

LITCHFIELD COUNCIL



Community effort is essential

Council Meeting BUSINESS PAPER WEDNESDAY 18/01/2017

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 18 January 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 14 December 2016, 11 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	12.4 QUESTIONNAIRE 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.	Kaylene Conrick	23-07-15	Survey to be issued early 2017								
15/0175/02	12.09 Meeting Procedures By-Laws 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.	Kaylene Conrick	19-11-15	Drafting instructions under development by department of Local Government and Community Services now Department Housing & Community Development								
16/0201-01	Australia Day 2017 THAT Council establishes a Litchfield Australia Day Event Committee to plan and execute the annual Australia Day event	David Jan	21-09-16	In Progress. Volunteer groups numbers confirmed. Master of Ceromonies confirmed.(Vicky Kerigan). Award statuette confirmed.								
16/0203	Signage, Roadside Vans and Events on Council Land THAT Council: 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								
16/0208	Reconstruction of Finn Road THAT Council: 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: <table><tr><td>General Consultancy</td><td>\$80,000</td></tr><tr><td>Project Management (in kind)</td><td>\$150,000</td></tr><tr><td>Infrastructure Reserve</td><td>\$20,000</td></tr><tr><td></td><td>\$250,000</td></tr></table>	General Consultancy	\$80,000	Project Management (in kind)	\$150,000	Infrastructure Reserve	\$20,000		\$250,000	David Kingston	21-09-16	Pending decision to be made by NT Government
General Consultancy	\$80,000											
Project Management (in kind)	\$150,000											
Infrastructure Reserve	\$20,000											
	\$250,000											

Action Sheet

16/0209	<p>Road Opening - Centre Road - Access to Freds Pass Reserve</p> <p>THAT Council:</p> <p>1. approve proceeding with the road opening process for a new access road through Freds Pass Reserve; and</p> <p>2. authorise all appropriate documents to be signed and common seal affixed by the Mayor and Chief Executive Officer for the opening of the new access road.</p>	David Kingston	21-09-16	Documents are being prepared										
16/0210	<p>Sealing of Carveth Road and William Road Berry SpringsTHAT 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.</p> <p>THAT the property owners in Carveth and Williams Rd be advised in writing of Council's decision.</p> <p>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.</p> <p>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</p> <p>THAT Council:</p> <p>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</p> <p>2. calls for Expressions of Interest inviting interested Litchfield residents to nominate.</p>	David Kingston	21-09-16	Survey commencing 1t week of February										
16/0234	<p>Improvements Berry Springs Waste Transfer Site</p> <p>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</p> <table><tr><td>\$9,882.40</td><td>1km of new fence & gates</td></tr><tr><td>\$44,297.00</td><td>Installation of waste performance boards</td></tr><tr><td>\$6,000.00</td><td>Improved facilities for staff</td></tr><tr><td>\$10,000.00</td><td></td></tr><tr><td>\$70,179.40</td><td></td></tr></table>	\$9,882.40	1km 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		David Kingston	19-10-16	Fence is being installed
\$9,882.40	1km 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														
16/0252/01	<p>Rating Strategy</p> <p>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</p> <p>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	Association notified of council decision										

Action Sheet

16/0265/02	Senior Fortnight Report 2016 Writes to the Palmerston and Rural Seniors Committee Incorporated thanking the Committee for the Report and congratulating the Committee on a very successful 2016 event.	Kaylene Conrick	14-12-16	Complete - Letter sent 20 December 2016
16/0266	Application for Community Land Grant at part Section 674 (645) Parkin Road, Fly Creek, Hundred of Cavenagh THAT Council endorse Attachment B, Council's Letter of Comment for an Application for Community Land Grant at part Section 674 (645) Parkin Road, Fly Creek, Hundred of Cavenagh, which provides supports for the land grant and outlines conditions related for formalisation of a road to service future development on the site.	David Kingston	14-12-16	Complete - Letter sent to DCA
16/0267	PA2016/0634, a Development Application for a Veterinary Clinic (Stage 2 – Large Animal Clinic) at Section 4211 (290) Whitewood Road, Howard Springs THAT Council endorse Attachment B, Council's Letter of Comment for PA2016/0634, a Development Application for a Veterinary Clinic (Stage 2 – Large Animal Clinic) at Section 4211 (29) Whitewood Road, Howard Springs, Hundred of Bagot, the assessment of which is summarised above and reviewed in detail within the body of this report.	David Kingston	14-12-16	Complete - Letter sent to DCA
16/0268/01	Place Names – New Subdivision off Oxford Road Resolve to support naming the public road as shown on Attachment A as Solace Place	David Kingston	14-12-16	Complete - Letter sent to NTG
16/0268/02	Place Names – New Subdivision off Oxford Road Provide a letter of comment detailing the above resolution to support the naming of the road to the developer to provide to the NT Place Names Committee.	David Kingston	14-12-16	Complete - Letter sent to NTG
16/0269	PA2016/0565 Planning Scheme Amendment Application for a change to the Area Plan and Planning Principles for Berrimah Farm THAT Council endorse Attachment B, Council's Letter of Comment for PA2016/0565 Planning Scheme Amendment Application for a change to the Area Plan and Planning Principles for Berrimah Farm, the assessment of which is summarised above and reviewed in details within the body of this report.	David Kingston	14-12-16	Complete - Letter sent to DCA
16/0270	Liquor Licence Application – Bottleshop at 883 Stuart Highway, Holtze THAT Council endorse Attachment B, a letter of comment on a liquor licence application for a bottleshop at 883 Stuart Highway, Holtze.	David Kingston	14-12-16	Complete - Letter sent to DCA
16/0272	Tyre Disposal Fees at Council Waste Transfer Stations THAT Council resolve to reinstate the \$6/tyre disposal fee at waste transfer stations, commencing 1 January 2017.	David Kingston	14-12-16	Complete - reinstated

Council Meeting Agenda

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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 18 January 2017

13 Finance Report

13.1 Finance Report December 2016

Council Report

Agenda Item Number: 13.1
Report Title: Council Finance Report December 2016
Meeting Date: 18/01/2017
Attachments:

Purpose

The purpose of this report is to present the monthly finance report for the period ended 31 December 2016.

Recommendation

THAT Council receives the Litchfield Council Finance report for the period ended 31 December 2016.

Background

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- Operating Statement
 - Operating Statement Council /Thorak Regional Cemetery separation
 - Balance Sheet
- SECTION 2 Finance Reports
- Operational Position by Department
 - Operational Position by Revenue and Expense Categories
 - New Initiatives
 - Capital Position
 - Capital Projects –2016/17 Works
 - Capital Projects 2016/17 Recreation Reserves
 - Cash on Hand and Investments
 - Debtors
 - Key Performance Indicators
 - Creditors Paid
 - Credit Cards Transactions

SECTION 1

CONSOLIDATED FINANCIAL STATEMENTS

From this point, the monthly finance report will include the consolidated Financial Statements that include Thorak Regional Cemetery operations to provide greater transparency and a clearer relationship to the full set of *End of Financial Year Statements* which are reported in Litchfield Council's Annual Report.

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	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Rates	9,370,522	9,492,370	9,524,141	31,771	
Statutory Charges	12,852	41,500	22,764	(18,736)	1
User Charges	577,045	1,192,860	1,055,077	(137,783)	2
Grants, subsidies & contributions	4,088,896	10,835,755	6,998,867	(3,836,888)	3
Investment Income	383,989	505,000	547,095	42,095	
Reimbursements	8,623	0	8,623	8,623	
Other Income	32,477	0	51,048	51,048	
TOTAL REVENUE	14,474,404	22,067,485	18,207,615	(3,859,870)	
EXPENSES					
Employee Costs	2,543,272	5,650,888	5,623,907	26,981	
Auditor Fees	26,643	39,000	40,840	(1,840)	4
Bad and doubtful Debts	9,244	-	9,244	(9,244)	5
Elected Member Expenses	92,105	250,691	240,387	10,304	
Election Expenses	-	-	-	-	
Cemetery Operations	160,981	309,600	306,687	2,913	
Contractors	1,803,115	4,905,650	4,658,733	246,917	6
Energy	53,933	192,800	177,800	15,000	
Insurance	216,246	226,633	219,799	6,834	
Maintenance	229,474	506,950	473,510	33,440	
Legal Expenses	38,372	138,000	103,066	34,934	
Donations and Community Support	58,917	108,000	108,250	(250)	
Computer / IT Costs	140,980	272,500	271,811	689	
Parts, accessories & consumables	104,835	215,500	213,616	1,884	
Professional Services	247,014	675,700	751,171	(75,471)	7
Sundry	178,324	367,330	362,608	4,722	8
***Depreciation		-	-	-	
TOTAL EXPENSES	5,903,454	13,859,242	13,561,429	297,813	
RESULT	8,570,949	8,208,243	4,646,186	3,562,057	

Note 1 - Forecast reduction in expected fees and charges to be received from dog infringements within Regulatory Services.

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. Also, there will be a reduction of \$711,930 in the Roads to Recovery funding as a result of savings in the Road Reseal Program. These savings will result in Council rolling over the additional Roads to Recovery funding to the 2017/18 financial year to future Capital Works Projects.

Note 4 - 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. Subsequent budgets will include consideration for four meetings per financial year.

Note 5 - 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 6 – Forecast savings of \$246,917 is mainly associated with the City of Darwin Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concreted waste crushing;

Note 7 - 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 in Community forecast expenses to reflect the total amount to be spent on the Aquatic Facility Community Needs Analysis of \$40,000.

Note 8 - Additional expenditure forecast as a result of various areas of expenditure ie. \$3,300 increase in Waste Management's equipment hire. This has been offset against additional savings forecast elsewhere within Waste Management.

***Please note, monthly depreciation to date will commence in the next monthly Finance Report.

CONSOLIDATED OPERATING STATEMENT COUNCIL/THORAK CEMETERY SEPARATION

The connection between the Consolidated Financial Statements and both 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	11,065,783	12,815,178	12,971,027	155,849
Capital – Council*	3,020,968	8,409,857	4,461,092	(3,948,765)
Operational - Thorak	387,653	842,450	775,496	(66,954)
Capital – Thorak*	0	0	0	0
TOTAL REVENUE	14,474,404	22,067,485	18,207,615	(3,859,870)
EXPENSES				
Council	5,470,074	12,981,383	12,690,632	290,751
Thorak	433,380	877,859	870,797	7,062
TOTAL EXPENSE	5,903,454	13,859,242	13,561,429	297,813
RESULT	8,570,949	8,208,243	4,646,186	3,562,057

* 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 31 December 2016

	30 Nov 2016	31 December 2016	Movement +ve (-ve)
CURRENT ASSETS			
Cash & Cash Equivalents	2,710,278	664,749	(2,045,529)
Trade and Other Receivables	4,727,224	4,667,066	(60,158)
Other Financial Assets	18,996,874	20,531,429	1,534,555
TOTAL CURRENT ASSETS	26,434,376	25,863,244	(571,132)
NON CURRENT ASSETS			
Infrastructure, Property, Plant & Equipment	284,541,865	284,541,865	-
Other Non-Current Assets	-	-	-
TOTAL NON CURRENT ASSETS	284,541,865	284,541,865	-
TOTAL ASSETS	310,976,241	310,405,109	(571,132)
CURRENT LIABILITIES			
Trade and Other Payables	622,808	578,393	(44,415)
Provisions	544,425	545,608	1,183
TOTAL CURRENT LIABILITIES	1,167,233	1,124,001	(43,232)
NON CURRENT LIABILITIES			
Provisions	297,847	299,133	1,286
TOTAL NON CURRENT LIABILITIES	297,847	299,133	1,286
TOTAL LIABILITIES	1,465,080	1,423,134	(41,946)
NET ASSETS	309,511,161	308,981,975	(529,186)
EQUITY			
Accumulated Surplus	51,786,813	51,257,627	(529,186)
Asset Revaluation Reserve	243,311,730	243,311,730	-
Other Reserves	14,412,618	14,412,618	-
TOTAL EQUITY	309,511,161	308,981,975	(529,186)

Cash and equivalents have reduced by \$2,045,529 due to investment of funds into term deposits and operating payments made during the month.

Trade and Other Receivables balance has reduced by \$60,158 from 30 November 2016 due to the collection of rates and general accounts receivable.

Other Financial Assets, i.e. Investments have increased by \$1,534,555 as a result of new term deposits during December 2016.

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	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Finance	6,975,129	7,492,434	7,517,042	24,608
Information Services	14,337	37,909	32,909	(5,000)
Works	1,239,341	2,372,391	2,470,581	98,190
Planning	9,395	41,000	21,000	(20,000)
Waste Management	2,790,291	2,826,844	2,882,294	55,450
Community	20,045	1,100	20,045	18,945
Regulatory Services	17,245	43,500	27,156	(16,344)
TOTAL REVENUE	11,065,783	12,815,178	12,971,027	155,849
EXPENSES				
Council Leadership	362,691	923,742	922,959	783
Corporate	147,230	420,850	370,350	50,500
Information Services	212,455	463,841	463,841	-
Finance	802,631	1,200,920	1,263,916	(62,996)
Works	1,216,836	3,381,699	3,381,699	-
Planning	297,412	807,192	807,192	-
Waste Management	1,066,269	2,824,048	2,546,321	277,727
Community	694,460	1,282,230	1,276,540	5,690
Mobile Workforce	459,617	1,240,314	1,230,700	9,614
Regulatory Services	210,472	436,547	427,115	9,432
TOTAL EXPENSES	5,470,074	12,981,383	12,690,633	290,750
OPERATING RESULT	5,595,709	(166,205)	280,394	446,599

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 \$18,945 greater than budget (Community);
- 2015/16 valuations of properties from Department of Lands & Planning costs (on-charged to Council) not budgeted for totalling \$64,970.
- Savings of \$277,727 for costs associated with the City of Darwin Shoal Bay disposal fees and the transportation of waste to Shoal Bay from all three waste transfer stations and concreted 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. The variance of \$4,310 in Community is overall savings forecast;


OPERATING POSITION BY REVENUE AND EXPENSE CATEGORIES

	2016/17 YTD Actuals	2016/17 Budget	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)
REVENUE				
Rates	8,959,804	9,085,170	9,113,423	28,253
Grants Subsidies Contributions	1,471,344	2,833,098	2,941,190	108,092
Investment Income	374,232	505,000	532,197	27,197
User Charges	206,451	312,500	301,781	(10,719)
Statutory Charges	12,852	41,500	22,764	(18,736)
Other Revenue	41,100	37,910	59,672	21,762
TOTAL REVENUE	11,065,783	12,815,178	12,971,027	155,849
EXPENSES				
Materials	555,384	871,403	758,946	112,457
Employee Costs	2,157,784	4,883,659	4,878,058	5,601
Contractors	2,367,889	6,360,200	6,089,157	271,043
Other Expenses	389,017	866,121	964,472	(98,351)
TOTAL EXPENSES	5,470,074	12,981,383	12,690,633	290,750
OPERATING RESULT	5,595,709	(166,205)	280,394	446,599

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 December 2016.

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
Free Micro-chipping	5,050	6,000	5,050	 Free Micro-chipping is currently being undertaken throughout January 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	32,792	40,000	40,000	 Project to be completed January 2017.
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	5,059	12,000	12,000	 Regular meetings are to take place.
Additional Community Support	2,500	10,000	10,000	 The Community Grants Scheme requires development including criteria. To be presented to Council early 2017.
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	9,644	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	10,029	50,000	50,029	 Commenced.
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 make whole of Council recommendations.
Council Office – maintenance of roof & poles	16,710	18,000	16,710	 Completed.

	2016/17 YTD Actuals	2016/17 Budget	2016/17 Forecast	Comments
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	164,617	641,950	616,589	

CAPITAL POSITION

The table below compares capital revenue and expenditure to budget to the end of December 2016.

	2016/17 YTD Actuals	2016/17 Budget	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)	Note
REVENUE					
Finance	-	9,500	9,500	-	
Works	2,566,938	4,753,656	3,572,477	(1,181,179)	1
Waste Management	414,616	419,700	427,116	7,416	
Community	-	3,000,000	-	(3,000,000)	2
Planning	79,143	293,000	293,000	-	
Mobile Workforce	49,912	80,000	305,000	225,000	3
Regulatory Services	-	11,000	11,000	-	
TOTAL REVENUE	3,110,609	8,566,856	4,618,093	(3,948,763)	
EXPENSES					
Finance	-	35,000	35,000	-	
Planning	-	48,000	48,000	-	
Regulatory Services	42,937	48,000	42,937	5,063	
Community	699,772	3,075,000	3,640,382	(565,382)	4
Works	4,366,307	5,460,628	7,190,242	(1,729,614)	5
Waste Management	11,044	280,000	350,179	(70,179)	6
Mobile Workforce	140,338	176,000	164,000	12,000	
TOTAL EXPENSES	5,260,398	9,122,628	11,470,740	(2,348,112)	
CAPITAL RESULT	(2,149,789)	(555,772)	(6,852,647)	(6,296,875)	

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 \$848,968 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 \$711,930 to the 2017/18 financial year to future Capital Works Projects with the balance remaining in the Developer Contributions Reserve.

Both (A), (B) and (C) has resulted in forecast capital revenue reduced by \$1,181,179 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 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 \$565,382.

- Berry Springs Reserve Caretakers Dwelling	\$211,617
- 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 \$901,750. This is highlighted in Capital Projects 2016/17 below.

The forecast for Works expenditure (\$7,180,010) includes capital projects of \$7,097,646 and motor vehicle replacements of \$82,364.

Note 6

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 Forecast

The expected variance to budget of an increased deficit of \$6,286,643 relates to timing differences in the accounting treatment of grant income and expenditure and expenditure overruns.














\$3,441,767 relates to grant income that was included in the 2016/17 budget but was received in 2015/16 and additional rate income from Waste Transfer Station special rate and road contributions.

Expenditure of \$3,210,382 relates primarily to various projects that commenced in the 2015/16 financial year and were works in progress at 30 June 2016 but had not been included in the 2016/17 budget and additional project overruns as discussed above.

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 are \$901,750 compared to the forecast in November 2016.

Infrastructure Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
Projects commenced in 2015/16						
Anzac Parade Upgrade	Completed	-	908,310	1,800,000	(1,800,000)	 Awaiting Invoices
Freds Pass Road Upgrade	30/06/2017	1,220,500	63,503	1,220,500	-	 Awaiting Education Department final approval
Freds Pass Road / Krichauff Road Intersection	Completed	100,000	1,104,931	1,149,170	(1,049,170)	 Awaiting Invoices
Elizabeth Valley Bridge Design	30/06/2017	-	3,320	30,000	(30,000)	 Awaiting Invoices
Projects commencing in 2016/17						
Road Reseal Program	Completed	2,624,128	1,740,020	1,775,160	848,968	 Awaiting Invoices
Cycle Path Works	30/06/2017	230,000	2,580	230,000	-	 Design stage
Shoulder Widening	30/06/2017	300,000	49,872	300,000	-	 Contract Awarded
Freds Pass Road Shoulder Widening	Completed	180,000	40,630	80,000	100,000	 Awaiting Invoices
Leonino Road Culvert Extension	Completed	400,000	304,026	360,000	40,000	 Awaiting Invoices
Ringwood Street Culvert	Completed	50,000	27,632	27,632	22,368	 Completed
Survey & Design of Southport Roads	31/03/2017	50,000	23,226	50,000	-	 Design stage
Geotechnical Investigations	31/12/2016	60,000	20,349	60,000	-	 Completed
Wig Wag Warning Lighting	31/12/2016	150,000	14,182	25,416	124,584	 Awaiting installation
TOTAL		5,364,628	4,302,581	7,107,878	(1,743,250)	



- On Budget



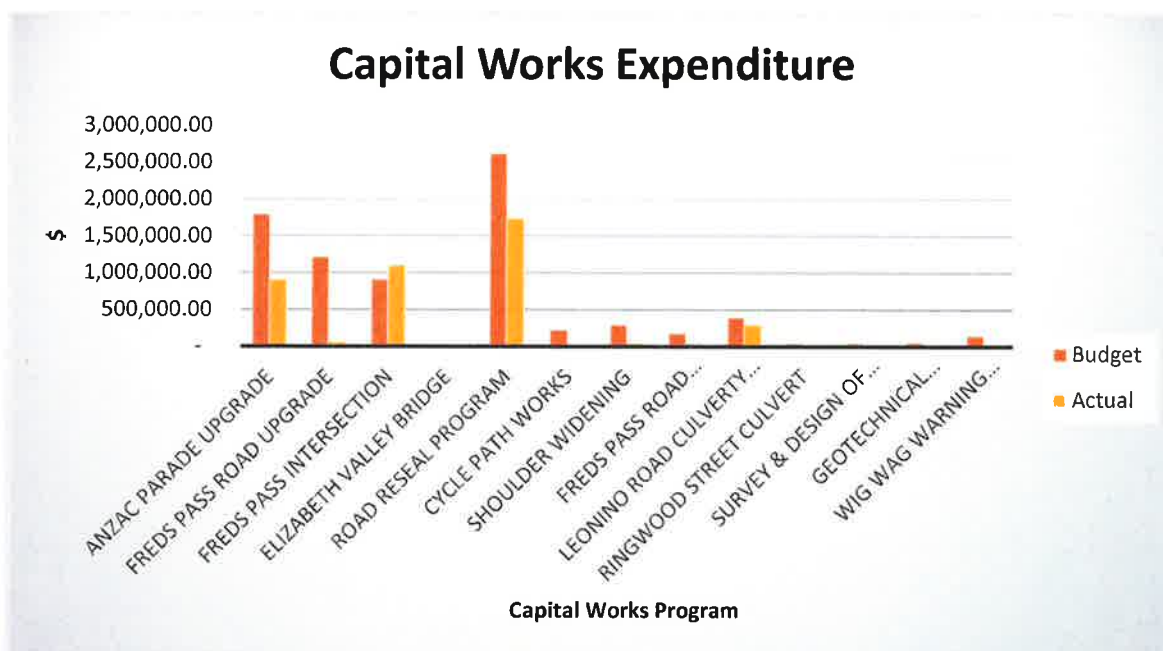
- Watch Budget



- Outside Budget

Forecast Variance






Capital revenue and expenses have been reviewed to the end of December 2016. The forecast for Freds Pass / Krichauff Road Intersection has increased by \$10,232 as a result of a portion of land required to be purchased with the design of the intersection. The forecast for the Road Reseal Program has been reduced by \$848,968 as a result of the timing of Council's tender process in conjunction with Department of Infrastructure. No other 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	31 December 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	178,112	236,617	(211,617)	 Awaiting Invoices
FPR - Improvements	30/06/2017	3,000,000	167,895	3,000,000	-	 In Progress

Recreation Reserve Expenditure	Estimated Date of Completion	2016/17 Budget	2016/17 YTD Actuals	31 December 2016/17 Forecast	Forecast Variance +ve (-ve)	Comment
All Reserves – Building Certifications	Ongoing	50,000	-	50,000	-	 Not yet commenced
TOTAL		3,075,000	699,772	3,640,382	(565,382)	



- On Budget



- Watch Budget



- Outside Budget

CASH ON HAND & INVESTMENTS

The table below represents a summary of the Cash on Hand & Investments held by Council at 31 December 2016 and compares the balance to the balance at 30 November 2016.

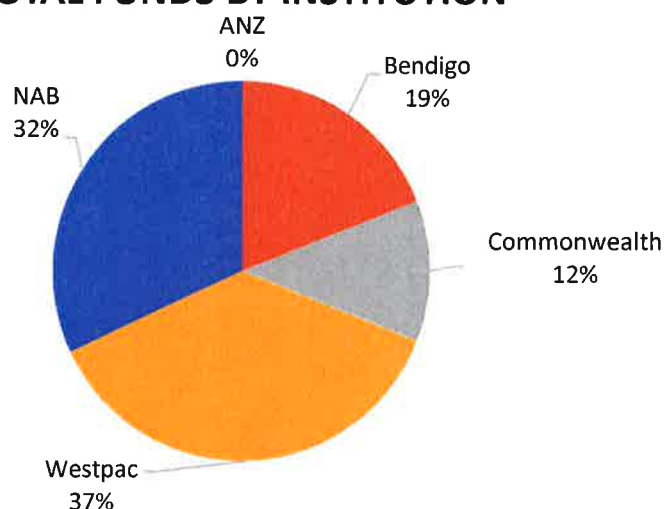
	30 NOVEMBER 2016	31 DECEMBER 2016	VARIANCE	COMMENT
Investments (Incl. Trust Account)	18,590,337	20,125,032	1,534,695	Additional Investment
Business Maxi Account	943,387	593,853	(349,534)	Additional Investment
Operating Account	1,590,853	67,486	(1,523,367)	Additional Investment less payments
TOTAL	21,124,577	20,786,371	(338,206)	

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
31/12/2015	1,023,097	365	NAB	3.00%	31/12/2016	30,693
19/02/2016	1,015,123	365	NAB	2.92%	18/02/2017	29,642
19/12/2016	1,522,761	91	NAB	2.90%	30/03/2017	36,230
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
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
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	20,125,032					465,083

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 December 2016
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

DEBTORS

Sundry Debtors

Total Sundry Debtors at 31 December 2016 is \$626,776 compared to \$39,837 at 30 November 2016, an increase of \$586,939. This is due to an outstanding invoice of \$600,000 for Black Spot Funding.

Category	Current	30 Days	60 Days	90 Days and over	Balance
Waste	\$8,231	\$30	\$938	\$184	\$9,383
Infrastructure	\$603,101	\$0	\$95	\$13,117	\$616,313
Recreational Reserves	\$550	\$-50	\$120	\$460	\$1,080
TOTAL	\$611,882	\$-20	\$1,153	\$13,761	\$626,776
% of total sundry debtors	97.6%	0.0%	0.2%	2.2%	

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
Contact has been made with debtor awaiting payment	\$904
Contact has been made with debtor awaiting payment	\$262
Debtor on Payment Plan	\$3,592
Contact has been made with debtor awaiting payment	\$132
Contact has been made with debtor awaiting payment	\$19
Debtors to be sent a reminder invoice	\$100
Debtors to be sent a reminder invoice	\$40
Debtors to be sent a reminder invoice	\$80
Debtors to be sent a reminder invoice	\$240
Contact has been made with debtor awaiting payment	\$28
Contact has been made with debtor awaiting payment	\$41
Contact has been made with debtor awaiting payment	\$40
Contact has been made with debtor awaiting payment	\$75
TOTAL	\$13,761

Please note, Sundry debtors exclude rate debtors and infringements.

Fines & Infringements

At 31 December 2016 Council has 74 infringements outstanding with a balance of \$25,013, an increase of \$1,298 on the infringements outstanding at 30 November 2016.

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

59 infringements have been sent to the Fines Recovery Unit (FRU), 3 infringements are currently on hold, 2 infringements have been sent a reminder letter and 10 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 to 4 January 2017.

	Rates Raised	Rates Collected	Outstanding	% Outstanding
2016/2017	\$9,596,830	\$7,155,854	\$2,440,976	25.4%

Points to note:

- Total current year outstanding rates has reduced by 2.6% compared to last month.
- 50% of Council's rate payers paid all their rates upfront with the others choosing payment by instalments.
- \$374,478 remains outstanding from Instalment 1 notices, which were due 31 August 2016. This has reduced by \$39,381 compared to last month.
- \$553,863 remains outstanding from Instalment 2 notices, which were due 30 November 2016. This has reduced by \$130,021 compared to last month.
- \$1,512,635 is payable from Instalment 3, due 28 February 2017.

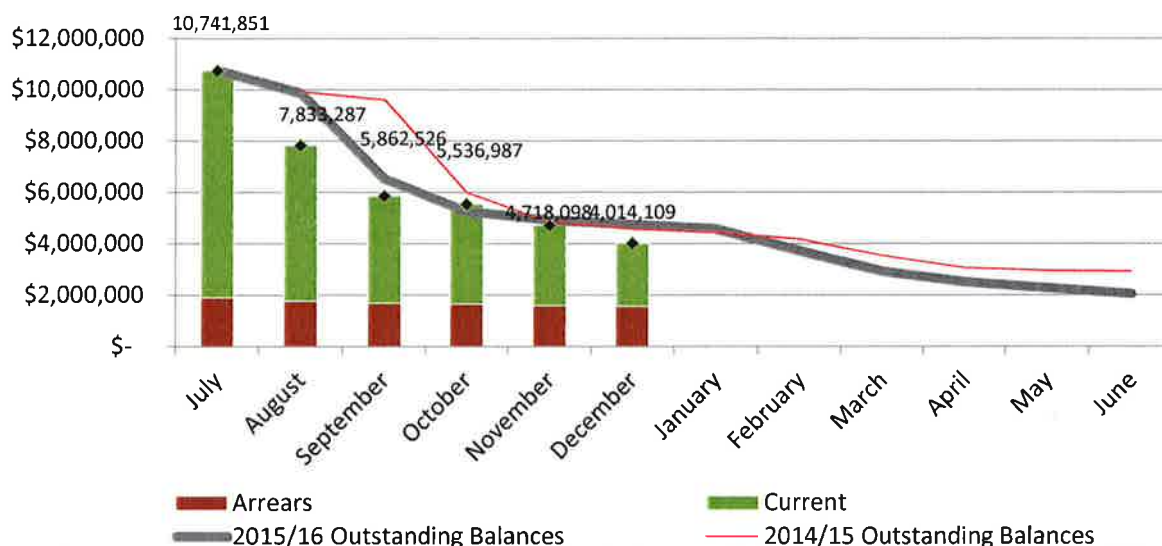
The collection of rates continues to be Council's focus in line with its Debt Recovery Policy FIN05. The initial Rates Notices were sent in late July 2016 with the second instalment reminder notice sent in late August 2016. Staff are currently preparing Letters of Demand to be sent to ratepayers with outstanding rates from prior years. These will be distributed by close of business 13 January 2017. The remaining reminder notice for the third instalment will be sent in late January 2017. Following the last instalment due date, 28 February 2017 another round of Letters of Demand will be sent to all ratepayers with outstanding rates. Staff are continually calling ratepayers with current year outstanding rates when possible.

There has been a reduction of \$232,018 or 13% in the rates in prior year arrears when compared to the same time last year. The value of prior year arrears rates collected during December was \$28,193, the total prior years outstanding rates and charges as at 31 December 2016 is \$1,557,534.

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 31 December is \$170,546.

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 31 December 2016



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.

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%		
Prior year rates arrears	<5%		
Current years rates outstanding as at 28 February 2017	<5%		
Rates to operating expense ratio	60-70%		
Liquidity ratio	>1:1		

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

CREDITORS PAID

Creditor accounts paid in December 2016 are listed in below.

Cheque No	Cheque Date	Payee	Description	Amount
Payroll - 12	07/12/2016	LC - Staff	Payroll fortnight ending 7 December 2016	124,986.76
Payroll - 13	21/12/2016	LC - Staff	Payroll fortnight ending 21 December 2016	139,351.45
754.114-01	08/12/2016	NATIONAL AUSTRALIA BANK LTD (NAB)	New Term Deposit	1,500,000.00
756.273-01	19/12/2016	BENDIGO BANK (INVESTMENTS)	12 Months Investment	1,040,000.00
755.1137-01	15/12/2016	ALLAN KING & SONS CONSTRUCTION PTY	RFT16 - 130 - Intersection upgrade PP 3 & 4 - Krichauff	464,158.47
755.971-01	15/12/2016	MUGAVIN CONTRACTING PTY LTD	Replace existing headwalls, culvert & floodway works	57,250.00
757.280-01	22/12/2016	CITY OF DARWIN	Nov 16 - Shoal Bay Weigh Bridge Charges	55,294.56
754.280-01	08/12/2016	CITY OF DARWIN	Oct 16 - Shoal Bay Weigh Bridge Charges	52,775.28
757.87-01	22/12/2016	TOP END LINEMARKERS PTY LTD	Linemarking on reseals & Install reflective markers	45,015.76
011216	02/12/2016	STATEWIDE SUPERANNUATION PTY LTD	Superannuation to 23/11/16	40,513.54
755.827-01	15/12/2016	LITCHFIELD GREEN WASTE RECYCLERS	Mulch green waste & wood waste at HSWTS & HDWTS	31,878.00
753.87-01	06/12/2016	TOP END LINEMARKERS PTY LTD	RFT 126 - Remark lines after reseals	26,762.40
757.514-01	22/12/2016	VEOLIA ENVIRONMENTAL SERVICES	Nov 16 - RFT 103 Transfer of waste to Shoal Bay	24,049.20
757.596-01	22/12/2016	AREA9 IT SOLUTIONS - HARDWARE	Nov 16 - IT support & assistance	19,733.76
756.78-01	19/12/2016	POWER & WATER CORPORATION	Howard Park & Knuckey Reserves - Water - Jun-Sept 16	19,094.05
755.174-01	15/12/2016	ABS SCROFA (AUST) P/L	Wild dog eradication program - final pay	18,535.00
757.268-01	22/12/2016	BYRNE CONSULTANTS	Road Safety Audit / Design - Freds Pass	15,367.00
757.409-01	22/12/2016	F & J BITUMEN SERVICES PTY LTD	Patching of roads prior to reseal	12,429.50
757.1175-01	22/12/2016	University of Technology Sydney	IAP2 Training - Community Engagement	11,968.00
753.1185-01	06/12/2016	One Eighty SLS Pty Ltd	Stage 3 Aquatic Needs Analysis	11,429.00
757.414-01	22/12/2016	TOTAL EXCAVATIONS	Clean & Maintain Road Drains and Shoulders	11,367.40
756.971-01	19/12/2016	MUGAVIN CONTRACTING PTY LTD	Replace existing headwalls	11,350.00
755.713-01	15/12/2016	IMPACT ENVIRONMENTAL CONSULTING PTY	Strat. Review of Waste Management - Comm	10,828.40
757.849-01	22/12/2016	WEX AUSTRALIA (PUMA CARD)	Nov 16 - Fuel account	10,278.31

753.1145-01	06/12/2016	FYFE PTY LTD	Survey work - Subdivision services	8,813.00
757.810-01	22/12/2016	UHY HAINES NORTON	2015/16 Final Audit Fee	8,142.20
755.1099-01	15/12/2016	DAVE'S MINI DIGGA HIRE	Clean drain & remove excess soil	7,975.00
753.1065-01	06/12/2016	Mrs M H BREDHAUER	Nov 16 - Mayor Allowances	7,747.71
757.1203-01	22/12/2016	Management Consulting Alliance Pty	Consulting Services - Records Management	6,688.00
753.956-01	06/12/2016	IRONWOOD CONSULTING	Nov 16 - RFQ 16 - 138 Consultancy - FPR	6,187.50
753.1201-01	06/12/2016	National Removals	Removal Costs D Kingston (Balance)	5,923.00
757.78-01	22/12/2016	POWER & WATER CORPORATION	Water - HDWTS, HSWTS, Swipe cards & HPR	5,772.58
DD231216	23/12/2016	WESTPAC CARDS & DIRECT DEBITS	Dec 16 - Credit card purchases	5,700.24
757.926-01	22/12/2016	JACANA ENERGY	Power - Thorak, WTS, MWF, LC HPR Oct/Nov	5,614.19
757.896-01	22/12/2016	E E MUIR & SONS PTY LTD	1 Box of Sulfomac - Herbicide & Glysophate	4,598.00
755.850-01	15/12/2016	HUMPTY DOO DEVELOPMENTS PTY LTD	Dec 16 - MWF shed lease	4,570.00
755.268-01	15/12/2016	BYRNE CONSULTANTS	Southport Township Planning Study	4,503.62
757.187-01	22/12/2016	NORSIGN	RFT 125 - Road signs purchases	4,340.93
757.1201-01	22/12/2016	National Removals	Removal costs D Kingston - Adjustment	4,067.00
757.176-01	22/12/2016	ASAP TREE SERVICE	Remove 2 Milkwood trees & 6 dead trees	4,037.00
755.566-01	15/12/2016	FRIENDS OF THE TAMINMIN LIBRARY	Sponsorship to assist library	4,000.00
757.612-01	22/12/2016	CREMASCO CIVIL PTY LTD	Supply and install vehicle barriers	3,986.93
757.11-01	22/12/2016	LINTIN GEOTECHNICAL	RFT16 142 - Road quality testing - Leonino Rd	3,965.01
753.1088-01	06/12/2016	TALENT PROPELLER	Vacancies Adverts	3,850.66
755.506-01	15/12/2016	TURBO'S TYRES	Supply & flatproof 2 tractor tyres	3,828.00
753.329-01	06/12/2016	CHARLES CHEW & ASSOCIATES	Design - Ablution Block at Freds Pass Reserve	3,795.00
753.1113-01	06/12/2016	Graphics'll Do (Leonie Richards)	Design & artwork for 2015/16 Annual Report	3,641.00
755.170-01	15/12/2016	NT RECYCLING SOLUTIONS (NTRS)	Nov 16 - Empty recycle bin	3,421.00
757.1053-01	22/12/2016	CSG BUSINESS SOLUTIONS PTY LTD	Nov 16 - LC Copier charges	2,906.34
755.806-01	15/12/2016	ZIPPY CLEANING & MAINTENANCE SERVIC	Nov 16 - Cleaning Litchfield Council Office & Thorak	2,844.88
755.1187-01	15/12/2016	Territory Natural Resource Management	Contributing Partner 2016 TNRM Conference	2,750.00
753.1064-01	06/12/2016	Mrs C M OSBORN	Nov 16 - Deputy Mayor Allowances	2,704.38
757.930-01	22/12/2016	COLEMAN'S CONTRACTING & EARTHMOVING	Erosion control - Silt fencing with rock	2,698.30
753.1068-01	06/12/2016	Mr D S BARDEN	Nov 16 - Councillor Allowances	2,667.05

755.183-01	15/12/2016	CHRIS'S BACKHOE HIRE PTY LTD	Nov 16 - Graves digging	2,640.00
757.1099-01	22/12/2016	DAVE'S MINI DIGGA HIRE	Clean out culverts & drains	2,420.00
757.690-01	22/12/2016	TOTAL HYDRAULIC CONNECTIONS (NT) PTY	Repair leaking hydraulic hose & cylinder on Bobcat	2,370.34
757.1177-01	22/12/2016	Full Noise Auto Electrics	Replace condenser & fan set on tractor	2,194.22
757.132-01	22/12/2016	AIRPOWER NT PTY LTD	Parts for Kubota mower / 1000hrs service on bobcat	2,163.98
753.1062-01	06/12/2016	Mrs L WRIGHT	Nov 16 - Councillor Allowances	2,107.05
757.180-01	22/12/2016	AURECON AUSTRALIA P/L	Development Guidelines Review	2,041.88
757.384-01	22/12/2016	Ms C VERNON	Nov 16 - Authority Consulting	2,025.00
753.1063-01	06/12/2016	K J HUNT	Nov 16 - Councillor Allowances	1,797.64
755.90-01	15/12/2016	INDUSTRIAL POWER SWEEPING	Sweep footpaths & roads	1,553.75
754.1177-01	08/12/2016	Full Noise Auto Electrics	Service/repair air-cons on 3 tractors	1,516.00
755.1141-01	15/12/2016	Northern Ground Maintenance	Nov 16 - Lawn mowing services at Howard Park Reserve	1,479.50
755.1088-01	15/12/2016	TALENT PROPELLER	Recruitment - Director of Community & Corporate Services	1,443.75
757.731-01	22/12/2016	AMCOM PTY LTD	Jan 17 - Supply of Amcom fibre to Council	1,329.41
754.795-01	08/12/2016	Mr D I WARBOYS	Rates Refund	1,300.00
755.599-01	15/12/2016	WELDING & MAINTENANCE SERVICES NT	Weld 4 in 1 bucket on Bobcat	1,260.00
755.815-01	15/12/2016	JEFFRESS ADVERTISING	Interest in Community Advisory Groups	1,250.60
755.282-01	15/12/2016	TOP END TYRE RECYCLING	Remove tyres from Humpty Doo WTS	1,155.81
757.202-01	22/12/2016	Mr I SUMMERS	Risk Management & Audit Committee Fees	1,056.00
757.22-01	22/12/2016	IRON MOUNTAIN AUSTRALIA PTY LTD	Nov 16 - Record Management	978.51
757.151-01	22/12/2016	HARVEY NORMAN COMPUTERS/ELECTRICAL	128GB IPAD & Keyboard	954.00
753.359-01	06/12/2016	EARTHWORKS TRAINING & ASSESSMENT	Traffic Management Training	900.00
753.1033-01	06/12/2016	1SPATIAL AUSTRALIA PTY LTD	FME annual maintenance renewal for 2016	858.00
755.260-01	15/12/2016	EARL JAMES & ASSOCIATES	Road Opening and Closing Training	825.00
755.409-01	15/12/2016	F & J BITUMEN SERVICES PTY LTD	Sealing of Driveway	800.00
757.577-01	22/12/2016	ARJAYS SALE & SERVICE PTY LTD	Battery pack for Speed check sign.	750.20
754.1148-01	08/12/2016	Mrs K A GATES	2017 CPA Membership Renewal	720.00
756.926-01	19/12/2016	JACANA ENERGY	Nov 16 - Howard Park Reserve Power	710.82
B Pay152	21/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	Toyota Prado Rego - CC11UO	705.85

B-Pay150	09/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	Hilux Ute Rego - CC08KR	705.85
755.51-01	15/12/2016	SOUTHERN CROSS PROTECTION	Nov 16 - Security services	701.23
753.1130-01	06/12/2016	Mair's Only Cleaning	Caretaking & cleaning at Howard Park Reserve	700.00
757.1130-01	22/12/2016	Mair's Only Cleaning	Caretaking & Cleaning at Howard Park Reserve	700.00
757.594-01	22/12/2016	ALL ALUMINIUM (WAYNE STREET)	Fabricate 2 X cages for mowers	700.00
757.97-01	22/12/2016	CLEANAWAY	Nov 16 - Clear cemetery bin	691.13
753.928-01	06/12/2016	RSEA PTY LTD	MWF Uniforms / Protective wear	673.31
757.1040-01	22/12/2016	SUPER CHEAP AUTO	2 Car radios for tractors	648.83
753.129-01	06/12/2016	VANDERFIELD NORTHWEST PTY LTD	Rectify oil leak on truck	622.05
755.770-01	15/12/2016	HAYS SPECIALIST RECRUITMENT (AUST.)	Temporary Customer Relations Officer	618.92
755.839-01	15/12/2016	SIMES ALUMINIUM PRODUCTS - FABWELD	Secure aluminium roof for dog cage	517.00
753.941-01	06/12/2016	EVERLON BRONZE	Plaque & ceramic photo	508.20
757.1181-01	22/12/2016	Odd Job Bob	Carry out various office repairs	481.80
757.1160-01	22/12/2016	Arnhem Pumps & Irrigation Supplies	Repair spray unit	480.00
753.1200-01	06/12/2016	Territory Powersports	Fabricate PVC door protector for vehicle	477.45
753.1076-01	06/12/2016	TDC (NT) PTY LTD - T/AS TERRITORY	Commission on direct payments	441.69
755.28-01	15/12/2016	RURAL FIRE PROTECTION	Fire equipment inspections - vehicles and plant	423.50
757.455-01	22/12/2016	MINI-TANKERS AUSTRALIA PTY LTD	Nov 16 - Diesel Fuel	409.59
756.14-01	19/12/2016	AUSTRALIA POST	Postage Stamps	402.95
755.1177-01	15/12/2016	Full Noise Auto Electrics	Service air-con on truck & tractor	397.65
757.1076-01	22/12/2016	TDC (NT) PTY LTD - T/AS TERRITORY	Commission on direct payments	388.42
755.326-01	15/12/2016	EYESIGHT SECURITY P/L	Nov 16 - Security and patrol at Cemetery	384.78
757.98-01	22/12/2016	ALL RURAL MECHANICAL	Service Colorado ute - Waste	374.95
B-Pay151	16/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	Bobcat Rego - CA22XR	365.60
757.928-01	22/12/2016	RSEA PTY LTD	Disposable Respirators	359.57
757.367-01	22/12/2016	BUNNINGS GROUP LIMITED	Nov 16 - Hardware account	357.00
753.790-01	06/12/2016	BOBTOW TILT TRAY SERVICES	Reimbursement of Shoal Bay Disposal Fee	354.00
B-Pay152	21/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	Kubota Tractor Rego - CA22TA	325.60
757.134-01	22/12/2016	FIGLEAF POOL PRODUCTS	Microbiological water testing - Thorak	313.80
757.874-01	22/12/2016	FIN BINS	5m Skip Hire - HDWTS & HPR Rubbish Collect	304.20
755.953-01	15/12/2016	HWL EBSWORTH LAWYERS	Litchfield Council Park Licences	297.00
755.1125-01	15/12/2016	Ms S MCTAGGART	Reimbursement for Workers Compo consult	289.00

756.1186-01	19/12/2016	Advanced Safety Systems Australia	Dec 16 - ASSA Membership	273.90
755.860-01	15/12/2016	INTECH NT	Repair remote controller	264.00
DD221216	23/12/2016	SE RENTALS PTY LTD	Copier Lease Thorak Dec 2016	260.79
755.1202-01	15/12/2016	Chianti & Coffee Cafe	Catering for Managers Meeting	255.10
755.85-01	15/12/2016	TELSTRA	Nov 16 - Cemetery phone account	250.61
755.401-01	15/12/2016	LOCAL GOVERNMENT MANAGERS AUSTRALIA	Membership - CEO	250.00
757.1008-01	22/12/2016	OUTBACK BATTERIES P/L	Battery for Colorado ute - Regulatory Services	243.00
755.61-01	15/12/2016	GREENTHEMES INDOOR PLANT & HIRE	Nov 16 - Indoor plant hire	233.50
757.990-01	22/12/2016	A. NOBLE & SON LTD.	Tie down ratchets and slings	233.05
753.512-01	06/12/2016	SELTOR SHAW PLUMBING PTY LTD	Fix toilet leaks at Howard Park Reserve	214.07
B Pay151	16/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	ATV Rego - CB29ZX	210.60
753.1183-01	06/12/2016	Mr D KINGSTON	Reimbursement for parking, cab charge	206.11
757.7-01	22/12/2016	ALLTOOLS NT	Hammer Drill	200.00
755.924-01	15/12/2016	OUTBACK TREE SERVICE	Trim boundary trees at Howard Park Reserve	198.00
757.110-01	22/12/2016	JAPE FURNISHING SUPERSTORE	DESK MOUNT SCREEN	189.00
755.941-01	15/12/2016	EVERLON BRONZE	Bronze plaque	168.30
757.855-01	22/12/2016	TENDERLINK	Tender advert - FPR - Ablution Block RFT145	165.00
756.249-01	19/12/2016	TERRITORY RURAL	Measuring jugs & drum adaptors	163.90
757.30-01	22/12/2016	TERRITORY SPRINGWATER PTY LTD	Bottled water delivery x 14	147.00
757.1142-01	22/12/2016	OfficeMax Australia Ltd	Stationery	144.18
B Pay150	09/12/2016	SENSIS PTY LTD	Nov 16 - Monthly Sensis Advertisement	138.38
757.55-01	22/12/2016	CHUBB FIRE & SECURITY PTY LTD	Alarm response 25/11/16	137.50
753.573-01	06/12/2016	Mr P A SHEAN	Reimbursement for safety boots	125.00
757.851-01	22/12/2016	OFFICEWORKS	Stationery	120.82
Bpay 151	16/12/2016	RTM MOTOR VEHICLE REGISTRY - MVR	ATV Rego - CA73GS	110.25
755.801-01	15/12/2016	KING DIESEL & MAINTENANCE PTY LTD	Rego Inspection JCB Backhoe	110.00
757.25-01	22/12/2016	RTM INTEGRATED LAND INFORMATION SYSTEM	Nov 16 - Land Search	109.60
753.886-01	06/12/2016	Mr R J FREEMAN	Remove tyres from rims - HDWTS	105.00
757.1087-01	22/12/2016	TOTAL TOOLS DARWIN	Tie down slings and ratchets	104.65
757.220-01	22/12/2016	THE BIG MOWER	Line Trimmer Head part	102.30
757.506-01	22/12/2016	TURBO'S TYRES	Patch and repair tractor tyre	99.00
757.980-01	22/12/2016	PRACTICAL SAFETY AUSTRALIA	Rehydration blocks	99.00
757.876-01	22/12/2016	NT ICE	30 bags of ice	82.50

757.1133-01	22/12/2016	NT Water Filters	6 bottles of water for foyer	80.00
757.1210-01	22/12/2016	SOMERVILLE FOUNDATION INCORPORATED	Rates Refund	67.00
755.30-01	15/12/2016	TERRITORY SPRINGWATER PTY LTD	6 Bottles of water	63.00
757.820-01	22/12/2016	CONSOLIDATED BEARING COMPANY (CBC)	2 Belts for Iseki Mower	62.03
753.1143-01	06/12/2016	WorkPro (Risk Solutions Australia)	National Police Clearance Check	60.50
757.300-01	22/12/2016	DARWIN OFFICE TECHNOLOGY P/L	Nov 16 - Photocopier Charges	51.20
757.189-01	22/12/2016	HD ENTERPRISES P/L (HD PUMP SALES)	Battery clamp & 1/2" spray fitting	38.43
TOTAL				\$3,959,013.01

CREDIT CARD TRANSACTIONS

Credit card transactions for December 2016 are listed in the table below.

STAFF MEMBER	COST CODE	DETAILS	GROSS	GST
Kaylene Conrick CEO	3020.330.644	Accom. credit for Major – Road Congress	(\$371.49)	(\$33.77)
	3200.310.644	Accom. for D Kingston – Road Congress	\$371.49	\$33.77
	3020.330.644	Accom. for Mayor – Road Congress	\$413.11	\$37.56
	3121.355.638	Amnet Internet Connection	\$61.00	\$5.55
	3020.330.644	Accom. for Mayor – LGANT	\$300.00	\$27.27
	3000.310.644	Accom. for CEO – LGANT	\$300.00	\$27.27
	3020.330.620	Catering – EM & Staff Xmas Lunch	\$143.00	\$13.00
	3020.330.620	Catering – EM & Staff Xmas Lunch	\$197.53	\$ -
	3130.350.500	Stationery	\$31.80	\$2.89
Deborah Branson Executive Assistant	3400.000.342	Accom. credit for W Smith	(\$375.00)	(\$34.09)
	3050.311.644	Catering – IAP Training	\$21.60	\$ -
	3020.330.620	Catering – Strategic Planning	\$94.95	\$ -
	3020.330.620	Catering – Strategic Planning	\$7.26	\$0.66
	3400.300.340	Deposit for Removal Costs D Kingston	\$1,030.20	\$93.65
	3000.350.405	Accom. M Cummins (secondment for Finance Review)	\$1,569.07	\$142.64
	3020.310.644	Xmas Dinner	\$1,345.00	\$122.28
	3020.330.500	Stationery	\$42.73	\$3.88
	3410.350.515	Catering – Community Reference Group	\$56.77	\$ -
	3410.350.515	Catering – Community Reference Group	\$5.94	\$0.54
	3020.330.620	Catering – Council Meeting	\$45.21	\$4.11
	3020.330.620	Catering – Council Meeting	\$96.38	\$ -
Justin Dunning MWF Manager	W4178.125	Gas Struts for Tractor Doors	\$132.00	\$12.00
Glen Byrnes Waste Manager	3410.350.515	Staff Amenities – Cleaning Items	\$69.82	\$6.35
	3410.350.515	Staff Amenities – Kitchen Items	\$81.87	\$ -
TOTAL			\$5,670.24	\$465.56

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

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Council Meeting Agenda

Wednesday 18 January 2017

14 Officers Reports

- 14.1 Executive Services Six Monthly Report Jul – Dec 2016
- 14.2 Revised Risk Management Policy FIN08
- 14.3 Risk Management and Audit Committee
- 14.4 Community and Corporate Services Quarterly Report Oct – Dec 2016
- 14.5 Infrastructure and Operations Quarterly Report Oct – Dec 2016

Agenda Item Number:	14.1
Report Title:	Executive Services Six Monthly Report July to December 2016
Meeting Date:	18/01/2017
Attachments:	Nil

Purpose

The six monthly Executive Services report, for the period of July to December 2016, is presented to Council for noting.

Summary

The Executive Services report is provided for the six months ending December 2016 and covers broadly the activities carried out in the Executive Services Department.

Recommendations

THAT Council receives the Executive Services six monthly report for the period July to December 2016.

Background

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

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

1 Elected Members

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

COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	6	6	6	6
Councillor Barden	6	6	6	6
Councillor Wright	6	5	5	5
Councillor Hunt	6	5	5	5
Councillor Osborn	6	6	6	6
SPECIAL COUNCIL MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	2	2	2	2
Councillor Barden	2	2	2	2
Councillor Wright	2	2	2	2
Councillor Hunt	2	2	2	2
Councillor Osborn	2	2	2	2

COUNCIL RESOLUTIONS	THIS PERIOD	2016/17
Resolutions of Council	135	135

RISK MANAGEMENT AND AUDIT COMMITTEE MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Independent Chairperson	2	2	2	
Councillor Hunt	2	2	2	
Councillor Wight	2	1	1	

Next Risk & Audit Committee scheduled 7 March 2017

THORAK REGIONAL CEMETERY BOARD MEETING ATTENDANCE	HELD	ATTENDED	TOTAL	2016/17
Mayor	6	6	6	
South Ward Councillor	6	6	6	
North Ward Councillor	6	5	5	
East Ward Councillor	6	5	5	
Central Ward Councillor	6	6	6	

CONFERENCES, TRAINING AND DEVELOPMENT	EVENT	REQUESTS	APPROVED	2016/17 IN \$
Mayor	ALGA 2017 Roads Congress Toowoomba IAP2 Community Engagement Training	0	0	\$0
	LGANT General Meeting Alice Springs			
SouthWard Councillor	ALGA 2017 Roads Congress Toowoomba IAP2 Community Engagement Training	0	0	\$0
North Ward Councillor	IAP2 Community Engagement Training	0	0	\$0
East Ward Councillor	IAP2 Community Engagement Training	0	0	\$0
Central Ward Councillor	IAP2 Community Engagement Training	0	0	\$0

2 Council Registers

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

REGISTER OF INTERESTS	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	1	1
STAFF	0	0

REVIEWABLE DECISIONS	RECEIVED	SUCCESSFUL	UNSUCCESSFUL	2016/17
Reject correction of assessment	0	0	0	0
Regulatory order	0	0	0	0
Suppress a person's name or address	0	0	0	0

USE OF COMMON SEAL	DATE	RESOLUTION
Horsnell Road, Noonmah Road Opening	22/08/2016	15/0195
Subdivision and Consolidation 31 & 35 McAulay Rd	10/10/2016	16/0113
TOTAL FOR YEAR		2

GIFTS AND BENEFITS REGISTER	NEW THIS PERIOD	TOTAL
ELECTED MEMBER	5	5
STAFF	12	12

INFORMATION ACT REQUESTS	RECEIVED	DECIDED	APPEALED	COMPLETED
Sec 18 Access to Government Information	1	1	0	1
Sec 31 Access to Personal Information	0	0	0	0
TOTAL FOR QUARTER	0	0	0	0
TOTAL FOR YEAR	1	0	0	1

CIVIC EVENTS	DATE	LOCATION	PERSONS	TOTAL
October Business Month – Making Connections	10/10/2016	Council	24	1
TOTAL FOR QUARTER				
TOTAL FOR YEAR				1

CITIZENSHIP CEREMONIES	DATE	LOCATION	NUMBER OF PEOPLE	NUMBER OF CEREMONIES
Australian Citizenship	17/09/2016	Council	19	1
TOTAL FOR QUARTER			19	1
TOTAL FOR YEAR			19	1

3 Public Relations

MEDIA -ENQUIRIES & RESPONSES	DATE
NT News – Feral dog trapping program	12-Sep-2016
NT News – Subdivision applications	12-Sep-2016
NT News – Feral dog trapping program	14-Sep-2016
ABC Radio - Governance training costs	23-Sep-2016
NT News – Debt collection	18-Oct-2016
NT News – Pool Fencing Regulations	24-Oct-2016
NT News – Coolalinga Tavern	27-Oct-2016
ABC Radio – Humpty Doo Shelter	28-Oct-2016
NT News – Horse riding dangers on the road	9-Nov-2016
NT News – Looking back and forward	16-Dec-2016
TOTAL FOR YEAR	9

4 Policy Development

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

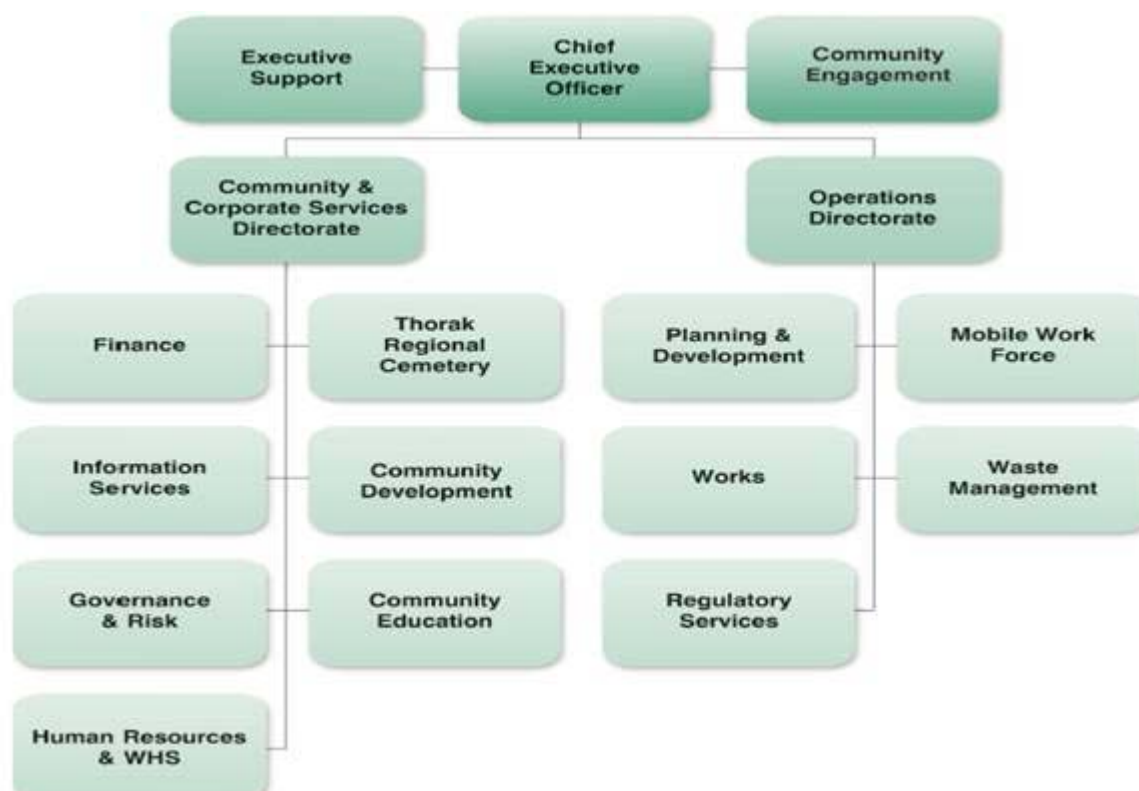
REVIEWED POLICY	TYPE	APPROVED
Nil		
TOTAL FOR THIS PERIOD		1
TOTAL FOR YEAR		1

NEW POLICY	TYPE	APPROVED
TOTAL FOR QUARTER		0
TOTAL FOR YEAR		0

2016/2017 STAFFING PLAN

	FINANCIAL YEAR
DIRECTORATE	BUDGET 2016/17
Community & Corporate Services	18
Infrastructure & Operations	32.47
Office of the Chief Executive	3
Total full Time Equivalent Staff	53.47

ESTABLISHMENT STRUCTURE



TOTAL NUMBER OF EMPLOYEES*

OPERATING

HEADCOUNT	55
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FTE	51.5
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POSITION STATUS	ONGOING	CONTRACT	CASUAL/OTHER	TOTAL
Male	21	3	5	29
Female	17	6	3	26
				55

WORKFORCE GENDER PERCENTAGE REPRESENTATION

29 Male employees represent 52.7% of the total workforce

26 Female employees represent 47.2% of the total workforce

TRAININGS	JUL - SEP	OCT - DEC	TOTAL
Corporate Trainings	-	2	2
Short Professional Development Courses	3	3	6
On-going Professional Development Courses	1	3	4
Workplace Safety Related Trainings	1	2	3

STAFF TURNOVER RATE

Specified Target – Less Than 20%

As at 31st December 2016 - 5.46%

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

TENDERS	VALUE	NUMBER	WINNER	RESOLUTION
UPGRADE FLOODWAY ON LEONINO RD – AWARDED 4/10/16	\$309,684	T16-142	KIGILIA PTY LTD	Within the CEO's delegation
SHOULDER REPAIRS TO VARIOUS ROADS – AWARDED 11/8/16	\$354,631	T16-136	KIGILIA PTY LTD	Within the CEO's delegation
BITUMINOUS RESEAL – 17/08/16	\$1,495,078	RFT-16-132	FULTON HOGAN	16/0186
WASTE DELIVERY TO SHOAL BAY LANDFILL	APPROX \$350K	RFT-11-103	VEOLIA (1 YEAR EXTENSION TO 5 YEAR CONTRACT)	WITHIN THE CEO'S DELEGATION

Links with Strategic Plan

Priority # 1 – Everything you need

Priority # 2 – A great place to live

Legislative and Policy Implications

Not applicable to this report

Risks

There are no identifiable risks

Financial Implications

Not applicable

Community Engagement

Not applicable

Recommending Officer: Kaylene Conrick, Chief Executive Officer

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

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Councillor Report

Agenda Item Number:	14.2
Report Title:	Revised Risk Management Policy (FIN08)
Meeting Date:	18/01/2017
Attachments:	Risk Management Policy (FIN08)

Purpose

This report presents for Council adoption the revised Risk Management Policy (FIN08)

Summary

The Risk Management and Audit Committee (RMAC) endorsed the Risk Management Policy FIN08 on 29 October 2015 which included references to the South Australian Better Practice Model for Internal Financial Controls. This policy was subsequently adopted by Council on 19 November 2015.

At the meeting on 11 May 2016 of the RMAC an alternative framework considered to be suitable to Council was presented on the Framework and endorsed.

An updated FIN08 Risk Management Policy was presented to RMAC at its meeting on 3 October 2016 reflecting the change and include reference to the Litchfield Council Accounting and Policy Manual as per the Local Government (Accounting) Regulations. This reviewed Policy was endorsed by RMAC.

Recommendation

THAT Council

1. Notes the report on the review history of risk management policies; and
2. Adopts the updated Risk Management Policy (FIN08) superseding the previous Risk Management Policy (LC20)

Background

Council is required by the *Local Government Act* to maintain a comprehensive suite of policies which guide operational management. FIN08 contributes to these policies.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Council is required by the *Local Government Act* to maintain a comprehensive suite of policies which guide operational management.

Risks

There are no risks to Council in adopting this revised policy.

There is a risk that the Policy is not up to date and relevant to current operations should it not be adopted.

Financial Implications

Not applicable to this report.

Community Engagement

The Risk Management and Audit Committee has been consulted in the appropriateness of the Policy updates.

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.

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Name	FIN08 Risk Management
Policy Type	Council Policy
Responsible Officer	Chief Executive Officer
Approval Date	16/11/2016
Review Date	16/11/2020
Document ID	LITCHFIELD-454211611-61

1 Purpose

Risk Management is an important part of Litchfield Council's corporate governance and covers areas such as strategic management, internal controls, business development, project management, finance, etc. It comprises procedures to mitigate risks and provide reasonable assurance that operations are efficient and effective, assets are safeguarded, legislation and council policies/rulings are complied with and financial reporting is accurate and reliable. Effective risk management in Council operations is critical in achieving its goals and objectives.

2 Principles

Council is committed to maintaining an effective risk management environment. This policy is based on the following principles:

- Managing risks relating to the stewardship of public resources requires effective internal controls.
- Council requires a framework for an effective risk management system which conveys to managers that they are responsible for ensuring that risks are identified, controls are established, documented, maintained and adhered to across the council and to all employees that they are responsible for adhering to those controls.
- Council must ensure the propriety of transactions, information integrity, compliance with regulations and achievement of Council objectives through operational efficiency.

3 Definitions

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

Risk	The effect of uncertainty on objectives.
Risk Management	A coordinated set of activities and methods that is used to direct an organisation and to control the many risks that can affect its ability to achieve objectives.

4 Policy Statement

4.1 The Risk Management Process

The process followed by Council in developing the framework shall be based on Australian/New Zealand Standard AS/NZS ISO 31000:2009.

- 4.1.1 Establish Goals & Context – Effective risk management requires a thorough understanding of the goals and context of Council to assist in establishing the assessment criteria for risk management.
- 4.1.2 Identify Risks – Identify the risks most likely to impact on the achievement of Council's objectives.
- 4.1.3 Analyse Risks – Assess effectiveness of risks in terms of likelihood and consequence to identify the current risk level.

- 4.1.4 Evaluate Risks – Determine whether the risks are acceptable or unacceptable and document findings.
- 4.1.5 Treat Risks – Treat risks by one of the following methods - discontinuing activity that generates it, reducing likelihood of occurrence, reducing consequence of occurrence, transfer the risk or retain the risk.
- 4.1.6 Consultation/Communication – These are important elements to ensure that all stakeholders understand why actions are required. These stakeholders include all staff and elected members.
- 4.1.7 Monitor/Review – Responsible officers must be identified for each internal control and provide feedback to managers on progress with controls. The Managers monitor the effectiveness of risk treatments and report progress to the Senior Management Team and the Audit Committee at regular intervals.
- 4.2 Risk Management Approach
 - 4.2.1 Council will maintain an internal control framework, which will be based upon a pro- active risk management culture.
 - 4.2.2 The types of risks identified in the framework will be those which may prevent council from meeting its objectives or not maximising its opportunities.
 - 4.2.3 It is recognised that all risks cannot be eliminated, however the internal controls applied should reduce the likelihood of the risk occurring to within acceptable limits of risk.
 - 4.2.4 Council will develop a culture that emphasises integrity, ethical values and competence.
- 4.3 Roles and Responsibilities
 - 4.3.1 The Chief Executive Officer is responsible for establishing Internal Controls and associated framework, which ensures Council objectives are achieved efficiently and effectively as required by Local Government (Accounting) Regulations section 10(1). Updates on changes to the framework will be presented to the Internal Audit Committee before being presented to Council for adoption.
 - 4.3.2 The Chief Executive Officer must adopt a risk management approach to identifying and assessing risks and apply cost/benefit analysis in the development of internal controls, and is responsible for ensuring Council employees conduct their duties in accordance with internal control policies, procedures and practices of Council.
- 4.4 Elements of the Internal Control Framework

The essential elements of an effective internal control framework are:

 - Structure and culture of Council;
 - Delegations of Authority;
 - Policies and procedures;
 - Trained and properly qualified staff;
 - Information Technology controls;
 - Review process e.g. internal audit;
 - Liaison with auditors and legal advisors;
 - Senior Management compliance assurance;
 - Risk identification and assessment.
- 4.5 Accounting and Policy Manual

Section 9 of the Local Government (Accounting) Regulations prescribes that a council must maintain an accounting and policy manual.

The manual must include, or incorporate by reference, the following:

- a) an organisation chart showing the functions of the council, its committees and responsible officers;
- b) a statement of the duties and responsibilities of the CEO and responsible officers;
- c) a statement of the principal accounting policies of the council;
- d) information about the timing and content of financial management reports to the council and the CEO;
- e) a statement of the procedures the council considers necessary to facilitate the timely preparation of the council's annual financial statement;
- f) the information necessary to ensure the proper operation of any computer based accounting system in use;
- g) details of all administrative and accounting procedures, policies and delegations of authority, including:
 - I. details of internal control procedures; and
 - II. details of personnel and financial delegations; and
 - III. a chart of accounts divided into assets, liabilities, income, expenses and council equity accounts; and
 - IV. procedures relating to the receipt and banking of money, the payment of salaries and wages, the allocation of machinery operating costs to council functions, the purchase of goods and services and the granting of credit to council debtors.

4.6 Review of Internal Controls Framework

4.6.1 This Policy will be reviewed annually.

4.6.2 The Litchfield Council Accounting and Policy Manual will be reviewed at least every twelve months following the annual financial audit to ensure all controls are current and appropriate. The Chief Executive Officer will inform the Risk Management and Internal Audit Committee of each review and update on progress with action plans identified during the reviews.

5 Associated Documents

Litchfield Council Policies

6 References and Related Legislation

Local Government Act and associated Regulations and Ministerial Guidelines
Australian/New Zealand Standard AS/NZS ISO 31000:2009

7 Review History

Date Reviewed	Description of changes (Inc Decision No. if applicable)
19/11/2015	Policy Adopted
16/11/2016	Policy amended (16/0248)

Council Report

Agenda Item Number:	14.3
Report Title:	Risk Management and Audit Committee (RMAC)
Meeting Date:	18/01/2017
Attachments:	RMAC Minutes 24 October 2016 and 6 December 2016

Purpose

This report provides an update to Council on the Risk Management and Audit Committee (RMAC) meetings.

Summary

The RMAC has met twice since the last report to Council (24 October 2016 and 6 December 2016). Issues arising from the December meeting are presented in this report. Minutes from both meetings are attached.

Recommendation

That the Minutes for the Risk Management and Audit Committee are received and noted.

Background

The Risk Management & Audit Committee is formed pursuant to Part 5.2 of the Local Government Act and Section 10 of the Local Government (Accounting) Regulations. The last report to Council was at the June 2016 Council meeting relating to the meeting held on 11 May 2016. Summaries of the two subsequent meetings are provided.

Meeting 24 October 2016

- Committee provided feedback on the progress of the risk management framework.
- Committee was presented with the interim Audit Management Letter and provided feedback.
- Committee was presented with the audit report for the Berry Springs Waste Transfer Station and requested a tracking system to monitor the progress towards implementing recommendations.
- Committee provided feedback on the narrative supporting the 2015/2016 financial statements.
- A report on the progress towards achievement of Municipal plan KPIs was presented.
- An updated FIN08 Risk Management policy was presented to the Committee.

Meeting 6 December 2016

The Chair provided the following issues for Council's information.

External audit recommendations

1. The Committee requested that deadlines for actions be shown for uncompleted items, and more content and evidence be provided for completed items.
2. The CEO was asked to enquire into the status of the confidential KPMG forensic report.
3. The Committee noted that two high risk items regarding procurement and payment procedures are shown as not addressed, and requested that the status of these items be more fully reported to the Committee at its next meeting.

4. The Committee expects to see the 2015/16 audit closing letter, and Management's responses, at its next meeting, together with management's assessment regarding tendering the audit service for the 2016/17 year, or extending the UHY appointment for that year.

Long Term Financial Plan

The Committee requested that:

1. The total of Reserve Funds be included in the Long Term Financial Plan to show the effect of drawdowns on the balances held and carried forward each year.
2. Links between the Long Term Financial Plan and the Strategic Plan be identified.
3. In particular, capital expenditure items in the Strategic Plan be identified and allocated to the years in which the expenditure is intended to occur, so that these can be itemised in the Long Term Financial Plan.
4. Items in the strategic plan which are not yet funded are identified.

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

RMAC is a Council Committee and as such access to the minutes and agendas are provided on its website. The updated FIN08 Risk Management policy is presented at this meeting for Council endorsement.

Risks

There is no risk associated with receiving this report. Council staff will continue to work towards implementing recommendations arising from the RMAC

Financial Implications

Implementation of recommendations will require staff time and is achievable within current resources.

Community Engagement

The RMAC is a Council Committee. No community consultation is required in its establishment or operations.

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 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.

DRAFT MINUTES

**MINUTES OF THE RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING OF THE LITCHFIELD COUNCIL
HELD ON MONDAY 24 OCTOBER 2016
AT COUNCIL CHAMBERS, BEES CREEK ROAD, FREDS PASS**

Present:	Iain Summers	Chairperson
	Kirsty Hunt (Councillor)	Committee Member
Staff:	Kaylene Conrick	Chief Executive Officer
	David Jan	Acting Director Community and Corporate Services
	Karina Gates	Acting Finance Manager

1. OPENING OF MEETING:

The Chairperson, Iain Summers opened the Meeting at 5.00 p.m.

2. APOLOGIES AND LEAVE OF ABSENCE:

Letchimi Wright (Councillor) Committee Member
Maree Bredhauer (Mayor)

3. CONFIRMATION OF MINUTES:

THE COMMITTEE resolved that the minutes of the Risk Management and Internal Audit Committee Meeting held Wednesday 11 May 2016, 5 pages, are confirmed in full with policy changes adopted.

MOVED: I. Summers
SECONDED: Cr Hunt
CARRIED

This is page 1 of 5 of the Risk Management and Audit Committee Meeting held MONDAY 24 OCTOBER 2016



CHAIRPERSON

DRAFT MINUTES

4. BUSINESS ARISING FROM THE MINUTES:

The Chair noted that business arising items are included as agenda items at this meeting.

5. CONFLICT OF INTEREST:

No conflicts of interest were identified.

6. PRESENTATIONS:

Nil

7. ACCEPTING OR DECLINING LATE ITEMS:

Nil

8. NOTICES OF MOTION:

Nil

9. OFFICERS REPORTS AND ITEMS FOR DISCUSSION

9.1 RISK MANAGEMENT FRAMEWORK

The committee is happy to endorse the direction that is being developed at the moment and is encouraged by the progress made. The risk register needs to be linked back to the internal audit planning. The Committee requested inclusion of due dates for treatments, and using strike through to identify treatments that have been completed.

1. THAT the Risk Management and Audit Committee note the progress made on the development of the risk management framework and registers and endorse the purchase of ISO 31000:2009

MOVED: I. Summers
SECONDED: Cr Hunt
CARRIED

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This is page 2 of 5 of the Risk Management and Audit Committee Meeting held MONDAY 24 OCTOBER 2016



.....
CHAIRPERSON

DRAFT MINUTES

9.2 2015 AUDIT MANAGEMENT LETTER

The committee noted the response table to the 2015 audit issues that is in the 16 July 2016 response to UHY. The Committee requested in future that evidence is included, where practical, for items identified as complete. The Committee also noted the auditor's recommendations in the interim audit letter of 13 July 2016, and the table of management's responses, the due date for rectification is to be included in future. The Committee suggested the use of unique identifiers for the auditor's comments, and that a tracking register be created.

1. THAT the Risk Management and Audit Committee acknowledges the progress and evidence of issues addressed from the 2015 Audit Management Letter.
2. THAT the Risk Management and Audit Committee receive and note the Council's response to the 2016 Interim Audit Management Letter.

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

9.3 BERRY SPRINGS WASTE TRANSFER STATION

Committee requested a tracking system to monitor progress towards implementing recommendations of the audit. This should flow on to all actionable items in audit reports. Distinction should be made between internal and external audit actions.

1. THAT Council the Risk Management and Audit Committee note the verbal report on the Waste Transfer Station Audit

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

.....
This is page 3 of 5 of the Risk Management and Audit Committee Meeting held MONDAY 24 OCTOBER 2016



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CHAIRPERSON

DRAFT MINUTES

9.4 2015/2016 FINANCIAL STATEMENTS

There is a need to present a clear narrative on the financials which includes charts and trend lines. The committee provided feedback on issues prior to recommendation by the Finance Manager to the CEO for signing.

1. THAT the draft Financial Statements are suitable for certification by the Chief Executive Officer for inclusion in the Annual Report and presentation to Council. once adjustments as discussed are recorded by the Finance Manager.

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

9.5 2015-2016 MUNICIPAL PLAN REPORT KPI's

Discussion regarding the presentation of progress towards achievement of KPIs with a suggestion of traffic lights. Feedback was provided to value add to the commentary.

1. That the Risk and Audit Management Committee accept the 2015-16 Municipal Plan KPI report as tabled, while recommending that a traffic light indicator of progress be included.

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

9.6 UPDATED RISK MANAGEMENT POLICY

1. That the committee note the updated FIN08 Risk Management policy.
2. That the Committee endorses the updated FIN08 Risk Management policy.

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

This is page 4 of 5 of the Risk Management and Audit Committee Meeting held MONDAY 24 OCTOBER 2016



CHAIRPERSON

DRAFT MINUTES

10 OTHER BUSINESS

Nil

The next meeting was scheduled for 6 December 2016.

The meeting closed at 7.20pm.

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This is page 5 of 5 of the Risk Management and Audit Committee Meeting held MONDAY 24 OCTOBER 2016



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CHAIRPERSON

DRAFT MINUTES

**MINUTES OF THE RISK MANAGEMENT AND AUDIT
COMMITTEE MEETING OF THE LITCHFIELD COUNCIL
HELD ON TUESDAY 6 December 2016
AT COUNCIL CHAMBERS, BEES CREEK ROAD, FRED'S PASS**

Present:	Iain Summers	Chairperson
	Kirsty Hunt (Councillor)	Committee Member
	Letchimi Wright (Councillor)	Committee Member
Staff:	Kaylene Conrick	Chief Executive Officer
	David Jan	Acting Director Community and Corporate Services
	Karina Gates	Finance Manager

1. OPENING OF MEETING:

The Chairperson, Iain Summers opened the Meeting at 5.00 p.m.

2. APOLOGIES AND LEAVE OF ABSENCE:

Maree Bredhauer (Mayor)

3. CONFIRMATION OF MINUTES:

THE COMMITTEE resolved that the minutes of the Risk Management and Internal Audit Committee Meeting held Tuesday 24 October 2016, 4 pages, are confirmed.

MOVED: I. Summers

SECONDED: Cr Hunt

CARRIED

.....
This is page **1** of **4** of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

.....
CHAIRPERSON

DRAFT MINUTES

4. BUSINESS ARISING FROM THE MINUTES:

29/10/2015 Item 9.3 – Internal Audit Committee Evaluation.

ACTION: RMAC evaluation procedure to be developed in early 2017.

11/05/2016 Item 9.3 - Internal Audit and Compliance Plan.

Committee is still looking for how the internal audit and compliance plan is linked to controls in the risk register. Requested an update for next meeting, while noting that this has been delayed pending the appointment of the Director of Community and Corporate Services. There is a need to ensure a fraud control plan is included into the risk register and, when appropriate, that this is reviewed through the internal audit plan.

24/10/2016 Item 9.3 – Audit Management Letter.

Need more informative narrative about the audit recommendations that are outstanding.

ACTION: Draft agenda needs to be run past chair prior to distribution

ACTION: Deadlines for actions to be shown for uncompleted items (for example, include in the amber shaded section), and more content and evidence on completed items.

ACTION: Litchfield CEO is to enquire into the status of the confidential KPMG forensic report.

The committee noted that two high risk items regarding procurement and payment procedures are shown as not addressed.

ACTION: Status of these items to be more fully reported to the Committee at its next meeting.

ACTION: Secretariat is to work with the Chair to prepare a key highlights paper for the next council meeting.

24/10/2016 Item 9.4 – 2015/2016 Financial Statements

The annual report including the audited financial statements will be presented to a special council meeting on 13 December, 2016

Recommendation

That the committee notes the updates for previous business and resolves to remove completed items

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This is page 2 of 4 of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

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CHAIRPERSON

DRAFT MINUTES

MOVED: I Summers

SECONDED: Cr Wright

CARRIED

5. CONFLICT OF INTEREST:

Nil

6. PRESENTATIONS:

Nil

7. ACCEPTING OR DECLINING LATE ITEMS:

Chair requested discussion of Audit completion process, see item 9.1

8. NOTICES OF MOTION:

Nil

9. OFFICERS REPORTS AND ITEMS FOR DISCUSSION

9.1 AUDIT COMPLETION PROCESS.

Final close out letter for the 15/16 audit is still to be received and was expected by the committee for this meeting. Committee recognized the need to provide feedback to UHY regarding its expectations for the earlier finalisation of the closing letter. The Committee expects to see the audit closing letter and management's responses at its next meeting, together with management's assessment regarding tendering the audit service for the 2016/17 year, or extending the UHY appointment for that year.

10 OTHER BUSINESS

Nil

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This is page 3 of 4 of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

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CHAIRPERSON

DRAFT MINUTES

11 CONFIDENTIAL ITEMS

Meeting closed at 1847

11.1 LONG TERM FINANCIAL PLAN

THAT pursuant to Section 65 (2) of the Local Government Act and Regulation 8 of the Local Government (Administration) Regulations the meeting be closed to the public to consider the following Confidential Item.

Litchfield Council DRAFT Long Term Financial Plan

Regulation 8(c)(iv) Reason - information that would, if publicly disclosed, be likely to prejudice the interest of the council or some other person.

Meeting reopened 1915

12 CLOSE

The next meeting was scheduled for the morning of 7 March 2017 with.

Future meetings set for

11 July 2017

10 October 2017

5 December 2017

The meeting closed at 7.20pm.

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This is page 4 of 4 of the Risk Management and Audit Committee Meeting held TUESDAY 6 DECEMBER 2016

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CHAIRPERSON

Council Report

Agenda Item Number:	14.4
Report Title:	Community and Corporate Services Quarterly Report October – December 2016
Meeting Date:	18/01/2017
Attachments:	Nil

Purpose

This report presents to Council the Community and Corporate Services Directorate quarterly report for October – December 2016

Summary

This report provides Council with an update overview of work conducted by the Directorate of Community and Corporate Services in the areas of Finance, Rates, Human Resources and Work Health & Safety, Information Technology, Community Development and Governance and Risk.

Recommendation

That Council receives and notes the Community and Corporate Services quarterly report for October – December 2016.

Background

The Community and Corporate Services Division provides financial and general corporate support to other areas of Council as well as the broader Community through the management of Council owned Community Recreation Reserves.

Finance

For the period of October to December the Finance Team have,

- completed the 2015/16 Financial Statements
- drafted a Long-Term Financial Plan for 10 Years
- commenced using an Accounts Payable system increasing efficiency. Invoices are now inputted once received and paid based on their payment terms rather than daily as was past practice.
- Staff training to effectively implement productivity changes to roles and responsibilities
- commenced implementation of performance reviews against work plans.
- initiated the development of the 2017/18 Budget, and
- implemented improvements to the monthly financial reports presented to Council.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with management, statutory and regulatory budgeting and reporting	100%	In Progress	To date, full compliance.
Prior year rates arrears – how effective we are in recovering rates debts	<5%	In Progress	See rates comments below for progress

KPI	TARGET	STATUS	COMMENT
Current years rates outstanding as at 28 February 2017	<5%	In Progress	To date, this is at 25.4% - Council will continue to monitor this percentage and ensure we continue to recoup current year rates outstanding to <5% prior to 30 June 2017.
Rates to operating expenses ratio – ability to cover expenses through rates collected	60-70%	In Progress	On track to be achieved – 16/17 Budget is at 69%
Liquidity ratio – ability to pay debts when they are due	>1:1	In Progress	Achieved to date.

Rates

Rates collection continues to be a focus for the Finance Team. The second rates instalment notices were distributed in October 2016 with a November 30 due date.

The overdue rates collection process is being reviewed and processes developed to track the number of calls made to outstanding rates debtors. A process has been put in place to refer all past years' arrears to Territory Debt Collectors (TDC) and apply Statutory Charges to properties with debts greater than \$5,000. To date a total of 290 rate debtors have been sent to TDC accounting for \$1,165,313.23 in arrears with \$555,629.04 received to date through payment in full or via payment plans.

Rates in arrears data is available in the monthly financial reports to Council. A comparison with past years' arrears will be made next quarter after the instalment 3 due date which will provide a true indication of Council's overall arrears performance and will be included in the monthly financial report to Council.

Grants Status

Litchfield Council Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept Local Govt Special Purpose	Berry Springs Reserve	Caretakers Dwelling	\$189,455	30/06/2017	Completed
NTG Dept Sport & Rec	Freds Pass Reserve	Facility Upgrades	\$3,000,000	30/06/2017	In progress
NTG Dept Local Govt	Litchfield Council	Aquatic Facility feasibility study	\$40,000	30/06/2017	In progress, nearing completion
NT Environment Protection Authority	Litchfield Council	Waste Education Flier Grant	\$10,000	30/12/2016	In progress
NTG Dept Local Govt Special Purpose	Humpty Doo Waste Transfer Station	Mobile Workforce Shed	\$225,000	30/06/2018	Planning commenced
NTG Dept Local Govt Special Purpose	Thorak	Thorak Cemetery Service Review	\$11,200	31/12/2016	Completed and acquitted

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
Australia Day Council NT	Freds Pass Reserve	Australia Day activities	\$1,500	31/03/2017	In progress

Reserve Management Board Grants

FUNDING BODY	LOCATION	PURPOSE	AMOUNT NETT	COMPLETION DUE	STATUS
NTG Dept of Business - Community Benefit Fund Small Community Grant	McMinns Lagoon Reserve	Security Cameras	\$5,000	31/12/2016	Completed and acquitted
NTG Dept of Business - Community Benefit Fund Major Community Grant	McMinns Lagoon Reserve	Tractor	\$36,550	31/12/2016	Completed and acquitted
Dept Sport & Rec	Livingstone Reserve	Litchfield Horse and Pony Club	\$175,500	30/09/2016	Completed and acquitted

Human Resources / Work Health and Safety

Below is a summary of key activities that occurred in the Human Resources area during this quarter:

- Co-ordinated performance appraisals for eligible staff and issued Step Increase letters thereafter accordingly.
- Co-ordinated a number of professional development training sessions for staff.
- Inducted and on-boarded the Director Infrastructure and Operations into Council.
- Inducted the Mobile Workforce Casual staff (*5 people*) for peak wet period.
- Commenced recruitment for the vacant Director of Community and Corporate Services position as well as Casual Plant Operators for the Waste Transfer Station.
- Commenced Enterprise Bargaining Negotiations for next Agreement to commence April 2017.

Human Resources are currently working on the following projects:

- Developing a toolkit to guide managers on the process for conducting a performance appraisal.
- Coordinating the bargaining process for the Litchfield Council Enterprise agreement 2017.
- Organising professional development training recommended from performance appraisals.
- Conducting the Director Community and Corporate Services interviews, as well as the Casual Waste Transfer Station Plant Operators

What is planned over the next quarter:

- Staff training and awareness campaign Performance = Results + Behaviour.
- Commencing work on Values and Behaviour
- Join with other selected councils across Australia to participate in a work place culture improvement program with McArthur piloting a 2017 Local Government LIFE app. Staff will provide workplace

feedback by completing seven key questions and a simple satisfaction survey using Emoji's each month on a device. Data will be collated and Council will be provided with a month report and identified areas for improvement.

- Recruitment, Induction and On-boarding of the Director Community and Corporate Services
- Recruitment of Casual Plant Operators for the Waste Transfer Station.
- Negotiation of the Litchfield Council Enterprise Agreement 2017.
- Sourcing and Organising professional development trainings for staff as recommended from performance appraisals.
- Recruitment of Thorak Regional Cemetery Manager.

Work Health and Safety

Throughout the quarter, toolbox meetings were held monthly by the three outdoor work areas; Mobile Work Force, Waste Transfer Stations and Thorak Regional cemetery.

Discussions at the toolbox meetings concentrate on safe work methods and practices, Incidents and corrective/preventive actions, Council policies, work plans and safety strategies for the changing seasons.

Worker's Compensation

Three worker's compensation claims were processed within the quarter across the following work units: Thorak Cemetery, Regulatory Services and Waste Transfer Station. Injuries sustained included dirt in the eye, sprained finger knuckle and lower back ache.

Incident Report

This quarter, there were no notifiable incidents pursuant to Part 3 of the Work Health and Safety Act 2014 ('WHS Act') and no notices served pursuant to Part 8, section 155 or Part 10 section 195 of the WHS Act (provisional improvement and prohibition notices).

Tabulated below are some occurrences in the identified work areas:

S/N	Incident	Count	Work Area	Impact
1	Workplace Fatalities	None	N/A	Nil
2	Near Misses	None	N/A	Nil
3	Minor injuries reported	2	Regulatory Services Waste Transfer Station	Worker's Comp.
4	Workplace Injury claims	2	Regulatory Services Waste Transfer Station	Downtime Worker's Comp.
5	Reported Equipment Damage or Loss	3	Mobile Workforce	Repair Costs

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Staff Turnover	<20%	In Progress	On track to achieve KPI.

Information Technology

During the previous three months, the Information Services Department has undertaken a number of activities including:

- Draft IT Strategy preliminary work (on going) – Council initiative

- Preliminary work on the system clean (on going) – Council initiative
- Data clean – Rates (including Valuation amounts), Property (Size, Planning, Street Numbering) and Land Owner information (Given Names, Last Names)
- Investigation of the potential to integrate Authority with Councils records management system.

Information Services has also been supporting the Infrastructure & Operations Division in working on updates to the Asset Register.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Timely Resolution of technology issues	<20%	In Progress	On track.
Staff using records management system	>80%	In Progress	Review of Document Managements system taking place. Process mapping conducted for incoming mail functions

Community Development

Work continues on the development of occupancy leases for Berry Springs, Livingstone, Humpty Doo Village Green and McMinns Lagoon Reserves.

The construction of the new caretaker residence at Berry Springs Recreation Reserve has been completed with mulch supplied from the Humpty Doo Transfer Station for landscaping.

The Department of Water Resources is requiring all bores on Council land to have a meter installed for the purpose of monitoring the rate of extraction for the rural area by June 2017. Work has been conducted in partnership with the NTG Living Smart Water Wise program to help reduce water usage at Howard Park. This resulted in adjustments to the watering regime and repairs to irrigation infrastructure.

Asbestos reports have been received for all Council operated assets (Howard Park, Knucky Lagoon, Thorak Regional Cemetery and the Litchfield Council Offices). Assets on Council Reserves operated by a management board are still to be completed. Once completed asbestos management training will be conducted.

The works associated with the \$3m Freds Pass Recreation Reserve Upgrade are continuing and are scheduled to be completed in accordance with the funding agreement conditions of June 2017 despite delays in some areas of construction.

The previous community management committees for the Howard Park and Knuckey Lagoon Reserves have now been formally dissolved.

Meetings:

Livingstone Reserve – second Monday of every month

Humpty Doo Village Green – third Tuesday of every month

Berry Springs Reserve – second Wednesday of every month

McMinns – 19 January, 30 March and 29 June 2016

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Grants acquitted within agreed timeframes	100%	In Progress	
Recreation reserves operate under leases where applicable	100%	In Progress	

Governance and Risk

Progress in this area slowed this quarter with the Governance and Risk Advisor acting in the role of Director of Community and Corporate Services.

Risk Registers & Risk Management Framework

Work continues on risk registers for work areas. Once the Directorate returns to full capacity a greater focus will be given to the risk registers and the development of the Risk Management Framework.

Risk Management & Audit Committee (RMAC)

The RMAC met twice this quarter (24 October and 6 December 2016). A separate paper has been prepared for this meeting.

Delegation

Assessment of the statutory delegations identified by the lawyers engaged by the Cloud based serves is ongoing. Updates to the existing delegations have been made to accommodate for changes in position titles and staff. This cloud solution has provided greater flexibility to maintain an up to date delegations schedule.

Compliance

Work continues on allocating staff responsibilities for status updates of compliance line items. The checklist will be incorporated as part of the risk management framework. A consultant has been engaged to develop Freedom of Information (FOI) materials for Litchfield Council. This will include information which will be available on the Council website and an FOI manual for Council Officers to guide through the process FOI requests.

Document Management

A process mapping exercise was conducted for incoming mail in four functional areas (Works, Planning, Office of the CEO and Front Desk). The report highlighted a number of areas for improvement. A draft Local Government records disposal schedule has been completed and distributed to NT Councils for comment. A records management working group will be established with a clear terms of reference to oversee improvements to the Litchfield Council system and make recommendations regarding the relevance of the draft schedule.

Council Policy Framework

An updated GOV01 Policy Framework was presented and adopted by Council. This updated policy provides a detailed process for policy development for Council Officers and templates. A schedule of policy review is to be developed.

Monthly Managers Meetings

Meetings have been held for November and December 2016. Items discussed include,

- records management and disposal
- compliance responsibilities
- Litchfield Council Long Term Financial Plan
- policy review

- freedom of information requirements
- purchase order requirements

Council By-laws

Draft animal management by-laws have been finalised by Parliamentary Counsel. An implementation process is being developed which will include a proposed fees and charges structure. The Department of Local Government is preparing a plain English public information paper and will be presenting to Council. A public comment period following Council endorsement of the Draft by-laws will be conducted. Council will then endorse the finalised bylaws prior to gazettal.

2016-17 Municipal Plan KPI's

KPI	TARGET	STATUS	COMMENT
Compliance with legislative requirements as per Compliance Checklist (DLG)	100%	In Progress	Checklist to be completed
Risk Management Audit Committee Meetings	4 Meetings	In Progress	2 meetings to date
Internal Audits conducted as defined in the Internal Audit Program	3 Audits	In Progress	None to date
Governance & Risk Management Framework	100%	In Progress	Risk registers developed. Framework in development.

Links with Strategic Plan

Priority # 2 – A great place to live

Legislative and Policy Implications

Not Applicable to this report

Risks

Not Applicable to this report

Financial Implications

Not Applicable to this report

Community Engagement

Not Applicable to this report

Recommending Officer: 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 of a Committee meeting should declare that conflict of interest to enable Council to manage the conflict and resolve it in accordance with its obligations under the Local Government Act and its policies regarding the same.

Council Report

Agenda Item Number:	14.5
Report Title:	Infrastructure and Operations Quarterly Report Sep-Dec 2016
Meeting Date:	20/01/2017
Attachments:	

Purpose

This is the Quarterly Report for the period of October to December 2016 for activities carried out by the Infrastructure and Operations Department.

Summary

The October to December 2016 period for the Infrastructure and Works Directorate saw work continue from the previous period and also saw the commencement of several new initiatives. Notable activities were:

- **Infrastructure** – completion of the circa \$1M upgrade works to both Anzac Parade, Lambells Lagoon and to Freds Pass Rd / Krichauff Rd / Redcliff Rd intersection, Humpty Doo.
- **Waste** – commencement of the consultancy for a 10-yr waste management strategy, and introduction of the month-free green waste collection in November, which was found to be considerably more successful than anticipated in recovering green waste to the transfer stations.
- **Mobile workforce** – staying on or ahead of schedule despite an early start to wet weather.
- **Planning** – participation in the Planning Commission's consultation process for the development of an Area Plan for Howard Springs rural activity centre
- **Regulatory Services** – completion of the animal management by-laws as well as completion of the feral dog management program in Virginia which saw 9 of the 11 target animals being eradicated

Recommendation

THAT Council receives and notes the Directorate of Infrastructure and Operations Quarterly Report for October to December 2016.

Background

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

- construction and maintenance of civil infrastructure owned by Council
- waste management
- regulatory services
- statutory and strategic planning services, including environment and education

The Infrastructure and Operations team consists of the Director Infrastructure and Operations and a team of around 29 staff. At the start of the reporting period, Council appointed a new Director and the Directorate name had changed from Infrastructure & Planning to become Infrastructure & Operations.

Infrastructure - Works

Gravel Roads:

- A full maintenance grade was completed at the end of September to reinstate table drains, offset drains and table drain blocks before the wet sets in.
- A 600m section of Power road was re-gravelled from the Arnhem Hwy end.

Sealed Roads:

- 25 roads or part thereof have been resealed, as per the Municipal plan approval.

- 24 of the roads have been re-line marked after reseal.
- 31 tonne of patch has been used for Potholes and edge patching throughout the municipality.
- A section of Redcliffe Rd, Wallaby Holtze Rd, Daniel Circuit & Beddington Rd have had the shoulders widened and sealed.
- Brougham Rd / Leonino Rd intersection has been sealed.
- Melaleuca Rd bitumen seal has been extended 90m to the end of road.
- The bus stop on Corella Avenue has been sealed.
- Henning road has had an 800m section of pavement repaired.

Major Projects

1. Projects:

- RFT 130 - Upgrade of the Intersection at Freds Pass, Redcliffe and Krichauff Roads has been completed.
- RFT 133 - Anzac Parade upgrade is completed.
- RFT 132- Resealing of various roads has been completed.
- RFT 142 – Upgrade floodway Leonino Road was awarded to Lavercombe Grader Services and has been completed.
- Installation of Bollards: Bollards and appropriate signage has been installed at various locations in an attempt to reduce damage to Council assets and nuisance to local residences from quad bikes.
- Driveway repairs: Approximately seven driveway accesses have been repaired, this is also ongoing.
- Table drains: were cleaned out removing built up silt at approximately 32 locations with this work continuing
- Culvert washouts. Approximately 50 access culverts have been desilted and this work also continuing.
- Headwall repairs. Approximately 10 damaged headwalls have been repaired or replaced.

Key Performance Indicators

Potholes repairs maximum dimension below 300mm, within 5 days	Achieved 100%
Isolated Pavement failures when damage is below 100mm.	Achieved 100%
Emergency Response to be mobilised from the moment that Council takes appropriate notice, within 1 hour.	No request received

Planning

Statutory Planning

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

Application Type	Received	Annual Total
Animal Boarding		
Change of Use	1	1
Clearing of Native Vegetation		
Consolidation		
Educational Establishment		
Excavation and Fill		
Extension of time	1	1
Home Occupancy/Contracting		

Independent Unit	1	1
Industry		
Medical Centre	1	1
Multiple Dwelling		
Office		
Other	1	1
Restaurant		
Service Station		
Shed	3	3
Shop		
Shop and Office		
Shop, Office and Restaurant		
Showroom Sales		
Single Dwelling		
Subdivision	3	3
Subdivision and Consolidation	2	2
Undefined Use		
Unit Title Subdivision		
Variation	1	1
Warehouse	1	1
Total	15	15

Notable statutory planning issues during the quarter were:

- Aboriginal Community Land Grant at Part Section 674 Hundred of Cavenagh
- Variation to development permit – Concurrent application of rezoning part Section 3323 Hundred of Bagot from Zone RL to Zones SD, MD, PS and U and Subdivision to create 23 lots
- Application for change of use - application for a permanent Variation Liquor Licence.

Strategic Planning

Strategic Planning involves long-term planning to give guidance for future development. Strategic planning activities primarily serve to amend the NT Planning Scheme. This category primarily includes rezoning applications, but also includes Area Plans, Concurrent Applications and other amendments to the NT Planning Scheme policies and principles. The following table indicates activities carried out in this area during this quarter:

Application Type	Received	Annual Total (to date)
Rezoning	0	1
Planning Scheme Amendment	1	1
Concurrent Application	-	-
Other	-	-
Total	1	2

Notable strategic planning issues during the quarter were:

- Proposed amendment to NT Planning Scheme by replacing clause 14.1.4 and diagram to Berrimah Farm Planning Principals and Area Plan.

Mining Leases and Permits

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

Application Type	Received	Annual Total (to date)
Mining Lease	4	5
Mining Permit	0	2
Other	0	3
Total	4	10

Environment and Education

- Berry Spring Waste Transfer Station Working Group – The EEO finalised the design of the waste performance boards and ordered a sign for each transfer station. This working group has been superseded by the Waste Management Community Reference Group.
- Waste Management Strategy – Impact Environmental was appointed as the consultant and held their first meeting with the Community Reference Group and Councillors in December. The EEO is working closely with the consultant.
- Environment/ Education Group – the group has now meet twice to share ideas and let each other know about the different groups activities. Through this group Council has also helped promote Ark Aid free cat desexing programs, Darwin Wildlife Sanctuary nesting box program and working with NTG to help spread the word on aquatic weed Sagittaria.
- National Bird Watch - Council participated in the National Bird Watch, counting the number of birds at the Litchfield Council office over 5 days. There is an opportunity in 2017 to get the community on board and team up with either Greening Australia or Parks and Wildlife.
- Territory Natural Resource Management (TNRM) Conference – the EEO attended the TNRM conference which was a great networking experience and highlighted the different culture and environment projects going on in the Territory.
- Humpty Doo Primary School Recycling Talks – the EEO presented four recycling presentations to the pre-schoolers, which included a which-bin-does-this-rubbish-belong-to game. The EEO also conducted a waste audit with the Special Centre students, who not only learnt what the students through away but if they collected the 10 cents containers that were in the bin, they could buy their own lunch.
- Tyre Stewardship Australia - the City of Darwin presented a workshop on behalf of the Tyre Stewardship Australia, on the tyre disposal in the NT and the potential recycling opportunities in the future. The focus of the workshop with on the major challenges of tyre recovery and what opportunities for end of life tyres in the NT.

Key Performance Indicators

Provide planning assessment in accordance within Council technical requirements and within specified timeframes. Achieved 100%

Facilitate communication between constituents and Development Assessment Services so public concerns can be appropriately assessed. Achieved 100%

Waste

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

Waste Types	Howard Springs	Humpty Doo	Berry Springs	Quarter Total	Total 2016/17
Landfill waste Shoal Bay (t)	472.19	1,235.54	413.84	2,121.57	4,289.34
Batteries (t)	4.99	18.14	1.83	24.96	54.59
Recyclables					
Cardboard (m3)	318	513	270	1101	2330
Cardboard (t)	8.29	17.92	12.52	38.73	70.09
Co-mingle (m3)	40.59	72.04	5.9	142.98	487
Co-mingle (t)	8.3	17.09		31.29	64.92
Construction waste (t)		56.64		56.64	202.15
Domestic vehicle (no.)	16,365	18,184		34,549	66,919
Green waste ute/trailer (m3)	961	620		1581	2391
Green waste commercial (t)		57.87		57.87	147.28
Mulch sales (m3)	417.5	480		897.5	2,111.50
Non Litchfield residents (no.)	8	44		52	103
Shoal Bay deliveries (trucks)	62	117	56	235	485
Scrap Metal (t)	58.5	173.31		231.81	572.03
Used oil (litres)	5,800	9,990		15,790	32,093
White goods (t)	7.5	8.72		16.22	35.88
Wood mulch sold (m3)	25	44		69	193
Air conditioners		3.92		3.92	6.28
Crushed Concrete		205.5		205.5	286
Tyres		236		236	989

Comparative Analysis

Waste Types	2014/15	2015/16	2016/17 (Estimate)	Comparison with 2014/15
Landfill waste Shoal Bay (t)	9,200	9,408.02	7,178.52	22% Decrease
Batteries (Pallets)	78	100.33	118.12	29% Increase
Recyclables	0	0	0	NA
Cardboard (t)	174	173.73	125.45	28% Increase
Co-mingle (t)	276	119.25	134.5	Significant Decrease
Mulch sales (m3)	5422	3885.5	4856	Fully Sold
Scrap metal (t)	845	1,219.42	1,240.88	44% Increase
Used oil (L)	3,6243	5,1154	73092	Significant Increase
White goods (t)	179	108.6	78.64	56% Decrease

In addition, approximately 30 tonnes of cans and bottles that are refunded 10 cents are now separated. Quantities have only slightly reduced.

Key Performance Indicators

Waste tonnage to Shoal Bay less than 10,000 tonnes - estimated to achieve compliance.

Mobile Workforce

Over this quarter Mobile Work Force have been operating with seven staff, with this being a busier time of the year as we wind up to full operation across the wet season.

Litter Collection

We have conducted litter collection along 80km of council's arterial roads with some bulk collections on council lands and road network.

Signs and Guide Posts

It is estimated that 90 % of non -reflective road signs have been replaced with reflective signs. In this quarter, we completed 128 sign installations and changeover of non-compliant signage. 552 guide posts have also been installed along various roads. We have also been installing and retrieving traffic counts as per the 2016 count program.

Mowing and Slashing

Area's 1 and 2 are 50% complete and Area 5, 90% complete with only the Livingstone area to go before moving to Area 4. The Council yard has been mowed weekly and transfer stations and Coolalinga have had three mows to Date.

Spraying

Areas 1, 2 and 5 have been sprayed in this quarter with 100,000 Lt of chemical used, we have spot sprayed Gamba grass targeting hot spots as per liaising with NT Government Weeds Branch. Area 5 is noted as having a high density of Gamba growth. 75 % of our firebreaks were sprayed before wet weather arrived.

Other Tasks

During this quarter one staff member was conducting road and drain inspections for the Infrastructure team. All training material and requirements were updated and preseason servicing of plant was undertaken as well as and change-over of old vehicles to the new fleet.

Notes:

Area 1 = Knuckey Lagoon, Holtze, parts of Howard Springs

Area 2 = Coolalinga, Howard Springs, Bees Creek, Virginia

Area 3 = Herbert, Girraween, Lambells Lagoon, Humpty Doo (northern)

Area 4 = Humpty Doo (southern), Noonamah, Lloyd Creek, Hughes

Area 5 = Berry Springs, Livingstone, Acacia Hills, Fly Creek

Area 6 = Tumbling Waters, Southport, Blackmore, Darwin River

Key Performance Indicators

Slashing and spraying	On target
Litter collection (as required)	Achieved
Signs	90% achieved

Regulatory Services

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

	Total 2015/16	Oct-Dec 2015	Oct-Dec 2016	Total to date 2016/17
Dogs at large	325	63	90	186
Dog menacing animals	15	2	1	6
Dogs attacking animals	78	18	17	36
Lost Dogs	236	62	39	77
Dogs menacing people	27	6	6	13
Dog attacking person	14	1	0	0
Nuisance barking	55	12	3	18
Trap requests	35	6	2	7
Other	26	8	2	8
Total	824	178	160	351

Other activities include dealing with abandoned vehicles, feral animal management, and less frequent issues such as wandering animals (other than dogs).

The new Animal Management By-laws have now been set and will be presented to Council at the February meeting for endorsement prior to them being released for public comment.

The feral dog management program that was undertaken in the Virginia area has been successfully completed with 9 of the 11 target animals being eradicated. Since completion of the program there have been no further reports of feral dogs in the area.

A total of 83 dogs were impounded for the quarter with 54 being released to their owners, 25 transferred to rescue groups for re-homing and 2 euthanized. There are currently 5,240 micro-chipped dogs on Council's database.

Key Performance Indicators

Increase in number of animals micro-chipped, 50% increase required	On target
Customer requests within five working days, 90% required	100% Compliance
Public education program, developed	Completed, not yet delivered
Feral dog management program, implemented	Completed
Decrease in number of dogs at large	Target not met this quarter

Links with Strategic Plan

Priority # 1 – Everything you need

Legislative and Policy Implications

Nil

Risks

N/A

Financial Implications

Nil

Community Engagement

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

Recommending Officer: 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 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 18 January 2017

15 Common Seal

16 Other Business

17 Public Questions

18 Confidential Items

19 Open the Meeting to the Public

20 Close of Meeting