST Friday 2 June 2017.

Questions and contact

Any questions regarding the Council Selected Batonbearer Nomination Program can be directed to your QBR Advance Operations Specialist or please refer to the frequently asked questions in [Appendix C](#).

Checklist

Date	Task	Tick box
27 Feb 2017	Receive and read email from your QBR Advance Operations Specialist regarding the Council Selected Batonbearer Nomination Program. This information pack includes: <ul style="list-style-type: none"> • Details on the Council Selected Batonbearer Nomination Program. • Nomination spreadsheet. • Queen's Baton design fact sheet (visit gc2018.com/qbr). • Australian Celebration Communities fact sheet (visit gc2018.com/qbr). • FAQs. 	
5 March - 2 June 2017	Select one (1) community representative per QBR Celebration Community within your council area to represent your community as your nominee.	
	Complete and return the nomination spreadsheet to the QBR Batonbearer team at batonbearer@goldoc.com .	
2 June 2017	Council Selected Batonbearer Nomination Program closes at 5pm AEST. No nominations will be accepted past this date/time.	



Appendix

Appendix A: Nomination spreadsheet sample

Queen's Baton Relay															Terms and conditions: all nominees (and parent/guardians where applicable) need to read and agree to the nominee terms and conditions.		Nomination Story: Nominees must meet one or more of the Batonbearer nomination and selection criteria to	
GC2018 Commonwealth Games Queen's Baton Relay Batonbearer Nominations Spreadsheet																		
Council Selected Batonbearer Nomination Program																		
[Council name]																		
Please complete all * Required details for each nominee. Fields will be highlighted in yellow until filled.																		
				Nominee Details								Terms and Conditions		Nomination Story				
Stakeholder Name	Celebration Community	Relay Date	Selection Status	First Name	Last Name	Email Address	Contact Phone Number	Suburb	State	Postcode	Date of Birth	Is this nominee over 18?	Nominee Consent	Parent/Guardian Consent	Please explain in 100 words or less how the nominee			
				*Required	*Required	*Required	*Required	*Required	*Required	*Required	*Required	*Required	*Required	* Required for under 18s	*Required			
1 [Council name]	[Celebration Community]	[Relay Date]	Selected Nominee															

Appendix B: Screenshots of the printable nomination form

The printable version of the nomination form can be used to assist councils in obtaining nominee details and consent should they wish to distribute this to their nominee.

If used, this form is not to be returned to GOLDOC. Nominations must be submitted using the nominations spreadsheet provided.

Queen's Baton Relay Batonbearer Nomination Form

The purpose of this form is to assist GC2018 Queen's Baton Relay (QBR) stakeholders in obtaining the details required for people they wish to nominate as batonbearers for the QBR. It is not to be returned to GOLDOC.

Information is to be transferred by stakeholders to GOLDOC through the applicable nomination return method as outlined in the stakeholders' QBR Batonbearer Nomination information pack.

The Queen's Baton Relay is a Games tradition that celebrates the Commonwealth's diversity, inspires community pride and excites people about the world-class festival of sports and culture to come. The Queen's Baton carries a message from Her Majesty Queen Elizabeth II that calls the Commonwealth's athletes to come together in peaceful and friendly competition.

Besides safely containing Her Majesty's message, the Baton shines a spotlight on the Gold Coast and the great Games to come. As it is passed from hand to hand, the Baton embraces the modern and multicultural Commonwealth of today;

engaging with young and old, increasing our sense of connection and understanding of each other, and inspiring learning.

Starting in Australia on 25 December 2017, the Baton will travel for 100 days through local Australian communities across all States and Territories. When the Queen's Baton arrives on the Gold Coast for the XXI Commonwealth Games Opening Ceremony on 4 April 2018, the entire Commonwealth will have been a part of the journey, giving everyone the opportunity to share the dream. Her Majesty The Queen, or Her representative, will remove the message from the Baton and read it aloud to officially open the Gold Coast 2018 Commonwealth Games.

A Batonbearer will share the dream and carry with pride the spirit of the Games embracing the diversity and values of the Commonwealth. They will inspire others with their passion and commitment to sport and community and be excited to represent and promote the Commonwealth Games.

Who are you nominating to be a Batonbearer?

Please note, nominees must be a minimum of 10 years old by the start of the Queen's Baton Relay on 25 December 2017. The following information is required about your nominee to make a nomination.

Their first name

Their last name

Their email address

Queen's Baton Relay

Their contact number Their date of birth

Their suburb Their postcode

Is this nominee an Australian citizen or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018)? Yes No

Why is this person being nominated?

In 100 words or less please tell us why this person should be a Batonbearer. A Batonbearer is someone who meets one or more of the following criteria:

- Has achieved something extraordinary or inspired others to achieve something extraordinary.
- Has made a significant contribution to either sport, education, the arts, culture, charity or within their community.
- Has excelled, or aspires to excel athletically or personally.
- Who contributes to a fun, friendly, vibrant and inclusive community.

Write your story below:

Nominee consent

The person being nominated must consent to this nomination and indicate below stating they have read and accept the QBR terms and conditions. (If the nominee is under 18, please see the Parent/Guardian consent section below).

Yes, I have read and agree to the QBR terms and conditions and I give my consent for this nomination to be submitted.

Nominee name Date

Nominee signature

Page 2 of 3

Queen's Baton Relay

Parent/Guardian consent (required for nominees under 18 years of age)

If the nominee is under 18 years of age, the Parent/Guardian of the nominee must provide their details below, read and accept the terms and conditions.

Yes, I have read and agree to the QBR terms and conditions and I give my consent for this nomination to be submitted.

Parent/Guardian name Contact number
Email address Parent/Guardian signature

Nomination submitted by:

(just in case we need to get in touch with you about your nomination)

Your first name
Your last name
Your Position
Your stakeholder name
Your email address
Your signature

For QBR stakeholder: Please transfer these details to the applicable nomination return method as outlined in your Batonbearer nomination information pack.

To find out more about the Queen's Baton Relay visit gc2018.com/qbr. For more information on the Gold Coast 2018 Commonwealth Games including sports, tickets, Borobi and more visit gc2018.com.

Appendix C: Frequently Asked Questions

1. What is the Queen's Baton Relay (QBR)?

The Queen's Baton Relay is a Games tradition that celebrates the Commonwealth's diversity, inspires community pride and excites people about the world-class festival of sports and culture to come. The Queen's Baton carries a message from Her Majesty Queen Elizabeth II that calls the Commonwealth's athletes to come together in peaceful and friendly competition.

The GC2018 Queen's Baton Relay will be the longest in history and the most accessible ever, not just passing through, but spending quality time in each community it visits.

2. When and where does the GC2018 QBR start?

The GC2018 QBR begins at Buckingham Palace on Commonwealth Day, Monday 13 March 2017. At a commencement ceremony Her Majesty Queen Elizabeth II will place her message into the Baton and entrust it to the first Batonbearer.

3. Where does the Queen's Baton Relay travel?

The Queen's Baton Relay will travel through all nations and territories of the Commonwealth. Further information about the international sector is available at gc2018.com/qbr.

After travelling to all Commonwealth nations and territories, on 25 December 2017, the Queen's Baton will start its journey through Australia, taking 100 days to visit every state and territory on its way to the Gold Coast. Explore where the Baton will travel in Australia at gc2018.com/qbr.

Nomination Process

4. What is the Council Selected Batonbearer Nomination Program?

All host local councils of an Australian Celebration Community that the GC2018 Queen's Baton Relay visits will be given the opportunity to nominate one (1) community representative per Celebration Community in their council area to represent their community as a Batonbearer.

All nominees must meet one or more of the nomination and selection criteria to be considered as a QBR Batonbearer.

5. How long is the Council Selected Batonbearer Nomination Program open for?

Councils will receive this information pack and their Batonbearer nominations spreadsheet on Monday 27 February 2017.

The nomination process opens on Sunday 5 March 2017 and runs until 5pm AEST on Friday 2 June 2017. Strictly no nominations will be accepted past this date.

6. How does a council nominate a representative to become a Batonbearer?

The Council Selected Batonbearer Nomination Program information pack outlines the process and nomination and selection criteria for nominating their one (1) community representative as a Batonbearer. Councils must submit their nomination using the nomination spreadsheet provided by the QBR Advance Operations Specialists.

Nominations close at 5pm AEST on Friday 2 June 2017.

7. Our council is hosting two QBR Australian Celebration Communities. Can we nominate two people?

Yes. For host local councils with more than one Celebration Community within their council region, one nomination per Celebration Community per Relay day can be submitted. You will be advised of your allocation by the nomination spreadsheet allocated to you by the QBR team.

8. How does a council select their nominee?

Each council can decide how they wish to select their nominee. The Council Selected Batonbearer Nomination program must remain a closed confidential process and is not open to the general public and the media. Suggestions for how to select the council nominee can be found in the information pack, section 'Nomination process'.

9. Can council run a competition to select their nominee?

The selection of nominees for the Council Selected Batonbearer Nomination Program must remain a closed confidential process and council cannot publicly advertise, promote or run a competition within their community to select their nominee. Suggestions for how to select the council nominee can be found in the information pack, section 'Nomination process'.

10. Who can be nominated as a Council Selected Batonbearer?

It is strongly recommended for the Council Selected Batonbearer nominee to be a 'local hero' or some unsung community member the council wish to recognise for their achievements and contributions to their local community. Every community has them.

It is likely that high profile past and present Commonwealth, Olympic or 'professional' athletes will be selected through the Commonwealth Games Australia or High Profile programs. To be safe, we suggest local communities nominate these people through the Community Batonbearer Nomination Program.

Whilst we understand that elected Mayors, local councillors or running candidates may be very worthy nominees and may meet the nomination and selection criteria for a Batonbearer, it is not permitted to put forward names of any elected member of parliament, elected local councillor, host local government worker or member/family member of the local government selection panel as your Council selected nominee. It is also advised not to nominate any family members of publically elected officials to avoid encouraging negative media and public scrutiny.

Nominations for any of the above community members can be submitted through the Community Batonbearer Nomination Program (from 9am AEST on Sunday 5 March 2017) and their contributions to community recognised through this nomination process.

11. What if a council wants to nominate more than one representative?

Councils are only permitted to nominate one (1) representative per Celebration Community within their council through the Council Selected Batonbearer Nomination Program. However, should a council wish to nominate additional eligible nominees, these people can be nominated through the Community Batonbearer Nomination Program at gc2018.com/qbr from 9am AEST on Sunday 5 March 2017.

Local councils and community members are encouraged to submit nominations through the Community Batonbearer Nomination Program. The Community Batonbearer Nomination Program closes at 11:59pm AEST on Monday 15 May 2017.

12. What is the nomination and selection criteria to become a Batonbearer?

We are looking for people of all abilities to share the dream and become a Batonbearer for the Gold Coast 2018 Queen's Baton Relay.

A Batonbearer is someone who meets one or more of the following criteria:

- Has achieved something extraordinary or inspired others to achieve something extraordinary.
- Has made a significant contribution to either sport, education, the arts, culture, charity or within their community.
- Has excelled, or aspires to excel athletically or personally.
- Who contributes to a fun, friendly, vibrant and inclusive community.

A nominee needs to meet one or more of the above criteria to be nominated.

13. Are there any other eligibility criteria to become a Batonbearer?

Yes. There is a minimum age. A Batonbearer must be 10 years old by 25 December 2017 (the start date of the Queen's Baton Relay in Australia).

Nominees under 18 years old will require parent or guardian consent to participate.

Nominees must be an Australian Citizen or lawfully entitled to reside in Australia during the Relay period (25 December 2017 – 4 April 2018).

14. Does our nominee have to be a certain age to carry the Baton?

A Batonbearer must be 10 years old by the start date of the Queen's Baton Relay in Australia: 25 December 2017.

15. What information does the nomination form require?

The nomination form requires the completion of:

Nominee details:

- Nominee name.
- Nominee email address.
- Nominee contact number.
- Nominee suburb and postcode.
- Nominee date of birth.
- Nominee consent and agreement to the nominee terms and conditions.

Parent/Guardian consent (if the nominee is under 18 years old):

- Parent/Guardian consent and agreement to the nominee terms and conditions.

Note: It is council's responsibility to ensure that nominee and parent/guardian consent (if applicable) is received.

- Nomination story: Nominators will also be asked to explain in 100 words or less how this nominee meets one or more of the Batonbearer nomination and selection criteria and why they should become a Batonbearer.

16. How far is a Batonbearer segment?

Each individual Batonbearer segment is approximately 200 metres.

17. Do batonbearers have to run?

Batonbearers are encouraged to participate at their own pace and ability level. It is not necessary to run. All selected batonbearers will be given the opportunity to advise organisers in advance of any accessibility requirements or special needs to ensure they are able to participate in the Relay.

18. What is the deadline for nominations to be submitted?

The deadline for nominations to be submitted to GOLDOC is 5pm AEST on Friday 2 June 2017.

19. Will every nomination submitted be considered?

Each nomination requires the completion of all required fields and nominee acceptance of the terms and conditions before the nomination can be successfully submitted.

Queen's Baton Relay staff will monitor all nomination submissions to ensure they are completed correctly and in their entirety. All correctly completed nominations will progress through to the next stage of the selection process.

Selection

20. How many batonbearers will be selected through the Council Selected Batonbearer Nomination program?

Each Australian Celebration Community has been allocated one (1) Council Selected Batonbearer position per day hosting the Relay. All host local councils are invited to nominate one (1) local community representative (per Celebration Community in their council area) who they believe meets one or more of the nomination and selection criteria to be considered as a QBR Batonbearer.

21. Will security background checks be undertaken during the selection process?

Yes. All selected nominees will be subject to security background checks before their Batonbearer position can be confirmed.

22. When will nominees find out they have been successful in becoming a Batonbearer?

Nominees will be emailed by GOLDOC in July 2017 advising them they have made it to the next stage and requesting more information so that security background checks can be undertaken.

Once the results from security background checks are returned, successful batonbearers will be contacted and a public announcement made in October 2017.

23. When will our council find out if our nominee has been successful?

Communications during the selection stage will be with selected nominees only and no communication will be made with councils due to privacy restrictions surrounding the security background check process.

Batonbearers will be publically announced in late October 2017 at which stage batonbearers can advise councils if they have been successful. Council are also invited to view the list of successful batonbearers following the public announcement at gc2018.com/qbr.

24. When will the names of selected batonbearers be announced?

The announcement of all successful batonbearers will take place in late October 2017. Successful nominees will be contacted prior to this to confirm their participation.

25. What if our nominee withdraws or can no longer participate in the Batonbearer process? Can our council submit another nomination?

If a council nominee or confirmed Batonbearer withdraws or can no longer be involved in the Batonbearer process following the closure of nominations, this person will be replaced by a reserve identified from the Community Batonbearer Nomination Program. Due to tight timelines for the Relay and Batonbearer Program, council will be unable to submit another nominee.

To increase the chance of local participation in the Relay, councils are strongly encouraged to nominate any additional eligible community members they feel deserve to become batonbearers through the Community Batonbearer Nomination Program. The Community Batonbearer Nomination Program closes at 11:59pm on Monday 15 May 2017. Details can be found at gc2018.com/qbr from 9am AEST on Sunday 5 March 2017.

26. Will nominees receive anything if selected as a Batonbearer?

All successful batonbearers will receive a Batonbearer information pack approximately four (4) weeks prior to their Batonbearer participation. This pack will contain their Batonbearer uniform which includes a QBR tee shirt, shorts and socks. The Batonbearer gets to keep their uniform after their participation.

All batonbearers will also be sent a certificate following their participation.

27. What if our nominee changes address during the nomination and selection process?

During the selection process, selected nominees will be contacted by email and will have the opportunity to update any changed details at this time.

28. What does being a Batonbearer mean?

Batonbearers are everyday people who inspire others to be great. Nominated for achievements and contributions to their community, a Batonbearer has the honour of carrying the Queen's Baton and representing their family, friends and community with pride. Being a Batonbearer is an experience that people treasure, and above all, batonbearers should expect to have fun, celebrate and create memories that will last a lifetime. Successful batonbearers will become one of approximately 3,800 batonbearers who will be given the privilege of carrying the Queen's Baton in Australia.



Gold Coast 2018

Queen's Baton Relay

XXI Commonwealth Games



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Council Meeting Agenda

Wednesday 15 March 2017

15 Common Seal

16 Other Business

17 Public Questions

18 Confidential Items

18.1 Portion 3123 Hundred of Bagot – Rates Recovery



Council Meeting Agenda

Wednesday 15 March 2017

19 **Close of Meeting**